EMPLOYMENT

504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS
WORD PROCESSORS
Needed immediately for both 1st and 2nd shifts. Long-term, temporary work in rapidly expanding west suburban Detroit cable company. Casual atmosphere. Top Pay. Any WordPerfect, Lotus 123, Symphony, or Excel experience would be a plus. Call today for an appointment.
N S SERVICES
473-2111

DATA ENTRY
Position with property management firm. Full time entry level. Typing and computer experience a "PLUS". West Bloomfield location. Resume to P.O. Box 230128, West Bloomfield, MI 48325-0128

EXECUTIVE SECRETARY
3 days a week position for a competent person with knowledge of WINDOWS, person of MSWORD/EXCEL & Graphics. Strong and flexible interpersonal skills. Send resumes to: DeskTop Integration Services, P.O. Box 266, Northville, MI 48167

EXECUTIVE SECRETARY for leading telecommunications company. Requirements: college degree, minimum 1 year similar experience. Medical industry knowledge preferred. Excellent organizational and communication skills a must. WordPerfect & Lotus experience preferred. Send resumes to: Telecor, 14450 E. 11 Mile, Warren, MI 48089 or fax to: 777-8087

EXECUTIVE SECRETARY to Vice President needed for a Novi communications firm. Must be proficient in Word Perfect and spreadsheets, experience with Windows & Macintosh, excellent verbal communication and secretarial skills. Please send salary history and resume to:
Sue Croteau
Personnel Manager
Clover Communications, Inc.
P.O. Box 1000
Novi, MI 48376
An Equal Opportunity Employer Area.

EXECUTIVE SECRETARY
Administrative position assisting D.O. Must have strong interpersonal, secretarial and word processing skills. Type chance for advancement! Call OFFICETEAM today.
Phone Fax
358-0222 358-0941
28245 Northwestern Hwy. #250
Southfield, MI 48034

$24-3110 $24-3115
201 W. Big Beaver Rd. #310
Troy, MI 48084
Vacation and Holiday Pay!
Health Care Benefits/EOE

EXPANDING COMPANY in Troy seeking a detail oriented person for part time position, full time potential, must be a self-starter with good phone skills & computer skills. Windows/WordPerfect & insurance experience a plus. Send resume to: 2073 W. Big Beaver Rd., Sta. 501, Troy, MI 48084

EXPANDING EQUIPMENT company looking for entry level individuals to fill full time positions for General Clerical, Vendor/Customer Service & Receptionist.
Send resume & salary history to:
S.H.
P.O. Box 3049
Farmington Hills, MI 48334

EXPERIENCED candidate for multiline telephone, clerical office skills. Part time, Novi. Clerical Support Temporary Services. 731-9101

EXPERIENCED
Medical Receptionist
Full or part time, Royal Oak area. Phone Debbie at 398-8262

FILE CLERK/CLERICAL — full time. Entry level position. Filing & typing. Ask for Mark: 647-2663

FILE CLERK
Major medical facility has a full time position open for a file clerk. Responsibilities include filing for the branch, must be neat accurate and able to work quickly. Please bring in a resume or send resume to: Stuart Medical, 43755 Five Mile, Plymouth, MI 48170, Att: Personnel.

FRONT DESK CLERICAL
Part time. Some evenings, Saturdays & every other Sunday. Should have some computer knowledge. Must be reliable & detail oriented. Pleasant personality a must. Apply Newton Furniture, 15950 Middlebelt Rd, Livonia.

FULL-CHARGE BOOKKEEPER
Through financial statements. Real Estate Management Company. Auburn Hills/Troy area. Send resume to: 3128 Fairway, Suite 197, Rochester Hills, MI 48309

GENERAL OFFICE - Expanding new business has openings for a person to answer phones, perform clerical duties, typing. Call 644-4911

GENERAL OFFICE/DATA ENTRY
Part time, nights & weekends. Apply within, 22555 Greenfield, Southfield 569-3770

GENERAL OFFICE
For Manufacturer's Rep. Familiar with WordStar/WordPerfect. Duties include: inventory control, order entry, light phone & customer service. Hours 8am-5pm, Mon-Fri.
150 Elizabeth Lake, Pontiac, MI, 48307. 631-1332

GENERAL OFFICE - Experienced in typing, clerical skills, bookkeeping, entry-level computer. Mortgage background helpful. 313-425-3370

GENERAL OFFICE
Efficient, organized person with pleasant personality to answer phones, do light clerical, filing and some cashier work in large auto repair facility. Hours Monday-Friday & Saturdays. Dave Auto Care, 807 Doheny Dr., Birmingham, MI 48167
349-5115

