502 Help Wanted-Office Clerical

OFFICE MANAGER - PART-TIME
Must have some bank accounting knowledge. Microsoft Word familiarity, good clerical skills, friendly, professional telephone voice. Call 313-815-1111, or send resume and cover letter to: Attn: Office Manager, Pat's Lane, Garden City, MI 48135.
An Equal Opportunity Employer

OFFICE PERSON
Computer knowledge required
Westside Printer
IMMEDIATE EMPLOYMENT
Resume Box 12650
Observer & Eccentric News
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE POSITION
Full time, Computer entry, accounting and general office duties. Will train. Great benefits. Fax resume for re-entry info, work force
Call Sherry (313) 422-7032

OFFICE SUPPORT
Wholesale, industrial distributor needs a high-speed office assistant to enter orders, back-up receptionist, perform other office duties. Excellent data entry and computation skills required. Full time position with benefits. Send resume:
HR Administrator
PO Box 431
Farmington, MI 48333-0434
EOE

OFFICE TRAINEE
Entry level job. Filing, switchboard, etc. Must be able to type and run ten key adding machine. All training provided. Included: Fully paid Blue Cross Blue Shield flexible Plans and company profit sharing.
Kathy Meek, Office Manager
CHARNOCH OLDS

RECEPTIONIST
full time with secretarial duties for busy Birmingham real estate office, 810-540-2670

RECEPTIONIST
Full time position at busy animal hospital. Must be organized, good with people, have a friendly phone voice & be able to work both morning & afternoon hours. Cash handling & computer experience a plus. Excellent benefits package. Apply in person at The Pet Practice of Southfield, 15565 W. 10 Mile Rd (intersection of 10 Mile and Greenfield)

RECEPTIONIST - full time, benefits. 401k. Call Ann Arbor Brake, 5601 Belleville, Canton, MI 48188

RECEPTIONIST
full time Mon-Fri. Pleasant phone manner required. Knowledge of computer helpful, but not necessary. Pleasant working environment with competitive salary. Send resume to: Office Manager, 1000 S. Woodward, Suite 102, Birmingham, MI 48009
Or Fax to: 810-646-3999

"PART TIME BOOKKEEPER
For automotive service station. Must be reliable. Good Southfield area
(810) 557-1747

PART-TIME OFFICE CLERK
Livonia Plastic company seeking an amicable detail person to work part time. Must be organized, have a friendly office atmosphere. Customer satisfaction is a must. Knowledge of computer. Great opportunity for students. Call Marie Dr. Elaine M. F.T.L.A.
(810) 427-7310

PART-TIME RECEPTIONIST
Part time psychiatrist office at busy Farmington Hills real estate office 12 p.m. - 5 p.m. Mon. - Fri. Dress for success. Qualified candidates must have excellent telephone etiquette and organizational skills. Call Ann Marie at (810) 737-9000 for an interview.

PAYROLL CLERK
Come to work for an international company with excellent benefits! Payroll 250 Michigan employees, requires experience and knowledge of payroll, good pay & benefits. Submit resume to Box 12666
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

PAYROLL CLERK
Experienced needed. Send resume to: 30 Sheldon Blvd
Plymouth, MI 48170

PAYROLL TAX SPECIALIST
Payroll processing company seeks full time position with 4-6 years payroll computer, math and English skills essential. Fax resume and salary requirements to dental very important. Please apply by sending your resume to:
D. D. Box 2125
W. Bloomfield, MI 48324

PERSONAL BANKERS
Republic Bank is seeking people with excellent customer service skills to work in the GROSSE POINTE, BLOOMFIELD, and WASHINGTON HILLS areas. We assist customers in new accounts, opening leads, handling cash and other transactions and build their client base. Must have flexible schedule. We offer a competitive benefit package, excellent room for advancement. If you are this person, send your cover letter and resume to: REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Lansing, MI 48912 or FAX 517-321-4342. EOE/AA.

PROJECT LEADER
Community-based program seeks self starter BSW with practicum interest/experience. Minority applicants encouraged.
Send resume to:
Downtown
Senior Citizens Center
23 E. Adams Ave. 4th Floor
Detroit, MI 48226

PROPERTY MANAGEMENT main office support staff. 1+ yrs experience in property management, lease restriction & computer skills desirable. Skyline & Lone Star Apts. Pleasant working environment. Send resumes to P.O. Box 5078, Southfield MI 48086-5078

PROPERTY MANAGEMENT main office support staff. 1+ yrs experience in property management, lease agreement administration & computer skills desirable. Skyline & Lone Star Apts. Pleasant working environment. Send resumes to P.O. Box 5078, Southfield MI 48086-5078

RECEPTIONIST - Part-time position available, ideal for student. Pleasant facility. Must be dependable, flexible, able to type 45 wpm, and have excellent communication skills. Call Diana at
(313) 459-1800

RECEPTIONIST/
ADMINISTRATIVE ASSISTANT
Real production company in South-Gate, Cranbrook & Telegraph area, skills a must. Mon - Fri, 8:30 to 5:30. Call Sandy at
(810)557-4180

RECEPTIONIST/BILLING CLERK
Person needed for busy office. Billing, invoicing and letters. Computer experience a must. Call Mr. Ross at Livonia offices. Call 1-800-221-5517, ask for Vicky.

