504 Help Wanted Office-Clerical

DATA ENTRY - Entry level position open in bookkeeping office. Data processing, accurate, attention to detail, good math aptitude, non smoker. Send resume to P O Box 2845, Livonia, MI 48151

DATA ENTRY
Growing mail order company has position for motivated Data Entry personnel. Must type 65 wpm, familiar with word processing software and general office duties a plus.
Call 248-652-6010

DATA ENTRY OPERATOR
Dealership experience only. Excellent pay and benefits. Apply in person. Stan Hickey Ford, 7 Mile at Grand River.
An Equal Opportunity Employer

DATA ENTRY OPERATORS
Needed for short or long term temporary assignments in Farmington's Southfield areas. Experience required. Call today! Call 471-1870
MANPOWER
TEMPORARY SERVICES

DATA ENTRY TYPIST
Excellent English skills and phone manner. Southfield office. Mon.-Fri. 20-30 hours a week. 1-800-968-7861

ENTHUSIASTIC INDIVIDUAL needed for full time position at a leasing office in Farmington Hills. Secretarial/Administrative skills a must. Knowledge of Word Perfect is required. Salary range $14,500 to $17,500 depending on experience. Send resume to: L.A.C., P.O. Box 9068, Farmington Hills, MI 48333-9068. Attention: Bob

ENTRY LEVEL Receptionist. Typist, general office. Farmington location. Call Tuesday, 9am-12pm only, ask for Allan 477-4420

EXECUTIVE ADMINISTRATIVE ASSISTANT
Need clerical & administrative support for sales & marketing department of 10 people. Excellent word processing skills (Word Perfect) required. Knowledge of IBM hardware & computer spreadsheets essential. Detail oriented self-starter, work flow & scheduling of meetings. Competitive salary & benefits package. Send to E. Murdock, Human Synergistics, 39819 Plymouth Rd., Plymouth, MI 48170

EXECUTIVE LEGAL SECRETARY
With excellent typing, shorthand/speechwriting and transcription skills wanted for medium size professional practice in Northwestern area. Knowledge of WordPerfect helpful. Organized, dedication, confidentiality a must. Call 349-3980

EXECUTIVE SECRETARY - national insurance company - Southfield group pension sales office looking for bright, detail oriented person with excellent secretarial skills. Must have 5 yrs experience with word processing, time & billing. Lotus preferred. Type 70+ wpm, good telephone skills, communicative, transcription equipment experience, competitive salary, great benefits & working atmosphere. Send resume & salary requirements to: Box #934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE secretary with word processing for dynamic suburban executive $25,000.
Call Irene at UNIFORCE 357-0036

EXECUTIVE SECRETARY
Southfield based manufacturer seeks mature, bright, hard working individual to assist president. Self motivated candidate willing to commit hours as required. Excellent secretarial skills & organization. Job is diversified and challenging. Qualified Candidates must be energetic, willing to work flexible hours, be self motivated, and be comfortable with attention to details. Send resume to: Executive Secretary, P.O. Box 300, Southfield, MI 48037

EXECUTIVE SECRETARY

Three to five years executive secretarial experience, typing 50-60 wpm, PC proficiency, professionalism and excellent communication skills required for this position at a growth management service company. Insurance experience helpful. Excellent benefit package. Salary commensurate with experience. Send resume with salary history to:
Human Resources - ES
Corporate Service, Inc.
29700 West Five Mile Rd.
Livonia, MI 48154
An Equal Opportunity Employer

FINANCIAL AIDE ASSISTANT
Must be proficient in Needs Analysis Part time, Jan. thru March, flexible hours, detail oriented. 477-8600

FLEXIBLE ORGANIZED individual to manage our clerical needs. Duties include word processing, filing, light bookkeeping, mailing. Small friendly, non-smoking Farmington office seeks office Call for an interview. Starting salary $14,000 + benefits 649-3595

FRONT DESK PERSON
Part time, 20 hours a week, flexible hours including weekends. Apply in person: Sports Unlimited Outdoor Store in Novi across from Twelve Oaks Mall. Apply in person, ask for Mr. McEachin 349-0044

A DOCTOR'S OFFICE. Need reliable person who types 45 wpm, front desk. Good wage & benefits. Prefer experienced w/bookkeeping but will train right person. 569-9200

FULL CHARGE BOOKKEEPER
Partsnerial and Office Management skills required. Knowledge of Intuit Medium sized manufacturing plant in Sterling Heights. Excellent salary & benefits
Send resume to Edgar Payter Co., 4000 Town Center, Suite 1040 Southfield, MI 48075

