502 Help Wanted-Office Clerical

LEGAL SECRETARY
Small Southfield law firm seeks energetic legal secretary to grow with us. Minimum 1 year experience required. Strong leadership & organizational skills necessary. Typing 70 wpm and Microsoft Word experience required. Real estate knowledge a plus. Competitive salary and incentives offer. Send resume & references in confidence to
PO Box 36135, Grosse Pointe Farms, MI 48236
An Equal Opportunity Employer

LEGAL SECRETARY
Troy law firm. Corporate and estate experience preferred. Salary commensurate with experience. (810) 649-7800

LEGAL SECRETARY
Troy law firm seeks full time experienced legal secretary with WordPerfect skills. We offer:
• Competitive Salary
• Medical Insurance
• Life & Disability Insurance
• 401(k)
• Paid Vacation & Personal Days.
Please send resume to: Human Resources
Legal Administrator
801 W Big Beaver Rd., Ste 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY/ WORD PROCESSOR
Full time for Senior partner in Litigation firm seeking Royal Duke Knowledge of WordPerfect 5.1. Send resume with salary requirements to:
322 W. Lincoln
Royal Oak, MI 48067
Attn: Administrator

LEGAL SECRETARY
30K+ Overtime extra. Bonuses for performance. Benefits. Starts asap, once & blowgun. Hardworking, accurate, team player. Contact P. Antonio. Fax 810.559.6790 Mail 16445 W 12 Mile #100, Southfield MI 48076

Legal
THE VERDICT IS IN
TEMP Take Your Pick
TEMP TO PERM Happens Everyday
PERM When Can You Start?
Dal Personnel At Law
Judged The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax 810.352.0235
Email dmatrix@dtr.com
855.TEMP.JOB

LIVONIA AUTOMOTIVE SUPPLIER
Seeking clerical person for full time position. Strong computer skills a must (Word, Excel), organized, able to multitask with minimal supervision. $7.00/hr to start plus full benefits please fax resumes to
(313) 425-9331, Attn: Karen

LIVONIA Tool & Die Company seeks an outgoing and dependable Receptionist for a full time position. Responsibilities include general office work. Advancement available for the right person. Interest and desire. Excellent benefits. Wages based upon experience. Call Chuck Newman: (313) 462-0360

MAGAZINE PUBLISHER
Looking for [illegible] time some data entry and [illegible] Full time, weekdays. [illegible] Jeanette [illegible] 150 ext 147

MATURE, RESPONSIBLE personal needed for busy Real Estate office in Bloomfield Hills (Corner of Telegraph and Long Lake Rds). Duties include answering telephones, making appointments, light typing. Hours include weekdays from 4:30-7, Sat 9-5 and Sun 12-5. Willing to hire 2 people so the hours can be divided. Call Barb Bialecki at 810 646-1400 if interested.

MEDICAL OFFICE [illegible] temporary [illegible] full time [illegible] W Eleven [illegible] 855-7495

RECEPTIONIST
Full [illegible] Excellent benefits. Fax (313) 313 0531

MESSENGER/FILE CLERK
FULL-TIME OR PART-TIME
Royal Oak law firm seeks individual with strong work ethic. Duties include courier (motor vehicle, etc.), in-office filing, copying, light clerical. Must have reliable transportation. Please submit resume to Angela Wheeler, Weltman, Weinberg Group, 306 S. Washington St., Sixth Floor, Royal Oak, MI 48067

MESSENGER/FILE CLERK
for Southfield law firm. Duties include court length, deliveries, general clerical, copying. Must have previous experience preferred. 9:30am-6pm Mon-Fri. Some Saturdays. Please resume to J. Pavlat, 810-357-7488

MESSENGER / OFFICE ASSISTANT
For full time position in Bloomfield Hills law firm. Must have own car. $6.00 per hour. Send resume to Office Manager, 30 E. Long Lake Suite 200, Bloomfield Hills, 48304

MORTGAGE SERVICING
Law office in Bingham Farms seeks energetic, organized individuals for foreclosure processing positions. Candidates must be detail oriented, able to work under pressure and meet deadlines. Prior mortgage servicing experience preferred, but willing to train. Excellent clerical skills and experience W/Windows & Word Perfect required. We offer a dynamic, fast-paced environment with salary and benefits consistent with qualifications. For immediate consideration, please call (810) 642-2515, ext 212 EOE

OFFICE ASSISTANT SUPPORT STAFF
Secretarial support position with marketing and training firm. Office support experience a plus, good communication and typing skills, computer literate. Microsoft Office experience preferred, but will train. 20-30 hours/week. Fax/mail resume
PLANNING PERSPECTIVES, INC
1035 S. Adams
Birmingham, MI 48009
FAX: (810) 647-7468

