EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER RECEPTIONIST
Major international corporation needs your multiline line experience and energetic personality. To $6/hr.
Call Renee at 473-2924
Uniforce Temporary Service

DATA ENTRY CLERK
Part time position for small computer located at 13 & Telegraph. Successful candidate should type 50 wpm, be self motivated & organized. Data entry/computer experience required. Send resume to Box 258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY PROCESSOR
Immediate opening for a full time data entry processor for a South Lyon based company. Must have 1-2 yrs. CRT experience & good organizational skills. Minimum high school graduate with proficiency in typing/operating computer terminal & ability to work under minimal supervision. Send resume & salary requirements to: Data Entry/Personnel, 2000 Town Center, Ste. 2200, Southfield, MI 48075
An Equal Opportunity Employer

DATA ENTRY
With some general office. Full time for Westland area. Personnel experience required. Letus 1,2,3 experience preferred. Send resume to: Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY - 35wpm accurately. Lotus D-base knowledge, clerical support duties, good phone skills, self starter, good math skills & positive attitude. Full time. $7 per hour plus benefits. Send resume to: Southfield Employment & Training, 26000 Evergreen, Southfield MI 48075.

DISCOVER THE ADIA ADVANTAGE
Accepting Applications now.
• Receptionist
• Typist
• Word Processor
• Data Entry
313-722-9060, or 313-382-2342

ENGINEERING OFFICE CLERK
Filing, Blue Prints, Typing, Errands, Etc. Experienced with Word Perfect a must. Good experience a plus!
Call, 1-30pm. DFI ENGINEERING
Canton, MI. 313-454-1090

ESCROW PROCESSOR
TITLE INSURANCE
Must be experienced with typing and people skills. Send resume to: Great Lakes Title, 17187 Laurel Park Dr., Suite 218, Livonia, MI 48152. No phone calls please.

ESTABLISHED, growth-oriented company looking for a full time bookkeeper (preferably an E.A. and two year accounting student credentials. Experience in the insurance field. The individual should be aggressive, hard-working and career oriented. Send resume to Department 101, P.O. Box 1795, Troy, MI. 48099.

FILE CLERK for law firm, part time, reliable and a computer experience required. Call 354-2500

EXECUTIVE ASST./SECRETARY
Are you looking for a position that has varied & challenging responsibilities?

Do you want to work in the office of a respected Southfield company that really nice people?
Do you want to be paid well for the work you do? Are you good with people?
Do you have good office skills? Are you honest and dependable?
IF YOUR ANSWER TO THIS IS THE JOB FOR YOU!
Send resume including your education, experience, and salary history to:
Box 254
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Needed immediately for employee benefit administration firm working with large client base. Must be well organized, self directing & energetic. Typing 70 wpm. WordPerfect experience & knowledge of 110 wpm required. Full time position with negotiable wages & excellent benefits package. Send resume & salary requirements to:
Personnel Manager
P.O. Box 3039
Birmingham, MI 48012-3039

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
International law firm in Farmington Hills corporation needs your Word Perfect experience. $9.50/hr.
Call Sharon at 473-2932
Uniforce Temporary Services

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has opening for executive secretary with WordPerfect and Lotus experience. To $9/hr.
Call Elaine at 357-0036
Uniforce Temporary Services

EXECUTIVE Assistant/Bookkeeper
Southfield Property Mgmt. Co. offers opportunity for mature, efficient organized individual. Must have excellent phone & strong communication; accounting & computer skills. In Westland area. $5-6/hr.
Send Resume to PO Box 808:
Farmington Hills, MI 48012.

EXECUTIVE ASSISTANT
Plymouth office seeks efficient, well organized, dependable, individual for varied duties. Position requires skill with WordPerfect & Lotus, excellent phone & communication skills, and ability to handle confidential matters. Must be energetic with a desire to learn. Send resume to: Cabot Corp., Attention Gina, 377 Amelia St., Plymouth, MI 48170.

