EMPLOYMENT

504 Help Wanted Office-Clerical

KEYDISC/KEYPUNCH
Experienced data entry operators. Day/Afternoon shifts. Full/part time. Ms. Hardman 591-5151

LEGAL SECRETARY:
Specialty in Personal Injuries
Part-time. Birmingham Area
Call, 313-258-6262

TROY LAW FIRM seeks experienced, mature legal secretary, full time, strong in litigation & WordPerfect 5.1. Send resume to: Office Manager, 801 W. Big Beaver Rd., Ste. 500, Troy, 48084

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

LEGAL SECRETARY
Some legal experience required, proficient in WordPerfect 5.1. Salary commensurate w/experience. Novi location. 344-1492

LEGAL SECRETARY - part time, eve. & weekends on an as needed basis. Sole law practice in Southfield. WordPerfect a must. 851-3333

LEGAL SECRETARY
Dependable legal secretary needed for Birmingham law firm. 2 years litigation experience & WordPerfect a must! Send resume to: Office Manager, P.O. Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Prestigious Troy law firm has immediate opening for a Coprorate/Administrative Secretary. Applicant must be motivated & self-directed. Shorthand or speed writing a must. Wang WP helpful but not required, excellent compensation & benefit package. Send resume to: P. O. Box 7037, Troy, MI 48007-7037

LEGAL SECRETARY- Minimum 3 years litigation experience. WordPerfect 5.1 & phone experience necessary. 642-1330

LEGAL SECRETARY - challenging position in high-profile, high-volume criminal law office. Experience and proficiency on WordPerfect required. Call Carolyn, 647-6034

LEGAL SECRETARY Needed for Bingham Farms Law Firm. Must have at least 4 years legal secretarial experience and type 70wpm.
BARB JESTER: 642-6000

LEGAL SECRETARY
Part time position. Experience necessary. Send resume to:
Erwin Rubenstein, 17220 West 12 Mile Road, Southfield, MI 48076

LEGAL SECRETARY/PARA LEGAL
For Southfield sole practioner with medical malpractice specialty. Full time. Must be experienced. WordPerfect knowledge required.
Call 357-7778

LEGAL SECRETARY
for Southfield law firm. Personal Injury/Medical Malpractice experience & knowledge of WordPerfect 5.1 required. Call:
Fieger, Fieger & Schwartz 355-5555

LEGAL SECRETARY
Experienced only. Must know WordPerfect 5.1. Must be familiar with all aspects of law office operation and management. Salary commensurate with experience. Please call 851-4300

LEGAL SECRETARY
For Town Center Pl firm., Immediate opening for medical malpractice attorney. Must have WordPefect & litigation experience. Competitive starting salary with benefit package. Call 948-0000

LEGAL SECRETARY
$25,000 FEE PAID
Troy area and outstanding benefits. Litigation and WordPerfect desired. Call Mark Bookspan, 649-3330 or FAX resume to: 649-FAX-2. M. BOOKSPAN & ASSOCIATES

504 Help Wanted Office-Clerical

LEGAL ASSISTANT
Growing, prestigious Detroit law firm, opening an office in Ann Arbor, searching for degreed Legal Assistants. Require professional demeanor and excellent oral and written communication skills. 1-3 years medical mal-practice experience required. Competitive salary/benefits. Send resume & salary requirements to:
Box 854
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Part Time
For small Farmington Hills general practice law firm. Legal experience preferred but not required. Word processing and dictaphone skills required. Salary negotiable. For an appointment please call:
Harvey Babcock 851-2880

LEGAL SECRETARY
INTERNATIONAL CORPORATION
TO $26,000
Corporation seeks experienced legal secretary for permanent position. Long term temp assignments also available. Call Arthur Thomas, 355-4143

LEGAL SECRETARY

Ann Arbor area. Prestigious law firm. Secretary to managing partner. Must be proficient on Wang, very professional image, excellent skills.

