EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Criminal Attorney with busy practice in Farmington Hills interviewing for Legal Secretary. Must have 2-5 years legal experience, great personality, super organizing skills, knowledge of WordPerfect 6.1 for Windows 95 and excellent grammar/spelling.
Send resume w/references via Fax to: 248-855-0523

LEGAL SECRETARY
Experience needed for small Birmingham area law firm to start in Sept. Litigation experience a plus. Top pay and benefits to candidate. Fax resume to: MLS, Attn: C.J., (248)642-8740. discretion assured

LEGAL SECRETARY
Experience preferred. Wordperfect Windows 6.1. Transactional & litigation. Competitive wages & benefits. Send resume: Attn: Human Resources, P.O. Box 1750, Birmingham, MI 48012 Or Fax: 248-642-8370

LEGAL SECRETARY
Experienced in personal injury plaintiff work. Farmington Hills law office. WordPerfect 6.0. Non-smoker. Farmington Hilltop for Lease. (248) 737-8400

LEGAL SECRETARY
for insurance defense firm. Great position location, pay & benefits. Fax to 248-547-5498

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 Southfield law firm with experience in litigation and transactional law. Excellent salary required. Send resume to: Office Administrator, P.O. Box 213, Southfield, MI 48037-0215 or fax 248-354-1422

LEGAL SECRETARY
Full time for Birmingham attorney. WordPerfect & Windows 95 experience required. Some college/ secretarial education preferred. Mail resume & salary requirements to: Box #2236
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Dickinson Wright PLLC, a large Firm is seeking Legal Secretaries to fill openings in the areas of Litigation, Real Estate, Corporate, Commercial Business Law, Asset Protection.
Must be proficient in Word Perfect / Microsoft Word and have good typing 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. (Ste. #200
Bloomfield Hills, MI 48304

LEGAL SECRETARY
Legal Secretary needed for small 3 years experience needed for mid size law firm. Word Perfect 6.1. Excellent salary and benefit package. Send resumes to: Raymond & Prokop, P.C., 26261 Evergreen Rd., Suite 240, Southfield, MI 48075. Attn: Peg, or via Facsimile @ 810-353-1270

LEGAL SECRETARY
Major downtown Detroit law firm has an immediate opening for a legal secretary. Dual-focused position will be a self-starter with a minimum of 3 years experience in litigation. Skills required: Knowledge of Word for Windows preferred, but willing to accommodate a beginner. Competitive salary & benefits package. Send resume & salary requirement to:
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150
EOE

LEGAL SECRETARY
Medium Sized Law Firm:
has opening for Farmington Hills office, insurance defense work. Full or part-time position available, salary commensurate with experience. Full benefit package. FAX resume to Administrator at (313) 261-4510 Mail resume, Administrator, 33900 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARY & Management positions available with Bingham Farms law firm. Must relocate to Office Manager, 30400 Telegraph, #400, Bingham Farms, MI 48025 or Fax 248-642-0327

LEGAL SECRETARY
needed for Farmington Hills law firm. Requirements include excellent organizational & grammatical skills & knowledge of wordperfect 5.1. Forward resume to: Halver, Sickels & Murphy, Towych, Attn: Ken, 37000 Grand River Ave, Suite 250, Farmington Hills, MI 48335 Or Fax: (248) 442-0518

Legal Secretary
Part time (25 hrs. per week) for Bloomfield Hills practice. Call Beth at (248) 335-5000 or fax resume to (248) 253-9205

LEGAL SECRETARY/PARALEGAL Part-time. Minimum 5 years experience. Hours: Bingham Farms area. (248) 645-5000

LEGAL SECRETARY
Royal Oak law firm seeks a client focus house is seeking Legal Secretary experienced in Word Perfect 6.1, WordPerfect, and Timeslips. Great working environment. Competitive salary & benefits. Fax resume to: 248-288-4990 Attn: Ed

LEGAL SECRETARY
Southfield Defense Firm. Litigation experience required. Knowledge of Word Perfect 5.1 and Timeslips. Fax resume and salary requirements to: 248-352-6021

LEGAL SECRETARY
Seeking experienced Legal Secretary with strong typing and dictation skills. Corporate legal experience preferred, but not necessary. Must be organized and able to handle multiple tasks. Competitive salary/benefits. Send resume to:
Great Lakes Health Plan
17117 W. 10 Mile Rd., Suite 1500
Southfield, MI 48075
FAX: 248-483-4510
Attn: HR EOE
No Phone Calls Please

502 Help Wanted-Office Clerical

MEDIA ASSISTANT/ PHONE ATTENDANT
Candidate will be detail oriented and proficient in Excel & Microsoft word. Pleasant phone manner with Voice mail experience a plus. Please contact Nancy Shimatz at 248-643-0431

