504 Help Wanted Office-Clerical

CLAIMS CLERICAL UNIT
The CNA Insurance companies has an immediate part time position in our claims clerical unit. Hours are from 10am-1pm 3pm. 5 days a week. Must have excellent telephone experience in a service environment. Good written and communication skills and some experience with CRT input are also required. If interested please contact Bruce Morotti at 643-6842.
CNA INSURANCE COMPANIES
30200 Telegraph Rd. Suite 300
Bermingham, MI 48025
CNA for all the Commitments you make
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL
Livonia sales office needs fast paced, energetic person to assist at typing 50-60 wpm, light data entry, and order processing. Computer experience preferred. Benefits. Call Marcia Mon-Fri. after 10am. AAF. 13753 Merriman, Livonia. 261-1970

CLERICAL POSITION
Southfield based Insurance Company. Previous experience helpful but not necessary. Good math skills and writing skills required. Typing 40 wpm. Salary commensurate. P.O. Box 300, Southfield, MI., 48037

CLERICAL/RECEPTIONIST
OLDE Discount Corporation seeks an Entry-level Office Person for our Detroit Office. Duties include typing (40 WPM min.), light filing, answering phones & basic customer service. Bookkeeping background helpful. Candidate will have the potential for promotion into the Brokerage industry. Compensation includes full benefits package. Qualified candidates should fax resume to:
National Sales Office
751 Griswold St.
Detroit, MI. 48226
Equal Opportunity Employer M/F

CUSTOMER SUPPORT REPRESENTATIVE
Michigan's largest Lincoln dealer is interviewing for a person to train on Canon office machines and be interviewed typing & dictation skills with communication skills and an attractive personality are important. Excellent compensation program and opportunity for advancement. Send resume to:
Hovings Business Systems
23654 Research Dr.
Farmington Hills MI, 48024
Attn: Tom Whale

DATA ENTRY/Clerical
Troy office, vicinity Big Beaver & Coolidge. Hours to P.O. Box 1321, Troy, Mich. 48099.

DATA ENTRY CLERKS
Needed - seasonal positions
Call - 425-6226
ETD Temporary Service

DATA ENTRY & Customer Service
for sports publication. Full time. Rochester/Troy area.
879-1878

DATA ENTRY GENERAL OFFICE
Experienced. Dearborn. Excellent career opportunity.
565-5600

DATA ENTRY/KEY PUNCHER
Temporary full time positions available. Apply or send resume to:
Hess Bright Industries
41911 Ford Rd., Canton, MI 48187
Att: Dawn, 981-6330

DATA ENTRY OPERATORS for PC's. Typist to be trained for PC Data Entry, must type 55wpm. Salaried full & part time, 1st and 2nd shift, flexible hours. 12298 Hubbard, Livonia. For details, call 525-4774

DATA ENTRY OPERATOR
Progressive, high tech firm in Southfield is seeking an individual for On-Line Computerized Data Entry. The ideal candidate will have recent Computer Data Entry experience. Word Processing experience is helpful but not a requirement. Send resume, including salary requirements, to: Data Entry, P.O. Box 451, Lathrup Village, MI. 48076

DATA ENTRY operators needed for major city of Detroit location in Southfield & downtown. 4-10 mos. experience on alpha or numeric.
Call Tore at Unforce 357-0034

DATA ENTRY OPERATORS
Immediate openings in Detroit and Suburban Areas. MUST type a minimum of 35 wpm, and have excellent communication skills. Call 9AM-3PM for appointment.
METROSTAFF
Temporary Personnel Services
425-8368 569-8700
NO FEE COE

DATA ENTRY position available with small accounting firm. Payroll experience preferred. Knowledge of payroll taxes helpful. Southfield/12 Mile area. Call Bob, 557-1460

DATA ENTRY/PROCESSOR. Part-time, nights position. Approximately 30 hrs. per week. From 9pm to 2:30 am. Must know how to type. No other experience necessary. Call Mon thru Fri. 11am to 2pm
557-8080

DATA ENTRY/SECRETARY
Large group home divisions needs self-motivated individual. Experience necessary. Requirements: typing 70wpm +, WordPerfect experience, senior musical computer operator (networking knowledge helpful), good phone & communication skills. Send resume to: Total Trees Mgmt., P.O. Box 190, Troy, MI 48099

DATA PROCESSING/WORD PROCESSING CLERK
Must have experience. We offer full time, benefits, great environment. Call H.A.V Services between 9am-2pm
559-5250

