502 Help Wanted-Office Clerical

CLERICAL for Farmington Hills computer distributor. Min. 3+ years experience handling order entry, purchasing, and other misc. Must be flexible with excellent phone skills. Benefits. 810-553-9250

CLERICAL - FULL-TIME
Fast-paced dairy distributor seeking very organized & energetic individual for call orders & customer service. Must have outstanding phone manners, data entry a plus, competitive wages & benefits. Reply to Box #2211 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

Clerical Job Opportunities
If you are dependable & hard working and are looking to work in a professional office setting we have a variety of opportunities available
•SECRETARIES
•WORD PROCESSORS
•SWITCHBOARD
•RECEPTIONISTS
•DATA ENTRY CLERKS
•CUSTOMER SERVICE
•FILE CLERKS
We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!
Contempra
810-583-9500 Madison Hgts
810-650-8600 Rochester Hills
313-563-5900 Dearborn

CLERICAL - must have a friendly phone manner, basic office skills for a long term assignment in Livonia. Call 313-464-7078
ETD Temporary Service
Equal Opportunity Employer

CLERICAL/OFFICE MANAGER Quality printing center seeks detail minded individual, full time. Livonia/Redford (313) 538-0188

CLERICAL OPPORTUNITIES
Our rapidly growing network has part time and contingent positions at several of our medical centers.
Positions require one year clerical experience and accurate typing/computer keyboard skills. Ideal candidates will possess patient registration experience and medical terminology.
Applications are accepted Mon-Thurs, 8am - 12 noon. To hear a complete listing of open clerical positions please call our Job Opportunities Hotline at 810-424-3171 (press 3)
PROVIDENCE
Hospital & Medical Cntrs.
Employment Services
22255 Greenfield, Ste. 310
Southfield, MI 48075

CLERICAL - ORDER ENTRY
Full time days. $6 hr. Computer/Data Entry experience helpful. Non-smoking office. Send resume to BEX Inc., 37709 Schoolcraft, Livonia, MI 48150

CLERICAL PART TIME
4 hrs daily. Filing, light typing, phone skills. Dearborn area. Non smoker. Please call (313) 336-6303

CLERICAL / PART-TIME
FOR Southfield law firm. 1-6:00, Mon-Fri. Filing, phones, light typing, word processing experience preferred. Send Resume to: Erman, Teicher & Miller, 100 Galleria Officentre, #333, Southfield, MI 48034. Attn: Mary

CLERICAL - PART TIME
Insurance Marketing & Service company seeking part time clerical help in Southfield office. Some typing required. Enthusiastic personality. Flexible hours. $7.50/hour. Send resume to: Dennis Stone, Box 422, 33290 W. 14 Mile Rd. W. Bloomfield, MI 48322

CLERICAL, PART-TIME, accounting & tax office. Telegraph & 12 Mile area. Flexible hours. 15-20 hours per week. 810 258-9220

CLERICAL PERSONNEL AGENCY
Experienced secretarial recruiter for Recruiter/Manager position with the best known name in permanent clerical placement services. Salary, commissions, bonuses.
Call 313-464-0909.
Snelling Personnel Services

CLERICAL POSITION - general office duties, full time, we will train. Good benefits. Contact Tammy Rusnak, at 810-349-1030 or send resume to: Terminix International 22865 Heslip Dr., Novi, MI 48375

Clerical Receptionist
Small Property Management / Investment Company in Southfield. General office skills, some computer knowledge required (Word Perfect, database software), excellent communication skills. Full time $6-$8/hr
Fax resume to (810) 350-8448

CLERICAL SUPPORT
A fast paced Southfield title insurance company has full-time position available for person with communication skills, customer service background, typing 40-45 wpm & Word Perfect 5.1. Benefits 401(k). Call Kathy for interview (810) 353-1808 ext 333
An Equal Opportunity Employer

CLERICAL
We have various clerical opportunities available for individuals interested in entering the field of mortgage banking.
Qualified candidates should have excellent verbal/written communication skills, accurate typing, good math aptitude and be team oriented. Previous office experience a plus.
We offer a competitive benefit package. Qualified candidates should send/fax a confidential resume stating salary requirements or apply Mon-Fri 9am-4pm
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Road
Farmington Hills, MI 48334
FAX 810-488-7121
Equal Opportunity Employer M/F/D/V

CLERKS NEEDED IMMEDIATELY
Volt Services Group is recruiting for Fortune 100 Companies in the Greater Troy area. Long and short term assignments are available. General office experience required. Ask about our new Medical Insurance. Call Today for further information. 810-649-2190 EOE

CLERKS, RECEPTIONISTS & SECRETARIES
Permanent and temporary positions. $6.50-$10.50 per hour depending on your experience. East and westside locations. We are in need of entry level and experienced individuals. We have openings requesting WordPerfect, Lotus and Microsoft. Call us for an appointment. 810-399-3450
Snelling Personnel Services

CSR MANAGER OPPORTUNITY
Outdoor lighting co servicing electric utility industry seeks experienced CSR Manager. Must have ability to work as a liaison and set policy/procedures in the dept. head. Only highly motivated, qualified persons need apply. Resume to: Utility Systems, Attn: Pat Evans, 5782 Executive Dr., Westland, MI 48185

CSI
Securities Industry
Top producing stock broker looking for experienced Customer Service Rep. Series 7 helpful, and working knowledge of WordPerfect 6.1 and Lotus 1-2-3 required. Challenging high-paced position. Excellent communication skills a must. Send cover letter, resume and salary requirements to: P.O. Box 8153, Farmington Hills, MI 48333-8153

CUSTOMER SERVICE FRONT DESK
If you have a SMILE in your voice & a desire to please this job is for you. Computer experience required. Part time. Southfield office.
Health Care Professionals
(810) 357-7065

CUSTOMER SERVICE REP'S
Outdoor lighting co. has immediate openings for conscientious people who can communicate w/customers, sales, and internal departments. Involves order entry, PC literacy and prior phone experience. If interested send resume to: Utility Systems, Inc., Attention: Pat Evans, 5782 Executive Dr., Westland, Mich. 48185

CUSTOMER SERVICE
Must have strong written/verbal skills, computer literate, ability to self manage. Heavy customer contact. Excellent work environment, benefits, 401(k). Please send resume to:
KL, P.O. Box 9066
Farmington Hills, MI 48333

CUSTOMER SERVICE / SECRETARIAL
Full time for small computerized office. General office duties. Good phone personality or organized team player a must. Benefits. Non-smoking office. Wixom area. Send resume & Salary requirements to: PO Box 930467 Wixom, MI 48393

CUSTOMER SERVICE/ RECEPTIONIST
sought for top veterinary referral hospital. Outstanding customer service skills required for this full time position. Excellent compensation package available for right candidates. High quality persons send resume to: MVS, 21600 W. 11 Mile Road, Southfield, MI 48076.

