504 Help Wanted Office-Clerical

COMPUTER TECHNICIAN
PC distributor has openings in Technical Desk. Experience in PC and networking products. Good communication skills. Send resume to: HIMAX, 32713 S. Schoolcraft, Livonia, MI 48150.

CONTEMPRA
is seeking highly motivated & dependable people with various skills:
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Short & long - temporary to permanent positions available.
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COPY/FILE CLERK NEEDED for downtown Detroit law firm. Must have good clerical skills. Good opportunity for right person. Send resume to: Box 834 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CUSTOMER SERVICE SUPERVISOR
Experienced supervisor needed to assist in the retail administrative operations of fast paced and rapidly growing communications company. Successful candidate must have 1-3 years of office supervisor and customer service experience. Must also possess excellent leadership and communication skills and be computer-literate. Looking for someone who is detail oriented, highly motivated and has a sense of commitment. Position will require working occasional Saturdays. Excellent salary commensurate with experience. Send resume to Box 838 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DATA ENTRY CLERK, full time, with benefits, day shift, for Southfield office. Please send resume and salary requirements to: Data Processing Supervisor, 20755 Greenfield, Ste. 903, Southfield, MI 48075

DATA ENTRY & clerical, part time for Southfield CPA office, good with numbers & calculator. Neat handwriting. 350-2600

DATA ENTRY CLERK
Part-time position, 10-15 hrs./wk. for company located at 13 & Telegraph. Should be able to type 50 wpm, be self motivated and organized. Data entry & computer experience required. Send RESUME TO Box 874: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DATA ENTRY CLERKS: Immediate openings in all locations. We offer: Top Pay, paid Holidays, Cash Bonuses, Temp-liked insurance. Call today for an appointment!
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SOUTHFIELD	352-1300
SOUTHFIELD	352-1300

DATA ENTRY
Immediate openings for over 12,000 keystrokes experience. 2 shifts. Call Debbie 446-8500
Uniforce Temporary Services

DATA ENTRY OPERATOR
2 yrs. experience, Sat. late evenings & weekends. Southfield area. Call after 6, Marcia. 827-4023

DATA ENTRY OPERATORS
Medical background preferred. 8000 keystrokes + $7.49-$8.00/hr. Temporary & permanent positions available immediately. Call Lynne or Kristen at: 355-0330

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed & accuracy. Full time (day & afternoon shifts) positions available. Good pay & benefits avail. Qualified candidates, for more information, please call after 2pm, 261-8220

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
We have excellent opportunities for individuals with strong communication skills. Very busy office. Must enjoy working with people, have excellent phone manners and some computer skills. Possible permanent position. Located in Southfield area. Excellent training program available. Interested candidates should call for appointment:
SPENCER PERSONNEL, INC.
559-0110
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Data Entry Clerks
NEEDED IMMEDIATELY
Experienced candidates with 8,000 plus key strokes needed for assignments in Livonia & Southfield. Apply in person between 8-5:
ACRO SERVICE CORP.
17187 N. Laurel Park Dr., #165
Livonia at 8 Mile & 1-275
or call for more information:
591-1100

DATA ENTRY
PLYMOUTH AREA
A large national corporation needs data entry clerks for immediate temporary positions. Part & full time. Afternoons, evenings & weekends available.
ARBOR TEMPS 459-1166

DATA ENTRY - WordPerfect experience necessary. Assistant to corporate officers. Excellent opportunity for right applicant. 355-3000

DATA ENTRY
$13,000/YR.
Livonia area. Fee paid by employer. Full benefits. 5 day week.
Employment Center Inc. Agency. 569-1838

DENTAL RECEPTIONIST- Good typing, mature, enthusiastic, outgoing. Send resume to: Dental, Ste. 103, 28803 8 Mile, Livonia, MI 48152

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EXECUTIVE ADMINISTRATOR
For manufacturers rep. Good typing, phone, organizational & computer skills required. Pleasant personality to work in fast paced environment. Resume to: Personnel, 32300 Northwestern Hwy., Ste 250, Farmington Hills, MI 48334

