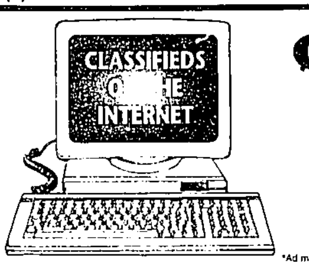

Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet.* Check our Classifieds at this Internet address

http://oeonline.com

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester/Rochester Hills

*Ad must run at least two times

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Hospitality industry. Excellent organizational skills a must. Proficiency with personal computers including Windows Operating System, WordPerfect for Windows & Microsoft Excel. Communication skills both oral & written. Must be top notch. Typing & shorthand required. Legal background helpful. Send resume to: Administrative Assistant, PO Box 250545, Franklin, MI 48025

AUTO DEALER
Due to advancement, we have an opening for a bookkeeper. Prior dealership experience preferred. Excellent pay & benefits.
Bob Saks Inc (810) 6??-7063

ADMINISTRATIVE ASSISTANT
Southfield based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in Word Perfect Windows 6.1, Excel and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume in confidence to Andrew Max, 27777 Franklin Road, Suite 950, Southfield, MI 48034 or fax (810)352-0755

AUTO DEALERSHIP - full or part time cashier/switchboard position available. Benefits available, please apply in person Blackwell Ford, 41001 Plymouth Rd Plymouth, 313-453-1100

Administrative Assistants
GET 1997 OFF TO A GREAT START
Many excellent positions available for polished individuals with 5+ years experience. Requirements include MS Word proficiency, composing/typing correspondence, formatting, editing & inputting reports-proposals. International exposure a plus. Some positions involve exciting travel. $22-$35,000, great benefits! Call/Fax resume: Gloria Bobrowski
810-932-1170, Fax 810-932-1214.
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

ADMINISTRATIVE
Hovinga Business Systems has an opening for a service contract billing associate. Excellent organizational skills and prior office experience necessary. Prior experience with billing also helpful. As a Fortune 100 company, we offer excellent benefits including a comprehensive medical and dental plan, profit sharing and a company sponsored pension plan. If you desire to work in a positive environment with an emphasis on customer service and teamwork, please send resume and cover letter to: M A Manager,
HOVINGA BUSINESS SYSTEMS, 41180 Bridge Street, Novi, MI 48375. Please indicate Job Reference #96-165. EOE

Classified is ...

CONVENIENT

Sellers, one easy phone call to Observer & Eccentric Classifieds puts you in touch with thousands of would-be buyers. Rely on Observer & Eccentric Classifieds as your most convenient method for moving items you no longer need.

DIRECT

Observer & Eccentric Classifieds reach thousands of people, every day. On the bus, at the office, in their homes. We're your direct line to prospective buyers, wherever they may be.

DYNAMIC

Every day, we bring you the latest information on what's for sale, what's for rent, and what's available in the job market. Rely on Observer & Eccentric Classifieds as a dynamic resource for whatever you need.

EASY

Buyers, Observer & Eccentric Classifieds is your one-stop shopping center for cars, career opportunities, homes, merchandise and more. Rely on Observer & Eccentric Classifieds - it's an easy way to find exactly what you need.

FAST

Sell your hot rod, speedboat, motorcycle or ten-speed through Observer & Eccentric Classifieds. You can bet one of the thousands of Observer & Eccentric readers is racing to reach a seller. Right now! Rely on it.

PROFITABLE

Observer & Eccentric Classifieds are the number-one way to make money on all kinds of items - large & small. An ad in the Observer & Eccentric Classifieds means you're sure to see a profit soon.

RELIABLE

You can trust Observer & Eccentric Classifieds to carry your message to thousands of motivated buyers, apartment shoppers and job seekers daily. It's a reliable way to reach the people you want to talk to.

SMART

Every day, Observer & Eccentric Classifieds bring together thousands of smart buyers and sellers just like you. Rely on Observer & Eccentric Classifieds. It's a smart move.

Classified gets ...

RESULTS

Every day, we bring buyers and sellers, employers and employees, landlords and tenants together. Rely on Observer & Eccentric Classifieds to get results.