RECEPTIONIST
Birmingham Mortgage company looking for a receptionist to train, will possibly be further advancement. Competitive salary, benefits. Call for appointment
810-540-5305 or
Fax resume to. 810-258-1998

RECEPTIONIST/
CLERICAL
Adamatic, Inc. in Royal Oak seeks individual with good organizational & PC skills, excellent telephone & PC skills, excellent typing skills, and at least 1 year experience in accounting experience required. Competitive wage & benefit package. Fax resume to 810-549-7904 or mail to: PSC, 2907 Stephenson Hwy, Troy, MI 48083. Attn: Office Manager.

RECEPTIONIST
Opportunity for person with good clerical skills to work in small office. Light typing, filing, and phone. Flexible hours. Call Ann at 313-835-1111, or send resume and cover letter to: Pat's Lane, Garden City, MI 48135.
An Equal Opportunity Employer

RECEPTIONIST
Fast paced Marketing Research firm in Southfield (Telegraph/Nine Rd.) seeking an experienced individual with Excellent typing skills (55-60 WPM), Word Perfect preferred. Excellent Benefits.
Call Nancy at (810) 352-3300

RECEPTIONIST
Fast growing real estate company. Day time/evening hours. Typing, good phone etiquette. Basic office skills.
Miss Bach: (810) 352-0111

RECEPTIONIST
Fast paced marketing office seeks immediately opening for Receptionist. Must be friendly, outgoing and possess strong phone skills. Please send resume to:
P.O. Box 250750
W. Bloomfield, MI 48325

RECEPTIONIST - for private rehabilitation company in greater Southfield area. Light typing, 3 years clerical duties. 1 yr. experience preferred. Send resume to P.O. Box 530300, Livonia, MI. 48153, or call 810-474-8763

RECEPTIONIST
For fast paced professional communications company in Troy. Excellent communication skills, experience in answering & busy multi line phone system and accurate word processing skills (Microsoft Word a plus). Excellent competitive salary along with a fully paid benefit package.
(810) 649-9100, Ext. 8008
An Equal Opportunity Employer

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

RECEPTIONIST
Part time position at busy Birmingham Real estate office. Must be organized, good with people, have a friendly phone voice & be able to work both morning & afternoon hours. Cash handling & computer experience a plus. Excellent benefits package. Apply in person at The Pet Practice of Southfield, 15565 W. 10 Mile Rd (intersection of 10 Mile and Greenfield)

RECEPTIONIST
Full time position for busy Birmingham law firm. Pleasant phone manner required. Knowledge of computer helpful, but not necessary. Pleasant working environment with competitive salary along with excellent benefits package. Send resume to: Office Manager, 1000 S. Woodward, Suite 102, Birmingham, MI 48009
Or Fax to: 810-646-3999

RECEPTIONIST
Internist. Immediate opening for friendly professional front office receptionist. Hands on experience with phones, computer and multi-line switchboard and assisting with light clerical duties. Fax resume to 810-352-2375 or call Karen at:
810-352-9643

RECEPTIONIST
International transportation company seeking individual with excellent phone receptionist skills utilizing a meridian multi line phone system. Accounting skills also required. Salary commensurate with experience. Send resume to: P.O. Box 74499, Romulus, MI 48174-0999 or FAX to: 313 946-5011.

RECEPTIONIST - long-term possibility for person perfect in Farmington/Farmington Hills area. Must have friendly personality, with a willingness to help people. Excellent salary potential. 484-7078
An Equal Opportunity Employer

RECEPTIONIST
Must have minimum 6 months work experience. Must be able to handle multiple phone lines. Typing & computer skills desired. Apply at Hughes Hatcher, 28211 Telegraph, Southfield, MI 48034

RECEPTIONIST
MUST have excellent phone skills. Some clerical ability, willing to train Lotus and Word Perfect for Windows a plus. Good pay with benefits. Call Jennifer for immediate interview
(810) 477-0020 or send resume to
31900 W. Eight Mile,
Farmington Hills, MI 48336

RECEPTIONIST
Needed for large apartment community in Southfield. Competitive hourly wages and benefits. Apply in person:
Sutton Place Apartments
23275 Telegraph Rd.
(810) 356-4954

