504 Help Wanted Office-Clerical

BOOKKEEPER
Accounting Department Manager for consulting engineering firm. Responsible for A/R accounts receivables/payables, payroll, etc. Working knowledge of Dicom and Lotus necessary. Respond to CTI & Associates, 34684 Northwestern Highway, Farmington Hills, MI 48335, Attn. Director of Operations.
An Equal Opportunity Employer

BOOKKEEPER (Experienced)/Light Secretarial - Needed immediately! 4 days/week, Mon.-Fri. Self-contributor position. Established Troy firm. Competitive salary. Call 524-8671

BOOKKEEPER
Experienced thru trial balance, bank reconciliations, payroll and sales taxes. Southfield CPA office.
350-2600

BOOKKEEPER
Full time, light, part time, for HL Southfield retail. Resume to: Box 9046
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Full or part time. Experienced in all balances for Southfield construction business. Generous benefits & benefits. Call Mon thru Fri, 8am-10am. 352-6641

BOOKKEEPER
FULL CHARGE
Great opportunity with established and growing manufacturer in the 3-275 corridor. Responsibilities include accounting background and G/L experience with trial balance. Sufficient computer experience desirable. Competitive salary and benefits package. Please send resume to: Bookkeeper, Box 496, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/General Office
Construction office, full time. Experience in construction office preferred. Salary. Knowledge of Construction Manager software helpful. Troy/Rochester area. Call Jim at 689-2900. Send resumes to: P.O. Box 80931, Rochester, MI 48306-0931, or call 588-5070

BOOKKEEPER
Local distribution needs full charge bookkeeper through trial balance and quarterly reports. Must be organized, computer literate and have at least 3 years experience. Full time, permanent position with benefits. Send resume: AmSym Cleaning Systems, 12110 Hubbard, Livonia, MI 48150, Attention Payroll Dept.

BOOKKEEPER/OFFICE MANAGER
1 Person show, job shop. Minimum 8 yrs. experience needed. Lotus, Blue Cross/Blue Shield & 401K. Call 425-4114

BOOKKEEPER - Part-Time
2 days per week. Must have experience in A/P and A/R. Payroll experience also helpful. If interested fax resume to Pat at 642-0462
MANAGEMENT RECRUITERS

BOOKKEEPER - Part Time for commercial work, 20 hours per week. Duties include: payroll, accounts payable, general ledger & answering phones. Must also be familiar with Lotus & Word Perfect. Send resume to: 805 E. Maple, Ste 320, Birmingham, MI 48009

BOOKKEEPER/SECRETARY - Must have 3-5 yrs. experience w/internal retail store co. Start at $15,000; to $35,000. Send resume from retail airport. Call Randy for appointment. Royal Oak, 10am-3pm. 398-5400

BOOKKEEPER
Successful Livonia distributor seeks self-motivated individual to handle the day-to-day bookkeeping functions. Ideal candidate will be extremely organized & possess 3-5 years of accounting/bookkeeping experience thru trial balance. Strong computer skills a must. Experience with Solomon a plus. Generous salary offered. If interested please send resume to:
32625 Schoolcraft, Unit A,
Livonia, MI 48150

BOOKKEEPING - Full charge through financial statement, computer background helpful. Contact Mary, Detroit, 416-7800

BOOKKEEPING/LEASING
Full time. Please apply at:
16500 Northland Park Dr., Southfield, MI. 48075.

CAREER OPPORTUNITY for bright person with computer compatible skills, to handle data base management & accounting duties for growing small downtown Birmingham law firm. Must have working knowledge of or have a prior accounting experience. Call April 642-1300

CASHIER - FULL TIME
position for retail store located in Birmingham. Good phone etiquette & attitude a must. Ask for Kimberly or Anna. 540-2440

CLERICAL/CASHIER/PART TIME
Nights & weekends. $5/hr. Apply in person-no phone calls please! Leisy Furniture, 31201 W. 8 Mile, Detroit.

