502 Help Wanted-Office Clerical

IMMEDIATE OPENINGS • Computer Reseller for a major computer manufacturer located at the Novi Expo. Must possess full time + benefits

Receptionist/Accounts Receivable Clerk
Data entry, accounts receivable, invoicing & follow-ups, phone, receiving & filing & typing, strong customer relations skills, computer literacy (Word 6.0, etc.).

Marketing Support
Assist with customer entry Act as liaison between purchasing, warehouse, sales staff plus various marketing duties. Must be well organized.

Sales Rep
Inside/Outside sales position. Must be self motivated, self-motivated. Salary + Commission. Excellent benefits. WS Inpin. Resumes to: Computer Reseller, 21 Gold-smith,Plymouth, MI 48170 or call 313-453-8010

INSURANCE ASSISTANT Small, well established department property & casualty agency. Friday mornings/outside. Fax/Call Sue (810) 557-1880

INSURANCE - COMMERCIAL PROCESSING Full time position in Northville insurance office, computer experience a plus, excellent salary plus benefits. Insurance knowledge helpful. Fax resume Teri or Marge at 810-348-8300

INSURANCE Customer Service Rep. Full-time. Personal lines experience required, commercial lines background. Livonia agency. Call Laura (313) 261-8000

INSURANCE SECRETARY Part time for Southfield office. Commercial experience needed. Call (810) 644-6122

JOBS OF THE WEEK
$10-$20,000 TEMP - PERM Full time in Novi. Secretary/Receptionist seeks Word Perfect 6.1 and Excel windows. Good communication skills required. Full benefits
Livonia, 313-266-6600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-291-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

LATE NIGHT AT SNELLING!
Feb. 21 till 8 PM.
(by appointment only!)
Bored on your present position? We'd love to place you elsewhere. Temp-Perm & permanent jobs as well as temporary only
Livonia, 313-266-6600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-291-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

GREAT MONEY!! Leasing Consultant
- Full and/or part time
- Flexible hours
- Some weekends
- Permanently located in your location

CALL TODAY!
810-477-0133

NIGHT TIME - Legal Secretary needed for Bloomfield Township personal injury law firm. Days & hours flexible. Ask for Andrea or Diem (810) 356-6250

LEGAL
PAL, an icon in the legal community, seeks to hire a pool of professionals. Advance your career with our exceptional client base and results list! We challenge you to find more superior service.
Call (313)-THE-TEMP
PERSONNEL AT LAW INC.
3000 Town Center #2580
Southfield, MI 48075
(313) 356-8367

LEGAL RECEPTIONIST/TYPIST Immediate opening in busy Southfield Town Center law firm. Word Perfect 5.1 a must. Excellent salary & benefits. Please call Joan (810) 358-4545

LEGAL RECEPTIONIST - Birmingham PI law firm. Experience preferred WordPerfect 6.0 helpful. Pleasant working environment. Call Kim at (810) 644-6529

LEGAL SECRETARIES Expressway only for permanent & temporary placements. 1-5 city assignments available. We top hourly candidates

JOANNE MANSFIELD
Legal Personnel
738 W. Big Beaver
Troy, MI 48084
810-362-3434
FAX 810-362-4661
ALL FEES EMPLOYER PAID

LEGAL SECRETARIES Temp Perm/Temp-Perm
TOP RATES • TOP JOBS
Linda Weston Personnel
(810) 643-0076
1700 W. Big Beaver
Troy, MI 48084

LEGAL SECRETARY/ASSISTANT Immediate opening for experienced litigation paralegal/legal assistant. Send Resume to: Attorney, One Kennedy Square, Ste 1800, Detroit, MI 48226. Or Fax 313-961-2860

LEGAL SECRETARY Bloomfield Hills defense firm. 1-2 years litigation experience, knowledge in Word Perfect preferred. Salary commensurate with experience. Send resume to: Box #2280 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY Bloomfield Hills law office has a full time position available for experienced (1-3 years) legal secretary. Must know Word Perfect, transcribing and minutes. Salary commensurate with experience + benefits. Fax resume to 313-642-[illegible]

502 Help Wanted-Office Clerical

LEGAL SECRETARY Birmingham personal injury law firm. Minimum 3 year experience. Word Perfect 6.1. Paid vacation, medical & pension. Great working environment. Call Kim. 810-644-4529

LEGAL SECRETARY, Bloomfield Hills sole practitioner with 5+yrs experience, nice, friendly, non smoking suite with other firm requirements. Litigation specialty, computer skills, organized, pride in work. Salary commensurate with qualifications. 810-258-1130

LEGAL SECRETARY Needed for insurance defense firm. Organizational skills a must. Fax or send resume to: Lynne, 360 N. Main St., Clarkston MI 48016. FAX: 810-625-3380

