EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REPRESENTATIVES
Paginet, the leader in the paging industry is searching for customer service representatives to join our fast paced team. Qualified candidates must possess 1-2 yrs of customer service experience, previous computer exposure, a strong oral & written communication skills. Please submit a resume with salary requirements to: PAGENET, 33333 W 12 Mile, Farmington Hills, MI 48331, Attn: Human Resources scentry

CUSTOMER SERVICE REPRESENTATIVES
Paginet, the leader in the paging industry is searching for customer service representatives to join our fast paced team. Qualified candidates must possess 1-2 yrs of customer service experience, previous computer experience & strong oral & written communication skills. Please submit a resume with salary requirements to: PAGENET, 33333 W 12 Mile, Farmington Hills, MI 48331, Attn: Human Resources scentry

DATA ENTRY
Duties will include computer entry of work parts listings, and plus. Salary commensurate with experience. Include resume. Mail to: Dept. 21700 Northwestern Highway, Suite 660, Southfield, MI 48075.

DATA ENTRY
$13,000 YR. +. Llvonia area. 5 day week. Pleasant office. Call Employment Center Agency. 549-1638

DATA ENTRY
100 Openings
Long-term, full-time positions in Plymouth & Livonia areas.
$6/HR. TO START.
CALL TODAY!
WOLVERINE STAFFING
358-4270

DEPENDABLE PERSON
Wanted for part time Receptionist. Monday thru Thursday, 2-9:30. Canton. Call: 455-0720

DO YOU WANT TO LOVE YOUR JOB!
Receptionist/Typist position of office details for busy construction company. Typing required, WordPerfect 5.1, and accounting experience could lead to advancement. Benefit package. Send resume to Box 406:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ENGINEERING OFFICE CLERK
Filing, blueprints, typing, errands, etc. Experienced typing processor & spread sheets. Call 10AM-3PM: CPI ENGINEERING, CANTON

ENTRY LEVEL POSITION for mail order company. Typing skills and good phone etiquette a must. Pleasant working conditions. Benefits. Immediate openings. Call Mr. Bernard. 313-652-4602

EXECUTIVE SECRETARY
n/w suburban healthcare headquarters has long term opportunities. Full/part-time. Will accept resumes. Call Sue 473-2931
Uniforce Temporary Services

EXECUTIVE SECRETARY
Downtown Detroit firm seeks secretary with word processing skills. Send resume to: H R Management Services, 1900 W. Big Beaver Rd., Suite 220, Troy, MI 48084

EXECUTIVE SECRETARY
Part-time 20 hours per week. Must have excellent communication and clerical skills, minimum 3 years related experience. Typing of 60wpm and shorthand. Send resume to:
Teresa Schwartz
JEWISH VOCATIONAL SERVICE
29699 Southfield Rd.
Southfield, MI 48076

EXECUTIVE SECRETARIES
Microsoft Word with/without Windows
Large company in Livonia seeks you. We have long and short term available for secretaries with advanced skills in Microsoft Word. Call today for an appointment. 362-9696
CORPORATE PERSONNEL SERVICES
NO FEE EOE

EXPERIENCED WORD PROCESSOR Needed. Excel & Lotus skills a must. Dearborn area.
ADIA
The Employment People
(313) 382-2342 or (313) 722-9060

FINANCIAL SECRETARY for dental office. Bookkeeper experience necessary. Full or part-time. Good pay & benefits. After 5pm. 721-7624

To Our Classified Advertisers:
IS YOUR AD OK?
Please notify us if you find an error in your ad or if your ad failed to run. If you notify us on the first day it was scheduled to appear, we'll make a correction as soon as deadlines permit.
We want to give you the best possible service. But if you do not let us know of a problem the first day, it may continue to run incorrectly.
The newspaper will not be liable for failure to publish an ad or for a typographical error or errors in publication except to the extent of the cost of the ad for the first day's insertion. Adjustment for errors is limited to the cost of that portion of the ad where the error occurred.
Please check your advertisement EACH time it appears and notify our Customer Service Department in case of an error.
Thank You!

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee.
ARBOR TEMPS 459-1166

Fast Paced Transportation Company needs full time clerical staff for day shift. Also, one part time person for various shift replacement. Starting at $4.75 per hr, plus benefits and vacation for full time personnel. Send resume to: P.O.B. 1 P.O. Box 39284 Redford, MI 48239-9998

FILE MAIL CLERK
A good opportunity for advancement with this well established friendly company. Some office experience needed. $15,600 to start, plus benefits. Hurry!
Call Bernice at 464-0909.
SNELLING PERSONNEL SERVICES

FINANCIAL SERVICE OPERATIONS
Birmingham financial service organization is accepting applications for a position in operations/administration. Candidate should have excellent PC skills, be detail oriented, and have a securities background. Salary commensurate. Fax resume, or commit, P.O. Box 3043, Birmingham MI 48012-3043.

