EMPLOYMENT

502 Help Wanted Dental-Medical

RN
Infusion Supervisor
Amicare Home Healthcare, a subsidiary of Sisters of Mercy Health Corp., is seeking an Infusion Supervisor for its dynamic & expanding infusion program. Responsibilities of the position include:
- Program Development
- Client & Staff Education
- Case Management
- Quality Improvement

The successful candidate will have a current RN license in Michigan, at least 2 years experience in IV therapy, knowledge of Pharmacology & IV Therapy equipment. BSN & home care experience preferred.

Amicare offers a competitive salary to match your skills & an outstanding benefits package. To apply send your resume to:

RUTH KELLMAN
Professional Services Manager
AMICARE HOME HEALTHCARE
806 Airport Blvd.
Ann Arbor, MI 48108
(313)741-5705
1-800-834-2938

RN/LPN
Position available for full time 3 p.m. - 11 p.m., part time day shift and part time 11 p.m. - 7 a.m.
Apply in person:
LINDA MULROY
CAMBRIDGE WEST
18633 BEECH DALY
REDFORD
An Equal Opportunity Employer

RN/LPN
PRIVATE DUTY
HOME CARE
RN $17 - $27
LPN $14 - $22.50
- Cases available close to your home Oakland/Macomb
- Benefits
- Choose Your Hours

AMERISTAFF, INC.
288-2270

RN
needed for family physician located in Livonia, part time. Call 464-9200

RN's
All areas of practice
Per Diem & Contract

LPN's/CNA's
Nursing Homes/Private Duty

Patient Attendants
Hospitals/Home Care

Live In's

HEALTH CARE PROFESSIONALS
Southfield. 357-7080
Dearborn. 563-0058
Ann Arbor. 747-8070

RN'S, LPN'S & Certified nurse aides needed in Detroit suburbs for in-home private duty nursing care. Call PNF, 10AM-4PM, 818-949-5275

RN's & LPN's
VISITING CARE, affiliated with the University of Michigan Medical Center and the VNA of Huron Valley, has immediate openings for qualified professionals throughout Oakland, Wayne & Livingston counties. All shifts available with a variety of clients. Work as many or as few hours as you choose. Call today.
344-0234

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $17/hour.
RN'S earn up to $20/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

RNS
Pays $15-$18 an hour, plus Attractive $1000 BONUS. Please Contact: Crystal Subotich, Camelot Hall Convalescent Center, Livonia, 522-1444.

SCHOOL Secretary - Full-time. Experienced helpful. Send resume to: International School, 32605 Bellvine Trail, Beverly Hills, MI 48025

SERVICE COORDINATOR
To schedule cases for busy home care agency. Excellent communication & clerical skills required.
FAMILY HOME CARE
Brighton: (313) 229-5683
Clarkston: (313) 620-6877

TYPIST/RECEPTIONIST
Management company is seeking full-time employee. Accurate typing skills (minimum 45wpm) & excellent phone PR mandatory. Medical office, computer, word processing experience desirable. Call between 11am-1pm 258-4835

REGISTERED X-RAY TECH, immediate opening, fill in for maternity leave 8-12 weeks, $12 per hour. Call Mary for interview. 562-9100

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Southfield title company seeking detail-oriented person, for entry-level position. Strong people & telephone skills, typing 45 wpm, computer knowledge helpful, but not necessary. Will train. Benefits. Call Kathy: 353-1808, extention 333
Equal Opportunity Employer

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

SINAI HEALTH SYSTEM

has responsible and rewarding SECRETARIAL openings in key departments throughout the hospital:

EXECUTIVE SECRETARY
- Typing 60+ wpm, shorthand, WP 5.1, and dictaphone experience are essential.
- 5 years previous responsible secretarial experience working for an Administrator or Executive is preferred.

MEDICAL SECRETARY
- Typing 55+ wpm, WP 5.1 and medical terminology is necessary.
- Previous medical secretarial experience in a physicians office.

We will offer an excellent salary and benefit program to the qualified candidate.

SEND RESUME TO:
Sinai
Employment office-sec
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, Michigan 48235

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504 Help Wanted Office-Clerical

ACCOUNT COORDINATOR
Our client seeks a candidate with excellent customer service skills to interface with important clients. Good analytical & computer skills.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ACCOUNTING
Accounting Manager for north suburban insurance agency. CPA preferred, computer background essential. Salary and benefits negotiable. Send resume to: P.O. Box 4960, Troy, MI 48099-4960.

