EMPLOYMENT

This Classification Continued from Page C11.

502 Help Wanted-Office Clerical

CALLING ALL RECEPTIONISTS!!!
We have 8 open job orders for Receptionists. These positions vary from basic 6 line phones to large switchboard systems. The majority of our orders require computer skills, as most many Windows Environment. If you have phone experience, computer skills, pleasant voice/telephone manner, & have a good work ethic - Give Us a Call!
OAKTEC
Staffing Services, Inc.
Farmington Hills 810-476-0464
Auburn Hills 810-377-4070

RECEPTIONIST - Birmingham Downtown law firm seeks mature efficient, full time receptionist able handle multiple tasks. 810-594-1020

RECEPTIONIST
Busy Birmingham pediatric office needs part-time Receptionist. Medical Physical. 810-644-8900

RECEPTIONIST - busy sales office seeks an individual to perform light receptionist duties, organizing, basic skills. Light typing (40 words) basic accounting/office skills. 40 hrs per week. $8 an hour. Fax resume with cover letter to 810-352-8226

Receptionist / Clerical Support

Mechanical Contractor seeks Receptionist with excellent communication skills and dependability. Our business is growing rapidly and requires dispatching service calls in addition to regular telephone and paper processing. Computer knowledge required. Dispatching is part of the pre employment process. If you make qualifications, please fax resume and salary requirements to:
Ms. Sharp, Fax# 810-548-9130

RECEPTIONIST/ CUSTOMER SERVICE

Immediate opening. Full time with benefits for sporting goods manufacturer. Send resume 1515 Arbiter Troy, MI 48084

RECEPTIONIST / CLERICAL
Full time for busy upscale salons in Farmington Hills & Birmingham. Call Tues. 810-642-1122

RECEPTIONIST

Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd.) seeks an organized individual with Excellent typing skills (55-60 wpm). Ideal Perfect preferred. Excellent Benefits. Call Nancy at (810) 352-3300

RECEPTIONIST - fast paced office in Fashion Square area seeks professional with professional image. Reply to Box #2809
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST

FAST-paced construction company located on Grand River, Farmington is seeking a full time person for multiple switchboard operation in a manner people skills & organizational skills are required. Medical and Dental benefits, friendly office atmosphere. Excellent benefit package. Interested candidates please fax resume to Human Resource Dept. M-B, 185 Oakland Ave., Suite 225, Birmingham, MI 48009. Fax 810-594-1112

RECEPTIONIST
For Farmington Hills law firm. We need your professionalism, good attitude and typing skills for this front desk position. Work in attractive offices with pleasant people. Excellent salary and benefits. Send resume to P.O. Box 9057, Farmington Hills, MI 48333

RECEPTIONIST

for a Q1 Quality Printer. Full time, non smoker preferred. Call 810-471-5071

RECEPTIONIST
for Southfield law firm. Excellent phone skills & knowledge of Microsoft Word necessary. Experience required. Contact Andrea at... (810) 354-1140

RECEPTIONIST
For talent agency. Full time. Strong computer, Windows 3.1 & Lotus Smartsuite. Communication skills, pleasant phone manner. Ability to handle high pressure situations. Prior work experience a plus. Benefits. Send resume to: Talent Tool Co., Productions Plus.
30600 Telegraph Rd., Suite 2156, Birmingham, MI 48025

RECEPTIONIST
full time with secretarial skills for busy Birmingham real estate office.
810-540-2670

RECEPTIONIST
FULL-time position, right office duties Farmington/Novi area. (810) 477-8200

RECEPTIONIST

FULL time position for busy office. Mon-Fri from 9am to 5pm. Need customer oriented individual with great people and organizational skills. Word experience helpful but not necessary. This position offers full benefits after 90 days. Candidates must apply in person Mon-Fri, 9am-5pm, at:
Personnel
486 S. Opdyke
(1 mile S. of Grand Sycamore)
Pontiac, MI 48341

RECEPTIONIST
Industrial Rd area, immediate opening for full time Receptionist. Good phone skills required. Must have good typing skills. Please fax resume to Tartan Tool Co., 368 Park St., Troy, MI 48083

RECEPTIONIST

LIGHT bookkeeping experience for 12 Mile area office. Light area accounting firm. Flex hours available. (810) 258-8220

RECEPTIONIST
Livonia area firm seeks experienced individual. Candidate should have good communication skills, & typing skills. Computer experience a +. Call 313-525-8080, ext. 131 for interview.

