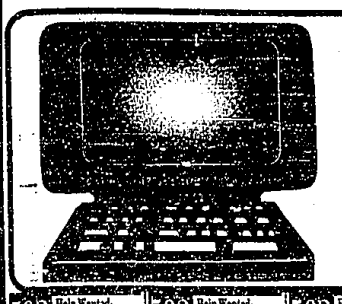

Our Classifieds are now on the INTERNET!

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

AL'S GLASS & AUTO SUPPLY
Now taking applications for full & part time Office Clerks. Seeking outgoing individuals who will represent a positive impression to our customers. This requires a friendly attitude and a strong customer service commitment. Call
Mr. Ward Jr. 313-348-0600
or Mrs Lazarus 810-353-2500
(after 1:30pm for appointment)

ASSISTANT BOOKKEEPER/CLERICAL
Fast paced position. Some filing & phones. Pleasant phone voice & accuracy required. Some computer knowledge helpful. Clean working conditions. Call Donna 810-648-8292

AUTO DEALER
needs person for general office support control & switchboard relief. Friendly atmosphere, excellent hours and benefits. NO SATURDAYS. Please call Arlene or Patsy at Kruger Chevrolet.
(313) 274-6800

AUTO DEALER
needs person to assist new car Dealer sales department in reporting, etc. Dealership experience preferred. Friendly atmosphere, excellent wages and benefits. NO SATURDAYS. Please call Arlene or Patsy at Kruger Chevrolet.
(313) 274-6800

AUTOMOTIVE/CLERICAL
Body Shop
Receptionist Clerk/Cashier
BILL COOK AUTOMOTIVE GROUP
Farmington Hills
Kelley Blair
810-471-0800

AUTOMOTIVE/CLERICAL
Part-Time
BILL COOK AUTOMOTIVE GROUP
Farmington Hills
Kelley Blair
810-471-0800

AUTOMOTORCYCLE DEALERSHIP
Metro-area dealer with five locations currently seeking qualified candidates:
- Switchboard/Cashier
- Full/Part Time
- Excellent Benefits

Experienced only need apply.
THE ANDERSON GROUP
A Good Place To Work!
A Good Place To Do Business!
Please call Sandy Woodruff:
(810) 334-3600
or Fax resume to:
(810) 334-2542

BEAT THE HEAT WITH SNELLING
Unlimited career opportunities for temporary and permanent placement. Various positions from entry-level to executive level and more. Working with our professional staff is fun and easy. We do all the work!
CALL FOR AN INTERVIEW.
313-261-8000
LIVONIA
SNELLING.
PERSONNEL SERVICES

Bloomfield office has the following positions available:
- Bookkeeper
- Secretary
- Receptionist

Please call:
(810) 332-3434

BILLING CLERK
Experienced. Data entry CRT, 10-key calculator. Excellent fringes. Send resume to: PO Box 908 Troy, MI 48099

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
PC-Wise. Quicken experience helpful. Friendly Birmingham office. Call (810) 647-5231
Fax (810) 647-8751

BOOKKEEPER - Automated Inventory office. Computer knowledge necessary. Good hours, location & benefits. Send resume to: 31731 Northwestern Hwy., #145, West Oak, MI 48067

BOOKKEEPER (EXPERIENCED). Bloomfield Hills area. Must have Lotus and Word. Perfect attendance. Send resume with salary requirements to:
PO Box 72727
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER
For food distributor. Must be experienced with accounts receivable & payable. Send resume to: BWP/Kaye, Box 2719, Farmington Hills, MI. 48333-2719

BOOKKEEPER
FULL Charge Bookkeeper for $5 MILLION company. Payroll, accounts payable, payroll tax returns, bank reconciliation, no billing required. Must be able to handle clerical duties as needed. Microsoft office, Microsoft, Lotus, used in office. Hard working, fast paced medical firm in Birmingham with offices/clinics in other states. Please resume to: 400 W. Maple, #150, Birmingham, MI. 48009

BOOKKEEPER
Full time. No weekends. Benefits. Near 275 & I-96.
Phone: (313) 793-3483

BOOKKEEPER/ GENERAL OFFICE
Typing, Payroll, Accounts Receivable & Accounts Payable reporting, invoicing Sensitive office needs (90 Days, Apply at D.T. Pelton Manufacturing Company, Inc., P.O. Box 814343, Auburn Hills, MI. 48321-4343 or FAX: 810-852-7460. Phone: 810-852-4471

