504 Help Wanted Office-Clerical

BOOKKEEPER
Plymouth area, full time, experience needed. Skills must include payroll, general ledger, accounts payable, receivable, telephone, bank reconcile, a computerized system. Must be independent, detail oriented, organized individuals need apply. Sal. monthly. 422-1040

BOOKKEEPER/SECRETARY
for Troy area manufacturing office. Typing, bookkeeping & word processing skills required, 37 wpm, & shorthand helpful. Send resume including salary requirements to: Controller, 3165 W. Big Beaver, Ste. 110, Troy, 48084

BRIGHTON HONDA MAZDA
is a rapidly expanding dealership in Brighton and is individual responsible for CAR BILLING & GENERAL OFFICE duties. Please contact Jenna or Tim for an appointment at 227-2552

INSURANCE AGENCY - needs part time clerical in Livonia.
$5 to start.
Call 522-3900

NEEDED IMMEDIATELY
Bingham Farms company looking for individuals with:
• WordPerfect 5.1
• Lotus 1-2-3
• Payroll experience helpful, but not necessary
CONTEMPRA
583-9500

CLERICAL ASSISTANT
Livonia-based distributor seeks person for buying department. Strong math & computer skills are required. Please send resume with salary requirements to:
Personnel Department,
34200 Amrhein, Livonia, MI 48150

CLERICAL ASSISTANT
Clerical Assistant needed for busy Purchasing Department. Basic duties include maintaining departmental spreadsheets, faxes, mailings, and letters. We also assist buyers with general office duties, as contact. Qualified candidate will possess extensive PC knowledge, typing skills, with good business writing skills. Will need to know PC packages such as WordPerfect, Lotus 1-2-3, and Quattro Pro. Please send resume to: Attn: SALARY REQUIREMENTS or submit a completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO PHONE CALLS ACCEPTED
An Equal Opportunity Employer

CLERICAL - Farmington Hills company has a clerical position available. Computer, math, bookkeeping skills a plus. Excellent wage & benefits. Call Tom:

CLERICAL/PART-TIME
Immediate opening for a part-time clerk in parts inventory control department. Hours 1-5pm. Prior data entry experience & good organizational skills required. Hourly pay commensurate with qualifications and experience. Send resume & pay or salary history to:
MICHIGAN CAT
24800 NOVI RD.
NOVI, MI 48375
Affirmative Action Employer

CLERICAL PART TIME
Evenings and weekends.
Computer & typing experience necessary. 425-9600

CLERICAL Part Time
Long term job (about 20 hrs. per wk) for a large Livonia Corp. General office work, some bookkeeping. Computer experience desired. Please call: 643-8029

CLERK - Full time with experience in filing & data entry required. Accurate, mail, 40+ hours per week. Must be able to work overtime. Responsibilities include filing, word processing, reconciliations, A/R & A/P. Near Haggerty Highway, Madison Hts. Ask for R. Martin. No phone calls accepted.

CLERK POSITION - Canton area for busy dental supply company. Self-starting person with good communication skills. Varied duties plus some computer input. Will train, benefits. Mon.-Fri., 8:30-5 PM.
454-0300, Ext. 244

CLERKS
$8.50/HR.
Assignments available immediately in Livonia, for candidates with adding machine & balancing experience, math or bookkeeping skills. 40 days paid. Retirees welcome. Call immediately for appointment.
591-1100
ACRO SERVICE CORP.

College Students Needed
• Word Processing/Clerical
• Technical • General Labor
ARBOR TEMPS 459-1166
8433 Haggerty, Plymouth, MI

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

CLERK TYPIST
FULL TIME
Seeking a Clerk Typist for a fast paced Shoppelland Law Office. Typing 45 wpm minimum. Strong oral and written communication skills required. Please send resume and salary requirements to:
Box 870
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COLLECTIONS COORDINATOR
Engineering firm seeking 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.
Could be today be considered for this immediate opening.