GENERAL OFFICE
Medical Equipment company seeks full time office assistant. Light accounts payable, typing & phone work are a few of the job responsibilities. Organizational skills a good common sense approach. Benefits package available. Mail resume with salary requirements to:
Metro Medical Equipment,
12915 Hamilton Avenue, MI 48150
(No phone calls please)

GREAT JOBS!!
WORD PROCESSING SECRETARIES
Busy temporary service in need of EXPERIENCED secretaries. Offers:
• Proficiency in word processing
• Typing 50wpm
• Excellent communication & organizational skills.
Long & short term assignments
CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

INSURANCE
Agency in Southfield has opening for a commercial assistant. Rating experience of commercial property & casualty lines required. Duties include data entry, rating & processing of commercial policies. Fully automated office. Growth potential for right person. 355-4400

INSURANCE AGENCY in Farmington Hills seeks a Commercial CSR. Must have at least 2 yrs. insurance experience. Computer, typing and/or word processing experience a must as well as a professional and positive attitude. For a confidential interview, send resume to:
P.O. Box 2068
Farmington Hills, MI 48333

JOBS
• $5 To $10 Per Hr.
• Word Processing
• Data Entry • 8,000 Key Strokes +
• Clerical
• Long & Short Term
• Troy, Auburn Hills, Detroit, Livonia
EMPLOYMENT GROUP 583-1919
NO FEES EOE/M/F/H

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK
Dependable, mature person needed to do filing, typing & general office work. Please apply in person: 1647 Inkster Rd., Garden City.

GENERAL OFFICE
Interesting variety with a friendly suburban company. Be responsible for record keeping, mail, 10 key and light typing. $15,500 plus good benefits. Call Barbara, 454-0990.
SNELLING PERSONNEL SERVICES

• HIRING!!
• DATA ENTRY CLERKS
• RECEPTIONISTS
• SWITCHBOARD OPERATORS
Great pay & benefits.
Short & long term assignments.
CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

INSURANCE AGENCY looking for experienced Personal Lines CSR with computer experience. Farmington Hills area. Send resume:
Box 516
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE
Need Personal Lines Customer Service Rep. Computer skills required. Experience with Applied System, a plus. Must have sound insurance product knowledge and good communication skills. Resume required. Call Frank Hand Agency, 478-1177

KEY PUNCH OPERATORS
Experienced operators familiar with sinlows keyboard needed for day shift. Full or part time. Flex hours, benefits. 478-5111

KEY PUNCH OPERATORS
Experienced, 12,000 keys an hr., all shifts, benefits, 9 Mile & Greenfield area. 559-0200

KEYPUNCH OPERATORS
Experienced 10,000-12,000 keystroke/hour. Full and part time positions for second shift, also Saturdays. MCG Corp., 14 Mile & Crooks Rd., Clawson. 288-1700

LAW OFFICE Southfield Town Center. Receptionist/Typist. Phone answering, Word Perfect experience, 1-2 years legal experience necessary. Call Joyce 355-5455

LEGAL SECRETARY
Birmingham law firm seeks motivated, experienced Legal Secretary for partner. Excellent benefit package available. Send resume: Box 744, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL CLERK
"AV" rated Bloomfield Hills law firm seeks Legal Clerk. Use own auto to file and deliver legal documents in metro area. Send resume to:
C. G. Alig
Suite 2000
4190 Telegraph Rd.
Bloomfield Hills, MI 48302-3428

LEGAL SECRETARY - Experienced. Word Perfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

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

LEGAL SECRETARY
Full or part time. Specialize in personal injury. Birmingham area. 258-8262

LEGAL SECRETARY for Southfield personal injury law firm. Experienced and knowledge of WordPerfect 5.1 required. 358-0100

LEGAL SECRETARY
Part time, experienced for 2 attorneys in Royal Oak area. Call. Weschke & McKinney. 268-2248

LEGAL SECRETARY
Small Downtown defense firm looking for Legal Secretary with 1-2 yrs. experience. Word perfect experience preferred. Fax resume to:
964-2226 or Call 964-0150

LEGAL SECRETARY
For 7 attorney Troy law firm, 3 plus years of legal experience required. WordPerfect 5.1 desired. The successful candidate will be highly organized, have excellent phone manner & be eager to assist other staff members. The firm offers pleasant work environment, excellent fringe benefit package. Please send resume to: Sarlow & Lange, PC, attention Kelly, 3290 W Big Beaver, Ste 310, Troy, MI 48084.