BOOKKEEPER/GENERAL OFFICE
Looking for long time employment? Small business starting pay, Call R. Wilkins betw 12-4. 313-941-7791

BOOKKEEPER PART-TIME
Small Birmingham office seeks individual with good knowledge of CPA in charge. Strong computer skills required. Flexible hours. Send resume to: PO Box 1236, Birmingham, MI 48012, or fax to: (810) 642-7122

502 Help Wanted-Office Clerical

BOOKKEEPER
Needed for medium sized Brighton area construction company. Must possess knowledge of construction accounting, billing procedures, computerized payroll, payables, and general ledger. Send resume to:
P.O.B.
29211 Central Park Blvd.
Suite 220
Southfield, MI 48076

BOOKKEEPER- Part-time w/3 years experience in computerized accounting/payroll. Associate Degree or Accounting required. 313-205-8411

BOOKKEEPER
Part-time. Mon. thru Fri.; 12 noon to 4:30 pm. Please apply: 38200 Plymouth Rd. (Gale St), Livonia

BOOKKEEPER PART-TIME
Flexible schedule. Excellent compensation. Computer experience required. Troy location. Please
Call Mr. Curry:
(810) 649-1115

BOOKKEEPER
Part-time. Perfect for retirees. Hours, days negotiable. Call 313-348-3250

BOOKKEEPER
PERMANENT part time, 4 hours/day, Troy area. Good typing skills and computer experience helpful. Call between Noon & 3: 810-585-9440

BOOKKEEPER/RECEPTIONIST
12 Mile/Evergreen Twin Center, CPA firm needs individual with strong computer skills - WP & spreadsheets. Experience to include accounting thru TB, sales tax, & payroll taxes. Salary based on experience & ability. Send Res. Phone Trudy 810 489-9410

"BOOKKEEPER" SECRETARY EVERYTHING HELP!
Only kidding about the help, but sometimes I'm close. I have a small office heading a new company in developing AIDS education projects. Business is so good it's getting away from me. I need a full charge bookkeeper, who can handle bills, banking, statements, estimating, organizing an office, & ladder. In short, everything to run the accounting aspects of a small company. If interested, please send resume to:
Arbor Corporation
PO Box 214587
Auburn Hills, MI 48321

BOOKKEEPER
1 person office. Experience with payroll, accounts payable, bank deposits & good telephone skills. Fax resume to: 810-626-1221 or call: 810-626-8000

BRUCE KADOURA & ASSOCIATES Now Hiring:
Accountant/Bookkeeper
Duties to include: Payroll, A/P, A/R, job updates, general ledger, payroll. Experience with automated accounting systems and job costing a definite asset. Semi-full time position. Growth potential with dynamic, established team. Contact Alex at:
(313) 427-0061

BUBBLY RECEPTIONIST
55-59WPM
ARBOR TEMPS 459-1166

CALL COORDINATOR
Fast paced office needs reliable full time person with ability to handle phones and work under pressure. Secretarial skills and PC/Word helpful. Inquiries 9-5, Mon. - Fri. Ask for Gladys. (810) 399-1400
COLDWELL BANKER Schweitzer Real Estate

CAR DEALER BOOKKEEPER
Growing Ford dealership needs an additional bookkeeper with previous dealership experience in any of the following areas: accounts payable, car deal accounting, bank account balancing, or general ledger account balancing. ADP system experience a plus. Room for advancement in a pleasant work environment for an aggressive, hard-working individual. Competitive salary, overtime, benefits and a flexible work schedule. Call Linda Marchese, Office Manager, to schedule an appointment. McDonald Ford Sales, Northville.
(810) 349-1400

CLERICAL ASSISTANT
Full and/or part time. Experienced, dependable, computer skills required. Benefits available. Resume, salary requirements to: Box 8020, Sterling Heights, MI 48311-8020

CLERICAL/BOOKKEEPER
Permanent, part-time for small CPA firm. Responsible, organized, self-starter. Duties include phone, data entry, filing & bookkeeping. Office experience required. Send resume and salary requirements to:
PO Box 5365, Plymouth, MI 48170

CLERICAL
Established manufacturing company has an opening for a clerical position. Responsibilities include order entry, scheduling & expediting shipments, inventory control, & other duties as assigned. Must be proficient drafting required. Must be computer literate. Call 313-326-1801

CLERICAL
Experienced - phone answering, record keeping, some typing. Mature preferred. Part or full time.
(810) 589-2566

