504 Help Wanted Office-Clerical

CUSTOMER SERVICE Representative - full time for Troy based cable company. No experience necessary. Contact Erica 362-3040

CUSTOMER SERVICE/SALES
Canton Blake Farm Agent needs office person for training, to sell insurance & handle claims. Computer and typing experience. Call for appointment. 455-7272

Customer Service Clerk

Entry level position. Must have good organizational skills and pleasant phone manner. Send resume to: Customer Service Clerk, P.O. Box 200, Southfield, MI., 48037.

CUSTOMER SERVICE
Full time. Someone to assist the service department at floor covering store. Must be experienced in dealing with service related problems. Typing, filing and computer skill helpful. Call for appointment:
Nadine Austin, Remer Floors
1655 Haggerty Rd., Bloomfield Hills
333-4050 or 335-2080

DATA ENTRY CLERK
Must have knowledge of computer. Send resume with salary requirements to: Personnel, P. O. Box 9079, Farmington Hills, MI 48333

DATA ENTRY CLERKS TEMPORARY

Lintas:COCO Communications, a subsidiary of Lintas:Campbell-Ewald, is looking for temporary data entry clerks. These temporary full and part time positions will last from 4 months to 1 year. Qualifications: light typing skills and CRT experience. Pay is $5 per hour and some overtime will be available. Interested applicants many apply in person or send resume to:
Elaine Bird, R. Vivlano
Lintas:Campbell-Ewald
30400 Van Dyke
Warren, MI 48093
An Equal Opportunity Employer

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to detail, no errors. Send resume to: Data Entry, Jobex, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Full time, Dev & afternoon shifts available. For more information please call. 440-0043

DATA ENTRY
Full time assignments for companies in Wayne and Oakland County. Experience necessary. 644-2226
ETO Temporary Service
An Equal Opportunity Employer

DATA ENTRY PROCESSOR

Immediate opening for full time Data Entry Manager position in a fast paced based dental plan. Must have 1-2 yrs. CRT experience, good organizational skills, Minimum high school graduate with proficiency with typing/operating computer terminal and ability to work under minimal supervision. Send resume to: Data Entry, 2000 Town Center, Suite 2200, Southfield, Mich. 48075.
An Equal Opportunity Employer

DATA ENTRY TYPIST to $12,000 yr. Fee paid. No experience needed. Good benefits and advancement. Minimum 6 months experience. Employment Center Inc. 968-1638

DATA ENTRY
UP TO $8/HR
Immediate openings. Free job placement fee paid. Choice of entry operators. Long/short term assignments.
ARBOR TEMPS, 459-1166

DATA ENTRY, 8,000+, Southfield non-profit, $240-$280/wk. Call Ellen at Uniforce 357-0648

DEPARTMENTAL SECRETARY
Secretary for busy sales & public relations dept. Correspondence, filing, telephone inquiries, inventory & supplies. Must be self-starter. Experienced with personal computers, word processing, & desk publishing software. Must possess excellent communication skills. High school graduate, some college or professional training a bonus. $15,000 range, depending on skills. Jackie Pinage for interview, Salvation Army Eastern Michigan Division. 443-5500

DISCOURAGED?

Thinking for a job has got you down?
CALL US UP!
- Opportunities in:
- Word Processing
- Data entry
- Secretarial

Victor Interim Services
261-3830
Equal Opportunity Employer M/F

ESCROW & CLOSING SECRETARY for Title company. Must have ability to prepare escrows, deeds, disperse funds. Experience required. Immediate opening. 464-4171

ABUNDANCE OF JOBS

- WORD PROCESSORS
- Typing 50 wpm
- CLERICAL TYPING
- Typing 45 wpm
- GENERAL CLERKS
- 1 yr Experience
- TELEMARKETERS

Must have experience in long distance communications
- Vacation Holiday Pay
- Bonuses for Referrals
- Group Medical Insurance

427-7660
GENERAL MANAGEMENT SERVICES
14700 Farmington Road
Livonia, MI 48154
An Equal Opportunity Employer

ACCOUNTING - ADMINISTRATIVE

A.O. Smith Automotive Products Company, a major supplier of automotive structural components and suspension systems, has immediate openings for Accounting-Administrative support in its new engineering and technology center in Farmington Hills.