ACCOUNTING/CLERICAL-Full Time Livonia based transportation company in search of multi-talented office professional. Accounts Receivable/Payable, collections & computer skills necessary. Join our team & put your experience to use. Send resume & salary requirements to Box #944
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING MANAGER
A public company in suburban area is looking for individual with 3-5 years accounting experience supervising an accounting dept. Must have good communication skills. A thorough knowledge of accounts payable & receivable & preparing financial statements. Applicant must be college graduate. Public accounting experience a plus. Resume & salary history to: Box 916
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE
Rapidly growing company needs your one year's experience on computerized system and data entry skills. Call Darlene 646-8501
Uniforce Temporary Service

ACCOUNTS PAYABLE CLERK
Holtzman & Silverman Construction Company has an immediate opening for an entry level Accounts Payable Clerk.
Responsibilities include opening mail, filing, data entry, invoice coding, and check assembly. Qualified candidates must have previous data entry, 10-key, and A/P or accounting experience.
Please send resume which MUST include salary requirements to:
HOLTZMAN & SILVERMAN CONSTRUCTION COMPANY
Director Of Human Resources
30833 Northwestern Highway
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

ACCOUNTS PAYABLE/FILE CLERK- computer entry, experienced, detailed, neat & willing to work with a high volume paper flow. Excellent benefits & wages. Send resume & salary requirements to: Office Manager, 15101 Cleat, Plymouth, MI 48170

ACCOUNTS RECEIVABLE - job share position, 3 days per week, must be organized & accurate with experience. Send resume to: Attn. Personnel, 1902 Rochester Industrial, Rochester Hills, MI 48309

ACCOUNTS RECEIVABLE
Manufacturing Co. needs person with customer service experience to handle credit & collections. Must be able to work independently.

ARBOR TEMPS 459-1166

ADIA
Can Have
You Working
WE NEED:
- Data Entry Operators
- Clerks
- 10-Key
- Receptionists
- Word Processors

FULL & PART-TIME
NOW! - CALL
ADIA PERSONNEL
525-0330

ADMINISTRATIVE ASSISTANT
Full secretarial skills required including computer, typing, shorthand or speed writing. Staffing new office in Plymouth. Immediate opening for experienced person. Send resume to:BOX 906
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Part time, for Southfield office. WordPerfect & Lotus experience required. Send resume to: Sunburst Properties, 17340 West 12 Mile, Suite 200, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Prestigious hospital needs word processing experience for administrative offices. Medical terminology a plus. Call Mary 357-0034
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Immediate long term opportunity with top pay for experienced candidates with expanding Novi corporation. Word Perfect 5.1 and Lotus. Harvard Graphics or Draw Perfect a plus. Call Sara 473-2932
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Farmington Hills firm needs motivated individual with excellent secretarial & bookkeeping skills.932-5750

ADMINISTRATIVE
Troy wine importer. Non-smoking environment. Duties include Federal & State Licensing and Compliance, accounts receivable receipts & collections and consumer customer service. Lotus & word processing experience preferred. Excellent organization and communication skills are mandatory. Send resume and salary requirement to: Box 950
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT/Receptionist. Growing home improvement company seeks honest & reliable hard worker. Computer experience a plus. Southfield area.
Call David. 557-3000

ADMINISTRATIVE ASSISTANT
Part-time, for insurance agent. Word processing, health/life insurance experience a +. Send resume: 31440 Northwestern Hwy., Ste. 100, Farmington Hills, 48334, Attn: HBS.

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504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Executive level. Long term assignment. Excellent skills, good with people. Professional image. Proficient on WordPerfect 5.1.

ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
to property manager. Part-time, 20-25 hrs./week, 1-5pm. Should have typing & word processing experience.

ASSISTANT PROPERTY MANAGER wanted for Southfield property management company. Computer knowledge helpful. Must have people & phone skills, neat & dependable. Call 352-6550
JOHN P. CARROLL CO. INC.

