504 Help Wanted Office-Clerical

CLERK TYPIST
Part-Time Position
Immediate opening for self-motivated team player to answer phones and do general office work. Knowledge of WordPerfect 5.0 helpful.
Call 261-4700
Temporary Personnel, Inc.
559-2700

CUSTOMER SERVICE Representative - Experienced in telephone sales call line P & C insurance for agency located in Southfield. Good communication skills essential as well as computer skills. Excellent salary & benefits. Send resume to: P.O. Box 2004, Southfield MI 48037

DATA ENTRY

Growth oriented manufacturer seeks a person with 6 months to 2 yrs. generic data entry experience. Position requires attention to detail and the ability to work independently with minimal supervision. Please send resume to: Human Resources/DEI, P. O. Box 8545, Plymouth, Michigan, 48170.

DATA ENTRY position. Part time. Insurance agency. Farmington area. Please call Susie Mon. - Fri. between 8-30-5 313-543-7230

DISPLAYWRITER IV
Experienced executive secretary. Salary base. Call 820-2000 Ask for Cat Susan at UNIFORCE 644-8500

EXECUTIVE SECRETARY
To $30,000
Career opportunity for experienced secretary with top notch skills. Shorthand a plus. Immediate openings. Call today for more information.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
For electronics company located in Farmington Hills. Position open for top professional individual with strong organizational, secretarial and communications skills. Profiency in wordPerfect, Lotus, etc. Excellent salary and benefits. Resume & salary requirements to:
Personnel Manager
P. O. Box 2000
Bloomfield Hills MI, 48303-2000
Affirmative Action/Employer

GENERAL LEGAL & OFFICE SECRETARY - For Southfield general practitioner. 50 wpm, 2 yrs. experience required. WordPerfect desired. 352-9080

GENERAL OFFICE
Flexible, part-time, 20-25 hrs. wk. Filing & light typing. Bloomfield area. Call Audrey. 851-7218

LAW OFFICE has immediate opening for legal assistant to answer phones, file and entry level paralegal duties. Part time, Mon., Wed. & Fri. Ask for Tracy at 355-0000

IS THERE anyone out there who loves shorthand? We pay top dollar for accurate, fast Word Processing/shorthand. Experience a must. Call Pat at 851-7220 Temporary Service for more information 464-7078

LEGAL ASSISTANT
PART TIME
Needed for general practice law firm. Must be energetic & personable. Hours negotiable. Mon-Fri 9-1 Evenings & Saturdays. Send resume to Mary Hull, 27349 Ford, Michigan Ave., Dearborn, MI 48124

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188 OR 961-9415

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Farmington Hills Wholesale distributor is looking for a full time general office clerk. Please apply in person 9L 23873 Research Dr.,

HELP - Children's wear manufacturer looking for the following: Full or part time office help to type, file, answer phones. Some knowledge of computers very helpful. - Also:

All around person to work in our retail outlet store and do a little of everything. Call Linda at 886-8010

HIGH SCHOOL PERSON to do OFFICE work but downtown Birmingham Realtor, 2-3 hrs. per day after school & including Summer. Contact: Joan Nelson 644-4700

HIGH SCHOOL STUDENT
Flexible 10-15 hours per week. Must have own car for errands. Mileage reimbursed. Typing, general clerical, WordPerfect skills a plus. 851-5340

INSURANCE AGENCY seeking experienced Receptionist/Typist. Send resume to: P.O. Box 2996, Farmington Hills 48333-2996

Inventory Control
Order Processing Clerk
Experienced individual required to data entry, order expediting and order processing responsibilities in a manufacturing, purchasing and accounting environment.

The individual selected has good communications and is organized and accurate. Previous experience on an IBM-PC is a must.

We offer a competitive starting salary, excellent fringe benefits and regular compensation incentives based on performance

If you are qualified and wish to join a profitable, growth oriented company, send resume including salary history to:

ASSISTANT VICE PRESIDENT
FITNESS MANAGEMENT CORP
P O BOX 2636
FARMINGTON HILLS, MI 48332

LEASING CONSULTANT
Experienced Frl. - Mon. clerical skills a must. Weekend 721-3107

LEGAL SECRETARY/ FAMILY LAW

Experience necessary (WordPerfect 5.1) Southfield Town Center
Please call 357-4868

LEGAL SECRETARY for Southfield law firm. Personal injury. General law and Wordperfect experience required. Salary commensurate with experience. Call Jeannine, 353-3600

LEGAL SECRETARY
Experienced to work for Farmington Hills law firm. Pleasant working conditions for non-smoker. Must have experience in word processing. Salary based on experience. 489-1444

