EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL/EXECUTIVE SECRETARY
Prestigious Troy law firm seeks full time Secretary for Litigation Department. Legal Secretarial Bookkeeping. WordPerfect 5.1 & assessment skills a must. Real World Accounting knowledge a plus
• 401 K
• Paid Vacation & Personal Days
Send resume w/salary history to
Legal Administrator
801 W Big Beaver Rd. Ste 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARIES
needed for downtown law firm
•TRAINEE-SECRETARY: recent high school graduates preferred with high academic skills and •EXPERIENCED SECRETARY: 1-3 yrs experience in litigation. Both must have computer skills & type 60-80 wpm. Send resume to Mary Ann Stamper, 2550 Telegraph, Suite 250, Bloomfield Hills MI 48302 or fax 810-333-7355

Legal Secretary

Experienced preferred, professional secretary for Commercial litigation Bloomfield Hills Corp Law firm Minimum 2 years experience. Excellent typing skills, strong references and stable employment history. Word Perfect knowledge preferred. Strong verbal, organizational and interpersonal skills required. WP DOS 5.1 and WP WIN 6.0. Ability to handle reasonable workload for two attorneys. Competitive salary and benefits. Free convenient parking. Congenial office environment. Send resume & references to
Administrator, PO Box 431
Bloomfield Hills MI 48303-0371

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of probate, bankruptcy and WordPerfect for Windows 6.1 a plus. Send resume with salary to: Probate Dept, 200 Royal Oak, MI 48067 2428 or fax 810-541-3304

LEGAL SECRETARY
Experience needed for insurance defense firm. Organizational skills required. Fax or email resume to:
Lynne 380 N Main St, Clawson, MI 48017 Fax# 810-588-3380

LEGAL SECRETARY
Experienced with good typing skills for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to Richard B Kapes, PO Box 3201 Southfield MI 48037-3201. All replies confidential.

LEGAL SECRETARY
For medium size Troy firm. Must have strong litigation skills. Prior experience in defence litigation. Call 810-649-1330 or fax resume to (810) 649-1622

LEGAL SECRETARY full and or part time. Southfield general practice office. Requires skills in windows, typing and tr... Salary commensurate with experience. Call Ms. Jackson at (810) 353-9500

LEGAL SECRETARY for Bloomfield Hills general practice. Minimum 3 years law experience. Knowledge of WP for Windows. Mail resume to Hertz, 1760 S Telegraph, Ste 300 Bloomfield Hills, MI 48302 or fax 810-335-3346

LEGAL SECRETARY
Full time for small Southfield law firm specializing in Real Estate, Bankruptcy, Tax and Business Law. Ability to work with numbers proficiency in Word Perfect for Windows 6.1 required. Quiet, pleasant atmosphere. Salary commensurate with experience. Call 810-353-0200

LEGAL SECRETARY - Full time for Rochester law firm. Knowledge of WordPerfect/Quick Books required. Call 810-651-5933

LEGAL SECRETARY
For Southfield law firm. Minimum 3 years Southfield general practice. Word for windows experience helpful. Excellent salary & benefits. Send resume to Office Administrator PO Box 219 Southfield, MI 48037-0219, or call 810-355-5200

LEGAL SECRETARY
Full time Small Southfield Law Firm, specializing in Real Estate, Bankruptcy, Tax and Business Law. Ability to work with numbers, proficiency in Word Perfect for Windows 6.1 required. Quiet, pleasant atmosphere. Salary commensurate with experience. Call 810-353-0200

LEGAL SECRETARY
For Southfield Plaintiff personal injury law firm. Word Perfect experience required with good organizational skills. Auto accident litigation helpful. Good salary and benefits package. Send resume to
Box #2565
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Needed for Southfield law firm. Good working environment. 3-5 years experience required. Send resume to Jane Auk, 400 Galleria, Ste 117, Southfield, MI 48034

LEGAL SECRETARY needed for live lawyer in Troy. Must have experience in litigation. Litigation experience preferred. Please call 810-258-9500

LEGAL SECRETARY/PARALEGAL
Wanted for Bloomfield Hills law firm. Minimum of 3 years legal secretarial experience. Knowledge of WordPerfect 5.1 for DOS. WordPerfect 6.1 for Windows. Good grammar, spelling, grammar & proof reading abilities a must. P.O. Box 371, Bloomfield Hills, MI 48303-0371

LEGAL SECRETARY
Self-starter with minimum 2 years experience. Knowledge of WordPerfect 6.1 for Windows required for fast-paced law firm offering benefits & excellent working environment. 810-968-8500

