# EMPLOYMENT

## 504 Help Wanted Office-Clerical

Clerical/Customer Service

**TAKE ADVANTAGE OF THE SYSTEM**

Nutri/System, one of the nation's premier weight loss companies, has a unique customer service position available in Livonia, Farmington Hills, Plymouth, Westland, Southfield and Ann Arbor. We are seeking a personable individual to become a vital part of our friendly, fast-paced environment.

As a Client Service Representative, you will be responsible for handling calls from prospective clients, greeting clients, scheduling appointments, closing charts, and monitoring client flow to ensure timely client service. To qualify, you must have 1-3 yrs. experience in a customer relations position. Sales experience is preferred.

We offer flexible work schedules including evenings and Saturdays, weight loss products at cost, and an excellent benefit package.

Call (313)737-0439 and learn more about how you can join the Nutri/System team. We are an equal opportunity employer.

**NUTRI/SYSTEM WEIGHT LOSS CENTERS**

**DATA CENTER SPECIALIST**

We have an afternoon shift and a midnight shift position available for a 2 year project in the Troy area. Applicants must have computer skills, computer courses including Intro to Data Processing and COBOL, and skills of 35 wpm.

Call today! Ask for Bonnie at:

**ENTECH Services, Inc.**
528-8090
Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

**ADMINISTRATIVE ASSISTANT**

Our mid-size corporation is in search of an Administrative Assistant with 1-2 yrs. college. Job responsibilities will include: processing and distribution of incoming and outgoing mail and ordering of all office supplies. Other duties are required for service for typewriters and other office machinery and relieving receptionist. This position requires an organized self-starter with accurate typing and computer experience helpful. Please send resume with SALARY REQUIREMENTS or apply in person at:

Human Resources Department
**AMERICAN YAZAKI CORPORATION**
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

DATA ENTRY CLERK - part time position for small company located at 13/Telegraph. Successful candidate will be able to type 50 wpm & be self motivated & organized. Call Barb between 2-4pm. 542-5060

CUSTOMER SERVICE REP - Duties include taking phone orders, handling mail & FAX orders, order entry & return. Must work well with people, Medical products experience a plus but not necessary. Mail resume to: Stuart Drug & Surgical Supply, Attn: Jon, 46734 Five Mile, Plymouth, MI 48170

**DATA ENTRY CLERK**
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department.

The successful candidate must have previous data entry, 10-key & CRT experience and possess good written and verbal communication skills. We offer a competitive compensation and benefit package. Qualified applicants send resume to:

Human Resources Department
VILLAGE GREEN
MANAGEMENT COMPANY
30833 NORTHWESTERN HIGHWAY
STE. 200
FARMINGTON HILLS, MI. 48334
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

**CLERK/TYPIST**
A major supermarket chain has an opening in their operations area for a clerk typist. The proper candidate should have good organizational skills & be able to work independently. The problems use at a calculator, well organized & good typing skills a must. A competitive salary & a comprehensive benefit package will be offered. Qualified candidates are invited to respond with a detailed resume & salary history to: Box 188, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

**CUSTOMER SERVICE**
**$17,000 No fee**
Friendly team spirited Troy company - Great benefits! Pres Travel! Need excellent people skills, travel knowledge and 1-3 yrs. recent office experience and 55 wpm. typing.
RSB ASSOCIATES AGY. 646-4130

DATA ENTRY
Excellent opportunity for experienced input clerk. Must type 30+ wpm, be detail-oriented, & able to work in Troy. Day & afternoon shifts available. Call 528-8100

DATA ENTRY OPERATOR
Must have some experience. Evening shift, 6pm-2am. Wages: $5.50-$6/hour, full benefits.
MARKETING FORCE
1757 Westmoreland Dr.
Rochester Hills, MI 48309
ATTN: Sherrie Blankus

DATA ENTRY
Plush Plymouth firm, some experience necessary for our shifts. To $4.50/hr. Call Darlene at UNIFORCE 473-2932

DATA ENTRY
Top key strokes and attention to detail and experience are needed for fast paced environment. To $7/hr. Call Doris at UNIFORCE 337-0844

**DATA ENTRY**
**$6.00 PER HOUR**
Full time positions open in our telemarketing department for hard working data entry clerks. Minimum 3 months clerical experience needed. You must have excellent proven typing or data entry skills in a fast paced environment.
Call now for an immediate interview.

