Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address:
http://oeonline.com

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester Hills.

502 Help Wanted-Office Clerical

GENERAL OFFICE/ BOOKKEEPER
Property management company needs self-starter staff member for Accounts Receivable and Customer Service. Computer experience required. Leasing work experience acceptable. 1695 Orchard Lake. Send handwritten letter with salary requirements. OM, P.O. Box 2480, Farmington Hills, MI 48333

GENERAL OFFICE - Farmington Hills, mature person has immediate opening for bright, alert, well organized person with excellent office phone & computer skills, IBM Mainframe. Must be able to communicate with public, have good attitude, possess recent experience in manufacturing environment, flexible, paid vacation & holidays, salary commensurate with experience. Call Mon-Tues Thurs & Fri 9-3 810-478-1745 ext. 228 or send resume to Personnel Dept 30057 W 8 Mile Livonia, MI 48152

GENERAL OFFICE
Full time position available with established law firm. Duties include telephone answering, data processing, record keeping, word processing. Send resume to: Attn: Hiring Partner, 12000 Farmington Road, Livonia, MI 48150

GENERAL OFFICE
Immediate openings answering phones. Will train. Apply at Rampoc Plastics, 1974 E. Maples (17 Mile Rd.), Troy.

GENERAL OFFICE
Our company has an office position available, 25-30 hours per week. Duties include: Data entry, greeting customers, filing and data entry. Great interpersonal skills and computer experience required. Please apply at or send resume to

Michigan CAT
Attn: Human Resources Dept
24800 Novi Road
Novi, MI 48375
An AA/EOE Employer

GENERAL OFFICE
Permanent part-time, 20-30 hrs/wk. Experience in clerical duties, typing, filing, computer knowledge. Non-smoking office in Troy/ Oak Park area after 10:30am. 810-280-5880

HOT JOBS
Multi-lingual Executive Secretary, to $40,000
Legal Secretary, Suburbs, To $32,000
Legal Secretary, Detroit $28,000
Executive Secretary suburbs, $28,000
Record Supervisor, Detroit, $25,000
Front desk, suburbs, $19,000
Accounting Clerks, suburbs, To $22,000
Programmer, 1 year experience, Full Benefits, $25,000
Accounting, clerical, technical, temp and temp to perm positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

J.H. BENNETT & CO., INC.
A leading distributor of industrial fluid power products is seeking individuals for the following positions:

ACCOUNTS RECEIVABLE COORDINATOR
Entry level position. Responsibilities include processing payments, collections & other accounting related functions. Computer knowledge & basic accounting skills are preferred.
REPLY TO: Accounting Manager

CUSTOMER SERVICE REPRESENTATIVE
Responsibilities include telemarketing inbound customer calls, processing quotes and orders & expediting. Computer knowledge, excellent etiquette and previous customer service experience preferred.
REPLY TO: Customer Service Manager

EXPEDITOR
Responsibilities include customer, manufacturing & distribution contact. Knowledge of Micro-Soft office preferred. Able to work alone or with a team. Previous expediting experience preferred but not required.
REPLY TO: Expediting Manager

RECEPTIONIST (PART-TIME)
Part-time (Mon & Fri) Receptionist needed. Light filing and typing. Must be professional, have good phone manners and skills.
REPLY TO: Administrative Manager

Please send resume to:
J.H. Bennett & Co., Inc.
P.O. Box 5028
Novi, MI 48376-5028

SECRETARY
Southfield personal injury law firm seeking a firm secretary. Personal injury experience required. Salary $27K - $30K plus benefits. Fax resume to: 810-352-6254

LEGAL ASSISTANT
Immediate Positions Available
Designed legal assistant's needed for Trial Division of large Detroit Arbor location. Preferred candidate to have at least one year medical malpractice or personal injury exp. Require professional demeanor, and excellent oral and written communication skills. Please send resume and salary requirements to:
Kitch, Drutchas, Wagner & Fallon, P.C.
903 Detroit Street, Suite 400
P.O. Box 1111
Ann Arbor, MI 48107-1111

Learn about law firms, your career path, and what makes you a great candidate. Visit us at www.pal.com

Pal Personnel At Law
Judged The Best
3600 Town Center, 48075
Southfield, MI 48075
Fax: 810-358-0235
E-mail: pal@ibr.com
Phone: 638-TNE TEMP

LEGAL SECRETARY
Southfield Hills distance firm, 1-3 yrs. exp. Word, Word Perfect, Excellent benefits. Send resume to: Bernard Shapiro, 26 Shiawassee Ct., Ste. 100, Farmington Hills, MI 48336