OFFICE ASSISTANT
Temp to hire position, responsible for answering phones, typing, knowledge on Microsoft & Excel, great pay. Call for interview: 810-350-9777

OFFICE ASSISTANT
Rapidly expanding construction company. 20 hrs/wk. Wide variety of tasks include calling on contractors, use of spreadsheet software processor, and other administrative tasks. Opportunities for advancement are potential in this dynamic work place. We seek a self starter who is computer literate. Computer skills (Microsoft Word, Excel) are a MUST. Send resume to: Personnel, Attn: Steve, P.O. Box 3049, Birmingham, MI 48009 or FAX to 810-433-1397

OFFICE ASSISTANTS
TEMP/TEMP TO HIRE/
PERMANENT POSITIONS
AVAILABLE
MUST HAVE EXCELLENT COMMUNICATION SKILLS, COMPUTER LITERATE AND HIGHLY MOTIVATED
CALL FOR AN APPOINTMENT
SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

PART TIME person experienced with some bookkeeping/accounting & other office duties for insurance repair company. Must be computer literate. Redford area. Good wages & more! (313) 535-7850

PART TIME SECRETARY
Needed for residential program. Light clerical. Monday-Friday. Call 354-4740-9073

PART TIME Secretary/Receptionist
Three 8-hour days per week. Excellent computer, typing, phone skills, filing, creativity, data input, etc. for small office. Send resume, salary requirements, references to: SJSM Five Mile Rd., Livonia, 48154-6109. By appointment only.

502 Help Wanted-Office Clerical

OFFICE ASSISTANT - small business, word processing, filing, etc. Computer experience & organizational skills a [illegible] (810) 543-2840 fax (810) 545-2845

OFFICE ASSISTANT
Microsoft Word & Excel experience Part time Orchard Lake Rd. between 13 & 14. Call for appointment (810) 851-9055

OFFICE ASSISTANT
for Southfield law firm. Professional telephone manner, attention to detail a must. Microsoft Word experience and general office skills required. FAX resume to or call 810-354-1140

OFFICE Assistant secretarial, some accounts payable & a computer experience. Lotus 1-2-3 helpful. Much variety. Full time. Submit resume & salary required to: CM 245 Halstead, Farmington Hills, 48335 or fax. 810-478-6967

OFFICE ASSISTANT/ CUSTOMER SERVICE
Photo studio seeks full and part time people to handle phone sales and customer service. Typing and computer skills needed. Must be good detail person. Some evenings & Saturdays required. We offer medical and other benefits. Call or send resume to Edward Wedding Photography
28250 Telegraph
Southfield MI 48034
or FAX to (810) 948-9845

OFFICE / CLERICAL HIRING IMMEDIATELY
• Customer Service Reps.
• Secretaries
• Administrative Assistants
• Telemarketers
• Receptionists
• Data Entry Specialists
(Must have excellent phone skills, typing 45 wpm, any computer experience is a plus)
All positions require 1 year minimum experience with references.
APPLY 9am - 11am/
1pm - 3pm
ETTELLE PERSONNEL SERVICES
32950 Five Mile Rd. Ste 2
Livonia
313-425-1827

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking an office clerical person WordPerfect 5.0 & 5.1 experience preferred, but will train right person. Pay commensurate with experience. Please call 810-357-2404 Ext 500

~ OFFICE-COMPUTER OPERATOR
Answer phones for CPA firm. Benefits Please mail resume to A&V, PC. 30400 Telegraph Rd. Suite #116 Birmingham, MI 48025

OFFICE CONTROLLER
For large dealership. Duties include AR/AP analysis, inventory control management. Full time with benefits. Send resume to
General Trailer, 48500 12 Mile Rd., Wixom, MI 48393

OFFICE HELP, part time, can lead to full time, in busy apartment complex. Computer, typing, filing. Send resume to Property Manager, P.O. Box 318, South Lyon, MI 48178

OFFICE MANAGER/ ADMINISTRATIVE ASSIST.
Needed for W. Bloomfield CPA firm. WordPerfect & spreadsheet experience a plus. Send resume to Howe & Russek, attn: Terry, 6960 Orchard Lake Rd. #240, W. Bloomfield, 48322

OFFICE MANAGER - fun charge accounting functions, knowledgeable year end audit with CPA Construction experience helpful. Must be computer literate. Call Beatty at Windows the Construction Manager Able to work independently Fax resume to 810-546-3541 or call 810-390-3060

OFFICE MANAGER - Must be personable, assisted by one energetic, Livonia area. Part-time/full time $10 an hour plus [illegible] (313) 422-8232

