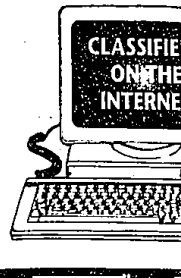

Our Classifieds are now on the INTERNET!

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

Your solid office experience, outstanding communication skills, and computer proficiency could win you a permanent position with one of our Detroit, Southfield, or Troy-based customers. The perfect candidate is highly proficient with word processing, spreadsheet, and graphics software, has a student management information skills, and can keep track of 1,000 things at once. Dell's great benefits package, lunch pass, you bye! Call to day to schedule an appointment!

SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8000
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

ADMINISTRATIVE ASSISTANTS NEEDED

Adecco (formerly ADIA Personnel Services) has immediate openings available in the Southeastern Michigan Hills & Southfield areas for experienced Administrative Assistants.

Requirements include proficiency in the following software packages:

- MSWord, Excel for Windows
- PowerPoint

Earn $9-$11/hr. working for great companies. Call today & be working tomorrow!

Adecco THE EMPLOYMENT PEOPLE
(810) 442-7800
EOE Never a Fee

ADMINISTRATIVE ASSISTANT/ SECRETARY

busy Farmington Hills ad agency looking for someone with light clerical general clerical & telephone duties. Required: Call (810) 737-7077

ADMINISTRATIVE ASSISTANT

Office moving to Novi. Immediate position for self starter, highly organized, excellent written & verbal skills, proficient in Microsoft Office, Windows 95, minimum typing 60 w.p.m. Excellent benefits. Sales Manager, P.O. Box 1138, Royal Oak, MI 48068 or Fax 810-547-3932

ADMINISTRATIVE ASSISTANT

Clerical support for our engineering manager. Must be proficient with Excel and have excellent typing with Microsoft Word. Full-time position, with excellent benefits package. Send resume with salary expectations to: Alfa Clerical, 665 Elmwood, Troy, MI 48083. Fax: 810-585-1868

ADMINISTRATIVE ASSISTANT/ SECRETARY

Bloomfield Hills real estate company seeks an experienced, organized individual who can handle a busy office multiple tasks. Qualified candidate only. Must have knowledge of Windows Word, Windows 95 & Lotus 4 plus. Send resume to: H.R.D., P.O. Box 6912, Bloomfield Hills, MI 48303-0692

Administrative Assistants

Insurance Agency
Administrative Assistant/Service Reps needed in Southfield. Requires: Life & Health Licenses, 2-5 years health insurance background. Great benefits! Salary DOE. Call Kathy Kaplan (Gloria Bobrowski). 810-932-1170. Fax 810-932-1214. Harper Associates, 26555 Harper, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT / CLERICAL

2-Friendly, Ambitious, Motivated, Self-Starters for busy growing Southfield Company. Need computer and communication skills. 2 years experience preferred but will train right person. One person for Livonia and other for Clarenceville. Call and resume to: Box #1802
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Administrative Assistants

Several positions in Southfield, Livonia, Farmington & Novi. Must have MS Word and Excel skills. PowerPoint a plus! $10-$14/hr. Benefits, dental, paid holidays, 401k, stock purchase plan. Call Suzanne at 810-641-2660.
WESTERN STAFF SERVICES
Not an agency, never a fee

Administrative Assistant/Secretary

Birmingham Real Estate company seeks motivated, responsible person able to handle multiple tasks. Position requires phone and people skills, basic secretarial skills and knowledge of or desire to learn proficiency with computers, specifically Microsoft Office and Windows. Creativity and organizational skills recommended. Please phone 647-1100 for an interview, or send resume to: Ralph Manuel Associates, 1821 West Maple, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT

Property Management company seeking well versed administrative assistant. MUST HAVE experience in property management, advertising, and employee supervision. MUST be computer literate.

Send RESUME & COVER with SALARY REQUIREMENTS to: Personnel, P.O. Box 2068, Dept. SS, West Bloomfield, MI 48325 or FAX: 810-855-1633

ADMINISTRATIVE ASSISTANT

The Midwest Regional Director of Operations for AutoNation USA, is looking for an individual who enjoys a variety of job responsibilities including, handling special arrangements and coordinating activities for the Regional Staff, office organization and administration, excellent written and verbal communication skills, a must, as are strong PC skills. Word and Excel experience is required. This position will be located in Canton, MI
We offer competitive salary and outstanding benefits. Plus excellent career growth opportunities. If immediate consideration, please fax your resume to: 810-963-3300 or mail to: Midwest Regional Director of Operations,

AutoNation USA,
30230 Van Dyke
Sterling Heights, MI 48312
E.O.E. Drug free workplace.