RECEPTIONIST NEEDED for Farmington hills real estate office. 2 evenings per week & Saturday. Ideal for working Homemaker and students. Computer knowledge helpful, but we will train. Must type 45 wpm.
Reply: Marshall Associates Realtor
Call Janet, (810-851-0800)

RECEPTIONIST
needed for Downtown Rochester hair salon. ASAP. Please call:
810-656-9773

RECEPTIONIST
needed part-time, Mon., Wed., & Fri. for Burmaster Heat Treating, good typing skills & Word Perfect 5.1 for Dos & must. Job could become permanent. Please call for details:
313-277-0125

RECEPTIONIST - OPERATOR
Part time position. Experienced receptionist to handle 7 busy lines & light clerical. Please send resume to: PO Box 870, Farmington, MI 48332
An Equal Opportunity Employer

RECEPTIONIST
PART time for person at Royal Oak Hair Salon. Must be good with people
(810) 545-1760

RECEPTIONIST/
OFFICE ASSISTANT
Fast growing firm in Southfield has an immediate opening for a receptionist/office assistant. If you have some experience, are well organized and office is fast paced and you like to multitask, this may be the opportunity you are looking for. This highly visible position offers the opportunity for increased responsibilities and advancement to the successful candidate who possesses strong interpersonal skills. To be considered for this position please send your resume with salary requirements to:
L & H Consultants, Inc.,
Attn: D.B.
30 Oak Hollow, Ste. 200,
Southfield, MI 48034

RECEPTIONIST
Part time for busy multi-line phone system. Requires pleasant voice & manner & the ability to type accurate. Duties include answering the phone, typing & greeting members. Hours: Mon.-Wed. 1-6, Tue. 10-6, Fri. 8-1, Sat. 9-1. Must be flexible to fill in for vacations & sick days. Ideal for someone wishing to re-enter the workforce. Apply at: Community Federal Credit Union, 500 S. Harvey, Plymouth

Part-time receptionist for staffing service. Flexible hours. Mature, dependable, energetic, self starter. Light typing required. Fax resume to: CSI, Inc. (810) 362-0699

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

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons 1pm-5:30pm. Brigham Farms area office.
810-644-0660

RECEPTIONIST PLUS CLERICAL
Southfield area. Word Perfect, some computer skills necessary. Full time, Mon-Fri.
(810) 645-8700

RECEPTIONIST & SALES SECRETARY
Opportunity for advancement for new hire. Apply in person: Ciao Baby, Banquet & Conference Ctr., 34811 Van Dyke Ave., Sterling Heights.

RECEPTIONIST/SECRETARY
For production machine shop. Must have knowledge of computer entry, accounts payable & good organizational skills. Send resume to: P. O. Box 39182, Redford, MI 48239

RECEPTIONIST/
SECRETARY
Needed full-time. Construction metals company. Entry level. Some experience helpful. Recent resume to: P.O. Box 7584, Detroit, MI. 48207

Receptionist/ Secretary
For small, fast paced Southfield law office. Should know Word Perfect 5.1, Windows, 10 key, Minimum 35 wpm. 26200 American Dr., Suite 305, Southfield, MI 48034

RECEPTIONIST/SECRETARY
Uno-ex graphic/advertising firm seeks responsible, detail oriented person for permanent part time position, 12-20 hrs - negotiable. Phones, client contact & general office work, including typing & WordPerfect requirements. Non-smoking.
(313) 522-6262

RECEPTIONIST
Southfield Law Firm seeking a published Receptionist with 6 mos. experience. Excellent Benefits. Call for interview. (810) 350-9777

RECEPTIONIST
Troy law firm is in need of a cheerful individual who can project professional & friendly attitude to our clients & business associates. Some paid receptionist experience & clerical skills are a must plus. Salary & benefits commensurate with experience. Call
(810) 362-2379

RECEPTIONIST WANTED
Pre-health, fast growing Real Estate and Construction Company needs full time receptionist. Position includes phones, some clerical, and occasional errands. Salary, multiple sales. Excellent growth opportunity, competitive wages and benefits package commensurate with experience. Send resume and salary requirements to
Farmington Hills, MI 48334

RECEPTIONIST WANTED full time. Apply in person only. Harold's Frame Shop, 29959 West 8 Mile, Redford

RECEPTIONIST
West Bloomfield Nursing Center has opportunity, three days for a full time receptionist. Qualified applicants must possess good communication skills, and basic clerical skills including typing, word processing, and 10 key. Excellent benefits package. We offer benefits and a competitive wage. For details contact Jan Smith at 810-661-1900 to set up an appointment or fax your resume to 810-661-2278.