LEGAL SECRETARY $26,000
Plusin personal injury accidents. Major suburban firm. Lots of variety, full benefits.

LEGAL SECRETARY, $22,000
Defense litigation experience. National firm. Challenging and diversified duties, benefits.

LEGAL WORD PROCESSOR
$22,000
1-2 years legal experience. Word-Perfect, 10-30 AM-4 PM. 772-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Candidate must demonstrate minimum 50wpm WordPerfect proficiency, dictaphone experience, great attention to communication skills, & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to: Administrator, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304.

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
Large downtown Detroit company needs a full time Legal Secretary. Candidates must have 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
Dico Discount Corp.
751 Griswold
Detroit, MI 48226

LEGAL SECRETARY
BIRMINGHAM
Litigation experience, large firm, medical, dental, optical, 401K to $29,000. 644-8020

LEGAL SECRETARY
DETROIT
Litigation, real estate, banking, medical, dental, optical, 401K, parking, to $28,000.

LEGAL SECRETARY
3 temporary to permanent positions. Six plus months experience sought for float temporary to permanent positions. $20,000 to $22,000.

LEGAL SECRETARY
SOUTHFIELD
Two plus years with litigation experience sought for partner positions. Medical, dental $28,000.
Anthony Thomas & Associates
3000 Town Center, Suite 2333
Southfield, MI 48075
Or Call 355-4140

MACOMB COUNTY
Eight Career Openings! Entry level inside CSR. $14-$18k. Benefits paid. Ask for DIANE YONK, C.P.C. 649-8787

DAY
DDA/DOROTHY DAY PERSONNEL OF TROY, INC

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
• Corporate Legal Departments
• Temporary - Long or Short Terms
• Permanent Positions
• Temp to Perm
Fax, Mail or Call
PERSONNEL AT LAW
358-0060 (Fax) 358-0235
SOUTHFIELD OFFICE
3000 Town Center, Ste. 2580
Southfield, Michigan 48075

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

LEGAL SECRETARY
Troy law firm seeks highly motivated experienced Legal Secretary. Experience and a strong knowledge of litigation defense is vital for two associates. 70 wpm typing. Word Processing knowledge helpful. Dictation equipment. Benefits. Non-smoking environment. Paid vacations. Salary commensurate with experience. Send resume to: Administrator, 1301 W. Long Lake, #250, Troy, MI 48098.

LEGAL SECRETARY
$25,000 FEE PAID
Big firm, litigation, 1-3 yrs. exp. Great benefits including retirement. Call Mary Ann at 649-2330 or FAX resume to: 649-FAX-2
M.BOOKSPAN & ASSOCIATES

LEGAL SECRETARY
Full time. Southfield law firm. 1 year experience in immigration law preferable. Proficiency with word processing (WordStar preferred) & dictaphone. Non-smoking, flexible hours. Salary commensurate with experience. Send resume to: Office Manager, 4000 Livernois, Ste. 110, Troy, MI 48098, or FAX to: 680-0627

LOAN PROCESSOR- No experience necessary. Excellent compensation. Resume to: Loan Processor, P.O. Box 1161, Birmingham, MI 48012
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAILROOM CLERK
Plymouth engineering firm seeks full time, experienced mailroom clerk for busy mailroom/copy center. Must possess good organizational skills & be detail oriented. Excellent benefits package. Send resume to: Elaine Harding, EME, 43980 Plymouth Oaks Blvd., Plymouth, MI. 48170.

MARKETING SECRETARY
International automotive supplier offers variety and a chance to use your research and computer skills. Hours: 9-3, $18,000 plus. Call Diane at 464-0999.
SNELLING PERSONNEL SERVICES

MATURE RESPONSIBLE Receptionist needed, flexible hours, pediatricians office. 313-624-6633

MEDICAL ASSISTANT - Part time, with some office skills and pleasant disposition. Tentative hours Wed. & Thurs. 12:30-5:30PM, Thurs., 6-8PM, Sat. 9-12noon. Please call:
in Farmington Hills, 478-1150

NOVI based COMPANY - has a full time position available. Benefits available. Good communications, clerical & computer skills a must. Experience required. Benefits & competitive wages. Send resume to: AVQ, 41135 Vincentit Ct., Novi MI 48375. Attn: Manager.

OFFICE ASSISTANT - Livonia area contractor needs energetic, independent person, full or part time. Clerical & bookkeeping skills needed. Call Sarah, 455-1040

OFFICE CLERK for Farmington Hills law firm. Word processing, typing, copying & filing are some of the varied duties. Good organizational skills and attention to detail needed. Hours are flexible. Pleasant people. Full time, excellent benefits package available. J.M., P.O. Box 9057, Farmington Hills, MI 48333.