FRIENDLY GARDEN Center seeks outgoing flexible computer literate (IBM Compatible/Machines) person with general office skills. Call today. 543-4400

FULL CHARGE ACCOUNTANT
Accounts Receivable and Accounts Payable. Pete Wood Plumbing. 525-5248

AUTO DEALER
Large GM dealership has immediate opening for full time experienced office help. Excellent wage and benefit package including health insurance and 401K retirement plan. Apply in person only.
Glassman Oldsmobile, 28000 Telegraph Rd., Southfield

GENERAL OFFICE -All around office person. Farmington Hills area. Full time. Willing to train the right person. 851-7533

GENERAL OFFICE - Typing and math skills required, some phone and computer work. Small busy Southfield office. Prime Mortgage Corp. Call Mrs. K. 313-356-7200

GENERAL OFFICE/FILE CLERK
Busy steel service center is looking for an ambitious person to fill a full time position doing filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only.
Contractors Steel Company
34355A Annehurst Street
(Near Levan) Livonia

GENERAL OFFICE - FULL TIME
Highly motivated individual to grow with Starting Heights company. Benefits. 254-4590

GENERAL OFFICE: Immediate opening in Southfield law firm for part-time clerical position. College student. General office skills required. Call Cindy at 353-7375

GENERAL OFFICE - Full time. Must be able to type 45wpm, filing, posting and light accounting. Good wage & benefits. Apply in person:
FORGASH PRECISION PRODUCTS
3138 Hilton Rd, Ferndale

GENERAL OFFICE
Solid company offers growth in a friendly environment. Variety including word processing and basic accounting. $15,000 to start with a review plus paid benefits. Call Diane 464-0909.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE SECRETARIES
Temporary Assignments Available
• Top Salaries
• Paid Holidays
• Vacation Pay
• Bonus Bonus
Call today 355-2440
THE KPM GROUP

GENERAL OFFICE
BRIGHT Starter needed for manufacturing office in Farmington Hills. Starter person with some experience in purchasing, inventory control or budgeting. Must have technical aptitude. Background. Benefits, paid vacation & holidays, salary commensurate with ability. Send resume with salary requirements to: Personal Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-4 at 473-5305

HEAT UP YOUR EARNINGS!
Experienced switchboard operators needed in Livonia, Plymouth and Canton areas.
Must have recent experience in the following:
• handling 30 or more incoming lines
• typing ability a plus
Call today for an appointment
Livonia 522-4020
Westland 326-5300
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

HUMAN RESOURCE MANAGER
Duties include: responsible to direct the human resources activities within the center including training & updating center staff on company personnel policies, procedures & regulations & monitoring & evaluating human resource system. Qualifications: Bachelor degree in Human Resources, employee development or related fields required. Ten years prior human resources or employee training & development experience required. Prior experience in long term care preferred. Demonstrated computer skills desirable. Send resume to: Kim Rothman, Administrator, Plymouth Court, 105 Hagerty Road, Plymouth, MI 48170

50 IMMEDIATE OPENINGS
LIVONIA AREA!
• Receptionists
• Clerks
• Data Entry Operators
• Word Processors
• Light Industrials
Call Today - Work Tomorrow
525-9330
ADIA Personnel Services

JOIN THE TEAM THAT CAN PUT YOUR SKILLS TO WORK
We Need:
Secretaries
Word Processors
• WordPerfect
(DOS & Window)
• Lotus
• Microsoft
Banking Opportunities
• Vault Processors
• Mail Techs
• Lock Area
CALL TODAY!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

504 Help Wanted Office-Clerical

HARVARD GRADUATE?
You don't need to be, but you do need to know Harvard Graphics Software and WordPerfect and be professional. Call today to arrange an appt.
Future Force - 353-6300

HIRING EVENT
Large company in Livonia is looking for data entry operators. Have you qualify for any of the following positions, please stop by our Hiring Event at the Livonia Quality Inn, located at E. Laurel Park, I-96 Mile & I-275, Exit Dept. 78, 10-3 PM. Positions include:
CHECK PROCESSING CLERK. No experience necessary.
PAYMENT POSTER - Light Math skills with knowledge of 10 key.
DATA ENTRY OPERATORS - 8,000 key stroke plus per hour.
RECONCILEMENT CLERK - Knowledge of debits and credits along with strong analytical ability. If additional information is needed, please call:
Snelling Personnel Services on Monday from 2-5 PM, at 652-9006.

