EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL SECRETARY/PARALEGAL
Sole practitioner in Farmington Hills. Personal injury practice. WordPerfect 5.1 & 3.5 yrs experience. Send resume & salary requirements. Box #2957 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

LEGAL SECRETARY
Southfield law firm seeks defense Word Perfect
(810) 352-7991

LEGAL SECRETARY
Small Bloomfield litigation firm seeks experienced full time litigation secretary. Immediate opening. Competitive pay. (810) 334-6454

LEGAL SECRETARY
Southfield law firm seeks legal Secretarial experience. Smoke-free office (1/4 mile). Excellent benefits & working environment
Send resume to
Firm Administrator, 4000 Town Center #909, Southfield, MI 48075

LEGAL SECRETARY-TITLE EXAMINER
Memphis Title Insurance Must have knowledge of WordPerfect (Windows) 3.x preferred, not necessary if interested please mail resume to
Office Mgr. 2301 W Big Beaver Rd. Suite 777, Troy, MI 48084

LEGAL SECRETARY
Very like-firm seeking full time experienced Legal Secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life Insurance
• 401(K)
• Paid Vacation & Personal Days
Send resume with salary history to:
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
with 5 years litigation experience for sole practitioner in Bingham Farms 3 to 4 days per week
Francis Blank 810-644-0019

LEGAL SECRETARY with WordPerfect experience for downtown Detroit personal injury law firm. Excellent benefits to commensurate with experience. Call (313) 963-1101

DO YOU THE VERDICT IS IN!
TEMP. Take Your Pick
TEMP TO PERM Happens Everyday
PERM. When Can You Start?
Pal Personnel At Law
Julied The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax (810) 358-0235
E-mail smartpal@ix.com
Phone: 888-THE TEMP

PERSON NEEDED to answer BUSY phones (Lincoln Park area). Flexible office hours. Call
Please call for interview time.
Tim (313) 937-8300

NEED EXTROVERTED Secretary for Senior Pastor, Nardin Park United Methodist Church. Duties include receiving visits and willingness to lead greeting ministry. Send resume to Pastor Peacock, 29887 W. 11 Mile, Farmington Hills, MI 48336
(810) 476 6860

NEW CAR Sales Assistant. DCS, inventory & accounting experience necessary. Call Mr. Bob for appointment Lee Stanford Chevrolet (810) 642-7700

NOVI. FAST-PACED Company. Immediate opening. Full time. Typing, computer, general office, phone skills necessary. Detail oriented and ability to handle varied tasks. Employee benefits. Resume (810-348 8150

OFFICE ASSISTANT
Part time office person needed 16 hrs. per week. Flexible schedule. Bloomfield Hills office. Must be able to type, use dictaphone, and computers, WordPerfect 5.1 Lotus. Must have reliable transportation & good driving record. Send resume to:
P.O. Box 458
Bloomfield Hills, MI 48303-0458

OFFICE ASSISTANT
Knowledge of Word Perfect & WordPerfect. Must type 70+wpm. Part-time. Send resume to: 18785 W. 12 Mile, Ste. 144, Southfield, MI 48076

OFFICE ASSISTANT
Needed full time for small office in Canton. Must have phone system. Must have basic computer skills. Send resume & salary requirements to: 6900 Haggerty Rd., Suite 90, Canton, MI 48187

OFFICE CLERICAL
Growing manufacturing company has an immediate opening for experienced individual. Good telephone & data entry skills a must. Send resume and salary requirements to:
Fleetline, 23435 Industrial Park Dr., Farmington Hills, MI 48335

OFFICE CLERICAL
Light typing, phones and car required 30 hours per week. Send resume to 810-432-1173 or send to: Dean Appraisal Company, 800 E. Maple, Suite 202, Birmingham, MI. 48009

OFFICE CLERICAL
Light Bookkeeping, accounts receivable skills, telephone, computer experience. Full time. Call Cherry (810) 932-7100

OFFICE CLERK
Professional Southfield CPA firm is seeking a
Part-Time Bookkeeper
Duties include filing, copying, running errands, mail, etc. Must have your own transportation. Approximately 20 hours per day. If you are hardworking and have a professional attitude, please call Mon-Fri. 9-11am or 1-3pm at
(810) 254-8738
OFFICE CLERK - Sorting, overall time, filing, phones, computer experience. Send resume to: Box #2858 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150
An Equal Opportunity Employer

OFFICE EMPLOYEES NEEDED
"Buy A Car" Auto contractor is seeking "bright, enthusiastic people to handle verified office responsibilities. Interested persons should have outstanding skills in Lotus, Windows & Word Processing. Knowledge of accounting and payroll a plus. Professional phone demeanor and ability to remain calm during stressful situations necessary. Send resumes to: Box #2927 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