CUSTOMER SERVICE/CLERICAL
• MICROSOFT WORD
• EXCEL - SPREAD SHEETS
• TYPE 45WPM
HUMAN RESOURCES
810-553-7710

CUSTOMER SERVICE TO $8/HR.
ARBOR TEMPS. 459-1166

CUSTOMER SERVICE PROFESSIONALS
No sales involved. Inbound and outbound calls. Mature, responsible, and articulate persons needed. Very professional and reputable work locations. Full and part time positions, long and short term opportunities.
Call (810) 737-1711
Fax (810) 737-5886
STAFFING RESOURCES

CUSTOMER SERVICE
Join a team of professionals for these temp to perm positions in Auburn Hills, Troy, Farmington and New Center locations. You will receive:
• automatic raises
• promotions and free training
• full or part time consideration
Qualified candidates have:
• Flexibility & willingness to learn
• Excellent oral/written skills
• Personal customer contact experience
• Decision making capability
• Typing @ 35 wpm
• Computer skills
Call Cathy today
Birmingham 646-7661
Livonia 473-2931
Advantage Staffing

CUSTOMER SERVICE REP
Looking for individuals with genuine interest in helping people. Customer service experience required. Managed care & medical terminology experience preferred. Send resume to MSR, P.O. Box 250130, Franklin, MI 48025-0130

CUSTOMER SERVICE
Troy company has immediate opening in customer service. Duties include taking phone orders and performing customer service follow up. Successful candidate must type 35-40 wpm, have excellent written and oral communication skills and be people oriented. $8.00 per hour plus benefits. Call Joan at 810-362-5000, Ext. 225, Monday through Friday, 9:30 A.M. through 2:30 P.M.

CUSTOMER SERVICE OFFICE/CLERICAL
Immediate full time opening! Farmington Hills corporation seeks highly organized person with good typing, office & phone skills to schedule & dispatch home deliveries & service calls for retail stores. Friendly, pleasant personality & "can do" attitude a must. Requires Sat. hours. Excellent growth potential, will train. Fax resume & salary requirements to Mr. Nelson at (810) 476-2450

DATA ENTRY CLERK
Immediate full time opening for a Data Entry Clerk in the Client Financial Services Broadcast Dept of DMB&B. Advertising. Successful candidate will keypunch invoices via a CRT. Send resume and salary history to DMB&B, Data Entry Clerk, P.O. Box 811AK, Bloomfield Hills, MI 48303
An Equal Opportunity Employer M/F/H

DATA ENTRY/ CUSTOMER SERVICE
Small Livonia company needs your computer knowledge to do electronic purchasing on their industrial system along with customer service duties. Good salary and benefits. FAX resume to 313-464-0818
Snelling Personnel Services

DATA ENTRY
Immediate openings. Flexible hours. Call today - start tomorrow. HRMS 313-438-1535

DATA ENTRY Part-time eve's. Detroit Bio-Medical Lab. 23955 Freeway Park Dr., Farmington Hills. Call Carla after 7:30pm. 810-471-4111

DATA ENTRY TO $9.50/HR.
Will train. All Shifts
Temp to Perm
ARBOR TEMPS 459-1166

DATA ENTRY
$7+/HR.
PLYMOUTH
FARMINGTON
S. AUBURN HILLS
Must be dependable, organized with accurate typing 40wpm, alphanumeric experience a plus! 1st & 2nd shift available. Full/part-time. Temp-To-Hire. Benefits
CALL TODAY!
Farmington Hills 810-615-0660
Rochester Hills 810-650-8690
Madison Hgts 810-545-2550
Western STAFF SERVICES.

DICTAPHONE TYPIST-Part-Time for law office. Flexible hrs. Must type 60 wpm. Please call (810) 559-3830

DOCUMENTATION CLERK
$22,000
Service charge paid by company. International organization offering 35 hour work week and fully paid benefits is in need of individuals with at least 1 year export experience. Call for immediate appointment, 810-399-3450
Snelling Personnel Services

ENTRY-LEVEL POSITION
in growing promotional marketing firm. Looking for a flexible person to fill position that involves several duties including: Data entry, light UPS shipping/ receiving and answering phones. Full medical benefits and profit sharing. Call 810-299-4110 or fax resume to 810-299-4119

Don't Miss This...
Get PAID the SAME week you WORK!
Large processing company in Livonia area needs 14-15 FULL SERVICE ACCOUNTS PAYABLE positions. Duties will include working with invoices, purchase orders, customer service, and data entry. Call now for an appointment.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Alexsis, Inc., one of the nation's leading risk management companies is currently seeking a highly motivated Executive Assistant for it's Headquarters in Livonia.
Primary responsibilities will include: Maintain state licenses, compile/distribute various reports, coordinate local, national and regional conferences, help prepare monthly newsletter and handle correspondence as required.
Qualified candidates should possess: Three-five years secretarial experience, minimum typing speed of 60 to 70 wpm. PC skills (Microsoft Word, Excel, Powerpoint, Oracle Mail and Oracle Office in Windows), excellent organizational and communication skills required. Two-four years insurance related experience preferred.
We offer an excellent salary and benefit package which includes medical, dental, vision, life insurance, optional life insurance, short and long term disability, and a 401-K plan.
Interested candidates should send resume and salary requirements to:
Alexsis, Inc.
Attn: MF-HR-EX
17187 N. Laurel Park Dr. #434
Livonia, MI 48152
Fax: (313) 953-4500
An Equal Opportunity Employer

EXECUTIVE LEGAL ASSISTANT/ SECRETARY
for managing senior partner of dynamic mid-size Farmington Hills law firm. Experienced, educated, professional. Administrative responsibilities, corporate & civil litigation. Excellent salary, benefits, opportunities. 810-626-5000

