EMPLOYMENT

504 Help Wanted Office-Clerical

BI-LINGUAL (JAPANESE) SECRETARY
New position in growing firm. Strong drive, written & word processing skills needed. Generous salary & benefits
PERSONNEL SYSTEMS 459-1166

BI-LINGUAL SECRETARY
Fluent in Japanese & English
Good Secretarial Duties
Full-Time Call 540-7510

BLOOMFIELD HILLS Legal Secretary. Experience in probate, family, tax & real estate. Send resume to: Phyllis Hudecki, 1750 S. Telegraph Rd. Suite 301, Bloomfield Hills, MI 48302

BOOKKEEPER ASSISTANT
Prefer some experience. 10 key. Letus. Temp to perm. Full time. Send resume (Bookkeeper, 25451 Michigan, Dearborn Hts., MI 48125

BOOKKEEPER/Data Entry for accounting services firm. PC & typing skills required. Property management experience a plus. Send resume to: Property Management, Mathis Accounting Services Inc. 30700 Telegraph, Site 3457, Bingham Farms, MI 48025

BOOKKEEPER
Experience necessary. Needed for insurance agency. Please send resumes to Box 260
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
Large Southfield property management company needs accurate, detail oriented bookkeeper. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48086.

BOOKKEEPER
Immediate full time position for sales office. Must have construction experience. Send resume & salary requirements to Box 414
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
Part time leading to full time in Fall. Experienced only. House of Maple, 23016 Plymouth Rd., Livonia

BOOKKEEPER position for downtown Royal Oak CPA firm. Computer experience, phone answering, tax return experience. 546-7111

BOOKKEEPER/SECRETARY
Controller of local real estate firm. Should have experience with Apple, Letus, and bookkeeping skills. Mail resume to P O Box 864 Southfield Hts. MI 48303-0864. Must include salary requirements & current employment status.

BOOKKEEPER/SECRETARY - part time. Knowledge of Word Perfect, Letus & computer accounting necessary. Send resume & minimum wage requirements to: Box 1000, 32330 Howard, Madison Hts., 48071

BOOKKEEPERS
For multi-million Insurance/Real Consulting firm. Part time positions (Chiropractic experience Beneficial). Resume to Corporate Financial Development, 27777 Five Points Dr. Ste 2044, Auburn Hills, MI 48326

BOOKKEEPER WANTED with computer experience. Apply: Event Auto Sales, 23915 Gratiot, Warren, Mich Ave/Wayne Rd area

Call Coordinator/Receptionist
Growing Department in Rochester Hills looking for individual who is organized, friendly, multi-task. Daytime position
Call Elena Berman
CENTURY 21 East
293-8200

CLERICAL ASSISTANT needed for data entry, filing and answering phones. Starting Salary $13,000. Salaries paid. National Communications - 28422 Orchard Lake Rd. Suite 210, Farmington Hills MI 48334. No phone calls

CLERICAL JOBS AVAILABLE NOW! Temporary and Temp-to-Perm positions. Call EmploymentGroup 563-1919
An Equal Opportunity Employer

CLERICAL - Line person office, experience required. Duties include computer, typing, phones, filing, general ledger, phones, typing, filing, etc. Benefits & good wages for qualified person. Send resume to Office Manager, 1481 Tenth St. Detroit, MI 48216

CLERICAL - Part time to start. Light typing, filing and general office duties at a small office. Send resume to: Dwinder Equipment, 25167 Schoolcraft, Livonia, MI. 48152. No calls please

Clerical

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS

Entry, Temporary Services has the following positions available

CUSTOMER RELATIONS CLERK

- Multi-line environment (12 years)
- Customer service experience
- PC experience preferred
- Adjustments/claims experience
- Accounts
- Strong Team assignment in the Livonia area

DATA ENTRY

- Entry productivity
- Keyboard Data entry skills
- Typing 35 WPM
- Strong Team assignment in the Livonia area

Call Jeanne Jackson at Livonia 522-4320

Livonia
Call Jeanne
261-3300
Troy
Call Sandy
362-0300

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/H

CLERICAL $5.00/HR
Benefits available
Call 557-1200
Walk (certified & bonded)
Temp Force Inc.

