EMPLOYMENT

504 Help Wanted Office-Clerical

Data Entry Clerk

Full time needed at Corporate Office in Birmingham. Individual must be able to key 10,000 KPH. Offer excellent benefits. Call 644-5300 ext 351

Erb LUMBER CO.

DATA ENTRY
immediate openings for proficient data input clerks to work evenings in Royal Oak area. Must have dependable transportation Call O/E Management. 528-8100

DATA ENTRY

Plymouth area manufacturer seeks individual with 6 months - 2 yrs. numeric data entry experience. Must be detail-oriented, accurate & able to work with minimal supervision in high volume production environment. Send resume to HR/DEC, P. O. Box 5545, Plymouth, MI. 48170.
An Equal Opportunity Employer

DATA ENTRY position available; experience required. Send resume to: Dept. in person at Detroit Edison/Detroit Laboratory, 29555 Freeway Park Dr. (10 Mile, Grand River area), Farmington Hills. 471-4111

DATA ENTRY - small P.I. law firm seeking Data Entry Clerk/Receptionist. Must have experience with DBase 3 or similar, WordPerfect, general working knowledge of DOS 3.0, and able to type 35wpm. Fast paced, challenging position. Generous salary, great benefits, and a relaxed office setting is waiting for the right individual. Call 642-1000

ENGINEERING CONSULTING firm in Southfield is seeking a Work Leader for the Word Processing Department. Must have a minimum of 2 years supervisory experience, possess strong leadership skills, and be able to perform well under pressure in a fast paced environment. Responsibilities include supervision of 3-5 personnel, delegation/coordination of all documentation, consultant support/training, etc. Must have advanced skills in Word Perfect 5.1 and typing speed of 80-90 wpm. Engineering background a plus. Some overtime required during Quota Worth for extension consideration. 313-557-7768

EXECUTIVE ASSISTANT
to the president of a national developer requires candidate experienced with top executives. Ideal for long term position. Shorthand among the requirements. Some travel. $28,000/yr. to start. Call Sloane, UNIFORCE 646-7661

EXECUTIVE SECRETARY

DATA ENTRY

EXPERIENCED RECEPTIONISTS & FILE CLERKS

For areas of Farmington, Southfield, Novi, Livonia & Plymouth.
- Previous office experience
- Word Processing
- Typing 65 wpm.
- Telephone skills
- For Data Entry 10,000 minimum key strokes.

Call for personal interview or fax resume to

OLSTEN Temporary Services
Southfield
442-0555
Fax: 354-0585
Livonia
525-1244
Fax: 525-4909
EOE M/F/H/V NO FEE

EXPERIENCED RECEPTIONIST for a law firm in Auburn Hills. Light typing, word processing skills preferred.
Please send resume and salary requirements to

Kimberly Sage
Law Offices
2701 University Dr. 223
Auburn Hills, MI 48326

LIFE INSURANCE office in Troy seeks friendly individual person with excellent communications skills, to answer 15 hour switchboard. Full time includes general office duties. Organizational & computer skills required. Please send resume & salary requirements to: Wanda Chisdes, PO Box 429, Bloomfield Hills, MI. 48303-0629

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Experienced, with good organizational skills and flexibility, needed for multi-located real estate investment firm. Must have Microsoft Word and Lotus 1-2-3. Please send resume and salary requirements to: Personnel Director, 36700 Grand River, Farmington Hills, MI 48335.

EXPERIENCED RECEPTIONIST
Needed for Operations, commercial real estate office. Must have experience with Word Perfect and good people skills. Please call Tina at: 476-2100

FALL INTO A GREAT JOB!
Immediate full and part-time positions in all locations for the following experience:

Word Processors (any software)
Macintosh/Legal Secretaries
Receptionists/Switchboard
Data Entry Clerks (AM & PM shifts)
File Clerks
Telemarketers

We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call for an appointment!

SNELLING TEMPORARIES
NEVER A FEE

LIVONIA, 464-2100
SOUTHFIELD, 353-1300
AUBURN HILLS, 373-7500

FILE CLERK NEEDED for Law office. Novi area. Prior working experience desired. Qualifications good spelling, light typing, organizational skills. Must have car, 40 hr. wk. in-house training. 349-3580

FULL CHARGE BOOKKEEPER with construction background & computer bookkeeping experience for Farmington Hills office of builder. Non smoking atmosphere, good benefits. 661-0900

TEMPORARY part-time General Office position available in friendly non-smoking Farmington Hills office. Flexible hrs.; ideal for homemaker with school aged children. Call 474-1513

