EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
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626-8188

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

LEGAL SECRETARY
With 2-4 years experience in litigation for Ren Cen law firm. Excellent typing, communication & organizational skills required. WordPerfect 5.1 required. Call Administrator, 12noon - 5:30pm at: 313-259-8300

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 534
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
Southfield based insurance company has an immediate opening for a legal secretary. Successful candidate must have strong typing, word processing, spelling & transcription skills. Experience in personal injury litigation helpful. Responsibilities include trial preparation, managing files, scheduling hearings & gathering information for attorneys. Individuals interested in a competitive salary with excellent benefits, send resume with salary history to:
Human Resources/Legal
P.O. Box 2223
Southfield, MI 48037-2223

LEGAL SECRETARY for 2 associates in Troy. Minimum 1 year experience in insurance defense litigation. Call Office Manager 649-1330

LITIGATION PARALEGAL
Paralegal degree required. Minimum 3 yrs. experience. Excellent research & writing skills. Full or part time. Send resume to: Donald Cutler, Gordon, Cutler & Hoffman, 18411 W. 12 Mile Rd., Southfield, MI 48076, or FAX to: 313-443-1506.

LEGAL SECRETARY
Experienced Legal Secretary needed for small Bingham Farms firm. Excellent typing and litigation experience necessary. Word Perfect 5.1 required. Pleasant working environment & competitive salary offered. Please send resume to Box 604
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAINTENANCE PERSON needed full-time, on-sight, for luxury Ann Arbor apartment complex. Send resume & references to: Box 346
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Downtown Detroit business law firm seeks ambitious legal secretary with 3-5 years corporate legal experience. The successful candidate will have superior organizational skills, excellent telephone manner & be able to assist a very busy attorney with client contact using initiative & tact. WordPerfect 5.1 & excellent typing are required. Great benefits & team environment. Send resume & salary requirements to:
Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Candidate must demonstrate minimum 80wpm WordPerfect proficiency, dictaphone experience, oral & written communication skills & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to: Administrator, 1533 N. Woodward, Su. 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY
Large downtown Detroit company needs a full time Legal Secretary. Candidates must hane hands on experience with Wordstar and/or WordPerfect and be able to pass a typing test of 50+ WPM. Individual must be able to work well under pressure and with little supervision with a variety of responsibilities. Qualified candidates please forward resume to:
Human Resources
Olde Discount Corp.
751 Griswold
Detroit, MI 48226

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

MEDICAL SECRETARY/RECEPTIONIST
Part time position (30 hrs/week) in a fast paced office. Must possess bookkeeping, typing, communication and organizational skills. Wordprocessing experience an asset. Insurance experience preferred. Send resume and salary requirements as soon as possible to: 31700 W. 13 Mile Rd, Suite 107, Farmington Hills, 48334.

MEDICAL TRANSCRIPTION
Part-time, 5-9pm. Experienced. Cardiology transcription necessary. Troy area.
CONTEMPRA
583-9500

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.
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3000 Town Center, Ste. 2580
Southfield, Michigan 48075

MEDICAL EQUIPMENT Company seeks full time candidate to assist our office manager. Light accounts payable, typing & phone work a few of the job responsibilities. Organizational skills & good common sense a must. Benefits package available. Mail resume with salary requirements to: Metro Medical Eulpment, 12985 Wayne Rd. Livonia, MI 48150. No phone calls please.

MEDICAL BILLER Needed - Computer data entry experience helpful. Paradox preferred. Must type 55 wpm. Knowledge of medicaid billing helpful but will train. Ability to prioritize & detail oriented. Pleasant work environment, non-smoking. Please call: 350-1060

OFFICE ADMINISTRATOR needed immediately for retail jeweler located in Oakland Mall. Full time position with benefits. Administrative or bookkeeping experience preferred. Contact Judy or Melanie at 585-0270

OFFICE ASSISTANT
Full time duties include: answering multi phone lines, type 50 + wpm (WordPerfect 5.1), filing, mailing. General office equipment knowledge needed. Professional, motivated individuals need apply. Send resume & salary requirements to: MKB, 3800 Woodward, #900, Detroit, MI 48201

OFFICE CLERK Southfield law firm seeks person for court filings, deliveries, misc. office work. 25-30 hrs/week. Call Mr. Weiner 948-0000

OFFICE POSITION
Full time, Bloomfield area. General clerical/bookkeeping duties. Ask for Ken or Jerry at 651-7741

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. Main lobby activities, along with typing, word processing & strong communication skills. Position offers competitive wage & fringe package. If you qualify mail resume or letter stating experience, qualifications & salary to: Box 23091, Detroit, MI 48223.
Equal Opportunity Employer M/F

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 perm.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI.

