502 Help Wanted-Office Clerical

LEGAL SECRETARY
In house Legal Department seeking legal Secretary with 3-5 years experience. Compensation commensurate experience. Must know Word Perfect & Word. Call John at (810) 643-0145

LEGAL SECRETARY
Immediate full time position for new Attorney office. Must have 1 year minimum knowledge of WordPerfect, strong organizational skills, and dependability. Only those serious about a career need apply. Must resume and salary requirements to:
255 S. Woodward Ste. 205
Birmingham, MI 48009
Or FAX to (810) 647-0649

LEGAL SECRETARY
Needed for medium size law practice in Birmingham. Must have knowledge of pleadings, typing, transcription and organizational skills. Minimum 3 yrs. litigation experience. Real estate experience. Competitive salary and benefits. Please send resume to:
Box 9284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY PARTNER POSITION
Southfield, MI firm seeks professional, poised and skilled secretary to busy partner. Applicant must be proficient in Word Perfect and have excellent communication and interpersonal skills. Must have medical malpractice litigation experience. Salary commensurate experience. Excellent starting salary and benefits.
Call (810) 948-8400 or
Fax resume to (810) 948-8494

LEGAL SECRETARY
Part time or full time for friendly small, non-smoking Southfield Personal Injury Law firm. Must have Word Perfect ability & good typing skills. Excellent benefits, flex hours.
Call (810) 552-8818 or fax at (810) 552-9181

LEGAL SECRETARY/PART-TIME
Legal Secretary with general practice W.P. 5.1 or higher, preferred. Will consider 5 short days or 4 full days. Outstanding work location. Pleasant personal & vacation days. 401K profit sharing plan. Contact Office Manager/Administrator, 801 W. Big Beaver, Ste. 500, Troy, MI 48084

LEGAL SECRETARY
Part time for a attorney sales firm in Troy. WordPerfect knowledge required. Real estate experience preferred. Salary negotiable. Call Ann at (810) 362-8100 or fax (810) 528-0558 or send resume to 215 E. Big Beaver, Suite 500, Troy, MI 48083

LEGAL SECRETARY
Plunkett & Litigation law firm seeks full time secretary with 3 years minimum legal experience. Applicants must possess excellent typing, telephone, organization and communication skills. WordPerfect is a knowledge helpful. Salary commensurate with experience. Contact Office Manager/Paralegal, Kascovitz, P.C., P.O. Box 861308, Ypsilanti, MI 48198-1308

LEGAL SECRETARY-Southfield corporate office. Experienced word processor, minimum 5 years. Salary commensurate with experience. Send resume W. Collis, 4000 Town Center, Ste. 1570, Southfield, MI 48075

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills. Must be able to type accurately. Expertise in WordPerfect. Salary commensurate with experience. Benefits included. Please send resume to Roth, Dean & Kohn, 3000 Town Center, Suite 450, Southfield, Michigan, 48075

LEGAL SECRETARY
Tall Towers in Troy is looking for a commercial litigation & real estate assistant proficient in WordPerfect. Call Judy at (810) 645-1700

LEGAL SECRETARY
Well respected Livonia law firm, specializing in real estate, is seeking an experienced legal secretary to fill a legal secretary position. Self motivated. Please send resume to Mary Miller, 33900 Schoolcraft, Livonia, MI 48150-1392

LEGAL SECRETARY with paralegal skills for general practice firm. Salary negotiable & Windows experience. Fax resume to (810) 557-6737

LEGAL SECRETARY
70-25 hours. Word Perfect knowledge desired. Filing & legal experience necessary. (810)642-0268

LEGAL SECRETARY - 2 attorneys, part time, basic computer skills needed. Call Karen at Cash Cash (313) 533-7188

LEGAL TEXT PROCESSOR
needed part time for Troy defense firm. 20 words per minute typing speed, knowledge of WP 5.1 and legal transcription preferred. Send resume to Office Manager, 888 W. Big Beaver, #900, Troy, MI 48084

THE PERFECT IS HERE
TEMP. Test Your Skills
TEMP TO PERM Helpers Everyday
PERM When Can You Start?
Dal Personnel At Law
Judged The Best
3000 Town Center #2030
Southfield, MI 48075
Fax (810) 358-0228
E-mail smartpal@aol.com
Phone 888-THE TEMP

MAGAZINE PUBLISHER
Looking for person to fill a full time data entry position. Must Full time weekdays. Typing required. Living Benefits. Call (810) 557-6550 ext 104

MANAGER'S ASSISTANT
For self-storage in Livonia. 2 days per week. Office experience. Call Maintenance Call (810)478-6444

MARKETING ASSISTANT
Opportunity to join a prestigious company in its quest for excellence. Looking for someone with any exposure to real estate or desires a challenging career in the Sales/Marketing Department of company's headquarters.
Detroit Steel Fabricators
810-364-8700 Fax 810-344-6704

