EMPLOYMENT

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Needed to assist busy Vice President of Mortgage Company by opening new branches and act as liaison between branches and corporate office. General clerical skills, word processing & mortgage experience. Send resume to:
Robert V. Drury, Vice President
Community Branches
Republic Bancorp Mortgage Inc.
37899 W 12 Mile Rd, 100
Farmington Hills, MI 48331

ADVERTISING AGENCY
SECRETARY
Busy advertising agency has challenging position for experienced secretary. Harvard Graphics a plus. $19K+.
Call Sally at 646-7681
Unilance Temporary Services

ADVISORS
Part-time, evenings, some weekends. Must type 35-40 wpm, have excellent phone skills. Could lead to full-time. Great for students.
Will train the right people. 476-7355

ATTENTION
Employment Opportunity
563-1919

CLERICAL/PART-TIME
20-30 hrs. per week. Non-smoker. Light typing. Please resume to P.O. Box 942, Novi, MI 48376

CLERICAL/PART TIME
OEM manufacturer/supplier located in Plymouth has an opening for a part time clerical person. Some computer experience required. Non-smoker. Hours of 1:00pm to 5:00pm, Mon. thru Fri. Call Laura between 10 & 11am or 2 & 3pm at 454-4900

CLERICAL POSITIONS
Now available at ADIA
• RECEPTIONISTS
• DATA ENTRY
• WORD PROCESSORS
Call ADIA today at
313-722-9060 or 313-382-3242

CLERICAL -Receptionist with PC experience to answer switchboard, type dealer trades and perform basic bookkeeping duties. Send resume to: Personnel Manager, 31731 Northwestern Hwy., Farmington Hills, MI 48334

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision and have hands-on WordStar and/or WordPerfect experience. This position is for a motivated hardworker who is willing to accept challenges. Position provides for a complete salary and benefits package. Qualified candidates forward resume in confidence to:
P.O. Box 779
Detroit, MI 48231

CLERICAL
10am-3pm, MON.- FRI.
Light bookkeeping, word processing utilizing WordPerfect 5.1, phone answering, etc. Send resume to:
Personnel, 28225 Orchard Lake Rd.,
Farmington Hills, MI 48334

CLERK
Expanding Southfield area company has opening for mail, data entry & 10 key data clerk. Call Office Management: 528-8100. Experience preferred but not necessary

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & filing skills essential. Experience not required. Starting wage, $4.50/hr. with regular increases.
353-6562

CLOSERS ASSISTANT
Entry level. Type 45wpm. Good communications skills. Working schedule must be flexible.
Call 353-1500 ext 333
Collections

LOAN COUNSELORS
We are seeking individuals with excellent writing & verbal communication skills, good math aptitude & customer service experience. Responsibilities will include handling loan applications, contacting cash from mortgagors throughout the country regarding delinquent accounts. Individuals must be available to work evening shift (9 hours required). Qualified candidates should send a resume or apply in person Mon-Fri, 9am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

COLLECTORS- Full-time, experienced collection person. Immediate opening. Call Sandy at: 372-9778

COMPUTER Processor/Secretary - Small CPA firm has a challenging opportunity for computer experience. Secretarial & organizational skills required. Knowledge of accounting helpful & processing tax returns helpful. Send resume to Mr. Miller, 30400 Telegraph, #425, Bingham Farms, MI 48025

COMPUTER SKILLS WANTED
For an automated payroll system. Need a motivated, energetic self-starter for part-time work though the end of April. Payroll knowledge helpful but not necessary, computer input skills a must. 462-2605

COORDINATOR
Fast paced, progressive, Troy based incentive/advertising company has immediate opening for a self motivated person to work in our dealer merchandise program center. Successful candidate must be self-motivated, have good telephone personality & communication skills & be able to work within tight deadlines. Responsibilities will include program computer set-up, inventory control & administration. Salary/benefits. Send resume to: Dealer Programs, P.O. Box 7048, Troy, MI. 48007-7048

CREDIT & COLLECTIONS
Self motivated, phone oriented multi-talented individual. Excellent benefits and salary. Send resume to Laura DeLisio, Forbes Harbor Care, 15044 Michigan Ave., Dearborn, MI 48126

