502 Help Wanted-Office Clerical

BOOKKEEPER
needed for Southfield real estate office. Full time position. Call for interview (248) 352-3230 ask for Janet.

BOOKKEEPER
OFF THE MAKER
Part time for small Troy area design firm. Maintain accounts (G/L,A/R,A/P) and payroll accounting experience. Please send resume and salary requirements to J. Fritsch, 3150 Livernois, S. 150, Troy, MI 48083

BOOKKEEPER PART time position available for a person with Computer knowledge required. Experience with QuickBooks plus. Fax resume & salary requirements to: 313 729-3746

BOOKKEEPER
Part-time. Perfect for someone looking for a relaxed atmosphere. Please send resume to: 7715 Conley Lake Rd., Waterford, MI 48327, Dept. BK.

BOOKKEEPER
Part-time with flexible hours AP/AR, payroll, taxes & computer skills with 2 years experience required for architectural firm in Bloomfield Hills area. Call Tony Ferraro at 810-647-0422

BOOKKEEPER/SECRETARY
Part-time. Word/Perfect skills required. Flexible hours. Please call 810-652-0110

BOOKKEEPER/SECRETARY
Knowledgeable in construction industry. Word/Perfect, Computer literate. Send resume to: Veritex Steel, P.O. 326, Madison Heights, MI 48071

BOOKKEEPER/SECRETARY
Jerry Baker Garden Catalog company looking for reliable, part-time telephone customer service representative. We offer flexible hours, several shifts to choose from, 401K, profit sharing, fun & exciting work place. Competitive pay with excellent wage progression. To join our growing customer service team, call Teresa at: (248) 437-3000

CUSTOMER SERVICE
Full-time or Part-time
Earnings to $10/hr. plus. Join a national company whopportunity for advancement. We are looking for people who are excited about coming to work and can offer quality service & sales advice to our catalog customers, and handle general office duties. We offer a casual work atmosphere, excellent pay, training & benefits. Stanley Steamer International, Inc. 23000 Commerce Drive Farmington Hills, MI (248-426-9000)

DATA ENTRY/DDA
We make MS Word, Access, Perl/Full time position. Apply at: 12085 Dixie, Birmingham, MI 48009

DATA ENTRY
Full time computer & telephone experience a must. Non-smoking office. Send resume with salary requirements, Personnel Manager, 3653 Telegraph Rd Ste. 100, Bloomfield Hills, 48302, or fax 248-642-6741

DATA ENTRY - long term assignment for major automotive manufacturer in Livonia. Call 464-7078

etd
ETD TEMPORARY SERVICES
An Equal Opportunity Employer

DIGITAL IMAGING Service Bureau looking for customer oriented associate. Needs experience with Mac PC programs. Full time & part time positions available. Excellent pay & benefits. Send resume to PO Box 762, Bloomfield Hills, MI 48303

EXECUTIVE ASSISTANT
PART-TIME
Rapidly growing Downtown Royal Oak company has exciting position for a sharp individual who enjoys a fast paced environment. The ideal candidate will be well organized, poised & have proficiency in Microsoft Word, Excel & PowerPoint. Send resume & salary requirements to: Paula Berger, Vision Information Services, 307 E. Main Street, Royal Oak, MI. 48067 NO TELEPHONE CALLS WILL BE ACCEPTED.

CLERICAL/ OFFICE

Plymouth Twp business seeks person to perform clerical duties, former contact, computer skills (MS Word) required. Excellent benefit package. Send resume to: 45806 Mast, Plymouth, MI 48170

W. BLOOMFIELD - Tire company in need of full time Closer. Position available immediately. Call Larry 810-851-7180.

CLOSING DEPARTMENT
A Livonia title company filing entry level positions. Will train those with good typing & phone skills. Full time with benefits. Fax resume to: Great Lakes Title (313) 462-0818, attn. Joanne

COMPUTER SUPPORT
Join a fast paced growing company and assist major clients in the help desk position. Provide telephone solutions and troubleshooting skills required. Microsoft Office and some database a plus.

Diversified Recruiters
248 344-6700 Fax 248-344-6704

CONTROLLER
The Detroit Athletic Club seeks highly skilled controller. Responsibilities include strong cash management, budgeting and financial analysis, accounting department management including payroll, general ledger, and financial analysis functions. Reports directly to the Operations Manager as part of the management team.
Strong accounting, financial planning and management skills, strong back ground with experience in food and beverage and/or club operations preferred. The ideal candidate will possess management, decision making and self-supervisory skills with strong incentive for action.
Send resume to Personnel Administration, Detroit Athletic Club, 241 Madison Ave., Detroit, MI 48226

COORDINATOR TROY
Sales office for major automotive supplier. Requires prototype tracking, analyzing reports, Word, Excel, Approach. Great salaries & benefits. Fax resume to: (810) 619-0118 (810) 932-1170. Fax 810-932-1214. Hunter Associates, 29070 Middlebelt, Farmington Hills, MI 48334

