EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of probate helpful and WordPerfect for Windows 6.1 a plus. Send resume to 315 S Woodward, Ste 200, Royal Oak, MI 48067 or fax (810) 541-3304

LEGAL SECRETARY
Experience needed for insurance defense litigation firm. Send resume to Lynne, 380 N Main St, Clarkston, MI 48017 Fax# 810 588 3980

LEGAL SECRETARY
Experienced attorney seeks for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to Richard Kelsey, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY
for small firm. Will train. Call Marc Eatman (810) 357-5740

LEGAL SECRETARY
Full time for large suburban deferred litigation firm. Must have 5 years exp. Send resume to P.O. Box 3040, Birmingham, MI 48012

LEGAL SECRETARY
For Livonia office. Must be shorthand/dictaphone proficient, have excellent organizational skills and be able to handle pressure. Salary commensurate with ability. Call (313) 953-0200

LEGAL SECRETARY
Full time Small Southfield law firm specializing in personal injury litigation. Duties include: Business law, Ability to type 40 wpm, proficiency in Word Perfect for Windows 6.1 required. Quiet, pleasant environment. Call Attorney Cindy (810) 357-0097

LEGAL SECRETARY
for Southfield PI personal injury law firm. 3 or more years experience required. Must be organized and have skills. Auto negligence background helpful. Good salary and benefit package. Fax resume to (810) 557-8026 Box #2565
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Farmington Hills law firm seeks Secretary with litigation experience (810) 855-2510

LEGAL SECRETARY
For medium size Troy firm. Must have word typing skills and 2 yrs experience in defense litigation. Call (810) 649-1333 or fax resume to (810) 649-1622

LEGAL SECRETARY full and part time. Southfield general practice office. Required skills include word typing and transcription. Salary commensurate with experience. Send resume and salary requirements to: Personal Injury Department, 26000 Evergreen, Suite 500, Southfield, MI 48076

LEGAL SECRETARY - for medium height Southfield defense law firm. Experience & references required. Please contact Ms. Office Manager at 810-948-8100 and/or send resume to 25925 Telegraph, Suite 340, Birmingham, MI 48007

LEGAL SECRETARY
For Southfield law firm. Excellent skills required for 2 Executive positions. Must have 5 years experience necessary in estate planning/probate and/or probate/litigation. Send resume to: Office Manager, 26555 Evergreen, Southfield MI 48037-0215 or call 810-355-5200

LEGAL SECRETARY
For Southfield law firm. Excellent skills required for 2 Executive positions. Must have 5 years experience necessary in estate planning/probate and/or probate/litigation. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215 or call 810-355-5200

LEGAL SECRETARY
For senior member, Southfield 20-person firm. Must have 5 years experience. Experience in personnel law desirable. Must be proficient in WordPerfect 5.1. Some overtime required. Competitive salary. Good Benefits. Send resume & salary requirements to: Office Manager
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Full time position available. Real estate. Some legal experience required. Must possess excellent typing skills (minimum 75wpm). Advanced knowledge of WordPerfect 5.1 and Windows required. Good pay & benefits for qualified applicants. Please forward resumes to Laura Combs Howard & Howard Attorneys, 2800 North Woodward Ave., Suite 101, Bloomfield Hills, MI 48304 or FAX to 810-645-1568

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

LEGAL SECRETARY/OFFICE MANAGER - Farmington Hills law firm, fast-paced, 3 attorney practice. Must have WordPerfect experience, knowledge of Lotus and former law firm experience a plus. Salary and benefits negotiable. Send resume and salary requirements to: Legal Secretary, 31420 Northwestern Hwy., Suite 150, Farmington Hills, MI 48334 or FAX to 810-851-4303

LEGAL SECRETARY
Southfield plaintiffs personal injury firm has full time position available with knowledge of Word Perfect 6.1 Windows preferred. Experience & excellent secretarial skills. Call (810) 355-7000 or Fax resume (810) 355-0869

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
- Competitive Salary
- Medical Insurance
- Life & Disability Insurance
- 401(k)
- Paid Vacation & Personal Days