CUSTOMER SERVICE/ SALES/GENERAL OFFICE
Local company looking for aggressive, energetic, self-starting individuals. Must be self confident & have good telephone skills. Advancement potential, salary + commission + benefits. Send resumes. Call Tues. - Fri. ONLY after 9 AM. Ask for Jeff.
Call Birmingham at 258-3777
Or fill out application at 27300 Southfield Rd.
Unilance Temporary Service

CHURCH SECRETARY - part time. Must know Powerpoint. General office experience required. Send resume only to: R.A. Fallstead, 749 W 14 mile, Clawson, MI 48017

MORTGAGE COMPANY in Southfield seeks OFFICE MANAGER with enthusiastic individual for their government housing department. Full benefits plus. Salary negotiable. Call Jeannette at 353-3130

RAPIDLY EXPANDING Detroit based corporation has an opening for an assistant to our Branch Office Manager. Candidate must have stability job involves assisting with:

• Branch office layout and furnishing
• Working with staff and contractors
• Purchasing and importing of furniture
• Coordinating auto fleet
• Some travel to branch locations

Candidates must be aggressive, diligent, and hard working, and possess good interpersonal and communication skills. College degree preferred. For consideration, send resume in confidence to:
Human Resources
P.O. Box 779
Detroit, MI 48231

CLERICAL
Growing Troy Company seeks promotable assistant with thorough knowledge of WordPerfect. 1 year minimum office experience required. Send resume or call:
Diversified Recruiters Co.
344-6700 FAX 344-6704

504 Help Wanted Office-Clerical

CLERICAL/Engineering Support
A growing metal stamping company seeks detail organized, hard working ENGINEERING CLERK. Engineering department document is required. Typing 50 + WPM ! WordPerfect, Lotus, etc.). Filing, organization, phone & communication skills are essential. Blueprint reading a plus. Salary commensurate with experience and good benefits.
Send resume to: Box # 404
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL HELP
For Builder/Developer in Farmington Hills. Must have Microsoft Word experience. Apply: 30400 Telegraph, Suite # 2 & ONLY, 474-8600 or send resume to 27655 Meadowbrook Rd., Ste. 130 Farmington Hills, MI 48334.

CLERICAL
Long term temporary positions in the Bloomfield Hills & Troy areas $3.25-$7.50. Call for appointment
NO FEES E.O.E. M/F/H
Employment Source
583-1919

CLERICAL/PART-TIME
20-30 hrs. per week. Non-smoker. Light typing. Please resume to P.O. Box 942, Novi, MI 48376

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AUTO DEALER
Redford Buick/Pontiac/GMC has experienced individual to answer switchboard, type dealer trades and perform basic bookkeeping duties. Excellent package available. Call for appointment 535-1500.

AVAILABLE?
Talented, dependable, experienced employees needed:
• Word Processors
WordPerfect 5.1, 5.0
Microsoft
Multiplans
Lotus
• Clerks
• Harvard Graphics
• Typists
• Switchboard Operators
• Payroll/Data Entry
Long/short term. Full/part-time positions. Call today!
TEMPORARY RESOURCES
737-1711

BANKING OPPORTUNITY
20 Openings
Part-Time
Afternoons or Evenings
10,000 Keystrokes
Temporary to Permanent
Credit Check Required
Livonia Area
Call Todayll
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

BIRMINGHAM/MICHIGAN AREA SECRETARY. Small old-line Birmingham investment firm looking for person with accounting background and secretarial experience in finance, banking, or brokerage. The successful candidate will be a self-starter, team-oriented and enthusiastic. Business school or associate degree required and 3 to 5 years work experience. Excellent verbal and written communication skills, excellent word processing 5.1 skills, typing minimum 60 wpm, excellent telephone skills. Salary $20,000 to $25,000. Paid holidays and personal time. No health. Send resume to: P. O. Box 721013, Berkley, Michigan, 48072.