ADMINISTRATIVE ASSISTANT

Full time person needed for General Contractor/Insurance Repairs in Plymouth. Duties include tracking info by phone contact to agents & adjusters and assisting sales dept. as needed. Some computer and word processing experience and excellent people skills a must. Bookkeeping experience helpful. Pay negotiable. 1-800-473-1825

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT

Fast growing company is seeking Administrative Assistant to Vice President of marketing and operations. Duties involve screening calls, typing letters, and providing general help to Vice President and sales staff. Person needs to be a self-starter, knowledge computer literate in Excel and Word, good at prioritizing and able to handle a hectic pace. Company offers good salary, benefits, and fun team. Qualified candidates can send their resume to:

Attn: Human Resources
45657 Port Street
Plymouth, MI 48170-6010

AMERICAN YAZAKI Corporation, a leading automotive supplier of Electrical Distribution Systems (EDS) and their component parts, is a rapidly growing Engineering, Sales and Production firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We have the following immediate opening:

Administrative Assistant

This position is responsible for providing administrative and clerical assistance to the department manager and staff. Duties include creating memos, charts, reports, and faxes, maintaining an organized filing system, ordering office supplies, and assisting in special projects.

The ideal candidate will possess an Associates Degree, 6 months to 1 year of related experience, excellent word processing and spreadsheet software skills, demonstrated organizational skills, and good interpersonal skills. A business economics/studies degree or related experience helpful.

We offer a competitive salary and benefit package including tuition reimbursement and 401K. Please submit your resume and cover letter listing your salary requirements/history to address below. If you enjoy the challenge of being on the leading edge, then apply to become a part of American Yazaki Corporation, a trend-setting, industry leader.

AMERICAN YAZAKI CORPORATION
ATTN. HRD/GAW/ADMASST
6700 Haggerty Road
Canton, MI 48187
Fax: (313) 981-3410

ADMINISTRATIVE POSITION

For organized and energized person to work in a small, friendly and fast paced advertising related business. Responsibilities include developing activities for clients, managing multiple projects and working with key suppliers. Knowledge of Mac computers a plus. Possible part time hours to start. Fax resume to: (810) 689-5586, or mail to: 335 E. Big Beaver, Suite 206, Troy, MI 48083

ADMINISTRATIVE & SECRETARIAL POSITIONS AVAILABLE

We have full-time positions available for candidates with experience in Microsoft Office. We are looking for people with enthusiastic attitudes and a desire for change. Please send resume with cover letter to:

PERFORMANCE PERSONNEL
"Professionals at Work"
Civic Center Shopping Plaza
33813 Five Mile Rd.
Livonia, MI 48154

ADVERTISING SALES ASSISTANT

Come Join Our Team! Fast paced international company looking for hard working individual who:

- is detail oriented
- is highly organized
- Has strong interpersonal skills
- Has computer experience (Arrii PreWorkperfect, Lotus 123, Database)
- Able to type 50 wpm

If you're a person who is self motivated and wants to grow, a great opportunity is waiting for you!
Please send resume with salary requirements to:

Carla Allen
Hearst Magazines, Inc.
2301 W. Big Beaver Road
Suite 351
Troy, MI 48084
An Equal Opportunity Employer

APPOINTMENT COORDINATOR & PHOTOGRAPHER

Dan Mark Studios. Full & part-time. Evenings & weekends required. Call Dan. (810) 348-5016

ARE YOU LOOKING FOR A CHANGE?

Do you have a strong clerical background with 2 yrs. recent experience? We have several openings in Southfield and surrounding areas.

- Accounts Receivable/Payable $6-$12
- Administrative Assistant $6-$12

Strong communication and organizational skills a must. Call today for an appointment.

Quality Staffing Inc.
810-354-4981
Fax: 810-354-8368

ASSISTANT BOOKKEEPER

needed full time. Excellent benefits, discount, vacation, medical, vision, dental & disability. Please send resume to: Ace Barnes Hardware, 2013 W. Stadium, Ann Arbor, MI 48103 or call Karen at (313)995-7555.

ASSISTANT BOOKKEEPER

Government subsidized housing. Experience preferred in research records & rent receipts on the rent roll system. Must have pleasant phone voice & be strong people with people. Please send resume to McDonnell Tower, 24300 Civic Center Dr., Southfield, MI 48034

ASSISTANT GIRL FRIDAY (M/F)

to answer phones, handle customers, and do some billing. Apply to: PO BOX 531117, Livonia, MI 48153

ASSISTANT / secretary for construction company. Typing 65 wpm, phones, job scheduling, collections. Fax resume to: Detroit Concrete & Asphalt Maintenance, Inc. (810) 684-5331

ATTENTION!