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Experienced for Novi/ Oak law firm. Knowledge of products liability and WordPerfect for Windows 6.1 a plus. Send resume to 315 S. Woodward, Ste 200, Royal Oak, MI 48067-2429 or fax 810-541-3304

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. Repes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential

LEGAL SECRETARY
Experienced for Troy law firm. Focus litigation and real estate. Excellent secretarial skills, proficiency in WordPerfect 6.0 and positive attitude are required. Salary commensurate with ability. Please submit resume to Attn: Hiring Partner, Dykl, Scott, & McKenna, P.C., 5445 Corporate Dr., Ste. 170, Troy, MI 48098-2683
Or Fax (810) 952-5138

LEGAL SECRETARY
for Bloomfield Hills practice. Minimum 3yrs law firm experience. Knowledge of WP. Excellent working conditions. Mail resume to: Albert Metz, 1760 S. Telegraph, Ste 300, Bloomfield Hills, MI 48302 or Fax: 810-335-3346

LEGAL SECRETARY for 22 attorney firm in Bloomfield Hills. Corporate experience required. Salary commensurate with ability. Send resume & salary requirements to
Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
For Southfield law firm with estate planning experience and excellent computer skills. Call Office Administrator at 810-355-5200

LEGAL SECRETARY
Full-time for busy Southfield Plaintiff's personal injury office. Experience required in WordPerfect. Non-smoking office. 810-827-7000

LEGAL SECRETARY
for personal injury law firm in Southfield. 1 year experience. Call Belinda (810) 358-0111

LEGAL SECRETARY
For Troy firm. Must have 2 years experienced in defense litigation & strong typing skills. Send resume to: Melton, McCarthy, VanDusen, 2301 W. Big Beaver, Ste 500, MI 48084. On call (810) 649-1330

Legal Secretary
For personal injury law firm in Southfield. Minimum 3 years experience. Must be proficient in WordPerfect 5.1. Call (810) 552-1000

LEGAL SECRETARY
Full time Downriver area firm. Must have computer experience, word working, non-smoker, previous legal experience preferred. Typed. Also type well. Send resume to: PO Box 19490, Detroit, MI 48219

LEGAL SECRETARY
For Southfield tax firm. One Litigation/real estate/corporate/international attorney. Knowledge of Lotus is necessary. Work for Windows, experience helpful. Excellent skills required. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215, or call 810-355-5200

LEGAL SECRETARY
In-house Legal Department seeks Legal Secretary with 3-5 years experience. Competition commensurate with experience. Must know Word Perfect & Word. Call John at (810) 352-4100

LEGAL SERVICE REPRESENTATIVE
Legal Secretary with general practice & WP 5.1 experience needed for this one, either 3 short days or 4 full days. Outstanding Troy location. Paid personal & vacation days. 401k/profit sharing plan. Send resume to: Legal Administrator, 801 W. Big Beaver Ste 500, Troy, MI 48084

LEGAL SECRETARY
Part-time for a 1 attorney law firm in Troy. WordPerfect knowledge helpful. Prior legal secretary experience preferred. Salary negotiable. Contact John Mallon at 810-528-0550 or send resume to 2115 E. Big Beaver, Suite 500, Troy, MI 48083

LEGAL SECRETARY
Small, Southfield, Civil litigation firm seeks full time, experienced Legal Secretary to join our office. Clerical, verbal, organizational and interpersonal skills required. Proficient with WordPerfect 5.1 or 6.1. Salary negotiable. Call (810) 352-4100 or FAX resume. (810) 352-2159

LEGAL SECRETARY
Southfield based firm seeks Legal assistant with 3-5 years litigation and personal injury experience. Excellent benefits. Send resume to: Legal Administrator, 801 W. Big Beaver Ste 500, Troy, MI 48084

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills. Minimum 65 wpm, accurate. Expertise in WordPerfect. Salary commensurate with experience. Excellent benefits. Please send resume to: Roth, Dean & Kohn, 3000 Town Center, Suite 450, Southfield, Michigan, 48075

LEGAL SECRETARY
STATE FARM INSURANCE COMPANIES
Full time position. Three years of experience required. Must have excellent communications skills. Salary commensurate with experience. Benefits. 10 Mile/Telegraph location. Send resume to:
Gary Gilliam
West Metro Administrative Bldg
1 (822) Middlebelt Rd
Livonia, MI 48154-4537
An Equal Opportunity Employer

