504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
$25,000-$28,000
INTERNATIONAL CORPORATION
International corporation seeks skill work background and 100 wpm shorthand for assistant to president. Full benefits. Call Arthur Thomas, 352-4140

ADMINISTRATIVE ASSISTANT
for real estate broker. Seeking individual capable of working with direction or independently; dealing with clients; and, multi-line telephone. Computer knowledge. Real estate experience & license preferred. Call Steve Cole. 641-5300

ADMINISTRATIVE ASSISTANT
Must have people skills & problem solving abilities. Knowledge of AS400 computer system helpful. Immediate opportunity in Farmington. Reply to Box #798.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Group individual with secretarial, word processing, 60 wpm typing skills needed. Typing speed 60wpm. Must be able to organize & establish office procedures. Salary commensurate $18,000. Send resume to P.O. Box 760-344, Lathrup Village, MI 48076

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
• Macintosh
• MicroSoft Word
• WordPerfect 5.1
Call Today!
WOLVERINE STAFFING
358-4270

ADVERTISING SECRETARY
Advertising agency has challenging position. Must have experience & typing 50 w.p.m. Call Shirley at 646-7661
Uniforce Temporary Services

APPOINTMENT COORDINATOR
20 hrs/week, evenings. Weekend. No experience necessary. Wages negotiable plus commission. Please call Tammy, 9am-9pm. 326-6501

AUTO DEALER - service department clerical assistant needed for busy office. Duties include: scheduling of customers, typing, filing, phones, & good communication skills necessary. Good pay & benefits, 401K retirement plan & more! Join our hard-working staff at service professionals. Apply in person to: Crestwood Dodge Service Department, 32850 Ford Rd. Garden City

BOOKKEEPER
For one person office in Livonia. Payroll, tax deposits, bank reconciliations, accounts payable/receivable, job costing, invoicing. Must know Lotus & have previous experience Blue Cross, 401K. 462-0200

BOOKKEEPER/FULL CHARGE
Experienced necessary. Knowledge of construction & rental management a plus. Also experienced with computer accounting systems necessary. Send resume to Box 766.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Experienced thru trial balance, multiple sets of books, send resume to: G.O.L. PO Box 225A, Royal Oak, MI 48068

BOOKKEEPER - Must have construction experience. Part time will lead to full time position. 453-8383 Eagle Court, Plymouth, MI 48170. Or call 455-4477

BOOKKEEPER/OFFICE MANAGER computerized bookkeeping thru trial balance for fast paced, high tech company. Payroll, payroll taxes, A/P, purchasing, insurance, general office duties. Experienced only. Excellent references required. Immediate. 261-5300

BOOKKEEPER/PART-TIME: Computer literate, familiar with Lotus. Must have good working knowledge of all phases of bookkeeping. Call WITE PLUS experience desired. Forward resume and salary requirements PO Box 1466, Royal Oak, MI 48436.

BOOKKEEPERS CLERKS
Now hiring at all levels for experience in accounts payable, accounts receivable, payroll, OR collections. Why not get started now, have jobs for Holiday dollars, while we help you with your permanent job search? Work available with SUBURBAN FIRMS as well as DETROIT FIRMS.
CALL TODAY
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

BOOKKEEPER - Small accounting firm seeks an experienced bookkeeping & payroll tax preparation. Southland area. 569-4550

BOOKKEEPER
$20,000
Nice opportunity for you if you can handle all bookkeeping functions and enjoy a busy job. Some typing. Company is growing fast.
Call 464-0909
SHELLING PERSONNEL SERVICES

BOOKKEEPER - 5 years experience; must know payroll tax, sales tax & double entry thru trial balance. Call 348-6874

CHURCH SECRETARY
Part time, 25 hours per week. General office duties, word typing, IBM word processing, memeo duplicating skills required. Pleasant working environment in Livonia. Reply to Box 782
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL ASSISTANT
Needed for service organization in Farmington. Must be dependable, candidate enjoys performing clerical duties on a fast paced department. The individual will be enthusiastic, organized, and have good telephone manners, listening skills and ability to resolve basic customer "problems". Must know Word Perfect, books keeping or accounting knowledge helpful. Competitive salary and benefits. Send resume to: CA/Human Resources, P.O. Box 2022, Farmington Hills, MI 48333-0072
Resumes without salary requirements will not be considered.
An Equal Opportunity Employer

CLERICAL - Entry level position available for person with organizational skills preferred. Must have excellent typing skills (50wpm), telephone manners, ability to multi-task, and be detail oriented. Salary, dependent on skills, $5.00 hr. Send resume to Personnel Director P.O. Box 39220, Redford, MI 48239

