504 Help Wanted Office-Clerical

CUSTOMER SERVICE/Administrative Assistant for Farmington Hills computer distributor. Must have knowledge of phone skills + experience in handling B.O.s. Typing & computer skills a must. Send resume to Sildcom Distributing, 37094 Enterprise Court, Farmington Hills, 48331, Attention: Office Manager

CUSTOMER SERVICE
Major medical distributor has immediate openings for full time customer service representative. Excellent problem solving skills, pleasant phone voice & the ability to work under pressure needed. Some college & medical knowledge preferred. Please send resumes only to: Sheldon Medical Inc., 45789 9 Mile Rd., Plymouth, MI 48170. AVUC SPC334

SCOTT SHUPTINE FURNITURE in Novi is expanding its office staff. We are seeking part-time data entry & general clerical assistants. If you've an exceptional individual desiring competitive wages in pleasant working environment & are available for evening & weekend hours apply in person: 43008 W. Oaks Dr., Novi.

DATA ENTRY
A Livonia-based company looking for Data Entry Operator. Accounting background required. Must be organized & detail-oriented. Good benefits. Send resume to:
Personnel Dept.
38200 Amrhein
Livonia, MI 48150

DATA ENTRY
Immediate openings available for your 8,000 keystroke experience. Two positions pay $5 & $6. 348-4500
Uniforce Temporary Services

DATA ENTRY
Oakland County advertising agency seeks Clerks with 12,000+ keystroke. Promotion opening. Call HR Management Services, 649-0909

DATA ENTRY
Quality building products distributor needs experienced computer data entry person. Must be detail-oriented, and possess good math skills. Additional duties will include general filing, various inter-department assistance, & switchboard backup. Salary commensurate with experience. Excellent benefit package. Please send resume to:
Pella Window & Door Company
2000 Haggerty Road, W. Bloomfield, MI 48322, attention H. Poelzet
An Equal Opportunity Employer

DATA ENTRY TO $7/HOUR
Immediate openings. Hours vary with assignments. Livonia/Plymouth/Novi
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth Mi

ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth MI

DATA ENTRY
$13,000 +
Full benefits. 5 day week. Livonia area. Employer Pays Fee. Employment Center Agency. 569-1638

DATA ENTRY
1 yr. experience. Lotus 1,2,3. Systems back-up helpful. Full-time, hourly and benefits. Non-smoking. Resume to: Manager, P.O. Box 40722, Southfield, MI 48034

DATA PROCESSING MANAGER
Expanding Multi-plant Steel Service Center is looking for a self motivated, dedicated VAX Cluster System Manager with two years minimum ability. Languages include VAX BASIC and VAX COBOL. Same include knowledge of DECNET, LAN, WAN, and VAX Clustering. Required: Bachelor's level B.A. in Computer related field and 5 years experience. Non-smoking. Send resume with salary requirements only.
Continental Steel Co.
36555 Amrhein Road
Livonia, MI 48150

DEPENDABLE, MATURE person needed to do filing, typing, general office work. Perfect for retired person! 1647 Inkster Rd., Garden City.

DICTAPHONE TYPIST needed for fast paced Farmington law firm. Full time, good benefits.
Call Mike Mother 645-2440

DOWNTOWN law firm seeks legal secretary with at least 3 years estate planning/probate experience. Experience with Word Perfect 5.1 preferred. We offer competitive salary & benefits. Send resume with salary history: Director of Administration, Berry, Moorman, King & Hudson, 660 Woodbridge Place, Detroit MI 48226. NO PHONE CALLS PLEASE

DOWNTOWN law firm seeks legal secretary with at least 3 years bankruptcy/litigation experience. Experience with Word Perfect 5.1 helpful. We offer competitive salary & benefits. Send resume & salary history to: Director of Administration, Berry, Moorman, King & Hudson, 660 Woodbridge Place, Detroit MI 48226. NO PHONE CALLS PLEASE

SCOTT SHUPTINE FURNITURE in Novi is expanding its office staff. We are seeking receptionist, data entry & general clerical assistants. If you've an exceptional individual desiring competitive wages in pleasant working environment & are available for evening & weekend hours apply in person: 43008 W. Oaks Dr., Novi.

ENVIRONMENTAL ASSISTANT
Part time growing to full time office position. Flexible hours. Secretarial, bookkeeping and computer skills helpful. Willing to train right person. Send resume to: 7001 Orchard Lake Rd., Suite 4108, W. Bloomfield, MI 48322, Attention: Jean.