LEGAL SECRETARY TO $35,000
Well known, firm. Twenty litigation experience. Pleasant attorneys & friends. Pleasant work environment. Interesting caseload.
LEGAL SECRETARY TO $30,000
Litigation/Workers Comp experience. Work for senior partner of major firm. 35 hour week. Call Kelly.
LEGAL SECRETARY, $29,000
Prominent suburban firm. 3 years real estate experience plus good organizational skills qualifies you. 35 hour week. Call Rich.
LEGAL SECRETARY, $27,000
Commercial litigation experience. Highly respected Troy firm. Opportunity to advance. Call April, 810-772-6760 or FAX 810-772-1611
Shelling Personnel Services

LEGAL SECRETARY
With minimum 2 Yrs. litigation experience. Knowledge of MS Word preferred. Excellent benefits and work environment. Send resume to:
Ms. MacDougall, 31780 Telegraph, Ste. 200, Bingham Farms, MI 48025
FAX: 810-540-8080

MANAGER'S ASSISTANT
For edit manager in Livonia. 2 days per week. Office work in right interference. Call (810) 476-8444

502 Help Wanted-Office Clerical

LITIGATION PARALEGAL
Litigation paralegal needed for growing Troy law firm. Undergraduate degree, paralegal certificate and experience preferred. Salary commensurate with ability. Please submit resume to Attn: Hiring Partner, Dykl, Scott, & McKenna, P.C., 5445 Corporate Dr., Ste. 170, Troy, MI 48098-2683
Or Fax (810) 952-5138

Medical Billing Clerk
Concentra Occupational Health has an immediate opening for a Medical Billing Clerk
Ideal candidates will be motivated self-starters with excellent communication and customer service skills. Working knowledge of computers experience is preferred. Computer skills required. Must have a high school diploma. College degree a plus. Excellent benefits.
Interested candidates should Fax resume including salary requirements to (313) 513-0531 or Contact Lisa at (313) 513-0505 ext. 209

MORTGAGE BANKING OPPORTUNITIES

CUSTOMER SERVICE REPRESENTATIVE
Responsible for handling customer inquiries. Knowledge of Assumption Processing and FHA 235 Loans helpful. Must possess excellent communication skills, required. Knowledge of WordPerfect or MS Word helpful
Qualified candidates submit resume to
DEVELOPERS MORTGAGE CORP
P.O. Box 7000
Troy, MI 48007-7000
An Equal Opportunity Employer

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

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

OFFICE ASSISTANT
Dearborn company seeking motivated person to assist with daily office duties. Computer and communication skills a must. Send resume to
Human Resource Manager
1537 Monroe
Dearborn, MI 48124

OFFICE HELP
Computer, Customer Service & Accounts Receivable. Experienced, Farmington location. Send Resume to: CMC, 3772 Orchard, Highland, MI., 48356 (810) 539-3100

OFFICE MANAGER
Heavy bookkeeping & computer skills needed. Benefits included. Contact Francis at 810-584-3400

OFFICE MANAGER/ INSIDE SALES
Excellent career opportunity with an established metals industry sales organization. Applicant must be mature individual with a proven record of successfully supervising good organizational skills and innovation. Applicant should have experience with various computer software including Microsoft Word and Excel. Excellent benefits package provided. Please mail resume to P.O. Box 531232 Livonia, MI 48153

OFFICE MANAGER
needed for RV Dealership. Must be self-motivated, organized & capable of handling multiple tasks. Position entails office & sales support, assisting management & performing administrative activities. Mon-Fri, some Saturdays with benefits. Send resume including salary requirements to Attn: General Office, PO Box 5061, Southfield, MI 48086

ORDER DESK - Farmington Hills manufacturer, for well organized, bright alert person with excellent office phone & computer skills. Must be able to communicate with public, have experience in manufacturing office helpful. Benefits, paid vacation & holidays, salary commensurate with ability. Call Mon, Tues, Thurs & Fri. 8am-3pm 810-478-1745 ext. 228

PART-TIME CLERICAL 10am-2pm, 3-4 days/week, for answering phones, typing & filing. Farmington manufacturing company. (810) 476-8420

PART-TIME POSITIONS For Bustling Temple Office in West Bloomfield
General Computer/Word Processing skills needed for Reception and Office Assistant.
MON-FRI 7:30 AM - 12:30 PM OR
MON-THI 12:30 PM - 5:00 PM
OR
RECEPTION AND PHONES
SUNDAYS 8:30AM - 12:30 PM
Please send resume or fax to Personnel Temple Israel, 5725 Walnut Lake Rd, West Bloomfield, MI 48323

PART-TIME RECEPTIONIST
Needed for busy law firm in Farmington Hills. Must be reliable and work well with people.
810-855-1050

