502 Help Wanted-Office Clerical

LEGAL/ADMINISTRATIVE SUPPORT

A progressive CPA firm is seeking an individual who is self-motivated, quick learner & a team player with 1-2 yrs. Legal secretary experience in a fast paced professional environment. Strong PC skills with proficiency in Word & Excel required. Job responsibilities include: supporting our Controller, Legal Staff, Tax, Payroll, accounting, composing correspondence, scheduling appointments & various other duties assisting other depts. Some Saturdays from Jan. thru April are required.
We offer excellent compensation package & comprehensive benefit package. Send or fax resume & salary requirements to: Human Resources Dept., Gordon & Company, PC, 1301 W. Long Lake Rd., Ste. 200, Troy, MI 48098. FAX: (810) 952-0290

LEGAL ASSISTANT

Needed immediately for Dollar Funding of Southfield. Must have excellent writing skills. Professional demeanor & experience a must. Minimum three years experience. Please send resume and salary requirement to: Legal Assistant, 24550 Swanson, Southfield, MI 48034.

LEGAL RECEPTIONIST

Walsh, Prema & Fitchett has an opening for a receptionist. At Farmington Hills office. General office duties including filing, typing, data entry. A knowledge of legal office procedures is preferred. Excellent benefits program which includes flexible benefits & a competitive salary. Qualified applicants with experience. Please send resume to:
Walsh, Prema & Fitchett
Attn: Administrator
The Metroplex Building
37000 Grand River, Suite 220
Farmington Hills, MI 48335
Equal Opportunity Employer

LEGAL SECRETARIES

$109/DAY paid by the firm OR $13.50/hr. paid by KPM (with withholding).
The choice can be yours.
Call Today for Interview!
THE KPM GROUP
810-355-2440 Fax 810-355-5895

LEGAL SECRETARY

"AV" rated Bloomfield Hills law firm seeks legal secretary experienced in real estate, probate, wills, trusts and estate planning. Salary commensurate with experience. Send resume to:
R. C. Stevenson,
105 S. Woodward,
Ste. 1000, Bloomfield Hills, MI 48304

LEGAL SECRETARY

Experience required. Benefits. Please contact Kim: (810) 540-3340

LEGAL SECRETARY

Farmington Hills insurance defense firm seeks legal secretary with litigation experience to join team. Strong word processing skills, case law and proofreading skills required. Excellent opportunity. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

For Downtown Detroit law firm. Experienced in real estate helpful. We offer competitive salary & benefits. Send resume or apply in person to: Office Administrator, Berry Moorman King & Hulkowski, 660 Woodward Ave., Detroit, MI 48226.
No phone calls please.

LEGAL SECRETARY

For busy Southfield plaintiff personal injury law firm. Knowledge of Word Perfect & mainframe helpful. Legal experience required. Competitive salary and benefits package. Please resume to Gordon, Cutler & Hoffman:
(810) 443-1506

LEGAL SECRETARY

For Southfield law firm specializing corporate and general business experience. Minimum 5 years experience is required. Word for Windows experience helpful. Excellent skills required. Please fax resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215
(810-355-6200

LEGAL SECRETARY

For firm specializing in patents & litigation. Position requires knowledge of Word Perfect & Windows. Excellent skills. Please send resume to:
Gifford Krass
280 N. Woodward, Suite 400
Birmingham, MI 48009

LEGAL SECRETARY

For Birmingham law office. Excellent transcription & computer skills required. Knowledge of real estate & litigation. Competitive salary. Send resume to: Box 1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Full or part time for Southfield plaintiff personal injury firm. Minimum 5 years experience required with good transcription skills. Knowledge of Word Perfect helpful. Excellent salary and benefits package. Fax resume to: GGA, Attn: Adriana, 28588 North Western Hwy., Ste. 244, Southfield, MI 48034, or call (810) 948-1060

LEGAL SECRETARY

Full or part time for personal injury law firm. Farmington Hills location. Approx. 1-2 years experience. Call Lisa: (810) 356-0111

LEGAL SECRETARY

For Livonia law firm. Real estate experience preferred. Word Perfect and strong organizational skills needed. Call Sandy:
(313) 261-9400, Ext. 349

LEGAL SECRETARY

For Troy, Estate planning attorney. MS Word/Windows 6.0 experience. Minimum 5 years legal experience. Non-smoker. Salary commensurate with experience. Fax resume to:
(810) 641-1740

LEGAL SECRETARY/LEGAL ASSISTANT

Legal secretary/legal assistant position in Farmington Hills with a limited list of 3 years experience needed for multiline law firm. Word Perfect 6.1 required. Excellent salary and benefits package. Send resume to: Sherry Disch, Raymond & Prokop, 2000 Town Center, #2400, Southfield, MI 48075.