Southfield leasing co. looking for dependable individual. Word processing skills & working with numbers required. Send resume & salary requirements to: 20475 West 10 Mile, Southfield, MI 48075, attn Queen

502 Help Wanted-Office Clerical

ASSISTANT TO the President

needed for fast-growing, Southfield-based telecommunication design firm. Must have good clerical and client contact skills. Send resume & salary requirements to: 22250 Laurel Woods Dr., Southfield, MI 48034

HAMILTON HOUSE OF FARMINGTON HILLS

Assisted Living for Memory Impaired is looking for a full-time Receptionist. Must be a self-starter, flexible & have excellent communication & phone skills. For interview: 810-489-9362

ATTENTION

Why miss out on the job of your dreams? We have the best clients and they want the best staff. MS office, advanced telephones & Executives • Administrative Assistants • Clerks • Customer Service • Accounting • Legal • Medical
USI 810-258-5111
fax 810-258-8895

AUTO DEALER

large suburban dealership is looking for a Payroll/Accounts Receivable Accountant. You must have experience in payroll tax preparations & maintaining various benefits. Excellent working conditions & wage program. Call Julie at 313-846-5000 ext 280

AUTO DEALERSHIP

BILLER NEEDED.
Competitive salary & benefits. Dealer & ADP experience helpful but not necessary. Apply within or call: Brighton Ford Mercury, Inc. 8240 W. Grand River, Brighton MI. 810-227-1171 x EOC

AUTOMATED Insurance agency located in the Western Suburbs is seeking Commercial Lines CSR. 3 Years experience required and Applied System experience help. Send resume & references to:

Box #1832
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Banking

RETURN ITEM PROCESSING CLERK

Southfield financial institution is seeking an individual with experience in return item processing or check processing experience. Individual must have the ability to organize and perform duties with minimum supervision. We offer a competitive salary and an excellent benefits package. Send resume to:

CCCU
PO BOX 5092
SOUTHFIELD, MI 48086
ATTN: HUMAN RESOURCES/KM

BILLING CLERK

ACCOUNTS RECEIVABLE
Entry level. Benefits.
(810) 356-2100 x 224
or FAX (810) 350-9066

BILLING ENTRY

Steady work/excellent income. Flexible hours. Knowledge of Windows helpful. Full or part-time. 1-800-835-0553 or 313-522-9578

BILLING ENTRY

Steady work/ excellent income. Full or part time, flexible hours. Knowledge of Windows helpful. (810) 348-8700 (800) 835-0553

BILLING SUPERVISOR

for small billing department. Full time position for clerk experienced in computers (AS400), Customer Service & data entry. Wage $9 per hr. Position available immediately. Send resume to: P.O. Box 700204, Plymouth, MI 48170

BINDERY

Experienced Collators, Index tabs, other bindery equipment. Full or part time. Phone interviews & appointments. 8am-5pm. Phone 313-451-8600 or Fax 313-451-9994

BOOKKEEPER

American Seating Company has openings for clerks experienced in computers (AS400), Customer Service & data entry. Wage $9 per hr. Positions available immediately. Send resume to: P.O. Box 700204, Plymouth, MI 48170

BINDERY

Experienced Collators, Index tabs, other bindery equipment. Full or part time. Phone interviews & appointments. 8am-5pm. Phone 313-451-8600 or Fax 313-451-9994

BOOKKEEPER

Immediate opening for bookkeeper/secretary. Full or part time. Mature individual needed. Great working environment. Excellent salary. Send resume to:
Box #1812
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPING ASSISTANT PERMANENT PART TIME

Livonia based multi-line commercial lines company seeks a responsible, detail oriented person with excellent organization skills. 20-24 hrs. Previous bookkeeping / computer experience required. Word Perfect knowledge plus. Includes some general office duties. Pleasant non-smoking environment. For details, call Mon.-Fri., 8am-5pm: (313) 522-6302

BROKERS
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: PO Box 3006
Birmingham, MI 48012
Smith Barney is an
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CHURCH SECRETARY

For busy Hope Church, full time position with benefits. People and Word Processing skills within secretarial type and have extensive computer skills. Reply to: PO Box 3006
Birmingham, MI 48012
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL

ANSWERING phones, filing, typing, sort & handle mail, 4 to 8 hours per day. Mon-Fri. Flexible hours. Call (810) 476-8434, 8:30-4:00