502 Help Wanted-Office Clerical

OFFICE HELP
Are you a diligent, upbeat, friendly person looking to work 20-24 hours per week? $8.00-$300 per week for the right person!
NO WHINERS
313-422-8222
(Ask for Mr. Ed)

OFFICE MANAGER
Deadline passed, but we are the US sales & service subsidiary of a UK company specializing in the manufacture of metals analysis equipment

We are looking for an enthusiastic, responsible and self-motivated person to take over the smooth running of our office

Reporting to the President, the successful candidate will be computer literate with excellent interpersonal skills and used to working on their own. The role covers bookkeeping, credit control, maintenance of financial records, shipping (both internal US and Import/Export), sales and marketing support, personnel duties and all other aspects of office administration.

Attention to detail is essential as is the ability to work in an international team

Candidates should send their resume to

ARUN TECHNOLOGY, INC.
P.O. Box 2947
Dearborn, MI 48123 2947
FAX 313 277-8360

OFFICE MANAGER
Excellent phone etiquette, organization & typing skills a must. Bookkeeping & computer skills helpful. 30 hrs./week. Flexible Send resume to: C. Services, 30600 Telegraph, Suite 1724, Bingham Farms, MI 48025

OFFICE MANAGER
Full time, permanent position. Computer literacy required. Public relations experience helpful. Typing 50 words/minute. Salary commensurate. Call for interview: (313) 563-2222

OFFICE MANAGER
Full time for retail fur salon. Refer. ences required. Please call
810-398-3733

OFFICE MANAGER POSITION
for busy Limo company scheduling & multi task, ability necessary.
Send resume to: 4772 Tara Ct., W Bloomfield, 48323

OFFICE PERSON
Full time for busy, fast paced, individual office in Troy. Must be organized, with EXCELLENT phone skills. Duties include, WordProcessing, phones, assisting purchasing agents, and general office duties.
Call (810) 280-0630
or FAX. (810) 280-0520

OFFICE PERSON
needed to do light clerical. Some bookkeeping helpful, not necessary. Early A.M. 6am Bowl Lanes, 3600 Five Mile, Livonia 313-427-2900

OFFICE SUPPORT PERSON
Full time. 4 day week. Good pay and benefits. Advancement opportunities, great environment. Excellent letter-writing skills required. Respond with resume and salary requirements to: C.J. Box 51383, Livonia, MI 48151-5383

ORDER PROCESSING CLERK
Small manufacturing company. Customer invoicing, purchase orders, understanding of shipping procedures. Peachtree Windows & Word. Send resume to: PO Box 0128, Farmington, MI 48332

PARALEGAL
For Senior Partner
Southfield Plaintiff Personal Injury Firm seeks Paralegal with 1-2 years experience. Competitive salary & benefits package.
Call Mr. Weiner: (810) 948-0000
Or Fax resume to: (810) 948-9494

PART-TIME - Receptionist/Clerical. 8am-12:30, Mon-Fri. Directs calls & visitors, sorts mail, coordinates newsletter. Able to work some afternoons, high School diploma, computer skills, minimum 1 yr. office experience. $7.53/hr. Resume to The Library Network, c/o CAS/Personnel, 33030 Van Born Rd., Wayne, MI. 48184, by Aug. 21, 1996

PART TIME SCHEDULER
Needed ASAP. Contact
Mike at: 313-295-3864

PAYROLL DEPARTMENT
Permanent position in payroll department of large retailer. Payroll experience helpful.
Mr. Cam 810-353-0180 x 341

PAYROLL SPECIALIST
Rapid expansion has created a new position in our payroll service company. Seeking 1 individual with good calculator, telephone, spelling & writing skills to join our team. We provide benefits & starting pay of $7.75 per hour. Send resume to:
PR Specialist
16000 W. 9 Mile, Suite 302
Southfield, MI. 48075

PERFECT FOR Student or Retiree. Part time now, full time later. Computer experience necessary. Multi-line phone experience helpful, but not necessary. Shared evening & weekend hrs. $6.97 an hr. based on experience. Call Laura Carlton, Real Estate One, Bloomfield Hills, 810-644-4700

PERSONNEL COORDINATOR
Fast-growing temporary service seeks Personnel Coordinator for its Hazel Park office. Computer experience and math skills a plus. This is a staff position. Men & women welcome. Call Dave at: 810-547-7170

POLICE CLERK
The Novi Police Department is searching for an individual with excellent clerical and public relations skills to perform a variety of general office, typing and record keeping duties. Salary $21,425 with a comprehensive benefit package. Obtain and submit a City of Novi application by August 23, 1996 at the Personnel Department, 45175 W. Ten Mile, (810) 347-0452.