LEGAL SECRETARY Experienced litigation paralegal (tort, medical malpractice), needed for Southfield personal injury attorney in Royal Oak law firm. Proficiency in WordPerfect 6.1 Windows environment. Must be self motivated. Pleasant working atmosphere & good benefits. Please fax resume: 810-541-7352 or Leslie 318 S. Woodward, Ste 200, Royal Oak 48067

LEGAL SECRETARY Experienced • Excellent pay! Livonia Call (810) 347-7697

LEGAL SECRETARY Experienced required. Excellent typing/computer skills. Good pay/benefits. Different areas of law. Non-smoking building Southfield/Birmingham 810-540-3088

LEGAL SECRETARY - Experienced litigation & domestic relations secretary for busy Farmington law firm. Salary commensurate with experience. Fax resume to: 810-478-6231 or call Mr. Andis for an interview (810) 478-5808

LEGAL SECRETARY Full time for personal injury law firm. Birmingham area. (810) 258-6262

LEGAL SECRETARY for Troy law firm with corporate, real estate, tax and strong litigation experience necessary. WordPerfect 6.1 a must, will be working directly for attorney who requires skilled and effective litigation assistant, salary and benefits commensurate with experience. Send resume to: Office Manager, 2701 Troy Center Drive, Suite 400, Troy, MI 48084. No phone calls please.

LEGAL SECRETARY Full-time. Southfield, Inc. Experience and computer skills required. Call Sue: 810-559-8130

LEGAL SECRETARY Full-time position with Southfield law firm 5 years experience required. Word Perfect 6.0. Call Nancy MacLean (810) 353-3810

LEGAL SECRETARY - Full time for 1 attorney office in Livonia. Experience required. Word Perfect 6.1.
Or FAX resume to 313-261-3433

LEGAL SECRETARY for Dimmitt/Ann law firm. 1-3 years litigation experience, and computer skills required. Competitive salary with insurance. Please call (810) 642-1330

LEGAL SECRETARY Floating position, 40 per hour, for Workers' Comp firm. Excellent typing skills required. Knowledge of Word-Perfect helpful. Non-smoking. Please contact K. Mann at (810) 433-1414

LEGAL SECRETARY

Friendly, professional non-smoking Bloomfield Hills law firm seeking Legal Secretary with minimum of 2 years legal or equivalent experience. Word Perfect 5.1; 70 wpm, dictation equipment. Familiarity with procedures and litigation helpful. Good writing-speaking skills and analytical ability required. Competitive salary and benefits. Fax resume to: 810-645-3001 or call Michele between 9-30 AM - 5-30 PM at 644-2800

LEGAL SECRETARY - Livonia, full time. Previous legal secretarial experience required. Knowledge of Word Perfect for Windows preferred. Send Resume and salary requirements to: Bushkin Tantra & Scarice, LLP, 33300 Five Mile Rd., Suite 210, Livonia, MI 48154 Attn: M Hall. No telephone calls please.

LEGAL SECRETARY needed for non-smoking law firm in Bloomfield Hills. Experience in litigation helpful but will train; type 60-80 wpm, knowledge of Word Perfect. Send resume to M. O'Brien, 2550 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY Needed for Birmingham law firm. Must have excellent grammar, typing, transcription, computer skills and be highly organized. Experienced in real estate and litigation required. Call for interview. Pleasant working environment. (810) 642-0333

LEGAL SECRETARY Needed to work for an associate in a Southfield PI law firm 2-5yrs experience preferred WP 6.0 Windows Contact Lara Rosenzweig 810-557-9600

LEGAL SECRETARY - part-time for Southfield Personal Injury law firm. All tasks performed on Windows WordPerfect 5.1. Salary commensurate with experience. Position available immediately. Call Cindy Bell at (810) 353-7575

LEGAL SECRETARY - part time. Bar 9-1, experienced. Southfield area. Contact Helene at 313-537-8400

LEGAL SECRETARY - part time Mon-Fri 25-30 hrs for small Farmington Hills real estate business law firm. Word Perfect 6.1 assessment, word processing and bookkeeping experience helpful. Excellent salary. Fax resume to Denise at 810-737-9650 or call 810-737-3800

LEGAL SECRETARY Part time for Plymouth Law Office 2-4 days a week 8 years experience. Wordperfect 5.0 (313) 207-3300

LEGAL SECRETARY Southfield/Plymouth personal injury firm seeks professional secretary with 5+ years experience. Full time. WordPerfect 5.1. Non-smoking office (810) 827-7000

LEGAL SECRETARY Troy law firm. Insurance defense experience preferred. Salary commensurate with experience. Call (810) 646-7800

LOAN OFFICER Assistant/Processor Excellent opportunity for individual with 1 year. Good benefits to directly assist loan officer. The candidate must possess good organizational & interpersonal skills. Starting salary are to mid 30s plus bonus & benefits. Call Mr. Smith (810) 644-4663 or Fax resume to: 810 644-2598

LOOKING FOR outgoing individual with 5 years minimum office experience to support trustee sales officer. Sales & payables, PFS Windows/Excel, job cost in inventory helpful good phone manner & detail. Call (810) 684-1215, ext. 225, from 7am-3pm.