GENERAL CLERICAL
Seeking well organized individual with good clerical skills to work with customer service and administration. Call Jennifer. 478-8500

GENERAL OFFICE, part time. Must work Friday afternoon. Farmington office. Select your own day hours. 553-0411

GENERAL OFFICE
Established Birmingham firm needs flexible skills. $7.00/hour. Call Gloria, UNIFORCE 646-7664

GENERAL OFFICE
Typist - customer service rep. Those interested in full time positions, please send resume to GCI, P O Box 223A, Royal Oak, MI 48068

GENERAL OFFICE - typing & keypunching. Send resume to Box 350, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GROWING 10 year old software company needs full time general purpose office assistant to help with sales, customer accounts and order processing. Competitive wages based on experience plus full time benefits. Informal atmosphere in new building. Send resume to: Absoft Corp., 2781 Bond St., Rochester Hills, MI 48309

IMMEDIATE OPENING - Messenger needed for mid-size Troy law firm. Previous experience preferred. Must have reliable transportation. $6/hr. plus benefits. Call 649-6000 to set up interview.

JUNIOR SECRETARY
Suburban office needs your winning ways to learn and 50+ typing experience. $7.00/hour. Call Gretchen, UNIFORCE 473-2934

KEYPUNCH/KEYTAPE Operators
GENV/TARTAN Systems Inc. Days and afternoon schedule available. Farmington area 474-1136

I HEARD IT THROUGH THE GRAPEVINE

Business is booming at
SNELLING TEMPORARIES
We have immediate needs for:
- Word Processors
- Secretaries
- Typists
- Data Entry Operators
- Receptionists

Put your skills to work today!
Troy 362-5090 Detroit 871-2701

504 Help Wanted Office-Clerical

GRAND OPENING
CLERICAL DIVISION
NS SERVICE
We have immediate openings for:
- Administrative Assistants
- Word Processors
- Secretaries
- Accounting Clerks
- Data Entry Operators
- Hi-Lo Drivers
- Shipping & Receiving Clerks
- Line Supervisor

Call Today for an Appointment
473-2111

ATTORNEY'S SECRETARY
$27,000 NO FEE
Prestigious Troy firm offers top benefits package. Excellent needs 6 yrs. bankruptcy law experience.
RGB ASSOCIATES AGY. 540-4130

LEGAL SECRETARY - experienced, non smoking litigation secretary needed for busy Troy law firm. Salary commensurate with experience. 641-6300

LEGAL SECRETARY(Receptionist) for small Troy litigation firm. Experienced preferred. Send resume to: Office Manager, Sandor M. Gelman, P.C., 3001 West Big Beaver, Suite 324, Troy, Michigan 48084

LEGAL SECRETARY needed for non smoking law firm located in Bloomfield Hills. Must have at least one year experience in litigation. Send resume to: P. Hull, Esq. *2550 Telegraph Rd., Ste 250, Bloomfield Hills, MI 48302*

LEGAL SECRETARY - 4 yrs. minimum litigation experience. Farmington Hills quality firm. Mac, Word Perfect, IBM. Non-smoking. Excellent salary, full benefits. 626-5000

LEGAL SECRETARY
for Pediatric in-patient dept. department of large Southfield law firm. WordPerfect and 3 years experience a must. Excellent benefits. Salary commensurate with experience. Ask for Cheri 351-3539

LEGAL SECRETARY, plaintiff PI, downtown Detroit firm, benefits, experienced requested. 258-6262

LEGAL SECRETARY or Paralegal for Livonia firm. Full or part time. WordPerfect a must. Call 261-2848

LEGAL SECRETARY
Needed for Southfield law office. Must know collections & foreclosures. Complete computer skills necessary. Send resume to: P.O. Box 1, Madison Hts, MI 48075.

LEGAL SECRETARY WANTED, experience required. Bloomfield Twp. law firm. Rudolwer & Ciabotti. Submit resume: 6735 Telegraph, Ste 330, Bloomfield Twp., MI 48010, or contact Jerry Gabbota. 540-2600

LEGAL SECRETARY
Farmington Hills law firm has opening for legal secretary with 1-3 years experience in plaintiff personal injury. Must have excellent grammatical and word processing skills, ability to work under pressure, dependability and flexibility. Resume to: Office Manager, 28345 Orchard Lake Rd., Farmington Hills, MI. 48334.

