EMPLOYMENT

This Classification Continued from Page 9C.

504 Help Wanted Office-Clerical

LEGAL SECRETARY wanted for Farmington Hills personal injury law practice. Must have 3 years exp. Word Perfect & Octi part time hereafter. Salary commensurate with experience. Call WordPerfect experience preferred. Call Debbie 737-7447

LEGAL SECRETARY I for 2 attorney office in Southfield. Must have legal and transcriptions experience. Call Mr Alpert 354-8400

LEGAL SECRETARY for non-smoking Troy patent firm. Experienced word processor. Min. 70 wpm required. Tracy 649-3850

LEGAL SECRETARY Experienced Southfield law firm. Great working environment. 671-8500

LEGAL SECRETARY, $25,500 Defense litigation experience. Major firm. Will train WordPerfect attorneys, benefits. 772-6700 SHELLING PERSONNEL SERVICES

LEGAL SECRETARY *Full time for downtown Birmingham law firm. 3 years experience required. Must know WordPerfect.* Call Kay. 646-9076

LEGAL SECRETARY - full time Birmingham. 1 experience. Word Perfect required. Salary commensurate with experience. Call Bonnie, 24240 Michigan Ave, Dearborn. 277-0440

LEGAL SECRETARY for litigation team in Southfield law firm. Litigation experience required. Competitive salary commensurate with experience. Liberal fringe benefits. Call Mr Sobel at 557-8300

LEGAL SECRETARY South Lyon law firm seeking for legal secretary, 3-4 yrs minimum experience. Personal injury. WordPerfect 5.1. Salary commensurate with experience. Please call 350-8700

LEGAL SECRETARIAL POSITION Part time, 24 hrs. Word Perfect, excellent telephone & organizational skills. Salary DOE. Send resume to 3000 Town Center, Suite 2290, Southfield, MI 48075

LEGAL SECRETARY Full time for Troy law firm. 1 or more years legal experience required. Salary commensurate with experience. Send resume to P.O. 4726, Troy, MI 48099

LEGAL SECRETARY - Attorney seeks highly motivated, self sufficient, creative legal secretary for litigation experience. Must have WordPerfect. Salary commensurate. D. Dow, 31700 Telegraph, Suite 110, Bingham Farms, MI 48025

LEGAL SECRETARY - with 1-3 years personal injury experience for medium sized Farmington Hills law firm. Knowledge of WordPerfect a must. Send resume & salary requirements to: Personnel, P.O. Box 30200 Northwestern Hwy, Suite 250, Farmington Hills, MI 48334

LEGAL SECRETARY With 2-4 years experience in corporate law for Plan Sponsor Firm. Excellent typing communication and organizational skills required. Word Perfect 5.1 required. DOE. JAN ALLEN ADMINISTRATOR 330-5 30pm. (313) 259-8300

LEGAL SECRETARY LITIGATION Defense litigation firm seeks professional background for 2 positions. Comprehensive benefit package + salary based on experience. Call Arthur Thomas. 355-4140

LEGAL SECRETARY Experienced for Farmington Hills law firm. Personal injury. Must have 5 years non-smoker. Must have experience in word processing. Salary commensurate with experience. 489-1444

LEGAL SECRETARY To $27,000

Challenging and diversified position with this growth oriented, Southfield corporate or real estate attorney. Position requires: Opportunity to advance. 2-5 years litigation. Knowledge opening 227-2470. SHELLING PERSONNEL SERVICES

LEGAL SECRETARY

Busy suburban law firm has an immediate position for an experienced Word Perfect secretary. 70+ words per minute, full benefits. Call Mark at 851-7900 or FAX resumes to 649-3528 SHELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY

Partner in downtown insurance defense firm seeks word processing secretary. Must have excellent grammatical skills and typing speed. Maturity, dependability, flexibility, WordPerfect 5.1 a plus. Prefer to work as part of a team. Travel allowance and excellent benefits. If you qualify please send resume to Box 472, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

LEGAL SECRETARY WANTED 18 attorney southfield law firm seeks secretary with 3 years legal experience. Must be proficient in word processing, typing 70+ words per minute, knowledge of WordPerfect 5.1, and ability to deal with clients necessary. Excellent benefits package. Salary DOE. Send resume to Office Manager, 2300 First National Building, Detroit, MI 48226 Non-smoking office. An Equal Opportunity Employer

WORD PROCESSOR WANTED Downtown Detroit 18 attorney plaintiff's law firm seeks word processor with experience in negligence and/or personal injury litigation. Knowledge of 70+ wpm and knowledge of WordPerfect necessary. Salary DOE. Benefit package 14 personal days, two weeks vacation, medical, life, disability, pension and 401(k). Interested applicants please send resume to Box 472 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

