504 Help Wanted Office-Clerical

FULL TIME, 8am-5pm. Phone, typing & computer skills required. Non-smoking office environment. Small business, Rochester Hills Area. Ask for: E. Zamora 313-652-2011

CLERICAL DATA ENTRY
Part time Monday - Wednesday. Good phone skills.
Call Mr. Thompson 569-4860

CLERICAL - General office clerk, phone experience, minimum typing, part time positions. $5 per hour. SOS Transcript 334-2922

CLERICAL
Mature individual for small professional office in downtown Plymouth for approximately 30 hrs. per week. Duties include answering phone, making appointments, filing, computer entry. WR train on our system but MUST have basic computer knowledge. WordPerfect or other software experience helpful. Send resume to: P. O. Box 6233, Plymouth, MI. 48170

CLERICAL on-site Livonia. Experienced PC background. Self starter, organized, detail oriented. Full-time with overtime. $7.50/hr. 559-0200

CLERICAL PERSON needed for printing company. Filing and typing. Salary commensurate with experience. Call Kevin at: 341-1690

CUSTOMER SERVICE REPRESENTATIVE

Dilco Laboratories, a leader in products for the microbiology laboratory has an immediate opening for a Domestic Customer Service Representative.
This position, located at our Administrative Center in Livonia, is responsible for assisting customers, coordinating order activities, maintaining customer files and other related duties. Qualified candidates should possess excellent interpersonal skills, computer experience and excellent written skills. Previous experience is desirable.
If you enjoy people and are a team-player, apply for consideration and salary requirements in confidence to:
Dilco Laboratories, Inc.
Attn: Human Resources-CSR
P.O. Box 73101
Detroit, MI 48207-0358
An Equal Opportunity Employer

CUSTOMER SERVICE-Permanent, part-time, after-school hours. Excellent communication skills & attention to detail. Call 559-0000

CUSTOMER SERVICE REPRESENTATIVE

Become part of one of the fastest growing industrial distributors in the Detroit Industrial Metro Detroit's largest catalog. Commercial Cleaning firm is seeking a sharp customer service representative for our Farmington Hills Office. Enjoy full benefits, paid vacations & holidays, profit sharing plan and a competitive wage.

We're looking for a special individual who can work in a fast paced environment while performing a friendly, cool disposition, must be detail oriented and have good grammar & penmanship. Previous office experience required. Full time position offers an excellent opportunity for a team player.

Send resume/salary requirement to:
Corporate Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

DATA ENTRY/CLERICAL $6-$8/hr. Temporary positions in Pontiac, Auburn Hills & Livonia. General ledger, 10 key, phones. Banking experience helpful.
EmploymentGroup
583-1919
Never a Fee E.O.E./M/F/H

DATA ENTRY/COMPUTER OPERATOR
For fast paced wholesale distributor. Must be 10 key proficient & have good organizational ability. AS400 experience preferred. Excellent opportunity with growing company. Send resume with salary requirement to: PO Box 9007 Livonia, MI 48151 Attn: A.M.

DATA ENTRY/GENERAL OFFICE. Good clerical skills needed. Excellent opportunity for advancement. 585-5600

DATA ENTRY

Major suburban corporation has immediate short/long term needs for experienced data entry operators with 9,000 key stroke & attention to detail. Excellent earning potential. Call Donna 799-3947 or 646-7063
Unforce Temporary Services

504 Help Wanted Office-Clerical

Customer Service

Entry level openings available in the Customer Service Department at the Novi facility of the nation's largest film developer. We're looking for personable people who are self-motivated and have good phone skills. Positions involve some overnights and some weekends. Full benefits. Apply in person 10am-3pm, Mon. thru Fri.
QUALEX, INC.
43045 W. 9 MILE RD.
(Just east of Novi Rd.)
Northville

DATA ENTRY OPERATORS
With a minimum of 8500 KSH needed. Livonia area.
DYNAMIC PEOPLE
464-6500

DATA ENTRY
Experience Required
Accounting/Sales Helpful
Detroit Location
Immediate - Permanent/Part Time
$4.00-$5.00/Hour
CALL TODAY
EXPRESS PERSONNEL SERVICES
Farmington Hills. 474-5000
Troy 643-8590

