504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS DATA ENTRY FULL TIME
Call Accountemps 24hr 58.000 professionals dial in 1990!
ACCOUNTEMPS
Southfield Troy 357-8387 524-3100

ACCOUNTANT
Southfield property management co. needs an energetic & professional person with experience for Accounts Payable & Financial Reporting. Attractive salary & benefit package. Send resume with 3 references to Controller, 29348 Southfield Rd., Ste. #200, Southfield, MI. 48076

ACCOUNTANT - 32 hours per week, may trial balance for Plymouth area sub contractor. Construction & payroll experience preferred. Small construction manager software experience helpful. Resume and salary requirements & references to PO Box 700831, Plymouth, MI. 48170

ACCOUNTING ASSISTANT ACCOUNTS PAYABLE $20,000 FEE PAID
Busy variety spot for your computer-literate accounts payable & accounting clerk. Computer & strong organizational skills required. Full benefits. Call Mark at 649-5900.
or fax resume to 649-2528.
SHELLING PERSONNEL SERVICES OF TROY

ACCOUNTING Accounting clerk needs experienced data entry person. Other duties include answering phone typing and filing. Accounting skills must. Benefits. Resume to 16600 Hamburg Rd. Suite 103 Livonia, MI 48154

ACCOUNTS PAYABLE CLERK
Full time position for small company located at 13 & Telegraph. Successful candidate will be able to type, be self motivated, organized & multitask oriented. Computer experience required. Previous accounts payable experience preferred. Resumes to Box 9018
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Administrative Assistant/Secretary. Experienced self-starter for Farmington Hills manufacturer office in fast paced non-smoking atmosphere. Position requires excellent typing, phone, sales ability, to meet deadlines. Good communication skills. Call Personnel 661-0900

ADMINISTRATIVE TRAINEE, for Bloomfield Hills administration department requiring experienced typing and public contact skills. Banking or accounting background helpful. $7.00/hr. to start 335-4000

ADMINISTRATIVE ASSISTANT
Property Management/Development Company seeking professional individual with strong attention. Plus Excel WordPerfect & Lotus skills required. Brighton area. Please respond with resume to:
P.O. Box 610
Brighton MI 48116

ADMINISTRATIVE ASST
Shopping Center management company, liability claims handling & record keeping. Excellent secretarial/word processing skills. Personal back ground & good. Familiarity with spreadsheet systems. Send resume Administrator/Finance, 37800 Northwestern Hwy., Ste 250, Southfield, MI 48034.

All fees paid.
CROSSMATCH PERSONNEL
25100 Evergreen
Ste 212, Southfield, MI.
Temporary & permanent openings.
LEGAL SECRETARY - corporate administration position. Troy firm up to 27K with benefits.
Send resume to cst
352-7555

ASSISTANT MANAGER
Southfield, executive suite faciity feature. Take charge person with top notch secretarial/word processing skills, accounting/billing background and strong interpersonal skills. Supervisory experience a plus. Send resume with salary requirements to R. Ewell 2000 Town Center, Suite 1690, Southfield, MI 48075

ASSISTANT NEEDED - for small office. Data entry & bookkeeping experience helpful. Call Laura
941-3344

LARGE VOLUME Auto Dealer in Oakland County has immediate full time positions
RECEPTIONIST - Must be experienced on multi line switchboard
CASHIER - Must have 1 year office or auto dealer cashiering experience. Both positions offer 100 hay and benefits. Fax resume or apply in person P.O. Box 2142 Southfield, MI 48037
E. Mi Interiors
AUTO DEALERSHIP has immediate opening for Service Cashier. Permanent full time position. Excellent pay & fringe benefits. Must have pleasant personality, telephone skills & ownership experience. Call Mrs Mustain 474-1221

BI-LINGUAL (JAPANESE) SECRETARY
New position with growing firm. Strong oral, written & verbal proficiency are needed. Generous salary & benefits.
PERSONNEL SYSTEMS 459-1166

BLOOMFIELD HILLS Legal Secretary. Experience in probate family law & real estate. Send resume to Private Holder, 1750 E. Fourteen Rd., Suite 301, Bloomfield Hills, MI 48302

504 Help Wanted Office-Clerical

ATTENTION
WORD PROCESSORS
Several job openings due to begin during June. Long & short term assignments - some leading to permanent. Must have recent employment in:
• Microsoft Word
• Microsoft Works
• WordPerfect
• Data Entry - Alpha/Numerical
Please call now for more information & a great assignment!
528-8454
Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

