1997 Grand Prix, *from previous page*

had plenty of room. The cargo net came in real handy for the crock pot full of baked beans.

I've got to mention the rear seat pass-through. That allows the center of the rear seat to come down in case you have — oh, I don't know — a pair of skis or something else just as long to transport. While the seat is down, two people can comfortably sit in the rear seats without so much as a whimper.

Again, I have to mention the styling on the Grand Prix GT. Its "wide track" stance is really appealing. The rear treatment is striking. The sides seem to just melt into the rest of the car. Its lowered hood line really make you feel like you're in a small juicy sports car. And, again, we're talking sedan here.

I've got to mention the standard list, because at the starting price of $20,099, you've got to expect a lot.

Let's take a look: 16-inch touring tires on aluminum wheels, 4-wheel independent suspension, traction control, variable-effort steering, power windows lock-out, daytime running lamps, programmable power door locks, fog lamps, power mirrors, air conditioning, power windows, full instrumentation (tach included), AM/FM stereo with cassette and cruise control. That's it, folks.

The Grand Prix GT tested had about 2 grand in options, including a rear deflogger, steering-wheel radio controls, 6-way power driver's seat, keyless entry, head-up display, compact disc system, rear deck lid spoiler, child seat, full overhead console, cargo net and security system. The bottom line was $22,669.

A bit pricey, but if you want a car that beckons to you as you approach it and doesn't disappoint you when you're driving it, the Grand Prix GT is for you.

Write Anne Fracassa online at Avanti1054@aol.com.

1997 Pontiac Grand Prix GT
Vehicle class: Midsize coupe or sedan.
Engine: 3.8-liter V6.
Mileage: 19 city/30 highway.
Where built: Kansas City, Kansas.
Price: $22,669.

EMPLOYMENT CLASSIFICATIONS CONTINUED

502 Help Wanted-Office Clerical

RECEPTIONIST
Dearborn Dentist
Experienced only. Computer skills (313) 565-7882

HEATING/AIR CONDITIONING TECHNICIAN Experienced in construction company. Must have experience in residential recovery. Send resume to A.F. Box 308, Southfield, MI 48037.

HUMAN RESOURCE ASSISTANT
Southfield manufacturer is seeking an HR Assistant to VP-HR. Responsibilities include administering benefit plans, all employee paperwork, COBRA, FMLA, ADA, HIPAA, and the full Prior experience and/or education preferred. Must possess working knowledge of Word Perfect and Lotus. Send resume and salary requirements to: Box 42032 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

Human Resources
Human Resource Assistant
See our ad under "Assistant/Helper" in today's Help Wanted section.
THE DEARBORN INN

Immediate Positions
• Payroll Accounting Assistant $7-$9
• Cashier Support $5-$10
• Secretarial $8-$10
• AP/AR negotiable
• Management 1 yr. related experience
Call or fax resume
248-354-4981
Fax: 248-354-8366

TITLE INSURANCE Company looking for energetic, hard working individuals to fill several General Clerk positions for:
• Customer Service
• Data Entry
Will train 35 hours a week. Please call Nora Kuehl. (313) 425-2500

INTERNATIONAL CUSTOMER SERVICE POSITION AVAILABLE
Compuware Moving Systems is looking for a highly motivated individual to learn player who has verbal and written communication skills to join our international team of customer service specialists. The position is full time with benefits. WE ARE WILLING TO TRAIN THE RIGHT PERSON. If you feel you are the right individual contact Tom Ballard (248) 615-7967

INVENTORY - Organized & detail oriented person for monitoring inventory and control of office supplies and equipment. Close interaction with sales, service & administration. Duties, inventory & receiving reports. Should be literate in Windows 95, Excel & Word. Resume: 33300 Five Mile, Apt. 110, Livonia, MI 48154 Fax: 313-523-4909 Attn: Inventory

JOBS OF THE WEEK
ACCOUNTS RECEIVABLE - 1-2 years collections. Microsoft Excel. Salaried position. Ann Arbor.
RECEPTIONIST - Distribution mail. 6 times. $7-$8/hr.
SECRETARY - Legal experience a plus. Professional. Fang, etc. Birmingham. $10-$12/hr.
ACCOUNTING CLERK - Filing, light bookkeeping. Collections. Madison Hts. $7-$8/hr.
TYPIST - Medical terminology a plus. Companies. Type 50 wpm. Downtown. $9-$10/hr.
MICROSOFT WORD - Data Entry. Doing charts, graphs and forms. Professional. Ann Arbor.
DATA ENTRY - 7500 kph. Microsoft Word and Excel. Good phone and people skills. Farmington. $9-$10/hr.
Call 810-447-9690 or fax 810-447-9686
SNELLING PERSONNEL SERVICES