RECEPTIONIST
Wholesale food company seeking smart, quick & flexible person to answer phones & data entry. Mon.-Fri., 7:30-4:30pm. Call 810-541-5080

RECEPTIONIST - With general office duties. Full time position. Bookkeeping experience helpful. Must have friendly, organized & dependable. Call Denis 313-427-4141

RECEPTIONIST
Wonderful Receptionist needed for upscale birmingham salon. Great opportunity. Must be outgoing, with pleasant personality. Team player. Immediate opening. Call & ask for Barbara
(810) 642-3318

RECEPTIONIST
1 person needed. Bookkeeping, typing, and computers a must. Like dealing with customers. (313) 534-3758

RECRUITER
RECRUIT and place automotive sales engineers with Big 3 suppliers. Full training, high income. Call
313-484-1536
BRYANT BUREAU
SEARCH FIRM

SALES ASSISTANT / SECRETARY
O.C. Tanner Sales Company is looking for an organized individual. Computer literate, detail oriented, who can perform a variety of duties. Must be able to work as a member of a sales team. Customer Service & computer preferable. Competitive compensation & benefit package. Respond with resume until July 26.
Tanner Sales
13719 Farmington Rd, Livonia, MI 48154
An Equal Opportunity Employer

SALES COORDINATOR
Southfield based distributor has immediate opening for well organized, detail oriented person with good phone skills. Excellent computer skills and basic knowledge of computer hardware and software. Salary based on experience. All benefits with excellent working conditions. EOE. Send resume to: Personnel, P. O. Box 5004, Southfield, MI 48086 or fax to 810-352-2324

SALES COORDINATOR
Growing electronics manufacturing company is seeking a Sales Coordinator for an immediate opening. This individual will be responsible for handling and relaying training calls, assisting sales personnel with customer and distributor inquiries, handling customer correspondence, data entry of sales and service orders, including the preparation and processing of the EDI system. Qualified applicants must have word processing skills (Microsoft Word for Windows preferred), spreadsheet experience & plus (Excel preferred), and must type a minimum of 60 wpm. Applicants must also possess good organizational and telephone skills, the detail-oriented.
We offer a competitive salary and benefit package. Qualified applicants please send resume to:
Delta Systems, Inc.
A division of GSE Inc.
21363 Bridge Street
Southfield, MI 48034-4810
Attention: Administrative Manager

SALES/PROPERTY
TAX ADMINISTRATOR
For equipment leasing company. Experience helpful but not necessary. Must be highly organized individual. Send resume. Human Resources, 26125 Orchard Lake Rd, Farmington Hills, 48334

502 Help Wanted-Office Clerical

Sales/Executive Secretary
Troy area, Big Beaver & Crooks. One of the State's leading revenue recovery firms seeks an experienced Sales/Executive Secretary. Must be motivated & friendly with a strong desire in WordPerfect, Microsoft Word, Excel & PC Basics. Ability to multi-task, set-up & maintain files, Send resume to: Colin J. Wummer, Midwestern Audit Service, 2023 Walden Dr, Suite #350, Troy, MI 48084-1994. No phone calls please.

SCHOOL RECREATION DEPT. PROGRAM/OFFICE ASSISTANT
Full-time, IBM, MAC computer skills, spreadsheet and data base. Assist in management and development of programs. Resumes to:
Birmingham Community Education
#436 W. Lincoln, Suite F-101
Birmingham, MI 48009

SECRETARIAL - position full time good pay. Need 3 years secretarial office experience & typing, filing & phone. Duties include answering the phone, typing & greeting members. Hours: Mon.-Wed. 1-6, Tue. 10-6, Fri. 8-1, Sat. 9-1. Must be flexible to fill in for vacations & sick days. Ideal for someone wishing to re-enter the workforce. Apply at: Community Federal Credit Union, 500 S. Harvey, Plymouth

SECRETARIAL
Skilled in typing, spelling, grammar and word processing. Word Perfect experience preferred. Detroit location. Excellent benefits. Send resume to: Human Resources-10, Boynville of Michigan, 8744 Gratiot-Macon Rd., Clinton, MI 48036. E.O.E.

SECRETARIES NEEDED

- West Bloomfield Area
- Computer Knowledge Required
- Pay based on experience
- Full time positions available

CALL NOW FOR IMMEDIATE INTERVIEW
Corporate Personnel Associates
(810) 362-9696
NO FEE F.O.E.