PUBLIC ACCOUNTANT
medium sized CPA firm seeking accountant with minimum of 1-2 years experience. Career opportunity in suburban with our expressive, growth oriented firm. Micro Computer experience required.
B. & B. P.
1301 W. Long Lake Rd., Ste. 245
Troy, MI 48098

PURCHASING
Successful manufacturer is seeking a self-motivated individual for purchasing position. Must have strong negotiating skills with good inventory management, communication skills, and computer skills. Lumber purchasing experience a plus. Send resume & salary expectations: Handy Home Products, 6400 E. 11 Mile, Warren, MI. 48091. Attn: TZP

REAL ESTATE Agent looking for Assistant who has real estate license or real estate experience. Must be self-starter, energetic, and have great phone skills & computer knowledge. If you qualify, contact Katie at
810-851-4430

REAL ESTATE ASSISTANT wanted for busy realtor in Birmingham office. Must be licensed, experienced with computers, and willing to cross-train with rights and responsibilities. LEAVE MESSAGE ON VOICE MAIL (810)988-2244, pager (810)450-0317

502 Help Wanted-Office Clerical

REAL ESTATE office looking for Receptionist/Clerical. Real estate experience helpful. Please call Barbara Hayes, ERA COUNTRY RIDGE REALTY (810)474-3303

POSITION AVAILABLE for full-time Receptionist with WordPerfect experience. Knowledge of MS Windows and Word a plus. Salary position. Please fax resume or call
Wendy Chunn
Personnel Mgr.
(810) 541-9930
(810) 541-9954 fax

MATURE, RESPONSIBLE person needed for part-time weekend receptionist with experience in busy real estate office in Bloomfield Hills (Center of Telegraph and Long Lake). Duties include answering telephones with upbeat clear voice, making appointments, light typing. Hours are Saturday 9-5, and/or Sunday 10-4. Salary commensurate with experience. Please call Mrs. Raetz if interested
(810) 646-1400

RECEPTIONIST
Answer multiple line telephones in busy medical office. Proficiency in an Microsoft Office. Spreadsheet knowledge helpful. Other projects as assigned.
To Apply:
Human Resources
IOC/Greenfield
200 Galleria Officentre, Ste. 109
Southfield, MI 48034
FAX: (810) 204-8801
EOE

RECEPTIONIST
AT busy Livonia Precision Turne. Great pay and benefits.
Call Jim (313) 513-8900

RECEPTIONIST - busy sales office seeks self motivated, personable individual with professional phone manner and good organizational skills. Light typing, knowledge basic accounting/office skills, 45 hrs. per week. $8 an hour plus benefits. Fax resume with cover letter to 810-352-9226

RECEPTIONIST/CLERK
Seeking individual interested in working within the X-Ray Department approximately 16 hours per week from 11:00pm - 7:30am.

Duties/functions include: 3-6 shifts a week, cross training preferably in a clinic, doctor's office or hospital setting, knowledge of computers and telephone/filing skills

If interested, you may apply in person or send resume to:
Human Resources
GARDEN CITY HOSPITAL
6245 N. Wayne Rd.
Garden City, MI 48135

RECEPTIONIST / CLERICAL
worker (male or female) wanted 8-3pm, Mon-Fri. Experience in proper telephone etiquette and clerical skills necessary. Please send resume to: Manufac, Inc., 2680 Auburn Rd., #600, Auburn Hills, MI 48326. Attn: Linda

RECEPTIONIST/
CUSTOMER SERVICE
Immediate opening. Full-time with benefits for sporting goods manufacturer. Send resume: 1315 Arlett, Troy, MI 48084

RECEPTIONIST /
DESK MANAGER
Full time for busy upscale salone in Farmington Hills & Birmingham.
Call Teri (810) 932-1122

• • • RECEPTIONIST • • •
Good phone skills & professional attitude for part time benefits. Send resume: 1301 W Long Lake Rd. Suite 270, Troy, MI 48098 Or FAX to: (810) 641-0875, Attn: H.L.