LEASING CONSULTANT
Luxury Apt. community in Bloomfield Hills, seeks experienced individual with good communication skills. Well organized. Call Lori (248) 332-7400

LEGAL SECRETARY - Experienced, full & part time positions for small litigation* firm. Substantial salary & fringes (248) 354-2500

Pal
Personnel At Law
Judged The Best
2000 Town Center, #2030
Southfield, MI 48075
Fax: 248-352-0035
Email smartpal@aol.com
Phone 888-THE TEMP

502 Help Wanted-Office Clerical

LEGAL SECRETARIES & RECEPTIONISTS
• Experienced only for permanent & temporary placements. 1-5 day assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER
SUITE 1400, TROY, MI 48084
248-362-3430
FAX 248-362-4881

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 2135, Bloomfield Hills, MI 48302-7515, or by Fax (810) 335-3346

LEGAL SECRETARY
Experienced for defense firm. Send resume to Lynn, 360 N. Main, Clawson, MI 48017 or fax 248-588-3380

LEGAL SECRETARY
Experienced legal secretary need by Troy law firm. Focus on commercial litigation. Excellent secretarial skills, knowledge of Microsoft Word 7.0 for Windows 95 and positive attitude are required. Salary commensurate with ability. Please mail or fax resume to:
Attn: Hong Parker
Dowl, Scott & McKahan, PC
5445 Corporate Dr., Suite 170
Troy, MI 48098-2683
Fax# 248-952-5130

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 Troy law firm. Excellent typing skills, WP 5.1 and legal experience required. Send resume to:
Office Manager,
555 W. Big Beaver, #900,
Troy, MI 48084

LEGAL SECRETARY
Full time 2 yrs. experience and Microsoft Word required. Call Kim, (248) 540-3340

LEGAL SECRETARY
For Farmington Hills Litigation firm. Microsoft Word. Non smoking office. Full time position with excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, 48333 or FAX to: 248-851-2158

LEGAL SECRETARY
FOR SENIOR PARTNER Exceptional opportunity at Troy insurance defense law firm for experienced individual. WordPerfect 6.1 Benefits. Fax resume to Annette, 313-523-4909

LEGAL SECRETARY
Growing Livonia law office needs highly motivated individual. Knowledge in WordPerfect 5.1 is required, typing & organizational skills. Position to include some bookkeeping. (313) 953-0200

LEGAL SECRETARY
Growing Bloomfield Hills Law Firm is seeking Legal Secretaries to fill openings in the areas of Litigation and Real Estate, Corporate, Commercial Bank Loans, Asset Protection.
Must be proficient in Word Perfect/Microsoft Word and have previous experience. We offer a salary commensurate with experience, excellent benefits and pleasant working conditions. Send resume and salary requirements to:
Director of Finance
300 E. Long Lake Rd.
Bloomfield Hills, MI 48304

LEGAL SECRETARY
Minimum of 1 yr. civil litigation experience wanted for growing defense firm. Send resume to: 2301 W. Big Beaver, Suite 500, Troy, MI 48084. Or fax to 248-649-1622

LEGAL SECRETARY
Personal injury law firm seeking experienced, motivated & energetic legal secretary. Competitive salary. Please fax resume to (313) 537-4242 Attn: Van Miller

LEGAL SECRETARY
Royal Oak law firm seeks Legal Secretary experienced in litigation, real estate, WordPerfect, and Timeslice. Competitive salary & benefits. Please fax resume: 248 258-4900 Attn: Ed

LEGAL SECRETARY
Self-motivated, experienced legal secretary needed for general practice law firm in Southfield. WP60 a must. Friendly environment. Salary negotiable. Call Mr Kramer at: (248) 352-11003

LEGAL SECRETARY
Southfield law office seeks secretary with strong typing skills, litigation experience & aptitude. Pleasant environment. Competitive wages & benefits. Reply to: Personnel, 4000 Town Center, Suite 1900, Southfield, MI. 48075 or Fax resume to:
248-352-1491

502 Help Wanted-Office Clerical

LEGAL SECRETARY TO $33,000
Challenging and diversified position available. Suburban and Ann Arbor location. 3 years legal experience. Word Perfect 6.1 preferred.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY to $35,000
3-5 years medical malpractice or personal injury or litigation experience. Well known firm. Immediate opening
Call Debbie 810-737-8780
SNELLING PERSONNEL SERVICES

LENDING ASSISTANT
At Old Kent, we strive for excellence in the quality of our products and services and in our relationships with people. We believe our employees are our most important asset. We are currently seeking an enthusiastic individual to fill an opening for the position of Lending Assistant in the Corporate Loan Department located in Troy.
The qualified candidate will possess:
-Five years secretarial experience
-Proven ability to exercise independent judgment
-Excellent customer relations skills
-Superior levels of detail and attention to detail
-Proven analytical skills to prepare loan documents and reports
-Proficiency in WordPerfect, Lotus 1-2-3
-Experience in a Commercial Lending or legal office is preferred
Old Kent offers a competitive salary and benefits package. To be considered for this opportunity, please submit your resume to:
OLD KENT
Attn: CJP
26899 Northwestern Hwy, #100
Southfield, MI 48034
An Equal Opportunity Employer

