502 Help Wanted-Office Clerical

JOBS! JOBS! JOBS!

RECEPTIONISTS - Walled Lake/Auburn Hills/ Troy & West Bloomfield. Most doing M.S. Word. Pay range $8.50-$10/hr

GENERAL CLERICAL - Large Hire company to examine documents & print from microfilm. $7/hr. Temp to perm

COMPUTER TECH - Walled Lake. Must have excellent Word & Excel. Will train. Pay negotiable

DATA ENTRY - Bingham Farms. Mostly WordPerfect but Windows Temp to perm. Pay negotiable.

OAKTEC Professional Staffing Group
Farmington Hills 810-489-0464
Auburn Hills 810-377-4070

LEGAL SECRETARIES 7 OPENINGS

Experience with litigation, workers comp, medical or general backgrounds. Contact PERSONNEL SYSTEMS 459-1166

EXPERIENCED LEGAL SECRETARY For busy Bingham Farms law firm specializing in litigation. Full time. Motivated, organized, flexible and dependable. Word Perfect/Windows 95. Salary commensurate with experience. Benefits provided. Send resume to Office Manager 30700 Telegraph Rd., Suite 3475 Bingham Farms, MI 48025 or Fax to 810-644-8344

LEGAL SECRETARY - Auburn Hills Individual is seeking an outgoing with international confidential matters Windows 95

OAKTEC Professional Staffing Group
Farmington Hills 810-489-0464
Auburn Hills 810-377-4070

LEGAL SECRETARY

Busy Bloomfield law firm seeks person with strong litigation background for Probate department. 3-5 Salary-benefits commensurate with experience. Resumes to Personnel Manager, 220 E. Maple, Birmingham, Mich 48009

LEGAL SECRETARY

Bloomfield Hills Law Office has a full time position available for an experienced Secretary to legal secretary. Paid vacation, holidays, and medical benefits provided. Word Perfect 5.1 experience a must. Call David Bloom Contact Marcy at (810) 858-2443

LEGAL SECRETARY

Downtown Detroit law firm seeks legal secretary with at least 3 years litigation experience. Experience with computer a plus. We offer competitive salary & benefits. Send resume & salary history to Donna Winter, 1 Trailor, Berry Moorman King & Hudson, 2000 Penobscot Place, Detroit, MI 48226. No phone calls please

LEGAL SECRETARY

Dearborn firm has full time experienced legal secretary. Must be motivated, well organized, detail oriented. Requires accuracy of 65 WPM, dictaphone, and 3 years experience. Competitive salary & benefits. Call Ms. Jones at (313) 561-5700

LEGAL SECRETARY Experienced, full-time, Northwestern Hwy law firm Skilled in WordPerfect 5.1, salary negotiable. Fax resume to 810-355-1891, call (810) 355-1700

LEGAL SECRETARY experienced needed for insurance defense firm. Send resume to Lynne 300 N. Main, Suite 200, Royal Oak, MI 48067 or fax 588-3380

LEGAL SECRETARY

Full or part time. Must have excellent personal injury law firm 2 or more years experience required with good organizational skills. Salary based on background helpful. Excellent salary and 401k benefits. Fax resume to GGA Attn Adriana, 28588 Northwestern Hwy, Suite 100 Southfield, MI 48034, or Fax (810) 350-1056

LEGAL SECRETARY, full time for small law office in Southfield. Negotiable salary and benefits. Legal experience desired. Salary commensurate with experience. (810) 355-2410

LEGAL SECRETARY

For Livonia office. Must be knowledgeable in WordPerfect, have excellent people skills, be bonded and be able to handle phones. Salary commensurate with experience. Call

LEGAL SECRETARY

For Troy firm. Must have 2 years experience in defense litigation and strong typing skills. Send resume to Melton-McCarthy-VanDusen, 2301 W. Big Beaver #300, Troy, MI 48084. Or call: (810)649-1330

LEGAL SECRETARY

For 23 attorney firm in Bloomfield Hills. Litigation experience preferred, but not required. Salary commensurate with ability. Send resume and salary requirements to:

Office Manager
300 E. Long Lake Rd., Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY

Full time for small New Hudson law office. Experience preferred. MS/Word. Good salary. Please send resume to Rohl & Associates, 27780 New Rd., Suite 100, New Hudson, MI. 48165

LEGAL SECRETARY

for Bloomfield Hills practice Minimum 2yrs. law experience. Knowledge of WP. Excellent salary & benefits. Mail resume to Albert Holtz, 1780 S. Telegraph, Rd. Bldg. 2, Bloomfield Hills, MI 48302 or Fax: 810-335-3346

LEGAL SECRETARY for busy Troy law office. 2-3 yrs. litigation experience. Smoke-free environment. Send resume to: Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY

Full-time position with domestic relations & criminal experience. Must be in Farmington law firm. FAX resume to: (810) 476-6221 or call Sue Anderson at (810) 478-5608

Legal Secretary

For personal injury law firm. Resumes to: Legal Secretary, 30300 Northwestern Hwy., Suite 200 Farmington Hills, Southfield, MI. 48034

LEGAL SECRETARY

Farmington Hills sole practitioner needs a part time (4 days) secretary with good skills in WordPerfect, Typing, computer, filing & recepting skills. $7/hr. (810) 471-1944

LEGAL SECRETARY - full time position for partner in small law firm with 8 attorneys. Legal experience & knowledge of WP 6.1 necessary. Benefits & salary DOE. Send resume to: Box #2975
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

For medium sized Southfield law firm. Experience necessary. Duties include preparation of a variety of legal pleadings, documents & correspondence. Also responsible for preparing client billings. Must be proficient in Word 6.0 for Windows. Salary commensurate with experience. Please fax resume to: Secretary, 19785 W. 12 Mile Rd., 2600, Southfield, MI 48076

LEGAL SECRETARY

Full time for Senior partner in Litigation practice. Must have Word Perfect (Knowledge of WordPerfect 5.1) Strong typing skills with ability required. Salary commensurate with experience.

320 S. Lincoln
Royal Oak, MI 48067
Attn: Administrator

LEGAL SECRETARY NEEDED

for Bingham Farms law firm. Minimum 2 yrs experience in litigation practice. Word Perfect 5.1 preferred. Salary DOE. Fax resume to: Attn: Cheryl, Fax 810-642-1011 or call 810-642-1010

502 Help Wanted-Office Clerical

LEGAL SECRETARY

Mid size downtown Detroit plaintiffs firm seeks talented Legal Secretary for a busy desk. Requires litigation experience, excellent secretarial skills, and WordPerfect 5.1. Competitive salary & excellent benefits. Send resume to:

Personnel, Kalkes, Lorie, Downey, Schneider & Simpson
2300 First National Building
Detroit, MI 48226
or Fax to: (313) 961-8875

LEGAL SECRETARY/PARALEGAL Sole practitioner in Farmington Hills. Personal injury practice. WordPerfect 5.1 & 5 yrs experience. Send resume & salary requirements: Box 2987 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY/PARALEGAL Part time, experienced Flexible hours Southfield. Word Perfect. Call Arlene 810 559 0707, fax 559 0790

LEGAL SECRETARY

Part time Tuesday & Thursday. Word Perfect 6.0 Between Bingham Farms area (810) 645-6800

LEGAL SECRETARY

Small litigation firm in Farmington Hills seeks part time secretary for partner. (Approx 25 hrs/wk). Experience with Word Perfect 5.1 & Windows. Excellent working environment. Send resume & salary requirements to Lisa Domke at (810) 932-5201

LEGAL SECRETARY

Southfield law firm seeks Legal Secretary with 3 to 5 years of solid legal secretarial experience. Small office. Excellent benefits & salary commensurate with experience. Send resume to: Office Manager 30700 Telegraph Rd., Suite 3475 Bingham Farms, MI 48025 or Fax to 810-644-8344

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502 Help Wanted-Office Clerical

ACCOUNTING/ ADMINISTRATIVE ASSISTANT

Office DEPOT
Business Services Division

The Floor Covering Division is seeking an Accounting/Administrative Assistant to provide support to Administrative Coordinator and the Account Executives.