CLERICAL / CUSTOMER SERVICE

Part-time, Mon. - Fri. Apply at: 11938 Farmington Rd., Livonia

CLERICAL-INTERNATIONAL Trade

Big Beaver - Coolidge, Troy. Resume w/salary requirements to: PO Box 835, Birmingham, MI 48012-0835

CLERICAL/OFFICE

HVAC Company has full and part-time positions available for clerical and Telephone positions. Good communication and computer skills necessary. Call today to 2034 W. Telegraph, Dearborn, MI. 48128

CLERICAL/ORDER ENTRY

Full time and full or full time hours available. Experience necessary. Send resume to: Attn: Chelsea, Sales Manager, 670 Enterprise Dr., Livonia, MI 48150

CLERICAL, PART-TIME

1PM-5PM. Duties-data processing, filing, light phone and computer necessary. Call Linda, (313) 953-0210.

CLERICAL 1 - ENTRY LEVEL

Immediate opening. Must be independent, motivated and able to work some evenings. Previous clerical experience a plus. Contact Office Coordinator, 23400 Michigan Ave., Ste. P-24, Dearborn, MI 48124

CLERICAL

2 full time positions, non-smoking Troy office. 1 entry level and 1 payroll clerk. Good benefits.
Call Kathy: (810)585-4750

CLERK TYPIST

Part-time, evenings in Garden City. Hours include Mon., Tuesday (5:00 pm-9pm). Work-related (H.S.). Send telephone, copying & typing experience to: Personnel Secretary, 6012 Merriman Rd., Garden City, Mich. 48135
An Equal Opportunity Employer

CLIENT SERVICE ASSISTANT

To work for investment firm located in RenCen and relocating to Bloomfield Hills in Summer of 1997. Good administrative and communication skills required. Call Ann at 259-7800 (313) 259-8500 for an application.
An Equal Opportunity Employer M/F/D/V

CLIENT SERVICE REP

Large equipment leasing company is seeking a Client Service Rep to work in Collection Department. Individual will be calling clients past due accounts. Persons should be pleasant on the phone and detail oriented. Computer skills required. Salary + full benefits. Interested candidates should call Diane at:
(810) 737-1300 x 675
Federated Financial

COMPUTER ENTRY

Professional typist for data entry and general office with good typing and phone skills. Benefits package.
(810) 681-0700

*COMPUTER OPERATOR

Automobile Transportation Company seeking dependable individual for entry level position. Bachelors Degree in Computer Information Systems. Experience preferred but not required. Ability to lift 50 lbs., perform structured tasks repetively, communicate effectively verbally & in writing, follow written instructions. Excellent benefit pkg. & career opportunity. EOE. Can resume to: Box #1833
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CONTROLLER'S ADMINISTRATIVE ASSISTANT

Hospice of Michigan, a non-profit home health care agency with 20 programs in Southeastern Michigan, has an immediate opening for a Controller's Administrative Assistant.

Qualifications include a minimum of one (1) year Accounting related-college course work; and a minimum of one (1) year accounting within a Finance environment. Accurate typing skills; and computer knowledge, including Lotus 1-2-3 and WordPerfect. Ability to handle confidential information with discretion; excellent written and communication skills with all levels; and strong detail, accuracy, problem solving, and follow through skills required. Demonstrates flexibility and team player qualities.

For immediate consideration, qualified applicants should forward a cover letter indicating salary requirements, and current resume to:

Hospice of Michigan

Attn: Employee Services
16250 Northland Dr., Ste. #212
Southfield, MI 48075
An Equal Opportunity Employer
Non-Smoking Environment

502 Help Wanted-Office Clerical

COORDINATOR - Southfield based Audio/Visual company seeks individual to coordinate equipment rentals, driver runs & billing for hotel customers. Will train. Fax resume to Brenda 810-351-2227

CORPORATE EXECUTIVE SECRETARY

This position requires a degreed candidate with a minimum of 5 yrs administrative background and self-confident personality. Must be able to make important decisions and possess managerial skills. Competent computer, shorthand and excellent writing experience needed

Diversified Recruiters
810-344-8700 Fax 810-344-6704

CUSTOMER RELATIONS

BUSINESS SERVICES
International products manufacturer is increasing its customer service staff. Endless challenges and rewards in a wide variety of business problems solved. Long term assignment. Starting rate to $10/hr. No sales. Auburn Hills, Southfield and Troy. Call Colleen today
Livonia 473-2931
645-7051
Advantage Staffing

CUSTOMER SERVICE REPRESENTATIVE

For fast paced office. Day & evening shifts. Apply within at: 20783 Grand River, Farmington Hills
(810) 478-7030