504 Help Wanted Office-Clerical

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm desires to interview non-smoking candidates for a full time position as Business Manager. These candidates must have a minimum of 5 years financial experience and be capable of performing the internal functions of a law firm including good computer skills. Presently the firm is using the LAWJUDGE accounting software on IBM 36. Candidates must be aggressive, trustworthy, conscientious and have the desire to thrive on everyday challenges of running the business side of a law firm. Starting salary and benefits are very competitive. Call Barb 353-7400

CLERICAL ASSISTANT
Needed part time, Mon.-Fri. 1-5pm. Duties include mailing deliveries, running errands and assisting in all types of clerical duties. Must be at least 18 years old, non-smoker, responsible and have a good driving record. Apply in person at
Village of Beverly Hills
18500 W. 13 Mile, Beverly Hills

CLERICAL JOBS!
Full and part time office positions available on all shifts. If you have any of the following skills call today to schedule an interview
WORD PROCESSORS
JAPANESE
SECRETARY/TYPIST
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
MEDICAL TRANSCRIPTIONIST
LEGAL SECRETARIES
TELEMARKETERS (PU & AM HRS)
TOP PAY, OVERTIME PAY,
HOLIDAY PAY,
TEMP-NEO INSURANCE
Livonia, 464-2100
Southfield 352-1300
SNELLING TEMPORARIES
UNIVERSAL

CLERICAL/PRODUCTION
Northwest Detroit based manufacturing co. seeks energetic & responsible person to perform full time clerical duties for Production Department. Job will entail preparing & maintaining production records, utilizing manual & computer methods. Applicant must be a high school graduate with office & production experience. Math, typing & some computer skills a must. Job will also require employee to work on the Production floor for information gathering, material searches & physical inventory. Company offers competitive wages and good benefit package. Send resume to: John, 12871 Fenkell, Detroit, MI. 48227

CLERICAL/SECRETARY
Immediate openings in our Troy & Auburn Hills offices. Applicant must have excellent phone skills, work well with the public, possess basic computer knowledge & an aptitude for numbers. Mon. Thu. Fri. 8am-5pm. Salary range, $6.50 - $7.50 hr. Send resumes to Credit Counseling Centers, 675 E. Big Beaver, Suite 101, Troy, MI 48084

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to assist in state supervision & have hands-on WordStar and WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a competive salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 779,
Detroit, MI 48231

CLERK
OFFICETEAM seeks sharp data entry clerk for excellent temporary opportunities. Positions require good interpersonal skills, experience with word processor, Wordstar or Microsoft Word. Call for immediate interview.
OFFICETEAM
524-3110

CLERK, SECRETARY - full or part time. Light bookkeeping & office, answer phones. Some math skills required. Northwest area 247-1900

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & typing skills essential experience not totally required. Starting wage $5.50/hr. Regular increases $35-$50 week

CLERK/TYPIST
Sterling Heights 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. Benefit package offered.
APPLICANTS WILL BE TESTED
Contact
HUMAN RESOURCES
2751 Fishman Mile Rd
Sterling Heights, MI 48310
An Equal Opportunity Employer

CONCRETE - Experienced in concrete finishing & set-up for residential type work. Call 464-6440

CUSTOMER SERVICE REPRESENTATIVE - applicant must possess good communication skills. No telephone calls please. Send resume to
Personnel - DEPT. SERES School-craft, Livonia, MI 48150

DATA ENTRY CLERK - manufacturing company has an immediate opening for a data entry clerk. The individual will be responsible for processing shipping documents entering sales orders & processing service. Candidates must possess data entry experience, typing skills of 55 WPM & have excellent organizational skills. Qualified candidates please send resume to GSS, 23640 Research Dr. Farmington Hills, MI. 48335. Attn: Human Resources Manager/DE

DATA ENTRY
Needed for long term position. Sundays, Alpha and numeric experience a must. Lotus 123 WordPerfect. Call Symphony, experience a plus. Call for an interview
425-9090
BENCHMARK
Temporary Help

DATA ENTRY
Temp growth at national service firm requires your attention to detail. Letus experience helpful. To 5.75hr. Call Darlene at UNIFORCE 473-2939