DENTAL RECEPTIONIST
Our general dental office at 15 Mile & Telegraph is seeking a full time dental receptionist. Our office emphasizes excellence in a warm, caring environment. Good clerical, organizational, and communication skills necessary. No previous dental experience required. Benefits available. Call
644-1554

DOCTOR'S OFFICE: Full or part time. Mature positive minded individual. Experience preferred. Will train. Wages negotiable. 274-0641

DOUBLE DUTY
Experienced Mailroom Clerk with Switchboard Skills
We need a skilled Mailroom Clerk with excellent Switchboard skills preferably on the SL9 system. Typing at 50 wpm required. Should possess working knowledge of Pitney Bowes postal machines and the Xerox 5090 copier. Familiarity with postal regulations. Some lifting involved. Good organizational skills, decision making and flexibility a must! Excellent work environment.
Call the Office nearest you today!
OLSTEN SERVICES
Southfield 354-0558
Troy 641-9930
Dearborn 441-3181
Detroit 962-9650
EOE

ENDODONTIC RECEPTIONIST
Good typing, enthusiastic. Send resume to, Dental, 28803 W. 8 Mile Rd., Suite 103, Livonia, MI 48152

EXECUTIVE ASSISTANT/Receptionist - M.I.S. Realty Advisors, real estate documentation, Lotus, WordPerfect experience. Send resume to: 300 River Place, Ste 2050, Detroit, Mich 48207. No calls please.

EXECUTIVE Legal Secretary for Southfield law firm. Experienced, articulate and well educated. Corporate Real Estate and Civil Litigation. Administrative past and Supervision. Fabulous office. Farmington Hills. Word Perfect. Top Salary, benefits. 626-5000

EXECUTIVE SECRETARIAL - Part time position for industrial real estate firm in Livonia. Flexible hours. Secretarial test results experience preferred. Send resume to: 33640 Schoolcraft, Livonia.

504 Help Wanted Office-Clerical

EMPLOYMENT OPPORTUNITIES
Immediate openings. Long and short term assignments.
CLERKS
SECRETARIES
RECEPTIONISTS
DATA ENTRY
WORD PROCESSORS
Call TODAY for an appointment.
Livernois Engineering. 278-0200

ENTRY LEVEL
and experienced worker in the following positions are needed today:
TYPISTS
RECEPTIONISTS
CLERKS
SECRETARIES
WORD PROCESSORS
TELEMARKETERS
Many long term and short term assignments are available. Work for major companies in the metro area and earn excellent pay. Call
Temp Exchange Inc.
557-5600

ENTRY LEVEL CLERK TYPIST
Will train. Human Research Development, psych or related degree in job development. Call Personnel Dept. Experience nice but not required for high energy self-motivated. Submit resume, cover letter & salary to: Troy VIP, 201 W. Square Lake Rd., Troy, Mich. 48083
Affirmative Action Employer
An Equal Opportunity Employer

Entry Level Clerk
Our Livonia based company has an immediate opening for an Entry Level Clerk in our Medical Service Department. Position requires a high school diploma or equivalent. Balancing/breaking down reports, filing, light typing and other duties as assigned. Hours will be 8am-3pm, Mon.-Fri. If you are interested, please call between 8am and 5pm until Oct. 23. 427-2000, Ext. 676
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE SECRETARY
Needed for Birmingham office. Executive minded individual with prior financial background preferred but other personality are important. Excellent compensation program and opportunity for advancement. Send resume to:
Hovings Business Systems
23654 Research Dr.
Farmington Hills MI, 48024
Attn: Tom Whale

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to details. Send resume to: P.O. Box 300, Southfield, MI., 48037

EXECUTIVE SECRETARY
to $20,000
Seeking experienced professional with excellent communication, typing, grammar & word processing skills. Knowledge of Shorthand desirable.
RECEPTIONIST to $18,000
Seeking experienced professional with excellent phone skills. Switchboard knowledge desirable, typing ASQ. Farmington Hills
248-851-3000

EXECUTIVE SECRETARY
Busy real estate office needs experienced secretary with professional image and excellent communication skills. Advocate must possess strong skills and accuracy. Qualifications: typing 90 wpm, shorthand 100 wpm, and good math aptitude. 5 years experience required. Salary and benefits competitive. Call for interview.
642-1150

FALL INTO A KELLY JOB
No matter what the season, Kelly Services always has plenty of jobs to offer. You'll make good pay and benefits and meet new people. Positions are now open for:
Telemarketers
● sales and/or survey experience
● customer service experience
Receptionists/ Switchboard
● 6 months prior experience
For more information, please call
Livonia 522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer

KEYPUNCH KEYTAPE
operators Evening shift, weekend Day and afternoon shifts open. Farmington area. 474-1135

KEYPUNCH OPERATOR
Needed by Service Bureau Experience required. Full-time. Redford area 937-1180

LEGAL PERM/TEMP

GENERAL DETROIT	TO	$24,000
BLOOMFIELD	TO	$21,000
COMMERCIAL LIT SOUTHFIELD	TO	$24,000
MED MAL DETROIT	TO	$23,000
PERSONAL INJURY SOUTHFIELD	TO	$23,000
REAL ESTATE FARMINGTON HILLS	TO	$22,000

Many, many opportunities to choose from. Perm & Temp. No fees or charge to you. Great Legal Secretaries, Legal Word Processors & Legal Assistants are urged to call or write this week.
PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060
One Kennedy Square, Suite 1532
Detroit MI 48226
964-2909
LEGAL SECRETARIES
Experienced, for personnel in temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-0580

LEGAL SECRETARY
Worker's Compensation defense experience preferred. Salary commensurate with experience. Farmington area. 540-0332

LEGAL SECRETARY
Southfield firm seeks organized, self-motivated secretary. Must have excellent typing, grammar, and communication skills. Willing to train right person. Competitive salary and benefits package. Call Mrs. Heisler 559-3535

LEGAL SECRETARY
Must have word processing and legal experience. Full time. Call or part time Southfield. 358-4477

LEGAL SECRETARY- Fast paced 3 friendly attorneys seek a self motivated experienced Legal Secretary. Who is knowledgeable in the areas of: Word Processing & preparing pleadings & correspondence. Person should have excellent spelling & grammar skills. Salary commensurate. Call Sandy at 557-4433

LEGAL SECRETARY
for Southfield Law Firm. Must have experience in personal injury work. Call Barbara at: 552-1000

LEGAL SECRETARY
Part time position for legal secretary for Birmingham law office. Call Donna or Mr. Silbiger at 642-0370

504 Help Wanted Office-Clerical

GENERAL OFFICE
Farmington Hills office. Responsibilities include light typing, switchboard, matching invoices with packing slips, etc. Full time. Non-smoking atmosphere. 553-6250

GENERAL OFFICE part time. Accurate typing, excellent phone manner and ability to learn & do a variety of tasks. Able to work intermittently from 1 day to 1 week on short notice. Will in basis for: absences, vacations & busy times. Great Farmington Hills office atmosphere. Call Barbara 9am to 5pm daily. 473-7530

Household Retail Services is a Fortune 500 Company is seeking collectors to handle bad debts, high and low volume accounts. Qualified applicants for bad debts and high volume accounts must have some previous collection experience, some knowledge of skip tracing and good communication skills. Consideration will be given to applicants for low level delinquency collectors who have no previous collection experience, provided they have good communication skills and the ability to make independent decisions. HRSI Offers a highly competitive salary and a comprehensive package for qualified individuals. For consideration, please call between 9-12, Mon-Fri.
444-1130

IMMEDIATE OPENINGS FOR
● Telemarketers, experience preferred
● Secretaries
● Accounting Clerks
● Word Processors
● Data entry operators
● Receptionists
● File Clerks
Part time and full time hours. Long term and short term assignments. Competitive pay, bonuses, Holiday Pay, insurance!
CALL TODAY
WORK TODAY TOMORROW
SNELLING TEMPORARIES
37625 Ann Arbor Rd., Suite 101A, Livonia 464-2160
17200 W. 10 Mile Rd., Suite 100, Southfield 557-5700

INSURANCE AGENCY
in Plymouth needs a full time Clerical help. Please call Sandy
455-8120

INSURANCE AGENCY in Northville needs personal lines person. Experience helpful. Must type. Call Sue 349-2030

INSURANCE AGENCY
Southfield needs sharp CSR strong and personal lines coverage and computer rating
Days 358-3597 Eves. 646-9747

INSURANCE
Home office of Livonia insurance company has immediate full time openings for
Office Clericals Benefits Analysts
(Experienced)
Competitive salaries, 4's day work week, company paid fringe benefits including life insurance, paid holidays & vacations. Call
591-4690
Mon thru Thurs. 7:30am-4:30pm
Fri 8am-12noon

INSURANCE SALES account representative needed for Sales Support. Insurance Office, Bloomfield area
851-2757 area

INSURANCE UNDERWRITER
Fast growing Troy auto insurance company has an excellent opportunity for an experienced Personal Lines Underwriter. Salary commensurate with qualifications. Benefit package exceptional. Send resume to: 1950 Wisheim Dr., Suite 175, Troy, MI 48084

