EMPLOYMENT

504 Help Wanted Office-Clerical

DATA ENTRY
A major credit information company has an immediate full time opening for a data entry person. Typing speed of at least 50 wpm required; previous work experience with credit reports helpful. Pleasant work environment & non-smoking office. Benefits package offered. Please send resume & salary requirements to:

Manager
CBR, SVC.
31700 W. 13 Mile
Suite 112
Farmington Hills, MI 48334
An Equal Opportunity Employer

Data Entry Clerks
Experienced candidates with 8,000 plus key strokes needed for assignments in Livonia & surrounding areas. Call for an appointment.

591-1100
ACRO SERVICE CORP.

DATA ENTRY/CLERICAL
FULL-TIME ENTRY LEVEL

Energetic & detail oriented person needed to join the staff of a communications firm. Successful candidate will possess excellent telstar 400 skills (including shorthand), word processing (WordPerfect 5.1), letter composition & statistical typing skills. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K & much more. Only qualified candidates need apply. Send resume with *cover letter & salary history to:*

V.P. OF OPERATIONS
P O Box 71043
Madison Heights, MI 48071-1907

EXECUTIVE SECRETARY
Prestigious hospital needs word processing experience for administrative offices. Candidates with medical terminology a plus. $10/hr. Call Melanie 357-0037
Uniforce Temporary Services

EXECUTIVE SECRETARY
Fast paced, evolving Rochester company. Experience and skills a must. Send resume with salary requirements to: Button Exchange, 700 Diversion, Suite D-11, Rochester, MI. 48307.

FINANCIAL SECRETARY
Immediate opening for highly skilled word processing secretary for vice president of international company. $10/hr. Call Sally at 540-7661
Uniforce Temporary Services

FRONT DESK
Clerk needed for Mayflower Hotel, Afternoon Shift. Call Linda
313-453-1620

GENERAL OFFICE SECRETARIAL
to assist office manager in Plymouth office. Variety of duties. Must Soft Word 6.0 and H Graphics preferred. Salary $18,000 to $20,000. Send resume to: C/O Office Manager, 44644 W. Ann Arbor Rd., Suite 1, Plymouth, MI 48170.

GENERAL OFFICE HELP needed - for small non-smoking business. Order entry, invoicing, customer assistance, filing, etc. Only neat and smiling person needed. Apply in person: R. L. Schmitt & Co., 31400 Plymouth Rd. Livonia (Inner Stark & Schoolcraft).

GENERAL OFFICE
Candidate fee for this position needs recent office experience and be detailed oriented. Filing, opening mail, etc. $5/hr. Call Ginny at 357-0648
Uniforce Temporary Services

EXECUTIVE SECRETARY - Large medical office seeks an experienced, mature individual capable of working with direction or independently. Computer literacy (WordPerfect), bookkeeping knowledge & communication skills important. Send resume & salary requirements to: J. Greene, 29275 Northwestern, Ste. 100, Southfield MI 48034

EXECUTIVE SECRETARY with strong skills needed for VP. The candidate must possess excellent communication and organizational skills, be able to take initiative and work with flexibility. Typing at 65 wpm, Lotus and Word Perfect experience required. Excellent math aptitude necessary. Three to five years secretarial experience. Manufacturing background a plus. Benefits included. Please send salary requirements to:

Ms. D. Lukas
P. O. Box 1745
Troy, MI 48099-1745

504 Help Wanted Office-Clerical

EXECUTIVE/PROCESSOR
TITLE INSURANCE
Must be experienced with typing and people skills. Send resume to: Great Lakes Title, 31167 Laurel Park Dr., Suite 218, Livonia, MI. 48152. No phone calls please.