ARBOR TEMPS 459-1166

LEGAL SECRETARY/PART TIME
Southfield Laywer wants mature flexible experienced person to work approximately 20 hours per week. Wordperfect 5.1. Send resume to:
Box 794
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA LAW FIRM seeks Receptionist also able to do light word processing and filing. WordPerfect a plus. No legal experience necessary. Send resume and salary requirements to Box #948
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MARKETING/ CLERICAL

Life insurance company has an immediate opening for an individual with PC skills in spreadsheet and word processing, typing speed 55-60 wp and good communication skills. Please contact the Personnel Department at:
MUTAL OF DETROIT
INSURANCE COMPANY
333 Plymouth Rd.
Plymouth, MI, 48170
(313) 453-8500

MARKETING SECRETARY
Plush office of suburban firm has immediate opening for your 2 years experience with Word Perfect 5.1 and ability to interact with clients. Call Sophie 357-0036
Uniforce Temporary Services

MARKETING SUPPORT Secretary - A fast paced office. Word processing. Full benefits. Experienced only. Apply in person: Michigan Business Systems, 24399 Telegraph, ¼ mile S. of 10 Mile.

MORTGAGE Processors - Experienced, excellent benefits, high pay, needed for new mortgage loan office opening in Novi. Call for confidential interview. Sandra 909-1036

NEED ENERGETIC service/sales person, with experience in Personal Lines, for working inside a Southfield State Farm office. 353-1400

NUTRITIONAL PRODUCTS Company (mail order), with pleasant smoke free workplace, seeking good natured, conscientious, tactful person to help with customer service & light shipping. Full time, Mon thru Fri, 9am-5pm 334-3334

504 Help Wanted Office-Clerical

LEGAL SECRETARY
$28,000
A wonderful opportunity awaits you with a prestigious national firm. 3 years litigation experience. Good organizational skills. Challenging and diversified duties. Full benefits. Immediate opening. Call 772-6760.
SNELLING PERSONNEL SERVICES

MEDICAL BILLER
Top pay for long term positions in Auburn Hills/Detroit for Blue Shield, Medicare/Medicaid experience.
Call Mary 646-7663
Uniforce Temporary Service

MEDICAL SECRETARY
Experienced secretaries needed for both short & long term positions with major health care headquarters. Top pay. WP 5.1 or Macintosh.
Call Martha 646-7661
Uniforce Temporaray Services

METRO DETROIT Fluid Power Distributor, has an immediate opening for a Receptionist Secretary. Candidate should have good office skills & excellent telecommunication skills. Computer experience required. Send resume to: P.O. Box 157, Walled Lake, MI 48390

OFFICE ASSISTANT
Part-time/Afternoons. Must be flexible & pleasant. Word processing experience. Call 338-9110

OFFICE CLERICAL
Part-time. Birmingham Co. requires well organized person with general office skills. Type 40 wpm, adding machine, answer telephones and file. Call, 313-540-6588

OFFICE CLERK - FULL TIME.
Responsibilities include: Order write up, filing, typing, record keeping duties. Experience helpful. Send resume to: Secretary, PO Box 376, Farmington, MI., 48332-0376

OFFICE MANAGER/SECRETARY
Good people, organizational & phone skills. Knowledge of WordPerfect 5.1 & Dac Easy accounting with 2-4 yr. degree preferred. Duties include billing, purchasing & inventory management. Salary commensurate with skills & experience. Submit resume:
P.O. Box 250329
Franklin, MI 48025

PAYROLL
Immediate full time position available for in-house payroll data processing. Southfield area. 569-4600

PERSON FRIDAY needed for fast paced food equipment distributor. Experience necessary in all facets of office operations, please forward resume with salary history & requirements to: Branch Manager, 20734 Chesley Dr., Farmington, MI 48336

PERSONNEL ASSISTANT
We are a Fortune 500 corporation, located in Southfield, that manufactures and distributes a wide variety of precision parts for the automotive, industrial and heavy duty replacement part markets.

The candidate chosen will be responsible for the secretarial/administrative support to the Employee Relations Department. Excellent secretarial skills are required. PC skills should include WordPerfect, Lotus and graphics software. Seeking a high energy, self-starter. Three to five years secretarial/administrative experience required; an Associates degree is preferred.

