502 Help Wanted-Office Clerical

Be Your Own Boss
We Work For You!
Long Term-Short term...Your terms! We'll show you how good you can be!

Pal Personnel At Law
Judged The Best
3000 Town Center, #2030
Southfield, MI 48075
Fax: 810-358-0238
E-mail smartpal@aol.com
Phone 888-THE TEMP

LEGAL

Integrity and 30 years of experience is why the most best law firms in the area trust us - you should too. For support staff job placement, porm and temp call:
HILLSTROM & ROSS AGENCY, INC.
810-626-8186
FAX 810-626-8434

LEGAL SECRETARIES

Temporary and permanent positions available in Troy, Southfield and Troy areas for experienced candidates proficient in Word Perfect 6.0 or 6.1 for Windows. Prior legal experience a plus. Call today for an appointment.

SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

LEGAL SECRETARY

Collections and Probate experience helpful. Word Perfect 6.1 required. Experience in WP 6.0. Windows. Salary is commensurate with experience. Full time position. Contact Jennifer at (810) 358-3800

LEGAL SECRETARY

Experienced Legal Secretary needed for defense firm. Send resume to: Lynn, 350 N. Main, Ste. 300, Ann Arbor, MI 48017. Or Fax to (810)585-3380

Legal Secretary

Experienced & professional legal secretary with knowledge of Word Perfect 6.1 sought by Bloomfield Hills law firm estate planning section. Experience required. Respond to: Office Manager P.O. Box 2116, Bloomfield Hills, MI 48302-7515. Or by Fax: (810) 335-3348

LEGAL SECRETARY

Experienced, for busy Bingham Farms law firm. Word Perfect legal non Seeking team player with legal experience, excellent skills & organizational skills. Send resume, references & salary requirements to:
Office Manager
30700 Telegraph Rd., Suite 3475
Bingham Farms, MI 48025

LEGAL SECRETARY for Troy law firm. Experienced in civil litigation required. Word Perfect experience preferred. Salary commensurate with experience. Fax resume to: Office Manager, 607 E. Big Beaver, Ste. 101, Troy, MI 48083

LEGAL SECRETARY

Full or part-time 3 to 5 hours. Mature candidate for Farmington office of attorney. Word Perfect. Minimum 3 year prior Legal, Word Perfect/Word 6.1 Windows. Call Real Estate Corp. and Estate Document preparation Excellent salary, perks. Call Ms. Fax M-W: 810-851-2657

LEGAL SECRETARY

For general practice firm in Waterford. Flexible hrs or part-time. Good conditions. (810) 674-2291

LEGAL SECRETARY for Southfield personal injury firm. Must have experience. Contact Mrs. Raven, Mon.-Fri. 9-12 between 9-4pm at 810-552-8500

LEGAL SECRETARY

Full time Legal Secretary desired. Minimum 5 years experience. Competitive compensation includes full benefit package. Please submit resume to: Box #1528
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY

Full time for Business Law firm. WordPerfect 6.1, typing 50+ wpm, phones, dictation. Please call or send resume with salary requirements to:
LONG
6905 Telegraph Rd., Ste. 114
Bloomfield Hills, MI 48301
Attn: Administrator

LEGAL SECRETARY

For 23 attorney firm in Bloomfield Hills. Exceptional organizational skills required for medical defense work. Salary commensurate with ability. Send resume and salary requirements to:
Office Manager
300 E. Long Lake Rd.
Suite 200
Bloomfield Hills MI 48304

LEGAL SECRETARY

Full time secretary for Sr. partner in Southfield defense firm. Prefer candidates with experience in medical malpractice litigation. Experience with appellate briefs a plus. Applicant must have excellent WP 6.1 skills. Salary commensurate with ability and experience. Non smoker. Send resume to: Office Manager, One Town Square, Suite 1400, Box 5058, Southfield, MI 48086-5058

LEGAL SECRETARY

Full time, Bloomfield Hills, experience for personal injury law firm. Excellent salary & fringes. (810) 354-2500

LEGAL SECRETARY

For Southfield law firm. Minimum 3 years plaintiff personal injury experience required. Word Perfect. Capable of typing 60 wpm. Call (810) 355-2770 to (810) 355-4590 or call

LEGAL SECRETARY for Bloomfield Hills law firm. Experience in litigation or intellectual property. Knowledge of Word Perfect 6.1 for Windows 95. Benefits. Fax resume to: (810) 645-0610

LEGAL SECRETARY

for busy Troy law office. 2-3 years corporate experience. Smoke-free office. Send resume to: Secretarial Position, Ste. 230, W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY

For Tel-Twelve area. Legal experience necessary. Need to know Word Perfect. Transfer previous resume. Fast and be well organized.
Call Judy, 810-442-1700

LEGAL SECRETARY

Farmington Hills law firm seeks legal secretary with a minimum of 3 years litigation experience. Full time position in the area of municipal law. Knowledge of Word Perfect 6.1 preferred. Salary commensurate with experience and qualifications. Please fax resume and salary expectations to:
Cindy, (810) 489-1726
Or call, (810) 489-4100

LEGAL SECRETARY for fast-paced Southfield litigation firm. Must be self-initiative and energy to work in high-volume environment. Dependable, WORD and Word Perfect skills required with a minimum of 2-3 years legal experience.