FULL TIME OFFICE
General office duties, typing 50wpm, excellent phone manner essential. Some prior experience required. Birmingham area. 8-5pm, Mon-Fri. Send resume to Secretary, 1038 N Hunter, Birmingham, MI 48009

FUN ENTRY LEVEL CLERK
$12-$15,000 FEE PAID
OutperFORM! Our clients are very excited about this position. It offers a very rewarding work environment, great benefits and computer training. If you can 50 wpm or faster, call Joy today. Positions are available immediately. 851-3600
SNELLING & SNELLING
FARMINGTON HILLS

GENERAL OFFICE - Full time, some computer experience, typing 35 wpm, 10-3, at 25215 Glendale, S of I-96, between Telegraph & Beech Daly.

GENERAL OFFICE - Part time, hours flexible. Light typing & bookkeeping for small Livonia office. Call 261-4748

GENERAL OFFICE
Southfield CPA office of mature organized individual with good typing math, Lotus skills. Reasonable accuracy a must. 559-4411

GENERAL OFFICE
Typing 50wpm, pleasant phone manner, some computer experience helpful. Nonsmoking office. Apply in person at 30500 Telegraph, Waldong 13340 Merriman, Plymouth Township between 8 & 5 Plymouth

GENERAL OFFICE - with concentration on order desk & customer service needed for growing Farmington office. Must be an independent worker as well as a team player. Must have good typing & phone skills, working knowledge of IBM, Word Perfect & Lotus. For additional information call Ellen at 425-7343

INSURANCE SECRETARY
Experience preferred, but not necessary. Good typing and telephone manner essential Call 522-7400

GROUP
BENEFITS EXAMINER
Corporate Service, Inc., a leading risk management company, requires 2-3 years group claims processing experience. Knowledge of HCFA is highly determination, approval and payment for this position. Good organization, communication and CRT skills also required. Excellent benefit package. Salary commensurate with experience. Send resume with salary history to:
Human Resources - GB
Corporate Service, Inc.
29500 West Five Mile Road
Livonia, MI 48154
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL INPUT Computer Person, for answering telephones. Send resume to: Box #966, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - full time, telephone answering, computer skills a plus. Call for appointment, 5-7pm 313-624-4799

GROWTH
In the $1 billion landscape service industry. Chemlawn is the leader. Our business is always growing - and so are the people who work for us, thanks to our in-depth training and support programs. Now you can be a part of ChemLawn's growth in the Detroit Metro area. Consider one of the following full time, part time or seasonal positions
- Telesales Reps - $6.00/hr. & up
- Customer Service Reps - $6.00/hr. & up
- Accounting Specialists - $7.00/hr. & up

Working as a representative of ChemLawn, you'll be responsible for supporting our growth by providing the superior customer service we are known for. We offer competitive pay based on training & experience with an opportunity for career advancement. If this sounds like the kind of success you're seeking, call:
(313) 349-1700
An equal opportunity employer
ChemLawn Service Corp.
22515 Heslip
Novi, MI 48375

CHEMLAWN
We care, and it shows

HAPPY 1991
Accountants/ Bookkeepers
w/experience in Accounts Receivable/Accounts Payable and Payroll tax preparation
Call WOLVERINE 358-4270

HEALTHCARE KNOWLEDGE Resources is a growing organization providing products & services to the healthcare industry.
We are currently seeking to fill the following openings:
Executive Assistant
Position provides administrative support to the president. Qualified applicant should possess an Associates Degree with a minimum of 5 yrs. secretarial experience
Must be knowledgeable in word processing software packages, word. Perfect preferred.
Excellent communication and interpersonal skills, & ability to maintain confidentiality at all times required.

Clerk Typist
Responsibilities will include answering phones, filing, light typing.
Must have good telephone skills.
Qualified applicants will be a high school graduate with office practice/business school courses or a minimum of 1 yr clerical experience.