MEDICAL BILLING CLERK
wanted to process personal injury insurance claims. Top organizational skills needed. Expensive clients/ adjustor contact. Bloomfield Hills. Fax resume to: 248-647-5477

MEDICAL BILLING
Entry level, full time, organized. Medicare/Medicaid/Private. (313) 432-9949

MESSENGER
FOR Southfield law firm. Responsible, reliable, bicycle and car. Call Craig Call Mr. Warner at 248-948-0000 or fax resume to 248-948-9454

MICHIGAN'S LARGEST TITLE COMPANY seeking professionals for Escrow Processor, Closer, Receptionist & Closers. Fax resume to Alice, 810-540-1045

MIS ASSISTANT
Position available for person with good knowledge & experience of Novell 3.11, Windows 95 and NT server. Knowledge of Cobra Client Suite and Groupwise is helpful.
Duties include maintaining 65 plus computer network, adding software, troubleshooting hardware as well as software and handling Help Desk inquiries. Strong background in DOS and other business software needed. Training personnel on software programs and writing procedures manual necessary. Good communication skills required. Law firm experience helpful.
An Equal Opportunity Employer. Please send resume with employment history to:
Box #2181
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

NOVI PERMANENT part-time telephone operator. 11 am-2:30pm week days, will train. (248) 344-0098

OFFICE ADMINISTRATOR - financial services firm seeks responsible person for administrative & customer service duties. Excellent communication skills required, must be personable, a self-starter, well organized & accurate with details. Please respond by resume to 128 N. Center, Northville, MI 48167. EOE

OFFICE ASSISTANT for retirement community. Sales, customer service, computer. Good benefits. Send resume to Courthouse Square Apartments, 100 S. Fourth Ave., Ann Arbor, MI 48104 EOE

OFFICE ASSISTANT
Part-time. Basic office skills required. Accounting computer experience helpful. Send resume to:
30425 8 Mile Rd. Livonia, MI 48152.
Or call (248) 615-4040

OFFICE ASSISTANT
Part time, 9 to 5, Mon. & Wed. Design firm in Troy seeks reliable self-starter for fast paced office. Must have excellent phone & organizational skills. 2 yrs. office experience. Word & Excel experience required. Fax resume: 248-643-9177

OFFICE ASSISTANT
Ideal for homemaker or retiree. 10-15 hrs. per week. $8-$10 per hour. Must type, file, possess good written & oral communication skills. Computer literate. Send resume to: LCB, P.O. Box 67247, Canton, MI 48187

OFFICE ASSISTANT
Immediate full time opening. Must possess strong organizational and communication skills. MS Office (Word, Excel and Access) experience required. Medical terminology helpful but not required. Pleasant work environment. Farmington Hills location. Call (248) 848-9120 or fax resume to 248-848-9019

OFFICE ASSISTANT
Bloomfield Hills law firm seeks office assistant for fast paced office. Ideal candidate must be a self-starter with clerical experience plus typing 35 wpm. Responsibilities include filing, copying, light typing, general office and occasional switchboard receptionist. Some computer knowledge a plus. Excellent benefits package commensurate with experience, excellent benefits, and pleasant working conditions. Send resume and compensation requirements to:
Box #2224
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ASSISTANT
Receptionist, light computer, general office. Troy location. Fax resume to: 248-619-0255

Office Assistant Full-Time
Working 37.5 hours per week in our Farmington Hills office, you will perform routine office support functions including typing, filing, answering phones and preparing reports. To qualify, applicants must have 1 year of office work experience and excellent communication skills. Working knowledge of standard office equipment helpful. Salary $17,450.
Please mail or fax resume to
Liberty Mutual Group
Attn: Irene Fisher
34119 West 12 Mile Rd.
Suite 200
Farmington Hills, MI 48331
Fax: (248) 468-0327
We are an equal opportunity employer committed to workforce diversity.
Liberty Mutual

OFFICE/CLERICAL
Full time position. Nights and weekends. (248) 344-0880

OFFICE CLERICAL for Livonia firm involved in laser printer. Bookkeeping experience a plus will train a self starter. Salary based on experience. Call Richard Scramstad
313-421-6800

OFFICE CLERICAL
Growing manufacturing company has an immediate opening for a career minded individual. Good telephone & data entry skills a must. Send resume and salary requirements to:
FLAIRLINE
23435 Industrial Park Drive
Farmington Hills, MI 48335

502 Help Wanted-Office Clerical

OFFICE CLERK/COURIER
Full time for Troy law firm. Good driving record. (248) 649-7600

OFFICE CLERK - Full-time position for growing company. Reliable transportation, good typing and office experience skills needed. Salary based on experience.
(313) 532-3700