MANAGEMENT TRAINEE for fast-growing Wholesale Electronics corporation & computer skills required. Degree and/or business experience. Good pay, benefits, & working environment. (313)937-9319

MEDIA SECRETARY
Suburban advertising agency, MacintoSoft, Excel and Powerpoint needed skills. Variety of duties. Excellent environment. Call Deborah 810-772-6760
SNELLING PERSONNEL SERVICES

MEDICAL TRANSCRIPTIONIST
Temporary part time with potential for permanent part time. Must be proficient in Word Perfect and Microsoft Word. Experience is a big plus. Send or fax resume to: Medical Transcriptist Specialists, Attn: Mary Galland, 21800W. 11 Mile Rd., Southfield, MI 48076. Fax: 248-354-0303

MICHIGAN'S LARGEST TITLE COMPANY seeking professionals for Escrow Processing. Experience is helpful. Call Michigan Title and County Branches. Fax resume to: Alice, 810-540-1045

MORTGAGE PROCESSORS!
Generous salary & benefits offered to experienced mortgage professionals seeking a position in a pleasant environment. We are a fast paced stable mortgage company specializing in non-conforming loans. Looking for upbeat, organized individuals to join our family. If your not happy with your present position, you owe it to your self to see what we offer. Fax resume:
Capstone Mortgage
Attn: Jackie, (810) 288-7530

OFFICE ASSISTANT
For large motel home community in Novi. 30 hours a week.
(248) 624-4200

OFFICE ASSISTANT
Busy photo studio, in business 95 seeks individual with computer skills for general office work. (Phones, filing, shipping, etc.) Office experience a plus. Hours include some evenings & Saturdays. We're a certified staff. Call or send resume to: Edward's Wedding Photography, 20230 Farmington Rd. Southfield, MI. 48034
248-476-9500. Fax: 248-948-9845

OFFICE ASSISTANT
An Expanding National Talent Firm is Troy
(25 years in print, film, automotive)
Needs an Office Assistant
Great pay & benefits
Candidates must be multi-tasked oriented, experienced in customer and database management. Excellent communication skills required.
Office, staff, and client coordination provided.
1-800-245-2373

OFFICE/CLERICAL - Good law firm manner. Daily duties include answering telephones, balancing cash register, entering orders in computer. Some computer experience helpful. Great benefits. Ask for Grace, Call (248) 344-0200

OFFICE CLERICAL - part-time Customer Service. Hours 2pm-8pm. Call 1-800-820-4471 or send resume to: Sabre Freight Systems
35475 Highland
Romulus, MI 48174

Office/Clerical
Receiving Clerk
Meijer/SYSCO Food Service Company in Canton, MI has an opening for a Receiving Clerk. Experience in scheduling food product receiving, good math and communication skills, computer experience and the ability to work in a fast-paced environment is necessary. Salary $10-11 per hour with an excellent benefits plan. Must have high school diploma or GED. Drop off or send resume to:
HRREC
41600 Ann Arbor Road
Canton, MI 48188
We are an Equal Opportunity Employer
M/F/H/V

OFFICE CLERK
Full-time position for busy Rochester laboratory. Good typing & telephone personality a must. Call Joan: 248-652-2248

502 Help Wanted-Office Clerical

OFFICE CLERK
Permanent Position
$8.50 to start. Service charge paid by company. Livonia based organization offering fully paid benefits has urgent need. Office experience and willingness to learn. Call for immediate appointment 810-557-9600
SNELLING PERSONNEL SERVICES

OFFICE HELP for landscape contractor in Farmington Hills. Computer database and word processing skills preferred. 248-476-4114

OFFICE MANAGER
Are you a multi-talented, driven individual who can manage a staff, oversee all office functions, keep all the records, handle all office dispatching, perform bank reconciliations & prepare financials, with P.C. skills, who can handle a fast-paced multi-task environment. WE WANT YOU! Fax resume to: Office Manager, Box #2199
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE MANAGER
for small law firm in Farmington. Familiar with all office procedures. Must be self organized, have strong computer & phone skills. Salary commensurate.
PO Box #2190
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Fax: 248-358-8541

OFFICE SUPPORT
Needed for our greater Detroit area office. Must be computer literate. Some clerical duties. Good phone skills and handle multiple tasks successfully required. Advancement opportunities.
Qualified candidates send resume to: ATTN: K. Reese, Corporate Office Alliance Technical Services
PO Box 7657
Ann Arbor, MI 48107
Fax: (330) 829-2147
E-Mail atsc01@interserv.com

