504 Help Wanted Office-Clerical

LEGAL SECRETARY - Small one-of-a-kind Farmington Hills law office, 2-5 years experience, WordPerfect 5.1, Office 3. Above average salary, bonus incentive. Resume to: 931-0003 or FAX 810-651-2857

LEGAL SECRETARY
Southfield personal injury firm seeks secretary having 2-3 years personal injury experience & Word Perfect. Excellent salary & benefits. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI 48075

LEGAL SECRETARY
For 14 attorney firm in Bloomfield Hills. Litigation experience required. Salary commensurate with ability. Send resume & salary requirements to: Office Manager, 300 East Long Lake Road, Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Part time, flexible hours, typing/filing. WordPerfect, Excellent benefits. Attn. Pat 29777 Telegraph Suite 1460 Southfield, MI 48034

LEGAL SECRETARY needed for busy Southfield defense firm. 3-5 years experience in insurance & litigation preferred. Good surroundings & excellent benefits. Send resume: 4000 Town Center, Suite 909, Southfield, MI 48075

LEGAL SECRETARY/experienced. General practice law firm, Central Farmington Hills. WordPerfect 5.1, dictation transcription. 553-8284

LEGAL SECRETARY
Qualified typing & good spelling. Farmington Hills area.
477-4050

LEGAL SECRETARY for medical malpractice plaintiff's attorney in Farmington Hills. Possible part-time or full-time. Litigation experience required. 855-7810 or 476-8717

LEGAL SECRETARY
Part time, flexible hours. Send resume to: David G. Byrne, P.C., 2525 Telegraph, Suite 322, Bloomfield, MI 48302 or call 335-3320

LEGAL SECRETARY
Part time. Experience necessary. WordPerfect 5.1. Send resume to: Office Manager, 24901 Northwestern, Suite 200, Southfield, MI 48075

LEGAL SECRETARY
1-3 yrs. experience in litigation. Must have computer skills & type 60-80wpm. Send resume to: Personnel, 2350 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
Busy Southfield firm.
Minimum requirements: excellent WordPerfect 5 typing skills, strong organizational ability, 2 years legal experience, non-smoking.
Contact K. Mann: 353-4400

LEGAL SECRETARIAL position for Rochester law firm. Minimum 3 years legal experience required. Please call Marlene at 726-5000

LEGAL SECRETARY - Full/part time experience necessary for personal injury litigation. Fringes, substantial salary. Call 354-2500

LEGAL SECRETARY
wanted for Southfield firm, full or part-time. Experience in business law & divorce; WordPerfect 5.1. Minimum 3 years. 352-7755

LEGAL SECRETARY - Small general practice firm. Experience required. WordPerfect 5.1 a must.
Fax resume: 851-5892
Or telephone 851-5140

LEGAL SECRETARY
4 LONG TERM - 2 PERMANENT
Western & Lapeer locations - suburbs. Top wage and benefits offered. Experience a must. Word and Word Perfect preferred. Advancement opportunities.

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THE EMPLOYMENT PEOPLE
Westland: (313) 722-9050
Taylor: (313) 291-3100

LEGAL SECRETARY, experienced, PART TIME, 25-30 hrs. per week, flexible. Must have mid-August. WordPerfect necessary; light bookkeeping a plus. Farmington Hills location. Call Dela, 626-3000

LEGAL SECRETARY
We seek highly motivated legal secretary for partner position. Everyday is different and challenge available. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2233, Southfield 48075. 353-4140

LEGAL SECRETARY for fast paced law firm. Must be flexible, self starter, team player, able to handle multiple projects. Minimum 3 yrs. experience with WordPerfect 5.1. Lotus is a plus. Send resume with salary history to: Michael S. Sarling, P.C., 250 No. Woodward, Suite 408, Birmingham, MI 48009, attn: B. Smith

LEGAL SECRETARY
Defense litigation firm with 2 attorneys in Penobscot Building in Detroit. Must have excellent skills (Word minimum 2 yrs. experience. Must have strong interest and aptitude. Opportunity for Paralegal work. Excellent salary, benefits, & paid parking. Send resume to: Legal Secretary, 42487 Old Bridge, Canton, MI. 48188.