OFFICE CLERK
Good benefits, growing company. PC experience and good driving record required. Send resume: HR, PO Box 525, Southfield, MI 48037

OFFICE/CUSTOMER SERVICE, full-time, printing co. Computer experience preferred. Good telephone skills. Call Larry. (248) 260-0660

OFFICE HELP
Part time 10am to 2pm. Mon-Fri. Copying, filing, typing. Farmington (248) 553-3555 ext. 27

OFFICE HELP
Tuxedo rental warehouse, immediate opening. Customer service, data entry, telephone & computer experience required. Full time, benefits. (248) 474-1300

OFFICE MANAGER/ EXECUTIVE ASSISTANT
Successful, growing Livonia based property management/development firm seeks an experienced individual and their backgrounds included basic accounting knowledge, accounts payable, knowledge of accounts receivable, typing, communication skills and able to direct others. Must be computer literate, experience with property management software preferred and well organized. Salary, benefits, smoke free environment.
Fax resume to (313) 261-5494

OFFICE MANAGER position includes accounts payable/ receivable, order processing, etc. Computer experience and ability to handle multiple tasks required. Salary commensurate with experience. Send resume with salary requirements to: Office Manager, 27955 Ventura Dr., Novi, MI 48375.

OFFICE MANAGER
Small manufacturing company moved to new facility in Troy seeks a person whose responsibilities will include office management & inside sales. Must have good writing and communication skills. Fax resume to: 248-526-0430

PARALEGAL/LEGAL ASSISTANT for Southfield law firm. Windows/ Microsoft Word knowledge preferred. Experience in litigation & ability to work independently on files from beginning thru discovery & trial preparation needed. Salary determined by talent/experience. Send resume to: Gilbenish, Paskel, Tashman, & Weiner P.C., Attn Sheri Wiener, 24472 Northwestern Highway, Southfield, MI 48075

Part-Time Administrative Receptionist
We have 2 immediate positions available in the Livonia area. If you are organized, have a pleasant and a great work environment, this is a job for you.
Great candidate has professional phone demeanor, word processing and office experience. $8-$10/hr.
Call today for an interview!!
PERFORMANCE PERSONNEL
Performance Is Personnel
313-513-5823

Part-time General Office
Friendly, small family operation, located in Farmington Hills needs an assist in order processing & telephone sales. Computer literate skills helpful. Contact Sunshine
Medical Supply: (248) 738-8831

PART TIME HELP NEEDED. Farmington Hills job co. Must know WordPerfect. Light filing, meeting etc. Call Donna (248) 532-6555

PART TIME - Office Assistant needed for large Southfield apt. complexity. Hours are Tuesday, Wednesday. Great atmosphere! 810-557-0810

PAYROLL CLERK
Downtown Detroit Corporation is searching for a full time compensation support professional to perform payroll processing functions. Duties will include:
- Data Entry on ADP System
- Manual/Void Checks
- Calculations
- Processing Employee Time Sheets
- Light Typing and Filing

College degree in accounting and/or previous ADP experience a plus. If you are looking for meaningful job responsibilities, please forward resume and salary requirements to:
PAYROLL CLERK
P.O. Box 2125
Detroit, MI 48231
Equal Opportunity Employer

PAYROLL CLERK - entry level position with payroll service. Computer experience required, payroll experience preferred. Fax resume & salary requirements to 248-642-5640

PHONE ORDER PROCESSORS
Full & part-time. Weekends available. Ideal for those who like to talk on the phone & work with the public. Data entry skills necessary. Business HMO, dental, life insurance, 401K, 100% tuition reimbursement programs, paid vacation & birthdays. Excellent training program & career advancement
(248) 476-7355
Nice local Livonia Office.

PLYMOUTH MEDICAL faculty has immediate openings for full time Office Personnel experience necessary in general office duties. Fax resume to: 313-416-3903

502 Help Wanted-Office Clerical

PROFESSIONAL OFFICE seeks dynamic self starter to assist with making data entry, errands and other general office tasks. Some lifting required. 18 hrs. per week flex schedule. Send qualification: ATTN: J. McCarthy 17117 W. 9 Mile, Ste 950, Southfield, MI 48075

PROGRESSIVE, ESTABLISHED distribution co. seeks full or part time person to help with office duties including light typing, filing, phone answering & assisting in customer service. We offer health benefits, profit sharing in a fun environment. Please forward resume to:
PO Box 510600
Livonia, MI 48151

PROJECT ADMINISTRATOR $32,000
Worldwide company has opening for an assistant to corporate Project Manager. Administrative work includes scheduling activities and preparing presentation materials. Microsoft Project a plus.
Diversified Recruiters
248-344-9700
Call For Other Openings!

