504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary positions.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 302-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY
Experience required. Full time, 40 hrs, week. Benefits. Salary commensurate with experience. 261-2400

LEGAL SECRETARY for Southfield law firm. Personal injury. 3 general law experience required. Salary commensurate with experience. 353-3000

LEGAL SECRETARY, experienced, for Southfield Personal Injury Law firm. Word Perfect. Salary commensurate with experience. Contact 350-1111

LEGAL SECRETARY - full time, Livonia. Domestic relations experience helpful. Pleasant surroundings & salary requirement to Lew Orlans, 33150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY/ WORD PROCESSOR
For Bloomfield Hills firm. Superb skills, legal experience and Word Perfect required. Excellent salary. 644-8506

LEGAL SECRETARY: Experienced, for small Bloomfield firm. Must have good work environment. Word processing and communication skills required. Salary commensurate with ability and ref. Call 647-7200

LEGAL SECRETARY
Experienced for Southfield firm that specializes in corporate litigation and commercial real estate. Must be a fast and accurate typist and have knowledge of court rules. Salary negotiable, depending upon experience. Contact Ann at 352-8300

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary in growing Rochester Oakland County law firm. Heavy typing including pleadings. Computer experience/familiarity with court filing procedures. Detail oriented, excellent grammar/punctuation skills. Must be commensurate with ability.
Call Jan 644-4433

LEGAL SECRETARY
$24,000
An extraordinary opportunity is awaiting you at this prestigious law firm. A good sense of humor and you ability to work in a fast paced, real supervision would be an added attraction. Fee paid. Call Marlenn, 353-2900.
SNELLING & SNELLING

LEGAL SECRETARIES: $20-$25K. Many Southfield openings. Suburban locations. Call Ruth at EXPRESS SERVICES. 643-8590

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate, tax & business law necessary. PC and Word Perfect required. Salary commensurate with experience & benefits package. Excellent benefits package and compensation offered for qualified and motivated individuals. Send resume to:
Attention Mark Mlusnek
14492 Sheldon Road, Suite 300
Plymouth, MI. 48170

OFFICE ASSISTANT
If you are a mature, experienced person, DI Linguist (fluent in Spanish), we are interested in you. Individual should be self motivated with good communication & organizational skills. We provide excellent advancement opportunities. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to:
Box 7360Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Medium size Southfield law firm needs an experienced legal secretary with good skills including shorthand to work in the corporate & tax department. Please send resume to Box 9958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Mid sized law firm in Western Wayne County is accepting applications for a legal secretary. Word Processing & dictaphone experience required. Litigation experience a plus. Competitive salary & full benefits. Please send your resume & salary requirements to Box #902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Farmington law firm. Minimum 3 yrs litigation experience & strong computer knowledge/word processing. Salary commensurate with experience. 851-4111

LEGAL SECRETARY - Entry level position for Southfield firm. Excellent typing skills. WordPerfect a plus. Pleasant work atmosphere. Call Donna 352-9380

LEGAL SECRETARY
Experienced. Domestic relations preferred. Computer experience helpful. Salary negotiable. Please send resume to: Sherman A. Bartsir, 27832 Ford Rd., Garden City, 48135 or Call Pat 425-0777

LIGHT INDUSTRIAL
SMUDGE PROOFING

We are accepting applications on Tuesdays from 9-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield.

MAINTENANCE SECRETARY
Needed for luxury apartment complex in Farmington Hills. Person must be detail oriented and possess a warm personality. Competitive compensation and benefit package. Please send resume to: Muirwood Apartments, 24689 Muirwood Dr., Farmington Hills, MI. 48331. Att: Julie Woodruff.

MARKETING SECRETARY
Work directly with VP of marketing and sales. Dynamic growing company needs your outgoing personality and good skills. Word processing needed. Good benefits. $18,000. Call Eleanor at 353-2000.
SNELLING & SNELLING

MEDICAL BILLER
Full-time for multi-specialist psychiatric/substance abuse clinic. Prefer 1 year experience. No phone calls please. Send resume to: Billing Manager, Square Lake Counseling Center, 3 S. Telegraph, Suite 100, Bloomfield Hills, MI 48013

OFFICE - Accounting Assistant
Leading computer software development firm is seeking experienced accounting personnel to join our growing organization. Responsibilities include: Accounts Receivable/Contract Processing and Accounts Payable functions. 1-3 years of bookkeeping experience required. Excellent benefits package and compensation offered for qualified and motivated individuals. Send resume to:
LWA
Attention Mark Mlusnek
14492 Sheldon Road, Suite 300
Plymouth, MI. 48170