FITNESS USA HEALTH SPAS
737-7800

DISPLAYWRITE 4
Fortune 500 firm, Farmington Office. Professional experience needed. Up to $10/hr. Call Sharon at UNIFORCE 646-7463

## 504 Help Wanted Office-Clerical

COLLECTION - Two years financial institution collection experience in general collections, secured loans and charge card accounts. Knowledgeable in application of collection regulations and legal procedures. Must possess the ability to effectively communicate with members and follow procedures.
NO PHONE CALLS. RESUMES TO:
Credit Union ONE
642 E. Nine Mile Rd.
Ferndale MI 48220
An Equal Opportunity Employer

DATA ENTRY CLERK needed for accounts payable, insurance claims & general office work. Full benefits. Livonia location, send resume to Box 187, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for Farmington Hills law office. Good organizational & communication skills required. A pleasant personality & Word Perfect 5.1 a plus. Work in a team environment with friendly people & attractive offices. Excellent salary & benefits. Send resume & salary history to: P. O. Box 9067, Farmington Hills, 48333

EXPERIENCE CONSTRUCTION accounts payable position with accounting background and computer knowledge for high volume business. Send resume with salary requirements to: Ms. L. Eller, 25341 Plymouth, Farmington Hills, MI. 48334.

**EXECUTIVE SECRETARY**
DATA ENTRY
SWITCHBOARD
(PBX)
• Office Experience
• Type 55-60 wpm
• 5,000 keystrokes
• Reference required
• Call for personal interview

**OLSTEN Temporary Services**
Ann Arbor Dearborn
Detroit Troy
Southfield
**354-0555**
EOE NO FEE

EXPERIENCED Legal Secretary
Some paralegal skills. WordPerfect 5.0. Non smoker. Responsible for 2 Attorneys. Salary commensurate with ability. Send resume to:
PO Box 980
Bloomfield Hills, MI. 48303

## 504 Help Wanted Office-Clerical

DATA ENTRY OPERATOR(S)
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed and accuracy. Full time day and afternoon shift positions available. Good pay and benefits given qualified individuals. For more information please call after 2:00 p.m. at 261-8220

EXPERIENCED WORKERS
COMPENSATION SECRETARY
Southfield. Send resume to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Experienced
**Secretaries**
**Word Processors**
**Desk Top Publishing**
Top pay and a variety of exciting assignments awaits you as a personnel pool temporary. For more information & immediate openings call the office nearest you.

Livonia 261-3630
Southfield 353-4420
Pontiac 682-4510

**Personnel Pool**
An H & R Block Company

FALL INTO A GREAT JOB!!!
TOP WAGES FOR YOUR SKILLS

Are you tired and bored with the same old routine? We have many immediate job openings for the following positions:

WORD PROCESSORS (any software)
RECEPTIONISTS
DATA ENTRY OPERATORS
PBX/NO LOCKS
ACCOUNTING CLERKS

Temp-Med insurance, holiday pay, overtime pay, and CASH bonus.

LIVONIA, 464-5100
SOUTHFIELD, 352-1300

**SNELLING TEMPORARIES**
NEVER A FEE

FILE CLERK - needed immediately, full time, Mon. - Fri. 8:0m. Tues. thru Fri. till 8pm. $5/hr. Apply in person. Jim Freeard Pontiac Buick, Service Dept. 400 N. Main St. Royal Oak

## 504 Help Wanted Office-Clerical

**DON'T BE LEFT OUT IN THE COLD**

Kelly Temporary Services is currently looking for you!

TELEMARKETING
Experienced with inbound and outbound sales. Day and afternoon shifts available. Long and short term assignments in the Plymouth Area. Call Lori for an appointment 822-4030

DATA ENTRY OPERATORS
Long and short term assignments in the Livonia and Plymouth areas. Hours will vary (days and afternoons) for experienced, high production operators. Call Heide for an appointment
33133 Schoolcraft
I-96 Office Center
(East of Farmington Rd.)