EXECUTIVE ASSISTANT
Reports to president of prestigious foundation. Interacts with top executive and board members. Excellent written skills. Call Gloan at 645-7661
Uniforce Temporary Services

FARMINGTON HILLS Real estate office in need of Receptionist. Must be WordPerfect 5.1 proficient, have excellent phone etiquette & be able to work in a fast paced atmosphere. Experience a must. Contact Kelley at: 313-737-3600

FILING CLERK - for service company. Must possess general office abilities, demonstrated by education or experience. Will be expected to perform varied clerical tasks. Please send resume to: Technx Corp., 44809 Helm St., Plymouth, MI 48170.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Major health care organization needs experienced secretaries. Top pay, WP 5.1 or Macintosh a plus. Call Marsha 644-7663
Uniforce Temporary Services

EXECUTIVE SECRETARY
TO $29,000
Strong administrative skills. WordPerfect. Lotus a plus. Benefits include dependent coverage. Call Kathy, 772-8780.
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Secretary to Vice President. WordPerfect 5.1 & Lotus 1-2-3, insurance area. Temporary to permanent.
CONTEMPRA
563-5900

EXECUTIVE SECRETARY
With 3-4 years experience needed for a fast paced Human Resource Dept. Must have excellent business English & phone etiquette. A solid knowledge of WordPerfect 5.1 is required. Background in benefits desirable. Send resume & salary guidelines to Box 842: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
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FILE CLERKS: Immediate openings in all locations. We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-liked insurance. Call today for an appointment!
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LIVONIA	464-3100
SOUTHFIELD	352-1300
SOUTHFIELD	352-1300

FINANCIAL SERVICES firm seeks responsible person for administrative and customer-service duties. Excellent communication skills required. Must be personable, a self-starter, well organized, and accurate with details. Please respond by resume to: BOX 896, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
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FORECLOSURE CLERK
Mature individual needed for full time position to monitor & track foreclosure files. Computer & WordPerfect 5.0 experience a plus. Non-smoking Birmingham legal firm. Call Debbie: 540-7701

GENERAL CLERK
Benefits, Bloomfield Hills.
ABI 539-3830

GENERAL CONSTRUCTION contractors looking for part time secretary. Hours 2pm-6pm, 5 days. Knowledge of computers, typing & good telephone skills. Please send resume to: Devonport Brothers Construction, 301 Devis, Belleville, 48111

GENERAL OFFICE work for sales office located in Birmingham. Experience required. Mon-Fri, 8:30am-5:00pm. Send resume to: P. O. Box 1295, Birmingham, MI 48012

GENERAL OFFICE
Permanent position for person to do various office functions. Must be well organized and good with figures. Sales/Telegraph area. Call Mr. Corn 353-0180, ext 471

GENERAL OFFICE
For construction company in Southfield. Computer, typing, phone experience. Word Perfect, Windows necessary. Call 8-5 PM. 353-0434

GENERAL OFFICE
Leading national advertising firm has unique need for your all around skills and recent experience. Call Rona at 357-0841
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HIGHLAND CLERICAL Person Good typing, math, professional, pleasant, fast-paced. Liz 548-1300

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504 Help Wanted Office-Clerical

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Royal Oak, MI 48068

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504 Help Wanted Office-Clerical

GENERAL OFFICE
Varied duties. Professional demeanor. Good phone & keyboard skills. Temp-to-perm.
ARBOR TEMPS 459-1166

GENERAL OFFICE - mature person, experienced in production and automotive releasing preferred. Typing and computer data entry - part time with possibility of converting into full time - must be flexible to our needs. Redford location. Call 12-4pm for interview appointment. 537-8900

LEGAL SECRETARY for 12 attorney firm in Bloomfield Hills. Litigation experience required. Salary based on ability. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Ste. 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Experienced, for small, pleasant personal injury firm in Southfield. Full time, good salary opportunities. Knowledge of WordPerfect, excellent typing skills, general office skills and prior experience in personal injury practice required.
Please send resume to:
LAW OFFICE
PO BOX 760428
LATHRUP VILLAGE, MI 48076

504 Help Wanted Office-Clerical

GENERAL CLERICAL OFFICE
Must have experience typing & filing, must have great phone skills & able to work well with people. Part time. Send resume to:
21841 Melrose Southfield, MI, 48075, attention Laura Olewin