LEGAL SECRETARY
Part time mornings for Troy law firm. (313) 643-6330

LEGAL SECRETARY/ RECEPTIONIST
Needed full time for small law office in Garden City. 261-4700

LEGAL SECRETARY - Experienced litigation secretary for Farmington. Salary negotiable. Call 9:30AM-3PM, Farmington Hills 851-7656

LEGAL SECRETARY
For busy Bloomfield Hills firm. Must be experienced. Immediate opening. Call 645-1450

LEGAL SECRETARY - part time, with minimum 2 yrs. experience in probate. Call for appointment. 647-1700

LEGAL SECRETARY
with at least 3 years work experience, for Bloomfield Hills law firm. Send resume to Terry, P.O. Box 8355, Bloomfield Hills, MI 48302.

LEGAL SECRETARY
$23,000 FEE PAID
Excellent benefits, 9-5 hours, and advancement 2 years litigation and word processing needed. Call Mark 649-3900 or FAX resume to: 649-3526
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY
Prestigious downtown law firm searching for a Legal Secretary with at least 4 years litigation experience, as well as strong word processing & spelling skills. Desire background in medical malpractice. Must have excellent communication and interpersonal skills, and be able to handle a fast paced office with multiple priorities. Competitive salary/benefits pkg. Send resume and salary requirements to: Box 224
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY/PARALEGAL
West established Bloomfield Hills law firm has an immediate full time position in estate planning department. Prerequisite for interview: Strong secretarial skills, extensive experience with trust agreements, thorough knowledge of probate & tax planning. Must be well organized & a team player. Send resume to: 200 E. Long Lake Rd., Ste. 110, Bloomfield Hills, MI 48304
Attn: Personnel

LEGAL SECRETARY
Needed for Birmingham law firm. Must have 3 yrs. of legal secretarial experience in litigation, corporate & domestic relation fields, writing skills of at least 65wpm, dictaphone transcription shorthand & good organizational skills. Competitive salary & benefits. Please contact: Rasak 642-0333

LEGAL SECRETARY
MACINTOSH
Preeminent legal firm seeks outstanding secretary for equity practice. Outstanding Mac skills. Call Arthur Thomas, 355-4140

LEGAL SECRETARY
Full time position and temporary assignment available for person experience in divorce & family law. WordPerfect Required. Excellent salary. Contact Lee. 855-5770

LEGAL SECRETARY
FORTUNE 500 CORP.
Our client, a major manufacturer seeks 2-5 years legal experience for secretarial position. We seek strong typing, grammar, and spelling. Competitive benefits package. Call Arthur Thomas, 355-4140

LEGAL SECRETARY
$25,000
2-3 yrs. litigation experience. Word-Perfect 5.1. Work for senior partner. Lots of variety. 35 hr. wk. Benefits.

LEGAL SECRETARY
$25,000
Well known suburban firm, commercial litigation experience. Mon-Fri. 9-5pm. Benefits include dependent coverage.
Call 772-6760
SNELLING PERSONNEL SERVICES

MAILROOM SUPPORT
Corporation located in Detroit has immediate opening for a hard working individual to work full time in the mailroom department. This position interfaces daily with all departments of the company. No experience necessary. Please forward resume to:
P.O. Box 779
Detroit MI 48231

MANAGERIAL POSITION, full time for small court reporting firm. Some paper skills required. Contact Pam Moore 642-0020

MARKETING-CLERICAL-Administrative Assistant. Must be very proficient Lotus, WordPerfect & Graphics. Send resume: No Calls please. Freeman Daring Inc., 20337 Middlebelt Rd., Livonia, MI 48152
An Equal Opportunity Employer

MATURE SECRETARY/Bookkeeper, some knowledge helpful, $7, resume. 30835 W. 10 Mile, Farmington, 48336

OFFICE ASSISTANT - entry level position. Telephone skills required. Light typing, filing, etc. Contact Holly at, 649-1200

OFFICE/CLERICAL
Looking for long-term responsible person to answer phones, type (computer experience a must), learn insurance billing skills. Send resume to: P. O. Box 40629, Redford, MI 48240

OFFICE CLERKS
Clerical assignments near your home.
- Long or short term
- Health coverage available
- Paid holidays
- Bonus plan

Call for an appointment. 583-1919
EmploymentGroup, Since 1958
Equal Opportunity Employer M/F/H

ORDER PICKER
Inside sales, Farmington Hills manufacturer has opening for bright & ambitious person with outstanding phone & computer skills. Must be able to communicate with outside. Recent experience in manufacturing office helpful. Computer literate with experience, paid holidays, vacations & benefits. Call Mark thru Friday between 9-5. 473-9305