OFFICE CLERK
Motivated person to handle customer service, good typing and figure aptitude. Apply in person: Art Glass & Tire, 24777 Telegraph, Southfield.

OFFICE help needed, part-time, 30 hrs/wk. for Southfield Lewis Paper Co. Good phone skills & some computer helpful. Call Ann, 423-2580

OFFICE MANAGER for veterinary practice in Lapeer area. Must be motivated, detail oriented and have excellent communication skills. Please send resume and references to P.O. Box 80, Lapeer, MI 48446

OFFICE MANAGER - experienced for Physical Therapy Dept in Southfield. Must have good telephone personnel. Resume to: Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME RECEPTIONIST - Mon. thru Fri., 5pm to 8pm, Sun. 1pm to 2pm. Please Call 737-5055

PAYROLL & BILLING PERSON - experienced, phone, typing and computer skills necessary. Full & part time. Please send resume to: P.O. Box 531111, Livonia MI 48153.

PAYROLL CLERK
ENTRY LEVEL
Our Northville based service company is searching for learners planning to join our Payroll Dept. Previous knowledge or experience helpful. Call Mr. Keith, 347-3300

PROFESSIONAL SECRETARY
Experienced. Rental procedures and bookkeeping that includes word & word processing helpful. 280-4604

PAYROLL/
ACCOUNTS RECEIVABLE
Temporary service seeking a mature individual to work in a fast paced corporate office. Must meet the following:
• Strong computer skills
• Excellent verbal & written communication skills
• Customer service oriented
Permanent position. Please mail or fax resume with salary requirements to:
STAFF COORDINATOR
CONTEMPRA
30831 DARRINGTON AVE.
MADISON HEIGHTS, MI. 48071
FAX (313)585-1195

PROGRESSIVE Birmingham dental practice desires permanent, part time front office employee experienced in all phases of billing and appointing procedure. Assisting skills a plus. 3-4 days per week.
Please call 642-2283

PROMINENT COMPANIES
We are looking for qualified individuals available for
• Executive Secretary
• Clerical
• Data Processing
Work immediately! Call Today!
Ask for STACEY WELLS - 649-6787
DAYTEMPS, INC
DIV. OF DOROTHY DAY
PERSONNEL OF TROY, INC

PROMINENT COMPANIES
We are looking for qualified individuals available for
• Executive Secretary
• Clerical
• Data Processing
Work Immediately! Call Today!
Ask for STACEY WELLS - 649-6787
DAYTEMPS, INC
DIV. OF DOROTHY DAY
PERSONNEL OF TROY, INC

504 Help Wanted Office-Clerical

OFFICE MANAGER
EXECUTIVE SECRETARY
Brilliant, self-starter needed for Southfield office for sales reps, automotive experience a plus. Excellent secretarial/business, computer & communication skills necessary to handle all functions of office including problem solving, phones (heavy interaction with customers), correspondence, accounts payable & more. Salary & benefits. Send resume with salary requirements to: James J. Cleary & Associates Inc., 15600 Telegraph, Ste. 106-OE, Southfield, MI 48034.
NO PHONE CALLS PLEASE

OFFICE
PERSONNEL
Immediate full and part time openings in all locations for the following skills:
WORD PROCESSORS
(Any Software)
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
FILE CLERKS
We offer: Top pay, Holiday pay, Paid training, Bonuses and benefits. Call for an appointment today!
Rochester 852-9000
Sterling Heights 264-2100
Auburn Hills 852-3300
Taylor 284-5318

SNELLING
PERSONNEL SERVICES

OUR CLIENTS NEED
Experienced Secretaries/Word Processors. Must know WordPerfect 5.1, Lotus 1-2-3. Long & short term. Temp-to-perm. Excellent opportunity and working conditions.

ARBOR TEMPS 459-1166

PAYROLL CLERK
Part time, 20-25 hours, 18-20 hours per week, experience preferred. Call Jim Maier or Sue Hismason for appointment. 453-2500

BOB JEANNOTTE
Pontiac/GMC Truck, Inc.

RECEPTIONIST/ASSISTANT - for PC distribution center. Send resume to: Inmax, 32713 Schoolcraft, Livonia, MI 48150.

