504 Help Wanted Office-Clerical

CLERICAL CHOICES

The Oakwood Canton Health Center has part-time clerical positions available for individuals who are high school graduates or the equivalent.

FILE CLERKS

Responsibilities involve maintaining and filing medical records as well as performing basic office procedures such as retrieval, duplications, and transportation of records and documents. To qualify, you must have light typing skills and knowledge of basic filing and photocopy machine.

RECEPTIONISTS

Responsibilities will include: a wide range of reception duties such as: emergency room admitting, greeting and registering patients, scheduling appointments and answering phones. To qualify, you must have at least 3-12 months general office experience, 35 wpm., typing and good public contact and organizational skills.

For consideration, please stop in and fill out an application at:
Oakwood Canton Health Center, 7300 Canton Center Rd., Canton, MI., AEWIP, (corner of Canton Center Rd. and Warren).

An Equal Opportunity Employer

OAKWOOD HOSPITAL
A subsidiary of Oakwood Health Services

CLERICAL – PART TIME entry level position available with small South-field accounting firm. Must have good phone skills. 549-4500

Clerk

Masco Corporation, a Fortune 250 diversified manufacturer, has an entry-level clerical position available in its HR Department.

The qualified candidate will be responsible for typing, data entry and handling secretarial overflow. Good communication and typing skills are required. Familiarity with a PC would be advantageous.

This full-time position offers a competitive compensation and benefit package. Please send resume with salary history to:

Masco Corporation
Human Resources - HD
21001 Van Born Rd.
Taylor, MI 48180

An Equal Opportunity Employer

CLERKS

NEEDED IN SOUTHFIELD

If you want to work and have great skills find out why the TODAYS DIFFERENCE could be for you.

Call to set up appointment to find out how you can win cars, trips, shopping sprees & more!

TODAYS TEMPORARY
649-2938
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL

Inventory Control position open for sharp individual. Must be detail oriented, well organized, resourceful & versatile. Some computer & accounting experience required. Starting 97 per hr. + benefits. Send resume with earnings history to:
P.O. Box 43734, Drawer 7
Oak Park, MI 48237.

Clerical
KELLY LOOKS GREAT ON YOUR RESUME!

There's no better way to earn money and gain experience than at Kelly. You can choose from a variety of assignments:

RECEPTIONISTS
WORD PROCESSING
DATA ENTRY

Call for an appointment today!

Livonia 522-4020
Westland 326-5360

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL POSITIONS
In Ann Arbor area with growing mortgage banking firm. Related experience a plus. Full time with benefits. Send resume to: Attn: Personnel Department, 315 E Eisenhower, Ste. 12, Ann Arbor, MI 48108

CLERICAL POSITION - Part time position available in our Southfield office. Will verify accuracy of daily reports and enter transactions into a PC, high School diploma or equivalent. Ability to operate a 10 key pad by touch. Must be detail oriented, knowledge of Lotus helpful. Send resume & wage requirements: Bonnie Mckinnon, P.O. Box 5210, Detroit, MI 48235.

CLERK TYPIST, part time
Professional telephone manner, proficient typing skills (50wpm on WordPerfect 5.1) & efficient general office skills needed to assist in administrative offices. Flexibility in a 20 hour work week necessary. Send cover letter & resume to: Northwest Community Services, 8012 Merriman, Garden City, MI 48135.

An Equal Opportunity Employer

COLLECTIONS
Major corporation needs strong collection experience for immediate opening with international credit firm. Call Carol 357-0648
Unitorce Temporary Services

College Students
PUT YOUR SKILLS TO WORK WITH ARBOR

Clerical, Technical, & General Labor needed.
Hours & pay vary with assignment.

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth

CUSTOMER SERVICE REP
PART TIME

Entry level position. Flexible hours (approximately 30 hours per week) including Saturdays and some holidays. The 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

504 Help Wanted Office-Clerical

CLERICAL

Source One has provided mortgage loans to millions of people for almost 50 years. We have over 1,800 employees with 70 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:

- Telephone/receptionist experienced.
- Data entry skills.
- Typing of 40 + wpm
- Alpha/numeric filing
- Math skills.