Observer & Eccentric
CLASSIFIED ADVERTISING

CLARKSTON AREA 810-475-4596
ROCHESTER/ROCHESTER HILLS 810-852-3222
FAX YOUR AD 313-953-2232
OAKLAND COUNTY 810-644-1070
WAYNE COUNTY 313-591-0900
INTERNET ADDRESS http://oeonline.com

502 Help Wanted-Office Clerical

ADVERTISING INSIDE SALES
Full, part or weekend positions available. Handling large volume of incoming calls & data entry. Must type 45+ wpm. Benefits available including 100% tuition reimbursement & 401K. Great wages plus commission. Nice local office 810-476-7355

A GREAT ENTRY LEVEL POSITION
Looking for Service Minded individuals for a Novi/Wixom based company.
WINNERS (not whiners)
No experience Necessary, we will train to grow your skills. We have openings in:
OFFICE/CLERICAL
Health insurance available, 401K, Mon.-Fri. days. If you have the right attitude and are able to commit ... Call NOW! !
Mrs. Ward @ 810-347-2277

AUTO DEALER OFFICE
Come Join Our Team!
Rapidly growing Dearborn Dealer has immediate openings for EXPERIENCED.
- Auto Biller
- Accounts Payable/Receivable

ADP experience preferred but will train qualified individual. Send resume to: Dearborn Pontiac Nissan 14505 Michigan Ave., Dearborn, Mi. 48126 Attention: Office Manager

BIRMINGHAM REAL ESTATE OFFICE
Seeks Receptionist for weekends. Answer phones, make appointments & light front desk duties.
Call Suzanne
810-645-2500

BOOKKEEPER
Farmington Hills Property Management Firm has immediate opening for a bookkeeper with one or two years experience. We are looking for an intelligent, upbeat person with some computer experience. An outstanding working environment with full benefit package awaits the successful candidate. For immediate consideration, please fax your resume with salary history to Certified Realty, Inc. at (810) 474-2345 or mail to 38345 West Ten Mile Rd Suite 300 Farmington Hills, MI 48335

BOOKKEEPER
FULL charge through trial balance. Minimum 5 years experience for Farmington accounting firm. Please mail resume along with salary requirements to:
PERSONNEL
29355 W. 9 Mile Rd
Farmington, MI 48336

BOOKKEEPER (FULL-CHARGE)
Floral wholesaler in Farmington Hills. Duties include general ledger, accounts receivable/payable thru financial statement. Must have good communication skills & computer experience. Full-time, references required. Call (810) 553-0647

BOOKKEEPER - Full time Experience necessary. 20411 W. 12 Mile #201, Southfield. Call Kashal Accounting 810-352-5520

BOOKKEEPER - PART TIME Weekends, for Redford florist. Call 9am-3pm, Mon-Fri, for an interview. 313-535-4934

BOOKKEEPER/PAYROLL CLERK Entry level position. Full or part time, will train right person for small Southfield area accounting tax service. Mr. Thompson (810) 569-4860.

BOOKKEEPER/ PROPERTY MANAGER
High volume realtor has opening for mature, motivated, self starter to serve as full charge bookkeeper with property management duties. Must have prior experience, knowledge of QuickBooks helpful. 25 hours per week. Send resume with cover letter stating commencement date and career goals to Ms. Dolby, 17401 Kinross, Beverly Hills, MI 48025

BOOKKEEPER/ SECRETARY
Full-charge. Experienced for Ferndale public accountants office. Please send resume & salary requirements to: PO Box 1627, Royal Oak, 48068.

BOOKKEEPER - Trial balance. Operate computer. Benefits. Full-time. Apply at: John R Lumber, 7940 Cooley Lake Rd, Waterford.

BROKER'S
Administrative Assistant
Smith Barney's Birmingham office offers an opportunity to be the personal Administrative Assistant to one of our first Vice Presidents. Must have experience in the brokerage industry, be an excellent typist and have extensive computer skills. Reply to: P. O. Box 3008, Birmingham, MI 48012
Smith Barney is an EOE M/F/D/V

BUSY CONSTRUCTION office in Southfield seeks experienced full-time Bookkeepler. Must have computer expreicne, good organizational skills and be an accurate typist. Salary & benefits commensurate with experience. Call Jan between 10am-1pm at: 810-357-7864

CASHIER - AUTO DEALER Experienced. Benefits. Advancement opportunities. Apply: Star Lincoln Mercury, 12 Mile at Telegraph.

