EMPLOYMENT

502 Help Wanted Dental-Medical

RN'S/LPN'S
Shelby Nursing Center is currently seeking qualified nurses to work every other weekend on all shifts. Enjoy being where you want & a pleasant working environment. Please apply at 48150 Dutchess, ¼ mile north of Hall Rd., near Lakeside Mall

RN's & LPN's
The Southgate Regional Center has openings for Registered Nurses & Licensed Practical Nurses. We are a state of Michigan, Department of Mental Health facility, that cares for clients with developmental disabilities. We have 3 shifts from which to choose, 2pm-10:30pm. Excellent salary & state fringe benefits. Call Personnel at: (313) 283-9200, ext. 205, to set up an interview. Michigan RN/LPN Nurse Recruiter.
EEO/ADA Support Employer

RN'S/LPN'S WE NEED YOU!
LPN'S $6/hour to $20/hour.
RN'S $8/hour to $40/hour.
Home Care Staff Needed.
FAMILY HOME CARE
(313) 278-2663 (800) 455-5683

X-RAY TECHNOLOGIST
Southfield based mobile X-Ray Company has X-Ray Techs with 2 year 24 month Radiological Degree. Full time employment; excellent benefits package. Call Personnel Director Patrick between 8am & 4pm at: 313-540-4411

504 Help Wanted Office-Clerical

A FAST paced office, energetic personality, full time, 40 hours, world travel, experience preferred but will train. Accounting service helpful. Now/Canton. 344-9504

SOLOMON, experienced people. Excellent computer skills. Send Resume to: Accountant, P.O. Box 1161, Birmingham, MI 48012.

ACCOUNTING clerk with some experience in proof reading, footing & balancing to enhance the Quality Control on our financial statements. Send resume to: Nemes Allen & Co., 32900 Telegraph, Ste 165, Bingham Farms, MI., 48025, Attn: Mr. Zeidel.

IMMEDIATE PART TIME position for accounts payable clerk in growing manufacturing concern located in Dearborn. Experience with fully automated systems & Lotus desirable. Salary commensurate with experience. Please send resume with salary history to: Clerical Position, P.O. Box 2452, Dearborn, 48123, or call 565-1740 for more info. EOE

An Equal Opportunity Employer

ACCEPTING APPLICATIONS
Medical institution is looking for office help. Must be a people person, have a positive attitude, and be able to start immediately! To interview, call Mike, 937-8446

ACCOUNT ADMINISTRATOR
International counseling firm is accepting applications for an account administrator. This person will be our secretarial support to a portfolio manager. The candidate must possess knowledge of the securities industry, excellent word processing & figure skills, and a high level of accuracy is a must. Please submit resume to: Account Administrator, P.O. Box 3043, Birmingham, MI 48012-3043

ACCOUNT ENTRY
Fortune 500 firm needs your recent accounting experience to put your skills strokes to expanding business. Call Diana at: 357-0644
Unitrex Temporary Services

ACCOUNTING CLERK - minimum 3 years experience with costing and month end closing. Must be ambitious and reliable. Send resume and salary requirements to: Clerk, P.O. Box 2452, Dearborn, 48123
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING RECORDS CLERK

Melody Farms, Inc. has an opening for an Accounting Records Clerk to work 4:30pm to 1:00am, Sun-Fri. This full time position will gather and edit all computer data, prepare mass copies and answer phone inquiries. You must have the ability to interface with other accounting areas and handle repetitive clerical functions. Excellent benefits package. Please apply Mon-Fri, 8:30am-12:30pm at:
MELODY FARMS
31111 INDUSTRIAL RD.
LIVONIA, MI
Equal Opportunity Employer M/F

ACCOUNTING
Through trial balance. Part time. Construction experience preferred. Please call: 425-0771

ACCOUNTS PAYABLE CLERK/BOOKKEEPER - Ambitious person with prior experience preferred. Resume to: Human Resources Manager, 37000 W. Trolley, Taylor MI 48180.

ACCOUNTS PAYABLE
We are a fast paced, growing service company that will be hiring for the position of Accounts Payable Clerk. Full time openings for top-notch team-oriented individuals who are ambitious, enthusiastic & have a strong commitment to quality. We offer competitive salaries, benefits & opportunity for growth. If you have accounts payable experience & the above description please send resume by 8/10 to: 31572 Industrial Road, Suite 400, Livonia, MI 48150.

ACCOUNTS PAYABLE
Rapidly growing international manufacturing company has immediate opening in our Accounts Payable Department. This position offers a full range of responsibilities.