OFFICE POSITION - Compensation commensurate with experience. Send resume to Supervisor, 29800 Lyndon, Livonia, 48154

OFFICE POSITIONS
Luxury car dealer seeks office/administrative help. Full and part time positions available. Accounting/computer skills required. Great opportunity for advancement. Call Brett at (810)642-6565

OFFICE RECEPTIONIST
For medical center area. Must have knowledge of subsidized housing. Computer literate, Word, Fund 2000 & MDO Units. Basic office responsibilities. Full time with benefits & 401k plan. Prefer certified occupancy specialists. Can apply at: 4701 Chrysler Drive, Monday thru Friday, between 2:30pm to 4:30 pm

OFFICE SUPPORT
Simplex is a recognized leader in the sale and service of state-of-the-art fire alarm, security, sound and time and attendance systems. Our continued growth has produced the need for a talented assistant in our Livonia-based office.
Responsibilities will include collections, customer service, inventory, correspondence and order entry.
Qualifications include a high school diploma and 6 months to 1 year experience in an office setting. Basic computer knowledge, including proficiency in Word, Excel and Power Point as well as familiarity with on-line systems is desired.
Simplex offers an excellent compensation and benefits program, educational assistance, pension and 401(k) plan.
Qualified applicants are asked to forward their resumes to:
Office Supervisor
SIMPLEX
31572 Industrial Rd., Ste. 200
Livonia, MI 48150
Fax (313) 261-2660
*A commitment Equal Opportunity Employer M/F/D/V

OFFICE WORKER - Part time to help with filing & answering phones. 20 hours per week. Call Jesalle Electric at. (313) 425-8200

OPEN HOUSE & SNELLING LATE NIGHTS
Snelling Personnel now has evening hours. Whether you're looking for temporary or permanent placement, we can help. Entry level up to executive level positions available.
Sat., Sept. 7, 10-2
Wed., Sept. 11
(By Appointment only - call today!)
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING.

PERSONNEL SERVICES
An Equal Opportunity Employer

PART TIME person experienced with some bookkeeping/accounting & other office duties for insurance repair company. Must be computer literate. Redford area. Good wages & more! (313) 535-7850

PART TIME SECRETARY
Needed for residential program. Light clerical. Monday-Friday. Call 354-4740-9073

PART TIME Secretary/Receptionist
Three 8-hour days per week. Excellent computer, typing, phone skills, filing, creativity, data input, etc. for small office. Send resume, salary requirements, references to: SJSM Five Mile Rd., Livonia, 48154-6109. By appointment only.

502 Help Wanted-Office Clerical

PAYROLL CLERK
Are you looking for a career with a growing organization? We are looking for someone with experience with ADP systems. Microsoft Office experience preferred. Full time position with excellent benefit package. Apply in person: Mon-Fri 8am-5pm
Paramed, 486 S. Opdyke, 1 mile S. of the Pontiac Silverdome.

PERSONAL ASSISTANT
to Non real estate broker. Creative and well organized self starter, with ability to handle multiple tasks. Computer skills necessary.
Call 810-348-3030, ext. 234 or Fax resume to: 810-347-1189.
Attn: Diane/Rose

PLANNING DEPARTMENT CLERK
Charter Twp of Northville

Northville Township is seeking a qualified person to fill a full-time position in the Planning Department. Job responsibilities include processing applications, preparation of meeting materials, maintenance of files and records, and assisting the public with ordinance, government, planning, and zoning questions. Word processing experience and computer literate (Wordperfect 6.1) Starting salary of $22,306 plus a benefit package. Applications and resumes accepted until filled. Send resumes to the attention of Sandra Saurbier 61616 Northville Road, Northville, MI 48167.
EE Opportunity Employer
Male/Female/Handicapped/Vet

PROJECT COORDINATOR
WANTED: Enthusiastic person to schedule/coordinate existence programs for national marketing company. Responsible for interacting with retail buyers & vendors and communicating program requirements. Must have college degree and basic business/financial aptitude. Must be detail-oriented, able to meet deadlines, and ability to work in fast paced environment. STRONG Word/Spreadsheet skills (WordExcel/Power Point/Lotus) required. Salary + mid-20's. Please send resume/salary history to
ACTMEDIA, INC
Office H120
3100 W. Big Beaver
Troy, MI 48084-3163
No phone calls, please
EOE M/F/V/H

PROOF OPERATOR
Immediate openings for proof operator. Royal Oak location. Up to $8/hr to start. Evening positions available. HRMS 810-998-0287

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

RECEPTIONIST
Brokerage firm in Downtown Birmingham has immediate full time, permanent position available. Call Sivan Barney, 810-540-3200 EOE