**KELLY Temporary Services**
Equal Opportunity Employer M/F/H

**EXECUTIVE SECRETARIES**
One of Metro areas largest corporations offers high level of responsibility, growth and excellent benefits. Word Processing & Lotus experience assistant, typing at least 60 wpm and Word Processing mandatory. Word Perfect a big plus. Positions open downtown and northern suburbs. Salary to $26,000. Call or send resume to: Rita Roedan, Nancy Barr & Associates, 29436 Northwestern Hwy., Southfield, MI 48034. 352-2810

FILE CLERK -full time position with benefit package. Typing desired. Call Janet for appt.:645-5200, ext 250

FINANCIAL INSTITUTION
Attention: Parents, Seniors, College Students

Interested for part time or full time employment? Hospital & Health Services Credit Union, has openings for part time Cash Services Representatives, a part time Accounting Clerk, and a full time Credit Adjustment Clerk. Excellent salary package. Please submit resume to: Personnel Manager, PO Box 130080, Ann Arbor, MI 48113 or apply in person at: 998 Maiden Lane, Ann Arbor, MI
An Equal Opportunity Employer.

**FILE CLERK**
We are one of Southeast Michigan's largest local accounting firms looking for a full-time file clerk. The person must have transportation in order to make deliveries and be able to handle large files. Benefits will be available along with a pleasant working environment. Qualified applicants please send your resumes to: Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
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
- Data entry experience
- Strong verbal and spelling skills
- Strong organizational skills
- Typing 40 wpm
- Hours - 8am to 5pm

If you have these qualifications, contact:

CAROLYN MUSSER 488-3225
Between 10am & 4pm
Mon. thru Fri.

GENERAL OFFICE Help needed M/Part time. Detailed experience preferred. We are computerized. Redford. Call 538-2100

GENERAL OFFICE
Full-time, Livonia Co. Phone and Typing necessary. Ideal for mature lady, re-entering job market.
Call, 261-8033, between 2-5pm.

GENERAL OFFICE
Full & part time positions, must have customer service & data entry experience. Must be familiar with filing, mail & packages. Entry level.
Call 488-0558

GENERAL OFFICE
Redford Manufacturer needs experienced Office help. Accounts Payables, Accounts Receivable, typing and job costing. Substance abuse testing done. 534-3030

GENERAL OFFICE - Part time, 3-4 hours daily. Training position. Mature person to take charge of small office. Typing, filing, computer data entry. Please forward work history to: Dorothy Deck, 23345 Northwestern Hwy., Ste. 83, Farmington Hills, MI. 48335

GENERAL OFFICE
Progressive company in Walled Lake seeks a reliable individual for full time position with benefits. Able to work accurately and learn quickly in a fast paced environment, answering phones & assisting in diversified responsibilities. Computer experience helpful. 363-0022

GENERAL OFFICE WORK
Part time, 20 hrs/wk per week, flexible days & time. Duties will include answering phones, typing, filing & other light clerical responsibilities. Non smoking office. Apply between 9am-4pm at Swiss Pretzel, 24293 Telegraph Rd., Southfield.

GENERAL OFFICE - Part Time
Two bright beginner spots available. Meet & greet the public for a service company. Excellent phone manner required. Typing, mail & learn computers. Beautiful offices in the Town Center Bldg. in Southfield & downtown Detroit. $5.50 an hr. Resumes to: Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWING CO. NEEDS: Full-time Office Assistant. WordPerfect or Wordprocessing a must.
Bookkeeping experience helpful. Contact Karen at. 462-3633

HUMAN RESOURCES SECRETARY
Energetic professional will provide administrative support to busy, service-minded department of successful consulting engineering firm. Job includes typing, with lots on phone, correspondence, employee options, benefits, record-keeping, filing, employee communications, company and community events and more. The winning candidate will be able to maintain high levels of confidentiality, initiative and tact and possess excellent inter-personal, organizational and communication skills. WordPerfect and Lotus experience necessary; HR data base a plus. Interested candidates should send resume and salary expectations to:

Human Resources Coordinator
NTH Consultants, Ltd.
38956 Hills Tech Drive
Farmington Hills, MI 48331-3432
An Equal Opportunity Employer

INPUT CLERK
Auburn Hills location has ideal opening for experienced data entry skills. Call Diane at UNIFORCE 646-8501

LEGAL SECRETARY
Small Farmington Hills divorce firm. Part time/full time. WordPerfect 5.0. 2 + yrs experience. 855-8770

## 504 Help Wanted Office-Clerical

INSURANCE/FINANCIAL Planning Firm, seeks a full-time Service/New Business Manager. Life insurance experience mandatory. Salary commensurate with experience. Send resume and letter to:
Joyce Walcott, 725 S. Adams Rd. Suite 278, Birmingham, MI. 48009.