DATA ENTRY/EXPERIENCED
For busy accounting department. Accounting background needed. Looking for a dependable person with good attendance, who's use to a fast-paced work environment.
If qualified call. 543-5100

DATA ENTRY OPERATOR/ BILLING CLERK

AFTERNOON SHIFT, 3-11:30PM.
Westland area
Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

DATA PROCESSING
Entry level positions in data center. Requires College, high level coursework in computer science or related field, and data processing skills. Associates degree preferred.
Please forward resume to:
The Genix Group
5225 Auto Club Drive
Dearborn, MI 48126
Attn: Ms. Mather

DIGTAPHONE/TYPIST - needed for WordPerfect and legal experience. Full time, good benefits. Call Mike Mueller at. 645-2440

ENGINEERING SECRETARY
PART TIME POSITION
Duties include routine typing, filing, print distribution, maintaining departmental status reports, and daily telephone communications. Requires typing skills of 50 wpm minimum, WordPerfect 5.0/5.1, good language skills and excellent telephone skills. Previous experience with interpersonal skills a necessity. Flexible hours and opportunity for advancement for the right person. Send resume to: Draw-Tite Inc., Mary Donover, 4500 Van Born Rd., Canton, MI 48188

ENTRY-LEVEL CLERICAL
Career opportunity with Southeastern Michigan's largest VAR and supplier of high-tech telecommunications equipment. Competitive salary plus a 401k plan, profit sharing, and full medical, dental, and optical insurance. Apply 26450 Haggerty Rd, Farmington Hills, or call 489-0000 ext. 202 for appointment.

EXECUTIVE SECRETARY
$22 to $25K

Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3, excellent verbal & written communication skills.
ARBOR TEMPS 459-1166
9443 Haggerty, Plymouth

FRONT DESK

Interact with clients in this fast paced professional position. Qualified candidates will great guests, answer phones, and perform a variety of clerical tasks. We need your recent experience and high energy. Vacations plus holidays.
Call Ruth 473-2933
Unforce Temporary Services

504 Help Wanted Office-Clerical

DATA PROCESSOR-EXPERIENCED
General office duties to include answering phones. For information and mailing address call Bev at: (313)668-2111

EXECUTIVE ASSISTANT

Dynamic suburban advertising agency has immediate need for experienced secretary. Word Perfect used. Temp to perm opportunity. Salary $23,000-$30,000/year.
Call Desiree 799-3946
Unforce Temporary Services

FILING-Temporary Position
Birmingham. Apply in person:
8am-1:30pm, 1365 South Woodward, 6 blocks north of 14 Mile Rd.

INSURANCE AGENCY. Farmington area location, years perfect individual for general office clerical duties. Salary commensurate with experience. Call Gary 851-3066

GENERAL CLERICAL - PART TIME
15-20 hours per week. Duties include assisting in mail room, hang vendor invoices, mailing invoices, etc. Good sense and typing skills are a plus.
Personnel Department
Michigan Cat
24800 Novi Rd.
Novi, MI 48375
Affirmative Action Employer

GENERAL OFFICE HELP - Approximately 20-30hr/week. $7/hr. Computer literate, good phone voice, pleasant personality for pleasant store. Farmington. 471-0320

GENERAL OFFICE

Mature, dependable, self-starter able to work with little supervision, to work in a smoke-free environment in the Livonia area. To do customer billing, construct back-ends, and other duties as may arise in a busy office. Computer knowledge helpful. Excellent salary & benefits. Send resume to: Personnel Director, P O Box 1680, Troy, MI 48099-1680

GENERAL OFFICE - mature, dependable individual to assist with all aspects of office operations, along with light telephone duties. Experience a must. Call Part Machine at Troy, mornings only 362-1568

GENERAL OFFICE
Immediate opening in the Livonia area for a full time clerical person with WordLetter Perfect experience. Must be organized, cheerful & eager to learn. Interesting, varied duties. Call Ron Huth, 442-0051

GENERAL OFFICE
Self-motivated helper needed with 2 years related experience. Immediate openings. Fringe benefits, 401k plan. Send letter or resume with earning history to: PO Box 530982, Livonia, MI 48153-0982

HOUSEKEEPER/SECRETARY
Mature woman in-home office, Bloomfield Hills, 9-5 starting Jan. 855-4411

HYGIENE DENTAL ASSISTANT
Full time to assist hygienist. Busy, pleasant surroundings, pleasant people. Experience preferred.
Mon-Thurs 8 to 5 453-6840
Immediate opening!!

