504 Help Wanted Office-Clerical

ADMINISTRATIVE Assistant. Southfield Regional Office City of Hope. Pleasant personality & good organizational skills desired. Call 443-7250

ADMINISTRATIVE SECRETARY
Secretarial administrative support needed for Plymouth based company. Positions requires excellent typing skills (65 wpm + shorthand, knowledge of word processing programs and good telephone manner. Responsibilities will vary based on internal needs and skills of the individual. Candidate shall possess excellent people skills and be able to handle multiple assignments. Good compensation and benefits package offered. For consideration send resume to:
Attn: Personnel/A.S.
9135 General Court
Plymouth, MI 48170
An Equal Opportunity Employer

AUTO CAR BILLER
Experienced car biller needed for large multi franchise dealership. Call Elaine for an appointment. 261-6900

BIRMINGHAM LAW FIRM needs office assistant. Must type 50 wpm, no legal experience necessary. Call 642-2515

BOOKKEEPER ASSISTANT

Accounts receivable, accounts payable, bank reconciliations & payroll experience needed for this excellent position leading to head bookkeeper. Solid light experience will gain you this position. Salary $18,000 - $20,000. Call Terry.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER
Law firm seeking person experienced in accounts receivable, payable, payroll on an automated system. General ledger experience preferred. Send resume to: Accounting Supervisor, 801 W. Big Beaver, Suite 500, Troy, MI 48084

BOOKKEEPER

Looking for full time bookkeeper with skills in Accounts Payable/Receivable and computer background, to work for large management firm in Troy. Excellent benefits. Please send resume & salary requirements to Personnel, Box #208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Northwest suburb area. Must be full charge & experienced. Will include secretarial duties. Send resume: 15200 Leslie, Oak Park, MI 48237

MEDICAL equipment company seeks full time clerical billing clerk. We will train in this entry level position. Call Vicki 261-2990, Mon. thru Fri., 9am-12:30pm.

CABLE CONSULTANT
Part time position available for an individual to contact customers who have disconnected their cable service, to respond to customers who have had service problems, and to supervise employees. Should have excellent organizational and telephone skills. Sales experience preferred. Flex time. Interested applicants should send resume to:
Omnicom Cable Vision
8465 Ronda Drive
Canton, MI 48187
Attn: Laura Graham
Affirmative Action Employer
An Equal Opportunity Employer

CASHIER
(PART-TIME)

We are seeking an individual for a part-time position in our Cashiering Dept. Responsibilities will include data entry to our on-line system of mortgage payments, corrective entries on Cash Transaction Journal vouchers & working with our lock-box banks to resolve problems. Candidate must be proficient in the operation of a calculator & CRT. Good math aptitude a must. Cashiering & bank statement reconciliation experience a plus. Individuals will work Mon-Fri from 7:30am-4pm from the 1st of the month until late charge cut-off (approx. 12-14 days per month). No benefits. Qualified applicants should apply Mon-Fri, 9am-4pm.
Human Resources
FIRMAN STUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

CHANGE GEARS TO START THE NEW YEAR
ALL FEES PAID

Receptionist	$15,000
Front desk	$18,000
Legal Secretaries/General	$21,000
Accounting Clerk	$13,500
Secretary	$17,000
Legal Secretary/Litigation	$23,000
Accounts Receivable	$14,500
General Office	$12,400

Want more money, better benefits, great advancement potential? Look no further, we have more full time openings than applicants. Typing of 50. Call for an appointment.
851-3660
SNELLING & SNELLING
FARMINGTON HILLS

ATTENTION

LOOK NO FURTHER
EXCELLENT
JOB OPPORTUNITIES

EXECUTIVES SECRETARIES experienced in:
- MicroSoft Word 5.0
- Network experience
- 65 wpm +
- Rolm switchboard

GENERAL CLERICAL
DATA ENTRY CLERKS
SWITCHBOARD OPERATORS

All positions available at a major Ann Arbor corporation. Professional attitude and demeanor an absolute necessity. Call now for more information and an appointment for an interview.