LEGAL SECRETARY
Southfield based insurance company has an immediate opening for a Litigation Secretary. Successful candidate must type 60wpm, have excellent skills in transcription skills. Responsibilities include: Trial preparation, maintaining calendar, telephone handling & gathering information for attorneys. Salary commensurate with experience. Send resume with salary history to:
Box #2564
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Third or fourth year student Legal Secretary needed for a Birmingham firm. Excellent opportunity for a diligent, organized individual. Please call Lynn at 810-642-7700

LEGAL TEMPS
Tired of not receiving enough premium assignments at top paying civil and criminal law firms? Call the leader in legal temp work. Call PERSONNEL AT LAW 3000 Town Center Suite 3060 Southfield, MI 48075 Fax 810-355-0235 355-0260

Mid Peninsula Office looking for part time Secretary receptionist. Flexible hours. 30-40 hrs. Pay DOE. Benefits. Fax resume to Mr. Bailey, 810-542-9000

502 Help Wanted-Office Clerical

LIBRARIAN/RECEPTIONIST
Major corporation has a full time entry level position for a Librarian/Receptionist. Excellent benefit package. No fee for placement. FAX resumes to:
Valdas Placement, 313-692-9720

LIBRARIAN (TECHNICAL)
Seeking experienced individual to set up and maintain a corporate library. Qualifications include:
•Bachelor's Degree or higher in Library Science
•Minimum 3 years experience in a corporate, public or academic library
Interested applicants should call or fax resume to
Phone Fax
(810) 355-1155 (810) 355-3063

TALENT TREE
Medical Equipment Company has day & afternoon positions available. Great benefits, including 401K.
Cash Posting - Collections
Data Entry - Billing - Reception
Paying $7.69 per hour
Fax or send resume to
Diabetes Self Care
Human Resources Dept
11565 Farmington Rd
Livonia, MI 48150
Fax 313-261-9640

MORTGAGE PROCESSORS
Growing, people focused Birmingham based mortgage company hiring experienced processors to work in branch office. Competitive & good communication skills. Benefits. Call Lora
(810) 433-3300
or Fax resume (810) 433-0818

NORRELL SERVICES is ★ currently looking for experienced
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full time positions in Ann Arbor & Western Pay rate from $7.512 per hour. Benefits available.
For more information call
Norrell SERVICES
(313) 981-3351

OFFICE CLERICAL
Busy New home Builder needs detail oriented organized team player. Must possess excellent phone people & clerical skills, no word processing. Lending title or real estate background helpful. Send resume to Dussel Construction, (810) 669-7237 or call (810) 669-1560

OFFICE CLERK
Leading environmental and engineering consulting firm is seeking a highly motivated Office Clerk to join our Farmington Hills team. Qualifications include a high school diploma with two years general office experience including filing and use of basic office equipment. The successful candidate will possess excellent organizational skills as well as good interpersonal and verbal communication skills. Ability to lift and carry boxes weighing up to 50 pounds necessary. Excellent benefits package. Please send their resume with salary history to:
Human Resources Coordinator
WTH CONSULTANTS, LTD
P.O. Box 9173
Farmington Hills, MI 48333-9173
Fax Number 810-476-1569
An Equal Opportunity Employer

OFFICE CLERK
We train, excellent opportunity available for detail oriented, friendly constructed office building in Rochester. Distribute and collect mail and packages. Answer telephone and provide occasional transportation service. Good common skills and personable! Maroom experience helpful but not required. Fully paid benefits package provided. Apply in person, send fax/resume to Lance Corp. 1700 W Hamlin Rd. PO Box 5005, Rochester, MI 48309
Ph: 810-652-0577 Fax:810-652-0577
EOE M/F/D/V

OFFICE MANAGER/BOOKKEEPER
Our client, a well established Trade association located in Southfield seeks has an excellent opportunity for an Office Manager. The candidates will possess a good attitude. Money handling and communication skills for this small office. Computer experience required as well as initiative and self-starter. Supervisory ex. be essential. Send resume and salary required to
Attn OBAF
Follmer, Rudzewicz & Co., P.C.
12900 Hall Rd
Suite 500
Sterling Heights, MI 48313-1153
Recruiting for an E.O.E.

OFFICE MANAGER/SECRETARY
Full time. Looking for self-motivated individual. Must be organized & dependable. Light typing & office duties. Salary DOE. Apply at 12224 Belden Ct. Livonia

OFFICE POSITIONS
Bloomfield Hills based mortgage brokerage firm has various positions for applicants with experience in some of the following: filing, computers, Lotus, WordPerfect, 10-key, data entry, excellent communication skills, and the ability to work in a high volume environment. Excellent benefits. Interested candidates call or send resume and SALARY REQUIREMENTS to: Office Computer Support, FLAGSTAR BANK, 2600 Telegraph Road, Bloomfield Hills, MI 48320, (810) 338-7700, ext. 2040
Equal Opportunity Employer

OFFICE STAFF
For busy, fun Plymouth job. Must know WP 5.1, type 55 wpm & enjoy work/people. Need enthusiastic person who knows computers. Also need weekend & evening office help. Send resume including salary history by Friday, 501 S. Main St, Plymouth, MI 48170 or fax to: (313)453-4812 E.O.E.

