This Classification Continued from Page G12.

502 Help Wanted-Office Clerical

EXECUTIVE SECRETARY/ OFFICE MANAGER
Mature professional with strong WordPerfect skills for downtown Birmingham firm. Mac/Tas resume to M Bennett, EOE, 187 S. Woodward #204, Birmingham, MI 48009. Phone (810) 647-5455 FAX (810) 647-1858

EXECUTIVE SECRETARY
Farmington Hills based Architectural Firm is seeking an individual for the position of Executive Secretary. Minimum of the (3) years of Administrative Assistant experience required as well as a background in computers. Candidate must have excellent interpersonal/organization and prioritization skills. Long/Short range hence must know WordPerfect 6.0 and be able to work with the pr ho supervision.
We offer an excellent working environment with competitive salary and comprehensive company benefits package. Respond with Full resume & daytime telephone number in confidence to:
Howard Nudell Architects, Inc.
(810) 626-0337

FAST GROWING PUBLISHING Company needs assistant/receptionist. Typing and knowledge of Macintosh computer necessary. Send resume to P.O. Box 9022 Wixted Lane Mt Clemens, MI 48043

FIEGER FIEGER & SCHWARTZ legal secretary for high profile law firm 2 3 yrs experience Wordperfect 5.1. Non smoker. (810) 355 5555

FILE CLERK
Full time for personal injury law firm. Birmingham area. 810 258 8262

FILE CLERK - law firm full time Daily file maintenance call needed for courier calls. We offer competitive & have good organizational skills. Send resume to Tuff Mitchell 33200 Telegraph Suite 467 Bloomfield Hills, MI 48025 or fax 810 644 2341 Ex Apr 19

FILE CLERKS
Rochester Hills medical equipment supply company seeking part time File Clerks, morning & afternoon positions available. Please send resume or complete application at Wright & Filippis Inc. 2165 Crooks Rd Rochester Hills MI 48309

FORECLOSURE TECHNICIAN
Bright & energetic individual to work in Birmingham/Troy area foreclosure. Computer literacy a plus. We offer flexible schedule. Please call Linda, Monday thru Friday at (810) 540-7791

FULL OR part time Receptionist/Secretary. Duties include typing, filing, some data entry. Will train. Apply in person at 29200 Northwestern Hwy. Near Hudson or send resume to P O Box 930 New Hudson, MI 48165

FULL TIME INDIVIDUAL need for Real Estate Excise Department. Computer knowledge helpful, must accounting experience a plus. Call Laura Pawlicki at (810) 299-1250

GENERAL CLERK
Hours 8 to 5, 5 days a week Livonia area (313) 425 2500

GENERAL OFFICE - bright ambitious person needed to learn. For Farmington Hills manufacturing office. Light typing, basic accounting, computer literate, general clerical work, some experience needed salary negotiable. Call Jackie weekdays call Mon Tues, Thurs & Fri 9 3 (810) 473 9305

GENERAL OFFICE CLERK
Duties to include payroll and payroll taxes, light typing, data entry, check processing and misc. office tasks. Full time with benefits. Send resume and salary requirements to Office Manager 45311 Helm St Suite D, Plymouth, MI 48170

GENERAL OFFICE
Description: responsible, person needed for general office work. office work. Please apply in person 1647 Inverter Rd., Garden City

GENERAL OFFICE
Full time office clerk duties. Various duties. Computer skills necessary. Must like working with figures. Some paid over time may be required. Call for an appointment Paul Parker Parker Floors Inc on Telegraph Rd in Bloomfield Hills 810 553 4050

GENERAL OFFICE help wanted part time and full time. Bookkeeping experience preferred. Garden City area. Call Susan (313) 422 9033

GENERAL OFFICE/PHOTOGRAPHER Part time Bingham Farms Great opportunity for mature individual with office & photography experience (810) 647 5900

GENERAL OFFICE/RECEPTIONIST Part time Office position. Call Diane Send resume P O Box 1899 Birmingham MI 48012-1899

GENERAL OFFICE Clerical duties, computer literate (810) 656 8221

Girl Friday (Male/Female)
Busy Franklin advertising agency has an immediate opening for personable Girl Friday to do a variety of office duties. Bookkeeping typing a plus. Call Susan 354-7300

GOLF & banquet facility needs enthusiastic, individual to assist in recordkeeping, multi line phones, Computer skills a plus. Full time, Tuesdays, with rotating weekends. Fox Hills, Plymouth (313) 453-7272 An Equal Opportunity Employer

