EMPLOYMENT

504 Help Wanted Office-Clerical

FILE CLERK NEEDED
For building supply company to file invoices, answer busy phones, inquiring and processing mail. Redford area. Please send brief resume to:
Box 816
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

GENERAL OFFICE/ PART-TIME
Phone answering, light typing, filing, etc. Hours 1:30-5:30. Mon-Fri. Word processing helpful. Rochester Hills area. Call Kristyn at
CAPRICORN CAPITAL
853-7980

INSURANCE OFFICE / FARMINGTON HILLS. Al Bourdeau Insurance desires a responsible friendly person for an entry level position with our Farmington Hills office. Responsibilities include answering phones, sorting mail, typing & customer service. Hours is part time but advancement. Send resume to P.O. Box 90419 Flint, MI 48509-0419

INSURANCE / SMALL Bloomfield Hills agency desires personal lines service. Call Marge 334-0588

JUNIOR SECRETARY
Major insurance agency needs your office experience and professional skills, up to $7.50/hr to start. Call Georgianne at LUTHER, 357-0648

LAND DEVELOPER seeking experienced secretary. Duties include Easy office. Minimum 3 yrs. accounting and 1 yr computer experience required. full time. Salary w/benefits. Send cover letter w/salary requirements and resume to: Personnel, P.O. Box 196, Birmingham, MI 48012-0196.

LEASING AGENT / OFFICE MANAGER
Temporary, full time position for Leasing Agent/Office Manager. 40 hours no weekends. Leasing and office experience required. Apply at Glenwood Orchards, 37146 South Orchard, Westland. 729-5090

LEASING
Well established Oak Park firm, with attention to detail, professional image & enthusiasm a must. Typing skills of 50 words per minute. Full time benefit package. Qualified applicants apply in person with resume. Real estate license preferred.
Apply Mon. thru Fri. 10-4 at The Crosbenigs, at Canton Plaza, 6375 Haggerty Rd. Canton

LEGAL SECRETARY
Farmington Hills personal injury firm seeking legal secretary to senior partner. 3+ yrs experience, hands on litigation support, knowledge of L.S.I. & good organizational skills required. Send resume & salary requirements to: Office Manager/2, 30000 Northwestern Hwy, Ste. 730, Farmington Hills, MI 48334

Legal: All fees employer paid
LEGAL SECRETARIES
TO $25,000 + BENEFITS
Several positions with financially secure law firms offering competitive benefits & excellent management and pleasant environment. Call BAM to FIND your ideal career.
Employment Agency
CORPORATE LEGAL RECRUITERS
642-7515 Birmingham
961-1313 Downtown Detroit

LEGAL SECRETARY
Livonia law firm. Legal experience, word processing & excellent skills necessary. Good typing skills. Salary commensurate with experience. Contact Ann at 261-2400

LEGAL SECRETARY
needed for Birmingham office. WordPerfect 5.1 required. Litigation & personal injury required. Call Sylvia Fisher 540-3100

LEGAL SECRETARY, Southfield law firm, minimum 5 years experience, benefits, high volume, individual must be self motivated, Word Perfect experience preferred. Please call between 8-30 and 9:00 at 354-1550

LEGAL SECRETARY
Knowledge of Patent Law - to $25K
Knowledge of Trademark Law - to $23K
Knowledge of Corporate Litigation - to $25K
Masterpiece & Associates 355-2440

LEGAL SECRETARY
immediate openings. Minimum 5 years legal experience required, preferably in personal injury (accident litigation). Excellent typing skills and speed required. Working knowledge of WordPerfect 5.1, knowledgeable in pulse to multi national clients requiring a high degree of professionalism and communication skills. Overtime required. Excellent pay and benefits for qualified applicant. Please forward resume to Laura Cromie, Howard & Howard, Attorneys, 1400 N. Woodward Ave., Suite 250, Bloomfield Hills, MI 48304