MAINTENANCE - Experienced person for Ann Arbor apt. complex. Knowledgeable in heating, plumbing, appliances, etc. Live on-site, free apartment. Send resume to P. O. Box 7413, Ann Arbor, MI 48107.

MARKET RESEARCH To $8/HR.
Arbor Temps 485-1186

MEDICAL RECORDS - we have an immediate opening for a person with general office skills. Must demonstrate aptitude for computer information, phone techniques & medical record transcription. For personal interview please call Joe Sweeney between 8am & 5pm 313-535-7100.

MICROWAVE PROCESSORS Full time for busy Birmingham office. Experienced or will train. Computer & good communication skills. Salary. Call Lorna (810) 433-3300 or Fax resume (810) 433-3648

NATIONAL COMPANY hiring Customer Service Rep. 12-8pm Mon-Fri, and Sat 9am-2pm 36 hrs/wk. Call Pat 800-485-4849 EOE

OFFICE ASSISTANT Canton area apartment complex has an immediate opening. Typing, answering phones and other general office duties. Some experience preferred. Hours Mon-Fri 9-5. Fax resume to 313-459-[illegible]

502 Help Wanted-Office Clerical

NATIONAL DISTRIBUTOR of gourmet frozen food has immediate opening for Customer Service Representative with 1-2 yrs experience. The non-smoker must possess excellent telephone skills, typing, 10 key & math aptitude, experience in telemarketing, sales & handling customer complaints required. For consideration please fax or mail to: Attn: Customer Service, 31470 Industrial Road, P.O. Box 7, Livonia, MI 48150. Fax 810-476-1417

OFFICE ADMINISTRATOR/BOOKKEEPER for manufacturer in Milford. Must be experienced in accounting, payroll & other administrative duties. Send resume to: Box 2320 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE ADMINISTRATOR Interior Design firm seeking an experienced Office Administrator with at least 5 years experience in accounts receivable/payable, A/R follow-up, checking, and invoicing. Experience with Word Perfect 5.1 and data entry for accounting software preferred. Pleasant working environment. Send resume to: Patty Becker, 30150 Telegraph, Suite 363, Bloomfield Hills, MI 48025

OFFICE ASSISTANT Typing, filing & phones. Part time - flexible hours. Troy area. Call (810) 619-9223

OFFICE ASSISTANT - PART TIME Seeking motivated individual with excellent communication skills. Responsibilities include answering phones, filing, data entry & general office duties. Applicants must have strong organizational skills and some computer experience. Bookkeeping experience a plus. Send resume to: Administrative Manager, 99 E. Long Lake Road, Troy, MI 48098-4738

OFFICE ASSISTANT - full time, Novi location. Requires 40+ wpm, answering phones, filing, data entry & other duties as assigned. Must be a written communication skills a must. Send resume to: Human Resources, LMIC, 24651 Center Ridge Rd., Cleveland, OH 44145. EOE

OFFICE CLERK Immediate opening in the Auburn Hills area for a general office clerk. Duties include answering phones & light typing. Excel, Word, EDI accounts receivable, data entry experience a plus. Send resume to: Human Resources, Dept. A, 30600 Telegraph Rd., Suite 1225, Bingham Farms, MI 48025. FAX: (810) 647-3290

OFFICE HELP PART TIME. Working nights and weekends. Approx 20-25 hours/wk. Required to work every other weekend. Light clerical work, answering phones, some bookkeeping. Compensation commensurate with experience. Location near Twelve Oaks Shopping Mall. If interested, call Bob Corbett or Brent Robinson: (810) 349-4600

OFFICE MANAGER - Birmingham/Bloomfield area. Word Perfect for Windows, bookkeeping, efficient, reliable. 25-30 hrs. per week, negotiable. 810-253-3738

OFFICE MANAGER
Career opportunity with major marketing company. Successful candidate will be detail oriented, organized, and possess good communication/computer skills. Position requires a take charge, self starter with the ability to run office smoothly and handle several tasks at once.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

OFFICE MANAGER Duties: bookkeeping, customer service, accounts payable/receivable ordering. Full time. 313-482-1350

OFFICE MANAGER Experienced with background in residential property management. Salary plus benefits. Send resume 229 N Main St., Plymouth MI 48170

OFFICE MANAGER 17 person office needs experienced individual to run 1 person department. Must be capable in all areas of administration & committed to long term employment. Blue Cross/Blue Shield. AON. Send resume to Ideal Fabricators, 32079 Schoolcraft, Livonia, MI 48150 or Fax: 313-422-2651