YPSILANTI - 481-8760
WESTLAND - 728-6770
FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

BOOKKEEPER

Full time position for retail business. Strong bookkeeping and computer skills needed. Experience a must! Send resume to: Bookkeeper, 26877 Northwestern Hwy., Ste. 200, Southfield, MI 48034

BOOKKEEPER/PAYROLL CLERK
Mainframe & PC experience necessary. Lotus & WordPerfect required for Southfield service agency. Send resume to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER TO TRIAL BALANCE
Full time position. Salary + benefits. Experience required in: Accounts payable/receivable, General ledger, Billing/invoicing, reconciliations, PC accounting packages, data entry proficiency (50 wpm), 10 key.

Please send resume to:
Financial Application Consulting
Human Resources Manager
26200 Town Center Dr., Suite 250
Novi, MI 48375

BUSY REAL ESTATE office in Farmington Hills looking for someone who likes to work with people in a fast paced environment. Excellent telephone skills a must. Good word processing background essential. Looking for someone 10AM-2PM Mon.-Fri., with occasional extra hours. Please call Ruth at 855-3333

CLAWSON FIRM seeks experienced, detail oriented, motivated person with strong communication/typing/organizational skills. Extensive phone usage + customer contact requires pleasant phone manner. Mon-Fri, 9am-1pm. $5.50-$6 hour. Call between 11am-noon, ask for Judy. 313 583-2945

ATTENTION TEMPORARY PERSONNEL

Accepting Applications:
Word Processors
Data Entry Operators
Dictaphone Typists
Telemarketers — Experienced
Medical Transcriptionists

Call Your Friends, Relatives or bring Someone with You. Help Us and We'll give you $50 for everyone who works 30 days.

General Management Services
14700 Farmington Rd., Suite 104
Livonia, MI 48154
427-7660
Not An Agency — Equal Opportunity Employer — Never a Fee

REAL ESTATE OFFICE IN SOUTHFIELD

Is looking for a secretary with 3-5 years experience in all phases of secretarial and administrative work. Typing of 60 wpm, good communication skills and computer knowledge of Lotus 1-2-3, and Word Perfect helpful. Competitive benefit package available. Please send resume & salary requirements to:

Ms. L. Sectar
P.O. Box 267, Southfield, MI 48037

CLERKS

TSI has assignments in Troy and Southfield Areas. We offer excellent benefits and are looking for dependable people. Call today for a personal interview.

TSI
Office Services
589-7088.

CLERK TYPIST, CITY OF TROY
Must be high school grad or have GED. Must type 40 wpm. $15,263 start. Applications available until 4pm February 1, 1991 at Personnel Department, 500 W. Big Beaver, Troy.
An Equal Opportunity Employer

COORDINATOR FOR store promotions in marketing co. 13 Mi/Southfield area. No health benefits. Potential to $20,000 in 1st yr. Non-smoking office. Call Pat. 540 5000

COMPUTER OPERATIONS ASSISTANT
Automotive supplier in northern suburb seeks entry level Computer Operations Assistant to perform processing of reports, basic hardware trouble shooting and documentation. Candidate will be computer literate, a high school graduate and have excellent writing skills. Knowledge of hardware essential. Good inter-personal skills helpful. Respond with resume to:
Computer, P.O. Box 8012
Sterling Hts., MI 48311-8012
An Equal Opportunity Employer

Warzyn Inc. is one of the nation's premier environmental engineering consulting firms. Our Novi office has immediate openings for two experienced Word Processors.

WORD PROCESSORS

Our word processors provide support to our dynamic professional engineering staff in a state of the art VAX based network computer system. Using Mass 11 word processing software, this support includes typing of project plans, technical proposals and reports, and standard correspondence. Our word processors also use the VAX network to transfer documents electronically to facilitate report preparation and assembly.

We require at least a high school diploma or equivalent plus a minimum of 2 years word processing experience (mini computer and/or PC), typing of 65 WPM, and excellent spelling, grammatical and proofreading skills. Experience with desktop publishing and Lotus 1-2-3 strongly preferred. Candidates must be self motivated, able to solve problems independently, and function well in a team environment. Overtime work will be required.