BOOKKEEPER
PART-TIME
Farmington Hills Real Estate Development and Property Management Corporation has part-time position for Bookkeeper to assist with Multi-property portfolio including accounts payable, accounts receivable, payroll & financial statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. If interested, please call and set up application at the office, send resume to:
CERTIFIED REALTY, INC.
Attn: Controller
38345 West 10 Mile Rd., Ste. 300
Farmington Hills, MI 48335

BOOKKEEPER
SECRETARY
with great typing & computer skills, needed for fast paced, high end new dating entertainment company in Westland. Please call Sandy or Denise 681-4200

BOOKKEEPING POSITION
Full time for Livonia CPA firm. Minimum 3 yrs. experience. Computerized accounting required.
Call 845-2050

BOOKKEEPING SECRETARY
Computer assisted bookkeeping thru trial balance, word processing, typing, spreadsheet or database skills needed for the major suburban firm, open on money.
Call Bethlehem at 357-0054
Unilance Temporary Service

CHURCH SECRETARY - part time. Must know Powerpoint. General office experience required. Send resume only to: R.A. Fallstead, 749 W 14 mile, Clawson, MI 48017

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• Working with staff and contractors
• Purchasing and importing of furniture
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• Some travel to branch locations

Candidates must be aggressive, diligent, and hard working, and possess good interpersonal and communication skills. College degree preferred. For consideration, send resume in confidence to:
Human Resources
P.O. Box 779
Detroit, MI 48231

CLERICAL
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Diversified Recruiters Co.
344-6700 FAX 344-6704

504 Help Wanted Office-Clerical

EXPERIENCED Customer Service Rep. Articulate, pleasant phone attitude. Typing and Macintosh skills. Send resume with salary requirements to: P.O. Box 5085, Southfield, MI 48086

CUSTOMER/VENDOR SERVICE
Expanding company is seeking energetic, hardworking individual with pleasant phone voice and good attitude to problem solve lease accumulation issues. Minimum typing 45 wpm. Great working environment. Please send resume to: P.O. Box 9068, Farmington Hills, MI 48333.

DATA ENTRY CLERK - FULL TIME
For rapidly growing finance company in Farmington Hills. Must have Microsoft Word experience. Apply: 30400 Telegraph, Suite # 2 & ONLY, 474-8600 or send resume to 27655 Meadowbrook Rd., Ste. 130 Farmington Hills, MI 48334.

DATA ENTRY CLERK
Part time, good organizational skills required. Contact Supervisor
591-0547

DATA ENTRY/CLERICAL
Unilance Temporary Service

Energetic & detail oriented person needed to work for a dynamic cellular communications company. Data entry/typing skills a must including some filing, word processing & clerical duties. If you possess the above qualities, please call Sue at our Livonia/Plymouth office for the best!
845-8250

DATA ENTRY/
CUSTOMER SERVICE
Farmington Hills, MI

A leading industrial goods manufacturer currently has an opening in its Regional Sales Office located in Farmington Hills, Michigan.

The successful candidate must have a minimum of one year experience in a customer service/data entry role, possess a pleasant phone personality and have the ability to work well with customers. Position responsibilities include: extensive phone work, stock checks, working with distributors, expediting back orders and light bookkeeping.

We offer a salary commensurate with experience, excellent fringe benefits and the opportunity to work with an industry leader.

Interested candidates should forward resume along with salary history to:

BOX 422
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY - eager, enthusiastic person with strong data entry skills. Also filing and answering phones. Send resume to: AFR, P.O. Box 987, Southfield 48037

DATA ENTRY
full time temporary position in Southfield beginning Mar. 1. Hours 8am-5pm. Customer service background a plus. Please submit resume to: ref. Box 2026, Southfield 48037-2026
An Equal Opportunity Employer

DATA ENTRY
Immediate opening for experienced data entry clerks. Starting salary $,000-$15,000 key strokes required. Temporary to permanent shifts available. Personnel Unlimited 751-5608

DATA ENTRY
Immediate long term opening for your attention to data and 8000 keystrokes. Accounts payable/receivable & sales. To $7.50/hr to start. Call Dana at 646-6500
Unilance Temporary Services

DATA ENTRY
Night shift, 9pm-6am. Skills required: Word Processing, 40 wpm, good spelling, 40 wpm typing. Macintosh PageMaker knowledge helpful but will train. Must be able to work independently. Good attendance record a must. Exposure to machine shop terminology and blueprint reading helpful. Excellent benefit package. Mail resume and salary requirements to: Mr. Dupuis, Data Entry Company, 43938 Plymouth Oaks Blvd., Plymouth, MI 48170.