OFFICE SUPPORT PERSON
For computer & clerical duties. Full-time. Busy Bloomfield Hills law firm. Fax resume. (248) 534-0610

OFFICE SUPPORT
Scott Sinaphne, a quality furniture company located in Farmington, is seeking experienced PART TIME office support to work from 8:00 AM until noon hours. This position requires a self-motivated individual who can work with a positive attitude and strong customer service skills. The successful candidate must be computer literate and have experience with a multi-line phone system. We offer a competitive wage based on experience. Send resume and cover letter with salary history to:
Office Support 55
P.O. Box 214773
Auburn Hills, MI 48321-4737
FAX: (248) 377-4313

OPERATIONS ASSISTANT
Communications company has a full-time position available for operations assistant. Need good communication & computer proficiency required. Responsibilities include: Phone, scheduling, purchasing, material staging & production office duties. Excellent benefits package. Salary and other competitive wages & benefits. Fax resume to: (248) 624-8290 or apply in person at: Catalina Concepts Inc. 4212 Grand River, Walled Lake. 800-754-3230

ORDER ENTRY SPECIALIST
for retail store in Farmington Hills. If you are looking for a challenging position working with GREAT people, look no further. You will be responsible for entering and tracking customer orders. You must be computer literate and able to work independently. We offer our employees good benefits and a great working environment. Please mail your resume with references to Lynn Hipp, Gorman's, 29145 Telegraph, Southfield, MI 48034

ORDER ENTRY SPECIALIST
for retail store in Farmington Hills. If you are looking for a challenging position working with GREAT people, look no further. You will be responsible for entering and tracking customer orders. You must be computer literate and able to work independently. We offer our employees good benefits and a great working environment. Please mail your resume with references to Lynn Hipp, Gorman's, 29145 Telegraph, Southfield, MI 48034

PARALEGAL
Experienced for 20 attorney Detroit business law firm. Must have ability to ferreting litigation support. Must possess exceptional organizational skills. Attention to detail. Salary commensurate with experience. Respond with resume, salary requirements and location, Barry Moorman, 600 Woodbridge Place, Detroit, MI. 48226

PARA LEGAL for national company in Farmington Hills. Heavy phones. Experience with leases, contracts & litigation support. Salary dependent on experience. Send resume to: Personnel Manager, P. O. Box 7037, Troy, MI 48007-7037

PART TIME Administrative/Clerical position. Busy Farmington Hills, realtor needs dependable person up to 15 hours per week. $7 per hour. Flexible hours. Call Diane Frame at: (248) 645-3000 x213

PART TIME RECEPTIONIST/SECRETARY
Up-scale Livonia real estate office seeking individual for Friday and afternoon schedule 3 or 4 days a week. Some exceptions included. Computer skills helpful, dependability a must. Willingness to learn, but also encouraged to apply. Call Don or Diane at: (248) 477-3000 or fax resume (313)462-3615

PART TIME RECEPTIONIST
Mon., Wed., Fri., 9am-5pm for small Southfield law firm. Please send resume and salary requirements to: Legal Administrator, Suite 200, 3000 Town Center, Suite 2700 Southfield, MI 48075

PAYROLL & BENEFITS ADMINISTRATOR
Medium sized Southfield based firm seeks payroll coordinator with prior experience to handle all payroll functions and coordinate benefits administration. ADP software experience preferred. Please fax P.O. Box 2068 Southfield, MI 48086-5168 ATTN: C.F.O. (E.O.E.)

502 Help Wanted-Office Clerical

PART-TIME
Seabury & Smith
(a Marsh & McLennan Company) in DEARBORN has openings for the following part-time positions for our expanding operation:
RECEPTIONIST/TYPIST
8:30AM-12:30PM
The individual will work 8:30AM to 12:30PM, Mon. to Fri. performing the receptionist, clerical and typing duties. Good typing skills necessary.
CLERK
The individual will work from 12:30PM to 4:30PM performing filing, mailings, typing and general clerical work. Good typing/typing Clerical experience preferred.
We offer an excellent salary. If you wish to be considered for a position with an industry leader.
Call Jill (313) 271-0515
Fax resume. (313) 271-9514
or send resume to:
SEABURY & SMITH
4 Parklane Blvd.
Dearborn, MI 48126
An equal opportunity employer m/f

PAYROLL CLERK
Plymouth construction firm. Variety of duties include phone & clerical work. Payroll experience a must, MS Word & Excel are phase. Evaluation hrs. to $9-$10/hr.
EXPRESS SERVICES
313-487-5430 Fax 313-487-1638

PAYROLL PROCESSING
Expanding CPA firm in Wells mall/e offices has immediate opening for experienced payroll clerk to process payroll for multiple clients. Both part-time & full-time positions available with excellent benefits. Ideal candidate will enjoy a fast paced environment.
Send resume & salary requirements to:
Personnel Director
15005 Hall Rd., Suite 300
Clinton Twp., MI. 48038