Candidate should be a self starter and able to become part of a team. We offer competitive compensation. Send resume to:
Office Manager, P. O. Box 200, Southfield, MI 48037-0260 or FAX 810-352-4495.

LEGAL SECRETARY

Growing liability defense firm in Farmington Hills seeks legal secretary with at least 1 year experience. Call (810) 489-1100

LEGAL SECRETARY

Minimum 2 years secretarial experience. Proficient in Word Perfect 6.1. Busy, small downtown Detroit firm relocating to suburbs. Competitive salary. Mail resume & salary requirements to:
R. Grant
30140 Orchard Lake #300
Farmington Hills, MI 48334

LEGAL SECRETARY

Part time position, Southfield, pay commensurate with experience. 20 hrs. week, flexible. (810) 827-7000

502 Help Wanted-Office Clerical

LEGAL SECRETARY needed to assist partner with complex litigation and transactional practice. Will train person with excellent basic skills. Forward resume with salary requirements to: 37000 Grand River Ave., Ste. 350, Farmington Hills, MI 48335 or call Kim at: 810-442-0510

LEGAL SECRETARY

Full time, Troy, need 2 years legal experience. Applicant must possess excellent grammar skills and be proficient with WP 6.1 for Windows. A highly competitive compensation package will be offered. Please forward resumes to:
Box #1533
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY - Part time with maximum three (3) years experience in personal injury/workers compensation. Non-smoking. Flexible hours. Send resume to:
30300 Northwestern Hwy., Suite 304,
Farmington Hills, MI 48334
or phone 810-855-5060

LEGAL SECRETARY

Part time(3 days/week) for Bloomfield Hills law firm. Must have experience in estate planning, corporate law and litigation. Experience with WP 5.1 for Windows required. Salary commensurate with experience. Please contact Molly or Tracey at: (810) 646-7200 or Fax resume to: (810) 646-7224

LEGAL SECRETARY - Southfield personal injury, workers comp. 550 hrs. Minimum 2 yrs experience. Salary commensurate with experience. Send letter with resume Attn: W. Collie, 4000 Town Center, Suite 1570, Southfield, MI 48075 or fax to 810-352-5631.

LEGAL SECRETARY

Small Southfield civil litigation firm seeks experienced legal secretary. Salary negotiable. Contact Marc Shreeman. (810) 352-4100

LEGAL SECRETARY

Southfield law firm seeks part-time, experienced, personal injury Secretary. 18-25 hrs/week hours per week. MS Word 6.0 or Word Perfect 6.0 required. Call Lori (810) 352-2620

LEGAL SECRETARY

St. Clair Shores finance company seeking experienced individual for in-house legal collection department. Must be well organized and possess strong typing & computer skills.
Call Debbie at
810-774-0477 ext. 137
Or fax resume to: 810-774-0537

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

LEGAL SECRETARY

With experience in corporate and estate planning for mid-sized Farmington Hills firm. Good benefits. Salary commensurate with experience. Please send resume to:
Administrator, 33533 W. 12 Mile Rd.,
Suite 350, Farmington Hills, MI 48331

LEGAL SECRETARY

With 1 to 2 years defense litigation experience needed for Troy law firm. Non smoking, pleasant atmosphere; good benefits; salary commensurate with ability & experience. Contact Office Manager: (810) 816-8280

LEGAL SECRETARY

wanted for Bloomfield Hills Medical Malpractice, Personal injury, Products Liability defense litigation firm. Must be experienced, able to take direction, be willing to work as part of a cohesive team and able to work independently in an extremely busy and fast paced office. Send resume to: Donna Foster, 3883 Telegraph Rd., Ste. 103, Bloomfield Hills, MI 48302. No phone calls please.

MAIL CLERK / GENERAL OFFICE Full time position. Basic computer keyboard and phone skills, filing, knowledge of general office procedures. Non-smoking. Non profit benefit package. Send introduction letter with resume and salary requirements to:
Box #1453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MAIL ROOM ASSISTANT

Mercy Health Services, one of the Midwest's largest healthcare providers, has an entry level opportunity available for an office services professional to assist in handling the day to day operation of the postal and copy equipment used in our Farmington Hills Corporate and subsidiary organization offices.