**JR. LEGAL SECRETARY**
**FEE PAID, $14,500**
Small, growing law firm needs an entry-level secretary with good skills and word processing experience. Legal terminology and studies a major plus. Call 645-9600 or fax resume to: 645-3436
SHELLING PERSONNEL SERVICES OF TROY

LAW OFFICE in Southfield Town Center seeks professional, career-oriented, experienced legal secretary. Knowledge of WordPerfect 5.1. 358-0620

DOWNTOWN DETROIT law firm seeks experienced legal Secretary with word processing skills, typing 55 wpm. Salary commensurate with experience. Please call Mr. Pearson, 962-2255

LEGAL SECRETARY for Bloomfield attorney. Full time, Mon. - Fri. 9 till 5. Word Perfect experience required. Good benefits package. Call 626-8130

LEGAL SECRETARY
Must have experience in probate and divorce practice, knowledge in WordPerfect. Knowledge of Lotus spreadsheet a plus. Salary and benefit requirements to: Legal Secretary Position, 1095 Woodward Avenue, Bloomfield Hills, MI. 48304.

LEGAL SECRETARY
Farmington Hills law firm, small firm, requires experienced legal secretary. Preferred areas of expertise: Estate Planning, Pension Plans, Corporate. Salary commensurate with ability. Marcia, Lindner & Posner 855-8808

LEGAL SECRETARY
Southfield Assistant needs experienced Legal Secretary with extensive litigation background. Must be well organized, motivated, and highly responsible. Excellent typing, dictation & communication skills required. Computer, word processing experience preferred. Benefits, salary commensurate with experience & ability. Send resume to: Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced in Word Perfect 5.0. Non smoking Farmington Hills office. Apply 9-5 851-9134

LEGAL SECRETARY
SUBURBAN POSITION
International Group seeks professional secretary with 2 + years litigation experience and outstanding skills. Salary & benefits are exemplary. Call Arlene Thomas, 355-1140

LEGAL SECRETARY
Experienced, computer literate for small busy law office Practice. Real estate, corporate/business and estates/probate. Salary, benefits and bonus incentives. Resume in care of: Katie or Angie, 31874 Northwestern Hwy., Farmington Hills, MI 48334

LEGAL SECRETARY - downtown Birmingham law firm needs experienced legal secretary with litigation background for full time position. WordPerfect preferred. Looking for a motivated, organized & articulate individual. Salary commensurate with experience. Call 644-8910

**LEGAL SECRETARY**
**$25,000, FEE PAID**
Top firm. Full benefits and 35 hour work week. Litigation experience required. Call 645-5900 or fax resume to: 645-3376.
SHELLING PERSONNEL SERVICES OF TROY

**LEGAL SECRETARY TRAINEE**
**$16,600 FEE PAID**
This is only your starting salary, show off your skills, but you will be rewarded! Train as a legal secretary, with no previous legal experience required. Work in a plush suburban office, paid drams, and benefits. This is the opportunity of a lifetime, typing of 50, please. Don't miss out, call Janice now!! 851-3060.
SHELLING PERSONNEL SERVICES
FARMINGTON HILLS

LEGAL SECRETARY TO $27,000
3 years litigation needed for west side firm. 35 hour week.

PARALEGAL - TO $25,000
Environmental background a plus. Strong litigation. Suburbs.

LEGAL SECRETARY TO $26,500
6 years legal experience. Prestigious Troy firm. Benefits.

LEGAL SECRETARY TO $24,000
Well known Oakland County firm. 5 years labor law experience (prefer plaintiff).

ALL FEES COMPANY PAID
772-9790
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
With experience needed for Bloomfield Hills litigation law firm.
843-1450

**MACINTOSH WORD PROCESSORS**
NEEDED
• Top Dollar
• Graphics a plus
CALL TODAY
**WOLVERINE TEMPORARIES**
**358-4270**

MAILROOM CLERK
Guardian Industries has an opening at its headquarters for a Mailroom Clerk. Duties include distribution of incoming mail, preparation of outgoing domestic and international mail and express packages. Requirements are an excellent driving record, ability to lift up to 50 lbs., and an energetic personality. Prior mail-room experience helpful. Interested applicants may forward a resume or letter to:
Robert Merrick
Guardian Industries
43043 W. 9 Mile
Northville, MI 48167