TODAYS TEMPORARY
649-2936
An Equal Opportunity Employer

COMPUTER/DATA ENTRY
Expanding Southfield CPA firm desires experienced computer operator. Accounting experience a plus. Benefits. Salary commensurate with experience. Reply to: Box 580
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CORPORATE PERSONNEL SERVICES
is looking for:
⊙ CLERKS
⊙ DATA ENTRY
⊙ WORDPROCESSORS
⊙ RECEPTIONIST
⊙ MICROSOFT WORD
Call for an appointment
TROY: 362-9696
LIVONIA: 261-1133
ECE NO FEE

CUSTOMER SERVICE • Immediate opening, data entry, Wordperfect, Lotus, 20-25 hrs. Send resume only: Blossom Berkley, 2338 Coolidge, Berkley, MI 48072.

CUSTOMER SERVICE
Full or part time. Livonia area.
Call Stephanie, 9am-5pm.
535-8979

CUSTOMER SERVICE REP
Good phone skills required. Apply: 13130 Farmington, Livonia, MI 48150

CUSTOMER SERVICE
Immediate openings with national marketing firm for your clear voice and light computer experience. Flexibility. Call Cathy: 348-7884
Uniforce Temporary Service

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer interaction. Great working environment. Please send resume to:
Dept. P.O. Box 9066, Farmington Hills, MI 48334

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 24-32 hours per week) including Saturdays and some holidays. This fast paced, and changing 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-Fri between 8:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

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 & basic math skills. Full & part-time positions available. If you possess the above qualifications, please call:
Jennifer at 643-8250

DATA ENTRY/
CUSTOMER SERVICE
Position available in Wixom. Long term opening/possible permanent opportunity. Need strong attention to detail. This is a plant/factory environment. Must have solid alpha/numeric data entry skills, 8,000wph. Immediate opening. $7 to start.
HORRELL SERVICES 953-8748

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

DATA ENTRY, full-time, summer position. Must be detail oriented. Ideal for college student. Call Nancy on Tues. between 10-2pm 358-4410

DATA ENTRY
• Full Time/Temporary
• Good keyboard skills a must
• Metro Detroit area
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 679-9070

504 Help Wanted Office-Clerical

CUSTOMER SERVICE COORDINATOR
Full time, Novi. Looking for detail oriented, self motivated individual with good communication skills. Office experience a plus. Calls taken Mon-Fri, 9-11am 348-8000

CUSTOMER SERVICE
$8.50 to $7.00 Per Hour
Minimum 1 year experience needed to join our fast paced customer service organization located in West Bloomfield.
Must possess:
• Excellent telephone and keyboarding skills
• High energy level
• Experience handling customer service inquiries
• Problem solving ability
• Computer literate
Excellent benefits include life and health care coverage, paid holidays and vacation, tuition reimbursement and complimentary spa membership.
Call Ms. Gash immediately!
FITNESS USA HEALTH SPAS
737-7800

DATA ENTRY
Alpha & numeric positions. Livonia, Troy, Novi, Ann Arbor. Long and short term. Call today for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY
Highest pay for your attention to detail. Alpha & numeric input. Major residential firm. Call Darlene: 646-8300
Uniforce Temporary Services

DATA ENTRY
Many long term openings. Unique midnight shift opportunity in Plymouth/Canton area. Top pay.
Call Debbie
Uniforce Temporary Services

DATA ENTRY OPERATORS
Boys & afternoons.
Tartan System's Farmington area.
474-7136

DATA ENTRY OPERATOR • full time and part time positions. $5.25 per hour depending upon experience.
Call 357-4446

DATA ENTRY OPERATORS
Assignment in Detroit 1-96 and Grand River area. Must have excellent numeric and Alpha skills. Pay: $7.00 per hour. Call for an interview.
362-8666
CORPORATE PERSONNEL SERVICES
EOE NO FEE

DENTAL RECEPTIONIST
Experienced required for Downtown office. Peg board, recall, collections. Call 352-0710

DRIVER/SHIPPING
Trim, full-time position. Individuals with over 2 driving points need not apply. Knowledge of Metro area preferred. $8.25/hour with benefits. Call for an interview at 1005 Crooks Rd., S. of Maple. 9am-4pm, weekdays.