DATA ENTRY

Both part/full time. Answer this call to use your 9,000+ key strokes and attention to detail for steady long term assignments with expanding firm. Training two weeks. If you are looking for excellent hourly pay.
Call Donna 799-7664
Unforce Temporary Services

IMMEDIATE OPENINGS IN LIVONIA

Kelly Temporary Services need high production data entry operators to work 20 hours per week, 4 hour shifts per day between 8AM and 5 PM. These assignments could lead into 20 hour per week permanent positions.
Call Diane or Maureen for an appointment.
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

JUNIOR SECRETARY

Exciting position at suburban advertising agency needs your recent experience and high energy. Salary plus benefits. Light typing, paid holidays.
Call Ruth 646-6168
Unforce Temporary Services

504 Help Wanted Office-Clerical

INSURANCE
A growing Farmington Hills agency is seeking a full time commercial line C.S.R. This person must have a minimum of 2 years commercial lines experience. Non-smoker.
Call Don or Lynn at. 553-7333

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $38K
Part Time Positions to $10/hr
Commercial Assistants to $24K
CONCORD PERSONNEL
475-2200

INVENTORY CLERKS

Large manufacturing company in the Plymouth area is seeking candidates to work on a long-term temporary basis. Must have some clerical background and be able and willing to work in a fast paced environment. Candidates must have a proven track record of attendance.

Shifts vary and must be able to work 50-55 hours per week. Reliable transportation is a must.

Call Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

KEYPUNCH OPERATORS
Experienced only. 14,000 keystroke minimum. Days & afternoons available. Top Pay for qualified operators. Call Marie 474-1138

LEASING AGENT
with knowledge of computer billing needed full time. Southfield area. Call 356-8844

LEGAL
FILE CLERK-Fast paced law firm seeks and organized individual to perform clerical duties. Must have excellent telephone skills and be detail oriented. Previous experience preferred. Please call or send resume to: Box 944
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
A LA CARTE
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 small Farmington Hills general practice law firm. Legal experience helpful. Word Perfect Proficiency & check phone skills required. Salary negotiable. Please send resume to:
Pat, Three Baldoon,
30955 Northwestern Hwy., Ste. 200,
Farmington Hills, MI 48334

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

LEGAL SECRETARY
for litigation firm. Pleasant, non-smoking work environment. Must be self-motivated, know Word-Perfect & willing to be part of a cohesive team. Salary commensurate with experience 362-0168

504 Help Wanted Office-Clerical

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with 100 academic credit hours. Send resume to: Personnel, 2550 Telegraph Road, Suite #250, Bloomfield Hills, MI. 48302

LEGAL ASSISTANT, Suburban plaintiff's firm located in Plymouth/Canton area. Salary commensurate with experience, non-smoker. Send resume to:
DOX 920
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 legal aptitude. Typing 50-60 wpm. Send resume to: Barry
2550 Telegraph Rd., Suite 250,
Bloomfield Hills MI 48302

LEGAL SECRETARY-TEMPORARY. Full time position thru Feb. Must have legal experience & word processing skills. Westland. 326-2889

LEGAL SECRETARY-PART-TIME
15-20 hours. Legal experience necessary. Flexible hours; can work weekdays, evenings &/or weekends. Call: 355-0000

LEGAL SECRETARY- Experience necessary for Personal Injury Litigation. Excellent salary. 559-5900
Call: 354-2500
Plymouth

LEGAL SECRETARY
Flexible hours in a small Southfield; WordPerfect; light bookkeeping & payroll. Call 559-5530

LEGAL SECRETARY: Full time/part time for maternity leave. Part time after Mar. Can start immediately. Southfield area. 352-1900

