504 Help Wanted Office-Clerical

RECEPTIONIST
Benefit package & competitive salary for the right person who is a self-starter, can handle multi-line phone system, & type at least 40 wpm. Send resume to: K. MacLachlan, Zilkha & Sons, 27303 W. 8 Mile, Redford, MI 48240

RECEPTIONIST
required for work full time for a Southfield construction company. Job duties include: Answering phones, greeting people, filing and typing (45 WPM). Dependable car a must. Please send resume to: Office Manager, P.O. Box 806, Franklin, MI. 48025-0806

RECEPTIONIST/CLERICAL
Farmington Hills financial planning firm is looking for a non-smoker to work full-time, in a pleasant surrounding historical office building. Duties include typing, client contact, 10key PC word processing and light bookkeeping. Pay is $14,000 to $19,000. Call for appointment on Mondays & Wednesdays, 9 to 5. 489-8470

RECEPTIONIST/
SWITCHBOARD OPERATOR
Downtown Detroit based firm seeks a well organized, dependable individual to handle a varied position. Qualified candidates must be courteous & businesslike with pleasant phone skills. Switchboard Operator experience is helpful but not necessary. Excellent opportunity for advancement in our growing firm. This position offers a competitive benefits package. For consideration please send resume to: Receptionist, P.O. Box 779, Detroit, MI 48231

RECEPTIONIST - Troy Co. seeking person with good telephone & typing skills. Will train. Full time position. Please call 8am-5pm. 524-2560

RECEPTIONIST/LEGAL Secretary for Birmingham Office. Must have 1-2 yrs. Legal experience. Please call 644-8910

RECEPTIONIST
Part-time, 4-5pm, Mon, Wed, & Thurs. for Service Business in Farmington. Call Debbie, 851-2500

RECEPTIONIST/SECRETARY, light bookkeeping, experience required, salary negotiable, 30 hours weekly, Birmingham area. 540-0647

RECEPTIONIST - Auburn Hills ad agency, friendly atmosphere. Full time. Good typing & nice phone personality required. Diane 373-1700

RECEPTIONIST
For Birmingham insurance agency. Word processing experience desired. Able to multi-task. 647-7800

Receptionist/Switchboard Operator
Major financial institution requires career oriented individual. Excellent salary & benefits. Mr. McPherson, 358-1122

RECEPTIONIST for real estate office in West Bloomfield. Full-time and part-time positions. Typing skills required. Good telephone personality. Call Sharon 851-4100

RECEPTIONIST - PART TIMER
Mature, experienced person with smile in your voice for very busy cosmetic & perfume distributorship wholesaler. Ask for Lynn: 533-8682

RECEPTIONIST for high volume travel agency. Call Debbie, 737-7000

experience on 20 line switchboard. Hours are 7:30-3:30. P.O. Box 82, Southfield, MI 48037.

RECEPTIONIST
Two month position wanted for part time position. Pleasant phone personality & typing skills required. Morning, afternoon, or evening shift 12:30-5. Call Janice, 535-1785

RECEPTIONIST - with Rom, Dismansion & Williams, expansion is light typing helpful, many openings. Farmington, Hills, Livonia, $850-$1125/mo. Call Joan at Unitforce 473-2530

RECEPTIONIST. Busy fast paced Troy hair salon seeks mature person for desk, tel. and filing. Many advantages, pleasant atmosphere. Ideal job, have good phone skills and some typing. Call Manager 643-8740

504 Help Wanted Office-Clerical

RECEPTIONIST
$5-8.25/hr. Type 40 wpm
Call Jordana at 643-5300
EXPRESS SERVICES
Temporary & Permanent Personnel

RECEPTIONIST
Typing, filing, evenings, active real estate office in Livonia, will train. Must start immediately. Call Jay Hughes, Maystar, 522-8000.