Personnel Assistant
Major wholesale distributor center in Western Oakland County needs personnel assistant. Responsibilities include assist Personnel Director in all areas of personnel administration, familiar with COBRA, I-9 and MESC. Skills to include EDP Payroll Processing, Word Perfect, Microsoft Word, spreadsheet, word processing using Microsoft Office and ADP/A Associates Degree preferred. We employ 150+. Competitive salary & full benefit package. Send resume in confidence including salary requirements to:
Human Resource Manager
P.O. Box 5005
Novi, MI 48376.
Or fax to 248-380-3634.

PHONE ORDER PROCESSOR
Full & part-time. Weekends available. Must love to talk on the phone & work with the public. Data entry skills necessary. Business HMO, dental, life insurance, 401K, 401K plan, retirement programs, paid vacation & holidays. Excellent training program & career advancement.
(248) 476-9500
Nick Local Livonia Office

PHOTO SYSTEMS, INC. is a growing digital & chemical imaging company located in Dexter, MI. It rises N. of I-94 & W. of Zeeb Rd.
CUSTOMER SERVICE:
Immediate opening for dependable individual with experience in sales marketing and computer skills. Duties include order entry, customer follow-up and handling telephone sales.
RECEPTIONIST:
Enthusiastic individual with pleasant phone and computer skills needed to operate busy switchboard.
All positions full-time, benefits, wages commensurate with experience.
Call Jim at (313) 426-3000 for more information.
For all positions please send a resume and cover letter to:
PSI
7200 Huron River Drive
Dexter, MI 48130
Photo Systems, Inc. is an Equal Opportunity Employer

RATE CLERK POSTION AVAILABLE
at local transportation company. Must have knowledge of rate structure, minimum background helpful. Great benefit package. Send resume to:
PO Box 2187
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PROFESSIONAL RECEPTIONIST
(25 years in print, film, automotive)
Needs a Professional, Experienced, Talent Specialist.
Great Pay & Benefits.
Candidates must be multi-tasked oriented, experienced in customer service.
Office, staff, equipment, orientation and training provided.
1-800-345-2373

Receptionist/Administrative
TROY LOCATION
WordPerfect skills required. Full time, profit sharing, 401K, insurance, vacation. Stable 20 year
DALLAS INDUSTRIES
1050 E. Maple Rd.
Troy, MI
248-583-9400
Fax 248-583-9402

RECEPTIONIST
A manufacturing distributing company in Plymouth seeks an experienced receptionist. Assisting with administrative tasks, familiar with Microsoft office, accounts payable/receivable, low volume calls. Excellent temp-hire opportunity.
$9 - $10/hour
PERFORMANCE PERSONNEL
Performance Person
313-513-5823

RECEPTIONIST - and misc. office duties for W. Bloomfield real estate office. 11mi/Inkster. Mon. thru Fri. Friendly, people oriented. Call Sharon at the Morgan Group 248-851-4100

RECEPTIONIST
A service organization is seeking a professional, outgoing individual with excellent phone skills and good phone manner/men to greet guests and handle all other duties in busy office, located in Farmington Hills. Competitive salary and attractive benefit package. Light typing skills preferred. EOE. Please send resume and salary requirements to: Box 2118 Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

RECEPTIONIST
Bi-lingual Chinese
Medical Office. Professional and friendly. Good phone skills. Call Brooke, 11mi/Inkster, Mon. thru Fri. references (810) 477-0663.
SNELLING PERSONNEL SERVICES

RECEPTIONIST
MICROSOFT Word necessary. Dearborn company. Full time. Non-smoking office. $7.50 to $8.00/hr. In start, with excellent benefits. Mail resume only: Office Mgr., 6935 Chase Rd., Dearborn, MI 48126

RECEPTIONIST NEEDED part-time for Livonia law firm. Microsoft Word experience. Resume & salary requirements to: Colucci & Associates, 13617 Farmington Rd., Livonia, MI. 48150 or fax: 313-261-1114

RECEPTIONIST - part time, in Novi for 25-30hrs/wk. Please call: 248-344-9595

502 Help Wanted-Office Clerical

RECEPTIONIST/CUSTOMER SERVICE
Join Ethan Allen, a leader in the home furnishings industry, in an excellent career opportunity. We are seeking conscientious, individuals to meet and greet customers as well as perform clerical/telephone duties. & pleasant personality and professional appearance are a must. Send resume to:
Ethan Allen
775 North Woodward
Birmingham, MI 48009
Phone (810) 540-8558
Fax (810) 540-9778
We Are An Equal Opportunity/Affirmative Action Employer M/F/D/V

RECEPTIONIST/DATA ENTRY
Oakland County durable medical equipment company is seeking entry level full time Receptionist/Data Entry person. Duties including answering and directing calls from clients to proper phone system, data entry, and general office clerical duties. Excellent benefits, salary $7.00 - $8.00 hr. depending on experience. Interesting candidates please send resume to:
MEDNUF
P.O. Box 1351
Royal Oak, MI 48068
E.O.E.

