502 Help Wanted-Office Clerical

HOT JOBS
Accounting Managers, sub-urbs, $33,000
Executive Assistant, Detroit, $33,500
Executive Secretary, suburbs, $30,000
Legal Secretary, Detroit, $27,000
Accounting Assistant, suburbs, $22,000
Inside Sales, suburbs, $22,000
Temp to perm Receptionist, suburbs Staff
Temp and Temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3300
(810) 649-FAX 2

HUMAN RESOURCE ASSISTANT needed for Southfield company One clerical exam required. Call HuForce at 810-352-1334

HUMAN RESOURCES ASSISTANT
Established distribution operation in eastern Oakland County seeks a Human Resources Assistant. The position requires strong people skills, the ability to manage multiple tasks in a fast paced environment. Must have previous HR experience in a manufacturing area and education, good interpersonal skills and knowledge of computer literate. Challenging position offers comprehensive benefits package including 401K plan attainable incentive programs and Employee Disabled candidates should send resume, cover letter and salary requirements to:
Human Resources, Dept. HR
Magnetec, OH 44260
An Equal Opportunity Employer

HUMAN RESOURCES CLERK
Alesco Inc., one of the nation's leading staffing management companies, has an immediate opening for a Part-Time Human Resources Clerk at our Livonia Office. Flexible hours (Mon-Fri 8-12noon) Office experience or equivalent. 1-2 years clerical/general business experience and PC knowledge. Strong organization and communication skills. Ability to prioritize and stay confidentially. We offer an excellent salary and benefits package. Interested candidates should send resume and salary requirements to:
Alesco Inc.
Attn: HR/RC
17197 N. Laurel Park Dr. #434
Livonia, MI 48152
Fax: (313) 953-2420
An Equal Opportunity Employer

IMMEDIATE OPENING, part time Clerical, eves & weekends. Starting $6.00/hr. Call Jim Hoover 313-261-9840. Apply in person Mon-Fri., 10-5

IMMEDIATE OPENING
Accounts Payable Clerk
A major food distributor is seeking an experienced with strong accounts payable experience. Candidates should have the following qualifications:
1) General knowledge in accounting
2) Experience in ACCOUNTS PAYABLE
3) Good math & clerical skills
4) Ability to identify & check numbers
5) Ability to audit & research documentation
6) Ability to sort documents
7) MUST BE DETAIL ORIENTED
8) Must have good organizational skills
Responsibilities will include: Matching invoices to receivers, preparing daily check runs, distributing them for date entry, reconcile checks to bank issued, pulling and matching voids and phone calls for vendors, other accounting responsibilities as needed.
Excellent fringe benefit package. Interested and qualified applicants should apply through Friday (3/8/96) to 4 (5PM) or send resume to:
Human Resources Department
KOOSLAND Distributors
12701 Middlebelt Rd
Livonia MI 48150

INPUT ANALYST
Seeking individual aligned input maintenance analyst to support application shifts for Southfield offices to service major group customers. Knowledge of workpapering, helpful. Salary commensurate with ability. Excellent benefits including medical/dental/life 401K, 100% paid tuition reimbursement, 3 educational holidays. Send cover letter/resume to:
660 Hen Center One-INPUT
Detroit, MI 48243
NO PHONE CALLS
An Equal Opportunity Employer

INSURANCE AGENCY in Bloomfield Hills seeks Customer Service Representative for group life & health insurance. Call Ms. Ellis at 810 331-2500

INSURANCE
Customer Service Rep. Full time. Personal lines experience needed. Commercial lines background. Livonia agency. Call Laura (313) 261-6000

INVENTORY/PURCHASING $23,000. Microsoft Word and Excel. Good customer service skills. Lots of variety. Call Rita Sanders, Staff Mark, 810-737-6780

JOB COORDINATOR
Staffing Company seeks energetic People Person for Customer Service Area. Place employees on assignment with Industrial, Clerical, Homes and Clinics. Full time. South west office. Call Dale 810 357-7085

RECEPTIONIST
Wanted for law firm. Must have WordPerfect skills and multi-line phone experience. Salary, paid vacation and medical benefits. Call 810-358-6250, ask for Andrea. FAX resume to 810-352-6254

LEGAL ASSISTANT - Bloomfield Hills litigation firm. Excellent opportunity for a well organized, detail oriented, self starter, competitive salary & benefits package in an informal setting. Send resume to 4111 Andover Rd #300 E. Bloomfield Hills, MI 48302

