CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

BUY IT. SELL IT. FIND IT.

CLASSIFIED DIRECTORY

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504 Help Wanted Office-Clerical

BOOKKEEPER
Bookkeeper to trial balance. Strong spreadsheet experience required. Conversion experience also needed. Salary to $30K.
ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

BOOKKEEPER
Busy Southfield based property management company needs bookkeeper. Data oriented. Bookkeeper, P.O. Box 5071, Southfield, Mi., 48086

BOOKKEEPER-Full charge. Accounts payable, accounts receivable, data entry, some typing. Government contract experience & plus. Reply: P.O. Box 535, Wixom, MI 48096

BOOKKEEPER - Full charge for expanding leasing company. Must have good computer proficiency. Salary commensurate with experience. Reply to Box 380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Full time. Computer experience preferred. Knowledge of Farmington/Farmington Hills area desirable. Please send resume, salary requirements to Chairperson, 33411 Grand River, Farmington MI 48024

BOOKKEEPER
Well established machining company located in north Hills area has an immediate opening for a Bookkeeper. Individual will be responsible for all accounting functions through trial balance as well as job costing. Applicants must have full charge bookkeeping experience and a friendly, mature attitude. Good benefits & related aptitude if interested, please send resume & salary requirements to M.P. Fowler, Rudzewick & Co. 26200 American Dr. Ste 500 Southfield, Mich 48034

BOOKKEEPER
We are one of Michigan's largest total accounting firms, looking for a Bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping, including preparation of general ledger, up through financial statements. Must have computer experience & a minimum of 3 yrs bookkeeping experience. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Dept., M.B.W., 28580 Orchard Lake Rd. Suite 200, Farmington Hills, MI 48018.

BUSY CONSTRUCTION OFFICE needs a mature person, at least 5 years experience, to work with Bookkeeper. Duties should include word processing, some accounting, good telephone manners. Must be able to handle a variety of tasks. Non-smoking environment. Immediate opening. Send resume to: 31313 Northwestern, Ste 206, Farmington Hills, MI 48018. EGE

DOWNTOWN DETROIT plaintiffs firm seeking highly motivated person to fill general office position for busy multi-lawyer office. Sophisticated Word/Perfect skills related downtown. Excellent communications skills a must. Some typing skills required. Must be willing to cheerfully answer telephone & greet clients. Opportunity for advancement if motivated. Salary commensurate with experience & skills. Send resume to: Box 390 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Flexible position. Challenging work in environment sensitive to employee needs. Computer experience desired $5 per hour. Send resume to: MMI, 1400 Dearborn, Rochester, Mi., 48063

504 Help Wanted Office-Clerical

AUTO DEALERSHIP
In Birmingham has immediate opening for full time clerical person. Excellent typing skills & data entry required. Contact Art Resmi. 642-6565

clerical

Looking For Part Time Work?
1-2 Days/Week?
The Farmington Hills office of Kelly Services has positions for:
• Secretaries (with or without word processing skills)
• Data Entry Operators
If you can work 8-16 hours/week, then we're looking for you!
Farmington Hills 471-2050

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee.
Equal Opportunity Employer M/F/H

CLERICAL
Part time person to handle various office duties. Hours are flexible, wage negotiable. Opportunity for growth. Contact Ken at: 353-1263

BOOKKEEPER/SECRETARY
Full time. Computer experience preferred. Knowledge of Farmington/Farmington Hills area desirable. Please send resume, salary requirements to Chairperson, 33411 Grand River, Farmington MI 48024

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CLERICAL
Temporary Full Time Opportunities
HIGHLAND SUPERSTORES currently has temporary full time work assignments available at its Corporate offices in Plymouth. We are seeking individuals with good administrative, computer & communication skills. If you meet these requirements please send resume or apply in person to:
Highland Superstores
Corporate Human Resources-T
909 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

CLERK/GENERAL OFFICE, national firm seeks general office clerk for its corporate headquarters, good typing & organizational skills required, credit/collections experience a plus, excellent growth opportunity, competitive wage & benefit program provided. Apply in person or send resume to: Lelica Corp. 1700 W. Hamlin, (PO Box 85005) Rochester, MI 48306-5005 652-0537

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40wpm, good math skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P. O. Box 779
Detroit, MI 48226