504 Help Wanted Office-Clerical

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

COPY CLERKS NEEDED
Full time position available in Metropolitan Must have own car & insurance. Please send resume to: P O Box 343, Sterling Heights, MI 48310

OPPORTUNITY STUDIO is hiring part time customer service reps for 8 to 40 hours per week. Responsibilities include scheduling appointments, answer phones & customer service. Clerical, communication & some benefits available. Advancement opportunity. If you are outgoing & enjoy working with the public call for the location nearest you. Mon.-Fri. from 12-4pm 835-3430

CUSTOMER SERVICE REP - Full time position now available for a customer service representative with 2 years experience preferred. Contact Ann Plymouth area. Responsibilities include order entry, typing and key punch. Hourly wage paid commission, good benefit package. Employee discount. Fax resumé to:
CUSTOMER SERVICE REP.
P O Box 713
Plymouth, MI 48170
An Equal Opportunity Employer

CUSTOMER Service/order entry for distributor. Must have excellent immediate opening. Resume N. Sim 2334 Coolidge, Berkley 48072

DATA ENTRY
Fast paced environment needs 10,000 key strokes for new opportunity in Troy/Auburn Hills. To $7.50 hr. Call Dianne at UNIFORCE 646-8500

DATA ENTRY-PART TIME
Small Livonia office seeks permanent part time, 10 key Data Entry Clerk. Individual should have previous experience with IBM PC/Compatibles & familiarity of Word Perfect. Good secretarial, 5 phone seats important. 23 hours per week, mornings or afternoon. Mon thru Fri. Homemaking office. For consideration send resume to: National Benefit Resources, 7500 W Higgins Rd Hartman Estates, M. 60193 or call Lauri Rife Banno, 708-882-0432

DEPT. SECRETARY
Full time position exists in the mental health department. Duties required: 75-90wpm typing shorthand preferred & computer skills. Knowledge of psychiatric terminology. Good interpersonal skills & ability to work independently. Eligible veteran's employee to work on the Human Resource dept. at 591-2933 St. Mary Hospital, 36475 W. Five Mile Livonia, MI 48154

DO YOU have accounts payable/receivable experience and want to prove to good use? If so, we want you. We are a growing temporary service and offer long, short and temp-to-perm assignments with excellent benefits. Call 464-7076
ETO Temporary Service
An Equal Opportunity Employer

EXECUTIVE SECRETARY
part time, 1-5 30pm. Strong skills, good references. Bloomfield Hills area. Call between 10am 1pm 540-2163

EXECUTIVE SECRETARY
Birmingham consulting firm seeks experienced mature person with excellent organization & communication skills. Must have WP 5.1 & transcription experience
Salary commensurate
$20,000 - $24,000
Smoke free office. Resume to
Personnel Department, Box 1451
Birmingham, MI 48012-1451

EXECUTIVE SERVICE
Telemarketing available. Full time (Events Call Michelle 827-1300

EXECUTIVE SECRETARY

IMMEDIATE POSITION available (pleasant) working environment in Farmington Hills. Seeking full time executive secretary with Word Perfect and Lotus experience, good typing and written communication skills, the ability to perform multiple tasks at once, organized, good problem-solver with a pleasant telephone voice. Non-smoker. Excellent opportunity to grow for right individual.

Fax resume, cover letter & salary requirements to:
(313) 932-3255

PLYMOUTH SUMMER JOB
FALL CLERK
Students okay. Good for student
455-8720

FILING/RECEPTIONIST wanted. Mature person part time for law office in Southfield. Good salary. Call 357-7777

FULL TIME experienced with construction accounting accounts payable payroll computer. Send resume to: 4012 Auburn Dr. Royal Oak MI 48073

REAL ESTATE/CONTRACTORS office need part time office help with some computer experience. Applications only. Between 2-4 PM Mon - Fri. Madziar Construction 32950 Five Mile Rd., and Farmington Rd. Livonia

GENERAL OFFICE Helper. Typing, calculator & accounting experience helpful. Apply Mon-Fri 9am-3pm at 6140 Rue Riverland