RECEPTIONIST
MON-FRI, 8am-3pm
(810) 653-7370

RECEPTIONIST
Needed for large apartment community in Southfield. Apartment locator experience and benefits. Apply in person.
Sutton Place Apartments
23275 Telegraph Rd.
(810) 358-4954

RECEPTIONIST
Need full-time receptionist with telephone and computer experience for busy real estate office. Call Terry (810) 642-0400

RECEPTIONIST
Needed for Bloomfield Hills insurance agency. Call Bob at... (810) 258-1112

RECEPTIONIST NEEDED
full time receptionist for Birmingham company. Office experience helpful. Real estate experience helpful. Computer knowledge a plus. Birmingham Call Candace. (810) 540-1400

RECEPTIONIST/OFFICE HELP
Part time position, evenings and weekends. Approximately 15 hours per week. Call Mr. Rader, Real Estate One, Livonia. 313-981-0700.

RECEPTIONIST
Part time, very flexing hours in exciting Southfield office. Call Pauline (313) 721-7044

502 Help Wanted-Office Clerical

RECEPTIONIST
OUTPATIENT counseling office. Part time. Call Mon-Thur from 9am to 3pm and ask for Pat (810) 348-1100
Equal Opportunity Employer

RECEPTIONIST
Part time for Livonia law firm. Experience preferred. Hours 1:30pm - 5:30 pm, Mon.-Fri., $6 per hr. Call Patti at (313) 464-1700

RECEPTIONIST
Part time Receptionist position available in a Farmington Hills corporate office. Friendly, outgoing personality, professional manner and appearance. Responsibilities include: operating a busy 16 line phone system, greeting lobby traffic, & some Word processing data entry. Requires morning shift, Tam-12:30pm, 27.5 hours per week. Benefits package. Send resume to:
LAFAYE CORPORATION
Receptionist Position
P.O. Box 987
Southfield, MI 48037
EOE/AA

RECEPTIONIST

Part-Time
Suburban consulting firm seeks candidates to job share receptionist responsibilities. Experience with PC's and multi-line phone system preferred. Responsibilities include: front desk reception, incoming calls, word processing and general office duties.
Fax or send your resume with salary requirements to:
ASG Renaissance
Attention: HR/MB
3000 Town Center
Suite 2237
Southfield, MI 48075
fax 810.358-4499
equal opportunity employer

RECEPTIONIST - Part-time, 12-5:00 PM. Good phone skills & general office duties. Apply at Elna Supply Company, 29949 Beck Rd. Wixom

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-0680

RECEPTIONIST PLUS CLERICAL
Bloomfield Hills Interior Photo and some computer skills necessary. Full time. Mon-Fri. (810) 645-5700

RECEPTIONIST/SCHEDULER
Television Production Facility seeks pleasant personality capable of handling multiple tasks. Pleasant people person who enjoys a busy environment with clients on daily basis. Strong organizational skills required. Knowledge of Video Production or Agency experience a plus. For interview call Forest Post Productions at (810) 855-4333

RECEPTIONIST/ SCHEDULING COORDINATOR
Part-time, full-time
Call Liz (810)852-1820

RECEPTIONIST/SECRETARY
For precision machine shop. Must have knowledge of computer entry, accounts payable & good organizational skills. Send resume to: P.O. Box 291024 Redford, MI 48239

RECEPTIONIST/SECRETARY
Full time position for dependable person with Bloomfield Hills law firm. Pleasant phone personality. Typing 50wp. Wordprocessing. Call for appointment (810) 349-2500

RECEPTIONIST/ SECRETARY

Full-time with benefits. Must have excellent phone, typing, proof reading and computer skills, including experience with Windows. Word and Excel. Apply in person at Plymouth Township, 315 W. Ann Arbor Rd., Plymouth, MI 48170

RECEPTIONIST/ SECRETARY

Experienced on multiple phone line system. Front desk position requires excellent communication, telephone and organizational skills. Computer literacy a must. Excellent benefits. Resume with salary requirements to Personnel, P.O. Box 2500, Dept. SE 326, Oak Park, MI 48237

RECEPTIONIST/SECRETARY
for W. Bloomfield Estate Development Office. Must have skills with WordPerfect, work independently, be a self-starter, reliable, organized, non smoking, and have good people skills. Pay & benefits commensurate with experience. Call ... (810) 737-9644

RECEPTIONIST / SECRETARY
Small Farmington Hills law office. Good typing, filing & telephone skills required. Word for Windows preferred. Salary commensurate with experience. Send resume & salary requirements to: JSK, 31731 Northwestern Highway, Suite 152, Farmington Hills, MI 48334

RECEPTIONIST/ SECRETARY

Needed for medium sized Novi area construction company. Must have knowledge of multi-line phones. Excel and Word. Please send resume to:
KP
26211 Central Park Blvd
Suite 220
Southfield, MI 48076

RECEPTIONISTS NEEDED
Looking for experienced Receptionists with good communication skills, any word processing skills are helpful. Multiple temp and permanent openings. Call today for an interview and ask
about our referral bonuses and water park giveaway.
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-294-0777
SNELLING
Personnel Services
An Equal Opportunity Employer