CLERICAL ASSISTANT
needed for 2 full time positions in busy oncology office. Must be R.N. or have medical office management experience. ONS Certified is helpful. Excellent wage & benefits. Please contact Rosemen Mon.-Fri., 12-4PM at 642-9654

CLERICAL PERSON NEEDED
For part-time/full-time, flexible day shift. This person must be able to answer phones, type 45 wpm or better, file, know word processing & Lotus 1-2-3. Must be a quick learner, dependable with a pleasant personality. $7 per hr. Send resume to:
Human Resources Manager
P.O. Box 3063
Livonia, MI, 48150

504 Help Wanted Office-Clerical

BOOKKEEPING - Multiple accounting positions available in construction/real estate:
• Payroll - union a plus.
• Full charge - through financial statements.
• Accounts receivable.
• Credit/collections.
Accountemps, SOUTHFIELD: 26548 Northwestern Highway #250, Southfield MI 48075, 357-5407
TROY: 201 W. Big Beaver Rd., #310, Troy, MI 48084, 524-9000
Vacation & holiday pay.
Health care benefits.
An Equal Opportunity Employer

CLERICAL
Part-time person needed for payroll and accounts payable processing. Must have computer experience. Send resume to: Accounting, P. O. Box 9031, Walled Lake, MI. 48390.

CLERICAL POSITION full & part time available at Art Van Furniture, data entry experience a plus. Apply within: 29605 7 Mile Rd., Livonia.

Clerical/
Sales Audit
Full time temporary position available from mid October till January. Warehouse Corporate Office. 40 hours a week. Must have math logic, 10-key calculator, data entry and telephone skills. Please call 644-5300, ext. 331
Erb LUMBER CO.

CLERICAL
Bource One has provided mortgage loans to millions of people for almost 50 years. We have over 1,000 employees with 70 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:
• Telephone/receptionist experience
• Data entry skills
• Typing of 45 wpm
• Alpha/numeric filing
• Math skills
Starting rate will range from $5.50 / $7.50 per hour. We offer a salary commensurate with experience plus our comprehensive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.

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

CLERICAL SUPPORT
Troy financial corporation seeks an efficient clerical support individual for our fast paced environment. Candidates will have good phone manner and strong clerical knowledge. Ability to work well under pressure a must. Position offers $1000 monthly and a full benefits package. Qualified candidates forward resume to:
Dan Katzman
Olde Discount Corporation
751 Griswold
Detroit, MI 48226

CLERICAL SUPPORT
Farmington hills office has opportunities for dedicated individuals with 2-5 years office experience. Candidates should have excellent communication skills & the ability to learn quickly. Computer experience necessary. WordPerfect 5.1 preferred for the following:
•Executive Receptionist
•Clerk/Typist
•Mail Room Clerk
We offer competitive pay & comprehensive benefits. Send resume with salary requirements to: Human Resources, 34375 W. 12 Mile Rd., Farmington Hills, MI 48331-5624. EOE/AA Employer

CLERICAL
• $5.25 to $10/hr.
• Data Entry 11,000 + Key Strokes a Hour Required
• General Clerical
• Long & Short Term
• Troy, Auburn Hills, Detroit, Livonia
EMPLOYMENTGROUP 583-1818
NO FEES EOE/M/F/H

COLLECTIONS
COORDINATOR
Employment Plus is looking for a individual who can analyze financial reports to determine the priority of efforts to improve cash flow.
Skills necessary are WordPerfect 5.1, good interpersonal & communication skills & strong sense of urgency.
Call today to be considered for this immediate opening.
TODAYS
TEMPORARY
649-2936
An Equal Opportunity Employer

College Students Needed
• Word Processing/Clerical
• Technical • General Labor
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

CREDIT
COLLECTIONS
Strong experience in Credit and Collections needed for a Northwest suburb company. Duties to include assisting up a Collection Program. Good communication skills written and oral a must. Call 348-4580
QUALITY ACCOUNTING TEMPS

504 Help Wanted Office-Clerical

CLERICAL
(PART-TIME)
We have several part-time positions available for the following:
• CUSTOMER SERVICE
Previous telephone experience is required. Hours will be Mon., Tues., Thurs., Fri. 10am-6:45pm or Mon., Tues., Wed., Fri. 11am-7:30pm. Benefits included.
• COLLECTIONS
Telephone & collection background preferred. Hours will be Mon-Thurs 4 Sat. 9:30am-2:30pm. Benefits included.
• DATA ENTRY
10 key calculator & accurate typing required. Hours will be Mon-Fri 9:15am-4:45pm approximately 2 days out of every month. No benefits.
Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile)
Farmington Hills, MI. 48334-3357
Equal Opportunity Employer M/F/D

COLLECTOR for growing finance company. Experience preferred. Write or send resume to: GN-ROS, P.O. Box 10, Southfield, MI 48037.