MEDICAL RECEPTIONIST
Birmingham pediatrical office. 2 to 3 days a 2 Gals per month/year. Computer experience preferred. Call Jan or Bobbie (810) 645-1737

OFFICE ADMINISTRATOR
Small Rochester Hills manufacturer has position open for Office Administrator. Candidates will be responsible for accounting functions, including financial statements, in addition to human resources functions, including employee management. Must be organized, detail oriented, and possess excellent communication and interpersonal skills. Supervisory experience is preferred. Please send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT
Dealership company seeking motivated person to assist in various office duties. Computer and communication skills a must. Send resume to:
Human Resources
1637 Monroe
Detroit, MI 48124

OFFICE ASSISTANT
Use your skills of 50+ words to assist our Personnel Department with database input and various office tasks. Knowledge of WordPerfect 6.1 and Microsoft Word for Windows 6.0 a plus. Flexible part time position in Bingham Farms office. $6.00 per hour to start. Call Personnel Coordinator, Please call Susan at (810) 258-7181 Mon. Tuesday, Wednesday and 11-30 am to discuss your qualifications.

OFFICE ASSISTANT/FILE CLERK
Full time for Bloomfield Hills law firm. Responsibilities include filing, typing, and deliveries. Immediate opening $6.00 per hour to start. Call Office Manager, 300 E. Long Lake Road, Ste. 200, Bloomfield Hills, MI 48304

502 Help Wanted-Office Clerical

OFFICE ASSIST
Permanent one day per week. Knowledge of WordPerfect 5.1. Excellent opportunity for retired person. Send resume to 27777 Franklin Rd. Suite 400, Southfield, Mich 48034

OFFICE ASSISTANT wanted for Birmingham law office. Must have Word Perfect, part time, flexible schedule, benefits available. Call Susan (810) 375-1810

OFFICE CLERICAL
Need office person to do light typing, computer entries, answer phones & filing. Full time. Mon-Fri, 8am-5pm. No weekends or nights. Benefits included. Call Wen Scott at (810) 353-2998

OFFICE CLERK
Full time with benefits. Good typing skills for computer data entry. Basic office duties including passed phone personality. Call for appointment at (810) 681-0700

OFFICE CLERK
Part or Full time. Duties include telephone filing, receptionist etc. Farmington area. (810) 220-0640

OFFICE COORDINATOR
Flexible, part time 12-20 hrs $7-$8/hr. Some computer skills desirable. Farmington Hills (810) 442-2183

OFFICE MANAGER
Experienced Auburn Hills location. Good letter writing skills. Dependable. Computer literate. Start immediately! (810) 370-9800

OFFICE MANAGER
needed for RV Dealership. Must be self motivated, organized & capable of handling multiple tasks. Position entails office & sales support, attending manager & overseeing daily administrative duties & activities. Months Saturdays with benefits. Send resume to General Trailer, 46500 12 Mile Rd. Wixom, MI 48393

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

ORDER DESK - Farmington Hills manufacturer, for well organized, bright person with excellent office, phone & computer skills. Must be able to communicate with public. Recent experience in manufacturing office helpful. Benefits, paid vacation & holidays, salary commensurate with experience. Call Mon - Tues, Thurs & Fri 8am-3pm - 810-473-9305.

ORDER ENTRY CLERK - fast paced company in Southfield seeks qualified candidates with data entry experience or typing skills. Individual must also be detail oriented and have good phone skills. Minimum high school diploma required. Send resume to Order Entry Clerk, P.O. Box 5085, Southfield, MI 48086 EOE

PART TIME clerical wanted for busy Bloomfield Township dermatology clinic. Applicant should be a team player, computer literate and well organized. Please send all resumes Attn: A. Gries 7324 Woodward Ste. 300, Birmingham, 48009 Fax 810-642-6832 or call 810-642-8263 ext 10

Part-Time Positions Available
Perfect For Students & Teachers
Summer Employment Opportunities!
Up to 32 hours week. Flexible schedules available
• SECRETARIES
• RECEPTIONISTS
Word Perfect or MS Word Sales a plus! Must have one year minimum office clerical experience
OFFICETEAM
Specialized Administrative Staffing
28348 Northwestern Hwy.
Ste. 250, Southfield, MI 48034
(810) 358-0222
EOE

PAYROLL CLERK
High school graduate. Full time. This is a permanent position (summer job applicants need not apply). Good computer, math and English skills essential. Able to pay attention to detail very important. Must have own transportation. Please apply by sending your resume to:
P.O. Box 250125
W. Bloomfield, MI 48324