RECEPTIONIST
Busy Birmingham real estate office looking for a part-time evening & 4-9pm Receptionist. Please call Jackie at Sotheby's at Ralph Manuel Associates.
810-647-7100

RECEPTIONIST
BUSY Bingham Farms law firm is looking for an enthusiastic, professional individual for full-time receptionist position. We offer a dynamic, fast paced atmosphere with salary and benefits consistent with qualifications. For confidential consideration EOE. (810) 642-2515

RECEPTIONIST/CLERK
for Birmingham law firm. Must have computer skills.
Call: (810) 594-4200

RECEPTIONIST / CLERICAL
person needed for a local title company. Full time position. Duties include: on phones, typing, filing. Some computer experience. Send Resume to
Box #1053
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/ CLERICAL ASSISTANT
Entry level position in fast-paced office environment. Responsibilities include answering multiple phone lights, typing, filing and other general office functions. Computer experience helpful. Hours are from 9am to 5pm. Please send resume and cover letter to:
VALLEY
21555 Melrose, Suite 24
Southfield, MI 48075
ATTN: Front Desk Supervisor

RECEPTIONIST/DATA ENTRY
Full time position available at growing Rochester Hills company. Seeking a versatile individual with outstanding phone manners, professional appearance & attitude. Computer experience beneficial. Benefits.
(810) 852-2000, Fax (810) 852-0442

RECEPTIONIST / DESK MANAGER
Full & part time for busy aquatics salons in Farmington Hills & Birmingham.
Call Ted,
(810) 932-1122

RECEPTIONIST
Dynamic data processing company has career opportunity for a full-time receptionist. Responsibilities include greeting visitors, answering busy multi-phone system, and performing general clerical tasks. Must possess good verbal, organizational, word processing skills and ability to lift 50 pounds. High school education or equivalent required.
Competitive salary, excellent benefits and friendly working environment. Send/Fax resume to:
FIBERY
5600 Crooks Rd. #101
Troy, MI 48098
FAX: 810-828-1333

RECEPTIONIST
Farmington/S Hills Area real estate company has immediate full or part-time front desk position. Some typing & computer required. Salary based on experience.
CENTURY 21 ROCHESTER NORTH
32826 S Main
313-525-9600

RECEPTIONIST
For real estate office in W. Bloomfield, Mon. - Fri., 4-8pm. College & High School students welcome. Please call Sharon at
810-851-4100

RECEPTIONIST
for Farmington Hills office. Seeking responsible person with good telephone & computer skills. Call Joe Accardo (810) 855-0080

RECEPTIONIST
For doctor's office in Westland. No experience required. Light typing. Send resume to: 33408 Palmer, Rd., Westland, MI 48186.

RECEPTIONIST - Front Desk
Experienced person needed. Mon-Wed, 12:30 to 5:30, Mon thru Fri, Wind processing knowledge a plus. Franklin Rd. in Southfield. Some benefits
(810) 213-0210

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

RECEPTIONIST
FULL time position. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Send resume to: Attn: Office Manager, P.O. Box 700147, Plymouth, MI. 48170-0843

RECEPTIONIST - Full time, 5 to 9. Immediate opening. Computer input, benefits. Clawson, MI. Fax Resume to: 810-589-7303.

RECEPTIONIST - FULL TIME
Busy wine importer. Phone & computer experience required. Start $8. Call Stacey
(810) 344-8647

RECEPTIONIST
Mature individual for growing mortgage back. Employee relations. Call Bonnie at:
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

RECEPTIONIST
FULL-TIME for Southfield CPA firm. Full benefits. Basic office duties. Pleasant personality a plus.
(810) 354-4044

RECEPTIONIST
Full time position with a major Brokerage firm in West Bloomfield. Experience a plus. Fax resume to (810)737-8474 Attn: Carolyn or call: (810)737-8463 EEO

RECEPTIONIST
If you enjoy people and beautiful surroundings, then this is your lucky day. Peachwood Inn is looking for an experienced receptionist to take phones, greet visitors and perform various office tasks. Full time with excellent benefit package. Apply in person.
PEACHWOOD INN
3500 W. SOUTH BLVD
ROCHESTER HILLS

RECEPTIONIST - if you are cheerful, energetic & have the patience for answering a multi-line phone system, we have an immediate opening for a friendly, fast paced, growing company looking for people who is dedicated & willing to work. Position is full time, Fri. 8-5 pm. Benefits Provided and resume by mail to
PERSONNEL
35539 Schoolcraft, Livonia, MI
Or Fax to 313-462-3501