The Primary Qualifications of the person are:

- 3+ yrs. Accounts Payable & Billing experience
- Excellent math aptitude.
- Experience using a menu driven computer system.
- Ability to follow written and verbal instructions
- Organized, detail oriented and problem solving skills
- Strong oral & written communication skills
- Must be able to prioritize & handle multiple tasks
- Typing skills - minimum speed 40-50 wpm with extreme accuracy
- Proficiency in using Windows, Word & Excel.

We offer:

- Excellent customer service skills.
- Minimum education high school Diploma, or GED equivalent.

This full time position offers a full benefit package including medical, dental, 401K, tuition reimbursement & more opportunity. Not a temp or temp to perm.

Interested applicants can mail or fax resume with salary history, or apply in person at

909 N. Sheldon Rd
Plymouth, MI 48170
Attn: Human Resources
For directions call (313) 207-1440
Fax: (313) 207-9781

EOE/M/F/H/D

OFFICE CLERICAL

Full time, days. Apply in person to Detroit Bio-Medical Lab, 23955 Freeway Park Dr., Farmington Hills or call (810) 471-4111

OFFICE CLERICAL

Light typing, phones and car required. 1 hour week. Flexible hours. Call 810-433-1173 or send to: Dean Payne Specialties, 990 E. Maple, Suite 202, Birmingham, MI., 48009

OFFICE CLERICAL

Part-time for filing & light clerical along with general knowledge of computer experience required. Send resume & salary requirements to: Savko Drugs, 21118 Bridge Street, Southfield, MI 48076

OFFICE CLERK

Full time position for a mature individual in our Accounts Receivable department. Typing skills 35wpm. Ask for Jenny or Helen, at (810) 338-1333

OFFICE CLERK - Some knowledge of practitioners in Bingham Farms. 3 to 4 days per week. Fax resume to Francis Blank 810-644-0018

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

LEGAL SECRETARY

Wanted for Bloomfield Hills Medical Malpractice Products Liability defense firm. Must be self-motivated and able to work independently in an extremely busy office. Send resume to: Donna Winter, 3883 Telegraph, Rd, Suite 117, Bloomfield Hills, MI 48302. No phone calls please

LIBRARY CLERK

20 hours/week, September-May. Performs general clerical & library duties. Experience with MS Windows/Word with office experience/experience and or art background highly desirable. Send letter of application, resume, salary of references by Aug. 20 to Judy Dyki, Cranbrook Academy of Art Library, P. O. Box 19, 39221 Woodward Hills, MI 48303-0801. EOE.

LIGHT CLERICAL

A great attitude and the ability to work with people are all you need at this customer service position. Both full & part time will be considered

FUTURE FORCE SERVICES, INC.
25245 Northwestern Hwy. - Redford
(313) 532-7666

LOOKING FOR outgoing individual with a pleasant telephone voice to support receivables, collections & payables. PFS Windows knowledge plus 2 years business experience required. Good phone manner a must! Call and ask for Lisa at

(810) 684-1215

MAILROOM/MESSENGER

needed for busy Southfield real estate office. 40 hours per week with some flexibility. Job requires daily driving, lifting boxes up to 40 lbs. and miscellaneous office duties. Good driving record required and knowledge of metro area helpful. Liberal vacation benefits, medical and dental benefits and 401(k) plan. Hourly plus mileage Please send resume to

M. Brewer
P. O. Box 267
Southfield, MI 48037

MANAGER OF INFORMATION SERVICES

Southfield office with 35+ employees is seeking a highly motivated, self directed, experienced individual to manage, maintain and other training for its computer systems. We will be developing a network environment for our 12 PCS running, DOS/Windows. We also have a IBM model 990 which includes a secondary dialin system on a Unix platform. We are looking for an innovative candidate with keen sense of mission who can assist us in planning for the future. We offer a professional environment providing a competitive salary and excellent benefits including 401K, Medical, Dental, Life, Disability, Prescription, Life and Disability.