COMPUTER & BOOKKEEPING skills need to be administrative assistant position for retail furniture distributor. Will train on software. Full time/summer, part time/fall. Contact Mike, 476-2880

313-832-1060

CONSUMER RESEARCH
Suburban market opinion firm has openings available. We are expected to have phone skills and light computer experience. Flexible hours. Call Colleen 357-0641
Unitrend Temporary Services

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve sales department relation. Extensive phone work and customer interaction. Great working environment. Please send resume to: Box 9046, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

CUSTOMER SERVICE REP - Multi skilled & highly organized individual needed for all areas of office duties. Call from 10am to 2pm. 788-2005

CUSTOMER SERVICE
Immediate openings with national marketing firm for your clear voice and light computer experience. Flexible hours. 10am-6pm. Mon thru Fri, for 6-8 wks. $6/hr.
Call Carol 646-7564
Unforce Temporary Service

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 24-32 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 1 year prior customer service experience, telephone and typing, typing and 10-key pad production for order entry. Applicants meeting these qualifications may apply Mon-Fri between 8:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F

DATA ENTRY CLERKS
Strong accounting skills. Dependable. Type at least 40wpm. Flexible part or full time hours including weekends. Send resume to: Tradin Times, 33533 W 8 mile, Bld C, Livonia, 48152. Attention Juanita Smith.

DATA ENTRY CLERK
Livonia firm seeks dependable & detail oriented individual for alpha/numeric data entry on our IBM AS400. Must be a quick learner with ability to handle changing priorities & high volume work load. Send resume in confidence with background & salary expectations to: BOX 846
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY/ CLERICAL
FULL & PART TIME
Looking for people that are energetic & detail oriented to work for a dynamic cellular communications company. Data Entry/Typing skills a must including filing, word processing & clerical duties. Full & part-time positions available. If you possess these qualifications, then submit your resume with salary history to:
Attn: Customer Care Manager
Telemarketing Manager
1534 S. Woodward Ave.
Birmingham, MI 48009

DATA ENTRY
Fortune 500 firm needs your 10,000 keystroke and recent experience. Call Diane 357-0644
Unitrend Temporary Services

DATA ENTRY
• Full Time/Temporary
• Good typing speed a must!
• Metro Detroit area

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

DATA ENTRY
Highest pay for your attention to detail for alpha & numeric input with major financial firm.
Call Darlene 649-8500
Unforce Temporary Services

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Distribution center servicing retail accounts needs self-motivated person with experience in drug, department store, or similar operation, responsibilities include: telephone order entry follow-up, telemarketing, and telephone communication. Must have good personal skills and be familiar with computers. Full time position offers excellent benefit package. Send resume to personnel, 1000 Campbell and salary requirement to:
Personnel Manager
PO Box 8026
Novi, MI 48376

DATA ENTRY
Detail oriented person needed for a busy office located in Troy. General office duties & light typing required. Long term assignment.
CONTEMPRA
583-9500

DATA ENTRY - General office. Full time. Must have experience. Apply at: Northwest Plastics Co., 17450 Farmington at Schoolcraft, Livonia.

DATA ENTRY OPERATORS
Days & afternoons
Tartan System, Farmington area.
476-1199

DATA ENTRY OPERATOR
A prestigious downtown club seeking a Data Entry Operator with 2 years computer experience. Candidate must be reliable, accurate & able to meet deadlines. Good benefit pkg. Pay rate commensurate with experience. Call Ron 963-8200 x280

DENTAL ASSISTANT - Full time for progressive dental office in Livonia. Experience necessary. Salary commensurate with ability. 525-1200

DENTAL RECEPTIONIST
Experienced only need apply. For Downtown office. Peg board, recall, insurance. Call 362-0710

NEW CENTER AREA
DISPATCH/ORDER DESK CLERK
Major manufacturer is looking for an excellent working knowledge of dispatch & order taking relating to accurate dispatching. Persons applying will need typing & computer skills along with a pleasant phone voice that is enthusiastic & customer service oriented. Only dependable workers need apply. Call 872-2302

DIVISION SECRETARY for specialty health care facility company in Southfield. Resume to: P.O. Box 760571, Lathrup Village, MI 48076.