RECEPTIONIST
Many Temporary to Permanent positions available for experienced Receptionists. Ideal candidates should possess excellent phone etiquette, able to handle 5-9 incoming lines, fast paced office setting, computer experience helpful. These positions are well compensated and offer great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
"Where Quality Counts"
313-513-5823

RECEPTIONIST
needed for busy growing law firm in Bloomfield Hills. Experience preferred. Computer literate. Pleasant voice. Send resume to: Personnel, 2550 Telegraph #250, Bloomfield Hills, MI 48302 Or fax to 810-333-7355

RECEPTIONIST
needed for fast paced Birmingham law firm. Multiple line experience required. Salary commensurate. Excellent benefits package. Interested candidates accepted at 12500 Merriman, Livonia

RECEPTIONIST
Needed for fast paced Farmington Hills law firm. Must like people person. Full time. Starting salary $7.50. Ask for Sandy Gokiman (810) 851-7760

RECEPTIONIST
needed part time for Livonia area. Must have pleasant voice. Mon-Fri thru Thursday. Sat 8am to 3pm. Must enjoy people & pets. Non smoking office
Call (313) 421-1800

RECEPTIONIST NEEDED for busy Dentist's office. Varying phones, typing & filing. Mon-Fri days. Apply in person: 29200 Northwestern Hwy, Suite 100, between Nine & Meadowbrook Rds. No phone calls!

RECEPTIONIST
Needed now for growing multi-million dollar home improvement company located in metro area. Excellent pay, open to experienced or will train. Must be experience, with some filing and computer skills preferred. Hard working and dependable. All others need apply.
Resumes may be faxed to Attention: Fax # 313-464-0034
Or mailed to JWS, Attention Personnel, 27204 W. Eight Mile Road, Livonia, 48152
Fax # 313-464-0034

RECEPTIONIST/OFFICE CLERICAL
Full time position for experienced individual with strong Word Excel Proficiency in WordPerfect, Lotus, and Windows. Excellent benefits. Forward resume & Salary requirement to
Personnel Manager
P.O. Box 2000
Bloomfield Hills, MI 48303-2000
EOE/AA

RECEPTIONIST/ OFFICE SUPPORT
Pediatric practice in Farmington Hills has opening for a cheerful Receptionist/Office Support person. Light typing, filing, phone and computer. Work in child therapy clinic. Call (810) 855-0330

RECEPTIONIST - Part-time days. Outgoing person with phone skills, preferably experienced with multi-line phone system. Computer repair firm. Call Dave, 810-588-6663

RECEPTIONIST - PART-TIME
for accounting firm in Farmington Hills. Tuesday & Friday, 8am-5pm. Ask for Arlene or Karie. 810-851-3300

RECEPTIONIST
People person needed part time. Mon-Wed 10-6:30 & Sat 10-5. Sun 12-3. $5.50 to start. Farmington Rd. Ask for Norm. (313) 480-0003

RECEPTIONIST/ OFFICE
PART time, energetic, positive and organized. Light typing, filing, phone and computer. Work in child therapy clinic. Call (810) 855-0330

RECEPTIONIST - Part-time days. Outgoing person with phone skills, preferably experienced with multi-line phone system. Computer repair firm. Call Dave, 810-588-6663

RECEPTIONIST - PART-TIME
for accounting firm in Farmington Hills. Tuesday & Friday, 8am-5pm. Ask for Arlene or Karie. 810-851-3300

RECEPTIONIST
People person needed part time. Mon-Wed 10-6:30 & Sat 10-5. Sun 12-3. $5.50 to start. Farmington Rd. Ask for Norm. (313) 480-0003

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Attorney's office. 1pm-5:30pm. Bingham Farms area office.
(810) 644-6680

RECEPTIONIST
PRUDENTIAL PREFERRED FINANCIAL SERVICES located in Troy, a division of The Prudential Insurance Company of America, is seeking a RECEPTIONIST with one or more years of general office experience, a working knowledge of word processing, spreadsheets, database application and utilization of E-mail. Ability to handle afternoon shift, good oral communications skills, professionalism, sensitivity and tact. Please fax resume and salary requirements to Oleg Savka at 810-643-7746
Smoke free environment
EOE, M/F/V/H

RECEPTIONIST
PRUDENTIAL PREFERRED FINANCIAL SERVICES located in Troy, a division of The Prudential Insurance Company of America is seeking a RECEPTIONIST with one or more yrs. of general office experience, a working knowledge of word processing, spreadsheets, database application and utilization of E-mail. Ability to handle afternoon shift, good oral communications skills, professionalism, sensitivity and tact. Please fax resume and salary requirements to Oleg Savka at 810-643-7746
Smoke free environment
EOE, M/F/V/H