LEGAL SECRETARY needed for law office in Troy/Birmingham area. Litigation practice experience required. Must be proficient on WordPerfect. Call Marie 474-5530

LEGAL SECRETARY

Full-time opening in Southfield for single attorney law office. Experience preferred. Knowledge of WordPerfect. Please call Mr. Coe at: 559-5040

LEGAL SECRETARY, Full-Time, Farmington Hills. Must be trademark & copyright. Secretarial experience preferred. Salary $22K. Fringe benefits. Pay beginning $9 an hr. to start. Call Debbie Mon. or Wed. morning before 9-12noon only. 647-6000

LEGAL SECRETARY.
Position requires a typing speed of 55 WPM, as well as proficiency in WordPerfect 5.0. Send resume and salary requirements to: Shane A. Potestio, PC, 730 S. Rochester Rd., Rochester Hills, MI 48307.

LEGAL SECRETARY
Southfield personal injury office looking for part time Secretary. Flexible hours. Must have at least 2 years experienced personal injury and workers' comp. Please send to: 3000 Town Center, Suite 2310, Southfield, 355-3075.

LEGAL SECRETARY
for small non-smoking personal injury firm. Minimum 2 years experience, fluent in wordperfect, 50 wpm, quick learner. Send resume and salary requirements to:
Personnel, 3000 Town Center, B2230, Southfield, MI. 48075

LEGAL SECRETARY
Sterling Heights law firm seeks legal secretary with minimum 5 years litigation experience. WordPerfect or Perfect Pleadings proficiency & check phone skills required. Salary negotiable. Please send resume to:
Personnel Manager,
P.O. Box 1102, Sterling Heights, MI 48311-1102

LEGAL WORD PROCESSOR
3.30 pm-8.30 pm shift. Legal experience required. Must have advanced Word Perfect skills, minimum typing speed of 75 wpm, good interpersonal skills. Excellent pay & benefits for qualified candidate. Please forward resume to:
Personnel Manager,
P.O. Box 870, Southfield, MI 48037,
Attn: B. Grimes.

MAINTENANCE WORKERS
National lighting maintenance company seeking maintenance workers. Electrical experience helpful. Full-time with benefits. Call between 9am-11am. 422-8400

MARATHON MORTGAGE
Has position available in the Final Documents Department. Experience preferred. Please send resume to:
P.O. Box 870, Southfield, MI 48037,
Attn: B. Grimes.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement, Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTEAD & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY

Needed for Bingham Farms law firm. Minimum 3 yrs. experience in litigation defense. WordPerfect 5.1 preferred. Send resume to:
301001 Telegraph Rd.
Suite 250
Bingham Farms, MI 48025
Attn: Cheryl Trudeau

LEGAL SECRETARY
Two attorney practice needs some experience required; duties include Word Processing, Time & Billing & other general office duties; good typing skills required.
Please send resumes to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEMBERSHIP DIRECTOR
Training and development position is a must. Looking for sharp, computer literate individual to handle membership records for active association in Bloomfield Hills. To discuss this position, call Ann at:
646-8250 (Mornings only)

MICRO AGE COMPUTERS in Novi has a full time position available for a Sales Support person. Job description includes order placing, sales tracking, and shipping of products. Hours would be Monday-Friday. Office hours are Mon-Fri, 8:30-5pm. Starting pay for this job is $7.00 per hour, plus benefits. We are looking for someone who is well organized and detail oriented. Must know DOS. We will train. If interested, please contact Larry Wensley at 313-473-0530

New Position
DATA ENTRY

Full/part time, major Livonia and Troy locations. Many great opportunities for your attention to detail and 8,000 key strokes. Optional bonus. Call Donna 799-7664
Unforce Temporary Services

OFFICE ASSISTANT
Entry level position. Southfield location. Must have excellent math aptitude & basic computer skills. Send resume to P. O. Box 5091, Southfield, MI. 48075.