SECRETARIES WORD PROCESSORS $9 to $10 hour

Temp to perm, long and short term assignments available. Detroit locations. Excellent typing speed required. Flexibility, reliable transportation a must. Ability to work well under pressure, efficiency in one or more of the following software packages desirable:

- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS
- POWERPOINT

Resumes Required
Call to set-up an appointment
313-876-5300
Olsten Staffing Services

SECRETARY/ASSISTANT
Real estate firm in Bloomfield Hills, and good organizational skills required. Flexibility and experience. Fax resume and salary requirements to:
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150

SECRETARY/BOOKKEEPER
for busy Real Estate office, Livonia. Full or part time, flexible hours. Computer skills required. Some accounting experience necessary. Send resume to: Personnel, Attn: S.T., 1400 N. Woodward, Suite 205, Bloomfield Hills, MI 48304

SECRETARY
CHRISTIAN Orthodox organization. Part time, 20 hours/week. Must be PC proficient. Excellent working conditions. Call
(810) 350-9203

SECRETARY
CLARK HILL PLC, one of the major Detroit based law firms is accepting applications for its Birmingham office. 3-5 years secretarial experience required. No legal experience needed. Position is part time, 2-3 days per week in friendly, professional environment. Send resume and salary requirements to:
255 S. Woodward, 3rd Floor
Birmingham, MI 48009

SECRETARY / CLERICAL
Finance Administration firm in Bloomfield Hills seeks a self-starter with the ability to prioritize and perform multiple tasks. Must have word processing (WordPerfect a plus) as well as possess a strong background in accounting practices (Quattro Pro a plus). Experience in the financial field will greatly augment the advancement potential this position can offer. Please send resume and salary requirements to P.O. Box 810, Brighton, MI. 48116

SECRETARY
Competitive Salary & Benefits. 13 Mile/Telegraph Rd. Building co. needs fast paced, detail oriented, skills, process invoices, computer skills, organized & follow-up on all duties. Call Mrs. Bailey at 810-647-0880 or call 810-647-1111

SECRETARY
EXPERIENCED in all office procedures. Strong typer with strong computer skills. Self starter, flexible and motivated need only to apply. Call 8:30am-5pm., (810) 355-5511

SECRETARY
Experienced secretary needed to join our Secretarial team. Typing 55 wpm and MS Word required. Professional manner and excellent organizational skills a must. Fax resume and salary requirements to:
HR/Secretary
28296 Franklin Rd
Southfield, MI 48034

SECRETARY
Food brokerage representative company seeks friendly, motivated individual with strong skills in Word, Excel, and Intuit, with typing & office skills. Challenging environment, competitive salary & benefits.
810-557-0880

SECRETARY
for Downtown Detroit Law Firm. Some computer knowledge with WordPerfect skills helpful. Salary commensurate with experience. Please send resume to: Hiring Partner, Schneider, 2280 Penobscot Building, Detroit, MI. 48226

SECRETARY
For export/import company in Troy. Must speak Polish or Russian and some computer knowledge. Also must know WordPerfect 6.0 & Lotus or Quattro Pro. Fax resume to:
(810) 643-7300

SECRETARY
for market research department, full time. Must be detail oriented & self-starter with ability to take dictations, spreadsheets, charts & graphs. Please send resume with salary requirements to:
Research Director
2000 Town Center, Suite 500, Southfield, MI 48075
FAX: (810) 357-0823

SECRETARY - for 1 person office. Redford area painting contractor, computer literate, typing 55 wpm, resume with salary requirements to. Attn. Chris, 313-538-1387

SECRETARY - FULL TIME for personnel agency in Northwestern area. Phone & computer experience needed. Call
(810) 349-8882

SECRETARY
If you're looking for an excellent position with great benefits, a fast paced, high tech manufacturer currently has openings working with directors in the distribution center. Bring your ability to work independently. Temp to temp. Call Jerry
Lionel/Farmington Birmingham
478-2531 646-7881

Advantage Staffing

SECRETARY
Immediate career opportunities with Commercial Property Management in Suburban and Detroit locations. Advance your career. Call Sandy at
646-7880 473-2602

Advantage Staffing

SECRETARY - Law office concern looking for people & aptitude to work in Southfield, Farmington Hills, Livonia, 12 & Telegraph (810) 433-0800

502 Help Wanted-Office Clerical

SECRETARY
Immediate Opening
Need energetic office in Livonia seeking a part time Secretary. Basic clerical and phone etiquette skills are required. Flexible hours. Contact Ann at Lone Star Century 81 Row. 313-464-7111

SECRETARY
Needed for machine shop in Westland. Full or part-time.
(313) 326-2664

SECRETARY
Part-time. Small Farmington office needs friendly person to split 33 hr. week position. MS Word & short hand or "speed writing". (810) 553-8080

SECRETARY PART time, Livonia. Must be able to use personal computer, word processing, Word Perfect sheets. Must have professional demeanor, office 20 hours, flexible schedule. $9 to $10 per hr. Send resume to
Box 12653
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Part time. Typing a must. Computer experience preferred. Will train in billing.
(810) 435-7550