RECEPTIONIST
Professional atmosphere, excellent phone manner, small switchboard, some clerical duties. Send resume to: Patricia Warner, 1370 Penobscot Building, Detroit, MI. 48226

RECEPTIONIST/TYPIST
Clawson Publishing Company needs a self-motivated individual. Light typing & greeting business guests on busy with answering telephones. Send resume to: President, 500 H. Ferry, Clawson, MI. 48017

RECEPTIONIST/SECRETARY. Real Estate Consulting office at 13 & Telegraph seeking sharp individual with excellent phone manners and typing skills. Must have IBM word-processing experience. Non smoker. Full benefits. Call 540-0072

RECEPTIONIST

Southfield Corporate office seeks conscientious individual to create a good first impression with visitors & phone contacts. Responsibilities include switchboard, mail room, general typing, data entry, accounts payable. Non-smoking, 50 hour wk plus benefits. Call Joan: 827-7720

RECEPTIONIST - position open in Troy for a Receptionist/Typist. Qualified applicant must have a minimum of 2 years office experience, pleasant personality & excellent phone skills. Please send resume to Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Growing Southfield consulting firm seeks a high energy friendly person with pleasant voice to greet clients and handle multi-line phones. Light typing required. Entry level position. Full benefits with future re-imbursement. Please send resume to: Computers Diversified Inc., P.O. Box 76, Franklin, MI. 48025, Attn: Executive Secretary.

RECEPTIONIST/SALES CLERK
Full time position for small service based service organization. Must have clear and pleasant telephone skills, ability to handle multiple tasks, ability to handle phone orders & over the counter sales. Experience a plus. Excellent benefits. Send resume to: Director of Member Services, Central MUI, P.O. Box 7, Farmington, MI 48332

SALES PERSON & Office Assistant to credit manager. Salary commission & benefits. Above average earnings. Will train. 40 hour week. PO box 87064, Canton, MI. 48187

RECEPTIONIST - Bloomfield Hills marketing firm, typing 60 wpm, errorless work, background check required to work. Friendly, professional, benefits, $18,000. Fee paid

SECRETARY - Southfield. Experienced, good typing. Multi Mate word processing, tape transcription, good grammar & composition skills by, full benefits plus pension plan. $17,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RENTAL AGENTS
McDonald Rentals is an expanding organization in the car/truck/van rental business. Our locations in and around Metro Detroit are in need of people who are organized and have some clerical skills. We will train you to do the rest. Full and part-time positions available. Major Medical benefits, paid vacations, opportunity for advancement. Apply at: 12735 Telegraph Rd., Taylor, or 30900 Ford Rd., Garden City or 17000 Northville Rd., Northville

504 Help Wanted Office-Clerical

RECEPTIONIST
Leading Southeastern Mich. design/build firm seeks mature, experienced receptionist for their fast paced Plymouth office. Qualified candidate will possess professional attitude, phone manner and good communication skills. Complete benefits and compensation package. Send resume to:
R. A. DeMattia Co.
45501 Helm St.
Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST ADMINISTRATOR
Dynamic individual needed for busy international electronics company. Ideal second level opportunity for bright, detail oriented person. Part time, will develop into full time. Farmington Hills office location. Call Karen Dennison 553-6020

RECEPTIONIST/SECRETARY. Real Estate Consulting office at 13 & Telegraph seeking sharp individual with excellent phone manners and typing skills. Must have IBM word-processing experience. Non smoker. Full benefits. Call 540-0072

RECEPTIONIST

Full time, experienced, telephone receptionist for busy financial services organizations administrative office. Excellent benefits and immediate opening for candidate with pleasant phone manner, professional appearance, typing skills and 5yr. experience w/WordPerfect and Lotus 123 knowledge. Send resume or letter to Department KM, P.O. Box 698, Troy, MI. 48099.