ADMINISTRATIVE ASSISTANT - Immediate opening for a detail oriented-person to work for a dynamic cellular communications company. Successful candidate will possess excellent technical skills, including computer experience in (word processing and DOS skills), letter composition, and enjoys a variety of clerical duties. This full time position is an excellent opportunity for a team player who is independent and self-motivated. Salary, health benefits, 401K, and more. Please send resume to:
Customer Care Manager
1534 S. Woodward Ave.
Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT & RECEPTIONIST
For interior designer in Downtown Birmingham. Office experience necessary. Monday through Friday, 9am-2:30pm. 645-1533

ADMINISTRATIVE SALES ASSISTANT
Secretarial background very helpful. Computer knowledge, letter writing skills, good communication, qualified people. Call Mr. O'Brien for an appointment. 729-7800

ADMINISTRATIVE SECRETARY
to work in my Birmingham home/office. Mon-Thurs., approximately 9-4. Minimum 3 yrs. high-level secretarial or administrative assistant experience, 60wpm, very experienced on WordPerfect 5.1. Call Sue: 642-4121

ADVERTISING SECRETARY
Dynamic environment in creative department of national advertising agency needs experienced WP 5.1 candidates. Top pay.
Call Shelly 357-0034
Uniforce Temporary Services

A/P-PAYROLL CLERK - Entry level position includes data entry, record-keeping, filing & general office duties. Computer knowledge required, payroll experience helpful. Send resume & salary requirements to: Matrix Accounting Services, Inc., 30700 Telegraph Rd., Suite 3452, Bingham Farms, MI. 48025.

ARBOR NEEDS:
ALL WORD PROCESSORS
$10/HR. +

Northwest Suburbs
Plymouth/Ann Arbor

ARBOR TEMPS 459-1166

AUTO BILLER/BOOKKEEPER
Rapidly growing dealership in the Farmington Hills area, is looking for an experienced Auto Biller/Bookkeeper, that can keep up with a fast pace. If you are an ambitious, hard-working individual, we have the perfect position for you. Excellent pay & benefits. Call Sandy: 858-2300
or fax resume to: 858-8538

AUTO DEALER needs full time experienced dealership Bookkeeper. Send resume to: Po Box 530982, Livonia, MI 48153-0982

AUTO DEALERSHIP
Immediate opening for accounts payable clerk, ADP computer system. Non smoking office. Please apply to Joe Panian Chevrolet, 28111 Telegraph, Southfield, 355-1000

BILLING CLERK
Part time (1-7pm) for busy physical therapy clinic. Must prove numeric aptitude and get along well with others. Experience with insurance billing a plus. Send resume to: Sportpro, 6810 Beech Daly, Redford, MI 48239

An Equal Opportunity Employer

No Phone Calls Accepted

BONUS
$50

MONTHLY DRAWING
$100

We are in need of highly skilled clerical workers for top-notch assignments throughout the metro area. Word Processors with MS Word, Wordperfect, Lotus and Windows are in great demand. Data Entry Operators (minimum 8500 kph), Secretaries and experienced Receptionists are also needed.

Register with us before May 31st and receive a $50 Bonus after working 80 hours. To qualify, you must complete the 80 hours prior to July 30th. Once you qualify for the bonus, your name will be entered in a monthly drawing for an extra $100. Drawings will be held monthly during 1993. Call for details.

TEMPORARY RESOURCES
737-1711

BOOKKEEPER/ACCOUNTANT - Local firm needs full charge bookkeeper. Experience necessary, associates degree preferred. Drawer 5520, Plymouth, MI 48170

BOOKKEEPER - Administrative Assistant. 2 days per week. Strong correspondence skill. Word, Lotus & Quickbook computer experience. $10/hr. Orchard Lake area.
(313)681-7060

BOOKKEEPER
Experienced person with ADP needed for long term possible permanent position in Northern Suburb.
Call: 569-4680
QUALITY ACCOUNTING TEMPS

BOOKKEEPER, full-charge, computer experience necessary, 20 hrs. flexible. P.O. Box 33007, Bloomfield Hills, MI 48303

BOOKKEEPER/TYPIST
for construction management co. Experience & references required. Computer skills helpful. 356-6511

CASE MANAGEMENT CO. Seeking experienced, full-time, Production Transcriptionist. Must type 70 + wpm. Wordperfect 5.1 & Medical Terminology helpful with positive attitude & self motivation a must!! Benefits. Call, 313-652-0850 Mon, Tues, Wed, Thurs, between 9am-12 noon Only. Ask for STACY.

CAREER CLIMBING OPPORTUNITY
If you are searching for professional fulfillment, are a high energy person possessing strong secretarial and word processing skills, you can make a worthwhile contribution to this performance oriented company. Put your talent to work...