CASHIER/RECEPTIONIST Needed for dealership. Multi phone system experience helpful. Pleasant and outgoing personality a big plus. Call Kathy at (313) 565-5100 ext. 222

CLERICAL SUPPORT
P A R T T I M E
The Observer & Eccentric is looking for an individual to work in our Birmingham office. Principle duties include typing and distributing correspondence, answering phones, copying and faxing materials. Requires a high school diploma or equivalent and six months experience working in an office environment. Must be familiar with personal computers, word-processing and spreadsheet software. Requires good communication, spelling and grammar skills. Must be able to type 45 wpm. We are a smoke and drug-free workplace. EOE. To apply, call Kris at (313)953-2277.

502 Help Wanted-Office Clerical

CLERICAL
Farmington Hills office is looking for a full-time, self-motivated individual who can work in a fast paced environment. The duties include telephone contact, order processing & data entry. The successful candidate must have computer knowledge and good phone skills. Blue Cross-Blue Shield available. 401(k) plan. Call Christine, Mon. thru Fri., 9am-3pm: 810-471-5400

CLERICAL
Full-time for financial services business. Please send resume: Therese Moylan, Smith Barney, 201 W. Big Beaver Rd, Ste 1250, Troy, MI 48084.

CLERICAL
PART-TIME for W. Bloomfield CPA firm. Flexible hours. Ask for Coleen. (810) 737-0600

CLERICAL $8.75/HR
Part-time. Professional Bloomfield Hills firm seeks reception & clerical assistance, Mon-Fri, hours negotiable, not to exceed 25 hours per week. Switchboard and/or computer experience a plus. Please respond with a letter to: Personnel Manager, REIG, 2000 North Woodward, Suite 130, Bloomfield Hills, MI 48304

CLERK
One of Michigan's largest Temporary Help agencies in looking for a motivated, energetic person for a busy Redford office. This is a "PERMANENT FULL-TIME" position. Office duties include answering phones, filing, interviewing. Benefits and vacation after eligibility. Call Renee for more information
(313) 534-9959

CLERK TYPIST
Standard Federal Bank has immediate openings for a Clerk Typist at its headquarters in Troy.

The ideal candidate will possess Word Perfect word processing skills of 40-50 wpm combined with well developed verbal and written communication skills. Familiarity with basic office machines and a minimum of six months office experience required. Experience with Word and Lotus also necessary. These positions offer a competitive salary and attractive flexible benefits package.

Apply in person Monday through Friday, 9:30am-3:30pm at:

Standard Federal
Savings/Financial Services
Human Resources Dept.
2600 W. Big Beaver Rd.
Troy, MI 48084

Equal Opportunity Employer M/F/D/V

CLIENT SERVICES SPECIALIST
Expanding business forms distributor has immediate full-time opening in our Livonia office. Responsibilities include customer service, order processing, design, and general clerical duties. Position requires proficient WordPerfect skills and minimum of two years prior experience in customer service or sales support capacity. Competitive wage, full benefits and bonus plan. Send resume to: Human Resource Manager/CSS, PO Box 18189 Lansing, MI 48901-8189

CORPORATE RECEPTIONIST
To $25,000
Major worldwide company seeks excellent interpersonal skills for this front desk position. Ability to interface with dignitaries from different countries. Microsoft Office a plus.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

Customer Service Rep.
Immediate Opening.
Full time. Insurance office in W. Bloomfield. Typing & computer knowledge. Non Smoking building (810) 626-2652

CUSTOMER SERVICE POSITION
A major manufacturer of specialty building products and tools is seeking experienced personnel for its customer service and order departments for its Plymouth facility. Successful candidates will have at least 9 months of solid customer service/order department experience in a fast paced environment. Company offers very good pay and benefits for qualified candidates. Interested candidates should respond to, Tapco Products International Corporation, Attn: Human Resources, 45657 Port Street, Plymouth, MI 48170.