ENTRY LEVEL GENERAL OFFICE
Immediate openings, must be organized, pleasant phone manner, light computer knowledge for non-smoking service oriented company. Full time with benefits. Send resume to: ITAS/DABC, PO Box 9047, Walled Lake, MI. 48390

ENTRY LEVEL
Immediate opening for a full time position in our sales department. Duties include filing insurance policies and correspondence, and use of a CRT. Excellent employee benefits package. Interested candidates with a chance to develop advanced skills. Stop in between 8:30am & 4pm to fill out an application or send your resume to:
Liberty Mutual Insurance Group
Attn: Dept 61
26200 Town Center, Ste. 200
Novi, MI 48378-8001
An Equal Opportunity Employer

ENTRY LEVEL Receptionist position, computer experience helpful, accurate typing skill required. Full time with benefits, no calls please. Send resume & W.A. 18911 W. 10 Mile, Ste. 102, Southfield, MI 48075.

ENTRY-LEVEL. Livonia Insurance Agency. Need positive attitude! Typing, clerical skills. Computer - insurance experience helpful. Full time only. 313-591-1850

EXECUTIVE SECRETARY
We're a fast paced progressive Troy law firm seeking a motivated corporation now seeking an accomplished individual with a self-motivated & has extensive secretarial experience. Excellent typing & communication skills a must. The selected candidate will work on projects involving independent decision, initiative & tact. Salary/benefits. Send resume & salary requirements to: Box #502,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
PRUDENTIAL TOWN CENTER
We are seeking solid work history, plus demonstrated legal secretarial skills for international corporation. Call Arthur Thomas 355-4140

GENERAL OFFICE CLERK
Busy steel service center is looking for an enthusiastic person to fill a full time position doing filing, data entry, answering multi line telephone system, typing & other office duties. Excellent benefit package. Apply in person at:
CONTRACTORS STEEL COMPANY
36555 Annhurst Road
(near Laven), Livonia.

Great Opportunities!!!
SECRETARY $18,000
Upscale national firm seeking to handle variety of duties. Typing 55, WordPerfect, full benefits
EXECUTIVE SECRETARIES $25,000+
Several top suburban companies need your stable back ground, strong skills, wordprocessing and shorthand. Full benefits
All fees company paid
PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
International service company headquarters has immediate openings for you with experience in drug, department store, or similar operation. Responsibilities include: telephone order entry follow-up, telemarketing, and telephone communication. Must have good personal skills and be familiar with computers. Full time position offers excellent benefit package. Send resume to personnel, 1000 Campbell and salary requirement to:
Personnel Manager
PO Box 8026
Novi, MI 48376

FRONT DESK
SECRETARIAL
$16,640
Busy combination front desk and word processing. Opportunity for advancement, excellent benefits and suburban location.
Call Mark at 649-3330 or FAX resume to: 649-FAX-2.
M. BOOKSPAN & ASSOCIATES

GENERAL OFFICE WORK
JOB Are Week, Inc. Southfield, is looking for the right person to handle a busy office. Duties include answering phones, word processing, data entry, filing. Full-time position. Computer experience helpful. Call Sue or Sharon at: 353-4700

GENERAL OFFICE - Part Time
Small non-smoking office. Needs person with good phone skills, light typing, data entry and general clerical work. 35 hr. Either send resume to: Controlled Air, P.O. Box 3005, Livonia, MI 48153 or apply within: 30635 W. 8 Mile Rd.

GENERAL OFFICE
SECRETARY
$18,000
FEE PAID BY COMPANY
Our suburban company offers a diverse challenging position. If you have stable experience and word processing skills. Any bookkeeping a plus. Call right away. 398-3400.
SKILLING PERSONNEL SERVICES

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, temporary-to-perm and permanent positions with widely diversified companies.
Use your experience to move ahead - call OFFICETEAM today. Where professionalism is at its best.
Call OFFICETEAM today.
Phone Fax
354-0222 358-0481
28588 Northwestern Hwy #230
Southfield, MI 48034
524-3100 524-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

IMMEDIATE OPENINGS!
• File Clerks
• Receptionists
• Typist
• Data Entry
Many positions, day shift, long & short terms, some permanent.
ASI, 952-6834

INSURANCE: Account Representative needed for large agency in Southfield. Small to mid size commercial insurance required, as well as a good understanding of computers. Contact Leslie Hacker, 313-540-5661, EOE.

INSURANCE
Reputable Insurance Firm Seeks:
ACCOUNT ASSISTANT
To perform administrative & secretarial responsibilities. Insurance background preferred.
CLAIMS PROCESSOR
Min. 2 yrs. insurance background required.
PERSONNEL UNLIMITED
751-5606 Fax 751-5815
NO FEE

INSURANCE SECRETARY. Experienced, full or part time, salary commensurate with experience. Garden City or Westland. Send resume to: Affiliated Insurance, 32630 Cherry Hill Rd., Garden City, 48135.