Please submit confidential resume and salary requirements to:

Diane Beaune,
Human Resources Manager
Office of the Chapter 13
Standing Trustee
26555 Evergreen Suite 1100
Southfield, MI 48076

MARKETING ASSISTANT

Company seeks creative candidate to put together sales packets, training classes and sales promotions. Activities include working on materials, mailers, and interfacing with major clients. Strong computer skills and knowledge of Graphics a plus.

(810) 354-6700 Fax 810-344-6704

MATURE PERSON, part-time mornings, 20 hours, no evenings or weekends Miracle Ear.

(810) 344-0470

PERSON NEEDED to answer busy phones. Lots of steady & many other office tasks. Redford area

Please call for interview time.
Terri (313) 937-6300

MEDICAL RECORD ASSISTANT For diagnostic radiology firm. Hours will be 10am-7pm

(810) 737-4608 Call

OFFICE ADMINISTRATOR

Part time, full time Office Administrator. Computer and accounting skills necessary.

Call Katherine at:
METRO WEST 313-455-5780

OFFICE ASSISTANT

Part-time office assistant needed 18 hrs. per week. Flexible schedule. Bloomfield Hills office. Must be able to type, use telephone, and computer(s). Word/Excel & Lotus. Must have reliable transportation & good driving record. Send resume to:

Real Estate
P.O. Box 438
Bloomfield Hills, MI. 48303-0438

OFFICE ASSISTANT

Excellent position for dental staffing complex. Applicant to have 6 mos. to 1 yr. office experience. Typing, computer skills helpful. Company benefits. Call Mon-Fri, 9am-5pm.
E.O.E. M/F/V/H 810-882-3122

OFFICE ASSISTANT

Part time or full time for service firm in Livonia. General office responsibilities, data entry, scheduling, supervisor, switchboard, etc. Must be computer literate and very flexible. Must have background helpful. Verify its experience required. Pay $7.25-$8/hr. Call (810) 669-6743

502 Help Wanted-Office Clerical

PARALEGAL For Senior Partner

Southfield Plaintiff Personal Injury Firm seeks Paralegal with 1-2 years experience. Competitive salary & benefit package.

Call Mr. Weiner (810) 948-0000
Or fax resume to: (810) 948-0041

PART-TIME - Receptionist/Clerical. 8am-12:30 Mon.-Fri. Directs calls & visitors, sorts mail, coordinates paper letter. Able to work some afternoons. High School diploma, computer skills, minimum 1 yr. office experience. $7.53/hr. Resume to The Library Network, 30 Sheldon Road, 48170 Van Born Rd., Wayne, MI 48184, by Aug. 21, 1996

PART TIME SECRETARY/ INSIDE SALES

Part time for fast paced sales organization. Varied responsibilities in office work. Typing/data/phone experience required. Will train. Pleasant working environment. Call Bernie Delaney 846-7931

Advantage Staffing

PAYROLL PROCESSOR/ DATA ENTRY

Payroll service company seeks full time payroll processor. Good computer, math and English skills essential. Ability to pay attention to detail very important. Send resume to:

P.O. Box 250125
West Bloomfield, MI 48324

PAYROLL SPECIALIST

Livonia Detroit area payroll services company seeks qualified individual to process payroll. Responsibilities include entering payroll hours, generate payroll for multiple states. Must be PC linked system with Peridian Requires prior payroll experience. Candidate must be versed Ability to process large volume of payroll information weekly. Strong organizational skills and outstanding customer service and problem solving skills. Must be self motivated, a team player, with the ability to adapt to frequent changes. Qualified applicants please fax Resume to: Payroll Manager, fax 313 953 5068

PLYMOUTH BASED development building company looking to fill 2 positions. Receptionist/Clerical position is able & Receptionist. Immediate openings. Competitive salary based on experience. Send resume to: Cook Walton Development, 44650 Ann Arbor Rd., Ste 1, Plymouth, MI 48170, Attn Personnel