JOB OPPORTUNITIES
We have excellent opportunities for individuals with data entry/key boarding skill openings in our Farmington Hills, Livonia and Southfield locations. Candidates should be self-motivated, team oriented, have the ability to learn quickly. College degree and/or some college preferred. Salary commensurate with experience. Qualified candidates should send a resume or apply in person Mon-Fri 9am-4pm.

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

JUNIOR SECRETARY
Leading national marketing firm has unique need for you all around skills & recent graduates. To $17/hr.
Call Rona at 357-0641
Unilance Temporary Service

LEGAL SECRETARY for Troy law firm. Mature person experienced in litigation with 3-5 years. Must be self-starter with some flexibility. Send resume to: Office Manager, 6011 W Big Beaver Rd., Ste 400, Troy, MI 48084

LEGAL SECRETARY
Part time, 2 days per week. (Mon. & Tues.) for busy law firm in Bloomfield Hills area. Must have excellent typing skills, be familiar with practices all areas of law, IBM PC, WordPerfect 5.1 and dictation. Send resume and salary requirements to: Box 4, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARY - PART TIME
Needed for busy law office
649-0211

LEGAL SECRETARY - PART TIME
Hills law firm. 5 years experience WordPerfect 5.0. 932-3500, ext 247

LEGAL SECRETARY, full-time, Minimum 3 years domestic relations experience required, WordPerfect 5.1, Bloomfield Hills area.
357-8883

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary plus benefits. Resume: 30833 Northwestern Hwy., Suite 150, Farmington, MI 48334

LEGAL SECRETARY - 2 years litigation experience & WordPerfect necessary. Full time position. Non-smoking office. BINGHAM FARMS. Call Linda or Karen at 851-9000

LEGAL SECRETARY/Experienced for downtown Detroit attorney. Must be proficient on WordPerfect and resume to: Personnel, 14 First St., Mt. Clemens, MI 48043

LEGAL SECRETARY: For small Birmingham law firm. Must know WordPerfect. No Benefits. Contact Karen, 258-1100

LEGAL SECRETARY, securities and contract law 3 years experience a must. WordPerfect 5. 0. Salary negotiable. Send resume to Office Manager, Simon & Associates P.C., 1533 N Woodward Ave., Ste. 315, Bloomfield Hills, MI 48304. (No phone calls, please!)

LEGAL SECRETARY
Southfield Law Firm needs self-starter with confidence. Corporate (commercial loans) & litigation practice. Excellent typing skills including Word Perfect & transcription. Call Karen for interview. Benefits. Send resume & salary requirements to: Office Manager, 26499 W. 12 Mile Road, Suite 200, Southfield, MI, 48034-1818

LEGAL SECRETARY
Well known small southfield firm. Experience in bankruptcy/ medical malpractice/personal injury. WordPerfect 5.1. Non-smoking office. Call 355-1727

504 Help Wanted Office-Clerical

KEYDISC/KEYPUNCH
Experienced data entry operators. Day & afternoon shifts. For or hourly part time. Good operators make $300-$400 per wk. Call us, 569-1551
Unilance Temporary Service

LEGAL SECRETARY TRAINEE
for non smoking law firm in Southfield/Bloomfield Hills area & computer skills necessary.
Send resume to: Suzanne
2530 Telegraph Rd., Suite 250,
Bloomfield Hills MI 48302

LEGAL SECRETARY • Prestigious Birmingham office looking for legal secretary with at least 2 years experience required.
Call Richard at 644-2833

LEGAL SECRETARY - Part time afternoons. WP 5.1, 60 wpm, 2+ years legal experience necessary. Forward resume to 30400 Telegraph Rd., Suite 435, Bingham Farms, MI 48025

LEGAL SECRETARY Trainee, full or part-time for Downtown Detroit law firm.
Call Unilance Temporary Service 963-7755

LEGAL SECRETARY
Small, exclusive office looking for right person to fill big shoes. Bookkeeping & insurance experience helpful. This is that opportunity!
Call Sandy at 353-4600

LEGAL SECRETARY
For professional busy Personal Injury firm. 3 years experience required. Microsoft Word experience preferred. Send resume to: 200 N Center, Northville, MI, 48167.