EXECUTIVE ASSISTANT
Assist and support president's team in international sporting goods company. High school diploma required, college degree preferred. Must have excellent working knowledge of Word Perfect 5 and other PC programs. Experienced in project management/coordination, marketing research and marketing communications. Must be able to maintain executive project file; sales, analysis the right individual in personnel administrative duties. Must be an entry level position. Position offers competitive salary and benefits package. For consideration forward resume in confidence to:
Human Resources Support
P.O. Box 779
Detroit, MI 48231

Immediate Opening
Full time assistant for real estate/relocation department. You will need excellent clerical skills with knowledge of word processing & data entry to perform various duties in this positive team oriented department. Call Ann at Chamberlain Realtors, 641-1650, between 9-3, Mon.-Fri.

INCOME TAX - experienced Interviewers for seasonal positions in Ferndale, during tax season. Full/part time. Reply to: PO Box 1927, Royal Oak, MI. 48068

Inside Sales Assistant
Entry level position. Seeking an enthusiastic professional person with excellent sales & communication skills. Knowledge of Macintosh computer helpful. Please forward resume to: 33 W Lamont Blvd., Conference Center, Attn: Sales Office, 30000 Schoolcraft Rd., Livonia MI 48150

INSURANCE AGENCY desires Customer Service Rep. Ambitious, motivated, excellent phone skills. Full time. Send resume to Box 184
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JUNIOR SECRETARY/
RECEPTIONIST - Major Southfield advertising headquarters needs your enthusiasm and general office experience. To $7/hr.
Call Rona at 357-0641
Uniforce Temporary Services

LEGAL SECRETARY
Requirements are: good telephone presence, good clean typing skills on IBM PC, Word Perfect 5.1. Typing area. Salary open, contact Mr. Blair at (313) 387-2800.

LEGAL SECRETARY
For the professional legal community
Full Service Agency
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Fee paid, exclusives, no charge resume service. 9-5 gals you $$$ 00

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3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0060

LEGAL SECRETARY-Immediate opening. Must know Word Perfect 5.1. Competitive salary. Experienced only.
851-4300

504 Help Wanted Office-Clerical

FRONT DESK
Mayflower Hotel in new hiring experience reservation/receptionist, computer experience preferred. Part or full time, excellent wage and benefit package. 453-1832.
Part or full time, excellent wage and benefit package. Experience in reservations system necessary. 453-1832.

FULL-TIME GENERAL OFFICE help for small bookkeeping experience for manufacturing company in Sterling Heights. Send resume to: Personnel, P.O. Box 8020, Sterling Hgts., MI 48311-8020

FULL TIME Secretary for private rehab firm in Livonia area. Computer, dictaphone, good spelling a must. Send resume and salary requirements to: Nancy Radonich, 17117 N. Laurel Park Dr., Suite 334, Livonia, MI 48152

GENERAL OFFICE
Bright, self-starter needed for manufacturing office in Farmington Hills. Prior general office experience in purchasing, inventory control & bookkeeping. Must have recent manufacturing background.
Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Director, 30077 W. 8 Mile, Livonia, MI 48152 or call Mon. thru Thurs. between 8-5:30pm at: (313)-259-8300

LEGAL SECRETARY PART-TIME
Fast, high school diploma required, practice law firm. Legal experience preferred. Word Processing and dictaphone skills required. Salary negotiable. Call Mrs. Ryan at:
JOEL KAUFMAN at 851-2560
For An Appointment

LEGAL SECRETARY
Full/part-time. Strong litigation skills, knowledge of plaintiff law, min. 3 yrs. exp. Word Perfect required, excellent typing, communication and organizational skills. Background a must, good benefits. Send resume to: 645 Grassland, Suite 3030, Detroit, MI 48226

LEGAL SECRETARY
part time position for small personal injury law firm. Call,
356-0099

LEGAL SECRETARY/PART TIME
For small general practice firm in Farmington Hills. Flexible hours possible. Word Perfect required. WordPerfect 5.1. Call: 553-2300

LEGAL SECRETARY
For well-established Troy law firm. Excellent benefits. WordPerfect & litigation experience preferred. Send resume to:
Office Manager, PO Box 828, Bloomfield Hills, MI 48303

LEGAL SECRETARY - our Birmingham law firm is seeking an energetic secretary for busy litigation attorney. Competitive salary & benefit package. Letter to:
Manager Human Resources, Vandevelde, Garzia, 333 W Fort, Suite 1800, Detroit, MI 48226. No phone calls please.