Send resume with salary history to: Legal Administrator, P.O. Box 5074, Troy, MI 48099
Equal Opportunity Employer

LEGAL SECRETARY
Tired of working for a tyrant? Legal Secretary needed for a pleasant law firm. 5 years legal experience & shorthand preferred. If you are hardworking, for a friendly work environment, in addition to good pay & benefits, please send your resume to: Legal Secretary, 2000 Town Center, Suite 2250, Southfield, MI 48075

502 Help Wanted-Office Clerical

LEGAL SECRETARY
With plaintiff personal injury litigation experience. WordPerfect 5.1. Farmington Hills area. Non-smoker. Call Linda (313) 937-8400

LEGAL TEMPS
Tired of not receiving enough permanent 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 358-0660

LIFEGUARDS
Wanted for co-ed in Northville. Memorial Day - Labor Day. Must be certified. Sr Lifesaving, CPR & WSI. Must be resident & responsible. Please call Linda 313 420-7000

MEDIA PLANNER/ACCOUNT EXECUTIVE - needed to join team of Western Wayne manufacturing communications agency team. Must be detail oriented professional with strong communications, analytical and people skills. Two years agency experience and Mac skills required. Terrific Benefits. Send resume and salary requirements to Box #2564
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Medical Secretary and Medical Billing Clerk
Concentra Occupational Health has immediate openings for a Medical Secretary Director and Medical Billing Clerk.
Ideal candidates for both positions will be proficient on a PC, have excellent communication and customer service skills. Workers compensation and billing experience is preferred. Competitive salary, medical, dental & life insurance, school diploma. College degree a plus.
Interested candidates should Fax resume including salary requirements to (313) 313-0532 or Contact Lisa at (313) 513-0505 ext 299

MORTGAGE BANKING
Growing mortgage company needs clerical personnel for post closing positions. Experience is helpful but not necessary. Salary commensurate. Mortgage for an appointment (810) 356-3580 or fax resume (810) 356-2758

NEEDED
NUMEROUS Receptionist and General Clerk positions available. Immediate Temp and Temp-to-Perm. Must have good customer service skills and able to answer multi-line phones. Growth opportunities. Locations: Livonia, Plymouth, Detroit, Farmington Hills, Troy, Southfield, Ann Arbor, Highland Park, Hazel Park, Novi, Wixom, Ypsilanti.
CALL FOR INTERVIEW:
313-266-6600
Livonia

SNELLING
PERSONNEL SERVICES

NORRELL SERVICES is currently looking for
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES

for full time positions in Ann Arbor & Ypsilanti. Pay range from $7 $12 per hour. Benefits available.
For more information call
Norrell
(313) 981-3351

New Real Estate Office looking for part time receptionist. Evenings and weekends 32-34 Hrs. Per Mo/Rotating Schedule. Phones, light typing. Pleasant Office. Call Robin Mon-Fri 8am-4pm 810-348-3000

OFFICE ASSISTANT
Health Care Management Company located in Livonia seeks energetic and reliable person to assist with payables. Typing is all functions or an office. Requirements include typing 50-60 wpm, WordPerfect and Lotus experience and good spelling and grammar skills. Must be a team player. Send resume to GroupCare (C2), 130 South First Street, Ann Arbor MI 48104 EOE

OFFICE ASSISTANT
Seeking Experienced Only. Apply. $7.50/hr to start. Apply in person at 2221 Coe St., Birmingham or call for appointment 810 258 6644

OFFICE ASSISTANT
For home based bookkeeping service. Basic bookkeeping knowledge or computer experience desired for approximately 10 hours/week. We are a flexible employer. Pay commensurate with experience.
FAX resume to (810) 932-3941

OFFICE CLERICAL/ CUSTOMER SERVICE
Full time position 40 hr week sharing overtime & health insurance. Apply in person at 4985 Belleville Rd Canton, Mich.