CUSTOMER SERVICE
Customer Service Representatives needed to interact with customers in person and on the phone. Applicants must handle customer complaints, track and trace shipments, fill out and register, and perform other clerical/office duties. Must be able to read and write communication skills are required. Overtime is required when needed. Starting at $6.00 per hr. We offer a good benefits package as well as advancement opportunities. If interested, please apply at North American Foods, 27451 Schoolcraft, Livonia, MI. 48051

CUSTOMER SERVICE REP
For national financial institution. Excellent salary & benefits. Customer service program. Farmington Hills. Call Mr. Robbins at (810) 478-7030 for interview.

CUSTOMER SERVICE
Full time with benefits in small publishing company in Troy. Ideal candidate will have strong PC skills, including software & basic hardware knowledge. Ability to multitask, strong communication skills, willing to handle Fedex, phones & deliveries. Send resume with salary requirements to: Office Manager, Sourcebooks Press, 1270 Rochester, Suite F, Troy, MI 48083 or FAX: 248-588-6633

CUSTOMER SERVICE
Full time position in Westland. Computer literate. Excellent benefits. Call Mr. Ed Greenberg at 734-729-2000 x 3000 Mon-Fri 8-5 or fax resume to 734-729-3000 Attn: Ed Greenberg

GENERAL OFFICE
Full time with good computer skills for small company servicing the industry cable & television industries. Must have excellent mind & able to do transcriptions. Self-motivated person desired. Excellent working conditions. Call 11am-4pm, Mon-Wed-Fri. or leave message on voice mail at: 248-354-4900, ext. 15

GENERAL OFFICE
Full time in Westland. Computer/typing/word/calculator skills required. Send/Fax resume to: Margaret, P.O. Box 65330, Westland, MI 48185. FAX: (810) 932-4021

502 Help Wanted-Office Clerical

CUSTOMER SERVICE
PROBLEM SOLVERS
Help resolve questions and concerns. Ideal opportunity to enter one of the fastest growing industries. Candidates receive
- on going training
- positive atmosphere and career advancement
- choice of location
- paid holidays and vacations
- long or short term assignments
- day or evening assignments
- no sales responsibilities

Call Carol today.
Birmingham Livonia
645-7661 473-2931
Advantage Staffing

CUSTOMER SERVICE REP.
Livonia insurance agency has opening for CSR. Must be a professional, self-starter. Excellent salary, & benefits. Send resume to 31251 Schoolcraft, Livonia, 48150

CUSTOMER SERVICE
Southfield sales firm needs a professional, enthusiastic person to handle customer service position. Be part of a dynamic, young company. Fax to: 810-932-1974 or mail to: 21211 Bridge, Southfield, MI. 48034

CUSTOMER SERVICE REP/ SCHEDULER
Window covering company located in Berkley seeks individual to schedule multiple installers, handle repairs & customer inquiries. Computer literacy. Non-smoker. Full-time. Call Kim Mon-Fri 810-541-5400

CUSTOMER SERVICE
Jerry Baker Garden Catalog company looking for reliable, part-time telephone customer service representative. We offer flexible hours, several shifts to choose from, 401K, profit sharing, fun & exciting work place. Competitive pay with excellent wage progression. To join our growing customer service team, call Teresa at: (248) 437-3000

DATA ENTRY
Full time computer & telephone experience a must. Non-smoking office. Send resume with salary requirements, Personnel Manager, 3653 Telegraph Rd Ste. 100, Bloomfield Hills, 48302, or fax 248-642-6741

DATA ENTRY - long term assignment for major automotive manufacturer in Livonia. Call 464-7078

etd
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An Equal Opportunity Employer

DIGITAL IMAGING Service Bureau looking for customer oriented associate. Needs experience with Mac PC programs. Full time & part time positions available. Excellent pay & benefits. Send resume to PO Box 762, Bloomfield Hills, MI 48303

EXECUTIVE ASSISTANT
PART-TIME
Rapidly growing Downtown Royal Oak company has exciting position for a sharp individual who enjoys a fast paced environment. The ideal candidate will be well organized, poised & have proficiency in Microsoft Word, Excel & PowerPoint. Send resume & salary requirements to: Paula Berger, Vision Information Services, 307 E. Main Street, Royal Oak, MI. 48067 NO TELEPHONE CALLS WILL BE ACCEPTED.

EXECUTIVE LEVEL ASSISTANT

Michigan premier residential builder, THE SILVERMAN COMPANIES, is seeking an executive level assistant reporting to the President, CEO. Applicant must possess proficient shorthand/dictating skills, along with a minimum of 7 hrs. executive level administrative assistant experience. Candidates should be self-motivated, with excellent verbal and written communication skills, outstanding organizational skills and possess a flexible team player attitude.