CLOSING SECRETARY
Multi-office real estate company wants person experienced in closing documentation and procedures. Call Judy Hardy for confidential interview 538-2000

CREDIT CLERK
Fortune 500 wholesale distributor currently has a position open for a credit clerk. Interested candidate should be able to exhibit good oral and written communication skills. This person must have experience with credit and collection along with accounts receivable knowledge. College level course in finance helpful. Compensation and benefits are competitive with opportunities for advancement. Send resume to:
D.C. General Manager
P.O. Box 33135
Detroit, MI 48232
DDEM/F/H/V.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

CLERK TO ASSIST in Law Office. Filing, miscellaneous office work & weekends. Full-time. Car, recent salary. Call Marilyn. 358-0100

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.25 per hour with regular increases. 855-6562

CLERK-TYPIST
Excellent Opportunity
Major accounting firm. Clerk-Typist. 6 months + experience, 55 wpm typing. IBM 5520 helpful. Excellent salary. Mid benefits package (incl. tuition reimbursement). Call Arthur Thomas Executive Search, 355-4140

CLERK/TYPIST
Financial planning firm in Bloomfield Hills needs part time receptionist/typist. Computer experience helpful, non-smoker preferred. Call Cindy 645-1520

COME WORK THE SUMMER WITH SNELLING TEMPORARIES
We have many assignments available right now!! If you like the flexibility of working when and where you want, then you should be working temporarily. We are in need of good dependable workers who have transportation and can work in all areas.
WORD PROCESSORS
FILE CLERKS
SECRETARIES
LEGAL OR MEDICAL TRANSCRIBERS
Ask about our $150 bonus! In addition we offer:
INSURANCE
TOP PAY
HOLIDAY PAY
OVERTIME PAY
37625 Ann Arbor Rd
Suite 101-A
Livonia, 464-2100
17200 W. 10 Mile Rd.
Suite 103
Southfield, 557-5700
NEVER A FEE

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Southfield area. Heavy phone work to direct field staff. 8:30am-4:30pm. No health benefits. Call Pat at IntroMarketing 548-6010

CREDIT REPORTING Agency now hiring. Previous credit or collection experience requested. Farmington Hills location. 937-4090 ext. 233

CUSTOMER REPRESENTATIVE
Full time position. Excellent benefit package. Must be able to work afternoons & weekends. Apply within: Art Van Furniture, 27775 Novi Road

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume, Mrs. S. at Jobtar, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE/INVOICING
Office duties. Hours are flexible, wage negotiable. Opportunity for growth. Contact Ken at: 353-1263

CUSTOMER SERVICE
Plymouth based manufacturer of special design and manufacturing firm seeking full time customer service position. Requirements include: typing, strong communication skills and the ability to learn quickly in a fast paced atmosphere. Full company benefits. Salary commensurate with experience. Resume and salary history in to: Box 246 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE - Southfield based manufacturer, full time, overtime, call Judy at Uniforce 357-0648

DATA ENTRY
Administrative headquarters seeks full or part time clerical help. Data entry experience required. Position requires attention to detail and the ability to follow directions with minimal supervision. We offer a pleasant working condition, secondary income earner. Full benefits available for full time employees. Please forward letter of application to:
Attention Human Resource
9135 General Court
Plymouth, MI 48170.

DATA ENTRY - afternoon shift, 7000 plus keystrokes, Southfield information management company, full or part time. $1125-$1250/mo. Call Heather at Uniforce 357-0037

DATA ENTRY/INSURANCE
Person with strong data entry or typing skills. Full time position. Full benefits package. Send resume to: P.O. Box #3337, Livonia, MI 48151-3337, Attention DP Management.

DATA ENTRY CLERK
Livonia area manufacturer has a position for an industrious person with IBM Accounting Systems. Duties to include data entry for inventory, invoicing, order entry and accounts receivable. Send resume with salary history to:
J. O. S., 870 Auburnham, Auburn Hills, MI, 48057

DATA ENTRY/Computer Operator - Farmington Hills company seeks person for data entry and computer operations. Ideal candidate should have 1990/1991 computer and data entry experience. Full time/benefits, non smoker. Call 489-0537 or mail resume with salary requirements to: 28737 Orchard Lake Rd, Farmington, Mich 48018.