CLERICAL - INSURANCE AGENCY, General office, filing, computer, Fax, 13 to 5. Please call 810-442-5000 Ext 242

CLERICAL/OFFICE MANAGER
Commercial print center seeks detail-oriented individual for full time position. Livonia/Redford (313) 538-0188

CLERICAL
Part-time temporary clerical position in manufacturing environment. Duties include multiple tasks, along with good experience and telephone skills. Working knowledge of spreadsheet and word processing software required. Job duties will include typing, filing, sorting and other clerical support tasks. Benefits and flexible hours. EOE. For consideration, please submit resume to:
Clerical
P.O. Box 51218
Livonia, MI 48150-0218

CLERICAL
Plymouth automotive supplier has entry level position in its Purchasing Department. Duties will include filing, data entry, Word/Processing, tracking engineering drawings & changes, & other administrative functions. PCD 810-305-8220 Fax: 810-305-8222

CLERICAL - Typing, filing, phone answering, computer knowledge helpful. Hours are 8am-1pm. 1-800-626-2586

502 Help Wanted-Office Clerical

CLERICAL POSITIONS
Opening available in Southern Oakland County. Earn up to $10 per hr. Full benefits. Positions include Administrative Assistants, Marketing/Graphic, Receptionists & Accounting ledger. Send resume to:
P.O.B.
29211 Central Park Blvd.
Suite 220
Southfield, MI 48076

CLERICAL/SALES ASSISTANT
Computer skills, phone & filing skills required. 35 hours per week. Salary competitive. Send resume to: 32702 Grand River, Ste 204A, Farmington, MI 48336.

MAILROOM CLERK
Full-time position for fast-paced mailroom. Prior experience with bulk mail and computers a plus. Must have valid Driver's License. Southfield Area. Call Mark at (810) 354-2345

CLERK/BOOKKEEPER
With some experience. For Southfield CPA office. (810) 350-2000

CLERK
THE City of Novi is accepting applications for a part time Clerk in the Parks and Recreation Department. Clerical and computer experience required. Hours: Mon-Fri, 11 to 5, $6.50-$7.00 an hour. Obtain a City of Novi application at the Novi Civic Center, Personnel Department, 45175 W. Ten Mile, 48375 by July 26, 1996. (810) 347-0452

CLERK/TYPIST needed for Southfield law firm. WordPerfect & billing knowledge a plus. Must be computer literate. Write in detail your work experience to: Office Manager, Hoffert & Associates, 3000 Town Center, Ste. 2990, Southfield, MI 48075

CLIENT SERVICE REPRESENTATIVE
Join the industry of the 90's
INTERIM PERSONNEL is a fast background, national temporary help service and we are looking for a people oriented organized individual to staff our Eastpointe Office. Responsibilities include interviewing applicants, placing employees on work assignments & daily, customer contact by phone. Must be able to handle stress in a busy environment. Salary and excellent benefits. Send resume to: CSR/HR Mgr. 14918 E. Nine Mile Rd., Eastpointe, MI 48021 or fax to 810-776-7665 or
810-775-6552

CLOSING SECRETARY
for Title company. Immediate position available for person experienced in preparing real estate closing packages. Good pay with full benefits. Send resume to: Box 67005
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

FINANCIAL SERVICES company seeks experienced COLLECTOR. Good work history and good benefits including 401K. For interview call, Collection Manager at:
(810) 627-2800, ext. 263

COMPUTER CLERK - clerical/accounts payable. Full time for auto parts warehouse in Farmington Hills. Call between 9am-1pm. 810-615-7270

COMPUTER/MANAGEMENT INFORMATION SYSTEM
Local auto supplier company in Rochester Hills is seeking a dialog candidate with good communication skills and computer background/Microsoft Word/Excel, and eager to learn new software applications. Immediate position available. Send or fax resume to: Inalre Industries, Inc., 1200 W. Hamlin, Rochester Hills, MI 48309 or fax (810) 650-9203. Attn.: Elizabeth.

computer
PC Technician
Help Desk Technician

MCA Financial Corporation, headquartered in Southfield, seeks individuals for the following positions:

PC Technician: Motivated individual with 2-6 years experience to install, troubleshoot and repair PCs, configure systems and help support Novell LANWAN environment.

Help Desk Technician: Dedicated individual to support end user tracking, training, and general administration of ID Department. Expert knowledge of Lotus 123/Word Perfect 6.1. Excellent communication skills a must. Mainframe banking experience a plus.