DATA ENTRY CLERKS
Romulus Evaluation hire w/chance for advancement. Rapidly expanding firm open around the clock. You must be available for all shifts! $7.50/hr.
EXPRESS SERVICES
313-467-5450 FAX: 313-467-1838

DATA ENTRY
Growing companies in Plymouth & Livonia in search of data entry operators.
$8-$9 per hr.
ARBOR TEMPS: 459-1166

DISPATCHER/ ADMINISTRATOR
Commercial Industrial Contractor
Salary, BC/DS, Vacations, 401K & More
Call (313) 535-4400

ENTRY LEVEL office position. Full/part-time. Filing, shipping, phone and general office. Computer skills a plus. Troy area. Call for appointment: (810) 528-1000

502 Help Wanted-Office Clerical

Executive Assistant
High tech company needs talented & versatile high achiever for assistant to the president. Includes secretarial & administrative duties. Excellent opportunity & working environment. Send resume to: Executive Assistant, P.O. Box 700041, Plymouth, MI 48170.

FILE CLERK / MESSENGER
for Farmington Hills law firm. Duties include photo coping, office filing, sorting/preparing mail, court filings, general deliveries. Must have own car. Hours: Mon - Fri 9am to 5pm. Benefits available. Call Diane (810) 626-7300

FILE/MAIL CLERK
Energetic, detail oriented person with computer knowledge and typing skills required for law firm. Full time. Non-smoking. Please contact K. Mann at: (810) 433-1414

GENERAL OFFICE
Part time, 15-20 hrs./wk. Troy business, some typing experience required. Will train. (810) 649-2560

HUMAN RESOURCES SECRETARY
Seasoned person with professional demeanor needed for growing firm. Temp to Perm.
$10-$12 per hr.
ARBOR TEMPS 459-1166

IMMEDIATE OPENING for full time position in a large church office in Northville. Successful candidate must have secretarial skills, including computer, good phone presence and the ability to interact with others. Pleasant work environment. Send resume to: John Zinser, First United Methodist Church, P.O. Box 55, Northville, MI 48167

LEGAL/GENERAL
wanted. Legal & General Secretary for West Dearborn office. Experience required. Fax resume to: MJP., 313-278-3730

LEGAL SECRETARIES
Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-4881

LEGAL SECRETARY
Bingham Farms law firm seeks part-time Secretary with litigation experience. Must be proficient in Word Perfect 6.1 for Windows with telephone and organizational skills. Positive attitude a must. Competitive salary. Please fax your resume to Ray or Debbie to: Fax# (810) 642-7557
Or call at: (810) 642-7733

LEGAL SECRETARY
Bloomfield Hills Litigation experience and good skills required. Pleasant office. Good salary and benefits.
Call, (810) 258-1130
or FAX: (810) 647-4727

Legal Secretary
Bloomfield Hills law firm has an immediate opening for a full time Legal Secretary. The qualified candidate must be a self-starter, possess 2-3 years litigation experience and knowledge of Word Perfect 5.1. Attractive salary and benefits package. If you qualify, please send resume with salary requirements to:
Human Resources
Sills Law Essad,
Fiedler & Charboneau
1550 Woodward Ave Suite 200
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

LEGAL SECRETARY
Exceptional opportunity for experienced Legal Secretary at Troy insurance defense law firm. WordPerfect 6.1. Benefits. Reply to:
P.O. Box 4930, Troy, MI 48084;
or Fax to: (810) 643-7733

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Corporate experience required. Salary commensurate with ability. [illegible] Organized individual with 3 years litigation experience and knowledge of [illegible] (810) [illegible]

LEGAL SECRETARY
For Farmington Hills law firm. Experience required. Call: 810-851-8000

LEGAL SECRETARY
Full of part-time, Farmington Hills. 2 Attorney non-smoking office. 3 year prior legal experience in Real Estate Corp and Estate Document preparation. Mature individuals encouraged. Fax M.H. 810-851-2657

LEGAL SECRETARY
For Bingham Farms law firm. At least 3 yrs. experience in defense litigation required. WordPerfect 5.1 preferred. send resume to: Attn: Cheryl 30100 Telegraph Rd., 250, Bingham Farms, MI 48025