DATA ENTRY/KEYPUNCH
A large engineering & manufacturing company in Livonia has immediate opening for a part-time data entry person. This is a 3 day per week position requiring 1-3 yrs. experience preferably with an IBM system. To apply, please send resume to:
Holcroft Inc., 12068 Market St., Livonia, MI 48150. 591-1000

504 Help Wanted Office-Clerical

CUSTOMER SERVICE TELEMARKETING DATA ENTRY
Non-sales positions $7.50 per hour comprehensive benefits. Farmington Hills area. Permanent, full time, 8:30-5:30. Congenial office environment. Typing & computer skills. Strong communication skills. Some college. Professional appearance. Send resume.
Personnel Director
PO. Box #2909
Farmington Hills, MI 48333
Or call: 553-8355
An Equal Opportunity Employer

DATA ENTRY CLERK
Southwestern Wayne County, rubber manufacturer has full time opening for entry level data entry clerk. Experience desirable. Flexible hours, from 4-9pm. Send resume to P.O. Box 306 Belleville, MI 48111.
An Equal Opportunity Employer

DATA ENTRY
Immediate openings for experienced data entry operators! Long and short term positions in Farmington area.
WE PUT EXPERIENCE TO WORK.
ENTECH SERVICES, INC.
737-1744

DATA ENTRY operator - 10,000 numeric plus DOS. Auburn hills financial, $1225/mo. Call Terry at Uniforce 648-7662

DATA ENTRY
Part time evenings & weekends. Some experience preferred. Apply within: Art Van Furniture, 27775 Novi Road 348-8922

DODGS NEEDS PEOPLE WHO LIKE PEOPLE
Dodgs Furniture is expanding and we have several full and part time with benefits, positions for store clerks. For people who care about clients and want room to grow. Apply in person. Dodgs Furniture, 12 Mile & Novi Rd. 347-6600

EDITORIAL SECRETARY
Technical society (old Redford area) is looking for an editorial secretary (non smoker). Required ability to work independently, keeping track of several projects. Adequate management secretary, must be able to adjust priorities. Requirements include: accurate typing, spelling & grammar, and proficient in word processing, organizational skills a must. Send resume & salary requirements to: ACI Personnel Services, Inc P.O. Box 19346, Detroit MI 48219-0150

EXCELLENT TYPIST - For 2 person law office. Position includes telephone, filing, and other office duties. Should know Word Perfect. Ask for Julie

EXECUTIVE SECRETARY
must be able to manage office, workaholic, unlimited hours. Wonderful. 728-6011

EXECUTIVE word processor, Unix helpful & dean, Word Perfect 5.0, screenforward, $1733/mo. Call Jerry at Uniforce 646-7667

FILE CLERK
Full or part time needed for evening shift. Apply in person: Sinai Grace Medical Lab, 23955 Freeway Park Dr., Farmington Hills

FRONT DESK DENTAL SPECIALIST TO $16,720
Here's an opportunity for you to join a top notch team in a busy Farmington Hills area. Any medical receptionist background would be ideal. Call Miriam, 353-2090.
SNELLING & SNELLING

GENERAL CLERK
Experienced, typing, friendly Canton office, flexible hours & some overtime. Call anytime 981-3344

GENERAL OFFICE - full or part time, computer skills helpful for busy advertising specialty company. Troy area. 288-4900

GENERAL OFFICE
Looking for a responsible person to work 7am-4pm 5 days a week. 2-3 years experience required. 45-50 wpm. Light bookkeeping skills necessary. Good phone manners also. Please call Darlene 553-1564

GENERAL OFFICE
Trinity Fastener, Inc. located in Wixom, has an opening for a versatile person to perform office work. Skills required include personal computer knowledge & typing. Candidate should be neat & well organized. Position offers a pleasant working condition & a small office.
Call between 9am-11am. 347-6706

GENERAL OFFICE work - full time position, immediate opening, typing & light bookkeeping, math skills necessary. Shorthand desirable, modern IBM Wheelwriter typewriter & computer. Office in Novi area. Ask for Pat 559-1160

