504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER with 2-3 years accounting experience. Good communication skills. Computer expertise in WordPerfect 5.1, Creative Solutions, Compulax, general tax & audit background needed for CPA firm. Send resume to: JCZ, 30700 Telegraph Rd, Ste 2675, Birmingham, MI 48025

ACCOUNTING CLERK
Village Ford, a large metro Detroit dealership, has an opening for a Used Car Coster. Candidate must have previous dealership accounting experience. We offer competitive wages and a great benefit package. If interested, please contact: Allyn Campbell. 565-3900.

ACCOUNTS PAYABLE/File Clerk
Computer entry experience, detailed, neat and willing to work with a high volume paper flow. Excellent benefits and wages. Send resume and salary requirements to: Office Manager, 15101 Cleat St., Plymouth, MI 48170

ACCOUNTS PAYABLE & RECEIVABLE CLERK
Opening in Southfield to assist supervisor in payables, receivables, payrolls, and other accounting functions. Must have at least 2 years successful experience with payables/receivables, be computer literate, and willing to learn. Competitive hourly rate and benefits. Background check conducted. Resumes:
Box 526
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Top producer at large Wall Street firm seeks hard working, computer literate individual. Series 7 desirable. Will train. Great opportunity for future growth. 637-0100

ADMINISTRATIVE CLERICAL
Position with Securities Broker/Dealer in Livonia. *Excel/Windows* experience preferred. Full-time with opportunity for advancement. To set an appointment, call: 313-462-1010

ADMINISTRATIVE ASSISTANT
$750 per week.
Full or part time positions available for individuals who possess good typing, organizational & phone skills. Word processing a plus. Call today. 748-9268
P

ADMINISTRATIVE ASSISTANT
Needed full time for in-home Based Insurance agency. Typing, multitasking, computer, mathematical & customer service skills a must. Salary plus benefits. Send resume with salary requirements to: SPA, 1760 Kirts Blvd #105, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
Part time, 9am-2pm, Mon.-Fri. Good typing & telephone skills a must. Computer experience helpful. Good working conditions & competitive salary offered. Please send resume or apply in person at: Cadillac Plastic, 26580 W. 8 Mile Rd., Southfield, MI 48034.

ADMINISTRATIVE ASSISTANT
Individual with excellent WordPerfect and dicatphone skills needed for fast-paced Birmingham Development firm. Growth potential. Send resume, salary requirements and starting date to: Ms. Petersen, 250 Martin St., Suite 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANT
Machinery sales company requires responsible, assertive individual capable of handling all daily operational functions of office. Strong organizational and communications abilities a must. Proficiency in WP 5.1 and Lotus required. Office relocating soon to Livonia. Full or part-time. Wages commensurate with experience. Hours negotiable, but must be able to work past 5pm with no notice when required. Indicate preferred hours on letter of application and submit with resume to:
PARPAS AMERICA CORP.,
28720 Wall St., Wixom, MI 48393

ADMINISTRATIVE ASSISTANT BOOKKEEPER
Administrative Service Organization in 13 Mile/Telegraph area seeks experienced, articulate & organized self starter. Ideal candidate should know shorthand 90-110 wpm, WordPerfect & Windows. Bookkeeping experience & typing 60 wpm required. Full time position with excellent benefits. Competitive salary. Send resume & salary history to: Personnel Manager
P.O. Box 3039
Birmingham, MI. 48012-3039

ADMINISTRATIVE ASSISTANT
Local Michigan based management company is currently seeking an Administrative Assistant in our Human Resource Department. Qualifications include one to three years previous secretarial experience, preferably in Human Resources, strong communication skills, ability to handle multiple priorities in a busy environment and prior experience in D-Base IV, Wordperfect and Lotus.
For immediate consideration please send resume and salary history to:

BOX 514
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Computer literate. Degreed. Archival, curational, librarian, registrar interests, phone skills. Presidents home in Bloomfield Hills. 647-1564

ADMINISTRATIVE ASSISTANT
For Detroit Real Estate Rental operation in law office. Must be computer literate. Located in West Bloomfield. 626-1200

ADMINISTRATIVE ASSISTANT
Dearborn based medical equipment company is looking for an experienced Administrative Assistant. WordPerfect, Lotus, Windows experience is required. Excellent benefits. Send resume with salary requirements to: Human Resources, P.O. Box 1243, Dearborn, MI 48120.

ADMINISTRATIVE ASSISTANTS
A-2 Communications has immediate openings for Administrative Assistants. 3 full and 3 part time positions available. Experienced office personnel with good customer service skills for our fast paced retail environment. Call for appointment.
13 & Telegraph area. 646-8606

ADMINISTRATIVE ASSISTANTS

- Fortune 100 company nees you!
- Microsoft Word knowledge helpful
- Troy area
- Great pay

CALL TODAY
CORPORATE PERSONNEL SERVICES
362-9696
EOE NO FEE

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton, 454-5403

APPLY TODAY
Office Clerical Positions

- Word Processing
- Data Entry
- Lotus 1-2-3
- WordPerfect

ADIA
The Employment People
(313) 382-2342 or (313) 722-9060

ASSISTANT NEEDED
To assist Sales Department staff in administrative and clerical tasks. Typing skills are a plus.
Jaguar-Saab of Troy. 643-6900

ASSISTANT to corporate executive. Data entry, WordPerfect, Accounts payable & receivable & payroll. Excellent career opportunity for capable person. Pam 585-5600

FULL CHARGE BOOKKEEPER
(manual system) thru financial statements, needs PC computer experience & typing skills. Full time salaried position, Mon thru Fri. 8.30am-5pm. Excellent benefit package. Send resume & salary requirements to: Printing Industries of Michigan, 23815 Northwestern, Ste 2700, Southfield, MI 48075.

BOOKKEEPER
Credit union seeks night audit person, full time. 2 years minimum credit union experience a must. Resumes only to: Accounting Manager, 660 Plaza Dr, Ste 2370, Detroit, MI 48226

504 Help Wanted Office-Clerical

AUTO DEALERSHIP BILLER
Large auto dealership looking for experienced car biller. Please send resume to P. O. Box 700737, Plymouth, MI. 48170.

BILLING CLERK for Birmingham lawfirm. Good with numbers & some computer experience. Call Jan 10am-noon, Mon thru Fri. Nonsmoking office. 540-7701

BIRMINGHAM Law Firm looking for part time Bookkeeper. 10-12 hours per week. Send resumes to: Gilbert M. Chinitz, Attorney at Law, 950 W. Woodward, Suite 220, Birmingham, MI 48009. No phone calls please

HI TECH Troy company needs Bookkeeper experienced in collections. Other duties to include: accounts receivable/payable, ADP payroll & journal entries. Full time permanent position with benefits. Mail resumes to: Multi-ARC Scientific Coatings, 1064 Chicago Rd., Troy, MI 48083. No phone calls please.