INVENTORY
CLERKS
Large manufacturing company in Livonia area is seeking candidates to work on a long-term temporary basis. Must have some clerical background and be able and willing to do lifting in a warehouse environment. Candidates must have a proven track record of attendance, dexterity and must be able to work 50-55 hours per week. Reliable transportation is a must.
Call Maureen for an appointment.
Livonia 522-4020
28125 Duckworth
Suite 4
KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

KEY DISC/KEY PUNCH
Experienced data entry operators. Day & afternoon shifts. Job/share time. Miss Perry, 681-6151

LEGAL SECRETARY
Full or part time. Experienced in personal injury. Birmingham area.
LEGAL SECRETARY - For Southfield personal injury law firm. Experience & knowledge of WordPerfect 5.1 required. Call 358-5100

LEGAL SECRETARY - Experienced, for insurance defense firm, non smoker. Salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017

504 Help Wanted Office-Clerical

INSURANCE AGENCY looking for experienced Personal Lines CSR with computer experience. Farmington Hills area. Submit resume:
Box 618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MID SIZE law firm in Southfield having broken down workload into workers comp, civil defense & word perfect. Please fax: Box 847
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Legal
LEGAL CLERK - Fast paced law firm seeks an organized individual to perform clerical duties. Must have excellent communication skills and be detailed oriented. Previous experience preferred. Please send resume to: Bernstein & Bernstein, Att: Office Manager, 3000 Town Center, Ste. 1801, Southfield, MI 48075.

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Fax your 30633 Northwestern Hwy - Suite 100, Farmington, MI 48334

LEGAL SECRETARY, experienced with general liability/worker's compensation litigation, for law firm in the Rochester/Auburn Hills area. Send resume to: Office Manager, 3701 University, Suite 223, Auburn Hills, 48326

LEGAL SECRETARY for Farmington Hills law firm. Very experienced in trial practice, civil litigation & business law. Heavy workload. WordPerfect, knowledge of pensions. Excellent pension package. Send resume, salary requirements, to:
P.O. Box 3725 Detroit, MI 48237.

LEGAL SECRETARY - to Senior Partner of 7 attorney Troy law firm. Minimum of 3 years legal experience necessary. WordPerfect 5.1 experience desired, as well as computer & network skills. The successful candidate will be highly organized, have an excellent phone manner & will be eager to assist other staff members. The firm offers a pleasant work environment & excellent fringe benefit package. Please send resume & salary requirements to: Barlow & Landis, 3280 W. Big Beaver, Ste. 310, Troy, MI. 48084, Attn: Kelle.

LEGAL SECRETARY
Work in Bloomfield Hills business law office. Must have great English skills. After 7pm 626-8411

LEGAL SECRETARY-Experienced, wanted for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Linda at 354-7700

LEGAL SECRETARY
With 2-4 years experience in litigation for Plan Law firm. Excellent typing, communication & organizational skills. Knowledge of Word Perfect 5.1 required. Call Administrator, 12noon - 5:30pm at: 313-259-8300

LEGAL SECRETARY Troy law firm seeking Legal Secretary with litigation experience. Position requires good knowledge of Word Perfect 5.1, along with excellent typing, processing and communication skills. Applicant must be well organized, flexible and able to meet deadlines. Please send resume and salary requirements to: P.O. Box 2501, Troy, MI 48007-2501

LEGAL SECRETARY
Experienced only, for non-smoking Southfield law firm. WordPerfect necessary, benefits. Call 358-0111

LEGAL SECRETARY
Bloomfield Hills. Experienced probate, real estate, general. Salary negotiable. Send resume: Box Hudeck, 1750 S Telegraph, Bloomfield Hills, MI 48302.

LEGAL SECRETARY for busy Southfield defense firm. At least 2 years experience. Excellent locations & benefits. Send resume to: Collins, Einhorn, Farrell, Ulanoff, 4000 Town Center, Ste 909, Southfield, MI 48075.