GENERAL OFFICE - Entry level position. Word processing & calculator knowledge required. Send resume to Office Manager, 31780 Tree Line Blvd. 2nd Floor, Bingham Farms MI 48025

HARD WORKING friendly individual to do phone work. This person will be trading computer equipment with our customer base. No experience is required, we train. A positive attitude is necessary. Send resume to Mr. Hopper, America on Computer Exchange, 24188 Haggerty Rd. Farmington Hills MI 48335

IF YOU HAVE an Accounting Computer background and are looking for a full time position on a fast paced office we may be what you're looking for. Send resume & salary requirements to P O Box 80573 Rochester Hills MI 48308

LUNCH DATE full time opening for night lighting shift from 6 Livonia 6 days work week. Typing & clerical experience necessary. Benefits include blue cross, life insurance, sick days, vacation. Call 421-8905

INSURANCE State Farm agency in Bloomfield area needs full time person. Some computer experience preferred. 851-3757

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

KEYPUNCH
Experienced and mature keyboard operators needed for day shift. Full or part time. Livonia area 478-5111

KEYPUNCH OPERATORS
12,000 key strokes. Southfield. Full time, benefits, incentive program. Benefits. Call Mike, Hours 8am-3pm 559-0200
An Equal Opportunity Employer

LEGAL SECRETARIES
1-5 temporary for permanent & temporary assignments. This month.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3400, Fax 362-4881

LEGAL SECRETARY
Salary commensurate with experience, good benefits & salary requirements to 29200 Vassar #830 Livonia, MI 48152

LEGAL SECRETARY Personal injury law firm in Mile-Southfield, requires excellent litigation & Word Perfect experience 559 3620

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) 358-0225
UPTOWN 358-0060
DOWNTOWN 964-2909

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

LEGAL SECRETARY - For partner of Farmington Hills law firm. Civil litigation background required. Word Perfect. Non-smoker. Excellent compensation package. 626-5000

LEGAL SECRETARY
For Troy insurance defense law firm. Litigation background required. Salary commensurate. 649-1330

LEGAL SECRETARY for law firm in Bloomfield. Excellent typing, dictation and WordPerfect skills required. Call Pat Jackson 642-2992

LEGAL SECRETARY - 5 + years litigation experience. Salary based on experience. Call Ann Sobczak Berlin-western Hwy. Ste. 206, Farmington Hills, MI 48334 855-0100

LEGAL SECRETARY
Minimum 2 years legal experience needed for one attorney office. Send resume to
755 W Big Beaver Road, Suite 1512, Troy, MI 48084 Or call
George Mugerian 362-0607

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

LEGAL SECRETARY
For Southfield law firm. Experience in corporate law & civil litigation. Position requires excellent typing, shorthand & word processing skills. Ability to interact with partner & associate. Good benefits & pleasant working environment. Salary commensurate with ability. Call Kim - 356-7090

LEGAL SECRETARY
Experienced plaintiff personal injury/probation law office. Southfield, non smoker. 350-2552

LEGAL SECRETARY for Bingham Farms office. Legal and Word Perfect experience required. Excellent benefits package. Call Louise, 645-1003

LEGAL SECRETARY
High volume plaintiff P.I. experience required. Excellent salary & benefits. Call Kathy at 559-1440

LEGAL SECRETARY
Experienced full time with IBM PC ability. Southfield law firm. Send resume & salary requirements to
L. Gordon, 3000 Town Center, Ste 2290 Southfield 48075

LEGAL SECRETARY - 2 attorney western Wayne County law office. Executive secretary with Word Perfect and Lotus experience, good typing and written communication skills, the ability to perform multiple tasks at once, organized, good problem-solver with a pleasant telephone voice. Non-smoker. Excellent opportunity to grow for right individual.