BOOKKEEPER - Full charge through trial balance. Must know sales & payroll tax, W-2, bank recs., for suburban accountanting firm clients. 5 years experience. 661-6874

BOOKKEEPER - accounts payable/receivable, 2 yrs college preferred, minimum 1/yr bookkeeping experience required. 10/hrs/wk. 853-7877

BOOKKEEPER (Experienced)
Must have excellent organization & writing skills. Apply within:
15775 Telegraph Rd., Redford Area.
255-6226

BOOKKEEPER - full charge, full time. Taylor window company. Send resume to: P.O. Box 145, Birmingham, MI 48012

BOOKKEEPER
Full Charge/Secretary for builder - real estate - property management company. Birmingham area. Good typing skills, shorthand, administrative abilities and record keeping capability. Call Mr. Schatz 645-5800

BOOKKEEPER: *PART TIME* for small, home based business. Computer skills a must. Word processing with WP 5.1. Call 313 737-2990

BOOKKEEPER/SECRETARY - Part time for film/video production company. Accounts payable/accounts receivable, payroll & taxes, general office procedures. Sharon: 363-1442

BOOKKEEPING CLERK
Accounts Payable/Accounts Receivable. Livonia. Entry level. Some experience necessary.
Apply to:
ROUSH INDUSTRIES
11886 Market
Livonia, MI 48150
591-1010
FAX 591-4333

BOOKKKEEPER
Experienced, computer skills a must, Lotus. Send resumes to: Mrs. Harrison, P. O. Box 82207, Rochester, MI 48308

BUILDER'S BOOKKEEPER
Residential developer/builder seeking long term full time employment of bookkeeper/accountant for accounts payable, recievable, insurance maintenance, tax deposits, closing statements, etc. Knowledge of software shops construction manager a plus. Salary $23,000-$26,000 annually based on experience, health insurance available after 90 days. Send resume to:
Box 530
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Call Today!
SECRETARY
Major financial institution with multiple locations has immediate short and long-term openings. WordPerfect 5.1, Lotus a plus.
Call Sheila 646-7662 - 799-3946
Unilorce Temporary Services

CASH AND BANKING DEPARTMENT/ACCOUNTING CLERK
A major supermarket chain based in Detroit is seeking an individual with general ledger skills and knowledge of bank reconciliations. Computer experience is a must. The qualified candidate should have an accounting background. Candidates are invited to respond with a detailed resume and salary history to:
General Accounting Manager
P.O. Box 33446
Detroit, MI 48232-5446
An Equal Opportunity Employer

REAL ESTATE Management Company in Bloomfield Hills is seeking an individual with experience in data entry, WordPerfect, bookkeeping, & filing. Full time. $7.50/hr.
Call 338-6030

CLERICAL ASSISTANT
Part time leading to full. National media sales rep office.
Call 1:30-4 30. 540-3070

CLERICAL - Excellent part time position. Southfield area. Hours: 10am-3pm. Varied clerical duties. Call Bonie Scholl, 356-1616

CLERICAL HELP needed. PC experience a plus. 30-40 hours per week. For appointment, call: 852-3393

CLERICAL HELP
for small nonsmoking Birmingham office. Part time, 2-3 days per week. Answer phones, type, file & general office work. Knowledge of Word Perfect necessary. Please send resume to: Marilyn, Greenfield Partners, 480 Pierce St., Ste 290, Birmingham, MI. 48009

CLERICAL NEEDED with experience. Send resume to: Ethan Allen Service Center, 35803 Veronica. Livonia 48150. 591-2320/Sue

CLERICAL - PART TIME
Person needed Tuesday & Thursday mornings at Canton insurance agency. Call, 459-2023

CLERICAL- part time position available at supportive employment program. 474-9973

CLERICAL POSITION
Expanding firm in Southfield seeking motivated full time personnel.
Call 569-6600

CLERK - Birmingham law office seeks part time clerk, 22 hours per week. Must have reliable car. $6 00 per hour. Send letter or resume to: Terri Dunn, 255 S Woodward, Su. 301, Birmingham, MI 48009.

CLERK/DATA ENTRY
$6 TO $8 AN HOUR
Temporary positions available in the Livonia area. 3 shifts. Banking and/or accounting experience helpful. Call today!

EmploymentGroup
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK - RECORDS
Immediate entry-level opportunity for an individual to join our corporate headquarters team. Duties include processing checks and organizing files. Light typing. CRT experience helpful. Full benefit package. If you're detail-oriented and enjoy organizing records and files, please reply to:
CLERK-RECORDS
P.O. BOX 2227
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

CLOSING AGENT
For busy builder in Novi. Must have mortgage experience & computer skills. Non-smoker. Send resume to: M. Benderner, 36998 Dartmoor, Farmington Hills, MI 48331.

CLOSING COORDINATOR
Career training for the right individual to process real estate closings. Heavy customer service requiring strong people/telephone skills. Must be detail oriented & type 45 wpm. Real estate experience helpful but not necessary. Benefits. Call Cathy: 353-1800, ext. 331
An Equal Opportunity Employer

COMPUTER SYSTEMS OPERATOR
Full time Secretary with knowledge of computer for suburban church. Responsibilities include general secretarial work plus publishing newsletter. Must know WordPerfect. Knowledge of AMOS system helpful but not essential. Write:
First Presbyterian Church, 1669 W. Maple, Birmingham, MI 48009.

CREDIT MANAGER ASSISTANT
Full time. Some computer experience & accounting knowledge helpful. Telephone & light typing. Fax resumes to Teddy at: 292-1822

CUSTOMER CONSULTANTS
25-35 hrs per wk. Must have good communications skills & computer experience, & positive outlook is a +. Call Drew for interview 261-8260

504 Help Wanted Office-Clerical

CLERK
Sorting, filing & matching accounting documents, full-time. $5.50/hr. Experience helpful, but not required. Benefits after 90 days. Send letters or resumes to:
Controller
P.O. Box 249
Wayne, MI 48184

CLERK TYPIST
Attorneys in Farmington Hills will train for their office. Typing and spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases.
855-6562

COLLECTIONS/BILLING
Pactel Paging has an opening in the collections/billing department. Responsibilities include computer billing, collection accounts, specialized reports, researching customer files and general accounting duties. Candidate should have at least 2 yrs. experience and computer experience a must. We offer a competitive salary and benefits package including medical, dental, life, tuition reimbursement, and 401K company savings plan. Please send resume with cover letter stating salary requirements to:
PACTEL PAGING
Attn: Human Resources
26800 Orchard Lake Rd., Ste. 200
Farmington Hills, MI. 48334-2957
An Equal Opportunity Employer
A Drug Testing Environment

COMPUTER OPERATOR - AS/400, 2nd shift, Mon.-Fri., 4PM-10PM. Experience preferred. Send resume to: Ternes Packaging, Dept. 1185, P.O. Box 39114, Redford, MI 48239.