CLERICAL
We're seeking individuals for several new, entry-level clerical positions. If you have any or all of the following qualifications:
Receptionist/Phone Experience
Data Entry/Typing 40 + WPM
Alpha/Numeric Filing
Math Skills
One of these positions may be for you! We offer a competitive benefit package.
Qualified candidates should apply Mon. - Fri., 9am to 4pm
SOURCE ONE MORTGAGE SERVICES CORPORATION
ATTN: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334-3357
Please call our job opening hotline for information on these and other openings
- (313) 488-7JOB
If you are hearing impaired please call for assistance. (313) 848-2377
EOE M/F/D

CUSTOMER SERVICE REP
Detail oriented candidates with at least 2 years customer service experience need apply. Must enjoy extensive phone work. Ability to solve problems and overcome complaints. Send resume to: Customer Service, Attention: CB Manager, 20300 Civic Center Dr., Southfield, MI 48076

504 Help Wanted Office-Clerical

SEEKING A SELF MOTIVATED - Individual to fill a full time clerical data entry position. Knowledge of Word Perfect and or Fox Pro experience needed. Send resume to: MJS, 28411 Northwestern Highway, Suite 1350, Southfield, MI 48034.

CLERICAL - Bloomfield Hills mortgage banking firm seeks a responsible, motivated individual for full time office clerical position. WordPerfect, Lotus & typing skills required. Interviews only: First Security Savings. Attention: Karen Fitzgerald, 2000 Telegraph, Suite 101, Bloomfield Hills, MI, 48302.
An Equal Opportunity Employer

CLERICAL - Part time. Self-starter to perform general office duties: Phones, filing, computer & knowledge a must. Front desk appearance & communication skills required. Contact Kathy, 348-7774

CLERICAL POSITION for inside collections and customer service. Mon.-Fri. Medical benefits if needed. Resume to: P.O. Box 240187, Orchard Lake, MI 48324

CONFIDENTIAL SECRETARY - to work for chief financial officer of large non-profit organization. Must have excellent communication skills, typing 65 wpm, dictaphone, Word Processing (preferably Word Perfect), spread sheet packages, Lotus/Excel, and knowledge of personal computers. Two years administrative secretarial experience needed. Excellent benefit package, salary $21,500 minimum. Send resume to: Personnel, P.O. Box 2030, Bloomfield Hills, MI 48303-2030
An Equal Opportunity Employer

CONSTRUCTION SECRETARY - Part time, working into full time. Must type 50 wpm. Duties, & have excellent phone manner. Must be able to work with people. Wal train. Call between 8am-5pm, Mon.-Fri.
(313)852-6865

DATA ENTRY
Farmington Hills corporation has openings for 6,500 minimum keystrokes. Payrate plus $4.50/hr.
Call Doreen at 473-2933
Uniforce Temporary Services

DATA ENTRY
Immediate opening for your payscales and purchasing skills with growing health equipment distributor. $7.50/hr. Call Darlene 646-8300
Uniforce Temporary Services

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Inc.
344-6700 FAX 344-6704

DATA ENTRY
International client needs your 10,000 keystroke and attention to detail. $7/hr. Call Doris 357-0644
Uniforce Temporary Services

DATA ENTRY
No types just great jobs available. Afternoon shifts. Minimum 7,000 keystrokes. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9050 or 362-2342

DATA ENTRY, PART-TIME
Position now available at Art Van Furniture. Evenings & Weekends required. Data Entry experienced required. Apply in person at:
29905 Seven Mile Rd., Livonia.

DATA ENTRY
We are looking for a detail oriented individual to use our Desk Top computer for data entry. Position is for a self-motivated person who will inter-act with sales reps. Must have 2 years general office experience and ability to handle multiple responsibilities. Good benefits and pleasant working environment.
Send resume to:
VAL-PAK ADVERTISING
25180 Schoolcraft Rd.
Livonia, MI 48150

DRIVER/HELPER - Full time position available. Must be able to work days or afternoons & weekends $5 per hour to start. Must be drug free & have a good driving record.
Call 9am-10:30am ONLY, ask for Barbara at 464-4411
An Equal Opportunity Employer

EARN HOLIDAY $$$
ADIA has
IMMEDIATE
OPENINGS FOR
• DATA ENTRY
• RECEPTIONISTS
• SWITCHBOARD OPERATORS
• WORD PROCESSORS
(with WordPerfect & Lotus).
• PART-TIME TELEMARKETERS
Farmington Hills, Novi, area
We can work around your schedule!
Call today for an appointment
ADIA
The Employment People
442-7800
Fee Paid