EXECUTIVE ADMINISTRATIVE ASSISTANT
Leading international corporation seeks qualified, career minded individual for Administrative Assistant. Must possess strong communication skills, Lotus 1-2-3 & WordPerfect a must. Excellent name recognition preferred. Opportunity for growth & advancement, competitive salary & excellent benefits. Permanent area. Please fax resume to: 453-8961 Attention: Barb
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
A professional individual is needed to serve as Secretary/Administrator for the Vice President. Candidates must have proven typing skills, knowledge of Macintosh computers, & Microsoft Word. Excellent interpersonal & organizational skills required & the ability to work well under pressure. Salary requirements & resume to:
Credit Counseling Center,
33505 Country Club Dr., Suite 810,
Farmington Hills, MI 48331-3429

EXECUTIVE SECRETARY
International service company headquartered in Farmington Hills, seeks for your skills. Harvard Graphics helpful. Call Susan, 646-7081
Uniforce Temporary Services

GENERAL OFFICE
EXPERIENCED
Part time. Typing, word processing, non smoker. Birmingham. 642-5885

EXECUTIVE SECRETARY
TO $28,000
90-100wpm shorthand, plus strong work history sought for Michigan Foundation. Automotive benefits. Call Arthur Thomas. 358-4140
Temporary Services

FILE/MAIL CLERK
Immediate full time opening with Birmingham law firm for dependable, detail-oriented individual with good typing and telephone skills. Knowledge of computers helpful.
433-1414

POSITION OPEN in Machinery Sales Office to handle general office duties with emphasis on computer entry. Computer experience required. Bookkeeping skills, plus experience a plus. Contact: Jill at 353-3410 between 9 A.M.,- 3 P.M.

GENERAL CLERICAL
Answering phones, light typing, mail & filing. Long & short term assignments available.
CONTEMPRA
583-9500

504 Help Wanted Office-Clerical

DO YOU KNOW WORDPERFECT 5.1 & DOS 5.0?
National Tech Team, Inc. a leading provider of training, support, and systems integration services has immediate openings for experienced WordPerfect 5.1 & DOS users. This TEAM will be responsible for providing telephone assistance to customers worldwide on WordPerfect 5.1.
We are looking for professional, articulate, friendly individuals interested in a career in computer support operations, the largest growing segment of the computer services market.
If you are ready to interview, please send or fax resume TODAY. Also include a description of your WordPerfect 5.1 and DOS skills.
National Tech Team, Inc.
Attn: Computer Support Careers
27000 Dearborn Ave.
Dearborn Heights, MI 48124
Fax: (313) 277-5408

EXECUTIVE SECRETARY
TO $22,000
Assist the VP of Sales in a dynamic consumer products company. If you like responsibility and being an important part of the administrative team, this is for you. Good skills and experience, shorthand a plus.
Call 464-0909.
STERLING PERSONNEL SERVICES

GENERAL OFFICE
Part time help. Typing, filing, and some bookkeeping training required.
Ecco Tool Company, Inc.
42525 West 11 Mile, Novi

GENERAL OFFICE CLERK
Busy steel service center is looking for an ambitious person to fill a full time position. Filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only:
CONTRACTORS STEEL COMPANY
34333 Commerce Road
(near Lewis), Livonia.

GENERAL OFFICE
CLERK/SECRETARY
Duties include answering phone, reception desk, typing, filing, order entry, preparing shipping documents and handling customer orders. General computer knowledge, good typing skills and pleasant personality required. Base knowledge of WordPerfect a plus. Send resume to: Linda, 2V Industries Inc. 46533 West Rd., Wixom, MI 48393

GENERAL OFFICE - permanent/part-time, Haggerty Lake, responsible for running office, 9-3, Phones, mail, Word Perfect 5.1, $7.50/hr. Fee paid

SECRETARY - Southfield, typing 70 wpm, word processing experience, good phone skills, report to president of company, benefits.
To $25,000. Fee paid

TYPIST - Southfield, 70 wpm required, computer friendly, Lotus helpful, $7.25/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

INSURANCE AGENCY
Computer and casualty insurance experience a must. Benefits, part time. Excellent position. P.O. Box 183, Franklin, MI 48025

INSURANCE - COMMERCIAL CSR
2-3 yrs experience. Farmington Hills location. Call after 9am, for interview. 553-7578

KEY DISC/KEY PUNCH
Exp'd keypunch needed for evening, Day & afternoon shifts, full/part time. Mike Perry. 541-5151