RECEPTIONIST

Southfield Corporate office seeks conscientious individual to create a good first impression with visitors & phone contacts. Responsibilities include switchboard, mail room, general typing, data entry, accounts payable. Non-smoking, 50 hour wk plus benefits. Call Joan: 827-7720

RECEPTIONIST - position open in Troy for a Receptionist/Typist. Qualified applicant must have a minimum of 2 years office experience, pleasant personality & excellent phone skills. Please send resume to Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Growing Southfield consulting firm seeks a high energy friendly person with pleasant voice to greet clients and handle multi-line phones. Light typing required. Entry level position. Full benefits with future re-imbursement. Please send resume to: Computers Diversified Inc., P.O. Box 76, Franklin, MI. 48025, Attn: Executive Secretary.

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Full time position for small service based service organization. Must have clear and pleasant telephone skills, ability to handle multiple tasks, ability to handle phone orders & over the counter sales. Experience a plus. Excellent benefits. Send resume to: Director of Member Services, Central MUI, P.O. Box 7, Farmington, MI 48332

SALES PERSON & Office Assistant to credit manager. Salary commission & benefits. Above average earnings. Will train. 40 hour week. PO box 87064, Canton, MI. 48187

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SOUTHFIELD 559-0560

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McDonald Rentals is an expanding organization in the car/truck/van rental business. Our locations in and around Metro Detroit are in need of people who are organized and have some clerical skills. We will train you to do the rest. Full and part-time positions available. Major Medical benefits, paid vacations, opportunity for advancement. Apply at: 12735 Telegraph Rd., Taylor, or 30900 Ford Rd., Garden City or 17000 Northville Rd., Northville

504 Help Wanted Office-Clerical

SALES SECRETARY
Southfield company. Entry Level job for sharp individual with initiative to work in fast paced sales department. Excellent typing and communication skills required. Send resume to: P.O. Box 300, Southfield, MI., 48037

SALES SECRETARY
Southfield Electronic rep firm. Typing 60 wpm. Some experience required with PC. Desire dependable and team oriented person with good phone personality. Non smoking office. Call Ann Marie 557-7300 or send resume R.O. WHITESELL & ASSOC. 18444 W 10 Mile, Southfield, 48075 559-5454

SALES SECRETARY
Confidential, executive level position working for the President requires well spoken professional with word processing experience. Salary commensurate with ability. PEE PAID.
St. Clair Shores 773-0730
Troy 640-4144
Harriet Sorge Personnel

SALES SECRETARY/Receptionist-Southfield based manufacturer of aquarium equipment. Pleasant phone & communication skills, typing at least 55 WPM. Familiarity with word processing equipment, FAX & copy machine. Salary commensurate.
Linda, 37710 Northwestern Highway, Suite 110, Southfield, Mich. 48034.

SECRETARIAL ASSISTANT
Small Insurance Agency in downtown Birmingham. Must have own car. Phone & typing experience necessary. Call Mary Lou, 644-3100

SECRETARIAL/Full Time for a small, friendly sales firm located in Holiday Inn Plymouth. Applicant must be self-motivated with good phone & typing skills. Computer experience helpful. Please send resume to: Spalding Sales, 1150 W. Ann Arbor Trail, Plymouth, MI 48170. Non smoking office.

SECRETARIAL HELP, some experience required, 30 hours a week, 1 pm non smoking office. Call between 9am to 10am. 796-3290

SECRETARIES
Full time career opportunities available for experienced people with top pay, word processing training and excellent benefits.
Call - 425-6228
ETD Temporary Service

SECRETARIES

DEPT. SECRETARY - Full time, day shift position available in our Southfield office. This position requires 2 years secretarial experience in a health care environment. Previous substance abuse or mental health experience highly desired. Accurate typing speed of 50 wpm, plus ability to take dictation and strong working knowledge of MS-PC WordPerfect and Lotus software.

SECRETARY REGISTRAR - Full time, day shift position available in Physical Medicine and Rehabilitation Services. Position requires 2 years secretarial experience in a health care environment. Accurate typing speed of 50 wpm, plus ability to take dictation and strong working knowledge of IBM-PC WordPerfect and Lotus software.