Warzyn employees enjoy a professional working environment as well as opportunities to expand their computer and other professional skills. We offer an attractive benefits and compensation package along with these positions. If you possess a strong work ethic and desire a challenging position, send your resume and salary requirements to: Ms. Yvonne Moyer, Office Supervisor.

WARZYN
Warzyn Inc.
P.O. Box 8012
Novi, MI 48376 E.O.E. M/F/H/V

CLERICAL ASSISTANT
$17,000 No Fee
Beautiful Farmington offices of major corporation! Top benefits! Advancement! Need solid 50wpm or better typing, 2 yrs office experience and some computer experience.
HDS ASSOCIATES AGY. 540-4130

CLERICAL POSITION for detail oriented person. Typing, filing, answering phones, light accounting. Full time. Farmington Hills. 477-5351

CLIENT REPRESENTATIVE
Creative individual needed to join our client broker dept. Responsibilities include daily telephone contact with our expanding client base & typing skills essential. If you are an upbeat & motivated individual & enjoy working in a fast paced environment, this is for you. Salary plus bonus & benefits. Send resume & salary history to M.T.E. 23200 Coolidge Hwy., Oak Park, MI 48237. Attn: Carey Harrell

COUNTRY CLUB located in W. Bloomfield seeks payroll clerk. Full benefits. Send resume & salary requirements to Box #138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
- FARMINGTON -

Immediate opening, 9-5. Pays $5.75 hour. In house customer service representative. Familiarity with computer keyboard preferred. Friendly atmosphere. 474-9670

DATA ENTRY/Accounting Assistant
Seeking sharp/accurate individual for part time position, 25 hrs. per week. Knowledge and efficiency on Peachtree and Lotus 1-2-3 software required. Salary based upon experience. Call Denise at 358-5460

DATA ENTRY CLERK

Full Time Temporary Opportunity
Highland Superstores has a full time temporary opportunity available at its Corporate office in Plymouth. We are currently seeking an individual with data entry background. Strong data entry skills required.

We offer an opportunity to work in a dynamic, fast paced environment. We also offer a generous employee discount plan. Please send resume or apply in person to:

Highland Superstores
Corporate Human Resources-DE
909 North Sheldon
Plymouth, MI 48170
An Equal Opportunity Employer

DATA ENTRY

Excellent opportunity with growth potential for major corporation. Must be able to type 45 wpm. No experience necessary. Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 106
Novi, MI 48377-3427
All Fees Co. Paid 344-6700

DATA ENTRY
Experience necessary. Short and long term assignments. 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Fast growing software distributor seeks mature individual with experience in Alpha Numeric Entry. Nice atmosphere, wages commensurate with experience. Comprehensive benefit package. Send simple resume to: Data Entry, 45555 Port St., Plymouth, MI 48170

DATA ENTRY
Full time position in personnel department. Plymouth area, must have 10,000 key strokes. $7 hr. Full benefits. Apply Mon-Fri, 9-4 at 28244 Ford Rd., Garden City
JTPA Funded

DATA ENTRY KEYPUNCH
Computer services company in Livonia seeking intelligent self-motivated individuals to fill several entry level data entry and top level keypunch positions. Data entry requirements include a high degree of accuracy and previous data entry experience. Keypunch requirements include a minimum of 10,000 keystrokes and IBM experience a plus. Great working conditions, pay and benefits await qualified candidates. For more information please call 261-6110

FAST PACED Birmingham Law Firm needs Dictaphone Typist Secretary. Good clerical skills required. Good pay & excellent benefits. Call Steve Mulee. 645-2440

DOCUMENTATION CLERK
Brokerage firm needs responsible individual for general clerical & filing duties. This is a full time salaried position. Please send resume to: Box 770, Detroit, MI 48231

EMPLOYEE BENEFITS CLERK
[illegible]

EXECUTIVE LEGAL SECRETARY
[illegible]

EXECUTIVE SECRETARY for Automotive Supplier [illegible]

DATA ENTRY OPERATOR

Manufacturers Bank has full time openings for experienced Data Entry Operators on the day (8:30-5:15) and afternoon (5 PM-1 AM) shifts at our Livonia Operations Center. The qualified candidate MUST have either 1-2 years experience on the IBM 129, IV Phase or Motorola 8,000 data entry equipment or an accurate typing skill of 45 wpm. We offer a competitive salary and flexible benefit package to the successful candidate. For consideration, interested applicants may contact Jan Schatz at 462-5111.