GENERAL OFFICE
Established manufacturing company is looking for a responsible individual with good phone personality for front desk. Must be an accurate typist, experienced in office procedures & computer. Permanent position with good salary & Blue Cross. Location Farmington Hills area. Call 9am-3pm. 644-8266

GENERAL OFFICE/Secretary full time for pet product manufacturer in Southfield. Accurate typing essential with strong organizational skills in office/clerical procedures. Proficiency in computer skills, good grammar and vocabulary skills a must. Word processing required. Pleasant working conditions. Permanent position only. 569-6040

504 Help Wanted Office-Clerical

GENERAL OFFICE/Loan Processor for Community Credit Union. Full time. Duties include: typing, answering phones & accepting loan applications. Requires some experience in closing loans & calculating debt ratios. Send resume with salary requirements or apply at Community Federal Credit Union, 500 S. Harvey, Plymouth, MI. 48170

GENERAL OFFICE secretary - Farmington Hills service, will train. Word Perfect 5.0. $1125-$1250/mo. Call Heather at Uniforce 357-0648

GENERAL OFFICE/SECRETARY - Typing required & computer experience helpful. Art/ time. Plymouth area. 420-0599

GENERAL OFFICE CLERK- Full/part time (ideal for students). Word-Perfect knowledge helpful. Great learning opportunity. Apply at: Liberty Corporation, 29777 Telegraph Rd., Ste 2631, Southfield, 48034

GENERAL OFFICE POSITION available in busy Southfield property management office. Excellent telephone & phone skills required. Word processing knowledge helpful but not necessary. Send resume with salary history to: General Office, P.O. Box 5071, Southfield, Mich 48086

HELP WANTED
We have immediate openings in our phone survey department. Will train. Must be at least 18 years of age and have a pleasant phone voice. $3.65-$8.70 per hour. Flexible hours. Call Joan between 11am-7pm at. 427-9321

INSURANCE AGENCY
Needs dependable person with cheerful voice and personality to answer phones, typing of office duties, typing and some computer data entry. Non smoker preferred. Send resume to: Jim Bejaire Insurance Agency, 31211 Schoolcraft Road, Livonia, MI. 48150

INSURANCE Agency in Troy has opening for personal lines C.S.R. Applicant must have current rating knowledge knowledge. Good salary & benefits 643-0532

INSURANCE CLAIMS REPRESENTATIVE
Expansion of branch operation creates line need for experienced All Lines property & casualty claims representative. Strong communication skills, liberal benefit package & company car provided. Interested candidates should submit their resume or inquiries, in confidence, to:
Ross Wilcox, Branch Manager
Lake States Insurance Co.
PO Box 5247
Livonia MI 48152-0427

INSURANCE Commercial lines Customer Service Representative. Minimum 3 yrs. experience. Send resume to: Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE CUSTOMER SERVICE REPRESENTATIVE
For service and support of brokers, homeowners & automobiles needed for growing Farmington Hills agency. Experience a must! Person should be vibrant & career oriented. Health & dental benefits included. Call Jim or Kathy or leave message and receive a call back. 553-5650

INSURANCE OFFICE - part time Small agency. Must have casualty insurance experience. 647-7662

INSURANCE RATER-TECHNICIAN For commercial lines. Minimum 2 years experience required. Send Resume to: Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE SECRETARY - full time, with benefits, Farmington Hills location, word processing & insurance knowledge a must. Career advancement opportunity for an ambitious individual. Send resume and salary requirements to: Financial Planners Group, 28470 Orchard Lake Hwy. #100, Farm. Hills, 48015

LEGAL ASSISTANT position available in busy Southfield office. Plaintiff personal injury experience preferred. Resume to Patti Hamek, Bloom & Kavanaugh, 30940 W. 7 Mile, Livonia, MI 48152

LEGAL/CORPORATE
Temporary & Permanent Openings
Executive office of major corporation needs all types of legals. Top & suburb skills to assist everyone in group.
SALARY - $25,000 + + +
CROSSMATCH PERSONNEL
PO Box 52159
Livonia, MI 48152
SANDY MONROE: 462-1967
Fees company paid