Starting rate will range from $5.50 to $7.50 per hour. We offer a salary commensurate with experience plus a comprehensive benefit package. Qualified candidates should apply Mon-Fri, 9am-4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(corner 12 Mile Rd.)
Farmington Hills, MI 48334-3357
Equal Opportunity Employer M/F/D

COMPUTER SYSTEM Administrator Kirk in the Hills is seeking an independent technical person to serve as Computer System Administrator. It is anticipated that this appointment will be for a period of 5 to 12 months. Send resume and financial requirements to: Computer Committee, Kirk in the Hills Presbyterian Church, 1340 W. Long Lake Rd., Bloomfield Hills, MI 48302.

CREDIT REPORT PROCESSOR
Credit reporting services - Experience mortgage credit report processor for full time position, salary dependent on experience. Must be out-going with great phone skills. Send resume to: 17177 N. Laurel Park Dr., Ste 416, Livonia, MI 48152

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 release 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 880,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

DATA ENTRY
Highest pay for your attention to detail for alpha and numeric input with national service firm.
Call Darlene 473-2933
Unitorce Temporary Services

DATA ENTRY
COLLEGE STUDENTS

Immediate positions available in Western Suburbs. Must have minimum of 1 year experience. Call now for an interview.

SOMEBODY SOMETIME
18320 Middlebelt
477-1262
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

WE ARE a design & manufacturing software company looking for an organized, enthusiastic person to answer and dispatch calls at our Customer Service Hotline. Other administrative duties will require some travel to our 70 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:

- Telephone/receptionist experienced.
- Data entry skills.
- Typing of 40 + wpm
- Alpha/numeric filing
- Math skills.

Starting rate will range from $5.50 to $7.50 per hour. We offer a salary commensurate with experience plus a comprehensive benefit package. Qualified candidates should apply Mon-Fri, 9am-4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(corner 12 Mile Rd.)
Farmington Hills, MI 48334-3357
Equal Opportunity Employer M/F/D

DATA ENTRY CLERKS

NEEDED IN ROYAL OAK ON DAY OR NIGHT SHIFT

We offer top incentive:
• Cash • Cars
• Trips • Paid Holidays
• 2 weeks Vacation

Call for appointment.

TODAYS TEMPORARY
An Equal Opportunity Employer

DATA ENTRY
Full time data entry position with accounting functions available. Must be able to pay attention to detail and have good math aptitude. Lotus 1-2-3 helpful but will train. Please send resume & salary history along with your cover letter to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI 48375, Attn: Shirley Trombetta

DATA ENTRY
• Full Time/Temporary
• Good keystroke a must!
• Troy area

WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

DATA ENTRY
Immediate daylight available for your 3,000 keystroke experience. Two shifts. Top pay. Dana 646-8500
Unitorce Temporary Services

DATA ENTRY OPERATORS
Immediate job openings for skilled applicants. Minimum 10,000 kspH. Production work environment. Long term assignment with Detroit marketing firm. To schedule an interview call:
TEMPEXCHANGE
557-5600

DATA ENTRY
PLYMOUTH AREA

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

ARBOR TEMPS 459-1166

DATA ENTRY TO $7/HOUR

Immediate openings. Hours vary with assignments. Livonia/Plymouth/Novi.

ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth

Data Processing
COMPUTER OPERATOR
Our Data Systems Department is looking for a detail oriented, dependable Computer Operator. Responsibilities include:
• Monitor System Performance
• Perform Backups
• Maintenance to I/O devices
• Maintenance of records, logging and supplies.

Requirements include Hardware: IBM, ES/9000 150 Software: DOS/VSE Mercury, minimum 2 years experience.