CUSTOMER SERVICE
Major manufacturer needs your telephone survey skills. Will train. Two shifts. Typing 30 wpm.
Call Carol 646-7664 or 799-3946
Unilorce Temporary Services

CUSTOMER SERVICE SECRETARY
For electronics repair center. Customer relation skills and computer skills required. Send Resume: Metrum Services, 24404 Catherine Industrial Rd., Suite 310, Novi, MI 48375
EOE EMPLOYER

CUSTOMER SERVICE CLERK
Major insurance company needs personable candidates with excellent people skills. Unique opportunity for your computer experience.
Call Claire: 473-2933
Unilorce Temporary Services

CUSTOMER SERVICE
Busy Farmington Hills office needs detail-oriented person. Must be good dealing with people, have accurate typing, professional appearance & light bookkeeping skills. Could lead to a supervisory position. Work hours: Tues.-Fri., 12-9; Sat. 12-5. Ask for Linda at: 476-2981

CUSTOMER SERVICE - A person that will have health benefits, vacation and competitive wages... but they need to bring to the employer a good telephone personality, customer service oriented, willingness to work past the 5 O'clock whistle and be able to grow with the position. To join an organization that has existed for 35 years and intends to exist for another 35 years. Send resume to: G-M Underwriters Agency Inc., P.O. Box 5004, Rochester, MI 48308, Attn: B. Minguski.

CUSTOMER SERVICE
Suburban insurance headquarters has immediate needs for expanding location. Qualified candidates must have:

- Excellent people skills
- Basic math skills
- Commitment to long term assignment
- Light computer skills
- Prior business experience

Thorough training will be provided to selected candidates. This full time assignment offers regular pay increases to over $8.50/hour
Call Cathy 799-3946
Unilorce Temporary Services

CUSTOMER SERVICE REPS
Experienced professional must have computer literacy. Full & part-time. Resume ONLY to: 28900 Goddard, Romulus, MI. 48174. Attn: B.P.M.

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Dept. Some knowledge of basic office functions helpful. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3569

CUSTOMER SERVICE REP
Branch office needs mature, responsible, experienced, dependable individual. Must have CRT experience in processing orders, be able to assist with multi-line phone, perform clerical functions & type 35 wpm. Send resume & salary requirements to: Item Products, 12874 Westmore St., Livonia, MI., 48150.

CUSTOMER SERVICE
Busy office in northwest suburbs requires conscientious customer service person to maintain daily contact with customers taking orders, pricing, purchasing & expediting. Good telephone rapport a must for our order desk. Excellent working conditions & good benefit package. Send resume to: Customer Service, P O Box 413, Farmington, MI 48332-0413
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

DATA ENTRY CLERK
Needed for billing department at a defense law firm in Southfield. Applicants must be able to type 50-100 wpm, work 40 hrs. per week & enjoy being busy. Hours flexible. Pleasant surroundings. Excellent benefits. Please send resume to:
Lori Driggs
Collins, Einhorn, Farrell & Ulanoff
4000 Town Center
Suite 909
Southfield, MI 48075

DATA ENTRY - dispute processing, experience preferred. 20-40 hours per week. Starting at $5 per hour. W Bloomfield. EFA, Inc. 932-3040

DATA ENTRY - Immediate full time. Specialty health care benefits company in Southfield. Experienced. Medical/podiatry background preferred. Resume to: Box 760547, Lathrup Village, MI 48076.

DATA ENTRY
PART TIME. Flex your own day time hours with this Western suburb insurance firm. Attention to detail and 10,000 key strokes for immediate openings. Call Dana 473-2932
Unilorce Temporary Services

DATA ENTRY PERSON for busy Accounting Dept. in the Ferndale area. Must be experienced and dependable with a good phone voice.
Call John 543-5100

DATA ENTRY
$13,000 UP
Experience, Livonia area.
5 day week, no nights.
Benefits. FEE PAID.
Employment Center Agency.
569-1636

DISPATCHER/ SERVICE SECRETARY
Full time, for expanding office machine company. Dependability, organization, & good customer relations are required. Call between 9am-11am. 356-2300

DOWNTOWN LAW FIRM seeks Legal Secretary with minimum 3 years litigation experience. Experience with WordPerfect helpful. We offer competitive salary & benefits. Send resume & salary history to: Director of Administration, Berry, Moorman, King & Hudson, 600 Woodbridge Place, Detroit, MI 48226.
No phone calls please.

ENGINEERING OFFICE CLERK
Filing, blueprints, typing, errands, etc. Experience with word processor & spread sheets. Call 10AM-3PM: CPI ENGINEERING, CANTON
454-1090

EXPERIENCED legal secretary for Farmington Hills general practice attorney. Mon thru Thur 9.00 a.m. to 5 00 p m. 626-9070

FULL TIME Word Processor Transcriptionist. Excellent communications skills required. Excellent benefits and salary. Send resume to: P. O. Box 1300, Birmingham, MI 48012-1300

GENERAL CLERK
Full time/perm position. Credit Dept. General clerical duties. Type 40wpm. Potential for advancement. For schedule an interview call:
TempExchange
332-8000
(Bloomfield Hills office)

504 Help Wanted Office-Clerical

DATA PROCESSING OPERATOR
PART-TIME
Fast paced office in Telegraph/13 Mile area seeks dependable self starter to work evenings 5-10pm. Mon-Fri. Job duties include: printing reports, system backup, & filing. Previous mini computer experience required. Starting wage $7.25 per hr. Send resume & or cover letter to:
Personnel Director
P.O. Box 3039
Birmingham, MI. 48012-3039

EXECUTIVE SECRETARY
Troy based corporate office needs a top-notch executive secretary to provide clerical and administrative support to the President of the Company and two other executives. Our business is in the automotive field which requires the ability to function in a fast-paced environment. Basic secretarial skills including good computer knowledge in Word-Perfect, Lotus, and DOS are required. More importantly, though, a professional, take-charge attitude with the ability to learn and adapt quickly are fundamental. Please send resume and salary history to:
WOODBRIDGE INOAC
2500 Meijer Dr.,
Troy, Michigan 48084

Att'n.: Bill Johnstone

FILE CLERK
needed for busy Troy law firm. Experience helpful. Full time and/or part-time available. $5.50/hr. to start plus benefits. Send resume & salary requirements to Box #528
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FLEXIBLE HRS. - SECRETARY
Small office in Keego Harbor. Computer knowledge necessary. Non-smoking office. Call 738-1140