BILINGUAL SECRETARY
Fluent in English & German. Good secretarial skills, full time Call 540-2165

FULL CHARGE BOOKKEEPER
Accounting firm with computerized accounting system, volume, office in Troy. Based CPA firm. Duties include generating monthly comps, maintaining personnel files & other firm records. Send resume & salary requirements to: BDP, 1301 W Long Lake Rd Ste 245, Troy, MI 48098

BOOKKEEPER/Data Entry for accounting services firm. A & typing skills required. Properly management experience a plus. Send resume with salary requirements to: Accounting Services, Dept. 30700 Telegraph, Ste 3432, Bloomfield Hills, MI 48025

BOOKKEEPER - FULL CHARGE
Financial statements & payroll for multi company firm. Waterford Hills to 10hrs 2/32. Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER - FULL CHARGE
Must be well qualified. Heavy accounts receivable for property management company. Emphasis on computer input & report experience. Knowledge of MS & Skyline software programs preferred. Salary commensurate with experience. Benefits. Fax resume and salary requirements to Box 9027
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
Large Southfield based property management company needs accurate, detail-oriented Bookkeeper to handle accounts receivable. P.O. Box 5071, Southfield, MI. 48086

BOOKKEEPER
needed for contractor in Novi area. Must have construction experience. Send resume & salary requirements to Box #2202
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/OFFICE MANAGER
Automotive supplier needs experienced full charge supervisor for accounts receivable/payable, payroll, personnel & other office duties. Manufacturing & MIS system experience a plus. Send resume to:
TEXTRON Fastener Plastics 24555 Clarida, Redford, MI 48239

BOOKKEEPER
Part time, full charge. no weekends or evenings. Call 649-5870

BOOKKEEPER-Secretary for downtown Royal Oak CPA firm. Computer experience, phone answering & tax return processing 548-7111

BOOKKEEPER/SECRETARY
Container of local real estate firm looking for individual with WordPerfect, Lotus, and bookkeeping skills. Mail resume to P.O. Box 864, Bloomfield Hills, MI 48303-0864. Must include salary requirements & current employment status.

BOOKKEEPERS
For Rochester Hills financial/tax consulting firm. Part time positions available. Experience. Beneficial. Resume to Corporate Financial Development, 3271 Five Points Dr. Ste 324A, Auburn Hills, MI. 48326

BOOKKEEPER - South Lyon area. Full charge through financial statements using DWP. Restaurant experience preferred. Submit resumes to Pat Jorgensen, 53303 W. 10 Mile Rd., South Lyon, MI 48178

BOOKKEEPER
$19,500
A very well established company offers a choice opportunity. Experienced accounts receivable/payable system needed. Nice variety includes typing. Good benefits & a fast moving office. Call Bev 464-0909
SHELLING PERSONNEL SERVICES

BOOKKEEPING
Full time, or part time. Experience required. Farmington Hills 477-5151

BUSY SOUTHFIELD OFFICE needs full time individual. Multi-line telephone skills.
Good typist
Word processing
Data entry
Bookkeeping
Salary and benefits negotiable
443-0704

CLERICAL ASSISTANT - Farmington Hills good typing for letters & forms, data entry, accounting knowledge. General office, familiarity with dictaphones & wordprocessing. Call Bev 649-5900
SHELLING PERSONNEL SERVICES OF TROY

CLERICAL
D.O.C. in Southfield has immediate opening in the Order Service Department. Responsibilities include phone work and some data entry. Please send resume to:
DOC OPTICS
Dept 232
19800 West Eight Mile Rd
Southfield, MI 48075
or call 354-7100 extension 238 Monday-Friday 9-5

clerical

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS
Kelly Temporary Services has the following positions available

CUSTOMER RELATIONS CLERK
• Must have a minimum of 2 years customer service experience
• PC or Mac experience
• Able to maintain a large volume of accurate data
• Long Term assignment in the Livonia area.