EVENING RECEPTIONIST NEEDED for private country club. Must be available Wed. thru Sun. 5-9pm. Applicants must have good appearance, Word-Perfect and filing experience. Starting rate $4 per hour. Please apply in person at:
WABEEK COUNTRY CLUB
4000 WABEEK GATE DR.
BLOOMFIELD HILLS 48302

EXECUTIVE ASSISTANT
International Farmington Hills corporation needs your Word Perfect experience. To $10/hr.
Call Susan at 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
Immediate opening for an executive secretary to the marketing & financial officers of a communications firm. Successful candidate will possess excellent telstar 400 skills (including shorthand), word processing (WordPerfect 5.1), letter composition & statistical typing skills. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K & much more. Only qualified candidates need apply. Send resume with *cover letter & salary history to:*

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Uniforce Temporary Services

FREE COMPUTER/OFFICE TRAINING & JOB PLACEMENT!
You must be between 17-21 years old and a resident of Western Counties (not Detroit). Call for more information 464-1800
An Equal Opportunity Employer

FULL-TIME customer service. Office experience needed. Answering phones, taking orders and faxing. Call 540-7100

GENERAL OFFICE Retail experience helpful. 18-22 hours/week., hrs flexible. $5.50-$7 /hr. Novi area. Please call Monday only 348-9948

GENERAL OFFICE & accounting position, full-time. Immediate opening in Farmington Hills office. Phone skills helpful. Inquire 474-2754

GENERAL OFFICE
Data Entry, light typing, and phones. Full time. Bloomfield Hills.
644-0929

GENERAL OFFICE/ SECRETARY
$14,560 to $16,640
FEE PAID BY COMPANY
Rapidly growing Suburban company needs a strong personality who doesn't flutter. One year stable experience with some computer will land this one. Call (ask) Ilene!

SNELLING PERSONNEL SERVICES

HUMAN RESOURCE SECRETARY

TROY AREA
Must have Word Perfect 5.1 skills. Experience with benefits helpful. We'll be interviewing and doing much typing.
Call Carol at 540-3300

INSURANCE
Personal lines position for insurance agency in Livonia. Completely automated office. Previous insurance experience preferred. Please send resume indicating working experience to box 378
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

JOB FAIR
- Receptionists
- Clerk's
- Dental Typists
- Customer Service Reps
- Secretaries
- Word Processors
- General Laborers

Immediate openings available in Farmington, Livonia, W. Bloomfield, Southfield & Pontiac. 37 years of solid and appropriate attire are required. Competitive pay rates. Call today!

Thurs., Feb 18th, 1993, 8:30am-4pm
Americenters - Southfield
25077 W. 12 Mile Rd.
W. of Northwestern Hwy.
FOSTER-DAVIS
Temporary Personnel, Inc.
An Equal Opportunity Employer

JOB OPPORTUNITIES
We have excellent opportunities for individuals to enter or advance during field of mortgage banking. Candidates must be self-motivated team oriented & have the ability to learn quickly. College degree and/or sales/office background is preferred. Qualified candidates send a resume or apply in person Mon-Fri 9am-4pm
FIRST FAMILY MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

504 Help Wanted Office-Clerical

GENERAL OFFICE - Part Time Duties include typing, phones, and retail sales. Send resume to:
Bonnie Clothes, 31111 S. Woodward, Birmingham MI 48009

GENERAL OFFICE/
DATA ENTRY - Orchard Farmington Hills corporation has new openings. Flexible evening, $5.50/hr.
Call Doreen at 473-2933
Uniforce Temporary Services

GENERAL OFFICE - Full time position in busy office. Must have good typing & 10 key calculator skills. Must enjoy working on the phone in customer service. Two years experience preferred. Send resume & salary to: Denvice Haslett, 19100 W. 8 Mile Rd., Southfield, MI 48075

GENERAL OFFICE
Bright, self-starter needed for manufacturing office in Farmington Hills. Prefer person with some experience in purchasing, inventory control & budgeting. Must have recent manufacturing background.
Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept, 30057 W. 8 Mile, Livonia, MI 48152 or call Mon. thru Thurs. between 8-3 473-9093

HELP!!
We need Secretaries, Administrative Assistants and Receptionists for full time positions, with benefits, in the following areas:

- Southfield/Word Perfect and Lotus
- Southfield/Microsoft
- Livonia/Word Perfect With Windows and Lotus
- Rochester Hills/Word Perfect
- Troy/Wang or Multimate

These positions range from $17K to $25K and start immediately! Please call for an appointment.