RECEPTIONIST
Royal Oak Allstate agency seeks Receptionist. Full or part time available. Hourly plus bonus.
(810) 435-5577

RECEPTIONIST/ SECRETARY
Permanent, part-time for Troy CPA firm. Will train. Knowledge of Word Perfect computer. Law office in Southfield. (810) 354-1350

RECEPTIONIST/SECRETARY
FOR law office in Westland. Part time, 10-3pm. Answering phones and Word Perfect 6.0. (313) 729-6600

502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
A fast paced office in Farmington Hills is in need of a mature, efficient person with professional telephone and demeanor. Must be computer literate with solid general office skills and good organizational skills. Duties include phones, some word processing and correspondence, data entry, mail, filing. Non-smoker preferred. Full benefit package. Pay commensurate with experience. Send resume with salary requirements to:
H/R Manager
P.O. Box 798
Novi, MI 48376

RECEPTIONIST/SECRETARY
Seeking receptionist with multi phone line experience for busy office in Southfield. Pay between $7-$7.50 hr. Call for appointment 810-350-9777

RECEPTIONIST
Seeking receptionist with multi phone line experience for busy office in Southfield. Pay between $7-$7.50 hr. Call for appointment 810-350-9777

RECEPTIONIST
Seek outstanding 2 person team for quality, dental practice. Bloomfield area. Non-smoking & phones. 2 days/week, no week-ends. Experience preferred. Fax resume to
810-253-9684

RECEPTIONISTS
Full and part time receptionists needed for suburban clinic. Call Jan. (810) 539-7300

RECEPTIONIST/ TRAINER QUALITY ASSISTANT
Contract Interiors, the country's leading Steelcase dealership, is looking for an experienced organized individual to work in our Quality department. Duties include a variety of duties including answering multi-line phones and greeting customers, as well as tracking and communication of tracking programs. Must be proficient in Microsoft Word and Excel. Excellent communication skills a must. Experience with Training & Quality Assistance not necessary. Full time with excellent benefits. Please send resume with references and salary requirements to
Contract Interiors
Attn Human Resources Dept
25 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

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

RECEPTIONIST-
VETERINARY CLINIC

Part-time opening at Michigan Humane Society in Westland. Hours/schedule includes every-Saturday and Sunday, plus weekdays. Work with interest in animal welfare desired. Starting pay $6.25/hr. Apply in person at MHS, 37255 Marquette Rd (East of Newburgh) in Westland.

RECEPTIONIST - Veterinary Clinic. Mature, caring person for 20-30 hours per week. Bloomfield. Bonnie (810) 646-1669

RECEPTIONIST
WAYNE-WESTLAND YMCA seeking part time, weekend and afternoons. Some Sat's. Call For Information 313-722-7044

SALES AUDIT CLERK
General auditing duties, detail work involving checking and verifying receipt vendor totals and bank deposit totals. Experience on 10 key calculator and ability to type required. Cover letter of interest to ATTN: PERSONNEL, SCHOOL USA, 27777 Inkster, Farmington Hills, MI, 48335-2764

SALES SECRETARY
Fast paced sales firm seeks experienced dependable person with good writing & verbal skills. Microsoft Windows a must. Non smoking environment. Salary DOE. Call 810-557-50 W. Big Beaver, Ste. 350, Troy, MI 48084 or Fax 810-362-0360 or call, 810-619-2458 or fax resume to 810-619-0810 EOE

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

SECRETARIAL - Part-time
Bookkeeping experience. Computer experience a must. W Bloomfield office. 810-332-1167

SECRETARIAL
Wholesaler of considerable medical and dental products seeks an entry level secretary with basic knowledge of WordPerfect, Lotus, and Microsoft software. Qualified candidate should have a minimum 1 year experience and type 50wpm. Involvement with customer service, telephone sales, order sales for sales reports and spreadsheets, and typing of correspondence. Must resume and salary requirements to consideration to: Tis Products, Inc. 50 W. Big Beaver, Ste. 350, Troy, MI 48084 Fax 810-362-0360 or call, 810-619-2458 or fax resume to 810-619-0810 EOE

ARGONAUT RELOCATION SERVICE - located in the New Center area in Detroit is seeking qualified candidates proficient in Windows, Microsoft Word 6.0, Excel 5.1 & Power Point is also preferred. Individual must be a team player, have excellent communication & oral skills, be reliable & trustworthy, send resume & salary requirements to:
Argonaut Relocation Service
Attn: Staffing
485 W. Milwaukee Ave.
Mail Code 482-306-056
Detroit, MI 48202
Or fax to 313-974-5520
EOE