RECEPTIONIST - Southfield company seeks Receptionist with 5-8 mos. experience. Must have excellent typing, phone, filing. Please contact Denise at TODAYS (810) 350-9777

RECEPTIONIST
Southfield accounting firm seeking receptionist. Position requires answering telephones, greeting clients, and some bookkeeping experience helpful. Send or fax resume.
Davis & Davis, Attn: Craig Davis, 29100 Northwestern Hwy, Ste. 250
Southfield, MI 48034
Fax 810-358-5784

RECEPTIONISTS
We have 5 temp to hire positions in Southfield with bookkeeping experience a plus but not required! Positions are in Troy and Southfield.
Call today if you want to work for a DYNAMIC company!
Corporate Staffing Services, Inc.
(810) 352-6866

502 Help Wanted-Office Clerical

RECEPTIONISTS
(2) - For real estate office in Wixom. Bloomfield One Mon. - Fri., 4-8pm. One Sat & Sun., 11am - 3pm. Please call Sharon at ... (810) 651-4100

RECEPTIONIST/TYPIST for Bloomfield Hills intellectual firm. Word Perfect or similar word processing experience preferred. 1-5pm weekdays. Call ... (810) 334-5000

RECEPTIONIST/TYPIST
Busy automotive sales agency seeking a full time Receptionist/Typist with a good attitude, strong communication skills, knowledge of computer. WordPerfect 6.1 for Windows. Excellent benefits. Fax resumes to Office Manager, fax 810-358-5382 or send resume to P.O. Box 2106, Southfield, MI 48037

RECEPTIONIST
Typing 50 wpm, great website, answer phones. Benefits.
Lithacon, Inc
25860 Lahser Rd
Southfield, MI 48034
(810) 350-2020

RECEPTIONIST WANTED full time. Apply in person only. Harold's Frame Shop, 25959 West 8 Mile, Redford

RECEPTIONIST - With general office skills for computer sign business. Must be motivated, organized & dependable. Call David 313-427-4141

RECEPTIONIST
With light manual labor & computer work. Mon-Fri, 40 hours week. Medical plan. Plymouth area. Call for interview.
(313) 534-3758

RECEPTIONIST, $20,000
1-2 years experience. Answer phones, greet clients, fax, file. Farmington Hills firm. Great benefits.
Call Barbara 810-737-0760
SNELLING PERSONNEL SERVICES

RECEPTIONIST, $9 HOURLY
1 year experience needed for professional Southfield firm. Some word processing experience. Nice phone personality and attitude. Call 810-626-7700
SNELLING PERSONNEL SERVICES

SALES ASSISTANT
Wanted full time with good computer skills, pleasant and energetic personality. Great benefits. National company, great benefits. Call Ann or Fred Rd. 313 South Ask for Ms. Beach (313) 722-9333

SALES COORDINATOR
Automotive stamper seeks dynamic individual to join our inside sales team.
We require a self starter with proficiency in Excel and Word, solid administrative and project management skills, a service to manufacturing engineering environment required.
Responsibilities include extensive tracking, recording and follow-up in quoting, new product launches and engineering change activities. Tasks require data collection, composure of correspondence and spreadsheets, meeting minutes and interaction with external and internal customers. Work in a fast paced environment, in fast paced environment, insuring quality and customer satisfaction. Submit resume and salary requirements in confidence to
Human Resources
Vehn International
900 Wilshire Dr. Ste 150
Troy, MI 48084

SALES RECEPTIONIST
Part time, evenings, answering phones, scheduling appointments etc (810) 356-7920

SALES SECRETARY - busy office. Experienced, motivated typing. Great benefits. Salary negotiable. Fax resume to P.O. Box 809, Milford, MI 48381 EOE

SALES SECRETARY
Company in Hazel Park seeking professional individual with strong customer service, typing orders & other clerical duties. Must have Microsoft Word experience & Microsoft Excel preferred. Send resume to:
Contemp-Tec
810-542-9500 Madison Hgts
810-650-8000 ... Rochester Hills

SALES SECRETARY
No experience needed. 30 hours per week, no contacting current clients. Perfect for student. Generating leads for our sales staff. Hourly wages + generous bonus program. Call Sandy at (313) 721-7166

SALES TECHNICIAN ANALYST
Brass Craft Manufacturing Company, a Masco subsidiary, has an immediate opening. Essential job functions include maintaining the forecast system, analyzing customer inquiries, and the statistical refining of the ASAD System. Job requirements include a related Associate degree, good math aptitude, PC literacy, good communication skills both oral & written and positive interpersonal skills. For consideration please submit your resume to
Brass Craft Manufacturing Co
Attn: DV/ST
P.O. Box 8032
Plymouth, MI 48170-8032
Equal Opportunity M/F/H/V
No Phone Calls Please!