MANUFACTURING COMPANY in western suburb has opening for a clerical position. Hrs. 1 yr. high school drafting required. Inventory control, limited drafting, expediting orders, phone quotes, etc. Call 9 to 9:30am-5pm 326-1803

MARKETING SECRETARY
Creative environment for qualified candidates with word processing experience. To $8.50/hr. to start.
Call Sally at UNIFORCE 646-8501

MATURE SECRETARY for part time or full time position. Will train on computer. 14 Mile/Orchard Lk. area. $6-8 per hr. 851-8282

**MESC COORDINATOR**
Full-time position available at a fast-paced, employment service in Troy. Training and ongoing training at people at MESC and a strong computer background a must. Typing speed 50+WPM. Excellent, must have excellent writing & grammar skills.
Call now an appt. to be interviewed
528-8454

MORTGAGE CLOSER
Experienced in processing FHA/VA/Conventional closings. Excellent working conditions in Southfield area.
Call Lil Cole
358-5550

OFFICE ASSISTANT
Needed full time for hi-tech international Troy firm. Excellent opportunity for organized, computer literate individual. Call mornings: 637-3733

## 504 Help Wanted Office-Clerical

MORTGAGE BANKING POSITIONS:
• LOAN CLOSING CLERK
To prepare documents for closing and set up loans. 1-3 yrs. experience. Knowledge of the Gleam computer system.

• LOAN SHIPPING CLERK
Ideal candidate will be familiar with shipping documents to prepare shipping packages. Must have good clerical skills.

Send resume and salary requirements in confidence to: Ema Erb, Vice President, Valley Bank, 24178 Northwestern Hwy., Southfield, MI. 48075. No phone calls please.
Substance abuse testing may be part of the pre-employment process. Equal Opportunity Employer.

**MORTGAGE PROCESSOR TO $26,000**
Nice opportunity for an experienced Mortgage Processor. Join a supportive growing co. Suburban location. Call Bonnie at 464-0608.
SHELLING PERSONNEL SERVICES

OAKLAND COUNTY CORP.
Looking for an experienced executive secretary, with a proven track record. Qualifications include excellent typing and shorthand, and dictation experience a plus. Salary to commensurate with education and qualifications. Please send resume to Box 232: Observer and Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT
Fast paced growing mold & die company, looking for energetic, experienced office assistant. Must have at least 4 yrs. office experience in a fast paced environment. Job includes answer phones, process accounts payable, process and chase orders & data entry. At least beginning knowledge of Wordstar or Word Perfect. Lotus 1-2-3 a plus. Please apply in person, between 3-5pm, Mon.-Fri. Interviews will be conducted in 1-2 weeks.
TREND TOOL INC.
32950 Capitol Dr.
(off Farmington Rd., between 9 & 10 Mile)
Livonia, MI 48150
421-3537

**OFFICE CLERICAL**
Northwest suburban firm seeks a dependable individual for an entry-level position. Qualified candidate must be courteous and businesslike. Must have excellent telephone skills. Computer knowledge, Lotus 1-2-3 and WordPerfect required. Excellent work environment with good benefit package. Send resume to: Office/Clerical, P O Box 413, Farmington Hills, MI 48332-9413. We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE HELP
Full time. Computer experience helpful. Light typing. Call or write: Reme Furnace Co., 14847 Grand Ave., Detroit, MI 48206
537-1700

OFFICE HELP
Part time, flexible hours.
Computer skills helpful.
YMCA of Rochester 651-8422

OFFICE MANAGER
Growing company. Full time. Take-charge individual. Excellent benefits. Ask for Mr. Green 348-5440

PART-TIME CLERICAL positions available in Dearborn. Sharp individuals with some experience to computers preferred. Lotus 1-2-3 a plus. If you're between 18-21 years old and live in Wayne County (not Detroit) call Ann at 441-1880
An Equal Opportunity Employer

PART Time/Office for construction co. Computer skills helpful. 9am-12pm, Mon.-Fri. $5.50/hr. Phone, track job costs, invoicing. 960-0202

REAL ESTATE ASSISTANT
to the Sales Manager. Part-time. Office work on weekends and 2 afternoons during the week. Knowledge of Real Estate Sales, computer word processing & spreadsheet helpful. Will train. Send resume to: Real Estate Assist (kk), P.O. Box 2068, Birmingham, MI. 48009.