PARALEGAL — Small downtown Birmingham P.I. firm seeking experienced Paralegal. Must have knowledge of No Fault Laws, be able to manage a caseload and a desire to show off your talent. WordPerfect 5.0 experience required. Excellent benefits, top dollar & great working conditions. Call Jackie, 642-7700

PART TIME-Flexible hours. Bloomfield area, Telephone skills, Answer phones, light typing & general office duties. Word Processing & real estate helpful preferred. Call & ask for Sandra McCullough 646-6600

SourceOne
Mortgage Services Corporation

CLERICAL & CUSTOMER SERVICE OPPORTUNITIES

We have several entry level positions available for individuals with general clerical skills & previous office or telephone experience. We are seeking part-time Customer Service Representatives, as well as full time clerical candidates. We offer a competitive benefit package.

Please call our Job Hotline for further details & hours of these positions:

(313) 488-7JOB

If you are hearing impaired please call
1-800-649-3777 for assistance

We are accepting applications Mon.-Fri. 9 a.m.-4 p.m.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd. - Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

Data Entry Operators

First of America Bank has challenging data entry positions available immediately. These positions are part-time, afternoon openings in our Royal Oak Operations Department.

Hours for these positions are 6 p.m. to midnight. We require 30 wpm typing and at least 1 year of data entry experience.

Please come meet with our Human Resources Representatives on:

Tuesday, October 6th, 1992
8:30 a.m. - 1:00 p.m.
3101 N. Woodward
(1 blk S. of 13 Mile)
Royal Oak, MI

If you are not available to meet with us on Tuesday, please forward your resume to: **First of America Bank, Human Resources Dept., WE 88, 3101 N. Woodward Ave., Royal Oak, MI 48073. An Equal Opportunity Employer M/F/D/V.**

FIRST OF AMERICA.

504 Help Wanted Office-Clerical

MONEY & MORE
Positions from $14,000-$24,000 All fees paid by companies. Receptionists, Secretaries, General Office, and Clerical. All offer benefits, some offer tuition reimbursement, most offer advancement. Call 644-4600
SNELLING PERSONNEL SERVICES

MUSIC RETAILER seeking full time bookkeeper. Must know Lotus per. Must have experience with computer payroll, payables, Lotus 1,2,3 & financial statement preparation. If interested send resume and business references & salary requirements to: Box 312 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OFFICE ASSISTANT
Troy residential builder offers full time position for highly motivated, dependable individual in non-smoking office. Duties include answering phones, word processing, filing, errands, etc. Minimum 2 years college degree a must. $6 an hour with potential for raise. Send resume to: 5250 W. Big Beaver Rd., Suite 124, Troy, MI 48084

REALTOR/CLERK NEEDED for non smoking farm located in Bloomfield Hills. Looking for recent graduation with top academic credentials. Send resume to: B. Hill, 2550 Telegraph Rd., Ste 250, Bloomfield Hills, MI 48302

PART TIME DAYS Clerical, perfect for homemaker with school age children. Call Jerry 261-4300

PAYROLL CLERK
FRETTER INC. has 2 full-time positions open in the Payroll/Accounts Payable Department located in Livonia. Individuals must have experience in payroll/accounts payable, data entry, and computer skills. Company offers strong benefit package, profit sharing program, advancement opportunities & complete training. Salary commensurate with experience.

Send resume to: Box 358
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL/CUSTOMER SERVICE
National payroll company headquartered Royal Oak area, is interested in discussing employment opportunities with motivated individuals desiring to work in customer service and payroll department. Ideal candidate will have 2 years payroll and personal computers preferred. Send resume to: P.O. Box 154, Royal Oak, MI 48068

PRODUCTION CONTROL ASSISTANT
Company seeks individual experienced with manufacturing and production control. Job responsibilities include data entry, manufacturing production schedules and related tasks. High school diploma required. We offer a comprehensive benefits package and an excellent working environment.

Please send resume to:
MARKETING DISPLAYS INTERNATIONAL
P.O. Box 525
Farmington Hills, MI 48332-0576
Attn: Manufacturing Department
An Equal Opportunity Employer

BE THE VOICE OF OUR COMPANY
Telecommuting full time opening for a well organized courteous entry level receptionist for a large Southfield firm. On the job training. Tremendous growth potential. Call Debbie at 828-3290, Ext. 453

RECEPTIONIST
FULL TIME
For busy Real Estate office in Farmington Hills. Light type 50 words per minute. Call Ann Pawlak, 851-6700.