INTERNATIONAL TRANSPORTATION COMPANY located in Troy, seeks experienced, self-motivated individuals for the following positions:
PRICING/DOCUMENTATION
This position requires a minimum of 2 yrs. experience in the steamship industry. Candidates must have a knowledge of the Mediterranean & N. America, good math skills, and excellent communication skills as well as computer capabilities. Ref. #1200
INSIDE SALES COORDINATOR
This position requires a minimum of 1 yr. experience in inside sales or customer service, ideally in the steamship industry. Candidates must have strong organizational, administrative, computer, written & verbal communication skills.
OPERATIONS CLERK
This position requires a minimum of 1 yr. experience in operations, knowledge of distribution, steamship operations an asset. Computer literate, strong organizational & good verbal & written communication skills required.
Salary commensurate with experience. Fax resume or mail resume with salary requirements to: Canada Maritime, 3001 W. Big Beaver Rd., Ste. 304, Troy, MI 48084.
Please identify position being applied for.

KEYPUNCH OPERATORS - seniors or REL 029 or IMbedded numeric keypad, required for our Livonia office. 16,000 keystrokes/hr required. Full & part time positions available on all 3 shifts. Also Sat. days. Premium pay for midnight shift. Call Tues. thru Fri. 8am-12 noon only for appt. 525-4587

504 Help Wanted Office-Clerical

IMMEDIATE OPENINGS!
• File Clerks
• Receptionists
• Typists
• Data Entry
Many positions, day shift, long & short term, some permanent.
Call 644-8020

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

Insurance
COMMERCIAL ASSISTANT
For property casualty agent. Established. Experience in rating, general liability, commercial auto. Fully automated office.
355-4400.

INSURANCE - Receptionist/Entry Level Customer Service Rep. Need dependable, motivated individual. Good typing, computer literate. Michigan area experience preferred. Northville area.
348-1484

INVENTORY CLERKS
Large manufacturing company in Livonia area has immediate openings dates to work on a long-term temporary assignment. 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. Shifts vary and may be required to work 50-55 hours per week. Reliable transportation is a must.
Call Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

INVESTMENT COUNSELING firm is currently accepting applications for the position of Account Administrator. Position requires 1-2 years experience, 1-2 years legal experience preferred. Call 358-4848

LEGAL RECEPTIONIST
$18,000 PLUS
Opportunity to train for legal secretarial position. Good skills including word processing, transcription, and phone skills important here. Benefits. Hours. Call Debbie 354-0808.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Southfield area. 28225 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY-Experienced, wanted for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Linda at
569-7700

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

LEGAL SECRETARY Law firm, experience required. Excellent benefits, salary negotiable. Call 358-4400

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

LEGAL SECRETARY
With 3-5 years experience in Bisnion for Pen Can law firm. Excellent typing, communication & organizational skills required. WordPerfect 5.1 required. Call Administrator, 12noon - 5:30pm at: 313-298-8300

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Candidate must possess minimum 50wpm WordPerfect proficiency, dictaphone experience, great attention to detail, communication skills & an ability to work in a fast paced environment. Excellent benefits package. Salary commensurate with experience. Send resume to: P.O. Box 37261, Detroit, MI 48237.

LEGAL SECRETARY/FULL TIME
Bloomfield Hills insurance defense firm seeks firm commitment APT Secretary with litigation experience. Submit resume and salary requirements to: Kellen & Hare PC, 1471 Woodward, Suite 200, Bloomfield Hills, MI, 48302.

LEGAL SECRETARY
Troy law firm looking for conscientious detailed oriented Secretary. Candidate must have 3-5 years experience, helpful but not necessary. Must know WordPerfect for Windows computers, knowledge of landlord/tenant law helpful. Please send resume to:
Office Manager, 2301 W. Big Beaver, Suite 212, Troy, MI., 48084.