Previous accounts payable experience required. Some bookkeeping & PC knowledge helpful.

We offer a competitive salary & fringe benefits program. For consideration please send resume with salary requirements to: Mac Valves, 30569 Beck Rd., Wixom, MI, 48393-7011. Attn: M. Welch.

ACCOUNTS PAYABLE CLERK
Dura Fastening Hats service organization has openings for Accounts Payable Clerk with minimum of 1-2 years experience. Responsibilities include knowledge of basic chart of accounts, computerized receiver and posting of invoices, and expense account allocations. Knowledge of journal entry preparation helpful. We offer an excellent working environment and a competitive benefit package. Send resume and salary requirements to: AP/Human Resources, P.O. Box 9060, Farmington Hills, MI 48333-9060
An Equal Opportunity Employer

Accounts Receivable Clerk
Large auto dealership looking for experienced Accounts Receivable Clerk. Please send resume to P.O. Box #700737, Plymouth, MI 48170.

504 Help Wanted Office-Clerical

ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working Temp assignments which may help lead to the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med Insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

Accounts Payable Clerk
A major automotive supplier located in Madison Heights is currently seeking an Accounts Payable Clerk to work in its division headquarters. To qualify, you must have a minimum of one year accounts payable experience. Data entry skills using Lotus 1-2-3. Experience with Ask software a plus.
We offer an attractive salary and benefit package. Please submit resume and salary requirements to:
Human Resource Department
P.O. Box 5087
Madison Hts., MI 48071-5087
An Equal Opportunity Employer

ACCOUNTS PAYABLE/RECEIVABLE
Growing community bank is seeking an accounts processing clerk. Requires good math skills, computer literacy, light typing and good telephone manner. Must be a self starter & a team player. Banking experience helpful but not required. Drug testing. Applications will be taken at 30100 Grand River, Suite 100, Farmington Hills, MI 48336 Fri., 9-11am & 2-4pm. 474-6400.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Looking to work in a fast paced, energetic, math & telephone skills are a must. Send resume & salary requirements to: Loan Rep, P. O. Box 780207, Lathrup Village, MI., 48076.

ADMINISTRATIVE SECRETARY
Life Insurance & securities experience required. Send resume to: M.P.A., 30150 Telegraph, Birmingham, MI 48025

ADMINISTRATIVE SECRETARY
NW suburb headquarters has long term opportunities. Full & part time. Experience necessary. Top salary. Call Sue 473-2931
Universe Temporary Services

ADMINISTRATIVE ASSISTANT
International company in Auburn Hills/Troy has immediate short and long term openings. Experience necessary; Call Susan 648-7661
Unitrex Temporary Services

ADMINISTRATIVE SECRETARY

Full-time with benefits. Excellent skills in WordPerfect 5.1 needed for Trial/Legal Secretary for Foster Care and Adoption Programs. Includes management of a fast paced office, preparation of reports, letters, memos, statistics, tabulation of intakes and discharges, financial disbursements and administrative support for the Program Director. Previous child welfare experience a plus; two years of secretarial experience required. Need a HSD/GED and 15-30 college credit hours in business/secretarial science. Starting salary range $8.00 - $8.50 depending on relevant experience and credentials.

Qualified applicants send traditional resume with responsive cover letter to:

St. Vincent & Sarah Fisher Center
Attn: HR-ALL
27400 West Twelve Mile
Farmington Hills, MI 48334-4200

Deadline - 08/01/93

No Phone Calls

An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
$21,000
Suburban firm needs your 5 years experience plus WordPerfect 5.1 skills. Macintosh and Excel a plus. Call today!
ALL FEES COMPANY PAID
PERMANENT STAFF
737-5750

ADMINISTRATIVE ASSISTANT
$23,000 PLUS

Automotive supplier offers an immediate opportunity. Experience with accounts payable and payroll a bid as well as general secretarial. Good typing skills. Hurry, call Bernice 684-0909.
SHELLING PERSONNEL SERVICES

ADMINISTRATOR

Immediate opening for general office person who can type, handle light accounting & bookkeeping. Answer phones, greet customers & handle other various duties in a fast paced environment. Ideal for a mature, long-term individual only. Knowledge of computers & definite plus. Send resume to:
Com-One Computers
ATTN: Office position
37713 Schoolcraft
Livonia, MI. 48150

AGENTS
Rental Agent needed for busy privately owned vehicle rental operation. Several positions plus training. Apply or send resume to:
Rental Agent Position
550 W. 7 Mile Rd.,
Northville, MI 48167

ADMINISTRATIVE SECRETARY/RECEPTIONIST

A leading real estate financial services corporation has an opening for an Administrative Secretary to work in our Michigan Area Services Center.