GOOD CLERICAL skills & experience required, computer literate with some word processing experience preferred. Real estate background helpful, family a plus. Flexible midday hours. Ideal working mothers school schedule 30 or more hrs per wk. Troy 810 680-1580

HIRING FOR:
- 20 CUSTOMER SERVICE REPS Farmington Hills
- 30 DATA ENTRY Positions Bloomfield Hills & Detroit

WILL PAY $7-$7.50

Detroit 313-393-1890
Bloomfield Hills 810-373-7161
Farmington Hills 810-350-9777

Human Resources
One of the metropolitan's fastest growing temporary agencies has an immediate opening for a clerical recruiter. Ideal candidate will have past experience in clerical sales and excellent computer skills. Duties include interviewing, testing and people placement. Excellent communication skills are necessary and the ability to handle a wide range of responsibilities.
We offer competitive pay benefits and tuition reimbursement. Interested candidates should fax or mail resumes to:
SES Temps Inc
12900 Hall Rd
Suite 195
Sterling Hts MI 48313
Fax (810) 739-1592

IMMEDIATE OPENING
Z Weigh Scales & Systems has an immediate opening for a temporary to hire responsible person to perform a variety of office tasks including invoicing payables & general clerical. Successful candidate should have a working knowledge of IBM operating system. Benefits include paid vacation & personal time 401k health insurance and more. Interested persons please send resume to Human Resources Sales Manager, Z-Weigh Scales & Systems 4610 Sheldon Ave Dearborn Mich 48126

IMMEDIATE OPENINGS for Receptionists, Clerks & Word Processors
Long & short term temporary assignments
Must be professional
Call today, work tomorrow
ADIA
(313) 525-0330
EOE NO FEE

INSIDE SALES - SECRETARY
For small Plymouth based manufacturers representative agency. Good phone skills a must. Microsoft Word experience necessary. Call 8 10am (313) 454 7620

INSURANCE AGENCY - Personal Line Customer Service Rep. Must enjoy working with people & show good phone skills. Experience preferred but will train. 810 280 1966

INSURANCE
Commercial Service Assistant needed with Word Processing experience to handle correspondence & produce reports. Are backing up our Commercial Lines department. Experience in Microsoft WordWindows 6.0 preferred. Competitive salary & benefit package. Signing bonus to the right candidate. Send resume to Box 42537 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

INSURANCE
Large insurance agency looking for an Account Manager Excellent career opportunity. Competitive salary & benefits. Signing bonus to the selected candidate. Send resume to Box 42552 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

INSURANCE
Large insurance agency looking for a Commercial Lines Representative. Excellent career opportunity competitive salary and benefits. Signing bonus to the selected candidate. Send resume to Box 42552 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

JOBS!
47 IMMEDIATE OPENINGS
We have short term, long term and permanent positions in Oakland County. Pay ranges $6.50-$14.00
- Administrative Assistant
- Receptionists
- Secretary-Word Processor
- Data Entry
- Evening & Midnight Clerks

Call now for interview application
Office/Clerical Staffing
Auburn Hills 810-377-4075
Farmington Hills 810-488-0464
NO FEE

KEYPUNCH - Experienced in tape First shift. Small friendly office. Telegraph/6 Mile 313-534-4440

502 Help Wanted-Office Clerical

KEYPUNCH OPERATORS
experienced data entry operators. Full part time days/afternoon shifts. Good pay for those who qualify. Dearborn. (313) 581-5151

KITCHEN/BATH Showroom - Front Desk Receptionist. Busy corporate showroom. High energy, positive person with strong skills. Salary based on skills. Approximately 30 hours. Some evenings & Saturdays. Please apply 12500 Merriman, Livonia between I-96 & Plymouth.

LAW FIRM RECEPTIONIST
Large Southfield firm seeks highly skilled & professional candidate with experience on multi-line phone system. Full benefit package & excellent starting salary. Call Sara Beisinger (810) 351 4032 or fax resume (810) 948 9494

THE LEGAL TEMP, INC.
Overstaffed Week of Assignments Available Now! Temporary - Permanent
LT, INC.
Also Hiring Now! Word Processors
Call today
(810)355 3258
Fax resume to (810) 355 0366

LEGAL ASSISTANT
Extensive research and writing skills. Fast paced environment. Work with Mid Level attorneys. Excellent benefits and salary. Title insurance experience a plus. Fax resume and salary requirements to: Call Sandy (313) 326 2101

LEGAL EXECUTIVE SECRETARY Prestigious Troy law firm seeks full time Secretary for Labor Law Department. Legal Secretarial Bookkeeping WordPerfect 5.1 & spreadsheets skills a must. Real World Accounting knowledge a plus. Competitive salary & benefits include paid vacation & personal time 401k health insurance and more. Interested persons please send resume to Human Resources Sales Manager, Z-Weigh Scales & Systems 4610 Sheldon Ave Dearborn Mich 48126