LEGAL SECRETARY
For medium size defense litigation firm. Must have strong typing skills, experience in medical malpractice helpful. Send resume to:
Melton, McCarthy & Van Dusen, 2301 W. Big Beaver #500, Troy, MI 48084.
Or call (810) 649-1330

LEGAL SECRETARY
For busy Southfield plaintiff personal injury law firm. Knowledge of WordPerfect and minimum 5 years litigation experience required. Competitive starting salary and benefits. FAX resume to: Gordon, Cutler & Hoffman. 810-443-1506

LEGAL SECRETARY
Large law firm located in northern suburbs seeks Legal Secretary with excellent over-all skills and ability to type 60 wpm. Excellent salary and benefits. Call,
DYNAMIC PEOPLE
810-615-7600 or fax resume to 810-615-7605

LEGAL SECRETARY
Senior Partner of a Bloomfield Hills law firm seeks a full time experienced Legal Secretary with litigation expertise and Microsoft Word 6.0.
Call Nancy: 810 645-1450.

LEGAL SECRETARY
3 attorney downtown firm seeks legal secretary; 3 yrs. law office experience; experienced on WordPerfect Windows 6.1. Send resume to: Sally Nightingale, 3610 Cadillac Tower, Detroit, MI 48226.

OFFICE ASSISTANT
Part-time for
Troy SubContracting firm.
Call Ced: (810) 689-9300

OFFICE ASSISTANT
Join growing company and handle varied administrative functions. You will have advancement opportunities and learn various computer software. Some accounts payable experience a plus.
Diversified Recruiters
810-344-6700 Fax 810-344-6704

502 Help Wanted-Office Clerical

LEGAL SECRETARY
We are currently seeking an experienced Secretary, with knowledge of insurance defense, to work in a fast-paced office.

Your experience in this field should demonstrate the ability to prepare and calendar all aspects of pleadings, discovery and fast-track rules/documents as well as transcribe recorded dictation and coordinate witnesses. Successful candidate will possess excellent typing/word processing and outstanding grammar/composition and organizational skills. Familiarity with Microsoft Word preferred.

We offer a competitive compensation/benefits package in a professionally encouraging environment. Please forward your resume to:

Box #1408
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE M/F/D/V

OFFICE ASSISTANT/ CUSTOMER SERVICE
Photo studio seeks full and part time people to handle office work 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's Wedding Photography
26250 Telegraph
Southfield, MI 48034
or FAX to. (810) 948-9845

OFFICE CLERICAL
Growing auto body shop in Plymouth needs well organized person. for office clerical and light bookkeeping. Full time. (313) 207-7621

OFFICE MANAGER
for mail order company. Computer literate & bilingual preferred.
Telephone: 810-559-2676

OFFICE MANAGER
Plymouth MI based food broker seeking professional, highly motivated individual with a high degree of computer and organizational skills to manage administrative staff. Ideal candidate will have a minimum of 5 years of management experience in the food industry. Opening due to recent sales growth. Please send all resumes to:
CMI Suite A7, 27260 Haggerty Rd., Farmington Hills MI 48331, Attention: Personnel Dept

OFFICE MANAGER RECEPTIONIST
Field site at a Northville Twp. location for a local contractor. Word Perfect a must. Salary commensurate with experience. Send resume to:
John Alexander, 2000 Town Center, Ste. 1600, Southfield, MI 48075
An Equal Opportunity Employer

OFFICE POSITION available for Residential Builder, permanent full-time. Accounting & some knowledge of the building industry helpful. Call (810)229-2085 between 8am-5pm.

ORDER ENTRY/TELEPHONE
Fabric company in Troy needs full time person with telephone skills for order department. $7 per hour. Call: (810) 362-0200

PARTS COORDINATOR
Parts Coordinator needed to join our winning team. Responsibilities include shipping & receiving, heavy customer contact, order taking & follow-up. If you are an energized, enthusiastic, team player, please send your resume to: Parts Coordinator, PMC Machinery Sales Inc., 14600 Keel Street, Plymouth, MI 48170 EEO

PURCHASING CO-ORDINATOR
Established Canton label company seeks an individual to coordinate material usage, purchasing stock & inventory control. Familiarity with label printing industry a plus. This is an entry level, full-time position with benefits. To schedule an immediate interview please call:
313-454-7800.