Switchboard Operator
Part time position with prorated benefits to work from 5-9pm Mon. - Fri. Primary responsibilities will be answering main switchboard.
Must be able to work with little to no supervision.
Applicants should possess a high school diploma or equivalent.
Prior switchboard/receptionist experience preferred.
We offer a competitive salary and benefits package, for consideration send resume in confidence to:
Healthcare Resources Resources,
Human Resources Manager
P.O. Box 303
Ann Arbor, MI 48106-0303

INSURANCE AGENCY - (21 years Commercial lines) - Secretary required. Small agency. Good opportunity for right person. Livonia. 477-0001

INSURANCE
Southfield office needs experienced person to rate, quote, service personal lines accounts. Liberal, non-smoking office, full or part time. Days 355-5351

JANUARY 1991 OPENINGS
2610 - Receptionist $12,500
2805 - Building Secretary $17,000
2812 - Customer Service $14,000
2316 - Banking experience $16,000
2588 - Executive Secretary $21,000
Large firms offering great opportunities plus benefits. If you have related work experience, we're waiting for your call
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia: 591-2221
Troy: 585-2720
An Equal Opportunity Employer

KELLOGG
Demonstrators for promotions in local supermarkets 540-2029

EXPERIENCED full time Legal Secretary. Familiarity with IBM, Displaywriter a plus. Good pay and benefits. Linda at 353-4540
An Equal Opportunity Employer

Legal

ADD ONE MORE NEW YEARS RESOLUTION
Apply with Corporate Professional Services for one of the following positions.
- Paralegal
- Legal Secretary/Word Processor
- Legal Receptionist
- Law Clerk/File Clerk
- Legal Messenger

TOP PAY & BENEFITS
Call Leslie today for an appointment
261-1120
NO FEE EOE

LEGAL/ADMINISTRATIVE SECRETARY
W. Bloomfield based practitioner. Legal/WordPerfect experience preferred. 683-3880

LEGAL SECRETARY
with excellent skills, for Southfield personal injury firm. Experience and knowledge of WordPerfect required. Call Cindy 353-7575

LEGAL SECRETARY
For Troy law firm, defense litigation experience preferred. Salary negotiable, full benefits. Fax or mail resume to: Office Manager, 1590 First National Bldg., Detroit, MI 48226

LEGAL SECRETARY
ENTRY LEVEL
Ultra professional firm seeks Secretary with 6 - months legal experience. This position will cross-train in litigation, corporate, real estate and labor. Superior skills required, 65 wpm, typing, comprehensive package. Send resume to: Arthur Thomas, Personnel Search, 2000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY - Experienced for Southfield defense firm. Word Perfect a must. Salary commensurate with experience 352-7860

LEGAL SECRETARY
experienced, for Southfield personal injury law practice. Contact Nancy King 350-3700

LEGAL SECRETARY
Independent contractor, 1-2 days. Non-beginner at Waterford office. Clarkson 585-9490

LEGAL SECRETARY - Experienced, full time for Birmingham law firm. Experience with WordPerfect 5.1 preferred. Call Donna 646-8292

LEGAL SECRETARY - 1 attorney Livonia office, experienced preferred. Forward resume including experience & salary requirements Law Offices 33722 Five Mile Rd. Suite 340, Livonia, MI 48154.

LEGAL SECRETARY
Troy office seeks part time legal secretary. 2-5 years experience, general corporate & commercial litigation. Salary commensurate with experience 643-6419

LEGAL SECRETARY
For 7 attorney firm in Birmingham. Bankruptcy/litigation experience preferred. Salary commensurate with ability. Send resume and salary requirements to: Office Manager, 5695 Telegraph, Ste 1, Birmingham, MI 48010

LEGAL SECRETARY, experienced. For pleasant Southfield Personal injury firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Hatcher J. Winne P.C., Sole Proprietor, 26877 Northwestern Hwy., Suite 300, Southfield, MI 48037-2207. All replies confidential

504 Help Wanted Office-Clerical

LEGAL SECRETARY
LITIGATION/CORPORATE
Highly professional secretary with 2-1 years experience is sought by one of Michigan's most prestigious firms. 65 wpm typing, superior communication skills, shorthand a plus. Competitive salary, benefits including 401K, disability and pension. Send resume to: Arthur Thomas Executive Search, Suite 2333, 2000 Town Center, Suite 2333, Southfield, MI 48075 or Call 355-4140

LEGAL SECRETARY
Small downtown defense litigation firm needs legal secretary. Spelling/grammar imperative. WordPerfect helpful. Salary DOE. 354-0150

LEGAL SECRETARY - full time position available with Farmington Hills personal injury law firm. Experience required. Wordperfect experience a must. Call 932-2600

LEGAL SECRETARY
Defense practice. Experience required. WordPerfect. Resume include salary to: 3221 W. Big Beaver, Suite 222, Troy, MI 48084

LEGAL SECRETARY
$26,000 FEE PAID
Excellent opportunity with well known prestigious firm. Litigation experience and good organizational skills qualified you. Benefits include medical, dental, 401K, life insurance, dependent coverage and more. Fee paid. Call 722-6700
SNELLING & SNELLING