MANUFACTURERS BANK
An Equal Opportunity Employer

CLERK TYPISTS/ WORD PROCESSORS

Manufacturers National Bank has immediate employment opportunities available for Word Processors and Clerk Typists. These openings represent excellent opportunities to enter the fast paced and challenging atmosphere of our growing institution. Qualifications for these positions include typing of 45 wpm and good telephone skills. Previous office experience is preferred. A competitive salary, flexible benefits package and opportunity for career growth are available to successful candidates. Send resume in confidence to: **B. Obear, Human Resources Representative, Manufacturers Bank, Human Resources Dept., 411 W. Lafayette, Detroit, MI 48226.** Equal Opportunity Employer M/F/H/V

MANUFACTURERS BANK

DATA ENTRY OPERATORS, also secretary/executive for human resource department. Fee paid. Leonard & Associates 787-6020

DATA ENTRY - 8000 key strokes, industry leader. $6/hr to start. Call Sue at UNIFORCE 357-0644

DENTAL RECEPTIONIST - Experienced, peg board, scheduling, phone skills. Share responsibilities in two doctor office. Plymouth/Canton area. Send resumes: Box #140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DO YOU LOVE TO TYPE?

We have 2 openings, days & afternoons, at a western suburb company for an accurate 50wpm typist. Excellent benefit package including up to $1000 tuition reimbursement & 3 weeks vacation. If you are interested call Shari at
OFFICE MATES 5
769-1720
No fees or contracts

ENTRY LEVEL general office, flexible duties. 40-45 wpm. 4 hour day. Up to $7.50/hr. Call Jane at UNIFORCE 646-6168

EXECUTIVE SECRETARY
Southfield property management company needs mature person. Applicant must type 65 wpm and have 5 yrs. experience. Good salary and benefits. Call 352-5300

EXECUTIVE SECRETARY TO $18,000
A nice opportunity with a medical company offering advancement and good benefits. Use your strong word processing skills here. Call Jeff at 353-2090
SNELLING & SNELLING

EXECUTIVE SECRETARY BILINGUAL

We are seeking an Executive Secretary with administrative responsibilities to work for several department heads. This position requires excellent typing and personal computer skills. Qualified candidates must also be able to read, write and speak German fluently, translation work required. Competitive salary plus an outstanding benefits package including a 401K Savings Plan. Please send resume in confidence to Box #238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED office support clerk. $6/hr. to start. Energetic environment. Call Lori at UNIFORCE 357-0036

FARMINGTON HILLS STATE Farm Insurance Agency is looking for full time service person. Entry level position. Office experience preferred. Call 851-5050

FILE CLERK

Amicare Home Health Resources has an entry level position available for a File Clerk in our Farmington Hills office.

The successful candidate will be responsible for all in-office support for office staff. Duties include creating and maintaining file system, organizing materials for files and performing general clerical duties.

We offer a competitive salary and excellent benefits. To apply, please send your resume to:

Human Resources Manager
Amicare Home Health Resources
34605 Twelve Mile Rd.
Farmington Hills, MI 48331
An Equal Opportunity Employer

FILING CLERK NEEDED
Experienced, full time. Day shift. Excellent benefits. Livonia area. Call for interview appointment between 10am-5pm. 422-3310

FIT MODEL
(PART TIME)

Work Mon.-Fri. from 10am-3pm at our Plymouth headquarters, modeling size 10 garments in our merchandising division. If you have an outgoing personality & a "pitch in" attitude, we'd like to talk with you to explore further. Call Mrs. Manival 451-5225
Winkelman's
An Equal Opportunity Employer