PROCESSING ASSISTANT (Bloomfield Hills title insurance company) has immediate openings for qualified candidates to assist in preparing real estate transactions. Experience reading title commitments and knowledge of the requirements a must. Solid customer service skills, typing 40wpm. Benefits. Fax resume to Attn Personnel, (810) 353 9238 An Equal Opportunity Employer

PURCHASING ASSISTANT - experienced in purchasing, buying materials for manufacturing support. Will train. Pleasant working environment. Excellent benefits. Send resume and salary requirements to: Purchasing Manager or apply in person to:

US INDUSTRIAL TOOL
15101 Cleat
Plymouth, MI 48170

REAL ESTATE ASSISTANT wanted for busy realtor in Birmingham office. Must be licensed, experienced with computers, and willing to occasionally work Saturdays. Please call 645-MESSAGE ON VOICE MAIL (810)988-2244, pager (810)450-0317.

REAL ESTATE office looking for Receptionist/Clerical. Real estate experience helpful. Please call Barb Kaminski, ERA CONSULTANTS REALTY (810)474-3303

IMMEDIATE OPENING for a Receptionist/Clerical. Position is ideal for an enthusiastic person with the ability to handle a multi-line phone system. Will train on telephony. Must be responsible and reliable. Please send your resume to: 3133 Martin Rd., Walled Lake, MI 48390 Attn: Personnel Mgr.

(810) 669-6401

RECEPTIONIST
AASTROM Biosciences, Inc. a growing biotechnology and medical devices company in Ann Arbor, has an immediate opening for a Receptionist to greet our callers and guests with the highest professionalism and courtesy. This position will handle the primary switchboard, operate a fax, conduct general secretarial duties including mail, fax, copying, scheduling, and computer data entry. Knowledge of general office programs for the Mac and IBM environments and seasonal with at least two years' prior work or comparable experience. Please send or fax your resume to:
AASTROM BIOSCIENCES, INC.-RP
P.O. Box 376
Ann Arbor, Michigan 48106-0376
FAX: 313 663 0485
AASTROM Biosciences, Inc is an Equal Opportunity Employer

RECEPTIONIST

Answer multiple line telephones in professional manner. Knowledge of Microsoft Office. Spreadsheet knowledge helpful. Other projects as assigned

To Apply:
Human Resources
IOC/Greenfields
200 Galleria Officentre Ste. 109
Southfield, MI 48034
Fax: (810) 204-8601
E.O.E.

RECEPTIONIST
AT busy Livonia Physical Therapy office. Call Ann (313) 513-5900

RECEPTIONIST
Auto Supplier seeking motivated person with excellent communication skills and phone etiquette. Will train on computer. Pleasant working surroundings with opportunity for advancement. Fax resume to: Human Resources Manager, P.O. Box #490, Livonia, MI 48151

RECEPTIONIST / CLERICAL
worker (male or female) wanted. 8-3pm, Mon-Fri. Experience with proper telephone etiquette and clerical duties required. Please fax resume to Manufac, Inc., 2660 Auburn Rd., Suite 2, Auburn Hills, MI 48326, Attn. Linda

RECEPTIONIST
Construction office has immediate opening for full time receptionist. Experience on a multiple line system is required. A professional and pleasant manner is a must. Job duties include typing, filing and general clerical. We offer excellent benefits. Call Jen at (Southfield) 810-357-7884

RECEPTIONIST/ CUSTOMER SERVICE

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

RECEPTIONIST / DATA ENTRY
Motor Vehicle Supplier has an opening seeking friendly outgoing person. Full time, 8 to 5pm. Previous switchboard experience helpful. Excellent benefits. Fax Send resume to: Randolph Metal Products, 1000 Stephenson Hwy., Enterprise Dr., Livonia, MI 48150

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

RECEPTIONIST
For wholesale distributor in Livonia. Will train. Call Ms. Ann for interview. (313) 591-7743

502 Help Wanted-Office Clerical

● ● RECEPTIONIST ● ●
Enthusiastic, motivated professional. Full time with benefits. Send resume: 1301 W. Long Lake Rd, Suite 270, Troy, MI 48098. Or FAX to: (810) 641-0875, Attn: HL

Bloomfield Hills
810-344-6700 Fax 810-344-6704

RECEPTIONIST: Farmington Credit Union has opening for an individual with pleasant personality, to greet, assist & direct membership. Typing & clerical skills required. Send resume to: Member Service Manager, 22981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST

Farmington's Mile Area real estate office has immediate opening for part time front desk position. Some typing & computer required. Salary based on experience.