OFFICE ASSISTANT
Small 9 to 5 office needs friendly, hard working individual to perform receptionist, shipping & receiving & data entry duties. Must be bondable, have a good phone voice & type a minimum of 50-wpm. Computer experience a must. $6.00/hr. to start. Send resume w/recent references & salary requirements to:
P.O. Box 489
Plymouth, MI 48170

OFFICE CLERICAL

Livonia-based company has immediate opening. Candidate must have office experience in inventory, answering telephones, WordPerfect, Lotus 123, filing & customer service. This is a full-time position with company-paid health benefits. Send resume to:
JDS
12658 Deerfield Ct.
Livonia, MI 48150

OFFICE MANAGER - Full time, salaried, for medical rehabilitation/substance abuse outpatient clinic. Data entry and 3rd party billing experience necessary; previous office experience required. Full benefits package. Fax resume to: Laura Combs, 27730 Farmington Rd., Livonia, 48152

ORDER ENTRY
Experience needed for full time, hourly, and benefits, non smoking environment. Manufacturing Order Entry, P.O. Box 2587, Southfield, MI 48037-2587

ORDER ENTRY/RECEPTIONIST
Entry level position. Looking for a self-starter to do data entry, answer phone & light filing. Call Mrs. Dee for an interview at 851-7700
Lifetime Doors Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

OFFICE HELP-PART TIME, Mon-Fri 1pm-5pm. Light bookkeeping, typing, filing & phones. Livonia.
Call between 9am-1pm, 591-6777

OFFICE PERSONNEL

Immediate openings for the following clerical positions:

Word Processors(Any Software)
Data Entry Clerks (IAM & PM)
Receptionists/Switchboard
Customer Service Representatives
File Clerks

We offer: Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call Today for an appointment!

SNELLING PERSONNEL
NEVER A FEE
Livonia, 464-2100
Southfield, 352-1300
Auburn Hills, 373-7500
Troy, 362-0500

PART TIME MAIL CLERK
Needed for fast paced Birmingham law firm. Ask for Rita Muller
645-2440

PART TIME PERSH SECRETARY
Bethesda, Lutheran, Farmington Hills. Computer skills. For application & job description, 476-6520

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

PAYABLE/CLERICAL
Accounting and computer experience a plus. Tuesday thru Saturday 5-9pm. Send resumes only to:
Birmingham County Club, 1750 Suton, Birmingham, MI 48009.

PAYROLL ASSISTANT
Entry level opening in financial company located in Troy/Birmingham area. Ideal candidates will have previous payroll experience, ADP or comparable packages a plus. We are willing to train the right individual. Basic accounting knowledge helpful. Duties include data entry, filing, mortgage verifications, time cards, opening and closing payroll files. Send resume to:
Payroll Assistant
P.O. Box 2177
Detroit, MI 48231

RECEPTIONIST
MODEL TYPE

Office management receptionist for public relations. Must have good voice & dealing with people.
Call Monica • 459-7070

RECEPTIONIST
Experienced in Salon operation. Mature, friendly. Light computer skills
Call 539-1234

RECEPTIONIST - Part time, 20 hours per week. Southfield area. Good telephone skills a must.
Call for appointment 559-0200

RECEPTIONIST
Answering phones, light typing, filing and other duties as assigned. Call Marsha at 349-5800.

RECEPTIONIST
Birmingham property Management firm seeks dependable, conscientious, self-starter for receptionist position. Computer experience desirable.
Call 647-7182

RECEPTIONIST/SECRETARY, full time, good people skills a must. Word Perfect 5.1 preferred.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
For W. Bloomfield business. Must have pleasant telephone with excellent phone and computer skills and very personable. Must be willing to work flexible hrs. Call 661-4200

RECEPTIONIST • PART-TIME
Farmington Hills. 25 to 40 hrs. weekly. The right candidate would know WP 5.1, proper phone etiquette and have office experience.
Call Denise, 737-3600

RECEPTIONIST/SECRETARY
Temporary position (approx. 4 months) for Plymouth CPA firm. Sharp, attentive to detail, good with people, able to work under pressure. Send resume to: P.O. Box 70823, Plymouth, MI 48170.