As one of Michigan's fastest growing companies, we offer an excellent compensation package, including insurance benefits and 401k) plan along with exciting training opportunities.

Please fax or mail your resume to:
THE SILVERMAN COMPANIES
Attn Human Resources-001
30640 Northwestern Hwy.
Suite 270
Farmington Hills, MI 48334
FAX 810-932-7127
No phone calls please
EOE

Executive Secretary - CEO
Beautiful Farmington Hills office seeks polished professional with spreadsheet expertise. Shorthand a plus. $30-$35,000, great benefits. Fax resume to Gleold 810-932-1170. Fax 810-932-1214. Harper Associates, 29070 Middlebelt, Farmington Hills, MI 48334

EXPERIENCED LEGAL secretary for Birmingham lawyer. Excellent skills required. Microsoft windows a plus. Top salary for right candidate. Apply: 248-642-0333

FINANCE PERSON Experienced needed. Benefits, 401k. Motorcycle dealership in Ypsilanti.
Call (313) 487-7578

FRIENDLY LIVONIA COMPANY, seeking responsible person with good computer skills. Must be a team player with a desire to grow with company. Resumes to:
- Competitive paid benefits.
- Starting salary $20-$30,000 depending on qualifications.

Personnel
32231 Schoolcraft
Suite 202
Livonia, MI 48150
FAX: 313-458-8183

FULL & PART TIME
Positions available. Start immediately. 9-5pm CLERICAL part time available. Excellent opportunity for a Mortgage Loan Processor. Call Mr. Robbins at (810) 478-7030 for interview.

GENERAL OFFICE
Expanding manufacturing corporation is seeking a professional person with the following skills: typing, computer experience, phone etiquette and at least one year general office experience. We offer a competitive wage/benefit package, including 401K. Send resume to: Fax (313) 425-9655 to:
SKYWAY PRECISION, INC.
41225 Plymouth Rd.
Plymouth, MI 48170

GENERAL OFFICE
Full time in Westland. Computer/typing/word/calculator skills required. Send/Fax resume to: Margaret, P.O. Box 65330, Westland, MI 48185. FAX: (810) 932-4021

502 Help Wanted-Office Clerical

GENERAL OFFICE
In the field service department, entering work orders into computer system, some filing & typing. Full time summer position, (possibly leading to permanent). Please call Arlene or Mary 313-538-0200

GENERAL OFFICE - part-time, typing & 10key adding machine experience helpful. Must like people. Smokers welcome. Walled Lake area. Call 3pm-5pm, daily. 248-668-2400

GENERAL OFFICE - PART-TIME
Duties are light, school phone skills, typing, Word/Perfect experience helpful. Send resume to: attn. Steve, 34443 Industrial, Livonia, MI. 48150 or call Steve between 10am-11am for appointment. Fax 313-522-1957

GENERAL OFFICE/RECEPTIONIST - In Novi, temp-to-perm, full time, paycheck, accounts payable, customer relations, phone. 464-7078

etd
ETD Temp Service
An Equal Opportunity Employer

GROWING WIXOM corporation seeking organized individual with experience in payroll & benefit administration & some accounting background, individuals should be self motivated & possess good written & verbal communication skills. Send resume including previous job duties & salary history to: Payroll Dept, P.O. Box 1004, Wixom, MI. 48393-1004

HEATING/AIR CONDITIONING
Rapidly growing Livonia based television company. Must have experience in refrigeration/mechanical. Send resume to: DL Box 308, Southfield, MI 48037

Yazaki North America, Inc., a leading automotive supplier of Electrical Distribution Systems (EDS) and their subsidiaries, is seeking for Product Engineering, Sales and Distribution firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We have the following immediate openings:

Human Resource Assistant

Candidates must have a high school diploma plus 6 months to 1 year in the HR field. Candidate must have PC knowledge (Excel and WordPerfect preferred), good interpersonal and organizational skills, good verbal and written communication skills, and the ability to edit written documents for accuracy. Duties for this position are as follows: set up, organize and maintain files; administer stationary supplies; prepare reports relating to budget performance; track time annual expenses, asset values; and various computer responsibilities. This is a permanent position.

We offer a competitive salary and benefits package including tuition reimbursement and 401(k). Please submit your resume and cover letter listing your salary requirement and a brief summary of why you are applying to the address below. If you are ready for the challenge of being on the leading edge, then apply to become a part of Yazaki North America, Inc., a growth-seeking, industry leader.