THE KPMG GROUP
Secretaries/Receptionists
Southfield fast paced office looking for well organized, self motivated individual must have computer experience. Benefits and excellent pay. Willing to work and good dues schedule. Call today for interview.
810-355-2440 fax 810-355-5899

SECRETARY
ADVERTISING AGENCY
Creative fast paced agency seeks creative flair required for immediate temp to perm needs in television production and creative services. We need ability to interact with clients.
Call Sarah,
Bingham Farms/Birmingham
646-7661 473-2931
Advantage Staffing

SECRETARY
ENHANCE your career and interact with caring professionals in the warm Choice environment. Great benefits, health care headquarters. Long term positions. Salary $8.00 - $13.00/hr.
Call Sharon
Bingham Farms/Birmingham
646-7661 473-2931
Advantage Staffing

SECRETARY FOR accounting office. Need to enjoy numbers & work on PC. Bookkeeping experience. Dilbourn & Co., 1022 S. Washington, Royal Oak, MI 48067 810-547-0400

502 Help Wanted-Office Clerical

SECRETARY
For commercial real estate developer. Strong WordPerfect for Windows a must, database experience helpful. Knowledge of plus. Heavy Phone! Ability to handle multiple projects, and people in positions of all levels. Salary commensurate with experience. Send resume and salary requirements to: Personnel, P.O. Box 3798, Southfield, MI 48037-3098 or fax to (810) 827-7550

SECRETARY FOR sales rep firm located in Troy, phone, filing skills necessary, computer experience a plus. Send resume to: Box #1050 Observer & Eccentric Newspapers 36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
FOR Southfield law office. Some legal experience required
(810) 559-4569

SECRETARY - Full time needed for busy temple in Bloomfield area. Personable individual with good organizational skills. Knowledge of Word Perfect. Benefits & friendly working environment. Hours include: Sun. 9am to 12:30pm, Mon thru Fri. 9am to 5pm, Thurs 10:30am to 8:30pm. Send resume to: Temple Israel, 5725 Walnut Lake Rd., W. Bloomfield, 48323

SECRETARY / FULL-TIME
Typing, filing, phones
Excellent benefits package
(313) 421-7800

SECRETARY - FULL TIME
for insurance agency in Northville area. Phone & computer experience needed. Call: (810) 349-8990

full time position with Farmington Hills engineering land surveying firm. Windows 95/MS Office
Call (810) 477-8494

SECRETARY
Full time immediate position available for an experienced, self motivated, dependable team player. Must have PC experience and good communication skills. Hours are Monday-Friday 8-5. Please send resume to PO Box 700204 Plymouth, MI 48170

SECRETARY/ INSIDE SALES
Part-time(M-W-F/24 hours) for fast-paced sales organization. Varied, interesting, challenging work. Typing/dictaphone a must. Knowledge of DOS knowledge a must. MAR, resume to Brooks Equipment Company, 6785 Telegraph Road, Bloomfield Hills, MI 48301.
(810) 645-0850

SECRETARY NEEDED for well established growing company in Farmington Hills. Light typing, filing, position with typing, customer service and miscellaneous office work. Employer paid full benefits. Competitive wages. Call Carol at:
(810) 478-0895

SECRETARY needed at 5 lawyer Farmington Hills Law Firm. Experienced Word Perfect 6.1 required skills. Must be able to work with others, deal with general office work, & possess a pleasant phone manner. Send resume to Office Manager, 37000 Grand River, Suite 290, Farmington Hills, MI 48335-2861 or call for appointment 810-478-2006

SECRETARY/OFFICE MANAGER
Experience required. Miscellaneous clerical, computerized bookkeeping. 7am-4pm. Benefits. Salary negotiable. Fax resume/Pay inquiries to
(810) 737-8232

SECRETARY / Part-Time
Private school, Birmingham / Bloomfield area. 30 hours weekly, Sept.-June. Must communicate well with person skills Microsoft Word, Works & Excel proficiency a plus. Cooperative, conscientious, pleasant phone manner.
(810) 647-2522

SECRETARY/PC SPECIALIST
Well organized, self-motivated, experienced with Excel, Access, Word, Word Perfect. Fax resume to (810) 642-0006 or send to: Title Company, 30833 Northwestern Hwy, Farmington Hills, MI 48334, Attn: Kathy.