LEGAL ASSISTANT
801 W. Big Beaver Blvd. Ste. 500 Troy, MI 48084
Equal Opportunity Employer

LEGAL
PAL, a division of the legal.com family of companies is seeking a team of professionals. Advance your career with our exclusive client base and see results fast. We charge you to find more superior candidates.
Call (313)-THE-TEMP
PERSONNEL AT LAW INC.
3000 Town Center #2560
Southfield MI 48075
Fax resume (313) 356-0314

LEGAL SECRETARIES
Experienced only for permanent & temporary positions. Long term assignments always available for top notch candidates
JOANNE MANSFIELD
Legal Staffing
755 W Big Beaver
SUITE 209 TROY MI 48084
810-362-3430
FAX 810-362-4881
ALL FEES PAID EMPLOYER PAID

LEGAL SECRETARIES
Job description for eligibility has opened the door to many of the best law firms in the area for permanent and temporary placement. Register now with the Agency that put Secretaries Employed fee paid.
HILLSTROM & ROSS
AGENCY, INC.
810 626 8160
FAX 810 626 8434

LEGAL SECRETARIES needed for growing Southfield law firm. •TRAINEE/SECRETARY recent high school graduate preferred with good academic skills and •EXPERIENCED Secretary to work for 3 attorneys. Call (810) 422 8035. Fax resume 352-8830 or fax 810 333-7253

LEGAL SECRETARY BLOOMFIELD HILLS
Major Detroit area Law firm needs an experienced Legal Secretary for its Bloomfield Hills office. Must have 5 or more years experience in Corporate Banking and/or litigation. Great fringe benefits, training and people. Excellent work environment. Salary based on experience and qualifications. Send resume to:
PLUNKETT & COONEY
243 West Congress
Suite 600
Detroit, MI 48226
Attention: Human Resources Department

LEGAL SECRETARY
Experienced, professional legal secretary for conveniently located Bloomfield Hills Corporate law firm. Minimum 2 years experience as a Legal Secretary with strong references and stable employment history. Must have litigation experience preferred. Strong verbal, organizational and technical skills, including WP 6.0/5.1 and WP word 6.0. Ability to handle reasonable work volume for two attorneys. Competitive salary and benefits, free convenient parking, congenial office atmosphere. Send resume & references to Administrator, PO Box 327 W. Bloomfield Hills, MI 48303-0371

LEGAL SECRETARY
Experienced full service Real Estate Knowledge of products, liability and WordPerfect for Windows 6.1 a plus. Send resume to: 315 E Woodward, Ste 200 Royal Oak MI 48067-1410 or fax (810) 541-3304

LEGAL SECRETARY
Experience needed for insurance defense firm. Organized, bonus skills a must. Fax or send resume to:
Jones, 280 N Main St., Clawson, MI 48017. Fax 810-588-3380

LEGAL SECRETARY for Plymouth law firm. Full & part time positions available. Excellent skills & experience required. Salary commensurate with ability. 313-453-4044

LEGAL SECRETARY
For medium size, Troy firm. Must have strong typing skills, and 2 yrs experience in defence litigation. Call Ann (810) 362-1330 Or fax resume to: (810) 848-1827

LEGAL SECRETARY, full and or part time. Southfield general practice office. Required skills: excellent typing and transcription. Salary commensurate with experience. Organizational skills, initiative and positive attitude a plus. (810) 353-3600

LEGAL SECRETARY
For Southfield law firm. Minimum 5 years experience in probate/litigation/transactional law. Word for windows experience helpful. Excellent skills required. Send resume to: Office Administrator, Suite 210, Southfield, MI 48037-0218, or call: 810-356-5300

502 Help Wanted-Office Clerical

LEGAL SECRETARY for Bloomfield Hills general practice firm. Minimum 3 years law experience. Knowledge of WP for Windows. Must receive by Mutz, 1760 S Telegraph, Ste 300 Bloomfield Hills, MI 48302 or fax 810 335 3346

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
For Livonia office. Must be knowledgeable in WordPerfect have excellent organizational skills and be able to handle phones. Salary commensurate with experience Call (313) 953 0200

LEGAL SECRETARY
Insurance defense firm seeks an experienced Secretary with knowledge for a busy practice located 8 Mile/Telegraph area. Must have excellent attention, organizational and outstanding skills. Responsibilities include health insurance profit sharing and 401k. Call Office Manager 810 305 9900