We offer full benefits, a progressive professional atmosphere and a smoke-free environment. Interested, please send resumes with SALARY REQUIREMENTS to:

FIRST HEALTH
25505 W. 12 Mile Rd. Suite #3000
Southfield, MI 48034-8331
Attn: Personnel Computer Operator
EEO/AA M/F

DICTAPHONE TYPIST needed for fast paced Birmingham law firm. Full time, good benefits.
Call Mrs Muller 645-2440

DOCUMENT DISTRIBUTION
st growing, dynamic, research company in Canton. Full-time afternoon shifts, flexible start time. Minimum 60 wpm. $6/hr.
Call Darlene 397-3660

ENGINEERING SECRETARY
$23,000

One of our major clients seeks candidate with engineering department experience. Excellent skills & Word-Perfect required for this lead position. Top benefits include tuition.
DIVERSIFIED RECRUITERS CO.
244-8700 FAX 244-8704

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. Knowledge of Word for Windows. Apply weekdays from 9-4 Dearborn Gage Co., 32330 Ford Rd., Garden City.

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

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

EXECUTIVE SECRETARY
Established 4 man and growing manufacturers agency is interviewing for the top position in our Birmingham office. Candidate must have strong sales & marketing skills. Salary & benefits negotiable. A great group that needs an organized person with a sense of humor is mandatory. Send resume to: 1010 Downers, #B, Birmingham MI 48009

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 & salary history 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 friendly. Send your resume to: Office Manager, 3780 S. Telegraph, Ste 304, Bloomfield Hills, MI 48302-0183 or fax it to us at (313)335-3348

FILE CLERK POSITION- Full time. Good speed, good personal skills required. Mrs. Ashwood between 1-4pm for appointment 559-0344
An Equal Opportunity Employer

FILING 6-10 hours/wk. in small Farmington Hills office. $4.50/hr. 737-1820

FURNITURE DELIVERY DRIVER wanted, full-time. Must have CDL license. Call Kevin 477-5000

GENERAL OFFICE - phone answering, typing, filing & misc. Apply in person by Hedaya Furniture, 31621 Maple Ridge, Southfield MI 48075.

GENERAL OFFICE HELP
Must know WordPerfect. Flexible hours, pleasant office.
549-7800

GENERAL Office Worker - Mature with permanable personality & pleasant. Must have excellent phone, filing & typing skills. 563-8600

GENERAL OFFICE WORK - Telephones, copying, good phone voice a plus. Full/Part time hours. Apply at: 25215 Glendale, Redford

GENERAL OFFICE - Bright, self-starter for manufacturer's office in Farmington Hills. Prefer person with some experience in phone, filing, planning, inventory control & light clerical. Good computer, typing & phone skills required. Able to meet deadlines. Recent experience in manufacturing office preferred. Salary commensurate with experience, background, skills. Benefits package. Send resume & salary requirements to: Personnel Dept. 30057 W. 8 Mile, Farmington, MI 48018 or call 553-0700 Wed. 5-7

504 Help Wanted Office-Clerical

FILE CLERKS

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

ARBOR TEMPS 459-1166

FULL CHARGE Secretary/Bookkeeper for 1 person office in Livonia. Computer experience necessary. Full time 8:30AM-5PM. Call
462-1350

GENERAL CLERICAL

Office positions available, both temporary and permanent. The chance you've been waiting for to get your career started.
WORD PROCESSORS
SECRETARIES
ADMINISTRATIVE ASSISTANTS
LEGAL SECRETARIES

Call OFFICETEAM today. Where your talents are recognized and rewarded.
Phone Fax
358-0222 358-0941
26555 Northwestern Hwy #250
Southfield, MI 48034

524-3100 524-3115
201 W. Big Beaver #310
Troy, MI 48084
Vacations Paid Holidays Pay
Health Care Benefits/EOE

GENERAL OFFICE; SECTION 8 housing, typing, filing, phone. Permanent part time. Detroit area. Respond to: P. O. Box 0934, Livonia MI 48150-0934

GENERAL OFFICE - Fast paced west side Detroit office looking for outgoing individuals to work in typing with the public. Must type 60 wpm. 4 D Auction, 16000 Fullerton Rd & Greenfield. 837-0900

GENERAL OFFICE - Part time, long term for Southfield & Southfield offices. Duties include typing, phones, deliveries, photocopying, etc. Must be dependable & very friendly hrs. $4.50/hr. Serious replies only. Call Mon. or Tues. 559-1144