ESCROW ACCOUNT PROCESSOR. Detail oriented, self motivated individual for processing hazard, tax & PMI disbursements. Data entry experience preferred. Salary commensurate with experience. Send resume to: Developers Service Corp., P.O. Box 7000, Troy, MI 48007-7000. Attention: Servicing Manager.
An Equal Opportunity Employer

EXPERIENCED SECRETARIES
DATA ENTRY
WORD PROCESSORS
Many top paying positions are going unfilled because we lack your skills and experience. Many temp-to-perm positions available. Call today for an appointment. Free cross-training available.
Madison Hts.... 589-9080
Southfield.... 557-7444
Livonia.... 261-3830
Pontiac.... 852-4510
INTERIM PERSONNEL
Never a fee.
An Equal Opportunity Employer

FILE/MEDICAL CLERK-PART TIME
Small law firm. WP 5.1; 50-60 wpm; 4 days week. Farmington Hills. Call Naomi or Cheryl 932-2505

Front Desk/Secretary
Temp-to-perm. Good pay. Great working conditions. Must interact well with clients & employees. Handle phones. Computer background. Multi-million dollars.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth Mi

FRONT DESK
$18,000
Ideal Receptionist position if you enjoy being the important company image for a high tech computer company. Good communication skills and experience. Nice varied includes word processing. 464-0909
SHELLING PERSONNEL SERVICES

FULL TIME Receptionist for veterinary hospital. Experience preferred but can be trained. Light typing needed. Send resume to: 21445 W. Six Mile, Redford, MI 48240

GENERAL OFFICE - Typing, filing, phone, light bookkeeping. 30-35 hour work week. Flexible hours. Resume to: Nelson Co., 32603 W 12 Mile, Ste 340, Farmington Hills, MI 48334.

GENERAL OFFICE/RECEPTIONIST
Fast paced, growing company looking for self-motivated individual. Data Entry, filing, phone, misc. office duties. Word Processing experience (MicroSoft Word a plus). Full-time in Livonia area. Send resume & references to:
Attention K. Connors
29200 Vassar, Ste 200
Livonia MI 48152

GENERAL OFFICE Position for Farmington accounting firm. Bookkeeping experience helpful. Phone between 9am-5pm. 471-3181

GENERAL OFFICE, Part time
Phone & computer skills, dependable. Livonia based company. Phone 9-11am:(313)591-8777

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

GENERAL OFFICE - Small established Farmington Hills manufacturing firm seeks individual with office skills & some computer ability. Pleasant personality is a must. Will consider full or part time. Please respond with resume to: Office Manager, 5689 Orchard Lake Rd. Ste 284, W Bloomfield 48322

INSURANCE AGENCY in W. Bloomfield needs non-smoking, with extensive commercial lines property & casualty experience. Agency trained preferred. 851-2663

IF YOU'RE NOT EARNING WHAT YOU'RE WORTH
It may be time for a change...
OFFICETEAM offers top pay for your excellent skills and experience. We have temporary assignments and permanent positions with widely diversified companies.
Let your resume speak for itself. Send your resume today to:
OFFICETEAM
P.O. Box 2687
Southfield, MI 48037

504 Help Wanted Office-Clerical

DOWNTOWN law firm seeks legal secretary with at least 3 years estate planning/probate experience. Experience with Word Perfect 5.1 preferred. We offer competitive salary & benefits. Send resume with salary history to: Director of Administration, Berry, Moorman, King & Hudson, 660 Woodbridge Place, Detroit MI 48226. NO PHONE CALLS PLEASE

DOWNTOWN law firm seeks legal secretary with at least 3 years bankruptcy/litigation experience. Experience with Word Perfect 5.1 helpful. We offer competitive salary & benefits. Send resume & salary history to: Director of Administration, Berry, Moorman, King & Hudson, 660 Woodbridge Place, Detroit MI 48226. NO PHONE CALLS PLEASE This is a temporary position.

EXECUTIVE SECRETARY
Space Howard School of Broadcast Arts in Southfield has an opening for an excellent skills set. Applications must be experienced and highly professional with excellent cover letter to Mr. Sector at Space Howard School, 16000 West 8 Mile Rd. Southfield, MI 48075
NO PHONE CALLS, PLEASE! E.O.E.

EXECUTIVE SECRETARY - Administrative office for retail merchandising...requires Word Perfect, Lotus and numerical skills. Experienced preferred. Must enjoy working independently. Excellent and dental benefits plus. Please send resume and salary history to:
Lisa Fuller
P.O. Box 267
Southfield, MI 48037

GENERAL OFFICE WORKER
Computer literate, detail oriented, part time, flexible hrs.
Apply 2334 Industrial Row, Troy

GENERAL OFFICE - full time position for an organized reliable individual. General office, word perfect & bookkeeping experience preferred. Please send resume with salary requirements to:
PO Box 87236, Canton, MI 48187

GET READY FOR THE SUMMER!
No matter what the season, Kelly has plenty of jobs for you!
• Microsoft Word for Windows Secretary
• Temp to full-time Word Perfect Secretary with Transcription
• Temp, to full-time Executive Secretary with WordPerfect and Lotus. Shorthand and transcription skills.
Call Diane at 522-4020 for an appointment!