LEGAL SECRETARY
Wanted for personal injury office in Farmington Hills 1-3 years experience. Good typing skills, knowledge of Word Perfect 5.1 required.
Call Peggy at 313-737-8000

LEGAL SECRETARY to $26,000
Expanding probate and corporate practice needs 2 secretaries with 2yrs. high class offices. Birmingham area. Call Kathy 642-8700
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Workers compensation insurance defense. Word Perfect required. Legal experience preferred. Send resume to: Elizabeth A. Boone, Attn: Pamela, 29777 Telegraph, Suite 1400, Southfield, MI 48034

LEGAL SECRETARY w/1-2 yrs. experience. W. Dearborn. Small general practice firm. Salary open. Excellent part time (20 hrs /wk.). flexible. WordPerfect skills needed. Resume to: Box 2026, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARY
TO $28,000
Looking for a Challenge? Partner needs your litigation experience. Flexibility and good people skills to handle corporate clients. Lots of variety, plush environment, excellent benefits. Call Karen 772-9700.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Experienced, motivated, personable personal injury firm in Southfield. Light typing, good salary commensurate. Knowledge of WordPerfect, excellent benefits. Call Office Manager at 569-5000 for appointment.

Please send resume to:
LAW OFFICE
PO BOX 760428
LATHRUP VILLAGE, MI 48076

LOOKING FOR WORK?
Do you have clerical skills? We have long term, temporary positions in several communities in the southern suburban area. Let us turn your skills into cash. Call today for an interview appointment.

473-2111
N S SERVICES

MAIL PERSON - for fast paced Birmingham law firm. Filing, sorting & matching mail. Helpful if computer/ word processing skills. Mail room experience. $5 per hour plus potential benefits. Ask for YT
645-2440

MANPOWER NEEDS YOU
• Secretaries • Receptionists
• Data Entry Clerks
• Switchboard Operators
• Word Processing Operators

OFFICE SERVICES RECRUITING
OPEN HOUSE
THURS. FEB. 25
8:30 AM - 5:00 PM
37000 Grand River Ave.
Suite 275
Farmington Hill

Come meet our staff and learn what MANPOWER can do for YOU!

Call for further information
471-1870

Market Research
Applications are now being accepted for full time day shift positions in Livonia and Warren. Must have associates degree or equivalent work skills. No sales involved. Great pay!
EXPRESS SERVICES
Not an Agency Never a Fee
MICROSOFT SPECIALIST

Use your Windows & secretarial skills for this challenging temp-to-perm assignment. $9.00/hr.
ARBOR TEMPS 459-1166

MORTGAGE SOFEWARE FIRM
offering stability and full benefits, to Correspondence Processor & Loan Closer. Responsibilities include phone support and customer training. Send resume and salary requirements to: Sue Parr, Glenn Corporation, P.O. Box 577, Southfield, MI 48037-0577.

OFFICE ASSISTANT
Manufacturer of automotive industry is looking for a self motivated & organized individual. Must be able to type minimum 50-60 wpm, compose letters/memos. Must be familiar with WordPerfect 5.0 and 5.1+ and WordPerfect or WordStar. Good telephone skills and knowledge of general office duties. Must be able to work independently and be flexible. Working knowledge of human resources helpful. Send resume and documentation to a plus. Benefits include: healthcare and dental insurance, 401K plan, etc. Please submit resume with cover letter stating salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK - part-time. Temporary, 2-3 days per week. Good organizational skills required. Contact Supervisor
591-0647

OFFICE HELP/PERIANDS
part time for busy real estate office. Requires clerical skills. must have own car for errands and should be familiar with the Birmingham/Bloomfield area. Great for high school/college student.
Call Sandy at 540-4327

OFFICE MANAGER/SECRETARY
Fast paced commercial property management firm in Farmington Hills needs detail oriented person with the following skills: good letter writing ability, PC computer & Word Perfect experience a must. Capable of handling wide range of responsibilities: having prepared tax forms, bookkeeping & good organization & follow thru ability. Sound legal bookkeeping & Lotus skills a plus. Position provides excellent benefits. Send resume to:
Property Manager
6683 Orchard Lake Rd., Suite 108,
Farmington Hills, MI 48334.
Attention: Julie