CUSTOMER SERVICE Consumer Solutions

Incoming data entry
New department opening. Candidate requirements:

- 6 months - 1 year experience
- Able to listen
- Computer literate

$9-$10 hourly
Call Connie today. 810-648-7861
Advantage Staffing

CUSTOMER SERVICE

Westland company looking for an experienced customer service representative. Knowledge of Lotus 123 would be helpful. Nice office, clean environment, great benefits.
Temp to Perm
ARBOR TEMPS 459-1166

CUSTOMER SERVICE REP

Needed for busy investment firm. Candidate must be self-starter, have problem solving skills, and possess excellent communication, math and computer skills including WordPerfect. Non-smoking office. Salary requirements and resume to: Personnel Dept., 3883 Telegraph Rd., #100, Bloomfield Hills, MI 48302

FARMINGTON HILLS Insurance agency looking for Customer Service Rep. Experience preferred. If you are looking for a career opportunity, call betw. 9-5:30pm, 810-615-4903

DATA ENTRY

Accounts Administration
Long or short term assignments available in Auburn Hills, Plymouth & Livonia. Excellent candidates must have:

- excellent people skills
- basic math skills
- 2 years clerical experience

Call Donna today
Birmingham Livonia/Farmington
646-7051 473-2903
Advantage Staffing

DATA ENTRY; BOOKKEEPER

At Ethan Allen...we're really going places. As a leader in the home furnishings industry, we can offer you an excellent career opportunity in our Southfield office store. We are seeking a conscientious individual with experience in all facets of bookkeeping within a retail setting.

This position offers a good hourly rate and comprehensive benefit package. For prompt consideration, call or fax resume: Call 810-540-8558

Ethan Allen
275 North Woodward
Birmingham, MI 48009
Equal Opportunity
Employer - M/F

DATA ENTRY

Full time position available for small fast paced Canton office. Looking for high energy, professional type, that is ready to learn or has some 10 key & clerical experience.
(313) 397-3200

DATA ENTRY

Growing companies in Plymouth & Livonia are looking for data entry operators.
$7.50-$8.50/hr.
ARBOR TEMPS 459-1166

DATA ENTRY OPERATORS

Must have good typing skills & great customer attitude. Will work for Cross HMO, dental, 401K, 100% tuition reimbursement, 401K, and other commissions. Excellent advancement opportunity. Call Ann 427-7355 Nice Livonia Office.

DATA ENTRY/RECEPTIONIST

Full time position for pleasant, individual with good phone skills, computer literate with Word Perfect & Order Entry experience. Benefits. Call Sharon at North Carbonation (313) 995-7778

DATA ENTRY

Rent tracking and reporting for Westland property management company. Full time. Light bookkeeping. Send resume to: Margaret, P.O. Box 35530, Westland, MI 48185 FAX to: (810) 932-4021

DATA ENTRY

Your keystroke speed of 10,000 pkh and ability to perform production data entry could qualify you for a temporary, temp-to-hire, or permanent position with our Detroit, Southfield, and Troy customers. Call today to schedule an interview.

SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8000
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

DRIVER

Needed for fast paced Auburn Hills company. Chauffeur's license required. Full benefits. Apply within at 272 Rex Blvd., or call Steve at 810-653-6363.
EOE.

ENTRY LEVEL

Full Time & Temporary
Troy office seeking individuals to answer phones, use computers, typing & filing. Basic computer knowledge a plus.
(810) 588-3600

502 Help Wanted-Office Clerical

DELIVERY TECHNICIAN/ DRIVERS

Medical equipment co based in Livonia, seeking full & part-time applicants for delivery/installations. Must have valid driver's license, Medical Equipment, Inc., 12965 Wayne Rd., Livonia, MI 48150 or Fax Resume to: 313-522-9380.
No Phone Calls Please

DUE TO BUILDING RENOVATION

Art Van Furniture has immediate openings for part & full time positions ranging from:

- General Clerical
- Data Entry
- Customer Service.

Flexible hours, excellent benefits available. Please call to schedule an interview.

Art Van
810-348-8922

EARN EXTRA DOLLARS!!