Challenging opportunities for professional accounting personnel to support a newly developed Finance area within a major organization. Will process accounts receivable and other documents into respective systems via on-line data input. Interface with customers and internal organizations to ensure timely collections, reconciliations, and proper documentation.

Qualified candidates must have prior work experience in AR/Billing with exposure to other areas of accounting desirable. Knowledge of PC and word processing applications, preferably Macintosh. Exposure to Ross/Cardinal accounting systems desirable. Suitable candidates will be self-starters who need little supervision. Associates degree in accounting a plus.

These positions offer excellent salaries, competitive fringe benefits including 401(k), pension plan and advancement opportunities. Please send resume with cover letter stating salary history to:

A.O. Smith Automotive Products Company
38900 Hills Tech Drive
Farmington Hills, MI 48331
Attn: Personnel
A.O. SMITH
AUTOMOTIVE PRODUCTS COMPANY
A DIVISION OF A. O. SMITH CORPORATION
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Customer Service
(Part-Time)
We have excellent growth opportunities for individuals with excellent interpersonal communication skills & previous telephone experience. Responsibilities will involve responding to over 100 telephone inquiries per day. We offer several different schedules. They are as follows:
Mon., Thurs., Fri. 10am-6:45pm (23.25 hours)
Mon-Fri. 10am-4pm (30 hours)
Mon. 8:15-4:45pm
Tues.-Fri. 8:15am-1:45pm (29.5 hours)

These positions offer you the opportunity to work for a large corporation with beginning $7.50/hour & receiving a competitive benefit package. Qualified applicants should apply Mon-Fri, 9am.-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

DATA ENTRY

Computer data entry for Farmington Hills CPA firm. General office skills required. Permanent part time position. Flexible hours. Call 855-5618

ENTRY LEVEL
FEE PAID - $12,480
TROY: General office duties, typing (60wpm), calculator, phones, filing and more. Benefit package.
DOROTHY DAY PERSONNEL, INC.
649-8787 or 962-0565

ENTRY LEVEL - Full time position. 55 hr. Must have some computer/typing exp. Will provide experience. Call Cindy 1-4pm only: 427-4520

EXECUTIVE/
LEGAL SECRETARY
TO $25,000 + BONUS
Executive Secretarial experience. Good organizational skills. Legal experience a + but not a must. Excellent benefit package. Fee paid by company. 772-6760
SNELLING & SNELLING

EXECUTIVE SECRETARY

For general manager of a mfg. co. located in Auburn Hills. Qualified applicant must have outstanding written, verbal & interpersonal skills. Accurate word processing capabilities required plus a willingness to provide a support role in marketing and personnel. This challenging position offers a professional and dynamic environment, potential for advancement, with a competitive salary and benefit package. Respond in confidence with resume which includes salary history to:
TORCA PRODUCTS
2430 E. Walton Blvd.
Auburn Hills, MI 48326
Attn: General Manager

EXECUTIVE SECRETARY
TO $25K
FEE PAID
National firm in Livonia needs a secretary with Word Perfect & Lotus 1-2-3 experience to run their sales department.
Personnel Systems 459-1168

EXECUTIVE
SECETARY
$24,000
A career opportunity awaits you with this well established company that offers autonomy for the well organized person. Lots of perks & excellent benefits. Call Miriam 353-2090
SNELLING & SNELLING

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: Executive Secretary, P.O. Box 300, Southfield, MI., 48037.

EXECUTIVE SECRETARY
Our broadcasting company which owns a group of television stations is seeking an experienced person to work with President/Chief Operating Officer & Vice President of Finance. Requirements include: typing 65wpm, word processing knowledge, organizational skills & the ability to work with numbers. Qualified applicants send resume & salary history to: Andrew Dehart, Federal Broadcasting Co., 1533 N Woodward, Bloomfield Hills, MI. 48304

EXECUTIVE
SECRETARY
$18-$20K FEE PAID
Progressive Novi company needs your good secretarial skills & light bookkeeping experience to run the show. Enjoy great benefits & the excitement of working for a rapidly growing company. Call today
Carol Monroe 851-3060
SNELLING & SNELLING
FARMINGTON HILLS

SWITCHBOARD/RECEPTIONIST

National printing ink manufacturer with offices located on Farmington Road (near I-96) required. Individual to perform following duties: switchboard, receptionist, accurate typing, filing, etc.