Great salary/benefits package including health/dental and 401(k). Send or fax resume to:
MCA Financial Corp.
23209 Southfield Rd. Hwy.
Southfield, MI 48075
Attn: Human Resources
FAX: (810) 350-3939

CONFERENCE COORDINATOR
Opportunity to join major company and organize conferences throughout Detroit, Grand Rapids, Lansing and Ann Arbor. Candidate must have organizing, planning and excellent communications skills.
Call Ann at
(810) 344-6700 810-344-6704

CUSTOMER SERVICE
The pleasantest atmosphere of our major clients require customer services people that are a lot above usual expectations. If you're looking for a place where your contributions will be rewarded with early raises and promotions, then consider Temp to Perm opportunity. Days and evenings. Call Connie now
Livonia Livonia/Farmington
Birmingham 473-2933
645-7661 473-2933
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE NOVI
Word processing/secretarial support. Word processing office, part/full-time positions. Pleasant, outgoing manner for a busy medical/legal Novi office. Professional appearance, computer literate, telephone skills required. Customer service experience helpful. Send resume and salary requirements to:
Box 9295
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CUSTOMER SERVICE
No experience needed, we will train. We need a high energy, dependable person to join our fast paced office. Duties will include telephone sales, filing, data entry, etc. Great benefit package. Apply at: 11926 Hubbard, Livonia (off Plymouth Rd. between Farmington & Merriman).

Customer Service
Troy firm seeks customer service oriented person to assist project management/administrative tasks. Call FRIAS. 810-088-0097

CUSTOMER SERVICE REP wanted for catalog company. Full-time $8 an hr. 401K, medical & paid vacation. This is a busy department need neat person with good phone personality. Apply in person: 22790 Haggerty Rd., off 8 Mile, between Novi & Meadowbrook Rds.

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REPRESENTATIVE
If you're a professional with a passion for customer service and can meet the following criteria, we would like to introduce you to our client companies. We have short/long term and temp to perm opportunities available.
You must Have:
- 2 yrs. minimum recent customer service experience in a professional environment with a track history and verifiable employer references.
- Excellent diction, communications and grammar skills, both verbal and written.
- Experience with several facts and systems and accurate data input skills. Computer software experience also required.
- Mortgage, Financial/Insurance experience preferred.

We offer a competitive hourly wage and benefits package. Interested? Please call to schedule an interview, or mail resume:
OFFICETEAM
"Specialized Administrative Staffing"
28588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-356-0222
FAX 810-358-0441

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone and Word Perfect attention to detail. Full or part time. Send resume to Jobar, Inc. P.O. Box 2587, Southfield, MI 48037-2587

CUSTOMER SERVICE REP
National Financial Company has immediate openings for a Customer Service/Collection Representative. Excellent working conditions in a fast paced environment. Computer & phone skills required. Banking, Mortgage or Loan experience helpful. We train in documentation process. Salary plus commission and benefits. Send resume to B.M., P.O. Box 5055, Farmington Hills, MI. 48332 or FAX 810-539-3521

Customer service
WE NEED YOU!!!
Employers Temporary Services
FULL TIME
This position requires excellent phone etiquette, knowledge of word processing and the ability to work on your own in our Bloomfield office. For further information call (810) 433-1400 or send resume to: (810) 433-1522

CUSTOMER SERVICE REP
State Farm agency in Redford seeks experienced only full or part-time property & casualty customer service rep. Mon. - Fri. 8-5.
(313) 534-4300

LIVONIA COMPANY - needs Data Entry/Keypunch Operator to work part-time evenings 4 nights/week (Mon. thru Fri.) & one day/night Monday night. Must have accurate 12,000+ keystrokes, and great attitude. Pay starts at $7/hr. 715-99 yrs. recent references. Accounts payable/receivable experience preferred. Long term positive.
OFFICETEAM
"Specialized Administrative Staffing"
28588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-356-0222
FAX 810-358-0441

DATA ENTRY CLERK
Busy office in Bloomfield Hills needs an entry level, data entry clerk for the Accounting Department. Benefits. Call: (810) 594-0900

DATA ENTRY
Growth Opportunity
Major financial institution needs your experience for a permanent position. Temp to perm opportunity. Add to your skills. Accounting experience a plus. Auburn Hills, Southfield and Dearborn locations. Call today
Birmingham Livonia/Farmington
646-7661 473-2933
Advantage Staffing