OFFICE SUPPORT PERSON
With good Mainstream skills, who really wants to learn the A/I agency business, possibly working into Sales/Management. Part time, Bloomfield area. Flexible 20Hrs/week. Call Carolyn.
(810) 642-3664

OPEN HOUSE
Wed., April 17
10pm - 5pm
Immediate Openings For:
• CLERICAL
• RECEPTIONISTS
• SECRETARIAL/WORD PROCESSING
To fill out an application, join us at
Entech Personnel Livonia Office
17197 N Laurel Park Dr.
Suite #128
(Off 6 Mile Between Newburgh and I-275)
Professional Attire AND Proper I.D. required for 1st Verification
ENTECH PERSONNEL SERVICES
(313) 464-0196

ORTHODONTIC ASSISTANT
Bloomfield Hills area seeking experienced Assistant, full-time. Benefits. 810-647-0099

502 Help Wanted-Office Clerical

PART-TIME CLERICAL 10am-2pm, 3-4 days/week, for answering phones, typing & filing. Farmington manufacturing company. (810) 476-6433

PART-TIME ENERGETIC, reliable secretary 20 hrs wk. Appoc. Mac and bookkeeping experience. 14 Mile & Franklin area 810-358-4480

PERMANENT JOBS!
★Immediate Assistant
(Full Time) $22 $24K
Legal Secretary
(to $24K)
Administrative Assistant
(FLEX HRS) $11-$12/HR
Personnel Systems 459-1166

PLEASANT FRIENDLY office in Southfield needs Receptionist Typist. Experience preferred. Send resume to Receptionist 29200 Northwestern Hwy #101 Southfield MI 48034

PRODUCTION - Boring company in Novi looking for very dependable person. Must be able to work a 12 hour shift. Pay starts at $8 an hr with chances for a raise. Call 313 525-4908

PURCHASING/ ACCOUNTING CLERK
Manufacturer seeks qualified candidate to assist purchasing department prepare bid packages, expedite, expeditious chase orders and expedite material, enter receipts, prepare invoices and approve bills for payment. Must be detail oriented and have PC experience. Submit resume and salary requirements to
Coe Press Equipment
40549 Brentwood
Sterling Hts., MI 48310
Attn A Ward

PURCHASING CLERK (Utility Person)
Responsibilities we include data entry, matching invoices to backup, light bookkeeping, and general clerical duties. No experience required we train. Part time 29 hrs. Position skills preferred data entry, word processing and general clerical. We are an Equal Opportunity Employer. Please submit your qualifications and salary requirements in writing to:
Mary Ann Cesarone
HOCON
12068 Market St
Livonia MI 48150
Phone (313) 591-1000
FAX (313) 591-6443

RECEPTIONIST
An electrical contractor is seeking a full time, experienced receptionist to operate switchboard, do light typing and perform other duties as assigned. Must have excellent phone people & clerical skills, no word processing. Lending title or real estate background helpful. Send resume to fax resume to 810-759-2453, Center Line Electric Inc. 20254 Lawrence, Center Line, MI 48015

RECEPTIONIST
Birmingham Property Management company has immediate opening for pleasant non-smoking professional. Must have excellent phone, typing & math skills. Send resume to Office Manager, 31000 Telegraph, Suite 210, Bingham Farms, MI 48025 or Fax to 810-540-0530

RECEPTIONIST
Cap Gemini America, a global leader in Information Technology, has an immediate opening for a Receptionist. This position requires a dynamic person who can also perform a variety of functions. The successful candidate will know Microsoft Word and Excel, have the desire and ability to develop skills and experience beyond the initial responsibilities.
This is a permanent full-time position with competitive salary & benefits. If interested in this opportunity, please submit your resume along with your salary requirements to:
Deborah E Sewell
Unit Administrator
Cap Gemini America
25330 Telegraph Road, Suite 200
Southfield, MI 48034
810 350-8068
Fax 810-350-1033

RECEPTIONIST/ ENTRY LEVEL
Excellent part time opportunity in Southfield area. Light typing & data entry, a great office. 810-356-1618

RECEPTIONIST
Experienced receptionist for Auburn Hills/Lake Orion manufacturing company. Responsible for phone, system, reception, cleaning, filing, travel arrangements and office duties. Applicant must be proficient in MS Word, Access and Excel. Salary commensurate. Fax RO.I. PO Box 127, Lake Orion, Mich. 48361