LEGAL SECRETARY

Minimum of 1 yr. experience. Word Perfect 6.0 helpful. Commodities pay. Farmington Hills.
Fax resume to: 810 851-9138

LEGAL SECRETARY

Must have at least 3 years experience in personal injury litigation, some bookkeeping, knowledge of Word Perfect 6.0 helpful. Excellent organizational skills, knowledge of Windows, Word Perfect 3 and Quicken for bookkeeping purposes. Must be communicative with ability and expertise. Please send resume to: Mark A. Allen, P.C., 2301 W. Big Beaver, Ste. 518, Troy, MI 48084

LEGAL SECRETARY PARTNER POSITION

Southfield, Pt. Ex. Litigation attorney, polished and skilled Secretary for busy partner. Applicant must be proficient in all Windows software, have excellent communication and organizational skills, knowledge of medical malpractice/litigation experience. Pleasant surroundings. Excellent starting salary and benefits. Please send resume to:
Box #1000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Part-time, for personal injury firm. Westland/Redford S.T.
(810-853-7878

LEGAL SECRETARY

Prestigious Birmingham law firm seeks person with strong litigation background. Knowledge of WordPerfect 6.1 a plus or helpful. Salary commensurate with experience. Please send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150, 6035 Birmingham, Bloomfield Twp., MI 48301

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Part Time

Small law firm, flexible compensation (attorney work), legal experience preferred. Word Perfect knowledge required. Competitive salary & benefits. Please send resume to: Attn: Pamela
29777 Telegraph, Ste 1460
Southfield, MI 48034

LEGAL SECRETARY/ RECEPTIONIST

Part-time. Experienced. Word Perfect experience a must. Law office in Southfield. 810- 384-1500

LEGAL SECRETARY

Southfield personal injury law firm seeks experienced Secretary with excellent skills. Minimum of 3 yrs. exp. accurately. Expertise in Word/Letter. Salary commensurate with experience. Benefits package. Please send resume to: Roth, Dean & Kohn, 3000 Penobscot Center, Suite 450, Southfield, Michigan, 48075.

LEGAL SECRETARY
STATE FARM INSURANCE COMPANIES

Full time position. Three years of experience required. Must have excellent communications skills. Benefits include 3 weeks vacation, bonus, flexible, 10 Mile/Telegraph location. Send resume to:
Cindy Gaskin
West Metro Administrative Bldg
14001 Middlebelt Rd.
Livonia, MI 48154-4537
An Equal Opportunity Employer

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 with salary history to:
Legal Assistant
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY

The Accident Fund Company, the largest writer of workers compensation insurance in Michigan, is seeking a Legal Secretary for its Legal Department in our Southfield office.
This position is responsible for performing transcription, composing correspondence, scheduling appointments, preparing deposition and court dates. Additionally, maintains attorney's docket, case files and prepares appellate briefs. Maintains and organizes case files and legal docket system.
Qualified candidates will possess a high school diploma or equivalent. A minimum of one year legal secretary experience is required. Ability to type 60 wpm is required and the ability to transcribe legal and medical information. Excellent grammar, punctuation and spelling skills essential. Excellent oral and written communication skills are required. Appellate experience is preferred.
The Accident Fund Company is a dynamic work environment and offers an excellent compensation and benefits package. Interested and qualified applicants should submit resume and salary requirements to:
Accident Fund Company
Human Resources Dept.
P. O. Box 30736
Lansing, MI., 48901-7990
An Equal Opportunity Employer

LEGAL SECRETARY

Troy law firm. Insurance defense experience preferred. Salary commensurate with experience. Call:
(810) 649-7800

LEGAL SECRETARY WANTED:

WordPerfect experience. Busy Livonia office. Good pay.
810-542-4361

MARKETING COMPANY

looking for full time
RECEPTIONIST & ADMINISTRATIVE ASSISTANT
Bloomfield Hills, Southfield area multiline phone system. Must be proficient in MS Word & Excel. Benefits. 401k. Call (810) 205-2630 or fax resume to (810) 205-2351

MEDICAL RECEPTIONIST

Full time. Must have excellent phone and computer skills. Excellent benefits.
Call:
(810) 557-0531

MESSENGER / OFFICE ASSISTANT

For full time position in Bloomfield Hills law firm. Must have own car. $8.00 per hour. Send resume to: Office Manager, 300 E. Long Lake Suite 200, Bloomfield Hills, 48304

MID-LEVEL CLERK

needed for automotive company. Positions available in Pontiac & Farmington Hills. Must have knowledge in MS Word & Excel. Good customer service skills & ability to coordinate multiple tasks. Call 810 205-2630 or fax resume to 810 205-2351