PART TIME SECRETARY
needed for vocational program. Light Secretarial. Monday-Friday. Call 810-474-6973

PAYROLL/ACCOUNTING CLERK
Immediate opening for individual with some payroll experience. Full time. Excellent benefits & working conditions. Non-smoking office. Apply to Joel at: (810) 355-1000, Joe Parker Chevrolet, 28111 Telegraph, Southfield

PAYROLL & ACCOUNTS RECEIVABLE CLERK
Full-time position available to process and enter payroll, prepare to report and enter accounts payable. Must have word processing and computer experience. Excellent compensation package, including paid health insurance, 401k and profit sharing. Resumes to: Orchard, Hiller, & Bartlett, P.C., 34405 Schoolcraft Road, Livonia, MI 48150
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

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 Mon-Fri between 9-5 Ask for Personnel
Business. Multi-line phone experience helpful, but not necessary. Light phone duties, data entry, filing. $6.00 $7.00/hr based on experience. Call Laura Garten, Read Office, Bloomfield Hills 810-644-4700

PERSONAL ASSISTANT
for Bloomfield Hills based business for a wide variety of tasks including running errands, typing, miscellaneous phone work, etc. Flexible schedule, minimum of 25 hours per week. Must have reliable vehicle. Looking for a detail-oriented organized, professional and dependable person. Computer skills required
Send resume & salary requirements to P.O. Box 187
Bloomfield Hills, MI 48303-0187

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

PROJECT ADMINISTRATOR
Join match company and assist Account Executive with promotional materials, marketing activities and administrative functions. Good computer skills and some marketing experience a plus

Diversified Recruiters
810.344.6700 Fax 810-344-6704

REAL ESTATE Agent looking for Assistant/Trainee. Real estate license or real estate experience. Must be self-starter, energetic, and have great phone skills & computer knowledge. If you qualify, contact Kate at 810-851-8400

REALTOR ASSISTANT
Part time, 24-32 hrs per week. Some Real Estate experience helpful but will train. Must be a self-starter, dependable & organized 313-416-1357

SKILLED RECEPTIONIST
Tapper's
Oakland county's leading jewelry retailer, is seeking a full time, experienced receptionist for operation of a multi-line phone and paging system. Qualified applicants must have excellent phone skills, a pleasant voice, and written, computer experience helpful. Competitive salary and benefits package in addition to benefits.
Call Mr. Salzman
(810) 932-7700
or fax resume (810) 932-7717

OUR FARMINGTON HILLS CLIENT is a Fortune 500 company, needs a front-desk receptionist with excellent communication skills to answer their multi-line phones. Must also know MS Word & have some data entry or office skills. This is a temp to perm position and should last for one year. Hours will be 8:30am to 4:30pm Monday thru Friday. Must have 2 yrs experience and excellent references need apply. Client will interview first week of August. Please call or fax resume

OFFICETEAM
Specialized Administrative Staffing
26555 Northwestern Hwy
Suite 250, Southfield, MI 48034
810-358-0222
FAX 810-358-0041

RECEPTIONIST - AR REHOONS
Part-time for busy auto repair facility. Must be energetic and computer literate. Fax resume to: Jerry's Motive, 21530 Nor. Road, Between 8 & 9 Mile
810-349-0290

RECEPTIONIST
Immediate opportunity exists for a Receptionist for L & H Consultants, a rapidly expanding, fast-paced CAD/CAM engineering services company located in Southfield. Qualified candidates should have word processing experience, excellent phone skills and the capacity to handle various administrative tasks. L & H consultants offer a competitive salary and benefits package. Please fax resume for the position, send resume and cover letter with salary requirements to L & H Consultants, Inc., Attn: D.S., 130 Dow Street, Ste. 200, Southfield, MI 48084

RECEPTIONIST/ ASSISTANT to President
Immediate opportunity for energetic design firm in Troy. Motivated, professional, pleasant personality required. Computer experience a plus. Please fax resume & salary requirements to 810-643-6177

RECEPTIONIST EVENT COORDINATOR
Fast paced marketing company in the Troy area position for a person with great personality and excellent verbal skills. Desire someone with creativity to assist with promotional events. Some exposure to Microsoft a plus

Receptionist Needed
810-344-6700 Fax 810-344-6704

RECEPTIONIST
Fast-paced Bloomfield Hills advertising agency needs Receptionist with excellent telephone skills. Must have experience with multi-line consoles. Please send resume or fax to Call 810-540-0060 or send resume to
P.O. Box 2002
Bloomfield Hills, MI 48303