LEGAL PERM/TEMP
We have several clients searching for legal secretaries having personal injury experience, word processing & product liability experience. WORD PERFECT 5.1 a plus. Top salaries & interest. Litigation backgrounds a plus. Solid benefits. To low twenties.
Spring and summer temporary assignments are being scheduled right now. Varied locations. Top Rates. Call today for details on short or long term opportunities.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
358-0060
ONE KENNEDY SQUARE
SUITE 1630
DETROIT, MI 48226
964-2909
SOUTHFIELD, MI 48075
358-0060
ONE KENNEDY SQUARE
STE. 1632, DETROIT, MI 48226
964-2909

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional, flexible, temporary assignments, register now with The Agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY with 1-3 yrs. experienced, for Bloomfield Hills law firm. Word processing & typing skills necessary. Phone Denise 858-2443

LEGAL SECRETARY for Southfield personal injury law firm. Excellent required, knowledge of WordPerfect preferred. 353-7875

LEGAL SECRETARY
for Troy insurance defense law firm. Must have 2 years legal experience and word processing. Contact Office Manager 649-1530

LEGAL SECRETARY
For general practice law firm in Troy-Rochester area. Part time, flexible hours. Contact Jerry 852-2111

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70 wpm typing. Word processing knowledge. Dictaphone. Work for two attorneys in a fast paced office.
Excellent benefits. Paid vacations & holidays. Salary commensurate with experience. Non-smoking environment.
Call 641-1800 ext. 100 between 9am-11am to schedule an appointment or send a resume to: Office Manager, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Woodward Ave. Area 875-5500
LEGAL SECRETARY-2 yrs. experience, typing 65wpm, dictaphone. Wordperfect 4.2 a plus. Salary based upon experience, benefits. Birmingham office 540-3340
LEGAL SECRETARY wanted for downtown Detroit law firm. 2-3 years litigation experience necessary. Knowledge of word processing helpful. Medical/dental benefits. Call Office Manager 961-0425
LEGAL SECRETARY- Some experience necessary. Excellent salary & fringe benefit package. Small Bloomfield Hills Law Firm 333-2560
LEGAL SECRETARY
Wanted for Downtown Detroit law firm. 2 plus years legal with word processing experience. Contact Victoria at 963-1700
LEGAL SECRETARY, experienced, needed for Birmingham law firm. Salary, benefits & lovely surroundings. Please call Fern Administrator at 645-0100
LEGAL SECRETARIES
Full time and part time available. Flexible hours. Computer experience a must. 2 person Northville law firm. Salary & benefits commensurate with experience 348-0496
LEGAL SECRETARY - Experienced for Farmington law firm, pleasant working conditions for non-smoker. Must have experience in word processing. Salary commensurate with experience 489-1444
LEGAL SECRETARY, 2-3 years personal injury experience necessary. Knowledge of Word Perfect, 9-5:30 Southfield. Send resume to: Secretarial Position; 24901 Northwestern Hwy., Ste. 416, Southfield, MI 48075
LEGAL SECRETARY
Southfield Plaintiffs law firm seeks responsible, experienced & self-motivated Legal Secretary. WordPerfect 5.0 background needed. Full time position. Salary based on experience. Call Mrs. Fairchild at 350-3200
LEGAL SECRETARY
For small firm in Livonia. Experienced only. Excellent typing and transcribing skills. Able to work under pressure, labor law and employment rights. Salary commensurate with experience. Send resume 39040 W. 7 Mile, Livonia, Mi., 48152. Attn Mary Hornick.
LEGAL SECRETARY
part time 2 days a week, 1-5pm daily. 1 year experience. Call 649-1330