LEGAL ASSISTANT/ LEGAL SECRETARY
If you have 3 years experience in corporate business law & real estate in addition to strong organizational skills, call our suburban office, contact John Bingham Farms 810 540 3500

LEGAL
Detroit Metro
Top Permanent Positions
Leading firms in the Metro area
Call or fax resume
Tomorrow offers to follow
PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield MI 48075
FAX 810-358-0235
358-0060

LEGAL SECRETARY
Needed for small growing law firm
•TRAINEE/SECRETARY recent high school grads welcomed with high school diploma and •EXPERIENCED SECRETARY, 1-3 yrs. experience in probate. Both must have computer skills & type 60 wpm. Send resume to Mary D. Brown, 3560 Telegraph, Suite 250, Bloomfield Hills MI 48302 or fax (313) 332-7268

LEGAL SECRETARY/ASSISTANT Needed for plaintiff firm specializing in malpractice/product liability. Send Resume to Terry Dennis, One Kennedy Square, Ste 1900, Detroit MI 48226, or Fax (313) 961-0685

LEGAL SECRETARY Bloomfield Hills law firm seeks a legal secretary with at least 3 yrs. exp. Must have excellent WordPerfect experience required. Send resume to: Legal Secretary, P.O. Box 1530, Farmington Hills, MI 48303-0629

502 Help Wanted-Office Clerical

LEGAL, SECRETARIAL POSITIONS AVAILABLE
ADIA Personnel is currently seeking professionals with legal secretarial experience to work in the downtown area.
Requirements include:
• 50 WPM plus
• WordPerfect 5.1
• 6 months recent experience
Earn top monthly in professional environments. Benefits and free computer training available when you join the ADIA team.
Call us today for an immediate interview and you could be working tomorrow

ADIA
the personnel office
(313) 963-2290

LEGAL SECRETARY/ ASSISTANT
Looking for skilled and effective Assistant for Troy, Real Estate/Corporate Attorney. Using WordPerfect 5.1. Send resume to Human Resources, P.C. Attention: Gail, 5600 Crooks Rd., Ste. 190, Troy, Mich 48098-2530

LEGAL SECRETARY/ DOCKET CONTROLLER
Busy Southfield law firm needs experienced docket controller/legal secretary. Call (810) 772-6780, benefits negotiable. Word Perfect 6.0 experience necessary. Resumes to: P.O. Box 200, Southfield, MI 48037-0260 or Fax 810 352-4495

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

LEGAL SECRETARY, experienced, part time, for Southfield law firm. 10am-6pm. Monday thru Friday. Send resume to: Eliman Tesner & Maier, 100 Galleria Officentre, Suite 333, Southfield. MI attention Mary

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
Experience needed for insurance defense firm. Organizational skills a must. Fax or send resume to:
Lynne, 360 N. Main St., Clarkston, MI 48017 Fax# 810 588-3380

LEGAL SECRETARY - Experienced litigation & domestic relations secretary for busy Farmington law firm. Salary commensurate with experience. Fax resume to 810-478-6221 or call Mr. Anderson at (810) 478-5696

LEGAL SECRETARY
Experienced legal secretary wanted for small Southfield law firm. Microsoft Word 6.0. Novell Network Windows 3.1. Salary commensurate with experience. Contact Steve at 810 569-7700

LEGAL SECRETARY
Farmington Hills insurance defense litigation firm seeks legal secretary with litigation experience to join team. WordPerfect Good benefits. Great opportunity! Send resume to Box # 2369
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Full time for personal injury law firm. Experience preferred. Call 810 557-0300

LEGAL SECRETARY
Full time for personal injury law firm. Experience preferred. Call 810 557-0300

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

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 general legal and litigation forms and duties. Some experience preferred and analytical ability required. Competitive salary and benefits. Fax resume to 810 644 2801 or call Michele between 9:30 AM - 5:30 PM at 644 2800

LEGAL SECRETARY
Full time for busy Southfield personal injury firm. Word Perfect 5.1 experience required. Non-smoking office. 810 827-7700

LEGAL SECRETARY
Litigation experience. Computer skills necessary. Southfield
(810) 352-7750