DATA ENTRY Position Available. Looking for a detail oriented person, immediate Opening. Full time. Benefits include 401K, 401(k) plan, dental/medical. Please send resume to: 19080 W. 10 Mile, Southfield, MI. 48075 Attn: Lynn or Cindy

DATA ENTRY
Top pay, 5,000 to 10,000 keystrokes. Knowledge of Lotus 123 helpful. Excellent pay & 2 shifts. Troy area. Call immediately.
UNLIMITED STAFFING SOLUTIONS, INC.
810-258-5151 Fax: 810-258-8895

DATA ENTRY
To $9.50/hr.
ARBOR TEMPS 459-1166

CUSTOMER SERVICE
Outdoor Lighting company has immediate opening for conscientious people who can communicate with customers, sales and internal departments involves computer entry and prior phone experience. Send resume to: Utility Systems, Inc., 5318 Executive Dr., Westland, MI. 48185 or FAX: 313-721-8262

ENGELBERN Frame & Molding Corp. has immediate opening for a full time person in our main Office in Novi. Must have some experience in data entry. Other duties include phones and general office Benefits.
Call (810) 347-0600

ENTRY LEVEL Data processing; excellent phone skills, 35 hours per week. Apply Best Full Service, Southfield. 810-559-8263

502 Help Wanted-Office Clerical

ENTRY LEVEL position whose accounting, bookkeeping & computer experience for Troy Co. of Cash Mon.-Fri., 8.30-4.30. 810-649-1166

EXECUTIVE SECRETARY
LEGAL SECRETARY
Full time/part-time. Southfield firm. Person with injury experience required. Excellent salary & benefits.
(810) 354-2500

EXECUTIVE SECRETARY TROY
President of mid-size law firm and related companies seeks loyal and seasoned with proven personal skills and personal appearance. Responsibilities include telephone contact with top executives, travel arrangements, scheduling of meetings, typing of labor contracts and correspondence, bookkeeping. Must be able to organize and prioritize numerous job functions and have excellent communication skills. Preferred knowledge of WordPerfect, Lotus, QuickBooks. Please send resume to: Office Manager, CHAO, Fifth Floor Penobscot Building, Detroit, Wed. Big Business, Inc. 313-964-1140 or FAX (810) 626-2278

EXECUTIVE SECRETARY, full time. Excellent computer knowledge, correspondence & typing skills. Detail organized. Fax resume & cover letter, salary history, references to: MBIA, 32398 Five Mile Rd., Livonia, 48154-6109. By appointment only

FAST PACED office, preferably Farmington area. Microsoft Windows, Word, Ren Cam, Trey, Banking Hrs. 313-396-1882

FILE CLERK
Horizon Health System corporate office located in Southfield has an immediate, full-time opening in the filing department. We train in documentation process. Salary plus commission and benefits. Send resume to B.M., P.O. Box 5055, Farmington Hills, MI. 48332 or FAX 810-539-3521

HORIZON HEALTH SYSTEM
26100 American Dr.
P.O. Box 5150
Southfield, MI 48086-5150
ATTN: CBO

An affiliate of
Henry Ford Health System

Equal Opportunity Employer

Finance Clerk
Full Time & Part Time
Receives & processes payments for Mortgage Company. Must have excellent speed on calculators/adding machines. Typing skills desirable. 2-3 years experience as a cashier is an important recent issue. Able to use PC applications and/or proprietary cash receipting system. Applicant must be able to provide proactive customer service to callers in person and on phone. $10.29-$12.52 per hour to start with benefits. Applicant must be willing to work until 8pm on designated weekdays. Apply: Mon. thru Fri. 7-15-99 yrs. City of Oak Park, Administrative Offices, 14600 Oxford, Oak Park, MI 48237. Attn: James D. Hock, Assistant City Manager. EOE/ADA

FRONT DESK CLERK
For physical therapy office in Livonia. Previous experience preferred. Mon., Tues., Thurs., 11am-7:30pm (24hrs) Call Shannon 313-422-0693

FRONT DESK RECEPTIONIST
Full-time, 8am-5pm. Energetic, positive-minded. Computer office is Word Perfect helpful. Send resume to: Northwestern Hwy. Medical Arts, 22400 Ponds Dr., Suite 201; Auburn Hills, MI 48326. Attn: Office Manager

FRONT OFFICE Receptionist & Sales for marble co. in Troy. Experience a plus. Call 810-585-3700 or fax resume: 810-585-3705

FULL TIME clerical position in the 13 & Telegraph area. Non-smoking environment. Experience required. Ask for Erica.
810-626-1000