OFFICETEAM
Phone 358-0222 Fax 358-0941
Southfield, MI 48034
Vacation and Holiday Pay
Health Care Benefits/EOE

CLERICAL ASSISTANT
Must be able to work in a fast paced environment. Good organizational skills a MUST! Extensive knowledge of Wordperfect 5.0 and Lotus 1-2-3 2.1 required. Typing of 65 wpm. Data entry and desk top publishing experience helpful. Send resume with wage requirement to:
Clerical Assistant
P.O. Box 20796
Ferndale, MI 48220

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504 Help Wanted Office-Clerical

BOOKKEEPER, PART TIME
With experience payroll, general ledger, accounts payable, accounts receivable and annual audits. Send resume and salary requirements to: PNLH, 575 S. Main, Suite 6, Plymouth, MI., 48170.

BOOKKEEPER
...Wanted for Farmington Hills real estate office. Some computer skills and experience helpful. Area resident preferred. Call Mr. Zahnder at C21 MJL 851-6700

BROADCASTING CONSULTANT is looking for an executive/secretary/bookkeeper. Applicant must know WordPerfect & Lotus. Small Southfield office environment with a lot of responsibilities. Experience in broadcasting helpful but not necessary. Salary commensurate with experience. Send resume to Box #968
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CERTIFIED NURSE AIDES
Dorvin Nursing Center is looking for enthusiastic, dependable CNS's for both full and part-time positions on all shifts. If you are committed to the care of the elderly, we'd like you on our team. Please apply in person at 29270 Morlock, Livonia or contact 476-0550 between 8am and 4pm, Mon. thru Fri.

CHURCH SECRETARY
Immediate full time position. Must possess excellent typing & phone skills. Experience in WordPerfect. Send resume to: North Hills Church, 3150 N Adams Rd. Troy, MI 48084 or call 645-1990

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clerical

APPLY YOUR OFFICE SKILLS WITH KELLY

Kelly Services has immediate openings for Administrative Assistants with recent experience using the following software packages:

- WORDPERFECT
- MICROSOFT WORD
- LOTUS
- EXCELL
- ALL WINDOWS PACKAGES

We also have assignments for candidates with recent experience as:

- RECEPTIONIST
- SWITCHBOARD OPERATORS
- TELEMARKETING REPS

Call today for an appointment:

Southfield 352-5220
Farmington. 471-2050

KELLY SERVICES

Equal Opportunity Employer M/F/D

CLERICAL
Inventory Control position open for sharp individual. Must be detail oriented, well organized, resourceful & versatile. Some computer & accounting experience required. Starting $7 per hr. + benefits. Send resume with earnings history to:
P.O. Box 48734, Drawer 7
Oak Park, MI. 48237.

CLERICAL POSITION - Part time. Students welcome. Southfield area. Send resume to: P.O. Box 40079, Redford, MI 48240-0079.

CLERICAL positions available. 3 shifts, to work in Livonia and Farmington. Must be dependable and have reliable transportation.
Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

Clerical
WHOLESALE DISTRIBUTOR
of building products needs experienced full time data entry person. Needs to be able to handle heavy volume of typing, have good analytical skills and ability to grasp industry terminology. Also, seeking part-time clerical help. Typing, filing, computer experience necessary. Hours may fluctuate from 30 to 40 during busy season. Apply Mon-Fri, 8:30am-3:30pm at Milliken Millwork, Inc., 6361 Sterling Dr. N., between 14 & 15 Mi, E. off Mound.

COMPUTER SYSTEM Administrator
Kirk in the Hills is seeking an independent contractor to serve as Computer System Administrator. It is anticipated that this appointment will be for a period of 6 to 12 months. Send resumes and financial requirements to: Computer Committee, Kirk in the Hills Presbyterian Church, 1340 W. Long Lake Rd., Bloomfield Hills, MI 48302.

WE ARE a design & manufacturing software company loooking for an organized, enthusiastic person to answer and dispatch calls at our Customer Service Hotline. Other administrative duties will require some computer experience. Full time, benefits. Please contact:
Lori Roscoe, Cimlinc, 1699 Stutz Dr., Troy, MI 48084. 313-649-0240
FAX 313-643-7185

CUSTOMER SERVICE
National marketing firm has immediate openings for your clear voice and light computer experience. Full or part time. Call Claire 357-0641
Uniforce Temporary Service

CUSTOMER SERVICE

Full & part time positions in customer service available in fast paced, non-smoking work environment, extensive phone & problem solving capabilities. Must have excellent phone personality & typing speed of 20-30 wpm. AM & PM shifts available. Computer experience necessary. Please send resume & salary requirements to Personnel:
28237 Orchard Lake Rd.
Farmington Hills, MI 48334
Attn: Customer Service

Customer Service Rep

The successful candidate should have a proven record of clerical proficiency in a computerized environment. Strong Lotus skills definitely preferred. EDI experience with an automotive tier 1 supplier is a plus.