OFFICE POSITION AVAILABLE Full time, Mon-Fri, 8-5. Must have good personality + typing & computer skills preferred. Will train. $1,200 per month to start. 810-478-1080 or 478-7010

OFFICE POSITION, full-time. Sales support/customer service. Hospitality, good attitude, ability to learn computer experience preferred. Must be detail oriented. Pleasant working atmosphere. Hours 8:30am to 5pm. Benefits including dental & tuition reimbursement. Send resume to: Line Engineering P.O. Box 700041, Plymouth, MI 48170

OFFICE PROFESSIONAL Event marketing and promotions agency in Farmington is seeking an energetic, self-starting Receptionist/Assistant to handle a variety of duties and light administrative work. Must be organized, detail oriented, have strong people and communication skills, and be a team player. Computer proficiency on Macintosh systems, is a plus. Send your resume to

Mathworks, Inc.
Attn: Rose Freedman
101 Southfield Rd
Suite 200
Birmingham, MI 48009
Fax: (810) 258-9871

OFFICE SUPPORT Excellent opportunity, Southfield area. 810-557-9060

OFFICE SUPPORT Exciting career opportunity exists in leading supplier of technology solutions and development firm. This rapidly growing position requires a self motivated person with excellent communication skills. Position requires Word Perfect 351+, must the switchboard, proofing documents, mail & documentation, plus other duties. 1 yr experience required. We offer full benefits. Salary $16-$18K. Send resume to:

Future Three Software
30031 Schoolcraft Rd
Livonia, MI 48150
Attn: Administrator

OFFICE SUPPORT Experienced person, full time position, front desk position requires excellent telephone skills, strong organizational skills. Computer literacy a plus. Excellent benefits. Salary commensurate with experience. Receptionist, 25800 Greenfield, Suite 329, Oak Park, MI 48237

RECEPTIONIST
Fast paced Livonia company seeks a dependable, self motivated Receptionist/Secretary. Full time. Full benefits package. Fax resume to P. O. Box 51310, Livonia, MI 48151

RECEPTIONIST Full time for Southfield CPA firm. Must have typing 35wpm plus benefits to start. Call Dash-Bjorn: (810) 354-0380

RECEPTIONIST - Full time receptionist for busy law office. Experience and skill required. Currently limited in filing, insurance, telecopying, typing. The ideal candidate will have 1 year experience and skill. Apply in person at 2000 Town Center, Suite 1900, Southfield & Van Dyke

502 Help Wanted-Office Clerical

RECEPTIONIST/ADMINISTRATIVE ASSISTANT Farmington Hills management company seeks individual with proven 5-6 years experience for front desk phone receptionist and the ability to handle multiple tasks in a fast paced environment. Knowledge of Word Perfect 5.0 or 6.0 for office support please send resume to: Office Manager 29800 Orchard Lake Road Farmington Hills, MI 48333

RECEPTIONIST/SELLER - for perpetuity practice in Birmingham, dedicated professional, pleasant with patients & staff. Excellent grammar, attention to detail and Word-Perfect a must. Responsible for scheduling, using appointments, posting payments, billing, working for doctor on 24 hr.wk. negotiable. Mail or fax resume & salary requirements to: Box #2347 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150 810-447-9142 FAX By Feb. 25

RECEPTIONIST - bright, positive person needed to fill receptionist position with pleasant personality, team Pleasant environment, latest in computers and equipment. Light typing. Volume copying part of the job. Salary commensurate with experience. Fax resume to: BAC, Suite 350, 280 East Brown, Birmingham 48009 (810) 644-8780

RECEPTIONIST BUSY, upscale office, multiple line phones. Will train. Pleasant voice. Good communication skills. Benefits. Ask for Lorie (810) 433-3360

RECEPTIONIST
CED has a great opportunity for an experienced (2-3 years) Receptionist/Data Entry person. Ideal candidate. This highly visible position requires an individual who has the flexibility to handle the telephone/switchboard during the busiest day office. Along with a professional demeanor and telephone manner, the successful candidate must possess excellent typing, calculator skills, and the ability to perform a variety of office duties. Previous experience with Word Perfect 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, Dept RS-OE4
CED Technologies, Inc.
2200 Luckin Way, Suite 333
Lakeland, FL 33801
FAX: 407-660-0180
equal opportunity employer m/f/d

RECEPTIONIST/CLERICAL Immediate full time position. Excellent telephone manners on a multi line system is essential. Motivated, dependable, organized, & able to work independently are important. Some office experience necessary. Call Jeanette at 313-459-7000 for salary requirements to: Laura Berman, 25333 Northwestern Hwy., Farmington Hills, MI 48334 or fax to 810-477-2218

RECEPTIONIST/CLERK needed for our growing law firm in Farmington Hills. You should have office and multi-line telephone experience. Word Perfect 5.1 a helpful. Friendly attitude, and willingness to run office smoothly. We provide competitive salary and full benefits. Send letter and resume to Lori at 27555 Middlebelt Rd., Suite 170, Farmington Hills, MI 48334.