GENERAL OFFICE/CLERICAL
Rochester engineering firm has an entry level opening for a self-starter. Duties include reception, word processing, filing & general office duties. Opportunity for growth in a good working environment. Some clerical skills necessary. Knowledge of IBM PC word processing & Spreadsheet programs preferred. High school background desirable. Salary commensurate with ability & excellent fringe benefits. For consideration, please send resume to: Lombardo & Assoc., 445 S. Livernois, Ste. 202, Rochester Hills, MI 48307

GENERAL RECEPTIONIST
$14,500
FEE PAID BY COMPANY
Are you looking for security? Then this company is for you. Office experience and accurate typing will get you started immediately.
Call 524-4800.
SHELLING PERSONNEL SERVICES
H-E-L-P
Financial service professional in Troy needs assistant who can take over office work. Skills required: Detail-oriented, good with numbers, write business letter and control a situation! Send resume and brief cover to: P. O. Box 2860, Southfield, MI., 48037.

Insurance
Data Control Processor
Our data control department is looking for a detail oriented, dependable individual.
Responsibilities include:
• Balancing, distributing, handling & filing both daily & monthly reports & some check
• Updating report distribution labels
• Receipt & handling of telephone calls
• Encoding of checks
Qualifications required:
• Type
• Knowledge of data entry

We offer a competitive wage & benefit package, flex-hours and a professional non-smoking environment. Please submit resume to:

FIRST HEALTH
25505 12 Mile #3000
Southfield, MI 48034-8344
Attn: Data Systems

INVENTORY CLERKS

Large manufacturing company in the Plymouth area is seeking candidates to work on a long-term temporary basis. Must have some clerical background and be able and willing to do things in a warehouse environment. Candidates must have a proven track record of attendance. Shifts vary and must be able to work 50-55 hours per week. Pay is competitive and benefits are available.

Call Maureen for an appointment.

Livonia 522-4020
29125 Buckingham
Suite 4

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

KEYDISC/KEYPUNCH
Experienced data entry, high pay, Day/Afternoon shifts. Full/part time. Call Harbinger 541-5151

KEY ENTRY OPERATORS
Experienced volume operators needed for day shift. Full or part time. Flex hours, benefits. 478-5111

LEGAL SECRETARY:
Specialty in Personal Injuries
Part time, Birmingham Area
Call, 313-258-8282

THOY LAW FIRM seeks experienced 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 for Prestigious Law Firm. Strong typing and litigation required. Must possess excellent organizational and communications skills. Shorthand & Word Perfect 5.1 a plus. Excellent salary & BENEFITS INCLUDE: Medical, Dental, Pension, 401K & Life Insurance. Resume to: Sherry Steil, Box 888, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

LEGAL SECRETARY for Southfield law firm. Personal Injury/medical malpractice experience, experience & knowledge of WordPerfect 5.1 required.
Fleger, Fleger & Schwartz 355-6655

LEGAL SECRETARY for managing partner in commercial collection firm located in Bloomfield. Must have 3-5 years experience. Qualified candidate send resume to:
SAB, 31800 Telegraph, No. 230, Bingham Farms, MI 48025.

LEGAL SECRETARY

Ann Arbor area. Prestigious law firm seeks a litigation secretary. Must be proficient on Wang, very organized, excellent skills.

ARBOR TEMPS 459-1166

LEGAL SECRETARY
For fast-paced, personal injury law firm in Southfield. Proficiency in WordPerfect is crucial. Other requirements include: telephone skills, organizational ability, typing speed, attention to detail, and a positive attitude. Please send resume & salary history to:
Legal Staffing, Town Center,
Suite 1207, Southfield, MI 48075

504 Help Wanted Office-Clerical

LEGAL LEGAL
3 positions. Northside, 1 eastside & 1 Detroit. Good solid experience and top skills. WordPerfect 5.1 required. To 8.28 plus benefits
962-0565
DOROTHY DAY PERSONNEL
Serving Southfield Since 1953

LEGAL SECRETARY: Willing to train the well groomed, detail oriented with outstanding typing and word/spreadsheet skills. Send salary expectations to:
INTERVIEWING PARTNER: 755 W. BIG BEAVER, STE. 1800
TROY, MI. 48084