RECEPTIONIST
Experienced Receptionist needed for busy Temporary agency office in Southfield. Must have great attitude, excellent phone skills and like a fast pace. 9am-3pm. Mon - Fri
Call for interview
INTERIM PERSONNEL
810-851-9090
Must have resume
Picture ID & SS card Required

RECEPTIONIST - Farmington creek office seeks full time receptionist. Pleasant personality to greet, assist visitors and handle phones. Light clerical duties required. Send resume to Member Service Manager, 22961 Farmington Rd., Farmington MI 48336

RECEPTIONIST/FILE CLERK - full time for Birmingham office of Premier computer experience (Microsoft Office a plus). Call Christy at (810) 644-3240

RECEPTIONIST
for small Southfield law firm. Experience preferred. Call Karen
(810) 557-1569

RECEPTIONIST - for busy medical office. Medical experience required. Excellent salary & benefits package. Call Carol 810-358-0671, ext. 3300

RECEPTIONIST - full time for Farmington Hills marketing agency. Must have phone skills and computer experience. Mac knowledge a plus. Send resume for Mr. Wilson, 30833 Northwestern Hwy., Suite 124, Farmington Hills, MI 48334.

RECEPTIONIST - full time position with diversified duties for residential builder in Farmington Hills. Good communication & telephone skills a must, computer knowledge helpful. Small friendly environment. Send resume & salary requirements to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Full time temporary position. Good phone skills. Light typing & computer familiarity required. Excellent pay. Please send resume to:
Controller
23029 Commerce
Farmington, MI 48336

RECEPTIONIST
Full-time position for Troy law firm. Knowledge of WordPerfect 5.1 preferred for light clerical duties and data entry. Pleasant, interesting and rewarding. Good benefits. Send resume to: Box #2567
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

RECEPTIONIST/GENERAL OFFICE
Full time with good people skills. Redford area. Non-smoking office. (313) 937-0333

RECEPTIONIST
Good people/phone skills. A nice place to work! Ferndale. Contact Kathy (810) 547-6777

RECEPTIONIST
Growing Southfield law firm, a detail oriented person to greet customers, answer phones & perform clerical duties. Redford area. Excellent salary & benefits. Send resume to: H R Manager, Insurance Law Firm, 12238 Woodbine, Detroit, 48239

Receptionist
Jon Ethan Allen, a leader in the fine home furnishings industry, an an excellent career opportunity. We are seeking conscientious individuals to meet and greet customers as well as handle a busy telephone duties. A pleasant personality and good communication skills are essential. Please send resume or apply in person
Ethan Allen Home Interiors
275 N. Woodward Ave
Bloomfield Hills, MI 48009
Phone (810) 540-8558
Fax (810) 540-8718
We Are An Equal Opportunity/ Affirmative Action Employer
M/F/D/V

RECEPTIONIST/ LEGAL SECRETARY TRAINEE
For small broad law firm. Word Perfect & prior experience required. Send resume & salary history with salary requirements to: Office Manager, 31420 Northwestern Hwy, Suite 120, Farmington Hills, MI 48334

RECEPTIONIST
Livonia based company seeks highly motivated individual for the receptionist position.
The candidate must have experience answering a multi line phone, 40 wpm, knowledge of Microsoft Windows and the ability to handle multiple tasks.
Part time position - 8am - 2pm $8.50 hr with opportunity for advancement. Mail or fax resume to:
35301 Schoolcraft Rd
Livonia, MI 48150
Fax: 313 522-3816
Attn: Amy

RECEPTIONIST
LOOKING for bright professional individual to work at fast paced distance company. Successful candidate will have excellent phone skills and general administrative functions including knowledge of Microsoft Office.
Position is full time with benefits. Hours 8:00 a.m to 5:00 p.m. Phone open in two locations, Troy and Farmington. Please send or fax resume to:
LDMI Long Distance
1661 Crooks
Troy, MI 48321
Fax - 800-367-5692

RECEPTIONIST
Medium sized Southfield law firm seeking part time Receptionist. Monday, Tuesday, Thursday, 12:30-6pm. Include handling calls on 12 line office. Use copier, fax machine, computer, facsimile transmissions, greet clients & light typing. Send resume & references to Receptionist 24525 Hallfax, W. 12 Mile, Southfield, MI 48076

RECEPTIONIST
National Commercial Real Estate firm seeks full time receptionist to handle fast paced professional office. Duties include phones, computer, switchboard, greeting clients and light clerical. Applicants must be proficient in MS Word, Access and Excel. Typing 50 wpm. 1 - 2 years clerical experience preferred. Please send resume to
GRUBB & ELLIS
2000 Town Center
Suite 900
Southfield, MI 48075
Attn: Julie Newman
Administrator of Manager