LEGAL SECRETARY WANTED 18 attorney southfield law firm seeks secretary with 3 years legal experience. Must be proficient in word processing, typing 70+ words per minute, knowledge of WordPerfect 5.1, and ability to deal with clients necessary. Excellent benefits package. Salary DOE. Send resume to Office Manager, 2300 First National Building, Detroit, MI 48226

LEGAL SECRETARY Full time/part time. Southfield law firm. Word processing & filing experience required. Excellent opportunity. Good benefits. For appointment, call 354-6044

RECEPTIONIST/SECRETARY Part time for sales office in new Canton subdivision. Must be good with people, well organized, good typist. Hours 12-6pm. 313-455-5858

RECEPTIONIST/SECRETARY Needed for busy Southfield travel agency. Typing, phone & organizational skills required. Non-smoking office. Call Michelle 353-8600

RECEPTIONIST REQUIRED - typing at office duties, word Processing skills helpful. Approximately 30 hours per week. Send resume to Attn Shelly Harding, 424 W. Fifth St., Suite 310, Royal Oak, MI 48067

RECEPTIONIST Full time position. Landscape nursery looking for well groomed, non-smoker with typing skills to answer phones. Some customer contact. Northville area 348-3204

RECEPTIONIST- Full-Time. Must have excellent phone skills & some bookkeeping experience. Must be available to work weekends. Apply in person or call. Ethan Allen, 15700 Middlebelt, Livonia. 261-7780

RECEPTIONIST - seeking responsible experienced receptionist with people skills and an answering phones. Some filing, typing & billing experience helpful. Pleasant working environment. Call Christy Potter, Office Manager at 537-1818

RECEPTIONIST Full time position available for medium sized law office in Sterling Heights. Please submit resume & salary requirements to: Personnel Director, P. O. Box 1127, Sterling Heights, MI, 48311-1102.

RECEPTIONIST/TYPIST Plymouth Engineering Firm seeking full time Receptionist/Typist to maintain busy telephone console. Candidates must possess good typing skills, be detail oriented, possess excellent communication skills & enjoy interviewing the individual. Send resume to Human Resources Manager, SIME, 43980 Plymouth Oaks Blvd, Plymouth, MI 48170. Equal Opportunity Employer

Minority/Females/Handicapped/Vet

RECEPTIONIST Hovenge Business System has an immediate full-time opening. The position requires excellent telephone skills, typing & filing. Send resume to Hovenge Business Systems 41180 Bridge St. Novi, MI. 48375

504 Help Wanted Office-Clerical

RECEPTIONIST PART-TIME Health Club Facility. Mon. - Fri. 4pm to 9pm, SUMMER Mon. - Fri. 4pm to 8pm, WINTER Typing a must. PC experience preferred and must work well with the public. Pleasant phone voice. Apply in person on: PEACHWOOD INN 3500 W. SOUTH BLVD ROCHESTER HILLS, MI 48309

RECEPTIONIST Career opportunity for an energetic, motivated & personable applicant with front office experience to work in busy doctor's office. Candidate with multiple task proven experience, is basic of doctor's office, also preferred. Good income with benefits. Send resume or apply in person O'Dell Office Accessories, Center 1183 Pontiac Trl, Walled Lake, MI 48390 or fax 624-6129 or call 624-6113

RECEPTIONIST OFFICETEAM seeks enthusiastic professional with 1 - 2 yrs experience. Data entry & word processing skills required.

OFFICETEAM

524-3110 An Equal Opportunity Employer

RECEPTIONIST for Farmington Hills firm. Good office skills and some computer knowledge. Call Jules 855-0080

RECEPTIONIST - full time. Excellent benefit package. Minimum two years office experience. Word Perfect 5.1 a plus. Please fax resume, 877-8 14 Mile, Troy.

RECEPTIONIST/SECRETARY for growing suburban accounting firm. Computer and wordperfect skills necessary. Send resume to 29 E., P. O. 3238, Southfield, MI. 48037.