LEGAL SECRETARY
Major Insurance Co located in Troy (near Somerset) has an excellent opportunity for experienced Legal Secretary in their litigation attorney, staff counsel operation. Qualified candidates must possess 5 years experience. We offer a team environment, competitive salary and benefit package including 401(k) plan along opportunity for career and personal growth and professional satisfaction. Job share part time possibility.
For confidential consideration please send your resume with salary history to:
USF&G
Attn: Human Resources - LS
1900 W Big Beaver
Troy, MI 48084

LEGAL SECRETARY
Needed for Southfield law firm. Good typing skills required. Legal or law firm experience required. Send resume to: James Alan Miller, 26261 Evergreen Rd Suite 117 Southfield MI 48034

LEGAL SECRETARY
needed for busy law firm in Downtown Birmingham. Must possess strong secretarial skills. 5 years legal secretarial experience. Must possess knowledge of WordPerfect 5.1. Paid medical insurance. Profit sharing options. Salary commensurate with ability. Send resumes to Personnel Director PO Box 208 Birmingham MI 48012

LEGAL SECRETARY needed for live lawyer law firm in downtown Birmingham. Litigation experience preferred. Please call 810 258 9500

LEGAL SECRETARY
Part time 3 12 per day. Must be experienced in Probate & Personal Injury. WordPerfect 5.1 a must. Fax FAX resume (810) 552 6016 Or call (810) 552 9181

LEGAL SECRETARY
PART-TIME 2 DAYS PER WEEK For divorce attorney. 8 litigation experience. 3 years real estate helpful. Benefits. Send resume to: John Pierson Kaplan, Gilman, PLC, 255 S Woodward 3rd floor, Birmingham 48009

LEGAL SECRETARY/ RECEPTIONIST
wanted for Bloomfield Hills law firm. Minimum 5 years legal secretarial experience knowledge of word perfect 5.1 required good interpersonal skills. Fax resume to (810) 626 1180 Fax resume to PO Box 371 Bloomfield Hills, MI 48303

LEGAL SECRETARY
Get started with minimum 2 yrs exp. WordPerfect, excellent typing & organizational skills required for fast paced, non smoking Farmington Hills office. Salary DOE. Call Sandy (810) 553-0500

LEGAL SECRETARY
Southfield based insurance company has an immediate opening for a full time Legal Secretary. Candidate must type 80wpm, and have excellent organizational skills. Responsibilities include: Trial preparation, making files, scheduling hearings & gathering information for attorneys. Individual interested in a challenging position must have excellent communication skills. Fax resume to: Box 42544 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

LEGAL SECRETARY
With plaintiff personal injury litigation experience. Minimum 2 yrs. Farmington Hills area. Non-smoker. Ask for Linda (810) 737 8400

LEGAL TYPIST
TROTT & TROTT, P.C. seeks well rounded legal secretary to perform word processing positions. Duties include extensive dictaphone, photocopying & filing. Excellent typing skills required. Word Perfect & Windows experience preferred. Candidate must be very detail oriented. Able to work under pressure & meet deadlines.
Salary consistent with qualifications. Full benefit package. Please call (810) 642 2515. Ext 212
Equal Opportunity Employer

LIBRARIAN/ RECEPTIONIST
Major law firm has a full time entry level position for a Librarian/Receptionist. Excellent benefits and salary. Fax resume/salary history to: Veritas Paralegal (313) 642 9720

MEDICAL CLAIMS Reviewer Immediate full time position available for an MCR Medical Claims Reviewer. Data entry experience, with excellent speed and accuracy and the ability to use 10 key adding machine. Knowledge of medical terminology and coding and insurance company a plus but not required. Must be organized detail oriented and able to work in a high production work environment. Competitive salary and benefits package. Send resume to Lynn Ward, Wexford, 261000 American Dr., Southfield, MI 48034

MORTGAGE PROCESSOR
Experience in non conforming non-sinking fund loans benefits. Call Waterford area (810 623-2800

NORRELL SERVICES is currently looking for experienced
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES

for full time positions in Ann Arbor & Ypsilanti. Pay rate from $7-$12 per hour. Excellent benefits.
For more information call
Norrell SERVICES
(313) 961-3351

Non Real Estate Office looking for full time or part time receptionist. Duties include: 32-34 Hrs Per Mo/ Rotating Schedule Phones, typing light filing. Call Robin Mon-Fri 8am-5pm 810 348 3000

OFFICE ADMINISTRATOR
Professional Service firm. Company is seeking top quality computer person with knowledge of Word, Excel, Powerpoint, Lotus or Freelance is desired. Ideal candidate will be a multi skilled professional who enjoys a challenge and an exceptional working environment.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