CENTURY 21 HARTFORD NORTH
32626 8 Mile
313 525 9900

RECEPTIONIST - Fast paced office needs reliable full time worker with ability to handle phones, light typing, under pressure. Secretarial skills and MS/Word helpful. Call Glenda between 9-5. Mon. - Fri.
(810) 476-5300
COLDWELL BANKER
Schweitzer Real Estate

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

RECEPTIONIST

Full time position requiring excellent telephone manners on a multi line system. Must be self motivated, dependable, organized & enjoy achieving goals. Typing, typing & data entry. Office experience necessary & we offer a competitive salary & benefit package. Please fax resume with salary requirements to 23232 Gratiot, Ste. D, Farmington Hills, MI 48335, Attn L. Sandoe or fax 810-477-4899.

RECEPTIONIST
FULL or part time. Bloomfield Mon/ Tues/ Thurs. Call Ann at Rohr & Associates 810-350-9404

RECEPTIONIST. Full time with benefits Mon-Fri., 8-4, $6.00/hr. Enthusiastic, positive attitude for fast-paced environment. We are a leading agency's main switchboard, great opportunity for self starter. Apply in person at St. Vincent and Sarah Fisher Center, 2075 W. Big Beaver, Farmington Hills, MI 48334 (Corner of 12 Mile & Inkster Rd., entrance #1) EOE

RECEPTIONIST
Full time, 4 day week. Salary plus benefits. Good phone skills & computer experience a must! Excel profitability a key factor. Advancement opportunities for a team player with a good attitude. Send resume & salary requirements to: P.O Box 51363, Livonia, MI 48151-5363

RECEPTIONIST

FULL time position at a busy animal hospital. Must be organized, good with people, have a pleasant voice and be able to work both morning and afternoon hours. Great bonding and computer experience a plus. Excellent benefit package. Apply in person at: The Pet Practice, Farmington Hills, 31331 W. 13 Mile Road, 1 block west of Orchard Lake Road

RECEPTIONIST - Full-time, benefits paid holidays. Must have excellent phone & typing skills. Fax resume to Eurotech Sales 810-624-6595

RECEPTIONIST
Full or part time Southfield area. Good pay & benefits 810-540-0900

RECEPTIONIST
FULL or part time. Bloomfield/ Birmingham personal injury law firm. Excellent working environment.
Call Kim at. (810) 644-4529

RECEPTIONIST
Insurance agency at 13 Mile & Farmington including clerical duties for non-smoking office. Hours 8am-4:30pm Mon.-Fri. 810-626-1000

RECEPTIONIST - needed, full time, pleasant personality, typing skills. Good benefits, apply in person, 30755 Grand River, Farmington Hills

RECEPTIONIST

NEEDED Full time, Livonia area. Must have clear, pleasant voice and enjoy being busy environment. Must be working with the public, 35 hours per week. Benefits included. Typing and filing abilities a must. No computer skills necessary. Call:
(810) 473-3300, between 9-5:00

RECEPTIONIST
Needed for Bloomfield Hills Insurance agency. Call 788-1100

RECEPTIONIST NEEDED full time for mortgage company in Rochester Hills. Call Ms. Jones at Real Estate One, Livonia 313-261-0700.