LEGAL SECRETARY needed for fast paced Southfield law firm, experienced & organized only. Send resume & salary history to: Box 700, Attn: Personnel, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Position available with a law/firm in Farmington Hills. Must have minimum 2-3 years real estate, defense litigation & skill in word processing. Excellent benefit program including profit plan, dental & vision care, salary in line with experience. Please send resume to: Law office of Ronald A Prema, Attention Personnel, Metro Blue Building, 37000 Grand River, Ste 300, Farmington Hills, MI 48335.
An Equal Opportunity Employer

LEGAL SECRETARY
Must type 75wpm. Must know WordPerfect, dictaphone with good proof reading & spelling skills. Call 9am-3pm 776-6670

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Knowledge of ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY needed for Birmingham law firm with 2 yrs. experience & litigation. Knowledge of WordPerfect necessary. Call Judy: 540-9282

LEGAL SECRETARIES NEEDED
3 Positions: experienced/trainee/full & part time. Troy law firm, non smoking. Call Barb 641-7800

LEGAL SECRETARY
Personal injury firm, Southfield. Call 537-8400

LEGAL SECRETARY - experienced in medical malpractice & personal injury. Excellent salary. Southfield area. 358-0100

LEGAL SECRETARY- For small, pleasant Bloomfield Hills firm. 1 yr. experience, excellent typing skills required. Word Processing & good phone skills needed. 647-1871

LEGAL SECRETARY for well established Troy Law firm. Excellent benefits. Word Perfect, federal and state court litigation experience preferred. Please send resume to: P.O. Box 828, Bloomfield Hills, MI 48013

LEGAL SECRETARY. Troy office needs secretary with legal & general accounting background. Secretarial duties, prefer knowledge of MS Word & DAC Easy, legal experience important. Salary based on experience. Send resume to: K. C., 3250 W. Big Beaver, #116, Troy, MI 48084, Attn: M. Brennan

LEGAL SECRETARY
For general litigation and corporate law firm. Challenging position for experienced and well organized person with WP 5.1 knowledge. Send resume & salary expectation to Hahn, Scallano & Mychalowych, 37000 Grand River, Suite 340, Farmington Hills, MI 48335
NO PHONE CALLS PLEASE

LIVONIA BASED Title Company looking for Closing Secretary. Familiar with title & general closing related duties need only apply. 464-4171

MAIL PERSON - needed immediately, Birmingham law firm. Entry level, part-time, 4 hours/day. Duties include matching out to files. $5.50/hour. Call VT 645-2440

MANPOWER
Has several positions available for:
• Word Processing Operators
• Data Entry Operators
• Typists
• General Office Clerks
• Free word processing training available if qualified. Excellent fringe benefits. Call for an appt.
LIVONIA 462-0024

MARKETING SECRETARY -
Position available with national leasing company. 1 yr. WP & general office experience necessary. Good typing and organizational skills required. Please send resume & salary requirements to P.O. Box 9066, Farmington Hills, MI 48333-9066

MARKETING SECRETARY
Division of leading national corporation needs your word processing and clerical skills for creative atmosphere. To 519/hr.
Call Sara at UNIFORCE 357-0036

OFFICE ASSISTANT
Part time. No typing. Farmington area 477-5900

504 Help Wanted Office-Clerical

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks, mail/supply clerk. Applicant must be energetic, responsible & maintain a good driving record. Full time with flexible hours including some evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 200, Southfield, MI. 48037.

MATURE PERSON for clerical work. Included telephone answering, typing, filing, & the ability to use 10-key calculator. Knowledge of Italian helpful but not a plus. Call Sandra 477-1700 noon.

MEDICAL BILLER
Small Bloomfield office seeks responsible person with good typing, filing & phone skills, to work with computer & insurance billing. Medical benefits available. Send resume to: Medical Biller, PO box 838, Troy, MI 48099

OFFICE ADMINISTRATOR
Livonia company seeks experienced person for accounting, collections, customer service, etc. WordPerfect, 60 wpm, typing 2 plus. Must be self-motivated, very reliable. Growth opportunity. Salary and benefits. Resume to: Mr. Huff, 33305 W. 7 Mile Rd., Livonia, MI., 48152.

OFFICE ASSISTANT
Livonia Publishing Co. seeks a full time or part time responsible, honest employee for telephone, order processing, correspondence duties. PC knowledge a plus. 425-7830

OFFICE ASSISTANT
For commercial real estate company. Good phone skills, knowledge of WordPerfect. Non-smoker, must be highly organized and able to handle multiple tasks. 30 hours per week. Farmington Hills 855-9676

OFFICE/CLERICAL - Small Southfield auto office. Responsibilities include order entry, receptionist & typing. Must know good phone skills. An energetic attitude, 80/85, life, profit sharing, health insurance. Applicants please apply at: Venture Industries, 46301 Port St., Plymouth. 459-3900

OFFICE HELP
part time and full time. Apply: 32730 Northwestern, Farmington Hills, at 14 Mile.