Express Services
643-8590
Not an Agency Never a Fee

JUNIOR SECRETARY
Leading national marketing firm has unique opportunity for an all around skills & recent experience. To $7/hr.
Call Ronda at 357-2661
Uniforce Temporary Services

KEYDISC/KEYPUNCH
Experienced data entry operators. Day & afternoon shifts. Full or steady part time. To $6/hr. Call Mardiman. 851-8151

LEASING AGENT/
ADMINISTRATIVE ASSISTANT
Experience in apartment leasing required. Send resume & salary history to: Department H-10, 29777 Telegraph Rd., Ste. 2100, Southfield, MI 48034-7651

LEGAL CLERK
Part time, full time duties to file and deliver legal documents in metro area. Requirements include: auto use, Michigan driver's license, ability to move legal documents, good attitude, and willingness to work with others. Base location Long Lake Rd./Telegraph area. Call resume and references to: Box 340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - experienced for sole practitioner. Flexible hours. Word Perfect required. Southfield area. Call 357-7778

LEGAL SECRETARY - Troy law firm. At least 2 years experience required. Send resume with salary requirements, Office Manager, 667 E. Big Beaver, Suite 101, Troy, MI 48083.

LEGAL SECRETARY for Southfield law firm. Personal injury/medical malpractice. Must have excellent knowledge of Word Perfect 5.1 required. Call Leslie 352-0100

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent grammar, typing, transcription, WordPerfect, Lotus 1-2-3 and Windows organized. Minimum 3 years of corporate and estate planning experience. Competitive salary and benefits. Send resume to:

PERSONNEL DEPT.
380 N. WOODWARD, SUITE 300
BIRMINGHAM, MI 48009

LEGAL SECRETARY
Experienced, for small, pleasant Detroit area injury firm. Word Perfect. Full time, good salary opportunities. Knowledge of WordPerfect, insurance defense litigation, general office skills and prior experience in personal injury preferred.

Please send resume to:
LAW OFFICE
PO BOX 249
LATHRUP VILLAGE, MI 48076

LEGAL SECRETARY - Prestigious Birmingham law firm looking for legal secretary. At least 2 years experience is required.
Call Richard at 644-2833

LEGAL SECRETARY for Troy Law firm. Mature person experienced in WordPerfect 5.1. Full-time with some flexibility. Send resume to: Office Manager, 755 W. Big Beaver Rd. Ste. 500, Troy, MI 48084

LEGAL SECRETARY - Part time afternoons, Wed. to 6, 60 wpm, 2-4 years legal experience necessary. General resume to 30400 Telegraph Rd., Suite 433, Bingham Farms, MI 48025

LEGAL SECRETARY
ONE PERMANENT POSITION
THREE TEMPORARY POSITIONS
We are seeking the finest legal experience in litigation/corporate for the permanent position. We are also recruiting 3 long term Spring/Summer fleet assignments. Send resume or call, Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
Part time, 2 days per week, (Mon. & Tues.) for busy law firm in Livonia from which practices all areas of law. WordPerfect 5.1 and dictaphone preferred. Salary commensurate with experience. Send resume to Box 364:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAJOR TITLE Company - Livonia branch seeking Escrow Closing Secretary. Must enjoy communicating with title, realtor & lending institutions & plus. Call 462-1185

LEGAL SECRETARY
Over work-up in partner in a firm specializing in bankruptcy law, is seeking an experienced secretary. Must be an organized self-motivated person with a minimum of 10 years experience. Excellent salary and in a Southfield highrise non-smoking office. Please address in confidence to: Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY TO $37,500
Litigation experience, prominent firm. Opportunity to advance. Beautiful new offices. Benefits.

LEGAL SECRETARY, $25,000
Personal Injury or Medical Malpractice experience. Major suburban firm. Interesting caseload. Dependable commute. Quick hire.