Insurance
CLERK
Livonia-branched, Michigan-based property & casualty insurance company is presently looking for an individual who is a fast learner, flexible, & has the ability to handle multiple duties. This person will assist underwriting with computer entry of applications, ordering of reports, filing, typing, & distributing mail. Some manual typing & searching for numerous files. This is an entry-level position. Being energetic & agile would be a plus. Please send resume with salary requirements to:
Miss Frances Crawford, Supervisor
Lake States Insurance Co.
P.O. Box 5050
Livonia, MI 48153-0669

INSURANCE - Personal Lines Customer Service Rep - minimum 2 years independent agency experience. Ann Arbor, 971-1000

INSURANCE - Personal or Commercial line CSR. Opening for customer service rep in Northwest suburban agency. Must have experience. Good opportunity for advancement. Benefits & salary open. Call 8 a.m.-2 p.m. 353-9192

LEASING SECRETARY
Assist in all aspects of retail leasing. Must be self-motivated, organized & work well under pressure. Excellent communication skills. Responsibilities include but are not limited to: document/lease preparation, marketing packages, answer phones, typing. Extensive experience with Lotus, WordPerfect 5.1 & Windows a must. Please send resume to:
Box 405
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL ASSISTANT/SECRETARY
For Troy Law Firm. Seeks experienced, mature, self-starter, computer literate. Please send resume to: Office Manager, 501 W. Big Beaver Rd., Ste. 500, Troy, MI 48084.

LEGAL ASSISTANT
for Birmingham Law firm. Paralegal Degree and family law experience required. Salary based on experience. Please send resume to
Box 392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL MESSENGER/CLERK
We are seeking a messenger for Firm. (9-5) FULL BENEFITS.
Students or recent grad looking for Arthur Thomas. 358-4140

LEGAL SECRETARY
Part/full-time. WordPerfect 5.1 & transcription skills necessary. Non-smoker. Near Ford Wixom. 624-9420

LEGAL SECRETARY
Livonia law firm seeking secretary for Trusts and Estates practice. Full time, benefits, immediate opening. Salary commensurate with experience. Call 261-7773

LEGAL SECRETARY for Plaintiff Personal Injury firm in Southfield. Experience in areas of medical malpractice, products liability, auto negligence, litigation and be proficient in WordPerfect. Call: 552-1000

LEGAL SECRETARY - Applications being accepted for legal secretarial positions with Bloomfield Hills Law Firm. Applicants must have knowledge of Word Perfect 5.1. Minimum typing speed 70 wpm. Legal experience preferred. Must have professional demeanor and be highly organized. Some mandatory overtime. Send resume to: Box 358
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. 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 for high profile criminal law office. Proficient in WordPerfect, 5.0/n. 2 yrs. legal secretarial experience. 847-6034

LEGAL SECRETARY with min. 3 yrs. litigation experience for Birmingham law firm. WordPerfect experience necessary. Salary DOE. Call 642-7700

LEGAL SECRETARY-Experienced for Plymouth firm. 3 attorneys. Litigation, Real Estate. Non-smoking environment. 459-0662

LEGAL SECRETARY experienced, part time or full time. Non-smoker, salary commensurate with experience. Send resume to: Lynn Kahn, P.C., 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY - Experienced for Bloomfield Hills corporate real estate attorney. Salary & benefits commensurate with skills. Send to: Lori Vandrover
LEGAL SECRETARY
Small, friendly Birmingham office. Competitive salary. Word Perfect preferred. Civil litigation experience required. Karen 258-1100

LEGAL SECRETARY
Minimum 2 Yrs. exp. required. Must have knowledge of WordPerfect. If interested, please send resume to: Amy, 2301 W. Big Beaver Rd., Ste. 777, Troy, MI 48084.

LEGAL SECRETARY
needed for non smoking law firm. 1-5 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to:
Barb, 2500 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY • WordPerfect 5.1 proficiency. At least 3 years legal experience, divorce and litigation. Salary commensurate with experience. Paid vacation. Submit resume 30300 Northwestern Hwy., Ste. 121, Farmington Hills, MI 48334-3253

LEGAL SECRETARY
• REAL ESTATE/ADMINISTRATIVE
We are seeking a polished executive hard-working full service real estate and non-firm related duties. High visibility and competitive salary.
Call Arthur Thomas. 358-4140

LEGAL SECRETARY
3-6 YEARS
We are seeking hard working professional legal secretary for partner position. 401K/retirement/dental/disability. Call Arthur Thomas. 358-4140