LEGAL SECRETARY
Southfield insurance defense firm seeking legal secretary with 3-5 years experience. Word processing experience required. Send resume & salary requirements to: Box 106,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY/ RECEPTIONIST
Part-time; Farmington Hills office; must be experienced WordPerfect 5.1. Please send resume: Box 998
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
3 POSITIONS
We are conducting a search for 3 Legal Secretaries with a minimum of 2 years experience. Top skills required. Must be very pleasant office environment. Call or send resume to: Arthur Temporaries, 3000 Town Center, Suite 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
$26,000
Your litigation experience and excellent secretarial skills will be applied working for a small firm. Work for senior partner, lots of variety. Opportunity to advance. Call Marie. Call 772-6780.
SHELLING PERSONNEL SERVICES

LOOKING FOR WORK?

Do you have clerical skills? We have long-term, temporary positions in the greater metropolitan area. Secretarial, word processing, clerical and clerk typists needed for these large corporations. Let us turn your skills into cash. Call today for an interview.

N S SERVICES
473-2111

MANUFACTURER'S representative agency looking for experienced person for customer service position. Excellent phone skills and attention to detail. Computer experience required. Send resume & wage requirements to: Sales Mktg Mgr, Co., Office Manager, 1307 Souter Street, Troy, MI 48083

MANUFACTURING company has full time & part time office positions available. Apply to personal accounts DMA, 32900 Capitol, Livonia. Off Farmington, 8, off 96

MANAGER'S 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 Susan 357-0058
Unitorce Temporary Services

MEDICAL BILLER
Top pay for long term positions in Auburn Hills/Detroit for Blue Shield. Medical/Medicare experience. Call Mary 646-7663
Unitorce 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 Marsha 646-7661
Unitorce Temporary Services

MICROSOFT WORD/ MULTIMATE JOB FAIR!!

Do you know Microsoft Word? Corporate Personnel is looking for experienced people for many long term and permanent positions at large corporations in the east and west suburbs. Top pay, holiday pay, free training, and benefits when permanent!

WHEN:
Tuesday, May 4th, 9-11 & 1-3

WHERE:
35701 West 7 Mile, Suite 195
(located right off 275, in the 7 Mile Crossing Building)

Call to ensure an appointment

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

MORTGAGE BANKING
Payoff Clerk - Applicant should be familiar w/prepayment on FHA/VA and conventional mortgage loans. Please submit resume and salary requirements in confidence to:
MAINVALLEY BANK
24370 Northwestern Hwy., Ste 100
Southfield, MI 48075
358-3900

MORTGAGE Processors - Experienced, excellent benefits, high pay, needed for new mortgage loan office opening in Nov. Call for confidential interview. Sandra 908-1036

MORTGAGE PROCESSOR $20,800
1 YEAR experience in conventional time, full hours, benefits. 478-5111
SHELLING PERSONNEL SERVICES

MORTGAGE PROCESSOR $20,800
1 year experience in conventional and non-conventional mortgages. Will train FHA/VA. 478-5111
MORTGAGE CLERK, $18,800
6 months experience. Immediate opening, westside. 772-6780
SHELLING PERSONNEL SERVICES

MORTGAGE PROCESSOR $20,800
1 year experience in conventional and non-conventional mortgages. Will train FHA/VA. 478-5111
MORTGAGE CLERK, $18,800
6 months experience. Immediate opening, westside. 772-6780
SHELLING PERSONNEL SERVICES

NEEDED - A part time clerical data input person, to work in the Detroit area. For more information, contact Jerry, Mon. thru Fri. 313-259-7777

NEEDED IMMEDIATELY
WORD PROCESSORS
• Typing 50wpm
• Good communication skills
• Flexible assignments
Located in Southfield, Dearborn & Troy
$7 to $12 per hour

CONTEMPRA
583-6500 - Madison Heights
563-5600 - Dearborn

OFFICE MANAGER
for fast paced, quiet office. Versatility, WordPerfect, phone skills helpful. Salary up to $20,000. Resume to: Box 1454, Birmingham MI 48012

OFFICE SUPPORT STAFF

QUALIFICATIONS:
Professional
Dedication and loyalty
Solid people skills
Strong Secretarial Background

We have several positions open with client companies located in Southfield that realize team effort and hard work is recognized.