RECEPTIONIST/CLERICAL Immediate Full Time position available. Typing, computer, people and communication skills a must. Send resume with three references to: Cadwell Memorial Chapel West 34224 Ford Rd. Westland, MI 48185 Attn. Carol

RECEPTIONIST/DATA ENTRY Small Farmington Hills insurance helpful. Please apply in person Mon - Fri, at Mayflower Insurance, 29800 Northwestern Hwy., Farmington Hills

RECEPTIONIST
Energetic, self-starter "Jack of all trades, person" wanted for ORTHOTIC OFFICE. Patient service, telephone, clerical responsibilities, and general office experience in professional office a plus. Full time, benefits. Call Jeanette, Farmington Call (810) 477-1088

RECEPTIONIST
Engineering firm headquartered in Plymouth needs a full time receptionist with the following skills: Microsoft Word/Windows, 50wpm and good people skills. Ability to work flexible hours to handle busy phone system and 12 incoming lines. Hours are Monday-Friday 8:30am to 5pm. Benefits including dental & tuition reimbursement. Send resume to: Line Engineering P.O. Box 700041, Plymouth, MI 48170

RECEPTIONIST Event marketing and promotions agency in Farmington is seeking an energetic, self-starting Receptionist/Assistant to handle a variety of duties and light administrative work. Must be organized, detail oriented, have strong people and communication skills, and be a team player. Computer proficiency on Macintosh systems, is a plus. Send your resume to

Mathworks, Inc.
Attn: Rose Freedman
101 Southfield Rd
Suite 200
Birmingham, MI 48009
Fax: (810) 258-9871

RECEPTIONIST/GENERAL OFFICE Southfield insurance agency seeking high energy person with excellent telephone & organizational skills. Type 60wpm, computer literate, prior experience helpful and necessary. (810) 967-6130

RECEPTIONIST NEEDED
For interior design company in Farmington Hills. Need someone comfortable with computers, can juggle some light bookkeeping experience. Great opportunity! Hours negotiable. Call today!
313-266-8500
Livonia
SNELLING PERSONNEL SERVICES

RECEPTIONIST needed for fast paced showroom operation in Troy. Light typing skills required. Some Saturdays, low overtime, plus benefits. Call Mr. Bill Schwartz, Computer Associates at 810-362-1000 ext. 2000. Full benefits and competitive salary. Mail resume to: 12500 Merriman, Livonia MI 48150

RECEPTIONIST
New Birmingham Store Location
Join Ethan Allen, a leader in the home furnishings industry. We offer an excellent career opportunity. We are looking for a motivated individual to meet and greet customers as well as handle general clerical and telephone duties. Full & Part-time positions available. Excellent benefits, pleasant personality and professional appearance and demeanor are essential. For immediate consideration, please apply in person or send resume to:
Ethan Allen Home Interiors
15700 Middlebelt
Livonia, MI 48154
(313) 261-7780
FAX # 313-261-7480
Equal Opportunity Affirmative Action Employer

PART-TIME Receptionist needed for medical facility. Minimum 2 years reception experience. 40 wpm Word Perfect 6.0 computer skills. Must be neat, pleasant personality. Send resume to: Mental Health, 47808 Hayes Dr., Plymouth, MI 48170.

RECEPTIONIST - PART TIME 2 days per week for Bloomfield Hills medical practice. Requires: Professional appearance, typing, interpersonal skills a plus. Call Kim at 313-261-[illegible] weekdays 9-6 810-626-2510

RECEPTIONIST - part time, 3 nights a week, 3pm-11pm. Must live in Westland, Apply St. Anne's Manor, 18108 W. 12 Mile, Southfield

Receptionist - Part Time
Ideal for student, no experience necessary, 4-6pm Mon-Fri. Immediate opening.
Call Sara, (810) 647-7100

RECEPTIONIST - PART TIME, to handle phones, typing, and filing. Experience with WordPerfect 6.1 required. Send resume to Carmelo Bridge Associates, 31731 Schoolcraft, Northville, MI 48167

RECEPTIONIST/ PERSONNEL ASSISTANT
Full time with benefits for busy Livonia location. National Placement firm with 3 years experience.
Please send resume with salaries to:
Snelling Personnel Services
36257 Schoolcraft Rd
Livonia, MI 48150
Attn. Manager

RECEPTIONIST Property management firm in Southfield has immediate opening with good phone manner & communication skills. Send resume to: P.O. Box 70, Southfield, MI 48037