OFFICE CLERK
Part-time Office duties in person Mon-Fri 10-5. Sterling Furniture, 15870 Middlebelt Rd., Livonia

OFFICE CLERK part-time excellent phone skills required. Responsibilities include filing, typing, knowledge of Word for Windows. (810) 227-0663

OFFICE POSITION Full time. Sales support/customer service, hospitality, proofreading, office skills & computer experience preferred. Mail resume with salary requirements to P.O. Box 1187, Brighton, MI 48116

OFFICE POSITIONS
Full time entry level positions available in our Southfield office. Day shift. Must have minimum 1 yr phone office experience. Excellent work ability & 10 key calculator skills required. Excellent benefits. Send resume including salary requirements to: Attn: General Office, P.O. Box 5091, Southfield, MI 48086

OFFICE STAFF
For busy Ann Arbor/Plymouth job. Must know WP 5.1, type 50 WPM & enjoy working people. Need enthusiastic person who knows computers. Pleasant personality & working office help. Send resume including salary history to: Americare, 501 S Main St, Plymouth, MI 48170 or fax to: (313)453-4812 E.O.E.

OFFICE SUPPORT PERSON
With good Macintosh skills, who really wants to learn the Art agency business, possibility working into Account Exec. Position 20hrs/wk. Call weekdays 313 642-3654

OFFICE
Temporary, 40 hour week position. 3 months. Answering phones, picking up appointments.
810-644-3600

502 Help Wanted-Office Clerical

OFFICE WORKERS/ CASHIERS
Wholesale distributor. Full time and part time available. Flexible hours. No experience required. Friendly atmosphere. Call between 9 and 5pm
ORDER ENTRY
FOR AD SPECIALTY SALES
Fast paced professional sales company specialty advertising and incentive product company has an immediate opening for a reseller person who is self motivated and has excellent written and oral skills, excellent customer input and vendor follow-up a necessity. Candidate will be organized work well against deadlines and be able to type 45-50 words per minute. Hourly Benefits. Send resume to Dept. 1187, P.O. Box 7046 Troy, MI 48007-7046

PARALEGAL $28,000
2-3 years corporate paralegal experience. Computerized litigation support. Call April 810 772 0760
Sterling Personnel Services

PART TIME AND/OR SUMMER
Light Reception and clerical skills for a busy office located in the 13 Mile & Greenfield area. Must work in Southfield 30400 Telegraph. Ste 435 Bingham Farms, MI 48025

PART TIME help with Southfield marketing company. Good communication, accounting and computer skills needed. FAX resume to kimMarketing at 810 540-7070

PART-TIME small Birmingham office of secretaries is looking for a flexible position computer skills required (occasionally 2 days a week)

PAYROLL CLERK
position available in Farmington Hills corporate office for a professional and motivated individual. Must have payroll experience. Excellent benefit package available. Duties include data entry, 401K, Call Donna between 8am & 4pm at 810 661-9000 EOE

PAYROLL/PERSONNEL ASSISTANT
Busy, multi branch steel service center is looking for an experienced person to assist in payroll and personnel functions. Duties to include processing of new hires, terminations, time and attendance tracking, time card calculations, work comp, DOT files, etc for approximately 230 employees. Must have 2 years exp. required. Excellent benefit package. Apply in person only. Contractors Steel Co. 36055 Amelia Rd near Levan, Livonia

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

PERSONAL ASSISTANT, part time. Mon. Fri. 9:30 to 12 Licensed Realtor preferred with computer experience. Please send resume to: Elizabeth Bauer, 21615 Middlebelt, Farmington Hills, MI 48336

PERSONNEL CLERK/ RECEPTIONIST
Good people phone skills. Data entry light typing. Variety position. Send resume to
Temporary Resources
28200 Grand River
Farmington Hills, MI 48334

PURCHASING/ ACCOUNTING CLERK
Manufacturer seeks qualified candidate to assist purchasing department. Duties include data entry, telephone, purchase orders and expedite material. Accounting duties include handling approve bills for payment. Must be accurate and have PC experience. Submit resume and salary requirements to:
Due Press Equipment
30568 Beverly
Sterling Hts., MI 48310
Attn: A. Ward