LEGAL SECRETARY
Partner in downtown defense firm is looking for a secretary with a minimum of 5 years legal experience. Competitive salary/benefits, plus travel allowance. Excellent opportunity for a highly motivated individual. If you qualify, please send resume to:
DETROIT AD&INQ/STATION
1700 PENOBSCOT BLDG
DETROIT, MI 48226

LEGAL SECRETARY
$24,000 FEE PAID
Busy litigation position for organized legal Secretary. Nice people, full benefits and Christmas bonus. Word Perfect 5.1 needed. Call 649-5900 or Fax resume to 649-3526
SNELLING & SNELLING OF TROY

LEGAL SECRETARY
HELP! We are actively recruiting Legal Secretaries seeking temporary positions in the Southfield area. Must have minimum 2 years legal experience. Must be familiar with processing software packages, word. Perfect preferred. CALL TODAY!
MASTANTUONO & ASSOCIATES
24901 Northwestern Hwy, Suite 124, Southfield, MI 48075
355-2440
NEVER A FEE

LEGAL SECRETARIES
UAW Legal Services Plan is seeking experienced Secretaries to work in our Livonia, Dearborn or Detroit staff offices. You must type a minimum of 55wpm and have experience using dictation equipment, computer and word processing experience preferred. Starting salary $18,000 annually plus excellent benefits. Send resume to:
UAW Legal Services Plan
7430 Second Ave., Suite 200
Detroit, MI 48202
Attn: Administrator

LEGAL SECRETARY
TO $24,000
High caliber law firm is seeking a back up, organized person. Must have 3 years litigation experience, typing of 70 wpm, WordPerfect proficiency and outstanding skills. Excellent benefits package. Call Sharon Lee, Legal Search, 3000 Town Center, Suite 2300, Southfield, MI 48075 or fax resume to 352-7860

LIGHT OFFICE WORK
Part time, perfect opportunity for a mother w/schoolage children. Southfield/Lathrup area. 356-1616

LOCAL CPA FIRM REQUIRES
Full or part time for mature person. Pleasant surroundings. Call Janet 352-3250

MAIL CLERK
For Troy law firm to run mailroom & relieve switchboard. Hrs. 8:30-5pm, Mon-Fri. Resume Office Supervisor, 1st National Bldg., Detroit, MI 48226

MAINTENANCE SECRETARY
For large apartment community in Farmington Hills. Requirements: Typing, phone voice, highly organized, self starter, able to multi-task, able to work under pressure. Maintenance and apartment knowledge a plus. Send resume to: Independence Village, 35700 Grand River, Farmington Hills, 48335. Attention Becky

MEDIA SECRETARY
TO $20,000
Good word processing skills. Professional appearance. Light typing. Suburban advertising agency seeks dependable, self starter. Fee paid. Call Barb, 772-6760
SNELLING & SNELLING

MORTGAGE LOAN ORIGINATOR
Experienced. Full or part-time. Please call Mr. Rosen 352-8545

OFFICE ASSISTANT needed for Southfield educational center. Weekend & evening hours
Call: 569-5320

OFFICE ASSISTANT for small manufacturing firm. Solid secretarial, phone & computer skills. Max experience a plus. Part time with real potential for the right person. Perfect for a night student. Call 737-1737

OFFICE ASSISTANT
$16,000
Good typing, phone and responsibile? This upbeat insurance agency will really appreciate you! Your word processing and insurance background would be a plus. CALL Lisa at 353-2090
SNELLING & SNELLING

OFFICE MANAGER
Full time for home building business in our home 3-4 years experience required. Salary negotiable, full benefits. Fax or mail resume to: Office Manager, 1590 First National Bldg., Detroit, MI 48226

OFFICE MANAGER
Health Agency seeks person with 2-3 yrs. experience $15,000-$15,000. Send resume to Personnel, 607 Shelby, Suite 500, Detroit, Mich. 48226

OFFICE MANAGER
Dealership experience helpful. Apply Executive Pay and Benefits. Apply in person. Stan Hickey Ford, 7 Mile at Grand River
An Equal Opportunity Employer

Operator/Receptionist
Farmington Hills Manufacturer's rep area & appliance distributor is seeking full time operator. Call 471-5500 Or send resume to:
Management Supply Co
P O Box 2125
Farmington Hills, MI 48333-2125