RECEPTIONIST - experienced, part time for large Canton auto community. Flexible hours. Apply to Box 408
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONISTS NEEDED
Busy Southfield medical billing company needs 2 Receptionists to work 20 hours per week, part time. Experience & thorough knowledge of phones, ability to use WordPerfect. Offering $6.50-$7 per hour to start.
Please call L. Caves at: 525-1656

RECEPTIONIST
An opportunity is available with a residential builder & property management firm. This individual should have good telephone & typing skills with the ability to handle a variety of varied office duties. Send resume to: The Benedeke Group, 200 E. Long Lake Rd., Suite 165, Bloomfield Hills, MI 48304

RECEPTIONIST
Part time for busy Birmingham real estate office. Call 642-8100

RECEPTIONIST/SECRETARY - for busy temporary position. Strong computer skills and professional manner required. Call 581-2645

RECEPTIONIST
Experienced for busy Southfield salon in Southfield. Immediate opening. 557-0330

RECEPTIONIST - Full time for busy law office in Farmington Hills. Light office duties. Salary range $5-$7 per hour. Ask for Clara. 489-4130

RECEPTIONIST/Experienced Professional to join our team. Light typing, phone & other general office duties. Farmington Hills. Call 476-9500

RECEPTIONIST
part time, 3 mornings - 18/hrs./week, apply 1812 Middlebelt, Garden City

RECEPTIONIST
Part-Time for downtown brokerage firm with 2+ years exp. Call 354-6300
An Equal Opportunity Employer

RECEPTIONIST
For busy phone in Whole foot course and banquet center. About 20 hrs/wk. Must be friendly and patient. Orientation to golf a plus. Fox Hills CC, Plymouth. 453-7272

RECEPTIONIST
Southfield CPA firm. Experience necessary. Salary commensurate.
Receptionist-CPA
1000 Town Center #300
Southfield, MI 48037

RECEPTIONIST
Experienced person to answer phones (Meridian, 25 light typing & other general clerical. Offering $6 an hour. Call Mrs. Hamilton, if interested call between 3-4pm. Tues.-Thurs. 737-3682

RECEPTIONIST
Plush atmosphere of suburban corporation needs front desk receptionist. Recent experience and excellent people skills necessary.
Call Rachel 557-0036
Uniforce Temporary Services

RECEPTIONIST - part time for lighting, light typing, 5pm-9pm, Sun. noon. Must be available evenings and weekends and have strong skills. Knowledge of WordPerfect 5.1 & Lotus 123 helpful. Apply within: Non-smoking office, 38/hr. Call leave message. 539-3700 Ext 225.

RECEPTIONIST/TYPIST
Fast paced Southfield property management firm seeking enthusiastic person with professional appearance, excellent telephone etiquette and organizational skills. Please send resume to: P.O. Box 70, Southfield, MI 48037.

RECEPTIONIST/CLERK
Busy property management office in Troy is looking for someone with telephone experience also WordPerfect & Lotus. Full time position. Benefits. Salary dependent on skills.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Major medical corporation has a part time position open for receptionist. Responsibilities include answering phones and light clerical work. Must have pleasant phone personality, able to work independently and present professional image. Please send resume to: Brian Jones, Medical, Att: Receptionist, 45755 Five Mile, Plymouth, 48170.

RECEPTIONIST
Experienced answering multiple phone line system, typing and basic knowledge of WordPerfect. Letus also helpful. Highly motivated with excellent communication skills.
RESOURCE SOLUTIONS GROUP
26100 American Dr., Ste. 601
Southfield, MI 48034
(313)350-0010
Fax (313)356-6268

RECEPTIONIST for Renaissance Center Law Firm. Office experience of 1-1½ years preferred. Good typing skills and WordPerfect 5.1 required. Computer entry of some accounting functions. Send resume with salary requirement to:
Box 748
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RENTAL AGENT/CLERICAL
Knowledge of Sec. 8 necessary. Apply in person or send resume to: Oakbrook Villa, 15001 Brandi, Romulus, MI 48174

RECEPTIONIST
Excellent opportunity for take-charge individual. We are seeking experienced person to assist with phone manner, professional appearance, proven organizational skills. Will handle multi-line telephone system, scheduling appointments. Applicants will be tested. Send cover letter, salary history, and resume to:
P.O. Box 7007
Southfield, MI 48037

504 Help Wanted Office-Clerical

RECEPTIONIST/
SECRETARY
Long term temporary assignment at $6.50 per hour. Would you like a full position? Is never out? Are you a committed person? Do you have office experience with knowledge of WordStar or WordPerfect? Call us today 398-3434.
SKILLED PERSONNEL SERVICES

RECEPTIONIST/ASSISTANT
Full & part time positions offered with environmental consulting firm. Candidates with good typing (WordPerfect 5.1), spreadsheet (Lotus-Excel), professional and computer skills are preferred. Salary compensatory with skills. Please send resume to:
Environmental Science
& Technology, Inc.
28800 Orchard Lake Rd., Ste. 130
Farmington Hills, MI 48334