RECEPTIONIST Your people skills and 2 years experience are wanted for this plush environment. $7.00/hour. Call Ruth at UNIFORCE 357-0644

RECEPTIONIST major construction company needs your experience and energetic personality. To $7.50/hour. Call Irene, UNIFORCE

RECEPTIONIST/SWITCHBOARD - Interact with clients in the creative atmosphere of this major advertising agency. Experience necessary. To $7.50/hour. Call Rita at UNIFORCE 646-8501

RECEPTIONIST Answer & direct incoming calls for large Southfield Insurance Agency. Light typing & computer skills required. Excellent opportunity for recent H.S or college graduate. Call Katie Johnson, 352-7433

RECEPTIONIST needed for busy Novi office. Duties include PHONES, filing & typing. Hours 8-5:30, Mon.-Fri., one Sat. per mo. 8am-1pm. Send resume to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi 48375, Attn Sherley Trombetta.

RECEPTIONIST Permanent-part time, Mon-Wed., 8-3 for medical law firm in Southfield. Must have experience answering busy phones. Good organizational skills and reliability a must. Call Office Manager 358-4440

RECEPTIONIST Part-time position available for energetic, self-motivated person. General office duties plus telephone sales manager. Knowledge of Farmington Hills real estate office. Call Robin at 737-6818 between 9 00am-3 00pm.

RECEPTIONIST/SECRETARY Data bank counselors seeking mortgage bank seeks receptionist/switchboard operator, must have experience, good typing & telephone skills, excellent salary & benefits. Please contact Tina at 313-540-9300 An Equal Opportunity Employer

RECEPTIONIST/TYPIST Computer consultant in Southfield. Knowledge of WordPerfect, accurate typing at a must. Above average telephone communications skills. Send resume to Personnel Manager, 31931 Schoolcraft, Livonia, MI 48150. An Equal Opportunity Employer

RECEPTIONIST - Retirement community in Farmington Hills seeks self-directed person with good clerical skills and computer knowledge. Experience in a retirement community preferred. Apply in person The Heathewood Apartments, 22800 Civic Center Dr., Southfield (between Lahser & Telegraph.

RECEPTIONIST - immediate opening in Southfield office. Front desk, phone backup, light clerical, computer experience, good typist and would like to be a team player. Send background information to Box 474, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

RECEPTIONIST

To $19,000

Major company seek s Receptionist/Typist to handle phones & perform clerical duties and word processing in the important front desk position

Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST/Telephone Operator. Busy sales & engineering center seeks a friendly outgoing individual, 30wpm typing required. Spread sheet experience desirable. Located in western suburbs. Send resume & salary requirements to Box 478 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

An Equal Opportunity Employer

SECRETARY/ADVERTISING Excellent opportunity for full time secretarial position, working with advertising department. Must enjoy being company. Duties must include typing and general office experience. Contact:

Jay Lieberman
PUL, INC.
1523 N. Main St.
Royal Oak, MI 48067

SECRETARY A leading international company has immediate openings for highly motivated individual with minimum 2 years experience. Requires excellent shorthand or speed writing & computer skills (WordPerfect). Send resume including salary history & requirements in confidence to Human Resources Dept. / P.O. Box 966, Troy, MI 48099

An Equal Opportunity Employer

SECRETARY/BOOKKEEPER Minimum 10 years experience required & shorthand. Working hours 8:30-5:00. Starting salary $20,000 Please send resume to: Box #468 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY FOR small insurance agency. Duties include filing, typing, answering phones in letter quality form. Computer experience necessary. Dictaphone experience helpful. Salary commensurate with experience & must. Farmington Hills. Call 626-2778.

SECRETARY

Full-time position available in Livonia for Secretary with Microsoft Works or Word experience. Benefits after probationary period.

EXPRESS SERVICES
Temporary & Permanent Personnel
643-8590
Not an agency Never a fee

SECRETARY NEEDED for Southfield property management company. Seeking experienced individual with excellent organizational, communication, and typing skills. Must be proficient with WordPerfect. Send resume with salary history to Secretary, P. O. Box 5071, Southfield, MI. 48086

SECRETARY $25,000

Diversified, high energy level position for marketing division of Fortune 500 Company. Challenging computer projects & client contact. Excellent benefits. Call 358-2180 DAVIDSON, LAIRD & ASSOCIATES

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY Seeking a well organized, conscientious self-starter for full time position as receptionist/secretary. Must possess superb communication skills and a passion for professional phone manner. Experience with the Apple Macintosh a MUST (MicroWriter II, MacWrite/Excel software). Submit resume to:

Personnel Manager
30600 Telegraph, Suite 2333
Bingham Farms, MI 48025

RECEPTIONIST

For rapidly expanding engineering/consulting firm in Troy. Good phone & communication skills, light office duties and computer experience.

7am-3.30pm daily.
8am-12.30pm Sat.

Full benefit package.