MORTGAGE CLERK

Mortgage company seeks clerk. Mortgage background helpful. Excellent salary and benefits package. Call Ms. Hack: GGA, Attn: Adriana, 28588 North Western Hwy., Ste. 244, Southfield, MI 48034, or call (810) 948-1060

MORTGAGE SERVICING

DMR Financial Service, Inc. is seeking to fill 2 full time positions:
• Payoff Clerk
• Tax/Escrow Clerk
Prior servicing experience is required for both positions.
Send resume to: Servicing Manager, P. O. Box 5064, Southfield, MI 48086-5064

NATIONAL PROFESSIONAL EMPLOYER ORGANIZATION

headquartered in Farmington Hills, MI., seeks employment for 2 entry level positions; each with an attractive benefit package and competitive salary.

SALES OPPORTUNITY

Seeking dynamic and motivated salesperson with good communication skills, organized and detail oriented. Experienced only. Insurance background helpful. Salary plus commission and benefits. Unlimited income potential in one of the fastest growing industries.

PAYROLL ADMINISTRATOR

Payroll Administrator to be responsible for processing payroll and client services for an assigned number of clients. Must be able to meet payroll deadlines. Experienced with a computerized environment a definite plus.

ACCOUNTANT

Accountant familiar with database software. Needs to be skilled in developing information in flat files to complex relationships. Full-time position in accounting position providing database information and accounting support.

RECEPTIONIST

Seeking a receptionist with the capabilities and experience of handling a high volume multi-line phone system, knowledge-able in computer mail merges, organized and well organized, able to work independently in a computerized environment.

Please forward your resume by mail or fax with the desired salary to:
NHRC
31700 Middlebelt Rd. Suite 140
Farmington Hills, MI 48334
(810) 851-9025

NEED HOLIDAY MONEY?

Clerical position available. New construction, pleasant environment, Mon-Tues-Wed. & Fri. (810) 381-6300

OFFICE ADMINISTRATOR

Some computer skills required. Bookkeeping & writing to learn. Nov. Call Kristen (810) 478-6010

OFFICE ASSISTANT/ SECRETARY

Full time, Farmington Hills Property Management Co. Computer & bookkeeping skills a must. Fax or mail resume to: (810) 442-0709. Jonna Properties, 34355 Helmet, Suite 203, Farmington Hills, MI 48336

502 Help Wanted-Office Clerical

Norrell SERVICES is currently looking for experienced:
• ADMINISTRATIVE ASSISTANTS
• SECRETARIES
for full-time positions in Ann Arbor & Ypsilanti. Pay rates from $7-$12 per hour. Benefits available.
For more information call:
Norrell
(313) 991-3351

OFFICE ASSISTANT/ CUSTOMER SERVICE

Photo studio seek a full and part time position to do office work and assist customer service. Typing and computer skills needed. Must be good detail person. Bonus leverage & bookkeeping required. We offer medical and other benefits. Call or send resume to:
Edward's Wedding Photography
5600 Crooks Rd.
Southfield, MI 48098
or FAX to: (810) 948-9848

OFFICE ASSISTANT

Troy to hire person responsible for answering phones, typing documents in Microsoft & Excel, great pay, benefits, flexible, 10 Mile/Telegraph location. Send resume to:
Cindy Gaskin
West Metro Administrative Bldg
14001 Middlebelt Rd.
Livonia, MI 48154-4537
An Equal Opportunity Employer

OFFICE ASSISTANT

Southfield CPA firm is looking to hire full time & part time office assistance. This position requires filing, transcription, mail delivery, copying errands & more. If the professional atmosphere is for you, please send resume to:
ATTN: DANN
Fortner, Rudzewicz & Co.
26200 American Dr., Ste. 500
P.O. Box 5004
Southfield, MI 48086-5004

OFFICE ASSISTANT

Small office, downtown Birmingham. Assemble sales kits, mailers, do shipping. Computer experience a plus. Fax resumes to Martha: 810-647-1805, phone: 810-647-5408

OFFICE ASSISTANT

OFFICE ASSISTANT position available. Filing, light typing, copying, occasional (810-559-3300 or fax Word Perfect training, mail sorting, miscellaneous tasks. Starting pay $6.25 an hour. (810) 626-5000

OFFICE ASSISTANT

Full-time with good computer skills, pleasant & energetic. Historic downtown Plymouth. Great benefits. Call Rd. & 1-275 area. (313) 732-9333

OFFICE ASSISTANT

A Dearborn engineering firm is seeking a part time, 20 hrs. per week Administrative Assistant - to assist the Office Manager with typing, phone, filing, data entry and purchasing. Computer skills required. Accounting experience helpful. Salary based on experience. Fax resume with salary history to:
Michelle Charron
at: (313) 441-8086

OFFICE CLERICAL

Entry level position at busy Livonia office. Part-time may lead to full time. Fax or apply. Call Jean
(810-478-5090

OFFICE CLERICAL

Nov. South Lyon Herald distributor has immediate full & part-time positions available. Responsibilities include customer service, data processing, invoicing, and general office duties. Positions required good phone skills, computer experience, and strong work ethic. Very competitive salary & benefits package. Send resume to:
VSC, 40440 Grand River Ave,
Suite J; Novi, MI 48375.