RECEPTIONIST. Farmington Credit Union has opening for a receptionist with pleasant personality, to greet, assist & direct members/visitors. Light clerical skills required. Send resume to: Member Service Manager, 23981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST
Farmington/S Mile Area real estate company has opening for part time front desk position. Some typing & computer required. Salary based on experience.
CENTURY 21 HARTFORD NORTH
32605 W. Mile
313-525-9600

RECEPTIONIST
Fast paced Southfield Research firm in Southfield (11 Mile/Inkster Rd.) seeks energetic, motivated individual with Excellent typing skills (55-60 WPM). Word Perfect preferred. Excellent Benefits.
Call Nancy at: (810) 352-3300

RECEPTIONIST - fast paced office in Canton in need of an outstanding receptionist with professional image, duties include filing, typing & phones. Reply to Box #2900
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
FAST paced construction company in downtown Birmingham is seeking a full time person for multi line switchboard, excellent phone manner, people skills & organizational skills are required. Must be computer literate with general office skills. Excellent benefit package. Interested candidates can forward resume to: Human Resource, Dept. M-6, 185 Oakland Ave., #100, Birmingham MI, 48009 Fax 810-594-113

RECEPTIONIST - Fast paced office needs reliable full time word processor ability to handle phones and work under pressure. Secretarial skills and MSword helpful. Call Glenda between 9-5. Mon - Fri.
(810) 443-8000
COLDWELL BANKER
Schweitzer Real Estate

RECEPTIONIST
for O-I Corporation in Southfield. Full time, non smoker preferred.
Call 810-471-8071.

RECEPTIONIST
For talent agency. Part time. Strong computer, Windows 3.1 & Lotus. Strong communication skills, pleasant phone manner. Ability to handle high pressure situations. Previous experience a plus. Benefits. Send resume & salary history to: Productions Plus,
30600 Telegraph Rd., Suite 2156,
Bingham Farms, MI 48025

RECEPTIONIST
For wholesale distributor in Livonia. Will train. Call Jim for an interview.
(313) 261-7800

RECEPTIONIST - For physicians office. Full or part time. Must be able to type. Farmington Hills area.
Call Julie (810) 476-8146

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

RECEPTIONIST
FULL time, light duties
Farmington/Novi area.
477-6200

RECEPTIONIST
FULL time position available Mon-Fri from 9 to 5 pm. Need organized, energetic individual with great people and organizational skills. Previous experience helpful but not necessary. This position offers full benefits after 90 days. Candidates must apply in person Mon-Fri, 9am-5pm, at:
Personnel
498 S. Opdyke
(1 mile S. of Silverdome)
Pontiac, MI 48341

RECEPTIONIST
FULL or part-time for small Novi law office. Please call Anne at Hall & Associates 810-380-8404

502 Help Wanted-Office Clerical

RECEPTIONIST
Full time position requiring excellent telephone manners on a multi line system. Must be self motivated, dependable, organized & enjoy working people. Pleasant office environment. Salary commensurate with experience. Send resume with salary requirements to: 25339 Interchange Ct., Farmington Hills, MI 48336, Attn: L. Sinclair or fax: 810-477-4699.

RECEPTIONIST
LIGHT bookkeeping experience for 12 hrs/wk and filing of all accounting firm. Flex hours available

RECEPTIONIST
Livonia area firm seeks experienced individual. Candidate should have good communication, multi-line phone skills. Computer experience a +. Call 313-525-0600, ext. 13 for interview.

RECEPTIONIST
Needed for exciting Bloomfield community in Southfield. Excellent hourly wages and benefits. Apply in person:
Sutton Place Apartments
23275 Riverside Dr.
(810) 352-3454

RECEPTIONIST
Need full-time receptionist with telephone and computer experience for busy real estate office. Call Terry
(810) 642-2400

RECEPTIONIST
Needed for Bloomfield Hills insurance agency. Call Bob at:
(810) 258-1110

RECEPTIONIST NEEDED
full time receptionist for developer company. Office experience helpful. Salary satisfaction with professional phone knowledge a plus. Birmingham. Call Jackie (810) 540-1492

RECEPTIONIST - needed, full time, experience helpful but not necessary. Good benefits, apply in person, 30785 Grand River, Farmington, Hills
810-476-7030

RECEPTIONIST NEEDED full time for mortgage company in the X-Ray Department approximately 16 hours per week from 11:00pm - 7:30am.

Duties/functions include: 3-6 shifts a week, cross training preferably in a clinic, doctor's office or hospital setting, knowledge of computers and telephone/filing skills

If interested, you may apply in person or send resume to:
Human Resources
GARDEN CITY HOSPITAL
6245 N. Wayne Rd.
Garden City, MI 48135

RECEPTIONIST/OFFICE HELP
Part time position, evenings and weekends. Approximately 16 hours per week. Call Mr. Rider, Real Estate One, Livonia. 313-261-0700

RECEPTIONIST
Part-time but potential for full. Experience preferred. Hours: 1:30pm - 5:30 pm, Mon - Fri. Call Pete, CasParts at
(313) 484-1700