Call Linda Porter at: 689-3232
or send resume to:

THE MILLS CO.
1730 E. Big Beaver
Troy, MI 48083

or fax at: 689-0665

RECEPTIONIST Two part-time & one-half position available. Interested applicants must be able to work Mondays, 1.00pm-7.30pm, Mon., Wed., Fri. & 2.30pm to 7.30pm Saturday, or 2.30pm-7.30pm Tues., Thurs. and 30pm-8pm Sun.

Applicants must have:
• Good communication skills
• The ability to handle multiple tasks simultaneously
• Professional appearance & manner
• Flexibility with hours
• Ability to work additional hours if necessary

Previous phone or switchboard experience helpful but will train if necessary. Applications/resumes accepted at:

St. Vincent & Sarah Fisher Center
27400 W 13 Mile Rd
Farmington Hills, MI 48334-4200
An Equal Opportunity Employer

SALES ASSISTANT

$18,000-$17,000
FEE PAID BY COMPANY

Excellent benefits and work hours at fast growing company. Word perfect and Octi a plus. Time is HOT! Call 844-4600 now!

SHELLING PERSONNEL SERVICES

SALES SECRETARY Fluid power distributor looking for sales-charge person. Word processing skills must include knowledge of WordPerfect 5.1, Lotus 1-2-3 & spreadsheet. Good communication skills required. Complete customer contact. Salary commensurate with ability. Genuine benefit package. Forward resume: Box 474, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

SECRETARIAL/CLERICAL Full time position for small secretary is looking for experienced candidate with good typing, organizational & people skills. Knowledge of Word Processing/Word Star is essential. Excellent benefits package are required. Position also includes general office duties. Salary commensurate. Please send your resume with salary requirements to:

Powerflow Engineering, Inc., Attn John Bauer, 29 Ed Enterprise Dr., Westland, MI. 48185

SECRETARIAL/GENERAL OFFICE Permanent part-time. Farmington Hills CPA firm. WordPerfect a must. Duties required, typing, filing, phones, light bookkeeping. Hours negotiable.

SECRETARIAL - Part-time for financial services office. Must be able to take dictation & be familiar with computers. Hours flexible. Call William Hall, 313-540-9300

SECRETARIAL POSITION Award winning automotive parts company in Livonia has a secretarial opening in the quality control department. Applicant must be organized, and thorough with typing and filing skills. A knowledge of Lotus 123 and WordPerfect 5.1 is required. Send resume to Box 468 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

SECRETARIAL POSITION, full time is available for quality individual at a premier Electrical Manufacturer's Representative Company, in Farmington Hills. The important person will answer phone, do some document, telephone, filing, etc. and would need to be a good organized team player, with high quality standards. An excellent opportunity to work, learn and grow in for the right high quality person. Send to: GREG RATHBURG, PO Box 3341 Farmington Hills, MI. 48333.

SECRETARY - At least 2 yrs. experience, WordPerfect 5.1, shorthand a plus. Pleasant working conditions, Troy area, full time, excellent benefits. Send resume to Box 473 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY/BOOKKEEPER Person Friday. Some legal background or knowledge helpful. Real estate or property management also helpful. Salary commensurate with ability. Fax Resume to 416-362-or call A.M.K. at 489-3900, for address.

SECRETARY/BOOKKEEPER Small company seeks a self starter person with good communication, bookkeeping and typing skills. Send resume with salary requirements to: SMS, 21411 Civic Center Dr., Suite 113, Southfield, MI. 48076

SECRETARY for Farmington Hills Attorney. Must have 3-5 years general legal experience. Word processing skills helpful. Approximately 30 hours per week. Send resume to Box 469 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY - Rapidly growing Southfield multi-million dollar manufacturer seeks Word Processor experience needed. Salary DOE. Call after 5pm 641-2678

SECRETARY Livonia office. Duties include Word Processing, multi phones, screening calls, accurate typing (45wpm), time match assignment. Send resume to Personnel, Temporary Service, P.O. Box 1007, Warren, MI 48090.

SECRETARY for Southfield law firm. Word processor experience needed. Salary DOE. Call after 5pm 641-2678

SECRETARY - Livonia office. Duties include Word Processing, multi phones, screening calls, accurate typing (45wpm). Six month assignment. Send resume to Personnel, Temporary Service, P.O. Box 1007, Warren, MI 48090.

SECRETARY for Southfield law firm. Word processor experience needed. Salary DOE. Call after 5pm 641-2678

SECRETARY - Word Processor experience needed. Apply in person. Sunset Lounge, 1870 Wayne Road, Westland.

SECRETARY - Rapidly growing Southfield multi-million dollar manufacturer seeks Word