RECEPTIONIST
Dynamic Royal Oak commercial furniture dealer seeks responsible individuals with professional demeanor to perform front desk duties, including multi-line telephone system & light bookkeeping. Full-benefit package. Salary commensurate with experience. Send resume to: Attn: Human Resources, ISCO, 1000 E. Maple, Troy, Fax: (248) 689-2600

RECEPTIONIST
Farmington Hills law office. Full-time. Excellent phone skills. Computer knowledge helpful. Entry level position. Fax Resume (248) 473-8825

RECEPTIONIST
Farmington Hills industrial automation company has an immediate opening for a qualified individual. Responsibilities include greeting visitors, answering voice, ability to handle high volume switchboard, including challenging situations with calm, courteous demeanor. Responsibilities will also include telephone answering. Applicant must be proficient in Windows, MS Word, Excel and Powerpoint. Excellent benefits package are offered. Please send resume: Recruiting Coordinator, 28001 Farmington, MI. 48335-0697. EOE.

RECEPTIONIST
Fast paced real estate office needs mature Receptionist for evenings & some weekends. Some computer knowledge necessary. Call Jerry or Ellen
248-626-8700.

Receptionist for real estate office, evenings and weekends. ERA COURTESY REAL ESTATE, INC. Ask for Barbara Walkowicz.
(248) 474-3303

RECEPTIONIST
for legal office. Competitive wages & benefits. Send resume to: Attn: Dunnan Rosen, 29200 Northwestern Hwy. Birmingham, MI. 48012 or Fax to: 248-646-8375

RECEPTIONIST
For kitchen & bath store. Experience in switchboard, filing & typing. Good pay, benefits, 401k. Apply at Acorn Kitchens; 111 S. Rochester Rd. Pontiac.
(248) 333-0111

RECEPTIONIST
FULL time position available in Livonia Kitchen & Bath Center. Duties include: Light bookkeeping, telephone support, filing, computer tasks & customer service. Computer, multi-tasking and multi-line phone experience a must. Salary DOE. Full benefits. Preemployment drug screen required. Fax or mail resumes to: ATTN: Shelly, 12500 Merriman Rd. Livonia, MI 48150. FAX (313) 522-9367

Receptionist - Full Time
Switchboard experience required. Fast paced Livonia company. $8/hr. Full benefits. Fax resume to
313-525-9914

RECEPTIONIST/GENERAL OFFICE
Multi-line phone skills & computer helpful. People skills & computer train.
248 541-4256

RECEPTIONIST
Growing company seeking to fill entry level position. Duties include telephone/computer/switchboard and miscellaneous clerical duties. Should have basic PC skills, MS Word, Excel and Windows 95 preferred. Please fax resume to:
Attn: Kim at:
313-455-0815
or mail:
RECEPTIONIST
Attn: Kim
44303 Plymouth Oaks Blvd.
Plymouth, MI 48170

RECEPTIONIST - Immediate opening for entry level receptionist position in fast paced Ann Arbor. Candidate must enjoy working with the public, be organized, detail oriented and have general computer skills. Full time Location, Mon. thru Fri. and benefit package available. Send resume to Box #1969,
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax - 313-455-1159

RECEPTIONIST
IMMEDIATE opening in our Farmington Hills office. Ann Arbor Environmental Consultants, Inc. is seeking a full-time receptionist who desires a challenging position with a highly challenging organization.
The ideal candidate will possess excellent phone skills, attention to detail, tracking experience, excellent time management organized and detailed. Candidates proficient in Word and Excel preferred.
If you are interested and qualify, please send resume to:
Receptionist
33003 County Line St. Ste. A-50
Farmington Hills, MI 48335
Equal Opportunity Employer

RECEPTIONIST
Leading Design/Build/Development firm seeks one full-time or two part-time Receptionists for Bloomfield Hills mouth based office. Qualified candidates should have prior experience, a professional attitude, and have excellent telephone and computer skills. Salary dependent on experience. Send resume to: Human Resources - RCP
45001 Helpern
Plymouth, MI 48170

RECEPTIONIST
Machine tool distributor looking for a professional individual with a pleasant personality to answer busy phone lines. Other duties include light typing, filing, and mail, general office duties. Salary based on experience. Benefit package available. Send resume to: Receptionist, PMC Machinery, Inc., 14600 Keel St., Plymouth, MI 48170-0041, or Fax to: (313)459-5429
EOE