RECEPTIONIST
for busy Farmington Hills property management firm. Must be well organized self-starter for front desk position. Send resume to: P.O. Box 2480, Farmington Hills, MI 48333 or call (810) 489-1111

RECEPTIONIST
For a busy TV Rep firm. Pleasant with good communication skills. No experience necessary. 35 hours per week. Full benefits. Contact Marcia for interview at: (313) 473-6664

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham-Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to:
Ms. Martha Schoder
Box 39, Birmingham MI 48009

RECEPTIONIST - Full-time, benefits paid. Friendly, Must have phone manners & typing skills. Fax resume to Eurotech, Beach: 810-598-9095

502 Help Wanted-Office Clerical

RECEPTIONIST FULL TIME
Downtown Birmingham manufacturer of high quality, high end executive search firm is looking for a receptionist with outstanding interpersonal, communication and organizational skills. Required: excellent telephone skills and knowledge of computers. Free enclosed parking, non-smoking office, competitive wage and benefit package. Hours 8:30am-5pm. Please call Mary Beth at 810-540-8110 or fax your resume and cover letter to Receptionist 810-540-2944

RECEPTIONIST
Hovings Business Systems has an opening for a receptionist in their Novi office. Telephone, communication and customer service skills are necessary. Some light typing will also be required. Position offers excellent benefits including profit sharing through 401k and an employee sponsored pension plan. If you are interested in this position, please send resume or call Wendy to work in our office and/or school environment. Call type job line - boot/sound, good communication and clerical skills. Computer experience with Microsoft Office helpful. Will train the right person. Please send letter of interest with resume to Ms. Amanda Gunter, Southfield Public Schools, Personnel Department, 24661 Lesser Rd., Southfield, MI 48034. An Equal Opportunity Employer

RECEPTIONIST
Livonia firm (computer environment) needs receptionist to answer 4 incoming lines and prepare resumes & cover letters. Must be organized, proficient in MS Word, Excel and Power Point. 10am to 2pm or up to 30 hours/week. Up to $10/hour.

OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy
Suite 250, Southfield, MI 48034
810-358-0222
FAX 810-358-0941

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

RECEPTIONIST
Non-smoking Farmington Hills law firm. Type 45 wpm, know WP 6.1 for Windows, able to handle multi-line phone system. Salary is benefits rate. Call 810 (810) 932-0270

RECEPTIONIST
Northville property management office offers challenging & responsible position. Must have excellent telephone & clerical skills. Real estate or property management exp. a plus. Attractive compensation & working environment. Call Ms. Hoffman 810-348-5100

RICHTER & ASSOC.

RECEPTIONIST
PART-TIME Retail clothing store Hours include Saturdays. Work ends Call 810-651-8171. Ext 102

RECEPTIONIST - PART-TIME
Troy 20 hrs/wk. Typing required/ 50wpm. Call (810) 244-8942

RECEPTIONIST
Part-time for Livonia law firm. Experience preferred. Hours 1:30pm - 5:30pm, Mon-Fri. $5 per hr. Call Patti at (313) 464-1700

RECEPTIONIST PLUS CLERICAL
Bloomfield Hills law firm seeks a computer skills necessary. Full time, Mon-Fri (810) 645-5700

RECEPTIONIST
Required for busy Troy ad agency. Professional appearance and excellent communication skills required. Experience preferred. Benefit package. Forward resume to Personnel, Suite 2500, 755 W. Big Beaver, Troy, MI 48084. EOE

RECEPTIONIST/SECRETARY
Livonia graphic/advertising firm seeks responsible, self-motivated person for permanent part time position. 12-20 hrs/week. Must have excellent phone & general office work, including typing. WordPerfect requirements: Call Ann at (313) 522-0362

RECEPTIONIST/SECRETARY PART-TIME
Fast paced professional office with pleasant Farmington Hills location. Responsibilities include phone answering, filing, and word processing using Word Perfect for Windows 6.1, and other miscellaneous duties. Part time hours from 8:30am to 5:00 p.m., Monday, Tuesday, Thursday. Send resume to: McKenna Associates, Inc., Attn Business Manager, 32605 W. Twelve Mile Road, Suite 350, Farmington Hills, MI 48334 EOE

RECEPTIONIST/SECRETARY
MAC experience preferred. Data entry, phones. Relaxed work environment. Call Mr. Harris 810-354-4747

RECEPTIONIST/ SECRETARY
FULL time position. Need telephone skills required. Must know MS Word and have data entry skills.
FAX resume to (313) 456-1726

RECEPTIONIST
Southfield seeks a highly motivated individual for fast paced reception area. Must be reliable and able to work on Saturdays. Computer and clerical experience helpful. Send or fax resume to DS 1 Inc., 26555 Northwestern Hwy., Suite 1813, Southfield, MI. 48076 Fax 810-948-8075

RECEPTIONIST - Temp to hire position in Southfield. Seeking experienced individual to answer 6 phone lines while also performing light Word & Excel. Please call Denise for interview
810-350-8777
Offering competitive pay.