LEGAL SECRETARY
$26,000
Work for senior partner who specializes in corporate banking/real estate. Beautiful new offices. Challenging duties. Excellent benefits. 35 hour week. Call Mary, 772-6780
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
TO $29,000
3-5 years defense litigation. Experience for national firm. Good organizational skills. Excellent work environment. Excellent benefits. Full benefits. Call Donna, 772-6780.
SHELLING PERSONNEL SERVICES

LITIGATION PARA-LEGAL
for unique plaintiffs personal injury lawfirm. Minimum 3.5 average after 4 years of College. Salary commensurate with ability. Send resume to: Cindy Gale, Dunton, Hoxie, Kolkey, now, Falzon, 26555 Evergreen, Ste 1530, Southfield, MI. 48076 or fax to 313-353-4504

MORTGAGE COMPANY
Ann Arbor based firm seeks customer service rep to handle PROPERTY TAX ESCROW ADMINISTRATION. Experience with investigation of tax and escrow disbursement. Excellent detailed skills and customer service skills. Send resume to:
Personnel Administrator
315 E. Eisenhower, Ste. 12
Ann Arbor, MI 48108

NOVI AGENCY seeking full time Clerical Assistant with minimum 1 year experience. 313-348-8200

NOW HIRING
WORD PROCESSING SECRETARIES
If you have the following skills and are looking for an opportunity 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
Never a fee.
E.O.E.

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate part-time office/clerical position. Requires multi-tasking, self-starter, strong organizational ability & some experience in basic office duties. Weekend work is required. Apply in person or call:
LA-Z-BOY SHOWCASE SHOPPES
27754 Novi Rd., Novi.
348-3700

OFFICE CLERICAL/CASHIER for our Redford location - Robinson Furniture. Must type 35 wpm, cashier/computer on-the-job experienced, good math skills. Flexible schedule includes evenings/weekends. Room for advancement. Call 308-4000

OFFICE CLERK - Part time days. Approximately 30 hrs. week. Good organizational skills required. Contact Supervisor. 591-0847

OFFICE HELP wanted 20+ hrs./wk. for Farmington Hills firm. Light computer, filing, customer service. Oakland Mail area. Send resume & compensation requirements to:
Personnel Department
1333 Brewer
Troy, MI 48083

OFFICE MANAGER, for small business in Royal Oak. Light typing, bookkeeping & organizational skills required. 543-8370

OFFICE MANAGER
Full time. Medical/Dental benefits. Data entry/WordPerfect experience helpful. Salary negotiable.
Apply in person only: Michigan Sale Dodge, 30033 Northwestern, S. of 13 Mile.

Operator/Receptionist
N.W. Detroit area, automotive manufacturing company, looking for an experienced Telephone Operator/Receptionist. Must have experience handling high-volume Northern Telecom phone system, learn long activities, know basic typing, word processing & strong communication skills. Position offers competitive wage & fringe package. If you qualify mail resume or letter stating experience, qualifications & salary to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME POSITION with growing company. Bookkeeping, office management, etc. Basic computer skills & good telephone skills required. Send resume to: DOL 633 Executive Dr., Westland, MI 48185

PART-TIME SECRETARY
W. Bloomfield office. Submit resume by 7-9-93 to: 17731 Andersonville Road, Davisburg, 48350.

PAYROLL CLERK
Process weekly payroll for medium size service company. Must be experienced with on-line system (ADP, Control Data, etc.) Also quarterly tax filings. Long-term-temp. possible pay.
ARBOR TEMPS 459-1166
8433 Haggerty, Plymouth, MI

PAYROLL COORDINATOR
$23,000
A Growing suburban company offers a career building opportunity. Degree and experience desired include strong computer and workmans comp. Hurry! Call Bernice, 464-0909.
SHELLING PERSONNEL SERVICES

PAYROLL
Experience with outside payroll service needed for western suburb client. On line experience a big plus.
CALL MONI 698-4488
QUALITY ACCOUNTING TEMPS

PHONE RECEPTIONIST - 20-30 hrs. per week. Flexible hours, pleasant working conditions, good pay plus bonus. Call 422-6223

PLYMOUTH permanent part-time, 3 hours & day, Haggerty area. Word Perfect 5.1, good grammar & proofreading a must. 459-8989

PURCHASING/CLERICAL
Full-time for manufacturing company in Northville. Full Benefits. Experience helpful in data entry, communications, payables & general office skills. Apply in person at:
BELANGER, INC., 501 DOHENY CT., NORTHVILLE, 8-4, MON-FRI.