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If you are a mature, experienced person, DI Linguist (fluent in Spanish), we are interested in you. Individual should be self motivated with good communication & organizational skills. We provide excellent advancement opportunities. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to:
Box 7360Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER for Troy tenfirm. Want 12-5pm. Mon - Fri. Own car. Call: Personnel Director at 362-4752

MICRO FILM CLERKS - for major Fortune 500 company in Troy. 3-4 months. Approximately $11,000. Call Marlene at Uniforce 646-7880

MONTAGE LOAN PROCESSOR needed for aggressive young company, minimum 1 yr experience. Please call for appt. 680-1750

OFFICE/CLERICAL
Canton retailer is looking for a mature detail person to work full time in a friendly office atmosphere. Accurate typing, filing, processing invoices, answering phones. Call Lisa 11am to 4pm. 728-8000

OFFICE CLERK, EXPERIENCED
Prepare shipping documents, invoicing, posting, filing, typing. Come in or call: Star Cut Sales, Inc., 24461 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

OFFICE HELP - Clerical, order entry. Permanent full time position. Apply in person: Sam Ezzo, 11 E. Telegraph at M-59, Pontiac.

OFFICE HELP
Needed to help run busy alarm company. Must have phone manners, good typing, English and math skills. Call Joy 589-0518

OFFICE MANAGER
Needed Dive, Dive service agency. Duties will include marketing, service & sales. No experience necessary, will train. Call 459-2022

OFFICE MANAGER - for education/all service business. Marketing experience & knowledge of educational process preferred. Send resume to: Box 9957, Northville Lane, W. Bloomfield, MI 48322

OFFICE PERSONNEL
Full time, typing skills required. Send resume to: 7288 Sheldon Rd., Canton, MI. 48187, or call 455-6222

OFFICE POSITION for competent, experienced person. Must have typing skills and knowledge of office procedures. Excellent growth opportunity in this high energy environment. Send resume to: Box 984,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME
Birmingham firm needs flexible receptionist/secretary with pleasant phone voice and accurate typing skills to work with select client list. 20 hour week needs punctual, reliable person. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

PART TIME
Permanent part time position in our claims department. Must be able to work 4-6 hours daily Mon-Fri, 8am-3pm. Duties include filing and mail processing.
Can qualify for paid holidays, vacation and participation in company profit sharing program. Now! Town Center location & typing skills required. 349-8000
Liberty Mutual Insurance Group
An Equal Opportunity Employer

PART TIME POSITIONS
TELEMARKETING
CLERICAL/ENTRY
A rapidly growing Farmington Hills manufacturing company has immediate openings in the Marketing Department for two part-time positions.
TELEMARKETING: Candidate should possess good telephone skills.
CLERICAL/DATA ENTRY: Candidate should possess good typing skills and be familiar with basic office procedures - data entry experience a plus.
Send replies to:
Marketing Department, P.O. Box 576, Farmington Hills MI 48331
An Equal Opportunity Employer

OPERATOR/RECEPTIONIST
One of Michigan's largest industrial electronics distributor has an immediate opening for an operator/receptionist with some data entry & clerical responsibility. Must be pleasant and have good phone manners, accuracy, attention to detail, good health, dental and profit sharing. Apply in person, 9AM-4PM, Mon.-Fri. Pioneer Standard Electronics, 13485 Stamford, Livonia. 525-1900
An Equal Opportunity Employer

ORDER DESK
Clerical position involves taking telephone orders. Candidate must possess good communication skills, strong math skills and computer and front desk experience. Send resume to: P.O. Box 300, Southfield, MI. 48037

ORDER DESK
Earn $8 to $10 an hour from your home. Our computerized sales office. Our nationwide customers are willing to buy and your closing skills are the best, join our winning team. Complete training and benefits. Non-smoker. Call: 563-8288

PACKAGERS - machinists, needed for major auto supplier in Walled Lake, Livonia, Brandy 40 hrs. $10/hr. wk. Call Leslie at Uniforce 337-0034

PERSON NEEDED
to learn property management real estate business. Willing to work hard/long hours. $18,500 annually. Benefits & bonuses.
P.O. Box 8149, West Bloomfield MI 48304-8149

PHONE RECEPTIONIST
Troy, great opportunity for mature, reliable person. Must have variety of phone experience. Typing 2 days per week, light typing. Call Joy 680-6002

RECEPTIONIST - Southfield law office looking for experienced receptionist to man the Receptionist position. Call 557-4777

RECEPTIONIST/CLERICAL
needed full time for busy office to answer multi-line phone system, Pleasant voice and accurate typing skills a must & other clerical duties as needed. Please send resumes to P O Box 9226, Livonia, MI 48151