LEGAL SECRETARY - mature, experienced person with Microsoft Word version 3 days per week for Novi location. Face book. Salary commensurate with experience. Contact Rita Tues., Wed., or Thur. at 810 347-0777 or fax resume to her attention at 810 380 5362

LEGAL SECRETARY
needed for Farmington Hills law firm. Requirements include: excellent organization and grammar skills, and Word Perfect 5.1 experience. Forward resume to Hahn Bedard & Wychulmonis, 31300 Grand River Ave. Ste. 350 Farmington Hills, MI 48335 or call Karen at (810) 442-0510

LEGAL SECRETARY
Oakland county firm looking for a part time legal secretary to work 3 days a week. Must have some experience. Smoke free environment. Send resume to Gordon, Bershad, Fried & Lieberman, 6000 Town Center, Ste. 1200, Southfield, MI 48075
All replies will be kept confidential

LEGAL SECRETARY
Part time, 2-3 days/week Southfield firm. Some experience preferred. Call Sue, (810) 262-4700

LEGAL SECRETARY
Person Injury
Minimum 3 yrs experience Pleasant office. Competitive salary. Fringes
LEGAL SECRETARY Part time. Windows Word 6.1. Farmington Hills Litigation firm. Resume to Marcia, 20600 Northwestern Hwy. No 600, Farmington Hills, MI 48334

LEGAL SECRETARY
Part time/full time insurance defense experience preferred. Salary commensurate with experience. Call (810) 649-7900

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Plaintiff Personal Injury/Civil
For busy sole practitioner in downtown Birmingham. Minimum 3 years experience. Word Perfect 5.1 preferred. Salary commensurate with experience. Fax resume to Paul D. Sherr at 810 647-1450 or call 810 540-1001 for appointment

LEGAL SECRETARY
Secretary needed for 2 attorneys. MUST be experienced in general civil litigation, workers comp and have solid Windows WordPerfect 6.0 skills
Send resume to Mr Harper
100 W. Big Beaver, Ste 560
Troy, MI 48084-5283

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills Minimum 65 wpm, accurately. Experience in WordPerfect Salary commensurate with experience. Benefits included. Please send resume to Roth, Brown & Garon, 2000 Town Center, Suite 450, Southfield, Michigan 48075

LEGAL SECRETARY To $32,000
Litigation experience needed for the downtown Firm. Work for senior partner. Lots of variety. Immediate opening. Benefits. Quick hire.
LEGAL SECRETARY To $30,000
Insurance defense. Plus good skills qualities for your career. Great Opportunity to advance. Benefits
Call Ann Marie
Sneeing Personnel Services

• LEGAL SECRETARY
• WORD PROCESSOR
• RECEPTIONIST
We have the absolute best positions available, long & short term. If interested, please call us for an interview at
(810) 569-3106

LEGAL SECRETARY
with 3-5 yrs experience having computer & administrative skills to work with Farm Hills business litigation attorney. Salary commensurate. Please fax resume to 810-932-3161

LEGAL TEMPS
Tired of not receiving enough premium assignments at high rates? Join our leading temp team for consistent, quality assignments at top rates!
PERSONNEL AT LAW
3000 Town Center Suite 2580
Southfield, MI 48075
Fax 810-358-0235 358-0060

LOCAL TITLE company now hiring for closing dept & general clerical positions. Full time/Flexible hours. Must have or send resume to:
Lynne, 360 N. Main St., Clarkston, MI 48017 Fax# 810 588-3380

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36251 Schoolcraft Rd
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for Birmingham law firm 1-3 years litigation experience and computer skills required. Competitive salary with insurance. Please call (810) 642-1330

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Litigation experience. Computer skills necessary. Southfield
(810) 352-7750

LEGAL SECRETARY - mature, experienced person with Microsoft Word version 3 days per week for Novi location. Face book. Salary commensurate with experience. Contact Rita Tues., Wed., or Thur. at 810 347-0777 or fax resume to her attention at 810 380 5362

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All replies will be kept confidential

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Person Injury
Minimum 3 yrs experience Pleasant office. Competitive salary. Fringes

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LEGAL SECRETARY
Plaintiff Personal Injury/ Civil Litigation
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Troy law firm. Insurance defense experience preferred. Salary commensurate with experience. Call (810) 649-7900

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LEGAL SECRETARY
Troy law firm. Insurance defense experience preferred. Salary commensurate with experience. Call (810) 649-7900