OPERATOR/RECEPTIONIST/CLERICAL SUPPORT PERSON - National environmental marketer located in Westland seeks person mature, non smoker. Excellent phone skills, typing 45 wpm & filing. MAC Word Processing experience a plus but will train. EOE. Respond to: Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER ENTRY CLERK
Large Livonia Distributor needs person with Sales Order Processing position. Strong organizational skills & demonstrable math aptitude required. Prior office experience preferred. CRT experience helpful. Must enjoy fast paced environment. Salary commensurate. Send resume to: Attention: Director of Order Processing, P.O. Box 3353 Livonia, MI 48152-3353

PARALEGAL
Busy downtown defense firm seeks paralegal person. Litigation experience helpful. Knowledge in Word. Perfect a must. Salary commensurate with ability, good benefits, plus travel allowance.
Send resume to:
DETROIT AD&INQ/STATION
1700 PENOBSCOT BLDG
DETROIT, MI 48226

PART TIME CLERICAL
18 plus hrs. Come daily after 3. Start immediately 476-4018

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
$250. week No fee
Modern Southfield Offices! Great benefits! Generous raises! Need 1 yr. general office experience, some clerical support. Call today!
RBS ASSOCIATES ADY. 540-4130

OFFICE CLERICAL
Insurance salesman in Bloomfield Hills seeks part time assistant. Good typing with life insurance and computer experience helpful. Salary negotiable. For details call Cindy at 645-1520

OFFICE CLERK
A Southfield based insurance company is accepting applications for an entry level clerical support position. Accurate typing (25wpm) is required. Up to date and previous telephone experience desired. Excellent benefit package. Apply Mon. - Fri., noon to 4pm. Or send resume to
CUNA Mutual Insurance Group
Human Resources & Benefits
30333 Telegraph Road
Southfield, MI 48034

OFFICE MANAGER
$23-$25,000
FEE PAID BY COMPANY
Position open in our promotion. Must have Lotus and WordPerfect. Excellent benefits paid by company matches 100% 644-4600
SNELLING & SNELLING

QUTOOMO individual with secretarial skills for busy international recruiting office. We need a motivated person who can handle a variety of jobs joining our small, but rapidly growing organization. Entry level with growth potential! 355-0720

PART TIME Office help needed for small growing company. Applicant will be required to do dental office work, phones, typing and filing. Please send resume to: Phoenix Time Resource 494 Lexington, Rochester Hills, MI 48307

PART TIME SECRETARY to work about 25 hr./wk. in a Southfield office/Marine Park Development Co. must. Call Michael 356-7100

PART TIME to start, eventual full time office person. 477-0000 Call 649-5900 or Fax resume to 649-3526
SNELLING & SNELLING OF TROY

PARTNER CLERK
Large downtown Detroit firm is in need of a full time Payroll Clerk to assist in payroll. Some duties include:
- Preparing & processing employees time sheets
- Manual checks
- Adjustments
- Garnishments
- Answering phones
- Light typing & filing

Previous payroll experience a plus. This position includes full benefits package. For consideration send resume & salary history to:
Payroll Clerk
P.O. Box 778
Detroit, MI 48231

PERSONAL
COMPUTER PROGRAMMER
Ameritura Companies a leader in the property/casualty insurance industry currently has an opportunity in our Credit Collection department.
- Requirements for this position include one year experience in Word Perfect, Multiplan/Lotus including developing original spreadsheets & documents and experience programming in a relational database on the PC - Excellent communication, organization and clerical skills. Quick learner with the ability to learn fast and take courses as well as the ability to work independently.

This opportunity provides growth potential and our complete benefits package including medical/dental, 401(k), pension, life insurance, disability, life insurance, child care reimbursement and more to qualified candidates.

N Wyomin (PC)
Ameritura Companies
25200 Telegraph
Southfield, MI 48034
Attn: Ms. Ann

PERSONNEL CLERK
Is 1991 a year of new beginnings for you? Then the firm to join may be unique in a challenging, fast paced, Mon-Fri. Resume Office Supervisor, 1st National Bldg., Detroit, MI 48226

MAINTENANCE SECRETARY
For large apartment community in Farmington Hills. Requirements: Typing, phone voice, highly organized, self starter, able to multi-task, able to work under pressure. Maintenance and apartment knowledge a plus. Send resume to: Independence Village, 35700 Grand River, Farmington Hills, 48335. Attention Becky

MEDICAL SECRETARY
TO $20,000
Good word processing skills. Professional appearance. Light typing. Suburban advertising agency seeks dependable, self starter. Fee paid. Call Barb, 772-6760
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Experienced. Full or part-time. Please call Mr. Rosen 352-8545

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$16,000
Good typing, phone and responsibile? This upbeat insurance agency will really appreciate you! Your word processing and insurance background would be a plus. CALL Lisa at 353-2090
SNELLING & SNELLING