LEGAL SECRETARY Needed for Downtown Birmingham law firm. Litigation and corporate experience & WordPerfect 5.1. Send resume to:
P.O. Box 2008
Birmingham, MI 48012-1999

LEGAL SECRETARY
Part time. Law firm experience required, salary commensurate with experience. Call Mary Ann at P.O. Box 47-0, Troy MI 48099

LEGAL WORD PROCESSOR
Immediate opening for experienced word processor to work with President. Call Janet Ivey at Michael Hall Management at 626-8100

504 Help Wanted Office-Clerical

LEGAL
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

PERSONNEL AT LAW
Mail or Fax your resume in confidence to:
3000 Town Center, Ste 2580
Southfield, MI 48075
FAX # (313) 358-0233
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARIES
Let us put 30 years of service and experience work for you. For professional placement seminar, temporary or permanent, register now with The agency for Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top quality.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY
for partner of Southfield Personal Injury firm. Need at least 3 yrs experience and excellent skills. Must be self motivated & a team player. Salary commensurate with experience. Send resume to: Laurel Carolina, 26555 Evergreen, Ste 1530, Southfield, MI 48076

LEGAL SECRETARY
Busy bloomfield law firm has an immediate opening for a full time, mature, qualified secretary with several years of responsible legal experience. We are looking for a dependable, productive and flexible person with word processing and organizational skills. Grammar, punctuation and verbal communication skills are essential. Compensation commensurate with qualifications.
Fax for List 354-1140

LEGAL SECRETARY. Southfield defense firm, 1-3 yrs experience. Excellent benefits. Salary commensurate with experience. 355-4141

LEGAL SECRETARY. • Experience necessary for law firm in Bingham Farms. 2 to 3 days per week.
Call 644-7833

LEGAL SECRETARY - self starter with substantial litigation experience. WordPerfect, shorthand, excellent typing and organizational skills required for fast paced, non-smoking Farmington Hills law firm offering benefits & excellent working conditions. 473-8500

LEGAL SECRETARY
Good typing. WordPerfect, and dictaphone experience required.
358-3940

LEGAL SECRETARY - PART TIME
For law office in Farmington Hills (Northwestern Hwy.)
CALL Hollins, 932-3500

★ Office Supervisor
Are You Ready To Work Smart?
Adia Personnel Services is one of the largest temporary and full-time employment agencies in the world with more than 600 branches in the U.S. and over 1400 offices worldwide.
We're looking for an outstanding high energy Office Supervisor for one of our branch offices.
Minimum requirements include:
• 2 Yrs Business Experience
• Administrative clerical experience
• A track record of success
We're offering an attractive salary plus an excellent benefits package. First year compensation is $18-$25K with great career path opportunities.
Send resume to:
ADIA
Treasures Town
26555 Evergreen Rd
Suite 127
Southfield, MI 48076
NO PHONE CALLS PLEASE!

ORDER DESK INSIDE SALES
Farmington Hills manufacturing firm needs individual to handle inside sales desk. Experienced in telephone customer phone over telephone, telephoning orders for remarketing product, filing & general office duties. Detail oriented person preferred with ability to handle various tasks as required to facilitate daily shipping schedule. Position available immediately. Send resume to P.O. Box 254, Farmington Hills, MI 48332, attn: Sharon

504 Help Wanted Office-Clerical

LOAN RECEPTIONIST - Growing credit union, fast paced loan department, seeks self motivated individual with strong organizational & typing skills. Good communication skills & customer service experience a plus. Send resume & salary requirements to: Loan Manager, 22981 Farmington Rd., Farmington, MI 48336