OFFICE ADMINISTRATOR for Troy general practice law firm. Office supervisor organizational skills with focus on billing and time determination. Call Elaine (810) 528-2270

OFFICE ASSISTANT/ RECEPTIONIST
Busy Birmingham real estate office looking for a full time dependable Office Assistant. Must have good people skills and computer literate edge. Please Call Sara for interview. (810) 647-7100

OFFICE ASSISTANT
with good phone skills. Able to do permit & billing. Good benefits. Apply: Jerry's Pool PO Box 531117, Livonia, MI 48153

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
Contact lens department comes has an immediate opening. Typing, answering phones and other office duties required. Some experience preferred. Send resume to Office Assistant P O Box 308, Southfield, MI 48037

OFFICE ASSISTANT
Experienced with good skills in computer. Windows program, filing and record keeping for small, busy, vocational rehabilitation firm. Responsible and like people. Part time (22+ hrs per wk) $8.50 per hr to start. Call Emergency Education, (313) 326 0320 for an appointment

OFFICE CLERICAL
Busy Novi home builder needs detail oriented organized non smoker. Must possess excellent people & clerical skills; no word processing knowledge. Will train. Accounting background helpful. Fax resume to Classic Construction, (810) 568-7237 or call (810) 668 1500

OFFICE CLERK
Diversified Manufacturer, etc. Full time, mature, responsible person. Livonia area (313) 525 0020

OFFICE CLERK/ RECEPTIONIST PART-TIME
WASTE MANAGEMENT, INC. has immediate opening for part time Office Clerk. Receptionist for our Middle Rouge office located in Livonia. This person will provide backup for our receptionist and provide clerical support to the office staff.
Qualified applicants must possess pleasant voice skills and be able to work from 12:00 pm to 4:00 pm Monday through Thursday and 12:00 pm to 3 pm on Friday (willing to work additional hours when requested). MS Word and Excel experience desirable, but not required.
Must pass physical/drug screen if offered position. Please send resume and salary history to
Waste Management, Inc.
12550 Newburgh Rd. Ste 100
Livonia, MI 48150
ATTN Personnel Department
Equal Opportunity Employer
Male/Female Handicapped/Vet

OFFICE CLERKS
We are a successful Southfield based firm and are seeking Office Clerks. We are flexible and would prefer to have a job sharing arrangement whereby one person could work morning, another afternoons. A perfect position for people seeking a part time job. Position would consist of filing, copying, faxing, data entry and occasional errands. Some overtime required during busy season. Send resume and salary expecting your experience to:
Jan PTOC
Fortner, Rudzewicz & Co.
26700 American Dr. Ste 300
Southfield, MI 48086-5004

OFFICE MANAGER - Participate in Real Estate office. Independent and creative person with computer skills. Bookkeeping experience. Send resumes to Optimum Development 16351 Lafayette, Royal Oak, MI 48073 or Fax 810 588 7297

OFFICE POSITION Full time. 3 days a week support customer service hospital. Statistical knowledge helpful & computer experience preferred. Must resume with salary requirements to 17080 Parker Lane Drive, Windsor Lane Mt 48189

OFFICE RECEPTIONIST For Bloomfield area law firm. Must have knowledge of subsidized housing programs, Section 8, RAP, 236, and MGD Unit. Basic office responsibilities. Full time with benefits and 401(k) plan. Prefer Bloomfield Hills/Pontiac area. Specialist. If interested send resume to Medical Arts Management, P.O. Box 20467 Sheffield, Detroit, MI 48220

ORTHODONTIC ASSISTANT Bloomfield Hills office seeking experienced Assistant. Call Benefits 810 647 0696

PARALEGAL FOR South field plaintiff PI firm. Experienced with all facets of personal injury litigation. Excellent salary & benefits. Fax resume to Mr. Bernstein, Fax 810 352-1000

PART TIME Bloomfield Hills office seeks flexible experienced person who enjoys diversity. Duties include accounting, typing, filing, taking sample room organization and misc other. Mon Fri 9 3 Send resume to P.O. Box 7112, Bloomfield Hills, MI 48303

PART-TIME SECRETARIAL Computer experience required. Receive hours. for Southfield marketing office. Call (810) 557-0500

PERMANENT JOBS!
Administrative Assistant (Full time $18-$24K
Legal Secretary (to $24K)
Administrative Assistant (FLEX HRS) $11 $12/HR
Personnel Systems 459-1155

PRODUCTION - Bustling company in Novi looking for very dependable people. Must be available for 10 hour shift. Pay starts at $8 an hr with chances for a raise. Please call 313-525-4908