RECEPTIONIST ACCOUNTS PAYABLE CUSTOMER SERVICE
Immediate full time positions available for large retail furniture chain. Many benefits. Please call 1-800-521-6481

RECEPTIONIST AND SECRETARY
Non profit agency looking for receptionist and secretary. Candidate needs to have the following skills: excellent typist, good communication skills, and computer experience with Microsoft Word 6.0 and/or W.P. 5.1. Must be well organized and dependable. Both full time (with benefit package) and part time positions available. Send resume to:
Office Manager (Confidential)
21550 W. 12 Mile Rd.
Southfield, MI 48076-2399

Receptionist
Are You The Missing Member of Our Staff?
As our Service Coordinator/Receptionist, you'll be the main link to patients in our busy office. We are seeking an upbeat, flexible person with pleasant phone voice who is multiple task oriented & has outstanding communication skills. Computer experience is a plus. Salary depending on experience & qualifications. We offer full benefits & fully paid training. We have openings at most D.O.C. OPTICS locations including OAKLAND MALL, TEL-12 MALL, SPORTVISION IN ROYAL OAK and LAKESIDE MALL. Call Jeanette at:
(810) 354-7100, ext. 435

RECEPTIONIST - days, evenings, weekends. Flexible schedule, full & part time. Apply in person H&R Block, 29305 John R., just N. of 12 Mile, Madison Hgts. (810) 398-5482 M/F/V/D

RECEPTIONIST
Entry level position for small Southfield law firm. Clerical experience preferred. Call between 10am & 4pm 810-358-4433

RECEPTIONIST - For Hair Salon. Must be dependable. Wed. & Thurs. nights and Saturdays. $6+/hr. 12 Mile & Northwestern. 810-356-3230

RECEPTIONIST
For private rehab company to answer switchboard, greet visitors and perform clerical duties. Computer experience helpful. One year experience preferred. Send resume to: P.O. Box 530306, Livonia, MI 48153

RECEPTIONIST
Full/part time (flexible hours) position for company located in Troy. Light typing, filing, order entry, PC knowledge necessary. Send resume to: Jim Sullivan, 1890 Crooks Rd., Suite 200, Troy, MI 48084 or fax to:
(810) 362-0101

RECEPTIONIST
Investment management firm in Bloomfield Hills needs full time receptionist with good phone voice & excellent computer skills (Word and Excel). Salary negotiable. Send resume to:
Planning Alternatives, Ltd.,
838 W. Long Lake Rd, #100,
Bloomfield Hills, MI 48302

502 Help Wanted-Office Clerical

RECEPTIONIST
Leading health care agency seeking an individual experienced in operation of phone systems and reception of visitors. Must be professional, courteous with strong organizational skills. Send resume to:
Primo Care Services
30150 Telegraph Suite 200
Bingham Farms, MI 48025
Or call Human Resources
810-646-5151

Receptionist
needed full time for engineering firm headquartered in Plymouth. Must possess experience in Microsoft Word/Windows, type 50 wpm & be able to handle a busy phone system. Professional demeanor. Hours, 8:30-5. Benefits, including dental & tuition reimbursement. Send resume to: Receptionist, P.O. Box 700041, Plymouth, MI 48170.

RECEPTIONIST: PART-TIME
We're looking for professional attitude and appearance. Evenings and some weekends. Perfect for college student or retiree. Call Coldwell Banker Schweitzer Real Estate Farmington Hills at (810) 737-9000. Ask for Melinda.

RECEPTIONIST
Plymouth firm seeking experienced professional mature candidate with good telephone skills for busy office. Full time position. Starting pay $7.55/hr. plus benefits. Send resume to
Office Manager
P. O. Box 700204
Plymouth, MI 48170

RECEPTIONIST/SECRETARY EXPERIENCED
For small Birmingham law firm. Competitive salary with benefits. Send resume to: Office Manager, 300 East Maple Rd., Suite 200, Birmingham, MI 48009.