ENTRY LEVEL POSITION for answering phones, typing and basic computer duties. Medical benefits if needed. Resume to: P.O. Box 240187, Orchard Lake, MI 48324

ENTRY LEVEL SECRETARY
Small planning office, downtown Birmingham. Full or part time. Mail resume to: 250 Martin St., Suite 204, Birmingham, MI 48009

EXECUTIVE ASSISTANT
Prestigious office seeks efficient, well-organized, dependable individual for varied duties. Position requires skills with WordPerfect & Lotus, excellent grammar & communication skills, & ability to handle confidential matters. Must be energetic with a "can do" attitude. Send resume to: Gates Corp., Attention Gina, 377 Amelia St., Plymouth, MI 48170

EXECUTIVE ASSISTANT
"Right arm" to dynamic executive. Major corporation. Must be seasoned, highly skilled professional.
Call Manager 358-2160
DAVIDSON, LAIRD & ASSOCIATES

EXECUTIVE SECRETARY, TO $35,000. Bi-Lingual, German, Degree degree. Major firm. 772-6760.
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Major international advertising agency in Detroit has immediate opening for experienced candidate. WP 5.1, 8/10 hr. Call Sheila 646-7663
Uniforce Temporary Services

EXECUTIVE SECRETARY
International technology firm needs your experience with WordPerfect 5.1, Harvard Graphics & plus 10 to 10/hr. Call Sophie 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
$24,000 YEAR, FEE PAID
Building or construction experience needed. Variety spot position working with quotes, bids and proposals. Computer and organizational skills are key to this position. Full benefits and lots of variety. Call Mark at 649-5900 or FAX to 649-3526.
SHELLING PERSONNEL SERVICES OF TROY

EXPERIENCED WORKERS Compensation Secretary needed. Good typing skills. Send resumes to: 703 Frederick, Royal Oak, MI 48067

FILE CLERK
For law firm. Must have transportation and know microsoft works. Good job for student. Call 354-2500

FILE CLERK
Plymouth area firm seeking person to be responsible for maintaining confidential files, distribution of reports, and other clerical responsibilities. Competitive wages & benefits. Send resume & salary history to: Attn: Joe Carey, P. O. Box 5043, Plymouth, MI, 48170.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE CLERICAL
Bloomfield Hills commercial real estate company needs bright and personable individual for front office. Recent experience with WordPerfect. Accurate and fast composition, transcription, file maintenance, and telephone skills required. Pleasant work environment and competitive salary. Resume to P.O. Box 7584, Bloomfield Hills, MI 48302.

EXECUTIVE SECRETARY for large international law firm in Troy, Arbor. Requires top notch skills. WordPerfect AND WYSIWYG.
ARBOR TEMPS 459-1166

EXECUTIVE
SECRETARIES
Immediate need in Southfield, Livonia, Farmington areas for experienced Executive Secretaries possessing excellent word processing, writing & communication skills.
Resume required.
Call for personal interview.
OLSTEN
Temporary Services
Southfield, 354-0555
Livonia, 525-1244
EOE M/F/H/V NO FEE

EXPERIENCED
• Word Processors
• Data Entry
• Clerk Typists
We offer:
• Top Pay
• Benefits
• Long & short term assignments
SPENCER
PERSONNEL INC.
559-0110
E.O.E. NEVER A FEE

FINANCIAL SECRETARY
Vice president of Fortune 500 company needs your WordPerfect 5.1 experience. 350 hours.
Call Susan at 337-0036
Uniforce Temporary Services

FULL TIME
RECEPTIONIST POSITION
AVAILABLE
Experienced Receptionist/Customer Service Representative wanted for busy Southfield law office. Seeking mature individual with pleasant telephone traffic and light typing - 45 wpm minimum. Medical benefits offered. Excellent benefits package. Please submit resume to:
Box 732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Furniture store needs a person to handle office duties which include payroll, general ledger, posting data entry, filing & cashiering. Experience a must. Apply in person, 30850 Plymouth Rd., Livonia.