PART-TIME office manager wanted for small engineering firm. Must be adept at Word Perfect 5.0 & must. Duties will include typing, filing, accounts receivable, accounts payable & payroll. Send resume to: 24104 Orchard Lake Rd., Suite 108, Farmington Hills, MI 48334.
Attention: Julie

504 Help Wanted Office-Clerical

NOW HIRING!!!
FULL & PART TIME CLERICAL

Top pay for your office skills. Immediate openings in all locations for The following:

LOTUS/WYSIWYG
WORD PROCESSING
WORDPERFECT
MEDICAL & LEGAL SECRETARIES
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
FILE CLERKS
TELEMARKETING (AM & PM)

Holiday pay, Overtime Pay, Temp-to-Perm Insurance, Over Time pay. Call us today for appointment.

SNELLING TEMPORARIES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 353-1500
AUBURN HILLS 377-7500

Unilance Temporary Service
must be company & customer oriented. Computer industry experience & benefit. Must state salary requirements. Send resume to General Manager, P.O. Box #1164, Troy, MI 48099-1164

RECEPTIONIST WORK
Mon.-Fri., 11AM-7PM. Macintosh experience preferred. Downtown Birmingham area. Call Employment at 231 S Woodward, Ste. 218, Birmingham, MI 48009.

PLAINTIFF, MEDICAL mal practice attorney seeks PARALEGAL. 5 yrs. experience. Medical background preferred. WordPerfect.
355-1535

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

PART TIME
SECRETARY/RECEPTIONIST
Hours: Mon-Fri 8:30-12:30pm. Must have excellent WordPerfect skills. Please apply in person, Mon.-Fri., February 22-26 at:
DYNATEK, INC
17197 North Laurel Park,
Suite 100, Livonia, MI 48152

PAYROLL CLERK
Individual with experience in a job shop manufacturing environment. Will also perform other clerical duties including accounts receivable/payable, accounts payable preparation and filing. Send resume with salary history to: Payroll, P.O. Box 700041, Plymouth, MI 48170

PERSONNEL AGENCY
FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include lots of filing, very busy phones, interviewing and employment. Must have 45 wpm typing, 2yrs & weekends. Benefits.
Call Renee at 442-2047

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Part-time after 3pm. Software knowledge helpful. Will train the right people. Great position for students, homemakers, retirees.
476-7555

PHONES ARE RINGING
Companies need experienced clerical receptionists to pick them up! Switchboard operators for positions in Sterling Heights & Southfield.
Call today for appointment

Future Force
528-8454

QUOTE SECRETARY
A full time entry level position for a fast paced, high volume office with personal computer and typewriter skills. Must be accurate and type quotes for our estimating staff. Good communication skills a must, as you will be dealing with customers and shop surroundings would be helpful. Must be flexible & detail oriented. Resume and salary requirements to: Mr. Lee, Sealed Mfg., 43938 Plymouth Oaks Blvd., Plymouth, MI, 48170.

RECEPTIONIST
Busy Farmington Hills architectural firm is seeking a professional individual for front desk. Word processing & typing skills necessary. Must have pleasant personality & ability to greet clients & customers in a fast paced environment, full time/benefits, Non smoking office, top pay. Call Debbie at 626-0555

RECEPTIONIST
Immediate opening for full time on very busy front desk. Prefer experienced, but will train the right professional firm. Executive equipment with 17 incoming lines. Fax or fax resumes to: M. Rost
ALLIED FINANCIAL
23100 Northwestern Hwy. #305
Southfield, MI 48075
FAX: 352-2612

RECEPTIONIST - EXPERIENCED
Regional office of major Michigan based firm, located in Oakland County, has an immediate opening for a receptionist. The successful candidate will possess 2 years of solid receptionist experience in a professional atmosphere plus typing of 55wpm. Professional attitude and friendly personality. If you qualify, please send resume and salary requirements to:
Human Resources
DYKEMA GOSSETT
505 N. Woodward, Ste. 3000
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

RECEPTIONIST/
GENERAL OFFICE
Fast-paced office is seeking an individual for a receptionist/general office position. Must have the following:

• minimum 2 years' office work experience
• ability to work independently
• proper phone etiquette
• attention to detail
• ability to perform general office duties
• multitasking, will train

Must be willing to make a long-term commitment. Job borders Oakland/Wayne counties. Call for an appointment!