MECMC Insurance in Auburn Hills is looking for individuals to assist in a project expected to last through the end of June. Qualified candidates must have computer and data entry skills. The company will provide both day and evening shifts, paid training and a great hourly wage. This is an excellent opportunity to earn additional income! Send resume to, or apply in person at:

691 North Squirrel Road
Suite 200
Auburn Hills, MI 48326
Fax: 810-377-8518

EXECUTIVE ADMINISTRATIVE SECRETARY

Bloomfield Hills real estate company seeks an experienced organized individual. Must be able to prioritize office tasks, proofreading and grammar/letter composition skills. Qualified candidate only. Must have typing skills and knowledge of Lotus & plus. Send resume to: H.R.D., P.O. Box 692, Bloomfield Hills, MI 48303-0692

Executive Assistant Securities

Seeking highly motivated take-charge individual to work with VP's of large national firm in Birmingham. Prefer experience in investment industry. Also computer, telephone and writing skills necessary. Excellent opportunity for career type. Salary open.
Call Bill at (810) 433-9532

EXECUTIVE SALES ASSISTANT

We are currently seeking a Sales Assistant for our network sales office. Previous sales experience in advertising or broadcasting is strongly preferred. Qualified candidate must have a working knowledge of Microsoft Word programs, possess excellent communication skills, work independently and under pressure. NBC offers a competitive salary and comprehensive benefits package. Please send resume, including salary history, in confidence to:

NBC Television
Network
2855 Coolidge Highway
Suite 218
Troy, Michigan 48084
NBC is an equal opportunity employer

EXECUTIVE SECRETARY/ ASSISTANT

needed for large Metro area law firm. Must possess excellent communication, customer handling and organizational skills. IDM PC experience preferred, automotive experience a plus. Complete benefit package and competitive salary. Fast paced, motivated, self-starters. Please send resume to: ATTY. EMPLOYERS, P.O. Box 658223 Westland, MI. 48185-8008

EXECUTIVE SECRETARY

Position in Farmington Hills office for experienced Secretary with computer, typing, and phone skills. Must have excellent organizational skills and be able to work directly with clients, to manage & organize work loads. Strong communication & phone skills with the ability to develop letters & other correspondence from outline. Knowledge of Word, Excel, Powerpoint & Filemaker a plus. Excellent starting salary, with medical & 401K. Reply to P.O. Box 2558, Southfield, MI 48037-9909

Executive Secretaries

Administrative Assistants
you have solid experience working directly for a CEO or VP, a college degree & a great attitude, we have many prestigious clients, in a variety of industries, seeking your talents. Word & Excel preferred. Attractive salaries plus benefits. Call Ann at Leon Tyler Personnel, 645-7700 for full time permanent positions. Call/fax your resume to: Leon Tyler Personnel, 810-932-1170; Fax 810-932-1214. Harper Associates, 26555 Harper, Farmington Hills, MI 48334

EXPERIENCED, HARDWORKER to assist in small Birmingham office, 35-40 hrs/wk. $9.50/hr. Call Slater Management 810-540-6288

EXPERIENCED Receptionist Needed
Full or part time
Professional receptionist with a great personality, excellent phone skills, responsibilities include answering phones, greeting clients, appointments and showings etc.
Century 21 Associates
6024 W. Maple (Maple Plaza)
West Bloomfield, MI. 48322
(810)626-8000

FILE CLERK

Are you retired and looking for something interesting to do with your time? The Downtown Detroit law firm has an immediate part-time opening for a detail-oriented individual to help with in-house filing and maintenance of many legal documents, approximately 20 hrs/week, this person must have a least a high-school diploma, and a strong work ethic. Please mail or fax resume or letter of interest to: Human Resources-4 de Cervantes, PO Box 43158, Detroit, MI 48243 (313) 905-7420

FILE CLERK

Birmingham area. No experience necessary. Full time. Call Jennifer at: (810) 540-6333 Ext. 134

FILE CLERK

Needed for infusion therapy company. Excellent wages/benefits. Send resume to: PO Box 2341
Southfield, MI 48037

FILE CLERK

Part-time position open for reliable person to file paperwork. Please apply to Pat at: (810)355-1000
Joe Parsian Chevrolet
28111 Telegraph, Southfield

FINANCIAL INSTITUTION

Southfield based Credit Union seeking self motivated, customer service oriented people to fill several positions. Part time teller, phone clerk, loan processor. Some experience helpful but will train. Send resume to: Human Resources, P.O. Box 760007, Lathrup Village, MI 48076.

502 Help Wanted-Office Clerical

FRONT DESK

Well rounded full time position in our business office for our busy Dirty-odontic practice. Must be friendly and be able to work well with people. Clerical duties include: mailing appointments, bookkeeping, insurance billing 3-4 days/week. Benefits available. Call Dr. Ray at 981-2444

GENERAL CLERK/DATA ENTRY PERSON

Needed for fast paced company. Some Windows experience required. Full benefits. Apply within at 272 Rex Blvd., Auburn Hills or call Vicky at (810) 853-6363. E.O.E.