GENERAL OFFICE - Part time
Orthopedic office seeking general office person. Optional experience a plus. Will train. Garden City. Call Barbara
GENERAL OFFICE
Typist - Cashier - File Clerks
Those interested in full time positions, send resume to: G.O.L. PO Box 225A, Royal Oak, MI 48068

GENERAL OFFICE - Part time position for person to do various office functions. Credit, finance & computer knowledge helpful but not required. Resume to: P.O. Box 2747, Livonia, MI 48151

GENERAL OFFICE CLERK
Livonia financial corporation has openings for energetic, detail oriented candidates for shifts 8-12 or 12-4.
Call Doreen at 473-2934
Uniforce Temporary Services

GROWING CONSULTING FIRM
Needs dedicated person for Secretarial/Receptionist position. Word Perfect 5.1, PC Proficiency and a positive attitude. Send resume with salary expectations to Manager, 30945 Heritage Hills, Farmington Hills, MI 48331

HOSPITAL CORESPONDENCE CONSULTANTS - Positions leading service company for the medical records community has an opening for a Pediatric Medical Records Analyst in Detroit & suburban hospitals. Part time position, flexible hours. Forward resume & salary requirements to: HCC, 3155 W. Big Beaver, Troy, MI 48084, attn: Rosemary.

IMMEDIATE OPENING
Full-time, Computer data entry, WordStar & Quarterdeck WordPro applications. General office (typing, phones, etc.). Early inquiries! resumes to: 23501 Glendale, Redford Twp., MI 48239

IMMEDIATE OPENING for applicants with excellent interpersonal & phone skills. You will provide secretarial support including: typing, filing, answering phones, etc. PC skills (Lotus Word Perfect) & 10 key calculator should apply Mon-Fri, 8am-5pm. Call Sue Gilbert, Livonia or call Keith Tues 8-12 or Fri 8-5 only. 427-5777

INSIDE REPS
(Part-Time)
Several new part-time positions available at our world headquarters in Southfield. Duties include phone contact with customers & order taking. Individual must have professional phone presence, be team player & have good work desire to succeed. Previous sales/service experience helpful. Excellent hourly rate plus incentive program. Hours: 9am-1pm, 10:30am-2:30pm, 2:30-6:30pm, 5 days per week. Please indicate your preference in work hours & send resume to:
INSIDE REPS
29777 Telegraph Rd.
SOUTHFIELD, MI. 48037

INSURANCE AGENCY - In Southfield, experienced personal lines CSR. Good benefits and working conditions. 358-1600

INSURANCE CONSULTANT in Southfield seeks part time Secretary/Telemarketer, all in one. Ideal for a busy, good humored Smoker only. Call Dane. 357-0430

KEYDISC/KEYPUNCH experienced data entry operators. Days/afternoon shifts. Full or steady part time work. Mr. Hardman, 557-5151

LAW CLERK & COMPTROLLER
Small office in Birmingham. Great opportunity for one considering Law School, who has some bookkeeping experience. Nice environment.
Call Joan at 642-9700

LEGAL SECRETARY
For Southfield defense firm. Knowledge WordPerfect 5.1. Minimum 5 years experience. 355-4141

LEGAL SECRETARY
Needed for busy personal injury firm. Must have experience, be proficient in WordPerfect 5.1 and possess good communication skills. Salary commensurate with experience. Call 313)352-3353

LEGAL SECRETARY
$32,000
Corporation seeks strong litigation background. Excellent benefits & holidays.
DAVIDSON, LAIRD & ASSOCIATES

LEGAL SECRETARY
2-Attorney, smoke-free office offers a pleasant working environment with insurance benefits. Limited legal experience needed with computer skills. 12 Mile/Telegraph location. Call 357-5522

LEGAL
SECRETARY
TO $26,300
Prominent firm, work for Senior partner. Litigation experience, real estate a plus. Challenging and diversified duties. Opportunity to advance. Excellent benefits. Start immediately. 772-6760
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary.
Candidate must demonstrate min. 60wpm accurate typing, WordPerfect proficiency, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resumes to:
Hal Cole, P.C., 1530 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DOWNTOWN, DETROIT Law firm seeks Legal Secretary with strong litigation and minimum of 3 years legal experience. Must possess excellent typing, communication and organizational skills. Word Perfect a plus, good benefits, send resume to:
Box 768
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Position available immediately for highly skilled secretary. Must have excellent word processing (Word Perfect 5.1) skills with regard to speed, composition, knowledge & accuracy. Must have professional demeanor, be organized, possess common sense, be able to communicate effectively & to function with a minimum of supervision necessary. Looking for an individual interested in a career. Excellent pay & benefits for qualified applicant. Please forward resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave. Ste 250, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Strong organizational skills and litigation experience required. Word Perfect or WordStar 2000 software experience a plus. Send/FAX resume, apply in person, or call:
Rochester Hills Office, 1700 W. Hamlin, Rochester, MI 48309.
FAX 313-656-9848. 656-0700

MACHINE OPERATORS
Machine shop experience helpful in Farmington Hills. Individual must have a stable work history & 1/yr machining experience. Micrometer experience is a plus. Must be trainable to work all shifts. Excellent benefits.
EOE/Disabled/Vet
CALL 953-9751