GENERAL OFFICE CLERK
Filing, data entry, telephone experience required for a busy sales office. Apply in person: Contractor's Steel, 36555 Amrhein, near Levan, Livonia

FRONT DESK/ HI-TECH
$16,000 FEE PAID

A rapidly growing computer service company has an exciting Entry Level, highly visible opportunity for a person with excellent telephone skills and multi-line experience. If you love dealing with people and feeling important, this job is for you. Call Joan at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

GENERAL OFFICE help for start up company, secretarial work and other duties. Some experience preferred. Plymouth 455-[illegible]

GENERAL OFFICE - Part time [illegible]

FAST-PACED RECEPTIONIST/ SECRETARY
$16,000 PLUS FEE PAID

This fast growing company needs someone who is a self-starter that can handle a busy work load. Great benefits and a super "Team Work" staff. If you can type 50 wpm, and have Word Perfect and Lotus experience, call M.J. at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

FORECLOSURE CLERKS
Immediate full time openings in Foreclosure Department of Birmingham Law Firm. Monitoring & tracking foreclosure files. Good typing & telephone skills required. WordPerfect 5.0 a plus. Call Mon-Fri, 9am-5pm. 540-7701

GENERAL OFFICE - answering phones, waiting on patients, filing, front office. Will train. Farmington Hills. Call Sandra at 737-3937

GENERAL OFFICE - Part time. 15-20 hours per week. Some typing preferred but not mandatory. Must have dependable car for errands. Hourly wage plus mileage. 335-2662

GENERAL OFFICE FULL TIME
Experienced in light booking, typing and phone, familiar with Lotus, Peachtree, and Word Perfect 5.0 helpful. Please send resume to: att: Cindy, Craig Assembly Inc., 20737 Sunnydale, Farmington, MI 48336

GENERAL OFFICE Part/Full Time
For expanding consulting engineering office. Duties include answering phone, filing, typing (Word processing Microsoft Word preferred). Flexible hrs. Send resume & salary requirements to: Personnel, NTH Engineering & Science, 39209 W. 6 Mi. Rd., Ste. 110, Livonia, MI 48152

GENERAL OFFICE

Great opportunity for an individual to join our worldwide headquarter staff in Southfield. The individual will have a professional telephone personality, type 45wpm accurately & possess strong organizational skills. Word processing experience desirable. Excellent benefit package & pleasant work environment. Reply to:
GENERAL OFFICE
P.O. BOX 2227
SOUTHFIELD, MI 48037

GENERAL OFFICE
Individual with professional appearance required for para professional position with potential for advancement to full time staff position. Job skills include good receptionist and secretarial skills, word processing skills, related IBM software, basic accounting knowledge, people orientation, and personal enjoyment and completion of accounting tasks. Salary negotiable. Mail resume to: 755 W. Big Beaver, Suite 1614, Top of Troy Building, Troy, MI 48084, or call 362-1890

GENERAL OFFICE CLERKS FULL TIME

Marketing services firm in Farmington Hills seeks entry level general office personnel. Please respond if you possess the following:
- High School Diploma
- Pleasant Phone Manner
- Strong Verbal and Math Skills
- Data Entry Experience
- Salary $15,800 per year with excellent benefit package
If you have these qualifications, contact: CAROLYN MUSSER [illegible]
Between 9am & 4pm
Monday thru Friday

GREAT SECRETARY for great Boss. One secretary law office. Tower Center, Suite 410, Southfield. Call Mr. Shulman [illegible]

HURRY IN
IMMEDIATE OPENINGS

Switchboard -	Southfield
General Office -	Dearborn
Data Entry -	All Areas
Word Processors-	All Areas

Your skills are urgently needed. Top pay and benefits. Call today for an appointment.