RECEPTIONIST/CLERICAL
Person with organizational, computer and people skills needed for Livonia office. Good pay, benefits, excellent opportunities. Call Kate:
(248) 442-1112

502 Help Wanted-Office Clerical

RECEPTIONIST
Needed full time in West Bloomfield. Good communication & people skills required. Excellent Benefits. Apply in person: Tonya Corbett, Office Manager, 6710 W. Maple Road
Phone: (248) 661-2999
Fax: (248) 661-2998

RECEPTIONIST
Opportunity to join established company in the Receptionist/Secretary position. An upbeat personality with excellent phone skills is a top priority. Company uses Word/Excel and will train.
Dwyer Staffing Recruiters
248-344-5100 Fax 248-344-6104
Call For Other Openings!

RECEPTIONIST PART-TIME
needed for alternate week nights (5-8pm), Saturdays and Sundays (daytime) in pleasant Livonia Real Estate office (schedule shared with other receptionist). Excellent phone office background a plus. MUST be available year-end.
Call 313-591-6200, ext. 319

RECEPTIONIST
PART TIME
Weekend receptionist/secretary needed for an active real estate office in Clarkston. Answering phones, making appointments, filing and typing. Call Joannie or Betsy at
248-625-3700.

RECEPTIONIST
PART time for full service salon in Troy. Some computer experience needed. Call (248) 269-9500

Receptionist - Part Time
Multi-task receptionist position available for individual with good phone skills and personality capable of creating valuable customer report. MS Word experience is required, plus a willingness to help with other general office tasks. Permanent position, Monday-Friday, 1:00-5:00 pm. Send resume to Office Manager at:
St. Clare, Inc.
37440 Hills Tech Drive
Farmington Hills, MI 48331-3472

RECEPTIONIST
PART TIME
ACRO Service Corp., a $50 million organization, is one of the Detroit area's fastest growing staffing companies. We have an opening for a Receptionist to perform light duties in our Livonia office. The hours are Monday through Friday, 12:30pm to 5:00pm. Responsibilities include answering and directing all incoming phone calls from switchboard, distributing incoming mail, sorting all outgoing mail, using postage meter, call for pick up of express mail, drop off express packages, fax sending and other general clerical duties as needed. Selected candidates must have high school diploma, one to two years experience with multi-line phone system and familiarity with word processing and/or data entry. Please mail or fax your resume to:
ACRO Service Corp.
Human Resources, 5D
17187 N. Laurel Park Dr., Ste 165
Livonia, MI 48152
FAX: (313) 591-1217
ACRO SERVICE CORP.

RECEPTIONIST
Permanent, part-time. Printing company in Wixom needs energetic person to handle busy telephones & clerical duties. At least 5 hrs per day. Flexible hours available for students or mother returning to work force. Fax resume attention controller: 248-624-2001 or mail: 49362 Liberty Dr. Wixom, MI 48393

RECEPTIONIST
Receptionist wanted for busy automotive supplier. Must be able to handle high volume switchboard, knowledge of calls, and administer phone mail system. Will also handle mail for approximately 50 person office support equipment and make travel arrangements. Requires basic computer skills and typing 35-wpm. Knowledge of Word and Excel a must.
Please send/fax resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax# 248-374-9100

Receptionist/Secretary Position available immediately. Knowledge of Word helpful. Ann Arbor, Starting Heights and Novi. 313-396-1682

RECEPTIONIST/SECRETARY
Fast paced Bloomfield Hills law firm. Full time position. Phones, computer and dictaphone skills a plus. Typing 50wpm. Benefits/salary commensurate w/experience. Contact Tamara at:
248-647-4427
or Fax to 248-647-4727

RECEPTIONIST/SECRETARY
Several positions open for the individual will handle the voice of the company. Light secretarial responsibilities required. Typing 40 wpm., $17,000-$21,000 + benefits.
PERMANENT STAFF
TROY: 248-362-2727
FARMINGTON: 248-737-1750
248-737-5878

RECEPTIONIST TO $22,000
Good computer skills, 1-2 years office experience. Troy, Farmington.
Call Danielle 810-772-6760
SNELLING PERSONNEL SERVICES

RECEPTIONIST/TYPIST
need full-time individual with pleasant phone personality. Minimum 40 wpm typing skills with WordPerfect for Southfield office. (248) 350-2600

RECEPTIONIST
Use your skills in property management. If you are not making $10/hr, call Jennifer,
(313) 455-0068

RECEPTIONIST/VETERINARY ASSISTANT
Part time week days evening hours & Saturdays. Will train to deal with people & pets. Computer work involved, salary commensurate with experience. Attn.: Dr. Chang, 24120 W. 10 Mi Rd ,Southfield, MI 48033
(248) 356-0622