RECEPTIONIST
Part-time, early morning hours a must. Some Saturdays. Call Pauline.
(313) 721-7044

RECEPTIONIST
Part time Receptionist position available with a Fortune 500 company. Friendly, pleasant, professional and appearance. Responsibilities include: Receiving mail, 18 line phone system, greeting lobby traffic, & some Word processing/data entry. Requires morning shift, 7am-12:30pm., 27.5 hours per week. Benefits package. Send resume to:
LAFARGE CORPORATION
Receptionist Position
P.O. Box 30030
Southfield, MI 48037
EOE/AA

RECEPTIONIST - Part-time, 12-6:00 pm. Good phone skills & professional voice. Call for details. Send resume: 1301 W Long Lake Rd. Suite 270, Troy, MI 48098 Or FAX to: (810) 641-0875, Attn: H.L.

RECEPTIONIST. Farmington Credit Union has opening for a receptionist with pleasant personality, to greet, assist & direct members/visitors. Light clerical skills required. Send resume to: Member Service Manager, 23981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST
Permanent part-time. Telephone experience helpful. Some light bookkeeping. Bingham Farms area office
Call Ann (810) 642-7700

RECEPTIONIST PLUS CLERICAL
Bloomfield Realtor. Phone and some computer skills necessary. Full time. Call Mary (810) 645-5700

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties include: Typing, phones, answering the phone, setting up mortgage applications, assisting loan processors. Computer knowledge a plus. Excellent benefits. Please forward resume to: Human Resources, John Adams Mortgage Company, 28124 Orchard Lake Rd., Suite 101, Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST / SALES CLERK
Immediate opening for fast Bloomfield Realtor. Typing & clerical duties required. Call Ward Sr.
313-388-0600

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

RECEPTIONIST/SECRETARY
Full time position for dependable person. Basic office skills including pleasant phone personality, light typing, Word processing. Call for an appointment (810) 349-2500.

RECEPTIONIST /
SECRETARY
Experienced on multi line phone line system. Front desk position requires excellent communication, telephone and organizational skills. Computer literacy & must. Excellent benefits. Resume with salary requirements to: Recreational, 25600 Greenfield, Ste. 326, Oak Park, MI 48237

RECEPTIONIST / SECRETARY
Small Farmington Hills law office. Good typing, clerical and public 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 Hazel Park office. Novi area construction company. Must have knowledge of multi line phone system and Word. Please send resume to:
KP
26211 Central Park Blvd.
Suite 220
Southfield, MI 48076

RECEPTIONIST/SECRETARY.
Southfield General contractor has opening for a person with computer skills (Windows/Word). Construction background helpful. Non-smoking office. Send resume to: PO Box 831, Trenton, MI 48183

RECEPTIONIST/SECRETARY
Busy agency seeking excellent typing & organizational, cheerful professional phone (friendly) manner, ability to handle multiple tasks. Fax resume to: Chris, Bussman, Bass & Associ. Fax# or call 626-8600

RECEPTIONIST - Southfield, company seeks Receptionist with 5-8 mos. experience. Must have excellent multiple phone lines. Please contact Debbie at TODAYS
(810) 350-8777

RECEPTIONISTS
(2) - For real estate office in W. Bloomfield. Dire. Mon. - Fri., 4-8pm, Sat. & Sun., 11am - 5pm. Call Ann or call Sharon at (810) 851-1400

502 Help Wanted-Office Clerical

RECEPTIONISTS NEEDED
Looking for experienced Receptionists with good communication skills. Any word processing skills are a plus. Many positions available. Call today for an interview and ask about our referral bonuses and water park giveaway.
Livonia, 313-266-8600
Southfield, 810-357-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

RECEPTIONIST
Southfield accounting firm seeking a receptionist. Full time. Light typing, answering telephones, greeting clients, some bookkeeping experience helpful. Send or fax resume:
Davis & Davis, Attn: Greig Davis
29100 Northwestern Hwy, Ste. 250
Southfield, MI 48034
Fax 810-355-5918

RECEPTIONIST
Telephones, typing & some scheduling. Apply in person only. Livonia SAE Systems, Inc. Center Management Office, Entrance G, Middlebelt & 7 Mile, Monday-Friday, 9am-5pm

RECEPTIONIST
Turn your extra time into dollars earned. Part time, weekends in Bingham Farms Estate office. Answer phone, greet visitors, and other miscellaneous tasks. Call Suzanne weekdays at
810-645-2500.