RELIABLE, INTELLIGENT, easy going receptionist for busy Dry, and Daughter, in our home in W. Bloomfield. Flexible schedule, nearby days. Rate of pay $7.50 per hour. Call 810-932-5220

SALES ASSISTANT & ORDER ENTRY CLERK
A growing advertising specialty company seeks an accurate, detailed, self-starting problem solver with good communication skills to join our team. Candidate must have experience with Windows & must & some familiarity with Quickbooks preferred. Work in an environment with minimal supervision. Stable employment history required. Great growth potential. Competitive salary & bonus program. FAX resume to Attn: RENE at 810-737-8846 or mail to SLR, 5600 W. Maple Rd., Ste C 301, W. Bloomfield, MI 48322

SALES SECRETARY
Full time position in sales office. Secretarial & computer experience required with good typing & verbal skills. Excellent benefits, pleasant non-smoking office in Livonia. Fax resume to: (313) 513-0305

502 Help Wanted-Office Clerical

SALES SECRETARY/ ACCOUNTS RECEIVABLE
Long established company is seeking a career minded, self starting individual who enjoys diversity in a fast paced atmosphere. Must have PC experience with word processing and spreadsheets. Will be working with VP-Marketing & Controller. Excellent benefits & secured parking. Salary based on experience. Send resume with salary requirements to
SEATA MATTRESS CO
2760 W Warren, Detroit, MI 48208

SECRETARIAL - Mature individual with office experience. Light bookkeeping, basic computer skills, energetic, good phone manner. Salary commensurate with experience.
(810) 799-9988

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, filing & wordprocessing skills. Call Sam Electrical, 37400 W. 7 Mile, Livonia

SECRETARIES-SUBSTITUTES
Wanted for Southfield Public Schools. Immediate openings - must be able to type 35 wpm. Willing to work in an office and/or school environment. Call type job line - boot/sound, good communication and clerical skills. Computer experience with Microsoft Office helpful. Will train the right person. Please send letter of interest with resume to Ms. Amanda Gunter, Southfield Public Schools, Personnel Department, 24661 Lesser Rd., Southfield, MI 48034. An Equal Opportunity Employer

SECRETARY
ADVERTISING AGENCY
Television production and creative department in international advertising agency have immediate temp to perm needs. Detroit and suburban office. Prior experience and the ability to interact with clients required. Quark and Macintosh a plus. Call Temp Birmingham Farmington/Livonia 646-7992
Advantage Staffing

SECRETARY
CHRISTIAN non-profit organization. Part time 20 hours/week. Must be PC proficient. Excellent working conditions.
810-557-1200

SECRETARY/CLERICAL
DATA ENTRY POSITION
Full time position for Farmington Hills CPA firm. Duties include phone and data processing (WordPerfect 5.1), data entry, filing, etc. Data entry experience/some PC knowledge helpful. $8 to $9 per hr. Some overtime. Jan-Apr. Send resume, salary requirements to
TAMA & BUDAJ, P.C.,
32783 Middlebelt Rd.
Farmington Hills, MI 48334
Attn.: Kris

SECRETARY
Dynamic law firm seeks experienced Professional to support top executives MSWord, Excel or WordPerfect 6.0. Local knowledge required. We handle a variety of duties including proposals, presentations. Full benefit package. Terrific opportunity
Call 248-334-2441 Fax 248-334-2932

PERMANENT STAFF
Troy 810-362-2720, Fax: 362-2725
Farmington 810-737-5750, Fax: 737-5752

SECRETARY
EXPERIENCED in all office procedures. Strong Typist with strong WordProcessing skills. Independent and motivated need apply. Salary $ 30K-35K. (810) 355-5311

SECRETARY
For fast paced insurance office. Great salary, Great benefits, Great vacation
(810) 651-7018

SECRETARY
FULL time position for Farmington Hills engineering/ land surveying firm. WordPerfect
Call (810) 471-8148
810-478-9494

SECRETARY
IF you're looking for an excellent small town atmosphere, Bloomfield and Western suburban company has openings working with directors in new development. Must have ability to work independently. Temp to perm. Call Sheri
Livonia/Farmington Birmingham
(810) 476-7661
Advantage Staffing