RECEPTIONIST/SECRETARY
Busy ad agency seeks excellent typing & organizational, cheerful/professional phone manner, ability to handle multiple tasks. Fax resume to Char, Sussman, Sears & Assoc. 810-626-9607 or call 810-626-9600

RECEPTIONIST/SECRETARY
Prestigious financial services agency in Bingham Farms area seeks Receptionist/Secretary. Successful candidate must be dependable, detail oriented, have organizational skills, function well under pressure. Must have wordprocessing & spreadsheet skills and type 50 wpm. Benefits with good working conditions. Call
Michael Morris at. 810-647-0780

RELIABLE PERSON to handle office duties. Peachtree experience required. (313) 728-7173

RETAIL OFFICE ASSISTANT
La-Z-Boy Furniture Galleries is now accepting applications for an immediate opening in a full-time retail clerical position. Responsibilities include answering telephones, data entry, customer payments, etc. Requires motivated self-starter, strong organizational ability and the ability to work with the public. Some weekend work is required. Apply in person or call:
La-Z-Boy
Furniture Galleries
27754 Novi Rd.
Novi. Call: (810) 349-3700
(on Twelve Oaks Service Drive)

Secretarial Co-op
Excellent opportunity for part time clerical & word processing help with opportunity for future advancement. Send resume to: Secretarial, P.O. Box 700041, Plymouth, MI 48170.

SECRETARIAL
ENTRY level position. Large transportation/logistics corporation located in Livonia, seeking highly motivated individual to handle a variety of administrative duties. Candidate must possess good phone etiquette, excellent computer skills preferably in Microsoft Word, Excel and PowerPoint required. Please send or fax resume to:
12780 Levan Rd.
Livonia, MI 48150
FAX: 313-464-5642
Attn: Joanna Nowicki

SECRETARIAL PART-TIME
Small, fast-paced Troy office. Must be proficient in Word Perfect 6.0, Lotus 1-2-3 and Excel. Flexibility, strong organizational skills, ability to handle multiple tasks simultaneously, and good communication skills a necessity. Please send resume to:
Office Manager
2690 Crooks Rd., Suite 105
Troy, MI 48084

CHURCH SECRETARY
Part-time. Proficiency in typing on Word Perfect. Call (810) 352-0680

SECRETARY/ ADMINISTRATIVE ASSISTANT
The Presbyterian Church (U.S.A.) Foundation is seeking a PT secretary to provide clerical and administrative support for its Development Officer, located in Pontiac. 2-5 years secretarial experience is required, HS Diploma/G.E.D. also required. Must have proven experience in the use of Word Perfect. We seek a self-starter for this 2-person office; someone with excellent communication (oral & written) skills and strong customer service skills. Send your resume to Presbyterian Church (U.S.A.) Foundation, 99 Wayne, Pontiac, MI 48342. EOE

SECRETARY
ADVERTISING AGENCY
Full-time and long or short term openings with client services and creative department of international agency. Pay up to $28,000/yr. PowerPoint or Macintosh a plus. Call Susan today: Birmingham Farmington/Livonia 646-7661 - 473-2931
Advantage Staffing

SECRETARY
Firm seeking individual with strong communication and PC skills for a full time position with benefits.
Send resume to: P.O. Box 531117 Livonia, MI 48153

SECRETARY
FOR CPA firm in Birmingham. MicroSoft Word, typing & general office duties. Overtime Jan. thru Apr. 15. Flex time & good benefits. Call Deborah (810) 642-6651

SECRETARY FOR small Architectural firm in Southfield. Proficient in Word & Excel. Send resume to:
26211 Central Park Blvd.
Suite 614, Southfield, Mi 48076
Fax: 810 356-0707

SECRETARY
Full-time, for plumbing company in Westland. Apply in person or call, 37655 Ford Rd. (313) 721-0290

SECRETARY
OAKLAND County CPA firm seeks secretary with computer & proof reading skills. Send resume with salary requirements to: Stuart, Mumier, et al, 30150 Telegraph, #410, Bingham Farms, MI 48025.

SECRETARY
Troy office looking for full-time person with MS Word experience.
Call Joyce or Linda: 810-362-9300