OFFICE RECEPTIONIST
Part-time/20 hours, 2-6pm. $8 per hour. Birmingham. Fax resume to 810-642-8754

OFFICE SERVICES - Monday thru Friday, 1-5pm - Southfield law firm - work includes telephone, reception, and mail delivery. If you are conscientious and dependable, we're keeper on hours worked per week. $7 per hour. (810) 350-2070

ORDER ENTRY
IBM computer literate, phone sales, order entry, shipping & receiving. Metallurgical Vacuum Applications. $8 per hr Call (810) 358-9740

PART TIME clerical help for a national company in Northville. Basic computer knowledge, excellent customer service skills & ability to handle multiple tasks. Hours 1 to 5pm, Mon thru Fri. Call 1-800-621-2146

PART TIME RECEPTIONIST
Looking for an experienced part time receptionist to assist our busy West Bloomfield real estate office. Evenings, every other Friday & one day on weekend. Light typing. Salary. Call Claudine at (810) 626-8400 ext 272

PAYROLL AUDITOR - Part-time, flexible hours. Excellent pay. Some out of local area travel. Farmington Hills area. Call (810) 855-0337

PAYROLL CLERK
position available in Farmington Hills corporate office for a detail oriented, self motivated individual. Must have payroll experience. Competitive benefit package includes full medical, dental and 401K. Call Ann Schwartz, Staff 8, 810-661-8000 EOE.

PAYROLL - Livonia, temp-to-perm, round 10 key skills versus background knowledge of WordPerfect, Lotus, data entry into custom program. Full benefits package. Call 464-7078

EID Temporary Service
An Equal Opportunity Employer

PERSON FRIDAY
For Service office. Good phone skills, pleasant friendly, people person. Livonia area 810-477-4010

"POT OF GOLD"
JOB OPPORTUNITIES
Late Night with Smiling Tuck, Marketing
By appointment only!
OPEN UNTIL 8 PM.

Temp, temp-to perm, and permanent possibilities.
Call today!
Livonia, 31 profile Road
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

PROPERTY MANAGER
Needed for a Property Management of Farmington Hills office center. Must be computer literate and have some accounting experience.
Call Ann Marie Weinstein
(810) 932-3500, Ext 221

PUBLIC RELATIONS/ ADMINISTRATIVE ASSISTANT
Full-time position. The ideal candidate must have excellent communication skills, both written & oral, be a self-starter, able to work well in a team, able to juggle many projects simultaneously, have computer skills. Send benefit package. Send resume/salary history to:
MICHIGAN DESIGN CENTER
1700 STUTZ DR., STE. 25
TROY, MI 48084

REAL ESTATE RECEPTIONIST
For busy real estate office, knowledge of computers helpful. Please call Barb Walkowicz for confidential interview (810) 477-3526

RECEPTIONIST
AMTRAL protection agency has immediate part time opening. Professional appearance and voice desired interest in animal welfare & plus. Starting pay $6.25 per hour. Apply in person at Michigan Humane Society, 37253 Marquette Road (east of Newburgh) in Westland

RECEPTIONIST
Busy Chiropractic office looking for friendly, self motivated individuals to run front desk. Strong clerical and phone skills required. 2 jobs offered Mon., Wed & Fri 8:45am-12:30pm, Tues & Thurs 8:45am-1:30pm or Mon., Wed & Fri 2:45pm-7:30pm, 27527 Ann Arbor Trail at Inkster Rd (313) 522 5501

RECEPTIONIST/ CUSTOMER SERVICE
Management company in Farmington seeking individual for part time position. Duties include telephone, customer service, data entry, excellent verbal skills and ability to read & negotiate of WordPerfect 5.1 & Lotus 1-2-3. Please send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Energetic, efficient, people person wanted for OPTIMUM OFFICE. Patient service, telephone, clerical, reception duties. Minimum 1 year experience in professional office a plus. Please drop off resume at Farmington Call (810) 477-1668

RECEPTIONIST
First line Corporation, the industry's largest American-owned sewing thread manufacturer, has an excellent opportunity available for our Southfield office for an experienced Receptionist.
The chosen candidate will be responsible for representing our company in a professional manner, greeting visitors, operating our switchboard and performing various computer and miscellaneous office duties.
Qualifications include a minimum of three years related experience with good typing skills, strong PC knowledge, including Word, Excel, Microsoft Word, Lotus 1-2-3, and Report Writing. Good communication interpersonal skills are essential.
In addition to a competitive salary, we offer comprehensive benefits including profit sharing. For consideration, please forward your resume to:
Rank
NMR Purch
25111 Glendale
Redford, MI 48239-2689
Equal Opportunity Employer