RECEPTIONIST needed immediately for a company in Gt. Clark Plaza. Data entry, light accounting & calculator skills necessary. Send resume to: AIM Executive, 5005 S. Central, Toledo, OH 43617. Or fax resume to: 419-841-5590 Attn: Judy

504 Help Wanted Office-Clerical

RECEPTIONIST • Law office is seeking a professional and energetic Receptionist immediately to answer phones, take message, type 60 wpm, plus with knowledge of WordPerfect 5.1, file and post receipts. No phone calls. Please send resume to: 217 S. Woodward Ave., Suite 103, Royal Oak, MI 48067

RECEPTIONIST for Bloomfield Hills law firm. Light typing & messenger duties required. Must have good driving record. Call Alicia: 645-1430

RECEPTIONIST for Birmingham law firm. Answering phones, Word Processing, type 60wpm and have pleasant phone manner. Please call 647-7803

RECEPTIONIST/SWITCHBOARD
Full time for Livonia and Troy locations. Experienced front desk person for multi line phone system. Must possess excellent people skills and have professional phone manner. Knowledge of Word Perfect office duties. Please call: 354-9290

Receptionist/
Switchboard Operators
High pay for good experience.
ADIA
PERSONNEL
Livonia: 525-0330

RECEPTIONIST
A growing company is looking for person with good typing, plus other clerical work. Must be able to type. Duties include filing, answering phones, and other necessary, assigned duties. Call Ms. Gerald River in Novi between 7 am-6 pm.

RECEPTIONIST
High tech corporation has need for person with excellent people skills, outgoing personality and a clear articulate voice. Interaction with clients. Your recent experience with multi-line phones is helpful for this exciting position. Roxanne 799-3948
Unforce Temporary Services

RECEPTIONIST/Switchboard. Person needed. Clerical experience preferred with typing skills. Resumes: GM, PO Box 3300, Livonia, MI. 48151. EOE.

RECEPTIONIST
Livonia Area • Moving Company
Full time, light typing, data entry. Ask for Mary 442-0565

RECEPTIONIST/Customer service - Southfield property management company up to 30/hrs/wk. Flexible schedule, $5.50/start. 357-5225

RECEPTIONIST - Busy Royal Oak office seeking personable, professional individual to handle multi-line telephones with 1 yr. experience.
268-9600

RECEPTIONIST/CLERICAL
Full time. Growing Medical Supply Company. Prior experience required. Call Mrs. Ferguson, 11545 Farmington Rd., Livonia. 261-2988

RECEPTIONIST
Receptionist with general office skills. Part-time for National Marketing Research firm located in Southfield. Call Kandy: 948-4646

RECEPTIONIST
Part-time, 16-in needed. Must have good phone voice. Please call Dawn at 645-2500, Monday through Friday between 9 and 5.

RECEPTIONIST needed immediately. Wordperfect 5.0 or 5.1 experience a must. Must be articulate, real estate background a plus. Full time, Mon. - Fri. Benefit package. Resume to Dolores, LaKrutz-Weber & Co., 25505 W. 12 Mile, #4300, Southfield, MI. 48034.
Call 9 AM. - 3 PM. 353-9494.

RECEPTIONIST/SECRETARY
Growing Southfield CPA firm, pleasant, reliable person for handling phones & correspondence. Good grammar, attention to detail & ability to organize is a must. Salary $5.50-$7/hour + insurance.
Apply to: Efficient Assembly, 12341 Levan, Livonia

RECEPTIONIST/SECRETARY
For busy Property Management office located in Farmington. Light typing & telephone skills. Word Processing required. Real estate experience preferred. Non-smoking.
Send resume to: 22000 Northwestern Highway, Suite 215, Farmington Hills, MI 48334.

RECEPTIONIST
Experienced Receptionist for industrial distributor sales office. Knowledge of Word for Windows necessary for typing of quotes & letters. Knowledge of Excel for Windows helpful. Pleasant working environment.
Receptionist, P.O. Box 337,
Farmington, MI 48332

504 Help Wanted Office-Clerical

RECEPTIONIST - PART TIME - for busy Farmington Hills real estate office. Phones, light typing, general office. Real estate experience preferred. Call Maureen 851-8000, Mon.-Fri. at 855-2000

RECEPTIONIST
Full time for Troy CPA Firm. Word Perfect and Lotus 1,2,3 experience necessary. Resume to: Frank A. Rosenbaum PC, 5445 Corporate Dr., Suite 103 Troy, MI 48098

RECEPTIONIST

Permanent, part-time, hours are 1-3:30pm. For busy law office located in Troy. Must drive & have own dependable automobile. $5/hr. Call between 1-4pm for application at:
643-7900

RECEPTIONIST
$15,000 - $16,000

Varied duties. Good clerical skills, including word processing & multi-line phones. Great opportunity.