LEGAL SECRETARY
$26,000 FEE PAID
Litigation, suburbs and we
Bloomfield. Call Mark at 649-3330 or FAX resume to: 649-FAX-2.
M. BOOKSPAN & ASSOCIATES

LEGAL SECRETARY
MICHIGAN CORPORATION
We require a Level (3) Secretary & proven track record of attendance, dexterity and must be able to work 50-55 hours per week. Reliable transportation is a must.
Call Maureen for an appointment.
Livonia 522-4020
28125 Duckworth
Suite 4

Two prestigious downtown firms seeking experienced legal secretary (1 corporate - 1 Lit). Good skills and solid background. Call Mary Ann at:
Dorothy Day Personnel
Serving Detroit & Suburbs
Since 1953
962-0565 Fax 962-2571

LEGAL SECRETARY
"AV" rated Farmington Hills law firm seeks experienced legal secretary in insurance and medical malpractice defense. Word processing experience with experience. Send resume to:
C.G. Alig
Suite 2030
4180 Telegraph Road
Bloomfield Hills, MI 48302

LEGAL SECRETARY
Renaissance Center Law Firm seeking 2 legal secretaries with corporate litigation experience; one with 1-2 years experience, and one with 3-5 years experience. Must have WordPerfect 5.1, strong typing & superior organizational skills for this fast-paced growing firm. Send resume with salary history to:
Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Some litigation experience preferred. Candidate must demonstrate exceptional skills, excellent proficiency, dictaphone experience, and a strong communication skills & an ability to work in a team environment. Interested candidates send salary commensurate with experience. Send resume to: Box 1000, Observer & Eccentric Newspapers, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY, $27,500
Corporate or labor law experience. Challenging and diversified duties, qualifications work environment, benefits. Suburbs.
LEGAL SECRETARY TO $27,000
Rare opportunity with well known firm. Litigation experience and good skills qualifies you.
LEGAL SECRETARY $25,000
Personal injury experience, lots of variety, great boss. Benefits include dependent care. Age 30 to mid 50's.
Call 772-8780.
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY
Qualified individual with 2-3 yrs. legal experience. Highly organized with strong skills in word processing skills. Expand your career.
Call OFFICETEAM today.
Phone Fax
354-0222 358-0481
28588 Northwestern Hwy #250
Southfield, MI 48034
524-3100 524-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

legal
SELF-MOTIVATED, career-minded individual with superior mathematical skills and good communication skills needed for high volume, detail-oriented department. Successful applicant will have primary responsibility for Chapter 13 Bankruptcy filings and must have strong personal challenge and opportunity for advancement. Southfield law office, but frequent Detroit Bankruptcy Court appearances required, so reliable transportation is essential. Salary commensurate with background are also necessary. Excellent benefits and competitive salary.
Send resume and brief (one page maximum) narrative describing your qualifications to: Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA - WARREN
SNELLING PERSONNEL
SERVICES
IS TAKING APPLICATIONS FOR
• Clerks
• Clerk/Receptionists
• Light Industrial
Monday 6-21-1993, 8am-4pm
Quality Inn
10998 Laurel Park Drive
I-275 & 8 Mile Rd.
Or
Budgetel Inn
30900 Dorsey Drive
Warren
Between 12 & 13 Mile Rds.

MAINTENANCE PERSON needed full-time. Apply in person: Ann Arbor apartment complex. Send resume & references to: Box 348
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MANAGER
Temporary Help Co. Experience in sales & operations for similar related firm. 737-5880

MICRO AGE COMPUTERS
In Novi has an immediate opening for sales support. Must have a competition includes: order placing, sales tracking and knowledge of products. We would like someone full time, but will consider an accept part time if necessary. Hours are Mon-Fri 8:30-5. We are looking for someone who is well organized, able to juggle their time wisely. We will train. If interested please send resume to: Micro Age Computers, 39831 Grand River Ave., Novi, MI 48375

SMALL growing company needs MIS Manager to achieve computer-system goals for a Network Programmer, R-BASE Version II & Laser, Novell & Dragon Dictat Systems required. Strong math background needed. Send resume to: Rodney Leigh, 1100 W. 8 Mile Rd., Southfield, MI. 48076. Good compensation and benefit package.