MATURE PERSON needed for fast paced office. Inside sales & assistant to president, full time. Benefits if needed. Send resume to: PO Box 240187, Orchard Lake, MI 48324

MEDICAL BILLER
$18,640 YEAR, FEE PAID
Suburban firm needs your Blue Cross/Blue Shield experience in billing experience. Computerized position, benefits and great location. Call Mark at 649-5900
FAX resume to 649-3526
SHELLING PERSONNEL SERVICES OF TROY

MEDICAL SECRETARY
Executive headquarters of major hospital corporation. Experience required. Excellent benefits. Salary $20 To $9.50/hr. Call Meredith 645-7664
Uniforce Temporary Services

MORTGAGE ACCOUNTING/Processor. Reporting department seeks person experienced in LOTUS, LASER or FHLMC 308 reporting. Send resume in confidence with salary requirements to: Mr. Fred Pfeifer, Savings Bank, P. O. Box 8338, Bloomfield Hills, MI 48302. Attention: Investor Reporting Manager
An Equal Opportunity Employer

NATIONAL LEASING company seeking energetic, hardworking individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 2000, Farmington Hills, MI 48333-9066

OFFICE
ASSISTANT
Nice variety for you with this suburban manufacturing company. Good typing and computer skills required. Pay commensurate with experience. Call Diane, 476-6200
SHELLING PERSONNEL SERVICES

OFFICE CLERICAL - full time position in Troy. Good typing and computer skills. Wal train. Call between 8am-11am, Ask for Denise 649-2300

OFFICE CLERK - Part time days, approx. 35 hrs/wk. Good organizational skills required. Contact: Supervisor 591-0847

OFFICE HELP WANTED - Personal Assistant, Receptionist/Typist. Excellent skills, computer literate. Call Preler real estate/builder background. Start immediately. 851-9950
Or, 348-9950

OFFICE MANAGER - Experienced, high volume office. Must have WordPerfect & Lotus skills. West Bloomfield area. 626-5009

ORDER ENTRY
Currently seeking a person to grow with us. Ideal candidate will have sales/order entry. Computer experience a must. Looking for an aggressive, hard working individual willing to accept a competitive salary & a company that is willing to reward. Non-smoking office in Wixom. Send resume with salary requirements to: P.O. Box #435, Wixom, MI 48393

PAYROLL ACCOUNTANT
Manufacturing company located in Wixom, MI looking for a full time payroll accountant. College degree & experience required. Must possess recent college graduate. Salary, benefits commensurate. Please send resume & resume to: P.O. Box 175, Wixom, MI 48393

PAYROLL and ACCOUNTS RECEIVABLE CLERK. Knowledge only, needed part-time (Mondays and Tuesdays). Premium size company located in Farmington. Send resume and salary requirements to Box 772
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL CLERK
ENTRY LEVEL POSITION
National health care service company. Organization seeks an assertive, energetic, self-starter for Payroll Department of over 1,000 employees. Interfacing with all departments. Knowledge of computers preferred. Must have math skills and be able to work with dependability. $7.50 per hour and benefits package offered.
Send resume to:
Recruiter
Human Resources Department
2151 15 Mile Road
Sterling Heights, MI 48310
An Equal Opportunity Employer

PERSONNEL ASSISTANT
$18,000 YEAR, FEE PAID
Position requires experience in payroll, employee benefits and word processing. Excellent benefits. Call Arthur Thomas, 355-8440

OFFICE WORKER
Full time, Days
Phone voice a must! Wal train. Apply in person:
23100 Telegraph, Southfield

RECEPTIONIST/TYPIST
General office duties. Full time. Benefits. Flexible hours.
Call: 478-3500

RECEPTIONIST/CASHIER, full or part time. Must have good attitude, & ability to work Saturdays a must. Call Gemandis 540-2440

RECEPTIONIST
Needed full time. Medical experience helpful. Excellent Weight Loss
532-6905

RECEPTIONIST - light office, non smoking, typing 35 wpm, phone only. 5358 Beech Daly, Dearborn Hts, MI 48125

RECEPTIONIST - part time. Mom Fit. Answer phones, typing, computer background. Start immediately. Farmington area. 824-4430

RECEPTIONIST for law office wanted. Paralegal experience helpful, but not necessary. Pleasant working to learn, and enjoy working with people. Please contact Joyce or Kim L. at 357-6000

RECEPTIONIST
for small medical office in Livonia office. Must have data entry experience, good phone skills and references. Apply at: 34009 Schoolcraft, W. of Levan in Livonia