REAL ESTATE ASSISTANT
High powered, Birmingham realtor seeks experienced Administrative Assistant. Unlimited earning potential for dynamic, professional. Send resume & cover letter:
Ms. Jackson, PO Box 1156, Birmingham, MI 48012-1156 or FAX 248-642-4210

RECEIVABLE/PAYABLE CLERK Industrial distributor searching for a qualified individual to take accounts payables & payables. Associate degree preferred. Salary plus benefits. Please send resume to: Air Center Inc., Attn: General Manager, 2175 Stephenson Hwy., Troy, MI 48083

RECEPTION / CLERICAL
Position with room for advancement. Experience and computer skills needed. Please Mail or Fax resume to Business Director, 10 W. Square Lake Rd, Suite 300, Bloomfield Hills, MI 48302. Fax# 248-745-9660

Receptionist/Administrative TROY LOCATION
WordPerfect skills required. Full time, profit sharing, 401K, insurance, vacation. Stable 30 year company.
DALLAS INDUSTRIES
1050 E. Maple Rd.
Troy, MI
248-583-9400
Fax 248-583-9402

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Experienced, Full time for Birmingham CPA office. Pleasant phone manners & front desk appearance are required. Ability to type 35 wpm & perform clerical duties. Computer skills desirable. Excellent wage & benefits including 401K plan. Send resume to:
Box #2149
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
A full time position for outgoing energetic self-starter with previous phone answering experience. Computer literate knowledge of MicroSoft Word & Excel. Competitive salary with benefits. Please submit resume with salary requirements to: PO Box 530190, Livonia, MI 48153-0190 or fax 313-464-3331

RECEPTIONIST
ANSWER WANTED. Phone, professionalism and strong communication skills. Call Human Resources, Shelby Twp. (810) 323-9000

RECEPTIONIST/CLERICAL needed for high volume mortgage co. in Farmington. Office experience required, mortgage experience preferred. Fax resume to:
248-788-2139

RECEPTIONIST - Experienced and computer knowledge required. Steel background is plus. Send resume:
Attn: Administrator
26211 Central Park Blvd
Suite 304
Southfield, MI 48076

RECEPTIONIST
FOR Farmington Hills office. Need professional, self-motivated team player. Good benefits, great opportunity! Send resume to: Box #2222
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Receptionist for Real Estate Office, evenings and weekends. Fax resume to: Barb Walkowicz, (248) 474-3303
ERA COUNTRY RIDGE REALTY

RECEPTIONIST
For Southfield accounting firm. Includes bookkeeping.
10 Mile & Southfield area.
(248) 557-7466

RECEPTIONIST
for busy Detroit law office. Telephone, general office skills required. Reliable transportation mandatory as court filing will be required. Position is full time/ permanent. Salary/benefits commensurate with experience. 2555 E. Hopkins, Downtown Hghts, MI 48125

RECEPTIONIST
FULL time. Experienced for fast paced environment in Troy. Please respond by calling Human Resources at (248) 362-9200 for application or FAX resume. 248-588-3353

RECEPTIONIST - full time for growing Farmington Hills marketing agency. Excellent phone skills & computer literacy a plus. Max 1 year experience & plus. Fax resume to: J. Kirck, 248-653-8719

RECEPTIONIST
Full time. Manufacturer co. seeking dependable individual. Responsible for purchase of switchboard, greeting visitors, sorting mail, operate copiers/ machines and other office duties. Full benefits. Apply in person at DELANGER, INC. 1001 Doheny Ct. Northville, On Northville Rd., N. of 7 Mile, or Fax resume to 248-380-8730

RECEPTIONIST
FULL time for insurance agency. Clerical experience necessary. Will also do computer work and typing. Fax to Julie at (248) 643-0371

502 Help Wanted-Office Clerical

RECEPTIONIST, FULL-TIME
For Southfield Property Management Company. Requires pleasant personality, professional appearance, and good communication skills both verbal & written. Experience in typing, filing and organizational skills preferred. Mail resume to: Box #2156
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/ GENERAL OFFICE
Farmington Hills Accounting Firm. Word Perfect a must. Light bookkeeping a plus. Must be self-motivated. (248) 855-1870

RECEPTIONIST
GREAT part time job with a professional sales organization. Flexible hours in the 9am-3pm range. Phone skills and computer literate. Send resume to: Systems Specialties, 390 Enterprise Ct., Bloomfield Hills 48302

RECEPTIONIST
Growing company seeking to fill entry level position. Duties include answering phones, word processing and miscellaneous clerical duties. Should have basic PC skills, preferably MS Word, Excel and Windows 95 software. Please fax resume Attn: Kim at: 313-453-6815 or mail