GENERAL CLERK
Filing, copying and light typing.
RECEPTIONIST
Pleasant professional phone manner.
DATA ENTRY
Alpha and/or numeric. 6,000 key strokes/hour.
Immediate full time positions available. Call:
TempExchange
332-8000
(Bloomfield Hills office)

GENERAL CLERK
Filing, copying and light typing.
RECEPTIONIST
Pleasant professional phone manner.
DATA ENTRY
Alpha and/or numeric. 6,000 key strokes/hour.
Immediate full time positions available. Call:
TempExchange
332-8000
(Bloomfield Hills Office)

GENERAL OFFICE - 12:30-5:30pm., Mon thru Fri. Filing, answer phones, packaging, shipping. Downtown Farmington area. 478-3355

GENERAL OFFICE WORK
Part time, noon till 5pm, Mon thru Fri. Bloomfield Hills area. Computer skills necessary. References required. 313-540-4600

GENERAL OFFICE- Part time, 1-5 daily. Answering phones, misc. accounts payable & payroll, filing, data entry. Troy area.
Call between 12 & 3pm, 585-9440

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept, 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GENERAL OFFICE - permanent/part time, mature, experienced, responsible, adaptable to anchor established Birmingham business, 4-5 days, 25/hrs/wk. 9am starting time a must. Reply to Box #480
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Looking for dependable person willing to make long-term committment to part time office position in N. Farmington Hills. Job duties include appointment scheduling, data entry and retrieval, word processing, and other general office tasks. Must have excellent organizational skills and general computer knowledge. Approximately 25 hours weekly (flexible). Starting salary $6-$7 per hour. Send resume to:
C.I.S.I.
33505 14 Mile, Suite 95
Farmington Hills, MI 48331
Attn: Chris

HOTEL EXECUTIVE SECRETARY
Experienced person with excellent office skills. Typing 65 WPM, shorthand 80 WPM. Good telephone etiquette; organized & be able to provide a variety of tasks with a positive attitude. Position is available immediately. Excellent benefits package. Please come in to fill out application at: Hotel St. Regis, 3071 W. Grand Blvd., Detroit, or FAX resumes to: 873-2574
An Equal Opportunity Employer

30 IMMEDIATE OPENINGS LIVONIA AREA!

- Data Entry Operators 8000 keystrokes +
- Receptionists
- Word Processors

Call Today - Work Tomorrow
525-0330
ADIA
Personnel Services

Immediate openings
DATA ENTRY
Many short or long term openings. Multiple shifts. Fast growing financial corporation. Top pay and benefits. Call Donna 646-8500
Unilorce Temporary Services

Immediate openings
ADMINISTRATIVE ASSISTANT
Openings for experienced secretaries. Candidates must have professional office experience.
Long and short term openings.
Call Shana: 473-2931
Unilorce Temporary Services

IMMEDIATE PART TIME position available. Duties to include: answering phones, typing, filing, photocopying, accounts receivable, competitive salary & benefits. Qualified candidates should mail or fax resume: Berger Realty Group Inc., 31700 Middlebelt Rd., Suite 100, Farmington Hills 48334, fax 313 737-2464

INSURANCE CLERK
Insurance company located in Livonia seeking individual experienced in servicing commercial accounts. Must have PC knowledge.
BARTECH INC.
271-5454

INSURANCE - Experienced personal lines CSR for Farmington Hills agency. Excellent benefits.
Call Carol 851-7793

INVENTORY CLERK - experienced needed. Send resume to:
Ethan Allen, 35803 Veronica, Livonia 48150, 591-2320/Sue

Inventory Control Clerk
Position requires strong computer skills. Must be detail-oriented. Duties include preparing invoices, vendor settlement, data entry, word processing, and extensive clerical duties. Send resume
with wage requirements
to: Attn: Controller, P.O. Box 721069, Berkley, MI 48072

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8168

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
Suburban office needs your all around experience and desire to learn. 40+ typing.
Call Gail 799-3947
Unilorce Temporary Services

LEASING AGENT NEEDED
For busy apartment complex. Must be able to work weekends. Apply in person: The Springs Apartments, Pontaic Trail in Novi.

LEASING AGENT & Office help for full time positions at the Village Apartments in Wixom. Apply in person at the Village Clubhouse, Mon thru Fri., 9am-5pm. 30900 Tamarac.

LEGAL ASSISTANT-Employee benefits & pension paralegal. Minimum 2-3 years experience with IRS submissions & terminations & 401(k) Plans. Must be familiar with general qualification requirements & non-discrimination rules. Salary commensurate with experience & ability. Submit resume to: Hiring Partner, Hill Lewis, 100 Renaissance Center, Ste. 3200, Detroit, MI. 48243

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY for Southfield Personal Injury firm (Plaintiff) 3-4 yrs. experience. Call Mrs. Raven, 552-8500

LEGAL SECRETARY: For Southfield Law Firm. Word Perfect experience, with 80 wpm knowledge of LAWS a plus. Call Sylvia 352-9580

LEGAL SECRETARY wanted full or part-time. Must know WordPerfect. Some legal experience required. Birmingham. 540-6101

LEGAL SECRETARY with min. 3 yrs. litigation experience for Birmingham law firm. WordPerfect experience necessary. Call 642-1330

LEGAL SECRETARY - experienced, for small Birmingham law firm Specializing in family law.
646-7177

LEGAL SECRETARY 3-5 yrs. experience for defense firm. Non-smoker, salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY
For Birmingham Law Firm. Two years litigation experience. Word Perfect. Send resume to:
Office Manager, P.O. Box 1899,
Birmingham, MI 48012-1899

LEGAL SECRETARY (part time 2 days per week) for Maple/Telegraph office. Knowledge of WordPerfect necessary. Send resume to: Office Manager, 6735 Telegraph, Ste 340, Bloomfield Hills, MI 48301

LEGAL SECRETARY
Experienced Legal Secretary for personal injury firm needed for Southfield, with excellent typing, writing and grammar skills required.
354-4640

LEGAL SECRETARY
needed full time for Bloomfield Hills law firm. Must be experienced & organized with WordPerfect 5.1 knowledge. Salary commensurate with experience. Send resume to: Personnel Manager, 6895 Telegraph Rd, Bloomfield Hills, MI 48301-3138

LEGAL SECRETARY
Southfield general law office specializing in personal injury. Legal experience preferred. Good benefit package. Salary commensurate with experience. Please reply to: Box 516
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 years experience in workman's comp. Have excellent office skills. Salary commensurate with experience. Send letter with resume to: Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
needed for non smoking law firm.
Trainee Secretary - recent high school graduate preferred with high academic skills.
Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 60-80 wpm. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). 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 498
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY needed full-time for small Southfield law firm. Experience preferred. Call Cheryl at: 350-8220