Warren 558-3000

KELLY
SERVICES
Equal Opportunity Employer M/F/D

RELOCATION ASSISTANT Real Estate knowledge helpful. Good phone skills necessary along with ability to work independently. Requires computer knowledge & some secretarial ability. Please send resume with salary requirements to Box #412
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES SECRETARY/Coordinator
Die and stamping manufacturer. Work directly with engineering & customer. M&H Industries, 33500 Capitol, Livonia.

SALES SECRETARY - non smoking company needs sharp individual with initiative and good secretarial skills to work flexible hours. Typing 45 wpm and ability to work well with others a must. Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI 48037.

SALES SECRETARY
Immediate opening for a fast, well-organized individual seeking a position in the computer field. Individual must be self-motivated & be able to handle multi-task, some typing skills required. Salary negotiable + benefits. Please send resume to:
Micro Age Computers, 30833 Grand River Avenue, Novi, MI 48375

BLOOMFIELD HILLS law firm seeks part-time secretary. Word processing and computer time & billing experience preferred. Call 334-1600

SANILAC BIRMINGHAM personnel inquiry law firm seeking experienced paralegal/secretary to prepare medication summaries, settlement packages, complaints & answer interrogatories. Must be able to work independently, possess a working knowledge of medical terminology & be able to do legal research. Word Perfect 5.1 experience required. The right person will be rewarded with a great salary & benefits including paid parking & a relaxed office atmosphere. Call 642-1500

SECRETARIAL: Assist sales manager with Word Processing, telemarketing, seminars. 15-20 hours per week. Send resume to: CPCO, 29315 Orchard Lake Rd., Farmington Hills, MI, 48334. Attention: Ken Farmer.

504 Help Wanted Office-Clerical

PERMANENT, PART-TIME help needed for busy Livonia office. Must have good typing, filing & phone skills. Computer skills a plus. Hours: 8:30am - Mon-Thurs. Resume only: Morrison, Inc., 11831 Brookfield, Livonia, MI 48150

RECORDS SCHOOL SECRETARY
Full time position for professional, organized person. Office experience, communication skills with excellent spelling & WordPerfect 5.1 required. Fax resume to: 961-5901 or mail to: Temple Kol Ami, 5065 Walnut Lake Rd., West Bloomfield, MI 48323

REAL ESTATE Appraisal Secretary part time, must be experienced. West Bloomfield area.
661-1765

RECORDS SCHOOL SECRETARY
Full time position for professional, organized person. Office experience, communication skills with excellent spelling & WordPerfect 5.1 required. Fax resume to: 961-5901 or mail to: Temple Kol Ami, 5065 Walnut Lake Rd., West Bloomfield, MI 48323

RECEPTIONIST
Full-time position available for busy Southfield CPA firm. Office skills a must, experience preferred. Call Lori at 355-4600

RECEPTIONIST needed for busy W. Bloomfield office. Experienced with 10 or more phone lines. Typing and WordPerfect required.
Please call Phyllis, 855-6300.

RECEPTIONIST - For Southfield veterinary referral hospital, full/part time or apply in person to: MVS., 21500 W. 11 Mile Rd., Southfield.

RECEPTIONIST - Motivated self starter who can work with minimal supervision, must have knowledge of answering switchboard, typing skills & computer literate. Call 851-8818
• CLERKS
Or, no experience necessary for these positions:
• PHONE SURVEYORS
• TELEMARKETERS

PLEASE JOIN US ON TUESDAY
FEBRUARY 23 FROM 9 AM - 4 PM
AT 28101 W 7 MILE, SUITE 195
(7 Mile crossing at I-275, 1st. floor, right hallway...last office on the left)

Bring picture ID, social security card and work experience.
No appointment needed.
For information call:
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

Secretaries/
Word Processors
$9 & UP
• WordPerfect 5.1
• Word Perfect 5.0
• Microsoft Word

Qualified candidates needed for short & long term assignments in Livonia & Farmington area. Call for more information.
591-1100
Acro Service Corp.