The selected candidate will be responsible for processing postal and photocopy production services in a timely, cost efficient manner. Requirements include a high school diploma, along with a working knowledge of postal/copy equipment and postal regulations.

We offer a competitive salary and extraordinary benefits package, including medical, dental, disability, retirement plan, and 27 paid days off. Please submit resume to: MERCY HEALTH SERVICES, HUMAN RESOURCES, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI 48331-3221 or fax to 810-489-6836. To inquire about additional opportunities with Mercy Health Services and our subsidiaries, please contact our Job Line at 810-489-5000. Mercy Health Services values diversity in the workplace.

OFFICE ASSISTANT

For West Bloomfield law office. Part-time to handle variety of tasks. Light typing, filing, data entry. WordPerfect helpful. Call: 810-851-6000

OFFICE ASSISTANT

Growing law firm in Troy is looking for bright, energetic, outgoing person to manage front desk. Perfect candidate will have 1-3 years of clerical experience and be able to work effectively in a fast-paced environment. Position requires ability to take initiative and work independently. Knowledge of Microsoft Word & Excel. Quick Books, and File Maker Pro for Macintosh essential. Send resume to 333 W. 7th Street, Suite 20, Royal Oak, MI 48067 Attn: Mr. Smith

Office/Clerical

CLAIM ASSISTANT/ VEHICLE MANAGEMENT

CIGNA Property and Casualty Companies are leading providers of insurance and related financial services to individuals and businesses worldwide. We are dedicated to quality claims management and providing superior service to our client companies. Currently, ESIS, Inc., a Detroit based CIGNA Company has an opening for a Claim Assistant in Vehicle Management.

As a Claim Assistant you will be responsible for a variety of clerical secretarial duties as well as provide support for the Vehicle Administrator. Qualified candidates must have exceptional customer service skills, the ability to type 45 wpm, and strong computer skills along with a working knowledge of Windows, WordPerfect and Lotus 1-2-3. Excellent preferred. Demonstrates organizational and problem solving skills as well as the ability to communicate both orally and in writing is critical.

We offer a competitive salary, flexible benefits, tuition reimbursement and an attractive smoke-free environment. Qualified candidates please submit a resume to:

CIGNA COMPANIES
ATTN: HR/CM
P. O. Box 5013
Southfield, MI., 48086
CIGNA
A Business of Caring
An Equal Opportunity Employer

OFFICE CLERICAL
Need person with knowledge of MAS 90 to input and print invoices, statements, contracts & proposals. Full time position available now. Fax resume to: 810-745-3754.

502 Help Wanted-Office Clerical

OFFICE CLERK, Part-time. Farmington Hills law office light typing, some messenger work. 6 Hrs. Weds & Thurs. Call Sarah (810) 855-0900

OFFICE CLERK - seasonal part time for CPA office to photo copy, file, etc. Thru April 15.
Call 313-427-2030

OFFICE COORDINATOR

Oak Park firm needs full time Non-Smoker, organized, detail oriented, self-starter, detail oriented person. Interpersonal skills and a customer/employee contact. Strong computer skills (Word Perfect, typing (55+ WPM) suits needed. Benefits. 19-811PM. Send resume to: J. Gaudet, 22810 Rosewood, Oak Park, MI 48237.

OFFICE COORDINATOR

A Farmington Hills company providing support to the Real Estate industry is looking for an Office Coordinator. Must be able to handle multiple priorities while ensuring smooth flow of operations. Duties include supervising administrative staff, establishing office procedures, coordinating all correspondence, telephone systems, maintenance and other various office duties.

Requirements for this job are: minimum of two years experience; formal training in windows based word processing; knowledge of basic office equipment and procedures; speaker/presentation skills a plus. Must be a team player with excellent interpersonal skills. For consideration please fax your resume to:
810-553-4244
or Email to:
kkag@realcomp.com

OFFICE CUSTOMER RELATIONS/ Clerical, Typing, Data Entry. Seeking person to fill opening on supervisor. Canton area. Please leave message (313) 459-6870

OFFICE HELP
With varied duties. Full time, mature, dependable person.
(313) 525-0026

OFFICE MANAGER/ ASSISTANT

For small construction company. Job duties include A/P, A/R, payroll. Fax resume to: DeWitt Concrete & Asphalt: (810) 684-5331

OFFICE MANAGER

As a growing leader in the personnel industry, our office manager offers a challenging career opportunity to a mature take charge individual. Responsibilities of staff include: corporate invoicing, payroll, MESC, workman's comp, benefits and liability management. Office automation system integration. Salary, bonus, and benefits. Contact: President, PO Box #1531, Birmingham, MI 48012-1531