EXECUTIVE SECRETARY
To $33,000. Major suburban firm. Microsoft and Excel, automotive background a plus. Lots of variety. Benefits. Call Denise
EXECUTIVE SECRETARY
$30,000. WordPerfect for Windows, Lotus and a Graphics package. Nice suburban location. Full benefits. Call Danelle
EXECUTIVE LEGAL SECRETARY
$30,000. Legal experience a plus, but not a must. Excellent secretarial skills needed. Quick hire, call 810-772-6760 or FAX resume to 810-772-1811
Snelling Personnel Services

EXECUTIVE SECRETARY
to CEO $28-$35K
Two confidential searches underway for candidates with recent experience working directly for a CEO. Requirements include: polished image, self-confidence, superior clerical and computer skills. Beautiful offices and terrific benefits! Resumes to: Cindy Krainen, fax (810) 932-1214
Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

EXECUTIVE SECRETARIAL POSITION - Candidate should have 5-10 years experience working for high level management. Position requires initiative, adaptability, as well as computer knowledge and good composition skills. Individual should be very organized and have a strong personality. Benefits include medical, dental, 401(k) and vacation. Property management background a plus. Please send resume and salary requirements to:
Ms. S. Huffner
P.O. Box 267
Southfield, MI 48037

EXECUTIVE SECRETARY
Large company in Troy in need of an executive secretary. Must be computer literate in Microsoft Word, Excel & Powerpoint. Answer phones, make travel arrangements & knowledgeable in basic spreadsheets. Pay rate $10/hr. Hours 8:30am-5pm. Long term position.
Contempra
810-583-9500 Madison Hgts
810-650-8600 Rochester Hills
313-563-5900 Dearborn

EXECUTIVE SECRETARY
wanted for Bloomfield Hills fine art appraisal and auction firm. Strong WordPerfect 5.1 skills, excellent with public, excellent organizer. Occasional evenings & weekends. Salary open. (810) 332-1500

EXPERIENCED PAYROLL & Billing Person. Phone, typing & computer skills necessary. Bluecross & pension. Send resume to: PO Box 531117, Livonia, MI 48153

FAST PACED office.
phones, receptionist, Microsoft Windows. Sterling Hts
313 396-1882

FILE CLERK for orthopedic practice in Livonia. Experience preferred, knowledge of medic computer helpful. Call (313) 953-7244

FILE CLERK/MESSENGER for Farmington Hills law office. General duties include court filings, misc deliveries, library upkeep, general office duties. Mon-Fri, 9AM-5PM. Benefits available. Call Dianne (810) 626-7300

FRONT DESK RECEPTIONIST for architectural firm. Phones, word processing, filing, general office. Full time. Send resume to: Office Manager, 838 W. Long Lake Rd., Ste 250, Bloomfield Hills, MI 48302

Front Desk Receptionist
Full time openings for Southfield title insurance firm. Duties include typing and general office skills. Benefits. 401(k). Call Kathy to schedule interview. (810) 353-1808 ext 333
An Equal Opportunity Employer

GENERAL CLERICAL position, full time. Send resume to: Vispac Inc., 35000 Industrial Rd., Livonia, MI 48150, attention: Linda Roth

GENERAL CLERK
Insurance co. is seeking an energetic individual to handle multiple duties in the File Dept. Duties include opening & distributing mail, numerical filing, sorting & some computer work. Please send resume to: Justine Trytek, c/o Lake States Ins. Co., P.O. Box 530669, Livonia, MI 48153

GENERAL OFFICE CLERK
Full-time, general office/file clerk needed for Farmington Hills law firm. Excellent organization & communication skills required. WordPerfect 5.1 a plus. Fax resume to 810-442-0518 or call Kim for interview at 810-442-0510

GENERAL OFFICE
Farmington Hills based construction office seeks self motivated person with phone, Wordprocessing & Lotus skills. Call Claudia. 810-354-4700

GENERAL OFFICE
Motivated and organized individual needed for fast-paced office environment. Must be flexible and a team player. Receptionist, filing, word processing and general office skills required. Fax or mail resume to:
Susan Savage
S. Yangouyian & Associates
26400 Lahser Road, Ste 100
Southfield, MI 48034
FAX # 810-357-3321

GENERAL OFFICE
Part time position in Livonia for executive office. Duties include receptionist/switchboard and general office. WordPerfect a plus. Hours are afternoons Mon-Fri. Excellent salary for right candidate. Please call 313-591-7425

GENERAL OFFICE - Person needed for answering phones, filing & typing, some computer skills helpful. Call Ms. Hunt, in Livonia 810-473-8634

GENERAL OFFICE staff wanted. Flexible hours, part time position, possibly leading to full time. Must be familiar with Lotus. Duties include data input, reception, filing & typing. Please send resume to: P.O. Box 20069, Ferndale, MI 48220

HERE'S THE JOB FOR YOU!
We are looking for an experienced, energetic full time secretary to assist us in our very busy, expanding West Bloomfield Real Estate office. Computer & real estate experience a plus! Call Claudine at (810) 626-8800 ext 273 or fax resume to attn: Claudine (810) 855-0631

HOT JOBS
Executive Secretary, Suburbs, $32000
Executive Secretary, Detroit, $30,000
Administrative Assistant, Suburbs, $29,000
Executive Assistant, Suburbs, $27,000
Legal Secretary, Suburbs, $27,000
Legal Secretary, Detroit, $26,000
Accts. Receivable/Billing, Suburbs, $25,000
Word Processor, temp to perm, $10 hour
Temp and Temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

IMMEDIATE OPENING. Large property management company seeks assistant to purchasing agent. Light typing & filing, accuracy a must. Computer experience a plus. Call Mon.-Fri. 9am-5pm 810-356-1030 or FAX resume to 810-356-8056
An Equal Opportunity Employer

IMMEDIATE OPENING for phone sales associate to service established accounts in beauty industry. Experience helpful, full or part time. Call Sales 810 353-7130, Ext 504

INSIDE SALES COORDINATOR
Manufacturers Representative of electronic components has opening for experienced inside sales coordinator. Professional image and communications skills a must for interfacing with management, sales staff, vendors, and customers. Ability to prioritize multiple responsibilities in fast paced environment. Proficient in Excel, Microsoft Word, and E-Mail. Automotive background preferred. We offer a competitive salary and benefit package including 401(k). Please send resume and salary requirements to:
Box #2162
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INSURANCE AGENCY - personal line CSR. Must enjoy working with people & show good phone skills. Experience preferred but will train right person. (810) 280-1966