RECEPTIONIST NEEDED
For construction company.
Entry level. Novi. Call Linda. 348-4300

RECEPTIONIST
for dental office, part-time. W. Bloomfield Area 626-2104

RECEPTIONIST TYPIST
With minor computer knowledge in commercial collection firm. $5 an hr. + benefits. Call Julie, 9-4pm at: 489-0900

RECEPTIONIST
Must love working with the public, good clerical skills. Part time, excellent benefits. Good pay. Nice location. 476-7555

RECEPTIONIST/DATA ENTRY - for regional electronic distributor, with salary & benefits. Previous data entry on main frame & MicroSchwerd required. Good office skills a must. Call Jo Anne at 313-525-2700

RECEPTIONIST, with word processing experience, needed full time for busy Birmingham law firm. Send resume to: Box 312
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONISTS needed to join our team. Must have previous experience. We offer long, short and temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY, well established packaging firm seeking organized person for permanent full time position. Duties include answering multi-line phones, typing & computer data entry. Please send resume to: Packing Material Co., 27280 Haggerty, Ste C18, Farmington Hills, MI 48331

RECEPTIONIST
N.W. Detroit automotive manufacturing company looking for an experienced exceptional with high volume electronic switchboard experience, along with typing & strong communication skills. Position offers competitive salary and fringe benefit package. If you qualify mail resume or letter stating experience, qualifications & salary requirements to: P. O. Box 23091, Detroit, MI. 48223

Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY. Good telephone skills, knowledge of WordPerfect 5.1 & general office procedures. Call 642-3458

RECEPTIONIST
For fast growing Troy company. Typing & clerical skills required. Full benefits. 680-0444

RECEPTIONIST - Good phone skills and typing required. Salary: $7-$8/hr. Trowbridge, W of Beech Daly, 8 of Southfield. Call Sue, 313-581-1770

RECEPTIONIST OFFICE CLERK
Immediate opening for experienced person with good typing & 4 function bookkeeping skills, answer phones. Computer experience helpful. Call Oxford Pat 628-6440

RECEPTIONIST- Personable, reliable with excellent typing & computer skills needed for Farmington Hills insurance agency. Excellent phone skills a must. $7.50 to start. Room for advancement. Resume P.O. Box 2719, Farmington Hills, MI 48333

RECEPTIONIST
Experienced front desk person to handle multiple line phone system. Candidate should have excellent people skills and have a professional image. $7.00/hour. Call Ruth, UNIFORCE 357-0841

RECEPTIONIST
Farmington Hills engineering company seeks responsible individual for full time position. Must have exceptional telephone personality and good typing skills. Competitive salary commensurate to a plus. Call for appointment, Mr. Grant 418-8820

RECEPTIONIST/SWITCHBOARD OPERATOR - fast paced Southfield company desires receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Send resume to Receptionist, P.O. Box 300, Southfield, MI 48037

504 Help Wanted Office-Clerical

RECEPTIONIST
Growth oriented mortgage company in Farmington Hills has openings for 2 receptionists. We are looking for people with positive attitudes who thrive on being constantly busy. Experience necessary on busy phone system. Please send resumes to:
P. Goldman
Republic Bancorp Mortgage Inc.
37899 W. 12 Mile Rd., Ste. 100
Farmington Hills, MI 48331

RECEPTIONIST - Birmingham. Strong people phone skills. Front desk. Light typing. Excellent experience welcome, not necessary. Benefits. Salary. Call Mary, 353-1800
An Equal Opportunity Employer

RECEPTIONIST
National Corporation. Work 70 line switchboard. Southfield. Good starting pay, full benefits. Ask for Brian Lewis, 352-8100
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD
Prior position in a corporate environment board experience are requested by major computer corporation. Voice mail experience a plus. Call Gloria, UNIFORCE 472-2933

RECEPTIONIST - Novi real estate office looking for:
PART TIME 2 days & weekends, & FULL TIME days
Typing & phones. Call
MON.-FRI. ONLY
between: 9AM-2PM
Ask for Robin at 348-3000

RECEPTIONIST for dental office. Must have pleasant personality, excellent phone skills, knowledge of dental procedures, knowledge of additional computer software helpful. Full-time. Salary commensurate with experience
CALL, 313-851-6600

RECEPTIONIST/SECRETARY
needed for busy dental office.
Computer experience required. Must have effective communication skills. Send resume with salary requirements to:
Gormans Galleries
29145 Telegraph Rd.
Southfield, MI. 48034
Attn: CAB

RECEPTIONIST/SECRETARY - automotive supplier in Redford seeks mature person to start full time position. Ideal candidate has pleasant telephone manners, word processing, typing, and general office skills required. Competitive salary & benefits package. Send resume to Multi Fastener Corp. Attn Linda, 12668 Arnold, Redford, MI 48239