Pleasant working conditions and complete fringe benefits. Qualified applicants should send resume, call 539-6800, ext. 343 for an application, or pick up application between 9 a.m. - 4 p.m.

Flint Ink CORPORATION
FLINT INK CORPORATION
25111 Glendale Avenue
Redford, MI 48239
Equal Opportunity Employer

Secretary

Clevite Elastomers, a manufacturer of suspension components for the transportation industry and a member of the Fortune 500 Pullman Company, is looking for a secretary for its Farmington Hills sales office. Reporting to the Vice president of Marketing, this position handles various administrative duties for this OE Automotive Sales Office, as well as full secretarial responsibilities for the vice president and six sales engineers. The ideal candidate will have an Associate's Degree in secretarial administration or equivalent and at least 2-4 years' experience.

For confidential consideration, please send resume to: Human Resource Department, Clevite Elastomers, 33 Lockwood Road, Milan, Ohio 44846. An equal opportunity employer m/f/hv.

CLEVITE Elastomers

504 Help Wanted Office-Clerical

EXECUTIVE secretary to Novi electronics regional manager. Microsoft Word, $23,000-$25,000. Call Lynn at Uniforce 472-2932

EXECUTIVE SECRETARY
Interior design firm seeking individual with excellent word processing experience. Dictaphone/WordPerfect required. Challenging position for individual who thrives on stress and deadlines. Salary commensurate with ability. Send resume to:
Cetallo Associates, Inc.
2100 E. Maple, Ste. 100
Birmingham, MI 48009

EXECUTIVE SECRETARY
Long term assignments in Wayne and Oakland County. Call 425-6226
ETO Temporary Service
An Equal Opportunity Employer

EXECUTIVE
SECRETARY

Unique opportunity for well organized non-smoking self-starter with superior typing, communication, and organization skills. Must possess ability to work well with all levels of institute members. Responsibilities include executive level secretarial duties for Chief Executive Officer, Administration of Awards/Honors Program and supervisory experience. Must be able to travel twice yearly to conventions, taking board minutes and assisting with registration, etc. Accuracy and thoroughness are absolute necessities, as is the ability to work independently, confidentially and unexpected within deadlines. College degree preferred but not required. PC and shorthand skills preferable. Excellent salary and benefits. Northwest Detroit. Send resume and salary requirements to: American Concrete Institute, Personnel Coordinator, P. O. Box 19150, Detroit, MI 48219-0150.

EXPERIENCED OFFICE Assistant in NW Detroit sales office. Typing, computer & good phone personality required. Call Sandys at 273-0323

EXPERIENCED RECEPTION office. Executive Secretarial experience includes general office duties, greeting customers, order writing for silk screening & monogramming. Must be people oriented. Hours 9-5pm, Mon-Fri. Call between 3-5pm, ask for Mrs. Farmer 726-2711

FARMINGTON HILLS computer distributor is looking for an experienced sales secretary with min. 3-5 yrs. sales office experience. Must be able to handle multiple job functions with very little supervision. Career opportunity. Excellent salary & benefits. Please call Linda at 553-9250

FIELD - secretary, 5 yrs experience in property insurance, typing 65 wpm, math aptitude, Pro/Write/Dec computer, benefits, $18,000. Fee paid

SECRETARY - Farmington Hills, excellent typing, dictaphone, W.P. 5.0, some Lotus, $17,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FILE CLERK
Bloomfield Hills CPA firm. Permanent part time position. Variety of duties including filing, light typing, copying and minimal errands. Send resume to: P.O. Box 723, Bloomfield Hills, MI 48303

FILE CLERK

Dental plan has full time opening for a mature, dependable Clerk with good organizational skills. Send resume to: Clerk, 2000 Town Center, Suite 2200, Southfield, Mich. 48075.
An Equal Opportunity Employer