Requirements include excellent WordPerfect skills (minimum 60 wpm Word (skills 50-60 wpm). In addition, other duties include answering phones, filing, typing and other duties as assigned.

In addition to a competitive salary, we offer an attractive benefits package. EOE.

Please mail or fax your resume to:

First American Real Estate
Tax Service, Inc.
28124 Orchard Lake Rd., Ste. 104
Farmington Hills, MI 48334
FAX (313) 553-1209

BOOKKEEPER

has immediate opening for an experienced new & used car biller. Chrysler DAA knowledge a plus! Apply in person only at:
DICK SCOTT DODGE
584 W. Ann Arbor Road.,
Plymouth, MI

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Southfield management firm has immediate positions available for
Accounts Receivable Clerk. Experience, numeric aptitude. Willing to learn computer systems including financial statements including Lotus. Typing 45 wpm. Computer literacy. Thirty party billing experience a plus. Competitive wages & great benefits. Please send resume to: Business Manager, 6819 Beech Daly, Redford MI, 48239.
An Equal Opportunity Employer

CASE MANAGEMENT CO., seeking experienced, part time, Production Transcriptionist. Must type 70 wpm. WordPerfect 5.1 and medical terminology helpful with positive attitude and self-motivation a must. Call 313-552-0350.

ORGANIZED person for general clerical duties at Canton firm. Non-smoking office, part-time, 10-15 hrs. per wk. $5.50 hr. Ken 397-3666

SMALL FARMINGTON HILLS HVAC service company needs clerical person, preferably with Word Perfect skills. Call 553-1900
Send resume with salary history to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL, PART TIME, 9am - 12 noon, Monday thru Fri. Phones, data entry. Apply in person: 35301 Schoolcraft, Livonia MI

CLERICAL, part-time position available for Jazz Festival. Must be available for a responsible, dependable & detail-oriented person for 3 or 4 week-ends required. Apply in person at: Scott Smeltzine, 4150 Telegraph, Bloomfield Hills, MI 48302.

CLERICAL POSITION - Full time, for home improvement office in Westland. Experience preferred.
Call for interview 729-0220

CLERK/MESSENGER - Full time for Southfield Law Firm. Must have reliable auto & a must. Legal, reception experience helpful. College is helpful. Salary & benefits.
Call Kim 10am-4pm 358-2090

CLERK
National advertising organization based in downtown Detroit is seeking a self-motivated person with excellent organizational skills to work as a clerk in production/maintenance. Duties include maintaining control and office equipment maintenance. Must have a high school diploma or G.E.D. Previous experience helpful. Must have a strong interest in research and salary requirements to:
Human Resource Manager
300 River Place - Suite 5800
Detroit, MI 48207
Information must be received by Aug. 20, 1993 to ensure full consideration.
An Affirmative Action/Equal Opportunity Employer

CLERK TYPIST
(Spanish Speaking)

Southfield corporate headquarters has an immediate full time positions for an individual to work the 8-4:30 shift. Duties include typing 45 wpm. Qualifications include: typing 45-50wpm and a minimum of two years general office experience, customer relations background a plus. Must be bilingual (Spanish and English) speaking, writing and translating language abilities. Includes full benefit package. Send resume to:
CLERK TYPIST
P.O. BOX 2227
SOUTHFIELD, MI. 48037

COMPUTER ENTRY
International financial firm's headquarters offers higher pay for your attention to detail. Alpha and numeric input. Call Darlene 646-6500
Universe Temporary Services

COMPUTER OPERATOR
An automotive supplier has an immediate opening for an experienced and highly motivated person to operate a Unix system. Must also experience a plus. Pleasant office environment. Send your resume and salary requirements to:
Box 829
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CONSUMER MARKET ANALYSTS
a leader in the information industry, has several individuals for the following positions:

Receptionist
The ideal candidate will have a pleasant voice, clear diction, and phone manners, relate well with clients and people in general, present professionally, maintain a neat and professional appearance at all times and handle a busy switchboard. Full time, 8:30-5:30, Mon.-Fri., Word Perfect experience preferred.