RECEPTIONIST - Full-time
For busy office
Flexible hours & benefits
Call (810) 264-0610

RECEPTIONIST - Full time Duties include Operation of switchboard, greeting visitors, sorting and distributing mail, use of Telecopier & copier machines and other office duties. Full benefits package. Apply in person at BELANGER, INC. 1001 Doheny Ct., Northville or FAX resume 810-380-8730

RECEPTIONIST - Full time with general secretarial and basic computer skills. Competitive salary and benefits 810-960-3535

RECEPTIONIST - Full time Southfield law firm. Light typing & phones, 10 wpm. Send resume to: Box 2369 Observer & Eccentric, 1946 Brinston Ave., Troy, MI 48083

RECEPTIONIST
Full time in Troy office for a mature, responsible person with professional appearance and experience. Dependability a must! Non-smoker preferred. Good benefits package. Send resume, salary history to: L. Smith, P.O. Box 234, Clawson, MI 48017

RECEPTIONIST
Full time Birmingham eye specialist. Computer & medical experience required. Call Kay 6am to 4pm
(810) 433-3636

RECEPTIONIST
Full-time immediate opening for Farmington Hills law firm. Must have excellent phone skills. Computer & typing skills required. 810-661-8211

502 Help Wanted-Office Clerical

RECEPTIONIST
Full time position open for Troy based computer company. Duties include: answering phones, switchboard & general office tasks. Full benefits, 401K, paid holidays, vacation, sick leave requirements to: Box 82406
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/ GENERAL CLERICAL
Looking for person with excellent phone & data entry skills. Microsoft Word & Excel. Temporary to hire. Benefits & 401(k). Mail resume or apply in person to:
Ahearn Mold, 7778 Market St., Canton, MI 48187.

RECEPTIONIST/GENERAL OFFICE
Good phone skills a must. Computer knowledge & some secretarial experience needed. Full time position with benefits. Resumes or interview call (313) 981-7400 or FAX resume to 313-981-7420

RECEPTIONIST
Immediate long-term, short-term and temporary positions available for experienced receptionists. Starting pay $6.50 to $7.50 per hour depending on experience. Must be available and able to handle multi-line phone systems. Call today to schedule an appointment.
INTECH PERSONNEL
(810) 354-1600

RECEPTIONIST/LEGAL SECRETARY TRAINEE
for Troy Law firm. Receptionist skills essential. WordPerfect knowledge. The successful candidate will be bright, organized, has a pleasant phone manner & will be eager to learn. Full benefits package. Fax resume & salary requirements to work environment and an excellent fringe benefit package. Please send resume & salary requirements to: Office Manager, 2790 W. Big Beaver Rd., Suite #310, Troy, MI 48084

RECEPTIONIST
needed for busy Novi real estate office. Light typing, organized. Eves & Weekends. Rotating schedule. Call 348-3400 ASK FOR Janet for college students, homemakers, etc. Flexible hours. Pleasant, fun, exciting office atmosphere, attractive surroundings. Call Janet Mon-Thurs 9am-3pm 810-348-3000

RECEPTIONIST NEEDED for a busy printing company in Clawson. Must be organized, friendly and enthusiastic (810) 288-0770

Receptionist
needed to handle 10 line phone. Fast paced environment, wide range of duties. Salary. Call
ProForce
810-352-1334

★ RECEPTIONIST needed Mon-Fri., 9am-5pm. Must have pleasant, professional and good phone skills. Modern office. Plymouth location. Call Sue at (313) 459-7000

RECEPTIONIST needed for Wabeek Country Club in Bloomfield Hills. This is a full time position which will be at the front desk of a newly renovated country club.
Experience with multi-line telephone systems, filing, and word processing skills preferred. Must be a detail oriented personality essential. Hourly rate starting at $6.00 depending on relevant experience. Position is Tues-Sat., approximately 8:30am-5:00pm. Positions also available for part-time receptionists (evenings and weekends). Please send resume and cover letter to:
Wabeek Country Club
Attn: Personnel Dept
4800 Pontiac Trail
Bloomfield Hills, MI 48302