OFFICE CLERK (Part Time)
A troy manufacturing plant seeks individual to work 8am-1pm, Mon-Fri, answering phones & doing work for plant staff. Will be required to perform personnel functions during vacations, etc. Must be high school graduate, have excellent phone skills & type 50 wpm. Prior exposure to personnel systems helpful. Send resume with salary requirements to:
Human Resources-TTP-clerk
P.O. Box 8012
Sterling Heights, MI 48311-8012
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Entry level. Full time. Typing. Apply in person: 37025 Grand River, Farmington.

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PART TIME - CLERICAL - mornings only. General clerical duties. WordPerfect a plus. Send resume to 24400 Northwestern Hwy., #105, Southfield, MI 48075

PAYROLL CLERK
For tool & machine shop. Must have experience with ADP system. Responsibilities will include payroll, employee insurance and pension plan. Send resume to Box #628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PERMANENT part time clerical support. 5 hours daily, 5 days a week. Busy Prudential Town Center office. Duties include answering phones, computer skills, typing, photo copying, filing. Send resume to: PO box 450, Southfield, MI 48037-0450.
An Equal Opportunity Employer

PHONE RECEPTIONIST/file clerk needed for Southfield electrical distributor. Full-time. Call Mr. James at 353-0510

RECEPTIONIST
Must have good phone skills & WordPerfect 5.1. Send resumes to: Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI. 48334.

RECEPTIONIST WITCHBOARD
Multiple openings for your outgoing personality and experience on multiple line systems. Call Ruth 473-2934
Uniforce Temporary Services

RECEPTIONIST - 35-40 hours weekly. Over 18. Light typing, filing computer & good phone skills required. Mon. thru Fri. 3pm to 9pm, Sat. 8am to 5pm. After 10am call 349-8505

RECEPTIONIST
Immediate opening for fast-paced office to answer multi-line phone system and other clerical duties. Switchboard and WordPerfect experience necessary. Pleasant phone manner a must. Please send resume & salary requirement to: Shacoh USA, 3132 Martin Rd, Walled Lake, MI., 48390. Att: Office Manager.

RECEPTIONIST
For Farmington Hills hair salon. Part time. Will train. 851-9043

RECEPTIONIST
Plush atmosphere of suburban corporation needs front desk receptionist. Recent experience and excellent people skills necessary.
Call Rachel 357-0036
Uniforce Temporary Services

RECEPTIONIST
Prominent Bloomfield Hills real estate company seeking an experienced receptionist to work 3 days a week at its administrative office. Please send resume to: Robert Mills, 1600 Woodward Ave. Suite 101, Bloomfield Hills, MI 48304.

RECEPTIONIST/SECRETARY
Bloomfield Hills office seeks a cheerful, experienced person who enjoys diversity & can handle pressure. Full time. Mac experience a plus. Please send resume w/salary requirements in confidence to: P.O. Box 33035, Bloomfield Hills, MI 48303

RECEPTIONIST/SECRETARY
Busy manufacturers rep agency seeking motivated person for receptionist position. Candidate must have excellent phone manner, good organizational skills & experience with Word Perfect a plus. Send resume to: 1573 S. Telegraph, Bloomfield Hills, MI 48302

RECEPTIONIST
Receptionist needed for Plymouth data processing firm. Successful candidate will possess a professional phone manner, Word Processing/data entry skills & high level of interpersonal skills. Must be flexible & detail oriented. Full or part-time. Reply with salary requirements to:
Employer Solutions
41590 Joy Rd.
Plymouth, Mi. 48170
No phone calls please.

RECEPTIONIST, part-time, for busy Farmington Hills law office. Mornings or afternoons, 5 days. Non-smoker. Ask for Jennifer: 737-8400

RECEPTIONIST - Novi Real Estate Office looking for:
PART TIME Eves. & Weekends
Typing & Phones.
CALL: 348-3000
Mon.-Fri. ONLY
Between: 9am-2PM

RECEPTIONIST - Branch office needs responsible, dependable individual with a pleasant speaking voice, telephone skills, filing experience & types 60 wpm. Full time employment with benefits. Send salary requirements & resume to: Personnel, 12874 Westmore, Livonia, MI 48150.

SALES SECRETARY
Sales/Service oriented person for 7 manufacturers Reps. Must be well organized, attentive to details & experienced in WordPerfect 5.1 for Windows.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI.