We are committed to providing career paths, excellent compensation and flexible benefits for our employees. Please send your resume, in confidence to:
Employee Relations
Box #964
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
Affirmative Action Employer

504 Help Wanted Office-Clerical

OFFICE CLERK - Printing firm has full time opening. Duties include: light bookkeping, customer contact & some bindery work. Call Mon thru Fri 10am-3pm 632-5626

OFFICE MANAGER - Construction. Must have computerized, accounting experience thru financial statements, payroll, job cost, AIA billings. Will also have to answer phones, type, and be self sufficient. Send resumes to: Mrs. Oderlurk, J & J Construction, 29325 Wall St., Wixom, MI 48393.

OFFICE PERSON-Local Plymouth company looking for individual to function as office person. Duties will include answering phones, working with word processor & other general office tasks. Wages starting at $6. Please send resumes to: TCLC, P.O. Box 228, Plymouth, MI 48170

PART-TIME
FULL-TIME
CLERICAL POSITIONS
Experienced in the following:
• Microsoft
• WordPerfect
• Data Entry
• Lotus
• Windows
• SmartWare
Call ADIA
for appointment at:
313-722-9000 or 313-382-2342

PART TIME RECEPTIONIST needed for small repair firm, office experience necessary. Dearborn Heights area. Non-smoker preferred. Ask for Dave at, 274-0851

PART-TIME
Receptionist Needed. Good phone voice, light typing and computer skills required. Will Train! Over 18. 3 evenings weekly, 4pm to 9pm. Sat. 9am to 5pm. After 2pm, 349-8505

PHONE AD TAKER/CLERICAL
Part time. Good phone skills, WordPerfect needed. Some days, some evenings available. Send resume: Box 29-E. Birmingham, MI 48012.

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Permanent, part-time after 5pm. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 478-7355

RECEPTIONIST
Professional, organized receptionist with phone skills for busy Farmington Hills real estate office. Experience & people skills required. Area resident preferred. Call Mr. Zehnder Century 21 MJL 851-6700

RECEPTIONIST needed for a Wall Street brokerage firm in W. Bloomfield. Call Heidi Mon.-Fri. 8:30-5. 737-8442

RECEPTIONIST
Part time. Approximately 25 hours per week. Answer phones, filing, typing. Redford area. 15720 Dale, Detroit. 533-5277

RECEPTIONIST
Evenings & week-ends Tel-Twelve Mall. Typing, filing, answering phones. Between 5-15 hrs. per week. Hours flexible. $5 per hour. Call between 5 pm-9 pm, 354-0002

RECEPTIONIST/SECRETARY

Must be familiar with WordPerfect & Lotus. Excellent phone manners & able to handle a variety of duties. Send resume in confidence to Box #932
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY - Royal Oak. Must have good phone & organizational skills also knowledge of Word Processor. Call, 398-7575

RECEPTIONIST wanted, part time, ideal for students. Apply in person at 190 Plymouth Rd., Plymouth, Mich. or call 455-3593

504 Help Wanted Office-Clerical

RECEPTIONIST/GENERAL OFFICE needed for small office in Plymouth. Must have Lotus experience, accounting background helpful. Salary negotiable. Send resume to: P.O. Box 701386, Plymouth, MI 48170

RECEPTIONIST
Immediate full time opportunity exists for a highly motivated, non smoker. Organizational skills are required. Responsibilities include: answering busy multi line Merlin telephone system & various clerical duties. Excellent communication skills & ability to work as a team player are a must! Competitive fringe benefit package includes master medical, optical, dental, & profit sharing plan. If you are interested in growing with a leader in the health-care industry, send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehab Agency
Human Resources Department
755 W. Big Beaver, Ste. 404
Troy, MI 48084-4903

RECEPTIONIST
for Bloomfield Hills lawfirm. Must have knowledge of WordPerfect 5.1. 647-4440

RECEPTIONIST/SWITCHBOARD
Long term opening for your friendly personality & experience on Executone equipment. Call Ruth 646-6166
Uniforce Temporary Services

RECEPTIONIST - FULL TIME
Farmington Hills realtor. Multi-line switchboard, Word Perfect. Real estate experience preferred. $6.25/hr. Ask for Mr. Lemon. 655-8570

RECEPTIONIST/SECRETARY
Entry level. Western Oakland County. Must have strong communication & word processing skills. Health benefits available. Start immediately. 624-7070

RECEPTIONIST
Front desk position with national insurance corporation for your office experience. Word processing a plus. Call Olida 357-0037
Uniforce Temporary Services

RECEPTIONIST for busy non-smoking Farmington Hills Management Company. Experience will include multi-line phone system and some secretarial. Knowledge of Lotus & Wordperfect. Resume to: 4738 Pickering, Bloomfield Hills, 48301.