OFFICE MANAGER
Bookkeeping position

$23,000-$27,000 with benefits. Windows, Peachtree MS Office. Plymouth area. 9-5. 313-453-7818 ext. 205

OFFICE MANAGER
MARKETING ADMINISTRATOR

for growth oriented, established property management company. Diverse position involving office management, personnel management, other administrative & marketing work. Significant real estate related experience required.
Send resume to:
100 Galleria Officentre, Suite #400,
Southfield, MI 48034

OFFICE MANAGER

Must be well organized and have good phone skills. Duties include Word processing (Word Perfect, Word WordPerfect, Excel), typing from rough copy, filing, and general office duties. Benefits. Send resume to: 25829 W. 12 Mile Rd, Ste. 170, Southfield, MI 48034

OFFICE MANAGER
Part time, possible full time. Call Dawn Tuesday, Thurs., or Fri., 9-1 PM
(313) 326-6200

OFFICE MANAGER

Part time. Needed for small French based construction firm, local office. Hours flexible. Duties include typing, knowledge of Word Perfect, filing, sales, and general management of office. Salary commensurate. Send resume to: 50 W. Big Beaver, Suite 290, Troy, MI 48084 or call 9-5 PM
(810) 680-2300

OFFICE PERSON
PART TIME - FULL TIME

for Reverse & Buy Process. Looking for a good typist, filing experience, invoice experience & computer knowledge. New office in Westland.
Call Tosha for appointment:
313-641-1244
KITCHEN GLAMOR

OFFICE PROFESSIONAL

Manufacturers rep requires experienced office professional. Word processing, order entry and follow up. Must be proficient with MS Office. Send resume to: 536 N. Mill Street, Plymouth, MI 48170

OFFICE RUNNER - General duties include picking & distribution mail, handle literature, switchboard relief, other misc. duties as required. Light typing, typing skills, compassion for animals a plus. Apply in person at: 2000 Phone Dr. Blackwell 810 585-2622

RECEPTIONIST, full time, must have excellent communication skills & proficiency in Word Perfect. Capable of handling multi-line phone system, typing 40 wpm. P.O. Box 869, Bloomfield Hills MI. 48303-0869

RECEPTIONIST

Full-time, for manufacturing office. Must have excellent phone skills. Excellent benefits. Fax resume to: or send resume, 31800 W. 8 Mile, Farmington, MI 48336. 810-477-0020

RECEPTIONIST - Full time 10:30am-7pm shift. Fast-paced sales agency in Birmingham area. Must have excellent phone skills, be detail oriented & organized. Have Microsoft based computer skills. Excellent pay & benefits. 9-11PM
Fax resume to: 810-818-5599

RECEPTIONIST - Full time for law firm in Royal Oak. Mature, experienced, salary negotiable. Call 810-399-3530

RECEPTIONIST

Full time days & part time evening positions available. Experience in accounts, wages & working conditions. Call Pine Lake Country Club for an appointment (810) 682-1300

RECEPTIONIST

Full time for busy Southfield insurance agency. Must have experience with multi-line phone system, strong organizational skills & knowledge of WP 5.1. Good benefits. Competitive salary. Non smoker. Contact Office Manager, Office Administrator, 1 Town Square, Suite 1400, Southfield, MI 48076

RECEPTIONIST

Full time position available for the handling of a busy, multi-line phone system and front desk. Hours: Mon-Fri, 8am-5pm. Must be energetic and have a pleasant telephone voice. Must be courteous, phone voice, excellent verbal and written communication skills, and light typing $7.50 per hour. Please call Marianne Evans between 9am and 5pm.
(810) 354-4600, ext. 150
or FAX resume to: (810) 354-4609

EOE/M/FW

RECEPTIONIST/ GENERAL OFFICE
Looking for full time person to answer phones, Type Word Perfect documents and general office work. Basic bookkeeping a plus. Competitive wages and benefits. Call Jennifer at (313) 477-8870

RECEPTIONIST, MATURE, must be able to speak fluently and write legibly, good hours, for in-home business. (313) 537-6000

502 Help Wanted-Office Clerical

PAYROLL SPECIALIST

American Medical Response, the nation's leading private private ambulance provider and integrated healthcare company is seeking a Payroll Specialist at its Pontiac Divisional Headquarters. To qualify, a candidate should possess 3 or more years of progressive payroll experience. ADP or HRIS experience required. The selected candidate will be a flexible, detail-oriented self-starter with a solid aptitude in numeric accuracy and P.C. skills with the ability to process 500-1,000 checks per payroll cycle. In return, we offer a competitive compensation and excellent benefits program. Please forward resume and salary requirements to:
P.O. Box 210350
Auburn Hills, MI 48321
Attn: Manager of Human Resources
Equal Opportunity Employer
Male/Female/Handicapped