OFFICE MANAGER $24,700
Plus medical, for auto recovery company, in Oak Park. Must have excellent accounting & telephone skills for fast paced office. Cause does a lot. Hours are M-F, 9:00-3:30pm. Send resume to: P.O. Box 2156, Detroit, MI 48231

OFFICE RECEPTIONIST
Point experience. Fortune 500. To $7.50/hr. to start. Call Ruth at UNIFORCE 648-8500

RECEPTIONIST/OPERATOR
for large fast paced travel company in Southfield. Must be experienced on Rolm CBX & able to handle heavy lines at the same time. Work in a busy friendly environment. Call Mrs Green between 2-5pm only.
HIMHF TRAVEL 827-4050

RECEPTIONIST
Birmingham office. Must have excellent typing skills, word processing, entry, & telephone. Pleasant telephone manner. Immediate opening. Full time benefits. Send resume/salary requirements to:
33225 West 12 Mile Road, Suite 144
Farmington Hills, MI 48334

RECEPTIONIST
Must be qualified, full-time work. Southfield area. 355-2742

RECEPTIONIST
Full time position. Week days.
Livonia Area. 462-8115

RECEPTIONIST
Livonia area. Mornings 11am Thurs - Fri. for appointment.
Call 458-2600

RECEPTIONIST/SECRETARY
Full time 8am-5pm. Send resume to: Bill, Attn: Controller, 2445 Brown, Orion, MI. 48359.

504 Help Wanted Office-Clerical

PAYROLL/ACCOUNTING CLERK
Diversified individual needed for immediate full time position with Farmington Hills. Minimum 2 years experience with primary focus on payroll and related tax filing, as well as, accounts payable/receivable and general ledger functions. Lotus 123 and WordPerfect 6.1 necessary. Knowledge of Solomon IV accounting software a plus. Salary commensurate with experience. Fax resume/cover letter to: 313-489-1600

PART TIME RECEPTIONIST for small Southfield office. Pleasant phone manners and good typing skills. Hours are 9am-1pm, 10am-3pm, Fri. or Tues. 334-5810

RECEPTIONIST
SECRETARY
CANTON AREA
Must be able to type and between Canton & Troy, WB turn permanent. Must know Wordperfect 5.0, have good phone manner, pleasant voice.
Call Carol 589-8660

MGM Services

RECEPTIONIST/CLERK
Busy Birmingham law firm. Full time, Ask for Theresa 647-7800

RECEPTIONIST - Farmington Hills law office. Light typing, pleasant skills. Full time, Medical benefits available. 54 hr. to start. 478-6600

RECEPTIONIST - Ideal candidate 2-6 yrs. experience, type 60wpm, answer busy phones. Benefits. 477-7210
Northwest Greeting Personnel

RECEPTIONIST - Experienced wanted in North Woodward Area. Phone skills and typing required. Send resume to: P. O. Box 3324, Farmington Hills, MI 48333-3324

RECEPTIONIST - FULL TIME
Experienced, Merlin System. Pleasant non smoking office. Send resume to Personnel, P. O. Box 1417, Sterling Heights, MI 48311

RECEPTIONIST wanted for full time position in a busy Southfield law office. Light typing required. Excellent benefits. Salary is negotiable. Call Carol 358-4400

RECEPTIONIST - Full time, pleasant phone, order taking, other general office duties. Must be bright, energetic, reliable. Benefits, good pay earned. Send qualifications to: 1990 Bagley, Detroit, MI 48216

RECEPTIONIST, full time position in Beverly Twp. Must enjoy people and have pleasant telephone voice. Must busy multiple line phones. Some bookkeeping. Hours are M-F, 7:30am-3pm or 10am-7pm only at: 349-7230

RECEPTIONIST
Employee Benefits firm seeks friendly outgoing individual. Excellent typing and phone skills, some qualitative data entry. Pleasant atmosphere necessary. Call 758-0888

RECEPTIONIST
for Bloomfield Hills law office. Entry level position for telephone, general clerical duties. Pleasant, friendly. Send resume to: Personnel Manager, 538 Cranbrook Rd., Suite 400, Bloomfield Hills, MI., 48302.