RECEPTIONIST/GENERAL OFFICE
Full time Receptionist needed to answer phones, greet people, and assist with a variety of office work. Computer skills helpful. Please send resume to: 2675 John R., Rochester Hills, MI 48307, or call 853-5390

RECEPTIONIST - Troy law firm needs experienced, outgoing individual with good phone manner, Non-smoking environment. Variety of duties and responsibilities. Phone (between 9am & 11:30am only).
641-1800 Ext. 200.

RECEPTIONIST
A growing company is looking for a full-time office/clerical person. Must type 60+ wpm, answer phones, take messages, file & perform other clerical duties as required. Apply in person at: 44700 Grand River, Novi.

RECEPTIONIST - Experience necessary for multi-line busy phone system. Professional manner a must. Possible temp-to-perm position. Call today for more information, 261-3830. Interim Personnel.
Never a fee.
An Equal Opportunity Employer

RECEPTIONIST
TO $18,000
Be the front desk charmer at a high tech suburban company. Good communication skills and experience running an effecient front desk needed here. Some word, processing, good benefits. Fee paid.
Call 464-0909.
SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Part time. Mature responsible person to answer phones, light typing, some computer. 10am-2pm. Some full time days. Send resume with letter to: Box 806,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/Clerical
Livonia Real Estate office looking for mature, outgoing person with front desk appearance and impeccable phone manner to do general office duties. Call, 427-6600

RECEPTIONIST/SECRETARY
Wanted for Milford area. Good filing, typing, phone skills required. Must be able to communicate effectively & work independantly. Computer experience helpful. $7-8 an hour to start. Call 9am-5pm:685-0502

RECEPTIONIST
Immediate openings in Southfield & Farmington area. Must have professional phone manner & prior work experience. Busy work environment. To schedule an interview call:
TEMPEXCHANGE
557-5600

RECEPTIONIST CLERK
Madison Heights
• 1st & 2nd Shifts
• Immediate Openings
• $5.00 - $5.60/hr. to Start
Call today to set up an appointment for an interview.

589-8428, Ext. 383
ET SERVICES & SYSTEMS

RECEPTIONIST/ SECRETARY
$18-$20,000
FEE PAID BY COMPANY
Enjoy the work and the people you work with. This outstanding company offers benefits and will train on their computer. Call 644-4600.
SNELLING PERSONNEL SERVICES

RECEPTIONIST
Permanent positions available for the right candidate. Must possess multi-line phone experience & have data entry/typing skills. Plymouth area. Call now!
591-1100
Acro Service Corp.
Never A Fee

RECEPTIONIST/SECRETARY
Answering multi-line phone for health agency. Must be able to handle several projects simultaneously, and have excellent people skills. Must be high school grad (or equivalent) with two years office experience and computer knowledge.
To apply, send resume to:
United Home Health Services
2200 Canton Center Rd. #250
Canton, MI 48187
or call 981-8820

RETAIL FURNITURE STORE
Experienced part time clerical.
24 hours per week. Must be able to work weekends and evenings.
Apply: Classic Interiors, Inc.
20292 Middlebelt, Livonia

SALES SECRETARY
Seeking mature person for fast paced, non-smoking Livonia sales office. Position requires pleasant phone manner, excellent typing, computer and organizational skills. Telemarketing helpful. Full time/benefits. Send resume to: Branch Manager, American Air Filter, 13753 Otterson Ct., Livonia, MI 48150.

FARMINGTON HILLS ATTORNEYS seek experienced secretary with WordPerfect skills. Please submit resume with wage requirements to: 33533 W. 12 Mile Rd., Suite 180, Farmington Hills, MI 48331.