JOBS JOBS JOBS
● WORD PROCESSORS
● DATA ENTRY
● RECEPTIONISTS
● CLERICAL
If you have the skills, we'll give you the experience. Immediate long and short term assignments available. For more information and a personal interview, call
Norrell Services
553-5861

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-0580

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional, confidential assistance, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
628-8188

LEGAL SECRETARY
For Birmingham law firm. Legal experience essential. Microsoft word experience helpful. 258-0800

LEGAL SECRETARY
For litigation partner. Must possess strong experience and skills. Excellent salary and benefits. 354-4030

LEGAL SECRETARY - full time. Livonia based relations experience helpful. Please submit resume & salary requirements to Lee Lasser, 33150 Schoolcraft, Suite 209, Livonia 31150

LEGAL SECRETARY - Full time for Ferndale civil rights attorney. Legal, dictaphone and word processing experience highly preferred although will consider training. Legal secretary. Salary negotiable. Contact
547-7270

LEGAL SECRETARY
Real estate & general practice, small busy firm, excellent English, legal & word processing skills. Non-smoking. Salary up to $25,000 & benefits. Send resume to: H&K Law Firm, Suite 106, 3125 Northwestern Hwy., Farm Hills, MI 48018

LEGAL SECRETARY
$24,000
Prestigious law firm offers growth, $, benefits and pleasant surroundings. Call Ms. Lynn Cook
Davidson Laird & Associates
Executive Recruiters
17200 W. 10 Mile Rd., Suite 100, Southfield 557-5700

LEGAL SECRETARY for Senior partner law firm. Executive duties. Top salary & fringes. Future and security. Call,
354-2500

LEGAL SECRETARY
Experienced secretary for small WordPerfect preferred. For small Farmington Hills firm. Hours flexible. Call Marsha.
853-8410

LEGAL SECRETARY
Part-time, experienced for small Southfield firm. Knowledge of WordPerfect. Salary commensurate with experience. Call Bonnie 827-1060

LEGAL SECRETARY - Birmingham litigation firm. Word processing & typing 70 wpm required. Legal background preferred. 2-3 yrs experience. Competitive salary & excellent benefits. Contact Leslie
433-1203

LEGAL SECRETARY
for Livonia law firm. Legal experience, word processing skills and excellent skills necessary. Excellent benefits. Salary commensurate with experience. Contact Mary Mahoney
261-2400

LEGAL SECRETARY - experienced, for busy Farmington Hills firm. Excellent typing & grammatical skills necessary. Wang Word Processing experience helpful. Send resume with salary requirements to: Noreen, 300 E. Long Lake Rd. Suite 375, Bloomfield Hills, MI 48013

LEGAL SECRETARY POSITIONS
with plaintiff personal injury law firm (1) full time permanent position immediate immediate (2) full time temporary position beginning 12-1-89. 13 Mile & Telegraph. Computer experience required. Knowledge of Wordperfect helpful. Please call or Annette
642-5757

LEGAL SECRETARY- Needed for medium size law firm. Must have experience in corporate tax & business law necessary. DWE & PC experience required. Salary commensurate with experience & demonstrable, technical skills. Reply by resume only to: Powers, Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention: Carol

LEGAL SECRETARIES
Top Salaries
● Environmental, shorthand $25K
● Litigation, shorthand $22-$24K
● Corporate $24-$27K
● Banking & asset sales $22-$24K
● Defense Litigation (2) $20K
EXPRESS SERVICES
643-8590

LICENSING
Dedicated, meticulous individual needed to process applications for commission contracts and State Agency licenses. Experience helpful but not essential. Send resume to: P.O. Box 300, Southfield, Mi., 48037

LIGHT OFFICE & Telephone Work. For international firm. Farmington Hills Rochester Hills. Call ask for Robin.
852-1777

MARKETING SECRETARY
$20,000
A great opportunity awaits you with this growth oriented company. If your good secretarial skills, attend trade shows and do mass mailings, call Mary Ann Sheridan
SNELLING & SNELLING

MARKETING SUPPORT
Franklin Computer Corp. has a part-time marketing support position available in our Bloomfield office. Candidates applying must have good telephone skills, cooperative attitude. Previous word processing a plus. 25 to 30 hours per week, 9:30 to 3:30 Mon-Fri. Flex hours are flexible, ideal situation for mothers of school age children. Please send resume to
Human Resource
P.O. Box 5000
Southfield, MI. 48086
or come in and fill out an application at 28400 W. 12 Mile, Southfield
An Equal Opportunity Employer