Entry Level position, full time, requiring good math aptitude and related high school diploma. Previous experience a plus. Donna: 352-9580

FILE CLERK
Entry level position. Full time. Auburn Hills area. Employers Temporary 852-8322

FINANCIAL/SECRETARY
for growing business. Excellent people skills, computer and credit experience a must. Send resume to: U.S. Financial Services Inc., 28090 Franklin Rd., Southfield, MI 48034

FRIENDLY & FLEXIBLE PERSON wanted part time for small Plymouth office. Light F/T. Some computer knowledge required. 455-6300

GENERAL OFFICE clerk, Southfield, $5-$6/hr. Call Ellen at Uniforce 357-0648

GENERAL OFFICE - part time, word processing and phone, 17-35 hr. Call Alice at Uniforce 646-7664

GENERAL OFFICE/Clerical - Full time. Minimum 2 yrs. experience for furniture store. Call Jermaine, Mon.-Fri., 11-5pm: 691-1566

INSURANCE EXPERIENCED
Personal Lines CSR for new Auburn Hills office. Call Brenda 524-9604

GENERAL OFFICE COORDINATOR
Bright, detail oriented individual to assist the TRW Michigan Appraisal Office with order entry, phone operation, maintaining files, client interface and other clerical functions. Please send resume to:
James D. Power
28935 Northwestern Hwy.
Suite 110, Southfield, MI 48034

HEALTH INSURANCE- Secretary/Administrator. Independent broker needs the best! Salary plus performance incentives. Become a part of our growth. Must be people, computer, & insurance smart. Plymouth. Call Mrs. Ferguson at 14 Mile 661-3000

INSURANCE AGENCY
(STATE FARM) Full time Secretary for busy office. Must enjoy working with people. Insurance background helpful. Send resume to
STATE FARM, INS., 26117 Grand River, Redford, MI 48240

504 Help Wanted Office-Clerical

SMALL BUSINESS owner requires non smoking mature person for general office in Troy. Duties include, light bookkeeping, typing, phone & some errands. Reliable vehicle a must. 4-8 days per week. Call Karen between 9-5pm. 851-8444

GENERAL OFFICE - Natural Food Company in Livonia has immediate individual for phone reception & general office assistance. Knowledge of P.C. & WordPerfect required. Full time. Call. 535-9222

GENERAL OFFICE. Pleasant phone manner, filing, typing minimum 45 wpm. Will train to do other general office duties. 14 Mile & I-75. Please reply to Box 334 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Filing, typing & telephone experience. Apply in person, Contractor's Steel Co., 36555 Amheim, near Levan, Livonia.

Hotel
SALES SECRETARY
Needed for large Livonia hotel, excellent growth potential, hotel experience helpful. Immediate opening. Apply in person or send resume to: Holiday Inn Livonia West, 17123 Laurel Park N. Livonia, MI 48152.
No phone calls please

INSURANCE AGENCY in Livonia has an opening for a combination sales & customer service position. Experience required - license preferred. Ft. Laurel Park Dr. 591-0290

INSURANCE OFFICE
In Garden City, seeks dependable, experienced for full time duties. Consists of answering phones, light typing & clerical duties.
Competitive salary and benefits. Send resume to: P. O. Box 632, Garden City, MI 48135

INSURANCE
SECRETARY
$18,000 FEE PAID
Large national agency company offers better than average benefits, lovely surroundings and a 35 hour work week. Only 1 year experience in a like position for this Insurance Company and typing of 60 is needed. Will train on word processor. Nancy Gardner (called 83-Week).
SNELLING & SNELLING
FARMINGTON HILLS

JOB-O-RAMA
ALL FEES PAID
- Secy/Bookkeeper . . . $20,000
- Secretary . . . $19,000
- Medical Secretary . . . $18,000
- Secretary . . . $18,000
- General Clerical . . . $14,500
- Legal Secretary . . . $23,000
- Billing Clerk . . . $13,500
- Payroll Clerk . . . $15,000
- Shorthand Secretary . . . $15,500

Want more money, better benefits, greater advancement potential? Look no further, we have over 50 full time openings than applicants. Typing of 50 please. Call for an appointment, 851-3560.
SNELLING & SNELLING
FARMINGTON HILLS