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

RECEPTIONIST - Full Time
Needed for Troy office. Start immediately, good pay with benefits. Send resume to: 1615 W. Big Beaver, Troy, MI 48084, Attn: Tracy

RECEPTIONIST for Southfield law firm. Excellent WordPerfect skills. Will train to legal secretary.
354-8880

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Farmington Hills law firm. Very experienced in bankruptcy, civil litigation and real estate. Heavy workload. WordPerfect, Lotus, word-processing. Excellent benefits package. Send resume, salary requirements to:
Box 37261, Detroit, MI 48237.

LEGAL SECRETARY
Immediate opening for busy real estate office. Hours are 12 to 6pm, Mon. thru Fri. Please send resume to: Office Manager, 7499 Middlebelt Rd., W. Bloomfield, MI 48322.

RECEPTIONIST, PART TIME
needed for real estate office in West Bloomfield, evenings and weekends. Mature, responsible individual with multi-line phone experience a must. Must have knowledge of general office duties. Call Linda Smith, between 2-5pm Only at 626-2000

RECEPTIONIST/CASHIER
Efficient, organized person with strong telephone skills, pleasant phones, data entry, filing & some cashier work in large auto repair facility front office. Afternoons & Saturdays. Apply in person: Dave Lewis Auto, 807 Ternes, Northville.

RECEPTIONIST - Part time for busy Farmington attorneys office. Good typing skills a must. Call Carolyn 932-0100

RECEPTIONIST - Full time days for medical office. Excellent telephone contact, word processing. Good pay. 477-0400

RECEPTIONIST - Good phone skills & typing required. Part time hours, 12-5:30pm. Apply at: 25807 Trowbridge, Inkster. 561-1770

RECEPTIONIST-PART TIME
for Southfield property management firm. 20-25 hrs per week. Excellent phone skills & typing a must. Word Perfect a plus. Call 208-3180

RECEPTIONIST
Must have good phone skills & Word Perfect. Send resume to: Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI. 48334.

RECEPTIONIST
Front desk positions with national insurance corporation. Word processing a plus. Call Gaida 357-0026
Uniforce Temporary Services

RECEPTIONIST WITCHGUARD
Multiple openings for your friendly personality to greet visitors to our customs or Roma. Call Ruth 473-2934
Uniforce Temporary Services

RECEPTIONIST for Farmington Hills CPA firm. Full time, typing, previous experience preferred. Competitive salary & benefits.
Call 953-2000
Ask for Jackie or Ann

RECEPTIONIST/CLERICAL - Full time. Medical & dental benefits. Data entry required. Salary negotiable. Apply in person only: Michigan Sale Dodge, 30033 Northwestern, S. of 13 Mile.

RECEPTIONIST - for busy veterinary clinic. Must be cheerful, reliable & have excellent phone & math skills required. Full or part time. Apply to: Michigan Veterinary Hospital, 24429 Grand River Ave, Detroit, MI 48219.

RECEPTIONIST - Full time. Word-Perfect, Lotus 1-2-3, good with figures a must. Extremely efficient phone manners are mandatory. Benefits & salary negotiable. Will be responsible for some light duties to Terre & Brugiko, 20401 Hall Rd., Clinton Twp. 286-9300

RECEPTIONIST - Sterling Hts. Must have multiline telephone experience (Mitel), pleasant personality & communication skills & self confidence. WordPerfect experience required, data entry a +, qualified applicants only. Resumes: McClain Inc. Tim Hunter, Human Resources, P.O. Box 180913, Utica MI 48318.

RECEPTIONIST
Seeking cheerful person who is well organized & has excellent communication skills. Must be reliable & dependable. Must possess phone, typing & word processing skills. Minimum of 1 year experience in professional setting preferred. Please call Laura at 631-5550

RECEPTIONIST
Immediate opening for fast-paced 20/40 law firm located in Troy. Phone system and other clerical duties. Multilingual and WordPerfect experience necessary. Pleasant phone manner a must. P-leas send resume or fax resume with salary requirement to: Sharon M&A, 1333 Maplelawn, Walled Lake, MI, 48390. Attn: Office Manager.