GENERAL OFFICE ASSISTANT

Must be detail oriented and capable of handling multiple jobs. Light typing, phones, and customer service skills desired. Great opportunity, great working conditions and great benefits. Recent grads welcome.

Diversified Recruiters
810-344-8700 Fax 810-344-6704

GENERAL OFFICE CLERK

with some sales ability or willingness to sell. A self starter with organizational & communication skills & a pleasant face. Apply in person, or fax resume to: 41900 Ford Rd., Canton
Fax: 313-981-9221
Attn: Kathy or Doug

GENERAL OFFICE

Full time position for manufacturing company. Must have 2 years experience, answer phones, typing, Adds Machine, Word Perfect, Benefits & 401K. Send resume to: National Tool & Die, P.O. Box 510415, Livonia, MI 48151 or FAX to: (313) 937-1830

GENERAL OFFICE

Full-time position. Must have accurate computer data entry skills some Windows knowledge helpful. Good people skills a plus. Southwest Redford area. Call Linda 10am-4pm (313) 532-0962

GENERAL OFFICE

Full time with benefits. Send resume, Bengal Steel, 23600 Northwestern, Farmington, MI 48335

GENERAL OFFICE

Good telephone skills. Typing. Small fast paced office. Benefits available. (810) 543-9710

GENERAL OFFICE

Large equipment leasing company in Farmington Hills is seeking a Clerk for our data entry department. Duties include: filing, word processing, data entry and other general office tasks. Salary plus full benefits. Interested candidates should call Diane at:
810-737-1300 x675
Federated Financial

GENERAL OFFICE

Non-smoker capable of handling all office duties. Apply 9am to Noon. 33000 W. 8 Mile Rd., 300 ft. E. of Farmington Rd.

GENERAL OFFICE

Part-time. Filing, answering phones, etc. (810) 442-4880

GENERAL OFFICE PART-TIME

We are a large equipment leasing company located in Farmington Hills. We are seeking a part time person to assist with the company mail, and other general office support to Human Resources and Executive Assistant to the President. Hours: Monday - Friday, 9:00 am - 3:00 pm. Interested applicants call Diane at Federated Financial,
810-737-1300 ext. 675
FEDERATED FINANCIAL

GENERAL OFFICE

Person needed for busy Ann Arbor company. Must have clerical & telephone skills. Duties include payroll, job costing, setting up job files. Must be detail oriented & accurate. Computer experience required. Fax resume with salary requirements to: 810-220-4960

GENERAL OFFICE

Royal Oak company, AR, Word Processing, phones. Fax resume and salary requirements to 810-547-3252

GENERAL OFFICE/ SALES COUNTER

Person needed for landscaping & nursery company in Waterford. Clerical skills required. Knowledge of plant material a plus. Full time including weekends. 313-721-6610

GENERAL OFFICE: 30-40 hrs per week in busy Psychologists' office. Must be organized, detail oriented, skills. Fax resume 810-968-9425

GENERAL OFFICE

3 person office. Manufacturing experience and some computer knowledge helpful. Salary commensurate with experience. 401(k). Blue Cross, Blue Shield, and dental. V-Line Precision Products, (810) 624-2585

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Call for an appointment
Southfield: (810)353-7050
Troy: (810)267-9800
Equal Opportunity Employer

GROWING NOVI Communications firm is seeking an entry level Clerk to assist with customer service support for the Systems Department. Two to three years experience in a business or technical environment. Microsoft Office experience preferred. Excellent benefits and competitive salary. Send resume & salary history to:

Clover Communications, Inc.
41200 Vincent Ct.
Novi, MI 48375
Attn: Debbie Mason-EC

EOE

502 Help Wanted-Office Clerical

IMMEDIATE OPENING! FULL TIME RECEPTIONIST

Fast paced West Bloomfield Real Estate office seeks energetic, people oriented individual. Hours are Mon-Thurs., 8:30-5:00, Fri., 10:00-2:00. We require 50 wpm typing. Computer & real estate experience a plus! Contact Jean at (810)626-8000 ext. 290fax resume attn: Jean (810)855-0631

INSURANCE

The Hershey Company Group is looking for experienced Personal and Commercial Lines CSR. Applied System computer experience preferred. Excellent salary and benefits. FAX resume to: 810-649-5819. Attn. Kimberly Smith

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MARCH 3-4 & 3-19
By appointment only
Open House on March 8th, 10 AM. - 2 PM. by appt. only
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SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