LEGAL SECRETARY - Full Time. Busy Southfield litigation firm, experience required. WordPerfect. Non smoking office. 827-7000

LEGAL SECRETARY
Experience needed for plaintiff litigation firm. Send resume to: Attn. Office Manager, 3000 Town Center, Suite 1050, Southfield, MI 48075

LEGAL SECRETARY
with 2-5 yrs. experience needed for Farmington Hills personal injury firm. Computer experience required. Send resume & salary requirements to: Matz & Rubin, P.O. Box 250542, W. Bloomfield MI 48325

LEGAL SECRETARY
For Southfield law firm. Must have minimum of 5 yrs. experience in Estate Planning, Corporate, & Real Estate law. Excellent Word Processing and organizational skills required. Wang Word Processing experience helpful. Please send resume to:
Office Administrator
P.O. Box 215
Southfield, MI 48037-0215

LIVONIA CHIROPRACTOR seeking front desk Receptionist, smoke-free environment. Apply at: 28404 W. 5 Mile on Thurs. 9-1 pm. Fri., Mon., Tues, Wed. from 9-1 or 3-6

LOOKING for a self motivated individual with good math, general office & telephone skills. Data entry experience a plus. Company paid medical & dental benefits.
Send resume to: Box 506
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAIL CLERK
Part time, mornings.
Fast-paced Birmingham law office.
Ask for Mike Muller: 645-2440

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

LEGAL SECRETARY
Standard Federal Bank, one of the nation's largest savings institutions, has an immediate opening for a Legal Secretary in its Troy headquarters.

The qualified candidate must have typing skills of 60-70 word per minute on a word processor using WordPerfect 5.1. Must also have a minimum of 3 years of legal secretarial experience, preferably in litigation, and ability to transcribe from a dictaphone.

We are prepared to offer a competitive salary including a complete flexible benefit package. Please send resume to the Human Resources Department:

STANDARD FEDERAL BANK
Savings/Financial Services
2600 West Big Beaver Road
Troy, MI. 48084

Equal Opportunity Employer M/F/D/V

504 Help Wanted Office-Clerical

LEGAL SECRETARY
A Full Service Agency for the professional legal community

TEMP...TEMP TO PERM...PERM

Fee paid, exclusives, no charge resume service, 9-5 gets you $95.00

PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075

FAX 358-0235 Phone: 358-0060

LEGAL SECRETARY/PART TIME
For busy, non-smoking litigation firm. Minimum 3 years legal Secretarial experience with WordPerfect, 5.1 and knowledge of shorthand. Flexible late afternoon/evening and weekend hours. Resumes only to: Mrs. Smith, Suite 2200, 20500 Civic Center Dr., Southfield, MI., 48076.

MAILROOM/MESSENGER - Busy Southfield real estate office seeks mailroom/messenger. Job requires daily driving, lifting boxes up to 40 lbs. and miscellaneous office duties. Good driving record necessary. Excellent benefits. Hours are 8:30 a.m. to 5.00 p.m. some overtime required. Please call Lynn at 357-6187

MANAGER
Experienced Residential Manager is needed for 1 of our eastside apartment complexes. Salary commensurate with experience. Benefits included. Send your resume to:
RESIDENTIAL MANAGER
Box 394
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MARKETING ASSISTANT
for a local insurance agent in the business for 20 years. Full or part-time. Responsibilities include marketing, customer service, computer and administration.
Call Jeannie at: 362-5020

MEDICAL BILLING office needs someone with basic secretarial skills to work 10-20 flexible hours per week, ideal for high school students. Send resume to: General Manager, 37735 Enterprise Ct., Suite 400, Farmington Hills, MI 48331

NATIONAL ACCOUNTS SECRETARY
You will be an intrical team member in a Fortune 500 Company serving hospitality, health care & commercial customers. We seek a Secretary who will administer, prioritize and assume an array of duties. Dictaphone, typing, word processing with WordPerfect and graphic experience, as well as customer contact are daily activities. We offer comprehensive benefits and competitive hourly salary with flexible hours. Submit resume to: P.O. Box 530551
Livonia, Michigan 48152

An Equal Opportunity Employer

NORTHWEST SUBURBS - Busy Office requires full-time experienced real estate secretary, with good word processing & organizational skills. Flexible hours. Benefits. Please send resume & salary requirements to: P.O. Box 370.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate part-time office/clerical position. Requires motivated self-starter, strong organizational skills & some basic office experience. Weekend work is required. Apply in person or call:
LA-Z-BOY SHOWCASE SHOPPES
27754 Novi Rd, Novi
349-3700

Office Clerical

ADMINISTRATIVE ASSISTANT
Montgomery Ward is seeking a highly organized individual to provide administrative support at our regional human resources office in Livonia.

To qualify, you must have excellent interpersonal skills, previous office experience and knowledge of Word-Perfect and Lotus 123. College degree preferred: some college necessary.

We offer a competitive salary and benefits package. Please send your resume to: Montgomery Ward-Regional HR, P.O. Box 2304, Livonia MI 48150. EOE.

MONTGOMERY WARD

OFFICE CLERK - full time clerk for order follow-up & misc office tasks. Good organizational & typing skills a must. Computer experience helpful. $6 50 per hour to start. Leave message at 272-5811

OFFICE CLERK
Full time for busy sales office. Good phone skills, accurate typing, filing & some computer experience required. Send resume to: Attention Sales Secretary, Star Cutter Company, P.O. Box 376, Farmington Hills, MI. 48332-0376.

OFFICE CLERK - Full time. Must have typing, telephone, filing & some computer knowledge & be familiar with accounts payable & receivable. Oak Park. 968-5560

OFFICE CLERK
Growing distributor seeks full time mature Office Clerk. Responsibilities include phone answering, data entry, filing and other office tasks. Send resume and cover letter to: Office Clerk, P. O. Box 20310, Ferndale, MI 48220

OFFICE HELP - Sterling Heights
35 hour/week. Light PC experience needed. 826-9166

OFFICE MANAGER
Small design firm needs person with bookkeeping skills to work 28 hrs/wk. Call Beth, 642-4040

OFFICE PERSON for fast paced small insurance & investment office. 5 days, 20-25 hours. Detailed customer service, light typing, filing, data entry & errands. Big Beaver & I-75. Send resume to: Ray McCarus, CLU CHFC, 2701 Troy Center Dr., Suite 300, Troy, MI. 48084.