MORTGAGE DEPARTMENT
Entry level positions available in Southfield. Pleasant office, conveniently located off the Lodge at Lahser. Accurate typing & clerical skills required. Please call Marge to arrange an interview, between 9-3, Mon-Fri. 313-491-2000 x 229
An Equal Opportunity Employer

NATIONAL COMPANY seeks organized individual with excellent communication skills. Full time office position in Farmington Hills. If interested, send resume and salary requirements to: Personnel, P.O. Box 298, Southfield, MI 48037, Attention Glenn Poker
Equal Opportunity Employer M/F

NIGHT LINE COOKS
Apply at: The Moose Preserve
Bar & Grill, Bloomfield Village
Bloomfield Hills

PLEASANT STAFF and
WORKING ENVIRONMENT
NOW HIRING
WORD PROCESSING
SECRETARIES
If you have the following skills and are looking for an environment to work with major corporations—don't hesitate to call!
• WORD PERFECT
• MICROSOFT WORD
• LOTUS
• EXCEL
Full and part time positions are available in Southfield, Troy, Royal Oak, Farmington and Livonia areas.
Call today for your
personal interview!
SPENCER
PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

OFFICE ASSISTANT needed for manufacturing company. Duties will include record keeping, typing, filing, extensive use of computers & a good knowledge of Lotus. Accuracy is a must for this position. $8 to $10 per hour with good benefits. Send resume to: Personnel Director, 32920 Industrial Rd., Livonia, MI. 48150.

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and businesslike 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 413, 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 needed for permanent part-time position, 16 hrs/week, for Meadowbrook Village Mall office. Excellent telephone manner, light typing & customer service required. Contact Pat 376-9451

OFFICE CLERK - Part-time days. Approximately 30 hrs. a wk. Good organizational skills required. Contact Supervisor. 981-0847

OFFICE CLERK
PART-TIME POSITION
Motion Picture needed for local office of Teamsters. We are looking for someone who is well organized & capable of up to 40 words per minute. Must be good with figures, good typing skills, professional telephone voice & positive personality. Flexible work hours. For personal interview call Mon. & Tues. 10 am-2 pm only at 526-0630

OFFICE SECRETARY
needed for W. Bloomfield gynecologue. Knowledge of Mac & Page Maker helpful. Fax resume to P. O. Box 523, Southfield, MI., 48034-0523.

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Livonia computer firm seeks part-time Mon. thru Fri. Office Assistant. Entry level position requiring excellent English, phone & communication skills. Must be a good listener & able to follow. Please send a brief letter stating why you feel you would be the right candidate for:
DTI
Attn: Ms. Malani
31835 8 Mile Rd.
Livonia, MI. 48152

OFFICE MANAGER/LEASING CONSULTANT - Positive person to manage office. Must be community in N. Oakland County. Marketing skills a must, computer skills preferred. Call 334-6262

OFFICE MANAGER
Mature person, must like people, possess sales. Computer & bookkeeping helpful. Responsibilities of consignment systems helpful. Good pay & environment. Located in Orchard & Telegraph. 538-0063

OFFICE MANAGER
Full time. Energetic person with good organizational skills to do payroll, medical records, physicians & receptionist duties. Apply to Dodge Park Medical, 12 Mile Rd., Southfield, MI 48075. 567-3333
An Equal Opportunity Employer

OFFICE SERVICES CLERK
Livonia based manufacturing property insurer seeks responsible/ experienced individual for a variety of office duties including word processing, typing, filing, etc. Ideal candidate must be accurate, resultsoriented and possess a minimum typing speed of 40wpm. Communication, dictaphone, PC and math skills are also needed along with a pleasant phone manner. WordPerfect experience is a definite plus. Attractive salary and benefits package. Send resume and salary history/requirements to:
Human Resources, OUR INSURERS
17197 N. Laurel Park Dr., Ste. 341
Livonia, MI 48152-2686
No phone calls please.

ORDER ENTRY POSITION for mail order company. Typing skills & phone experience required. Good atmosphere & benefits. Call Jerry, 471-4050

PART TIME RECEPTIONIST
Hours Mon., & Thurs., 3pm-9pm and Fridays, 7:30am - 3:30pm. Please apply to: Troy Ford, 777 John R, Troy, MI. No phone calls please.

PERMANENT part-time clerical. 15-20 hours per week. Must type.
Pleasant working environment. Southfield area. Call 559-5400 Ext. 240

PERSONNEL ASSISTANT
Immediate opening for person experienced in ADP-PC payroll processing. Must be familiar with benefits administration and have good PC skills relating to WP and other data base applications. Excellent interpersonal skills also required. We employ 150+. Associates Degree preferred. Competitive salary and benefit package. Send resume in confidence, stating your background and salary requirement to:
Personnel Manager
PO Box 8026
Novi, MI 48376

TELEPHONE RECEPTIONIST
Needed for busy private school. Temporary June 28-Sept 15. Excellent telephone skills & some typing. boarding skills required. $7/hour. Call Mrs. Lewis 550-0344