RECEPTIONIST
32-36 hours per month!
No experience required!
Novi real estate office
pleasant atmosphere. Ask for Robin or Cindy - 9:00 a.m. - 5:00 p.m.
248-348-3000

RECEPTIONIST
3-9 pm, Mon-Fri. Must be pleasant, dependable, organized & comfortable talking with people in person & on the phone. Call Mr. Bagel Deli, Call Arthur Murray Dance Studio, Bloomfield Hills, after 2pm.
248-338-6300

RECEPTIONIST
$7.50-$8.00/hr. Temp-perm
Must type 30 wpm & requires multi-line phone experience
Call Ann at
Southfield (810) 557-8006
Madison Hts. (810) 547-0800
Eastpointe (810) 775-7256
Troy, Detroit (313) 961-3300
INTERIM OFFICE STAFFING

RELOCATION DEPARTMENT in growing real estate firm is looking for an Administrative Assistant to help in the development of new business, provide support and follow-up for in-place programs, and assist management as backup. We require excellent computer knowledge, Powerpoint, Windows 95, Excel, Microsoft Word helpful. Good phone skills, outgoing, friendly, assertive personality. Real estate and office experience a definite plus. Fast-paced, but interesting and dynamic environment. Please send resume and salary requirements to P.O. Box Box #2163
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Sales Assistant
Professional self-motivated person for administrative support of sales. Detailed, organized with strong interpersonal skills. Excellent benefits. Send resume to:
1737 Cloverlane, Lincoln Park, MI 48146
or fax 313-388-6171

502 Help Wanted-Office Clerical

SALES ADMINISTRATIVE ASSISTANT
Sales Administrative Assistant wanted to assist Sales Representatives. Responsibilities include following up on requests to/from internal and external departments. Will also track quotes, sample orders, customer calls and answer issues. Must know Word and Excel and have excellent written/verbal/organizational skills. Spanish speaker/speaker of Japanese a plus.
Please send/fax resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax 248-374-9100

SALES ASSISTANT
Well organized? Detail oriented and pleasant? Looking for a flexible work schedule? If so, we have a position open for a sales assistant. 20-40 hours per week. Must have basic computer knowledge and be able to type accurately.
Please send resume &/or letter to:
The Jewish News/
Style Magazine
27676 Franklin Road
Southfield, MI 48034
attn: Rick Neasel
or fax to 248-354-1210

SALES COORDINATOR
Highly organized person with experience in part history/price/PO tracking. Will assist in basic costing/quoting to professional sales staff. Associate's Degree or equivalent. Respect with strong experience. Ability to handle multiple duties and priorities is necessary. Requires Amiga and Lotus 1-2-3 experience. Ecolab is a Fortune 1000 developer of premium cleaning, sanitizing and maintenance products/services. We offer competitive salaries and comprehensive benefits.
EOE/AA
Please submit your resume to:
Ecolab Inc.
32205 County Club Dr.
Suite C-1
Farmington Hills, MI 48331
Attn: Personnel Dept.

SECRETARY
Real estate development firm seeks highly motivated individual with experience in Windows, WordPerfect 6.1, Lotus and dictation. Fast paced environment requires excellent typing, proof reading and organizational skills and the ability to work under deadlines. Resumes to Development Secretary, ATTN: Office Manager, P.O. Box 5188, Southfield, MI 48086-5188
(E.O.E.)

SECRETARY/RECEPTIONIST
NEEDED part time (20-25 hours per week) for 5 person Southfield Technicenter Park. Duties include phones, typing, filing, & some Norstar system, typing, filing, some word processing (will train), small pick up and delivery and deliveries and general clerical tasks. Hourly wage negotiable plus 401-K eligibility. Fax resume to Dave @ (248) 355-0410 or mail Box 1, Inc. 21507 Melrose, Southfield, MI 48075

SECRETARY/RECEPTIONIST full time position available in Novi office. Phone skills a must. Computer skills required, experience w/Microsoft Word, Excel, Powerpoint, etc. Send resume to: Office Manager, 22635 Venture Dr., Novi, MI 48375.

SECRETARY/RECEPTIONIST
LIVONIA REAL ESTATE OFFICE
seeking full-time secretary/receptionist position. Typing, filing, phones & basic computer use. Experienced preferred, but not necessary. Call (734) 261-9500 ext. 9-5pm. Ask for Wendy Kozma at:
Mayfair Realtors (313) 522-8000

Secretary/Receptionist
Over 100 yr old company, w/excellent benefits and stable environment, has immediate opening for full-time, self-starter with good communication skills and phone etiquette. Applicants must possess basic computer skills, typing skills, word processing skills, and have filing and spreadsheet skills. Minimum 2 years experience required. Send resume to: PO Box 9069, Farmington Hills, MI 48333.

SECRETARY/SALES ASSISTANT
The ideal candidate should have excellent written and communication skills, be proficient in Microsoft Word and have