MEDICAL ASSISTANT/Employer
Mature, 2 days per week, to help with general clerical duties. 12 Mile/Northwestern area.
353-2156

MEDICAL BILLER
Experienced. Computer experience helpful but not necessary.
Birmingham area Call. 540-3030

MEDICAL RECEPTIONIST for extremely busy Southfield office. Must be experienced. Mon-Fri.
559-3150

MEDICAL RECEPTIONIST - 4½ DAYS a week. Busy doctor's office Southfield and 13 mile area. Must be experienced.
Call 559-0621

MESSENGER/FILE CLERK
for busy Farmington Hills accounting Firm. Ask for Karla.
851-3300

MESSENGERS - Downtown Detroit Law firm seeks a messengers to make deliveries in downtown & surrounding offices. Full time position. Send resume to: Attn: Office Services Manager, 1550 1st National Bldg Detroit, MI 48226

MORTGAGE SERVICING
Farmington Hills based mortgage banker seeks a fully experienced clerical support person for it's collection area. Must have 1/2 years experience in mortgage collections with investor, regulator and PMI related proclamation. A minimum of 45 WPM typing required. Call Mrs. Salamino between 8 & 10am.
851-4900
Equal Opportunity Employer M/F

NATIONAL FIRM SEEKS receptionist to prepare mortgage credit reports and pre-employment background checks. Will train. Ideal for college students. Call Harry between 8-3
351-8641
An Equal Opportunity Employer

SOUTHFIELD LAW FIRM needs office assistant to handle court filings. Referrals to law firms, related office duties. Must have car. Please call Ralph Kent
557-2366

OFFICE CLERK - Entry level position. Dealing with accounts payable. Data base input and light typing. Send resume and salary requirements to: P. O. Box 767, Novi, MI., 48050.

OFFICE CLERK-PART-TIME
Afternoons, some Sat. Farmington area. Light typing, filing, telephone reception, reliable, need car.
Excellent job for student 626-5000

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Busy construction department needs full time office assistant with strong EDITUS skills. Other qualifications include good typing and some experience with accounts payable. Fast paced environment and required flexibility and positive attitude are important. Applications will be accepted at:
Lathrup Properties
320 N Main, Ste 400
Ann Arbor, MI
Or send your resume to:
McKinley Properties
Office Asst Position
P.O Box 8649
Ann Arbor, MI 48107-8649

OFFICE ASS'T
Full time position. Good typing & math ability necessary. Previous office experience required. Salary commensurate with experience. Send resume including salary requirements to. Attention Pat. P.O. Box 5091, Southfield, MI 48086

OFFICE HELP
needed. Duties & fang
Rochester Office 656-0070

OFFICE HELP needed for mini-storage. Hours are approx. 25 to 35 hours per week. Flexworm-ide area. Call
540-6866

OFFICE - PART TIME
Light clerical. Flexible schedule nights & weekends. Apply at
Jewelry Furniture, 15951 Middlebelt, Livonia
523-0030

OPERATIONS ADMINISTRATOR
Metropolitan Detroit based telecommunication company, is seeking an Operations Administrator. Qualifications include
• Good written & verbal communication skills
• Positive & professional attitude
• Multi Tasking ability
• Pleasant phone voice
• Good organizational skills
We offer excellent benefits & opportunity for career advancement. Interested applicants please call
An Equal Opportunity Employer

ORDER DESK - Fast paced office seeks mature individual for full time employment in our order desk department. Pleasant phone personality, positive attitude & typing skills necessary. Excellent company benefits. Send resume to P.O Box 104, Wixom, 48096.

PART TIME-BUSY manufacturers representative in Farmington Hills with Wordstar. Should be able to deal professionally with customers and vendors over the phone. Send resume and wage requirements to: Box 2290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Part-time clerical aid for in-plant education program. Mon-Thurs. 11-3:30am-4pm. Send resume to: Mary M. McCulloch, Evening Director, Wayne/Westland Community Schools, 36745 Marquette, Westland, MI 48185
An Equal Opportunity Employer

PART TIME GENERAL OFFICE
For downtown warehouse. Flexible work force and parents with children in school. Light office work & phone sales. We are willing to work around your schedule. Hours are 9:30-3:30 pm daily. $5.50 per hour. Non-smoking office. Apply at: Lincoln Park Zoo Capitol, 4141 Fairmington Rd., Livonia. No phone calls.