RECEPTIONIST
Typing, filing, great attitude, answer phones. Benefits.
Ultimate, Inc.
25800 Lahser Rd.
Southfield, MI 48034
(810) 350-0022

RECEPTIONIST/
TYPIST
Full time position for Farmington Hills law firm, light typing, WordPerfect experience required. Ability to communicate with experienced attorneys. Call Debbie between 8am-4pm
(810) 489-4100, or Fax 810-489-1729

RECEPTIONIST wanted for weekends, evenings. Downtown City area general home. Call (313)425-9200, 9am-5pm, for interview appt.

RECEPTIONIST WANTED full time. Apply in person at Pizza Hut Farmington Shop, 23958 West 8 Mile, Redford

RECEPTIONIST
With light manual labor & computer work. Apply in person at 42000 Garfield, plan. Plymouth area. Call for interview. 1-800-447-7368

RECEPTIONIST - with WordPerfect skills. Bloomfield Hills area law office. Excellent benefits/good working environment. Send resume & salary history to: Mrs. Jones, 30400 Telegraph, Suite 435, Bingham Farms, MI. 48025.

RECEPTIONIST - Part time, 12-8:00 pm. Good phone skills & professional voice. Call for details. Send resume: 1301 W Long Lake Rd. Suite 270, Troy, MI 48098 Or FAX to: (810) 641-0875, Attn: H.L.

RECEPTIONIST
Part-time for fast paced computer skills, pleasant and energetic personality. Call Mr. Bob Others, Wal-train, Ford Rd. & 275 South. Ask for Ms. Brant (313) 722-9333

SALES COORDINATOR
Automotive steamship company dynamic individual to join our inside sales office.
We require a self starter, with proficient typing skills, ability to work independently, good telephone skills, solid administrative and project management skills, ability to relate to manufacturing/engineering environment required.
Responsibilities include extensive tracking, recording and follow-up regarding product launches and engineering change activities. Tasks include preparation of correspondence and spreadsheets, meeting minutes and follow-up, liaison with internal customers. Must be able to work independently and be self motivated with a strong quality and customer satisfaction. Bonus, insurance and salary requirements in confidence to:
Human Resources
Vehi International
900 Wilshire Dr., Ste. 150
Troy, MI 48084

SALES FORECAST
ANALYST
Brass Craft Manufacturing Company, a Masco subsidiary, has an immediate opening. Essential job functions include, developing and running inquiries, and the statistical refining of sales forecasts. Other responsibilities include a related associate degree, proof math skills, 10 key literacy, good communication skills both oral & written and a positive interpersonal skills. For consideration please submit your resume to:
Brass Craft Manufacturing Co.
Attn: DV/SF
P.O. Box 6032
Novi, MI 48376-6032
An Opportunity Employer/M/W
No Phone Calls Please!

SALES SECRETARY
Part time, evenings, answering phones, schedules, appointments, etc. (810) 356-7920

SALES SECRETARY - busy office. Computerized bookkeeping, order entry. Excellent benefits. Send resume to: P.O. Box 809, Milford, MI 48381. EOE

SALES SECRETARY
No experience needed. 30 hours per week. Involves contacting current clients, evaluating new clients, and generating leads for our sales staff. Hourly wage plus bonuses. Training program. Call Sandy at (313) 721-7166

SCHEDULER NEEDED for small company. Must be computer literate, knowledge, dependable person with good telephone skills. Office experience necessary. Call Mr. Bob between 8 and after 5pm
313-454-8961

SCHEDULER/
SECRETARY
Full-time. Some work, Will train. By appointment (810) 543-8388

SECRETARY/RECEPTIONIST - for Bloomfield Hills real estate office. Hours are 9:30-3PM, Mon thru Fri. (9am - 1pm Saturdays). Must have phone etiquette & some typing & computer knowledge. Ask for Janet
(810) 642-8000

SECRETARIAL/CUSTOMER SERVICE for construction company. full time, computer experience helpful. Send resume to: 30661 Beck Rd., Wixom, 48393

SECRETARIES NEEDED
$5 TO $15 an hour
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 810-358-5899

SECRETARIES
$320-$25,000
Service charges paid by companies
We have exciting positions in different fields located throughout the suburban metro area. We need experienced people with electrical, Call for appointment, 810-399-3460
Shelling Personnel Services

502 Help Wanted-Office Clerical

SECRETARIES
Secretaries required for fast-paced Troy and Southfield Professional offices. Must be proficient 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 1500
Troy, MI 48084
EOE

SECRETARY/ADMINISTRATIVE ASSISTANT
Seeking reliable, self-motivated full-time secretary. Must have computer (preferably Microsoft Office / Excel / Windows), experience. Full benefit package. Call Marie,
(313) 451-2200