★ GAL FRIDAY ★
AS PERSONAL AND BUSINESS ASSISTANT
Part time/15 hours per week. Flexible hours. Previous experience. Some driving. References required.
(810) 932-2600

GENERAL OFFICE/ BOOKKEEPER
Property management company seeks self-starter staff member for accounts Receivable and Customer Service. Computer skills required. Limited work experience acceptable. Will train. Excellent salary & benefits. Send resume/cover letter with salary requirements: OM, P.O. Box 2409, Farmington Hills, MI 48333-2409

GENERAL OFFICE - Farmington Hills manufacturer has immediate opening for light data entry. Must be hired person with excellent office, phone, & computer skills. IBM Mainframe. Must be able to communicate with public, have desire to upgrade skills, and be motivated. Salary & benefits. Call for appointment or send resume/cover letter with salary requirements: OM, P.O. Box 2409, Farmington Hills, MI 48333-2409

GENERAL OFFICE - Farmington Hills manufacturer has immediate opening for light data entry. Must be hired person with excellent office, phone, & computer skills. IBM Mainframe. Must be able to communicate with public, have desire to upgrade skills, and be motivated. Salary & benefits. Call for appointment or send resume/cover letter with salary requirements: OM, P.O. Box 2409, Farmington Hills, MI 48333-2409

GENERAL OFFICE
Our company has an office position available. Include answering phones, greeting customers, filing and data entry. Knowledge of Word is a plus. No 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, 25-30 hrs/wk. Experience in clerical duties, typing, filing, computer data entry. Non-smoking office in Troy. Call Marsha after 10:30am 810-280-6445

GENERAL OFFICE
Phones, accounts receivable, accounts payable, simple bookkeeping. Call between 8:30-10:30.
810-478-0033

INSURANCE - Great opportunity. Established agency in Plymouth is seeking an experienced CSR to handle personal & commercial lines. Call Mr. Belnap: (313)453-8120

INSURANCE OFFICE in Farmington Hills looking for Full-time Personal Lines Assistant. If you are computer literate, organized, enjoy fast paced environment, then FAX your resume to Debbie at 810-478-6540

502 Help Wanted-Office Clerical

Immediate openings for motivated individuals in the Farmington Hills area.
NO SALES INVOLVED!!
Weekend hours & weekday mornings.
Excellent communication skills and light keyboarding required.
Call Kelly Services at:
KELLY SERVICES
810-471-2056
810-860-5539
Exclusive Staffing

INVOICE & payroll clerk for Troy office. Type 55 wpm. Good benefits. Non-smoker preferred. Call Kathy, 810-583-9900 ext. 221

SECRETARY
Southfield personal injury law firm seeks Secretary. Jury trial experience helpful. Excellent salary $27K - $30K plus benefits. Fax resume to 810-352-6254

LEGAL ASSISTANT
Immediate Position Available.
Degreed legal assistant needed for Detroit-area law firm. Firm has Arbor location. Preferred candidate is here at least one year. Legal medical malpractice experience. Requires professional demeanor and excellent oral and written communication skills. Please send resume and salary requirements to:
Kitch, Drutchas, Wagner & Kenney, P.C.
303 Detroit Street, Suite 400
P.O. Box 8810
Ann Arbor, MI 48107-8810

LEGAL
INTEGRITY and 30 years of service is why the best law firms in the area trust us you should too. For PROFESSIONAL job placement, perm and temp
HILLSTROM & ROSS AGENCY, INC.
810-626-6180
FAX 810-626-6434

LEGAL SECRETARIES
Experienced only for litigation & temporary placements. 1-5 day assignments. Must be available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. Big BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-8661
ALL FEES EMPLOYER PAID

"AV" rated Bloomfield Hills law firm seeks legal secretary experienced in malpractice defense and insurance defense. Salary commensurate with experience. Send resume to:
K.C. Stevenson,
505 N. Woodward Ave., Suite 1000, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Bloomfield Hills defense firm 1-3 yrs. experience. Must know WordPerfect 5.1. Benefits. Send resume to: Nancy Lee, 300 Enterprise Ct., Ste 100, Bloomfield Hills, MI. 48302

LEGAL SECRETARY
Dearborn law firm seeks full time experienced legal secretary. Must be motivated, well organized & detail oriented. Minimum typing speed of 55 WPM, dictaphone & Word Perfect experience required. Salary & benefits. Call for appointment to complete application (313) 561-5700