INSURANCE AGENCY - LIVONIA
Enthusiastic person for sales and service assistance. Send resume to: Attn: Dan, 31281 Schoolcraft Rd., Livonia, MI 48150

INSURANCE CLAIMS
Large agency seeks experienced Auto & Liability Claims Processor with 1-2 yrs. background. Send resume to Personnel Dept., P.O. Box 530309 Livonia, MI 48153-0309 EOE

INSURANCE CLERICAL
Farmington Hills branch office of a Lansing based agency seeks individual for customer service rep position. Duties include typing, answering the phone & processing of insurance policies. Individual must be self motivated, knowledge of property & casualty insurance helpful. Send resume with salary requirements to:
Box #2194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

INSURANCE OFFICE - looking for people to do customer service work. Experience helpful not necessary, full time benefits. Please send resume to Aaron & Sarah Ins. Agency, P.O. Box 189, Northville, MI 48167 Or call (810) 349-8990

INSURANCE - TITLE
Immediate opening for Processor, will train. Typing and Real Estate experience a plus. Send resume to Human Resource Dept., 1475 W. Big Beaver, Su. 280 Troy, MI 48084

Insurance
TOP NOTCH ASSISTANT
Benefit and Financial Consulting firm seeking super-organized assistant with experience in insurance and investment activities. Microsoft Word for Windows & PC experience a must. Salary $24,000 plus benefits and performance incentive plan. Fax resume to 810-433-2281 or mail: Future Benefits Corp., 30100 Telegraph #335, Bingham Farms, MI 48025

IT'S THE NEW YEAR!!!
We are looking for new faces, with dependable transportation to work all shifts in Rochester Hills and Troy plant. Machine Operators and Machine setup people needed. Starting from $6.50-$7.00 an hour. Overtime.
Corporate Personnel Services
No Fee (810) 463-2221
An Equal Opportunity Employer

JOBS OF THE WEEK
PERM $12 HOUR
Part time, 3 days a week. WordPerfect and Lotus experience, data entry and minimum phone work.
TEMP - PERM, $7 HOUR
Outgoing Receptionist needed for a growing company in Farmington Hills. Looking for someone computer literate and willing to learn.
PERM $20-$22,000 YEAR
Customer Service Secretary. Must be proficient on MS Word and Excel, and have previous office experience. Lots of phone work also. Full benefits available.
TEMP - PERM
$7-$9.50 hour, negotiable. Customer Service person needed for a truck rental company in Livonia. Must be able to work with the public and have a valid drivers license.
Call today for details
313-266-8600
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

KEYPUNCH/KEYDISC - Experienced data entry operators. If you are productive, reliable & a highly motivated individual, if you key 14,000 plus & have ability to learn quickly, we'll allow you to "promote yourself". We have both on premise & off-site openings. We offer competitive salary & benefits. Please call Doreen 9-3pm. (313) 381-5288

KNOWLEDGE OF COMPUTERS to assist with inventory control. Typing skills 50 wpm minimum, general office duties. Apply at: Jay Shop, 242 Oakland, Pontiac, MI 48342. Mon thru Fri 8am-3:30pm or send resume.

LEGAL/EXECUTIVE SECRETARY 2-3 years experience required for Secretary to VP/Legal Counsel of insurance company. MAC computer and corporate experience preferred. Send resume to: L.E.S., P.O. Box 250130 Franklin, MI 48025-0130

LEGAL SECRETARY
Experienced, needed for insurance defense firm. Organizational skills a must. Fax or send resume to: Lynne, 300 N. Main St., Clawson, MI 48017. FAX: 810 588-3380

LEGAL SECRETARY
Experienced for Personal Injury firm. Minimum 3 yrs. experience. Excellent salary & fringes. 810-354-2500

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY
Experienced medical malpractice legal secretary with good typing skills for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to Carol A. McNeilage, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY
Experienced in plaintiff personal injury, medical malpractice, needed for extremely busy attorney in Royal Oak law firm. Proficiency in WordPerfect 6.1 Windows necessary & ability to work independently. Pleasant working atmosphere & good benefits. Please fax resume 810-541-3304 or mail 315 S. Woodward Ste 200, Royal Oak 48067

LEGAL SECRETARY
Farmington Hills law firm seeks secretary with litigation experience (810) 855-2110

LEGAL SECRETARY for medium sized Troy insurance defense firm. MINIMUM 2 years experience in litigation. Call (810) 649-1330

LEGAL SECRETARY
Full-time Southfield law office. Experience and computer skills required. Call Sue 810-559-8130

LEGAL SECRETARY
For busy Troy law office. 2-3 years corporate experience. Smoke-free office. Send resume to Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY for downtown Birmingham commercial law firm. Minimum 3yrs civil litigation experience with strong organizational & computer skills. Competitive salary with insurance. (810) 642-1330

LEGAL SECRETARY
for Southfield Personal Injury law firm. At least 3 years experience plus WordPerfect 5.1. Salary commensurate with experience. Call Cindy Ball at (810) 353-7575

LEGAL SECRETARY - Farmington Hills sole practitioner / medical malpractice litigation needs full time Secretary with excellent computer skills, WordPerfect 6.1 for Windows. Salary negotiable. (810) 473-8800

LEGAL SECRETARY
for Bloomfield Hills law firm. Must be able to leap tall file cabinets in a single bound, be faster than a speeding pentium computer, and stronger than crazy glue. If you can type from a dictaphone that would be very helpful. Please send resume to Linda, P.O. Box 8355, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Farmington Hills firm requires Legal Secretary with minimum 3 years experience in general practice. Strong background in court procedures, organizational skills, WordPerfect 5.1 with minimum 55wpm. Salary commensurate with experience. Forward resumes to: 37000 Grand River, Ste. 390, Farmington Hills, MI 48335

Legal Secretary
Here's the position you have dreamed of - have the best of both worlds. Successful, upbeat, busy mid size Oakland country law firm looking for a part time secretary (3-4 days per week) to time share a position with "working mom". Experience & knowledge of WordPerfect a must. Respond to Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515

LEGAL SECRETARY
Mid-size Southfield civil practice firm seeks Legal Secretary with 3-5 years experience. Excellent salary & benefits. Reply to Legal Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075

LEGAL SECRETARY
Part-time 2-3 days per week. General practice. Knowledge of or ability to learn WordPerfect. Ask for Ben F. Moore at (810) 362-1000