JR. SECRETARY
Entry level position for person possessing office experience, good typing, phone & clerical skills. 528-8100

LARGE LIVONIA Wholesaler needs reliable & efficient High school grad for Invoice/File Clerk position in Order Processing Dept. Light typing or CRT experience helpful. Apply person between 11-4, 17310 Laurel Park Dr. Ste. 200 Livonia. 462-0400

LEGAL SECRETARY
For Birmingham Law Firm. Must possess professional skills. Knowledge of WordPerfect helpful. Good benefits. Ask for Judy. 540-8282

LEGAL SECRETARY/Legal Assistant for Southfield Town Center law firm. WordPerfect, good computer skills, excellent telephone skills, full time. Call Steve 353-3850

LEGAL SECRETARY: For asbestos litigation defense firm located in S.O. non-smoker, good benefits. Send resume to: Office Manager, 5777 West Maple, Suite 130, West Bloomfield, 48322

LEGAL SECRETARY for Birmingham office. Self starter, experienced, salary commensurate with experience. 540-1222

LEGAL SECRETARY
Full time. Small Southfield Law Firm. Personal injury experience a necessary. 557-1568

LEGAL SECRETARY
Bloomfield Hills - full time, for defense litigation firm. Will train on word processor. Salary commensurate with experience. Contact office manager at 645-9400

LEGAL SECRETARY for Troy law firm. Word processing & shorthand required. Litigation experience. Legal background preferred. Non-smoker. Send resume to:
Secretarial Committee, P.O. Box 99484, Troy, MI 48084-3328

LEGAL SECRETARY
PATENT LAW experience preferred or some related law training. Must be specialized field in Troy firm. Shorthand, accurate typing and excellent spelling and grammatical skills required. Word processing skills desired. Medical benefits included. Salary commensurate with experience. Fax resume to: 362-1094, Attention: Arlene or mail to: Arlene L. Nolan, 755 W. Big Beaver, Suite 2214, Troy, MI 48084 or call 362-3107

LEGAL SECRETARY - A responsible, self-motivated person with typing & organizational skills is needed for a Livonia office. 953-0200

LEGAL SECRETARY
To do appeals and brief for partner of Southfield defense firm. Excellent benefits. Pleasant surroundings. 355-4161

LEGAL SECRETARY - with executive skills wanted for principal of medium size professional practice Novi, Northville area. Must enjoy working with people. Insurance background helpful. Send resume to
STATE FARM, INS., 26117 Grand River, Redford, MI 48240

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced for litigation. Litigation firm in Farmington Hills. Write and perforce preferred. Excellent benefits. Please respond to:
P.O. Box 3043
Farmington Hills, MI 48333-3040

LEGAL SECRETARY, experienced for pleasant Southfield personal injury firm. Excellent benefits & salary commensurate with experience. Excellent benefits. Send resume to: Hadley J. Wine, PO Box 2207, Southfield, MI 48037-2207. All replys confidential.

LEGAL
SECRETARIES
Let our 30 years of service and experience work for you. For professional placement service, temporary or permanent, register now with THE ARBOR TEMPS, Bloomfield
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY
3 yrs. experience preferred part time; 10-20 hrs. per wk. 559-8100

LEGAL SECRETARY
REAL ESTATE CORPORATION
SALARY BASED ON EXPERIENCE
Growth oriented corporation seeks 2½ years experience in real estate, land development, leasing and oral communication sought. Ability to deal with high level customers essential. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48037 or call 355-0833

LEGAL SECRETARY
$21,000 FEE PAID
3 weeks vacation for your 1 year of litigation experience. Super benefits, 9-5 hours, an opportunity for advancement. Call Barbara at
SNELLING & SNELLING
OF TROY

One of 17 legal secretarial positions available

LEGAL SECRETARY
MICHIGAN CORPORATION
1-2 YEARS EXPERIENCE
Major Michigan corporation seeks 1-2 years experience in litigation for key position. A great deal of independence and flexibility is available in this position. Salary based on experience plus M/M, dental, 401K, life insurance. Please send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075
or call 355-4140