LEGAL SECRETARY
Experienced person with typing skills for pleasant Southfield law office. Application must be Word based on experience. Excellent benefits. Send resume to: Richard Kaplan, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY
Experienced for Troy law firm. Focus on litigation and real estate. Excellent secretarial skills, proficiency in WordPerfect 6.0 and positive attitude a must. Excellent compensation and with ability. Please submit resume to: Attn: Hiring Partner, Dobt, Sparks & Shaftman, 5445 Corporate Dr., Ste. 170, Troy, MI 48098-2683.
Or Fax: 810-952-8138

LEGAL SECRETARY
Experienced for Royal Oak law firm. Knowledge of Word Perfect 6.1 a plus. Send resume to: 315 S. Hickory, Royal Oak, MI 48067-2429 or fax: (810) 541-3304

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

LEGAL SECRETARY for 23 attorney firm in Bloomfield Hills. Corporate experience preferred. Excellent communications with ability. Send resume & salary requirements to:
Legal Staff, Inc.
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

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

LEGAL SECRETARY
Full-time for busy Southfield Plaintiff's personal injury office. Excellent salary & benefits. Non-smoking office. 810-827-7000

LEGAL SECRETARY
For Troy firm. Must have 2 years experienced in general litigation & strong typing skills. Apply Resume to: Helton, McCarthy, Vanbosen, 2301 W. Big Beaver, Ste 500, MI 48084. Or 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. Troy firm. Must have computer experience, good spelling, non-smoker, previous legal experience required. Typed, also needed. Send resume to: PO Box 19480, Detroit, MI 48219

LEGAL SECRETARY - for 1 attorney law firm in Troy. WP 5.1 knowledge preferred. Corporate/estate planning experience helpful. Non-smoking office. Fax resume to:
(810) 643-7164 or call
810-643-8640

502 Help Wanted-Office Clerical

LEGAL SECRETARY
For Southfield law firm. One litigation/real estate/corporate/transactional. Minimum 5 years experience is necessary. Work product driven experience helpful. Excellent skills required. Send resume to: Office Manager, P.O. Box 2188, Southfield, MI 48037-0215, or call: 810-355-5200

LEGAL SECRETARY
For Bloomfield Hills law firm. 3-5 years experience. Knowledge of corporate/estate planning helpful. Benefit package available. Fax resume to Amy at: 810-647-4139 or call: 810-647-0930

LEGAL SECRETARY
full time. Bloomfield Hills law firm seeks experienced legal secretary to handle busy litigation in corporate practice. Franchise experience a plus. Salary commensurate with experience. Full benefits. Contact Marilynn Arnold. (810) 646-9500

LEGAL SECRETARY
Farmington Hills defense firm seeks experienced, hard working, legal secretary to work for approximately 3 appellate attorney. Knowledge of WordPerfect Windows preferred. Salary commensurate with experience and qualifications.
Contact Cindy, between 8-4:00.
(810) 489-4130, or Fax 489-1726

LEGAL SECRETARY
For medium sized Southfield law firm. Experience necessary. Duties include preparations & typing of legal pleadings, documents & correspondence. Also responsible for preparation & billing. Must be proficient in Word 6.0 for Windows. Salary commensurate with experience. Resume & references to: Secretary, 19765 W. 12 Mile Rd. 48075, Southfield, MI 48076

LEGAL SECRETARY
In-house Legal Department seeking Legal Secretary with 3-6 years experience. Compensation commensurate with experience. Must know Word-Perfect & Word. Call John at:
(810) 543-0415

LEGAL SECRETARY/PART-TIME
Legal Secretary with years experience & WP 5.1 experience needed 28 hrs/wk, either 5 short days or 4 full days. Outstanding Troy location. Excellent personal & vacation days. 401K/profit sharing plan. Send resume to: Legal Administrator, 601 W. Big Beaver, Ste. 505, Troy, MI 48084

LEGAL SECRETARY
Part-time, evenings or week-ends. Fast computer typing. Antonio 810-559-0707 Fax: 810-559-0790

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. Send resume, salary history to: Box 9005, Observer & Eccentric, 36251 Five Mile Rd., Livonia, 48154-6109. By appointment only!