HODGSON - TYL & ASSOCIATES
618-9222

ON CALL OFFICE CLERK
Continental Baking Company the nation's largest baker, is looking for qualified applicants for this position on On Call Office Clerk. Applicants must be able to type 50 w.p.m., be available all hours, operate a 10 key calculator and bindmaster. Applicants must also be able to lift data/bayonach. A high school diploma is required. Reliable transportation is a must. This position requires variable work hours and pays $8.35 per hour. Interested candidates should send their resume in confidence to:
CONTINENTAL BAKING CO.
1400 DUNHAM BLVD.
DETROIT, MI 48239
Att: S. Sims, Human Resource Mgr.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

PART TIME FLEXIBLE HOURS
Farmington Hills accounting office. Typing, light bookkeeping, payroll taxes, computer experience. Send resume with salary requirements to Box 884,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and business like with excellent telephone skills. Computer knowledge, Lotus 1-2-3 and WordPerfect required. Excellent working conditions with good benefit package. Send resume to: Office Clerical, P O Box 118, Farmington MI 48332-0413. We promote a drug free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE CLERK - FULL TIME.
Fast paced Birmingham law firm seeks up, fizzy, typing, record keeping duties. Experience helpful. Send resume to: Secretary, PO Box 378, Farmington, MI. 48332-0378

OFFICE MANAGER - Fast paced SE Oakland County manufacturer's representative seeks a motivated individual (personal skills are a must. Word Perfect 5.1 and Lotus 1-2-3 required. Call Kathy at 706-299-8000 Ex. 333

OFFICE SALES

Leading beverage company in Plymouth area has full time position for Office Sales/Service Department.
• Will Train
• Process Orders
• Customer Service
• Telephone Sales
• Hourly Wage, Plus Commission
• Group Health Package
• Office Experience Helpful

Respond to:

OFFICE SALES
P.O. BOX 710
PLYMOUTH, MI 48170
An Equal Opportunity Employer

ONE OF THE NATION'S LEADING Home Furnishing Retailers is looking for individuals to fill positions created by our continued growth. All positions require a strong customer service background, data entry/computer aptitude and the ability to work in a fast paced, multi-task environment.

ADMINISTRATIVE CLERK
(entry level)
• Min. 2 yrs. of general office experience
• Collection experience
• Salaried position with performance bonus program

INSIDE SALES/
CUSTOMER SERVICE
• Min. 2 yrs. inside Sales/Customer Service experience
• Telephone solicitation experience
• Salary plus commission

ORDER FULFILLMENT (entry level)
• Min. 2 yrs. general office experience
• Sales background a plus
• Salary plus commission

INVENTORY CONTROL CLERK
• Entry level
• Basic Computer skills
• Good Math
• Able to work in fast pace environment

Successful candidates will be provided a competitive compensation package with excellent benefits including medical, dental, life insurance complete with a cover letter detailing your salary requirements to: Mr. Hoover,
RAM Communications, 18311 W. 7 en Mi. Rd., Southfield, MI 48075
No Phone Calls E.O.E.

ORDER ENTRY For ads specialty sales. Fast paced, progressive trade based specialty advertising is looking for someone who has immediate opening for a reliable person, who is self motivated and has excellent written and oral skills. Duties include order input & vendor followup. The successful candidate will be organized work well against deadlines, and be able to type 45 to 50 wpm. Salary/Benefits. Send Resume to ORDER ENTRY: PO Box 7046, Troy, MI. 48007-7046

PARALEGAL - Part-time for Oakland County Civil Litigation Defense Firm. Very experienced in trial work & in assembling, reviewing & summarizing documents. Hours will vary for a specific project. Non-smoking office. Excellent pay. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

PART TIME Experienced Office Manager or Office Administrator needed for Portfolio Profit sharing market. Flexible hours, strong Database & WordPerfect 5.1 skills required. Send resume to:
Joe Cole, 100 W. Big Beaver, Ste. 500, Troy, 48099. Animal lovers need only apply. EOE