PARALEGAL, $25,000
Challenging & diversified duties. 1-2 yrs. Medical Malpractice experience. Well known suburban firm. Outstanding benefits. 772-8780
SNELLING PERSONNEL SERVICES

MAKUP/ACTURERS SALES OFFICE
Has a part-time 12-15 hrs. per week, entry level position available. Job responsibilities include: Phones, typing, filing & word processing. Must be experienced in WordPerfect 5.1. Retirees welcome to apply.
Resume to: Box 310
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
needed for non smoking law firm. Legal experience in litigation, Type 70-80 wpm, Computer skills necessary. Send resume to:
Box 2500 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Workers compensation, insurance defense. Word Perfect required. Legal experience preferred. Send resume to: Galbraith & Booms, Attn: Pamela, 29777 Telegraph, Ste. 1400, Southfield, MI 48034

LEGAL SECRETARY TRAINEE
for non-smoking law firm in Bloomfield Hills. Secretarial & computer skills necessary.
Send resume to: Suzanne, 2550 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY wanted for downtown law firm. 2 yrs. litigation experience, Word Perfect 5.1, excellent communication/organizational skills required. Competitive salary. Send resume w/salary requirements to: Personnel Director, 2200 Buhl Bldg., Detroit, MI 48226

LEGAL SECRETARY/PART TIME
Southfield law firm. Must be flexible, experienced person to work approximately 20-30 hours per week. Word Perfect 5.1 and Lotus 1-2-3 a must. Call Jeff at 569-2244
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY/ SR. LEGAL SECRETARY
Citizens Insurance Company of America is looking for qualified candidate to fill legal secretary position in our Defense Litigation office. Candidate will have, a high school diploma and minimum 1 year related experience. 2 years related experience preferred.

Candidate will perform transcription, handle mail and case filings, maintain case diaries, schedule depositions and work for attorneys.

Citizens offers competitive salaries and an excellent flexible benefits package including pension, 401K. For confidential consideration, direct your resume to:

Citizens Insurance Company of America
Managing Attorney
17187 N. Laurel Park Dr.
Suite 555
Livonia, MI 48152

An Equal Opportunity Employer

MARKETING ASSISTANT
For commercial real estate company. Computer literate, marketing experience. Word Perfect, Windows necessary. Call 9-5 PM. 353-4494

Market Research
Applications are now being accepted for full day shift for positions in Livonia and Sterling Heights. Must have excellent reading and communication skills. No sales involved. Call next
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

MATURE NON SMOKER: Needed for receptionist duties in new office, in Southfield. Good speaking voice and pleasant personality. Experience helpful. Send resumes to PO Box 2009, Southfield MI 48037.

MATURE PERSON needed for fast paced office for our Customer Service/Collections Dept. Benefits if you needed. Call Kay, 332-2700

MICROSOFT SPECIALIST
Use your Windows & secretarial skills for this exciting, mature-to-perm assignment. N.W. Suburbs.

ARBOR TEMPS 459-1166

OFFICE ASSISTANT
Good phone manner, data entry, filing, experience necessary. Troy area. Call 649-1300

OFFICE HELP/ERRANDS
part time for busy real estate office. Possess clerical skills, must have own car for errands and should be familiar with the Birmingham Bloomfield area. Great for high school/college student.
Call after 9am, 540-4321

ORDER PROCESSOR
Personable and dependable individual needed to process orders. Problem solving skills a must! Word processing experience of 50 wpm also required. Position offers full benefit package and the starting rate of $2.50. Interested applicants forward a resume and salary requirements to P.O. box 10099, Detroit, MI 48210
An Equal Opportunity Employer

PARALEGAL
Southfield office. Must have reliable car. Excellent opportunity.
Call 313-752-6250

PART TIME CLERICAL
16-20 hrs week. Computer & general office experience necessary. Bingham.CAll 10AM-1PM, 645-3077

PART TIME Light Clerical. Hrs: 1pm-5:30pm. Mon-Fri. $6/hr. Call American Catering 525-3215

PART-TIME Secretary, 30 hrs. Send resume to Community Presbyterian Church, P. O. Box 1, Novi, MI 48376

PART TIME SECRETARY
Choose your own hours in this friendly office. Nice variety includes word processing. Hurry!
Call Lannette 484-2009
SNELLING PERSONNEL SERVICES

Part time
TYPIST/RECEPTIONIST
Needed for approximately
24 Hours Per Week
- Willing to work around YOUR school hrs.
- Fast paced office environment
- $6 PER HOUR