PERFECT FOR STUDENT
Permanent, part-time. Computer experience necessary. Must be a positive person with a good sense of humor to work hard in an exciting atmosphere. Call Dodge Dealership business. Must line phone system. Knowledge helpful, but not necessary. Will be shared evening & weekend hours $6.50-$7 an hr. based on experience. Call Laura Carson, Real Estate One, Bloomfield Hills 810-644-4700

PERSONAL ASSISTANT
Part time, for well known psychologist. Light office duties, computer skills necessary. (810) 644-4784

PERSONNEL ASSISTANT
Mature individual for full time position. Southfield location. Prefer background in payroll, recruiting & personnel administration. Candidate should have excellent math skills & 10-key calculator skills. Individual must be detail oriented & have excellent verbal communication, letter composition & record keeping skills. Excellent salary & benefit package. Send resume including salary requirements to P.O. Box 5091, Southfield, MI 48086

PHONE RECEPTIONIST
Part or full time for growing business in the golf service industry. Call Rich at RAC Systems 810-788-2743

Rapidly growing Bassal Company needs additional personnel to take hours Mon-Fri from 9-5. $5 per hour.
Call (313) 534-0071

WESTLAND OFFICE looking to fill full time entry level Receptionist position. Day to day office activities. Typing & computer skills a must. Call for interview (313) 729-4310

PART TIME receptionist position available for a growing medical facility. Must be dependable, flexible able to type 45 wpm and have excellent communication skills. Call Diane at (313) 459-1800

Night Receptionist
Northville office looking for part time evening receptionist from 7pm to 9pm Monday through Thursday and 9am to 5pm on Saturday. Must be dependable & organized with at least 1 year recent experience preferred. Call Justine to set up an interview at (810 380-1700, ext 216

RECEPTIONIST
A busy Westland real estate office is seeking part time Receptionist. Must speak pleasant personality and good phone skills. Must be available Monday thru Friday. Call Tony at 313-326-2000

RECEPTIONIST
American Blind and Wallpaper Factory, located in Plymouth, is seeking a part time receptionist for Thursday, Friday and weekend days. An enthusiastic personality and a professional manner a must! Computer/data entry and multi line phone experience is required. To schedule an appointment please call (313) 207-5855

RECEPTIONIST
ANIMAL lover? Full time. Resume to Westland Vet Hospital 7610 Wayne, Westland, 48185

RECEPTIONIST
ANSWERING Phones & Data Entry
Full time position with benefits
Please fax resume to
CONTROLLER
21000 W. 8 Mile Rd
Southfield, MI 48076

502 Help Wanted-Office Clerical

RECEPTIONIST/BOOKKEEPER
For Birmingham law office. General office duties. Familiarity with Time Slips program. (810) 646-7177

RECEPTIONIST
Busy, non-smoking office needs friendly voice to greet our customers. Good opportunity for the right person.
O. KELLER TOOL
12701 Hamilton Rd. Detroit
313 425-4500

RECEPTIONIST/CLERICAL NEEDED FOR AFTERNOONS LIGHT BOOKKEEPING PHONE DUTIES. MUST BE ABLE TO TAKE HOUR DEPENDING UPON SKILLS. CALL PLTER AT (313) 462-2277

RECEPTIONIST
Enjoy world of advertising and public relations in the front desk position. Strong administrative skills and excellent communication required to interface with top worldwide clients

Davenport Recruiting
810 344-6700 Fax 810-344-6704

RECEPTIONIST - Every other weekend & maybe 1 daytime. Ideal for retiree. Small recruitment home in Southfield. (810) 557-1221

★ **RECEPTIONIST**
For Southfield law firm. Knowledge of multi-line phone system. WP 5.1. Prior experience in law office preferred. (810) 352-1000

RECEPTIONIST
FOR high paced energetic office. Bill out hours and benefits. Excellent phone and Word Processor skills a must. Please send resume to
Attn: Operations Manager, LLC
30600 Telegraph Rd., Suite 4155
Bingham Farms, MI 48362

RECEPTIONIST
For busy Livonia insurance agency. Pleasant phone manner. Light computer work. Call Lee 313-462-9650

RECEPTIONIST
For fast paced multi-line dealership office. Other duties available (plus Dental, medical, 401k).
Mon - Fri 8:30-5:30
Or send to PO Box 609,
Northville, MI 48167
An Equal Opportunity Employer

★**RECEPTIONIST**★
Full time position needed for busy upscale Birmingham/Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedule and track yard sales.
Send resume to
Ms. Martha Schroder
Box 39, Birmingham MI 48009

RECEPTIONIST
Full time for Bloomfield Hills law firm. Pleasant phone manner required. WordPerfect experience and administrative skills helpful. Salary commensurate with qualifications. Please FAX resume and references to (810)642 7791. Attention: Ms. Ann Marie Lakk, Dawda, Mann, Mulcahy & Sadler, P.L.C. 1533 North Woodward Avenue, Suite 200, Bloomfield Hills, MI 48304