RECEPTIONIST/SWITCHBOARD, $200 per week to start. Hands overflow of automotive phone service. Please call 442-0650 ext. 118

RECEPTIONIST/SWITCHBOARD
Unique opportunity for enthusiastic receptionist. Relocation preferred. Call Rose at UNIFORCE 646-8168

RECEPTIONIST - Busy phone system, light typing. Troy area insurance agency, non-smoking office. Contact Ann 643-0060

RECEPTIONIST/SECRETARY
Seeking highly motivated individual for fast paced Farmington Hills office. Person must possess excellent phone skills, typing 50 wpm and strong organizational skills, computer experience preferred. 626-9099

RECEPTIONIST - MATURE
For busy Southfield automotive supplier. Responsibilities include: 8 line phone, typing, filing and general office support. Typing 45-50 wpm. Fax or send resume to: 354-1320
Harada Industries
3033 Telegraph Rd. #278
Southfield, MI. 48034
No phone calls please!

RECEPTIONIST
Full time position available with suburban advertising agency for outgoing person with strong communication skills. Minimum of 2 yrs office & telephone experience with accurate typing skills of 60wpm. Comprehensive benefit package. Send resume to: Group SAA, 23042 Commerce Dr., Farmington Hills, MI 48335

**RECEPTIONIST/ PART TIME**
Must office real estate company in Bloomfield Hills. Experience a must. 2 days per week, 9am to 5pm; Tue. & Thur. Pleasant phone voice, typing necessary. Accounting abilities a plus, must line phone system. Ask for Mary Pachelbale. References required. 540-1200

RECEPTIONIST/SWITCHBOARD
Operator, a western suburban manufacturing company has an immediate opening for a full time receptionist/switchboard operator. 2 yrs experience as a receptionist is required. Must type 45 wpm. Pleasant working environment and excellent benefits.
Please send resume to: Interlock Corp., 1770 Marte St., Westland, MI 48185
Attention: Personnel

RECEPTIONIST with good typing skills and computer knowledge for general contractor. Southfield location. Call Michele: 353-0960

RECEPTIONIST
needed for CPA firm's newly located in Farmington Hills. Excellent working conditions & benefits. Typing & data entry required. 851-2111

RECEPTIONIST/CLERICAL position available at busy professional association office in Troy. Experience with Starlet answering equipment helpful. Call, and resume to: Personnel, 200 E. Big Beaver, Troy, MI 48083

RECEPTIONIST/CLERICAL: For Financial Planning/Insurance Firm. WordPerfect experience desired. Insurance experience very helpful. Will train. No Calls. Resume & Letter: Joyce Walcott, 725 S. Adams, Suite 278, Birmingham MI. 48009.

RECEPTIONIST SECRETARY
For busy Ferndale office. Must welcome a challenge & be willing to assume responsibility. Experience with Microsoft Word preferred. Send resume to: box 356, Hazel Park, MI 48030

## 504 Help Wanted Office-Clerical

REAL ESTATE OFFICE seeking experienced real estate closer. Must be personable. Reliable individual with clerical skills a must. Call Carolyn Kelley: 868-4638

RECEPTION/ASSISTANT - part time, requires excellent verbal & writing skills, attention to detail. Cheerful phone voice, some computer & typing skills a plus. Quiet, non smoking office. Send resume to: Peyton Inc, 29201 Telegraph Rd. Ste 226, Southfield, MI 48034

RECEPTIONIST - Full time for medium sized Troy law firm. Must have good grammar & speaking skills, some typing experience required. 362-4741

RECEPTIONIST/SECRETARY
Full time, light typing, filing and phone skills. Benefits.
1-800-821-8949

RECEPTIONIST
needed for Farmington Hills mortgage firm. Light secretarial duties, excellent phone skills, pleasant voice. Operations Manager 848-8400

**RECEPTIONIST**
Receptionist needed two weekends a month, for prestigious real estate firm in Birmingham. Hours - Saturday 8-5 and Sunday 10-2. General office duties, typing. Call Margie at 644-3500.

RECEPTIONIST/CLERICAL
Beaubien & Hall Insurance Inc. seeks busy fast paced organization. Able to handle a variety of duties including phones, mail, filing and data entry. Must possess excellent communication skills and have organized and creative attitude. Send resume to: Beaubien, 25330 Telegraph Road, Suite 210, Southfield, MI., 48034, Attn: Mary Blacstone.

