

502 Help Wanted
Office Clerical

LEGAL SECRETARY
needed for non smoking
Bloomfield Hills, 1-5 yrs. ex-
perience. Type 60-80 wpm
computer skills necessary. Send
to: Personnel, 2550 Telegraph
Bloomfield Hills, MI 48306
to 810-333-7355.

LEGAL SECRETARY
Part time. Confidential. Boun-
dary. Legal experience and
skills required. (Word Part)
Fax resume: (810)
Or call: (810)

LEGAL SECRETARY
Part-time. Flexible hours.
WordPerfect experience a
Plymouth. (313)

LEGAL SECRETARY
Part-time for Southfield
Injury firm. WordPerfect
810-333-7875

LEGAL SECRETARY
PARALEGAL
Small Plymouth
injury/general practice
smoking offices. Wor

LEGAL SECRETARY
Southfield is located in
Center has excellent oppo-
for candidate with out-
skills. Candidate should have
minimum 2 years personal
experience using Word-
Perfect and Lotus 1-2-3.
Please send non-smoking
Excellent salary and benefits
Fax resume to (810) 875-
3121.

LEGAL SECRETARY
Southfield Personnel Inc.
Minimum 4 yrs experience. Know
MS Word. Fax resume: 810

LEGAL SECRETARY
Small Bloomfield litigation
experienced, US time La
lary, (some administrative
mensurative pay. (810)

LEGAL SECRETARY

Troy law firm seeks full time
licensed Legal Secretary with
typical skills. We offer:

- Competitive Salary
- Medical Insurance
- Life & Disability Insurance
- 401(K)
- Paid Vacation & Personal Days

Send resume with salary
Legal Address: 801 W. Du
Bloomington, IN 47404
Troy, IN 46060
Equal Opportunity Employer

LEGAL SECRETARY
Taylor, Word Perfect/Lab
1 yr. exp. - 40 hrs/week

LEGAL SECRETARY

The Accident Fund Company is the largest writer of workers' compensation insurance in Michigan and is seeking a Legal Secretary for its Detroit Department in our Detroit office.

This position is responsible for preparing transcription, correspondence, and other legal documents.

Qualified candidates will have high school diplomas or a minimum of one year legal experience is required. At least 60 wpm is required and the candidate must be able to transcribe legal and medical dictation. Excellent grammar, spelling and proofreading skills are required. Oral and written communication skills are required. Applicants are

The Accident Fund Company provides a dynamic work environment with an excellent compensation package. Interested applicants should submit a resume and salary requirements to:

Accident Fund Company
Human Resources
P. O. Box 4571
Lansing, MI 48901

An Equal Opportunity Employer

LEGAL SECRETARY
10 attorney Troy law
pleasant working conditions
Legal Secretary for part-time
minimum of 2 years experience
emphasis on administrative
through knowledge of the
6.1 for Windows. Must have
typing, grammar, and proof-
reading skills, as well as professional
appearance and ability to relate
to people. Salary commensurate
with ability.
Contact: Diane, (818) 251-1111
Or Fax Resume: (818) 251-1111

MAIL ROOM FILE
For Southfield Law firm, files include filing, copy processing, some phone work. position. Call (810) 5

RENTAL AGENT NEEDED
& truck rental agency preferred, but not necessarily. Must be individuals willing to learn. No incentives. Full benefits including 401K. Apply Mail Room at McDonalds Rest. at Northville Road, at 5 M

MARKETING & SALES

MARKETING C
(Part-Time)
Valuations Communications

named "One of the On-
Best Companies to Work
America" has an open-
MARKETING CLERK
ideal opportunity to be
Marketing team!

Requires: 20-25 hours/week
Clinical skills, detail/orien-
ted, experience in
environment involves
work, filing, copying & c
& occasional project

Applicants should send

**NEEDED
RECEPTIONIST
WORK PROCESS**

Now hiring for experienced
technicians in multi-line
switchboards. Must have
communication skills and
background. Any of the
computer skills are helpful.

- Word Perfect
- Lotus
- Harvard Graphic
- Quattropro
- Microsoft Word
- Excel
- Powerpoint
- DOS in Windows

Temporary and permanent

SNELL
PERSONNEL SERVICES

Part-time for busy pro-
cessing office Call L2 at
(610) 443-00