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Immediate opening. Plymouth area. WordPerfect required. 722-5300

LEGAL SECRETARY
$20,000
Stable work history, strong corporate litigation experience. Call 355-2440 immediately
THE KPM GROUP

LEGAL SECRETARY
Bingham Farms law office seeks Secretary. Must type 70wpm, have dictation, & knowledge of Word Perfect. Legal experience helpful, but mandatory. Send resume & salary history to: Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Town Center Personal Injury firm seeks top notch secretary for medical malpractice attorney. Must have WordPerfect experience. Excellent communication and clerical skills minimum 2 years legal experience required. Competitive starting salary with benefit package.
Call 553-2000
Voice Mail # 7088

LEGAL SECRETARY
To $26,000
Friendly suburban firm, 3 years legal experience, good organizational skills, challenging and diversified duties, 35 hour week. Benefits include medical, dental, prescription, profit sharing, pension and more. Call 772-6700.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
$24,000
Major Oakland County firm. Litigation & commercial law experience. WordPerfect 5.1 a must. Salary. Benefits include Medical, Dental, Life, 401K, profit sharing, 12 personal days, 2 week vacation & year. Call Jim Gillespie. 772-6700.
SNELLING PERSONNEL SERVICES

LIVONIA real estate office has opening for 2 Receptionists to type and answer phones. Good pay, weekend ends. Call Jay Hughes. 522-8000.

MAIL CLERK - part time position involving light clerical duties and mail processing. Flexible hours. Up to $6.00 an hour. Send resume to: G.H., P.O. Box 9066, Farmington Hills, MI 48333

MAIL/FILE ROOM CLERK
Part-time: M-F, 1-5pm. Mature individual, knowledge of general office duties to process mail, filing, copying and word processing. WordPerfect 5.1 preferred. Send resume to: E. Dozier, BRC, 2619 Product Dr., #100, Rochester Hills, MI 48309
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MAJOR CORPORATION in Southfield is currently experienced candidate for PC Clerical position. Must be proficient WordPerfect & have excellent typing skills.
ADIA
The Employment People
(313) 382-2342 or (313) 722-9060

MANAGER
Experienced Bookkeeper/Manager is needed for 1 of our eastside apartment complexes. Must be very communicative with experience. Benefits included. Send your resume to:
RESIDENT MANAGER
Box 384
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MARKETING & COMPUTER
Newer Nissan dealer, Farmington Hills electronic firm. Non-smoking facility. Extensive use and knowledge of Windows, paradox environment/windows, tracking of all sales activity, monthly reporting, mailing, quotes & samples. College degree preferred. Call 553-2000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL SECRETARIES
MEDICAL BILLERS
Immediate openings with major medical facilities for qualified candidates
• Top pay
• Temp to perm
• Long & short term
Bermuda Staff, 646-7684
Southfield - 799-3947
Uniforce Temporary Services

MORTGAGE COMPANY IN IRVONIA
Has two full time openings:
MORTGAGE PROCESSOR
Immediate opening for a mortgage processor for our expanding secondary division. Experience with mortgage processing or a related field required.
RECEPTIONIST
Candidate must be dependable, with an outgoing personality and good communication skills. Experience with operating a multi-line phone system required.
Pay commensurate with experience. Full benefits including life and disability insurance; 401K retirement plan. Fax resume to:
Equitrust Mortgage Corp., at:
(313) 462-5188
or call Personnel Director at:
(313) 462-5990

NATIONAL company seeks experienced individuals with excellent communication skills. Full time, salaried position. Office located in Southfield with training in Dearborn. If interested send resume & salary expectations to: Corp. Personnel, PO Box 288, Southfield, MI 48037, Attn: Gwen. EOE/F

NEEDED IMMEDIATELY!!
Word Processing Secretaries
$8.50 & Up
Experienced in Wordperfect 5.1, typing speed of 50 wpm, good communication skills. Short & long term assignments available in all areas. Please call for an appointment today!
CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

NORTHWEST SUBURBS - Busy Orthopedic office in Farmington Hills seeks real estate secretary, with good word processing & organizational skills. Flexible hours. Benefits. Lori Vandrover. Call for salary requirements to: P.O. Box 370,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
BOOKKEEPER
$20,000 - $25,000
Busy fast-paced office needs full charge Bookkeeper/Administrator. Computer skills required. Full benefits. Suburban location.
Call Mark at 649-3338 or fax resume to 649-FAX-3.
SNELLING PERSONNEL SERVICES

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
WORD PROCESSORS/
DATA ENTRY CLERKS (AM. & PM.)
RECEPTIONISTS/SWITCHBOARD
CUSTOMER SERVICE REPS
FILE CLERKS
We offer: Temp-Med Insurance, Top Pay, Holiday Pay, Bonuses. Call today for an appointment
LIVONIA 464-8100
SOUTHFIELD 353-1700
AUBURN HILLS 373-7600
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

504 Help Wanted Office-Clerical

OFFICE CLERK - motivated person to handle customer service, typing, good figure aptitude, able to work alone, 24/777 Telegraph, Southfield.