RECEPTIONIST/CLERICAL: Industrial Lumber Co. seeks a curteous & detailed oriented person. Full Time Benefits. Computer work. Typing, typing or phonics. Send resume to: PO Box 2327, Troy, MI 48007

RECEPTIONIST NEEDED
Full & part-time positions available for busy medical & real estate offices. Please call Laurie between 8am-2pm, Mon. thru Thurs. 737-6418

RECEPTIONIST/EXPERIENCED
With knowledge of WordPerfect, for part time position. Send resume to: PO Box 906, Birmingham, MI 48012

RECEPTIONIST for Birmingham hair salon. Part time, Tuesday, Thursday, Friday & typing skills required. 1148 Grand. Call 543-3787

RECEPTIONIST & General Office
Work in Southfield. Fun for Novi office. Will consider student. Please contact Mrs. Davis 476-7500

RECEPTIONIST
Opening for Receptionist in P.C. department. Must have Lotus, Word Perfect, Microsoft, 32773 Schoolcraft, Livonia.

RECEPTIONIST - experienced for busy salon & spa. Full time. Also need part-time person with computer & typing. Full or part time.
358-5729

RECEPTIONIST/Position at veterinary hospital, Southfield area. Must be people & pet friendly. Office skills including computer & plus. $5.00 per hour to start w/benefits. 356-7582

RECEPTIONIST/CLERICAL
position available. Part time to start. Tues. & Wed., 8am to 5pm. Excellent summer position for students. Will train. Send resume to: Attn Office Administrator, P.O. Box 380, Novi, MI 48376.

RECEPTIONIST/SECRETARY
Part time position in fast paced office. Professional phone skills a must. Typing & computer skills a plus. Unlimited potential for promotion & raises for the right candidate. Please send resume to: 4296 Crystal, West Bloomfield, MI 48323

RECEPTIONIST
Sales Secretary/Receptionist part-time position, for wholesale distributor. Must have strong telephone & typing skills, be pleasant, detail-oriented, and hard-working. Good potential for growth. Send resume to: P.O. Box 9007, Livonia, MI. 48151.

RECEPTIONIST/TITLE CLERK
Law Firm seeking Mr./Mrs. congeniality with the brain of a rocket scientist, good common sense & interested in being a full time receptionist for us. Send resume to:
J. Hartnett, Kramer, Mellen PC
3000 Town Center, Ste. 1700
Southfield, MI. 48075-1277

RECEPTIONIST-FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible for multi-line phone system in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing and general clerical duties.
Must be organized and have the ability to assist & support several individuals at a time in our busy paced office. Mail resume in confidence to: OFFICE MANAGER, Suite 306, 31415 Civic Center Drive, Southfield, MI 48076

RECEPTIONIST
Full time position available at our Farmington Hills office. The successful candidate must possess strong telephone skills and be capable of handling a large volume of calls. Good typing with a minimum of 40wpm and good math skills also required to handle a variety of miscellaneous procedures. Knowledge of word processing helpful. Starting wage $6.50/hr. Excellent benefits package. Only qualified applicants need apply. 9:30am-12:30pm, Mon. thru Fri, or send resume including salary history to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

RECEPTIONIST
Experienced only. Part time for non smoking law firm in Southfield. 358-0111

RECEPTIONIST/SECRETARY
General office duties, full time. Motorama Engineering, 33001 Nine Mile Rd., Farmington. 476-3300

RECEPTIONIST/CLERICAL TYPIST
Pleasant Ridge Law Firm
office. Experience required. Send resume to: 1390 Piedmont, Troy MI 48084

RECEPTIONIST-TYPIST
Friendly Law Center
26111 W. 14 Mile Rd., Ste. 201
Franklin Village, MI 48025

RECEPTIONIST - Full Time
Needed for Troy office. Part time already, good pay with benefits. Send resume to: 1628 W. Big Beaver, Troy, MI 48084, Attn: Tracy

RECEPTIONIST
Long term opening for your friendly personality and experience on Excel outlines in Stern, and Ruth. 672-2934
Unforce Temporary Services

RECEPTIONIST
Front desk position with national investment firm. Pleasant working place. Call Debbie 357-0036
Unforce Temporary Services

504 Help Wanted Office-Clerical

RECEPTIONIST/TELEPHONE Operator-Troy based company seeks pleasant, mature person for full time position. Good communication & typing skills required. Friendly atmosphere. Call for an appointment. 362-8000, Ext. 218

RECEPTIONIST/SECR