SOUTHFIELD 353-4420
PONTIAC 682-4510
Personnel Pool
Never a fee

INSURANCE CSR

Experience in a commercial insurance dept. Must know coverages & be able to process applications & ... to $21,000. All fees employer paid.
#1 Personnel Place
274-4230

INSURANCE - [illegible]

ACCOUNTS RECEIVABLE CLERK [illegible]

JANUARY 1991 OPENINGS

[illegible]

PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

JAT/MAP INC

[illegible]

LIKE TYPING?

[illegible]

#1 Personnel Place
274-4230

LOOKING FOR A STAR

[illegible]

TEMPORARY RESOURCES
737-1711

JOBS JOBS JOBS
Now hiring for light industrial, full time all shifts. No experience needed. On the job training. Starting pay $4-$5.25. Raises, bonuses, and benefits available. State I.D. and Social Security card required. Call for information. 967-2233

LEGAL SECRETARY
Experienced Legal Secretary with WordPerfect, shorthand and excellent typing and organizational skills, for Farmington Hills law firm, offering benefits and excellent working conditions. Connie 855-6500

LEGAL SECRETARY
For seven attorney firm in Birmingham. Collection/litigation experience required. Salary commensurate with ability. Send resume and salary requirements to: Office Manager, 6895 Telegraph, Suite 1, Birmingham, MI 48010

LEGAL SECRETARY NEEDED
With at least 5 years legal experience in corporate area. Looking for a highly organized, detail-oriented individual with excellent typing (70 wpm) and communication skills. Great benefits. Send resume and salary requirements to: Administrator, 100 Renaissance Center, Suite 1855, Detroit, MI 48243

LEGAL SECRETARY

Help! We are actively recruiting Legal Secretaries seeking temporary positions in high caliber firms. Must have minimum 2 yrs. legal experience with strong word processing skills to qualify.
TOP PAY CALL TODAY!
Mastantuono & Assoc.
24901 Northwestern Hwy., Suite 124
Southfield 48075
355-2440
Never A Fee

LEGAL SECRETARY
To $24,000

High caliber law firm is seeking a hard working, organized person. Must have 3 yrs. litigation experience. Typing of 70wpm, WordPerfect proficiency & outstanding skills. Excellent benefits. Call or send resume today!
Mastantuono & Associates
24901 Northwestern Hwy., Suite 124
Southfield, MI 48075
355-2440
Never A Fee

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager. 649-1330

LEGAL SECRETARY
Expanding Bloomfield Hills firm. Minimum 4 yrs. experience. Litigation skills preferred. Word Perfect. Salary negotiable. Call Mr. Evans 642-1120

LEGAL SECRETARY
[illegible] Word Perfect 5.0. Flexible hours. Salary based on experience. 11 Mile & Woodward Area. 544-7997

LEGAL SECRETARY
Mid sized Southfield firm looking for [illegible] secretary with experience in litigation and corporate law. Good benefits and pleasant office. Salary commensurate with experience. Call Kim. 358-2090

LEGAL SECRETARY experienced for pleasant Southfield Personal Injury firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: [illegible], P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY
[illegible]
Administrator
[illegible] Renaissance Center, Ste. 1855
Detroit, MI 48243

LEGAL SECRETARY
SUBURBAN POSITION
[illegible] Send resume to Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY TO $23,000

Enjoy beautiful surroundings and a friendly team spirit with a well established firm. Be appreciated. Call 353-2090
SNELLING & SNELLING

LEGAL SECRETARY PARA LEGAL
[illegible]

LEGAL SECRETARY
UP TO $28,000
[illegible] 355-4140

LEGAL SECRETARIES
[illegible]

L E G A L SECRETARIES

[illegible]

PERSONNEL AT LAW

[illegible]

LEGAL SECRETARIES
ALL POSITIONS FEE PAID

$25,000	Downtown
$24,000	Downtown
$24,000	Troy
$23,000	Bloomfield
$23,000	Southfield

These and more available. All firms provide full benefits! Let us match you to your new firm. Call us at 649-5900 or fax your resume to 649-3526
SNELLING & SNELLING
OF TROY