RECEPTIONIST
Attn: Kim
44303 Plymouth Oaks Blvd
Plymouth, MI 48170

RECEPTIONIST - Immediate opening for entry level receptionist position in fast paced office. Candidate must enjoy working with the public, be organized, detail oriented and have general computer skills. 27041 Ione Junction, Mon. thru Fri. and every other weekend. Send resume to Box #1963
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax - 313-455-1159

Receptionist
Landis & Staefa, Inc., a world leader in providing customized solutions relating to energy efficiency and building automation, has the following individual to join our team:

RECEPTIONIST
We are seeking a highly motivated and organized individual to provide full-time support to our office. Ideal candidate must have 3+ years of office, front and clerical experience. Data entry experience would be helpful. You should also possess excellent telephone manner, former relations, and typing skills; word processing experience is preferred. Duties will include answering multiple phones, typing, mail processing, copying, data entry and other various support tasks.

We offer competitive compensation and excellent benefits. For consideration, please send fax your resume to: Landis & Staefa, Inc., Attn: Financial Manager, 31623 Industrial Road, Livonia, MI 48150 or fax: 313-268-1437. An Equal Opportunity Employer. NO PHONE CALLS. Women and minorities are encouraged to apply.

LANDIS & STAEFA, INC.

RECEPTIONIST
Lots of variety, heavy computer experience with ACTI, Excel, Windows, word processing, light for office duties; customer service; Farmington Hills area; good attitude; team player. Salary: $7.50 $8.50 hr. Fax / mail resume:
Attn: Ellen
Wolverine Corporation
24497 Indopkins Circle
Farmington Hills, MI 48335
Fax: 248-442-9353

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 receptionist duties. Salary based on experience. Benefit package includes 401K. Send resume and salary requirements: Machinery, Inc., 14600 Keel St., Plymouth, MI 48170-6041, or Fax to: (313)459-4382
EOE

RECEPTIONIST
MAJOR Brokerage firm in downtown Birmingham looking for a motivated part time receptionist. Clerical and computer skills required. Ask for Betsy (248) 645-6450

RECEPTIONIST
Mature, outgoing, dependable person needed for professional benefits firm in Troy. Part time 1-6, $8 per hour. Resumes only to: Dept. M, Box 2000, Southfield, MI 48037

RECEPTIONIST
MUST have minimum 6 Mo. work experience. Must be able to handle multiple phone lines. Typing & computer skills required. High school diploma or equivalency required. Troy office. Call Joanne (810)689-5312

RECEPTIONIST
NEEDED for fast paced professional office. Entry level apply in person at 30785 Dorsey Farmington Hills.
(248) 478-7030

RECEPTIONIST NEEDED. Duties include answering phones for 30 person office, light typing, filing, mail distribution & packaging, following task, print and fax. Facsimile duties. Hourly, entry level position. Must have pleasant phone presence. Familiar with Word or WordPerfect & Excel. Accurate typist. Punctual & courteous. Send resume to Paula, HPC, 21850 Haggerty, Suite 11, Southfield, MI 48076

RECEPTIONIST/ OFFICE ASSISTANT
Part-time. Join our software distributor in Farmington Hills corporate headquarters. Must be dependable, opportunity for advancement. Fax resume to: AXIS, INC. (248) 380-2715

RECEPTIONIST
Part time 3 days per week 9-4. No experience necessary. Troy area
(248) 679-5000

RECEPTIONIST
PART TIME - Mon. thru Fri. 12:30 pm - 6:00 pm plus Saturdays 8:00 am - 12:00 noon. Professional, dependable, pleasant with multi-line switchboard experience.
Call 248-559-6440 ext. 247.

502 Help Wanted-Office Clerical

RECEPTIONIST PART TIME
Needed for real estate office in Bloomfield Hills. M-W-F 8:30 - 2:30 - 8:00, plus every other Saturday 9:00-6:00 or Sunday 10:00-5:00. Call Joan Downey (248) 646-5000

RECEPTIONIST
Phone, scheduling & computer experience. Mon.-Fri. 10am-3pm. $8. per hr. Send Resume to: 21421 Hilltop, Ste #19, Southfield, MI 48034 or Fax: 248-353-3302

RECEPTIONIST
Receptionist wanted for busy automotive supplier. Must be able to handle multi-line phone system, light typing of calls, and administer phone mail system. Will also handle mail for employees, maintain office supplies/ equipment and make travel arrangements. Requires high school diploma and 3 years office experience. 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 - receivable, professional for multi line switchboard in busy non-smoking Troy office. Full time, good benefits, call 247-641-1000 between 8am-5pm 248-478-4119

Receptionist/Secretary Position
Phones, typing & office duties. Must be reliable, organized, detail oriented.
Detroit, Ann Arbor, Sterling Heights and Novi locations.
Fax resume to 248-374-9100