SECRETARY
Plymouth, Stello, Mon-Fri. MS Word-Windows, math ability, proofreading & attention to detail. Hours vary. Fax to 811hw
EXPRESS SERVICES
313-467-6450 FAX: 313-467-1638

SECRETARY
Positions available include,
- Receptionist
- Legal Secretary
- Word Processor/evening shift

Experience preferred, but willing to train with good typing skills and experience, (no secretarial experience required). Word Processor: Must possess strong typing skills/speed (minimum 75 wpm). Advanced knowledge of Word Perfect 5.1. Some overtime required. Send resume to:
Laura Combs
Howard & Howard Attorneys
1400 N. Woodward Ave., Ste 101
Bloomfield Hills, MI 48304
FAX: (810) 645-1483

SECRETARY
Real Estate firm in Bloomfield Hills seeking full time secretary. Typing, answering phones. Call Margie at
(810)647-6100

SECRETARY
Real estate office in Livonia seeking a Secretary. Clerical, phone etiquette, basic computer skills required. Schedule varies. Total hours 30-40 per week. Fax resume to: Ann Nonni at Century 21 Row.
313-464-7111

SECRETARY/RECEPTIONIST
Beverly Hills law firm seeking non-smoker. Must have typing & computer skills. Fax resume to 313-643-0633

SECRETARY/RECEPTIONIST, PROPERTY MANAGEMENT COMPANY seeking person for assistance in leasing and visitors in person general office duties. Word/Windows 6.0, excellent typing skills. Send resume to: The Linder Company, 4322 W. Eleven Mile Road, Berkley, MI 48072.

SECRETARY/RECEPTIONIST
for busy real estate office. Part-time evenings and weekends. Mon. thru Fri. professional appearance, excellent phone skills. Send resume to: Contact Gary Jones at
313-453-0612

SECRETARY/
RECEPTIONIST
For CPA firm. WordPerfect a must. Fax resume to: Personnel Dept. 34119 W. 12 Mile Rd, Suite 355, Farmington Hills, MI. 48331. FAX: 810-533-3487

SECRETARY/
RECEPTIONIST
WALK-IN/CALL-IN. Dearborn based consulting firm has immediate part time/full time opportunity for an individual to join its administrative team. You will be responsible for receiving visitors, operating switchboard, and greeting visitors. Initial duties will include word processing, utilizing Word for Windows, and a plus, Word Perfect. Professional attitude and communication skills are a must. We offer competitive wages and full benefits, along with a chance for advancement in our rapidly growing company. Location: Please fax and resume to:
Ms. Chris Buchanan
CHI-KID, INC.
18600 Executive Plaza Drive
Suite 1051
Regent Court
Dearborn, MI 48126
or FAX to (313) 240-6334
E.O.E.

SECRETARY

Rehabilitation Institute of Michigan has an opening for an experienced secretary in the Stroke Center clinic located in Farmington Hills.
You will be responsible for typing and formatting medical reports, phone directing visitors, arranging meetings, maintaining files and very heavy telephone work.
Qualifications include a high school graduate, three years of related or technical secretarial training and a minimum of one year of progressively responsible secretarial work experience. Excellent typing, analytical and interpersonal skills. Knowledge of medical terminology. WordPerfect 6.0 and computer skills required.
To respond, please reference ad #NOECT022 on your resume and send/fax to Rehab:
DMC EMPLOYMENT CENTER
3740 John R. Detroit, MI 48201
Fax: (313) 577-7447
EOE/AA

SECRETARY
REPUBLIC BANK is seeking an entry level secretary to assist our FARMINGTON HILLS & BIRMINGHAM Area Offices. Must have skills, ability to file, organize and answer phones. Great opportunity for a career path with this full benefits including educational assistance. Please apply in person for this position, send cover letter and resume to REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Lansing, MI 48912 or FAX 517-321-4342. EOE/AA

SECRETARY TO $27,000
Work for Director of Corporate Communications. Good typing, phone, writing needed. Excellent benefits. Call Donna, 810-557-9600
Snelling Personnel Services

SECRETARY
Well organized detail oriented telephone skills. Demonstrated word processing, spreadsheet and data base skills required. Excellent benefits. Call 810-349-5230

Secretary/Word Processor
Fast paced professional, growing company with pleasant working environment. Responsibilities include word processing, spreadsheets, Windows 3.1, phone answering, filing and misc. tasks. Hours are Mon-Fri, 8am-5:30pm. Some overtime may be required. Excellent benefits package, 401K, life, disability, etc. EOE. Send resume, McKenna Associates, Inc. 555 Hulet Drive, Bloomfield Hills, MI 48013 or fax 810-645-9185, Farmington Hills, MI 48334