RECEPTIONIST/ GENERAL OFFICE
Pediatric office in growing Rochester Hills firm has an immediate opening for full time entry level position. Microsoft Word/Excel skills/use experience a must. Individual must have a strong eye for detail. Firm offers excellent health benefits, competitive wages in a non-smoking work environment. Please Contact Tom or Lisa
(810) 652-0991
or Fax Resume
(810) 652-0992

Hennigs Business Systems has an opening for a receptionist in their Novi office. Telephone, Mail, Copiers and customer service skills are necessary. Some light typing will also be required. Position offers excellent benefits including profit sharing through 401k and an employer sponsored pension plan. If you are interested in this position, please send cover letter and resume to Branch Office Manager, HENNIGS BUSINESS SYSTEMS, 412180 Bridge Street, Novi, MI 48375-1300 EOE

RECEPTIONIST
IDEAL candidate will enjoy people, have great phone personality and strong computer skills. Full time with benefits. Send resume to
Partnership Resource Press
1270 Rankin, Suite F
Troy, MI 48083
Attn: Janice Mills

RECEPTIONIST
MODERN dealership Southfield facility seeks full time professional receptionist. Outgoing personality demeanor, exceptional communication skills and have excellent communication skills. Must possess excellent typing. Send resume and salary history to
Box 9283
Observer & Eccentric
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST needed part time (evenings and weekends) for Wabeek Country Club in Bloomfield Hills. Experience with multi-line telephone system, filing, and word processing skills preferred. An outgoing guest oriented personality essential. Hours vary but are 5:00 - 9:00 pm. Immediate with experience. Please call Carole at (810) 626-2000 Wabeek Country Club (810) 855-6700

RECEPTIONIST NEEDED
For non-smoking Farmington Hills real estate office. Computer literate on Microsoft Word for Windows and Excel. Must type 45 wpm. Reply: Manuel Associates, West Janet Farmington Hills (810) 851-8900

RECEPTIONIST NEEDED immediately for auto dealership in Milford. Must have prior experience. Call Tammy at 313-685-8000

Receptionist

Night Receptionist
An excellent opportunity in Southfield with a leading manufacturing company for a night receptionist. Must have good phone skills

PICO Resources
(810) 435-4100
EOE M/F

Non-smoking Farmington Hills law firm. Type at least 40 wpm. WP 6.1 for Windows able to handle multi-line phone system. Salary and benefits. Call Mark at (810) 932-0270

RECEPTIONIST/ OFFICE SUPPORT
Professional Southfield office seeking 20-35 hrs/wk. Call Pat Joyce (810) 244-8644 or FAX resume to (810) 244-1330

RECEPTIONIST
Professional Southfield law firm continuing Firm is searching for a receptionist with some secretarial duties. Organizing, detail, advertising and follow-up are the primary responsibilities of this job. Light word processing, fax operations, mail distribution and general support for a staff of 25 calls for a candidate with good organizational skills. Punctuality and a must. WordPerfect experience is preferred. Hourly $ 6, full time position with excellent benefits, holidays and paid time off. Send complete resume and salary history for serious confidence, to Rehmann Robson, Attn: Recruiting, Suite 50, 32255 Northwestern Highway, Farmington Hills MI 48334

RECEPTIONIST / SECRETARY
Permanent part-time. Must have strong receptionist skills & working knowledge of WordPerfect 6.1
(810) 557-3787

RECEPTIONIST/SECRETARY
FULL time position for dependable person. Basic office skills including pleasant phone personality. Typing, filing, Wordprocessing. Call for an appointment (810) 348-2500

RECEPTIONIST/SECRETARY
FULL time position. Good telephone skills required. Must know MS Word and have good data entry skills.
FAX resume to (313) 623-2811

502 Help Wanted-Office Clerical

RECEPTIONIST
Receptionists needed with at least one year of receptionist experience (recent). Must be able to operate multiple line phones with 10+ extension. Switchboard experience preferred. Proficiency in MS Word (WordPerfect (Windows) a must. Long and short term temporary assignment. Call today!