SECRETARY computer knowledge necessary. WordPerfect, Lotus 1,2,3, helpful. Good phone & interpersonal skills, positive attitude a must.
Call Linda 680-4457

SECRETARY - EXPERIENCED
for busy Department of Entertainment Law firm. Phone experience and WordPerfect 5.1 642-1330

SECRETARY/
FLOATER
Guardian Industries, located in Northville, is seeking a part-time, floating secretary to provide on-call secretarial support to various departments with the corporate headquarters. Position requires 20 hours per week, but secretaries during times of absence on a daily or weekly basis. The successful candidate will be proficient in WordPerfect 5.1 & possess excellent oral and written communication skills, be able to meet deadlines under pressure, and be available to report to work on short notice. Forward a resume along with salary history to:
GUARDIAN INDUSTRIES
Cindy Wack
43043 Plymouth Rd.
Northville, MI., 48167
An Equal Opportunity Employer

SECRETARY
for well established, 4 secretary office in Farmington Hills (65wpm) & word processing skills (WordPerfect) a must. No phone/ legal experience required. 647-5111

SECRETARY - full time position for well established, growing firm. Must have good typing & general office skills. Also, experienced in WordPerfect 5.0 preferred.
Send resume to Box #402
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY -- Large medical office seeks an experienced, mature individual to assist in all areas of reception in independently. Computer literacy (WordPerfect), bookkeeping skills and ability to work with diverse personalities important. Send resume and salary requirements to:
J. Greene, 29273 Northwestern,
Suite 100, Southfield MI 48034

SECRETARY
Large, well established downtown Detroit law firm, over 25 attorneys and 500 employees, is seeking one secretary to support a busy environmental attorney. This is a part time position working 3 full days - Mon., Wed. & Fri., 8:30AM - 4:30PM. Requirements include typing 60 wpm, Word Perfect 5.1 and WYSIWYG, good telephone manner and the ability to work accurately and well under pressure. Three years of legal or secretarial experience required. Reply by sending resume, cover letter, stating salary requirements to:
Ms C. McCormack
RE: Part time Secretary
Honigman Miller Schwartz Cohn
2290 First National Bldg.
Detroit, MI 48226
An Equal Opportunity Employer

No Phone Calls

SECRETARY
Part time bilingual (Spanish/english) lawyer needs part time processing. Minimum 5 years experience, flexible hours. Call Mrs Rais 354-1800

SECRETARY
The TRW Transportation Electronics Division is seeking qualified applicants to fill a Position in our Farmington Hills location.

The successful candidate will have a three or more years of work in a sales, engineering or quality environment, excellent typing, word processing, and communication skills, be able to meet multiple tasks are required. Knowledge of WordPerfect 5.1, Lotus, LOTUS, and Harvard Graphics preferred.

TRW offers excellent compensation and benefits including a pension plan and profit sharing program. For consideration, please forward resume and salary history in confidence to:

TRW Inc.
Transportation
Electronics Division
24175 Nine Mile Rd.
Farmington Hills MI, 48335
Attn: Personnel

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECRETARY
We're looking for a self-motivated, detail oriented person with excellent typing, WordPerfect and Lotus. Must have 1-2 years of secretarial experience. Good verbal and written communication skills. Knowledge of word, data and salary requirements to:
50 W. Big Beaver, Suite 500
Troy, MI 48084
An Equal Opportunity Employer

SECRETARY/WORD PROCESSOR
- executive shared offices, experienced and cooperative individual to act, 2 days/wk, 8:30-5, WordPerfect 5.1, Harvard Graphics a must. Resumes: Harvard Graphics/Lotus, Southfield 262-1402

SECRETARY
$20,000 PLUS
Engineering company offers the perfect position for you if you like a diversity of duties. Word processing skills needed here.
Call 851-8818

SNELLING PERSONNEL SERVICES

SUBSTITUTE CLERK/TYPIST
Scheduled 6 hours in advance and — hours per week. Duties will include clerical, evening and weekend hours. Qualifications: High school equivalency diploma, knowledge of computers, positive public service orientation. Apply in person at 24350 Indoplex Circle, Farmington Hills. Salary: $8.74. Immediate opening. Apply in person during regular business hours to: Plymouth Township Clerk's Office, 9955 Star Clipper, Plymouth, MI. 48170. Written test required. Deadline: Wednesday, March 1, 1993.

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25701 Dover
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4311 Howe Rd.
Wayne 48184

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

591-2300, ext. 2153

Congratulations!