RECEPTIONIST
Non-Livonia area
Hardworking, responsible self-starter needed for busy office. Experience only. Being knowledge a plus $9.50/hr & up depending on experience. Great benefits 810-478-4639

RECEPTIONIST
Dr. SECRETARY
Excellent opportunity. Southfield area 810-557- 9060

RECEPTIONIST
Part-time Plymouth chiropractor office hrs. Call (313) 453-7091

RECEPTIONIST - Part Time for Bloomfield Hills office. Days, evenings & weekend hours available. Duties include General office, answering phones & greeting patients, working directly with public. Call Tracy 9-6 810-332-5758

RECEPTIONIST, PART TIME
Fast paced position with mental health group. Requires self motivated individual with excellent communication skills, computer literate & light typing. Fast or medium paced. Fax or mail resume to:
Summit Psychotherapy
31700 W 13 Mile Rd., Ste 107
Farmington Hills, MI 48334
Attn Debbie

RECEPTIONIST
PART TIME Individual needed with good phone skills. PC experience a plus. Light bookkeeping. Flexible rotating schedule. (810) 661-3600

RECEPTIONIST - PART-TIME
Light typing, filing, and friendly phone manner for L.J. Brooks. Mon 8am-5pm, Mon., Wed., & Fri. Call Beth 313-416-7777

RECEPTIONIST - Permanent, Part time, Afternoons 1:00-5:30pm. Presentable, Friendly, Birmingham Eye Office. Fax resume 810-644-2633

RECEPTIONIST/ REAL ESTATE
Full time Bloomfield Hills. Computer skills necessary. Call Don at (810) 406-6748

RECEPTIONIST
Sales firm seeks Receptionist. The ideal candidate will have answering phones, word processing, and maintaining a large security access control system. Excellent references and a customer service background. Call Jackie at 313-462-4200

Receptionist/Secretary
for real estate firm. Computer skills a must. Windows, Lotus & WordPerfect. Send resume to: 380 N. Woodward, Ste. 200, Birmingham, MI 48009. Fax: 810-644-3606 Attn: Marge

RECEPTIONIST
Southfield firm seeks a highly motivated individual for our reception position area. Must be reliable and able to multi task. Computer and clerical experience helpful. For consideration please call 810-827-4252

RECEPTIONIST/PART TIME
Answer multi-line phones for 3 companies. Morning & afternoon hours available. Send resume/response to: Law offices of Uter & Associates, P.C., 16777 N Woodward Ave, Suite 210, Bloomfield Hills, MI 48304

502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
Troy engineering firm has an opening for a front desk position. Duties to include answering telephones, greeting visitors, and assisting with general office duties. Basic computer knowledge (MS Windows 95) helpful. Position requires professional appearance and pleasant telephone manner. Full time, competitive salary with full benefits. Please send resume to
EDAG, INC
1180 East Big Beaver Rd
Troy, MI 48083
or Fax resume to 810-680-2128

RECEPTIONISTS FILE CLERKS NEEDED
Looking for people with prior office experience and able to work in Livonia, Plymouth, Canton, Farmington Hills, North and Northwest. Immediate openings. Permanent placement
CALL FOR AN INTERVIEW
"HOT HITS - COLD CASH"
$45,000 GIVE A WAY
SNELLING PERSONNEL SERVICES
313-266-8600

RECEPTIONISTS
Part-time
Immediate part time position available in the Southfield area 9:00 a.m. - 1:00 p.m. Ideal candidate, experienced switchboard operators who prospect for new business and light typing skills. Should call today to begin working tomorrow! Starting pay $8.00 per hour.
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONISTS
Two immediate openings 40 hours. Mon-Fri. Highly competitive & benefits. Redford/Livonia area. Call Joanne 313 533-4459

RECEPTIONIST
Top notch computer background a plus. Full time. Rochester Hills area. 810-852-0663

RECEPTIONIST
TRANSAMERICA Life Companies in Troy has immediate opening for a person with good phone skills. Duties include multiple line phones, filing & light clerical. Call Jan Schwab 810-649-1377

RECEPTIONIST/TYPIST
Growing commercial real estate company looking for a person with good office & great phone skills. 2 Yrs minimum in related field. Call (810) 539-1700 or fax resume to (810) 539-3776

RECEPTIONIST/TYPIST
Full time position requires pleasant phone manners, good typing, basic computer knowledge including Word. Perfect 5.1. Send resume to 30600 Telegraph Road, Suite 1200, Bingham Farms 48025, or call 810-433-7500

RECEPTIONIST WANTED - Full time & part time, Day & Evening shifts. Apply in person
LDMI Long Distance
1661 Crooks Rd, Troy, MI 48321
Fax - 800-367-5692