LOOKING FOR a responsible individual for busy medical practice in Livonia area. Receptionist, Ambitious, motivated, excellent phone skills. Full time. Send resume to Box 184
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL
SECRETARIES
Experienced, for permanent & temporary positions. Tri-county area.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-4430; Fax 362-4881

LIVONIA based transportation company is looking for experienced individuals to fill the following positions:
• Customer Service
• Accounts Payable
• Accounts Receivable/Billing
• Receptionist
• File Clerk
If interested in one of these challenging job opportunities, please forward your resume with salary history to: Box 172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAIL ROOM POSITION
AVAILABLE IMMEDIATELY
Experience with inventory control, various mail systems & general office/mail room functions required. Temporary to permanent position. Great salary & benefits for right person. Call NORRELL SERVICES 953-9749
EOE/Disabled Welcome

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experienced in civil litigation for commercial law for Southfield firm. 3+ years experience. Pleasant surroundings & good benefits. Salary commensurate with experience. Send resume to Box 146,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Immediate opening. Legal experience required, preferably corporate/business. Excellent typing skills & speed required. Must have advanced knowledge of WordPerfect 5.1. Some overtime required. Excellent pay & benefits for qualified applicant. Please forward resume to:
Box 280
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Well established 2-lawyer practice is seeking mature person (non-smoker) w/at least 5 yrs. law office experience (preferably non-litigation). Enjoyable atmosphere, varied work and are interested in teaming with a firm on a long term basis, we'd like to hear from you. Starting Salary $9-10/hr. Excellent benefits package benefits. Send resume to: Box 258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL WORD PROCESSOR
Part time, 2 days per week (9:30AM-5:30PM). Must have 3 years experience as a secretary with word processing skills. Familiarity with litigation also a "must". Send resume to: Hertzler, Pratkanis & Nawrocki PC, 5200 Crooks Rd., Ste. 180, Troy, MI 48098-2830. Attention: Gail.

LOOKING FOR WORK?
Do you have a car? We have long term, temporary positions in various locations throughout western suburban area. Let us turn your skills into cash. Call today for an interview appointment.
473-2111
N S SERVICES

NATIONAL COMPANY in Southfield, needs full time clerical person to process medical information. Typing & superb communication skills a priority. MUST BE WELL SPOKEN. EOE
Call Marilynn or Colleen, 351-8870

OFFICE CLERICAL POSITIONS
Growing Livonia based medical equipment company seeking to hire 3 full time positions in accounts receivable, 3 openings for customer service/order processing. Candidates must have pleasant personality, good phone manner, must be detail-oriented and enjoy answering phones and helping people in an environment that's fast-paced at times.

TWO ASSISTANTS needed to assume a variety of miscellaneous responsibilities. Experience in monitoring medical insurance accounts payable and light medical billing helpful. Excellent organizational skills required with ability to work independently a must. Benefit package available.

Send resume with salary history to: Metro Medical Equipment, 37659 Schoolcraft, Livonia, MI. 48150
NO PHONE CALLS PLEASE

OFFICE CLERK needed part time. Temporary position 3 days/wk. Good organizational skills required. Contact Supervisor 591-0847

OFFICE Help needed. Good typing skills required. Computer experience helpful but not required. Apply between 8am-5pm. Mr. Kaufman, 6775 Brandi, Romulus. 728-8500