LEGAL SECRETARY - Bloomfield, experienced only. Word Perfect 5.0 informal atmosphere, free parking & good benefits. Call Ann at 642-7660
LEGAL SECRETARY - For small Southfield firm. Proficient with Word Perfect. Salary commensurate with experience. Mary. 827-4100
LEGAL SECRETARY
Personal Injury Plaintiffs firm only. Southfield office. Full or part time. Call Jerry at 352-7755
LEGAL SECRETARY- 3-4 yrs experience. Must know word processing functions in a sophisticated, professional manner. Other duties include filing, some data entry & general office functions. If you are a team player with a fresh, can do attitude, please send resume with salary requirements to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
LEGAL SECRETARY
for Southfield based office. Light typing, sort letter, noon-5 Mon-Fri $6/hr. Leave message 352-3836
LEGAL SECRETARY
Bookkeeping skills a must. Will learn all aspects of a small manufacturing company. Southfield. 464-3383
LEGAL SECRETARY - switchboard. Relm, 1 yr. experience, good typing and diction, pleasant voice, professional attitude and appearance. Call Donna, 352-9550
LEGAL SECRETARY
For answering phones and some light typing. Full time. Garden City area. 425-7940
LEGAL SECRETARY
Mature person for busy phones, light clerical work from 8:30am-5pm. Ferndale 542-1100
LEGAL SECRETARY
Southfield plaintiff firm seeks a full time, experienced Legal Secretary. Word Perfect 5.0 helpful. Excellent benefits. 35 hrs/week. Forward resume to: Box #388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
LEGAL SECRETARY
Mature person for busy phones, light clerical work from 8:30am-5pm. Ferndale 542-1100
LEGAL SECRETARY
Needed for small Farmington Hills law firm. Requires typing, general office duties. Good typing skills, data entry helpful. Salary commensurate. Call Mrs Lillie 649-1577
LEGAL SECRETARY
Southfield office of major law firm. Word processing experience required. Wang word processing preferred. Plaintiff personal injury. Call 352-7755
LEGAL SECRETARY/PARALEGAL
For plaintiff personal injury firm in Southfield. Experienced in area of medical malpractice, products liability or auto negligence. Knowledge of word perfect & excellent skills desireable. Call Barbara 352-1000
LEGAL SECRETARY
Up to $23,000
Prestigious legal firm is seeking a mature secretary with 1 + years Legal experience in areas of litigation or corporate law. Excellent skills, excellent vocabulary/grammar skills required. Shorthand a definite plus. Extremely pleasant work environment with excellent benefits. Call Arthur Thomas Executive Search, 355-4140
LEGAL MARKET RESEARCH
We need the "Best and the Brightest" to do Market interviewing (no selling) in our Southfield Market Operation Center. Excellent working conditions, pleasant atmosphere for ambitious reliable people. We offer flexible shifts (we're open 12 hrs/day from 4pm until 10pm during the week and either 9am to 3pm or 11am to 5pm Sun). Research technicians perform interviewing, coding and some word processing (typing required: P.C. experience desired but not required).
Call 261-9550 for an appt. or send resume to: Market Strategies, Inc., 14099 Farmington Rd. Livonia, MI. 48154
MATURE PERSON NEEDED. For small Detroit work. Typing and filing experience necessary. Must apply in person. Mon thru Fri, 1647 Inkster Rd. Garden City.
MEDICAL secretary, WordPerfect 5.0 Detroit. Call Mr. Gilbert 961-3300 $6-$10/hr. Call Alice at Uniforce
MEDICAL transcriptionists & word processors for Detroit & suburban hospitals. Call Marilyn Kaye, Call Lisa at Uniforce 646-6158
OFFICE ADMINISTRATOR
Full time for Bloomfield Hills financial planning office. Experienced. Contact Alice 626-1600