OFFICE MANAGER
Full time for home building business in our home. 3-4 years experience required. Salary negotiable, full benefits. Fax or mail resume to: Office Manager, 1590 First National Bldg., Detroit, MI 48226

OFFICE MANAGER
Health Agency seeks person with 2-3 yrs. experience $15,000-$15,000. Send resume to Personnel, 607 Shelby, Suite 500, Detroit, Mich. 48226

OFFICE MANAGER
Dealership experience helpful. Apply Executive Pay and Benefits. Apply in person. Stan Hickey Ford, 7 Mile at Grand River
An Equal Opportunity Employer

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Farmington Hills Manufacturer's rep area & appliance distributor is seeking full time operator. Call 471-5500 Or send resume to:
Management Supply Co
P O Box 2125
Farmington Hills, MI 48333-2125

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DETROIT AD&INQ/STATION
1700 PENOBSCOT BLDG
DETROIT, MI 48226

PART TIME CLERICAL
18 plus hrs. Come daily after 3. Start immediately 476-4018

504 Help Wanted Office-Clerical

PROFESSIONAL RECEPTIONIST
Accurate typing required, some evenings & weekends. Apply in person, Mon.-Fri., 9am to 4pm. Ardmore Center, 19810 Farmington Rd., Livonia

P.C. OPERATOR
Suburban marketing services corporation seeks an individual with good clerical skills and an interest. Knowledge of word processing, data base, and spread sheet software helpful. Excellent benefits, professional Fee and Professional Environment. Full benefits package including Health, Dental, Life and 401(k).
Qualified candidates please send resume to:
ADISTRA CORPORATION
101 Union Street
Plymouth, MI 48170
Attention: Human Resources
An Equal Opportunity Employer

RECEPTIONIST - for law firm. Type required. Salary negotiable. Call Sue Miller at 559-3830

RECEPTIONIST/SECRETARY for Bloomfield Hills design firm (4 days) Call Mike at 858-7990

RECEPTIONIST - ENTRY LEVEL
FEE PAID BY COMPANY
MIDDLETHONICS, INC
ATTENTION: BRANCH MANAGER
31075 JOHN R
MADISON HEIGHTS, MI 48071

RECEPTIONIST
DSM CONSULTING is looking for a full time Receptionist with the following qualifications:
Excellent communications and organizational skills.
Ability to work closely with sales personnel in an extremely fast paced environment.
Order entry processing and billing experience helpful.
Excellent opportunity for growth in our mid-western regional office.
Immediate opportunity. Please send resume and complete confidence to
DSM CONSULTING, INC.
Attention Patti Hershey
31230 Oakland Blvd.
Livonia, MI 48150

REPORTING SECRETARY
Computer literate, word processor. Must be able to work with little supervision. 477-0000 Call 649-5900 or Fax resume to 649-3526

SALES ADMINISTRATOR is assist automotive O E M salespeople working with big 3 customers. Required: WordPerfect, word processing/PC experience. Excellent working conditions & fringe benefits. Call 354-5200

SALES ASSISTANT/SECRETARY
For well-established office. Motivated, energetic, IBM/PC experience a plus. Excellent benefits, bonuses and more. Reply to 15716 Farmington Rd., Livonia, MI, 48154

SALES SECRETARY
Entry level position for mature individual with good secretarial skills, typing 50wpm, able to work well with others in a fast paced Southfield office. Excellent benefits, attitude & willingness to be a team player a must. Fax/e-mail resume including typing a week & occasional Saturdays. Send resume with salary expectations to: Box 1003, Observer & Eccentric, Southfield, MI 48037

SALES SECRETARY
$20,000 FEE PAID
Dynamic, sexy organization has an entry level position that has long up side. Sales force. Your friendly graphic and phone skills are the key to this opportunity. Top benefits including 401K. Fee paid. Call Carol at 649-1900 or Fax resume 649-3526
SNELLING & SNELLING OF TROY

SALES SECRETARY
$18,400 FEE PAID
Division of more than 20 national food company offers fantastic benefits, great pay, outstanding career plan and a free lunch! If you have excellent clerical and word processing skills and like working with people call today. 1991 off with a bang. Call Shirley today. 851-2060
SNELLING & SNELLING
FARMINGTON HILLS

PART TIME Position - Get your own schedule. Flexible hours. Top compatible secretary. Troy area. Call for interview 828-0070