OFFICE MANAGER/BOOKKEEPER for small private firm in Livonia. Computer skills preferred. Send resume with salary requirements to:
Box 238
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PARA-LEGAL - Special person for a unique plaintiff personal injury law firm. Minimum 3.5 average after 4 years of college. Strong communication skills an ability. Send resume to: Gerard Wood, Kotzowne & Fabian, 26555 Evergreen, Ste 1530, Southfield, MI 48076

PART TIME CLERICAL in photograph studio. Flexible hours. Call Reelmson Photography, 453-8872

504 Help Wanted Office-Clerical

MIS COMPUTER ASSISTANT
For Oil Production Company in Farmington Hills. Basic Model IV computer capability with OEM supplier knowledge or executive ability. Understand oil and RFG's etc. Need capability of start up of accounting, purchasing, cost analysis, orders, production and inventory reports. Good benefits - salary commensurate with experience.
Send resume to:
Landis Manufacturing Co.
2033 Hilton Rd.
Ferndale, MI 48220

OFFICE ASSISTANT
Position available for office assistant with the following duties:
• Computer proficient in Windows and Lotus
• Detail oriented, some bookkeeping knowledge
• Dependable and good phone manners
Please call: 647-1600

ORDER DEPARTMENT
With computer input experience, phone & general office skills.
Call 491-7812

PART-TIME CLERICAL for small manufacturer. Reliable typist for 5 hrs. per week. Light bookkeeping knowledge helpful. Debby 334-4583

Part Time Help needed at Corporate Office in Birmingham, flexible hours.

FILE CLERK

CLERK
Must have some computer experience, typing.

ACCOUNTING CLERK
Must type 60 WPM, have computer experience with knowledge of Lotus, 2 years accounting.

If interested, call 644-5300, ext. 295
Erb LUMBER CO.

PART TIME RECEPTIONIST
Mon. Wed. Thur & Fri. 9am-2pm., Tues. 9am-5pm. Computer & spanish knowledge helpful. Send resume to: P. O. Box 99422, Troy, MI 48099.
An Equal Opportunity Employer

PART TIME SECRETARY needed for busy Livonia based medical facility in Huntington Woods. Need typing skills & working knowledge of WordPerfect & Lotus 123. For interview call 425-1090, ask for Kathy.

PART-TIME SECRETARY
Farmington Hills area, 15-20 hours per week. Must have typing skills.
355-1010, ext.300

PAYROLL CLERK Troy area. Maximum 20 hrs./wk. Computer experience preferred. Hourly rate. Call Ann at 644-0074

PERSONNEL ACCOUNTING CLERK
Part time 11am-5pm daily. Must know Lotus. Send resume to: 6001 Hughes Dr., Sterling Heights, MI., 48310 or call 939-8150

PFS - a division of Pepsico is seeking a warehouse secretary position. Requires a computer literate individual capable of handling large amount of data entry, WordPerfect & Lotus skills preferred. Position is an opportunity to grow in a professional environment. PFS offers a competitive salary, 401k savings, comprehensive life, dental, health insurances & many more. For consideration please send your resume with salary requirements to:
PFS Attn: Operations Manager, 43900 Grand River, Novi, MI 48375
An Equal Opportunity Employer

PURCHASING ASSISTANT - Two years experience in food manufacturing firm preferred. Job requires typing, phone skills, the ability to work independently. Send resume with salary requirements to: P.O. Box 47438, Oak Park, MI. 48237

RECEPTIONIST/TYPIST - Part time, 15 hours, Mon. thru Fri. Non-smoking individual with good phone manner. For the hours of 8:30 to 12:30. Mon. thru Fri. Non-smoking environment. Call Mr. Fritz at 355-1366 for appointment.

RECEPTIONIST - Troy law firm seeking individual with good phone manner. Mon. thru Fri. 8:30 to 12:30. Call Mr. Fritz, 355-1366 for appointment.

RECEPTIONIST - Troy law firm seeking individual with good phone manner. Mon. thru Fri. 8:30 to 12:30. Call Mr. Fritz, 355-1366 for appointment.