RECEPTION ST. ADMINISTRATIVE Support for Engineering firm 15-20 hrs/week flexible $10/hr negotiable. Please send resume to: Ken Shapero 2001 W. Big Beaver Rd. Suite 704 Troy, MI 48084 Attn: Carolyn

RECEPTIONIST/ BACKUP LEGAL SECRETARY
Small busy law firm seeks lively organizational & phone skills. Word Perfect Windows required. Excellent benefits package. Salary negotiable full benefits. Send resume to
217 S. Woodward Suite 202
Royal Oak, MI 48067 Fax 547-0147

RECEPTIONIST / BILLER
Experienced. Exclusive Eye Care front desk all-around person needed. Office Call Marty (810) 642-5437

RECEPTIONIST
Birmingham Property Management Company has immediate opening for pleasant, non-smoking professional with pleasant phone voice. Must have strong skills. Send resume to: Office Manager, 31000 Telegraph, Suite 110, Bloomfield Hills, MI 48025 or Fax to 810-540-0530

RECEPTIONIST
BROKERAGE firm in Downtown Birmingham has immediate entry-level opening for receptionist. Mail responses to SB, PO Box 3008, Birmingham, MI 48012
E.O.E.

RECEPTIONIST
Busy Birmingham advertising agency seeks a self motivated individual who have great phone personality. Good typing skills are required. Computer experience (MAC's) a "plus". Great location, salary and benefits. Call 810-649-7330 ask for Susan or fax resume 810-649-7324

RECEPTIONIST
Busy emergency law firm needs full-time receptionist. Heavy phones, great clients, so light typing and various other clerical duties. Good organizational skills a must.
Send resume to: Office Manager, 30445 Northwestern Hwy., Farmington Hills, MI 48334
or Fax to (810)626-3998

RECEPTIONIST
Cheerful and professional individual needed for busy Troy engineering office. Phone and data entry experience preferred but not necessary. Send resume with salary requirements to P.O. Box 1187, Brighton, MI 48116

RECEPTIONIST/CLERICAL
PART TIME, must be able to conduct business over phone, computer literate, job entails light typing gathering & compiling data. Must have basic computer skills & plus. Starting salary $7/hr, plus commission plus benefits. Can be developed to 20-25 hrs/week. To schedule an interview call Martha or Sam (810) 557-0900

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturer's company in Plymouth seeking individual for temporary (may potentially lead to full time) with heavy phone experience, customer service, data entry, excellent communication skills, organized, detail oriented. $5.15 & Latus 123 Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/DATA ENTRY CLERK
Dearborn law firm seeks full-time Receptionist. Position entailes variety of duties including data entry. Must have good telephone manner, typing and people skills. Work Perfect a plus. Good opportunity to improve clerical skills. $8.50 per hour to start plus benefits. Please call (313) 581-6700

RECEPTIONIST
EXCELLENT opportunity.
Southfield Area.
Call (810) 557-6080

502 Help Wanted-Office Clerical

RECEPTIONIST
Entry level position. Hours and pay rate negotiable. Must have pleasant personality and good phone skills. Modern office. Plymouth location. Call Shirley Ford at 313 455-7000

RECEPTIONIST
Full time position for busy real estate company. Must know Word Perfect 5.1 proficiently. Fast paced exciting industry, has an immediate opening for a Receptionist at our Livonia office. Qualified candidate should be able to handle medium volume incoming calls as well as clerical duties. Excellent oral communication skills a must. We offer a competitive salary ($15,700), benefits & 401k. Interested applicants should fax/send resume to:
FIRST AMERICAN REAL ESTATE SOLUTIONS SERVICE
P.O. Box 531270
Livonia, MI 48153-1270
Fax 800 421-7868
Re: Receptionist Position
No Phone Calls Please
An Equal Opportunity Employer

RECEPTIONIST
for Southfield law office. Multi line phone system experience mandatory. No smoking. Steve 810-353-8830

RECEPTIONIST - for a Troy based company. Must know WordPerfect. Full benefits. Please send resume to Air Center Inc. 2175 Stephenson Hwy. Troy, MI 48083 Attn General Manager