1991
Looking forward to serving you for permanent, part time or temporary positions; resume services or personal instruction on Word Perfect 5.1.
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY/RECEPTIONIST
To $22K for 3 man Southfield sales office. Dyna Graphics prints sales reports. Non-smoking office. Drug testing required. Send resume to Box 1002, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL/CLERICAL HELP!
We are actively recruiting Secretaries seeking temporary positions in high caliber companies. Must have 2 years clerical experience, know a strong word processing skills to apply. TOP PAY CALL TODAY!
MASTANTUONO & ASSOCIATES
24901 Northwestern Hwy, Suite 124, Southfield, MI 48075
355-2440
NEVER A FEE

SECRETARY
Automations company in Farmington Hills has an immediate opening with strong organization and clerical skills. Word processing skills necessary. Non-smokers preferred. Interviews now with salary negotiable. Call Sherry 476-8110 Industrial Park Dr. Farmington Hills, 48335

Secretary

Amicare Hospice Services, Inc., a Medicare certified hospice, is seeking by the Sisters of Mercy Health Corporation, who is currently seeking an experienced Secretary.

Position requires taking charge of all secretarial responsibilities including: typing, filing, phone coverage, organizing and maintaining files, scheduling meetings, arrangements and performing general secretarial duties as needed.

The successful candidate will have a minimum of 3 years secretarial experience, excellent typing skills (60wpm) and strong skills in Word Perfect (Windows) a plus! Person should have the ability to take on various responsibilities and be a team player and phone manner. Candidates will have the ability to work independently in the financial industry. For consideration, please send resume to: Box Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Entry level position working with an attorney for litigation. Must be self motivated. Strong, detailed, people oriented. Must have excellent typing skills. Microsoft diploma. Computer experience preferred. Must have good basic office skills required. Typing accuracy more important than speed. $12,000 to start. Send resume to: Alternative Services, Inc., 16725 West 7 Mile #11, Livonia, MI 48152 Attention Jill Hansen
An Equal Opportunity Employer

SECRETARY full time position, part time to full time variable. Must be organized, detail oriented, able to type 50 wpm. Call Mr. Rosen at 559-3830 Farmington Hills 477-6880

504 Help Wanted Office-Clerical

SECRETARIAL POSITIONS (1 full time & 1, 2 days a week) Available for busy advertising agency. Typing 60-80 wpm. NBI Word processing experience preferred. Excellent phone manner/organizational skills required. Must like statistical typing. Good starting salary/benefits. Tel Marketing area. Please call Danie Twymon 258-2507
EOE MF/H/V

SECRETARIAL/WORD PROCESSOR
For prestigious law firm in the Southfield location. Strong WordPerfect 5.0, excellent organizational skills required.
WIDMAN PERSONNEL
31731 Northwestern Hwy, Ste. 109E
Farmington Hills, MI 48334
937-0580 or FAX 937-0985
We are a Permanent Placement Agency. Fees are always paid by the employer.

SECRETARY/ADMINISTRATIVE ASSISTANT
Dynamic expanding mail order company has position for Secretary/Administrative Assistant to support top partner in charge of administration. Necessary skills include 65 wpm Perfect, typing 60-65 wpm. Salary to $18-20K. Call Jeanette, Personnel Manager, 20300 Civic Center Dr., Suite 205, Southfield, 948-0126 or fax 948-0152

SECRETARY/ADMINISTRATOR
Full time for administrative office in pleasant surroundings. Must be experienced with excellent secretarial & interpersonal skills. Must have the ability to take on various responsibilities & have excellent phone manner. Computer word processing experience a must. Salary commensurate. Salary/benefits package. Send resume & salary requirements to: Secretary, Box 1963, Troy, MI 48099

SECRETARY
Experienced with typing, typing pleasant telephone voice, etc.
Westland area 721-7161

SECRETARY
Good typing, good typing skills, familiar with data processing accounts payable. Grand River/Meadowbrook area 476-8477

SECRETARY
International sportswear supplier has 3 immediate openings for an Office and Sales Secretary. Requirements must include
- Highly motivated and dependable
- Excellent communication skills
- Excellent organizational skills
- General typing skills
- Mature and very responsible
- Previous experience a must

Competitive salary, benefits and working atmosphere. Send resume and salary history to General Manager, 441 Ford St., Canton, MI 48187, Attention: Personnel