OFFICETEAM
Office positions available with widely diversified companies.
Administrative Assistant
Secretary
Purchasing Agent
Librarian
Medical Biller
The change you've been waiting for to get your career moving.
Call Officeteam today!
Phone 358-0222 Fax 358-0941
26588 Northwestern #250
Southfield, MI 48034
Vacation and Holiday Pay
Health Care Benefits/EOE

OPERATIONS COORDINATOR - accounting background, with Solomon or comparable software, plus typing. Farmington Hills company. Long term - temp assignment, hourly rate. Fee paid

RECEPTIONIST - position with switchboard experience, for large suburban automotive company. $8.50/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PAYROLL - Must be good with figures and type. Approximately 25 hrs. per week. Vicinity of 11 Mile/Southfield. 559-8649

PAYROLL/RECEIVABLES COORDINATOR
Southfield mid-sized, well established and growing company has immediate opening for experienced Payroll and Receivables Coordinator. Responsible for payroll, sales commissions computation, taxes, 401-K; personnel records and government reporting; receivables and collections. Strong PC skills including Lotus. Must be able to work independently with accuracy in fast-paced environment. Complete salary and benefits package. Forward resume including salary requirements in confidence to:
Dept. PRC
Automated Marketing Systems
26533 Evergreen
Suite 400-II
Southfield, MI 48076
FAX 313 352-0785
E.O.E.

504 Help Wanted Office-Clerical

PART TIME CLERK TYPIST
Immediate opening for individual to work at our Mortgage Processing Center located in Troy on 14 Mile Rd. at Stephenson Hwy. Candidate must type accurately, minimum 40wpm, data input ability, and the ability to deal with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Will work Mon. thru Fri., 7:30am to 11:30am. It is the policy of First Federal to conduct pre-employment drug testing.

Apply in person Mon. thru Fri., 10am to 2pm.

FIRST FEDERAL OF MICHIGAN
1250 W. 14 Mile Rd.
Troy, MI 48083
An Equal Opportunity Employer

PART-TIME EVENINGS: General office duties with computer experience. College student ideal. Farmington area. 477-5900

PART TIME RECEPTION WORK for busy Farmington Hills law office. Multi-line phone experience. Non smoker. Ask for Linda 737-8400

PART TIME SECRETARY
WordPerfect experience, minimum 60 wpm, good w/people. Send resume: Novi Secretarial Services, 41390 W. 10 Mile, Novi, MI 48375

PERSON FRIDAY
Phones & typing. Computer experience helpful. Benefits.
TI-ROS, 721-5455

PERSONNEL ASSISTANT
Full service automotive prototype company in Livonia is seeking a self starting, goal oriented, human resource generalist with strong experience in employee benefits. Duties will include administration of insurance and other benefits, interface with payroll dept. Experience with unemployment and workers comp issues a plus. Growing company with offices in several states.
Send resume to:
Personnel
Attn: Betty Zink
P.O. Box 1095
Westland MI 48185

PERSONNEL ASSISTANT
Clerical assistant in benefits enrollment, processing personnel changes and verifying employment. Serves as assistant to the Director of Human Resources including special projects involving data analysis and research. 2-3 Years in Human Resources preferred. Knowledge of word processing and spreadsheet essential. Please send resume to:

Recruiter/Appointment Center
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RESEARCH INTERVIEWERS
Flexible scheduling, 16-35 hours, day & evening shifts available. Seeking people with pleasant voices & personalities to conduct research interviews. Must type 40 wpm & have excellent communication skills, flexibility. No sales work, professional environment.
Call 637-1434 or send resume to:
CMA, Director of Recruiting,
2301 W. Big Beaver, Suite 411,
Troy, MI 48084

REAL ESTATE Office in Livonia needs Receptionist to answer phones and typing. Evenings and weekends. Call Jay Hughes, 522-8000

RECEPTIONIST
part time, 35/hrs per week, $5/hr. Rochester Hills 852-2250

RECEPTIONIST
Full time. Answer phones, greet visitors, file, and type with accuracy a must. Send resume with references and wage request to: A P & C, 1749 E. Highwood, Pontiac, MI 48340

RECEPTIONIST
Full-time, Mon.-Fri. Excellent telephone skills. Must type 50 wpm. No phone calls please. Send resume to:
Graebel Detroit Movers
21140 Trolley Industrial Dr.
Taylor, MI 48180

RECEPTIONIST
Part time for electrical distributor in Farmington. Filing, general office duties, answer phones. 478-9500

RECEPTIONIST/SECRETARY
office experience: WordPerfect. Part time, MLS Assoc., Fred Layne, 548-5333

RECEPTIONIST/TYPIST
for Birmingham law firm. Full time, benefits available. Please call: Hana, 642-1300

RECEPTIONIST for home health care company. Must have good phone & computer skills. Please apply within: Prescribed Oxygen, 9430 Sheldon Rd., Plymouth.

RECEPTIONIST for Southfield law firm. Must have excellent "people skills" & able to handle large phone volume. Willing to train the right person. No benefits. 353-8630

RECEPTIONIST
Part time. Must possess good speaking voice & light office skills. Send resume to: 17117 W. 9 Mile, Ste. 1220, Southfield, MI 48075

RECEPTIONIST - needed immediately. Busy phones, light clerical & computer knowledge. Own transportation, non-smoker. Call Patty Mon-Fri 8:30-5. 641-5400

RECEPTIONIST
For Farmington Hills law firm. Some clerical & light typing. WordPerfect preferred. 8 30-5.00, Mon.-Fri. Temporary position. Non-smoking. $8.50/hr. 553-2300

RECEPTIONIST for mall office environment. Must be well organized & efficient with knowledge of Lotus & WordPerfect. Full time, 8-5, Mon-Fri. Send resume to: Tel 12 Mall, 28690 Telegraph Rd., Southfield, MI 48034. No phone calls please.

RECEPTIONIST WANTED
For senior community in Farmington Hills. Must be outgoing with typing & phone skills. Experience with seniors helpful, but not required. Apply in person at: 36550 Grand River Ave., Farmington Hills.

RECEPTIONIST/SECRETARY
Non-smoking office in Birmingham, proficient at WordPerfect, 75wpm, DeskTop Publishing a plus.
Send resume with salary requirements to: Secretary, 805 E. Maple, #300, Birmingham, MI 48009

RECEPTIONIST
Professional, neat appearance, pleasant personality needed for busy non-smoking Southfield firm. Contact Rhonda 10 to 11:30am or 2:30 to 4pm. 354-8800
An Equal Opportunity Employer

RECEPTIONIST
Bright, articulate, organized, neat, personable team player, for Birmingham property management company. WordPerfect, Quattro experience helpful. Nonsmoker, benefits. Reply to Box 342
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
If you have a professional appearance, good telephone etiquette, are well-organized, possess some typing ability, and have strong verbal & written communication skills, you are the person we are looking for to be our Receptionist. Team-players can fill out an application at:
44700 Grand River, Novi.