In addition to telephone contact with one of our customers, a big 3 auto manufacturer, this position is responsible for several different clerical tasks, including EDI, receipt of production releases and transmission of ASN's and maintaining inventory records.

We offer a competitive salary commensurate with experience and excellent fringe benefit package including comprehensive medical insurance and 401(k) plan. Southfield Town Center location. Send resumes to: Box 980,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
Immediate openings available for your 8,000 keystrokes experience. 2 shifts. Top pay. Dana 646-8500
Uniforce Temporary Services

DATA ENTRY OPERATOR
Part-time day shift. Entry level. Southfield location. Must have previous office experience. Excellent math ability & 10-key calculator skills required. Send resume to: P O Box 809 1, Southfield, MI 48086

DATA ENTRY
PLYMOUTH AREA

A large national firm needs clerks for indefinite temporary positions. Part & full time. All shifts available.

ARBOR TEMPS 459-1166

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504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP
PART TIME
Entry level position, flexible hours between 8am-7pm (approximately 30 hours per week) including Saturdays and some holidays. This fast paced everchanging position requires at least 1 year prior customer service experience, pleasant phone manner, typing, and 10 key pad production for order entry. Applicants meeting these qualifications may apply Mon. thru Fri. between 8:30am-12:30pm Only.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

DATA ENTRY
Full time data entry position with accounts receivable functions available. Must be able to pay attention to detail and maintain a high degree of accuracy. Lotus 1-2-3 helpful but will train. Please send resume & salary history along with requirements to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI 48375, Attn: Shirley Trombetta

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DATA ENTRY
Immediate opening for 8000 keystrokes & experience. Top pay. 3 shifts available, downriver area.
Call Delores 357-0641
Uniforce Temporary SErvices

DATA ENTRY POSITION
with automotive supplier. Starting salary $15,000 & benefits. Send resumes to: MCP Sales Inc., 37000 Grand River Ave, Ste 384, Farmington Hills, MI. 48335

DATA ENTRY
$7/hr. for accurate typist. Full time days. Long term. Excellent working conditions. N.W. Suburbs.

ARBOR TEMPS 459-1166

DATE ENTRY OPERATORS
Immediate job openings for skilled applicants. Minimum 13,000 ksph. Production work environment. Long term assignment with Detroit marketing firm. To schedule an interview call:
TEMPEXCHANGE
557-5600

DO YOU KNOW WORDPERFECT 5.1?

National TechTeam, Inc., a leading provider of training, support, and systems integration services has immediate openings for 50+ experienced WordPerfect 5.1 users. This TEAM will be responsible for providing telephone assistance to callers worldwide on WordPerfect 5.1.

We are looking for professional, articulate, friendly individuals interested in a career in computer support operations, the largest growing segment of the computer services market!

If you are ready to interview, please send or fax your resume TODAY! Also, include a description of your WordPerfect 5.1 and DOS skills.

National TechTeam, Inc.
Attn: Computer Support Careers
22000 Garrison Ave.
Dearborn, MI 48124
Fax: (313) 277-8409

ENGINEERING SECRETARY
Qualified individual to create documents for quality assurance manuals, proposal & controls engineering departments, and general clerical duties. Experience with spreadsheets and word processors required, Microsoft Word for Windows. Apply weekdays from 8-4, Dearborn Gage Co., 32330 Ford Rd., Garden City.

EXECUTIVE SECRETARY
International foundation has opening for experienced secretary. Proficiency on MS Word and Excel helpful. Call Susan 646-7661
Uniforce Temporary Services

EXECUTIVE SECRETARY with experience in real estate, full-time for Livonia office. 425-5218

EXECUTIVE - secretary, Livonia, good typing, shorthand preferred, writing & computer skills a must. Benefits. $25,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPANDING Bloomfield Hills business law firm, seeks experienced paralegal in real estate, corporate & probate areas. Paralegal certificate or equivalent preferred. Must have excellent writing skills. Salary commensurate with experience. Send resume & writing sample to:
Hiring Coordinator
1533 N. Woodward, Ste. 250
Bloomfield Hills, MI 48304

FAST PACED law firm seeking experienced full-time legal secretary with knowledge of Word Perfect & litigation. We are busy but happy. Send your resume to: Office Manager, 1780 S. Telegraph, Ste 300, Bloomfield Hills, MI 48302-0183 or fax it to us at (313)335-3346

FILE CLERKS
Southfield professional office. Part-time. Good image. Detail oriented. Accurate.