504 Help Wanted Office-Clerical

SALES SECRETARY/ RECEPTIONIST
We are looking for a special person with good communication skills and an up-beat personality to assist our sales force in representing our company. A professional, responsible attitude is required. PC experience with WordPerfect and Lotus 1-2-3 is essential. Please mail your resume with salary requirements to: Mr. Lee, Moeller Mfg. CO., 43938 Plymouth Oaks Blvd., Plymouth, MI 48170-2584.

SALES SECRETARY
Full time position FOR fast paced office. Must be able to type at least 45wpm & possess excellent phone etiquette. Contact Don Smith at:
GUARDIAN ALARM CO.
20800 SOUTHFEILD RD.
SOUTHFIELD, MI 48075
423-1000

BIRMINGHAM consultant is seeking candidate to assume client service, clerical & reporting duties. Entry level opportunity. Part time, flexible hours. Resumes only to: Jules Rappaport, Rappaport & Associates, 30600 Northwestern Hwy., Ste 220, Farmington Hills, MI 48334

NOVI AREA HOTEL seeking experienced Hotel Sales & Catering Secretary. Must be personable & possess exceptional communications skills. Minimum typing requirement of 50 wpm with knowledge of WordPerfect. Excellent working environment & benefits. Please send resume with salary requirements to:
Director of Sales
The Hotel Baronette
27790 Novi Rd., Novi, MI. 48377.

SECRETARIAL - Farmington Hills CPA needs experienced clerical individual, statistical typing, WordPerfect, full time. 932-1800

SECRETARIAL/RECEPTIONIST
openings with major downtown Detroit advertising agency.
SECRETARIAL Positions require minimum 3 yrs. experience with excellent skills in typing & WordPerfect 5.1. Our broadcast media secretarial position also requires Lotus 1-2-3. Should be a self-starter who is congenial with excellent telephone manner with the ability to work in a fast paced deadline oriented environment.

RECEPTIONIST for main reception area. Requires neat appearing individual with pleasant manner, able to deal with visitors at all levels. Pleasant working conditions with a good benefits package. Please send resume listing experience, computer skills & salary requirements to Box #966

EEO/F/M/V/H

SECRETARY/ ASSISTANT
$20,000
This automotive sales office is part of an international group. Assist the office manager using your good skills and experience. Hurry!
Call Bernice 464-0909
SNELLING PERSONNEL SERVICES

SECRETARY for Troy ad agency. Word Perfect & Lotus skills required. Resume with salary requirements to: Personnel, Ste 2500, 755 W Big Beaver Rd. Troy, MI 48084.
An Equal Opportunity Employer

SECRETARY/GENERAL Office Assistant position open for person with prior office experience, friendly telephone voice, and reliable transportation. WordPerfect and Lotus 1-2-3 experience required. Company produces educational programs for schools. Send resume to: ECA, Inc., P.O. Box 700436, Plymouth, MI 48170. No phone calls please.

504 Help Wanted Office-Clerical

secretary

ADMINISTRATIVE/ ENGINEERING SECRETARY

Nippondenso, one of the largest automotive component manufacturers in the world, currently has an excellent opportunity available for a Secretary at our Southfield Technical Center.

Responsibilities include general secretarial and administrative duties, including back-up for Purchasing. The selected candidate will also prepare technical reports and presentation materials including graphics

A minimum of 5 years secretarial experience in the automotive field required. Must be computer literate.

We offer competitive compensation and benefits. Please send resume and salary expectations to: Nippondenso Technical Center Inc., Attn: OE483, 24777 Denso Drive, Southfield, MI 48034.
An Equal Opportunity Employer

SECRETARY
An insurance company located in Southfield is seeking a Secretary for its' Actuarial Department. Must have a minimum of 3 years secretarial experience, accurate typing (60wpm), and a thorough knowledge of WordPerfect 5.1 and LOTUS 123. Shorthand skills desired. We offer an excellent benefit package. Please send resume with salary requirements to:
CUNA Mutual Insurance Group
Human Resources
28333 Telegraph Rd.
Southfield, MI 48034

SECRETARY
Birmingham law firm specializing in real estate law seeks a pleasant individual capable of handling multiple activities. Candidates must be proficient in Word Perfect 5.0 & possess excellent people, organizational & communication skills. Legal experience not necessary. Non-smoking office. Call between 10-4, Mon.-Fri. 540-7701