RECEPTIONIST/SECRETARY
Have phone, clerical & PC skills. Bachelor degree preferred. Some typing. Call Mr. Fritz, 355-1366 for appointment.

RECEPTIONIST/ADMINISTRATOR
For fast-paced Southfield Leasing office. Excellent phone & typing ability a must. Please call: 358-4500

RECEPTIONIST wanted for busy Southfield law firm. Part time or full time. Experience necessary. Salary negotiable. Call Carol: 358-4400

RECEPTIONIST - full time
Excellent phone skills. Make clerical duties including WordPerfect. Call Sue, 953-5810

RECEPTIONIST/SECRETARY
Have phone, clerical & PC skills. Bachelor degree preferred. Some typing. Call Mr. Fritz, 355-1366 for appointment.

RECEPTIONIST- Afternoons, part time for a busy Bloomfield law firm. Must be computer literate, highly organized, friendly, professional. Call Mrs. Ryan at 2130 Nort Rd., between 8 & 9 Mile Rds.

RECEPTIONIST, full time, needed for Bloomfield Hills law firm. May consider part time. Send resume to: Mr. Fritz, 6895 Telegraph Rd., Bloomfield Hills, MI 48301

504 Help Wanted Office-Clerical

REAL ESTATE SECRETARY
City of Plymouth Residential Brokerage Realtor established for 25 years, seeking administrative/clerical person. Experience with the computer, mortgage banker, or real estate firm is required. Computer skills helpful. Send resume to:
Box 272
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA CHIROPRACTOR seeking energetic, self motivated best receptionist. Must enjoy working with the public. Experience not required, but helpful. Apply at: 29404 W. Five Mile Rd. on Mon., Tues., Wed. & Fri. from 9-1pm & 3-5pm.

EXPERIENCED RECEPTIONIST for automotive publisher in Troy. Word Perfect 5.1. Excellent pay.
Box 262
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Fast paced office seeking a full time receptionist. Ideal candidate will be able to type 40wpm and be versatile with front desk duties. Must be self-motivated and organized. Interested applicants please mail resume to:
Employment Office, PO Box 2560, Dearborn, MI 48123-2560.

RECEPTIONIST/EXPERIENCED
Needed for busy Southfield CPA firm. Filing, & some basic computer work. Apply 9am-5pm at:
35245 Schoolcraft, Livonia.

RECEPTIONIST/Bookkeeper with computer & accounting skills for construction management company. *References required.*
355-5511

RECEPTIONIST - Troy based firm seeking individual to assume phone & answering, typing, light bookkeeping & processing duties. Resume to:
Box 8-Troy, Kirk, Inc. 1010, Troy, MI 48084.

RECEPTIONIST$ needed for the Livonia area. Must have previous experience. We offer long, short and temp-to-perm assignments with excellent pay. Call 464-7078
EOE Temporary Services
An Equal Opportunity Employer

RECEPTIONIST
Entry-level part time position for our automotive parts distribution industry. Computer work. Send resume & expected wages to: Personnel, 24100 Southfield Rd., #101, Southfield, MI 48075

Receptionist, Plymouth
area. Plymouth Chamber of Commerce has an opening for a full time Receptionist. Proper grammar, typing, flexible, able to work on several projects at once, some computer/word processing helpful. 453-6090

RECEPTIONIST
for law firm located in Renaissance Center. Office experience of 1-1½ yrs. (no clerical or typing skills required; Word Perfect 5.3 helpful; duties include computer entry of accounting functions) Call Office Administrator between 12 noon & 5:30pm: (313)259-8300

RECEPTIONIST
Immediate opening for someone on very busy front desk. Prefer experience in a sales office or large professional firm. Executions equipment with 17 incoming lines. Mail or fax resumes to: M. Kort
ALLMERICA FINANCIAL
29100 Northwestern Hwy., #405
Southfield, MI 48034
FAX: 352-3812

RECEPTIONIST/ADMINISTRATOR
For fast-paced Southfield Leasing office. Excellent phone & typing ability a must. Please call: 358-4500

RECEPTIONIST wanted for busy Southfield law firm. Part time or full time. Experience necessary. Salary negotiable. Call Carol: 358-4400

RECEPTIONIST - full time
Excellent phone skills. Make clerical duties including WordPerfect. Call Sue, 953-5810

RECEPTIONIST/SECRETARY
Have phone, clerical & PC skills. Bachelor degree preferred. Some typing. Call Mr. Fritz, 355-1366 for appointment.