OFFICE/CLERICAL

position available. Must have computerized accounting knowledge, filing, answering phones, miscellaneous duties. Full time with benefits. Please send resume to:
Top Value Exhaust Systems, Inc.
Attn: Karen
35557 Schoolcraft
Livonia MI 48150

OFFICE CLERICAL

Too many positions to list! If you have experience in the following: Call Kristen
Word Processing
Spreadsheets
Data Entry/Payroll
Administrative Assistant
Special Leads 313-373-7500

OFFICE COORDINATOR

Dynamic, energetic part time position available 5 days/week, Farmington Hills location.
(810) 626-2722

OFFICE/ENTRY LEVEL

Permanent part time office position. Phones, filing, data entry, word processing. Send resume to LIAJ, 10680 Middlebelt Rd., Livonia, MI 48154.

OFFICE FILING CLERK SWITCHBOARD OPERATOR

For accounting department. Minimal typing required. Pleasant working atmosphere. Call Ms. Brenda
26200 Orchard Lake Rd., Suite 164,
Farmington Hills, MI 48334.
(810) 538-3100

OFFICE HELP - PART-TIME

needed 5 days, 5 or 6 hours in Farmington area. Please call:
(810) 674-3883

OFFICE HELP PART TIME

Livonia Distributor looking for part time clerk, for filing, phones, mailing, typing. Flex hours and days. Homemakers, students welcome. Will train $6 per hour.
Contact 313-484-4400, Ext. 206

OFFICE MANAGER/ BOOKKEEPER

For Troy CPA/Tax firm. Must have strong knowledge of bookkeeping, accounting procedures and payroll responsibilities. Good interpersonal skills. References and resume required. Call JK: (810) 816-1031

OFFICE MANAGER/ EXEC. SECRETARY

NEEDED for Fast growing, very busy commercial real estate and construction co. in Farmington Hills. Must have experience, enthusiastic person with good communication, organization and computer skills, manage a variety of office procedures. Ideal candidate would be willing to take a challenge, work on their feet and able to handle many tasks simultaneously. Excellent salary, medical, vacation, 401K. Send resume and salary history to: Personnel Director, 31700 Middlebelt Rd., Ste. 185, Farmington Hills, MI. 48334

PARALEGALS & LEGAL SECRETARY

Bingham Farms law firm seeks 2 certified Paralegals. Must have experience. Also seeking a Legal Secretary with MS Word and Excel. Call Amy at 810-642-8590 or fax resume to:
810-642-4362

PART-TIME FOR Troy law office. 20-25 hrs./wk. Transcription mandatory for amends. Call Tuesday & Thursday ONLY. (810) 543-8300

PART-TIME OFFICE help needed for law firm dealing with investment company in Southfield. WordPerfect & Deskjet experience a plus. Must have transportation. Amends required. 810-968-1313

PART TIME Secretary/Receptionist Three 8-hour days per week. Experienced computer, typing, phone skills, filing, mailing, data input, etc. for small office. Send resume, salary requirements to: Box 1000, 36251 Five Mile Rd., Livonia, 48154-9109. By appointment only!

PAYROLL CLERK - full time position in our Farmington Hills office. Call Alison, Accounting supervisor & ADP trained candidate a plus. Excellent benefits. Send resume to Drew-Tex Inc., PO Box 906, Wayne, MI 48184-0905 Attn: Payroll Supervisor

PAYROLL PROCESSOR CAREER OPPORTUNITY
Entry level opportunity with a fast growing staffing company located in Auburn Hills. We process 800-700 checks per week. With assisting our payroll department, basic computer knowledge and payroll experience helpful. Excellent salary and call now! GREAT BENEFITS!
SEE TEMPS, INC.
Diane Rashid
(810) 373-0043 or
Fax resume to:
(810) 373-1017

502 Help Wanted-Office Clerical

PERSONNEL ASSISTANT
Burns International Security Services has an entry-level Course opportunity for a goal oriented self-motivator with human relations skills. Excellent starting salary & benefits package. Please send resume relative experience to: Burns International Security Services, Human Resource Manager, Burns International, 25925 Telegraph Rd., Suite 9144, Oak Park, MI 48237
An Equal Opportunity Employer

PHONE SOLICITATION - Temporary position. $5.00 per hour. Flexible scheduling. Rochester Hills office. Call Aladdin Heating & Cooling at (810) 852-6040