Arbor Temps 459-1166

FURNITURE DELIVERY DRIVER wanted, full-time. Must have CDL license. Call Kevin: 737-6050

GENERAL OFFICE
We are in need of a part time person to do phone answering and other general office duties. Call Rachael at Farmington Cycle World 478-8200

GENERAL OFFICE - National company seeking organized individual with excellent communication skills. Full time office position at Dearborn location. If interested send resume & salary requirements to: Portamedic, PO Box 266, Southfield, MI 48037, attention Glenn.
Equal Opportunity Employer M/F

GENERAL OFFICE - phone answering, typing, filing & misc. Apply in person to: National Trails, 20921 Maple Ridge, Southfield MI 48076.

GENERAL OFFICE HELP
Must know WordPerfect, flexible hours, please call Lenna, 649-7800

INVENTORY & COMPUTER Person. Some cashiering, Auto dealership experience. Benefits & 401K. Rusty Novi dealership. 348-7000

HUMAN RESOURCES CLERK

Auburn Hills based international corporation seeks an experienced, dependable and "hands-on" clerical assistant with strong interpersonal and word processing skills. Excellent opportunity to expand present skills. This is an entry level, long-term temporary position with a competitive wage and paid vacation. No medical benefits are provided. Send resume and salary requirements to: Staffing Department, Room 2DO1-HRC, 3800 Hamlin Rd., Auburn Hills, MI., 48326.

An Equal Opportunity Employer

KEY ENTRY OPERATORS
Experienced volume operators needed for day shift. Full or part time. Flex hours, benefits. 478-6111

LAW OFFICE requires File Management Person with knowledge of WordPerfect 5.1. Ability to efficiently organize & maintain legal files a must! Only experienced need apply. FAX RESUMES TO: 353-4490
or call, 356-1220

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504 Help Wanted Office-Clerical

GENERAL OFFICE: SECTION 8 H.U.D. experience a plus. Permanent part time. Detroit area. Respond to: P.O. Box 0934, Livonia MI 48153-0934

GENERAL OFFICE - motivated person with at least a 2 year degree, clerical experience & accounting knowledge helpful. Send resume to: PC Supply Co., 23953 W 9 Mile, Southfield, MI 48034

GENERAL OFFICE
Billing, accounts receivable, customer service, filing, mailing. Part time, flexible hours, AM preferred. May become full time with benefits.
MYERS TIRE SUPPLY, LIVONIA
Phone 8am-5pm. 464-2141

GORDON CHEVROLET has an opening in its body shop for an office person. Job will include greeting customers, answering phones, filing, some computer work. Good pay and benefits. Mr. Hawk, 458-5269.

INSURNACE AGENCY in W. Bloomfield needs non-smokers with extensive personal & commercial lines property & casualty experience. Agena trained preferred. 851-2663

KEYDISC/KEYPUNCH
Experienced data entry operators. Day/Afternoon shifts. Full/part time. Ms. Hardman 541-5151

LEGAL SECRETARY:
Speciality 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 ASSISTANT
For 7-attorney Troy labor & employment law firm. 3 yrs. experience necessary. Labor & employment law experience preferred but not essential. Excellent working conditions & fringe benefits. Please send resume:
K.A.P.
3290 W. Big Beaver Rd.
Suite 310
Troy, MI 48084

LEGAL ASSISTANT
Growing, prestigious Detroit law firm, opening an office in Ann Arbor, searching for degreed Legal Assistants. Require professional deneanor and excellent oral and written communication skills. 1-3 years medical mal-practice experience required. Competitive salary/benefits. Send resume & salary requirements to: Box 934
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

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

LEGAL SECRETARY
For Southfield personal injury law firm. Experience and knowledge of WordPerfect 5.1 required.
Call office manager. 356-0100

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

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

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 784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Temporary positions for:
- Legal secretaries
- Data processing
- Receptionists

Short & long term assignments.
Send resume to:
Employer's Choice
P.O. Box 378006
Farmington, MI 48332-8006

LEGAL SECRETARY
Non-smoking Bloomfield Hills law firm. Minimum 2 years experience as Legal Secretary or equivalent. WordPerfect 5.1, 70 w.p.m. dictation equipment. Familiarity with general legal and litigation forms helpful. Good writing/speaking skills and analytic ability required. Competitive salary and benefits. Call Chris weekdays, 1pm-5pm:644-2800

MANUFACTURING company has full time & part time office positions available. Apply in person at Circuits DMA, 32900 Capitol, Livonia. Off Farmington, & of I-96.