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LEGAL SECRETARY
Experienced legal secretary with excellent word processing & grammatical skills needed for Farmington Hills personal injury law firm. Please send resume to: Office Manager, 31700 Middlebelt Rd., Suite 240, Farmington Hills, MI 48334

LEGAL SECRETARY needed for 2 attorney office in Southfield. Professional demeanor a must. Three plus years of litigation experience & computer knowledge helpful. Send resume to: Box 835 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

504 Help Wanted Office-Clerical

INSURANCE AGENCY: Claim Manager needs Assistant. Some property & casualty claim experience required. SEND RESUME including salary requirements to:
PO BOX 1003, TROY, MI 48007-7003. ATTN. 990

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury, & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY wanted for downtown law firm. 5 years litigation experience, WordPerfect 5.1. Excellent salary/benefits. Send resume to: Personnel Director, 2200 Buhl Bldg., Detroit, MI 48226

LEGAL SECRETARY - experienced for fast-paced Birmingham law firm. Flexible, self-starter & team player able to handle multiple projects. Paralegal skills desirable. Minimum 3 years legal secretarial experience. WP 5.1 & Lotus 1s & plus. Contact Joel at 647-0966

LEGAL SECRETARY with 3 yrs. minimum litigation experience. Busy desk working for partner & associate. WordPerfect 5.1. Pleasant office atmosphere. Salary commensurate with experience. Send resume to: 33 Bloomfield Hills Parkway, Ste. 100, Bloomfield Hills, MI 48304, Attn: Personnel.

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
Multiple positions available with rapidly expanding major Farmington Hills firm. Typing and some computer experience preferred.
473-2934
Uniforce Temporary Services

LEGAL SECRETARY needed for non smoking law firm. 1-5 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to: Barb, 7550 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY
Workers compensation insurance defense. Word Perfect required. Legal experience preferred. Send resume to: Galbraith & Bourns, Attn: Pamela, 29777 Telegraph, Suite 1680, Southfield, MI 48034

LEGAL SECRETARY Needed for Divorce, Probate & Criminal Law Practice. Experienced preferred. Wordperfect 5.1. Call. 352-6800

LEGAL SECRETARY
Southfield law office, minimum 2 years experience. Must know workmen's comp, computer literate, have excellent office skills. Salary commensurate with experience. Send letter with resume to Box 834 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY needed for busy Southfield medical malpractice defense firm. Please call Office Manager at 352-2555.

LEGAL SECRETARY for Troy Law firm. Mature person experienced in litigation with WordPerfect 5.1. Full-time with some flexibility. Send resume to: Office Manager, 901 W. Big Beaver Rd. Ste. 500, Troy, MI 48084

LEGAL SECRETARY
Temporary full-time, may turn into permanent position. Legal defense secretary, experienced. WordPerfect. Troy office. Call for appointment & provide resume at interview.
(313)649-0433

LEGAL SECRETARY
LITIGATION
National corporation seeks 3+ years litigation experience for equity partner position. Full compensation package. Send resume: Arthur Thomas, 3000 Town Center, Ste. 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
Large Town Center personal injury firm seeks motivated, organized Secretary for MEDICAL attorney. Minimum 2 years litigation experience. Must have strong clerical & communication skills. Excellent salary & benefit package. Immediate opening. Call. 948-0000

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'91 FORD EXPLORER XLT Sport seat, sunroof, loaded. $15,950	'91 MUSTANG GT CONVERTIBLE $13,950	'91 FORD F-150 SUPER CAB V-8, XLT, only 22K. $13,950	'91 CHEVROLET ASTRO CL TRUCK 21,000 miles, like new. $12,950	'91 AEROSTAR XLT All wheel drive, loaded. $12,950	'90 FORD TAURUS WAGON LX Only 26K. $9950	'92 FORD PROBE Fully loaded, like new. $9950	'91 ESCORT WAGON 2 to choose from. Starting at $6950	'90 FORD MUSTANG LX 5.0, red, loaded. $7540	DEAN SELLERS FORD SELLS FOR LESS!

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