RECEPTIONIST
Misc. duties include: phones, mail, invoicing, data entry, knowledge of WordPerfect 3.0. Small non-smoking office. Send resume to:
25180 Seeley, Novi, MI 48375

RECEPTIONIST/GENERAL OFFICE
Plymouth area manufacturing company seeking individual with excellent phone skills and some accounting and computer experience. Send resume to Box #768
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Full time Troy Southfield law/firm. Light typing & good phone manner. 362-3838

RECEPTIONIST
International high-tech firm needs experienced receptionist. $7/hr. Call Ronda 646-8168
Uniforce Temporary Services

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
wanted for small Bloomfield Hills law firm. Luxurious & friendly surroundings overlooking courtyard. Detail oriented a must. WordPerfect, typing 55wpm, dictaphone, telephone helpful. Send resumes, references, to: 2848 E Quart, Southfield, MI 48076.

RECEPTIONIST
For busy property management company. Computer experience important. Light typing. Benefits. Send resume to: PM Diversified, Personnel, 30095 Telegraph, #210, Bingham Farms, MI 48025

RECEPTIONIST/SECRETARY
Mature, responsible, self-motivated, team player. Excellent phone and organizational skills, good with detail. Word processing, 50 wpm & good typing. Upbeat, friendly phone voice a must. Law office. Bloomfield. Experience a plus. Send resume to: Box 2000, Bloomfield Hills, MI 48304

RECEPTIONIST/Office Manager for real estate office. Up to $7 per hour. Call Mary Ann, Mon.-Fri. 9-5. Send resume: 30700 Telegraph, Suite 1600, Birmingham 642-7700

RECEPTIONIST/SECRETARY
Needed for Southfield CPA firm. Knowledge of Word Perfect preferred. Full time position.
Ask for Joanne 352-3250

RECEPTIONIST
Full time for busy Farmington Hills real estate development. Hours 9-5pm. Salary $18,000-$18,000 per year. Call Debbie 474-8883 ext 158 or fax resume to 471-1630

RECEPTIONIST
for busy CPA office located on Telegraph & 13 Mile. Duties include light typing and tax return assembly. Must be detail oriented and reliable. 6 month assignment. 540-8711

RECEPTIONIST - With pleasant personality for busy law firm. Light typing, late office. Hours 12-6, Mon. thru Fri., salary range $6.50 to $7.50 an hour. Call Ann 557-7700
Or apply in person 10am to 1pm on 12 Mile between Telegraph & Lahser

RECEPTIONIST NEEDED for Southfield CPA firm to be responsible for answering phones, light typing & general office duties. WordPerfect experience helpful. Non-smoker. Call for appointment at: 354-1127, Sue Hicks

RECEPTIONIST
Interact with clients in the plush atmosphere of this suburban computer office complex. Candidate to have recent much-time phone experience. Call Rachael 357-0641
Uniforce Temporary Services

RECEPTIONIST/
SALES SECRETARY, entry level, full time position in international transportation company. Excellent phone skills, team player with typing, fast aptitude as well as pleasant & efficient telephone personality. Full benefits package, call Steve 462-4900

RECEPTIONIST $17,000
Friendly phones, great clients, and typing skills required for this professional, international firm. Great benefits, growth potential, immediate opening. Company paid parking.
PERMANENT STAFF
Troy Farmington Hills
585-2720 737-5750

RECEPTIONIST needed for fast growing Canton company. Duties include phone, light bookkeeping, typing, filing & assorted projects. Excellent phone skills are essential. Please send resume & salary requirements to: Box 794
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Our law firm is seeking an experienced Receptionist/Typist whose duties will include general office work. Candidates must demonstrate min. 60wpm accurate typing. Non-smoking office. Send resumes to:
Hal Cole, P.C., 1530 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

RECEPTIONIST - Fast-paced sales office needs hard-worker to perform clerical/receptionist duties. Must have excellent telephone & WordPerfect 5.1 skills. Willingness to learn Lotus a plus. Good benefits. Resume to: Box 810
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
Equal Opportunity Employer MF/H

RECEPTIONIST
CyanoKEM, a division of American NuKEM, seeking a receptionist to work in our Southfield Sales office. Duties include general office, word processing and excellent communication skills required. Prefer 2 or more years experience. Excellent salary & benefits package. Send resume to:
M. Johnson
CyanoKEM
12351 Schoolcraft Rd.
Detroit, MI, 48227
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST/TYPIST
We need enthusiastic and competent individual can process positive and professional presence on the telephone. Office, Quality candidate will have outstanding communication skills, proficiency in WordPerfect; be well organized, pleasant and detailed to detail. Competitive salary and benefits. Please send resume and salary history to:
Lisa M. Fucinari
REHABILITATION NETWORK, INC.
30100 Telegraph Rd., Suite 420
Bingham Farms, MI 48025