LEGAL SECRETARY
Southfield Retail Store seeks Legal Secretary. Must have solid litigation and personal injury experience. Also Word Perfect/Windows 5.1 & 55 wpm, no error. Hours are M-F, 9am to 5pm. Temp to Perm opportunity.
OFFICETEAM
"Specialized Administrative Staffing"
28588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-356-0222
Fax 810-358-0441

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced secretary with excellent skills. Minimum 65 wpm, accurately. Expertise in WordPerfect. Salary commensurate with experience. Benefits include 401K. Please send resume to: Rich, 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:
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14001 Mediterranean
Livonia, MI 48154-4537
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LEGAL SECRETARY-TROY
Mechanical Lien experience. Must have knowledge of WordPerfect. Shorthand preferable, but not necessary. If interested, please mail resume to:
Office Mgr., 2301 W Big Beaver Rd, Suite 777, Troy, MI 48084

LEGAL SECRETARY
Troy Law Firm
Top Notch Place To Work!
Busy Birmingham law firm seeks experienced legal secretary. Proven skills. Knowledge of WordPerfect 5.1. If you are organized, we need you! Salary/benefits commensurate with experience. Please send resume to: Personnel Department, P.O. Box 4238, Birmingham, Mich. 48009

LEGAL SECRETARY
W. Bloomfield commercial/bankruptcy law firm seeks experienced legal secretary. Send resume to: Helton, McCarthy, Vanbosen, 500 W. Big Bloomfield, Mi. 48322, Attn: T. Morris

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Phone: 888-TIME TEMP

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, Dobt, Sparks & McKenzie, P.C., 5445 Corporate Dr., Ste. 170, Troy, MI 48098-2683
Or Fax: 810-952-8138

MANAGER'S ASSISTANT
For self-assuring 1 to 2 days per week. Office work & light maintenance.
(810) 674-8444

MORTGAGE BANKING OPPORTUNITIES

CUSTOMER SERVICE REPRESENTATIVE
Responsible for handling customer inquiries. Knowledge of Assumption Processing and FHA 235 Loans helpful. Strong verbal and written 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

502 Help Wanted-Office Clerical

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

OFFICE ASSISTANT
Looking for mature individual with excellent communication, organization & math skills. Call Wendy:
810-471-5800

OFFICE HELP
Computers, Customer Service & Accounts Receivable. Experienced. Farmington location. Send Resumes to: CMC 3773 Orchard, Highland, MI., 48356.
(810) 839-3100

OFFICE MANAGER
Detroit Redford United Methodist Church is seeking a qualified person to fill the position of Office Manager. 35 hours. Starting Salary $13,000. Blue Cross/Dues Shield available.
(313) 531-2210

OFFICE MANAGER
Heavy Equipment Rental Company skills needed. Benefits included. Contact Cindy at 810-584-3400

OFFICE PERSONNEL
Must have phone skills. Some experience necessary. PR man is looking for an energetic receptionist. Competitive wage. Call 810-584-3400, ask for Skip, France, Gary or Jimmy

OFFICE POSITION
Full-time. Some computer experience necessary. 27Hour. Benefits. Wasted Lake area. (810) 669-0240

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: Ann Connell, 29777 W. 9 Mile Rd. 5091, Southfield, MI 48076

ORDER DESK - Farmington Hills manufacturer, for well organized, bright talent person with excellent office, phone & computer skills. Must have knowledge of computers. Excellent math ability & 10 key calculator skills required. Excellent benefits. Send resume including salary requirements to: Ann Connell, 29777 W. 9 Mile Rd. 5091, Southfield, MI 48076

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PART TIME SECRETARY
needed for vocational program. Light clerical. Monday-Friday
Call 810-474-9973

PART TIME Secretary/Receptionist, approx 5 hours a day. Must know computer, typing, phone skills, filing, mailings, data input, etc. for small office. Send resume, salary history, work hours to: MBIA, 32398 Five Mile Rd., Livonia, 48154-6109. By appointment only!

PAYROLL/ACCOUNTING CLERK
Immediate opening for individual with some payroll experience. Full time benefits & working conditions. Nice home. Non-smoking office. Apply to Lorraine Bell, Bell Equipment, 29111 Telegraph, Southfield

PAYROLL & ACCOUNTS PAYABLE CLERK
Full-time position available to process and enter payroll, prepare tax report and enter accounts payable. Must have word processing and spreadsheet experience. Excellent compensation package, including paid health insurance, 401k and profit sharing. Resumes to: Orchard, Hiltz & McCliment, Inc., 34935 Schoolcraft Road, Livonia, MI 48150
An Equal Opportunity Employer

PAYROLL ASSISTANT
Part-time, Mon-Thurs, 8:30am-5pm. For data entry for computerized payrol