OFFICE CLERK
Many positions available for energetic flexible individuals. Detroit and suburbs. Call Charlene 644-5511
Uniforce Temporary Service

OFFICE POSITION in automotive shop. Record keeping, customer service, parts orders, job estimates. Canton area. 459-7050

OPEN HOUSE
We Have The Jobs, All We Need Is You!
Todays Temporary is now recruiting for office positions in Bloomfield Hills. We are looking for experienced & highly motivated individuals who have at least 3 mos. office experience in the following areas:
• Word Processors • Typists
• Data Entry Operators
• Receptionists • General Clerks
If you are ready to go to work now, stop by our office anytime this week between the hours of 8am-4pm.
TODAYS TEMPORARY
Auburn Hills. 373-7161
Troy. 649-4455
Detroit. 393-1690
An Equal Opportunity Employer

ORDER DESK
Farmington office needs detail oriented individual to process orders and miscellaneous clerical duties. Position requires good computer skills, typing, good aptitude and data entry. Call Lori Sims 476-0005 Ext. 15

ORGANIZED OFFICE MANAGER
Bookkeeping and some typing required. Part time, flexible hours. 681-1359

PARALEGAL TRAINEES needed for Law firm in Southfield area. Part-time to start. Westland area. Typing required. 557-5082

PART TIME SECRETARY
WordPerfect experience, good with people. Send resume to:
Novi Secretarial Services, 41390 W. 10 Mile Rd., Novi, MI 48050

PHONE RECEPTIONIST
with computer skills wanted Monday-Friday, 8-5. Must be very dependable & motivated. Telephone voice, & non-smoker. Send resume & salary requirements to: PO Box 541, Wixom, MI 48393, Attn: Jo.

PHONE RECEPTIONIST
Typing, some computer skills, general office work. Please call:
First Alliance Mortgage. 433-9626

PLANNING CLERK
The City of Novi is accepting applications for the position of Planning Clerk. This individual will coordinate development projects with the site plan review process, act as recording secretary for the Planning Commission and perform various support functions. Word Perfect, Lotus required. Prior related experience and bachelor's degree preferred. Salary $24,022. Obtain and submit an application at Novi City Hall 26300 W. 10 Mile Rd. in the Personnel Department. 45175 W. Ten Mile Road., Novi, MI 48375

PROPERTY MANAGEMENT
Accounting position with growth company based in Ann Arbor. Accounts payables/receivables, general ledger, computer experience required. Property Management experience a plus. Please send resume to:
McKINLEY PROPERTIES, INC.
Attn: Human Resource Dept. - 554A
Ann Arbor, MI 48107-8649
EOE M/F/H/V

RATER
Michigan based property & casualty insurer is seeking a Personal Lines Rater. Computer rating experience REQUIRED. Individual must be self-rated & willing to work overtime. Salary DOE. Send resume with salary requirements to:
Ms. Patricia Finter, CPS
LAKE STATES INS. CO.
P.O. Box 530669
Livonia, MI 48153-0669

LIVONIA corporate headquarters is looking for energetic, self motivated, people-oriented, front desk receptionist. Clerical skills required. Office is smoke free environment. Send resume to: Doctor's Office, C/O 6378 Delwood, Waterford, MI 48329

Gale & Associates, Inc.
is an architectural engineering firm with openings for part time and full time Receptionist. Good phone skills and experience with WordPerfect are a must. Send resume, and references to: 31333 Southfield Rd., Beverly Hills, MI 48025.

RECEPTIONIST
Experienced. Mature. Available. Good telephone skills. Non smoker. Salary negotiable. Call Jackie, 27100 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST
For Southfield law office. Telephone, typing, and computer skills. Full time. Immediate opening. Call Beth Ann. 559-3620

RECEPTIONIST PART-TIME
Southfield office. Experienced person to answer multi-lines, light typing (WP 5.1), and other general office duties. Please call Jolayne, 559-6750

RECEPTIONIST NEEDED
Full time, mature individual, have clear, pleasant voice, math & typing abilities and enjoy working with the public. Must have own transportation. Call 354-5344

RECEPTIONIST for John Casablancas Modeling & Career Center.
In Plymouth - full time.
Also Livonia location seeking part time secretary. Good people skills, plus computer skills necessary.
Call Bernadette at 453-0700

RECEPTIONIST for mail office environment. Must be organized & efficient with knowledge of Lotus & WordPerfect. Full time, 9-5. Mon.-Fri. Send resume to: Tel 13 Mail, 30000 Cloverlay, Livonia, MI 48154, No phone calls please.