RECEPTIONIST
Immediate part time/full time position available Mon-Fri. from 11-6pm for approximately 9-12 wks. with fast paced professional group in Southfield. Requires experience with high volume 10 line switchboard, excellent phone etiquette, good typing skills, pleasant, professional attitude & appearance for busy receptionist. Call for date & salary requirements to:
Receptionist/Temporary
2000 Town Center, Ste. 2200
Southfield, MI 48075
An Equal Opportunity Employer

RECEPTIONIST/CLERICAL
Part-time, for Real Estate office in Livonia. Temporary to perm. Approximately 4 months. Hours: Monday - Thursday 9 AM - 2 PM. Saturday 12-5:00 p.m. Perfect for local student. Must be organized, have other basic secretarial skills required.
Call 474-5700

RELOCATION SECRETARY
Immediate full time position at a large Real Estate firm for a mature, self-motivated, organized individual with an outgoing personality to be in charge of the relocation department. Must have excellent secretarial skills, knowledge of Word Perfect, relative assistant duties, $10/hr. Fee paid

VENTURA - Desk Top Publishing operator, 5-8 weeks for large Detroit firm. Salary open. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SALES COORDINATOR/
SECRETARY
Sales Secretary needed for international retail company. Coordinate sales promotion & information, prepare personnel & travel reservations. Must have good organizational, communication, & telephone skills. Must know WordPerfect 5.1. Send resume to:
C.W.C./Fraser, 2879 East Grand Boulevard, Detroit, MI 48211

SALES SECRETARY
Vacation coverage for international automotive supplier. Must be highly organized, good on phones, excellent typing. Call Rachel 557-0036
Uniforce Temporary Services

ARBOR TEMPS 459-1166

SECRETARIAL
Highly successful Northwestern real estate office looking for a motivated and self-assured individual. Responsibilities include: coordinating and overseeing the office in the absence of the broker. Clerical work, typing, answering phones, etc. Prefer real estate office experience. Send resume:
Box 620
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIES
Expanding company seeks Secretaries with 2+ years experience to work in Southfield/Farmington Hills area. Word Perfect knowledge required. Send resumes to: HR Management Services, Ste. 220, 1900 W. Big Beaver, Troy 48084

Secretary/Administrative Assistant to company executives. Secretarial background and experience required. organizational and administrative abilities. Experienced as an Assistant to an executive is preferred. Send resumes to: Human Resources, Personnel, 14537 Keel Plymouth Mi 48170

SECRETARY/ADMINISTRATIVE ASSISTANT - for Oakland County large condominium property. Previous condo or apartment experience a plus. Experience in Word Perfect & Lotus required. Fast paced environment.
Send to box #690
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/Administrative Assistant for Southfield building & property management company. Duties include: telephone, word processing, bookkeeping, payroll, hand or dictation skills. Computer experience required and knowledge of WordPerfect & Lotus. Resumes to:
Secretary/Assistant
32783 Middlebelt, Farmington Hills
MI, 48334. Attn: Jeff.

SECRETARY
A leading food company is seeking a secretary for a full time assignment for its Southfield, MI regional district manager.
Ideal candidate must have Lotus assistance, Microsoft Works & Microsoft Word.
If you have the experience and are interested in a long-term assignment, please call.
TODAYS
TEMPORARY
649-2936
EOE

SECRETARY/Assistant Bookkeeper. Must have 3-5 yrs. experience, good math skills, typing skills. Starting at $18,000-$38,500/yr. Offices 3 miles from metro airport. For appt. 326-6460

SECRETARY
Experienced secretary needed for Troy Insurance Agency. Knowledge of Word Processing & Lotus preferred. Salary negotiable. Please send resume & salary requirements to:
Box 704
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - For engineering office in Farmington Hills. Dependable, Phones, computer work & general clerical. Word processing experience helpful. Benefits. 737-3310

SECRETARY, FULL-TIME, for Farmington Hills attorneys. Proficient in WordPerfect, $7-8/hr. depending on experience. 489-8787

SECRETARY
Full time for fast paced front office in a large senior citizen apt. complex. Proficient at WordPerfect 5.1, excellent organizational & phone skills a self-starter, working as part of a team. Cover letter & resume to: Cadillac Federation Apts., 15100 W. 10 Mile Rd., Oak Park, MI 48237, Attn: Administrator

SECRETARY/GENERAL Office Assistant. Experienced person with prior office experience, friendly telephone voice, and reliable transportation. WordPerfect and Lotus 123 experience required. Company produces educational programs for schools. Send resume to:
ECA, INC., PO Box 700438, Plymouth, MI 48170. No calls please.