PART-TIME FULL-TIME CLERICAL POSITIONS
Experienced in the following:
• Microsoft
• WordPerfect
• Data Entry
• Excel
• Windows
• Smartcare
Call ADIA
for appointment at:
313-722-9080 or 313-722-2342

PART TIME - Mature Woman, 3 day week, morning hours. Phone answering & light typing. Redford area. Call for appointment 532-8300

PART-TIME
Permanent part-time positions, 25 hrs. Mon-Fri, including paid vacations, holidays and company profit sharing, medical and dental plan. Several positions are available from entry level with a chance to develop advanced skills for office assistant responsible for good typing and knowledge of Excel. Salary commensurate with skills and experience. Send resume or stop in to complete application:
Liberty Mutual Insurance Group
Attn: Dept. 014
26200 Town Center Drive, Suite 200
Novi, MI 48375-5001
An Equal Opportunity Employer

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, 349-3305

PATROLL & BILLING PERSON:
Phone, typing skills necessary. Full & part-time, positions available. Call PO Box 531117, Livonia, MI. 48153

PHONE ORDER PROCESSORS:
Heavy customer contact. Light record keeping. Permanent, part-time after 5pm, $12 per hour starting potential. Will train the right people. Great benefits for students, homemakers, retirees. 478-7358

PLYMOUTH, part-time. Answer phone, light typing, filing. Hours are M, 12-20 hours weekdays. Good grammar & hand writing. 459-5999

RECEPTIONIST for busy non-smoking Farmington Hills Manufacturing Company. Experience will include multi-line phones, typing and some secretarial. Knowledge of Lotus & WordPerfect. Please fax: 4738 Packard, Bloomfield Hills, 48301.

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. 205

RECEPTIONIST - full time, 9am 5pm. Experience necessary.
Call Beverly Hellner or Donna Freedman, 626-8700

RECEPTIONIST8 - needed for Livonia, We offer short, long and temp-to-perm assignments. Call 464-7978
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST NEEDED part time, Plymouth area. Must have pleasant voice, math & typing skills helpful, and enjoy working with the public. Must work Tuesday, Thursday, Sun. Call between 9-5. 773-3300

RECEPTIONIST
Prestigious Bloomfield Hills real estate company seeking receptionist to work 3 days per week in executive offices. Interested candidates send resume to: Mr. Robert Isaac, 1000 Woodward, Suite 101, Bloomfield Hills, 48304.

504 Help Wanted Office-Clerical

RECEPTIONIST
Southfield mortgage company seeks person for full time front desk Receptionist/Secretary. Mature person with both telephone & typing experience desired. Please call 746-5000, ask for Karen Gilbert.

RECEPTIONIST & Support Person positions open for training and consulting firm. Qualified applicants, please send resumes and salary requirements to: Interface, 31000 Grand River Ave., Suite 230, Farmington Hills, MI. 48335.

RECEPTIONIST/SECRETARY
Southfield based executive search company needs a person for 4-6 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
357-3372, or send resume to:
21751 W. Nine Mile, Ste. 202
Southfield, MI 48075

RECEPTIONIST/SECRETARY
Answering phones, typing, filing, WordPerfect skills a must. Farmington Hills area. 489-3440

RECEPTIONIST • FULL TIME
Needed in busy downtown Birmingham Real Estate office. For more information, call Jean at 644-6700

RECEPTIONIST WANTED
For receiving & delivery.
Contact Joe or Joan.
Call 559-0500

RECEPTIONIST - Full time, small office, good telephone, filing and typing skills. Southfield area.
Call Mon-Fri. 358-4191

RECEPTIONIST/CLERICAL
Please send resume to:
14001 Intervale, Detroit, MI 48227
No phone calls please.

RECEPTIONIST/SECRETARY
Must Low WordPerfect. Mon-Fri., 8:30-5:30pm. Salary plus benefits. Farmington Hills. Call Lou 553-0303

RECEPTIONIST/SWITCHBOARD
Long term opening for your friendly personality. Must have pleasant telephone equipment. Call Ruth 646-6168
Unitorce Temporary Services

RECEPTIONIST/ACCOUNTS PAYABLE-Clerk needed full-time for W. Bloomfield office. $7/hr. Please send resume to: Cambridge Communications, 6967 Pontiac Lake Rd., Suite 204, W. Bloomfield, MI 48322.