SECRETARY
Looking for Secretary/Receptionist in 1991? We are looking for an experienced person to join our team in our downtown Ann Arbor office. Candidate must possess strong clerical skills, typing 55-60 wpm, and the ability to transcribe from dictaphone. Up to date knowledge of Word Perfect 5.1 and Lotus 1-2-3 preferred. Excellent phone manner and ability to work with people are a must. Top benefits including 401K. Send resume and salary expectations to:
MCKINLEY ASSOCIATES, INC.
Human Resources - Secretary
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Major food company located in Farmington Hills seeking experienced secretary with typing, general office procedures and word processing knowledge. Shorthand would also be a plus. Call Mike to arrange an interview 851-8480

SECRETARY NEEDED for Farmington Hills insurance office. Must know WordPerfect, phone, filing and customer service experience required. Call for interview 855-6433

SECRETARY
needed for short and long term assignments. Must be able to type, typing a plus. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

SECRETARY - New position in growing law firm forces you to be the best. Must Excellent salary & fringe benefits. Work in a friendly atmosphere. Shorthand helpful but not required. Fax Frances G. Koory 3155 W. Big Beaver, Suite 292, Troy, MI 48084

SECRETARY
North Woodward multi national service organization is seeking a full time, Dependable individual. Word typing (60wpm) organizational and clerical skills required. Word Perfect 5.1 required along with working knowledge of Word Perfect 5.1 and Lotus 1-2-3. Confidentiality and a pleasant phone voice should send resume to P O Box 811, Bloomfield Hills, MI 48303 EOE MFH

SECRETARY - Part-time Secretary needed for 2 engineers. Must have with WordPerfect Lotus 1-2-3 or Quattro Pro a must. Must be pleasing helpful. Hours flexible. Send resume to: Secretary, 51700 Middlebelt, Ste 100, Farmington Hills MI 48334
An Equal Opportunity Employer

SECRETARY
permanent, date to time 3 days per week, 8:30-5pm. Typing computer, filing, phone. Downtown office. 8 hour. Farmington Hills 477-8033

SECRETARY
Plymouth manufacturing firm needs individual to assist in customer service administrative/sales. Strong verbal and written communication skills and knowledge of WordPerfect desired. Send resume and salary history to
First Technology Systems
P O Box 318
Plymouth, Michigan 48170
Attn: Mary Ann
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
INTERNATIONAL QUALITY STAFFING
Major financial firm offers advance, meritorious bonus, medical and dependent coverage/tuition reimbursement. Must be professional with 6 months typing experience with typing Call Arthur Thomas Executive Search at 355-4140

SECRETARY/RECEPTIONIST
Full-time position in growing CPA firm. Must be organized, detail oriented, enjoyed typing & phone skills, knowledge of Word Perfect, typing & clerical duties. Opportunity for advancement. $7-$8 per hr to start. Send resume or apply in person to: M.B.B. Gambka Bonsenno CPA & Associates, 30600 Telegraph Rd., Ste 2300, Birmingham, MI 48010

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SECRETARY/RECEPTIONIST
International automotive supplier has an immediate opening for an office position with advancement potential. Requirements include
- Excellent communication skills
- Sales office experience
- Demonstrated office administration experience
- Word Perfect 5.1 knowledge desirable

Excellent opportunity/benefits with a growing organization. Send resume with salary requirements to:
CLARIDGE PRODUCTS AND EQUIPMENT
Attn: Personnel Director
41140 Bridge St., Novi MI 48375

SECRETARY/RECEPTIONIST
Immediate opening for part time Secretary/Receptionist, with potential for full time within 30 to 60 days. Candidate must have good proficiency with IBM compatible computer and word processing requirements, as well as Lotus 1-2-3. Prefer 5.1. Send resume with salary requirements to: Human Resources, Box 2234, West Bloomfield, MI 48322

SECRETARY/RECEPTIONIST
To $18,000
Employee owned company offers a choice position with advancement potential. Must have good typing and phone skills. Call Jeff at 353-2090
SNELLING & SNELLING

SECRETARY/RECEPTIONIST
Needed for receptionist position in mental consulting firm in Novi. The ideal candidate will have 1-2-3 (preferred), Lotus 1-2-3 (preferred), Word Perfect 5.1 (preferred). Non-smoking environment. Please send resume to: Personnel Dept 24371 Catherine Industrial Drive, Suite 203, Novi MI 48375. Equal opportunity employer NO PHONE CALLS PLEASE

SECRETARY/RECEPTIONIST
Immediate opening for part time Secretary/Receptionist, with potential for full time position. Must be organized, detail oriented, able to type 50 wpm. Candidate must have good proficiency with IBM compatible computer and word processing requirements, as well as Lotus 1-2-3. Prefer 5.1. Send resume with salary requirements to: Human Resources, Box 2234, West Bloomfield, MI 48322

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