RECEPTIONIST
We are a Southfield based CPA firm seeking a Receptionist for our busy office. The ideal candidate will be friendly, have excellent phone skills, typing skills and experience in Word. Perfect 5.0 and spreadsheet application skills are required. Overtime during peak periods. Send resume to
Attn RITR
Follmer, Rudzewicz & Co., P.C.
26200 American Dr.
P.O. Box 5004
Southfield, MI 48086-5004
E O E

RECEPTIONIST (Weekends) - for busy Livonia real estate office seeking mature individual. Phone experience preferred. Salary DOE. 313-261-1407

RECEPTIONIST $10 HOUR
Friendly, industrial firm in Livonia seeking Type 50, nice phone manner, some word processing experience. Lots of variety. Great benefits. Call 810-772-6760
Celebrity Personnel Services

REPOSSESION OFFICE needs Skip Tracer, Office Manager & a Repo Man Trainee. Hours are negotiable. Apply/Write: Repo, 313 534-0814

SALES ADMINISTRATIVE ASSISTANT
Equipment manufacturer seeks qualified candidate with sales and marketing back ground to coordinate, plan and organize administrative duties for sales department. Responsible for maintaining sales order data and information. Must be organized, detail oriented, self-starter. Candidate should include Word, Excel, Powerpoint. Submit resume and salary requirements to:
Coe Press Equipment
40549 Brentwood
Sterling Hts., MI 48310
Attn: A. Ward

SALES ADMINISTRATOR
Contract tracmors, the leading seats supplier to the automotive dealership, is seeking an organized self starter with backout, sales, and clerical experience. Excellent communication skills are a must. Computer and general office experience required for a variety of duties, including order entry and telephone sales. Excellent product knowledge is a plus with excellent benefits. Please send resume with references and salary requirements to
Contract Interiors
Attn: Human Resource Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES SECRETARY
Come and support our sales department at a small manufacturing co. Enjoy multiple tasks. Include typing, internet/telephone sales and computer experience required. Call 313-425-4223 to 313-425-4229 or 313-485-0208. Electro Arc, 5270 Geddes Rd., Ann Arbor, MI 48108

SALES SUPPORT
Dynamic company looking for individual with excellent phone and customer service skills. Will interface with clients and assist sales reps. Excellent benefits package. Diversified Recruiters 810-344-8700 FAX: 810-344-8704

BAY BUN BYE TO YOUR BILLS...
When you join the BERLING TEMPORARY team! Positions available:
•File Clerks
•Secretaries
•Receptionists
•Bookkeepers
•Word Processors
Call Berling at 810-647-9880
or Nick at 810-447-9880

SCHEDULING COORDINATOR
Full time, energetic, dependable individual needed to schedule for home care agency. Responsible 5 payroll duties. Should enjoy the phone and be organized. Apply at apartment Royal Home Care. 810-557-6020

502 Help Wanted-Office Clerical

MATURE CHRISTIAN NEEDED
for receptionist position in busy church office. Must have good verbal & written communication skills, computer knowledge. Call Betty 348-3200

SECRETARIAL - Immediate position available in Novi. Pleasant manner & good typing skills required. Mon., Wed. mornings, and alternate weekends. Call Kathy for an interview 810-478-6000

SECRETARIAL OPPORTUNITIES
• Advertising Industry to $22 000
• Human Resources/Payroll Specialist to $26 000
• Buyers Assistant to $20 000
• Financial Secretary to $30 000
Each position offers a variety of responsibilities & benefits
PERMANENT STAFF
Troy (810) 362-3720
Farmington Hills (810) 553-5730

INSURANCE OFFICE - BERKLEY
Part time Secretary. Experienced preferred. Flexibility required. Call Tues/Thurs (810) 399-1115

SECRETARY
ADVERTISING AGENCY
Television production company, creative departments of international advertising agency. Word processing & typing needs. Prior experience and the ability to interact with clients required. MS Word & Excel a plus. Call Lisa Bernard 248-642-7800
Farmington/Livonia
473-2932
Advantage Staffing

SECRETARY
Amicable person for general office in friendly environment. Work flexible hours. Light typing, filing, friendly phone manner & Word software computer experience helpful. Call for interview
313-537-1300

SECRETARY/ BOOKKEEPER
Part time office position available days in small manufacturing company for well organized self starting detail oriented person! Pleasant voice and personality. Bookkeeping, Excel, and WordPerfect experience required. Flexible hours and days to fit your needs. Apply to: SAP Services, 24012 Haggerty, Farmington Hills, 48335

SECRETARY/BOOKKEEPER
Experienced
Full time
Farmington Hills
313-864-7781

SECRETARY
Busy Troy Real Estate office needs VERY SHARP person. Great opportunity. Call George (810) 680-1500