RECEPTIONIST- Afternoons, part time for a busy Bloomfield law firm. Must be computer literate, highly organized, friendly, professional. Call Mrs. Ryan at 2130 Nort Rd., between 8 & 9 Mile Rds.

RECEPTIONIST, full time, needed for Bloomfield Hills law firm. May consider part time. Send resume to: Mr. Fritz, 6895 Telegraph Rd., Bloomfield Hills, MI 48301

504 Help Wanted Office-Clerical

RECEPTIONIST, full time, experienced, busy phones, multi lines, pleasant working environment. Birmingham area. Send resume with salary requirements to: Box 246.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Full time position available at Troy property management firm. Good phone & typing skills required for greeting the public in person & on the phone. Job includes some clerical work, typing necessary. Some knowledge of WordPerfect 5.1 helpful. Send resume to: Box 178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST: 10-line phone, 45wpm, WordPerfect 5.1, some Lotus. Full time. Livonia. $14,500.
Call Ann at 473-7210
STEVEN J. GREEN PERSONNEL

RECEPTIONIST wanted for busy 60 bed SNF. Must have light typing required. Send resume to:
Box 184
Observer & Eccentric Newspapers
An Equal Opportunity Employer

RECEPTIONIST/ASSISTANT
Office experience necessary. Dependability a must! Mon.-Fri., 1:30pm-7pm; Sat. 8:30am-noon. Please call Levine Realtors at 855-2666

RECEPTIONIST
Needed for Southfield CPA firm to be responsible for answering phones, light typing, filing, and general office duties. WordPerfect experience helpful. Non-smoker. Call Bob Hertz at 354-1127

RECEPTIONIST/SECRETARY for Southfield CPA firm, full time position available. Must have previous office experience & be able to handle very busy switchboard. Pay will be $8-$9/hr. $18,000 range. Please call Lori to set up appt: 355-4600

RECEPTIONIST
Busy Farmington Hills Real Estate office needs sharp person to answer phones, light typing. 2 Evenings & every other weekend req. Call Kathleen, Mon.-Fri., 9am-5pm, 855-2000.

ROCK FINANCIAL
The Mortgage Bank

Receptionist/Assistant
Responsible, dependable individual needed for busy office. Good communication & organizational skills a must. Excellent salary & benefits.

Send resume & references to:
T. Fanelli, PO Box 7022
30850 Telegraph, Suite 100
Bingham Farms, MI. 48025
An Equal Opportunity Employer

PRESTIGIOUS W Bloomfield country club seeks mature, professional person as Executive Secretary. Position requires top-notch skills in word processing, data processing as well as proficiency in note taking & WordPerfect. Ability to deal with a variety of personalities a must. Minimum 10 years experience required. Please send resume of qualifications to: Box 212
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES SECRETARY
Fast paced sales office has immediate General position available for self motivated, organized, "team player". Ideal candidate indicates ability advanced Lotus 1-2-3 & WordPerfect 5.1 knowledge, possess excellent clerical skills. Must or has understand basic accounting functions. Excellent phone & typing skills with 2-3 yrs. general office experience. Salary commensurate. Call Karen Crilly, Cerberus Pyrotronics 27280 Haggerty Rd., Ste. C2 Farmington Hills, MI. 48331.
Excellent pay with fringes.
An Equal Opportunity Employer

SALES SECRETARY
For small fast-paced, crazy but fun, sales office, 10 answer phones, process orders and other clerical work. You must be professional, organized, a self-starter, energetic with pleasant phone manners, & good grammar & spelling. 2-3 years experience with working knowledge of WordPerfect 5.1. Being computer literate will help also. If you are interested fax or send resume to:
Dalaproduce Corporation,
Attention: Lees Bachman,
24725 West 12 Mile, Suite 304,
Southfield, MI 48034-8337
fax number 313-356-1368
(No phone calls please).