RECEPTIONIST
Full time position for busy law firm. Knowledge of WordPerfect 5.1 preferred but will train. Duties include data entry. Pleasant, non-smoking environment. Good benefits. Send resume to:
Box #2567
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Full time for law firm. Mon-Fri 8:30am-5pm. Must be over 30 years. Some legal experience/studies helpful. Start immediately. Pleasant environment. Send resumes to: Box #2561
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Full time Warren area. Candidate must be dependable with outgoing personality, organized, knowledge of computer. Background in corporate/general & Lotus 1 preferred, level clerical position or summer job for student. Call (810) 977-9103

RECEPTIONIST/GENERAL OFFICE
for Counseling Center located in Berkley. Hours are 9-1 Mon-Fri. 20 hours per week. Good phone skills required. Pleasant office. Send resume to: Elizabeth Bauer, 21615 Middlebelt, Farmington Hills, MI 48336

RECEPTIONIST/GENERAL OFFICE
Part time, 20 hours. Hours Mon-Fri. Bloomfield Hills area.
Call Cindy (810) 258 8727

RECEPTIONIST/ GENERAL OFFICE
Full time position. Good phone sales (long distance) general office experience & some familiarity with computers. Excellent benefits. Paid holidays, health dental bonus profit sharing, retirement plan 401K. Sterling Heights area. Send resume to: Box #2566
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
immediate full time openings for a busy Veterinary Hospital. Applicants must possess excellent communication & phone skills. Please fax resume (810) 334-6877

RECEPTIONIST & INVENTORY/ MAINTENANCE CLERK
Birmingham investment firm has 2 immediate openings for a Receptionist and an Inventory/Maintenance Clerk.
Qualifications for the Receptionist include successful prior experience handling multi-line, at least 6 incoming lines and familiarity with Windows based applications for the inventory clerk include the ability to lift heavy boxes and be willing and able to travel between storage locations.
Please send resume to:
Human Resources
P.O. Box 3040
Birmingham, MI 48012
or faxed to 810-647-5931
Attn Human Resources

Receptionist
Jon Ethan Allen, a leader in the fine home furnishings industry, an an excellent career opportunity. We are looking for a motivated individuals to meet and greet customers as well as perform clerical telephone duties. A pleasant personality and professional computer experience and demeanor are essential. Please send resume or apply in person to:
Ethan Allen Home Interiors
275 N. Woodward Ave
Birmingham, MI 48009
Phone (810) 540-8558
Fax (810) 540-8776
We Are An Equal Opportunity/ Affirmative Action Employer

RECEPTIONIST
mature and dependable individual needed for multi phones & light clerical duties. Part or full time. Call 810 557-9107, Livonia, MI 48151.

RECEPTIONIST
Meade Lexus, the premier new car dealership, is looking for a self-starter as a full-time Receptionist with excellent interpersonal skills, professional telephone manner and computer experience. Interested candidates should fax resume to 810-952-2154, Attention Liz.

RECEPTIONIST
Medium sized Southfield law firm seeking part time Receptionist Mon-Fri., 8:30am-12:30pm. Duties include handling multi line telephone system, photo copying, facsimile transmissions, getting signature & light typing. Send resume & references to: Box 1187, 17186 W. 12 Mile, Southfield, MI 48076

RECEPTIONIST
MEDICAL ASSISTANT
PART TIME For doctor's office in Dearborn (313) 563-2940

RECEPTIONIST
Needed full-time experience preferred, but willing to train. Good attitude and wage requirement to:
OM - P.O. Box 70
P.O. Box 70
Southfield, MI 48037

RECEPTIONIST - needed part time for Dr.'s office. Send resume to: P.O. Box 1847, Westland, MI 48185

RECEPTIONIST NEEDED: We are looking for someone that has an upbeat and outgoing personality, to start part time with possibility of full time. $8 hour to start, $9 an hour after 30 days. Livonia. (313) 425-7028

502 Help Wanted-Office Clerical

RECEPTIONIST
National Commercial Real Estate firm seeks full time receptionist to handle busy, professional office. Duties include answering switchboard, greeting clients and light clerical. Experience preferred. Salary commensurate with experience. Call Sarah at (810) 557-3500