RECEPTIONIST
Southfield property management company seeks a full-time, professional, outgoing receptionist with 1+ years PBX experience to handle busy switchboard and light secretarial duties. Successful candidate will possess patience, poise and ability to remain flexible. Starting pay commensurate with experience. Please send or fax resume to:
Human Resources Department
Amurcon Corporation
26555 Evergreen, Suite 1300
Southfield, MI 48076
fax (313) 352-0725

RECEPTIONIST-Two part-time positions available in the Dearborn area. Good typing skills are required. For an appointment, call Kathy at: 271-9410

504 Help Wanted Office-Clerical

EXCELLENT PART-TIME OPPORTUNITY WITH GROWING TRAINING AND COMMUNICATIONS FIRM FOR A MATURE AND COMPOSED RECEPTIONIST

Hours: 8am to 1pm, Mon. thru Fri. Please send resume/hourly pay requirements to: Receptionist, 400 Renaissance, Suite 2550, Detroit, MI 48243. No phone calls please.

RECEPTIONISTS NEEDED
Full time, Mon.-Fri., 9-5:30 and part time 2 evenings per week & all day Sunday for busy Farmington Hills real estate office. Experience helpful but not necessary. Must type 45 wpm. Please call Janet Horner: 851-6900, Ext. 68

RECEPTIONIST - PART TIME
Leading international firm seeks individual with pleasant telephone manner and personality. Light secretarial duties; experience in WordPerfect preferred; attention to detail necessary. Excellent working environment in Troy; 25 hours per week. Please send resume, in confidence to: Human Resources Dept., P.O. 958, Troy, MI 48099.

RECEPTIONIST
Good opportunity with growing international company. Requires competent telephone & general office skills. Plus a poised, mature, friendly, professional demeanor to handle diverse responsibilities. Competitive pay, great benefits, congenial staff, convenient location off I-275. Please send resume to: Receptionist,
Box 524,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Full time for Troy law firm. Good typing skills, legal experience preferred. 643-4700

RECEPTIONIST for busy West Bloomfield Office. Multi-line phone experience and knowledge of office procedures required. $7.00 per hr. Mon - Fri 11 AM to 7PM. 737-4710

RECEPTIONIST/SECRETARY
For high-end sophisticated design showroom in Michigan Design Center, to handle busy phones, demanding clientele, and other general office duties. Interested parties call Carolyn, 9am-5pm. 643-4770

RECEPTIONIST
for Southfield property management company/builder. Full time. WordPerfect & secretarial skills preferred. Resumes to: Margulies Investment Co., 24800 Lahser, Rd. Southfield, MI. 48034

RECEPTIONIST/SECRETARY
Good communication & organizational skills. Lotus & WordPerfect preferred. Good compensation package w/benefits. Send resume: Office Manager, 30600 Telegraph Ste.4290, Bingham Farms, MI 48025

RECEPTIONIST/SECRETARY - must be outgoing & helpful with WordPerfect or equivalent experience. Full time with benefits.
Pat Jennings, Canton Analytical Laboratory, 47801 Anchor, Plymouth, MI 48170

RECEPTIONIST
We are a growing mortgage company looking for a part time receptionist to work Mon-Fri. 8:30AM-2PM.
If interested please send resume to:
RELIANCE MORTGAGE CO.
17199 N Laurel Park, Su.404
Livonia, MI 48152

RECEPTIONIST/CLERK
Expanding company has an office position opening for a Receptionist/Clerk. Background needed in the following areas:

- Answering Phones
- Filing
- Other office related duties

Computer background required. Please call: 416-6460

RECEPTIONIST
General Contractor looking for an outgoing person with experience on telephone, WordPerfect & general clerical skills. Send resume & salary requirements to:
Office Manager
31313 Northwestern, Suite 206
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
Auburn Hills distributor has immediate opening. Responsibilities for this entry level position would include telephone answering, greeting customers, some word processing and clerical duties. Professional appearance and manner required. Send resume with letter of interest and wage requirements to the Personnel Dept., 1295 N. Opdyke Rd., Auburn Hills, MI 48326

RECEPTIONIST/SWITCHBOARD
Operator. Part time position available with established software company. Duties include: greeting visitors, light computer work, general clerical responsibilities. Hours 8am-12 pm, Mon thru Sat, with some holidays. Applicant must have an outgoing personality with good communication skills. Experience preferred. Send resume to: 3pm McKesson/Human Resources, 30881 Schoolcraft, Livonia, MI 48150.
Equal Opportunity Employer M/F/H

RECEPTIONIST/TYPIST needed for rapidly growing company. Switchboard experience necessary, must answer approximately 100 calls per day. Must type 50 WPM, computer skills, and good communication skills. Professional appearance necessary to greet clients and visitors. Must pass clerical test. Full time, 8-5, with 1 hour lunch. Benefits. Please call Dellie Kolacki at: 354-4800. Or apply in person at:
REHABPLANS
400 Galleria Officentre
Suite 101
Southfield, MI. 48034
EOE/MFHV

RECREPTIONIST
Temporary full time, 4 to 6 month assignment. Must have pleasant telephone manner, and typing skills. Professional atmosphere. Call: ask for Mary 645-2994

RETAIL OFFICE - in need of part time energetic person, evenings & weekends. Typing & general computer knowledge necesary. Apply within, Art Van Furniture, 6300 N. Wayne Rd. Westland.

PART-TIME EXPERIENCED
Secretary for small office.
Inquire at: 858-7730

SECRETARY
(Department)
Corporate headquarters seeks an energetic, detail-oriented individual with a minimum of two years general office experience to join our International Department. Requirements include typing 50wpm, word processing experience (WordPerfect preferred), and a pleasant telephone personality. Must be willing to work overtime during peak periods. Full benefits package. If you're interested in joining our prominent worldwide organization, reply to:
DEPT. SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

SECRETARY-Experience necessary. Must type 55 wpm. Must know Windows & Dos 5. $14,600 per year to start. Benefits included. 535-9433

SECRETARY
For expanding retail chain store in Livonia. Good salary. Ask for Dan. 615-9777

SECRETARY - for small CPA firm. Extensive phone & client contact. Excellent WordPerfect skills, data entry & filing. Send resume to: PMD, 315 S. Woodward, Ste. 105, Royal Oak, MI. 48067.