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

COUNSELOR, CAR: It's expert-level. Benefits. Large Agency. Non smoking office. Ask for Mr. Benz Call, 911-1000 or 424-9222 eves.

KEYDISC/KEYPUNCH
Experienced data entry operators. Day/Afternoon shifts. Full/part time. Ms. Hardman 581-5151

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

LEGAL SECRETARY:
Specialists in Personal Injuries Part-time, Birmingham Area
Call 313-258-8262

LEGAL SECRETARY
Southfield law firm specializing in bankruptcy. 5 years experience preferred. Send resume in confidence to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Part time, 3-4 days per week in Southfield for sole practitioner. Call Kim 569-1600

LEGAL SECRETARY for challenging Livonia law firm. Plaintiff tort exp. 5 yrs. legal. WordPerfect 5.1, & type 70 wpm. Call Katherine 352-6400

LEGAL SECRETARY for part time evenings in Birmingham office. Must be self motivated & experienced in WordPerfect 5.1. Call Judy between 3-5:30pm 645-1700

LEGAL SECRETARY
3 LONG TERM POSITIONS
We are seeking Legal Secretaries for 60 day assignments. Legal experience required. Call Arthur Thomas. 643-9140

LEGAL SECRETARY for Farmington Hills law firm. Very experienced & seasoned in bankruptcy & civil litigation. Heavy workload. WordPerfect, fast typist, excellent compensation package. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

LEGAL SECRETARY
LITIGATION/BANKRUPTCY
Professional firm seeks litigation experience for partner position. Full benefits and salary based on experience. Send resume or call: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075, 355-4140

MANUFACTURING company has full time & part time office positions available. Apply in person at Circuits Unlimited, 2500 Tech, Livonia. Off Farmington, B. of I-96.

LEGAL SECRETARY NEEDED!
• Bankruptcy experience (A+)
• Word Perfect 5.1
• Excellent secretary skills
• Birmingham area
Please call Corporate Personnel Services to set up an appointment.
362-8698
No Fee EOE

MARKETING SECRETARY
Plush office of suburban firm has immediate opening for your 2 years experience using Word Perfect 5.1 and ability to interact with clients. Call Sandy 357-0058
Uniforce Temporary Services

MARKETING SECRETARY - Harley-Davidson is a dynamic & rapidly growing manufacturer of branded automobile systems for the automotive OEM market. We are currently seeking to fill the position of Marketing Secretary in our sales & marketing group. The successful candidate will be primarily responsible for providing secretarial support for product, brand & program marketing activities. Minimum required skills & abilities include typing, 60 wpm; strong Lotus 1,2,3; Wordsvrg & WordPerfect 5.1, Microsoft Word a plus but not necessary. Candidate must have an excellent phone manner & the ability to handle multiple tasks. Competitive salary & comprehensive benefits package. Qualified candidates should send resume to: Harman-Motive Inc., 830 Oak Hollow, Suite 340, Southfield, MI 48034.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Livonia law firm. Legal experience, word processing training, and excellent skills necessary. Excellent benefits. Salary commensurate with experience. 261-2400

LEGAL SECRETARY
Experienced legal secretary for small, pleasant personal injury firm in Southfield. Full time, good salary and benefits. Knowledge of Word Perfect 5.1, excellent typing skills, phone skills, and prior experience in personal injury practice required. Please include a cover letter stating the type of office experience you have and what you are looking for, and send resume to:
Law Office, PO Box 760428
Lathrup Village, MI 48076

LEGAL SECRETARY
$27,000 FEE PAID
Partners position for your litigation and WordPerfect. Full benefits. Call Mark at 649-3330 or Fax resume 649-9423
M. GOCKSPAN & ASSOCIATES

LEGAL SECRETARY
Prestigious law firm. Secretary to managing partner. Very professional image, excellent skills.
ARBOR TEMPS 459-1166

LEGAL SECRETARY/Receptionist $5.75/hr. during probation; $6/hr. thereafter with periodic increases based on proformance. Limited experience in law office helpful. Provides training. Farmington Hills.
Call Kay Kelly at 474-6740
An Equal Opportunity Employer

LEGAL SECRETARY TO $27,300
Litigation/corporate experience, high visibility position, autonomy, opportunity to advance. Excellent benefits.