GRUBB & ELLIS
2000 Town Center
Suite 500
Southfield, MI 48075
Attn Julie Menka
Administrative Manager

RECEPTIONIST
PART TIME Self motivated individual with good phone skills. PC experience a plus. Late afternoons/evenings, Saturday available. (810) 557-3500

RECEPTIONIST, part time Farmington Hills carpet cleaning co. Mac/Word experience, light typing, good phone skills. $6 $7/hr 810-476-7590

RECEPTIONIST
Part time, 10-2 $5.50/hour. Typing & light bookkeeping. Call Deborah. 810 642-6651

RECEPTIONIST
Part time with basic Secretarial skills & word processing required. Resume to: GYC Technologies, Inc., 28004 Orchard Lake Rd., Ste A Wixom, MI 48393

RECEPTIONIST - Part Time for doctor's office. Mon, Tues, Thurs evenings & weekend hours available. Duties include: General office work, scheduling, booking appointments, working directly with the doctor. Call Tracy @ 810-932-3756

RECEPTIONIST
Part time Bloomfield Hills attorneys office needs part time Receptionist. Duties include: Phones, light typing, filing. Monday & Friday 8:30am-noon. Must work well with public. Wordperfect/Big Beaver area. For consideration please call (810) 642-0318

RECEPTIONIST / Payroll
Full time plus benefits. Farmington Hills area. Must have pleasant & pleasant phone manner required. Prior office experience desired. Must have good math skills. Accounting background preferred. Salary Approx. $8/hr. Ask for Lori (810) 471-1500

RECEPTIONIST - Permanent. Part time. Afternoons 1:00-5:30pm. Professional, friendly, Birmingham area. Office non-smoker. 810-644-2633

RECEPTIONIST/REAL ESTATE
Full time Bloomfield Hills area. Secretarial skills necessary. Contact Don at (810) 406-5748

RECEPTIONIST/Secretary. Southfield law firm needs a part time receptionist/secretary. Telephone coverage & WordPerfect knowledge a plus. Send resume to: Redstone Talso Architects, 29201 Telegraph Rd, Ste 400, Southfield MI 48034. Attn Barbara

RECEPTIONIST/Secretary. full time for sales & marketing office. Word Perfect & Lotus are the software used. Please send resume. Box #2578
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/SECRETARY
Full time needed for busy office. Duties include: basic computer knowledge (WordPerfect 6.0 preferred), light typing skills (not required). Competitive salary. Full benefits. Send resume including salary history to: JMEA Communications, Inc., 901 Southfield Rd, 48075 Attn Vera

RECEPTIONIST/SECRETARY
Full time 9-5pm. Fun fast paced office. $7 to $9/hr. Call Jerry at posnun (810) 352-0354

RECEPTIONIST
Small office in Bingham Farms seeks a high energy, detail oriented person to handle receptionist and other secretarial responsibilities. Computer skills are a must and the ability to work a team player in dynamic environment is a plus. Please fax resume to 30725 Telegraph Rd #200, Bingham Farms, MI 48025 or fax to 810 642 9744

RECEPTIONIST
Southwest PR/ad agency is looking for a high energy receptionist with excellent phone skills. Multi-phone/operational skills. Computer experience a must. Must be self-confident and able to handle numerous tasks. Full benefits. Fax resume and salary requirements to
Patricia Sluker 810-350-2178

RECEPTIONIST (SUNDAY)
10-5 PM. Pleasant working conditions. Some typing work. Attractive location.
West, Manuel, Snyder & Rankin
7285 Orchard Lake W. Bloomfield
Ask for Linda (810) 851-5000

RECEPTIONIST
SVS Vision is currently accepting applications for a receptionist in Livonia. We offer competitive salary and benefits and opportunities. Apply in person 18128 Middlebelt, Livonia. No telephone inquiries.