RECEPTIONIST
TO $18,000
Growing company seeks your secretarial skills for this exciting front desk position. Great important clients and handle a variety of duties. WordPerfect a must.
Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST/GENERAL OFFICE
Light typing, phones, filing, mail/CPA Consulting firm. Full time position. $6 an hour. Must have transportation. Duties to include phones, filing, deliveries, clerical. Computer experience helpful. Call Sandra. Send resume to: Box 344
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/
WORD PROCESSOR
for health care company. Must have 1-2 yrs. exp. on WordPerfect, excellent communication and phone skills
Please send resume to:
Director of Human Resources/C.F
P.O. Box 5675
Ann Arbor, MI 48107
An Equal Opportunity Employer

RECEPTIONIST WANTED
The Michigan Chapter of the Paralyzed Veterans of America, 30406 Ford Rd. Garden City, MI. is now taking applications for a part-time receptionist position. Include Answering the phone, typing and some computer skills. Hours are 9:30am to 4:30pm, Mon. Wed. & Fri. $6 per hour. Call Jacqueline Michigan PVA at 525-5628 APPLICANTS MUST APPLY BY 10-30-92.

RECEPTIONIST/OPERATOR
Applicant must possess excellent interpersonal skills, know typing of 40 + wpm. WordPerfect experience preferred. We will only consider candidates with excellent resume with salary requirements

RECEPTIONIST POSITION
Master, Inc.
38700 Grand River Ave
Farmington Hills, MI 48335
An Equal Opportunity Employer

RECEPTIONIST
If you have a pleasant voice & working knowledge of a phone system we would like to help you find work. As phone systems needing. Short & long term work available. Call today.
WOLVERINE
STAFFING SERVICES
358-4270

RECEPTIONIST
Like people? You'll love us! MassMutual is looking for a bright articulate "people person" to greet visitors, direct calls and provide general office support. Professional manner, WordPerfect required.

For more about this entry-level opportunity and the excellent benefits, working environment and growth potential we offer please send resume to: Office Manager, Detroit Based Agency, 26999 Central Park Blvd., Suite 200, Southfield, MI 48076
An Equal Opportunity Employer

MassMutual

SALES COORDINATOR - for suburban Detroit manufacturer. Must be proficient in Word Perfect 5.1 and Lotus 123. Good organizational skills required. Send resume to: 16001 W. 9 Mile, Suite 314, Southfield, MI 48075

SALES SECRETARY - Full time, Word Processing 5.1 & Lotus. Customer Service experience helpful. Send resume with salary history, to: P.O. Box 1058, Troy, MI 48099

SCHOOL SECRETARY - 3 days per week. Must be very computer literate. "Macintosh" Private school. Call Mrs. Parzych 541-4622

INSURANCE OFFICE looking for dynamic part time Secretary. Friendly phone skills & ability to think on your own. 347-4700

SECRETARY
Experience with WordPerfect required good Math skills
Farmington Hills 489-8787

SECRETARY
Established downtown Detroit (Renaissance area) firm seeks candidate with strong secretarial and typing skills. Must be computer literate. Send resumes to Box 198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
For Account Sales Engineers. Full time position in regional sales office of Fortune 500 company. Responsibilities include word processing of technical proposals, data base management, etc. Please list experience and software packages with which you are familiar. Strong telephone and interpersonal skills a must. Full company benefits including medical and dental. Send resume to Box 310
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

SALES SECRETARY
Manufacturer's rep firm (OEM sales), one person office, Farmington, bookkeeping, telephone. Please send resume to: 32371 Devonshire, Madison Heights, MI 48071

SECRETARIAL
We are looking for a versatile individual with excellent typing proficiency for this entry level position. Individual will be responsible for coordinating corporate travel as well as providing secretarial support for several area. Qualified candidate must be a "Wizard" at WordPerfect 5.1, have Lotus experience, possess excellent written/verbal communication skills & be able to work under pressure. If you have these qualifications please send a confidential resume. Salary & benefits commensurate with experience. Call 9-4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334

Or call for more information regarding other available positions:

(313)488-7JOB
If you are hearing impaired please call 1-800-649-3777 for assistance
Equal Opportunity Employer M /D

SECRETARY/CLERICAL
Large Southfield Property Management co. is looking for a secretary and an accounting clerk with excellent communication and organizational skills. The candidate must possess strong leadership, initiative, and flexibility. Some qualifications needed are typing 70 wpm, Lotus and Word Perfect computer knowledge and accuracy with numbers. Salary commensurate with experience. Good benefit package. 357-6264 for an interview

SECRETARY
Dearborn location. Must be able to work well under pressure. Minimum 65 wpm. General office experience a must. Computer experience a plus.