MANAGER/SECRETARY
Part Time 1-5 for building company in W. Bloomfield. Light bookkeeping. People oriented position. Call 855-4447

$5.75 - $7.50 An Hour
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On Haggerty Rd., at 8 mile, in Novi
is looking for employees who are:
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We are willing to pay
TOP WAGES to top performers
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Host Staff & Cashiers
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Apply within:
Alban's Bottle & Basket
190 North Hunter, Birmingham

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield law office has an immediate opening. Candidate must know WordPerfect 5.1, type minimum 50 wpm, have excellent spelling & organizational skills. Must have minimum 4 years litigation experience. FLEXIBLE HOURS (8 - 2) Fax your resume to: 313-355-6666

LEGAL SECRETARY
$25,000
Challenging and diversified position with this well known practice firm. 2-3 years legal experience plus good organizational skills qualifies you. Opportunity to advance, full benefits. Call 737-6780.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Experienced, Word Perfect 5.1 experience, good speller, non smoker, Southfield area. Call 637-8400

LEGAL SECRETARY
needed for Bloomfield Hills law firm. Must have excellent grammar, typing, transcribe, and organizational skills. Minimum 8 yrs. domestic litigation experience & have knowledge of Word for Windows. Competitive salary & benefits. Send resume & salary requirements to Box #056
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIGHT OFFICE work; part-time At Troy/Oakland airport. Call Campbell Aviation, 647-4050

MAIL CLERK/FULL TIME
Needed for fast paced Birmingham law office. Good benefits. Call Mike Muller at 645-2440

MANUFACTURERS REPRESENTATIVE - look for a large professional secretary for one girl office with versatile skills, including answering phones, filing, travel arrangements, with heavy emphasis on typing (letter, quotations, etc.). Position includes BC/BS medical benefits and paid vacation. Salary negotiable for right person. Send resume to: 2301 W. Big Beaver Rd., Suite 104, Troy, MI 48084.

MARKETING ASSISTANT - computer experience, customer service skills, creative self starter, benefits, $17,000. Fee paid

BANK TELLERS - Farmington Hills, full & part time openings, $7/hr. Fee paid

MEDICAL TRANSCRIPTIONIST - part time flex hrs. experience required, $10-$13/hr. Fee paid

SECRETARY - Microsoft Word with Excel, Excellent benefits, $8-10/hr. Benefits. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

MESSENGER/FILE CLERK - for Farmington Hills law firm. General office, switchboard relief. Must have reliable transportation, mileage reimbursed.
9 - 10:30 AM
6161 Box 2013

MICROSOFT WORD & LOTUS 1-2-3 POSITIONS
Available downtown suburbs. Top wage and benefits offered. Experience a must. Word and Word Perfect preferred. Advancement opportunities.

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9050
Taylor: (313) 291-3100

MID-LEVEL position to run small office. Secretarial, bookkeeping, some computer experience. Pry contractors 810-661-1900 799-9958

NOVI BUSINESS needs part-time data entry/secretarial person. Experience with Word, Lotus, Quattro Pro. Paradox for Windows required. 6 hours per day. Competitive wage. Send resume to: AVD, 41133 Vincenti Ct., Novi, MI 48375.

NOW HIRING
* DATA ENTRY
* WORD PC/DOS
* GENERAL OFFICE
Must have 6 months on the job experience. Job opportunities in Detroit, Southfield, Troy and Farmington Hills Areas. Call NOW for appointment.

METROSTAFF
Temporary Personnel Service
569-8700
NO FEE EOE

AMBITIOUS OFFICE ASSISTANT
Must have knowledge of Word Perfect 5.1. The Plumbery, 2775 Haggerty, just N. of Pontiac Tr.

OFFICE ASSISTANT, part-time. Good computer & office skills required. Pleasant work environment. Bloomfield Township area. For interview call 661-7687

OFFICE ASSISTANT
20 flexible hours/week. Variety of clerical tasks. Send resume: 24402 Senecca, Farmington Hills, 48335

504 Help Wanted Office-Clerical

OFFICE/CLERICAL
All around experienced person needed for intensive repair coordinator. Must have good phone manners & good typing. Part time leading to full time. Good pay for right person. 313-533-7580

OFFICE CLERICAL - part time position for experienced individual with excellent clerical skills (typing, word processing, reception/switchboard). Forward resume & salary requirements to: Personnel Manager, P.O. Box 2000, Bloomfield Hills, MI 48303-2000 or 901-1564
EEO/AA
2015

OFFICE CLERICAL/ RECEPTIONIST
HW manufacturing company looking for aggressive, take-charge office person with good typing and computer skills. Knowledge of minimum windows, word, access and excel important. Position also requires backup Receptionist skills for very busy Switchboard. Position offers competitive wage and fringe benefit package. Send resume, stating salary requirements to: Human Resources, History to: P. O. Box 23091, Detroit, MI 48223

Equal Opportunity Employer M/F

OFFICE CLERICAL

Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidates must be courteous and businesslike with excellent telephone skills. Computer experience helpful. Lotus 1-2-3 and Word Perfect a plus. WR train. Excellent benefit package. Send resume to: Personnel Director, Zaltosh Seals & Packings, P.O Box 458, Farmington Hills, MI 48332-0458 We promote a drug-free environment. Pre-balance sheet testing is part of the pre-employment process.