RECEPTIONIST/OFFICE MANAGER
For Birmingham sex offender. Phones, filing & light typing. Call Dan or Hoag at 810-642-6633

RECEPTIONIST
On SECRETARY
Excellent opportunity. Southfield area
810-557-9090

RECEPTIONIST PART-TIME
Professional management firm seeking receptionist from 9am-1pm. Must have pleasant phone manner & organizational skills. Send resume to
P.O. Box 70, Southfield, MI. 48037

RECEPTIONIST
PART time for upscale Bloomfield Hills store. 10 to 14, Mon thru Fri. Professional phone manner & appearance essential.
Call Gregg (810) 258-9170

RECEPTIONIST
Part time position with Troy recreation center. Duties include answering phones, data entry, greeting & keeping appearance. Call Jackie or Carl Linda (810) 585 2720
PERMANENT STAFF

RECEPTIONIST - PART-TIME
Mon-Fri 9:30-2:30 Farmington Hills
Small Company, 201 W. Big Beaver
Suite 1125 Troy, MI 48084
Attn Denise O'Dell

RECEPTIONIST PERSONNEL ASSISTANT
Full time with benefits for busy Livonia location. National Placement Service with growth potential.
Please send resume with salaries to
SNELLING PERSONNEL SERVICES
36167 Plymouth Rd.
Livonia, MI., 48150
ATTN: Manager

RECEPTIONIST
• Phones • Computer Knowledge • Type 35 wpm
HUMAN RESOURCES
Call
810-553-7710

RECEPTIONIST POSITION
All the fun in hell the required formal Retail Receptionist skills are not over-stressed so! Agency Experienced with a fast-paced phone system. Assisting in mail room needed, and other support duties as required. Typing 35-40 wpm 25-30 per week. Call (810) 540-0660

RECEPTIONIST/SECRETARY
FARMINGTON Hills based firm, Mortgage Company, has immediate opening for a full time receptionist/secretary. Must have pleasant phone skills & computer experience. Must be detail oriented, organized, able to handle customer orders, route leads & other duties as assigned. Some experience necessary. Computerized accounting skills also a plus. Send resume with salary requirements to:
27200 Haggerty Rd., Suite 82
Farmington Hills, MI 48331

Receptionist/ Secretary
needed for rapidly growing company in Wixom.
(810) 668-0660

RECEPTIONIST/SECRETARY
OHE production company. Knowledge of Excel, bookkeeping helpful. Medical benefits. Fax resume to
810-333-3125

RECEPTIONIST/SECRETARY
Permanent part-time. Must have excellent telephone skills & working knowledge of WordPerfect 5.1.
810-967-9787

RECEPTIONIST/ SECRETARY

TV station in Southfield has an immediate opening for the FRONT DESK position. Must have extensive experience with MS WordWindows and WordPerfect 5.1, typing speed 50+wpm, multi-line telephone experience personality. Full benefit package. Send resume and cover letter with salary requirements to:
Receptionist/Secretary Position
P.O. Box 708
Bloomfield Hills, MI 48303
E.O.E.

RECEPTIONIST-Small Birmingham law firm. Light typing & phones, overlap, vacation paid. Excellent working environment.
810-644-4529

RECEPTIONIST
Typing and filing experience desired. Excellent benefits and opportunity. Southfield CPA firm. (810) 354-4044

502 Help Wanted-Office Clerical

RECEPTIONIST
Starting Height manufacturer looking for temporary part-time Receptionist to answer phones and do filing. Must have pleasant phone manners. Needed 10:00am-2:00pm, daily. Apply in person or send resume to: 4064 N Brownell, Livonia, Michigan 48150 (Mile & Mount area)

RECEPTIONIST
Troy based automotive company has a need for a high-profile person responsible for their 12-line phone and to assist in diversified public relations projects. Temporary to hire opportunity. Permanent salary up to $20,000
Staffing Resources (810) 737-1711

RECEPTIONIST/TYPIST
Full-time in Southfield. Requires pleasant phone personality, accurate typing. WordPerfect & plus. Call (810) 350-2000

RECEPTIONIST
UNIQUE opportunity for someone to interact with clients in the plush atmosphere of our Troy showroom. Must have nice form. Your recent experience with interior decorating is helpful for the exciting position
Call Rose - 646-6166
Interiors by Design
Farmington/Livonia
646-7061 473-2931