SECRETARY
ADVERTISING AGENCY
Immediate temp to perm needs in television production and creative departments. We need your prior experience and the ability to interact with clients. M/S Word and Excel. Duals & Macintosh a plus. Call Sarah Birmingham
(810) 642-7500
Advantage Staffing
473-6532

SECRETARY/ASSISTANT
Permanent position for a Secretary/Assistant to Technical Services Manager.
• Required experience includes Windows version 3.1, Microsoft Word version 6.0, Microsoft Excel version, 5.0, and Microsoft Access version 2.0.
• Must have ability to type and transcribe read quickly and accurately
• Must have knowledge of business letter format, faxes, etc. as well as ability to type from a dictaphone or voice mail
• Good organizational skills
• Willing to work overtime
Please send resume to:
Diamond Automation, Inc.
23400 Mercury Dr.
Farmington Hills, MI 48335
ATTN: Personnel

SECRETARY/
BOOKKEEPER
South Lyon office seeks part time person to assist with work load. Word Processing, spreadsheet, bookkeeping skills a plus. Please resume with hours of availability to:
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 and Farmington Hills office. Your experience will be welcome for long and short term positions. Windows software used. Call Shelly today.
Farmington/Livonia Bingham
473-2931 648-7661
Advantage Staffing

SECRETARY/CLERICAL
FULL time, Mon-Fri, for Farmington Hills CPA firm. Duties include phones, word processing (Word/Perfect 5.1), data entry, filing, etc. PC knowledge helpful. $8 to $10 per hour. Call Jan Kolb-Gray. Qualifications include 1 yr. minimum office experience, professional phone demeanor, good organizational skills. Computer skills include Microsoft Office & Excel. Send resumes to: Mgr. 22765 Heslip Dr., Novi 48375 or fax 810-349-0130

SECRETARY /
RECEPTIONIST
Full-time, days & part-time evening receptionist needed. Must have hostess positions available - part-time, and weekends. Fortress well come. Apply in person: Birmingham Athletic Club, 6633 W Maple, Bloomfield Hills (2 blks E of Telegraph).

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a creative, multi-talented person to join our team. Excellent phone & computer skills required. Great opportunity for advancement. Competitive salary, excellent benefits. Send confidential resume to: J. R. Thompson Company, Box 2117, Farmington Hills, MI 48333

SECRETARY/RECEPTIONIST
FAST paced office seeks sharp, customer and service oriented person. Know MS Word and Excel. Full benefits. Non-smoking building. Send resume to:
P.O. Box 306
New Hudson, MI 48165

SECRETARY/RECEPTIONIST
For non-smoking, Beverly Hills law firm. Must have typing, PC computer skills, Full time
(810) 645-6633

SECRETARY/
RECEPTIONIST
FOR CPA FIRM
Must have the ability to type proofread accurate and be faster with WordPerfect. Send or fax resume to: Duane, Dale & Co. 1000 Maple Ice graph, Ste. 3165, Bingham Farms, MI 48025 810-645-1425

SECRETARY
Responsibilities: scheduling all appointments, answering phone calls, maintaining files, and other duties as assigned. Qualifications: typing 50 wpm, knowledge of word, strong experience: MS Word 6.0, Excel, ability to handle multiple tasks, Excellent organizational, communication, and written skills, strong phone and minute-taking ability to work under pressure and handle multiple tasks simultaneously, and be flexible with work hours. Send cover letter and resume to: Director Human Resources, P.O. Box 801, Bloomfield Hills, MI 48303-0801. EOE

Southfield based property management firm is looking for a Secretary to assist the Property Manager. Some bookkeeping experience necessary. HUD experience a plus. Must have computer knowledge essential. Benefits included. Send resume to: Property Manager, P.O. Box 3008, Southfield, MI 48037

SECRETARY
Tired of "Temping" for secretarial positions? If you are bright, well groomed and a Secretarial position with a Southfield CPA firm.
Fax: 810-254-1805

SECRETARY - with 2-3 years experience, for small law firm in Bloomfield Hills area. Salary negotiable. Fax resume to: PO Box 260112, W. Bloomfield, MI 48324

SUMMER NIGHTS
WITH SNELLING
Win Water Park Tickets
Snelling Personnel now has evening positions available. Whether you're looking for a temporary or permanent placement, we can help you. Call today to exercise level positions available.
Wed., Aug. 7, & Tues., Aug. 20
(By Appointment Only - call today)
Livonia, 313-266-8600
Southfield, 810-357-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