An Equal Opportunity Employer

OFFICE CLERKS
Due to rapid growth in our market place our office staff needs to grow. Positions available: Telephone operator, Cost accounting clerk, Data Entry. Excellent benefits package available. Please apply in person, Bob Bass Motor Mall, 35200 Grand River, Farmington Hills.

OFFICE HELP
Garden Service Company
Flexible hours.
Redford Township 531-4002

OFFICE INTERNSHIP PROGRAM

Oakland Psychological Clinic, PC, seeks several motivated individuals for its Administrative Internship program. Candidates will rotate through data processing, front office, and administrative departments.

Requirements include: high school diploma, solid office skills, and a willingness to work and learn. We offer an excellent opportunity for individuals who seek environment, a meaningful career, benefits and $6.50/hr for a select ambitious few.

Send resume to:
Oakland Psychological Clinic,
Attn: Internships,
2000 S. Woodward, Suite 102,
Bloomfield Hills, MI 48302.
An Equal Opportunity Employer

OFFICE MANAGER needed for outpatient psych clinic. Computer experience required. Call Brian Pinferred 462-1910

OFFICE PERSON NEEDED
PART TIME for expanding auto detail right typing. Flexible hours. Call for appointment. 326-1800

OFFICE PERSON needed full-time for large service department of Farmington Hills car dealership. Duties to include customer phone contacts, scheduling, computer work, etc. Please contact Thomas on Tues. or Thurs. between 10am-2pm. Wilcom, 810-624-5331

PAYROLL CLERK
Large medical facility seeking a payroll clerk experienced in computerized payroll environment. Will also be handling all phases of employee benefits as well as worker's compensation insurance. Excellent benefits. Salary commensurate with experience. Send resume to: P. O. Box 7008, Bloomfield Hills, MI 48302.

★ ATTENTION
PERSONNEL
COORDINATOR
• Interviewing
• Staffing
• Customer Service
• Bookkeeping
• Receptionist duties
• $7.50-$8.50 per hour
MasterStaff
442-2255

PERSONNEL CLERK/ RECEPTIONIST
ITT Automotive Aftermarket Division is seeking a personnel clerk/typist with excellent typing skills (Word Perfect Windows preferred), a typing speed of 50 wpm and two years general office experience.
Responsibilities include typing, preparation of attendance reports, benefit claims processing, telephone coverage and assisting the admin. office work. Qualified candidates please submit resume to:
ITT Automotive, Inc.
Aftermarket Division
3000 University Drive
Auburn Hills, MI 48326-2356

PRODUCTION FORMAN TRAINEE
Fast growing container decorator looking for a creative problem solving individual for entry level mechanical skills to run a 10-person shift. Please send resume or apply in person at: Spectrum Graphics, Inc., 317 Park St., Troy, MI 48083

RECEPTIONIST/SWITCHBOARD
Full time for Farmington Hills office. Experienced front desk person for multi-line phone system. Must possess excellent people skills and have professional phone manner. Position includes other general office duties. Please call 458-6281 E.E.O.E.

504 Help Wanted Office-Clerical

PERSONNEL AGENCY
FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include lots of filing, very light typing, telephone and accounting/bookkeeping experience helpful. Occasional weekends. Benefits. Call Diane at 442-2053

PROFESSIONAL RECEPTIONIST
$16,000 Plus Plus
Be that important "First impression" for a growing company. Excellent skills and attitude are a must! Good benefits and stability here. Call Diana, 443-4000
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TELEPHONE RECEPTIONIST
$6.50 per hour. Apply in person at 29620 W. 8 Mile Rd., 3 blks. W. of Middlebelt in Farmington Hills.