LEGAL SECRETARIES

Resumes and applications being accepted for contract positions in the metro Detroit area.
Call Leslie for more information.
CORPORATE PERSONNEL SERVICES
32115 Plymouth Road
Livonia, MI 48150
261-1120
NO FEE EOE

MARKETING ASSISTANT

One day you may be solving logistics problems in British Columbia, the next day conversing with ranchers in Colorado, or tracking advertising results in Quebec. Your assignments are as diversified as our unique manufacturing company. As a part of our small corporate staff at our downtown Birmingham headquarters, we expect you to have excellent verbal skills, be able to organize projects and follow through with employees and customers across North America.
The ideal candidate would have business experience in PR, advertising or sales with some college. However, we will train a fast learner. Flexible hours, friendly people and a 30-40 hr. work week. For an appointment please call 642-9480

MORTGAGE CO. SECRETARY
$18,000

Top notch company with plush surroundings and professional atmosphere is seeking a well organized self-starter. Call Lisa at 353-2090
SNELLING & SNELLING

MORTGAGE FORECLOSURER
position. FHA/VA experience necessary. Southfield office. Call Cheryl 350-9710

NATIONAL private rehabilitation company seeks self motivated individual for full time clerk typist position, experience with dictaphone, excellent spelling & 60 wpm typing required, prefer knowledge of medical terminology. Excellent benefits including 401k. Send resume to: Crawford Health & Rehabilitation, 25505 W. 12 Mile, #2300, Southfield, MI 48034. Attn: Cathy
An Equal Opportunity Employer

OFFICE CLERICAL must have 2 yrs. experience of computerized payroll processing or equivalent data entry experience a must. Inquiries should call 739-9210

OFFICE MANAGER
Full time. $7.00 hr. to start. Computer and real estate knowledge a plus. Call after 5pm. 453-3331

OFFICE MANAGER for Foxy French Men's show. Typing & phone sales. $7 hour to start. 443-5277

OFFICE MANAGER

Take charge person with strong accounting and supervisory background needed for retail business. Necessary experience: computers and full-charge bookkeeping through trial balance. Send resume to: Office Manager, 26877 Northwestern Hwy., Ste. 200, Southfield, MI 48034

OFFICE POSITION
Part time, flexible hours. Aptitude with figures, typing. Redford. 532-7530

OFFICE SALES ASSISTANT
One of the country's largest distributors of fine fragrance. Entry level position available. Must be people oriented, energetic, articulate with a good phone voice. Typing, computer and 10 key ability a must. Full time with benefits. Send resume and salary requirements to: Ruth, 38200 Amrhein, Livonia, MI 48150

OFFICE/ SUPERVISOR

Require mature, self-starting supervisor to manage the office administration of our Detroit company. Excellent communication and leadership skills are necessary. Must have 3 yrs. experience. Some college preferable. Full benefits. Send resume and salary requirements to Box #240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICEWRITER for exciting suburban advertising agency. Call Loren at UNIFORCE 357-0444

OLSTEN PERFORMS FOR YOU
We Need
Customer Service Reps
Telemarketers/
Word Processors
- Bloomfield Hills and Plymouth Area
- Professional Environment
- Long Term Assignment
- Weekly Pay
- Call for details
We're in tune with your needs
OLSTEN TEMPORARY SERVICES
Southfield Troy
Detroit Dearborn
Ann Arbor
354-0555
NO FEE

ONE PERSON OFFICE
$14-$16,000 FEE PAID

[illegible]
SNELLING & SNELLING
FARMINGTON HILLS

PART TIME General Office position available evenings & weekends. Approximately 15-20 hours weekly. No experience necessary. Must be flexible & dependable. Apply in person only: 9am-5pm, Mon. thru Fri. Laskey Furniture, 21201 W. 8 mile, Detroit. Near Lahser

PAYROLL ACCOUNTANT with experience in ADP computerized systems & Lotus spreadsheets. Experience a must. Excellent salary & benefits. Send resume with salary requirements to: Payroll Accountant, 17360 W. 8 Mile Rd., Southfield, MI 48075

ORGANIZED PERSON - To handle all phones in small office. Abilities on 10 key and computer. Experience a must. References. Salary negotiable. 585-2600