PART TIME OR FULL TIME position. Full time will be trained with general ledger, customer correspondence and excellent follow-up skills. Position at Import Company. Send resume and recent photo to: Box 2655 Evergreen, Suite 1618, Southfield, MI. 48076, Attn: EW

PART TIME POSITIONS available for Telemarketing or general office work. Stanley H. Radan Educational Center, 18250 Northwestern Dr., Southfield, or call 569-5320

PART TIME SUPPORT
Must have good typing skills. Word processing experience. Typing speed 70 wpm. Call Fred
540-0344

Part-Time, 25-30 hrs. Must have basic office skills. Filing, typing and telephone. Ideal for students. Redford area. Call
255-0450

PAYROLL/BILLING
Rapidly expanding Southfield corporate headquarters needs experienced payroll representative for large corporation. Payroll & A/R system. Good typing a must. PC experience helpful. Send resume to: F. Macfarland, P. O. Box 207 LV, Lathrup Village, Mich. 48076

PERMANENT Full time position. Duties include typing, answering phone, data entry, etc. Good benefits. Troy area
648-1355

PERSON with outgoing, positive attitude to set up appointments, starting tomorrow. Follow up & basic office duties. Salary negotiable, part time. Can work into full time. Ferndale area. Contact Mr. Hadreth 546-1138

Phone Order Processors
Heavy customer contact. Night record keeping. Part time evenings/Saturdays. Call Mr. Bob Mon-Fri. between 9-11am and 1-4pm 557-8170. Great position for students, homemakers, retirees. Will train the right person. For directions call:
476-7355

PHYSICIANS OFFICE needs part time help. Medical terminology preferred. Located in Farmington Hills Call Gloria
476-5544

Professional Office Staff
Are you an experienced clerical candidate with marketable skills? Temporary placement opportunities for individuals experienced in
● General Reception
● Data Entry
● Secretarial
● Typists
Earn top pay with NO FEE. Call a representative today for an interview
TEMPRO
443-5590

PROOF READER
Ann Arbor advertising agency needs experienced proofreader for their office department. Must have excellent proof reading skills, ability to work thoroughly under pressure and Pagemaker 5.0 experience.
Please send resume to
Office Manager
P.O. Box 1995
130 S First St
Ann Arbor, MI., 48101

PROOFREADERS needed on days, part-time and full-time, flexible hours. 12298 Hubbard, Livonia. For an appointment, call
525-4774

PURCHASING ASSISTANT
Entry level Purchasing Assistant. Requirements: good math aptitude, 1100 SAT or equivalent ACT but not mandatory. Send resume to: P.O Box 300, Southfield, MI., 48037.

PURCHASING ASSISTANT
• Energetic work ethic needed to assist the Director in handling a variety of purchasing functions for 3 Farmington Hills headquarters. Good math & typing skills required. Send resume or apply in person to Leica Corp. 11001 W. Hamlin Rd. Rochester, MI 48309
652-0557

PUNCHING CLERK
Full time position open for versatile person who has experience in purchasing/inventory control functions. Send resume to: Box 2290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150. Att: G. K. Thomas

QUALITY CONTROL ADVISOR
Good customer relations and able to handle stress. Contact
Kim Worthington
HINES PARTS & SERVICE MERCURY
453-2424, ext. 250

PBX RECEPTIONIST, full time, entry level position available. Typing & filing experience required. Send resume to: Personnel Dept. PO Box 5000, Southfield, MI 48086
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Full time position open for receptionist/typist. Southfield Accounting firm. Neat appearance & pleasant telephone manner, a must. Typing 45-50 WPM. Excellent wage & benefit package. Send resume to: Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Law firm. Send resume to: L. Engelhardt, 3001 W. Big Beaver, Suite 200, Troy, MI 48084

504 Help Wanted Office-Clerical

Purchasing Clerk
Well organized person to assist in all clerical functions for busy Purchasing Department. Must be detail-oriented and confident. Some accounting background helpful. Full-time position with benefits. Send resume to: Box 2290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - FULL-TIME
Some light typing. Pleasant telephone & good communication skills. Reasonable. PO Box 19330, Detroit, MI. 48219
or Att. Teletek, Inc
356-5200

RECEPTIONIST/SECRETARY
Immediate opening
Call - 425-6226
ETD Temporary Service

RECEPTIONIST/TYPIST needed for small Bloomfield Hills office. Excellent telephone manner & good typing skills a must.
Call. 540-4990

RECEPTIONIST: Experienced part-time receptionist needed for accounting Firm. Flexible hours
Ask for Karla at:
851-3300

RECEPTIONIST FOR Medical Fitness Center. Must be personable, outgoing, and enthusiastic. Full or part time positions available. Contact Sure or Tom
425-5544

RECEPTIONIST
Southfield insurance agency needs receptionist. Duties to include telephone answering, typing, and maintaining office procedures

Position offers competitive salary and benefits. Apply in person 10am-2pm. Mon thru Fri.:
COUNTY MORTGAGE CORPORATION
180 Oakland Ave.
Birmingham, MI 48009
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Afternoons, 40 hours per week. Benefits. Small growing home care in Southfield. St. Anne's Mead, 18106 W. 12 Mile Rd.