Personnel Coordinator

Fast paced, include temporary help service is looking for an energetic person to join its staff. Candidates must have a strong customer service or sales background and possess excellent communication skills. Experience with interviewing & hiring a plus.
This is an excellent opportunity to join a co. with promotion from within opportunities. For immediate consideration, interested candidates should forward a resume to:
Personnel Manager
36107 Plymouth Road
Livonia, MI 48150
FAX (313) 458-1706

POSITION AVAILABLE
46th District Court

Position Title: Court Clerk I
Starting Salary: $21,936, plus fringe benefits

Summary of Duties:
Entry level position responsible for a variety of general clerical functions involved in the processing of court cases. Activities include typing, filing, operating computer terminal, processing routine court notices, answering telephones, greeting general public and information and responding to routine informational inquiries.

Minimum Qualifications:
Ability to pass clerical skills battery. One year of relevant experience. Typing proficiency, good attitude and good communication skills.

Applications should be submitted to Brian Smith, Deputy Administrator, 46th District Court, 20000 Evergreen, Southfield, MI 48076 no later than 5 p.m. on Tuesday, February 18, 1997.

PROFESSIONAL ASSOCIATION needs part-time person for general correspondence, typing, and submission process. Requirements are good correspondence, know Word, professional phone voice, at least 5 yrs. professional experience. Send resumes to part-time position, 29355 Northwestern Hwy., Suite 200, Southfield, MI 48034

PROGRAMMER

Computer Science Bureau in Farmington Hills is seeking an entry level Programmer to work in a PC/LAN environment. Contact Jim at: (810) 553-3143

REAL ESTATE ASSISTANT

Computer knowledge, a must. $25,000/yr full time. 2 blocks off Birmingham/Bloomfield area. Please send resume or letter of interest to: Box #1362, Observer & Eccentric Newspapers, 2051 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONIST
CORPORATE headquarters seeks enthusiastic self starter with good work ethic for front desk entry level receptionist. Excellent phone presence & organizational skills. Good computer/word processing skills. Knowledge of MS Office, MS Word, Excel. Wage commensurate with ability. Send resume to: Human Resources Handing MI, Inc., Attn: Department 3114, 26900 Lahser Rd., Suite 200, Southfield, MI 48033. Fax (810) 449-6701

DATA ENTRY/
DATA ENTRY

Individual must be professional and have good computer skills. Some computer knowledge helpful will train. Flexible hours. Well established company is growing with future advancement for the right individual. Send resume only to: Atti: Personnel Director, 30777 Northwestern Hwy., Suite 107, Farmington Hills, MI 48334-2549. Attention: Ms. Cole

RECEPTIONIST - For development company. Computer knowledge of WordPerfect. Windows 95. Good typing & telephone skills. Experience a must. Benefits & salary commensurate with experience. Send resume to: Development Dept., 32000 Northwestern Hwy., S-145, Farmington Hills, MI 48334. Attn: Vice President of Confidential

RECEPTIONIST
For computerized Farmington Hills office. Computer literate. Full time Call Sherry: (810) 489-0777

RECEPTIONIST
for West Bloomfield Beauty Salon. $8.50/hour. Apply in person or call (810) 855-5053 or 810-363-0421

RECEPTIONIST for Birmingham law firm. Good telephone skills, light computer, entry level position. Send resume to Office Manager, PO Box 1996, Birmingham, MI 48012-1996

RECEPTIONIST, full time. Experience with veterinary office procedures a must. Duties include typing, light typing skills, compassion for animals & the world's greatest people.
Phone Dr. Blackwell 810 585-2622

RECEPTIONIST, full time, must have excellent communication skills & proficiency in Word Perfect. Capable of handling multi-line phone system, typing 40 wpm. P.O. Box 869, Bloomfield Hills MI. 48303-0869

RECEPTIONIST

Full-time, for manufacturing office. Must have excellent phone skills. Excellent benefits. Fax resume to: or send resume, 31800 W. 8 Mile, Farmington, MI 48336. 810-477-0020

RECEPTIONIST - Full time 10:30am-7pm shift. Fast-paced sales agency in Birmingham area. Must have excellent phone skills, be detail oriented & organized. Have Microsoft based computer skills. Excellent pay & benefits. 9-11PM
Fax resume to: 810-818-5599

RECEPTIONIST - Full time for law firm in Royal Oak. Mature, experienced, salary negotiable. Call 810-399-3530

RECEPTIONIST

Full time days & part time evening positions available. Experience in accounts, wages & working conditions. Call Pine Lake Country Club for an appointment (810) 682-1300