504 Help Wanted Office-Clerical

SALES
SECRETARY
Seeking a detail oriented individual with the following:
• Displaywrite 4 or Multimate
• Excellent phone skills
• Good typing
• Good with figures
Long term assignment located in Southfield.
CONTEMPRA
583-9500 • Madison Hgts.
563-5900 • Dearborn

SECRETARY/BOOKKEEPER
Fast paced Southfield property management & real estate W. Bloomfield company seeks a self-starter who MUST possess the following: excellent verbal & written communication skills. Must be capable of handling diverse responsibilities coupled with ability to PRIORITIZE, exercise INITIATIVE, and be a strong organizational skills worker working under pressure. P.C. COMPUTER experience and Lotus skills REQUIRED. Position provides long term employment opportunity & good benefit package. Send resume to: Shopping Center Management Group, P. O. Box 841, Southfield, MI, 48037.

SECRETARY
Immediate openings. Multiple locations. Major financial institution. WordPerfect 5.1 with Windows and Lotus a plus. $5.75/hr.
Call Sheila 646-7662
Uniforce Temporary Services

SECRETARY
IN THE SUDS
Consumer products company in Farmington Hills seeks an order entry secretary. Displaywrite IV, Smart Lotus 123 experience. Strong with multitude necessary, 4 month + assignment. Call today to call
TEMPORARY
RESOURCES
737-1711

SECRETARY - Mature, part time, for busy Birmingham law firm. Light phone skills. Computer and light bookkeeping experience helpful but not necessary. Position may require full time on occasion. Please submit resume to: 18622 Beech Daly, Redford, MI 48240

SECRETARY needed for small office. Experience in payroll, accounts payable/receivable helpful. Please call between 5pm-7pm. 525-0880

SECRETARY
Needed for 9 months to cover a leave of absence. Must be able to 50 plus words, be proficient in Word Perfect & Lotus. Homewood area of Livonia. Stops a plus. Send resume to:
TEL Enterprises, Inc.
19500 Middlebelt #222W
Livonia, MI. 48152

SECRETARY (Part time, 16-20 hours per week) for Law firm. Near Pierce, send resumes/letters, by July 30, to: Box 18332 Middlebelt, Livonia, MI 48152.

SECRETARY, PART-TIME
Mature person with good secretarial skills to work 4-8hrs/week for a Southfield insurance agent. Should be able to work independently. Computer literate. Contact Mr. Mitchell at the Hartford. 352-6420

SECRETARY/PART-TIME
Bloomfield Hills tax & business consulting firm is seeking a motivated, organized, professional secretary. Computer experience a must - Word Perfect 5.1 & Lotus 2.4. For immediate consideration, submit a resume to: Fred De Santis, Certkowski, Selecky & Reinhart PC, 2050 N. Woodward, Ste. 150, Bloomfield Hills, MI 48304-2250.

SECRETARY - part time, invoicing, answering phones, typing, some computer experience helpful. Redford. Send resumes to: Box 734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
entry level position, salary plus benefits. Walled Lake area. Call for appointment. 313-960-9330

SECRETARY/RECEPTIONIST - non smoker, familiar with MS Word & Excel. Lotus helpful.
Send resume to: 30100 Telegraph, #350, Bingham Farms MI 48025

SECRETARY
Telemarketing, PC & sales experience helpful.
Please Call 559-5505

SECRETARY
Typing, Word perfect, shorthand. Southfield location. Call 331-0550
Send a resume to: Box 7818

SECRETARY - WORD PROCESSOR
Executive shared offices. Experienced only. Mon-Fri. Hours negotiable. 2 days - Tues./Fri. 8.30-5. Word-Perfect 5.1 required including adjustments. Ability to take dictation helpful. Southfield. Call Anna between 9-12 only at 262-1002

SECRETARY/WORD PROCESSOR
For architectural/engineering firm in Troy. Minimum 3 yrs. previous experience, 65 wpm typing and above average grammar skills are required. Experience with Windows, specifically Word. Excel or other spreadsheet helpful. Duties include accounts receivable, accounts payable & plus. Full time position, full benefits. Send resume with salary history to: Jackson, Gruber, Gilat Hoyem Bassac, Inc. 3150 Livernois, Suite 300, Troy, MI 48083

SECRETARY
• $5 To $10.50 Per Hr.
• Word/Perfect/Lotus
• All Word Processing Packages
• Long & Short Term
• Various Locations Daily
• Troy, Auburn Hills, Detroit, Livonia
EMPLOYMENT GROUP 583-1919
NO FEES EOE/M/F/H

STANLEY STEEMER Carpet Cleaner's seeking employment for an energetic, self motivated individual with phones & assist in minor office operations. Full time position, 8am-5pm & alternating Sats. Public relations a plus. Apply at: 31731 Northwestern Hwy., Farmington Hills.