RECEPTIONIST
for Southfield law firm. Experience required in typing for word processor with excellent communication skills.
Call
354-4030

RECEPTIONISTS - with switchboard experience. Hours are 8-5 Mon. Salary $4.25/hr. Call Ms. Julie at Unforce
473-2930

RECEPTIONISTS - (3-8 mos. experience) Must be well groomed with appearance & manner, openings in Southfield, Livonia & Troy. Flexible hours. Call Elaine at Unforce
357-0034

RECEPTIONIST/SECRETARY
for law office. Full time immediate opening. General office duties, telephone, typing, filing. Farmington Hills area. Room for growth. Benefits.
Farmington Hills Area
855-0995

RECEPTIONIST
Individual must be motivated, aggressive and pleasant. Light typing. Description includes computer data entry. Please send resumes to:
24400 Northwestern Hwy. Suite 203,
Southfield, MI., 48075

RECEPTIONIST for private country club in Bloomfield Hills. Pleasant phone & communication skills. Excellent benefits. One month part time training, full time beginning Dec. 1, 1989. Apply in person. Country Club, 405 E. Long Lake, Bloomfield Hills.

RECEPTIONIST
needed part-time, 25 to 35 hours per week. Excellent typing and previous experience required. $5.00 to $5.75 an hour. Call Mr. Bob between 9-11am and 1-4pm 557-8170. Great position for students, homemakers, retirees. Will train the right person. For directions call:
476-7355

RECEPTIONIST - Needed immediately. Must have maturity to handle quick pace with Telephone & precise phone skills. Please send your resume with salary needs to: ECA, 31535 Southfield, Birmingham, MI., 48009. Att: D. Wilson

RECEPTIONIST: Manufacturer/Distributor in Southfield is looking for person to handle phone, light typing and phone experience. Send your resume to Personnel, PO Box 5005, Southfield MI. 48086

RECEPTIONIST
Full time position with major Southfield Advertising Agency. Light typing required, telephone experience a plus. Full benefits. $5.50 an hour. Call from 8-10 AM
An Equal Opportunity Employer

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

RECEPTIONIST
Full time position with Southfield company. Must have good voice and speaking manner. Pleasant phone and a high energy level to work in fast paced and ever changing office. Smokers only need apply. Call Mr. Lewis, Tues.-Fri., 1-4pm-4pm at
557-4553

RECEPTIONIST/FULL TIME
A Troy based insurance company has immediate openings for experienced receptionist to answer phone system and pick up messages & clients. Duties include light typing, filing, mailing, processing of forms, memos & reports. Must have positive attitude and be able to work independently. Pleasant phone manner, PC experience a plus.
Applications at Proctor Horner Warren, Inc., 2100 W. Big Beaver Rd., Troy, MI. 48084

RECEPTIONIST - Mature W Bloomfield law firm seeks Lues-Fri 9am-2:30pm $6 per hour. Must like public. Call Barbara
851-7454

RECEPTIONIST - full time. Data entry experience helpful. Nov. Call for appointment
344-0400

RECEPTIONIST/SECRETARY
Full time. Excellent opportunity for people oriented person. Redford/Northwestern Hills. Call for interview: 853-0680

RECEPTIONISTS
Positions available full time, long term. Light typing and filing. Call. Arbor Temps
459-1166

RECEPTIONIST NEEDED - part time for W. Bloomfield Dental Office. Thrus., Fri. & Sat., Call Dawn.
626-4648

RECEPTIONIST- Full time for law office. W. Bloomfield. Please call Suzanne
855-1205

RECEPTIONIST needed part time or full time. Typing skills required. Non smoking office. 8am-4pm. Mon.-Fri. Ask for Cheri
478-5900