SECRETARY: Farmington Hills Firm. WordPerfect 5.1 & bookkeeping experience helpful. Call UNIFORCE 23317 Gates, Farmington MI 48335.

SECRETARY - FULL TIME
Do you have excellent communication skills and can you handle multi-line phone? Are you a team player and individual? Position requires an enthusiastic, business like, professional individual that can interface with employees and Fortune 500 company contacts. Typing requires Macintosh experience using Word Perfect 5.1, Word Excel, Powerpoint and Persuasion graphic packages along with Macintosh Excel spreadsheets. Hours are 8am to 5pm required. Monday through Friday. Full package of benefits. Salary commensurate with experience.

Send resume to:
MRADT EDI Systems, Inc.
17197 N. Laurel Park Dr. Suite 201
Livonia, MI 48152
ATTN: Debbie Slaughter

SECRETARY - full time position, seeking individual with organizational & dictation skills. Word Perfect experience preferred. Please send resume to: Personnel, 36865 Schoolcraft, Livonia, 48150

SECRETARY
Immediate openings with suburban manufacturing headquarters of international company. Word Perfect knowledge preferable. $10/hour. Call Sophie, UNIFORCE. 543-7661

SECRETARY
Long have been with Fortune 50 company in Oakland County. Must have Multi-Male and prefer some Lotus.
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

SECRETARY
needed for a national company expanding in local area. Call Fay 255-9505

SECRETARY-PART TIME
Fast paced office. Excellent typing and phone skills, good voice. Word Perfect experience. 20-25 hours flexible Rochester area. 651-5511

SECRETARY - part time for an attorney. 334-0153

SECRETARY/PART TIME
For law office in Troy. 20 hours/week. Word Perfect required. 689-6555

SECRETARY - plumbing & heating service co. requires person with excellent phone skills, typing & exp. Experience necessary. 528-2838

SECRETARY
Plymouth area manufacturer related company looking for a mature person with excellent office skills, type 60wpm. WordPerfect a plus. Good benefits. Send resumes to:
Masland Industries, Att: Ms Dumm, 15010 Commerce Dr. S. Bu. 503, Dearborn, MI 48126-1237.

SECRETARY/RECEPTIONIST
Energetic individual with excellent computer and typing skills for busy accounting office. Reply to:
D.K.
PO Box 3238
Southfield, MI 48037

SECRETARY/RECEPTIONIST
part time position available at W. Bloomfield Jewish Community Center. Pleasant phone manners, typing & filing skills a plus. Diane 855-2100

SECRETARY/RECEPTIONIST
needed by growing wholesale distributor. Must have good organizational skills, word processing & dictate & typing. Southfield location. Salary & benefits. Call Mr. Fisher at. 357-4500

SECRETARY/SALES Coordinator
Individual needed to handle administrative duties & follow up shipments from factory. Construction background helpful. Mail resume to: AES, 21251 Meyers, Oak Park, Mich 48237

SECRETARY
Southfield electronic rep firm has immediate opening for assertive, dependable, team oriented person with good phone personality and typing of 55 WPM. Some experience with word processing and Lotus preferred. Desire non-smoker with positive, mature attitude.
For interview, send resume to R.O. Whitesell and Associates, 27000 W. Eleven Mile Rd., Suite 802, Southfield, MI 48034-8700

SECRETARY- to sole Entertainment Attorney. Novelty Music producer. Mature person. Strong shorthand, computer and light bookkeeping skills. For appointment call.
313-855-8780

SECRETARY to $25,000. Sales/service branch. One person office. Ferndale. 4-5 yrs experience, type 45wpm. Benefits. Full time 473-7210
Steven J. Greene Personnel

SECRETARY - type 60wpm, WordPerfect 5.1, good phone manner. Troy office. Send resume to: J. A. Doty & Associates, 1709 John R., Troy, MI 48083. Attention Loretta.

SECRETARY with experience in accounting office wanted. Send resume to: Irving Kaplan PC, 27313 Southfield Rd., Lathrup Village, MI 48076. No phone calls please.