OFFICETEAM
Specialized Administrative Staffing
28348 Northwestern Hwy.
Ste. 250, Southfield, MI 48034
(810) 358-0222
EOE

Receptionist/Secretary
Beautiful office friendly staff! Need outstanding phone and communication skills. WordPerfect 6.0 a plus. Excel expertise. $20 $24K
Call Lisa Kessler Consultants Kessler
810 932-1170. Fax 810 932-1214
Harter Associates, 28411 Northwestern
Farmington Hills, MI 48334

RECEPTIONIST/SECRETARY
Excellent opportunity in an established mortgage company in Troy. Large organized individual with a great memory. 88 per hr to start. Call Ms. Estelle Gend resume to Rehmann Mortgage, 28200 Franklin Rd., Southfield MI 48034 or fax to 810-799-5111

RECEPTIONIST/SECRETARY
(1000) Non-smoking environment. 30-35 hrs/wk. 12-8pm. Mon-Fri. Troy, MI Medical office has immediate opening for responsible and organized secretarial candidate with a pleasant telephone manner and communication skills. Duties include Medical transcription, light word processing (WordPerfect), scheduling and filing, telephone coverage and general clerical support. 50wpm typing and 6 months experience required. Please send your confidential resume and salary requirements to SAE Design Group, Attn: Jeff, 1001 W. Big Beaver Rd. Ste. 320, Troy, MI 48084-3184. EOE

Receptionist needed, full & part time for suburban clinics. Call Jan at 810-489-1550

RECEPTIONIST
Southfield law firm seeks highly motivated individual for fast paced reception area. Must be reliable and able to work on Excel, Word, Windows and clerical experience helpful. Send or fax resume to DS Kaufman, 25800 Northwestern Hwy. Suite 1013, Southfield, MI 48076 Fax 810-827-4278

RECEPTIONIST
Southfield corporate headquarters, a published Receptionist with 6 mos experience. Software knowledge helpful. Call for interview. (810) 350-9777

RECEPTIONIST
Sunshine Acura in Farmington Hills currently has 1 phone position available for a Cashier/Receptionist. Primary responsibilities are cashier, switchboard & customer service so we're seeking candidates with outstanding people skills to join our team. We offer a fun, fast paced work environment, excellent benefits and a starting rate of $6.50 to $8 per hr depending on experience. If interested you are interested in this opportunity please call (810) 471-9200

RECEPTIONIST / SWITCHBOARD OPERATOR
Square Lake & Telegraph area. Part time hour. 810-333-0265 Ext 131

RECEPTIONIST WANTED
Telephone experience required. Full time position. Southfield area. Call Ann. Send resume to Cranbrook Insurance 3001 W. Maple Southfield Suite 250, Royal Oak, MI 48073

RECEPTIONIST
With secretarial duties for busy commercial developer's headquarters in Southfield. Answering 10 line phone paging guests, etc. Excellent telephone skills, professional appearance & attitude. Friendly, Motivated and dependable. Mon-Fri, 8:00 AM-5:00 PM. Salary commensurate. Benefits for Windows and Lotus preferred

Send resume and salary requirements to Personnel, P.O. Box 3006 Southfield MI 48037-3006 or fax to 810 827-7550

★ **RECEPTIONIST/ WORD PROCESSORS NEEDED**
Looking for outgoing eager individuals with prior phone experience and good typing skills. Very well paid. Leasing skills are a plus. Good benefits and bonuses. Many locations include Plymouth, Canton, Livonia, Farmington Hills, Novi and Northville

Call for an interview
CALL FOR DETAILS!!
313-266-8600
LIVONIA

SNELLING
PERSONNEL SERVICES

RECEPTIONIST. 21 hrs per week for busy non-smoking medical office in Bloomfield. General clerical duties Mon-Thu Thurs, 4:00-8pm Sat. 10am to 3 pm. Must be organized, detail oriented, able to work effectively with minimal supervision. Pleasant phone manner a must. This is not a temporary position. Call Janet at (810) 349-7337 ext 227

REGIONAL ASSISTANT
Retail experience required. Good typing and computer skills. Flex hours schedule 25-32 hrs/wk. Fax resume to 810 358-3919 or call voice mail to Fax: 1-12 Mail: 28678 Telegraph, Southfield, MI 48075

SALES ASSISTANT
Growing consumer paper product company has immediate opening for a sales assistant in our corporate headquarters in Bloomfield Hills for an energetic, experienced individual to work in our fast paced sales department. Must have a sales support experience in a sales environment, excellent verbal communication, phone skills, attention to detail and the ability to handle multiple tasks. Strong secretarial skills including WordPerfect and Windows required. We provide an excellent salary and benefits package for qualified candidate. Please mail resume and salary requirements to:
Kalil Packaging Corp
E-4111 Andover Rd.
Bloomfield Hills, MI 48302
Attn HR-OE

SALES ASSISTANT
Bulkhead and major importer seeking specialists in Dyno Test Systems requires an individual who is highly organized to assist the sales area of the company. Ideal candidate should have strong communication and sales skills, be able to assist in sales area with word processing spreadsheets and database. Knowledge of technical environment is an advantage. Work includes proposal prep, phone support, monthly reports and general office duties. We offer a non smoking environment, competitive salary compensation with a comprehensive benefit package including 401k.
Fax resume to
JH, 810-476-6658
Or mail
1118-PT, Attn: JH
24301 Industrial
Farmington Hills, MI 48335
Equal Opportunity Employer