OFFICE CLERK
Full time needed at Corporate Office. Must have good math skills & accurate typing with 50wpm. Familiarity with IBM PC & Lotus 123, basic knowledge of bookkeeping desirable, excellent benefits. Individuals with these qualifications should call 644-5300 ext. 351.
Erb LUMBER CO.
An Equal Opportunity Employer
OFFICE HELP needed - Part time, flexible hours. $4.25 hr. Call
Mr. Stuart, 855-5777
OFFICE MANAGER - Bloomfield area. Professional a plus, professional skills, professional office in downtown Detroit area. Call Jerry at Uniforce 961-3300
PO Box 3221, Detroit, MI 48231.

PATIENT REGISTRARS
Part time positions available in family practice and ER. Positions also available at Novi Livonia and Farmbrook.
1 year clerical experience to include interacting with the public. Prefer 1 year related experience in a health care environment to include knowledge of medical terminology. Experience with ICD-9/CPT-4 coding and various health insurance plans.
Excellent salary including shift and weekend differential. Qualified and interested applicants may apply Mon. - Thurs., 8 AM. - 12 Noon in our Employment Office. Typing test will be given at time of application.
PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI 48075
An Equal Opportunity Employer
PERSON NEEDED to answer phone, take orders and general office help. Livonia area. $5.50 an hour.
427-8773

504 Help Wanted Office-Clerical

ORDER PROCESSING SPECIALIST
For busy sales office. Responsibilities include qualifying customer orders, record update and order write up. Experience helpful. Come in or call Star Cut Sales, Inc., 23461 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

PART TIME CLERICAL/OFFICE position available. No experience necessary. We will train. Apply in person: AGC Warehouse, 27200 Joy Rd., Redford

Payroll/Cashier
Operates Kronos time keeping system, prepares semi-monthly payroll & diary bank deposits. Must have payroll background. Apply Mon-Thurs 9am-4pm
EMBASSY SUITES HOTEL
28100 FRANKLIN RD.
SOUTHFIELD

PAYROLL CLERK
Permanent position, mature, dependable person with office experience to work in payroll department of large retail chain. Call Pam 353-0160 ext. 471

PERSONNEL REPORTERS Southfield based firm has part time position to prepare pre-employment personnel reports. Personnel experience preferred, not necessary. Good verbal & written skills needed. Call Harry or Elinor 9am - 3pm daily 351-8861
An Equal Opportunity Employer

PRESIDENT OF BIRMINGHAM company needs secretary. Word-Perfect, Dictaphone, Lotus, excellent typing, benefits, to $24,000

TYPIST - receptionist. Southfield, maturity, good typing, Wordperfect, well organized, excellent benefits. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PRINTING SECRETARY/Customer service - good organizational skills. Typing, filing, billing, full time, benefits. Apply: 23213 Glendale, Redford. S of I-96 between Telegraph & Beech Daly.

PRODUCTION CLERKS - Part time Sunday and weekday evenings. Must have time to type. Will train on other aspects of the job. Call Sandy, between 10-4 PM. 474-1500

PROGRAMMER RPGII
3 to 4 yrs experience preferred. Call Dennis Hemanger at Synchro Inc. 422-0210

MATURE PERSON with good phone voice wanted for small service company. Duties include typing, sales, dispatching serviceman, form typing, filing, and auto parts. Apply in person Brennenman Bldg. 12763 Stark Rd. Ste 114, Livonia 421-9043

MORE TEMPORARY RECEPTIONIST
Outgoing personality required for responsible position including handling switchboard and other general office duties. Good typing skills, data entry helpful. Pleasant Farmington area. $14,000 - $16,000 plus A+1 benefits & many extras. Call Jerry 476-0200

RECEPTIONIST-Full time Word processing company. Must have experience. Able to work varied hrs. Mental health facility. Bloomfield Hills area 645-3500

RECEPTIONIST
Busy Farmington Hills office looking for dynamic & personable person to handle incoming calls & greet customers in a courteous, professional manner. Other duties include filing, some data entry & general office functions. If you are a team player with a fresh, can do attitude, please send resume with salary requirements to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Mature person, answer phones, typing, general office duties. Light typing. Flexible hours. Apply in person only in P.O Box 416, Plymouth, MI 48170

RECEPTIONIST/Admitting Office
Full time. Some evenings & weekends. Typing required. Apply: Arbmore Centers, 19510 Farmington Rd., Livonia, Mon.-Fri. 9am-5pm

RECEPTIONIST - Full time position in Livonia. Light typing skills essential. Answer multiple phone lines. Must be friendly and a clerical duties. Good typing skills required. Non-smoking office 427-0607

RECEPTIONIST/SECRETARY
Small, Troy area, professional firm seeks a full time receptionist with excellent phone manners. Light typing. WordPerfect experience helpful. Benefits. 55 hrs/week. Forward resume to: Box #388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for Southfield based office. Light typing, sort letter, noon-5 Mon-Fri $6/hr. Leave message 352-3836

RECEPTIONIST
Bookkeeping skills a must. Will learn all aspects of a small manufacturing company. Southfield. 464-3383

RECEPTIONIST - switchboard. Relm, 1 yr. experience, good typing and diction, pleasant voice, professional attitude and appearance. Call Donna, 352-9550

RECEPTIONIST - Full Time. Evenings, 4pm-1a, plus weekends. Weekends & all holidays, some bookkeeping experience, good salary & benefits call Eileen 851-2200