RECEPTIONIST
$14,560
Full Time 8h OAMPM
Outstanding Company offers great benefits is looking for a dedicated, friendly, individual. Previous office helpful. Salary negotiable + much more. Apply in person only: Michigan Sale Dodge, 30033 Northwestern, S. of 13 Mile.
SHELLING PERSONNEL SERVICES

RECEPTIONIST
DATA ENTRY PERSON
For rapidly growing engineering firm. Must have office and WordPerfect 5.1 skills. Pleasant personality and ability to handle multi-line system. Part time to start. Full time in near future. Accounting applicants need not send resume 1x: Hydro Designs Inc., 1677 Orchard Lake Rd., Suite 201, Sylvan Lake, MI, 48320.

Receptionist/ Clerical
Rochester Hills, Shop-at-Home decorating company, is looking for a receptionist/clerical. Data entry experience and a pleasant phone manner. Call between 10-2:
489-0555

RECEPTIONIST
Join Ethan Allen team in Westland store. Full time hours. Call 313 261-7780
Ethan Allen interiors
15700 Middlebelt
Livonia, MI 48154

RECEPTIONIST
Switchboard or multi-line phone experience. Light typing or data entry helpful. We offer: Top pay, holiday pay, paid vacations, life insurance, and bonuses. Call for an appointment today!
LIVONIA 464-8100
SOUTHFIELD 353-1300
AUBURN HILLS 373-7600
SHELLING PERSONNEL SERVICES
NEVER A FEE

SALES ASSISTANT
$20,000
Challenging! Dealing with international trade. Shipping and receiving documentation and computer experience needed including knowledge of sales, import/export, Hurry! Call Bernice, 464-0909.
SHELLING PERSONNEL SERVICES

FINANCIAL CLERK
Property management company seeks conscientious, pleasant, non smoker for typing, filing, phones etc. Quattro and WordPerfect experience helpful. Benefits. Send resume to: Pat Diversified, Person-nel, 31000 Telegraph, Suite 210, Bingham Farms, MI 48025

TWO ENERGETIC individuals for Receptionist duties. One days, one entry. Computer, 35 hours then full time. Challenging duties. Fast paced professional air-waters. Good hourly pay plus bonus program. Benefits. Excellent verbal & typing skills. Immediate opening. Call Mr. Casey for interview. 261-3661

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Permanent, part-time, Mon., Tues., & Thurs., 3:30 pm to 7:30 pm; & Fri., 9 am to 1 pm. Must possess strong phone skills, professional manner, good typing skills & general knowledge of office procedures. No benefits/no phone calls please. Resume & salary requirements to: Box 18656 W. Outer Drive, Suite 204-W, Detroit, MI, 48224.

Receptionists/
Switchboard Operators
Excellent communication skills. Light typing & filing.
$5.50-$7.50/HOUR
Long & short term assignments available.
CONTEMPRA
583-9500 563-5900

SECRETARIAL POSITION AVAILABLE
Computer, bookkeeping & typing skills required. Contact: 348-9040

SECRETARY - Duties include answering phones, typing & bookkeeping. Retford area. 535-6226

SECRETARY
Experienced secretary needed with good grammar skills for word processing, typing 55wpm and professional phone manner. To schedule an interview call:
TEMPEXCHANGE
332-8000

SECRETARY
Fast-paced Southfield sales office seeks an individual with a high typing speed. Secretary with minimum 5 years professional experience, filing skills, dictation abilities & knowledge computer experience required. Excellent phone & interpersonal skills a must. Call Sandy Wright at: 557-4216

SECRETARY
For weekend position in downtown Birmingham real estate office. Detail oriented accurate typing, good communications skills a must.
Send resume to:
Box 1
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Full time position for safety engineering company. Must have 5 years experience. Must be computer experience with excellent typing & grammar necessary. Send resume to: Personnel Manager, PO Box 3039, Livonia, MI, 48151-3039

SECRETARY
Full-Time secretary needed for busy residential land development office in Farmington Hills. Must be a reliable person, proficient in WordPerfect 5.1, an well as all around general office experience, able to work independently, accuracy and pace of a 1 secretary office. Ability to take dictation and typing preferred. Real estate of financial experience helpful. Good salary, benefits. Call Lee between 9-11:
737-2288