LEGAL SECRETARY, TO $24,000
Probate/estate planning experience, good organizational skills, 33 words per minute. Southfield area. Quick hire. Call Kathy, 772-6700.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
for mediated Troy law firm. 3-5 years legal experience required. Experience in corporate law will be a participation preferred. Must have excellent proofreading & phone skills, be able to interact well with clients & be willing to take initiative. Excellent pay & benefits. Send resume & salary requirements to: Box 186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER
Ideal long term positions with top of the line medical practices. Must be Billed, Medicare/Medicaid experience. Call Mary 645-1563
Uniforce Temporary Service

MEDICAL SECRETARY
Experienced secretary needed for both short & long term positions with major medical facilities/practices. Top pay, WP 5.1 or Macintosh. Call Marsha 646-7561
Uniforce Temporary Services

MICROSOFT WORD/
MICROSOFT WORD
W/WINDOWS
MULTIMATE
WORD PERFECT
Do you know one of these software packages? Are you a word processor looking for experienced people to work with large corporations in Metro suburbs. Top pay, Holiday pay, free training, and benefits when permanent!
WHEN:
Tuesday, May 11th., 9-11 & 1-3
WHERE:
38701 West 7 Mile, Suite 195
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

OFFICE CLERK
Southfield law firm seeks office clerk to relieve on telephones, photo copy, run errands and file documents with the courts. Dependable automobile, salary commensurate. Send resume to: Box 182
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE HELP - Filing, typing, posting for a small contracting company in Novi. Full time. SEnd resume to: The H. C. Hostler Co., 41263 Vincenti Ct., Novi, MI 48375

OFFICE HELP/PERSONNEL OFFICE
Secretary-bookkeeper-typing. Computer experience necessary. Full time, Mon-Fri, 8:30am-5pm.
Wixom 313-347-2350

OFFICE POSITIONS AVAILABLE
Fast growing company headquartered in Troy is looking for entry level clerical &/or data entry, full time employees for permanent positions. Excellent career growth opportunities. Competitive salary & benefits. Experience in computers helpful. Send resume to:
Personnel Manager, Mr. Duffy
Sensor Sales, 1250 E. Big Beaver, Suite 1800, Troy, MI 48084-4903

PARTNERS - In thriving consulting firm seeks administrative assistant for new office in Birmingham for 15-25/hr/wk. Must be self-starter proficient on IBM computer, have high standards of quality, flexible schedule and possess desire of learning. Light bookkeeping & warm, friendly personality. Work in a prime location! Send resume to: The Gretchko Partnership, 303 Detroit St., Suite #250, Ann Arbor, MI 48104

504 Help Wanted Office-Clerical

NEEDED IMMEDIATELY
WORD PROCESSORS
• Typing 50wpm
• Good communication skills
• Flexible assignments
located in Southfield, Dearborn & Troy areas.
$7 to $12 per hour
CONTEMPRA
643-9500 • Madison Heights
563-8900 • Dearborn

NEED ENERGETIC service/sales person, with experience in Personal Lines, for working inside office in Redford. Call Diane Farris office. 255-1400

OFFICE ASSISTANT
Part-time/Afternoons, Southfield Hills area. Must be flexible. Word processing experience. 538-6110

OFFICE CLERKS - Part time students for Oakland County law firm. Must have own car, able to work some Saturday mornings and several afternoons a week. Filing, mail, misc. errands, copying, light word clerk & organized, general mind, office oriented. Perfect for a college or high School student or next year's Sr. student. 626-9000

ONE-PERSON OFFICE help needed full-time. Some experience helpful but will train the right person. Call for appointment: 474-3300

PART TIME FRONT Desk reception/secretary position. Southfield based commercial real estate office. Must have multi-line phone experience. Call 313-352-5000

PART-TIME
FULL-TIME
CLERICAL POSITIONS
Experience with the following:
• Microsoft
• WordPerfect
• DataEntry
• Lotus
• Windows
• SmartWare
Call AIDA
for appointment at:
313-722-9060 or 313-342-2242

PART TIME
GENERAL OFFICE
Farmington Hills manufacturer is accepting applications for Part Time File Clerk position. Available through Thursday from 5:00 p.m. to 9:00 p.m. The individual must be able to lift 15 to 20 pounds. Good numerical filing skills are required. Plus, individual must be able to work independently and handle high volumes of work with thoroughness and accuracy. Some office experience desired. One Saturday every month and we are a substance abuse testing company. For immediate consideration please apply in person at: Friday mornings the hours of 9:00 a.m. and 4:00 p.m.:
Alexander Hamilton
Life Insurance
Company of America
33043 Hamilton Blvd.
Farmington Hills, MI 48334-3358
An Equal Opportunity Employer

PAYROLL & BILLING PERSON:
Phone, typing skills necessary. Full & part-time. Please send resume to: PO Box 831117, Livonia, MI 48153