Yazaki North America, Inc.
ATTN: HRD-GW
6700 Haggerty Road
Canton MI 48187
Fax: 313-981-3410

Yazaki North America, Inc.
An Equal Opportunity Employer

INSURANCE AGENCY looking for full time experienced, licensed CSR with computer or bookkeeping background. Please send resume & salary requirements to:
PO Box 51936, Livonia, MI 48151

JOBS! JOBS! JOBS!
RECORDS CLERK - Farmington Hills. To distribute mail, file, basic computer, indentke position, $7 hr.
SECRETARY - Birmingham. To work in law firm, will train, Must know WordPerfect Dos. Will be changing to MS Word. Temp to Perm.
EXECUTIVE ASSISTANT - Auburn Hills. Word, Excel and Access. Strong organizational ability, 2 yr. assignment. $13-$14.50/hr.
OAKTEC
Permanent Temporary
Farmington 810-489-0464
Auburn Hills 810-377-4070
FAX (248) 377-1596
oaktec@hu.netcom.com

LATE NIGHT WITH SNELLING
Are you bored with your current position? Are you in a dead end position? Well, let Snelling Personnel Services help you get out of that rut. Entry level to Executive level position.
CALL TODAY FOR AN INTERVIEW
WED. JUNE 18th AND TUES. JULY 1st BY APPOINTMENT ONLY
LIVONIA 313-266-8000
TAYLOR 313-284-6777
SOUTHFIELD 810-353-1300
AUBURN HILLS 810-373-7500
SNELLING.
PERSONNEL SERVICES

LEGAL ASSISTANT for Bloomfield Hills law firm. 3 plus yrs. experience in litigation or intellectual property. Fax resume to: 810 594-0810

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 (313) 259-9475
E-mail:smartpal@aol.com
Phone: 688-1HIRE TEMP

LEGAL SECRETARIES
Temporary and permanent positions available in the Detroit, Southfield, and Livonia offices with proficiency in Word Perfect 5.1 DOS and/or Word Perfect 6.0 or 6.1 for Windows. Transcription experience a plus. Call today for an appointment!

SOUTHFIELD 810-362-1300
AUBURN HILLS 810-373-7500
LIVONIA 313-266-8000
TAYLOR 313-284-6777
SNELLING.
PERSONNEL SERVICES

LEGAL SECRETARY
Bingham Farms civil rights firm seeks secretary with litigation experience. Friendly atmosphere.
Fax resume to: (248) 647-0803

LEGAL SECRETARY
Experienced and professional Legal Secretary with knowledge of Word-Perfect sought by Bloomfield Hills law firm. Respond to: Office Manager, P.O. Box 7919, Bloomfield Hills, MI 48302-7919, or fax resume & salary requirements to: (810) 335-3348

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Established Bloomfield Hills law firm has opening for experienced secretary/paralegal for busy labor and corporate practice. Microsoft Word/Windows experience a plus. Good benefits. Salary commensurate with experience.
Phone 810-645-9400, ext. 316.

LEGAL SECRETARY
Farmington Hills, personal injury firm seeks professional legal secretary for pleasant working environment. Proficient in Word Perfect and will to take on expanded duties. Excellent opportunity for right person. Salary negotiable. Call Dayna (810) 737-4747

★ LEGAL SECRETARY
For personal injury law firm in Southfield. Applicant must be experienced in auto negligence and/or medical malpractice and have excellent organizational skills. Call (810) 552-1000

LEGAL SECRETARY
For Southfield Law Firm. Three years minimum experience. Fax resume to: of WordPerfect 5.1 and/or 6.1 knowledge. Salary DOE. Fax to: 29201 Telegraph Rd, Suite 622, Southfield, MI 48034, Attn: Bob.

LEGAL SECRETARY
For partner in growing law firm in Troy. Experience desired in Business, Environmental Law and Real Estate transaction. Send resume to: Karen Mullins, Warner, Norcross & Barnum, 888 W. Big Beaver, Suite 1400, Troy, MI 48084

LEGAL SECRETARY
For growing Bloomfield Hills law firm. Word Perfect 6.1 for Windows. Word Perfect/Microsoft Word and prior legal experience preferred. We offer a salary commensurate with experience. Excellent benefits package and pleasant working conditions. Send resume and salary requirements to:
Director of Finance
300 E. Long Lake Rd., Ste. 200
Bloomfield Hills, MI. 48304

LEGAL SECRETARY
Farmington Hills law firm practice, 20 +/- flexible hours per wk. Top pay. Experience WP 5.1, Windows 6.1. Fax resume to: (248) 539-5053

LEGAL SECRETARY
for busy Troy law office. 2-3 years litigation experience. Smoke free office. Send resume to: Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For Birmingham Law Firm. Excellent Word Processing & Computer skills. Work independently. Good benefits. Salary commensurate with experience. Send resume and salary history to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Needed for small law firm in Bingham Farms area. Must be experienced Legal Secretary, 70 wpm., Windows 95, WordPerfect 7.1. Competitive salary & benefits. Please call 248-642-6350