SALES ASSISTANT
Busy Farmington Hills Sales Office is looking for a person with good secretarial skills. Non-smoking. For interview call (810) 489-4040

SECRETARIAL position full time. Must have good typing skills and have office experience & typing, filing & phone skills. Call Mr. Ronald Sherman, Electrical, 37400 W. 7 Mile, Livonia

502 Help Wanted-Office Clerical

SECRETARIAL
Large insurance company in Southfield in need of
ADMINISTRATIVE ASSISTANT
WORD PROCESSING SECRETARY
with Microsoft Word & Excel experience needed. Typing skills necessary. Hours 8am-5pm. Temp to perm position. Resume a must

CorpTemp
810 583-9500 Medical Hills
810-600-8800 Rochester Hills

SECRETARIAL POSITION in small Birmingham Company. Typing, light bookkeeping, receptionist duties. Call Jan at (810) 645-1078

SECRETARIES
A Southfield CPA firm is seeking an executive level and an entry-level professional Secretary. Qualified candidates must possess excellent WordPerfect 6.0, along with spreadsheet applications. Must be personable, flexible and team-oriented. Overtime required during peak seasons. If you desire to work in a professional environment, please fax your resume & salary requirements to:
Attn SFSN
Fellmer, Rudzewicz & Co., P.C.
26200 Lahser Rd. Ste. 500
Southfield, MI 48086

SECRETARIES RECEPTIONISTS TEMP-TO-HIRE
Top company is seeking an experienced person for their Farmington location. Qualified candidates must possess excellent typing, excellent phone manner and ability to work independently. Call for immediate consideration
810-615-0660
Western STAFF SERVICES.

ENGINEERING SECRETARY
Medium Size Mfg Company looking for person to perform daily engineering duties, data entry (experience on computer), up-dating records, Engineering department support duties and train ideal person. Fax resume to Bid point Mfg. Fax 810-751-7270

SECRETARY
ADVERTISING AGENCY
Television production and creative department of international agency have immediate temp to perm position. Detroit and suburban office. Prior experience and the ability to interact with clients required. Quark and Macintosh a plus. Call Ann at Birmingham Farmington/Livonia 646-1900 473-7932

Advantage Staffing

SECRETARY
Busy builder seeks bright, energetic, team player with excellent secretarial, computer and communication skills. Nonsmoking Milford building. Full benefits. Salary to 37k. Fax Avon Lane, Farmington Hills, 48331

SECRETARY
ENHANCE your career and interact with professionals in this fast paced atmosphere of the major suburban north area headquarters. Long term positions. Salary $8.00 - $13.00/hr
Personnel Plus
Farmington/Livonia
473-2931 646-7661

Advantage Staffing

SECRETARY - for busy construction company. Computer experience necessary, home work & other secretarial duties required.
Call (810) 584-0010

SECRETARY
FULL time for busy security office in Rochester Hills. Must be organized. Duties include: Word Processing (Microsoft Word), mailing, general office tasks, as well as assisting the President. (810) 656-2900

SECRETARY
Full time position available. Excellent phone skills, typing & computer $7.$8/hour + Benefits. Send resume to: 28330 Franklin Rd. Suite 100 MI 48034 Or call: (810) 352-0220

SECRETARY/MARKETING
Must have computer knowledge in database and internet operations. Must be organized, friendly and have a positive attitude. Salary commensurate. Fax resume to:
Nursing Home Group Attn: Angie S.
24301 Telegraph Rd., Southfield, MI 48034

SECRETARY
needed for local college library. Some prior office experience required, with excellent typing skills. Knowledge of Microsoft Office required. Must be organized and detail oriented. Position supplies secretarial support to the library staff. Submit resume with salary requirements to Walsh College, P.O. Box 7006, Troy, MI 48007-7006 EOE

SECRETARY NEEDED
Full-time Experienced Secretary needed for Southfield engineering firm. Please fax your resume to:
Fax# (810)358-3475

SECRETARY/OFFICE MANAGER
Full time position for individual with excellent written/verbal skills, strong computer experience, and organization abilities. Knowledge of business correspondence, customer service, and general office.
LASER RECORDS
810-414-9955 Ext 123

SECRETARY PART TIME
experienced. Excellent typing skills. Minimum 55 wpm. 8-5, M-F. 25-30 hrs. $8 per hr. Call Ms. Ann at Reynolds Tobacco, 1000 N Opdyke, Ste B-1, Auburn Hills, 48326

SECRETARY/RECEPTIONIST
Small Southfield law firm seeks a motivated individual to work in a busy office. Must have good working knowledge of WordPerfect 6.1 and Windows. Salary commensurate with experience, plus benefits.
Please mail resume and salary requirements to:
Box 9284
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/RECEPTIONIST
PLYMOUTH area CPA firm. Personal computer skills required. Salary commensurate with experience. Send resume to PO Box 701306, Plymouth, MI 48170