LEGAL SECRETARY
Part time for small Plymouth business firm. Knowledge of computers, Word Perfect 6.0 and Time Slips helpful. Call (313) 455-8550

LEGAL SECRETARY
Plaintiff firm specializing in Malpractice/Product Liability seeks experienced legal secretary/paralegal for busy senior partner. Call Tracy Glen at (313) 961-4400

LEGAL SECRETARY
Senior partner in Southfield defense firm seeks legal secretary with minimum 4 yrs. litigation experience. Must have WordPerfect 5.1 knowledge & excellent typing proofreading/grammatical & organizational skills. Competitive salary w/benefit package if qualified send resume to:
Box #2180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Legal Secretary
Start the new year with a new job. Successful, upbeat, busy midsize Oakland County law firm looking for experienced professional legal secretary with excellent skills. Respond to Office Manager, P.O. Box 7515 Bloomfield Hills, MI 48302-7515

LEGAL SECRETARY
Southfield civil litigation firm. Must have high skills & wordprocessing experience. Fine working conditions. Salary commensurate. Call (810) 354-6644

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70wpm typing. Word processing knowledge. Dictation equipment. Excellent benefits. Paid vacations, holidays, sick time. Salary commensurate with experience. Non smoking environment. Phone (810) 641-1800 Ext. 3002 between 9am & 11am to schedule an appointment or send a resume to Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

LEGAL SECRETARY-TROY
Growing Troy law office seeks full time "take charge" legal secretary with minimum 5 years legal experience. Solid experience in corporate and transactional law a plus but not required. Excellent organizational and interpersonal skills as well as typing 70+ wpm are absolute requirements. Never a dull moment in this busy and interesting position. Great salary/benefit plans also offered. Please mail resume & salary requirements to:
LS, P.O. Box 43158
Detroit, MI 48243

LEGAL SECRETARY $13/HR.
ARBOR TEMPS 459-1166

LEGAL TYPIST/RECEPTIONIST
Immediate opening in busy Southfield Town Center law firm. WordPerfect 5.1 a must. Experience preferred. Call JoAnne 810 358-4545

Legal Word Processor / Secretary
Need 4 yr. secretarial & client telephone experience for growing Troy law firm. Typing minimum 70wpm, WordPerfect 6.1, good communication, organizational & interpersonal skills "a must". 9:30am-5:30pm. Please send resume with salary requirements to:
Hertner Nance, PC
5800 Crooks Rd., Suite 180
Troy, MI 48098-2830 Attn: Gail

Looking for a great job! Here it is! We are looking for an experienced, energetic full time receptionist to assist us in our busy West Bloomfield Real Estate office. Real estate experience a plus! Call Claudine at (810) 626-8800 ext 273 or fax resume to attn: Claudine (810) 855-0631

LOOKING FOR mature person to work with administrator. Must have MicroSoft with Window skills & good secretarial skills. Call Mon-Fri. 313-532-4400

MARKETING ASSISTANT
Permanent, full time, multiple task position in Marketing Department. Creative individual with fresh outlook. Good Pagemaker skills, experience with WordPerfect, Excel, and scanners required. Must have good organizational skills, ability to meet deadlines, printing and graphics knowledge helpful, assist with coordinating and hosting of seminars. Competitive salary, benefits. Send resume MSC-Mkt, P.O. Box 2125, Farmington Hills, MI 48333-2125. Fax 810-471-4963

LOOKING FOR A NEW CAREER?
Let our professionally trained staff do the work for you! All types of openings ranging from entry level to upper level executive positions. Now with extended hours to make it most convenient for you! We are flexible! Temporary and permanent jobs available plus benefits. Call today for an interview.
Livonia, 313-266-8600
Southfield 810-352-1300
Auburn Hills 810-373-7500
Taylor, 313 284-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

NOVI AUTOMOTIVE SUPPLIER has immediate openings for the following positions in the front office:
PRODUCTION CONTROL MANAGERIAL ASSISTANT:
We are looking for a responsible, motivated self-starter with experience in production control. Experience in and preference for working in a team atmosphere are a must! Applicants should have computer knowledge (word processing and spreadsheet), excellent communication skills, and great organizational and analytical abilities. An Associate's Degree or equivalent is required. Experience with OEM releases, including EDI and DDL systems, and some meeting facilitation skills are also preferred. If you are results-oriented and are looking for an opportunity to acquire a well-rounded, diverse set of skills in production control, please submit your resume today!
RECEPTIONIST
We are in need of an experienced front office receptionist who is mature, personable, and professional. Experience handling a busy telephone console is a must. Some typing and data entry is required.
We offer a pleasant non smoking office environment plus an excellent salary and benefits package. Please send resume (including salary history) to:
Human Resources
Argent Automotive Systems, Inc
41131 Vincenti Ct
Novi, MI 48375
Please, no phone calls

NOW HIRING
SECRETARY
Good typing & computer skills. Part time. Flexible hr.
BILLING CLERK
Part time AM
Out patient substance abuse clinic Royal Oak. Kathy (810) 543-1090

OFFICE ASSISTANT
Canton area apartment complex has an immediate opening. Typing, answering phones and other general office duties. Some experience preferred. Send resume to: Office Assistant, P.O. Box 308 Southfield, MI 48037

OFFICE ASSISTANT
Small Bloomfield Hills office. Answering phones, accurate typing (55wpm) Word/Windows experience & filing. 8am-5pm. $9 per hr. Call 9am-1pm Only (810) 338-9110

OFFICE ASSISTANT/ CUSTOMER SERVICE
Personable well organized person to handle general office duties. We offer benefits (including medical insurance) a cordial environment in a well respected company in business 93 years. Full time hours includes Saturdays & evenings. Send resume & salary requirements to:
Edwards Wedding Photography,
26250 Telegraph
Southfield, MI 48034
810 948-9500
Or Fax 810 948-9845

Office/Business Manager
Computer literate, phone sales experience, shipping & receiving, purchasing, accounting, personnel, customer service, typing, office machines, self improvement oriented, physical background. $25,000+ year. Call
810-355-9740

OFFICE CLERICAL
Growing environmental company has immediate part time position with full-time potential for an office clerical person possessing excellent telephone manner, and Microsoft Word & Excel for Macintosh and general office experience. Minimum of 1-3 years office administrative experience is required. Mail or fax resumes with salary requirements to:
AKT ENVIRONMENTAL CONSULTANTS INC
Attn: Amy Barry
24073 Research Dr
Farmington, MI 48335
FAX (810) 615-1334
No phone calls please
Equal Opportunity Employer