DATA ENTRY
• High productivity
• Key punch/data entry style
• Must have 1 year
• 3 PM - 11:30 PM shift
• Long Term assignment in the Livonia area

For more details call Diane at 525-4020

Livonia
106 Center
33133 Schoolcraft

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M-F/H

CLERICAL POSITION OPEN
At Republic Bank Mortgage
Looking for someone with a positive attitude & good clerical skills.
32318 Five Mile Rd., Ste. 3
Livonia MI 48154
Attn T Heneughen

CLERICAL/RECEPTIONIST
Southfield insurance firm is looking to hire clerical/receptionist position 20-25 hrs. per week, some Saturdays required. Send resume to P.O. Box 2075 Southfield, MI. 48037

CLERICAL Secretarial, Engineering Support, and Graphic positions. Light & short term. Computer skills & type. Send resume/call today to Graduate Clerical Division, 29431 Northwestern, Southfield, Michigan 48076

CLERK
OFFICETEAM seeks sharp data entry clerks for several temporary opportunities. Positions require good attention to detail and knowledge of WordPerfect, Microsoft Word. Call for immediate interviews.
OFFICETEAM
524-3110

504 Help Wanted Office-Clerical

BOOKKEEPER - Tues & Fri, law office in Bloomfield, non smoker.
258-6262

BOOKKEEPER WANTED with computer experience. Apply Exam day tomorrow, 35915 Clinton, Wayne, Michigan Avenue/Ann Rd area.

BUSINESS MANAGER
Established and growing Metropolitan Detroit manufacturer firm. Please interview non-smoking candidates for a full time position. Business Manager. These candidates must have a minimum of 5 years financial experience and be capable of maintaining the internal functions of a law firm including good computer skills. Presently the firm is using the LANS accounting software on a IBM 36. Candidates must be aggressive, flexible, conscientious and have the desire to meet the every-day challenges of running the business on a law firm. Starting salary and benefits are very competitive. Call Barb at
CAREERS!!
RECEPTIONIST $14,000
Front desk spot. Stellar, office background, good typing
SECRETARY/Receptionist $17,000
Wordprocessing, good typing & phones as well needed for variety position
WORD PROCESSING SECRETARY $18,000 - Daily advertising firm seeks experienced word processor. Position is for a motivated hard worker willing to accept challenging responsibilities. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit, MI 48231

CLERICAL - $6-$9/HR
Benefits available
Call 557-1200
Small Business Licensed & Bonded

CLERK/TYPIST - attorneys in Farmington Hills will train for their office, typing & filing are a must. Legal experience not required, starting wage $4.50/hr hourly, increases $55-$65/wk

CLERK/TYPIST
Starting Weights based office is looking for a Clerk/Typist with accurate typing skills of 55 wpm. Computer experience with WordPerfect knowledge required. Applicants must be detail oriented and possess good organizational skills. Position available immediately. $7.15/hour. Call Barb
APPLICANTS WILL BE TESTED
Contact
HUMAN RESOURCES
21511 Haggerty Rd
Northville, MI 48167
An Equal Opportunity Employer

COMPUTER ENTRY
Warm and friendly atmosphere with an excellent salary. Our client needs your 10,000 keystrokes plus recent experience to $7.50/hr. Call Dee at UNIFORCE 357-0037

CREDIT STUDIO in Livonia part time customer service rep for 3 locations. Responsibilities include scheduling appointments and answering phones & customer service. Salary commission & some benefits. Flexible hrs., advancement opportunity. If you are detail oriented & enjoy working with the public call for the location nearest you. Mon-Fri, 9am-12 noon.
525-3430

CREDIT CLERK
Pactel Paging, a national leader in personal communications marketing and a subsidiary of Pacific Telesis, has an immediate entry level opening for a Credit Clerk. Responsibilities include, running individual and business credit checks, maintaining records, handling customer inquiries, processing payments and some general clerical duties.
Pactel offers competitive salary and benefits package such as medical, dental, 401k savings plan and tuition reimbursement. Candidates should send their resume and cover letter stating salary requirements to:
PACTEL PAGING
Attn: Human Resources
28800 Orchard Lake Rd
Suite 200
Farmington, MI 48334
NO PHONE CALLS PLEASE!
An Equal Opportunity Employer

PAUL REVERE Insurance in Southfield, has needs an individual experienced in Medical Claims. Full time duties. Excellent benefits & salary. Please send resume or call 357-8563. 26111 Evergreen Rd. Ste 204, Southfield, MI 48076

If you have these qualifications contact:
(313) 448-3422
between 9am & 5pm
Monday thru Friday

GENERAL OFFICE Helper - Typing, calculator & accounting experience helpful. Apply Mon-Fri, 8am-3pm, at 8140 Fenkell, Westland

GENERAL OFFICE Full time opening for retail lighting showroom in Livonia & Bay work week. Typing & clerical skills required. Excellent benefits include blue Cross, life insurance, vacation. Call 421-8905