RECEPTIONIST
Immediate part-time temporary position available Mon-Fri, from 11-5pm, for approximately 6-12 wks. with fast past professional group in Southfield. Requires experience with high volume 10 line switchboard, excellent phone etiquette, pleasant speaking voice, professional attitude & appearance for greeting visitors. Send resume & salary requirements to:
Receptionist/Personnel
2000 Town Center, Ste. 2200
Southfield, MI. 48075
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RECEPTIONIST - Busy automotive supplier looking for an energetic, well organized person with excellent phone manner and strong communication skills. Must be a self starter, highly motivated, and enjoy working in fast paced office environment. Duties include switchboard operator, light typing, and other clerical duties. Computer knowledge a plus. Send resume to: P.O. Box 2866, Livonia, MI 48151.

SECRETARY/BOOKKEEPER - Part or full time. Phone, word processing. Farmington Hills architectural firm. Salary negotiable. 855-8430

SECRETARY
Busy, non-smoking, Novi office. Hrs. 12-6. Experienced applicants should possess good communication, organizational & computer skills. Resume to: M. Bandemer, 36998 Dartmoor, Farmington Hills, 48331

SECRETARY
Fast-paced Southfield sales office has an immediate opening for a top-notch Secretary with minimum 5 years office experience. Strong typing skills, shorthand/speedwriting & Macintosh computer experience required. Organizational & communication skills a must. Call Sandy Wright at: 557-5218

SECRETARIES
Kelly Services, the nation's leading staffing support company, is seeking full-time secretaries for its world headquarters in Troy.

Administrative Finance Secretary
Responsibilities include collecting financial data from databases, reviewing and researching budget/financial information, and creating reports utilizing spreadsheet software. Requirements include 3-4 years of administrative support in a finance or accounting environment plus excellent PC skills with proficiency in Lotus or Excel.

Administrative Secretaries
Positions require 2-4 years' secretarial experience with word processing skills. Microsoft Word for Windows preferred. Outstanding communication and organizational skills are necessary for this fast-paced environment.

Join Kelly and become part of a dynamic company that offers an excellent benefits package and competitive salary. To apply, send your resume with salary history to: L. McCarthy, Kelly Services, Inc., P.O Box 331179, Detroit, MI 48266-0061.
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RECEPTIONIST/TYPIST
Full time entry level opening for enthusiastic, non-smoking individual with professional appearance, proper telephone etiquette, & good typing, mathematical & grammatical skills. Square Lake/Telegraph area. Call 335-6519, 3-8pm.

RECEPTIONIST
For tool & machine shop. Must have experience in answering phones, filing, typing and WordPerfect. Send resume to: Box #826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL
Fast-paced real estate office looking for a motivated and self-directed individual. Responsibilities include: coordinating and overseeing Receptionist and Secretarial staff. Clerical work, typing, answering phones, etc. Prefer real estate related experience. Send resume:
Box 620
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36251 Schoolcraft Rd.
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SECRETARY/ASSISTANT
International company. Interesting variety. Computer, shipping & receiving documentation. $17,000, plus to start. Good benefits.
Call 464-0909
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SECRETARY
for accounting office in Plymouth. Send resume to: 496 - W Ann Arbor Trail, Ste 205, Plymouth, Mi. 48170.

SECRETARY
For insurance agent in Livonia, part time, Mon., Wed., Fri. Experience preferred, but not necessary. Non-smoking office. Please call for appointment: 425-3850

SECRETARY
Full-Time secretary needed for small but busy residential land development office in Farmington Hills. Must be a reliable person, proficient in WordPerfect 5.1, as well as all around general office experience, and who enjoys the responsibility and pace of a 1 secatary office. At least 3 yrs of secretarial experience preferred. Real estate of financial experience helpful. Good salary, benefits. Call Elaine between 9-11.
737-2288

SECRETARY
Immediate openings. Multiple locations. Major financial institution. WordPerfect 5.1 with Windows and Lotus a plus. Top salary.
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Immediate opening. $300/wk. to start. No benefits. Word processing, transcription, telephone, type 65 wpm, filing. Will train right person. Call for appointment (Bob) 624-4046

SECRETARY
Must possess excellent communication skills. Type 70wpm. Experience required. Good pay. No benefits. Immediate employment. Jackson area. Send resume to:
Secretary
Box 356
Hanover, MI 49241

Secretary
Our client, a worldwide advanced technology company and part of the Fortune 50, has an immediate opportunity for an experienced Secretary for the Purchasing Department at its suburban Detroit headquarters.