LEGAL SECRETARY
★ ★ ★ ★
Southfield P.I. firm seeks highly skilled secretary. Applicant must be proficient in Word Perfect 6.1 and have excellent communication and organizational skills. Must have litigation experience. Pleasant surroundings. Excellent starting salary and benefits. Call (810) 948-0000 or Fax resume to (810) 948-9494

LEGAL SECRETARY - Southfield family law firm. Must have 2-3 yrs. experience; WordPerfect 5.1 proficiency. Good benefits; relaxed environment. Call Sheryl Sripp before 12 Noon: 810-352-4588

LEGAL SECRETARY
UAW Legal Services seeks a legal secretary for our Livonia law office. Requirements are at least 60 wpm and possess excellent clerical and interpersonal skills. Word processing software knowledge preferred. Starting salary $10.00/hr with full benefits. Send of fax resume to:
M. Brasfield
UAW-GM Legal Services Plaza
2790 Second Avenue, Ste. 200
Detroit, Michigan 48202
(fax) 313-872-1724

LEGAL SECRETARY wanted, 2 lawyer firm in W. Bloomfield looking for person with 5 years minimum litigation typing & social skills. Must be experience. Call Marty 810-855-2933

LEGAL SECRETARY
We have an immediate opening in our Detroit office for an experienced Legal Secretary. Candidates must possess excellent word processing skills. Prior WordPerfect and Windows experience highly desirable. We offer a comprehensive benefit package and are outstanding to work with. Please send resume and salary requirements in confidence to:
Office Administrator
GLM
1000 Woodbridge Street
Detroit, MI 48207
EOE

LEGAL SECRETARY - 1 year experience. Immediate opening. Oakland County area. Must know Word/Perfect. Good pay & benefits. Send resume to: Box 81689 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
3 to 5 years experience knowledge of WordPerfect. Legal experience preferred. Southfield area. Fax resume to: 313-537-4247 or Call 313-537-8400

LEGAL SECRETARY
Oakland County law firm. Experienced, Southfield area. Fax resume to: 313-537-4247 or Call 313-537-8400

LIFE INSURANCE OFFICE - in Troy has a full time, temporary position available. Duties include data input & general clerical. Call Jan Schwab at 689-1577.

MACHINE OPERATORS
General labor for machine shop. Light lifting required. Must have dependable transportation. 313-464-3170

ENTRY-LEVEL MARKETING ASSISTANT
Lots of variety. Heavy computer experience with ACT!, Excel, Word, excellent 95, Word preferred and phones; writing; editing; office duties; quotes; customer service; mailings; sales reports; assist sales reps and more. Music good attitude, eager to learn, team player, MW suburbs.
Call 248-788-6231

OFFICE ASSISTANT
Do you have a great smile, outgoing personality and attitude?
Can you also answer phones, greet clients and use a Monday-Friday?
Then we need you!
Part-time hours, flexible at Apartment Search in Southfield.
Call: 248-626-4028

OFFICE ASSISTANT needed for Oakland County law firm. Full time position. Medical + 401k. Fax resume & cover letter to: 313-427-7480

OFFICE ASSISTANT
Permanent part-time, 20 to 25 hr. per Wk. position. Birmingham CPA firm. General office & bookkeeping skills required. Light word processing experience helpful. Willing to train. Send letter of application or resume with salary requirements to:
Polis & Associates, 30700 Telegraph Rd., Suite 3430, Bingham Farms, MI 48025 or FAX to: (248) 642-5640

OFFICE CLERICAL
Southfield CPA firm currently seeking an Office Clerical person. WP 6.0 experience preferred but will train the right person.
Please call 248-357-2404, ext. 200.

OFFICE HELP
Full time. Computer knowledge in Windows 95 preferred. Call Mr. Ed Greenberg at: (810) 335-2100

502 Help Wanted-Office Clerical

OFFICE COORDINATOR/ SECRETARY
Michigan's largest CPA firm seeks a professional team leader for their Troy location. Duties include training of new work flow, monitoring work performance, maintaining a professional environment. Must have great communications/ organizational skills and be self directed. Competitive salary and benefits. Fax Person P. Boe 651 Southfield, MI 48037 or fax 810-352-0016.