SECRETARY/RECEPTIONIST - for Bloomfield Hills real estate office. Hours are 9:30-5PM, Mon thru Fri (30hrs per week). Must have good phone etiquette & some typing & computer knowledge. Ask for Janet at ... 810-646-8000

SECRETARIAL/CUSTOMER SERVICE for construction company, full time, computer experience helpful. Send resume to 30561 Beck Rd., Wixom, 48393

SECRETARIAL - Must have thorough knowledge of Wordperfect, excellent typing, grammar and proofreading skills, as well as professional appearance and ability to relate well to people. Legal experience beneficial but not required. Equal opportunity employer. Contact Diane at ... 810-952-0400

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, hours are accounting, apply in person Brass Electrical, 37400 W. 7 Mile, Livonia

SECRETARIES NEEDED
$8.75 an hour to your time $$
Apply with us & receive a $25 gift certificate. Must have 2 years secretarial experience, MS Word
Excel
Call THE KPM GROUP!!
810-355-3440 Fax 810-355-6899

RECEPTIONIST
Secretaries!!
Secretaries!!
Secretaries!!!
We have 11 open job orders requiring good secretarial skills. Very short assignments (secretarial to executive level, those are using Word and Excel. If you bring good strong skills, a good work ethic and are looking for something new - Give Us a Call!
OAKTEC
Staffing Services, Inc.
Farmington Hills 810-476-0464
Auburn Hills 810-377-4070

502 Help Wanted-Office Clerical

SECRETARIES
Secretaries required for fast-paced temp agency. Proficiency required in Microsoft Word, Excel and Powerpoint typing speed 55-65 wpm. Excellent benefit package. Forward resume and salary requirements to
Human Resources
755 W. Big Beaver
Suite 1300
Troy, MI 48084
EOE

SECRETARIES
WORD PROCESSORS
$9 to $12 hour
Temp to perm, long and short term assignments available. Detroit locations. Excellent typing speed required. Flexible hours, reliable transportation a must. Very strong PC skills with proficiency in one or more of the following software packages desirable:
- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS
- POWERPOINT

Resumes Required
Call to setup an appointment
Auburn Hills: 810-373-8118
Dearborn: 313-441-1533
Detroit: 313-875-4540
Livonia: 313-525-4908
Southfield: 810-354-0555
Troy: 810-583-3232
Olsten Staffing Services

SECRETARIES
$20-$25,000
Service charges paid by companies that have employed our agency. Service fields located throughout the suburban metro area. We need experienced Secretaries in Macomb. Call for appointment. 810.399.3450
Sterling Personnel Services

SECRETARY/ADMINISTRATIVE ASSISTANT
position in fast paced Birmingham Automotive Sales & Engineering firm. Must be adept in Microsoft Word and Excel. It takes a lot of personality, boundless energy and attitudinal maturity and a few special traits, send your resume to Secretary, 1010 Rowen, Ste. B, Birmingham, MI 48009. (Salary commensurate with skills)

SECRETARY/ADMINISTRATIVE ASSISTANT
Seeking reliable, self-motivated full time secretary/administrative assistant (preferably MicroSoft Office / Excel / Windows) experience. Full benefits. Call Mark ... (313) 451-2200

SECRETARY/ASSISTANT
Permanent position for a Secretary/Assistant to Technical Services Director
- Required experience includes Windows we use 3.1, Microsoft Word version 6.0, Microsoft Excel version 5.0, and Microsoft Access 1.1 or better.
- Must have ability to type and proof read from a rough draft.
- Must have knowledge of business English, spelling, rules, etc. as well as the ability to type from a dictaphone or voice mail.
- Good organizational skills are a must.
- Good phone skills.

Please send resume to
Diamond Automotive, Inc
23400 Haggerty Rd.
Farmington Hills, MI 48335
Attn: Personnel

SECRETARY/ BIRMINGHAM
Full time Secretary needed for Birmingham office. Strong computer skills required. Word Perfect 6.1, Lotus Smartsuite. Call Ann 540-1238. Birmingham, MI 48012 or Fax to ... (810) 642-7122

SECRETARY/ BOOKKEEPER

South Lyon Developer seeks part time person to assist with Word Perfect, Word Processing, spreadsheet, telephone phones & filing. Fax resume with hours of availability to ... (810) 486-1662

SECRETARY/BOOKKEEPER
Experienced in QuickBooks/Windows 95, employee benefits, 401K, payroll, taxes, all aspects of office procedures with a professional phone voice. Please call Designs Unlimited at: (810) 624-7300