PAYROLL CLERK
Full time day position in our fast paced environment. Excellent data entry skills, high accuracy level a must. Excellent benefits & opportunities with our growing company. Please apply Mon-Fri, 10-4:
UNIVERSAL STANDARD
LABORATORIES
21705 Evergreen
Southfield, MI
EOE

PENSION BENEFIT ANALYST
Third party administrator of group pension plan seeks personable, well organized individual to assist in pension administration. Previous experience in bank trust or employee benefit department desirable. Starting salary negotiable with excellent benefits. Send resume & cover letter to: Personnel Manager
P.O. Box 5041
Birmingham, MI. 48012-3099

PROPERTY MANAGEMENT Company seeks receptionist/typist for monthly payables. Call 399-9910 Or send resume to: P.O. Box 866, Royal Oak, MI 48068-0866.

RECEPTIONIST - JOIGO
RECEPTIONIST - experienced person needed for fast paced beauty supply company in Wixom. Computer experience helpful, additional training will be provided. Full time, Mon-Fri, 9-5:30pm. Call Sandy at Wixom, MI, 48393 Attn: Karen
RECEPTIONIST - FULL TIME
Needed in busy Livonia law firm. Pleasant Real Estate office. For more information, call Jean at 644-6700

RECEPTIONIST WANTED
40 hours per week. Must be organized and have good phone skills. Troy. 649-2626

RECEPTIONIST
Part time. Apply in person at: Michigan Truck Parts, 35658 Ford, Westland. 722-3800

RECEPTIONIST
phones & light typing. Construction experience a plus. Send resume to: 26135 Plymouth Rd., Suite 200, Redford, MI 48239.

RECEPTIONIST/ASSISTANT
Light typing, telephone, bookkeeping. Professional office environment. Customer service experience helpful. Call 11am-5pm. 557-0613

RECEPTIONIST - Excellent phone skills required. Friendly and outgoing personality. Word processing experience preferred. Send resume and salary requirements to: 663 Elmwood, Troy, MI 48083

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Troy publishing company is looking for someone with Word Perfect, front desk & telephone answering skills. Send resume to: George Wahline, PRP, 1963 Technology Dr., Troy, MI 48083.

RECEPTIONIST/Secretary. Full time in Canton. Must have 3 years office experience. Typing 50 wpm. Medical testing. Must know WP 5.1 & be able to work independently. Send resume & salary history to: Box 1005, Ann Arbor, 48106

RECEPTIONIST/CLERICAL - must have excellent phone skills & manner. Various office duties, heavy typing, good oral & written communication skills, benefits. Send resume to: Box 24433 Halstead, Farmington Hills, MI 48333

RECEPTIONIST
Immediate opening with opportunity to learn mortgage business. Excellent salary & benefits. Call Mortgage Quest manager for 31313 Northwestern Hwy. Suite 220, Farmington Hills, MI 48334-2577

RECEPTIONIST
Small Farmington Hills Law Firm in beautiful new professional building seeks individual to greet clients, answer phones, type letters & do other office duties. Best suitor typing skills a plus. Must be non-smoker, have excellent phone skills and a professional appearance. Call Lynn at, 553-8400

RECEPTIONIST
Birmingham accounting firm seeks experienced mature person with excellent communication & organization skills; must have WP5.1, 123 and spreadsheet experience.
$18,000 - $18,000 A.R.
Smoke free environment.
Vice President, Box 141
Birmingham, MI 48012-1451

RECEPTIONIST/CLERICAL/TYPIST
$6.50 per hour plus benefits. Send resume to: Office Manager, 21337 W. Eight Mile, Detroit, 48219.

RECEPTIONIST - permanent part time, afternoons 1pm - 5:30pm. Prestigious, friendly, Birmingham law office. Non-smoker. 644-2633

RECEPTIONIST CLERICAL
Good phone skills required. Apply 8am-5pm. J B Northern Dental 12175 Gratiot, Livonia.

RECEPTIONIST/ADMINISTRATOR
Full-time position available in growing Renaissance Center dental office. Call 667-4744

RECEPTIONIST
for small Troy office. Must be organized. Duties include: word processing, phones, filing & general office. 30-40 hours per week. 280-8630

RECEPTIONIST needed for busy rental office in Romulus. Pay to be based on qualifications. Please send resume to: 28350 Beverly Rd, Romulus MI 48174

RECEPTIONISTS - needed for Livonia. We offer short, long and long-term assignments. Call 464-7978
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Strong phone & computer skills, accurate typing, well-organized, multi-tune, non-smoker. Apply 2-4; 1500 N. Woodward, Royal Oak. 545-8780

RECEPTIONIST/SHIPPING/RECEIVING, long term opening for your friendly personality & experience on Executive Telephone System. 540-0144
Uniforce Temporary Services

RECEPTIONIST/SECRETARY for law office, legal experience preferred. Reply by mail to: Law Office of James V. Carriago, 4814 Rochester Rd., Troy, MI 48098

RECEPTIONIST SECRETARY
Immediate opening. Typing, filing, answer phones & WordPerfect skills required. Call Mary at 851-1770. Send resume to: Ltr. 31555 W 14 mile, Ste 100, Farmington, MI 48334

RECEPTIONIST - FRONT DESK
Busy automotive reception located in Livonia, seeking experienced person. Word processing a must. Send resume to: K. Coverdale, P.O. Box 9267, Livonia, MI 48150.