Research Interviewers
Needed to conduct telephone research interviews. Excellent communication skills a must. Must type 45 WPM. No sales required. Part time, flexible hours. Great opportunity for students or those needing a second job. Hours are Monday 4:30-9:30 pm, Tues. 10-6:30, Thurs. 10-6:30, Fri. 10-5:30, Sat. 9-1:30 hrs. per week. Starting at $6 per hour.

To apply for these positions, call 637-1434, stop by to fill out an application at our offices at: Consumer Market Analysts, Dr. of Recruiting, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

CONTROLLER/BOOKKEEPER
A mature and professional full time person to handle the needs of Farmington Hills based company. Advance computer skills and knowledge of payroll and tax expertise required. Salary commensurate with ability. Resumes to: 31600 Northwestern Hwy., Ste. 204, Farmington Hills, MI 48334

CREDIT SECRETARY - Entry level position for organized person. Duties include input of data from credit applications and light clerical work. Work Monday - Fri., 8-5 hrs. Call 855-9068, Farmington Hills, MI 48333

CUSTOMER SERVICE Representative, $18,000 + bonus. Salary & complete benefit package. Send resume to: 36963 Amherst Livonia, MI 48150.

CUSTOMER SERVICE
Suburban marketing firm has openings for your communication skills. Flexible hours. Must have some experience a plus. Will train.
Two sites. Top pay. Call Cora
646-7664 or 357-0641
Unitrex Temporary Services

CUSTOMER SERVICE/CLERICAL
Immediate opening in our customer service facility. If you have excellent phone skills, logical thought process & enjoy working in a fast paced environment, this job offers great benefits.
Business Machines 33720 Investment Highway, Farmington Hills, MI.

CUSTOMER SERVICE
A Walled Lake based data service company has an entry level opening in its Customer Service Dept. Basic knowledge of basic office functions necessary. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3689

CUSTOMER SERVICE/CLERICAL - needed for Farmington Hills. This is a long-term possibly temp-to-perm. Friendly personality with a willingness to help customers. Some computer experience. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY/CLERICAL for Garden View & Coolidge, Troy. Resume & salary requirements to: P.O. Box 835, Birmingham, MI. 48012-0835.

DATA ENTRY OPERATORS
Days & afternoons.
Tarian System, Farmington area.
474-1136

Data Entry, Part-time
Immediate opening for responsible individual 20-30 hrs. (afternoons, evenings, some Saturdays) in small Rochester Hills service-oriented computer consulting firm. Extensive data entry & phone contact; client support with problem solving. PC experience necessary. MS-DOS, Database, Word Processing. Non-smoking office. Call:
853-9700

504 Help Wanted Office-Clerical

CUSTOMER SERVICE-Phone Sales
Can You Handle...
Extensive Phone Work?
Working Full Time?

ARE YOU...
Highly Energetic?
Detail-Enthusiastic?
Last Week Our Top 3 Reps Earned
1. Melissa O.....$1035.25
2. Karen H.....$844.63
3. Chauncie.....$690.50
Hourly + Commission + Bonuses
Call Mon-Thurs ONLY 9am,-1pm
948-7200 Ext. 109

DATA ENTRY - Experienced, full or part time person needed with an excellent spoken and written grammar background. Call Eric, Mon. thru Fri., 8am-5pm.
Human Resources Dept. - 31700 Telegraph Rd., Ste 210, Bingham Farms, MI 48025

DATA ENTRY/Keypunch Operators for Food Vendor office. 18,000/hr. is a must. Part time & full time openings on all 3 shifts. Fri-Sat-Sun pay for midnight shift. Call Tues. thru Fri. 9am-noon for appointment.
525-4587

DATA ENTRY
Many temp-to-perm openings with fast-growing Livonia Payroll Service company. Top pay. Donna 473-2934
Unitrex Temporary Services

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 5010, West Bloomfield, MI 48323-0120.

DATA PROCESSING POSITIONS
Weekend afternoons and midnights. COM experience preferred but not necessary. Apply in person, between 1-3:30PM: 12623 Newburgh Rd., Livonia.

DENTAL RECEPTIONIST - Good typing speed. Full time position. Send resume to: Dentist, Su. 103, 28303 W 8 Mile, Livonia, MI 48152.

DESPERATELY SEEKING

- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS

Immediate openings for experienced clerical full or part-time employees. Top pay. Paid vacations and a variety of assignments are waiting for you.

261-3830
INTERIM PERSONNEL EOE
Never a Fee

ENTER AND EARN!