RECEPTIONIST
Position requires bright, articulate, weak organized, neat, personable team player, for property management company, Northwestern Hwy. Ideal for retiree. Salary negotiable. Call Mr. Bernard, Ms. Reps to Box 542
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST for fast-paced Farmington Hills law firm. Telephone experience, telephone & typing experience required. Laurie: 553-0440

RECEPTIONIST/TYPIST for busy law office. Word Processing skills required.
Call 513-5380

RECEPTIONIST/TYPIST
Answer phones, typing, some experience helpful. Call between 10am & Noon, ask for Louise or Gayle.
427-1040

RECEPTIONIST/SECRETARY
Afternoon shift full time. Computer experience. Good benefits. Apply in person: St. Anne's Mead, 16106 W. 12 Mile, Southfield.

RECEPTIONIST
FROM $14,000-$19,000
FEES PAID BY COMPANIES
Variety of metro locations. All require previous work experience and professional phone voice. Some offer on-site advancement opportunities.
Call 644-4800.
SNELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

RECEPTIONIST
for busy West Bloomfield office. Multiple phone lines, full time or weekends available. $6-$6.50 per hour.. 737-4710

RECEPTIONIST - Typing & filing. Good telephone manner. Benefits. Apply in person at: Classic Interiors, 20292 Middlebelt, Livonia, MI.

RECEPTIONIST, EXPERIENCED
For busy Bloomfield Hills office.
Ask for Barbara 540-9620

RECEPTIONIST
Full-time. Mon.-Fri. Excellent telephone skills. Must type 50 wpm. No phone calls please. Send resume to:
Graebel Detroit Movers
21100 Trolley Industrial Dr.
Taylor, MI 48180

RECEPTIONIST/CLERICAL
Opportunity for an dependable organized person. Duties will include phone, clerical and some data entry. Pleasant working environment. Hours negotiable. Please send resume to: Corporate Installation Services, Inc., 21063 Bridge St., Southfield, MI 48076

RECEPTIONIST/CLERK/TYPIST
We are moving to a larger office and need an experienced person to assist in a busy franchise office in Plymouth. Duties will include: Answering telephones, typing, filing, & other office related duties as required. Computer experience helpful. To set up an interview, call:
313-416-6180

RECEPTIONIST
Hours are 8:30-5:30 Mon.-Fri., Michigan's largest Canon dealer, has a full time opening for a Receptionist in our Troy office. We are looking for an individual with prior office experience, pleasant professional telephone communication skills. Being organized is a plus. Customer service experience. Enjoy working in a fast paced environment including profit sharing thru 401K.
Please send resume to:
Human Resources Dept.
Having Business Systems, Inc.
41100 Bridge Street
Novi, MI 48375
An Equal Opportunity Employer

RECEPTIONIST for orthodontic office, full/part-time. Must be personable & have pleasant voice. Medical experience not required. 356-3240

RECEPTIONIST
position available for 20 an hour, Hours 12-4:30pm, Mon.-Fri.
Contact Peggy, 547-2999

RECEPTIONIST
needed for busy smoking law firm. Computer skills necessary. Send resume, B. Hall, 30445 Northwestern #250, Bloomfield Hills 48037

RECEPTIONIST for northville insurance agency. Insurance industry experience. Good communication skills. Please send resume: G.E.B., 560 Griswold, Northville, MI 48167

RECEPTIONIST/TYPIST
Typing, computer skills. Must have a clear, pleasant voice & letter writing ability. Apply: Swiss Pretzel, 24292 Telegraph Rd, Southfield.

RECEPTIONIST
Mehrvolde company seeks Receptionist with a good attitude. Full time with benefits. Call H. R. Management Services, 548-0900

RECEPTIONIST needed for fast paced professional office. Must have good communication & organizational skills. Send resume to: 30785 Grand River, Farmington Hills, 48336

RECEPTIONIST - (hrs. Mon. thru Fri. noon - 5). For busy sales office, must have good communication & organizational & typing skills. Apply in person at Wayne Hardware & Hardware, 111 E. 12 Mile Rd, Madison Hts

RECEPTIONIST experienced in answering multi line phone system & WordPerfect. Good pay & benefits. Send resume to:
RDF, 22550 W. 8 Mile Rd., Southfield, MI, 48034

RECEPTIONIST - excellent telephone skills a must. Ability to handle fast paced brokerage environment. Call Mr. Bernard, 24411 Northwestern Hwy, Ste 1350, Southfield, 48034, Attn: Personnel.