RECEPTIONIST/SECRETARY
Small, friendly, Farmington CPA company in Farmington Hills. This insurance and computer independent practitioner seeks an organized, responsible Tax Title Co., Attn: A. Kapsey, 822 E. Grand River, Howell, MI 48843

RECEPTIONIST/GENERAL OFFICE
Full time position. Duties include answering phones, typing, light word processing and special projects. Must have good communication skills. Apply: Michigan Mortgage, 23426 Industrial Park Ct., Farmington Hills, MI. 48335.
An Equal Opportunity Employer

RECEPTIONIST/DATA ENTRY
position, open to person with prior experience in a medical environment. Must type minimum 40 wpm. Friendly telephone voice.
Send resume to: ECA, Inc., P. O. Box 448, Plymouth, MI., 48170
No calls please

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

RECEPTIONIST
Full-time position with Farmington law firm. Pleasant business like phone manner. Light office work. Send resume to: Attorney, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
(PART TIME)
(SE PER)
Immediate opening in Livonia construction company, excellent phone personality. Call Ms. Fox to phone student. Hours 9am-1pm.
Call 478-7212

RECEPTIONIST/LIVONIA AREA
Looking for individual who is ambitious, enthusiastic and possesses good client relation skills. Position includes answering two multi-line phone system, greeting clients, various clerical duties. Send resume to: P. O. Box 2564, Livonia, MI 48151-2564

RECEPTIONIST
An opportunity is available with a growth oriented company. Ideal candidate will have good phone manner, typing skills, with the ability to handle a variety of general office duties.
Call: 642-8686

SALES ASSISTANT
National corporation seeks individual for fast-paced District office administration department. Excellent organizational and communication skills, CRT/word processing and accurate 60 wpm typing required. Pleasant non-smoking office, second parking, excellent pay and benefits. Send resume with salary requirements to:
HUMAN RESOURCES
310 Plaxton
Detroit, MI 48202

SALES BOOKEEPER
Seeking mature person for light bookkeeping, accounts payable, office, Position requires pleasant phone manner, excellent math, computer & organizational skills. Full time/benefits. Please send resume to: 2829 Biddulph Springs, Rochester Hills, MI., 48309.

SALES SECRETARY for busy manufacturer representative. Must know Word processing & excellent phone manner. Call Connie to set up interview. 855-0022

SALES SECRETARY
Non smoker, pleasant phone, sharp individual with initiative and good organizational skills. Flexible work hours. Typing 40 wpm, and ability to work well with others a must! Salary commensurate with experience. Send resume to: Personnel, P.O. Box 300, Southfield, MI., 48037.

SECRETARIAL POSITION
Typing and phone skills experience required. PC experience helpful. Pleasant work environment in Lutheran Methodist Church, 3 Townsquare, Wayne, 48184 721-1901

SECRETARY/BOOKKEEPER
with previous experience in an auto repair company for small business in Detroit. Good pay and benefits.
538-0133

SECRETARY
Environmental consulting firm has a part time job where opening for a self motivated professional with office experience. Applicant must be detail oriented, have good typing speed, possess excellent typing and grammatical skills, the ability to think of handling a wide variety of duties with minimal supervision, a pleasant telephone manner and excellent verbal and written communication skills and be computer literate. Lotus, Excel and Microsoft Word on Macintosh computer a plus. Send resume to: Mrs. D. Purvey, Clayton Environmental Consultants, 22425 Roethel Dr., Novi, MI 48375. No calls please.

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Small construction company. Typing & general office. Salary negotiable. Southfield. Ask for Bob. 646-0031

SECRETARIES
Troy Temporary Agency recruiting for experienced word processors. Call Jackie or Barbara 649-8330

SECRETARY/
ADMINISTRATIVE ASSISTANT
Birmingham CPA firm seeks well qualified individual to perform administrative & secretarial duties. Word processing/spread sheets (WordPerfect/Lotus 123). Bookkeeping. Good pay and benefits for person willing to work Mon.-Fri. 8 - 4:30 433-3100

SECRETARY/BOOKKEEPER
For west suburban property company. Position will be supervised by Resume. American Van. 256-6226

SECRETARY - Busy Troy based construction company seeks person with WordPerfect and transcribing skills. Must be able to handle a variety of duties and be a good phone personality. Send resume to: Melissa Heisyert, Business Enterprise Development Center, 340 E. Big Beaver, Ste. 100, Troy, MI., 48083.