DATA ENTRY OPERATORS

Fortune 500 firm needs your recent accounting experience to put your skills strokes to expanding business. Call Diana at: 357-0644
Unitrex Temporary Services

EXECUTIVE SECRETARY
Position for experienced person using WINDOWS, version of MSWORD/EXCEL & Graphics. Strong typing and financial reporting abilities with interpersonal skills. Send resumes to:
Human Resource Services, P.O. Box 268, New Hudson, MI 48165.

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

EXPANDING LEASING COMPANY seeking part-time mail clerk for mail sorting & delivery. Must have a valid driver's license & reliable transportation. Start immediately. Ambitious, self-motivated people only need apply. Send resume to:
S.H. PART-TIME
P.O. Box 3049
Farmington Hills, MI 48333-3049

FULL-CHARGE BOOKKEEPER
The bush funeral chapels & cremation service is currently hiring for a full-charge bookkeeper. Must have 2 years experience. Pay is $7000 per year. Send resume, including experience with volunteer organizations, to: Furniture Resource Center, 1720 N Perry, Pontiac, MI 48340.

OFFICE PERSONNEL

Immediate full and part time openings in all locations for the following skills:

WORD PROCESSORS
(MS DOS)
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
LEGAL SECRETARIES

We offer: Top pay, Holiday pay, Temp-to-Hire Insurance, and bonuses. Call for an appointment today!

LIVONIA	464-2100
SOUTHFIELD	352-1500
AUBURN HILLS	373-7500
TAYLOR	284-0777

SNELLING PERSONNEL SERVICES
NEVER A FEE

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

ARBOR TEMPS 459-1166

PART TIME - Experienced typist with good communication skills for Farmington area accounting office. Call 477-0107

PAYROLL & BILLING PERSON - experienced, phone, typing and computer skills necessary. Full & part time positions. Send resume to: P.O. Box. 531117, Livonia MI 48153.

PAYROLL CLERK
Part time, flexible hours, 18-20 hours per week, experience preferred. Call Jan Meier or Sue Thompson for appointment. 453-2500

BOB JEANNOTTE
Pontiac/GMC Truck, Inc.

PAYROLL CLERK
ENTRY LEVEL
Our Novi/Wixom sales service company is looking for a part-time payroll clerk to join our Payroll Dept. Prior knowledge of computers helpful. Call Mr. Jeannotte at 347-2500

PAYROLL CLERK
Experienced, for the Livonia area. Must have good data entry skills. Could lead to a permanent position. Call 362-9696 for an appointment.

CROSS PERSONNEL SERVICES

NO FEE EOE

Payroll Specialist

Entry level position available for highly motivated, mature individual with good typing & numerical skills sensitive. Must possess good math aptitude. Related tax forms helpful. Excellent benefit package available.
Send resume to:
PAYCHEX CORP.
6960 Orchard Lake Rd., Ste. 110
West Bloomfield, MI 48322

PLYMOUTH company looking for part-time office person $6.00 per hour. Send resume to:
P.O. Box 228, Plymouth, MI. 48170.

PROOF READER - Southfield based CPA firm seeks an individual to proof read financial statements. Ideal candidate will be detail oriented, possess at least 2 years experience in proofreading, have a solid English background and be proficient in math. Experience with WordPerfect 5.1 a plus. Excellent benefits package available. Interested please send resume & salary requirements to: Proof Reader, P.O. Box 661, Southfield, MI 48037.
An Equal Opportunity Employer

RECEPTIONIST - FULL TIME
Receptionist for shared office. Multi line phone answering. Please call, 313-932-9348

RECEPTIONIST/ GENERAL OFFICE
Full-time, 40 hours per week, for Plymouth based, Medical Supply Company. Must be detail oriented, possess excellent telephone skills, and be able to work independently. Call 313-684-0535

RECEPTIONIST - to work 3 days per week starting in July. Typing, filing and answering phones. Please call Laura at: 313-358-5600

RECEPTIONIST POSITION, evenings, at Private Club in the Birmingham area. Ideal candidate looking for a supplement income on part-time hours. Call Tues.-Fri., 9am-5pm for details. 645-5050

RECEPTIONIST
Bloomfield Hills architectural firm needs part time receptionist/typist. WordPerfect experience preferred but will train. Please call Ann Bogaerts at: 334-5000

RECEPTIONIST
Plush atmosphere in suburban corporation needs front desk receptionist. Good typing skills necessary and executive skills necessary.
Call Rachel 357-0036
Unitrex Temporary Services