SECRETARY/ RECEPTIONIST
Growing firm seeks energetic self-starter for full time position in accounting department. Duties include the busy phone system & filing, assisting staff with travel and meeting planning, preparing and distributing reports for office staff. Salary commensurate with experience, plus benefits.
If you have 3 yrs of secretarial experience, proficient in Microsoft Office software, excellent communication skills and a knack for organizing a busy office. Please call or fax your resume to
IQI
114 S. Woodward
Birmingham, MI 48009
FAX 810-642-0584

SECRETARY
Reports to the marketing dept. Must have 2 years experience. Word processing experience. Fax resume to 810-646-1858 or Mail resume to Dynamic 1900 W Big Beaver, Ste 220, Troy, MI 48084

502 Help Wanted-Office Clerical

SECRETARY/SALES PERSON: experienced Cellular/pager knowledge helpful for paging company in Farmington Hills. $7 per hour plus commission. 810-360-7515

Southfield Area Law Firm
Southfield based property management firm is looking for a Secretary to assist the Property Manager. Must possess strong clerical experience. HUD experience an added plus. Computer/word processing experience skills included. Send resume to Property manager, P.O. Box 308, Southfield, 48037

SECRETARY
Wanted for part time and weekend positions in Oxford area. Hours are flexible, computer knowledge necessary. Call Elaine at 313-462-3000 for more info

SHIPPING/RECEIVING CLERK
Detroit plating Company seeks shipping/receiving clerk to prepare shipping and data of outgoing. Responsible for shipping documents and verify incoming shipments. Knowledge of warehouse procedures, accounting, inventory experience. Ability to work in fast paced under pressure and have customer service experience. Send resume to Shipping/Receiving Coordinator, P.O. Box 3306, Detroit MI 48232

SHOW ROOM ASSISTANT
Needed good administrative skills high energetic and motivated for good pay & benefits. Call Ann at (810) 442-7299

STAFFING SUPERVISOR
Excellent opportunity to join one of the nation's top staffing services in our Farmington Hills office. Duties include recruiting, contract employees and assigning to client companies. Requires organizational, interpersonal, communication skills, ability to perform a variety of duties quickly, and a pleasant telephone manner is required. Fax (810) 650-9260 or mail to:
Human Resources
WESTERN STAFF SERVICES
945 S. Rochester Rd
Rochester Hills, MI 48307

SUCCESSFUL, UPBEAT, busy, middle Oakland County law firm is seeking professional legal executive secretary, experienced in litigation and bankruptcy. Must be proficient in WordPerfect. Respond to Office Manager, P.O. Box 7515 Bloomfield Hills, MI 48302-7515

SUMMER NIGHTS WITH SNELLING
Whether you're looking for a new career or just changing jobs, we can help!! Entry level up to Executive level positions available. Temporary and Permanent Placement
Wed, July 10th & Tues. July 23rd (Open until 7:00 p.m. Walk-In Interviews only)
Southfield, 810 352-1800
Southfield, 810 352-1300
Auburn Hills 810 373-7000
Taylor, 313 284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD/CLERICAL
Exciting part time position. Ideal for students and others. Mon and Thurs Office Hours 8:00 a.m. - 5:00 p.m. Fri 8:00 a.m. - 5:00 p.m. Experience preferred. Apply in Person 30255 Flynn Rd. Corner of Chemical, 28111 Telegraph, Southfield

SWITCHBOARD OPERATOR/ TYPIST
Part time (20 hours/week working the following schedule: Tuesday and Thursday 8:00 a.m. - 12:00, Friday 8:00 a.m. - 5:00 p.m.) Saturday 8:00 a.m. - 5:00 p.m.) Experience working a busy switchboard and excellent typing skills required. Able to work evening hours as needed.
Send resume to
Human Resources
Jewish Vocational Service
29699 Southfield Rd.
Southfield, MI 48076
(810) 559-5000
An Equal Opportunity Employer

TELEPHONE ANSWERING & TYPING in Southfield. Permanent part time 3 days/week, 6-30 hours. Experience helpful. 810-569-2820

TRANSCRIBER
40 hrs per week. Excellent benefits. Must have excellent spelling, grammar, typing skills. Fax resume National Broadcast Monitoring Service. 810 352-9276

TYPIST - Troy General Planning Firm seeks 50 words per minute, word perfect trained document typist. Salary $8.50 per hour. Please fax cover letter to 2701 Troy Center Dr. Suite 300, Troy, MI 48084

WAREHOUSE PERSON needed full time. Must be able to drive Pickup. Apply in person. Innovative Floor Covering, 1000 Telegraph Rd. Livonia 1 block S of I-96