MANPOWER
Has several positions available for:
- Word processing operators
- Data entry operators
- Receptionists
- General office clerks

Skills testing and training available if qualified. Excellent fringe benefits. Call for an interview.
LIVONIA - 462-0024

MEDIA SECRETARY
$18,500
Your past Secretarial experience and good communication skills qualified you with Suburban Advertising Agency. Lots of variety. 35 hour week. Full benefits. Fee paid by company.
772-6760
SNELLING & SNELLING

MEDICAL BILLER
Part time. Flexible hours.
Call Karen. 476-3200

MEDICAL
BILLERS
Immediate openings for full-time medical insurance billers. Applicants must be EXPERIENCED and able to type 40-50 wpm. CRT and P.C. skills preferred. Qualified candidates may contact our Southfield office at:
746-4369
between 9am-11am
An Equal Opportunity Employer

MEMBER RELATIONS REP
Full time position in Credit Union. Must work well with public. Credit union or office experience desired. Apply 15420 Farmington Rd. Livonia, MI. 48154

MGR. OFFICE!
FEE PAID $20,000
FARMINGTON. Experience in inventory control, A/P, payroll taxes and bank reconciliations along with some secretarial duties & computers. Excellent opportunity.
649-8797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

OFFICE ASSISTANT - Full time, Light typing, filing and light posting, 60 wpm, filing, good grammar and phone skills. Farmington Hills wholesale floral business. 553-0647

OFFICE ASSISTANT PART TIME
Seeking dependable & motivated individual to handle phones, filing, & typing. Computer knowledge helpful but not necessary. Good pay. Hours required.
353-1263

OFFICE CLERICAL-PART TIME
Light typing, filing, posting. Near Clawson location. Typing & bookkeeping. Call 280-0669

OFFICE-PART TIME
Filing, typing, receptionist, 12-5pm, Monday thru Friday. Farmington area. 477-1782

OFFICE WORK AND some Sales. Full time. Apply within: Miami Tile, 30477 Nine Mile Rd., Farmington Hills, MI

OPENINGS IN
EVERY AREA
Salaries from $10,400 to $23,000
All Fees Paid By Companies

1. CLERICAL - Some computer experience
2. TYPIST - Entry Level
3. BOOKKEEPER - Misc. bond experience.
4. ACCOUNTS PAYABLE
5. PAYROLL - Some experience
6. MEDICAL POSITIONS - All require experience
7. GENERAL SECRETARY - Pitch in & helpers needed
8. LEGAL SECRETARIES - Experienced Word Processing
9. EXECUTIVE SECRETARY - Will work closely with boss

Call 399-3450
SNELLING & SNELLING

PARALEGAL
for medium sized patent trademark law firm. Position involves trademark work. Experience required. Good pay & benefits. Southfield Area Call David May 358-4400

PART TIME - Answering phones, setting appointments, general office. Some driving required. Ideal for retirees, hrs. flexible. $5.00/hr. + mileage. Please contact Barbara between 6-5pm, Plymouth 455-8626

PHONE RECEPTIONIST - Light typing required. Must be pleasant & organized with good phone etiquette. Downtown area. 963-1101

PROPERTY MANAGEMENT
SECRETARY
Real estate office in northwest suburbs is looking for a secretary with 3-5 years experience in all phases of secretarial & administrative work. Typing skills of 75 wpm and Lotus 1-2-3 experience is required. Property management experience helpful. Competitive benefits package available. Please send resume & salary requirements to:
Mr. Goldbloom, P.O. Box 1745, Troy MI 48099-1745

RECEPTIONIST/SWITCHBOARD - Rohm knowledge. Southfield high-tech. $7-$8/hr. Call Margie at Uniforce 649-8501

RECEPTIONIST/TYPIST
Experienced for busy office. Variety of duties. Benefits. Send resume. Attention: J. Wilkins, Excel Industries, 30800 Telegraph, Suite 4875, Birmingham MI 48010

504 Help Wanted Office-Clerical

PARTS CLERK
Highland Superstores has a position available for a Parts Clerk to work in our Corporate Parts Dept. In Plymouth. Qualified candidate will be responsible for following up with vendors on parts orders & various general office activities. Requirements include a general office background, excellent communication & organizational skills, Customer Service or parts/inventory experience helpful.