RECEPTIONIST

Full time for busy Southfield insurance agency. Must have experience with multi-line phone system, strong organizational skills & knowledge of WP 5.1. Good benefits. Competitive salary. Non smoker. Contact Office Manager, Office Administrator, 1 Town Square, Suite 1400, Southfield, MI 48076

RECEPTIONIST

Looking for full time person to answer phones, Type Word Perfect documents and general office work. Basic bookkeeping a plus. Competitive wages and benefits. Call Jennifer at

502 Help Wanted-Office Clerical

RECEPTIONIST

Henry Ford First Optometry of W. Bloomfield has an entry level position with good advancement potential to a dynamic individual. The right candidate possess an enthusiastic, "can do" attitude and solid, professional communication skills. We will certainly reward the right individual. If you are this enthusiastic, ready to work in a team, please call our fax: Tori at 810-415-1761 today.

RECEPTIONIST

Join a growing small company in south Farmington Hills with this front office position. Experience in answering multi-line phones & other clerical duties. Pleasant atmosphere including profit sharing. Resume to: Box #1501
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST

Leading investigative firm offers entry level opportunity. Customer service oriented individual with competitive wage with benefits. Call Denise at (313) 459-8000.

RECEPTIONIST

Manufacturing firm seeks professional receptionist. Light typing experience. Excellent verbal skills. Work in Farmington Hills. Must high school diploma or GED required.
Benefits incl. 401(K).
Send resume or apply to:
First Technology
Sales Division
47460 Galleon Drive
Plymouth, MI 48170
(313) 451-7878
EOE/AAE

RECEPTIONIST NEEDED - ASAP, at fast paced mortgage company, in a 30-50 hour per week position. Duties include answering phones, typing & computer work, experienced in Windows 95 a must, starting pay $7.50/hr with a 90 day review. Sorry - no phone calls please.
An Equal Opportunity Employer

★ **RECEPTIONIST** ★
Needed full time for our fast-growing tech center located in Plymouth. Qualified candidates will possess excellent communication, organizational and word processing skills. Excellent pay & benefits. Please send resume to: Attn: Office Manager, 7700 Ann Arbor Street, Plymouth, MI 48170

RECEPTIONIST

Needed for busy Southfield travel agency. Full-time. Assertive with attitude of phone a plus. Excellent conditions. Call Roseann:
(810) 641-8877

RECEPTIONIST/OFFICE

Title insurance office looking for reliable person with good communication skills and computer skills. Fax resume with salary requirements to:
810-433-2804

RECEPTIONIST

Rapidly growing retail healthcare company in Oakland County is seeking a professional receptionist. Ideal candidate has excellent communication, typing, computer skills. Dictaphone experience helpful. Knowledge of Microsoft Word/Excel. We offer a competitive salary, benefits package, & dynamic work environment. Interested candidates please mail your resume to:
Human Resources Department
27777 Franklin Rd., Ste. 1548
Southfield, MI 48034
E.O.E.

RECEPTIONIST/SECRETARY needed for busy Real Estate office to handle phones and light secretarial work. Please call Larry Frey at 313-464-6400

RECEPTIONIST/ SECRETARY

Southfield office seeks organized, outgoing person to handle switchboard, typing, filing, etc. MS Office experience helpful. Full time benefits available. Please call Personnel, between 9am-5pm at: (810) 353-0351
Equal Opportunity Employer

RECEPTIONIST/SECRETARY

Entry level, full time position requires excellent phone manners, general office skills, good typing, computer knowledge including WordPerfect 6.1. Send resume to: 30600 Telegraph Rd., Ste. 1200, Bingham Farms, MI 48025 or Fax 810-433-7615

RECEPTIONIST/ SECRETARY

Young, exciting, event planning company in W. Bloomfield seeking personable, highly motivated receptionist/secretary to perform phone & office work. Call Brenda Dobbie (810) 932-5990

RECEPTIONIST/ SECRETARY

Progressive south suburban agency serving disabled adults requires outgoing individual with good people skills, initiative, and flexibility for multi-task position. Computer knowledge helpful. Full time, competitive salary and great benefits. Send resume or fax cover letter to: JARC, 28365 Franklin Road, Southfield, MI 48034
Equal Opportunity Employer

RECEPTIONIST-SECRETARY

Busy health care company is seeking an energetic, self starter to general office duties and assist with clinical support. Ideal candidate has 2-3 years office experience and strong computer skills in MS Word and EXCEL. Please call Pat D at 800-765-7544 Mon-Fri. only or fax resume to:
Secretary - Receptionist
Beaumont Medical Associates
9402 Maltby Road
Brighton, MI 48116
FAX: 810-227-0810

RECEPTIONISTS GENERAL OFFICE CLERKS

Temporary, full time & Part Starting at $5 per hour. Don't let our location stop you from calling. We have positions available throughout the metro area. Some office and computer experience a must. Call 810-399-3530
or FAX resume 810-399-3539
Snelling Personnel Services

RECEPTIONISTS

Immediate positions available in Plymouth, Southfield, Novi and Farmington Hills. Must have multi-line phone experience, Windows software helpful. Temporary to hire benefits, direct deposit, 401K, stock purchase plan. $8.50 $9.00/hr. Call Kelly Services 810-815-0650 Western Staff Services. Not an agency, never a fee.