GROWING SOUTHFIELD Direct Marketing Company needs experienced operator. Must be cool under pressure and enjoy public. $5 hr. to start. Call Sue 354-5590

RECEPTIONIST - Experienced, for Southfield Plaintiff firm. Word processing helpful. Only those with law office experience need apply. Call Office Manager 357-3550

RECEPTIONIST PLUS

Well established industrial manufacturer's rep offers a variety of challenging responsibilities for a well organized person with at least 2 years business experience. Needs good phone techniques & type 60wpm. Good salary & benefits. Advancement potential. No smokers. Send resume to: Box 188, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for veterinary hospital in Farmington Hills. Busy phones, help with animals, computer experience helpful. 437-8871

RECEPTIONIST
professional office in Southfield, experience required, salary open. 352-4777

RECEPTIONIST for great suburban advertising agency. $5.50/hr. Call Doreen at UNIFORCE 646-8501

RECEPTIONIST/TYPIST - Must be experienced in WordPerfect software. Excellent working conditions and benefits. 548-6333

RECEPTIONIST for fast paced organization. Full time. Typing & word processing skills helpful. Call 462-1761

RECEPTIONIST SWITCHBOARD operators with experience for leading technology company. Up to $320/week. Call Marge UNIFORCE 646-8501

RECEPTIONIST
Professional, outgoing person with a good telephone manner and typing skills. Some computer experience helpful. We offer a competitive salary with the standard benefit package. Please call Sharlene between 3-5PM only. 355-2000

RECEPTIONIST/ SECRETARY

A Troy based firm is in need of an energetic ENTRY LEVEL person that has excellent telephone skills and can type 50wpm. Computer skills a plus. Call 680-9700

RECEPTIONIST
with good secretarial skills needed for Birmingham law firm. Please contact Barb at 642-6000

RECEPTIONIST-New Center area. $4.50/hr. Typing. Send resume to: Laurie Goodman, 1-218 G.M. Bldg., Detroit, MI 48202

RECEPTIONIST for Mortgage Co. interested in learning many facets of business for career w/ growth potential. Must be motivated, hard worker. Ask for Sue or Rob. 737-7000

RECEPTIONIST. Full time, light computer, good communication skills and general office experience. Applications being accepted on 1-29, at 9am & 12 noon. 17187 N. Laurel Park, Suite 103, Livonia

RECEPTIONIST/LEGAL Secretary. Experienced. Busy, small Farmington Hills law office. Word Perfect 5.0 a plus. Please send resume to: Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time position in Inkster for outgoing person, some typing required. $6.50 hr. Apply Mon-Fri, 9-4 at 28244 Ford Rd., Garden City
JTPA Funded

RECEPTIONIST
Full time position in Plymouth for out going individual. Some typing required. $6-$6.50 hr. Apply Mon-Fri, 9-4 at 28244 Ford Rd., Garden City
JTPA Funded

RECEPTIONIST
UP TO $16,000
Ultra professional firm seeks Receptionist with outgoing personality, 1+ years experience, excellent communication skills and professional presentation. Benefits. Call Arthur Thomas Executive Search at 355-4140

RECEPTIONIST

Be the voice of this dynamic, growing corporation. 3 plus years computerized switchboard experience and a professional front desk image A MUST! Minimum typing 45 wpm. Salary $17,000 plus, depending on experience. Call Terri at 464-0909.
SNELLING & SNELLING

RECEPTIONIST
Applicants must be capable of handling a busy multiple line phone system for a non-smoking office in Southfield. Only mature individuals with a professional front desk image need apply. Accounting office experience preferred. Send resume to: Mrs. Green, Ste. 142, 16785 W. 12 Mi. Rd., Southfield, MI 48076

RECEPTIONIST
$15,000 PLUS FEE PAID

This fast paced suburban company is growing in leaps and bounds. Great benefit package plus job security. If you have terrific phone skills and work experience, call M.J. today. 851-3660
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RECEPTIONIST/ DATA ENTRY

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