RECEPTIONIST/SALES SECRETARY Small electrical Assembly company, data entry, light secretarial. Pleasant working environment. Send resume to Attn: Office Manager, 750 Industrial Dr., Bloomfield Hills, MI 48302

RECEPTIONIST/SECRETARY FOR small architectural firm. 20-24 hours per week. WordPerfect 6.1, phone skills required. Call Tai appointment (810) 644-4000

RECEPTIONIST/ SECRETARY
Needed for growing construction company. Duties include answering phones, light typing & filing. Pleasant phone manner & some computer experience required. Fax resume or send resume to:
Bennett Homes, Inc.
Attn: Rose Freedman
101 Southfield Rd
Suite 200
Birmingham, MI 48009
Fax: (810) 258-9871

RECEPTIONIST - small and pleasant office, Mon-Fri, 8:30 - 4:30pm, entry level person with good phone skills, able to type 35 wpm, dependability and punctuality a plus (810) 473-1101

RECEPTIONIST SUPERVISOR position available. Full time, Mon-Fri, 8:30-5:30. Located in Gerson Clinic Complex. The candidate for this high profile position will have strong organizational skills, computer literate, excellent communication skills. Available Excellent benefits after 90 days of employment. Apply in person or fax resume to: (313) 728-5222.
PERSKY-TERN VILLAGE
32001 Cherry Hill, Westland

RECEPTIONIST/ SWITCHBOARD
Full-time receptionist and switchboard operator position available. Office setting 8:00 a.m. to 5:00 p.m. Must be reliable, punctual and have pleasant telephone voice. Miscellaneous clerical duties also required. Competitive salary & benefits package to include vacations, medical, dental and 401(k). Send resume to:
Mr. Jim Bell
P. O. Box 267
Southfield, MI 48037

RECEPTIONIST TEMP to perm positions in Livonia & Plymouth. Must have friendly personality with a willingness to learn. Call 313-464-7078

ETD Temporary Service
Equal opportunity employer
etd

RECEPTIONIST - Tile Insurance company has immediate position available, data entry & typing experience. Bond Insurance Agency, 33300 5 Mile Rd., Suite 201, Livonia, MI 48154

RECEPTIONIST/ TRAVEL COORDINATOR
Exciting opportunity for an outgoing, and energetic person to coordinate travel arrangements for this major consulting company. Must have some computer experience, good communication skills, organized. Fun, fast paced environment offers opportunity for career growth.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

RECEPTIONIST/TYPIST Hi-tech Engineering firm in Rochester Hills has an opening for a receptionist/typist. Light typing, filing, other duties as well as basic receptionist responsibilities. Position requires excellent phone manners, typing & some computer knowledge. Professional appearance a plus. Full-time, benefits. 810-852-0300

RECEPTIONIST - veterinary hospital. Good typing skills, good phone manner & a willingness to learn. Call Sue, Bloomfield 810) 646-1888

502 Help Wanted-Office Clerical

RECEPTIONIST We are looking for an organized, neat person accustomed to manipulating the phone system and lobby traffic for our fast-paced environment. Must possess strong typing and general office duties skills. Ideal candidate will have Secretarial Degree or equivalent and previous clerical experience. Apply in person or fax resume: Meister Automatic, 12366 Wormer, Detroit, MI 48239. (313) 837-1776

RECEPTION/TELEPHONE, We are successful, expanding business seeking an outgoing, dependable telephone operator. Must have experience, be able to deal with difficult guests as well as handle busy telephone. Requires a clear, articulate manner of speaking. Your confident presence to patrons qualifies you greatly in this position. Outstanding employee benefits are offered along with a competitive salary. Submit your resume along with salary requirements to: Human Resources, Hexwell Technologies, 12801 Hubbard, Livonia, MI 48150. NO PHONE CALLS PLEASE. E.O.E.

SALES FIRM seeks Customer Service Rep. This full time position requires excellent telephone, typing, keyboarding, and multitasking a large volume of data. Must possess excellent references and a customer service background. Send resume to: Interior design or related field. Please call Leslie at: 313-442-4200

SALES SECRETARY

A leader in the Automotive OEM industry is seeking a friendly, professional person with strong telephone and general office duties. Pleasant phone voice and manner necessary in this position. Must be organized, detail oriented, and have the ability to multitask. Position requires good communication skills, good grammar skills and good phone skills. Strong computer skills and attitude are key requirements. Typing 65 WPM with a background in Word Perfect and software applications (word processing, spreadsheet, presentation graphs). Excellent benefits; competitive salary. Send resume with salary requirements to:

Office Manager
P.O. Box 738
Novi, MI 48376

SALES SECRETARY

Amural Corporation, Company, a leading manufacturer of Fiberglass and an associate of the Wm Wrigley Jr. Company, has an immediate opening in our Canton, Michigan sales office for a sales secretary. This position will assist our Regional Sales Manager with day-to-day administrative, record keeping, filing, personal schedules, phone messages, and general office duties. Successful candidate will be independently handle certain assigned reports and correspondence and assist in the overall operation of our regional sales office.