RECEPTIONIST

Southfield firm is seeking a friendly, professional receptionist! Experience with a high volume switchboard/phone mail is not required, but helpful. Basic computer skills including basic word processing is preferred. Must have great communications & organizational skills. Competitive salary and full benefits. Please send resume and salary history to Ms. Dalton, P.O. Box 691, Southfield, MI 48037-0691 or fax 810-352-0018
An Equal Opportunity Employer

RECEPTIONIST

SVS Vision is currently accepting applications for a receptionist in Livonia. We offer competitive salary/benefit package and advancement opportunities. Apply in person at:
18128 Middlebelt, Livonia.
No phone calls please

RECEPTIONIST

Use your skills and move into management. $200-300/week.
Call Michele: (313)455-0186

502 Help Wanted-Office Clerical

RECEPTIONIST

The law offices of Clark Hill PLC have an immediate opening in its Birmingham office for a full time position. Bonus. We seek a mature individual with excellent people skills, a good attitude and a professional manner to answer a busy switchboard in a 70 person office. Applicants must have several years receptionist experience in a professional office. Attractive benefit package includes medical, life, 401k and pension. Send resume to: Attn: Personnel, Clark Hill PLC, 255 S. Woodward, 3rd Floor, Birmingham, MI 48009.

RECEPTIONIST

Valassis Communications, Inc., Westwood Hunter has openings for part time and full time front reception. Must meet and greet Fortune 500 guest in a friendly manner. Candidates should have superior phone communication and interpersonal skills. Previous experience on multi-line telephone system a plus. Interested candidates should apply in person or send a resume to:
Valassis Communications, Inc.
Westwood Hunter Human Resources
36111 Schoolcraft Rd.
Livonia, MI 48150
We offer a competitive benefit package. Applicants with foreign language skills encouraged to apply.
VALASSIS
COMMUNICATIONS, INC.

RECEPTIONIST
wanted full or part-time for medical office. Call Debra for interview:
313-535-1312

RECRUITER (Clerical)

Agency or sales background preferred. Year round opportunity with temporary workers on assignments. $8-$11 per hour plus commissions.
BRIGHT TEMPS 459-1166

SALES ASSISTANT

Brokerage firm in Downtown Birmingham has an opening for a Sales Assistant with experience in the brokerage industry. Send resume to:
P.O. Box 5188, Southfield, Birmingham, MI 48009.
An Equal Opportunity Employer

SALES SECRETARY

Commercial real estate brokerage department seeks full time individual experienced in word processing, Word Perfect 6.1, Lotus and MS Access to support sales staff. Fast paced environment requires excellent typing, proofreading, organizational skills and ability to work under deadlines. Previous real estate experience preferred. Salary commensurate. Send to: P.O. Box 5188, Southfield, MI 48086-5188 EOE

SALES SECRETARY
$22,000
Permanent Positions

All fees paid by company. Small pool sales secretary position. Real estate has entry level opportunity. Mentor will train. Word processor experience. Macintosh a plus.
Call 810-399-3450 or
FAX resume to 810-399-3539.
Snelling Personnel Services

SALON COORDINATOR/ Receptionist

Confident well groom assertive person to manage front desk. Relations of Bloomfield Hills business. Ideal candidate should have:
• Business/Retail/Marketing background
• Strong communication & organizing skills
Availability, afternoons, evenings, weekends. Positive attitude. As a valuable member of this professional team, salary is negotiable, health and retirement benefits available. Call (810) 642-2882 or fax resume to 810-642-7667

SECOND SHIFT CUSTOMER SERVICE

20hrs/Flexible Hours
$7.00-$8.50 per hr.
AUDOR TEMPS 459-1166

RECEPTIONIST

Position available full time. Good benefits and pay. Must operate office equipment, typing, filing and accounting. Apply in person at: Bill Kaminski, 37400 West 7 Mile, Livonia.

LEGAL SECRETARY

Whether you're looking for Permanent or temporary work, the agency most of the local law firms call when they need assistance, is Sonnet. We go the extra mile for you! Call Sonnet, 313-642-1900
Charles, & check delivery.