SERVICE CLERK
The law offices of Clark Hill P.L.C., a major Detroit based law firm, is accepting applications for Service Clerks in their Detroit and Birmingham offices. Clerks work full or part time hours per week in friendly, professional environment. Duties include: Delivery of legal documents, copying and general office services. Applicants have car and valid driver's license. Benefits include, medical, life, 401k and dental plans. Good pay and salary requirements to:
Human Resources Manager
255 S. Woodward, 3rd Floor
Birmingham, MI 48009

SUPPORT SERVICE ADMINISTRATOR
Professional Image seeks good communications both written & oral. Excellent organizational skills and creative abilities. Human Resources background helpful or transferable. Call for appointment. Alert Professional Staffing. Detroit 1-800-745-3670
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

Service Coordinator
Home Health Agency
If you enjoy a busy workplace and don't mind spending the time you save day zero day, we have the perfect job for you!
Wanted, "People Person" with outstanding telephone skills, creative problem solving abilities, and a personal commitment to excellence.
Varied Duties: contact with elderly clients, scheduling home care staff, interview recent leavers. Must be detail-oriented and able to work independently.
General office/customer service experience required College grad preferred.
We offer a competitive salary and full benefits. Extra pay for required bilingual skills.
Send resume to
Human Resources
THE MEDICAL TEAM
24901 Northwestern Hwy, #802
Southfield, MI 48075

STRONG WORD PROCESSORS
Excellent opportunities available. Full time positions for individuals proficient in WordPerfect, Word, and Excel. Ideal candidates are multi-task oriented and organizational. These are well compensated positions with great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823.

SUMMER NIGHTS WITH SNELLING
Snelling Personnel now has evening hours! Work nights, earn extra $$ in temporary or permanent placement. Flexible hours. Contact us today to execute level positions available.
Tues., July 23rd & Wed., Aug. 7th
(By Appointment only - call today!)
Livonia, 313-266-8600
Southfield, 810-262-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
needed for large physicians office located in Farmington Hills. Mon. thru Fri. full time. Experienced preferred
(810) 553-0010 Ext. 213

SWITCHBOARD RECEPTIONIST
for busy home health care company in Livonia. Call (313) 462-2300 ext. 102 for interview

TELEMARKETERS
Plymouth area. Part time positions. No cold calls, leads provided. Must have experience. $5 or has $8-hr.
EXPRESS SERVICES
313-467-6450 FAX: 313-467-1638

TELEPHONE OPERATOR
We pay top wages for experienced, professional Telephone Service Operators. AT&T Merlin Legend Communications System knowledge preferred. Please contact Roxanne at Wyndham Hotel Purchasing Firm
(810) 757-2528 ext. 272

TELLER/MEMBER SERVICE REP
Part-time. Credit Union experience helpful. Apply: Livonia Community Credit Union 15420 Farmington Rd.

TYPING, GENERAL office duties, phones. Benefits available. Please send resume to: P.O. Box 5449 c/o The South Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178
EOE

TYPIST
PROMINENT Tire Insurance Company in Livonia is in need of a typist with experience preferred. Call for interview
(313) 421-4000

WAREHOUSE PERSON needed full time. Must be able to drive to Ann Arbor. Apply in person: Fabric Floor Coverings, 13250 Newburgh Rd., Livonia 1 block S of I 96

We Need Good Employees!
If you're looking for a rewarding job that will challenge you and utilize your skills, call Oaktec today!
OAKTEC
Professional Staffing Services
Farmington Hills 810-488-0484
Auburn Hills 810-377-4070

WORD PROCESSOR
Full time. Must type 60 WPM, computer skills required. Excellent proofreading, grammar and spelling skills. Knowledge of medical terminology helpful. Send resume to
Delta Health Care/Rehab/Plaza
400 Galleria Officentre, Ste 101
Southfield, MI 48034
FAX: 810-354-4609

WORD PROCESSORS/
RECEPTIONISTS NEEDED!!
Looking for upbeat, outgoing 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!
- WordPerfect
- Microsoft Word
- Excel
- Lotus
- Powerpoint
- Internet Graphics

Call Today for Details!
810-352-1300 Southfield
810-373-7500 Auburn Hills
313-284-0777 Taylor

SNELLING.
PERSONNEL SERVICES

WORD PROCESSOR
Troy financial firm seeks a word processor. Fast paced environment. Must have the ability to prioritize. MS Word experience necessary. Contact Ms. Fox. Fax resume to (810) 649 1848 or Mail to HRMS, 1900 W. Beaver, Ste. 200, Troy, MI 48084

502 Help Wanted-Office Clerical

$9.00/HOUR!!!
LARGE MARKETING CO
NEEDS YOU!
SALES SECRETARY POSITION
- Possible long term
- Full time hours
- Previous Customer Service
- Phone experience
- MS Word/Excel/WordPerfect 6.0 & 5.1
- Working for 12-13 Sales Reps