PART-TIME OFFICE CLERK/ SWITCHBOARD OPERATOR
CHARTER TWP. OF REDFORD - EMPLOYEES
CIVIL SERVICE COMMISSION
The Charter Township of Redford is accepting applications for the position PART-TIME OFFICE CLERK/ SWITCHBOARD OPERATOR. This is a regular Part-Time position working twenty (20) hours per week, Monday through Friday and rotating weekends.
SALARY Starting $7.22 per hour, after four (4) years, $9.50 per hour
AMONG THE REQUIREMENTS
High school diploma or G.E.D. Certificate. Typing ability, 40 words per minute (Net 5) ability of office receptionist or switchboard operator experience preferred.
A complete job description is available at the listed address.
Apply IN PERSON at:
CIVIL SERVICE OFFICE
15145 BEECH-DALY ROAD
REDFORD, MICHIGAN, 48239
ONLY during the following times
MONDAY through FRIDAY
8 A.M. to 4 P.M.
CLOSING DATE
FRIDAY, MAY 1, 1992
The Charter Township of Redford is an equal employment opportunity employer and we are seeking Qualified Black and other minority applicants as well as white applicants with regard to race.

LOOKING FOR WORK? Data Entry, typing 35 wpm, $5.25 to $8 an hr. Clerical/Phone/Receptionist, $6.10/hr. Receptionist $5/hr. If you are single Call Kelly Services, Troy, resident call D E T 354-9167

MACINTOSH SECRETARY
Unique alternative support company with leading advertising agency for Microsoft Word on a Mac.
To $8/hr Call Sharon at UNIFORCE 646-8300

MARKETING SECRETARY
Harvard Graphics a plus for this advertising agency position.
To $9.50/hr Call Shirley at
UNIFORCE 646-8501

PART TIME - flexible hours Medical secretary/clerk to assist RN. Knowledge of medical terms a must. Send resume to P.O. Box 40565, Detroit MI 48240
An Equal Opportunity Employer

RECEPTIONIST - ENTRY LEVEL
Excellent opportunity for conscientious, motivated person to learn a growing organization. Must type 45 words. WordPerfect 5.0, shorthand, prior experience. Full time position, excellent benefit package.
Laura Dumas (313) 851-8550

RECEPTIONIST
Filing, light typing. Full time. 8:30-3pm Call (313) 485-0535

RECEPTIONIST
For small Southfield law office - Experience preferred
Call for interview 350-8220

RECEPTIONIST/SUPPORT DESK
Looking for energetic, organized, detailed person for part time position. Bloomfield Hills. 332-5738

RECEPTIONIST
Large metro area rental office seeking experienced receptionist. Must be neat, pleasant, detail oriented and organized. Hourly wage plus benefits. Call Louise 681-5848

RECEPTIONIST - Full time. Light typing & general office duties. Livonia area. Send resume or call resume to 30665 Bilmar Rd. Livonia MI 48152

RECEPTIONIST NEEDED during the summer for a busy Farmington Hills real estate office. Must type 40 wpm. Knowledge of Word Perfect a plus. Hours are 9-1 pm. Call Pam or Joan at 737-7700

RECEPTIONIST
Contact Janet Horner 851-6172

RECEPTIONISTS
Several openings in Plymouth & Canton. Must have good phone skills. 50 wpm. Call Kelly Services at
ARBOR TEMPS 459-1166

RECEPTIONIST/CLERICAL
Full time position available. Must be able to work every other Sat. Fast paced office working for Detroit area. $12,000 to start. Apply in person 1pm to 4pm. 29100 Southfield Rd. Orchard Lake Rd. Suite 105 Farmington Hills

RECEPTIONIST/SECRETARY
Unique opportunity for individual advanced in typing, filing, answering phones in a busy work environment. Word Star or Word Perfect knowledge helpful. 35 hours. Hours 9am-5:30pm
Call Tammy at 643-0588

RECEPTIONIST GENERAL OFFICE
Plymouth area manufacturing company seeking individual with pleasant phone skills and some accounting experience. Salary commensurate. Send resume to Controller, Classic Gardener, 1000 S. Mill St. Plymouth MI 48170