ARBOR TEMPS 459-1166

RECEPTIONIST/SECRETARY - Professional computer services firm in need of friendly, outgoing person. "Real World Accounting" position. Benefits. Send resume to: Personnel, 5455 13 Mile, Warren, MI 48092.

RECEPTIONIST/SECRETARY
Wanted for specialty veterinary practice in Southfield. Custom-oriented person with office experience preferred. Full or part-time position available. Send resume to: Michigan Veterinary Specialists, 18001 W. 10 Mile Rd., Southfield, 48075 or call between 10am-3pm. 354-6640

RECEPTIONIST
Energetic, organized professional person for receptionist position in growing Farmington Hills office of Hartz/Westland area. Must be people-oriented & have good typing skills. Some weekends required. Excellent starting wage. Send resume to:
Box 960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
Entertainment company in Plymouth has an immediate opening for a part time receptionist/secretary (20 to 30 hrs. per Wk.) 1 year minimum. Must be knowledge of WordPerfect 5.0 and Excel preferred. Please send resume to:
Box 804, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST $6.50/hr. Benefits, hours negotiable. Call Ann 559-5000.

STEVEN J. GREENE PERSONNEL

RECEPTIONIST/SECRETARY
Flexible hours, work days or evenings, conduct research interviews and prepare reports from our Troy office. Certain, Permanent part time. 8 days, must be available 24 hours/day from 8-5:30. If evenings, must be available for 4 weeks, 6:30-9:30 Mon.-Fri. 10-3, Sat. 1-8, Sun. 2hr. weekends only! Call us at 637-1400 for an interview, bring your resume.
Cliza, 2301 W. Big Beaver,
Suite 300, Troy, MI 48084

RETAIL OFFICE help wanted. Extensive phone, light clerical, greet customers. Apply in person:
47146 Ford Rd. in Canton.

IF YOU are extremely organized, self-motivated, possess excellent secretarial experience with at least 5 years, strong communication skills, Word Perfect 5.1 or Word 6.0.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECETARY

We have temporary jobs available in Troy, Auburn Hills, Livonia & Downtown. $9-$12/hr. Short-term & long-term assignments available. Word, Lotus, Excel, Wordperfect. Call today for an appointment!
EmploymentGroup
583-1919
Never a Fee E.O.E./M/F/H

SECRETARIAL & CLERICAL Positions in small multi-company firm. Data entry, filing, computer experience, WordPerfect & Lotus necessary. Friendly, relaxed working office. Resumes with salary requirements to: Acrophase Corp., 101 Orchard Lake Rd., Ste. 420 N. W. Orchard, MI 48322, or fax to: 810-851-9080

SECRETARY - Farmington Hills location. Exciting real estate management company. Really experience helpful. Full time. Some benefits. 737-4002

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION · TO PLACE YOUR AD CALL 591-0900

78 Firewood

AAA-1 ALL FIREWOOD
Mixed $50
Stacking $10. Check in add $5. Free delivery, limited area 477-6958

ABSOLUTELY seasoned 1 yr. split mixed hardwood. $55/face cord picked up. Delivery avail. to Canton/Inkster area. Call Firewood 394-1774 Cherry Hill, Canton 981-4630

ABSOLUTELY SEASONED
Hickory & Cherry Wood. Delivery: Farmington/Livonia. $75/face cord. 16X49X8. DENNIS 422-3434

ADAMS YOUR FIRE
SUPER WELL SEASONED
HARD - BIRCH - FRUIT
HACKER BROS. 474-8914
QUALITY SINCE 1948

BEST SEASONED HARDWOODS
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