PROPERTY MANAGEMENT ASSISTANT Entry level bookkeeper. One year A/P, A/R Bank Record, & typing experience necessary. Send resume to 27255 Middlebelt Rd Ste 130 Farmington Hills, MI 48334 Attn Property Management

PURCHASING/ ACCOUNTING CLERK
Manufacturer seeks qualified candidate to assist purchasing department prepare bid packages, generate purchase orders, maintain files, receive, enter receipts, verify invoices and approve bills for payment. Must be accurate and have PC experience. Submit resume and salary requirements to:
Cos Press Equipment
40548 Brentwood
Sterling Hts., MI 48310
Attn: A. Ward

REAL ESTATE RECEPTIONIST OR CLOSING DEPARTMENT
For busy real estate office. Knowledge of computers helpful. Contact Ms Barb Walkowicz for confidential interview (810) 474-2303

RECEPTIONIST
Allstate Insurance Company, located in Southfield seeks Office Receptionist to work 10 Sam Pm. Experience preferred. Call Ann at 810-351-7149 or FAX resume to 810-351-7668

RECEPTIONIST
Cap Gemini America, a global leader in Information Technology, has an immediate opening for a Receptionist. The position requires an experienced person who can also perform a variety of clerical functions. The ideal candidate should know Word and Excel and have the desire and capability to assist others and be interested in the opportunity, please submit your resume, along with your salary requirements to:
Deborah A. Sewell
HR Administrator
Cap Gemini America
29300 Telegraph Road, Suite 200
Southfield, MI 48034
810-350-8088
Fax 810-350-1003

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturing company in Plymouth seeking individual for temporary (may possibly lead to full time) with heavy phone contact, excellent communication skills, Knowledge of WordPerfect 5 & Lotus 1-2-3. Send resume to Box #2518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST / Data Entry Clerk Novi office. 20-25 hours weekly. Good customer service skills. (810) 960-0001

502 Help Wanted-Office Clerical

RECEPTIONIST
Excellent part time clerical position Southfield area. Light typing & filing for a small office 810-356-1818

RECEPTIONIST
Experienced Receptionist for Auburn Hills Law Firm. Open mind, lacking company. Responsible for phone system, receptionist dressing, light travel arrangements, some office support. Must be proficient in MS Word. Access a plus. Salary DOE. Fax resume R.O.I. P.O. Box 127, Lake Orion, Mich. 48361

RECEPTIONIST - Farmington creative union has opening for individual with pleasant personality, good voice, and direct membership. Typing & clerical skills required. Fax or mail resume to Member Service Manager, 22981 Haggerty Rd., Farmington MI 48336

RECEPTIONIST - fast paced office in Canton in need of enthusiastic receptionist with professional image. Duties include light typing and telephone. Excellent benefits paid. Reply to Box 42518 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST/ FILE CLERK - full time position available in our Plymouth office. Light typing, phone coverage & filing. Ideal candidate will have 1 year of related experience. Send resume to Box 42533 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST - For growing software company. Excellent communication and organizational skills required. General office duties, light typing and filing. Ability to follow special projects. Knowledge of MS Word helpful. Send resume and salary history to HEM LS, 17330 12 Mile Rd., Southfield, Mi., 48076

RECEPTIONIST
FOR Irm in City of Pontiac Knowledge of WordPerfect & Lotus 1 2 3 required. No receptionist experience necessary. We train. Good benefits if you are an energetic, pleasant quick learning individual please call Anita at (810) 338-0226 Fax (810-332-0256 or send resume to PO Box 430119, Pontiac, MI 48343 EOE

RECEPTIONIST
for small Southfield law firm. Experience preferred. Call (810) 557-1688

RECEPTIONIST - Full time position available for busy Lathrup Village Word & Excel required. Full benefits. Please call 810-568-2400 Ext 121 or Fax resume to 810-588-1227

RECEPTIONIST
full time for growing medical factory company. Light typing, phone, and more. 40 wpm. Word Perfect 3.0, organized, detail oriented, and pleasant personality. Send resume to Med Health, 47659 Halyard Drive, Plymouth, MI 48170

RECEPTIONIST - full time, mature, experienced person for high volume travel agency in W. Bloomfield. Light clerical work involved. Call Mae 810-855-4100

RECEPTIONIST - full time for Farmington Hills law firm. Light typing. Excellent phone skills and computer experience. Mac knowledge a plus. Send resume to Ms Walsh, 30533 Northwestern Hwy, Suite 124, Farmington Hills, MI 48334