SECRETARY/
GENERAL OFFICE
Employee Benefit Plan Administrator, 13 Mile/Telegraph area, seeks motivated individual with real experience & good communication skills, experience with word processor 5.1, Windows applications, & light typing. Hours are flexible for position, 8:30am-4:30pm, $7.25 per hour to start, with increases after 90 day probation. Health insurance, life insurance, & 401K plan are provided. Send resume & salary history to: Personnel Manager, PO Box 3039, Livonia, MI, 48151-3039

SECRETARY
Mature with minimum 2 yrs. college & computer skills for busy real estate office. Send resume to Box #443.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY needed 20 hours per week, flexible. Word Perfect skills & general office duties. Send resume to: Box 1, Dept. 39555 Grand River, Rth Place, Suite 225, Novi, 48375

SECRETARY - non profit health agency seeks receptionist/secretary with good typing, computer and phone skills. Knowledge of Windows with windows & Page Maker would be an asset. Non smoker. Entry level position. Good benefits. Southfield. For appointment call 552-0040

SECRETARY/OFFICE MANAGER
Must have computer/organizational skills. Hours 7am-3pm. Salary $20,000. Send resume to: P.O. Box 624, Warren, MI. 48090-0624.

SECRETARY/ORDER ENTRY - pleasant phone voice, typing 55wpm, Lotus, Computer experience helpful. Call Mr. Ken Hoffman, 453-2300, Canton. 14 mile E. of Haggerty, off Ford.

SECRETARY, Part Time, 20-25 hours, 3 days preferred, to work in dry goods wholesale business. Office experience proficient at WordPerfect 5.1. Call Sue 642-4121

SECRETARY-PART TIME
Human Resources Manager seeks a self motivated, detail oriented Secretary for the Personnel Department. Position requires 2 years clerical experience, word processing and typing 50 w.p.m. Minimum $7.15 per hr. Flexible work schedule Mon-Fri., pleasant work environment, paid holidays, vacation and profit sharing benefits. Excellent record and salary history for: Orchards Children's Home. Apply: Attn: SUPVOR, Box 30215 Southfield Rd., Southfield, MI 48076. No phone calls please.
An Equal Opportunity Employer

SECRETARY - Permanent full time at the Southfield office of a medical malpractice insurance company. Word processing necessary, 55 wpm. Medical & legal knowledge desirable. Excellent benefits. Salary commensurate with experience. Send resume to: Claims Manager, Michigan Hospital Association Insurance Co., Ste. 1048, 24725 W. 12 Mile Rd., Southfield, MI 48034.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Word Perfect 5.1 required.
Send resume to: Fenner, Melstrom & Dooling, 891 N. Squirrel, Suite 250, Auburn Hills, 48326

SECRETARY/RECEPTIONIST
2 positions, 1 full-time, 1 part-time for busy office. Must be able to use multi-line phones, typing, general office skills. Pleasant & positive personality. There is a high energy position. Full benefits & salary requirements to: Box 586,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/
RECEPTIONIST
Large Industrial Apartment Community in Farmington Hills seeking a hard working, energetic, organized individual to work in our Secretary/Receptionist position. Candidate must be service & people oriented. Full time position with competitive salary & benefits. Send resume or apply at:
MAPLEWOOD APARTMENTS
29800 Grand River
Farmington Hills, MI 48336

SOCIAL SERVICE/
ADMITTING DIRECTOR
For a skilled nursing home, less than 100 beds. Demonstrated ability, long term care experience preferred. Full time, $35K required. Send resume to Box 476:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

SUMMER CLERK - Part time, $6.00 to $7.25 per hour. Part time from July 13-Sept 15. Filing, phone work, photocopying and other duties. High school graduate, must have 1 year office experience. Deadline Spm, July 7. Call 996-3330

SWITCHBOARD OPERATOR
PART-TIME
Dynamic progressive firm looking for a person to operate a five switchboard Operator. Hours will be: 11:30 am - 5:30 pm Monday through Friday. Candidate must have a pleasant personality also can work in a fast paced environment. Must have previous office experience. Please submit your resume to:
CORPORATE OFFICE MANAGER
P.O. BOX 7043
Madison Heights, MI 48071-0843

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