RECEPTIONIST & DATA ENTRY positions. Detroit corporate offices relocating to Farmington Hills, November 1993. Experienced, professional, team player. Call Sandy Forward resume to: Personnel, 3800 18th Street, Detroit, MI 48208

RECEPTIONIST - Entry office seeks a professional, friendly, outgoing personality to greet & staffs our client calls. Must have excellent telephone & communication skills. Knowledge of Lotus 1-2-3 helpful. Light typing skills required. Call Regina at 641-5000 & fax resume to: 641-1421

RECEPTIONIST/DATA ENTRY
position open to person with prior office experience and friendly telephone voice. WordPerfect and Lotus 1-2-3 experience preferred. Send resume to: ECA INC., P.O. Box 700436, Plymouth, MI 48170. No phone calls please.

RECEPTIONIST
Needed for busy Dearborn professional firm. Working knowledge, Lotus experience helpful. Send resume, salary history and recent references to: Human Resources Manager, P.O. Box 3700, Bingham Farms, MI 48025.

RECEPTIONIST TYPIST
Farmington Hills insurance agency has an opening for full time person to answer phones and perform word processing duties. Will train person with insurance experience, but must have typing skills. Please send resume or qualifications, to: P.O. Box 3139, Farmington Hills, MI 48333.

RECEPTIONIST
needed to work in a friendly professional atmosphere. Applicant must have excellent telephone, interview, friendly & mature personality, typing skills required. Computer experience helpful. Salary $13K to start; Send resume to: Apple McIntosh & building/construction accounting preferred. Call 642-7800

RECEPTIONIST
needed to work in a friendly professional atmosphere. Applicant must have excellent telephone, interview, friendly & mature personality, typing skills required. Computer experience helpful. Salary $13K to start; Send resume to: Apple McIntosh & building/construction accounting preferred. Call 642-7800

504 Help Wanted Office-Clerical

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

LEGAL SECRETARY
Full or part time. Specialize in personal injury. Birmingham area.
258-6262

LEGAL SECRETARY for Southfield personal injury law firm. Experienced with minimum 2 years experience in insurance defense litigation. Call Office Manager 948-1330

LEGAL SECRETARY - for small Troy law firm. Corporate and estate planning. Good telephone skills & word processing. Call Jan 643-7490

LEGAL SECRETARY
To work in busy, non-smoking Southfield law office. WordPerfect necessary, Lotus a plus. Call 358-0111

LEGAL SECRETARY/PARALEGAL
Southfield law firm. Experience in real estate, corporate & litigation a must. Very word processing intensive. Will train. Top pay & benefits. Resume to: Personnel Manager, P.O. Box 215, Southfield, MI 48037

LEGAL SECRETARY
for 2 attorneys, litigation/contract background essential. Prefer minimum 1 year experience. Send resume to: Gary D. Hirschin, 26699 W. 12 Mile Rd., Ste. 200, Southfield, MI., 48034. No phone calls please.

LEGAL SECRETARY
Established New Center med-sized law firm needs your administrative skills and confident personality. Two years experience. Salary dependent on experience. Call Sharon
Unitrex Temporary Services

LEGAL SECRETARY
WORD PROCESSOR
wanted, for Farmington law firm, with a minimum 5 years experience. Must be self starter who is able to accept responsibility and function as an important part of a professional team. Excellent skills required. Non-smoker. Call Andi. 647-1127

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 & dictation skills. Excellent benefits & the fast-paced growing firm. Send resume with salary history to:
Box 534
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney for litigation experience only. Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to:
Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Salary commensurate with experience. Contact Sandy at 355-5533

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 40wpm. Computer skills necessary. Send resume to: S. Hall,
2530 Telegraph Rd., Suite 250,
Bloomfield Hills, MI 48302

LEGAL SECRETARY
Extensive litigation experience for Southfield firm located in the Executive Center. Excellent benefits. Fax resumes & salary requirements to: 354-3106

LEGAL SECRETARY WANTED
For small plaintiff's firm in Southfield. Practice consists of personal injury & wrongful death cases. Minimum 3 yrs. experience. WordPerfect 5.1. Immediate! Call Diane. (313)352-8150

LEGAL SECRETARY
Fast paced Farmington Hills law firm seeks 3 people with experience in the words/family law & WordPerfect. We are busy, but busy. Top pay, salary to well qualified person.
Call Personnel 855-5770

LIVONIA CHIROPRACTOR seeking full-time, front desk receptionist. Call Linda, 591-7090, Detroit, 464-2870, Redwood, Waterford, MI 48329.