SECRETARY REGISTRAR - Full time, day shift position available in Physical Medicine and Rehabilitation Services. Position requires 2 years secretarial experience in a health care environment. Previous substance abuse or mental health experience highly desired. Accurate typing speed of 50 wpm, plus ability to take dictation and strong working knowledge of IBM-PC WordPerfect and Lotus software.

SALES SECRETARY - needed for local company. Must be mature and have excellent typing skills. Benefits after 90 days.
Ask for Debbie, 659-5600

REAL ESTATE OFFICE - Secretary needed with good typing skills, for busy office in Plymouth. Call 459-7570

DEPARTMENT SECRETARY
Real estate investment company has a well organized position that has the following qualifications:
• Good communication skills
• 2-5 years secretarial experience
• Word Processing & Lotus experience
• Able to multi-task
• Typing speed 55-70 wpm
Qualified applicants should send resume and salary requirements to:
McKINLEY ASSOCIATES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARIAL/BOOKKEEPING
with moderate computer experience & general receptionist duties. Apply in person: 37415 Gratiot, Clinton Twp. Chapine Comedy Club, 18890 Telegraph, just E of Six Mile.

504 Help Wanted Office-Clerical

SECRETARIES

Looking for sharp individuals to fill various secretarial positions. If you have good office skills and type 45 wpm plus, we may have the perfect position for you! Computer training is available to those who qualify. Call today to apply.

ENTECH
SERVICES, LTD.
737-1744

SECRETARIES
Our International company has a need for Bi-Lingual Secretaries. Must be fluent in French, Spanish or German & have prior Secretarial experience. Send resume to:
1408 Allen, Troy, MI. 48083

SECRETARY/SALES SUPPORT possessing good typing, communication skills. Word processing and personal computer knowledge helpful. Denise Mon.-Fri. 8am-4pm 667-0521

SECRETARY
Book distribution company seeks energetic and reliable secretary. Typing and good communication skills a must! Send resume:
Attn: Ilene, 11978 Belden Ct., Livonia, MI 48150

SECRETARY/DOOKKEEPER
Growing W. Bloomfield commercial real estate management company firm seeks self motivated person w/ accounting, bookkeeping, clerical & computer word processing experience. Excellent communication & organizational skills a must. Permanent part time position, with flexible schedule. Send resume to: Bookkeeping Center Management Group, P.O Box 5395, Southfield, MI 48086

SECRETARY/CLERK
Community EMS, a Nov! based ambulance service is seeking an experienced secretary/clerk. Full time hours. Accurate typing, word processing skills & strong organizational skills required. For information, contact Mike Matthews at: 344-1990

Secretary/
Computer Operator

Full time needed at Corporate Office. Must have knowledge of computer terminal operation, flexible & written communication & clerical skills. We offer excellent benefits. Please call 644-5300, ext. 331

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SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self starting person with typing speed of 50 wpm & word processing experience (Wordstar a plus). Person should have the ability to take on various responsibilities & have an excellent phone manner. Candidates will have the potential for advancement in the financial industry. For consideration send resume to:
Personnel
P. O. Box 779
Detroit, MI., 48231

SECRETARY
Development firm in Birmingham seeks a motivated individual who is seeking a challenging position with growth potential. Wordperfect & Lotus experience required. Light bookkeeping helpful. Flexible hours & benefits. Send resume & salary requirements to: Office Manager, 999 Haynes, Suite 385, Birmingham, MI. 48009.

504 Help Wanted Office-Clerical

SECRETARY - Entry level secretarial position for fast paced mfg. company in Troy. Must have good office skills and word processing preferred. Good communication skills required. Full benefits. Please contact Cheryl Endelman at 689-3232

SECRETARY, EXECUTIVE. Small Troy manufacturer of medical needs a special person to help its very disorganized President. Typing, spelling and other mechanical skills are important. Well paid for the right person and resourceful, with 3 years of secretarial experience. This immediate opening offers benefits and a salary from $14,000 to $18,000. Please send or fax your resume to: Eric, 533 Park St., Troy, MI 48084, ATTN: A.E. Hart