The successful candidate will be responsible for preparing extensive presentations (Freelance); producing Lotus, AmiPro and WordPerfect memoranda and correspondence; performing extensive internal/external customer contact; and prioritizing duties for seven directors and a vice president.

Extensive Wordperfect and Lotus 1-2-3 experience, 60wpm typing speed, 2-3 years of office experience and at least a high school diploma (college prep/business desired) are required. Purchasing Department and transcription knowledge and experience with ROLM phone systems, Microsoft Windows, Freelance Graphics and AmiPro software are desired.

This opportunity is accompanied by an excellent salary and comprehensive benefits package. Please forward resume and salary history in confidence to:
Bentley, Barnes & Lynn, Inc.
Confidential Reply Service - 35678
3001 W. Big Beaver Rd, Suite 308
Troy, MI. 48084

All replies will be promptly forwarded, unopened to our client. No phone calls or walk-ins, please. Our client is an Equal Opporunity Employer.

SECRETARY
Part time.
Word Perfect required.
Livonia. 464-0644

SECRETARY PART TIME
Provide secretarial & administrative support to the pastor. Experience required. Must be competent in use of personal computer. Year around position. Flexible hours. Mail resume to: Personnel Committee, St. James Episcopal Church. 355 W Maple, Birmingham, 48009.

SECRETARY - Part time permanent 15-20 hours a week. Strong skills. Farmington Hills area. 855-1010, Ext. 304

SECRETARY/RECEPTIONIST
Word Perfect 5.1 required.
Send resume to: Fenner, Melstrom & Dooling, 691 N. Squirrel, Suite 250, Auburn Hills, 48326

SECRETARY
PART-TIME
Successful Birmingham company seeks professional individual to perform a variety of secretarial duties. 20-25 hrs. per week. Noon to 5pm., Mon. thru Fri. Ideal candidate will be flexible, have excellent written & verbal communication skills and possess at least 3 yrs. of solid secretarial/Word Processing experience. If interested, please send resume & salary requirements to: Miss Irwin, P.O. Box 691, Southfield MI 48037.

Plante & Moran recruiter for an equal opportunity employer.

SECRETARY
Major manufacturer of banking & security equipment has an immediate opening for a service secretary. This position requires proven office, organizational & communication skills. Applicants must have strong computer skills plus competency in Word Perfect and Lotus 123. Good starting salary, comprehensive benefit package and an interesting, fast paced work environment.
Send resume to: LeFEBURE Corp.
480 Enterprise Ct.
Bloomfield Hills, MI. 48302
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SECRETARY/RECEPTIONIST - full time. Small office. Word processing, accounts receivable, general office tasks. Independent thinking required, must be able to multi-task. Send resume: Chech Corp., 35440 Mound Rd., Sterling Hts. 48310

SECRETARY/RECEPTIONIST
Dearborn steel center seeks individual with strong word processing and 123 spread sheet skills. Additional duties will include: answering telephones, greeting customers, filing, and other office related functions. Apply in person: 6837 Wyoming Ave., Dearborn.

SECRETARY - WORD PROCESSOR
Executive shared offices. Experienced and customer service oriented. 2 days - Tues./Fri. 8:30-5. WordPerfect 5.1 required including advanced features. Word for Windows helpful. Southfield. Call Anne between 9-12 only at 262-1402

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Orchard Lake firm needs shipping clerk, full & part-time openings. Must use PC. Will train the right person. Reply by mail only to:
Mr. Thomas
4198 Orchard Lake Rd.
Orchard Lake, MI 48323

TYPESETTERS
Detroit office of nations largest financial printing company is seeking experienced typesetters for second & third shifts. Excellent benefits. Send resume to: Bowne, 610 W. Congress, Detroit, MI 48226, Attn: Mr. Hassa.

TYPIST
$9/HOUR
Immediate opening in Livonia construction company for individual to type all correspondence. Must type 80 wpm. Must be fluent in WordPerfect with Windows. Full time, 8am-5pm, Monday-Friday. Call 476-7212

VETERINARY CLINIC RECEPTIONIST
Immediate full-time opening at Michigan Human Society's Veterinary Clinic in Detroit. Strong public relations and office skills required. Please send resume to:
Clinic Supervisor, 7401 Chrysler Drive, Detroit, MI 48211.

WORD PROCESSING SECRETARY
Part time, ideal long term position in Plymouth/Novi. WP 5.1 a plus.
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