CAFE SALES POSITION
Edwards Caterer of Northville is seeking two full time positions for our European style cafe. Full or part time available. Pay starts at $5.25 with growth opportunity, by an individual who has flexible hours, a pleasant personality, a strong work ethic with responsibilities of support & training on all related computer sales. Food service experience preferred. Immediate openings include excellent benefits, experienced need apply. Call 737-8800

TELEPHONE SALES REP
• Health Care Industry
• Qualified Leads
• Set hourly rate - $7
• Full-time 8:30am-5:30pm
• Full benefits/paid holidays
• Located in downtown Birmingham
Call 646-1150. EOE

TELLER
Experienced, 25-30 hours per week, $7.50 + per hour, DOE. Will train on experience. Send resume to:
Telecom Credit Union, 21100 Telegraph, Southfield, MI 48075. Attn: H.R.D.

WATERED GALLERY
HEADQUARTERS
is moving to Canton.
Now hiring:
• Delivery Scheduler
• Customer Service Representative
• Secretary
Apply at:
32975 Schoolcraft, Livonia.

WORDPERFECT 5.1 - Outdoor experience necessary. Executive assistant to corporate officers. All office skills required. Accounts payable/receivable, payroll. Only qualified should apply. 565-6600

WORD PROCESSING SECRETARY
Major suburban corporation needs your recent experience and excellent skills. Candidates are expected to be highly motivated and know Word Perfect. Benefits and pleasant atmosphere. Call Sally 357-0037
Uniforce Temporary Services

504 Help Wanted Office-Clerical

TRADE Clearing Administrator - the operation dept. of a Birmingham investment counseling firm is currently accepting applications for the position of Trade Clearing Administrator. The candidate must possess excellent word processing, organization, detail skills & must have at least 2yrs experience in the securities business. Please submit resume to: Att. Trade Clearing, PO Box #3043, Birmingham, MI 48012-3043

TRANSCRIPTIONIST
Full-time, Southfield. Medical terminology helpful. WordPerfect 5.1. Typing 55-wpm minimum. Benefits. Salary commensurate with experience. Please send resume to:
Office Manager
17515 W. 9 Mile
Suite 110
Southfield, MI 48075

TYPING & CLERICAL
Experienced with calculator & phone skills. Full time. Immediate opening. 647-2663

TYPIST - Good typing skills for part time (2-3 days per week) in Troy dental practice. Duties include, reception & some dental assisting. Will train. Excellent part time position for the right individual. Resume required. 528-3314

WORD PROCESSORS/Typists
Special temp-to-perm opportunity. WordPerfect 5.1 or MicroSoft Word required. Call today for details. Ask possibly full. Call Tom: 362-3101

DIETARY AIDE
Part-Time, Afternoons, 4-8pm. Trinity Park West, Home for the aged. 38910 Six Mile, Livonia. 464-2772

DISHWASHER, COOKS & SERVERS
Top wages paid. Full & Part time. Will train. Apply: Lox, Stock & Barrel (NW corner of Drake & Grand River).

DISHWASHER
Flexible Hrs. Apply at: Livonia Elks, 31117 Plymouth Rd., Livonia.

DOWNTOWN DETROIT DELI
Has positions open for assistant manager and cashier. 963-3317

Due to increased business...
MOUNTAIN JACKS
DEARBORN HEIGHTS
is now seeking customer minded professionals to help us serve "The Best Prime Rib in Town"
• LINE COOKS
• ASSISTANT KITCHEN MANAGERS
• KITCHEN MANAGER
• BANQUET CHEF
Apply in person at
26207 W. WARREN

EXECUTIVE CHEF
Minimum 5 years experience in fine dining & catering for upscale restaurant. Please submit resumes to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FISH CUTTER, Experienced
Apply Tues & Wed at: The Fish Market, Inc., 4335 Scheeler, Dearborn.

GOLDEN MUSHROOM
4 Star fine dining restaurant looking for the best wait staff in the area! Must be mature, reliable & dedicated to the industry & maintain a good hand or speedwriting required. 18100 W. 10 Mile - corner of Southf