OFFICE CLERICAL
IMMEDIATE full time position for an office clerical person. Excellent telephone manners on a multi-line system is essential. Must be self motivated, dependable, organized & enjoy answering phones, filing & typing. Some office experience necessary. Please send resume with salary requirements to: ANCA INC 25335 Interchange Ct., Farmington Hills, MI 48335 attn: Laura Sinclair

OFFICE CLERICAL
Multi-task oriented individuals needed for a variety of assignments. Qualifications required include word processing, data entry and general clerical. Previous professional office experience a plus. Full and part time available. Good wages.
Call today for an appointment 313 522-4020
KELLY SERVICES
Equal Opportunity Employer

OFFICE CLERK - major transportation company in Canton area has opening for clerical-level phone operator. Must have computer knowledge, be excellent in math & phone skills. Full-time, benefits. Send resume to: Box #2205 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

OFFICE HELP NEEDED
Light clerical. Full time. In Oak Park. Weather Guard Window Company. (810) 967-8622

OFFICE MANAGER/DATA ENTRY
Background in Windows, Microsoft Works, WordPerfect, payroll & accounting. Please call Mary (313) 422-7614

OFFICE MANAGER/ EXECUTIVE SECRETARY
Fast growing, very busy commercial real estate and construction company in Farmington Hills needs experienced, enthusiastic person with good communication, organization and computer skills to manage a variety of office procedures. Ideal candidate would be willing to take a challenge, quick on their feet and able to handle many tasks simultaneously. Excellent salary, medical benefits, vacation and 401K. Send resume and references to:
Personnel Director
31700 Middlebelt Rd., Suite 165
Farmington Hills, MI 48334

OFFICE MANAGER / SOLE SUPPORT
for busy small architectural firm. AR, AP, bookkeeping, typing, filing, phones, etc. Microsoft Works 4.0 - word and spreadsheets. Experienced only - full time position, immediate availability. Ferndale (810) 544-3917

OFFICE - Receptionist & CSR Trainee. Experience not necessary, but helpful. Full benefit package. N. Woodward area (810) 336-1700

OFFICE SUPPORT
Prestigious insurance firm in Birmingham area seeks high quality, new business Processor. Must have computer experience, insurance experience helpful, as well as good people skills. Competitive wages & benefits. Call (810)647-0780

PART TIME position for income tax service, aptitude with figures, typing skills, Redford (313) 532-7530

OPEN HOUSE
Mon.-Thurs. 10-3
4000 Town Center
Suite 190
Southfield
Ask for Denise

TEMPORARY
810-350-9777

OPEN HOUSE
Wed., Jan. 24
2pm - 7pm
Entech Personnel is currently recruiting individuals who possess the following skills:
• CLERICAL
• DATA ENTRY
• RECEPTIONIST
• WORD PROCESSING
• SECRETARIAL/ ADMINISTRATIVE
• CUSTOMER SERVICE
To fill out an application, join us at:
Entech Personnel Services
17187 N. Laurel Park Dr
Suite #155
Off Six Mile Rd.
Betw. Newburgh & Haggerty Rd.
Professional Attire AND Proper I.D. required for I-9 Verification
ENTECH
Personnel Services
(313) 464-0196

PART TIME
PART TIME CLERK TYPIST
SEABURY & SMITH (a Marsh & McLennan Co.) located in DEARBORN seeks a part time Clerk Typist for our expanding operation. The individual will work 8:30am TO 12:30pm.
We offer an excellent salary. If you wish to be considered for a position with an industry leader call (313) 271-9515 or fax resume including salary requirements to (313) 271-9514
Seabury & Smith
4 Parklane Blvd
Dearborn, MI 48126
Equal Opportunity Employer M/F

PAYROLL ASSISTANT
Exciting Entry Level position in our fast paced, multi company payroll department.
We offer a full benefits package plus tuition reimbursement and fully paid Health Spa Membership.
Join our expanding 38 year old company and grow as you learn.
Send resume or apply in person
Fitness Management Corp
7091 Orchard Lake Road
Suite 300
West Bloomfield, MI 48322
Kathy Hapuk
Fax (810) 737-1914

PAYROLL CLARK FRONT DESK RECEPTIONIST
Full-Time
Woodward Hills Nursing Center in Bloomfield Hills will be opening their beautiful new building and is currently seeking additional office personnel. Payroll clerk must have experience in handling 150+ employees and have knowledge of MESC and Workers compensation - Kronos timekeeper experience a plus. Receptionist must have multi phone line experience and good typing skills. call Vicki Cicone at 810-644-5522 to set up an appointment.

PERSONABLE TAKE charge person needed for rapidly growing company. Computer experience with Lotus & Windows required. Light bookkeeping. Livonia area. Send resume with salary requirements to: Annette, KNORPP Personnel, 38701 Seven Mile Rd., Suite 105, Livonia, MI 48152

PERSON FRIDAY
Part time, 1 to 6pm, Mon. thru Fri. Receptionist/word processing for The Engineering Society. Northwestern Hwy., $8.50 per hr. Contact Edie Fly (810) 355-2010

PERSONNEL / PAYROLL CLERK
Must possess excellent phone, typing & organizational abilities. Basic computer skills needed. For more information call (810) 353-7600

PROPERTY MANAGER
Needed to assist in management of Farmington Hills office center. Must be computer literate and have some accounting experience.
Contact: Jerome Weinstein (810) 932-3500, Ext 221

Real Estate Secretary
Computer typing skills. Excellent communication skills written and verbal. Accounting experience helpful. Full time with flexible schedule. Some weekend work.
PRUDENTIAL ACCENT REALTY
Ask for Dave Owens 313 591-0333

RECEPTION/ ADMINISTRATIVE
International company has an opportunity available for outgoing individual to greet clients, direct calls and handle a variety of administrative assignments. Excellent position with growth potential. Any European experience a plus.
Diversified Recruiters
810 344-6700 FAX 810-344-6704

INSURANCE
WEST Bloomfield insurance agency is looking for a receptionist/typist. Candidate should have good phone skills, type 30-40wpm, have computer experience. Send letter or resume to 6689 Orchard Lake Rd., #168 West Bloomfield, MI 48322