We offer a competitive wage and excellent benefit package in a fast-paced work environment. Please send resume or apply in person to:
Highland Superstores
Corporate Human Resources-P
909 N. Sheldon
Plymouth, MI 48170
E.O.E.

RECEPTIONIST - Livonia chiropractic office. Will train. Apply at: 28404 W. 5 Mile Road, off Mon., Tues., Wed. & Fri. from 9-12 & 3-5

RECEPTIONIST/SWITCHBOARD
multiple lines. Novi technical. $8.00/hr. Call Susan at Uniforce 473-2931

RECEPTIONIST
Novi business machine dealership is looking for a Receptionist. Excellent telephone techniques and typing skills are a must. Benefits. Call Mary Ann Hoover at 474-6000

RECEPTIONIST/TELEPHONE Operator. Bright, amiable person for important receptionist. Accurate typing. Learn word processing/computer lookup. Pay based on experience. Call E. Kapuscinski, 9am-5pm: 358-5895

RECEPTIONIST - telephone operator. Pleasant personality. Nissan wagon. Full time for the right person with a pleasant personality. Good communication skills and experience a plus. Call Ruth Brooks for interview at 649-2300.

RECEPTIONIST for pleasant Southfield law office. Good typing skills and ability to handle busy phones necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Richard D. Kepes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

RECEPTIONIST/SWITCHBOARD
Experience helpful but will train. Typing and data entry skills a must. Typing 50 wpm. Must have pleasant phone personality and good communication skills. Apply at: Becker Manufacturing, 3800 Lapeer Road, Auburn Hills, MI 48057

RECEPTIONIST/SECRETARY
Looking for enthusiastic person.
Duties include:
- Answering telephone calls
- Welcoming customers.
- Light secretarial duties.
- Fun, positive atmosphere.

Ask for PM Jennifer 10AM-2PM
277-4777

RECEPTIONIST
SECRETARY
(Livonia area)

QUALIFICATIONS:
Good Phone Voice
Friendly, Dynamic Personality
Good Communications Skills
Very Professional Image
Self Starter
Positive Attitude
Some Bookkeeping

DUTIES
Maintain Cash Flows
Answer 5 Line Phone
Greet Clients
Filing

HOURS
DAY SHIFT
Mon-Fri. 9-5

NIGHT SHIFT
Mon.-Thurs. 1-9
Sat. 8:30-5pm.

COMPENSATION:
Salary + Weekly Bonus
Paid Medical, Dental, Life
Paid Vacation
Health Insurance Plan

CALL IMMEDIATELY!!
A JOB OPPORTUNITY
LIKE THIS ONE WON'T
LAST FOR LONG!!
478-0300
Regsir Hair Center

RECEPTIONIST/TYPIST for busy GM/Imported car store. Apply 10-5: Bill Cook Buick/Mazda, 37911 Grand River, Farmington Hills.

RECEPTIONIST/SECRETARY
Entry level. Town Center, Southfield. Light typing, 35wpm. Learn computer. 352-7870

RECEPTIONIST: Need dependable person to answer phone and to do general office duties. Located in Novi. Call 347-0884

Receptionist and Switchboard Operator, experienced. Send resume: Assistant Controller, P.O. Box 5111, Southfield, MI 48086-5111

RECEPTIONIST - Full time Pleasant personality. Light typing, filing & phone experience helpful. Apply: Lahser Hills Nursing Center, 25300 Lahser Road, Southfield. 352-2222

RECEPTIONIST/SWITCHBOARD
Call today for short or long term assignments. Call 425-8229
ETO Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
For home care company in Livonia. Part time, flexible hours. Start immediately. $6 per hour.
Contact Donna 261-0482

RECEPTIONIST - Mature person, full time. Dental office. Non-smoking office in Livonia. Skills include typing, 50 wpm, knowledge of PC, good phone skills a must. Apply at: 34039 Schoolcraft.