RECEPTIONIST
Full time, benefits available. Typing required. Call Jim at 557-9600.
Apply at: Wayne Total Living Center, 4437 Vanoy, Wayne. (Middle Building).
Equal Opportunity Employer M/F

RECEPTIONIST
With light typing & secretarial duties needed at Bingham Farms CPA firm. Salary DOE, expected to start at $12,000. Please send resume to:
Gary Blum and Co., PC, CPA
30100 Telegraph, Ste. 350
Bingham Farms, MI 48025.

Pleasant personality to answer busy phone lines, handle typing, & miscellaneous duties. Must be prompt & hard working. Ideal for retiree. Salary negotiable. Call 544-6411 Bloomfield Hills area of the office. Keel, Plymouth, MI 48170

RECEPTIONIST
Full-time. Fast paced company. Word Perfect 5.1 preferred. Typing 60 wpm. Excellent phone manners. Please send resume to:
Hayes & Stolz Industries
830 Featherstone
Pontiac, MI 48342

RECEPTIONIST
Part-time, for assisted living facility in Farmington Hills. Hours: 11:30-3:30, ideal for retiree or someone with children in school. Good benefits & salary commensurate. Call Mrs. McQuaid, weekdays, between 9-4: 737-4530

RECEPTIONIST/
PART TIME
Immediate long term opening. 11:30AM-3 PM. Plush Birmingham office. Experience necessary. Light WordPerfect. Excellent pay.
Call Ann, 646-7564
Uniforce Temporary Services

RECEPTIONIST/
SWITCHBOARD
Your people skills and telephone experience are requested by major company in Farmington. Varied duties organized. Call Ann 473-2933
Uniforce Temporary Services

Receptionist/Administrative Assistant; Full or part-time. Good computer skills a plus. Ability to work independently. Must have office & word processing experience. Responsibilities include general office & various projects starting by organizing office management company. 87-88 hour. Carolynn or Marla, 356-3232

RECEPTIONIST
Growing Livonia based employment agency seeks a permanent receptionist for their office.
Call for an appointment
591-1100
Acro Service Corp.

RECEPTIONIST/SECRETARY
for busy professional suite. Must have excellent phone skills, previous experience with multi-line phone system, be familiar with routine office procedures and be a quick learner. Above average Word-Perfect required. Minimum typing 50 WPM. Send resume and salary requirements to: Cunningham Group, 30100 Telegraph, Ste. 350, Bingham Farms, MI 48025.

RECEPTIONIST
Pleasant professional phone manner
Light Typing
GENERAL CLERK
Filing, copying, light typing
DATA ENTRY
Alpha & numeric
8,000 key strokes per hour
Full time/permanent positions available. To schedule an appt. call:
TempExchange
332-8000

504 Help Wanted Office-Clerical

RECEPTIONIST
Full or Part-time. Fast paced, busy switchboard needs individual with pleasant phone voice. Some light clerical duties. Excellent work environment and benefits package. Up to $7 an hour. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333.

RECEPTIONIST - PART TIME. Responsibilities of position include: answering phones, general office duties, light typing (50 wpm, reflect 5.1, and dictation a plus but not necessary). Individual should possess excellent verbal skills, and a positive attitude. Hours are Mon-Fri. 8:30-5:30, 845-4700

RECEPTIONIST
WORD PROCESSOR
Assignments available monthly multi-line phones and word processing experience a must. Call for appointment.
EMPLOYERS TEMPORARY SERVICES, INC.
353-7050

RECEPTIONIST/General Office. We require an organized individual for a small business. Basic accounting, accounts payable/receivable. Computer knowledge a plus. Pleasant, same with salary requirements to:
P.O. Box 250662
W. Bloomfield, MI 48325

RECEPTIONIST - EXPERIENCED
Responsible position with opportunities for growth and future advancement. Excellent compensation and benefits package. Successful candidate must possess excellent telephone communication skills, a pleasing, courteous personality; and a commitment to quality customer service. Knowledge of real estate, mortgage lending procedures, and the Mac helpful. Call 645-3600.
GREAT LAKES MORTGAGE CO.
31000 Telegraph Rd., Suite 120
Birmingham, MI 48025
(313) 645-3600
An Equal Opportunity Employer