RECEPTIONIST - permanent 2 days per week. Individual with excellent phone personality & typing skills for architectural firm. Send resume to: Victor Saroki, 124 W Maple Rd, Birmingham, MI. 48009

RECEPTIONIST/SECRETARY
Immediate full time position. Experienced, with excellent phone skills. Machinery sales. Word 4 plus, $5/hr, benefits & 401K. Send resume: Attn: Brands, 32900 Dequindre Rd., Supports, 14300 Sheldon Rd., Suite 120, Plymouth, MI. 48170

RECEPTIONIST/CLERK TYPIST - duties include: filing, phones, typing, PC input, lunches & kitchen. Excellent phone manners & self motivation a must. Typing skills 50 wpm. $7/hr. Send resume to: 710 W. Woodward, #160, Bloomfield Hills, MI 48013. Attn: Dee
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD OPERATOR
Fast paced Southfield Company desires Receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Position requires varied hours. Send resume to: P. O. Box 200, Southfield, MI. 48037.

RECEPTIONIST/SWITCHBOARD
Ultra professional firm requires 6 months experience, a dynamic personality and professional presentation for this highly visible position. Light typing and excellent communication/vocabulary skills required. Salary & full benefits. Call Arthur Thomas Executive Search, 355-4140

RECEPTIONISTS
Needed. Full & part-time for Canton/Downtown Heights. Experienced & able to handle responsibility. $5-$6 per hour to start. Management potential. Call Donna at 981-5812

SALES SECRETARY for media related company. Must have strong typing, 3 years secretarial experience. Pleasant atmosphere. 843-4061

504 Help Wanted Office-Clerical

RECEPTIONIST
High tech computer marketing service company in Livonia, seeking full-time receptionist to handle fast paced front desk reception area. Duties include answering all incoming calls on SL-1 switchboard, greeting visitors, typing/word processing, etc. Perfect candidate will have previous SL-1 or equivalent switchboard experience, great phone voice and personality. WordStar word processing experience and the ability to professionally handle the numerous communications needs of the company. Great pay and benefits await qualified candidate. For more information, send resume or call
DP Corporate Services, Inc
11601 Farmington Rd
Livonia, MI 48150
Attn Barbara Keer
261-8220

RECORDS/XEROX CLERK
Downtown Detroit law firm, needs a clerk to work in their records/band or xerox department. 30 wpm typing & ability to handle detailed assignments required. Must be comfortable with Wang equipment. Must be dependable & have good communication skills. Salary range & salary requirements to Box #342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGIONAL CHURCH OFFICE in Livonia seeking applications for June opening for self motivated secretary. Excellent benefits. Send resume, secretarial skills 2 yrs. experience Dictating equipment, word processing and computer experience. Non smoking office. Send resume to Secretary, P.O. Box 19006, Detroit, MI 48219-0006 by June 7.

R & R TEMPORARIES, INC
Have long and short-term temporary assignments available for all of the Tri-County area. Must be looking for Word Processors with the knowledge of 5520 DeskMate, MS-Word operators and Multimate. We are also looking for clerk typists 55-wpm, legal secretaries w/shorthand, some corporate experience, 5.0 experience, litigation and bankruptcy background, min of 2yrs experience. For more information apply Exp, 18638 Beech Daly, Detroit, 534-3101

SECRETARY needed for downtown Birmingham law office. Must know WordPerfect, have minimum 3yrs experience background and strong typing skills. Will train in legal. Call Dave 647-5666

SECRETARY NEEDED For Bloomfield Hills Labor Law Firm. Should have excellent typing and dictaphone skills. Competitive salary. Blue Cross and Dental Benefits. Send resume to Eleanor Blue 2050 N. Woodward, Suite 350, Bloomfield Hills, MI 48013

SECRETARY - needed immediately. Personable person to answer phones, run errands, deal with customers, light bookkeeping. Must be neat, pleasant & well groomed. Apply in person between 8-3, at Mattetal Airport, 8350 Lilley Rd. Livonia

SECRETARY. New position in growing Law Firm, across from Summerhill. Excellent salary and fringe benefits. Word processing experience and shorthand required. Pleasant training helpful. Mail resume to Franklin D. Koary 3155 W. Big Beaver, Troy. Regular suite hours, call between 9-3. 345-7757

**SECRETARY/OF