RECEPTIONIST
Front desk position with national insurance corporation for your office experience. Word processing a plus. Call Carol 557-9280

RECEPTIONIST $18-$20k. Birmingham firm seeks full-time front office, professional experienced individual with Wordperfect, Lotus & Typing skills. Benefits package. Beautiful Offices. DAVE, 471-4442.

RECEPTIONIST
Prominent computer firm seeks entry level Receptionist. Light data entry, Full Time, 9-6pm.
Hunting Ridge Corporate Park
28999 Franklin Rd.,
Southfield, MI. 48034.

RECEPTIONIST/GENERAL OFFICE
Home based business for Farmington Hills based company. High energy, detail oriented, self starter. Previous office experience a must. Fax resume to: 851-1770
An Equal Opportunity Employer

RECEPTIONIST - Excellent telephone skills a must. Proficient in WordPerfect with ability to handle fast paced brokage environment. Send resume to: Jack Black-Bartel Securities, 28411 Northwestern Hwy., Suite 1050, Southfield, MI 48034, Att. Pat McCarty.

RECEPTIONIST
Full-time position for enthusiastic responsible person who possesses excellent office & communication skills. Must have previous experience in busy telephone lines. Benefits. Send resume to:
Jack Lyons
41133 Vincenti Ct.
Novi, MI 48375
Attn: Manager

504 Help Wanted Office-Clerical

RECEPTIONIST WANTED
Must have excellent communication skills & computer skills (Word Perfect plus). Light clerical duties & cross-training into other mortgage departments part of the job!
Send resume to PERSONNEL
RELIANCE MORTGAGE COMPANY
17199 N. Laurel Park, # 404
Livonia, MI 48152
464-1200

RECEPTIONIST: Needed for a fast paced office in Farmington Hills. Applicant must have previous experience with 8 10 line switchboard, pleasant voice and neat appearance. Call Mike at PERSONNEL OFFICE: 35563 Grand River, #242, Farmington Hills, 48336.

RECEPTIONIST
Wanted for local mortgage company. Some data entry & light typing required. May work part time to start. Submit resume to:
Greenfield Financial Corp.,
318 Woodward, Suite 204,
Royal Oak, MI 48067
or contact Mike Burton at
541-5400

RECEPTIONIST SWITCHBOARD
needed for busy front office of professional Insurance Agency in Southfield. Ream System experience helpful but not necessary. Must be highly personable & possess a pleasant voice. Non-smoking office. Send resume with salary requirements to: Darlene Patterson, Human Resource Director, Box 5007, Southfield, MI 48086-5007

RECEPTIONIST
Only those with good communication and organizational skills need apply. Duties include: switchboard, phones, typing, filing, light bookkeeping. Must be dependable. Application is being accepted on Tues. May 11th between 3-4pm. Monitor Systems, 3000 Town Center, Suite 733, Southfield, MI 48075
No Phone Calls Please

RECEPTIONIST
FULL TIME
Ambitious & energetic person to be responsible for multi-line phone system in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing, & general clerical duties. Must be organized & detail oriented, the ability to assist & support several individuals at a time is a must. Send resume & salary requirements in confidence to Box #178.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY for Farmington Hills CPA firm. Full time permanent position, familiarity with computers helpful. Send resume to: CPA firm experience preferred. Send resume to: Box #964
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES & OFFICE ASSISTANT
2-3 years experience. Positive Attitude, Good Phone Manner, Detail oriented, Work with national accounts. Extensive computer skills. Must be able to handle deadlines. Apply in person. Sensors Corp., 39145 Webb Dr., Westland, MI.

SALES SECRETARY/MARKETING Support Rep. needed for busy office supplies company. Knowledge of WordPerfect & Powerhouse helpful. Pleasant voice & manner. Send resume and salary requirements to: Michigan Business Systems, 24399 Telegraph, Southfield, 48034, 8 of 10 Mile.