PROJECT COORDINATOR

WANTED! Enthusiastic person to schedule/coordinate a product program for national marketing company. Responsible for interfacing with retail buyers & vendors and communicating program requirements between departments. Must have business/financial aptitude. Must be detail-oriented, able to meet deadlines, and ability to work in fast-paced environment. STRONG computer skills (Word/Excel/PowerPoint/Lotus) required. Salary in mid 20's. Please send resume/salary history to:
ACTMEDIA, Inc.
Office #1128
3100 W. Big Beaver
Troy, MI 48084-3163
No phone calls please.
EOE

PROPERTY ASSOCIATE, full time position to manage corporate apartments. Must possess good communication skills, transportation and computer skills. Must be detail oriented, paid mileage and a great atmosphere. Fax your resume to Lodging Services: 810-282-7266

PUBLICIST

Henry Ford Museum & Greenfield Village seeks a professional, enthusiastic person to manage media relationships with media; execute PR plans for special events, programs and exhibits; write press releases & other materials; and more. Candidate must be able to exercise good judgement & possess excellent oral and written communication skills. Bachelor's degree, experience and references. P.O. Box 1970, Dearborn, MI 48121-1970 or fax (313) 271-9015. EOE.

PURCHASING

Experienced clerical for Royal Oak furniture store. Motivated self-starter. Call (810) 543-3600

PREFERRED Telecommunications Corp. is seeking a full time flexible customer service excellent typing, computer and phone answering skills. Full benefits. Salary based on 401K. Potential for advancement. Call Eric or Jack: (810) 557-6580

POSITION AVAILABLE for full-time Receptionist with secretarial experience. Knowledge of MS Windows and Word a plus. Salary position. Please fax resume or call:
Wendy Lewis, Teknion Inc.
810-541-9950 810-541-9954 fax

Night Receptionist
Northville office looking for a part time evening receptionist to do light clerical work, and to take telephones from 5pm to 9pm, Monday through Thursday and 8am to 1pm on Saturday. Must be dependable & organized with a pleasant telephone manner. Call Justine to arrange an interview at 810-330-1700

PROFESSIONAL RECEPTIONIST
Position available-long term assignment
Busy Wine phone.
Call (810) 478-1000
or fax resume today
(810) 476-5338
PEOPLEMARK, INC

RECEPTIONIST

Aerojet Corporation, a TRINOVA company and leader in the manufacture and distribution of engineered products for aerospace and industry, is seeking a Receptionist.
Responsibilities will include switchboard duty, taking messages, data collection and sorting company mail.
The ideal candidate will have excellent phone skills, good typing skills, and experience working with Microsoft Office. Good communications and organizational skills are also essential.
Interested candidates should send a resume and salary history to: Aerojet Corporation, CORPORATE TECHNOLOGY ORGANIZATION, 2323 GREEN RD., ANN ARBOR, MI 48105-1560. We are an equal opportunity employer.

RECEPTIONIST

Birmingham insurance agency needs entry level Receptionist. Work Mon., Wed., Fri. Knowledge of various office skills including typing (35 wpm), phones, filing. Send resume to: P.O. Box 1398, Birmingham, MI. 48012, or FAX to: 810-648-9410

RECEPTIONIST - BRIGHTON
Looking for an energetic, positive person who's looking for a career company with a future. Full benefits.
Call: 810-229-2194 Ext. 229

RECEPTIONIST
Busy professional office. Computer knowledge, good typing skills. Varied duties. Salary negotiable. Hours 9-5, Don-Fri. Call Jackie at
(810) 851-9200 EOE

RECEPTIONIST - Busy sales office located in Troy seeks part-time receptionist. Must possess good communication skills. Duties: Receptionist, mail, light typing, etc. Fax title hours. For interview contact Carole Karbon at: 362-0663

RECEPTIONIST/CLERK
Part/Full time position available.
Law Firm. Good communication skills & knowledge of Word Perfect.
(810) 645-7177

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

RECEPTIONIST/CLERICAL
Part-time position available. Seeks high energy, self motivated individual. Excellent benefits & benefits. Please send resume to: Innerpace Systems, 31731 Northwestern Hwy., Suite 100, Troy, MI 48084. Fax: 810-362-8295

RECEPTIONIST/CLERICAL
PERMANENT PART-TIME

Troy office of growing worldwide automotive supplier seeking enthusiastic individual to perform general office duties including answering phone, filing, light typing, etc. Flexible time, not to exceed 20 hours per week. Computer skills or foreign language a plus. Please send resume to: Office Manager, Flosse North America Corporation (810) 619-2613

RECEPTIONIST/ ENTRY LEVEL
Seeking a Receptionist for a fast paced computer training co. to answer a multi-line phone system, set up conference rooms, and other functions. Must possess a clear and professional speaking voice. Basic clerical experience. Benefits, flexible hours and salary requirements. CrossTrain, a Recruitment Company
Position, 25230 Telegraph Rd.,
Southfield, MI 48033. FAX to:
810-352-8213.