RECEPTIONIST
Top notch. Computer background a plus. Full time. Rochester area
810-852-6865

RECEPTIONIST
TRANSAMERICA Life Companies in Troy has immediate opening for experienced receptionist. Duties include multiple phone lines, basic data input. Call Jan Schwab 810-649-1577

RECEPTIONIST/TYPIST
Hi-tech dr. in Rochester Hills has opening for a Receptionist. Responsibilities include typing, filing, & basic receptionist responsibilities. Requires pleasant phone manner, good typing & some computer knowledge. Professional experience & attitude. Full time, benefits. 810-852-9000

RECEPTIONIST/TYPIST
For Road Construction Co.
Hrs: 8:00am-5:00pm Mon-Fri. Must be able to operate multi-line telephone system. Familiarity with computers & Word preferred. Ability to type 35 wpm. Excellent benefits. Competitive salary. Apply in person: 28470 Farmington/Livonia Farmington Hills 477-2911 Advantage Staffing

RECEPTIONIST WANTED for Detroit Real Estate Office is looking for mature, self-starter with pleasant phone manner. Office experience preferred, but will train. Attractive salary and benefits. Call Karen or Fax (810) 626-8000

RECEPTIONIST
$21,000
Beautiful, prestigious office. Students may study during slow time. Professional manner, typing, computer literate. Call Ms. Kelsey (810) 398-2100
Davidson, Lentz & Associates

SALES ASSISTANT/ RECEPTIONIST
Part to full time. Sales duties include assisting sales staff with scheduling appointments, receptionist & some light bookkeeping. Ability to work odd hrs. a must. Experience helpful. Ask for Ron (810) 363-1010

502 Help Wanted-Office Clerical

RECEPTIONIST
We are a progressive home health care agency seeking an individual with a minimum of 1 year office experience, proficiency in word processing and general computer knowledge is a must. Full time, 8:30am-4:30pm, in our Bloomfield Hills office. Medical terminology helpful.
We offer an excellent benefit package. Please send or fax resume to
GranCare
38935 Ann Arbor Road
Livonia, MI 48150
FAX (313) 432 8768
Attn: Human Resources
Equal Opportunity Employer

SALES ADMINISTRATIVE ASSISTANT
Equipment manufacturer seeks quality candidate with sales and marketing background to coordinate plan and organize administrative duties for sales department. Responsible for typing quotations and processing order information. Must be organized, detailed, self-starter. Qualified candidate should include Word, Excel, PowerPoint. Submit resume and salary requirements to:
Due Press Equipment
30568 Beverly
Sterling Hts., MI 48310
Attn A. Ward

SALES ADMINISTRATOR
Contract Interiors, the Midwest's leading contract furniture dealership, is seeking an organized detail oriented sales support our sales staff. Excellent communication skills are a must. Computer and general office experience required for a variety of duties, including order entry, data entry, and equipment. Will train on product knowledge. Full time with excellent benefits. Please send resume and salary requirements to
Contract Interiors
Attn Human Resources Dept
10 Dak Rooker Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES DEPARTMENT Assistant will be involved in the order entry, billing & telephone sales for a medium sized company in Novi. This is a steady, long term position with full benefits. Salary commensurate. Call G.F. Box 8025 Troy, MI 48376-8025

MATURE CHRISTIAN NEEDED for secretarial position in busy church office. Must have good typing, written communication skills, computer knowledge. Call Barbara at (313) 459-9550

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, filing & proofreading. Apply in person Blue Cardinal 37400 W 7 Mile Livonia

SECRETARIES
Good communication skills needed. Must be dependable and able to handle many tasks. Experience with MS Word, Excel, Lotus and word processing programs needed

CUSTOMER SERVICE
Excellent communication skills and phone etiquette a must. Life data entry experience helpful.
Western's TEMP TO HIRE pro gram will be just right for you. Know the fastest growing Temp Long short term assignments available.
Farmington Hills 810 615 0066
Rochester Hills 810 650 5690
Livonia 810 425 7550
WESTERN STAFF SERVICES

INSURANCE OFFICE - BERKLEY Part time. Secretary. Experienced preferred. Flexibility desired. Call Tues/Thurs (810) 399-1113