SECRETARY
Immediate Opening
Real estate office in Livonia seeking a part time Secretary. Basic duties include phone etiquette skills required. Flexible schedule. Call Mr. Bob Moore at Century 21 Row, 313-464-7111

SECRETARY/RECEPTIONIST
Bloomfield Hills law firm. Computer knowledge required. Send resume and salary to: P.O. Box 5000, Western Highway, Ste 320, Farmington Hills, MI 48334

Secretaries based exclusively downtown Birmingham. Ideal candidates will have a minimum of 2 years experience, excellent skills, PC knowledge, dependability, multi-tasking, and a pleasant telephone manner. Benefits, Salary dependent on experience. Fax resume to: Sue Ann Bell, Bell Personnel, 2000 Maple, Birmingham, MI 48009

SECRETARY
We are a leading entrepreneurial service organization seeking a full time secretary to assist the President/CEO. The office needs a proactive, self-starter who can perform the secretarial tasks necessary to keep the department running smoothly. The successful candidate has a lot of energy and enthusiasm as well as strong word processing, typing, writing, word processing, telephone and interpersonal skills. Please fax resume to: (810) 488-0361, or send to: Secretary/CEO, P.O. Box 2002, Farmington Hills, MI. 48333-9072 EOE

SECRETARY
3M Media, a subsidiary of 3M Company, seeks a self-starter to provide administrative support to a busy sales office. Time management skills, ability to a team player, have at least 3-5 years secretarial experience, possess excellent communication & organizational skills, type 45 wpm, Word Perfect 6.1 or better but at least some post-high school is required. WordPerfect 5.1 experience & proficiency on computers is necessary. Candidate will be responsible for coding invoices for payment & heavy phone coverage. Excellent benefits package & 401k plan.
Submit resume to:
3M MEDIA
Attn: Andrea Luedtke
P.O. Box 838040
Westland, MI 48185-8080
Equal Opportunity Employer

502 Help Wanted-Office Clerical

SOPHISTICATED INDIVIDUAL to manager two significant households. Responsibilities include: Executive Secretary, Social & Charitable Coordination and Household Management. Part time, flexible hours. Please include salary requirements, & salary requirements to:
Personnel 28533 Southfield, Suite 1520, Southfield, MI 48076

SUMMER NIGHTS WITH SNELLING
Whether you're looking for a new career or just changing jobs, we can help! Entry level up to $25,000 level positions available. Temporary and Permanent Placement.
Wed., July 10th & Tues., July 23rd
(Open until 8 PM., by appt. only)
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7900
Taylor, 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEPHONE ANSWERING & TYPING in Southfield. Permanent part time 3 days/week, 8:30-5pm. Experience helpful. 810-569-2820

TELEPHONE OPERATORS
Long distance Telephone Operators wanted full and part-time. Day & evening shifts available. Southfield office location, up to 15 positions available, starting at $6.50/hr. 401k, health insurance, vacation. Personal, NCI
Attn Kim Eberholz
28202 Franklin Rd
Southfield, MI 48076
or FAX: 810-354-8282

THE Office of the Chapter 13 Standing Trustee in Southfield is seeking:

LEGAL ASSISTANT
Self-motivated, career-minded individual with excellent communication and mathematical skills to be a high volume, detail-oriented position. Candidate must have 2 years legal assisting experience, paralegal certificate a plus. Prior bankruptcy experience is also necessary. Successful applicant will have competitive salary for Chapter 13 bankruptcy case review and analysis. Professional dedication and demonstrated ability to direct subordinate. Frequent Detroit Bankruptcy Court appearance a plus. Bilingual, so reliable transportation is required.

TEMPORARY TO PERMANENT
FULL-TIME FILE CLERK
Position requires one year of office experience. Computer experience preferred and filing experience a plus
Competitive salary and excellent benefits including 401K, Master medical, dental, optical, prescription, life and disability.
Please submit resume with salary requirements to:
HUMAN RESOURCES MANAGER
26555 Evergreen, Suite 1100
Southfield, MI 48076

TITLE COMPANY
Seeks Closing Processor for Livonia office. Desire typing skills, good communication skills. Experience preferred.
Call Joanne, 313-462-2800

LEGAL TYPIST
needed 20 hrs/wk. for Troy defense firm. Excellent typing skills, knowledge of WP 5.1 and some legal experience required. Send resume to: Office Manager, 888 W. Big Beaver, Suite 900, Troy, MI 48084