RECEPTIONIST
A rapidly growing plastic injection molding company has an immediate opening for a full time, organized, energetic individual with excellent communication skills and a professional appearance. Duties to include answering 14 line phone system, process incoming/outgoing mail, greet clients.
We offer an attractive work environment, competitive salary and excellent benefits package. For prompt confidential consideration, please forward your resume to:
Human Resource Manager
LDM Technologies, Inc.
1250 Maplelawn
Troy, MI 48084

RECEPTIONIST
ARTICULATE, dependable and friendly person, to answer phones. Must have WordPerfect experience with minimum 45 wpm typing. $15,000 to start with DC-BS and life insurance. Send or FAX resumes only to LA Kritz Weber & Co., 29100 Northwestern Hwy., Suite 210, Southfield, MI, 48034 FAX 810-353-9334

RECEPTIONIST/ASSISTANT
Excellent phone skills, computer experience, Microsoft Word & Excel. Full time w/benefits. Send resume to 1606 Rochester Industrial Dr., Rochester Hills, MI 48309

RECEPTIONIST / ASSISTANT
For growing mortgage company. Data entry level. Excellent skills. Will train. Good working environment. Ask for Mary (810) 543-1001

RECEPTIONIST
BUSY Birmingham ad agency needs "top notch" person for immediate full time receptionist position. Must have GREAT phone and office skills. Computer (MAC) ability a plus. Call Susan at 810 649-7330

RECEPTIONIST/BILLING CLERK
Full-time, receptionist/billing clerk needed for Farmington Hills law firm. Requirements include experience in timeslips, billing & WordPerfect 6.1, excellent organization & communication skills. Fax resume to 810-442-0518 or call Kim for interview at 810-442-0510

RECEPTIONIST/CLERICAL
Full time, Southfield CPA office. Pleasant personality. Basic computer and typing knowledge required. (810) 354-4044

RECEPTIONIST/CLERK
American Express Tax and Business Services, Inc. is looking for seasonal help from Feb. thru Apr. for Southfield and Livonia area. Duties would include light typing, filing and help with phones and scheduling appointments. Flexible hours. Please no phone calls. Fax or Mail resume 810-350-9437, 26777 Central Park Blvd., Ste 365, Southfield, MI 48076

RECEPTIONIST/DATA ENTRY CLERK
Sought for corporate office of multi-state child care company based in Farmington Hills. Duties include answering phones, greeting guests, incoming/outgoing mail, accounts payable data entry. Computer literacy and data entry experience required. Experience with Pitney Bowes equipment preferred. Please send resume to: Director of Human Resources, Childtime Children's Centers, 38345 W. Ten Mile Road, Suite 100, Farmington Hills, MI 48335 EOE

RECEPTIONIST
EXCELLENT opportunity
Southfield Area
Call (810) 557-9060

RECEPTIONIST
Farmington Hills property management company seeking highly motivated self starter for front desk position. Must have pleasant phone personality and the ability to handle multiple tasks in a fast paced environment. Good typing and computer skills required. For consideration please send resume to
Office Manager
P.O. Box 2480
Farmington Hills, MI 48333

RECEPTIONIST
For established Troy law firm. No experience required, but bring a professional attitude to this position. Benefits. Call, (810) 643-7900

RECEPTIONIST
Full or Part Time in Large Lincoln Mercury Dealership. Must be professional, motivated and possess excellent inter-personal skills. Please apply in person at Hines Park Lincoln Mercury. 40601 Ann Arbor Rd. Plymouth. See Jane

RECEPTIONIST
Full-time with benefits. Computer knowledge helpful. Livonia. Call Erwin at (313) 522-1200

RECEPTIONIST Full time entry level position in Troy. Experience helpful but will train. Must have good phone skills. Call Esther 810-641-5000

RECEPTIONIST
Full or part time. Experienced or will train right person. Busy Optometric Office in the City of Wayne. Must enjoy working with people. Some optical & computer knowledge a plus. Call Cindy at (313) 721-5442

RECEPTIONIST
Full time position in a busy, professional office. 20 in-coming lines, greet visitors in fast-paced atmosphere. Excellent customer service/communications skills & Data entry required. Includes misc off duties. Send resume to: P.O. Box #434 Farmington, MI 48332-0434 EOE

RECEPTIONIST, FULL time for chiropractic office. Clerical skills required. Willing to train. For personal interview 810-471-5554

RECEPTIONIST
Full time for insurance office in W. Bloomfield. Good office skills, non smoking office 810-626-2652

RECEPTIONIST
FULL time position available for top notch Receptionist with the following qualifications:
• Experience on multi-line switchboard
• Good communication skills
• Projects positive "first image"
• PC knowledge
Send resume to: JBA International 39555 Orchard Hill Place, Ste. 160, Novi, MI 48375. Attn: Office Manager
An Equal Opportunity Employer

RECEPTIONIST GENERAL OFFICE
A self-starter with excellent phone skills who will assist with various office tasks. Full time position with benefits. Please send resume & salary requirements to: Office Manager, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6073

RECEPTIONIST
Immediate temporary to direct short & long term positions available in the Southfield/Farmington Hills area. Professional, experienced receptionists could earn up to $7.50 per hour. Call today to be considered for many open positions with local prestigious companies.
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONIST
IN Livonia & Plymouth. Must have friendly personality with a willingness to help. Excellent computer skills needed. Call 313-464-7078
ETD Temporary Service
Equal opportunity employer

RECEPTIONIST - LAW FIRM
Friendly, professional Bloomfield Hills law firm seeking non-smoking receptionist with good communication and organizational skills. Familiarity with WordPerfect 5.1 helpful. Good benefit package. Fax resume and salary requirements to Personnel Director 810-644-2801 or call Michele 810 644-2800

RECEPTIONIST
Livonia company looking for a full time receptionist. Our receptionist should enjoy answering phones, be friendly, flexible, and able to do light clerical work. Good pay and benefits. Non smoker. Hours 8am to 5pm Mon thru Fri. Send resumes: Box #2149 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST
LOVE people? Love pets? Come work as a Receptionist in our Rochester Hills Veterinary Hospital. Mature, experienced, computer skills necessary. (810) 852-3650

RECEPTIONIST
Modern, upbeat Clawson facility seeks full time receptionist. Outgoing personality desired. Must be well mannered, positive, & able to work well with others. Macintosh experience desirable. Send resume & salary history to
Receptionist
P.O. Box 760451
Lathrup Village, MI 48076