SECRETARY/ADMINISTRATOR Small growing software firm seeks organized office administration/secretary. Must possess phone & general office skills. Please call or fax resume to:
MSS, Inc., 21800 W 10 Mile Rd., Suite 214, Southfield, MI 48075
810-352-7040

SECRETARY
ADVERTISING AGENCY
Telephone production skills, creative departments of international advertising agency. Has immediate openings for temps. Prior experience and the ability to interact with clients required. Quark and Macintosh a plus. Call Sarah
Bingham Farms/Livonia
646-7062 473-2932
Advantage Staffing

SECRETARY
Amicable person for general office in friendly environment. Work duties to include letter writing, friendly phone manner & Word software computer experience. Call Bob Bergman
313-537-1300

SECRETARY
Busy Troy Real Estate office needs VERY SHARP person. Great opportunity. Call George (810) 680-1000

SECRETARY
ENHANCE your career and interact with people in a fun, in the warm atmosphere of this major suburban Chevrolet Dealership. Two secretary positions. Salary $9.00 - $13.00/hr. Benefits. Call Bonnie
Farmington/Livonia Birmingham
473-2911 646-7061
Advantage Staffing

SECRETARY
Established Southfield based construction & development company seeking a Construction Secretary. Experience, benefits included. Send resume & salary requirements to D.L. P.O. Box 308, Southfield, MI 48037

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

SECRETARY
Part time, degree. Telemarketers needed in our Troy office to promote and sell technical training classes. Hours late afternoon/evening. Please contact ANATEC, attention: 800/361-1,30 West Big Beaver, Suite #245 Troy, Michigan 48084
FAX 810-619-3810
TITLE ORDER DEPARTMENT SECRETARY
Wolverine Title, Tilm, Farmington Hills. Computer knowledgeable, reliable individual working with WordPerfect taking title orders & other general title duties. No experience necessary. Please contact Becky 12:30 to 5. Mon Thru Fri 810 932-8663

502 Help Wanted-Office Clerical

SECRETARY
Full time general clerical. Proficient with MS Word.
Call (810) 645-0663 ask for Ken

SECRETARY, full time Bloomfield Hills. Word for Windows & bookkeeping experience. 55wpm. Good telephone manner & ability to handle multiple tasks. 810 338-9110

SECRETARY - full time position with growing established company. Must have experience & good phone skills. Duties include light typing, filing. Accounting skills preferable. Must have basic computer skills. Apply at 12224 Belden Ct., Livonia

SECRETARY - needed for large national commercial property management leasing company. Strong computer & secretarial skills a must. Excellent salary and benefits to the successful candidate. Send full resume to: 2000 Town Center, Suite 2100, Southfield, MI 48075. Attention: Leasing. Fax 810-350-2206
E.O.E.

SECRETARY
Needed for busy Southfield law office. Strong organizational typing, spelling and grammar skills required. Legal experience necessary. Call Sterling (810) 353 9260

SECRETARY NEEDED for South field law firm. Word 6.0 experience helpful. Minimum 5 years secretarial experience required. Please fax resume to: OFFICE ADMINISTRATOR, P.O. Box 215, Southfield MI 48037-0215 or call at 810 355-5200

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SECRETARY-RECEPTIONIST
Excellent telephone skills & word processing. Some knowledge of accounting & general office work needed. Please letter/salary history. Opens with Human Resources, 1560 Woodward Ave. Suite 207, Bloomfield Hills MI 48304

PROFESSIONAL DISTRICT SECRETARY
For Major Chemical Company in Farmington Hills. Full time. Must be experienced with Word for Windows, Power Point, word processing, office. Salary approximately $20,000. Full benefits. Please FAX resume 810 553 8040

SECRETARY - typing/general office, individual with good phone and people skills. WordPerfect/Lotus a must. Paperwork helpful. Send resume to: Employment Office, Metro Auto Dealer Rt. W Broom field MI 48322

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SECRETARY
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SUN COMMUNITIES/ ACCOUNTING RECRUITING
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Farmington Hills, MI 48334
Or Fax to (810) 932-2072

TELEMARKETERS
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