For more information contact Dee at 559-6660

PAYROLL SPECIALIST$
Full and part time, $7.00 per hour to start plus paid benefits. Require 3 years experience, excellent data entry, spelling and calculator skills, 10 key by touch. Personnel Dept 18000 W. 9 Mile Rd., Suite 322, Southfield, MI 48076

PHONES ARE RINGING
Companies need experienced clerical receptionists to place them, up & switchboard operators for positions in Sterling Heights & Southfield.
Call today for appointment

Future Force
528-8454

PROFESSIONAL RECEPTIONIST
Client in area has immediate need for a "great" receptionist with experience, pleasant, professional manner a must! Word processing & typing experience necessary.
Call today

Future Force
528-8454

PROOF OPERATORS
Immediate openings in Royal Oak and Livonia areas for experienced operators & bank tellers. Afternoon & evening positions. Call O/E Mid-Counties, 628-8100 or 478-5840

504 Help Wanted Office-Clerical

PART TIME OFFICE ASSISTANT
Region Sales Office

A major national consumer products manufacturer is seeking a part time assistant for our region office in Farmington Hills. Responsibilities include: typing, data entry, correspondence, answering telephones, filing, copying & some typing. Position involves 15-20 hrs. per week (weekdays with some flexibility in hours). Qualifications: general office skills, light typing & good communication skills. An attractive hourly rate is offered. Send resume to: Box #368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL SPECIALIST
Our Payroll Specialist is a challenging individual proficient in the PC environment who has experience with Lotus, Professional Write & Professional File. Qualified individual must have 2-3 years payroll processing experience through a processing service. Individual must be able to work under pressure & meet deadlines. Excellent salary & benefits package. Qualified candidates should apply Mon-Fri 9am-4pm.

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

PLYMOUTH AREA OEM SUPPLIER has an immediate opening for a full time inside Sales/Secretary to handle various sales related activities including invoicing, customer service, inventory control & sales studies. Strong Lotus, WordPerfect & communication skills required. EDI experience a plus. Call Cindy at:
459-2940

POLICYHOLDER SERVICE CLERK
needed for Southfield insurance firm. Provident Life & Accident. Good typing & phone skills required. Send letter & resume to: M. Adams, Provident Life & Accident, 26261 Evergreen Rd., Ste. #170, Southfield, MI., 48076.

PROOF OPERATORS
10,000 Key Strokes
Part Time
Afternoons or Evenings
Temporary to Permanent
Livonia Area
Call Today!!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

PUBLIC RELATIONS/RECEPTIONIST
Temporary, mid March thru end of May. Full time, Mon. thru Fri. 8am-5pm. Excellent phone skills, professional manner, good typing skills & general knowledge of office procedures. Send resume to Norma, 29800 Grand River, Redford MI 48240.

RECEPTIONIST
Qualified candidates with multi-line phone experience needed to fill long & short term positions in Livonia & surrounding areas. Call for appointment.

591-1100
ACRO SERVICE CORP.

RECEPTIONIST - secretary. Southfield, phones, excellent typing, Microsoft with windows & EXCEL experience, to $8.50/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST/
CUSTOMER SERVICE
• COORDINATOR

If you're a hardworking team player, have HIGH energy and experience and are good with people skills, DETAIL and DSI We seek a well organized self starter to work at the center of activity, dealing with our customer service and our design staff. No typing required. Telemarketing experience a plus. Outstanding growth opportunity. Call Mark now and let's talk about your FUTURE!

478-4477

ROCHESTER - Entry level positions now available for Order Entry/Customer Service. Company training provided. Call 650-7800

SALES ASSISTANT/SECRETARY for sales dept. of major auto division. Macintosh used. Must be you are comfortable in a fast paced technical sales environment. Send resume to: Carol Holmes, 2100 Fisher Building, Detroit, MI 48202

SALES SECRETARY - non smoking company needs sharp individual with initiative and good typing skills to work flexible hours. Typing 40 wpm and ability to work well with others a must. Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI 48037

SOUTHFIELD ATTORNEY/SOLE PRACTIONER seeks a full time secretary/para legal with experience. Send resumes to: Mark Telcher, 24724 Lahser, Suite 201, Southfield, Mich. 48034

SECRETARIAL/OFFICE MANAGER
Position in Royal Oak. Organized person with phone, word processing & computer skills. Accounting knowledge helpful. Starting pay $10/hour plus benefits.
Send resumes to: Box #384
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL OPEN HOUSE
We are looking for dependable people with reliable transportation to fill positions in the Western Suburbs.