Suburban Automotive Import Group
It is time to take stock in your career. Challenge, opportunity and personal fulfillment are the benefits of working on our team. Toyota, Volvo, Nissan and Volkswagen call-ball be in your future.
Positions Available
Light Duty Technicians
Porters
Receptionist
Auto Billers
Service Cashiers
Sales Associates
Previous automotive experience is helpful, but not required. Retail and service professionals are encouraged to apply.
Salary/Hourly + Training
Confidential Health Care
+ 401K
Apply in person at:
Suburban Automotive Group
2121 Rochester
Troy, MI 48084
(810) 643-8000

SUPERVISOR /
MEDICAL OFFICE
Looking for someone to oversee our Rochester medical office. Requires computer and organizational skills. Supervisory experience a plus. Full time. Salary commensurate with experience. Call Jan (810)651-1737

SWITCHBOARD OPERATORS
Bilingual Spanish speakers available immediately 1 yr. minimum experience required, computers a plus! If you're serious, we are look!!!
THE KPM GROUP
810-355-3440 Fax 810-358-5899

SWITCHBOARD OPERATOR
needed for large physicians office located in Farmington Hills area. Full-time, Fri. full time Experienced preferred.
(810) 553-0010, Ext. 215

TELEPHONE
RECEPTIONIST
Full time person needed for busy Rochester real estate office. Must have multi-line experience, type 50wpm, present in person Mon-Fri. January 31 Town & Country, 722 W. Maple, Suite 200, Rochester
TEMPORARY, FULL-TIME, Southfield area. Must have computer & phone experience. Call Brian at
(810) 355-1640
8-5:00

TRAFFIC/BILLING
COORDINATOR
This position is responsible for data entry, accounting, billing and verification of orders. It will also be responsible for ordering, taring, and file maintenance.

We require data entry experience, ability to work with multi-departments, good communication and a valid Michigan 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
10180 W. 9 Mile Rd.
Oak Park, MI 48237

We offer an excellent salary and benefits package as well as the opportunity for advancement.

EEO - M/F/D/V

TYPING, GENERAL office duties, phones. Benefits available. Please send resume to: Box #5443 c/o The South Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178. EOE

TYPING
PART time position. Pleasant, small office environment. Looking for mature person interested in working 2-3 days per week with flex hours. Needs above average typing & phone skills. Contact Southfield Office, Mrs. Thomas
(810) 355-5401

WAREHOUSE
ASSISTANT
Well established company seeking will to take on an Warehouse Assistant. The person will be responsible to manage all the paper work created in a very busy warehouse. Must have good typing skills, good administrative technique and attention to detail plus Follow-on employment skills with health, dental, life insurance and a profit-sharing program. Accepting applications Mon., Aug. 12, 8am-5pm. Morgan Stanley, 1100 Rankin Rd., off Plymouth Rd between Newburgh & Levan. Non-smoking work environment. EOE.

WORD PROCESSING
OPERATOR
National Marketing Research firm located in Southfield looking for typist player 50+ wpm. Strong knowledge of Microsoft Word (Windows 6.0), Freehand a plus), organizational & planning skills.
Full time tax cover letter & resume to: Maritz Marketing Research, 1000 Town Center, Ste. 1600, Southfield, MI. 48075, Attn. C. Buchanan. Fax (810) 948-4847. No Phone Calls Please!

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
• Orthodontic Assistant
• Hygienist/Full or part time
• Receptionist/Part time
Full time benefits - excellent benefit package
Call Janice at (810) 557-5540

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic Practice. Must be a team player. The team will be a professional who loves working closely with people. This is a clinical assistant position. Job demands a dedicated, reliable, enthusiastic individual. If you are hard working, team oriented and committed to excellence then we want to hear from you. Our practice. No experience is necessary, we will train the right person. Come work for an office that appreciates staff. Fax resume to the attention of Ann at (810) 651-7823 or call Ann at (810) 651-7822 ext. 12 Mile Rd., Farmington Hills, MI 48334

ASSISTANT - Fun & friendly Westland dental office needs a full time dental assistant. Experience helpful but will train. Some evenings, but lots of 3 day weekends.
(313) 425-8242

CERAMITECH DENTAL LAB
Needs model and die tech, educated in ceramics, pattern and wax knowledge. Will train right person or experienced. Benefits. Call 9-7 PM (810) 932-3242

CHAIRSIDE
ASSISTANT
Does it seem like a MISSION IMPOSSIBLE to find a satisfying, caring and exciting environment to work and grow in? If you're in TIME TO KILL decisive your INDEPENDENCE DAY and respond to this ad! We're searching for an experienced chairside to assist our KINGPINS. 2 5-3 days per week. No evenings or Saturdays. We are a dynamic team in Canton dedicated to the delivery of leading edge dentistry. If you are a team player enthusiastic about life and a good sense of humor, you could be a PHENOMENON and