RECEPTIONIST/SECRETARY
Livonia, Property Management Co. Typing 55 wpm, Fast paced Co. Pleasant phone manner, detail oriented, salary. Salary $17,500. Call (313) 421-7200

RECEPTIONIST/SECRETARY
Immediate opening for a part time Receptionist/Secretary. Computer knowledge a must. Flexible hours. Please send resume to: Air Center Inc., Attn: General Manager, 2175 Stephenson Hwy., Troy, MI 48083

Receptionist/ Secretary
Phones, typing & office duties. Must be reliable, organized, detail oriented. Accounting a plus. Full time. Send resume: Sarah Woolmonk Inc., 47522 Galleon, Plymouth, MI 48170

RECEPTIONIST/ SECRETARY
Full time needed to answer phones and do light clerical work. Must know Microsoft Word, Word Perfect 6.0 and Excel. Call Marci at: 20000 Telegraph Rd., Suite 2250, Bingham Farms, MI 48025. Fax: (810) 644-3939

RECEPTIONIST/SECRETARY
Office experience required. Knowledge of Microsoft Office, professional phone skills & general office duties. Canton. Call:
(313) 721-8622

RECEPTIONIST/ SECRETARY
Small growing software firm has need for enthusiastic & organized individual, must possess strong phone & general office skills. Please call or send resume to: Medical Software Solutions, 30201 Orchard Lake Rd #214 Southfield, MI 48075 248-352-7040

RECEPTIONIST/SECRETARY
Sales office immediate opening for secretary with 2 years of recent office experience. Must be self starter with detail with good communication skills. Ability to type 35 words per minute. Duties, Send resume with salary history (a must) to Fax #810-354-3070 or mail:
REH Associates, Inc
21637 Melrose Ave
Southfield, MI 48075

RECEPTIONISTS NEEDED - for Troy hair salon. Must be flexible for days, nights & Sat. Will to start. Some benefits health.
Call (248) 680-1110

RECEPTIONIST
The General Physics Corp. has a full time/part time position available for a Receptionist. Telephone and MS Word experience required. We offer excellent benefits/competitive salary. Send resume to:
General Physics Corporation
Attn: Mel Abrahamson
580 Kirts Blvd., Suite 310
Troy, MI 48084
Fax: (810) 362-0293
EOE M/F/H/D

RECEPTIONIST - Troy office, full time. Light typing. Good phone skills. Please call Kathryn at: (248) 268-1900

RECEPTIONIST/SECRETARY/ ASSISTANT
Part time week days evening hours & Saturdays for a large veterinary clinic & pets. Computer work involved, salary commensurate with experience. Attn.: Dr. Chang, 24130 W. 10 Mile Rd., Southfield, MI 48033
(248) 358-0822

RECEPTIONIST
WORDPERFECT skills desired. Apply in person at: Liverte Lane, 2020 Wayne Rd., Westland

SALES ADMINISTRATIVE ASSISTANT
Sales Administrative Assistant wanted to assist Sales Representative in following up on requests to/from internal and external departments. Will also track quotes, sample orders, question and answer requests. Must know Word and Excel and have excellent communication skills. Detail skills. Spanish and/or Japanese language a plus.
Please send/fax resume and salary history to:
HARADA
22925 Ventura Drive
Novi, MI 48375
Fax# 248-374-9100

SALES ASSISTANT
needed part-time/ temp to permanent full time. General office duties. Minimal computer skills. Flexible hours Troy location. Fax resume/ salary history rate office 810-771-8904

SALES & OFFICE HELP
Jewelry store looking for sharp, energetic people for Sales & Office Positions. Experience helpful. Send resume to: Box #2221
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARIAL POSITION
Excellent salary & benefits. Auburn Hills area. (248) 373-3333

502 Help Wanted-Office Clerical

RWD
RECRUITING/ ADMINISTRATIVE ASSISTANT
RWD Technologies, Inc., is rapidly expanding technical services firm focused on improving human performance for a broad range of Fortune 100 companies. Our work in Michigan is conducted by a unique team of professionals who provide performance-based instruction and strategic support to engineers and plant personnel.
We are currently seeking a Recruiting/Administrative Assistant to support our recruiting efforts in our Auburn Hills office. The successful candidate will possess the following qualifications:
- Excellent interpersonal and communication skills with experience assessing and supporting clients
- Ability to manage simultaneous tasks and priorities in changing needs
- A high level of attention to detail and an understanding of organizational dynamics
- Experience with Windows 95, Microsoft Word, and Excel is a must
- Reputation for delivering consistent results in a fast paced environment
- Prior experience working in a hygiene professional environment
- Ability to work independently and take the initiative for task completion

Please send your salary requirements in complete confidence to:
RWD Technologies, Inc.
Attn: Lucile Pruss HRC-228
3700 Horizon Drive, Ste. 302
Auburn Hills, MI 48326
FAX: 248-475-0063
http://www.rwd.com
An Equal Opportunity Employer
We bring people and technology together.