RECEPTIONIST
For very busy salon in Novi. Full or part-time hours available.
810-347-3740

502 Help Wanted-Office Clerical

For new law firm in Farmington, W. Bloomfield, Mon. - Fri., 4-6pm. College & High School students welcome. Salary dol. Stevens at
810-851-4100.

RECEPTIONIST
FULL time position. Must be dependable. Must have the type 45 WPM and have excellent communication skills. Send resume to: Attn: Office Manager, P.O. Box 700147, Plymouth, MI 48170-0943

RECEPTIONIST - FULL TIME
Baby sitter required in Troy. Light & computer experience needed. Start fall. Call Stacey: (810) 344-6847

RECEPTIONIST
Full-time, Southfield law firm. Typing, filing, and general office duties.
(810) 352-7980

RECEPTIONIST
FULL time for Birmingham personal injury law firm. Excellent benefits & environment.
Call Kim at
(810) 644-4529

RECEPTIONIST/GENERAL OFFICE work. Full time position available. Must be available to begin immediately. Must have and have computer experience. Benefits available. Non-smoking office. Call Tep. (810) 684-0555

RECEPTIONIST
General office & selected phone skills required for busy Southfield law firm. Accuracy important. Small team in growing company. Call: 423-0437

RECEPTIONIST
Growth opportunity for a front desk professional. Telephone & computer skills required. Full time. Send resume M.N.L., 3271 Five Points Dr., Suite 201, Auburn Hills, MI 48326 Attention: Office Manager

RECEPTIONIST
INDOOR TENNIS CLUB
Bloomfield Hills
Fri. 9pm - 6:30pm
Sat. 3pm-9;30pm
(1 or both shifts)
$8/hr. Call for appt
810-332-9221

RECEPTIONIST
LIGHT BOOKKEEPING
Northville CPA firm is looking for full time help. Position requires some experience with WordPerfect and good communication skills. Salary commensurate with experience.
Call Mike,
(810)380-9150

RECEPTIONIST
Light bookkeeping experience for 12 bills and 12 deposits. Fax resume to firm. Flex hours available.
Call Ann at (810) 258-9220

RECEPTIONIST
Livonia area firm seeks experienced individual. Candidate should have good communication, detail & typing skills. Computer experience a +. Call 313-525-5000, ext. 131 for interview

RECEPTIONIST
Many Temporary and Temporary to Permanent positions available for experienced Receptionists. Ideal candidates should possess excellent phone etiquette, able to handle 9-9 business phone 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
"Performance Driven"
313-513-5823

RECEPTIONIST
MEDICAL Receptionist for busy Farmington Hills office.
(810) 553-2370

RECEPTIONIST
Needed for fast growing multi-million dollar home improvement company located in metro area. Excellent pay, room for advancement/future security. Must have experience, know basic filing and computer skills preferred. Hard working and dependable with others need apply.
Resumes may be faxed to:
Fax 810-354-4806
Or mail to: Human Resources Director, Personnel, 27204 W. Eight Mile Road, Southfield, MI 48034

★ RECEPTIONIST
needed for fast paced showroom/corporate office. Multiple line experience essential. Some evenings & Saturday. Excellent benefits package. Salary commensurate, expected at 12500 Mermen, Livonia

RECEPTIONIST
Needed for growing multi-million dollar home improvement company located in metro area. Excellent pay, room for advancement/future security. Must have experience, know basic filing and computer skills preferred. Hard working and dependable with others need apply.
Resumes may be faxed to:
Fax 810-354-4806
Or mail to: Human Resources Director, Personnel, 27204 W. Eight Mile Road, Southfield, MI 48034

★ RECEPTIONIST
needed for fast paced showroom/corporate office. Multiple line experience essential. Some evenings & Saturday. Excellent benefits package. Salary commensurate, expected at 12500 Mermen, Livonia

RECEPTIONIST
Needed for growing multi-million dollar home improvement company. People skills a must. Part time, Mon-Wed 10-6:30 (flexible) & Sat 10-5. Pay $5.50 to start. Call Carolyn Jones. Ask for Mom:
(313) 480-0003.

RECEPTIONIST - needed, full time, experience helpful but not necessary. Pleasant working atmosphere. Apply in person: 30785 Grand River, Farmington Hills.