THE KPM GROUP

Amie (Personnel Director (Perm)
313 542-0202
Fax: 313-542-1435

SECRETARY/ RECEPTIONISTS

Livonia office looking for detail-oriented individuals who can see what needs to be done as well as some computer skills. WINDOWS Excel and Power Point a plus. $8-$10/hr. Call today for interview!

THE KPM GROUP
313-542-0202
Fax: 313-542-1435

BLACK & DECKER

Secretary for Troy sales office. Requires fast verbal & typing skills. Microsoft office and Windows 95 experience. We offer a competitive salary & benefits package. Please send resume to:
Black & Decker
3221 W. Big Beaver, Suite 103
Troy, MI 48084
An Equal Opportunity Employer

SECRETARY

Bimingham law firm. Will train. Corporate and estate planning. Type 50 words per minute. Must have excellent communication skills - will be dealing with high level people. Salary commensurate. Fax resume:
P.O. Box 87573
Canton, MI 48187-0573

SECRETARY / RECEPTIONIST
2 POSITIONS

BIRMINGHAM kitchen & bath design firm needs detail-minded, neat and well organized individuals. Experience a must including typing skills as well as a pleasant phone manner. Please send resume to:
DECORATORS OF BATH
724 N Woodward, Birmingham, MI 48009 or FAX to 810-258-9055

SECRETARY
SCHOOL OF ANESTHESIA

A full time opportunity exists for an experienced Secretary in our Graduate Program for Certified Registered Nurse Anesthetists. Will be responsible for all secretarial tasks including scheduling, word processing, ordering supplies, books, travel arrangements and departmental communication. Requires typing 60 wpm, excellent interpersonal skills, experience with WordPerfect and Microsoft Office. Medical terminology highly desirable.

We offer a competitive salary and outstanding flexible benefit program. Please send resume to: Carol Lewis, Human Resources
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI. 48073
1-800-635-1874
FAX 810-551-1555
TDD 810-551-6110

An Equal Opportunity Employer

SECRETARY/TRANSCRIPTIONIST

For Canton psychiatric clinic. Full time, evenings and Saturday. Resumes to: Box #1495
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

SECRETARY - Construction company seeks experienced secretary with knowledge of Microsoft Word Excel/Lotus. Submit resume with salary history to: 41650 Gardenbrook Rd., Suite 130, Novi, MI 48375
Fax: (810) 380-6126

SECRETARY FOR busy construction office, full time. Computer & accounting experience necessary. Send resume to: American Drywall, 38251 Schoolcraft, Suite K, Livonia, MI 48150

SECRETARY for small Livonia office, good computer skills, pleasant outgoing personality. FAX resume to 810-474-7354.

SECRETARY, full-time for medical/patient mental health/substance abuse society. Must have excellent people skills, data entry experience, familiarity with Word For Windows, Word Perfect, Lotus a plus. Send or fax resume to:
OFFICE MANAGER, Eastwood Mill Rd. 18 Mem St., Plymouth, MI 48111/FAX: (313) 699-2152

SECRETARY (FULL TIME)
For a demonstrated ability to deal with the public required. PC experience required. Higher educational experience preferable. Excellent longevity. Minimum salary is $7.21 per hr. Send resume post marked no later than February 14, 1997 to

Central Michigan University
Human Resources
26555 Evergreen, Ste. 119
Southfield, MI 48076-4004

NO PHONE CALLS

CMU (an AA/EO Institution) Encourages all qualified persons to provide Equal Opportunity regardless of race, sex, disability, sexual orientation, or other irrelevant criteria.

Service Coordinator/ Property Manager

Experienced for Southfield residential Property Management Company. Computer experience required. Neat and dependable. (810) 352-3038

Service Coordinator/ Property Manager

Experienced for Southfield Residential Property Management Company. Computer experience required. Neat and dependable. (810) 352-3038

SUNSHINE HONDA
BILLER / BOOKKEEPER

Plymouth Auto Dealer has a full time answering skills position for a Biller/Bookkeeper. We offer a positive working environment and excellent benefits. Pay commensurate with experience. Salaried skills preferred. Apply in person at:
SUNSHINE HONDA
1205 South Main St.
Plymouth, MI 48170

SWEETHEART OPPORTUNITIES

Lots of great job possibilities with Sweetheart Cafe. Full time, part time and permanent positions available immediately. Working with our professional staff can be a great way to get in on fun. Anything from entry level to executive level positions available.

WORD PROCESSORS
RECEPTIONIST
ACCOUNTANTS
ADMINISTRATIVE ASSIST
Call today for an interview!
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

SNELLING
PERSONNEL SERVICES

TELEPHONE INTERVIEWER
to work in Farmington Hills law office. Must have excellent telephone & typing skills. Experience helpful. Non-smoker. Ask for Jeanette:
(810) 737-8