INSURANCE
Long Term clerical positions available in the Southfield area for candidates with 1 year to 18 months experience.
425-9090
BENCHMARK
Temporary Help

INSURANCE Firm in Southfield or Bloomfield area needs full time position. CSR. Minimum 2 yrs ins. experience. Call 851-2747

JUNIOR SECRETARY
National insurance agency needs your office experience. Word processing a plus. Up to $7.50/hr to start. Call Grace at UNIFORCE
357-0037

KEY PUNCH
Experienced entry level keyboard operators needed for day shift, full or part time. Livonia area. 478-5311

KEYPUNCH OPPTIUNITIES
12,000 Key Strokes Southfield full time. Afternoons, incentive pay, benefits. 12 Mile & Greenfield. 9am-3pm 559-0200
An Equal Opportunity Employer

LEGAL SECRETARY with 1 to 3 years experience for Bloomfield law firm. Word processing and experience necessary. 936-2443

LEGAL SECRETARY - For partner of Farmington Hills law firm. Excellent opportunity for self starter. Min. 3 years experience. Word-Perfect. Non-smoking. Excellent compensation package. 626-5001

LEGAL SECRETARY, for Bingham Farms office. Legal and Word Perfect experienced preferred. Non smoking office. Call Irene, 645-3003

LEGAL SECRETARY ENTRY LEVEL
Correction area. WordPerfect being phone. Southfield location
Contact Sandra 353-4600

LEGAL SECRETARY
Salary commensurate with experience. Resume/salary requirements to 29200 Vassar, #830, Livonia, MI 48152

LEGAL SECRETARY
For Bloomfield Hills law firm specializing in commercial litigation. Excellent salary & benefit package for qualified applicant. Send resume to P.O. Box 8355, Bloomfield Hills, MI 48302

LEGAL SECRETARY $20,000
1 yr. legal experience. Good typing skills. Call Barbara 772-6740
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
for Troy insurance defense law firm. Must have 2 years experience in litigation & WordPerfect. 848-1200

LEGAL SECRETARY. Personal injury law firm, 8 Mile/Southfield, requires experienced litigation & WordPerfect experience. 559-5620

LEGAL SECRETARY
For partner in South Oakland County law firm. Family law area. We are seeking a mature, experienced legal secretary with heavy litigation/real estate experience. Must know WP51. Thoroughly, be a self starter and detail oriented. Non-smoker. Salary must be top notch with minimum typing speed of 80 wpm. Must be able to deal with the stress of meeting constant deadlines. Benefits and competitive salary to right candidate. If you meet the above qualifications and wish to schedule an interview, contact Jan at 644-4433

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
REPRESENTATIVE - Applicant must possess good communication skills for telephone calls please. Send resume to
Personnel - DGK, 36465 Schoolcraft, Livonia, MI 48150

CUSTOMER SERVICE REP
P.O. Box 779
Detroit, MI 48231
An Equal Opportunity Employer

CUSTOMER SERVICE
Farmington Hills company looking for outgoing, energetic individual to process customer applications during peak periods, shift. Full time, competitive wages, with excellent benefits. Send resume to Box #200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DATA ENTRY
New growth in medical service firm requires your attention to detail. Lotus experience helpful. To 5/hr. Call Dawne at UNIFORCE 473-2922

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT - for management training program. Bachelor degree preferred. WordPerfect, typing skills required. Minimum of 2 years office experience a plus. Successful candidate will be self motivated, enjoy people, assertive, dedicated, & energetic. Terrific opportunity for right person. Send resume to Box 2001
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
Part time, 15-20 hrs/week, sales, good references. Bloomfield Hills. Call between 10am-2pm 642-9393

EXECUTIVE SECRETARY, bi-lingual (Spanish). Suburbs. Salary negotiable. Call Barb
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Birmingham consulting firm seeks experienced individual with organization skills. Must have WPS 5.1 & transcription experience
$20,000 - $25,000
Smoke free office. Resume to
Sue Freeman, Box 15
Birmingham, MI 48012-1451

FILE CLERK
We have a filing position available in our accounting and sales administration departments. Full time with excellent benefits. If you are responsible, dependable and accurate, please call 746-9454 for further information.