RECEPTIONIST
NEEDED IMMEDIATELY for busy Southfield law firm. Professional manner and appearance is a must. Computer skills necessary. Please call office manager at: (810) 799-2267

★ RECEPTIONIST
Part time, 3 days per week for 52 bed facility. Competitive salary. Please call:
(810) 349-2200

RECEPTIONIST/ OFFICE

Part-time, energetic, positive and reliable. Light bookkeeping, phone and computer. Work in child therapy clinic. (810) 853-0030

RECEPTIONIST/OFFICE COORDINATOR
For growing firm in Farmington Hills. Pleasant working environment. Typing & detailed minded person. Profit sharing, medical, dental benefits. Salary commensurate with experience. Word Perfect 5.1 and other experience helpful. Please call office administrator who enjoys being a team player. Send resume to:
Human Resources, 28175 Haggerty Rd., Ste. D, Farmington Hills, MI 48331

RECEPTIONIST - PART-TIME
Troy, MI. Hours: Tuesday & Thursday 5:00pm. Call: (810) 244-8942

RECEPTIONIST
Part-time, 5-8pm, Monday thru Friday. Must be pleasant, professional, dependable. $7 per hour. Bloomfield area.
Call: (810) 338-6360

RECEPTIONIST PART TIME
for Farmington Hills law firm to work Mondays, Wednesdays and Fridays. General duties include: greeting clients, multi-line phones, greeting visitors, maintaining computer data base.
Call Diane:
(810) 626-7300

RECEPTIONIST
Part-time. For insurance company located at 13 Mile & Telegraph. Mature & dependable. Some computer skills helpful. Please call Peggy at:
(810) 540-6300

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

RECEPTIONIST
Phones, typing, filing 4 general office work. 8:30-5pm. Mon-Friday, Novi area.
(810-348-2500

RECEPTIONIST
Professional co. seeks polished receptionist with multi line experience, temp to hire position in Southfield. Salary range $7.50-$8/hr. Call for interview: 810-380-9777

RECEPTIONIST
Rochester Real Estate office. Typing a must! Tuesday & Thursday 4:00-8:00. Sunday 10:00-8:00. Call Ann: (810) 852-6000 or fax resume to: 810-656-8608

502 Help Wanted-Office Clerical

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include answering the phone, setting up appointments, filing and light word processing. Computer knowledge a plus. Excellent benefits. Please forward resume to: Human Resources, 28124 Orchard Lake Rd., Suite 101, Farmington, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
POSITION AVAILABLE
FULL TIME
Wanted for busy construction office. Must be personable with strong receptional and secretarial skills and have the ability to handle heavy traffic. Light computer skills desired. Would like motivated and dedicated individual. Excellent fringe benefits. Please submit resume and salary requirements to:
P.O. Box 2426
Livonia, MI 48151-2426

RECEPTIONIST
Real estate office in 14/Telegraph area. Must be dependable and pleasant front desk Receptionist. Some typing required. Salary based on experience. Starting at $9 hrs. per week. Ask for Beverly or Ann at:
Century 21
Today
810-647-7321

RECEPTIONIST/ SECRETARY

Fast paced Marketing Research firm in Southfield is looking for a Receptionist/Secretary. Individual with excellent typing skills (55-60 WPM). Word Perfect preferred. Excellent Benefits.
Call Marsha at (810) 353-3300 or FAX resume with salary requirements: (810) 352-3174

RECEPTIONIST/SECRETARY
Full time, Bright, positive attitude & solid telephone/secretarial skills required. Bookkeeping helpful. Fast environment. Fax resume (810) 258-9220 or call (810) 258-0000

RECEPTIONIST/SECRETARY
Busy ad agency seeks excellent typing & telephone skills. Professional phone manner, ability to handle multiple tasks. Fax resume: Sherry, Great Lakes Hill, Marsh & 526-9007 or call 810-626-9900

RECEPTIONIST / SECRETARY

Southfield CPA firm is looking for Receptionist/ Accounting background & computer skills.
Mail or fax resume to:
Davis & Davis CPA, PC
26100 Northwestern Hwy., Ste. 250
Southfield, MI 48034
Fax 810-358-3370

RECEPTIONISTS
Immediate openings for experienced receptionists. Temporary and Temp-To-Hire positions available. Great pay and benefits. For appointment call:
Today's Temporary (810) 373-7181

RECEPTIONIST
Southfield law firm seeks highly motivated individual for fast paced receptionist position. Must be reliable and able to work on Saturdays. Computer and general experience with Windows and fax resume to: OS 1 Town Square, Suite 1013, Southfield, MI 48076. Fax 810-827-4278.

RECEPTIONIST
Southfield based retailer has an opening at its corporate office. Duties include answering multi-phone lines, sorting mail, word processing, and filing. Candidate must possess good organizational skills and professional phone manner. Company offers comprehensive benefits package. Salary commensurate with experience. Company is an equal opportunity employer. Apply to: 27000 Northwestern Hwy., Suite 250, Southfield, MI 48034. Attn: Krista.