SECRETARY
Experienced for sales office. Downtown Birmingham. 8:30AM-5PM, Mon.-Fri. Call, 644-2946

SECRETARY
Experienced secretary needed. Must have Mac known experience & knowledge of Word, Word for Pegasus, Excel & Delta. Creativity & desire to learn a must. Salary commensurate requirements to: Becky, box 348, 19627 W. 12 Mile rd., Southfield, MI 48037

SECRETARY
for small Wixom based business. Requires typing, filing & excellent phone skills. Knowledge of bank and accounting are a plus. Call for an interview 624-8000
SHARON (313) 344-9630

SECRETARY for construction company. Must have knowledge of typing & Lotus computer skills. For appointment 624-8100

SECRETARY for high volume OEM automotive manufacturer's representative office located in the Troy/Rochester area. Must have excellent typing & shorthand skills, good knowledge of the Macintosh computer, Word Perfect & Lotus software programs. Must have good speaking skills. We are looking for a mature, self-motivated individual with a pleasant personality & good telephone technique who is capable of handling a wide variety of a busy sales office. 3 years sales office experience preferred. Salary commensurate with experience. Send resume to: Personnel, P.O. Box 987B7, Troy, MI 48099-9787

SECRETARY
for Farmington Hills insurance firm. Must have typing, word processing knowledge helpful. Call Judi Read. 855-0400

SECRETARY
Full time. Benefits. Computer experience helpful. Call Mr. Bennett, Hamburg Church. Call 9-3pm: 644-4010

SECRETARY - for busy Southfield office. Must have typing & telephone preferred with Lotus. Excellent benefits and arrangements, phone responsibilities. Excellent speller/proof reader a must. Send resume to: Box 700, Attn: Personnel, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY: Full-time, hours 8-5pm, general office duties. Must know wordperfect. No Benefits. Apply in person Bloomfield Chevrolet, 6540 Dixboro Dr. Sterling Heights, or call 739-8000
An Equal Opportunity Employer

SECRETARY - Needed full time. Accurate typing required. Shorthand preferred, but not necessary. Farmington area. 851-9661

504 Help Wanted Office-Clerical

SECRETARIAL
Part time, general office, bank/phone. Typing, some computer, non-smoking office. Send resume to: P. O. Box 530487, Livonia, MI 48153

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self starter. Secretarial skills include typing skills (50wpm) & word processing experience. Word Perfect a plus. Prospective candidate must have the ability to take on various responsibilities & become part of the team in manner. Candidates will have the opportunity for advancement in this financial industry. For consideration, send resume to:
Personnel
P.O. Box 779
Southfield, MI 48037-0779

SECRETARY
full time Mon-Fri. Apply within at: Hagerty Ins., Beverly Acres, 11179 Hagerty Rd., Belleville. 699-1839

SECRETARY - Good typist, mature person, needed for Southfield law office, word processing experience preferred. 313-443-2777

SECRETARY NEEDED
Immediately for Birmingham CPA firm. Word Perfect 5.0 experience required. Excellent salary and benefits. For appointment call 540-8600

SECRETARY
New position in 2 man law firm across from Somerset Mall. Wordperfect experience preferred and paralegal trainig helpful. Resume Attorney, Box 1115 W. Big Beaver, Ste. 100, Troy, 48084

SECRETARY - part time 18 hours per week, must be organized & have good filing & phone skills. Experience in Bid & Management helpful. Please call Sue Barton 489-5336

SECRETARY/RECEPTIONIST -
Farmington Hills medical practice has immediate opening for person with good, all around office & phone skills. Medical terminology helpful but not required, recent experience in manufacturing office, must be self starter. Salary negotiable, benefits, pleasant working environment.
Call Mon thru Thurs 8-3 473-6305

SECRETARY/RECEPTIONIST
Experienced, pleasant, self starter, data entry, misc. clerical duties. Nonsmoking office. Send resume to 23180 Beech, Southfield, MI 48075

SECRETARY/RECEPTIONIST
part time, 1-6 weekdays. Word processing, 40 wpm, telephone & dispatching, business correspondence, typing 50 wpm. Salary based on experience. Send resume to: Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Immediate opening for an experienced person. Must be a team player who has the ability to make decisions and create and implement productive and innovative office systems. Duties include but are not limited to: telephone answering, typing, word processing, mail receiving, making travel arrangements, and customer service. $17,000 to $20,000 per year. Submit resume and salary requirements to:
Secretary/Receptionist
33225 West 12 Mile Road, Suite 296
Farmington Hills, MI 48334

SECRETARY
Southfield manufacturer/distributor/property management company is seeking experienced person with strong organizational, communication and typing skills. Must be proficient with word processing. Send resume with salary requirements to:
Secretary, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY-Troy, For manufacturing non-smoking office. Requires excellent clerical and computer skills. Must be good at telephone customer contact and have number skills.
Call 9-5 daily 649-3100

HOME & SERVICE GUIDE

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