CONTRACT INTERIORS
Southfield

FRONT DESK SECRETARY
Be in charge of this position for a small friendly company. Diversified responsibilities include phone, typing & bookkeeping. $18,000 plus benefits. Call Tracy 644-0909
SHELLING PERSONNEL SERVICES

FULL TIME, experienced with construction accounting, accounts payable, payroll, accounting.
Send resume to 14012 Auburn Dr., Royal Oak, MI 48073

REAL ESTATE/CONTRACTORS office, need part time office help, have some computer experience. Applications only, between 2-4 PM. Sun-Fri. Must have some experience. 32950 Five Mile Rd., Farmington Hills, Livonia

GENERAL OFFICE - part time, evening & weekend hours, experience preferred. Sterling Furniture, 15870 Middlebelt, Livonia

GENERAL OFFICE CLERKS
FULL TIME
Advertising Service Firm in Farmington Hills is looking for general office personnel. Please respond if you possess the following:
• high school diploma
• 2 years office or communication skills
• Very well rounded math & clerical skills
• Detail oriented
• Salary $11,440 per year
• Hours - 8:00 to 5:00
• Good written & verbal communication skills
If you have these qualifications contact:
Personnel
P.O. Box 2106
SHELLING PERSONNEL SERVICES
OF TROY

LEGAL SECRETARIES
Position available in the Detroit area for a Legal Secretary with litigation. Must have work experience in Detroit. Must have working knowledge of Word Perfect 5.1 or 6.0. Good typing speed & high accuracy a must. Call today.
WOLVERINE
STAFFING SERVICES
358-4270

LIBRARY SECRETARY
Full time Multi line experienced typing & computer skills. WordPerfect (preferred). Pleasant working environment. Job requirements are necessary. Salary $ne. Fax resume to 644-3176. Send resume to Library Director, 32737 W. 12 Mile, Farmington Hills, MI 48334 No telephone calls

MEDICAL RECEPTIONIST/Insurance Biller. Part time. Small pediatric office seeking individual with previous medical office experience. 557-1880

MEDICAL RECORDS SECRETARY
Full time for Oak Park Home Health Care. Medical terminology & experience typing. CHI a plus. Competitive salary, good benefits.
968-5300

MEDICAL TRANSCRIPTIONIST
Afternoon, evening or weekend shifts available. 2 years experience. Flexible hours.
Linda 471-6846

MORTGAGE

Expanding mortgage company is seeking two enthusiastic people to join their team

Mortgage Assistant

The person we are seeking will be pleasant, neat, smart and dependable. Duties include phone sales, typing, light typing and data entry. Mortgage experience helpful. Computer knowledge preferred.

Processor

Candidate should have at least 2 yrs experience processing conventional and government loans. Knowledge of automated processing a must.

Salaries commensurate with experience. Company offers salary, bonus, life insurance, Mortgage Attn: Office Manager 1700 W. Big Beaver, Ste 318 Troy, MI 48084

OFFICE CLERICAL
Light clerical duties, some typing. Variations, small firm. Small things need efficient person to assist Business Director in administrative duties. Typing, word processing as required. Pleasant office. Fax to Box 533306, Livonia, MI 48153.

ORDER TAKER NEEDED
Must have excellent phone telephone sales & the personable. $6 hr. + EOE. 2PM-FUNDED 522-5427

PART TIME RECEPTIONIST grow from available immediately. This is permanent position. Are 12-30 hr Sun. Mon-Fri. Clerical duties. Professional experience preferred. Troy 280-0630

PAYROLL CLERK/BOOKKEEPER
Ideal opportunity for 2-3 days/week. Experience and flexibility necessary. Call Barb at UNIFORCE 848-7864

PAYROLL CLERK
Detroit based company seeks capable, ambitious individual for payroll position. Ideal candidate is detail oriented. Excellent opportunity for the right individual. Compensation includes full benefits. For consideration send resume to
PAYROLL CLERK
P.O. Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

LEGAL SECRETARY - self starter with substantial litigation experience. WordPerfect, shorthand, excellent typing & organizational skills required for fast paced, non smoking Farmington Hills law firm. Competitive salary & excellent working conditions. 855-6000

LEGAL SECRETARY
Town Center firm needs graduate for medical malpractice attorney. Must have 3 years litigation experience & minimum 2 years litigation experience. Competitive salary, benefits, bonus, 401(k) and insurance, vacation, etc. Call 948-0000

LEGAL SECRETARY - Part time, 2 Days a week. Farmington Hills law firm. 5 years experience. Word perfect 5.1. 932-3500 ext 247.