RECEPTIONIST/OPERATOR
Prestigious law firm seeks and experienced person for its Troy office. Must be enthusiastic, professional and know WordPerfect 5.1. If interested applicants please apply to Box 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST/SECRETARY
Immediate positions. Available Northwest Detroit area. Excellent pay, benefits for someone who has:
• Enthusiasm
• Typing (Low speed)
• Professional front office appearance
• Typing 50 wpm, word processing
• Organizational skills
CALL FOR APPOINTMENT
646-4393
STAFFING SOURCE
Temporary Services

SALES ASSISTANT - customer service position, window dressing & CRT experience. Resume to: Town Center, 6450 Southfield MI 48075 Attn MKS

SALES SUPPORT CUSTOMER SERVICE
Busy growing manufacturers rep company in Westland area has immediate opening for an organized detail oriented self starter. Qualifications are: Word processing, 5 + Lotus or Windows experience an customer service & secretarial background. Automotive experience a definite plus. Forward resume with salary requirements to: Adji 22785 Heslip Dr. Novi MI 48375

SECRETARY - ADMINISTRATIVE ASSISTANT - A leading supplier of computer systems is seeking a secretary, administrative assistant to work in the administrative office. Responsibilities include typing, 60-70wpm (Word-Perfect preferred), Lotus 1-2-3, strong verbal & written communication skills, & the ability to handle a large volume of phone calls. Must enjoy & be proficient in working with PC's. A minimum of 2-3 years is required in the secretarial field. If you would like to join a growth team & a progressive organization, we would like to hear from you. We offer highly competitive salary & an exceptional benefit package. Send resume to 3 PM MC KESSON CT. HIN DEPT. 30681 Schoolcraft, Livonia, MI 48150
Equal Opportunity Employer MF
Affirmative Action Employer

504 Help Wanted Office-Clerical

REPRODUCTIONS OPERATOR
Position available in Rochester Hills area for individual who can operate reproduction equipment. Maintain an accurate filing system for blueprints & correspondence. Must also be able to perform a wide variety of building maintenance tasks & clerical duties. Submit resume to Personnel Manager, Gerbig Snell/Weatherby Engineers, 2871 Bound St. Rochester Hills, MI 48309
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SALES ASSISTANT Excellent communication skills. Knowledge of Perfect Results. Accounting, sales helpful. Call Ann at 646-1228

BEAUTIFUL new office is waiting for a friendly, competent, dependable secretary. Perfect opportunity for typing, typing, and some of the skills needed for this one person office. 2870 Industrial Rd., Troy 280-0030

SECRETARY/RECEPTIONIST
Small Electronics company seeking sharp person with pleasant phone manner. Position. Candidates must have organizational skills & some experience in Wordperfect. Please send resume with salary requirements to Box 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARIAL - PART TIME - Regal Ware, Inc., a leading housewares producer, is seeking a part time secretarial help for its local sales office. This is a temporary position for the Summer months, 30 hrs per week. Typing, correspondence, presentations, light bookkeeping, phone & checking orders. Requires excellent communication skills & typing 50 wpm. Word Processor and/or shorthand experience a plus. If you possess the ability, call for an interview appointment at 442-1900
REGAL WARE INC./
Equal Opportunity Employer
Management Trainee Positions Available

SECRETARIAL Word Processing. Word Perfect 4.70 + wpm required. Eliminate day care & travel expense to $22.50 an hour
Call Kathleen Long
Kelly Services
Attn Andy, 165 S. Oddyke
Ste 127, Auburn Hills, MI 48326

ADMINISTRATIVE/ASSISTANT - PROPERTY MANAGEMENT
Fast paced, exciting position for property management and commercial real estate. Responsibilities include: follow up, handling tenant requests, preparation of reports, maintenance, & other duties as assigned. Must also be able to handle multi-line phone in a fast paced environment. Computer generated graphics a plus. Position provides growth opportunity for additional responsibilities.
Send resume to: Shoulong Center Services, 30833 F O Box 5-5, Southfield, MI 48037