RECEPTIONIST PART TIME
for Birmingham CPA firm. 642-5624

RECEPTIONIST - Telephone & typing ability required for excellent entry level position with growing Livonia magazine publisher. Call 458-5010

RECEPTIONIST
Busy office needed for typing, filing, light bookkeeping, and other duties. Duties include typing & filing. Full time position. Call 559-0300

RECEPTIONIST/Secretary. Entry level position for large organization. Do mail, receive telephone calls & mailings. Call for interview 435-3300

RECEPTIONIST/SECRETARY
Typing 45 words, able to answer multi line phones. Call 425-6226

EID TEMPORARY SERVICES

RECEPTIONIST
Redford area. Must have friendly phone manner & typing skills. Duties & entry working with the public. Call 7-5pm 773-3300

RECEPTIONIST. Part-time, Birmingham Center. Mon thru Fri, 8:30am-3:30pm. Sat, 8am to 1pm. Excellent communication skills & typing ability required. Call 647-0030

RECEPTIONIST Auto Dealer seeks organized individual to handle internal communications of quick paced business. Est Pat Lock, good for appointment at: 421-1300

RECEPTIONIST - A dynamically growing software firm in Novi seeks a receptionist with 8-10 years phone experience. Word processing skills are a definite plus. If qualified, please call Carol 347-4000

RECEPTIONIST
Professional appearance and good phone manners wanted for Birmingham area firm. Experience preferred but will train excellent applicant. Call JoAnn 647-1140

RECEPTIONIST/SECRETARY
Seeking a well spoken individual to fill a full time position in our Garden City office. Duties will include answering phones, word processing & general office work. Call for appointment, 425-8300 or 522-7700

RECEPTIONIST wanted for Troy based company. Must have a pleasant phone personality and be able to do general office duties. Please call Mon. thru Fri. 9 till 5.
Ask for Andrea 362-1209
An Equal Opportunity Employer

RECEPTIONIST
Fast paced Southfield Company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Send resume to: P.O. Box 300, Southfield, MI. 48037

RECEPTIONIST. National Entertainment company, be warm, enthusiastic responsible person. Approximately 15 hrs per week. Flexible schedule, hours per week varies. Apply immediately to: Marketing Director, PO Box 2181, Southfield, MI 48037

RECEPTIONIST
Office receptionist & support person needed. Typing (35wpm), 10-key, wpm), filing, answering phones and other duties. Good with phones experience preferred but not necessary. Call Mon-Fri 10-5pm. Mr. Lee or Mr. Morris 851-8000

RECEPTIONIST/SECRETARY
Needed for health care facility, full time, Mon-Sat hours. Thru Fri. 9:30-6pm. A variety of office duties for a fast paced, fun, office. Enjoy to meet & greet the public in a congenial environment. Call for appointment only at Plymouth Ct. Health Care Center, 105 Haggerty Rd. Plymouth

RECEPTIONIST
Computer distributor needs an experienced receptionist. Opportunity for growth. Send resume with salary history to:
Tenaxis
32713 Schoolcraft Rd.
Livonia, MI 48150
313-427-1010

RECEPTIONIST
Busy office seeking professional for front desk position in Farmington Hills, excellent benefits.
PARTNERS IN PLACEMENT
474-8500

RECEPTIONIST for Southfield law firm. No experience necessary. For appointment call 6ars between 10am-2pm 352-7300

RECEPTIONIST for Farmington Hills law firm. Experienced professional with pleasant voice, neat appearance, polished image needed to answer busy phone system. We offer excellent pay and an attractive working environment. Word processing skills a plus. Please send resume to: 28 Mile, Suite 150, Farmington Hills, MI. 48331, or call 489-8000

RECEPTIONIST/SECRETARY
Architectural firm has immediate opening. Excellent phone manner, proficiency in WordPerfect 4.2 & familiarity with Lotus 1-2-3. 3-5 years professional business office experience preferred. (Architectural firm experience a plus.) Contact Nathan, Levine & Associates, Inc. 30833 Northwestern Hwy., Suite 200, Southfield, MI 48034. 358-3400

RECEPTIONIST/SECRETARY
Architectural firm has immediate opening for receptionist/secretary, proficiency in WordPerfect 4.2 & familiarity with Lotus 1-2-3. 3-5 years professional business office experience preferred. (Architectural firm experience a plus.) Contact Nathan, Levine & Associates, Inc. 30833 Northwestern Hwy., Suite 200, Southfield, MI 48034. 358-3400

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