LOAN PROCESSOR- No experience necessary. Excellent opportunity. Send resume to: Loan Processor, P.O. Box 1161, Birmingham, MI 48012

MARKETING ASSISTANT position open for person with marketing, customer service background. Company benefits include medical, dental & 401K programs for schools. Duties include but are not limited to: Handle customer inquiries, scheduling projects, preparing proposals, organizing and maintaining data files, and composing correspondence. Must have excellent computer data base experience necessary. WordPerfect 5.1 and Lotus 1-2-3 experience preferred. Send resume to: ECA, INC., P.O. Box 700436, Plymouth, MI 48170. No calls please.

MEDICAL SECRETARY
Director of major medical facility has need for your recent experience. Word Perfect 5.1 & your excellent clerical skills required.
Call Marsha 357-0641
Unitrex Temporary Services

MORTGAGE DEPT.

Full-time entry level position available in Southfield. Experience preferred but will train. Position conveniently located off the Lodge. Accurate typing & clerical skills required. To set interview, please call Marie Ann Bell at 352-1500 ext 205 between 9-4 pm. OR send resume to:

Trans Union Corporation
26400 Lahser Rd., Suite 415
Southfield, MI 48034
Attn: Marlene
An Equal Opportunity Employer

OFFICE ADMINISTRATOR
Part-Time
(20-25 hrs./wk.)

Market Dey, a rapidly growing consumer food products company, is looking for a self-starter to join our fast-paced facility.

You will work closely with the District Manager and Account Representatives to assist them in light typing, account scheduling/maintenance as well as performing other general office duties.

A friendly, customer service-oriented personality and good organizational/communication skills are essential. Typing abilities and computer literacy also required.

For immediate consideration call
1-800-253-6169
or send resume ASAP to:
MARKET DAY
31313 Northwestern Hwy
Suite 100
Farmington Hills, MI 48334
An Equal Opportunity Employer

OFFICE CLERK
Southfield law firm seeking high school graduates to answer phones, run errands, file documents and pull courts. Int' you are highly motivated and have reliable transportation, call Kim at: 354-3106

OFFICE MANAGER - For construction company. Experience with books,keeping, accounts payable & receivables, basic secretarial skills & WordPerfect 5.0 required. 968-5060

OFFICE MANAGER - needed by Builder/Developer located in Bingham Farms with Auburn Hills branch. To schedule appointment for interview call Kim at 851-1500

504 Help Wanted Office-Clerical

MARKETING/CLERICAL

Life insurance company has an immediate opening for an individual with two years or more experience involving spreadsheet, data entry and word processing. Please submit a resume to the Personnel Department of:

MUTUAL OF DETROIT
INSURANCE COMPANY
333 Phoenix Park
Plymouth, MI. 48170

OFFICE HELP wanted taking customer orders, quotations, inventory control, typing. Math skills very important. Located in the city of Wayne. For interview, call Joann: 722-7171
An Equal Opportunity Employer

OFFICE MANAGER
Part time, intermediate to greatly/big stimulating job each Wed. & Thurs. 8-5:15, 46 weeks each year? Local, progressive agency needs Office Manager to assist Director and volunteers with office work involved in LP Inc., 16391 W. 14 Mile, Birmingham, MI 48025

RECEPTIONIST/BOOKKEEPER
Needed for future for Saturn of Farmington Hills. Experience preferred. Full benefits. Applications will be accepted at: 24730 Haggerty Rd. No phone calls please.

RECEPTIONIST - Birmingham area. Immediate position available for the person with pleasant personality, good telephone skills & the desire to help customers. Please send resume & salary requirements to:
Box 800
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST for Renaissance Center Law Firm. Office experience of 5-11yrs years preferred. Good typing skills & Word Perfect 5.1 knowledge. Must be able to do some accounting functions. Send resume with salary requirement to:
Box 248
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - Immediate position available for fast paced law firm. Requires experience with high CRT volume & the ability to present a pleasant telephone etiquette, pleasant speaking voice, professional attitude & appearance. Word Perfect helpful. Send resume & salary requirements to: Human Resources, P.O. Box 2000, Town Center, Ste. 1700, Southfield, MI 48037-5005. An EEO Employer

RECEPTIONIST/SECRETARY
Well established Southfield professional firm seeks full time permanent Receptionist/Secretary for their busy office. Must have excellent telephone skills, friendly, outgoing personality and professional appearance. Word processing and spreadsheet experience required. Accurate typing speed a must. Must have demonstrated ability to assume responsibility independently and handle multiple projects. Send resume, salary history and recent references to: Personnel Manager, Suite 3700, Bingham Farms, MI 48025.