RECEPTIONIST
Part-time for busy salon in Plymouth. Must have experience. Call Ann Marie at Professional & Communication skills. Steady permanency. Call (313) 455-0833

RECEPTIONIST - PART TIME
Afternoons for Troy company. Needs to be organized, pleasant, good phone voice with typing ability. Call Joyce or Michele (810) 362-9300

RECEPTIONIST
PART time nights & weekends, approx. 20 hours. Apply in person, Gerald Eaton of Novi in the Novi Town Center

RECEPTIONIST

Part/full time
Good typing skills, computer literate. Downtown Plymouth area. Fax resume: 313 453-4812

RECEPTIONIST (PART TIME)
Invoice processing for energetic person to assist answering 12 phone lines, light typing & filing. Reply to:

Image Masters Printing
49662 Liberty Dr.,
Wixom, MI 48393
Phone: (810) 624-0600

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons 1pm-8:30pm. Bingham Farms area. 810-644-0882

RECEPTIONIST PLUS CLERICAL
Bloomfield Hills insurance office. Some computer skills necessary. Full time, Mon-Fri. (810) 645-5700

RECEPTIONIST

Possibility of training for an outgoing individual with a professional phone manner. Duties would include operating the phone, typing for mortgage applications, assisting loan officers and other duties as needed. Excellent benefits. Please forward resume to: Human Resources, 30 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 paced office in Southfield. Typing & clerical duties required. Call Ann Marie, Sales, 208, Oak Park, 48237

502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
Full time position for dental practice person. Basic office skills including pleasant phone personality, Bookkeeping, Wordprocessing. Call for an 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 Stamping, 315 W. Ann Arbor Rd., Plymouth, MI 48170.

RECEPTIONIST/SECRETARY, Southfield general contractor has opening for a person with computer skills (WordPerfect 5.0). Construction background helpful. Non-smoking office. Send resume to: PO Box 831, Trenton, MI 48183

RECEPTIONIST/SECRETARY
Busy law firm seeks person with typing & organizational, cheerful/professional phone manner, ability to handle multiple tasks. Fax resume to Chet Bussman, Bussman & Assoc. Bloomfield Hills 810-626-0900

RECEPTIONIST/SECRETARY

A fast paced office in Farmington Hills is in need of a mature, efficient and pleasant person with organization and demeanor. Must be computer literate with solid general office skills and experience preferred. Excellent typing skills required. Duties include phones, some word processing, filing, light typing, clerical, data entry, mail, faxing. Non-smoking office. Excellent benefits, competitive salary commensurate with experience. Send resume with salary requirements to:

Human Resource Manager
P.O. Box 738
Novi, MI 48376

RECEPTIONIST/SECRETARY FOR a dynamic architects firm with 3 years experience. Must have strong interpersonal phone, writing & computer skills. Send resume to: ACA, 23333 Woodward Ave., Ferndale, MI 48220

RECEPTIONIST / SECRETARY
Small Farmington Hills law office. Good typing skills. Thru PC linked required. Word for Windows preferred. Salary commensurate with experience. Send resume & salary requirements to: JL, 28470 Haggerty, Western Heights, Suite 102, Farmington Hills, MI. 48334

RECEPTIONIST/SECRETARY
Busy Farmington Hills law office, file, basic computer knowledge (Windows/Word), light typing, good clerical skills, excellent phone manner, salary, full benefits. Send resume to 24681 Northwestern Hwy., Suite 001, Southfield, MI 48075. Attn: Mr. Bell

RECEPTIONIST

Telephones, typing & some scheduling. Apply in person only. Overall Scheduling Specialist
Center Management Office, Entrance 3, Middlebelt & 7 Mile, Monday-Friday, 9am-5pm.

RECEPTIONIST - Temp to hire position in Bloomfield Hills. Must have experienced individual to answer 8 phone lines. Must have Word & Excel. Excel Please call Denise for interview 810-350-9777
Offering competitive pay.

RECEPTIONIST
Typing, filing, greet visitors, answer phones. Bright
Ultracom, Inc.
25860 Lahser Rd.
Southfield, MI 48034
(810) 350-2020

RECEPTIONIST/ TYPIST

Full time position for Farmington Hills office. Typing 35 wpm. Knowledge of Windows, experience required, salary commensurate with experience. Contact Cindy between 9am-4pm
(810) 489-4164, Fax 810-489-1726

RECEPTIONIST/TYPIST
Busy automotive sales agency seeking a full time Receptionist/Typist with a good attitude, strong communication skills, knowledge of computers (Windows, Word, Excel) a plus. Excellent benefits. Fax resume, salary requirements to: (810 358-5362 or send resumes, P.O. Box 2106, Southfield, MI. 48037

RECEPTIONIST/SECRETARY
Full-time position for Sweetends & everything at Garden City area funeral home. Call (313)425-9200, 9am-5pm, for interview appt.