SECRETARY/WORD PROCESSOR
Professional office with pleasant working environment. Need self starter with office & organizational skills. Pleasant phone manner required. WordPerfect 5.0 or 5.1 required. Competitive pay. Send resume to: McKenna Assoc. Inc. 38935 Hills Tech Drive, Suite 200, Farmington Hills, MI 48331
An Equal Opportunity Employer

SECRETARY
Your experience with WordPerfect 5.1 and Lotus are needed by growing environmental technology firm. Harvard Graphics a plus. $8.00/hour. Call Sophie. UNIFORCE 473-2933

504 Help Wanted Office-Clerical

SMALL LIVONIA manufacturing firm desires a full time answering service receptionist & combined individual to handle many phases of office work. Computer familiarity & pleasant phone skills with customer's necessary. Full benefits. Send resume to: P.O. Box 2407, Livonia, MI 48150.

SECRETARY
Hormel, a leading food company is looking for an experienced, full-time secretary for its District Sales office in Southfield, MI.

Position requires min. 2 yrs. of secretarial experience or the equivalent experience with word processors, the ability to type 50wpm net and transcribe machine dictation, efficiently and accurately. IBM PC experience & Lotus software experience preferred. Must possess excellent communication skills. Excellent salary accompanies this position. Send resume to:

Geo. A. Hormel & Co.
Attn: Gary Gaza
#30 Oak Hollow Suite 157
Southfield, MI 48034

An Equal Opportunity Employer

SWITCHBOARD/RECEPTIONIST
Experience preferred but will train. Apply in person Monday-Friday. Chrysler Plymouth, 29301 Grand River.

SWITCHBOARD
3 years experience, heavy system, Farmington, Bloomfield.
ASI 589-3830

TELEPHONE ANSWERING/Secretarial position. Pleasant telephone personality! Experience preferred but we will train. 344-8569

TELEPHONE OPERATOR/RECEPTION for transportation company in Canton. Experience preferred. Minimal typing required. 7 part time positions. Send resume to: 41555 Koppernick, Canton, MI 48187

TELEPHONE SECRETARIES
Work part-time 5pm-9:15pm, Mon-Thurs. or Tue-Thursday. Hourly plus commission/no sales involved. Call Mrs. Hudson 1-5PM, Mon-Thurs. at: 524-4700
Equal Opportunity Employer
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TRANSCRIPTIONIST
Part time for busy Westland Physical Therapy Office. Medical therapy experience preferred, but not necessary. Must type 60 wpm. Send resume to: 8810 Beech Daly, Redford, MI 48239.
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TYPIST for downtown Detroit law firm. 1-3 years experience. Light typing, filing, and other duties as directed. Competitive salary & benefits. Call Sue at Rosen & Rosen, P.O. Box 326
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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Great income opportunity for typist. Earn up $10-$15 per hour. Anytime: 1-800-645-1352

WORD PROCESSING SECRETARY
Apply in person. Bernard Mandell medical headquarters for your WordPerfect 5.1 and Lotus expertise $9.50/hour. Call Blaine, UNIFORCE 473-2931

WORD PROCESSING SECRETARY
Work in the exciting atmosphere of a suburban high-tech advertising agency. If you are a proficient word processor with recent experience, call Brenda. $9.99/hour. UNIFORCE 357-0037

WORD PROFESSOR needed. High-volume word processing for large Southfield insurance agency. Must have WordPerfect 5.1, Harvard Graphics, transcription, good organizational skills, ability to delegate in above functions. Send resume to: Mary Beth Dorsch, Hogg Robinson & Gardner Agency, P.O. Box 5007, Southfield, MI 48086-5007.
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WORD PROCESSORS
We have assignments for many software packages including:
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- Work close to home
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Call for an appointment. 583-1919
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WORD PROCESSOR
National commercial real estate company looking for a sharp individual to fill word processing position. Ideal candidate must have 2 years experience, working with WordPerfect 5.1 and have strong organizational skills, working with Typing 90wpm, knowledge of Lotus, Harvard Graphics or Pagemaker a plus. Please send resume and salary scan with excellent office skills, type 60wpm. WordPerfect a plus. Good benefits. Send resumes to:
Masland Industries, Att: Ms Dumm, 15010 Commerce Dr. S. Bu. 503, Dearborn, MI 48126-1237.

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Bring your office skills to us today so you can be working tomorrow in your local area. We need experienced:

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Receptionists
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ACCOUNTING & TYPING CLERK POSITIONS, part-time. Apply in person; Bob Evans Restaurant, 30987 Plymouth, Romulus.

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At the Grosse Pointe Board. Flexible hours, competitive wages. Apply between 2-4 pm daily. Ground Round, 30005 Orchard Lake Rd, Farmington Hills. 851-7404

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