Fax resume, cover letter & salary requirements to:
(313) 932-3255

LEGAL SECRETARY
Full time bi administrative assistant with 3 yrs legal experience in real estate, corporate business law and some litigation for small busy law firm. Competitive salary, medical and organizational skills essential. Excellent salary and performance benefits. Resume, J.K. 31874 Northeastern Hwy., Farmington Hills, MI 48334

LEGAL SECRETARY
For partner in small Southfield civil law firm. Tel-Twelve 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, call Janet 644-8433

LIBRARY SECRETARY
Full time. Must have excellent typing & computer skills. WordPerfect preferred. Strong organizational & public relations skills necessary. Salary $18,765 with excellent benefits. Send resume, Library Director, 32121 W. 12 Mile, Farmington Hills MI 48334 No telephone calls

MEDICAL RECEPTIONIST/INSURANCE Bill and Type Claims. Light typing. Office seeking individual with previous medical office experience. Call 569-1295

MEDICAL RECORDS SECRETARY
Full time for Oak Park Home Health Agency. 2 yrs. medical records experience, typing, CRT a plus. Competitive salary, good benefits. 968-5300

MEDICAL TRANSCRIPTIONIST
Afternoons, 2 years experience and references for relative 3 years experience flexible hours
Linda, 471-6896

MORTGAGE BANKING
Syndications Quality Control Dept
Customer Fine Integrity Clerk
Full time dependable dependent individual. Responsibilities include preparing customer agreements and assembling files through the review of loan documents such as Deeds, Mortgages, Warranty Deeds & misc. Assignments, loan contracts, mortgages. WordPerfect 5 1 & Lotus 1-3-3 experience required. Real Estate experience helpful. Excellent communication with experience. Send resume
Mortgage Corporation of America
560 W Big Beaver
Suite 120
Troy MI 48084
Attn Syndications Quality Control

FULL TIME OFFICE CLERK needed. Computer experience necessary. Competitive wages. Send resume to Box #264
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE CLERK
A plastic container 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
135 Fenkell Road, Westland, MI 48185

OFFICE MANAGER sought for small non-profit society in South Lyon. Requires sharp word processing skills, competitive salary, full benefits & generous retirement program. Call Linda at 357-1944

OFFICE SUPPORT
Fast paced Southfield company seeks well organized conscientious individual for full time office support. Send background to 21133 Bridge St. Southfield, MI 48034

PARALEGAL
High volume plaintiff P I firm needs experienced paralegal to write medical summaries, motions, briefs, interview new clients, etc
Call Kathy at 358-1440

504 Help Wanted Office-Clerical

OFFICE ASSISTANT/PART TIME
For busy Troy office. Word Perfect & spreadsheet knowledge preferred. Duties to include relief on switchboard. Send resume to P O Box 99726, Troy, MI 48099-9726

OFFICE CLERICAL with background in kitchen design. Knowledge of computers helpful. Send resume to Living Spaces 7687 Orchard Lake, Sylvan Lake MI 48320 682-3600

OFFICE HELP WANTED
Full time. Will train. Typing skills preferred. Apply in person at
21300 Hoover, Warren

PARALEGAL
Fast paced insurance defense firm needs experienced paralegal to write motions, briefs, interview new clients, etc. Call Kathy at 358-1440

PARALEGAL - Southfield insurance company seeks experienced professional, self-starter, motivated individual to work with corporate counsel, interviews, research, preparing court pleadings, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to: Paralegal P O Box 300, Southfield, MI 48037

PAYROLL CLERK/BOOKKEEPER
Ideal opportunity for 2-3 days/week. Experience and flexibility necessary. Call Betty at UNIFORCE 646-7644

PAYROLL CLERK
Detroit based company seeks capable, ambitious individual for payroll position. Previous experience preferable. Excellent opportunity for the right individual. Compensation includes full benefits. For consideration send resume to
PAYROLL CLERK
PO Box 779
Detroit, MI 48231

PHONE RECEPTIONIST
2-3 days. Fast Center, Southfield. Quality position for pleasant, mature person with good telephone voice & office skills. Prime surroundings serving top executives. Call Theresa at 262-1400

A.S.A.P.
RECEPTIONISTS
(MULTI-LINE)
WORD PROCESSORS
(ALL SOFTWARE)
SECRETARIES
(GENERAL OFFICE)
Interesting Assignments available from long & short term. Top pay. Paid vacation and a bonus program are some of the benefits we offer our employees. Call today for information on becoming a member of our winning team.
261-3630
Personnel Pool
Home of the