RECEPTIONIST - full time position with diversified duties for residential building in Farmington Hills. Excellent communication & telephone skills a must. Computer knowledge helpful. Smoke free environment. Send resume & salary requirements to Box #2554
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Good appearance, detail skills A nice place to work! Ferndale Contact Cindy 810-547-6777

RECEPTIONIST
Growing printer has need of a detail oriented person to greet customers, answer phones & perform clerical duties. Related area. Excellent salary & benefits. Call Jerry at 313-281-1100 Ext 21

REPOSSESION OFFICE needs Skip Tracer, Office Manager & a Repo Man. Three positions are for Wayne County. Work Recovery 313 304 0014

SALES ADMINISTRATIVE ASSISTANT
Equipment manufacturer seeks qualified candidate with sales and marketing background to coordinate sales and organize administrative duties for sales department. Responsible for typing quotations and producing sales information. Must be organized accurate, efficient. PC knowledge should include Word, Excel, Powerpoint. Submit resume and salary requirements to
Cos Press Equipment
40548 Brentwood
Sterling Hts., MI 48310
Attn: E. Ward

SALES ASSISTANT
Needed for Plymouth insurance agency. Wide range of marketing, customer service & clerical activities. Must be comfortable working with people on a professional level. Must have good interest & aptitude in IT and Internet. Part time, may lead to full time if desired. Send resume to C Fletcher P.O. Box 87042, Canton, Mich. 48187

SALES SECRETARY
Come and support our Sales Manager and Staff as a small manufacturing co. Enjoy multiple tasks. Must possess secretarial/telephone skills and computer literacy. Hours required: Day opening. We're looking for someone who enjoys being on the phone, loves to help clients & doesn't mind general office duties. Must be a hard core resume & have lots of initiative. Superb telephone technique, great verbal & written skills and good grammar is also a must. Word Pro. Excel and WordPerfect experience required. Prioritizing, handling multiple tasks & self motivation is essential. This is a great company to work for. If you are looking to have a lot to offer, this will be your next job. $16-$21,000 plus great sales package, and paid vacation holidays & bonus plan
Call today at (810) 553 0645

SALES SECRETARY
Needed for Plymouth insurance agency. Wide range of marketing, customer service & clerical activities. Must be comfortable working with people on a professional level. Must have good interest & aptitude in IT and Internet. Part time, may lead to full time if desired. Send resume to C Fletcher P.O. Box 87042, Canton, Mich. 48187

SALES SECRETARY
Come and support our Sales Manager and Staff as a small manufacturing co. Enjoy multiple tasks. Must possess secretarial/telephone skills and computer literacy. Hours required: Day opening. We're looking for someone who enjoys being on the phone, loves to help clients & doesn't mind general office duties. Must be a hard core resume & have lots of initiative. Superb telephone technique, great verbal & written skills and good grammar is also a must. Word Pro. Excel and WordPerfect experience required. Prioritizing handling multiple tasks & self motivation is essential. This is a great company to work for. If you are looking to have a lot to offer, this will be your next job. $16-$21,000 plus great sales package, and paid vacation holidays & bonus plan
Call today at (810) 553 0645

SECRETARY/ RECEPTIONIST
Fast paced, multi-line phone environment. Word Perfect 5.1 required. Salary DOE. Call Sandy (810) 553-0500

SECRETARY/ RECEPTIONIST - Full time & part time, for busy Farmington chiropractic office. Must be friendly, personable & dependable. For personal interview call Tuesday or Friday, 8am-3pm (810) 471-5554

RECEPTIONIST (Weekends) - for busy Livonia real estate office seeking mature individual. Clerical experience preferred. Competitive pay & benefits. Call Jerry at 313-281-1100 Ext 21

REPOSSESION OFFICE needs Skip Tracer, Office Manager & a Repo Man. Three positions are for Wayne County. Work Recovery 313 304 0014

SECRETARY
Full time. Good office and phone skills. Flexible hours. Call Jack at 810 474 5444

SECRETARY NEEDED part time relief on hours & days. Typing, phone, and computer skills. Capable of multiple office duties. Call Mr. Bernstein 810-352-1000

SECRETARY OFFICE MANAGER Experienced only. Must be computer literate. Full time. Send resume to Box 42553 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

SECRETARY OFFICE MANAGER Full time permanent position with growing company for career minded individual. Computer skills, phone skills, medium typing necessary. Knowledge of insurance sales helpful but will train with office procedures. Room for advancement. $8.50 to start with quick increase based on performance. Fax or Mail Our Area Please send resume to Magna Boy, 4341 Delemere Dr. Royal Oak, MI 48073 Attn: Personnel Director. Fax 810 549 4786