WORD PROCESSING SECRETARY/RECEPTIONIST
with accurate typing skills (55-60 wpm) needed for fast paced professional market research firm in Auburn Hills. Front desk position for person from a customer service background. Word processing skills (WordPerfect preferred) a plus. Salary $11 hour & bruster. Rd.
Call Nancy at (810) 352 3300

WORD PROCESSOR
Word processing experience, grammatical, and transcription skills needed for medium size New law firm. Must be experienced in MS Word for Windows 3.1/95. Some knowledge of Lotus 1-2-3 helpful. Salary commensurate with experience, plus benefits
(810) 349-3980

504 Help Wanted-Dental

A CAREER opportunity for Dental Assistants. Join our team oriented dental offices that are committed to quality patient care. We offer an excellent benefits package & salaries based upon experience. If you seek personal growth & career development, please call Ann Marie Lewis, Human Resource Director, PO Box 721063, Berkley MI 48072

ACCOUNTS RECEIVABLE for dental office. Flexible hours for collections & claims tracking. Some experience in dental office helpful. Preferred. Part time. 810-358-9096

CHAIRSIDE ASSISTANT
Part time & full time. Experienced preferred. Mon-Thurs 3-8:30pm, Sat 7:30-1:30pm (313) 425-7010

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits Call 313-525-7618

MOTIVATED - part time dental assistant needed for progressive B.E. Livonia dental office.
Call (313) 622-5520

DENTAL ASSISTANT for Troy pediatric dentist. Full time, 4 days/week. Golden Gate area & benefits.
(810) 680-1881 Fax 680-8997

DENTAL ASSISTANT
Full time. Experienced. Livonia family practice. Expanded duties. Must have experience & an outgoing personality. Call Ann at (313) 464-3430

504 Help Wanted-Dental

DENTAL ASSISTANT
Valuable opportunity. Full time Livonia/Westland office seeking motivated, detail focusing cosmetic dentistry and expert communication. Must have experience in four handed. We offer a challenging latest equipment, where employees are appreciated for their involvement and talent. Competitive salary and benefit package. Call 8am-3pm. 313 425-5570

DENTAL ASSISTANT
Group practice - Full time position available for an experienced, self motivated, assistant. Must love people and enjoy challenges. Top salary and excellent benefits for the right candidate. Westland Wayne County
313-722-5130

DENTAL ASSISTANT with insurance experience needed for Troy office. Call Livonia office if interested
call at (810) 476-4300

DENTAL ASSISTANT
For North Troy. Experienced only. Friendly & outgoing 4 days/week. (810) 828 8080

DENTAL ASSISTANT
Northville practice. Experience preferred. Full or part time
810 347-4200

DENTAL ASSISTANT
Full or part time position available for a general practice in Farmington. Self motivating. Friendly team worker who will care for our patients. Dental assisting experience a plus.
313-722-0500

DENTAL ASSISTANT
Immediate full time position available in modern 2 Doctor West Bloomfield office. Flexible hours, excellent salary and benefits. Dental assisting experience preferred
(810) 626-7100

DENTAL ASSISTANT
We're seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to assist our doctor in a progressive dental practice with the opportunity to achieve financial and emotional and financial security. We build careers. (810) 474-0224

DENTAL ASSISTANT
W Bloomfield Office. Days negotiable. Hours 8:30am-5:30pm. No Saturdays. Benefits. Call Ann 626-3701

ORTHODONTIC ASSISTANT
Experienced. Great hours fun office. Farmington Hills area
(810) 661-5900

RECEPTIONIST & DENTAL ASSISTANTS
Garden City area. Full/part time. Eves & Saturdays. Certified or equivalent (313) 427-2934

506 Help Wanted-Medical

Activities

PROGRAM SERVICES ASSISTANT
Part-Time
Weekend/Evenings
Arden Courts is a Medicare Assisted Living Facility in STERLING HEIGHTS seeks individuals to assist in therapeutic programs for our Alzheimer's unit with Alzheimer's Disease. Experience working with the elderly is preferred but will consider individuals with backgrounds in working with the elderly. Interested applicants are invited to attend our Open Mtg. July 1 & Tues. July 2 10am-5pm at
ARDEN COURTS
10095 Fourteen Mile Rd
Sterling Heights, MI
NO APPOINTMENT NECESSARY IF UNABLE TO ATTEND ON FOR DIRECTIONS PLEASE CALL
810-795-0998 EOE m/f/d/v

ADMINISTRATIVE ASSISTANT IMMEDIATE OPENING
• Proficiency in word processing
• Typing
• Excellent communication
• Medical terminology and ABS reports
• Home health agency experience preferable
• Very detail oriented
MADONNA HOME CAR