CALL US,
WE'RE WAITING FOR YOU
MANPOWER
810-471-1870

504 Help Wanted-Dental

Dental Assistant
Friendly Livonia office looking for enthusiastic assistant to join our team. Will train oriented and have previous experience. Call Mary 313-425-0808

ASSISTANT/PART TIME Immediate opening for the right person. Busy dental office. Need enthusiastic, pleasant oriented person for Monday evenings, Tuesday afternoons and 1 Saturday a month, experience preferred. Call (313) 462-4550

SEVERDIEN AREA. Full-time Chairside Dental Assistant, experienced only, will float to the front, great office. Call 313-453-2742

CHAIR-SIDE ASSISTANT
To join our energetic, caring, top rated team. Someone who wants to excel with us for an interview call
(810) 642-4737

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

CHAIR SIDE ASSISTANT
Busy Dearborn Hts. practice seeks experienced chair-side assistant. Responsible, enthusiastic people person. Computer experience a plus. Full time and benefits.
Call
(313) 274-4040

DENTAL ASSISTANT
Experienced. Full time in friendly Livonia general practice.
313-425-1171

DENTAL ASSISTANT
Bright, energetic person who enjoys working with children in a pediatric dental practice. Must have experience. Ask for Angi.
(313) 425-0000

DENTAL ASSISTANT. We seek a dynamic, energetic, experienced assistant to join our progressive Livonia office. We offer you an opportunity to develop a valued mentor of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential
Call (810) 357-3100

DENTAL ASSISTANT
General dental office in Westland. Full or part-time available. Off on Weds. Looking for a self-motivated, friendly team worker. (313) 722-0500

DENTAL ASSISTANT
Specialty office in Bingham Farms is searching for bright, energetic dental assistant. Experience preferred. We offer a good salary & fringe benefit package for the right person. Call Shirley
(810) 540-9193

DENTAL ASSISTANT
Growing, well established professional practice seeks responsible, organized and self-motivated individual with some background in dentistry. We offer a full time opportunity to grow with our practice through full participation with other members of our team. Call Thurs & Fri. from 9 - 5pm
(810) 358-3950

DENTAL ASSISTANT
Quality family practice wants friendly, caring assistant. Salary DOE. Has Experienced Livonia 313-464-1827

DENTAL ASSISTANTS with X-Ray certificate needed for full / part time positions. Call Dearborn Heights area
(810) 277-5727

Ortho practice in Farmington position available for an experienced assistant, working in a friendly, private practice environment. Top salary and excellent benefits for the right candidate. Wednesday Evening Country Club.
313-722-5130

DENTAL ASSISTANT - full time for busy Farmington Hills family practice. Experience preferred but willing to train. 810-852-5227

DENTAL ASSISTANT
Part time. Experienced preferred, might train right person. Farmington area. (313) 261-4442

DENTAL ASSISTANT
For Bloomfield Hills office. Full-time. No weekends, no evenings. Must be experienced assistant, willing to work in loving, professional practice to join our team. Call
(810) 642-0400

DENTAL ASSISTANT
Progressive Bloomfield Hills office seeking individual for a full time position. Experience preferred, but some experience necessary. Call for interviews, ask for Sandy.
(810) 645-9797

DENTAL ASSISTANT
Experienced. Established Westland practice looking for dedicated, positive Assistant to enhance practice. Promptness a must for full-time employment. Great Salary, Great benefits commensurate. Please call
(313) 326-9442

DENTAL ASSISTANT
Experienced for Warren office. Flexible hours. (810) 574-2620

DENTAL ASSISTANT
Garden City area. Experience preferred, but not necessary. 35-29 hours weekly. (313) 261-1160

DENTAL ASSISTANT
Progressive Bloomfield Hills office. 4 days per week. Flexible hours. Ask for Charlotte.
(810) 644-9787

DENTAL ASSISTANT
Highly motivated individual with good phone skills to join our friendly practice but will train. 7 Mile & Farmington.
810-471-3781 or 810-476-5705

DENTAL ASSISTANT
Experienced, dependable assistant with positive attitude to work in Royal Oak office that appreciates great smile. Benefits. Call Ann, 810-543-7010

DENTAL ASSISTANT
Part-time team player. Some experience necessary. Whom it. Plymouth area. Call 810-624-1810 or
313-454-1070

DENTAL ASSISTANT
Full time position for Experienced CHAIRSIDE ASSISTANT. Friendly office. Please call for your exciting new challenge! Call (810) 348-7997

DENTAL ASSISTANT
Helpful! I am moving to Arizona. I need a person like me to transfer my position to. I am very knowledgeable. I use the computer & I do insurance claims, sterilization & many other tasks. I make a very good salary