OFFICE HELP. Full time, non-smoking position available. Experience with AR and AP helpful. Computer experience necessary. Must be able to handle multiple tasks and phone lines. Please send resume to Box 81711, c/o The Bank, Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178

OFFICE HELP. Full time, non-smoking position available. Experience with AR and AP helpful. Computer experience necessary. Must be able to handle multiple tasks and phone lines. Please send resume to Box 81711, c/o The Bank, Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178

OFFICE MANAGER EXTRAORDINAIRE
Small company is looking for multi-talented person to handle all necessary facets of their office. Requirements include 3 years experience in office management, mastery of all MS/Office products, knowledge of accounting, marketing, sales and office procedures. Applicant must have excellent communication skills verbally and in writing. Experience in a fast paced environment with deadlines is a plus. Please fax resumes to: 248-424-6593 Attn: Personnel

OFFICE PERSON/ RECEPTIONIST
Full time general office, filing, heavy phones, hospitalization, profit sharing. Start immediately. Fax 810-349-6334

OFFICE POSITION - Busy time service. Answer phones, schedule, computer, etc. Send resume: 3772 Tara Ct. W. Bloomfield, MI 48323

ORGANIZED COMPUTER literate person needed to take customer service position. Good pay, excellent benefits. Send resume to: 26530 Schoolcraft, Plymouth, MI. 48170

PARALEGAL ASSISTANT
Court/legal documents, research and management. College degree preferred. Organizational skills. Must have strong verbal, writing & computer skills.
Call Sharon Lowe at:
248-948-0000
or fax resume 248-948-9494

PARALEGAL
for National company at Oakland County headquarters. Two year degree or equivalent Business/ Corporate experience. Salary commensurate with experience. Send resume to: Personnel Manager, PO Box 7037, Troy, MI 48007-7037

PARALEGAL
SOUTHFIELD Plaster Personal Injury firm seeks Paralegal with a minimum of 5 years experience. Must know Auto No-Fault cases. Good salary & benefits package. Please send resume to:
Box 81678
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PART TIME, approx. 12 hours per week, general office. 45 wpm minimum. 1-800-358-2863

PART-TIME CHURCH SECRETARY needed in Farmington Hills. Skilled with Microsoft Word, Data Entry, Phone etiquette. Call Mary at 553-0900 ext. 25

PART-TIME & FULL-TIME CLERICAL POSITIONS

The Charter Township of Plymouth is currently accepting applications for various part-time and full-time clerical positions. Requirements include: high school diploma or equivalent, plus up to 3 years of previous related experience, minimum typing/keyboard speed of 45 WPM, 70 WPM and knowledge of Microsoft Office Products.

Applications are available Monday through Friday, between 8am and 3:30pm at the Human Resources, Charter Township of Plymouth, 42350 Ann Arbor Road, Plymouth, MI 48170, and must be received by June 24, 1997 at 4:30 p.m.

Century 21
PART-TIME RECEPTIONIST
Energetic person with marketing evenings & one weekend day for Canton real estate office.
Ask for Cyndi 313-453-4300

* PART-TIME!!
Well established Bingham Farms based Personnel firm seeks highly motivated administrative team players. Candidates should possess basic computer skills, good phone, filing, typing and customer service skills. Ideal candidate is available 9:30 to 5:30pm., Mon.-Fri. Call Cassandra Watson at 810-642-1180

PAYROLL ACCOUNTING CLERK
OIS - a high tech Manufacturer of Electro-Optical Products, located off M-14 in scenic Northville Township, has an opening for a Payroll/Accounting Clerk. Successful candidates will have 2 years experience, be a Certified Payroll System, exposure to Accounting Principles, and be able to work in a fast paced environment. OIS manufactures Active Matrix Liquid Crystal Displays for Military/Avionics Applications and Medical Imaging. Apply at: Imaging application in a state of the art building constructed in 1994. We offer competitive wages, and excellent fully company paid benefit package. Send resume or apply in person to: Industry Leader, Interested candidates should submit a resume including salary history to OIS, Human Resources, Dept. PAC, 47097 Daly Drive, Northville, MI 48167. EVEAA/E/HW

PAYROLL/ ACCOUNTING ADMINISTRATOR
Magna Interior Systems, a leading Tier 1 automotive supplier, has five positions available at its Livonia Engineering and R&D facility.
Responsibilities will include processing payroll, A/P and A/R statements, and general accounting duties. The position requires a high level of computer proficiency, interpersonal skills. A minimum of 4 yrs. accounting or payroll experience and comprehensive computer skills required. UCP/ payroll processing a plus. Minimum of 2 yrs. payroll experience required - 3 year associates degree preferred.
We offer a competitive salary and comprehensive benefits package. Qualified candidates will be interviewed for immediate consideration.

MAGNA INTERIOR SYSTEMS ENGINEERING
ATTN: TS
19700 Haggerty Road
Livonia, MI 48152
Fax: (313) 591-7562
Principals only - no phone calls accepted.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

PAYROLL
fast paced payroll service bureau has a position for a payroll specialist, the successful candidate must be familiar with good customer service, math & computer skills, payroll experience a plus. Send resume to: Payroll Pay Systems, 18,000 W. 9 Mile, #302, Southfield, MI 48075

REAL ESTATE BROKER ASSISTANT
Permanent part time position-30 hours per week for Bloomfield Hills real estate office. Flexible hours. Must be computer literate. Call RICK ROSEN (248)648-5000x245