SALES SECRETARY
Immediate opening in Southfield. Requirements include: Excellent telephone, PC, calculations & filing skills as well as a good organizational ability. Excellent working conditions & benefit package. Please submit resume to: P.O. Box 2020 Southfield, MI 48037-2020
An Equal Opportunity Employer

SALES SECRETARY
$18,000 - $22,000
Good communication skills, microsoft word a plus, but not a must. Call Angela, Call 557-4700.
SHELLING PERSONNEL SERVICES

SALES
SECRETARY
An International automotive supplier offers a challenging position that will utilize your good organizational skills. 9-3 hours. $17,000 plus.
Hurry! Call 484-0909.
SHELLING PERSONNEL SERVICES

SALES SECRETARY
Full time position for fast paced sales. Must be able to type 50 wpm, 45wpm & possess excellent phone skills. Benefits. Call Ann at
GUARDIAN ALARM CO.
20800 SOUTHFIELD RD.
SOUTHFIELD, MI 48075
423-1000

SCHOOL SECRETARY - Full-time. Experience helpful. Send resume to: International School of Detroit, Belleville Trail, Beverly Hills, MI 48025

BILINGUAL
SECRETARY
Sales firm representing a U.S. supplier to global automotive industry is looking for a bilingual (English/Spanish) administrative Assistant fluent in German & a steady Spanish. Must have superior people interaction skills & seasoned computer skills. Please send resume to:
J. KROLNER
2940 Brown
Rochester Hills, MI 48309

FARMINGTON HILLS ATTORNEY seek experienced secretary with WordPerfect skills, full or part. Please submit resume with salary requirements to: 33333 W. 13 Mile Road, Suite 180, Farmington Hills, MI 48331.

SECRETARIES/
Word Processors
We need Secretaries with Microsoft Word, Word for Windows, WordPerfect or Lotus.
We offer top incentives:
• Cash
• Cars
• Trips
• 2 weeks Vacation
• Paid Holidays
If you have at least 6 mos. office experience, type a minimum of 55 wpm & know word processing, call:
TODAYS
TEMPORARY
649-2936
An Equal Opportunity Employer

SECRETARY
Company seeks self-starter with computer experience, typing, good phone skills, excellent organizational skills. Hrs Mon-Fri 8-5. 542-1808

SECRETARY - Experienced with computer skills needed for Southfield salon, full or part time. 1-800-321-6860

SECRETARY FOR property management company. Prefer someone who knows WordPerfect & dictaphone. Send resume & salary requirements to: J.N., 290 N. Woodward Ave., Ste. 403, Birmingham, 48009

SECRETARY - full time, Rochester area, real estate experience preferred. Typing, computer knowledge, & good phone skills. Call Lynn at 681-8144, ext. 3966

SECRETARY
Immediate opening for self starter who can manage multiple tasks & meet deadlines. Must be experienced in WordPerfect, filing & organization. Speed writing, payroll & benefits experience preferred. Salary plus. Fax $325-5375 per week plus benefits. Resume to: Jack Black, Controller, PO Box 7, Farmington, MI 48332

SECRETARY
Isuzu Technical Center has an immediate, full time position for a hardworking, personable secretary with Microsoft Word experience. Japanese language skills a plus, but not required. Send resume & salary requirements to:
ISUZU TECH CENTER of AMERICA
49461 Commerce Center Dr.
Plymouth, MI 48170
Attention Human Resources
An Equal Opportunity Employer

SECRETARY - Large Bloomfield apartment community seeks experienced Secretary with maintenance background. Must be a self starter with excellent phone/communication skills. Full time position with benefits. Send resume and salary requirements to: A. Dunn, 48000 Dunham Rd, Bloomfield, MI 48011 pay phone calls Please.

504 Help Wanted Office-Clerical

SECRETARY FOR Oakland County bonds, problem solver with WordPerfect 5.1, typing, initiative, adaptive & organizational skills are priorities. Apply with salary requirements to: Box # 102
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY for small architectural firm, full time. Experienced & self-starter. Proficient in WordPerfect & Lotus for Windows. Good communication skills and able to prioritize well. Send resume to: PO Box 405, Birmingham, MI 48012-0405

SECRETARY for fun, demanding Bloomfield Hills, Michigan law firm. Excellent phone manners, WordPerfect 5.1 and DOS proficiency. Send resume to: Rick, C/O Passages, 4224 Ann Arbor Rd., Plymouth, MI 48170.

SECRETARY for small non-smoking office in Livonia area. Word processing skills a must. Should have bookkeeping & filing experience. Must be self-starter with good communications skills to help start up new division of company. Call 737-6820

SECRETARY
Long term position with fast growing engineering consulting firm. WP 5.1 Lotus helpful. Call Sally in. 646-7562
Uniforce Temporary Services

SECRETARY
Looking for a mature, responsible person for our Farmington Hills office in Novi. Microsoft Word and Lotus 1-2-3 are required and some experience as receptionist is helpful. Full-time position. Immediate opening. Good benefits. Call 737-6820

SECRETARY
Major Japanese auto supplier seeks Secretary with fluent bilingual skills. The successful candidate will be proficient in Word Perfect 5.1 and will be capable of producing English language reports from Japanese handwritten drafts. A proficiency in related secretarial skills is also expected.