RECEPTIONIST
MODERN, upbeat, Clawson facility seeks full time receptionist. Outgoing personality desired, must be well mannered, positive and able to work well with others. Mac experience desirable. Send resume and salary history to:
Receptionist
P.O. Box 760451
Lathrup Village, MI, 48076

RECEPTIONIST NEEDED
Excellent phones skills and WordPerfect 5.1 a must. Send resume to Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI 48334

RECEPTIONIST
Needed for mortgage company located in Southfield. With ability to handle high volume phone duties in a professional and pleasant manner. Send resume to Personnel Dept. MMS Mortgage Services, 26411 Northwestern Highway, Suite 850, Southfield, MI 48034 Attn: Sammy Clark

RECEPTIONIST - Part Time
Must be able to work days or evenings. Duties include General office, answering phones & booking appointments. Limited marketing & promotion. Assistant to office manager working directly with the public. Contact Tracy 810 332-5756, Mon-Thurs, 9-5

RECEPTIONIST/ OPERATOR
Rock Financial, Michigan's largest independent Mortgage Bank continues to grow in 1996. We are looking for energetic, personable people with great phone skills and a friendly attitude to answer phones and greet clients. Full time position with excellent benefits. Please mail resume to:
HR Director
30600 Telegraph Road
Fourth Floor
Bingham Farms, MI 48025
Rock Financial
The Mortgage Bank
An Equal Opportunity Employer

RECEPTIONIST
Part-time hours including weekends & holidays. Must be dependable, friendly & have good phone skills manner. Ideal for student. For consideration apply at: Cherrywood Nursing & Living Center, 2372 15 Mile Rd., Sterling Heights, (just E. of Dequindre) (810) 978-2280
An Affiliate of Wm. Beaumont Hospital

RECEPTIONIST - PART TIME
Mid-size ad agency seeking reliable individual with pleasant phone skills and working knowledge of Windows 6.0. Up to $10/hour for qualified candidates. Hours, 12 (noon) 5:30pm. Send resume to: Yaffe and Company, 26913 Northwestern Hwy., Ste 500, Southfield, MI 48034, Attn: Receptionist
An Equal Opportunity Employer

RECEPTIONIST
Property management firm in Southfield seeking receptionist with professional phone manner & organizational skills. Send resume to P.O. Box 70, Southfield, MI, 48037

RECEPTIONIST
Receptionist position available at company located in Troy. Previous experience preferred. Position is full-time with benefit package. If interested fax or mail resume to:
Wendy Davis
Selective Ricoh
2966 Industrial Row
Troy, MI 48084
Fax (810) 435-7960

RECEPTIONIST/ SECRETARY
Part time for Farmington Hills, automotive related, sales office. Must be proficient in Microsoft Word and Excel, have good communication skills and professional phone manner. Position is shared with another part time employee to equal 40 hour week. Call (810) 855-6100

RECEPTIONIST/SECRETARY
wanted for fun downtown Birmingham office. Responsibilities include telephone answering & word processing. Good communication skills required. Send resume to 281 East Maple, Birmingham, MI 48009 or fax to (810) 258-9672

RECEPTIONIST / SECRETARY
A Novi based Manufacturer's Representative of electronic components is looking for a high quality individual with excellent communication skills. The ideal candidate would have a pleasant disposition, experience in Word Processing and the ability to handle 16 line phone system. This is a premier company offering a good job with an excellent salary and benefit package in a friendly, small office environment. Please send your resume to: Greg Rathsburg, PO Box 3361, Farmington Hills, MI 48333

RECEPTIONIST/ SECRETARY (Part Time)
Part Time position 9:00 AM - 3:00 PM Mon-Fri plus 9 - 12 every other Sat for busy property management office in Troy. $9 per hour. Experience with WordPerfect for Windows preferred. Send resume to Part time, P.O. Box 3098, Southfield, MI 48037-3098 or fax to 810 827-7550

Receptionist/ Secretary
(Livonia)
CED has a great opportunity for an experienced (2-3 years) Receptionist with strong secretarial skills. This highly visible position requires an outgoing and flexible individual to handle the switchboard reception area in our busy office. Along with a professional demeanor and appearance, the successful candidate will possess excellent communication skills and the ability to perform a variety of office duties. Proficiency with WordPerfect and Excel with 50 WPM typing is necessary.
We offer a smoke-free and friendly work environment, competitive salary benefits. For immediate consideration, submit resume stating expected salary to:
Human Resources
Department DNO2RS
CED CONSTRUCTION
2200 Lucien Way, Suite 333
Maitland, FL 32751
Fax: 407-660-0180
equal opportunity employer m/f/d/v

RECEPTIONIST/SECRETARY
Very busy automotive repair facility needs motivated full time Receptionist Secretary 810-666-1652

RECEPTIONIST small Troy based company is in need of a receptionist full time. Must have a pleasant phone manner, experience with Word Perfect 5.1 & light typing required. Please send resume to: Receptionist, 525 Minnesota, Troy, MI 48083

RECEPTIONIST
To perform front office duties for residential builder, including telephones and data entry. Attention to detail, flexibility, professional image and enthusiasm a must. Experience in office environment beneficial. Full time position with benefits.
Send Resume to
Attn: Office Manager
719 E. Grand River
Brighton, MI 48116

RECEPTIONIST
Troy office has opening for pleasant, enthusiastic individual to answer telephones. Computer experience helpful. Call Karin or Nancy at
(810) 362-3900

RECEPTIONIST/TYPIST
Growing commercial real estate company is looking for a person with good office & great phone skills. 2 Yrs. minimum experience. Call Liz (810) 539-1700 or fax resume to (810) 539-3776. $14-$16K depending on ability

RECEPTIONIST WANTED full time for busy Opthalmology Practice. Insurance knowledge helpful. Call 810 569-4366

RECEPTIONIST
We are seeking a detail oriented, reliable individual to provide clerical support as well as reception duties for our busy front office at our Brand New Southfield location.
The ideal candidate must possess at least 1 year general office experience, a pleasant personality and professional appearance/mannerism and strong phone skills. Computer literacy a plus.
We offer a starting salary and benefits package. For consideration, please call MR. P. MURPHY at 313 464-7387. NATIONAL INSTITUTE OF TECHNOLOGY, 18000 Newburgh Rd., Livonia, MI 48152
An EOE M/F