502 Help Wanted-Office Clerical

Property Management Bookkeeper
Needed for fast paced residential property management company. The candidate should be well organized, self motivated and able to work independently. Duties include maintaining receivable and payable accounts, interacting with preparing daily bank deposits and other clerical duties. Computer experience required. Some weekends and evenings and fringe benefits available. Send resume with salary requirements to:
Kaftan Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

Real Estate Assistant/ Receptionist
Flexible schedule of approximately 30 hours/week. Pleasant phone voice. Call Yvonne at:
810-645-2500

RECEPTIONIST
Sought for fast paced corporate office of multi-million dollar company. Previous Receptionist experience, word processing and ability to multi-task required. Salary negotiable. Send resume with salary history to: Human Resources, Childrens Children's Centers, 34504 W. Twelve Mile Rd., Ste. 100, Farmington Hills, MI. 48331. FAX: 810-476-1168. EOE

FAST PACED
Livonia real estate office looking to fill part-time Receptionist/Secretarial position. Send resume to: Box 81711 c/o The Bank, Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178

RECEPTIONIST
A prestigious Country Club in W. Bloomfield seeks a dependable dependably headquarter. Ideal candidate includes week-ends & varies with the seasons. Hours are flexible in the Summer. Duties include answering the telephone, directing guests, computer entry & general office duties. Proper grooming & professional attire are required. Prior club experience with experience. Good benefits. Call Ron at:
Fax resume to: 810-539-9566

RECEPTIONIST / ASSISTANT
Busy professional office. Approximately 25 & 40 hours/week. Excellent salary negotiable. Hours: 9-5, Mon.-Fri. Call Laura for interview: 248-851-4344 EOE

RECEPTIONIST
BUSY law office, WP 5.1 experience. Detail oriented. Salary negotiable.
(810) 588-7272

RECEPTIONIST - Busy Insurance repair contractor seeks individual who can work with a multi line phone system, computer experienced, typing only. Preferably Microsoft Office Products. Benefits. (Farmington area) Call Kim: (248) 547-3307

RECEPTIONIST
Company in Plymouth in search of stand-by receptionist, phone skills and computer knowledge helpful.
ARBOR TEMPS: 459-1188

RECEPTIONIST/ CUSTOMER SUPPORT ADMINISTRATION
Full time Receptionist/Customer Support Administration needed for Southfield manufacturer. Responsibilities include switchboard, greeting clients, sending, filing, shipping, support for sales & marketing staff, and travel arrangements. Requirements include: phone skills, WordPerfect 6.0, & Microsoft Office products required. Hours: 8-5, Mon.-Fri.
Please send or fax resume & salary history in confidence to:
MPACT Graphics Systems Inc.
Attn: Human Resources
17197 N. Laurel Park Dr., #201
Livonia, MI 48152
Fax: (313) 462-0371

RECEPTIONIST
Engineering Corporation, busy Human Resources department, immediate opening for self-starting individual with strong skills in:
- Detail oriented
- Able to juggle multiple projects and interruptions
- Organized
- Good communication skills
- Willing to work OT when needed

Please send resume to:
Picalco Industries
ATTN: S. Zink
11816 Middlebelt Street
Livonia, MI 48150
313-427-0300
FAX 313-591-4333
EOE

RECEPTIONIST FOR Growing local estate firm in Livonia, looking for an energetic quick learner, prior office experience required. Light typing and phone skills required. Full time or part time hours.
Contact Marsha: (248)669-9010

RECEPTIONIST
Mid-part-time, for client orientated Veterinary Hospital. Must be able to perform well with trait. Send resume or obtain application: 24070 W. Eight Mile Rd. Southfield, MI. 48075. Welcoming to Farmington this month.

RECEPTIONIST/TYPIST
SMALL established commercial real estate firm in Livonia, looking for an individual to handle phone, word processing and general office duties. Salary, benefits, scheduling negotiable for right person. Send resume with salary requirements in confidence to P. O. 252221, W. Bloomfield, MI. 48325-2221 or fax to 248-932-9906

RECEPTIONIST/TYPIST - busy Birmingham development company seeks phone/receptionist/typist. Must possess excellent telephone & typing skills, professional manner & appearance. Windows WordPerfect & Lotus very helpful. Minimum 3 yrs experience. Excellent benefits. Send resume to: Box 81985 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SALES SECRETARY
Needed to assist in the daily operations of the sales department. Excellent vocabulary and writing skills necessary. Typing, telephone and computer skills required. Good communication skills a MUST. Competitive wage and benefit package including profit sharing plan and 401k plan. Apply in person or send resume to:
M.B. CORP.
29838 Wixom Rd.
WIXOM, MI. 48393-2824
FAX: (810) 624-9068
ATTENTION:
Human Resources Manager

SALES SUPPORT
Opportunity to help company and assist successful sales group. Activities include order entry, package quotes and market leads. Seeking promotable candidate with good computer skills.