REPUBLIC BANK S.E. is seeking an outgoing and responsible person to work as a Receptionist in our Bloomfield Hills office. Primary responsibilities include operating a bank and mortgage company's 16 phone lines and light secretarial work. Other responsibilities include: typing with WordPerfect and Lotus a must. Send resume and acknowledgement of position applying for to:
Personnel Department
REPUBLIC BANK S.E.
1700 N. Woodward Ave., Suite B
Bloomfield Hills, MI. 48304
An Equal Opportunity Employer

SALES SECRETARY
4 years secretarial background with word processing experience, typing 50 + light accounting, payroll & plus $20,000 - $22,000 benefits. Fee paid.
PERMANENT STAFF
Troy Farmington Hills
585-2720 737-5750

SECRETARIAL POSITION for CPA firm in Royal Oak. Full time position. Typing skills. Immediate opening. Call: 542-4477

SECRETARIAL POSITION - Entry level for Southfield law firm. Send resume P.O. Box 37094, Oak Park, MI 48237.

SECRETARY ADMINISTRATION
Associate degree or equivalent in accounting systems and shorthand needed for area educational system. Apply: Carl Biocne 646-7662
Uniforce Temporary Services

Secretaries

Kelly Services, the nation's largest staffing support company, is seeking secretaries for its world headquarters in Troy.
Positions require minimum 2 years secretarial experience and proficiency in Microsoft Word for Windows, Excel and PowerPoint. Outstanding communication and organizational skills are essential for this fast-paced environment.
Join Kelly and become part of a dynamic company that offers an excellent benefits package and a competitive salary. Kelly values your resume and salary history to:
Kelly Services, Inc.
P.O. Box 331179, Detroit, MI 48266-0061.
KELLY SERVICES
An Equal Opportunity Employer

SECRETARY
(DEPARTMENT)
Immediate opening for energetic, detail oriented individual with a minimum of 2 years secretarial experience to join our corporate marketing team. Reporting to 3 marketing professionals, the incumbent will prepare for meetings, type all correspondence, and provide other customer service functions. Requirements include typing 50 wpm, strong communication skills, knowledge of word processing, and great customer service skills. Reply to:
Department Secretary
PO Box 2727
Southfield, MI 48037

504 Help Wanted Office-Clerical

SALES SECRETARY
Oxford manufacturer, in the metals industry, seeks an experienced sales secretary to be responsible for customer communication & all clerical tasks related to support of the sales force. Good phone, typing & organizational skills required. Salary commensurate with experience & ability. Ask for Bruce Barron, 313-628-4300

$ HOLIDAY CASH $
LEGAL & MEDICAL SECRETARIES
WORD PROCESSORS
DATA ENTRY OPERATORS
RECEPTIONIST AND
SWITCHBOARD OPERATORS
OFFICE CLERKS
TELEMARKETERS (am or pm shifts)
We offer Top Pay, Holiday Pay, Business Temp-Mad Insurance
SNELLING
TEMPORARIES
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7000

SECRETARIAL/KNOWLEDGE LOAN PROCESSOR
National Mortgage Company has immediate opening for experienced Secretarial/Loan Processor. Knowledge and experience would be considered. Excellent working conditions. Salary negotiable. Send resume to:
Personnel Department, Lending Corp.
5500 Monroe St., Suite B-206
Sylvania, Ohio 43560
Attention Donna
An Equal Opportunity Employer

SECRETARY
Bloomfield Hills CPA firm needs a highly motivated person with statistical typing skills. WordPerfect experience preferred. Prior CPA firm experience desirable. Excellent benefits and includes seasonal overtime. Please send resume & referenced salary requirements to:
Jerome Hughes, Vohn & Carroll
27725 Stansbury Blvd. Suite A
Bloomfield Hills, MI 48304

SECRETARY
CyanoKEM, a division of American NuKEM, seeking a secretary to work in our Southfield Sales office. Will perform varied word processing skills, graphic software experience & excellent communication & interpersonal skills required. Prefer 3 or more years experience. Excellent salary & benefits. Send resume to:
M. Johnson
CyanoKEM
12351 Schoolcraft Rd.
Detroit, MI, 48227
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECRETARY PART-TIME
30 hours per week. Knowledge of Word Perfect. Oak Beach Tree desired. Bingham Farms area. 540-0647

SECRETARY - part time, flexible hours. Phones, typing, computer, general office work. Send resume to Box 608
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Part Time