LEGAL SECRETARY for law firm in Birmingham. 1 yr. personal injury litigation, and WordPerfect experience. Call Pat Jackson 642-2992

LEGAL SECRETARY, $24,700
Litigation experience required. WordPerfect 5.1, plush suburban firm, beautiful offices. 772-6740
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY - 5 + years litigation experience. Salary based on experience. Farmington area. 30633 Northwestern Hwy, Ste 206. Farmington Hills, MI 48334-3178

LEGAL SECRETARY - $25,000
If you are looking for a friendly environment to work for, look no further. Call us for your Litigation experience, much, much more. 772-6740
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Minimum 2 years legal experience for small law firm. Salary based. Send resume to
755 W. Big Beaver Road Suite 1112, Troy, MI 48084 Or Call George Kasperski 362-0407

LEGAL SECRETARY
EXCELLENT OPPORTUNITY
Large law firm seeks secretary with good typing skills and one year work experience for entry level position. $18,000-$20,000 per year.
Call Arthur Thomas. 355-4160

LEGAL SECRETARY
$25,000 + Bonus
Highly respected firm. Position for energetic attorney. Contact Contact Presingkowski W. Sutcliff
EXCEPTIONAL PERSONNEL
Call Ms. Doe 358-2180
DAVIDSON, LAIRD & ASCOC

LEGAL SECRETARY
FORTUNE 50 CORPORATION
$23,000-$26,000
Major corporation seeks legal secretary for corporate counsel division. 65 wpm typing + 1½ years minimum legal experience. Computer literate. Excellent benefits.
Call Arthur Thomas 355-4160

LEGAL SECRETARY
Part time 15-20 hrs. Personal law firm specializing in real estate, corporate business, estate planning & probate. Must be organized with minimum 3 years experience in computer document drafting. Prior general law office skills. Excellent salary & benefits package. Law Offices 31874 Northwestern Highway, Farmington Hills 48334

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription. WordPerfect. Lotus 1 & 2 3, & be highly organized. Minimum 5 yrs corporate & estate planning experience. Competitive salary & benefits package. Fax resume to Personnel Dept 380 N. Woodward, #300 Birmingham, MI 48009

LEGAL SECRETARY

For Southfield law firm. Experience in corporate law & litigation. Knowledge of computers & word processing. Self starter for managing partner & associates. Good benefits & pleasant working environment. Salary commensurate with ability. Call Kim 352-7090

LEGAL SECRETARY
$26,000
FEE PAID
Position for busy personnel/labor law firm. Must have 2 years legal experience & word processing needed. Great benefits package, advancement and rapid growth.
Call Mark at 649-5900
or fax resume to 649-2528
SHELLING PERSONNEL SERVICES OF TROY

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Position available in the Detroit area for a Legal Secretary with litigation. Must have work experience in Detroit. Must have working knowledge of Word Perfect 5.1 or 6.0. Good typing speed & high accuracy a must. Call today.
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STAFFING SERVICES
358-4270

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Light clerical duties, some typing. Variations, small firm. Small things need efficient person to assist Business Director in administrative duties. Typing, word processing as required. Pleasant office. Fax to Box 533306, Livonia, MI 48153.

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Must have excellent phone telephone sales & the personable. $6 hr. + EOE. 2PM-FUNDED 522-5427

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PAYROLL CLERK
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PAYROLL CLERK
P.O. Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

OFFICE CLERK
A plastic parts manufacturer is seeking an individual with minimum 1 year office experience. Must have data entry skills & basic computer skills. Billing experience helpful. We offer a good wage & benefit package. Please send resume to:
15151 Doubleday, Westland, MI 48185

OFFICE MANAGER/Executive Secretary for growing Tipperson manufacturer. Must have computer literacy, salary & benefit package for highly motivated person. Call Personnel 21273 Northwestern Hwy., Ste 334, Farmington Hills, MI 48334

ORDER ENTRY
Are you a mature, dependable, computer literate person? Is your family raised & you're looking for an interesting job. Do you have a pleasant voice, excellent order entry, typing, phone contact with customers? Call for interview call.
523-1440

OFFICE MANAGER sought for small, non-profit, located in Southfield, resume skills required. Typing, filing, sales, competitive salary, full benefits & generous retirement program. Call Linda at 357-1844

PARALEGAL - Southfield insurance company seeks a motivated, professional, career motivated individual to work with corporate counsel. Involves research, preparing court pleadings, working closely with executive management. Excellent typing of 60 wpm. Send resume with salary requirements to Paralegal P.O. Box 300, Southfield, MI 48037

PERMANENT PART-TIME position. Professional, quiet, well lighted, personal office located in Bloomfield. CALL T.D. 626-8000
An Equal Opportunity Employer