RECEPTIONIST/TYPIST
Office & word processing experience required. Duties include heavy computer & typing, 60 wpm or better, answering phones, mail, greeting clients. Birmingham. 642-6535

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Experience necessary with a great phone personality, typing, general office duties. Dependable.
8am-4:30pm. Good benefits. Call between 11am-1pm. 348-2700

RECEPTIONIST - Energetic person needed Mon. thru Fri., to answer phones, type, file & other office duties. Inquire by mail only to:
Attention: Office Manager, 24445 Northwestern Highway, Suite 200, Southfield, MI., 48075.

RECEPTIONIST for Northwest suburban CPA firm. 1-2 years general office experience helpful. Benefits available. Send resume to Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Successful Farmington Hills architectural firm is pleasing to fill busy Receptionist position. Must be enthusiastic with excellent typing. Please send resume to:
Chris Belish,
24293 Telegraph Rd., Suite 140
Southfield, MI 48037

RECEPTIONIST
WITH DIALAMATIC
OPERATOR
ROCHESTER
Full time position, on Dimension Switchboard, in large sophisticated office. Must have very well groomed appearance, experience, in fast paced environment. Some typing (50 wpm) helpful, customer service personality. Will consider recent high school graduate. Send resume to: P.O. Box 915, Bloomfield Hills, MI 48303-0915, Attn. R. Larke

RECEPTIONIST
$12,000 FEE PAID
Nice front office position for light typing and friendly personality. Big busy environment and suburban location. Call Suzanne at: 649-5000.
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RECEPTIONIST
Professional firm in Southfield seeks an enthusiastic receptionist to handle busy switchboard, greet clients and perform miscellaneous clerical duties in a fast paced environment. Please send resume & salary history to: Personnel, P.O. Box 10069, Detroit, 48210

SECRETARY
Clerical position available in busy Southfield property management office. Typing 35wpm, filing & phone skills required. Send resume with salary history to: Clerical Position, P.O. Box 5071, Southfield, MI. 48086

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

SECRETARY
EXCELLENT OPPORTUNITY
Major corporation seeks someone with outstanding skills, professional presentation and 1 year experience. Must type 60 wpm. Excellent salary, room for advancement, M/M, dental, optical, tuition reimbursement. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call Christine at 355-4140

SECRETARY - for Novi condo association. Full time, typing, bookkeeping, PR skills a must. Contact Kevin 349-3699

SECRETARY
Full time. Work in busy office Word-Perfect & Lotus experience a must. Southfield. Call 356-5443

SECRETARY - Full time for busy Livonia law office. Entry level, will train for legal. Accurate typing skills required. Dictaphone and transcoding helpful. No health benefits. Call 525-3550

SECRETARY
Full time secretarial position for Livonia construction business. Must possess excellent interpersonal skills & accurate typing (40wpm). Will train in word processing. Full benefits package. Apply in person and resume to: Wade Trim, 25200 3838 Livernois, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY

Monarch Marking Systems, a subsidiary of Pitney Bowes, is seeking an experienced Secretary for our Detroit Sales office. The requirements are:

- Ability to transcribe from voice process (at listening type 70 wpm)
- Word processing experience required with IBM WordPerfect 5.0
- Must have light bookkeeping experience
- Telephone organization and phone skills
- Excellent verbal and written communication skills
- Ability to meet sales

The selected candidate will receive a competitive salary and benefits. If you are interested, send your resume to

CAROLYN LeFORCE
MONARCH MARKING
SYSTEMS
P.O. BOX 608
DAYTON, OH. 45401
Equal Opportunity Employer

SECRETARY
Needed full time for law office, 2 yrs. experience. Legal experience not necessary. 559-3830

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SECRETARY NEEDED for small W. Bloomfield health care company. Must have good office skills. Computer experience desired. Wages $7.00/hr. Call 855-8450

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Industrial Distributor firm requires secretary to handle phone, correspondence, invoices, purchase orders, etc. General office duties. Send complete resume to:
M. Zalatoy, Z-Weight, Inc., 4810 Gleicker, Dearborn, MI 48126

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SECRETARY
Busy executive office needs entry level secretary with excellent typing & word processing skills. Must have the ability to work in a fast paced environment. Please send resume & salary history to: Personnel, P.O. Box 10069, Detroit, 48210

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