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

RECEPTIONIST
SUBURBAN
Legal firm seeks professional, experienced receptionist. Clover duties involved. Call Arthur Thomas, 355-4140

RECEPTIONIST - commercial photography studio in Troy is seeking an outgoing individual for a receptionist position. Pleasant phone manner & general office skills a must. Call Kristie between 9am & 5pm at. 280-0640

RECEPTIONIST • PART TIME
for busy brokerage firm. Must be reliable. Please send resume to:
Patty Dunn
600 Renaissance Center
Suite 1300
Detroit, MI. 48243
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
busy Bloomfield Hills office seeks experienced person who enjoys diversity & can handle pressure. Full time position. Must speak & type. Please send resume with salary requirements in confidence to: PO Box 20035, Bloomfield Hills, MI 48303

RECEPTIONIST
Be the perfect PR person for this manufacturing sales office. Your good phone skills and computer expertise are needed here. To $18,000 to start plus generous benefits. Call Diana, 484-0909.
SHELLING PERSONNEL SERVICES

RECEPTIONIST

Pleasant telephone manner & excellent communication skills. Light typing & filing. Located in Troy area.

CONTEMPRA
583-9500

RECEPTIONIST/TYPIST
Full time summer employment starting mid-May. Reception position at small manufacturer's Pleasant office. Must have excellent telephone communication skills and good working knowledge of WordPerfect 5.1. Knowledge of spreadsheet software helpful. No telephone inquiries please. Mail resume to: Controller,
Dunnage Engineering, 721 Advance, St., Brighton, MI 48116

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, reasonable attitude is required. PC experience with WordPerfect and Lotus 1-2-3 is essential. Please mail your resume with salary requirements to: Lee, Moeller Mfg. CO., 43938 Plymouth Oaks Blvd., Plymouth, MI 48170-2584

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

REGIONAL sales office of nationwide company is looking for an experienced sales assistant. Responsibilities include intermediate Word Perfect 5.1, general accounting, ability to have computer applications, pleasant phone voice, detail oriented & desire to work in small office setting. Interested applicants should send resume, salary requirements to: 32989 Hamilton Ct., Ste. 115, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

RECEPTIONIST

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

Receptionist
Have fun & make money too!
Evenings & weekends.
$6.50 per hr.
Call Debbie for details.
737-3060

RECEPTIONIST/SECRETARY for Farmington Hills CPA firm. Full time permanent position, familiarity with word processing, Lotus helpful. Prior CPA firm experience preferred. Send resume to: Box #998
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FARMINGTON HILLS ATTORNEYS seeking legal secretary with WordPerfect skills. Please submit resume with wage requirements to: 33309 Grand River, Suite 190, Farmington Hills, MI 48331.

SECRETARIES with WordPerfect experience for Southfield area. We offer short, long and temp-to-perm assignments. Call 464-7978
ETD Temporary Service
An Equal Opportunity Employer

SECRETARIES
We have immediate openings for long-term temporary work in the greater metropolitan area. We prefer candidates have experience with:

• Display Write IV
• WordPerfect 5.1
• Lotus 123
• Wang
• Mainframe

but we will train any qualified applicants. Machine transcription experience is a plus. Positions are also available for:

• Junior Secretaries
• Data Entry Operators
• Word Processors

Call today for an interview appointment.

N S SERVICES
473-2111

SECRETARY

Ad agency seeks self-starter with excellent verbal/written communication skills, priority organizational abilities and initiative, who works well under pressure and is proficient with advanced features of WordPerfect 5.1 and other software packages. Experience with flow charts, graphics software, networking, E-Mail, Novell operations helpful. Prior experience in a team member with a variety of personalities and backgrounds a plus. Competitive salary commensurate with experience, including salary history, confidence to:

Nancy A. Newman
BOZELL WORLDWIDE, INC.
1000 Town Center, Suite 2900
Southfield, MI 48075-1241
or FAX to: 313-262-8796

EOE/AAM/F/H/V

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

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 under pressure. 313-948-3466

SECRETARY FOR busy office environment. Must manage mult