PERSON FRIDAY needed for fast paced but easy-going distributor. Experience necessary in all facets of office operation. Please forward resume with salary history to Personnel Manager, 28734 Cheney Drive, Farmington, MI 48336

PERSONNEL CLERK
Farmington area manufacturing company seeks reliable, hard working individual for this position. Must have experience with WordPerfect, Lotus and automated payroll system. Familiarity with benefit admin a plus. Must be detail oriented, and flexible. Salary commensurate with ability. Send resume to Human Resources
P.O. Box 9053, Farmington Hills, MI 48333-9053
An Equal Opportunity Employer

PHONE WORK - Part time work in our Westland office. Hours are Mon-Fri 12-3 and every other Saturday. Approx 25-30 hrs week. $4.25 an hour. Apply at 1487 Middlebelt Rd. Or call Cherrylee E. of Birmingham, Chrysler Industrial Equipment 729-1472

PRELIMINARY COLLECTOR
Entry level position available in our Plymouth headquarters. Must be aggressive, outgoing individual. Candidate should be self motivated. Good collection experience an asset. Excellent benefits package. Interested applicants please call between 9am-12 noon 451-5227

WINKELMAN'S
An Equal Opportunity Employer

A.S.A.P.
RECEPTIONISTS
(MULTI-LINE)
WORD PROCESSORS
(ALL SOFTWARE)
SECRETARIES
(GENERAL OFFICE)

Interesting Assignments available. Both long & short term. Top pay. Paid vacation and a bonus program are some of the benefits we offer. Work locations are close to home. Application on becoming a member of our winning team.
261-3830
Personnel Pool
Leaver & Fee

RECEPTION ST
Position available for switchboard. Relief receptionist in Farmington area. Some light typing is required. Work back in mail pieces & folding. We offer Competitive salary & fringe benefits. Send resume & references to Box 9
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST - must have excellent phone personality, good typing, computer & bookkeeping experience. Fee an appt call 476-2668

RECEPTIONIST
Driving company in Novi. Does needs experienced receptionist with good phone skills & experience with WordPerfect. Good benefits package. Please call 349-6300

RECEPTIONIST/BILLING
Rochester area building materials organized responsible person for full time position. Must have good typing, telephone communication & computer skills, accounting experience a plus. Send resume to Mr. Steve Morgan, 200 Dresden Ct. Ste 0-11, Rochester Hills, MI

RECEPTIONIST
Town Center law firm seeks professional person to greet clients, answer phones on a Rolm system, light typing, immediate opening. Competitive salary with medical, dental, dental life vacation etc. Previous receptionist experience. 948-0000

RECEPTIONIST
for Livonia industrial clinic, days, typing a must. $5.25 to start. Call 8am-3pm. Mon thru Fri. 425-4600

RECEPTIONIST - energetic, enthusiastic with excellent phone skills for fast paced Birmingham travel agency. Call 644-1600

RECEPTIONIST/SECRETARY
Typing & music office duties. Apply in person Mon-Fri at 41225 Plymouth Rd, Plymouth, MI

RECEPTIONIST/ACCOUNTS
Has flexible full time typing, required. Benefits 25850 Lahser (S.E. corner Eleven & Lahser) South Field, MI 48034 350-2020 Ext 224

RECEPTIONIST, for W. Bloomfield Country Club. Full time part time. Evenings to 10 p.m. Weekends. Call between 10am & 4pm 600 Inn Drive

RECEPTIONIST/SECRETARY
Livonia manufacturers rep firm. Excellent phone sales, light moderate typing, non smoking office. Full time, benefits. Send resume Logs Inc. P.O. Box 9363 Livonia MI 48150

RECEPTIONIST/SWITCHBOARD
Integrate with clients in the auto industry. Knowledge of mass advertising helpful. Experience necessary. To $7.50/hr. Call Rita at UNIFORCE 646-8301

RECEPTIONIST PART TIME
For storage offices answering phones, clerical work & word processing. Hours negotiable. Return to Mrs. George 6016 Maple Ste 100 W. Bloomfield, MI 48322

RECEPTIONIST/SECRETARY
Pleasant Northwestern office, with hassle free environment needed for a fast pace Entertainment office. Very pleasant office, very helpful. Typing 40 wpm, data entry and general clerical experience. Apply in person between 3-4PM Mon-Fri. Home Protection Plan, 24340 Orchard Lake Rd, Farmington Hills 932-3115