SECRETARIAL POSITION
open in an exciting working environment!
Duties include: phone, typing. Must know MS Word, Excel & some data entry. Call Marci at: 248- 471-4500

SECRETARY
Accounting office for computer company. Troy, Auburn Hills, Macomb, clerical, Word Processing. Full time. Please call (248) 810-5520

SECRETARY/
ACCOUNTS PAYABLE
Dependable, PC experienced individual needed for Secretarial/AP/multi-task position. WP 6.1 knowledge helpful. Hours 8-5, $9-$10/hr. plus bonus. Property Management company currently in Southfield, but soon to be in Novi. Resumes to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/ADMINISTRATIVE ASSISTANT
Detroit area. Administrative Assistant needed immediately. Must be proficient in Microsoft Word and Excel. Purchasing background/knowledge a plus. Contact Administrative Manager at (810) 625-7417

SECRETARY/ ADMINISTRATIVE ASSISTANT
A multi-employer health & welfare plan is seeking an individual with 1-2 years secretarial experience, strong knowledge of Microsoft Word, Shortland dictation equipment and excellent customer service skills.
Comprehensive benefits package. Salary commensurate with experience and abilities.
Fax resume to: 248-588-4008 or Call 248-555-9610

SECRETARY
A leader in the design and build of automated assembly systems, seeks experienced individual to assist two sales engineers. Candidates must have a minimum of two years experience, expertise in Word for Windows and Excel, strong organizational skills, and the ability to work overtime. Our offers a salary commensurate with experience and a total benefit package. Please forward your resume and salary history to: Dur Industries, Inc., Attn: Administrative Supervisor, 46000 Plymouth Rd., Plymouth, MI 48170-4297.

SECRETARY/BOOKKEEPING
Southfield construction company looking for a take charge person to run office. Computer bookkeeping (Quicken. Working with insurance companies, sub-contractors & home owners. Call 8:30 to 5:00 248-559-1448 or fax 248 559-1444

SECRETARY
Farmington Hills Corporate/Estate Plan attorney seeks full time experienced legal or non-legal secretary. Word Perfect experience required. Call John Jehle at 248-865-9770 or Fax resume to 248-865-9878

SECRETARY
FOR small Birmingham office good Word Processing skills. Experience & references required. Salary commensurate including salary requirements.
248-540-1317

SECRETARY
FOR Southfield Medical Office. Good typing, composition, grammar & organizational skills needed. Word Perfect 6.0 & bookkeeping knowledge helpful. Call Sharon Mon.-Fri. 9-3 (248) 352-5940

SECRETARY
Full time for busy insurance agency in Northville. Call:
(248) 349-8990

SECRETARY
Full-time for Builder/Developer. Typing & computer efficient. Send resume: 32505 West 12 Mile, Suite 340, Farmington Hills, MI 48334. Or Fax: 248-848-9190

SECRETARY
IMMEDIATE OPENING available for busy Farmington Hills Real Estate Office. Pleasant phone manner, typing, computer knowledge helpful. 25 hours per week, Mon.-Fri. Call Carolyn, 248-626-9100, or fax resume to 248-626-9100

502 Help Wanted-Office Clerical

SECRETARY
Immediate full time opening for busy Farmington Hills office. Excellent telephone skills and Microsoft Word experience required. Excel and Access knowledge preferred. Competitive wages and benefits. Please send resume including salary requirements to: Sales Associates of Michigan, 29790 Hugo, Farmington Hills, MI 48334 fax: 248-471-0730

SECRETARY
MARKETING CONSULTANTS
Centrialize in the fast paced professional atmosphere of the International firm. Immediate temp to perm opening as well as short term opportunities. Call Sarah Today!
Birmingham/Livonia 473-2931
248-7661 Advantage Staffing

SECRETARY needed - for machine shop in Westland. Some typing skills required, but time passion, any hands-on machine shop, purchasing computer skills and dealings with certificated vendors. 313-326-2664

SECRETARY
Non-smoking office. Fax resume to: 248-649-6673

SECRETARY / Part-Time
For small, growing Bingham Farms office. Hours are Monday, Tuesday, Friday. Duties include word processing (Word for Windows 5.1), typing, answering phone, general office duties, etc. Please send resume to: Secretary, 30150 Telegraph Rd., Suite 414, Bingham Farms, MI 48025.