RECEPTIONIST
WORD PROCESSOR
National Health Laboratories, one of the nation's most successful clinical labs, is seeking a candidate with previous experience working a busy switchboard, strong communication skills, and a telephone manner and professional appearance. Good typing skills and advanced knowledge of WordPerfect 5.0 are also necessary. We offer excellent salary and benefits and a pleasant work environment. Please send a score to person at: NATIONAL HEALTH LABORATORIES, 32250 Northend, Oak Park, MI 48237. Attn: Human Resources. No Phone Calls Please.
Equal Opportunity Employer
M/F/D/V

RECEPTIONISTS
Company looking for someone with strong Front Lobby Receptionist skills.
Ideal candidates:
• Knowledge of computers a must.
• Quick learner.
• Background in reception for corporate accounts.
IMMEDIATE OPENING
Call today for more details about this LONG TERM POSITION!!
TODAYS TEMPORARY
649-4455
EOE

RECEPTION/SALES
New business dealing with the public in the real estate market. Partial place. Part-time and/or full-time available. Hours are Mon. thru Fri. 9-6 p.m. Sat. & Sun. 11 am to 5 pm. $6 to $8 per hour, his expense plus commission. Call Mr. Lee, Ann Arbor in Westland area. Send resume to:
20300 Eureka, Suite 102
Taylor, MI 48180

RESEARCH INTERVIEWERS/
CUSTOMER SERVICE REPS
18-35 hours, day & evening shifts available. Seeking reps with pleasant voices & disposition to assist customers and conduct research surveys. Must type 40 wpm and have excellent communication skills. Flexibility. No sells work, pleasant environment. Call 637-1434
or send resume to:
CMA, Director of Recruiting,
2301 W. Big Beaver, Suite 411,
Troy, MI 48084

RETAIL OFFICE - In need of part time help in the real estate market place. Part-time and/or full-time available. Hours are Mon. thru Fri. 9-6 p.m. Sat. & Sun. 11 am to 5 pm. $6 to $8 per hour, his expense plus commission. Call Mr. Lee, Ann Arbor in Westland area. Send resume to:
20300 Eureka, Suite 102
Taylor, MI 48180

SALES ASSISTANT
SECRETARY
$18,720
International company offers an immediate opportunity. Import documentation experience and good word processing skills needed. Call Denise, 464-4209.
SNELLING PERSONNEL SERVICES

SCHOOL BELLS
ARE RINGING!
Many office positions available. Now that kids are returning to school, is the time for you to get that part or full time position you've been waiting.
• Secretarial (w/shorthand)
• Word Processors (all software)
• A/R, A/P, Bookkeeping
• Receptionist
• Telemarketers
Register today so you can be working when the kids are in school.
Call for an appointment
528-8454 - 353-6300
Future Force

SEARS
is looking for 3-4 data entry/customer service reps. Typing, minimum 40 wpm, required. Full benefits. Apply in person: 34650 Mound, S. of 15 Mile, Sterling Hts.
An Equal Opportunity Employer

PART TIME SECRETARY
Needed for Westland office. Mon thru Fri, 12pm-5pm. Excellent typing/grammar. 422-4866

DO YOU WANT TO
MAKE A DIFFERENCE?
Small but established law office in Bloomfield Hills seeks a highly motivated, skilled secretary as key member of a team. Responsibility, salary & benefits commensurate. Fax resume to Box 340:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL POSITION for small Troy publishing firm. Organized person with good attitude to perform a variety of duties including typing, answering phone, and filing. Full time (hours 10 a.m. - 8 p.m.), benefits, good pay, casual work environment. Machinist experience helpful but not required. Call 643-1449

SECRETARIAL/
WORD PROCESSING
Positions available in Troy, Dearborn, Bloomfield Hills. Must possess good PC skills.
ADIA
The Employment People
(313) 382-2342 or (313) 722-9060

SECRETARY/WORD PROCESSOR
Fast paced professional property management W. Bloomfield co. seeks a self starter who MUST possess the following: excellent verbal & written skills, capable of juggling diverse responsibilities coupled with ability to PRIORITIZE, accurate INITIATIVE, along with good organizational skills. Knowledge and/or power P.C. COMPUTER/WordPerfect skills REQUIRED. Position provides long term growth potential, fully, send resume to: L.W. Shabaka & Associates, P.O. Box 250088, W. Bloomfield, MI 48325.

504 Help Wanted Office-Clerical

SECRETARIES
Temporary assignments for experienced Word Processors:
• Long & short-term
• WordPerfect, Microsoft & Windows
• 55-110 per hour
• Troy, Auburn Hills, Detroit, Livonia
EMPLOYMENT