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504 Help Wanted Office-Clerical

LEGAL SECRETARY
A Full Service Agency
for the professional legal community

TEMP ... TEMP TO PERM ... PERM

PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075

FAX 358-0235 Phone: 358-0060

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 #946
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MANUFACTURER'S representative agency looking for professional person for customer service position. Excellent phone skills a must. Computer experience required. Send resume & wage requirements to: Ber-Nard Marketing Co., Office Manager, 1307 Souter Street, Troy, MI. 48083

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

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

MORTGAGE Processors - Experienced, excellent benefits, high pay, needed for new mortgage loan office opening in Novi. Call for confidential interview. Sandra 906-1038

NATIONAL COMPANY SEEKING ADMINISTRATIVE PERSONNEL
We are the leader in our industry and are moving to Livonia. We offer a quality, smoke-free work environment where personnel are encouraged to set and achieve professional goals. In return we are seeking high energy applicants, with an Associates Degree, a drive to succeed and experience in any of the following areas:
Accounts Receivable/Payable
Purchasing Assistant
Accounting
General Clerical
(an all around flexible position)
Please send a resume and cover letter explaining which type position you are interested in and why you feel you should be considered, to: H.R./General, P.O. Box 1505, Birmingham, MI 48012-1505.

NEEDED - A part time clerical data input person, to work in the Detroit area. For more information, contact Jerry, P.A.M. AGENCY 451-9640

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 Bloomfield Hills, 334-3334

PART TIME FLEXIBLE HOURS
Farmington Hills accounting office. Telephone, light bookkeeping, payroll taxes, computer experience. Send resume with salary requirements to Box 964
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ADMINISTRATOR
Part-Time
(20-25 hrs./wk.)

MARKET DAY, a rapidly growing consumer food products company, is seeking a self-starter to join our fast-paced facility.

You will work closely with the District Manager and Account Representatives, and assist them in account scheduling/maintenance as well as performing other general office functions.

A friendly, customer service-oriented personality and good organization/communications skills essential. Typing 45 wpm and computer literacy also required.

For immediate consideration, please call 1-800-253-8189 or send resume to:

MARKET DAY
31313 NORTHWESTERN HWY.
SUITE 100
FARMINGTON HILLS, MI 48334
An Equal Opportunity Employer

OFFICE CLERICAL
Part-time. Birmingham Co. requires well organized person with general office skills. Type 40 wpm, adding machine, answer telephones and file. Call, 313-540-4588

OFFICE CLERK - FULL TIME.
Responsibilities include: Order write up, filing, typing, record keeping duties. Experience helpful. Send resume to: Secretary, PO Box 378, Farmington, MI., 48332-0378

OFFICE CLERK - Printing firm has full time opening. Duties include: light bookkeeping, customer contact & some bindery work. Call Mon thru Fri 10am-3pm 532-5626

PART-TIME
FULL-TIME
CLERICAL POSITIONS
Experienced in the following:
- Microsoft
- WordPerfect
- Data Entry
- Lotus
- Windows
- SmartWare

Call ADIA
for appointment at:
313-722-8060 or 313-382-2342

PART TIME - Mature Women, 5 day week, morning hours. Phone answering & light typing. Redford area. Call for appointment 532-8300

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

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

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

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504 Help Wanted Office-Clerical

OFFICE CLERK
WANTED- energetic, self starter for this entry level position in our Southfield office. This position would involve filing, interoffice mail delivery, photo coping, running errands, & more. We're searching for a professional, hard working person, if that is you respond by mail or phone to: Angela Casano, 355-1109
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Box 5004
Southfield, MI. 48086-5004
An Equal Opportunity Employer

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. Oderkirk, J & J Construction, 29325 Wall St., Wixom, MI 48393.