If you are interested in working in an energetic and modern work environment with good benefits, and a competitive salary, please send resume with salary requirements to:
REGRUTER
P.O. BOX 748
WARREN, MI 48092

SECRETARY/
OFFICE MANAGER
Immediate opening. Computer reseller in Rochester is in need of hard-working intelligent secretary with excellent skills. Position includes: WordPerfect, Lotus 1-2-3, Microsoft Word, Data Entry, Queries good typing skills & strategic thinking. Duties include: Phone, Sales Orders • Letters • Processing Purchase Orders • Filing. Early commerciality with job skills, benefits also available. If you have these skills call 313-261-9040 Only qualified people need apply.

SECRETARY/Office Clerk
Wixom area. Full time. Send resume: 31453 Southfield Rd., Birmingham, MI 48009. Resumes must be received by May 18.

SECRETARY
ONE PERSON OFFICE
Computer Knowledge Necessary
Flexible hours
Wixom area
Mon.-Fri., 9:00-5:00 390-8990

SECRETARY
Part-time, non-smoker, for real estate office in Farmington. Must be proficient in WordPerfect, have excellent secretarial & proofreading skills, & telephone manner. Flexible hours. Send resume & salary requirements to:
Personnel Director
P.O. Box 18348
Detroit, MI 48218

SECRETARY/RECEPTIONIST
Mature person needed for busy real estate office. Phone, light typing, general office. Call Bill Richards: 721-8910

SECRETARY/RECEPTIONIST
Permanent part time for insurance company in Farmington. Good phone skills & typing necessary. Computer skills helpful. 451-1540

SECRETARY/
RECEPTIONIST
For property management office in Troy. Must have good phone skills, upbeat personality, be detailed oriented, have knowledge of WordPerfect helpful. Send resume to: Troy Secretary
Box 854, Bloomfield Hills, MI 48303-0864

SECRETARY/
RECEPTIONIST
Fast paced firm has opening for full time experienced secretary/receptionist. Successful applicant must possess excellent phone etiquette, professional appearance, and strong sense of responsibility. The job entails extensive use of personal computer for word processing and spreadsheet analysis, some bookkeeping, and general office duties. Please submit your resume to:
CERTIFIED REALTY, INC.
Secretary/Receptionist Position
34245 W. 10 Mile Rd., Ste. 300
Farmington Hills, MI 48335

SECRETARY
Southfield sales office seeks self-starter with proven organizational abilities & initiative who works well under pressure & has good typing skills. Medical computer experience is a definite plus.
Please call Mr. Stevens at: 557-5218

SECRETARY-Southfield attorney has full-time position available for experienced typist with reliable transportation. Please send resume:
Box 168
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY TO VICE PRESIDENT
Major health care provider seeks word processor experience for executive. Medical terminology + plus. Call Mary at 357-0034
Uniforce Temporary Services

SECRETARY
Troy architect firm, WordPerfect 5.1 experience, flexible hrs. Send resume with salary history to: Personnel, 802 W. Big Beaver, Suite 350, Troy, MI 48084.

SECRETARY
With excellent writing & typing skills needed for professional 2621 Lapeer Road, Auburn Hills. Excellent benefits. Starting salary $9-$10/hour
Send resume to: Box #132
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/WORD PROCESSOR
+ executive director. Excellent second and customer service skills. Mac + plus. Hours/PTL + $.30-$.40. WordPerfect 5.1 required including advanced features. Word for Word Data Entry. Southfield. Call Anne between 9-12 only at 263-1402

SECRETARY/WRITER
Nationally ranked contractor requires person to set corporate standards for writing, editing, publishing, for P.R./Sales Materials and typing letters for executives. English Major, Call Ann 352-2424. Liberal salary and benefit package. Very exciting. Near Lahser & Maple. Motor City Electric Co., Renaissance Center, 600 Renaissance, Suite 1800, Detroit, MI 48243-1801

SECRETARY: 2/3 yrs small law firm experience. WordPerfect 5.1, typing, dictaphone, to join firm specialized... Real Estate, Corporate & Probate. 8 hrs. daily. Above average salary + performance perks. Dearborn Area. 3 blks N. Warren off Telegraph. Farmington Hills, 48334.

504 Help Wanted Secretaries

Legal Secretary. (Division) 3-5 years experience. $23-$25,000; Suburban location.
Legal Secretary. Personal Injury. Up to $23,000. Downtown location.
Executive Secretary, up to