RECEPTIONIST
Local manufacturer is seeking a Receptionist for its office in Livonia on Southfield.
Duties include promptly answering incoming phone calls, greeting visitors, and providing the office manager with general support.
If you have at least two prior years of experience in a similar capacity and possess excellent interpersonal and communication skills, please send resume with your salary requirements to:
HYDRAGE FOOD PRODUCTS
Attn: Director Human Resources
P.O. Box 32452
Detroit MI 48219
No Phone Calls An EEO Employer
M/F/V/D

RECEPTIONIST - Must have professional appearance & experience. Send resumes, 33526 Grand River, #153, Farmington Hills, MI 48335.

RECEPTIONIST
Phone, light typing & bookkeeping. 2-3 days/week. $6.50 an hour. Woodward & 18 Mile Rd. 842-2317

RECEPTIONIST - PART TIME
Some typing & computer skills helpful. Flexible ends & 2 evenings. Call Mrs. Trexler 349-4350

RECEPTIONIST/CLERICAL
For small busy accounting office, law office. Temporary position. $6.50/hr. WordPerfect helpful. 553-2300

RECEPTIONIST
Part-time for busy real estate. The Nat'l Dean Realty Co. has bookkeeping, scheduling & pleasant phone manner required. Call 569-0402

RECEPTIONIST
Hair Image Salons needs dependable individual to work 30 hrs./week. Fri., 8-5:30pm, Sat., 8-3:30pm. Apply in person, 27300 Plymouth Rd., Livonia.

RECEPTIONIST

Needed for a Private Duty Real Estate Company in Bloomfield Hills. Full time & part time positions available. General office duties, heavy typing. Call Margie, 647-4100.

RECEPTIONIST/ SECRETARY
Detroit manufacturer seeking person with excellent phone & typing skills. Call 313-491-1000
Apply or send resume: Wessels Co., 1819 Main St., Detroit, MI., 48211-1315.

RECEPTIONIST
Mature person needed for busy Bloomfield Hills law firm. Data entry skills & typing ability a must. Excellent benefit package. Hours 8am-5pm. Send resume to: Box 806,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
Downtown Birmingham consulting firm has immediate opening for an excellent communication and organizational skills. Must have good telephone skills, WP 5.1, 1-2-3 & typing experience. Free parking. Please call Patricia: 540-0234

RECEPTIONIST/CLERK SERVICE
Busy Farmington Hills engineering firm seeks Receptionist/Client Service Rep. Insurance experience helpful but not mandatory. Will consider training. Must have good clerical but please society in your letter.
Send resume & salary letter to:
Joyce Lanenger, 725 S. Adams, #276, Birmingham, MI 48009

RECEPTIONIST

Needed for West Bloomfield Country Club. Busy phones. Must have excellent typing skills. Tues.-Fri. 5-9pm plus weekends.

CONTEMPRA
583-9500

RENTAL AGENT/CLERICAL
Knowledge of Sec. 8 necessary. Apply in person at: 30300 Telegraph Rd. Suite 160, Bingham Farms, MI. 48025

SALES COORDINATOR
Candidates must have strong organizational, administrative, computer, and excellent communication skills. Interaction with automotive facilities, telemarketing and some site visits. Advancement to key account sales for aggressive, goal-oriented individual. Bachelor degree in related field & 4 plus years experience preferred but will consider exceptional candidates. Please send resumes to:

Rittal Corporation
46596 Liberty Drive
Wixom, MI 48393

Rittal is an equal opportunity employer

SECRETARIAL/ OFFICE HELP
CPA firm requires office help with typing, filing, copying, etc., approximately 24 hours per week during summer and up to 40 hours during tax season for 60 days. SENIORITY. Time to be Gary L. Figurski PC, 27850 Plymouth Rd., Livonia, MI 48150.

Receptionist

Looking for sharp individual who likes to greet the public and provide clerical support to a growing new business. Excellent grammar, punctuation and spelling a must. Experience in answering phones, typing 50-55 wpm, WordPerfect, filing, proofreading and general business office procedures. We offer a great atmosphere, competitive wages and benefits. send resume to:

Specialty Publications, Inc.
Subsidiary of Observer & Eccentric Newspapers

Attn: Lynn Thorpe
24441 Drake Road
Farmington Hills, MI 48335

Specialty Publications, Inc. is an Equal Opportunity Employer