If you have a minimum of six months experience in one of the following areas:
- WORD PROCESSORS
- DATA ENTRY OPERATORS
- SECRETARIES
- RECEPTIONISTS
- CLERKS

Or, no experience required for these positions:
- PHONE SURVEYORS
- TELEMARKETERS

PLEASE JOIN US ON TUESDAY FEBRUARY 16 FROM 11AM - 4 PM AT 35701 W. 7 MILE, SUITE 195

(7 Mile crossing at I-275, 1st. Boor, right hallway...Last office on the right)

Bring picture ID, social security card and three work references.
No appointment needed.
For information call:

CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

Secretaries/ Word Processors $8.50 & Up
Qualified candidates needed for short & long term assignments in Livonia & surrounding areas. If you type a minimum of 50wpm & have experience in 1 or more of the following software packages:
- WordPerfect 5.1
- Microsoft Word
- Lotus 1-2-3

Call immediately for appointment.

Acro Service Corp.
591-1100

SECRETARY/ADMINISTRATIVE
Assistant, part time, must have excellent computer knowledge, Word-Perfect 5.1 & DBase a must, could lead to full time position. 591-4066

SECRETARY
Immediate full-time opening in computer firm. Must have excellent phone manners, typing, 60 +, good english & general office skills. Word processing experience desirable. Salary $16-22K. Send resume to:
PHOENIX DATA SYSTEMS, INC.
24283 Telegraph Rd.
Southfield, MI 48034

SECRETARY - Part time, typing, 12-20 hrs/week. Legal background preferred, but not necessary. Send resume, Attn: Mr. Sheys, 29566 12 Mile, #200, Southfield, MI 48034

504 Help Wanted Office-Clerical

RECEPTIONIST
Fast paced office seeking a full time receptionist. Ideal person must be able to type 40wpm and be versatile with front desk duties. Must be self-motivated and personable. Business experience preferred. Send resumes to: Receptionist Position, PO Box 2580, Dearborn, MI 48123-2580

RECEPTIONIST/SECRETARY - Experienced in answering multi-line telephone & WordPerfect. Must be dependable & possess good verbal skills. Busy office located in Farmington Hills area. Full time position. Non smoker. Send resume to:
Ann Sweeney, 38998 Bartmoor, Farmington Hills, MI 48331

RECEPTIONIST/Data Entry Clerk, part time, 9am-2:30pm, Mon-Fri, $7/hour. Must have previous office experience and be detail oriented. Word Perfect 5.1 Send resume to: UMI, 12665 Richfield Ct., Livonia 48150 or call Barb Hare at 464-9500

RECEPTIONIST NEEDED
to handle busy Merlin Legend phone system. Must be well groomed & courteous. Must be friendly, prompt and dependable. Full time position only. Good pay. Please call between 1-4PM, Mon.-Fri. for interview.
591-3900

RECEPTIONIST
Servicing walk-in customers, excellent public skills required. Also light typing & record keeping. Mon-Fri. 8-5, Saturday 9-1 every other. $5/hr. to start. Call Kim or Joe, after 9am, Mon thru Thurs.
559-6633

RECEPTIONIST/SECRETARY
Temporary, mid March thru end of May. Full time, Mon. thru Fri. 8am-5pm. Excellent phone skills, professional manner, good typing skills & general knowledge of office procedures. Send resume to Norma, 29800 Grand River, Redford MI 48240.

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LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST/
CUSTOMER SERVICE
• COORDINATOR

If you're a hardworking team player, have HIGH energy and experience and are good with people skills, DETAIL and DSI We seek a well organized self starter to work at the center of activity, dealing with our customer service and our design staff. No typing required. Telemarketing experience a plus. Outstanding growth opportunity. Call Mark now and let's talk about your FUTURE!