SECRETARY
Choice career move with Auburn Hills based Farmington firm. Your experience will be welcome for long and short term projects. Windows soft ware used. Call Shelly today.
Farmington/Livonia Bernfield, Inc
473-2931 646-7061
Advantage Staffing

SECRETARY/CLERICAL
Full time, with benefits for Farmington Hills CPA firm. Duties include phones, word processing, spreadsheet, etc. PC knowledge helpful. $8 to $10 per hr. Some experience. Jan-Apr temporary to hire. Resume and salary requirements to:
TAMA & BUDAJ, P.C.
32783 Middlebelt Rd.
Farmington Hills, MI 48334
Attn: Kris

SECRETARY
Clerical position for busy Livonia wholesale distributor. Non-smoking office. At least 5 years office experience required. Must be proficient in general secretarial, phone, light data entry, 10 key & good interpersonal skills. We offer competitive salary & benefits. Fax resume to:
313-425-7865, Attn: Bob

SECRETARY - Outstanding, excellent typist, computer literate. 25 flexible hours Bloomfield Hills area.
(810) 644-6444

SECRETARY
Experienced, dependable, & mature individual for financial service company in Northville. Computer experience necessary. Salary commensurate.
810-349-3716 EOE

SECRETARY - EXPERIENCED
Needed immediately for busy Southfield law firm for typing and phone work. Professional demeanor and communication skills a must. Salary commensurate with experience. Please contact Cathy Kruger at ... (810) 799-2267

SECRETARY - for builder office. Computer literate. Minimum 3 years office experience required. Northwestern 14 Mile area, flex hours, salary required
810-737-3049

SECRETARY
For Manufacturers World Wide Agency in Southfield. Full time, days (20 hrs). Telephone, mail, typing, some computer. Fax resume to:
(810) 263-4102

SECRETARY
For Southfield law office. Windows/WordPerfect knowledgeable. Send resumes to: Attn: Shari, 24472 Northwestern Hwy., Southfield, MI 48075.

SECRETARY
Full-time. Non-smoker. For real estate management company. Knowledge of Windows & Excel. Call Sharon at ... Troy. (313) 496-9330

SECRETARY
FULL time Secretary needed for small engineering office. Strong computer skills required. Word Perfect 6.1, Lotus Smartsuite. Call Ann 540-1238, Birmingham, MI 48012 or Fax to: (810) 642-7122

502 Help Wanted-Office Clerical

SECRETARY
Huntington Bank of Michigan has secretarial positions available at its Commercial Lending Department located in Troy and Southfield. These positions require at least 2 years of previous office experience including the use of WordPerfect and Lotus. Qualified applicants must type at least 40 wpm and have good communication and phone skills.
Starting Salary: $7.50-$8.00/hour and offer a comprehensive benefits package including medical/dental insurance, stock purchase plan, tuition reimbursement, life insurance, sickness and disability plans, paid vacations & holidays, and 401K.
If you are looking for an opportunity to work in a fast paced professional environment and meet the above qualifications, please send a resume with cover letter to:
HUNTING BANKS OF MICHIGAN
P. O. Box 567
Troy, MI 48007-5823
ATTN: D Schaal
FAX (810) 244-3622

SECRETARY
IF you're looking for an excellent position with great benefits, this North and Western suburban company has openings working with directors in new development. Must have ability to work independently. Temp to Perm.
Livonia/Farmington Bernfield
473-2931 646-7061
Advantage Staffing

SECRETARY
Immediate position available for enthusiastic individual! Must have MS office, Word, TExcel, PowerPoint. Good organizational skills, communication skills a plus. Please mail or fax resume with salary requirements to 26813 Northwestern Hwy., Ste. 140, Southfield, MI 48034
Fax 810-351-4299 EOE

SECRETARY, - Law office concentrating in probate & estates to work 9 am - 1 PM daily Must know Windows 12's & Telegraph (810) 433 0999

SECRETARY
Looking for Secretary for 30 hrs. per week. Must have knowledge of Windows 6.0, some bookkeeping experience and top notch people skills for sophisticated 1-person office in Southwest Bloomfield. Responsibilities: Typing, billing, accounts receivable/payable & payroll for small group. FAX resume to Sally at (810) 626-2000 Secretary, 2000 Town Center, Suite 1720, Southfield, MI 48075

SECRETARY

National ranked General Contractor looking for experienced, motivated, self-directed, team player to complete Executive Secretary position. Working knowledge of WordPerfect and Lotus. Good math skills, attention to detail, organizational skills, and the ability to work with multiple deadlines. Send resume and salary requirements to
Estimating Secretary
Ruddick/Lobbe Inc.
P.O. Box 87040
Canton, MI 48187
No phone calls, please.