OFFICE MANAGER/SECRETARY
Good people, organizational & phone skills. Knowledge of WordPerfect 5.1 & Dec 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

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

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. 476-7355

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 906,
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

RECEPTIONIST/SWITCHBOARD
Long term opening for your friendly personality & experience on Executone equipment. Call Ruth 646-6168
Uniforce Temporary Services

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 Olda 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: 2875 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/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 - 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 - full time, 8am till 5pm. Experience necessary.
Call Beverly Helmer or Donna Freedman, 525-8700

RECEPTIONIST - Experience preferred for busy Southfield law firm. Multi-line phones, light typing and filing. Call Connie, for appointment.
Fieger, Fieger & Schwartz 355-5555

RECEPTIONISTS - needed for Livonia. We offer short, long and temp-to-perm assignments. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST NEEDED part time, Plymouth area. Must have clear pleasant voice, math & typing abilities, and enjoy working with the public. Must have own transportation. Call between 9-5. 773-3300

RECEPTIONIST
Southfield mortgage company seeks person for full time front desk Receptionist/Secretary. Mature person with both telephone & typing experience desired. Please call 8746-0500, ask for Andrea Giola

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RECEPTIONIST & Support Person positions open for training and consulting firm. Qualified applicants, please send resumes and salary requirements to Prism-CLS, 37000 Grand River Ave., Suite 230, Farmington Hills, MI. 48335.

RECEPTIONIST
Prominent Bloomfield Hills real estate company seeking receptionist to work 3 days per week in administrative office. Please send resume to: Mr. Robert Mills, 1800 Woodward Ave, Suite 101, Bloomfield Hills, 48304.

RECEPTIONIST/SECRETARY
Southfield based executive search company needs a person for 4-8 days 20-30 hours with flexible schedule & salary to $8.50. Qualified person must have good telephone skills plus knowledge of WordPerfect and Windows. Call:
Peggy Ellison, Executive Recruiters 357-8373, or send resume to:
21751 W. Nine Mile, Su. 202
Pontiac, MI 48075

SALES CLERK/RECEPTIONIST
Looking for a mature, responsible person with organizational skills for retail golf operation in Novi. Immediate opening. 30-40 hours per week. Experience preferred. Please call Gordon at 669-6551

RECEPTIONIST
Light typing, pleasant professional phone manner, multi-line or console experience.

GENERAL CLERICAL
Filing, copying, light typing.

DATA ENTRY
Alpha and/or numeric, typing minimum 8,000kph.
To schedule and interview call:
TEMPEXCHANGE
332-8000
(Bloomfield Hills Office)

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.

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504 Help Wanted Office-Clerical

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/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 981-5820

RECEPTIONIST/OPERATOR
Applicant must possess excellent interpersonal skills and typing skills of 40-55 wpm. WordPerfect experience preferred. We will only consider candidates who submit resume with salary requirements.

RECEPTIONIST/OPERATOR
Medar, Inc.
38700 Grand River Ave.
Farmington Hills, MI 48335

An Equal Opportunity Employer

Receptionist
An automotive-based company, with offices located in the Livonia area, is seeking a Receptionist. Ideal candidates will have professional phone skills, excellent typing skills and PC knowledge. A secretarial degree or equivalent experience is required. We offer an excellent salary and comprehensive benefit package. Qualified individuals should send resume with salary history to:

Bentley, Barnes & Lynn, Inc.
Confidential Reply Service
Department 2614/REC
3001 W. Big Beaver Rd.
Suite 308
Troy, MI., 48084

An Equal Opportunity Employer

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/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

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.

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.

SECRETARIES with WordPerfect needed for Farmington Hills. We offer short, long and temp-to-perm assignments. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

SECRETARY - A fast paced office. Full time, benefits. Typing test required. Experienced only. Southfield. Call 356-2300

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. 640-7701

SECRETARY
E.O.E. Good pay with benefits. Send resume to: P.O. Box 20244, Ferndale, MI 48220

SECRETARY
For Southfield CPA firm. Must know WordPerfect, work well with others, have strong sense of urgency, work well under pressure. 313-948-8868

SECRETARY - full time for Southfield law firm. 3 year experience in personal injury & workmans compensation. Mrs. Raven, 552-8500

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

SECRETARY
Looking for a mature, responsible person for busy on-site construction trailer in Novi. Microsoft Word and Lotus 1-2-3 are required and some telephone experience is helpful. Full-time position, immediate opening. Good benefits. Call: 737-4800

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

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

SECRETARY
Permanent part time, 20-25 hours per week for W. Bloomfield CPA office. Computer knowledge required. Ask for Denise. 737-0800

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., 8 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

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
Our team oriented office has an immediate opening in an entry level position for an outgoing, self motivated person, who has experience working in an office. Word processing experience a must. Call 294-4440; FAX 294-6303. Apply at 34843 Metro Court, Sterling Heights, 48312. (Southside of 15 Mile, E. of Mound, off Service Drive)