Fast paced convention dept seeks nonsmoking individual who is proficient in WordPerfect, has excellent clerical & proof reading skills & a telephone manner. Flexible hours. Send resume & salary requirements to:
Box 2
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY Permanent part time position. Excellent WordPerfect, Lotus & basic secretarial skills. Call Sue Ann Associates, Inc. Troy. Contact Linda for interview. 363-2200

SECRETARY RECEPTIONIST
Good typing skills. Part or full time position. Bloomfield office. Northwest area Call 8:30-5pm 524-0144

SECRETARY/RECEPTIONIST - small, friendly office. Will train right person in Farmington Hills manufacturing office, must have good typing, computer & phone skills. Will need some order entry. Recent employment in manufacturing office helpful. Benefits, paid vacation & holidays. Salary commensurate with experience. Call Mon thru Thurs. 473-9305

Or send resume & salary requirements to Personnel Dept., 30057 W. 8 Mile, Livonia, MI 48152

SECRETARY
(SENIOR)

International service organization seeks a professional secretary/receptionist individual to provide secretarial support to our consumer marketing department. Candidate must have a minimum of 4 years secretarial experience, typing 60 wpm, shorthand 80 wpm, word processing software, and ability to work independently and multi-task. Previous marketing experience a plus. We offer a competitive benefit package and pleasant work environment. Interested applicants should forward resume and salary requirements to:
Senior Secretary
P.O. Box 2000
Southfield, MI 48037

SECRETARY

The E. & J. Gallo Winery is currently seeking an individual for the position of secretary in our central receptionist pool. Candidate must be proficient in the following areas:
• Advanced knowledge of Lotus 123 (Spreadsheets)
• Word Perfect (Formulas)
• Proficiency with word processing, WordPerfect 5.0 or 5.1
• Basic knowledge of Lotus
• General office organization
• Excellent communication skills
• Shorthand a plus

We offer an excellent starting salary and a full range of benefits. Submit resume to the attention of:
MANAGER
P. O. BOX 250310
FRANKLIN MI 48025-310

SECURITY SCREENERS
Metro Detroit airport. Minimum high school diploma or GED required. Contact Security Office, 942-3000

SMALL BUSINESS Owner seeks right-hand assistant with customer service experience, typing and basic bookkeeping skills. Salary range 14-17k based on experience. Send resume to: M.H. 29433 Southfield Rd., Suite 200 Southfield, MI 48076

STATISTICAL TYPIST - 60 wpm and light clerical, needed for Farmington Hills corporation. Experience preferred but not required. Call between 2:30-5PM, ask for Judy 478-1300

TELEMARKETER-Good speaking voice required for sales involved. Must be able to keypunch information. Must be detail oriented enthusiastic. Knowledge of using data entry screens helpful. Send salary requirements and resume to Box 810
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TELEPHONE INTERVIEWERS. Only EXPERIENCED, articulate callers need apply. Call Mon-Fri 9-5. Call Peter Sundholm, 643-8901 or Robert Klingbeil, 347-1250

TELEPHONE SPEAKERS needed for busy W. Bloomfield office. All shifts available. Part time 16 per hour 932-4172

TELEPHONE RECEPTIONIST needed for busy private school in Southfield, temporary Dec 21 - Mar 10. Full & part time hours available. $6/hr. Good telephone skills required. Call Michelle, 559-8040

TYPIST
Part time, days and evenings. For medical laboratory. Ten Mile/Grand River area. 471-4111

TYPIST
Shorthand a plus, for manufacturer's rep office in Madison Heights, 7 day per week. 399-9000

WORD PROCESSING SECRETARY
Immediate opening for your Word Perfect 5.1 and Lotus set-up and macro experience with Farmington headquarters. 49 Mile/Grand River. Call Stacy 473-2931
Uniforce Temporary Services

WORD PROCESSOR
Major advertiser has need for a secretary/current experience using WordPerfect. Shorthand Dictation a plus. Up to $9.50/hr. Stacey 357-0037
Uniforce Temporary Services

504 Help Wanted Office-Clerical

TOP PAY
For Data Entry Operators. We need you now for 1st and 2nd shifts. Long-term, temporary work in easy expanding west suburban video cassette company. Casual atmosphere. Call today for an appointment.
473-2111
N S SERVICES
TRAVEL SALES AGENT
For Michigan's largest tour operator
JOIN OUR TEAM!
We are looking for reservation sales agents who are bright, articulate, & easily understood on the telephone. Knowledge of Michigan & travel education are a plus. We will train on our program.
Apply in person only!