SECRETARY
Established Southfield based construction & development company seeking a Construction Secretary with experience, benefits included. Send resume & salary requirements to: J.C.P. PO Box 308, Southfield, MI 48307

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

SECRETARY
FOR immediate part time in Farmington Hills. Must be organized, self-starter, have clients. Hours 8 AM - 5:30 PM. Salary negotiable. Fax resume to 810-932-1509

SECRETARY
for in-home Accounting, Tiny Typing, answering phones & errands. Call Brother's Masonry 810-540-4559

SECRETARY
for law office. Part-time 13 Mile & Telegraph area 810-258-9959

SECRETARY needed for fast paced & expanding construction & property management firm in Farmington Hills area. Must be self-starter, able to handle multiple tasks & phones FAX 810-626-1978

SECRETARY
Needed for busy Southfield law office. Strong computer skills. Minimum 2 years experience. Send resume to:
OFFICE ADMINISTRATOR, P. O. Box 215, Southfield, MI, 48037-0215 or call at 810-352-5700

SECRETARY/WORD MANAGER
Southfield automotive sales office seeks secretary. Basic computer skills required. Prior sales support experience
Send resumes to Box #2511
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY/OFFICE MANAGER
Full-time, permanent position with Farmington Hills dental practice. Individual. Computer skills, phone skills, multi-line phone system required. Ability to work in a fast paced environment. Requires idea person who can follow through with details and be responsible for advancement. $8.50 to start with quick increase based on performance. Reply with cover letter and resume to: Margie Dry, 4341 Delemere Ct, Royal Oak, MI 48067. Attn: Personnel Dept or fax 810-649-4796

SECRETARY
OFFICE ASSISTANT
small Livonia office needs part time employee to assist with general office duties. 25 hrs/week. Typing & growth to full time. 313-462-6201

Secretary - Part Time
We're Hershey Chocolate USA & our Farmington Hills office is looking for a top notch part time secretary. You'll be responsible for a variety of assignments including customer contact, correspondence and word processing for our sales personnel. You'll need strong skills in WordPerfect & Lotus, knowledge of Harvard Graphics & Microsoft Works and a dash of creativity. Call Ann at (810) 21800 Haggerty Rd., Suite 109, Northville, MI 48167. Fax 313-420-4000
An Equal Opportunity Employer

SECRETARY - Part Time
Windows & Mac, Quickbooks, Lotus
810-624-1600 Fax 810-624-5461
Personnel Data Report Corp.

SECRETARY/RECEPTIONIST
National marketing company in Farmington Hills has immediate opening. We're looking for someone who enjoys answering the phones, greeting people, and doing light general office duties. Must be organized, detail oriented, and self-starter. Superb telephone technique, great verbal & written skills and good judgment is also a must. Word Processing & Windows experience preferred. Pleasing, helpful personality is a plus & a good sense of humor will be appreciated. This is a fast paced & fun office. If you're willing to learn & have a lot to offer, this will be your next job. $6-$21,000 plus great benefits package. Excellent pay & holidays. For interview call Terri Zaier (810) 737-3000, (Ext: 11)

SECRETARY
Secretarial and computer skills. Organized, detail interior design office. Bloomfield area (810) 855-9748

SECRETARY TO $30,000
Bachelor (Relative) Microsoft word processing, major Troy firm. Benefits. Call Dorothy 810-777-8000
Snelling Personnel Services

502 Help Wanted-Office Clerical

SECRETARY
Southfield based CPA firm is seeking Secretaries. Must be professional, skilled in WordPerfect 6.0, strong client applications and be available to work some overtime during peak periods. Send resume and salary expectations to
Attn COVE
Follmer, Rudzewicz & Co., P.C.
26200 American Dr.
P.O. Box 5004
Southfield, MI 48086-5004
E.O.E.

SECRETARY - synagogue seeks individual with good phone and people skills. WordPerfect for Windows a must. Pagemaker helpful. Send resume to: Congregation Emet Mosha, 6800 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 opportunities. If you need your job experience and the ability to interact with staff & clients Call Shannon Hendrickson/Ivonne 646-7661
Farmington/Livonia
473-2931
Advantage Staffing

SECRETARY
Winkelman's a leading chain of women's specialty stores, is seeking a Secretary to work in our Corporate office in Plymouth
Qualified candidates will possess excellent communication skills, be computer literate (WordPerfect 5.2, Ami Pro, Lotus 1-2-3), have ability to type 55-60 wpm and have knowledge of Dictaphone 2-3 years secretarial experience preferred
This is a challenging opportunity in our Corporate Distribution Division. We offer a competitive salary and benefits package. Please mail or fax your resume, or apply in person to:
WINKELMAN'S STORES
Attn: Human Resources
45000 Hiram Street
Plymouth, MI 48170
Fax 313-453-1855
Equal Opportunity Employer