RECEPTIONIST WANTED full time. Apply in person only. Hunter's Restaurant 25859 West 8 Mile, Redford

RECEPTIONIST

Weight Watchers is seeking an exciting, outgoing individual with excellent people skills and a great phone manner to greet guests and assist staff at our corporate office, located in Farmington Hills. Please send resume with salary requirements to:

Receptionist
P.O. Box 9072
Farmington Hills, MI 48333-9072
EOE

RECEPTIONIST - with WordPerfect skills for busy Bloomfield Hills office. Excellent benefits/good working conditions. Salary DOE. Call salary factory to Mrs. Jones, 30400 Telegraph, Suite 435, Bingham Farms, MI. 48025.

RECEPTIONIST
1 person office. Bookkeeping, typing and computers a must. Call Ann Marie (313) 534-3756

SALES ADMINISTRATOR

Contract Interiors, the country's leading Steelcase furniture dealership, is looking for an organized, motivated individual to support our sales staff. Excellent communication skills a must. Computer and general office experience required. Duties include order entry and accounting functions. Will train on product knowledge. Full time with medical benefits. Please send resume with references and salary requirements to:

Contract Interiors
Attn: Human Resources Dept.
30777 Northwestern Hwy.
Southfield, MI 48034
Equal Opportunity Employer

SALES AUDIT CLERK
General auditing duties, detail work involving checking and verifying reports, computer data entry, balancing totals. Experience on 10 key calculator and computer required. Send letter of interest to: ATTN: PERSONNEL DEPT./SS, 23333 Commerce Dr., Farmington Hills, MI., 48335-2764

SALES FORECAST ANALYST

Brass Craft Manufacturing, a Masco subsidiary, has an immediate opening. Essential duties include: maintaining the forecast system, developing and running monthly reports, forecasting for the A5400 System Job requirements include a relevant Associates degree, good math aptitude, PC literacy, good communication skills, detail oriented, and positive interpersonal skills. For consideration, please submit your resume to:

Brass Craft Manufacturing Co.
Attn. DV/ST
P.O. Box 5032
Novi, MI 48376-5032
Equal Opportunity M/F/H/V
No Phone Calls Please

SALES RECEPTIONIST
Part time, Bingham Farms area, phones, scheduling appointments, etc. (810) 356-7620

SALES SECRETARY

Company in Hazel Park seeking professional individual with strong customer service, telephone, and other clerical duties. Must have Word, Excel, and computer literate. Salary dependent on experience. Temp to Hire. Resume e mail:

Contempra
810-863-8600 ... Madison Heights
810-850-8800 ... Rochester Hills

502 Help Wanted-Office Clerical

SCHEDULER NEEDED for small nursing care company in Livonia. Responsible, dependable person with good telephone skills. Office experience necessary. Call 810-426-8990, after 5pm 313-454-8961

SCHEDULER/ SECRETARY

Full-time. Phone work. Will train. By appointment.
(810) 643-8389

Secretarial Clerk

Band and Gravel operation in Wixom seeks Secretarial Clerk. Qualified candidate must have general clerical skills including filing and phone coverage. Please apply in person or submit resume with salary requirements to:

Edw. C. Levy Co.
Human Resources Dept./SCcw896
9300 Dix Avenue
Dearborn, MI 48120
(313) 849-9271
EOE/AA

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

SECRETARIAL

WIXOM manufacturing firm seeks Secretarial/Receptionist, secretarial experience preferred. 20 hours. Must have knowledge WordPerfect 5.1 and use of dictaphone. Call: 313-261-1114

SECRETARY - Sterling Hts. Microsoft - Excel, very professional, excellent typing. Temp to hire