SECRETARY
Professional services firm headquartered in downtown Detroit has an opening for an experienced Secretary with 5 to 7 years of office secretarial experience. Excellent organizational and communication skills required. Must be computer literate and with several individuals. Must possess a working knowledge in Windows, WordPerfect 6.1 & Excel. To express interest, please forward resume and salary requirements in confidence to:
Smith, Hinchman & Grylls Associates, Inc.
Human Resources Department
150 W. Jefferson Avenue-Ste #100
Detroit, MI 48226
FAX: (313) 963-3601
An Equal Opportunity Employer

SECRETARY/ PURCHASING ASSISTANT ($10/Hr. Part-Time)
Excellent opportunity (20 hours per week) in Purchasing Department at Professional Office Headquarters in West Bloomfield.
Purchasing support and/or general secretarial experience required.
We offer an excellent salary, flexible hours, great working conditions and more...
Call for a phone interview or send resume to:
American Dental Group
For ATTN: HR Dept
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL ASSISTANT
Part-time Saturdays. Pleasant, outgoing person. Southfield area.
(810) 569-8818

DENTAL ASSISTANT
Wanted for busy Livonia practice. Call 313-425-1121

DENTAL ASSISTANT: We seek a dynamic, self-motivated chairside assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call: (810) 357-3100

DENTAL ASSISTANTS
Career opportunity available for dental assistants with a people oriented dental offices that are committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. If you seek personal growth and development, please send your resume to:
American Dental Group
For ATTN: HR Dept
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL ASSISTANT
Part-time Saturdays. Pleasant, outgoing person. Southfield area.
(810) 569-8818

DENTAL ASSISTANT
Wanted for busy Livonia practice. Full-time position. Must speak English, uniform allowance. Call (313) 427-8111

DENTAL ASSISTANT
Valuable opportunity. Full-time. Livonia/Westland office seeking team player focusing on leadership and expert communication. If more is your goal, we're the right handed. We offer a challenging career path. Dental benefits. Our employees are appreciated for their involvement and talent. Competitive salary and benefit package. Call 8am-3pm.
313-425-5570

DENTAL ASSISTANT
We are a dedicated, patient oriented practice. Located in the Village Square of Bloomfield Township. Seeking preferably an experienced, friendly team player, for full or part time position. Minimum 2 years dental assisting experience. Duties, salary and benefits will be commensurate with experience.
(313) 454-5656

DENTAL ASSISTANTS
Career opportunity available for dental assistants with a people oriented dental offices that are committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. If you are working part-time with General Practitioner and Periodontist, periodontal assisting experience preferred. If you seek personal growth and career development, please send your resume to:
American Dental Group
ATTN: HR Dept.
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL ASSISTANT - Westside dental office seeks experienced assistant. Full time, benefits & bridge, temps, etc. Full time. Good pay & benefits. Send resume to: Box #1038 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you build trust & communicate effectively with your co-workers? Our modern, friendly, Southfield practice is seeking a full time assistant who excels in team building, patient relations, preferably with Sirona equipment.
Call Nancy, Lake Orion 810-693-8208.

504 Help Wanted-Dental

ADMINISTRATOR
Energetic health-centered employer and Livonia dental practice seeks outstanding, responsible, friendly individual to join our synergistic working environment as an Administrator. Dental experience preferred for this rewarding career opportunity. Please call 810-474-7474 or stop by 28807 W. Eight Mile Rd., Ste. 101

ARE YOU Friendly enthusiastic, committed to joining our dental team? Full time for qualified person.
Call Staci at: 549-0950
Tues. thru Thurs. 10 to 2p.

ASSISTANT DENTAL
I'm fairly choosy about who sets next to me at work. If you have the professional Dental Assistant needed to blend with exceptional W. Bloomfield office. No Saturdays, no evenings. You'll like the details. Call
(810) 737-7877

BLUE WAXER
experienced, for crown & bridge lab. Southern Farmington area. Call for appointment
(810) 478-3355

CHAIRSIDE ASSISTANT
Flexible hours - Mon., 7-7:30pm; Thurs., 3-8:30pm; Sat., 7:30-1:30pm. Experience necessary.
(313)425-7010

DENTAL ADMINISTRATOR
looking for team-oriented, competitive, results-oriented individual who is looking for the challenge of switching from clinical chairside to administrative duties. Dental and clinical experience are necessary. This position is newly created and individual will require self motivation and self-starter abilities. Please send resume and salary requirements to:
Human Resource Director
P.O. Box 2021
Berkley, MI 48072-1085

DENTAL ASSISTANT
Experienced. Full time in friendly Livonia dental practice.
313-425-1121

DENTAL ASSISTANT: We seek a dynamic, self-motivated chairside assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call: (810) 357-3100

DENTAL ASSISTANTS
Career opportunity available for dental assistants with a people oriented dental offices that are committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. If you are working part-time with General Practitioner and Periodontist, periodontal assisting experience preferred. If you seek personal