SECRETARY NEEDED
Property management firm in Southfield seeking highly motivated Secretary/Word Processor. Some phone back-up and general office duties. Fax resume to: Box #2834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY / OFFICE ASSISTANT
Needed full time. Must know WordPerfect 5.0, Microsoft Works, general clerical and excellent phone skills required. Knowledge a must. Salary range $7.00-$9.00 per hour based on experience. Your skills and experience with salary history or call between 8:00am and 11:00am
Tech Industries, Inc
Attn: Kim
24669 Hallsted Rd
Farmington Hills, MI 48335
(810) 478-0300 Ext. 100

SECRETARY PART time, Livonia. Must be able to use personal computers, wordprocessing & spread sheets. Hours are flexible, approximately 20 hours per week, flexible schedule between 8:30 per hr. Send resume to:
Box #2888
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY - Part time for busy adoption agency. WordPerfect 5.1 & good typing skills needed. Hours are 9am-1pm. (810) 646-7790

SECRETARY - Part-time for Southfield insurance agency, no weekends, evenings or holidays. Ideal for homemakers/others 810-569-7070

SECRETARY PART-TIME
Experienced. Excellent typing skills. Flexible hours. Mon-Fri, 25-30 hrs. $9/hr. Send resume to: RJ Records Company, 18625 Lodge, Ste B-1, Auburn Hills, 48326

SECRETARY - Part-time Needed Immediately. Experience helpful. Call Lake Press ... 738-0500

SECRETARY (Motivated) Part time. For non-profit agency. Experienced. WP, Windows. Send resume to: Attn: Bookkeeper, P.O. Box 214169, Auburn Hills, 48321-4169 by Bernfield, Inc.

SECRETARY
Phones, filing, computer work. Bloomfield Township. Reliable. Rubber Industries. 313-454-1900

SECRETARY
Plymouth. Skills required: MS Word, Windows, math aptitude, proofreading & attention to detail. Evaluation fee. To $11/hr.
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1838

SECRETARY
POSITION for Farmington Hills Real Estate development company fast paced office. Word Perfect 6.0 Windows. Resume and salary requirements to:
TAMA & BUDAJ, P.C.
32783 Middlebelt Rd.
Farmington Hills, MI 48334
Attn: JFB

SECRETARY/RECEPTIONIST
FAST paced office seeks sharp, customer oriented person. Knowledge of MS Word and Excel. Full benefits. Non-smoking building. Send resume to:
P.O. Box 308
New Hudson, MI 48165

SECRETARY/RECEPTIONIST
Full time position. Good telephone and typing skills. Knowledge of Word perfect. Bookkeeping knowledge beneficial. Benefits $7.00 PER HOUR. SALARY REQUIREMENTS TO:
Box #2834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/RECEPTIONIST
Now manufacturers representative seeking secretary/receptionist. Flexible hrs, may eventually lead to permanent position. Responsibilities include: mail, errands, office experience, professional phone, general organizational skills. Computer Skills: Including Microsoft Word, Lotus, Quicken, Windows. Contact Mary, 22795 Heslip Dr., Novi 48375 or fax 810-348-0788

SECRETARY / RECEPTIONIST

Full-time, days & part-time evening. Receptionist needed. Attn. Hotel Management positions available, part-time, days & evenings. Perfect for student. Apply in person. P.O. Box 1238, Birmingham, MI 48012 or Fax to: (810) 642-7122

502 Help Wanted-Office Clerical

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a cheerful, multi-talented person to join our team. Excellent phone & computer skills required, great opportunity for advancement. Competitive salary, excellent fringes. Please forward resume to: J.H. Thompson Company, Box 2117, Farmington Hills, MI 48333

SECRETARY/ RECEPTIONIST

Minimum requirements: 2 years secretarial experience, excellent typing & phone skills.
WordPerfect & Lotus 1-2-3 proficiency are a must. Salary commensurate with experience.
Join a strong team which develops & supports manufacturing software in a professional, smoke free environment.
Send resume to: Geautinger Associates, Inc. 5700 Crooks Rd. Suite 212, Troy, MI 48098 Attn: Personnel

SECRETARY

SALES SECRETARY Part Time

Commo Clinical Laboratories in Michigan is seeking a SALES SECRETARY to work part time. The qualified applicant will possess a minimum of 60 wpm, typing skills, be computer literate and possess excellent office skills. Willing to work in our fast paced Sales Dept.
We offer a competitive salary and professional work environment. For immediate consideration, please forward your resume to, or apply Monday - Friday, 8:30 - 5:00 at: Commo Clinical Laboratories, 4444 Giddings Road, Auburn Hills, MI
EOE M/F/D/V.