Qualified candidate will have at least five years experience in a similar position and educational credentials equivalent to a bachelor degree. Good communication and teamwork skills. Ability to work independently and organize and prioritize multiple projects. Knowledge of Amfine and Lotus 1-2-3 for Windows required. Familiarity with other popular software products (such as WordPerfect, Lotus Ami Pro, and Freelance) helpful. In addition, you should have accurate, fast typing skills, good math understanding, and business grammar. Shorthand skills are strongly preferred.

Amural offers competitive pay and a complete benefits package, including group health. For consideration, send your resume to:

AMUROL CONFECTIONS COMPANY
5620 Canton Center Rd.
Suite 160
Canton, MI 48187
Equal Opportunity Employer
M/F/D
Principles Only No Phone Calls

SALES SECRETARY For major real estate broker. Full time plus for a positive people person. Top level of organizational skills, a good speaker, good typing, both verbal and written, and computer (Word Perfect) experience. Call Cathy at Coldwell Banker at (810) 644-4700

SECRETARIAL/ CUSTOMER SERVICE Full time Customer Service position with duties including: answering phones, data processing, typing (50wpm), mailing and other general office duties. Approximate start 5/6/ hour plus benefits package. Fax resume to: P.O. Box 930467 Wixom MI 48393

SECRETARIAL HELP NEEDED Fast paced environment. Must be able to handle general office duties, computer literate, knowledge of Microsoft Excel and WordPerfect. Good pay & benefits. Send resume and salary to: Grand River Ave., Novi MI 48375

SECRETARIAL - Part-time

Available in small, fast-paced Troy office. Must be proficient in Word Perfect 6.1 and Windows. Hours are Monday thru Friday, early afternoons. Flexibility, strong phone skills & the ability to handle multiple tasks simultaneously is necessary. Please send Resume to

Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SOUTHFIELD BASED property management company is looking for a part-time secretary to assist the property manager. Some bookkeeping experience helpful. Send resume to Secretary, P O Box 308, Southfield, MI 48037

LEGAL SECRETARY Full time position. Good typing & WordPerfect skills. For interview call (810) 356-0686

SECRETARY Architectural firm has opening for mature individual with a pleasant personality, strong organizational skills, Word Perfect/Excel/Secretary & General Office Experience. Salary commensurate with experience. Resume with wage requirements to 1060 Woodward, Bloomfield Hills, MI 48304

SECRETARY, AUTOMOTIVE

Expanding major supplier has new long term opportunity for outgoing, unique opportunity offers top pay for right person. Temp to perm opportunity Call Sally
Birmingham/Livonia 646-7961
473-2931
Advantage Staffing

SECRETARY/BOOKKEEPER Medical/Insurance billing. Part time flexible hours. Must be detail oriented and organized. Send resume to: Mr. Jeanne, 31467 Northwestern Hwy., Dr. A, Farmington Hills, MI 48334-2526

SECRETARY/BOOKKEEPER Dynamic Southfield person with follow through & excellent typing & detailed skills required for real estate development & property management firm. Knowledge of Word Perfect & computer experience necessary. Min 35 wpm typing. Competitive salary requirements to: Commercial, 31345 Big Beaver Rd., Suite 170, Troy, MI 48084 or Fax 810-643-7551

SECRETARY Busy home health care agency in Livonia seeks organized, self-motivated "people person". Excellent computer skills, including WordPerfect 6.1. Medical background helpful. Send resume to:
Attn: Secretarial Position
United Home Care Services
15713 Farmington Rd.
Livonia, MI 48154

SECRETARY CHOICE career move with suburban automotive supplier. Your experience will be welcome for long and short term assignments. Introduce yourself at Harvard Graphics a plus. Call Shelly today.
Birmingham/Livonia Birmingham
473-2931 646-7961
Advantage Staffing

502 Help Wanted-Office Clerical

SECRETARY Christian non-profit organization. Part time, 16-20 hours per week. Must be PC (MS WordPerfect) proficient. Excellent working conditions. Call (810) 350-2203

SECRETARY/CLERICAL Full time for Bloomfield Hills property management company. Knowledge of bank reconciliations & data entry required. Spreadsheet helpful. Call Mon-Fri 9am-4pm. (810) 362-3015
An Equal Opportunity Employer

SECRETARY/CLERICAL FULL-TIME. Company located in Plymouth Twp. has immediate opening for person with Microsoft office proficiency experience. Good telephone & organizational skills required. Benefits available. Salary range of $ 23 yrs. Call Lotus 1-2-3 & AmiPro/WordPerfect are helpful. Fax resume to: 313-277-0774