SMALL OFFICE, BIG IDEAS
Small manufacturing firm in Northville needs capable person to computerize accounting, also do typing and filing. Windows and Microsoft for Windows computer software. Benefits available. Call Bob between 10am-3pm at (810) 449-3244

SPRING INTO SNELLING
JOB FAIR TODAY!
Wed., APRIL 17TH &
Tues., April 23rd
Open until 6 PM
(by appointment only!)
Temp, Temp to Perm
and Permanent Placement
"HOT HITS - COLD CASH"
$45,000 GIVE A WAY
Livonia, 313-266-8600
Southfield, 810-352-7500
Auburn Hills 810-373-7500
Taylor, 313-284-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SPRING IS HERE AND SO ARE THE JOBS!!!
We are taking applications for all types of positions, call for an interview, before someone else takes your job!!!
• Administrative Assistants
• Secretarial
• Word Processing
• Data Entry
• Receptionists
• Typists
• Temp-to-Perm
• $8/hr. & up to start
PERFORMANCE PERSONNEL
313-513-5823

SWITCHBOARD OPERATOR
Full time. Interesting entry level position available with a dynamic Telecommuting company. Bangual & plus Hindu speaking person with excellent phone manner. Typing required. Please send resume to:
Sales Secretary, 32251 North Avon Drive, Suite 200, Farmington Hills, MI 48071
(no phone calls please)

TELESERVICES DEPT. - Need individuals with good phone etiquette & excellent communication skills. Telemarketing experience is helpful, but a good work ethic is required. $7.00/hr non commission.
(313) 416-2424

TELESERVICES TRAVEL PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a travel information and reservation program. Ideal candidate possesses strong phone and computer skills while helping travelers plan their upcoming vacations. Enjoy a fun environment, earn a great pay and benefits, training, advancement opportunities and a good working environment. Beverly Hills/Bloomfield area. For more information, please call
313-261-8220
Equal Opportunity Employer

THE BETTER BUSINESS BUREAU WILL MISS YOU EVELYN!
Evelyn is a Phone Relations Representative who is leaving. We are looking for someone with Sales & Service experience to take her place. If you think you can do her job, call Bob Burlamme at 810-644-6111

TRANSPORTATION CLERK
Join this corporate staff of a growing Troy, Rochester area firm. The successful candidate will possess transportation knowledge, basic computer skills & good telephone & customer service skills. Dealership or motor carrier experience a plus. We offer a competitive hourly rate & a company paid benefit package. If you qualify, please fax or send resume with salary requirements to: CT Services, Attn: HR, 27850 Franklin Rd., Southfield, MI 48034, FAX 810-351-6658, EOE

VERY BUSY CANTON REAL ESTATE OFFICE - seeking part time Receptionist for evening & weekend hours. Must have some typing experience. Call Chuck or Thomas at 313-459-6700

VOLUNTEER COORDINATOR - Part-time. Send resumes to: Title Community House, Development Department, 22422 Inkster Rd., Garden City, MI 48135

502 Help Wanted-Office Clerical

WELL ESTABLISHED
Plymouth based company is looking to hire 2 full time employees: 1 to handle computer base, list maintenance & 2 for various accounting functions. Competitive pay, benefits and good work environment. Send resume to: Attn: Accounting Manager, P.O. Box 700386, Plymouth, MI 48170

WORD PROCESSOR
With excellent spelling, typing, grammatical and transcription skills needed by medical sales firm in Novi. Must be experienced in Microsoft Office, Windows 95, Legal knowledge a must. Call Karen (810) 349-3980

WORD PROCESSOR
For fast paced professional insurance agency. Experienced with Word for Windows 6.0 A MUST. Competitive salary & benefits. Submit resume to the attention of: Candidate Send resume to
Box #2562
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WORD PROCESSOR - Full time. Must have working knowledge of WordPerfect 6.0. Work for Ann Judy 313-591-4553

WORD PROCESSORS
Immediate openings in the Southfield/Farmington Hills area for experienced Secretaries. Professional, articulate individuals who possess any Windows package. Excellent Powerpoint or Lotus experience should contact Entech today. Enjoy competitive pay - long term, short term and temporary to direct positions available.
ENTECH PERSONNEL
(810) 354-1600

YOU'RE HIRED
We have a world of opportunities for you! Whether you are looking for a full-time career or just part-time Summer employment we can help!
•Flexible schedules
•Work close to home
•Free training
•Full or part time
•Good pay
•Benefits available
Call today for an interview!
"HOT HITS - COLD CASH"
$45,000 GIVE A WAY
Livonia 313-266-8600
Southfield 810-352-7500
Auburn Hills 810-373-7500
Taylor, 313-284-0777
SNELLING PERSONNEL SERVICES
An Equal Opportun