Receptionist

Let Your Fingers Do The Earning
Kelly Services, the nation's leading supplier of temporary help, has immediate long and short-term job opportunities for receptionists and typists in the Troy area. You must be dependable, have good interpersonal and phone skills, a professional manner, and 35-40 wpm typing skills. Reliable transportation is also required.
Kelly Services offers excellent pay and benefits, as well as the flexibility you need to balance your life.
For your choice of several excellent opportunities, call Kelly Services today. You could be working tomorrow!
Troy 362-1180
KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST/SECRETARY
Farmington Hills Real Estate office looking for dependable part-time person. Wed., Thurs. & Fri. 8-4. Non-smoker preferred. Call:
478-7840

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
If you are a lot of energy and have the natural ability to verbally communicate I have a full time employment opportunity available. Efficient typing skills and secretarial skills are required for the position. If you are a self-starter and have an urgency for work please apply in person.
Marvin Instrument Company
9033 Edgewater Drive
Westland, MI. 48185

RECEPTIONIST/CLERICAL
Busy Farmington Hills Property Management company seeks full time permanent Receptionist to handle a variety of office duties including typing, filing, customer service. Applicant must have professional appearance & attitude. We offer a competitive salary & benefits. Please send resume & salary requirements to:
29548 Southfield Rd., Ste 200,
Southfield, MI. 48076

RECEPTIONIST
Busy Co-op Advertising Firm in Bloomfield Hills seeks a Receptionist who enjoys talking to people as well as handling a busy switchboard.
This person will be responsible for operating a multiple line telephone system and providing clerical support.
Benefits include, tuition reimbursement and paid medical/life insurance
CALL LYNNE COOK
456-8365

"SECRETARIAL" =
We are looking for an "organized" mature person with phone voice, loyalty & easygoing nature. Ask for Wendy.
478-2000

SECRETARIES
We are now interviewing for one of our most prestigious clients in Bloomfield Hills. Candidates should have excellent word processing skills along with impeccable English, grammar and spelling knowledge. Professional demeanor a must.
Bloomfield Personnel
31731 Northwestern Highway
Suite 100
Farmington Hills, MI., 48018
932-0290

SECRETARIES & Word processors for major corporations in Pen Cen, Plymouth, Livonia, Office Vision Word Perfect or Display Writer 4 (6-10/mos experience) $1600/mo.
Call Marjorie at 559-2300
472-2930

SECRETARIES (2)
for Birmingham law firm. At least 1 year of typing, Word Perfect preferred. Please call Sandy, 433-1414

SECRETARY/BOOKKEEPER - Manufacturer's rep firm seeks person to run a 2 person office. Computer skills needed. A Lotus plus. Jim Wallace 540-8258

SECRETARY - Construction/construction firm. For general office work. Computer experience helpful.
Send resume to P.O. Box 3228, Farmington Hills, MI., 48333

SECRETARY
Experienced Secretary needed for downtown Ann Arbor investment company. Candidates should be able to type 70-80 wpm. Word processing experience preferred but necessary. Microsoft Word & Lotus background preferred. 2 years secretarial experience & excellent interpersonal & telephone skills are required. Salary commensurate. If interested, send resume & salary requirements to:
McKINLEY ASSOCIATES
Secretarial Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY for food manufacturing company. Typing, general office skills, PC knowledge useful. Farmington Hills area. Ask for Audrey 851-8480

SECRETARY. For FAST growing metals corp. Full time. Knowledge of word processing helpful but not necessary. Office skills. Send resume to: Box 3, 30780 Greenbriar, Franklin MI 48025

SECRETARY for Farmington Hills manufacturer. Light typing. Work into full time tax season. Send Resume to Box 450 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time position available. Must have excellent typing & word processing skills, minimum typing speed, 50wpm. Must be detail oriented, have excellent organizational skills, must have excellent math ability & calculator skills. Send resume, including salary requirements to:
P.O. Box 5005, Southfield, MI 48086

SECRETARY
Full time. Word processing a must. Typing, filing, telephones. Southfield office. Diane Marcier
358-5240

SECRETARY
Full time secretarial position for the local college student. Monday thru Thursday 7:30am, Saturday 9-5pm, Sunday 12-5. Looking for the pleasant personality - must know good typing and dedicated. Call 451-5660 and ask for Susan

SECRETARY
Mature individual for Farmington location. Experience required. Applicant must be proficient in typing, meeting setup, errands, Word Perfect 5.0 experience. Send resume to Helson/Ross Property, 32270 Grand River, Ste. #200, Farmington, MI. 48024
An Equal Opportunity Employer

RECEPTIONIST/Administrative Assistant needed for Admissions Dept. in Wooden Shoe Restaurant in Livonia. Duties include handling