SECRETARY - DISTRICT OFFICE PART-TIME, 8 DAYS/WK. We seek an energetic, self-starter(s) who will administer, prioritize & process 20 hours of duties. We are a Fortune 500 Company that provides products & services to the hospitals & health care industry. Computer experience required. Lotus 1-2-3 & AmiPro/WordPerfect are helpful. Perfect part-time position for a student, homemaker. We offer a comprehensive benefit package & competitive salary. Please send resume to: EcoLab Inc., 39205 Country Club Dr., Suite C1, Farmington Hills, MI. 48331, attention Personnel Department.

SECRETARY, FULL time, needed in sales & engineering office in Deer-born. Answering phones, typing, filing & computer knowledge. Pleasant Professional appearance required. Fax resume to: 313-277-0774

SECRETARY Full time for real estate developer's office in Troy. Must be detail oriented with excellent typing and dictation skills. Computer experience required. MS Word & Excel helpful. Good typing skills and have ability to prioritize and organize numerous tasks simultaneously. Salary commensurate. Medical, dental, life insurance, 401k, tuition reimbursement available. (313) 981-2444

SECRETARY III Canton Township is accepting applications for the position of Secretary III. Suit in taking and transcribing shorthand dictation minimum 80 wpm and typing minimum 60 wpm. $28,634+. Applications may be picked up at Township Hall, Office of Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped envelope to above address to request application form. Job description will be posted at the Township Administration Building, A Canton Township applications form must be completed in it's entirety and be in the office of Personnel Division prior to 4pm, February 21,1996. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, religion, age or sex. Flexible hours, benefits package or the provision of services. An Equal Opportunity Employer

SECRETARY II - We seek a proficient Secretary to fill our Bloomfield Hills clinic. Must be able to work independently and have excellent former relations skills. Opportunity to join our team. Call Schofield Office Coordinator EOE
Send resume to
Oakland Psychological Clinic, P.C
2022 E Maple Rd
Bloomfield Hills, MI 48302
Attn OPC/SO

SECRETARY

Immediate opening for a person with excellent secretarial & computer skills to provide support for sales manager. Word processing, mail distribution, copying & other general office duties. Duties must have experience working in Microsoft Windows environment using WordPerfect or MS Word. Computer/accounting experience helpful. Send resume with cover letter & salary requirements to:

Area Agency on Aging 1-B
Attention: K. Gooch
29100 Northwestern Hwy
Suite 400
Southfield, MI 48034
An EOE/AA Employer

SECRETARY needed full time for fast-paced admissions office at local college. Position requires customer service background, computer literacy and ability to work flexible evening hours, & evenings per week. Send resume to: Walsh College, 3838 Livernois Road, Troy, MI 48007-7006 EOE

SECRETARY NEEDED for Southfield law firm. Excellent typing and communication skills a must. Salary commensurate with experience. Professional appearance and manner a must. Please send resume to: Willis-Law, 24680 Swanson, Southfield, MI 48034 NO PHONE CALLS PLEASE

SECRETARY/PARALEGAL 3-5 years experience WordPerfect 5.1 Word for Windows. Call (313) 261-2646 or fax resume to 313-261-3433

SECRETARY - PART TIME 20 yrs per week Needed in a great church environment with varied responsibilities. Must be able to change individual with Word and Excel. Please send a letter to Carl Kerr at the Hills, 1340 W. Long Lake Rd., Bloomfield Hills, MI 48302

SECRETARY - Part time for Certified Financial Planner. WordPerfect, filing, good communication skills. Business Strategic Funding 200 Diversion St., Suite 210, Rochester, MI 48307

SECRETARY - PART TIME Healthcare Co. seeks Executive Secretary/Assistant. Individual must have good Word Processing experience and possess excellent organizational skills. Pleasant office atmosphere. Resume to Vice President Sales, Americare Healthcare, 1000 W. 14 Mile Rd., Clawson, MI 48017

SECRETARY Pleasant phone manner & light computer skills required. Full time, part time. Send resume to: 1685 E. Big Beaver Rd., Troy, MI 48083

SECRETARY/RECEPTIONIST NEEDED full-time for dynamic W. Bloomfield building. Must be dependable, efficient, organized. Brave experience in word processing, typing, filing, phone, general office work & more! Send resume to Attn: Office Manager, 6622 Full Maple Rd. Suite #405 W. Bloomfield, MI 48322

SECRETARY/RECEPTIONIST Excellent opportunity in an established mortgage company. Must be organized individual with a great attitude who can work to their full benefits. Send resume to Remington Mortgage, 26200 Telegraph, Suite 200, Southfield MI 48034 or fax to 810-799-6111

SEC