SECRETARY
Experienced, needed for Pontiac law firm. Word processing skills are necessary. Please send resume & salary requirements to: Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for interior design company. Progressive firm needs intelligent person oriented person to take responsibility 549-7200

SECRETARY for 1 girl office. Bookkeeping & typing. Full time. Southfield area.
Call Barb, 537-7100

SECRETARY for Birmingham area small office. Typing with word processor, organizational skills. 644-3900

SECRETARY/DOOKKEEPER
Growing W. Bloomfield commercial real estate management company firm seeks self motivated person w/ accounting, bookkeeping, clerical & computer word processing experience. Excellent communication & organizational skills a must. Permanent part time position, with flexible schedule. Send resume to: Bookkeeping Center Management Group, P.O Box 5395, Southfield, MI 48086

SECRETARY
Full time, 40 wpm minimum. Pleasant phone manners, word processing, 1 plus. Non-smoking. $4/hour. 26515 Grand River, Redford.
Ask for Carol 533-5877

SECRETARY - full time, needed for a small rehabilitation company in Southfield. Mon. thru Fri. 8:30am-5:00pm. Must type a minimum of 50wpm non dictation. $6.67 hour. Non smoking office. Call Kathy Yates at 352-0220

SECRETARY - full time, well organized person with word processor experience. $7 per hour. Farmington area. 478-8140

SECRETARY - Growing Farmington Hills distributor of industrial valves & instruments seeking secretary/typist. Technical typing and phone skills helpful. Excellent benefits. Send resume & salary requirements to: Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Growing company has immediate opportunity for responsible, organized individual. Must have good telephone skills & previous word processing experience. Must be motivated & willing to take on a lot of office responsibilities. Send resume with salary requirements to:
Lynn Bojanoff, 17336 12 Mile, #200, Southfield, MI. 48076

SECRETARY - Immediate hire. Small insurance adjusting office, typing a must, 6.30-4.30 Mon. thru Fri. Southfield. 353-1900

SECRETARY - Immediate opening. 3 day week in Southfield for mature, experienced secretary. Good pay with benefits. Typing a must & word processing experience. Call Barbara 262-1400

SECRETARY IN CHARGE
Run a satellite office for a professional consulting firm. If you have good skills and like to work independently, this could be your start. Fee paid. Call Service Unlimited at 353-2000.
SHELLING & SHELLING

504 Help Wanted Office-Clerical

SECRETARIES AND CLERKS
(Contingent)

Immediate openings for experienced Secretaries and Clerks for our Hospital Temporary Pool. Requirements include the following:

SECRETARIES
Two years experience, 50-60 wpm, shorthand and/or speed writing and word processing helpful.

CLERKS
One year experience, 40-45 wpm, computer/PC experience preferred.

Flexibility is a must for these contingent positions. Excellent benefits, salary and thorough training. For immediate consideration please apply in person 8 AM. - 11:30 AM., Monday through Friday, or call Jeanne Kimber at 858-3064 for further information.

ST. JOSEPH
MERCY HOSPITAL
200 Woodward
Pontiac, MI. 48053

An Equal Opportunity Employer

SECRETARY - Law office, 2 attorneys, 1 typist. Wordperfect a good asset. Immediate opening. 533-1188

SECRETARY, mature, experienced non-smoker. Full time. Knowledge of Word Perfect 5.0 preferable. Flexible hours. Send resume to: Christian Zimmerman, Kopmeyer, Hoag & Company, PC, 30150 Telegraph Rd. Suite 444, Bingham Farms, 48025.

SECRETARY
Real Estate Appraisal Company located in Farmington Hills. Full or part-time. Some bookkeeping experience in office procedures. Southfield, Mon. thru Fri. 8:30am-5:00pm. Must type a minimum of 50wpm non dictation. $6.67 hour. Non smoking office. Call Kathy Yates at 352-0220

SECRETARY - full time, well organized person with good word processor experience. $7 per hour. Farmington area. 478-8140

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