Receptionist/Marketing

Farmington Hills branch of Mortgage company seeks Marketing/Receptionist to answer phones and greet customers. Light typing skills needed. Send resume to:
Tom Smith
Republic Bancorp Mortgage, Inc.
32998 Hamilton Ct.
Suite 100
Farmington Hills, MI., 48334

**RECEPTIONIST**
Motorola's Semiconductor Products Sector Office Office, located in Livonia, has an opening for an energetic receptionist. The job is fast-paced and challenging to an energetic, multi-line phone.

Your varied responsibilities will include answering phones, greeting customers, handling deliveries, miscellaneous typing and word processing duties. There will be some data entry work as well. You must have good telephone skills and possess keyboard skills of at least 50wpm. Previous experience is required. Macintosh and other P knowledge is a definite plus.

Being part of a Fortune 50 company allows us to offer you a competitive salary and benefit package. For prompt consideration, call or forward your resume to:

**MOTOROLA, INC.**
Semiconductor Products Sector
Pattie Collins
(313) 347-6800
41700 Six Mile Rd.
Northville, MI. 48167
An equal opportunity/ affirmative action employer.

RESPONSIBLE PERSON needed to assist manager in Farmington Hills office. Applicants must have a college background, working knowledge of PC's, excellent references & work history. Skills should include data entry, inventory record keeping and/or bookkeeping experience. Typing skills & prior experience in operations a plus. You must be able to work independently & with others and have experience in keeping detailed accurate records. 553-1502

SAGAUCIOUS LEGAL SECRETARY
Needed for 1 man office in Bloomfield. Must be self-starter, easy going, Macintosh, Wordperfect, must. Good humor preferred. Salary commensurate with experience. Send resume to: Box 196 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI. 48037.

**SALES SECRETARY**
**TO $23,000 FEE PAID**
Fast growing Farmington Hills company offers full benefits including Christmas bonus and you will beat the traffic because your work day ends at 4:30. If you can type 60 with word processing experience, call today!
851-0060
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

RECEPTIONIST OPENING
with experience for major downtown Detroit advertising agency. Excellent typing skills & 5 word processing experience a requirement. Candidate should be congenial, a self starter, have a good telephone manner & have the ability to work in a fast-paced, deadline oriented environment. Pleasant working conditions with good benefit package. Please send resume listing experience, computer skills, & salary requirements in confidence to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Nursing Home Management Company located in Birmingham has a position for a secretary with 1-2 years of experience. Salary commensurate with experience, excellent fringe benefits and opportunity for promotion. Interested applicants send resume and salary history to:
Human Resources/AN
P.O Box 8626
Ann Arbor, MI 48107
An Equal Opportunity Employer

SECRETARY Administrative Assistant for corporate office. Well rounded skills required, (writing, typing, speaking, attitude, organization) Salary approximately $400 per week. Full benefits. Please send resume to: P.O. Box 954, Novi, MI 48376-0954

SECRETARY/BILLER PERSON
(part time) needed for psychologist office. Resumes to: 17376 W 12 Mile Rd, Ste 100, Southfield, MI 48075

SECRETARY/DATA ENTRY
Immediate opening for a general, motivated, responsible individual for full time secretarial/data entry position at small Rochester Hills service company. Computer consulting firm. Extensive data entry & phone contact, clients support with problem solving. Microsoft Windows required; MS-DOS, Database, Wordprocessing. A non smoking office. Call 853-9730

**SECRETARY**
Excellent temporary to permanent position available in Plymouth. Must be proficient in WordPerfect 5.1, Lotus 1,2,3, Word Plus & Harvard Graphics/Draperfect. Shorthand a plus. Other opportunities available. Call for appointment.
ARBOR TEMPS 459-1166

SECRETARY - expanding, service oriented Troy firm has immediate opening for an entry level position, typing & much, knowledge of office procedures, minimum 1/yr. experience. Excellent work environment, we need a team player willing to grow with the company.
Call Arlene 828-3290


- Win Tickets And -
Take Your Group To The
KARATE
BATTLE OF THE BLACK BELT STARS
One of the Nations largest karate events with competitors from all over the world!
NORTH AMERICAN KARATE CHAMPIONSHIP
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