504 Help Wanted Office-Clerical

RECEPTIONIST/GIRL FRIDAY
Needed for small but busy law firm. Looking for a self-starter with excellent telephone manners. Typing at least 35-45 w.p.m. Some word processing experience desirable. Please send resume to the attention of the Office Manager, 2301 W. Big Beaver Rd., Suite 222, Troy, MI 48084.

ROCHESTER area business seeking organized, responsible person for full-time order entry/secretarial position. Must have excellent telephone communication & computer data. Accounting experience a plus. Send resume to: Ms. Baun Gregory, 200 Downtown, Suite G-11, Rochester, MI. 48307.

SALES/ENGINEERING
SECRETARY
Full time position with many varied duties. Must be proficient in computer skills including WordPerfect 5.1, Lotus 1-2-3. Min Phone Calls. Salary Commensurate. Contact: Ms. Aggressive Systems, 24357 Indoplex Circle, Farmington Hills, MI 48335-2223

SALES (In-house)/Reception Person. Versatile, energetic, dependable. Needed for our sales group. Bonus. Computer experience, secretarial skills and layout & design helpful. Call Christa, 427-4111

SECRETARIAL
A professional individual is needed possessing organizational, information-seeking telephone skills, computer literacy and entry level secretarial skills. People & team-oriented to fit into a small, warm, professional environment. 37 an hour with benefits. Resumes only: 38700 W. 8 Mile Rd., Suite 200, Livonia, MI 48152.
Attn: IS/Office Manager.

SECRETARY - Financial planning firm seeking an energetic, dedicated person w/excellent computer, typing & organizational skills. Call 358-3100

SECRETARY - for Livonia real estate office. Excellent typing & word processing skills required. Fixed well organized, tax-charge person.
Send resume to: 33040 Schoolcraft, Livonia, MI. 48150.

SECRETARY
for beautiful new 12 Mile & Telegraph Property Management & Leasing office. Must have excellent WordPerfect & Lotus spreadsheet skills. Send resume to:
Executive Secretary, P. O. Box 864, Bloomfield Hills, MI., 48304-0864.

SECRETARY/GENERAL OFFICE
Busy Livonia area insurance office seeking an energetic individual with some real estate experience for secretarial type position. Please call Dave, 464-7111, or send resume to: 37172 Six Mile, Livonia, MI., 48152.

SECRETARY

National real estate and management company located in downtown Ann Arbor seeks a self-motivated individual to supply support to regional management team. Strong verbal and written communication skills a must. Lotus 123 and MS Word knowledge a plus. Salary negotiable. Please send resume to:

McKINLEY PROPERTIES, INC.
ATTN: Human Resource Dept.
P.O. Box 8649
Ann Arbor, Michigan 48107

EOE – M/F/H/V

SECRETARY
Part-Time
10-20 hours weekly for sales assistant in financial planning firm. New position requires good organizational skills. Call Mrs. Gilbert. Mail or fax resumes to: J. Snyder.
ALLMERICA FINANCIAL
29100 Northwestern Hwy., #405
Southfield, MI 48034
FAX: 352-3812

SECRETARY
Part time, 4-8 hours/week. Job work in my Birmingham home office. Proficient at WordPerfect 5.1. Some office experience. Must work independently and be self-starter. Call Sue at 644-0074

SECRETARY/PAYROLL CLERK
Suburban based sporting facility seeking for a Secretary/Payroll Clerk.

Candidates must possess general office & payroll processing skills with knowledge of computer & various packages. Lotus 123 experience a plus. Send resume to: Box 200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
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An Equal Opportunity Employer

HOME & SERVICE GUIDE

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9 Aluminum Siding

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