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LAWN MAINTENANCE FOREMAN (M/F)

Starting pay $300/week, more depending on qualifications. Full benefits with long, established firm. Send resume to: Box #1571
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LAW OFFICE SECRETARY

for established 4 secretary Bloomfield Hills law firm. Must have experience in (WordPerfect, 65 wpm) & must. Duties include: word processing, answering, filing. No previous legal experience required. 810-647-5111

LEGAL SECRETARIES & RECEPTIONISTS
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JOY MANSFIELD
Legal Personnel
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SUITE 209, TROY, MI 48084
810-362-3430
FAX 810-362-3581

LEGAL SECRETARY - ANN ARBOR

Prestigious Ann Arbor firm seeks full time legal secretary with medical malpractice, litigation experience. Responsibilities include excellent organizational and interpersonal skills, as well as word processing of Windows (at least 5.1 experience also required). Great benefits/salary plus offer stimulating work. Please send resume to: Human Resources-LS/AA, P.O. Box 43158, Detroit, MI 48243

LEGAL SECRETARY

Defense law firm located in Troy seeks full time Legal Secretary with a minimum 5 years litigation experience. Requirements include word processing and interpersonal skills. Knowledge of Windows, Word Perfect & Microsoft Word experience also required. Competitive salary/benefit plan offered. Please mail resume no later than 3/12/97 to be considered. Box #1834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Farmington City Law firm seeks Lynn, 380 N. Main, Clawson, MI 48017. Or Fax to: (810)588-3366

LEGAL SECRETARY

Experienced, full time Legal Secretary with phone/client/docket keeping skills needed for busy Farmington Hills personal injury office. Word Perfect and excellent typing skills.
Call Deyon: (810) 737-4747

LEGAL SECRETARY

For small Farmington Hills Law Firm. Litigation experience required. Fax or send resume to: Office Manager, 30500 Northwestern Hwy., Suite 500, Farmington Hills, MI 48334. Fax 810-851-9421

LEGAL SECRETARY

For Attorney Troy Law firm. 3 years legal experience preferred. Mail or fax resume to: Box #1836, 1 W. Big Beaver, Suite 777, Troy, MI 48084. Fax: (810) 649-2920

LEGAL SECRETARY

For medium size Troy law firm. WP 5.1 for DOS and litigation experience preferred. Partners work & 3 years legal preferred. Salary commensurate with experience. Fax resume or letter to: Box Chapter, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attn: Carol

LEGAL SECRETARY

Farmington Hills firm requires legal secretary with minimum 2 years experience in general practice. Backgrounds in probate, estate, organizational skills. Wordperfect 5.1 with a minimum of 55 wpm. Salary commensurate with experience. Forward resume to:

Office Manager
300 E. Long Lake Rd.
Suite 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY for Southfield personal injury firm. Must have experience. Fax / communicate with experience. Call Mrs. Raven, Mon. thru Fri. between 9-4pm at 810-352-6520

LEGAL SECRETARY

Farmington Hills law firm is seeking experienced Legal Secretary for litigation practice. Word Perfect 5.1 experience required. Excellent fringe benefits. Send resume by 3/14/97 to: Foster, Swift, Collins & Smith, 313 S. Washington, Lansing, MI 48933
An Equal Opportunity Employer

LEGAL SECRETARY

needed for law firm. Windows/MacroSoft Word knowledge preferred. Experience in litigation required. Send resume to: 24412 Northwestern Highway, Southfield, MI. 48075, Attn: Sherri

502 Help Wanted-Office Clerical

LEGAL SECRETARY

Needed for small Radford Law firm. Experience required. For more information.
(313) 242-2010

LEGAL SECRETARY

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

LEGAL SECRETARY

Part time, Telegraph/Maple area for sole practitioner. Light bookkeeping, office. Word Perfect 5.1 required. Call:
(810) 642-5055

LEGAL SECRETARY

Small dynamic litigation law firm seeks Legal Secretary w/excellent skills, strong organizational skills. 5Send resume and 3 references to: T. Martelee, 2855 Coolidge Hwy., Ste. 107, Troy, MI 48084
Fax 810-649-1337

LEGAL SECRETARY

Small Oakland Co. law firm: Dependable, good organizational skills, ability to retain state law necessary. WordPerfect 7 helpful. Resume to: P.O. Box 30300 Telegraph, Ste. 467, Bingham Farms, MI 48025 or Fax: (810) 644-2941

LEGAL SECRETARY

The law firm of FIEGER, FIEGER & SCHWARTZ, a ten attorney, thirty employee law firm, is seeking a full Legal secretary to assist with