RECEPTIONIST - Prestigious Bloomfield hills law firm seeks professional receptionist person for part time work approximately 20-25 hrs a week. Person must have excellent telephone & communication skills & have the ability to handle a multi line phone system. Experience with Word Perfect a must. Please call S. Pappas 646-2701

RECEPTIONIST
Retail office is seeking an energetic and personable full time receptionist with the capacity to handle a department at our Farmington Hills office. Filing and light typing required along with a good personality and excellent work habits. Join a team of professionals and become part of the fastest growing communications field. Submit your resume to

ATTN OFFICE MANAGER
32825 NORTHWESTERN HWY
FARMINGTON HILLS, MI 48334

504 Help Wanted Office-Clerical

RECEPTIONISTS/SECRETARIES
Westside firm seek dedicated people. Typing & word processing skills required. Benefits provided

PERSONNEL SYSTEMS 459-1166

RECEPTIONIST
Birmingham CPA firm seeking well qualified individual to perform reception duties. Computer skills necessary. (WordPerfect/Lotus 1-2-3) Good pay & benefits package for the right person. Send resume to Chris:
999 Haynes, Suite 340, Birmingham, MI 48009

RECEPTIONIST
OFFICETEAM seeks enthusiastic professional with 1+ yrs experience. Data entry & word processing skills required.
OFFICETEAM
524-3110

RECEPTIONIST/SECRETARY - Part time, for public accounting office, in Farmington area. Typing skills required. Wordperfect helpful. Reply to Box 240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST
Republic Bank SE is looking for a friendly, outgoing person for our receptionist position. Candidate should be able to handle 15 incoming lines in a high volume office. Send resume to:
Republic Bank SE
1700 N. Woodward Ave - Suite B
Bloomfield Hills, MI 48304
ATTN: Human Resources

RECEPTIONIST/ SECRETARY
Outgoing personality who enjoys dealing with the public. Part time, in Bloomfield area office. Must have good clerical experience, organized and multi task oriented. Salary open, call between 11-3pm
Diversified Realty 626-7533

RECEPTIONIST
Position available in the Farmington area for an experienced receptionist. Must be well organized and be a fast typist. Experience on NEC phone system helpful. Call today for an interview
WOLVERINE
STAFFING SERVICES
358-4270

Receptionist
A major Metro/Detroit Company is looking for an experienced Professional Receptionist. Qualified candidate must possess excellent communication skills, knowledge of AT&T 740 Call Director & typing a desirable. Secretarial duties will be included. PC experience a plus. Mail resume to:
Box 244
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
Equal Opportunity Employer
M/F/D/V

SALES SECRETARY
$18,500 Fee paid company. Exploding office of a national company needs your. Multitasker & Sales skills. Benefits include tuition reimbursement. Call Bev 649-5900
SHELLING PERSONNEL

TRY ADVERTISING agency is seeking an experienced word processor/secretary. Secretary to work for small creative group. Position for training of support staff on various software packages & PC troubleshooting. Salary range $15-DOE to Pro, AMS/TV, & Paradox. Candidate must possess strong interpersonal & communication skills and an aptitude for learning. Fax is a service. Benefits & profit sharing. Please send salary requirements to:
Box 9726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

TITLE INSURANCE AGENCY
Detroit receptionist with related and computer experience. Please fax resume to
32100 Telegraph, Suite 215 Bingham Farms, MI. 48025

Southfield CT Detroit based manufacturing company has an immediate opening for a full time clerical position. Responsibilities include typing, filing, phones & other misc. duties. Typing 35 wpm, 10 key, calculating, with word processing and spread sheets is required. Knowledge of Lotus a good ten print program. Send resume and salary requirements in confidence to: Box 206, Observer & Eccentric
36251 Schoolcraft Rd
Livonia MI 48150

AUTOMOTIVE SECRETARY
Auto dealership in Farmington area has Cashier spot.
Call Mr. Mitchell 538-2100

NATIONAL FOOD company, is in need of full time secretary. Primarily typing, but will be involved in some marketing managers. Should be proficient in word processing. Lotus a plus. Call Mr. Gaudreau, Benefits package for information send resume to Box 240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY/ASSISTANT
needed immediately. Full & part time. Word Processing, 5.1 spreadsheets & shorthand a Must. Looking for someone having mature judgment. Laurel Park office
462-1000

SECRETARY/BOOKKEEPER - for expanding W. Suburban company. Must be experienced. Salary based. Accepted American Value 533-6226

SECRETARY/BOOKKEEPER.