Advanced Recruiters
810-344-8700 Fax 810-344-0164

Secretary/ Receptionist
Immediate Opening
Company seeking a person to handle the front desk. Need a reliable, dependable self-starter with telephone and computer experience. Salary negotiable. Send resume to: Personnel, P.O. Box 255003, West Bloomfield, MI 48325-5003
OR FAX 248-865-1533

SECRETARIAL - Farmington Hills CPA needs experienced clerical individual with strong typing skills. Part time-flex hrs. (248) 932-1000

SECRETARIAL
Position full time. Good benefits and pay. Must have office experience, typing, filing and phone. Must have experience a must. Telephone skills. Hours 9-5pm daily. 248-669-1111

502 Help Wanted-Office Clerical

RECEPTIONIST
Needed for busy Troy law firm. 1-2 yrs. experience required. Please send resume to: Hiring Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

RECEPTIONIST/ORDER ENTRY
Entry level position. Looking for a bright person to take phone order, answer phone & light filing. Call Mrs. Dee Weaver at (248) 931-7700
Lifetime Doors, Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334-2511

RECEPTIONIST PART- TIME
flexible hrs. Accounting experience required. Send resume to: Mapco 3701 Shelby, Canton, MI 48188

RECEPTIONIST
Part-time available. Enthusiastic, energetic. Direct patients, phones, light typing. Birmingham/Southfield area. Jackie or Louise. 248-647-5320

RECEPTIONIST
Required for busy Troy ad agency. Professional appearance and good communication skills. Prior experience preferred. Excellent benefit package. Forward resumes to:
McCann-Erickson
755 W. Big Beaver
Ste. 2500
Troy, MI 48084
48332 Attn: Lisa

RECEPTIONIST/SALES
for kitchen & bath retail design center. Must be organized, friendly, have good communication skills & be willing to work flexible hrs. Excellent benefits & wages. If interested, apply in person to Doug or Kathy, 41907 Ford Rd., Canton, MI. 48187

RECEPTIONIST/SECRETARY
SMALL business in Troy needs reliable person for machine front office. Peachtree, MicroSoft Word & some typing required. Fax to 810-629-8330 or call (248) 828-0232

Receptionist/Secretary Position
Phones, Microsoft Windows helpful. Ann Arbor, Livonia and Novi.
313-996-1882

RECEPTIONIST/SECRETARY for property management company. Answering multi line phones, voice mail system, light typing, computer knowledge of mortgages helpful. Call Ms. Regalado @ (248)851-0800

★ RECEPTIONIST/SECRETARY ★
Manufacturing company in Novi seeks individual with excellent telephone and computer skills. Please call: (810) 349-5230
Or fax resume: (810) 349-0244

RECEPTIONIST / SECRETARY
Expanding Farmington Hills sales dept seeks the right person with good communication skills & experience with WordProcessing & Spreadsheets. Dictation & real estate knowledge helpful. Competitive compensation package. Please send resume to: G/SP, 5000 Northwestern Highway, Suite 125, Farmington Hills, MI. 48334 or Fax to: 248-855-0815

RECEPTIONIST
Expanding Farmington Hills sales dept seeks the right person with good communication skills & experience with WordProcessing & Spreadsheets. Dictation & real estate knowledge helpful. Competitive compensation package. Please send resume to: G/SP, 5000 Northwestern Highway, Suite 125, Farmington Hills, MI. 48334 or Fax to: 248-855-0815

RECEPTIONIST/ SECRETARY
Westland Medical Care Center has an immediate full time position available for Receptionist/Secretary. Requirements include a high school diploma or equivalent, typing speed of 45 WPM, knowledge of WordPerfect 6.0 and Lotus programs. Applicant must be detail oriented, have good communication skills, flexible hours and a responsibility of receiving/sorting mail, general phone lines, general office duties, as well as assisting the accountant with Accounts Payable. Employee must be competent on background screening/drug testing. Send resume to: Kenneth Kaplan, 6 Kim Schweitzer, Operations Manager
Westland Shopping Center,
35000 W. Warren Rd., Westland, MI 48185
No phone calls please.
EOE/M/F/D/V

RECEPTIONIST - Seeking mature individual with excellent phone skills for a busy real estate office. Weekends & some evenings. Re/Max West, Inc. 313-261-1400, ext. 201

RECEPTIONIST
Strong phone and typing skills. Good opportunity for right person.
248-642-0300

RECEPTIONIST
Tel-Twelve Electronic Service Center. Part-time, 2-3 days per week, 10am - 3pm. Call Mr. Sandy or Phone skills, people oriented. Will train. Apply in person or call:
(248) 354-0000

RECEPTIONIST - temp-to-perm in Farmington. Great opportunity with a large corporation. Windows 95 experience preferred.