RECEPTIONIST - for W. Bloomfield Country Club. Full time/part time evenings 3 to 9pm. Wed thru Sun. Call between 10am & 4pm Mon thru Fri 855-1900

RECEPTIONIST/SECRETARY
Livonia manufacturers rep firm. Excellent phone skills, light/moderate typing, non smoking office, full time
P O Box 9363 Livonia MI 48150

504 Help Wanted Office-Clerical

★ **PAYROLL CLERK**
Part-time position for person with AR experience. Must be detail oriented. Must be non smoker. Call or sent resume
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Fee

RECEPTIONIST
Position available for switchboard receptionist in the Farmington Hills area. Must have 35-25 wpm typing skills, work place is fast paced & friendly, we offer competitive salary & benefits package. Send resume & references to Box 186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST
for Livonia industrial clinic, days. Typing a must. 35-25 wpm. Call Sam 6am-3pm, Mon thru Fri 425-4600

RECEPTIONIST/ACCOUNTS Receivable. Full time typing required, benefits 25860 Lahser (S.E. corner Eleven Mile) Southfield 350-2020 Ext. 324

RECEPTIONIST/SWITCHBOARD
Interact with clients in the creative atmosphere of this major advertising agency. Experience necessary. To 37 50/hr. Call Rita at UNIFORCE 646-8501

RECEPTIONIST PART TIME
for fast paced professional firm. Screening phones, clerical work & word processing helpful. Resumes to: Mrs. George, 6016 Maple Site 700, W Bloomfield, MI 48322

RECEPTIONIST - Energetic, enthusiastic receptionist needed for a fast pace professional office. Have estate office experience helpful. Typing, data entry and general clerical experience. Apply in person between 1-4PM Mon-Fri. Home Protection Plan, 29160 Orchard Lake Rd., Farmington Hills 932-3115

RECEPTIONIST/Line Clerk
Mon-Fri 8am-5pm 35 hrs/wk on how. Bingham Bingham Farms 540-3733

RECEPTIONIST
OFFICETEAM
524-3110

RECEPTIONIST - Prestigious Bloomfield Hills law firm, seeking responsible person for part time work approximately 20-25 hrs per 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 540-7400

RECEPTIONIST
Retail office is seeking an energetic and personable full time receptionist with the capability for advancement at our Farmington Hills office. Typing and light typing required along with a good personality and excellent verbal skills. Join a team of professionals and become part of the fastest growing communications field. Contact Ann at
ATTN OFFICE MANAGER
32122 NORTHWESTERN HWY
FARMINGTON HILLS, MI 48334

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY - Part time, for public accounting office, in Farmington. Pleasant working atmosphere. Required: Wordperfect helpful. Respond to Box 242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST
Birmingham CPA firm seeking well qualified individual to perform reception duties. Computer skills necessary. (WordPerfect) Letus. 9-3:30. Good pay and benefits for the right person. Send resume to Chris
999 Haynes, Suite 340, Birmingham, MI 48009

RECEPTIONIST/EXPERIENCED
for fast paced Birmingham law firm. Good benefits. Call Steve Mueller at 645-7440

RECEPTIONIST
needed for end & dairy office call Becky at 429-8360

RECEPTIONIST, full time. For busy Bloomfield office. Duties include telephone answering, filing, data entry (WordPerfect helpful). Excellent benefits. Call 855-2992

RECEPTIONIST - Mature person needed full time for busy Bingham real estate office. 8 AM - 5 PM. Mon - Fri. Experience on multi line phone system, light typing. Call Karen 647-1700

RECEPTIONIST - full time. Mature, detail oriented & reliable. Good word processing & typing skills required. 35-50 WPM. Send resume to Receptionist, 19880 Haggerty, Livonia, MI 48152

RECEPTIONIST needed part time for insurance office 12-5pm Mon-Fri. Prior office experience required. Some typing involved. Do not call unless able to work 12 to 4pm. Friars Hand Agency, 478-1177

RECEPTIONIST - part time 35 an hour. busy sales office. Word Processing/typing skills needed. No phone calls please. Send resume to Nonesh 27200 Haggerty Rd. Site A12, Farmington Hills MI 48331
Attn Office Manager