SECRETARY
Immediate openings for your experience. Rapidly growing company has both short and long term needs. Multi-Mate and Lotus a plus.
Call Susan 646-7681
Unilorce Temporarary Services

SECRETARY
Law firm seeks individual with outgoing personality. Lots of client contact. Requires excellent communication & typing skills including WordPerfect and transcription. Current work experience, no legal experience required. Benefits. Send resume to: Office Manager, 30500 Northwestern Hwy, Suite 200, Farmington Hills, MI 48334-3177

SECRETARY/MANAGER
Desired by small title insurance agency in Bingham Farms. Salary commensurate with experience. WordPerfect, real estate and/or title insurance experience required. Send resume to: 32100 Telegraph Rd., Ste. 215, Bingahm Farms, MI 48025 or call Harry, 642-1115

504 Help Wanted Office-Clerical

ENGINEERING SECRETARY PART-TIME
Duties include routine typing, filing, print distribution, maintaining departmental status reports & daily telephone communications. Requires typing skills of 50wpm minimum, WordPerfect 5.0/5.1, good language skills & excellent telephone skills. Neat appearance & interpersonal skills are a must. Flexible hours & opportunity for advancement for the right person. Send resume to: Draw-Tite, Inc., Mary Domeier, 40500 Van Born, Canton, MI, 48188.

SECRETARY
Computer firm needs experienced Secretary to join our staff. Typing 60 wpm & WordPerfect necessary. Full benefits. Salary requirements & resume to: HR/Secretary, 29299 Franklin Rd., Southfield, MI. 48034.

SECRETARY
Dependable, able to work without supervision. Experience with Lotus 1-2-3 a must. Part time. PRIDE Services, Inc.
Call between 1-5pm, 255-6622

SECRETARY- Full time position available. Duties will include typing, filing, data entry & math mailing. Experience preferred. Please send resume to: MMSI, 21312 Hilltop, Southfield, MI 48034, Attn; Cheryl Schultz

SECRETARY/LAW OFFICE
Word Perfect, 70wpm.
Will train.
Birmingham: 647-1053

SECRETARY
Mature, organized individual needed to meet challenges of a fast paced position working with busy executives. Standard secretarial responsibilities. Successful candidate will be discreet, intelligent, hard working & have working knowledge of WordPerfect 5.1, plus excellent English skills spoken & written. High school graduate with several years of similar experience. Qualified applicant should send resume & cover letter *including salary history &* expectations to:
SECRETARY/PERSONNEL
2000 Town Center, Suite 2200
Southfield, MI 48075
An Equal Opportunity Employer

SECRETARY - National service company in Birmingham has an immediate opening for a secretary with strong communication/interpersonal skills, 60wpm typing. IBM or compatible PC experience. Proficient in WordPerfect 5.1. Salary mid to upper teens with benefits. References required. Call Crystal Marsh at 647-4730

SECRETARY needed for 1 attorney in Redford. Must be able to type from dictating equipment, answer phone & do general clerical work. Submit resume to: Michael McCarthy, 26001 5 Mile, Redford, MI 48239

SECRETARY/OFFICE MANAGER
Mon.-Fri. 1-5pm. Building/real estate company in West Bloomfield. References required. 855-4447

SECRETARY
Part/full time positions available for individuals who possess a minimum of 2 years secretarial experience, Word Processing, typing 50/wpm and ability to prioritize and meet deadlines. Send resume to G.A. Department, P.O. Box 760517, Lathrup Village, 48076, or
Call Linda: 559-2579

SECRETARY PART-TIME
Approximately 30 hrs per week, needed for industry leader in consumer package goods. Applicants should possess pleasant telephone manner & good typing skills. Knowledge in Microsoft Windows, Excel & Word preferred. Previous experience helpful. Starting salary $6.50 per hour depending on experience & qualifications. Work schedule can be negotiated, based on office hours of Mon-Fri, 8-5. Please call between 9-3, ask for Tom or Lorrie
313-642-2379

SECRETARY/ PURCHASING DEPARTMENT
An excellent opportunity is now available for you. We are looking for someone with great organizational & math skills to work in our purchasing department. A good candidate would also have computer experience in word processing & spreadsheets. A lumber background would be beneficial although is not essential. Please contact Lisa Gallo, Human Resources, Erb Lumber, Inc., 644-5300 extention 351

SECRETARY Real Estate Office, experienced preferred, but may train organized, high energy person. Full & part time available. Call George
ERA AMERICA 680-1500

Secretary/Receptionist
To perform general office duties for medium-sized accounting firm. Experience in WordPerfect necessary, knowledge of Excel helpful. Salary negotiable, fringe benefits. Hours: 8:30-5PM. Call Trudy: 489-9410

SECRETARY/RECEPTIONIST
General office duties. Busy phones. Word Processing. Send resumes to:
2 Lone Pine Rd.
Bloomfield Hills, MI 48304

SECRETARY/RECEPTIONIST
Southfield insurance Office. Word Perfect 5.1 required. Life insurance experience preferred. Send resume to:
Personnel Dept.
P.O. Box 72-1263
Berkley, MI 48072

SECRETARY/RECEPTIONIST
Computer skills. Great benefits. Send resume to: ASI, 25140 Lahser, Ste. 121, Southfield, MI 48034, Attn: Sales Manager.

Secretary/Receptionist
With computer experience. Small business environment, immediate opening. $5-6/hr. Full benefits. Please send resume to: Box 538
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/ RECEPTIONIST
Property management firm has opening for full time secretary/receptionist. Successful applicant must possess excellent phone etiquette, professional appearance, and strong sense of responsibility. WordPerfect & Lotus experience helpful. Benefits package includes comprehensive medical & starting salary of $7/$7.50 per hr. Please submit your resume to:
CERTIFIED REALTY, INC.
Attention Personnel Manager
38345 West Ten Mile Rd, Ste. 300
Farmington Hills, Michigan 48335
Or call: 471-7100

SECRETARY
Southfield healthcare headquarters has long term opportunities. Full and part-time. WP 5.1 helpful.
Call Sue 799-3946
Unilorce Temporary Services

SECRETARY
Southfield electronic rep firm. Entry level position for assertive, dependable, team-oriented person with good phone personality. Typing 55 wpm. Some experience with word processing and Lotus preferred. Desire non-smoker with positive, mature attitude. Send resume to:
R.O. WHITESELL & ASSOCIATES
27300 West 11 Mile, Suite 802
Southfield, MI 48034

SECRETARY/Telemarketing- Confident, enthusiastic, outgoing person w/good telephone skills needed for part time work in our Livonia dental office. 478-1960

SECRETARY - Strong computer background, good phone skills & typing. Must enjoy working with people. Should be a good communicator & problem solver. West Bloomfield location. Call Mr. Taylor at 661-1000 ext. 239

SECRETARY
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, is curently seeking a secretary in our Sales Department. The individual must possess one to three years secretarial experience, courteous phone skills, strong organizational skills, a high degree of professionalism, ability to type 60wpm and previous experience using Wordperfect and Lotus. If interested please send resume and salary history to:

VILLAGE GREEN MANAGEMENT COMPANY
30833 NORTHWESTERN HWY.
3RD FLOOR
FARMINGTON HILLS, MI. 48334
ATTN: JODI HARROLD
An Equal Opportunity Employer