WORD PROCESSING SECRETARY/RECEPTIONIST
with excellent typing skills (55-60 wpm) needed for fast paced, professional market research firm in Troy area. Hard work, but fun! Great benefits. Send resume to: The Linder Co., 43270 W. Seven Mile Rd., Nov, MI 48375

SECRETARY/RECEPTIONIST
For Farmington Hills CPA firm. Computer knowledge required. Send resume and salary to: P.O. Box 5000, Western Highway, Ste 320, Farmington Hills, MI 48334

LEGAL WORD PROCESSOR
needed full-time for Troy defense firm. Excellent typing skills. Knowledge of WP 5.1 and legal experience required. Pleasant, non-smoking office. Apply at: Office Manager, 888 W. Big Beaver, Suite 900, Troy, Mich. 48084

WORD PROCESSOR
Full time. Must type 60 WPM, computer literate, accurate. Excellent proofreading, grammar and spelling skills. Knowledge of medical terminology helpful. Send resume to:
Dietz, Kelsey, Weatherhead, Pope
400 Galleria, Suite 100
Southfield, MI 48034
FAX: 810-354-4808

WORD PROCESSOR
MicroSoft Word for Windows. Farmington Hills location, full time position. Call Cathy Davis at
(810) 477-0500

WORD PROCESSORS
Immediate Openings
needed in Troy, Southfield & Farmington Hills. Experienced in one or more of the following: Word Perfect, Microsoft Word, Excel, Lotus & Powerpoint. Temp to hire positions.
Contempora
810-683-8600 ... Madison Hts.
810-651-9600 ... Rochester Hills

WOULD YOU like to work for a Lawyer, Writer, Doctor or Musician? Yes, this is one stop jobs inside a Personal Assistant, with good salary, rental skills, transcription, multi-tasking, who can work well with the least priority. You must know Windows 95 and possess good computer skills. Fax resume with salary requirements (excellent benefit package offered) Fax: (810) 474-6280

502 Help Wanted-Office Clerical

WORD PROCESSORS/ RECEPTIONISTS NEEDED!!
Looking for outgoing, eager individuals with prior phone experience and good communication skills. Positions available for full-time, part-time, temporary and permanent placement. Any of the following skills are great!
- Word Perfect
- Microsoft word
- Excel
- Powerpoint
- Standard Graphics
- Lotus

Call Today for Details!
810-352-1300 Southfield
313-268-8600 Livonia
810-373-7900 Auburn Hills
313-284-0777 Taylor

SNELLING
PERSONNEL SERVICES

504 Help Wanted-Dental

12/EVENINGREEN AREA. Full-time Chairside Dental Assistant, experienced only, will float to the front, great office. (810) 353-4747

CHAIRSIDE ASSISTANT
Part time. Experience necessary. Mon 3-7:30pm, Thurs 3-8:30pm, Sat. 7:30-1:30pm. (313) 425-7010

DENTAL ASSISTANT
We're seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to join our quality, progressive dental practice with the opportunity for advancement, personal, emotional and financial security. We build careers. (810) 474-0224

DENTAL ASSISTANT
Experienced, friendly, full time in lovely Livonia general practice.
313-425-1121

DENTAL ASSISTANT
Bright, energetic person who enjoys working with children for a pediatric dental practice. Must have experience and flexibility.
(313) 425-0600

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced dental assistant for our Farmington Hills area. (810) 851-1034

FRONT DESK PERSON
Full time position. Friendly, upbeat one dentist practice in Farmington Hills. Call: (810) 553-3100

HYGIENIST - Earn money on your days off. Work with friendly Dentists. Auburn Hills. (810) 370-9500
Troy (810) 477-8777
EOE

HYGIENIST
Needed for our friendly, family-oriented Royal Oak office
(810) 547-0300
Please call 810-544-8000 for details.

HYGIENIST - PART TIME
In friendly Novi office. Evenings, no weekends. Please call 810-477-7230

HYGIENIST
Part time, Rochester family practice. Send resume to: Hygiene Department, P.O. Box 80874, Rochester, MI 48306-0874

PATIENT COORDINATOR/ FRONT DESK
We're looking for a multi-task oriented, motivated team player with outstanding customer service skills to help our practice grow. If you are interested in joining our challenging and welcome growth opportunity, this position is for you. Competitive wages, pension and profit sharing plan. Troy (810) 649-2968

RECEPTIONIST & DENTAL ASSISTANTS
Garden City area. Full/part time. Exp. a plus. Saturday, Condition or equivalent. (313) 427-2884

RECEPTIONIST
Experienced. Full time. Beaville. Clarkston area. 810