RECEPTIONIST
SOUTHFIELD - Ford/Lahser area. Mon-Fri from 9 to 5. $6.00/Hr. Call Service Manager at:
(810) 559-5700

RECEPTIONISTS
Receptionists needed with at least one year of receptional experience (recent). Must be able to operate multiple line phones with 10+ extensions. Switchboard experience is appreciated. Proficiency in MS Word or WordPerfect (windows) a plus. Temp to perm and permanent positions available.

OFFICETEAM
"You believe Administrative Staffing"
28588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-0222
Fax 810-358-0941
E.O.E.

RECEPTIONISTS/ WORD PROCESSORS NEEDED!!
"Take Your Pick" of hundreds IMMEDIATE openings for various office/clerical positions.
• Word Processors
• Receptionists
• Data Entry
• Admin. Assistant
• Data Entry
• Accounting Clerks
FREE Training Available
Temp and temp-to-perm positions. Great pay, bonuses, insurance and holiday pay.
CASH BONUS & REFERRAL DRAWINGS
CALL TODAY
810-352-1300 Southfield
313-240-8600 Livonia
810-373-7500 Auburn Hills
313-284-0777 Taylor

SNELLING
PERSONNEL SERVICES

RECEPTIONIST
TAKES heavy calls in stride, greets public with a friendly voice and a professional manner. Multi-phone line experience preferred. Word Perfect 5.1 and other experience helpful. Pleasant, stable staffer who enjoys being a team player. Send resume to:
Human Resources, 28175 Haggerty Rd., Ste. D, Farmington Hills, MI 48331

RECEPTIONIST - PART-TIME
Troy, MI. Hours: Tuesday & Thursday 5:00pm. Call: (810) 244-8942

RECEPTIONIST
Part-time, 8-6pm, Monday thru Friday. Must be pleasant, professional, dependable. $7 per hour. Bloomfield area.
Call: (810) 338-6360

RECEPTIONIST PART TIME
for Farmington Hills law firm to work Mondays, Wednesdays and Fridays. General duties include: greeting clients, multi-line phones, greeting visitors, maintaining computer data base.
Call Diane:
(810) 626-7300

RECEPTIONIST
Part-time. For insurance company located at 13 Mile & Telegraph. Mature & dependable. Some computer skills helpful. Please call Peggy at:
(810) 540-6300

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

RECEPTIONIST
Phones, typing, filing 4 general office work. 8:30-5pm. Mon-Friday, Novi area.
(810-348-2500

RECEPTIONIST
Professional co. seeks polished receptionist with multi line experience, temp to hire position in Southfield. Salary range $7.50-$8/hr. Call for interview: 810-380-9777

RECEPTIONIST
Rochester Real Estate office. Typing a must! Tuesday & Thursday 4:00-8:00. Sunday 10:00-8:00. Call Ann: (810) 852-6000 or fax resume to: 810-656-8608

502 Help Wanted-Office Clerical

RECEPTIONIST/ WORD PROCESSOR
Part time for small Bingham Farms medical malpractice law firm. Assume typing, quality work and time required. Hours: 12:30pm-5pm, Mon-Fri.
Contact Linda at: (810) 540-3100 or FAX resume to: (810) 540-3136

SCHOOL SECRETARY
For school year at the International School. Send resume to: PO Box 80, Birmingham, MI 48012-0010.

SECRETARIAL CLERK
Send & gravel operation in Wixom seeks entry level secretarial clerk. Qualified candidate must have general office skills including filing and work processing. $7.50/hr. with health benefits after 90 days. Fax or place resume to:
The Natrel Aggregate Div.
Fax 810-624-9333
Wixom, MI 48209
(810) 348-8011
EOE/AA

SECRETARIES
Immediate openings in Oakland County. Apply with us & receive a $25 gift certificate!
Must type 55 wpm and proficient in Power Point, Word or Excel experience a plus.
Salary range $10-$12/hr.
Call Today!!
THE KPM GROUP
810-355-2440

SECRETARIES
$22-$25,000
Service charges paid by companies.
We have various positions offering excellent and fun. Full benefit package, vacation, with bonus remainder. Stable office experience a must. Medical transcription experience acceptable. Call for appointment.
810-399-3300
Snelling Personnel Services

SECRETARY
ADMISSIONS/PART-TIME
Private school, Birmingham/Bloomfield area. 30 hours/week. Sept-June. 20 hours weekly, July & Aug. Good communication skills & computer skills. Microsoft Word, Excel & Excel experience. Cooperative, conscientious, pleasant phone manner.
(810) 433-1200

SECRETARY
ADVERTISING AGENCY