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36251 Schoolcraft Rd.
Livonia MI 48150

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- DATA ENTRY OPERATORS
- SECRETARIES
- RECEPTIONISTS
- CLERKS

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- TELEMARKETERS

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(7 Mile crossing at I-275, 1st. Boor, right hallway...Last office on the right)

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261-1120
NO FEE EOE

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- Microsoft Word
- Lotus 1-2-3

Call immediately for appointment.

Acro Service Corp.
591-1100

SECRETARY/ADMINISTRATIVE
Assistant, part time, must have excellent computer knowledge, Word-Perfect 5.1 & DBase a must, could lead to full time position. 591-4066

SECRETARY
Immediate full-time opening in computer firm. Must have excellent phone manners, typing, 60 +, good english & general office skills. Word processing experience desirable. Salary $16-22K. Send resume to:
PHOENIX DATA SYSTEMS, INC.
24283 Telegraph Rd.
Southfield, MI 48034

SECRETARY - Part time, typing, 12-20 hrs/week. Legal background preferred, but not necessary. Send resume, Attn: Mr. Sheys, 29566 12 Mile, #200, Southfield, MI 48034

504 Help Wanted Office-Clerical

LIVONIA based company is seeking an executive secretary experienced in WordPerfect, Harvard Graphics & Lotus 1-2-3. A professional manner & good people skills should accompany a proficiency in stenography and/or dictaphone along with excellent typing ability. Send resume with salary requirements to: Secretary, 12445 Levan, Livonia, MI. 48150.

SECRETARIAL/Outside Representative. Salary + bonuses + benefits. Experienced in computer/accounting. Good people skills. 538-6563

SECRETARY
EXECUTIVE
$20,000 Yr. +
Major company, Detroit westside. Strong skills, WordPerfect, great benefits. Employment Center Inc. Agency. 569-1636

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

SECRETARY RECEPTIONIST for Farmington builder. WordPerfect & Lotus a must. Starting pay $7/hr. Please call 540-3300

SECRETARY RECEPTIONIST for fast paced Southfield construction company, must be self motivated with good office & telephone skills, salary & benefits negotiable based upon experience. Send resume to Box 366
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
SUBURBAN POSITION
to $23,000
Corporate group seeks 2+ years experience, 65 WPM, WordPerfect preferred, strong spelling and grammar skills. Position offers variety and growth. Full benefits. Call Arthur Thomas 355-4140

SECRETARY
WordPerfect 5.1 and Lotus required for immediate opening with major Livonia firm. Salary open to Box 366
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
Uniforce Temporary Services

SECRETARY/WORD PROCESSOR - executive shared offices, experienced and customer oriented, 2 days/wk, 8:30-5. WordPerfect 5.1 required including Advanced features. Harvard Graphics/Lotus helpful, Southfield 262-1402

SECRETARY
WORD PROCESSOR
Several openings in Plymouth-Canton-Farmington. Temp or temp-to-perm. Good phone skills. Experience in 1 or more:
- Microsoft Word
- WordPerfect 6.0
- WordPerfect 5.1

ARBOR TEMPS 459-1166

SECRETARY
$20,000 ±
Engineering company offers the perfect position for you if you like working on word perf. Good word processing skills needed here.
Call 464-0909
SNELLING PERSONNEL SERVICES

SKILLS - SKILLS - SKILLS
We will find you the term client companies who have a need for secretarial skills.
Bring your skills to us so that we can get you a paycheck soon.

Future Force
528-8454

SWITCHBOARD/RECEPTIONIST
Ingersoll Fund is seeking an experienced individual to operate a PBX Information Switchboard, greet customers & visitors. Applicant must possess a pleasant personality & excellent appearance. Please forward resume to: Ingersoll Fund, 25400 Halstead Rd., Farmington Hills, MI 48335.
An Equal Opportunity Employer

TECHNICAL SUPPORT REP to provide phone support for an EDI software co. Does & Modem knowledge required, Unix helpful. Send resume w/salary requirements to: Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

STATISTICAL TYPIST, full-time for Southfield CPA office. For interview contact Mr. Schlosberg 569-2029

TYPIST/SALES ASSISTANT
Farmington Hills based advertising company, non-smoker, full or part time, 8:30-5pm daily. Salary $11,000 to $16,000.