SECRETARY/PART-TIME
Farmington Hills. Law firm needs experienced legal or non-legal secretary to work 2 consecutive days per week. WordPerfect experience required. Call 248-553-9400 or fax resume to: 248-553-9107

SECRETARY
Part Time Needed (flexible hours). Responsible for accounts payable, inventory, cash reports, typing and light filing. Computer literate preferred. Applications accepted Mon.-Fri., 9am to 4pm in the Dietary Department at Botsford Hospital. No phone calls please.

SECRETARY/RECEPTIONIST needed for Troy CPA firm. Excellent phone skills required. Computer experience necessary. WordPerfect, Word and Lotus. Full time plus benefits. Call (248) 689-1390 or FAX: (248) 689-3054, attn: Karen.

SECRETARY/ RECEPTIONIST
3 weeks vacation & personal time. Health care, sick & life. 15 to 45 hours. Fri. Should have experience with Microsoft Word. Send Resume to Guest Odds & West, CPA, 30600 Telegraph, Suite 3165 Bloomfield 48025 or fax 248-645-1405

SECRETARY/RECEPTIONIST
DYNAMIC, fast paced environment office seeks full time individual with excellent phone, interpersonal, and typing skills to join our team. Computer experience necessary using Windows Word Perfect, Windows 95 experience a plus. We offer a competitive wage and benefit package in a fast paced environment & a growing organizational skills. Interesting work in pleasant, professional environment. Competitive salary & benefits. Opportunity for growth. Call Nancy. 248-352-3300

WORD PROCESSOR
Immediate full time opening available at professional benefits firm in Troy. Must have extensive experience in WordPerfect 7. Knowledge of Pagemaker and creating flowcharts helpful. Ability speaking and grammar skills required. Must work well under pressure. Maximum typing speed 60 wpm MS Word 6.0 or better required. MS Office & Graphics a plus. Send resume: Human Resources, P.O. Box 5104, Southfield, MI 48086-5104 or Fax: (248) 386-0502 EOE

WORD PROCESSOR
With excellent spelling, typing, grammatical and transcription skills needed for medium sized Novi law firm. Must be experienced in Microsoft Office Word 95. Legal knowledge helpful. Resumes to Office Manager, 25215 Ross Dr, Redford MI 48239

504 Help Wanted-Dental

ABLE DENTAL ASSISTANT
Seeking an energetic and enthusiastic individual. Full time, in progressive Bloomfield Hills Office.
(248) 645-9797

AMERICAN DENTAL GROUP, a growing, regional dental care corporation is seeking caring, team oriented individuals to fill the following positions:

DENTIST ASSISTANTS
General, Ortho & Perio. Must be dependable. Front office experience helpful

OFFICE ASSISTANTS
Dental experience helpful but will train motivated person. Computer experience plus.

Positions are available full and part-time in areas of Brighton, Canton, Dearborn, Farmington, Grosse Pointe, Monroe, Sterling Heights, Troy and Westland. Interested parties fax resume to: (248) 203-1170 or mail attention: Crystal DeLong, 300 E. Maple Rd., Ste. 311, Bloomfield Hills, MI 48304

ASSISTANT FOR Farmington Hills dental office. Full-time Tues, Thurs & 3 Sats., 8 to 12. Good benefits. Salary commensurate with experience. Call Lori at: (248) 553-0645

SMALL RESEARCH company, substantial salary, large consulting firm, needs ambitious, assertive, secretary/office manager to be a key partner in survey research projects. Office manager must be skilled in Windows, and knowledge of Power Point, Excel, PageMaker, a real plus. Duties include clerical, record keeping, financial reporting forms, data entry and project coordination. Salary $27,000 to $31,000. Benefits and opportunity for growth. Fax resume to: (313)769-0611 and then call (313)769-5868 within 24 hours

Switchboard Operators & Receptionists
looking to join our team in Troy, Livonia or Farmington Hills area. Call us today at
(248) 353-7050
EMPLOYERS
EOE.

TELEMARKETING
PART time person needed for Chiropractor office. (248) 471-7180

TELEPHONE INTERVIEWER
To work in Farmington Hills law office. Insurance background helpful. Good people skills. Non smoker. Ask for Linda, (248) 737-8400

TEMPORARY FULL-TIME clerical position available thru Oct. in Troy office. (248) 588-3000

UPSCALE SPA
MAKE UP ARTIST & SECRETARY
Must have experience & PR skills. Send resume to: (248)356-7650 or Call: (248)356-5810

WANTED
- Word Processors

to work in the Southfield, Farmington Hills & Livonia areas. Get paid the same week you work. Call today!
(248) 353-7050
EMPLOYERS
EOE.

WORD PROCESSING
SECRETARY for dynamic, growing market research firm. Position requires solid word processing experience, knowledge of Excel, PowerPoint, WordPerfect 6.0 a plus &