RECEPTIONIST/DATA ENTRY - position open for person with prior experience. Friendly, telephone voice. WordPerfect & Lotus 1 2 3 experience required. Send resume to: ECA, Inc. PO Box 9446, Plymouth, MI 48170

RELIGIOUS INSURANCE AGENCY
Desires secretary with real estate and computer experience. Please send resume to
32100 Telegraph, Suite 219 Bingham Farms, MI 48025

AUTOMOTIVE SECRETARY
Auto dealership experience preferred. Call for appt.
Midwest Auto Auction 538-2100

NATIONAL FOOD company is in need of full time secretary. Primary responsibilities for assisting sales & marketing managers. Should be proficient in word processing, Lotus & data entry. Full salary & benefits package. For information send resume to Box 238
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GREAT OFFICE OPPORTUNITIES
In Nov. area. SECRETARY with Word Perfect 5.1 or 1-2-3 & typing 35 wpm. RECEPTIONIST with excellent people skills, phone board experience and typing 40 wpm. Call today
380-0900
REMEDY TEMPORARY SERVICES

504 Help Wanted Office-Clerical

PERSONNEL CLERK
Farmington Hills based company seeks reliable, hard working individual for this position. MUST have excellent communication skills. Duties include administering benefits, maintaining employee files, assisting with benefits & plus must be detail oriented, and flexible. Competitive salary and benefits package offered. Please send resume to Human Resources Director, P.O. Box 9053, Farmington Hills, MI 48333-9053
An Equal Opportunity Employer

RECEPTIONISTS/SECRETARIES
Westside firms seek dedicated people. Typing & word processing skills required. Benefits provided
PERSONNEL SYSTEMS 459-1166

RECEPTIONIST/Medium size Southfield law firm needs a secretary to handle predominantly tax & litigation. Shorthand skills required. Starting salary commensurate with experience. Name brand benefits. Please send resume to Box 263
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY needed full time for residential property management company in Farmington Hills. 10 Mile/Orchard Lake Real estate background helpful. 855-3346

SECRETARY NEEDED
for established furniture store in Plymouth. Full time. Bookkeeping experience preferred. Must be customer service oriented & have good phone sense. 459-1300

SECRETARY
Oakland County law firm requires Secretary with excellent typing skills (Word Perfect). No legal experience required. Excellent salary and benefits. Please call Debbie, 642-7733

SECRETARY/PART TIME 3-4 hours daily. Good typing skills. WordPerfect, Letus. Resume hrs. hour preferred office. Call. 353-0968

SECRETARY - part time, non smoker, to handle office details & customer service. Send employment letter to Blake Farm, 7456 Thomas 11770 Newburg Rd. Livonia, MI 48150

SECRETARY - PART TIME
Birmingham consulting firm seeks experienced person with excellent organization & communication skills. Must have WP5 1 & transcription experience
$8-10 per hour
Mon., Wed., Fri., Hours 1-6pm
Smoke free office. Resume to
Office Manager, Box 1451
Birmingham, MI 48012-1451

SECRETARY - PART TIME.
Position for person with proven dictation, typing & communication skills for stimulating position with a large Southfield real estate development. Flexible hours & benefits. Please write to Joe Lavigne, P.O. Box 188, Southfield, MI. 48037-0188.

SECRETARY, PART-TIME
Resume hrs for professional services firm located in downtown Birmingham. Good appearance, background & interpersonal skills. 20-25 hours weekly. Please send resume to Sullivan & Associates, 344 N. Woodward, Suite 304, Birmingham 48009

SECRETARY-PROOF-READER
Interesting position with a top advertising agency. Good skills and experience. Pay to $18,000. Great benefits hurry
Call Barbara at 464-5000
SNELLING PERSONNEL SERVICES

BOBLO ISLAND TICKET WINNERS

Pat Kelly
1642 Welling Drive
Apt. 12
Troy 48098

Ann Kurtz
9034 Winston
Redford 48239

Please call the promotion department of the Observer & Eccentric to claim your 2 free tickets to Boblo Island.

591-2300, ext. 2153

CONGRATULATIONS!