Advantage Staffing

RECEPTIONIST
Very busy Plymouth law firm needs friendly person for multi-phone system. Typing a must

GENERAL OFFICE
Organized individual needed for multi-task position. Good language skills, WordPerfect 6.0. Send resume to:
Lochrow Corp
45800 Port St
Plymouth, MI 48170

RECEPTIONIST
VETERINARY CLINIC
Part-time opening at Michigan Humane Society. Experience in veterinary hospital. Evening/weekend hours required. Starting pay $6.25 per hour. Apply in person 37253 Marquette Road (east of Newburgh) in Westland

RECEPTIONIST - Veterinary hospital. Good people skills needed. Part time, evenings and weekends. Bloomfield
(810) 646-1969

RECEPTIONIST WANTED for part-time position at Birmingham branch of Lady Bird Lake Nursery. Light filing experience required. Send resume to: Personnel Department, 1111 Floor Buoy Building, Detroit, MI 48226

RECEPTIONIST WITH clerical office duties. Full or part time. For independent Opinion Domestic Relations. Call (810) 545-8300

RECEPTIONIST
with good typing skills, light filing & faxing for a small commercial real estate development co. Send resume and salary requirements to: Personnel Dept., 6755 Telegraph Rd., Ste 340, Bloomfield Hills, MI 48301

RECEPTIONIST PART TIME TEMPORARY $7 PER HOUR
Possible indefinite assignment Can-truck located suburban company Pleasant working environment. Computer & plus. Call 810-399-3456
Sneeing Personnel Services

SALES FIRM seeks Customer Service Rep. This full time position requires strong communication skills, good people skills, ability to work in a team, able to juggle many projects simultaneously, have computer skills. Send benefit package. Send resume/salary history to
MICHIGAN DESIGN CENTER
1700 STUTZ DR., STE. 25
TROY, MI 48084

SALES RECEPTIONIST - International Sales Company in Farmington Hills seeks motivated individual interested in Bonsai Farms. Position requires strong telephone skills, Word Processing, Data Processing, as well as daily contact with customers. Bonsai experience helpful, but commenturate with experience. Call Richard, for an interview
810-433-1660

SALES SUPPORT
Energetic, detail oriented individual needed for sales support in growing multi-branch company. Responsibilities include supplying point order placement, customer service calls, data entry, light clerical, communication and computer skills required. Benefits package available. Wages commensurate with skills and experience. Send resume to Yale Materials Handling, Inc. Attn Dept 131, 11844 Haggerty, Livonia, MI. 48150 Fax 313-591-8082

SCHEDULER
CLERICAL position in medical office for mature responsible person who enjoys working with people and is able to pay meticulous attention to detail. Please fax resume to FEC Mgr. 29275 Northwestern #100, Southfield, MI 48034 or FAX to 810-353-7645

EXECUTIVE SECRETARY
Farmington Hills based land developer/commercial office. Excellent benefit & asset executives with real estate background. Knowledge of Word Perfect, Lotus/Excel required. Type 65 wpm. Telephone manner helpful. Nice working environment with company paid benefits. Salary commensurate with experience. Call Jan at 810-932-4784

SECRETARIAL POSITION
for Detroit based Insurance office. Must be computer literate. Send resume to Bear Insurance, 400 Renaissance Ctr., 35th Floor Detroit, MI 48243 Attn General Manager

Secretarial Positions
Construction..... $28K
Legal..... $27K
Assistants $23K
Real Estate $20K
PERMANENT STAFF
Farmington Hills 810 737 5750
Troy 810 585 2720

SECRETARIES
Good communication skills needed. Must be dependable and able to handle many tasks. Experience with word processing and other word processing programs helpful.
CUSTOMER SERVICE
Excellent communication skills and phone etiquette a must. Light data entry experience helpful.
Westerns TEMP-TO-PERM, and temp jobs are just right for you. Enjoy the flexibility and benefits Western offers. Jobs are immediately available.
Call today for an interview!
Farmington Hills 810-615-0660
Livonia 810-645-2550
Rochester Hills 810-650-6690
Western STAFF SERVICES.