Secretary - Part Time
Where Harley Chocolate USA & our Northville sales office are looking for a top notch part time secretary. Tasks will be involved in a variety of assignments including: Light typing, correspondence & providing support to our sales representatives. Must be proficient in WordPerfect & Lotus Word Pro. Familiarity with Excel & Microsoft Works are a plus. Please send resume to HDS 21800 Haggerty Rd. Suite 100 Northville, MI 48167. No phone calls please.
An Equal Opportunity Employer

SECRETARY RECEPTIONIST
Good appearance, professional. Real Estate Sales Company for person with secretarial experience and some experience in sales. Good salary and benefits. Call Bernadette weekends Cathy Bernard at 810-351-4663

SECRETARY RECEPTIONIST
For busy Plymouth office. Part time, strong Word for Windows 6.0 good telephone skills. Flexible hours. Send resume & salary history to Health Decisions Inc. 45200 Ford Rd Suite 220, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
Environmental services firm located in Wixom seeks a competent, enthusiastic and responsible individual for full time secretarial/administrative/receptionist. Must have experience with Word Perfect 5.1 or Windows. Salary range from $8 $12/hour. Additional benefits include paid holidays, medical and dental insurance.
Send Resume to
Personnel Director
Environmental Science
& Technology, Inc.
30503 Beck Road
Wixom, MI 48393
No Phone Calls Accepted

SECRETARY/RECEPTIONIST
Troy commercial real estate firm. WordPerfect 5.1. Hours 8 - 5 pm weekdays Call 810 643 1111

SECRETARY/RECEPTIONIST
National marketing company in Bloomfield Hills has an immediate opening. We're looking for someone who enjoys being on the phone, loves to help clients & doesn't mind general office duties. Must be a hard core resume & have lots of initiative. Superb telephone technique, great verbal & written skills and good grammar is also a must. Word Pro. Excel and WordPerfect experience required. Prioritizing handling multiple tasks & self motivation is essential. This is a great company to work for. If you are looking to have a lot to offer, this will be your next job. $16-$21,000 plus great sales package, and paid vacation holidays & bonus plan
Call today at (810) 553 0645

SECRETARY/SERVICE COORDINATOR
2 full time positions available. Both require knowledge of computers & telephone sales with a working knowledge of Word Perfect 5.1 or Excel. Non smoking. Please fax salary requirements to Box 42548 or call 810 851-0264

SECRETARY - synagogue seeks individual with good phone and people skills. Word Perfect 5.1 and Windows a must. Pagemaker helpful. Hours 9 5 Monday through Friday. Mosaic, 6600 Drake Rd., W. Bloomfield, MI 48322

SECRETARY - temp to perm for Livonia and Farmington. Great opportunities for a real go-getter.
ETD Temporary Service
An Equal Opportunity Employer
etd

SECRETARY
THIS company offers their employees the latest in computer technology, excellent earning potential and growth potential. Must possess good phone experience and the ability to interact with staff & clients. Call Shannon, Farmington/Livonia Benefits 473 2923 848-7081
Advantage Staffing

SERVICE COORDINATOR
Schedule cases for busy Plymouth home care agency. Excellent communication skills, clerical skills required. (810) 329 6663
FAMILY HOME CARE

SYSTEM ANALYSTS
For Southfield law firm to support 80 users for mission critical V 4.2 & Novell Netware 4.1 platform. Please call Office Administrator, 810-354-4030.

TELEPHONE OPERATOR - RECEPTIONIST
Some clerical duties and benefits. Call (810) 855-9558

502 Help Wanted-Office Clerical

SECRETARY
Full time office. Duties include typing, light bookkeeping 810-477 8108

SECRETARY
for a busy Farmington law office. Dictation/typing & general office skills required. Send resume to Box #2531
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
FOR vinyl siding sales firm in Farmington Hills. Must be organized, dynamic and deal with clients. 8 AM - 3.30 PM. Salary negotiable FAX resume to 810-932-1909

SECRETARY
for law office Part time 13 Mile & Telegraph area 810 258 5259

SECRETARY
FRONT desk position requiring excellent administrative & telephone skills. Full training consulting firm. Must be an organized energetic self starter. Must be proficient in Windows with excellent typing, transcription speeds & proof reading skills. Please send resume in confidence to:
Steve Kingsmith
The Law Offices
1577 N Woodward, Suite 211
Bloomfield Hills MI 48304

SECRETARY - FULL TIME
Dependable, organized, pleasant minum experience $10 hour. Send resume to Box 42518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Full time. Good office and phone skills. Flexible hours. Call Jack at 810 474 5444

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