SECRETARY Birmingham Gemologist firm seeks a self starter to work flexible part time hours 2 days per week. Must have accuracy in setting up incoming appointments on the telephone. Call 644-8828

SECRETARY/BOOKKEEPER
for expanding west suburban computer consulting firm. Computer and WordPerfect experience required. Send resume to: American Van 255-6228

SECRETARY/BOOKKEEPER
for expanding west suburban computer consulting firm. Computer and WordPerfect experience required. Send resume to: American Van 255-6228

SECRETARY

Eastern Michigan University organization seeking candidate with exceptional skills. Must have Word Perfect 5.1, Marketing Department individual must possess accurate typing skills of 65 wpm, proven organizational skills, degree (Marketing Graduate and Word Perfect 5.1) and strong written communication skills. Applicant must be self starter, organized, and initiative to carry out and complete projects in a timely manner with minimal supervision. Excellent organizational skills a must.
This position offers long term opportunity. Salary commensurate (with complete benefit package offered) based on skills and experience. Send requirements in confidence to:
Box 672
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

SECRETARY - NEEDED For fast paced law firm in Southfield area. Call 591-6740

SECRETARY
Part time for financial planner. 3 days a week. Good communication, basic typing 45 wpm, computer & office experience required. Non smoker. Hours are 9-1. Call 701100 Plymouth, MI 48170-0958

SECRETARY - PART TIME, Southfield area. Light typing, filing, phone coverage and bookkeeping skills a must. Flexible hours, 20-25 hrs/week. Must relocate to
A.E.S. Corporation
Suite 120
Southfield, MI 48076 Attn Gale

SECRETARY - part time. Fast paced Birmingham law firm seeks individual interested in a permanent part time secretarial position from 10 - 3pm. Responsibilities include word processing and general office functions. Ideal candidate will have strong Word Perfect skills. Call Christina 628-3290 ext. 452

SECRETARY - Part time opening for person with good typing skills. Flexible work schedule Mon - Fri. Call Detroit. Send resume to: Box 718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST/SECRETARY
Immediate positions. Available Northwest Detroit area. Excellent pay, benefits for someone who has:
• Enthusiasm
• Typing (Low speed)
• Professional front office appearance
• Typing 50 wpm, word processing
• Organizational skills
CALL FOR APPOINTMENT
646-4393
STAFFING SOURCE
Temporary Services

SECRETARY - proficient, in Word Perfect 5 + Lotus 5.1 (Lotus 5 helpful). Salary commensurate with experience. Call Ann at 557-1400

SECRETARY/RECEPTIONIST
AT&T authorized dealer looking for experienced secretary. Full time position. Call Ken 278-0080

SECRETARY/RECEPTIONIST
Contact Sue Ann at 644-7660

SECRETARY
Prestigious Bloomfield Hills bank is seeking a full time Secretary. Successful candidate must possess excellent typing, communication & organizational skills. Experience with WordPerfect 5.0 & Lotus required. Commercial real estate/banking experience helpful. Send resume with salary requirements to: Personnel Manager, 369 N. Woodward, Ste 130C, Bloomfield Hills, MI 48304
An Equal Opportunity Employer

SECRETARY - proficient, in Word Perfect 5 + Lotus 5.1 (Lotus 5 helpful). Salary commensurate with experience. Call Ann at 557-1400

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AT&T authorized dealer looking for experienced secretary. Full time position. Call Ken 278-0080

SECRETARY/RECEPTIONIST
Contact Sue Ann at 644-7660

SECRETARY - sales management experience required, strong word processing & PC skills required. Experience with Word Perfect 5.0 & Lotus required. Commercial real estate/banking experience helpful. Send resume with salary requirements to: Personnel Manager, 369 N. Woodward, Ste 130C, Bloomfield Hills, MI 48304
An Equal Opportunity Employer