SECRETARY
Small law firm seeking part time Secretary/Receptionist, legal experience preferred. Knowledge of Macintosh. Excellent knowledge of WordPerfect 5.1, typing and use of dictaphone. Call ... 313-261-1114

Southwest based property management firm seeks a full time secretary to assist the Property Manager. Must have bookkeeping experience necessary. HUD experience are accepted plus. Computer knowledge essential. Benefits included. Send resume to: Property Manager, P.O. Box 306, Southfield, MI 48037

SECRETARY
Suburban firm seeks a professional individual to join their team. Support 4 staff members. Typing and bookkeeping duties including phone, typing correspondence & proposals utilizing MS Word & Excel. Salary $20-$24,000. If your resume is confidence to Tracy nearest you.
Tracy (810)355-8723
Farmington Hills (810)737-5878

SECRETARY
Tired of "Temping" for secretarial positions? Fax your resume to the attention of Carol, secretarial position with a Southfield CPA firm.
Fax: 810-254-1905

SECRETARY
wanted for a flexible and flexible weekends in friendly office. Must be dependable, self-motivated and have computer knowledge or a willingness to learn. For more information call:
... (313)482-3000

SECRETARY, 4 days per wk. Small Southfield insurance claims office seeks a self-motivated claims person enjoyed typing, & phone skills. Word Perfect a +. Will train the right candidate. Call Jennifer 810-568-1470

Suburban Automotive Import Group
It is time to take stock in your career. Challenging opportunity and personal fulfillment are the benefits of working on our team. Toyota, Volvo, Nissan and Isuzu swagon could be in your future.
Positions Available:
Light Duty Technicians
Porters
Receptionist
Auto Sales
Service Cashiers
Sales Associates
Previous automotive experience is helpful, but not needed. Training and service professionals are encouraged to apply.
Salary/Hourly + Training
Confidentiality + Health Care
+ 401K
Apply in person at:
Suburban Automotive Group
1821 Maplelawn
Troy, MI 48084
(810) 643-8500

SUMMER NIGHTS WITH SNELLING
Win Water Park Tickets
Snelling Personnel now has evening hours. Whether you're looking for temporary or permanent work, we can help. Entry level up to executive level positions available.
Wed., Aug. 7, & Tues., Aug. 20
(By Appointment Only - call today!)
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-294-0777
SNELLING
Personnel Services
An Equal Opportunity Employer

SUPERVISOR / COORDINATOR
Looking for someone to oversee our Rochester office operations. Position requires computer and organizational skills. Supervisory experience a plus. Full-time. Salary commensurate with experience. Call Jerry at: (810)543-1737

SWITCHBOARD/CASHIER
Growing Rochester company needs receptionist/cashier. Experience preferred, computer experience helpful. Good working conditions, competitive compensation. Call Mechnick, Office Manager, McDonald Ford Sales, Northville. 313-349-1400

SWITCHBOARD OPERATORS
9-6:10PM, several positions available immediately. 1 yr. minimum experience required. Company paid benefits. If you're serious, we are look!
THE KPM GROUP
810-355-3440 Fax 810-355-6899

SWITCHBOARD OPERATOR
needed for busy telephone office located in Farmington Hills. Mon. thru Fri., full time. Excellent benefits package.
(810) 863-0016, Ext. 218.

TELEPHONE RECEPTIONIST
Full time position needed for office. Must have clear voice, multi-line experience, type 50wpm, present a professional image. $7/hr. Apply in person: Sun Fun, Century 21 Town & Country, 782 W. University Dr., Rochester

502 Help Wanted-Office Clerical

TRAFFIC/BILLING COORDINATOR
This position is responsible for data entry, scheduling billing and verification of orders. It will also include copying, faxing, and file maintenance.
We require data entry experience, ability to work with multi-deadlines, on-call availability and a valid Michigans driver's license.
Qualified candidates interested in applying for this excellent opportunity should forward their resume (no phone calls please) to:
Attn: ICI - TBC
Continental Cablevision
19180 W. Nine Mile
Oak Park, MI 48237
We offer an excellent salary and benefits package as well as the opportunity for advancement.
EEO - M/F/D/V

WORD PROCESSING OPERATOR
National Marketing Research firm located in Southfield is looking for transplayer 50+ wpm. Strong knowledge of Microsoft Word a must. (Excel & Freehand a plus), organizational & planning skills.
Send or fax cover letter & resume to Maritz Marketing Research, 1000 Town Center, Suite 1100, Southfield, MI 48075. Attn C. Buchanan. Fax Thurs., (810) 948-4047. No Phone Calls Please!