SECRETARY
Part-time, non-smoker, for real estate company. Knowledge of word processor helpful. Troy (Big Beaver at Livernois). 362-4666

SECRETARY - PART-TIME
Flexible hours, mostly afternoon. Good pay, Rochester Area.
Call 852-6182

SECRETARY - PART TIME
for Southfield law firm. 2 years experience. Contact Mrs. Raven, 552-8500

SECRETARY
Permanent part time, 20-25 hours per week for W. Bloomfield CPA office. Computer knowledge required. Ask for Denise. 737-0600

SECRETARY/RECEPTIONIST
for law firm in Westland. WordPerfect 5.1 experience, good typing and phone skills. 353-3600

SECRETARY/RECEPTIONIST
Part time. Real estate, corporate, estate, probate, law practice. 5 hours daily. Flexible hours. Administrative, excellent typing, spelling & WordPerfect 5.1 skills, 3-5 years experience, transcription, dictation. Join us. Send resume to:
Sandy, 31874 Northwestern Hwy., Farmington Hills, MI 48334.

SECRETARY/RECEPTIONIST
needed for busy Northville CPA/attorney firm. Pleasant & smoke-free work environment. Permanent part time, entry level position, 5 days/wk., 6 hrs. per day. WordPerfect, word processing experience necessary. Please send resume & salary requirements to: Scott Lowery, CPA/PC, 422 East Main St., Northville, MI 48167-1626

504 Help Wanted Office-Clerical

SALES/SERVICE
TECHNICAL SUPPORT
Telephone representatives needed immediately for major Detroit marketing firm. Working knowledge of IBM computer hardware/software required. Qualified applicants must have pleasant, professional phone manner & excellent problem-solving skills. To schedule an interview call:
TEMPEXCHANGE
557-5600

SECRETARY
Long term position with fast growing engineering consulting firm. WP 5.1 and Excel. Call Sally 646-7662
Uniforce Temporary Services

SECRETARY/RECEPTIONIST

Position available for full-time secretary/receptionist with mid size commercial real estate brokerage & management firm. Applicant must have high level of proficiency with Word Perfect & Lotus & preferably with Microsoft Word & Excel as well as answering multi-line telephone. Please send resume & salary requirements to: Administrator, Noble/Advantage Group, 29444 Northwestern Highway, Ste 500, Southfield, MI 48034.

SECRETARY-receptionist, beautiful, non-smoking office, Ren Cen area, typing 65 wpm, WordPerfect, dictaphone, front office appearance, benefits. $17,000. Fee paid

RECEPTIONIST - secretary, excellent phone & Multimate word processing skills, working in sales dept. Benefits. To $20,000. Fee paid

CUSTOMER - service, data entry. Troy. Conducting surveys, flexible hrs. $6/hr. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARY
Somanetics Corporation, a manufacturer of computer-based medical monitoring equipment, located in Troy, has an immediate opening for a secretary in our growing Company. We are seeking a candidate with:

2 or more years secretarial experience in a fast-paced office environment. Excellent word-processing skills, including Word for Windows. Other computer skills are a plus. Excellent telephone manner. Strong administrative, organizational and writing skills. Knowledge of office equipment operation. Ability to manage several projects simultaneously.

Please mail or fax your resume to:
Somanetics Corporation
1653 E. Maple Rd.
Troy, MI 48083
FAX: (313) 689-4272
NO PHONE CALLS PLEASE

SECRETARY
Typing, accounting. Must have computer skills & accounting background. Minimum 3 years experience. Send resume & income requirements to: Suite 202, 32500 Grand River, Farmington, MI 48336.

SECRETARY
TO $24,000
Opportunity to join major corporation. Excellent skills required. Proficiency in WordPerfect, ability to interface effectively with high level executives.
Diversified Recruiters Co.
344-6700 FAX 344-6704

SECRETARY - with good organizational skills and full knowledge of Word Perfect 5.1 (80 wpm) for a mid size Birmingham office. Call Wendy between 9 & 11am at 645-1700.

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION ... TO PLACE YOUR AD CALL 591-0900

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