LEGAL SECRETARY
Experienced, full time for Southfield insurance Defense firm. Must have experience. Send resume & salary requirements to: Box 2369 Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

LEGAL SECRETARY - BIRMINGHAM
Financial company seeks secretary with general office experience. Phones, word processing, friendly environment. Salary range in low 20's. Send resume and salary history to Bloomfield Acceptance Co. 260 E. Brown Rd. Birmingham, MI 48009

SECRETARY/BOOKKEEPER
Farmington Hills office. Hours: 8:30-5, Mon.-Fri. Must be dependable, have good communication skills, and be familiar with Microsoft Word & Excel. Fax resume to
810-626-8583

502 Help Wanted-Office Clerical

SECRETARY
A leader in the Automotive OEM industry is seeking a friendly, professional person to perform secretarial and general office duties. Pleasant phone voice and manner necessary. Ideal candidate will be organized, detail oriented person with the ability to demonstrate mature judgment. Position requires good communication skills, good grammar skills and good people skills. Flexibility and positive attitude are key requirements. Applicants must have proven use of word processing and spreadsheet programs. Excellent benefits, competitive salary. Send resume with salary requirements to:
HR Manager
P.O. Box 754
Howell, MI 48376

SECRETARY/BOOKKEEPER
for printing company in Plymouth. Responsible for payroll, accounts receivable, accounts payable, phones, computer. Send resume & salary requirements to: Secretary, 41200 Joy Rd., Plymouth, MI 48170

SECRETARY
Christian non-profit organization. Part time, (6 20 hours) Mac Word, Excel, (PC - Word PerfectJ proficient. Excellent working conditions. Call (810) 350-2203

SECRETARY/CLERICAL
Mid-size landscaping company, Commerce Township. 30-40 hours/wk. Mon-Fri. 8:30-5:30. Typing 40 wpm. Computer skills necessary. (810) 437-1181

SECRETARY
Douglas & Lomason Company, an international OEM, located in Farmington Hills, has an immediate opening for a SECRETARY in the Manufacturing Engineering Department. Position requires a high school diploma and knowledge of word processing and basic clerical skills. Typical assignments will include data entry for invoice tracking, provide secretarial services for managers and engineers, read specifications and handle receptionist and phone coverage duties for the engineering department. This is a fast paced environment position. Qualified candidates should reply by resume including salary requirements to:
Human Resources Dept S
Douglas & Lomason Company
24600 Halsted Road
Farmington Hills, MI
48335-1671

Equal Opportunity Employer

SECRETARY
Established Bingham Farms law firm seeks experienced secretary with excellent computer, telephone, & organizational skills. Must be proficient in WordPerfect. Competitive salary & benefit package. Legal experience preferred but not required. Non-smokers only. Please call Debbie or Susan 810-642-7733

SECRETARY - Full or part time for Farmington Hills law firm. Word Perfect 5.1. Call Cheryl, Karen or Bob at 810-489-4130

SECRETARY
full time position. Good benefits. Send resume to 37752 Hills Tech Dr., Farmington Hills, MI 48331

SECRETARY
Immediate opening permanent part-time in Novi. Excellent Word Perfect 5.1, MS Office & Excel. Fax resume with salary requirements to (810) 474-5790 or Call Pam at (810) 474-3050

SECRETARY
LOCAL manufacturer seeking office person. Phone skills, computer knowledge helpful. (313) 326-9050

SECRETARY
NATIONAL manufacturer. Nice non-smoking office needs smooth phone skills & PC experience with WordPerfect, Quattro & Word. Also file, mail, fax. Good pay & benefits to sharp detail oriented person. Send resume & pay history to:
Attn Ms Walker
Van Mark Products
24175 Industrial Park Dr
Farmington Hills, MI 48335

SECRETARY - Needed full time, long term. Farmington Hills. Must have quality opening requires basic office skills, good attitude, and a desire to work. Please call (810) 474-8081

SECRETARY NEEDED
Immediate opening. Property management firm in Farmington Hills seeking highly motivated secretary/word processor. Must have excellent Word Perfect and office duties. Please send resume to PO Box 70, Southfield, MI 48037

SECRETARY - Non-profit seeking 2 part-time (20 & up to 29 hrs/wk) General Secretaries. Must possess general secretarial skills, good oral & written communication skills, Word Perfect 6.1 for Windows knowledge preferred. Salary $6.00 hr. Fax to Terri Singleton, Human Resources Specialist, MFAS, 100 N. Hagadorn, Ste 300, Lansing, MI 48933 (1706 by March 11, 1996)COE

SECRETARY
North American Tech group is looking for an experienced and