CABLE MEDIA CORPORATION
661-6530

VETERINARY OFFICE MANAGER
Full time Saturday at Michigan Humane Society's Veterinary Clinic in Detroit and Livonia. Strong experience, organizational and office skills required. Commitment to animal welfare a must. Please send resume to: Clinic Manager, 37255 Marquette Rd., Westland, MI 48185

WHOLESALE Distributor Order Department, full time. Requires: data entry, typing, general office skills. Fast paced office. Good benefits package. Starting salary $300/wk. Increase in 6 mos. Includes benefits. Ask for Ida. R. 481-7612

WORD PROCESSING SECRETARY
International banking headquarters has immediate opening for Word-Perfect 5.1 with Windows, Lotus + +. To $9.50/hr. Call Sheffield-7662
Uniforce Temporary Services

WORD PROCESSORS
Needed, experienced in:
- Word Perfect
- Windows
- WordPerfect

ADIA
313-722-9060 or 313-382-2342

WORD PROCESSORS
Creative atmosphere. Local advertising agency has positions for experienced word processors. Enjoy the variety of this dynamic environment. $9.50/hr. Call Sheila 357-0038
Uniforce Temporary Services

WORD PROCESSING/ SECRETARY
International banking headquarters has immediate opening for Word-Perfect 5.1 with Windows, Lotus + +. To $9.50/hr. Call Sheffield-7662
Uniforce Temporary Services

DAY DOOR HOST/HOSTESS, Prep and Bus person. Flexible hours. Fast, fun restaurant. Apply: Diamond Jim Brady's, Novi Town Center, next to movies.

DIETARY
Novi Village Retirement Community is currently accepting applications for Cook's & Dietary Aide. Full time position between 8am-3pm. 45182 West Rd., Novi. 313-669-5330

DINING ROOM MANAGER
Contemporary fresh American restaurant is looking for night dining room manager. Must have 2 yrs. fine dining experience.
OCEAN GRILLE
Birmingham 646-7001

DISHWASHER/WEEKENDS/
Salad/Fish/Line. Apply in person and Bar/All Shifts. Apply in person ONLY: The Final Approach, 350 E. 14 Mile, Madison Hts.
(For Kitchen help see John)

FARMINGTON'S fastest growing restaurant now hiring: Assistant, Counter Person. But help & Dishwashers. Apply Mon-Sat, Stock & Barrel, N.W. corner of Drake & Grand River.

504 Help Wanted Office-Clerical

RECEPTIONIST
Fast paced office seeking a full time receptionist. Ideal person must be able to type 40wpm and be versatile with front desk duties. Must be self-motivated and personable. Business experience preferred. Send resumes to: Receptionist Position, PO Box 2580, Dearborn, MI 48123-2580

RECEPTIONIST/SECRETARY - Experienced in answering multi-line telephone & WordPerfect. Must be dependable & possess good verbal skills. Busy office located in Farmington Hills area. Full time position. Non smoker. Send resume to:
Ann Sweeney, 38998 Bartmoor, Farmington Hills, MI 48331

RECEPTIONIST/Data Entry Clerk, part time, 9am-2:30pm, Mon-Fri, $7/hour. Must have previous office experience and be detail oriented. Word Perfect 5.1 Send resume to: UMI, 12665 Richfield Ct., Livonia 48150 or call Barb Hare at 464-9500

RECEPTIONIST NEEDED
to handle busy Merlin Legend phone system. Must be well groomed & courteous. Must be friendly, prompt and dependable. Full time position only. Good pay. Please call between 1-4PM, Mon.-Fri. for interview.
591-3900

RECEPTIONIST
Servicing walk-in customers, excellent public skills required. Also light typing & record keeping. Mon-Fri. 8-5, Saturday 9-1 every other. $5/hr. to start. Call Kim or Joe, after 9am, Mon thru Thurs.
559-6633

RECEPTIONIST/SECRETARY
Temporary, mid March thru end of May. Full time, Mon. thru Fri. 8am-5pm. Excellent phone skills, professional manner, good typing skills & general knowledge of office proc