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive dental office
- Hygienist/full or part time
- Receptionist/Part time
Full time position - excellent benefit package.
Call Jeanne at 313-981-9540

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic practice. The right person for our team will be a professional who loves working closely with people. This is a dental office. Very aggressive, which demands a dedicated, reliable, enthusiastic attitude. If you are hard working, team oriented and committed to excellence, consider joining our practice. No experience is necessary, we will train the right attitude is important. Pay for an office that appreciates staff. Fax resume to the attention of Carol, 810-852-7823 or mail resume to Dr. Juskiv, 30330 W. Maple, Suite 100, Birmingham, MI 48334

ASSISTANT - Fun & friendly Westland dental office needs a full time assistant. Experience helpful but not required. Some evenings, but lots of 3 day weekends. Call Jeanne at: (313) 729-2368

CERAMITECH DENTAL LAB
Needs model and die tech, educated team player, self motivated person. Benefits. Call 517 764 (810) 932-3742

CHAIRSIDE ASSISTANT
Does it seem like a MISSION IMPOSSIBLE to find a wonderful caring and exciting environment to work and grow at? Look no Mo! TOO KILL decline your INDEPENDENCE DAY and enter the 90's. We're searching for an experienced RDA to assist our KINDERGARTEN 2.5-3 days per week. No evenings or Saturdays. We are a dynamic team in Orthodontics, we are the leading edge dentistry. If you are a team player w/excellent skills and a good sense of humor, you could be a PRIZE WINNER and ... we want you! Please call. (313) 453-6321

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits. ... 325-7618

CHAIRSIDE ASSISTANT
Part-time, experienced necessary. Mon., 7-7:30pm., Thurs., 3-4:30pm., Sat., 7:30-1:30pm. (810) 557-7200

DENTAL ASSISTANT
wanted for busy practice in Berkley. Call: 810-547-7700

DENTAL ASSISTANT, Full-time. CALL ONLY BETWEEN 8:30am-9:15am or Fri. between 9-3pm. Farmington Hills. (810) 474-2250

DENTAL ASSISTANT
needed for South Lyon area office. Full time, 4 days, 1 of 2 partner home available. Call for interview appointment
(810) 437-8189

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

DENTAL ASSISTANT
Experienced. Required full time for professional, progressive Warren office. Must be team player. Good working conditions & benefits. Please call 810-751-2900

DENTAL ASSISTANT
Full-time with benefits. Join our great team in Canton.
Call: (313) 453-9250

DENTAL ASSISTANT
Valuable opportunity. Full-time Livonia/Westland office seeks dental team player focusing on leadership and patient relationships. Must have experience in a handed. We offer a challenging career opportunity where employees are appreciated for their involvement and talent. Competitive salary and benefits package. Call 9am-3pm., 313-425-5570

DENTAL ASSISTANT
Needed full time for busy Bloomfield office. Experience preferred. Benefits. Call ... 810-737-2090

DENTAL ASSISTANT
Experienced, part time. Chair-side assistant for busy West Bloomfield 3 doctor practice. Excellent salary & benefits. Call ... (810) 661-4900

DENTAL ASSISTANT - Downtown Plymouth, full time preferred, experience required. Nice atmosphere. Top negotiable. (313) 454-6664

DENTAL ASSISTANT - Part-time. For non-smoking Plymouth office. Call Sandra ... (313) 453-6190

DENTAL ASSISTANT
Awaiting only. Experienced or will train. W. Bloomfield/Farmington & Southfield areas. Please call Receptionist after 4 PM. 313-421-7939

DENTAL ASSISTANT - Are you enthusiastic, caring, excellent communication skills? Experience preferred but willing to train the right person. Full time, but flexible. Mon.-Thurs. 810-685-1277

DENTAL ASSISTANT - looking for enthusiastic, caring, organized person to/experience. Beverly office, Farmington Hills. 810-932-1250

DENTAL ASSISTANT
for Bloomfield dental office. 1 year experience required. 810-443-6110

504 Help Wanted-Dental

DENTAL ASSISTANT
Experienced. Full time in Hendry Livonia general practice.
313-425-1121

DENTAL ASSISTANT
Pleasant West Bloomfield practice. No Saturdays. No Evenings. May train exceptional candidate
810-737-8877

DENTAL ASSISTANT
Join our patient caring, employee appreciated staff. Experience necessary full time/part time. Please call for full time position. (810) 348-7997

DENTAL ASSISTANT
For Bloomfield Hills office. Full-time. No weekends, no evenings. Must be experienced and enjoy working in fun loving, professional practice to join our team. Call ... (810) 642-0300

DENTAL ASSISTANT / PATIENT CARE MANAGER
Full time for a progressive Novi dental team. Dual assistant work closely with doctors to manage patient care. Certification desired. Competitive wages & benefits. Contact Carol at ... 810-471-0349

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Dual assistant work closely with doctors. Call ... (810) 357-3100

DENTAL ASSISTANT
Progressive dental practice seeks exceptional person to join dental team. Applicants must be caring, enthusiastic, dependable, team oriented and possess above average assisting and communication skills.
Please send resume to:
Dental Office
4401 N Woodward Ave.
Royal Oak, MI 48073

DENTAL