$ $ $
RECEPTIONISTS
Immediate long and short term assignments available. Free word processing training for qualified applicants. Excellent pay and benefits available. Call today for an appointment.
ENTECH PERSONNEL
Auburn Hills. . . 377-4980

RECEPTIONIST
for w/d & crazy office
Call Stacy 453-6080

RECEPTIONIST
Full time for 14 Mile/Orchard Lake Rd. Farmington Hills manufacturing company. Type min. 35wpm, some phone experience preferred. Fax resume to 810-851-1577 or mail to: Personnel Dept., at 31555 W. 14 Mile Rd., Suite 204, Farmington Hills, MI 48334-1297.

RECEPTIONIST/TYPIST - Word Processing experience. Professional person with excellent telephone skills. N. Oakland. Call 641-6484

RECEPTIONIST/SECRETARY
Full time position available with Livonia law firm. Looking for a mature person who has good people & office skills. Benefits. 422-7752

RECEPTIONIST PART TIME
for busy Farmington Hills builder. Send resume to: Receptionist, 29800 Orchard Lake Rd., Suite 145, Farmington Hills, MI 48334

RECEPTIONIST/SECRETARY
Organized, pleasant, self-starter needed for flexible office. 25 hours per week. WordPerfect required. Send resume to: Office Manager, 27505A Novi Road, Livonia, 48150

RECEPTIONIST/SECRETARY for law office. General office experience required. No back ground checks. Send resume to: Attn. Ann Mann, 32500 Colony Hills, Farmington, MI 48025

RECEPTIONIST- Fast paced progressive salon, Milford. Must have excellent communication skills & general office experience. Applicant with over 10 years preferred. Call 2273 S. Main, Tues. & Fri. 9-6, Sat. 9-3

RECEPTIONIST/TYPIST
Birmingham law firm seeks person with WordPerfect 5.2. Send resume to: Box 978
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - Bloomfield Hills law firm. Good communication skills, typing, word processing experience preferred. Excellent pay & benefit package. Opportunity to develop legal secretarial skills. Call Barbara for interview 644-2500

RECEPTIONIST - 12:30pm-6:30pm Mon-Fri. in downtown Plymouth. Diversified clerical skills and ability to handle several phone lines simultaneously will be required. Only persons that are self directed and plan to work permanently on a part-time basis need apply. 455-0700

RECEPTIONIST/SECRETARY
Required for Corporate office automotive related company. Ideal candidate will possess the ability to handle a multi-line phone system, computer literate, able to handle a variety of responsibilities, and a pleasant personality. Send resume and salary requirement to: J. Hagen 201 W. Big Beaver Suite 1040 Troy, MI 48084

RECEPTIONIST
Immediate openings
Lite WordPerfect 5.1, 37-67/hr.
Temporary Resources 737-1711

RECEPTIONIST
Full time. Pleasant phone voice required, light typing. Troy area.
REMAX EXECUTIVE 641-5300

RECEPTIONIST needed for long term assignment, possibly temp-to-perm.
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST NEEDED for Birmingham office. Light typing and telephone work. Salary $12k-15K. Send resume to: PSFC, Attention Denise, 255 E. Brown St., Ste.110, Birmingham, MI 48009

RECEPTIONIST for Royal Oak law firm. Phone experience a must. Well bred voice and good typing & knowledge of WordPerfect 5.1. Benefits. Immediate opening.
548-4000

RECEPTIONIST
UP TO $6/HOUR
Opportunity exist in Plymouth for recent secretarial school graduate or homemaker looking for a career. Work in a fast paced office, performing light typing, a lot of phone work and administrative staff. For an appointment:
ACRO
591-1100

RECEPTIONIST/TYPIST
Plymouth engineering firm seeks full time receptionist/typist. To handle busy multi line phone system, great typing skills and computer data entry. Excellent grammar and telephone manner, ability to take detailed messages and 40 wpm required. Benefits/compensation package. Medical, dental, life insurance, 401k sharing, matching 401(k) and generous paid time off programs. Send resume with cover letter to: P.O. Box 1-94 Ho, BOX 950
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

restaurant management

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If you're a people-oriented, self-achiever, looking for a hot opportunity to succeed, come take a look at Chili's. Our track record for success has been excellent, and with over 300 restaurants nationwide, and 30-35 new openings scheduled this year, now's the best time to join our team!
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So add a little spice to your management career and rush a resume today, to: Craig Heide, 621 East Butterfield Road, Suite 214, Lombard, IL 60148, FAX 708-515-9014, eoe, m/f.
chili's GRILL & BAR

504 Help Wanted Office-Clerical

RECEPTIONIST - Must have professional skills and Microsoft Word Macintosh experience preferred. Call 313-981-9200 or send resume to 5000 Town Center, Suite 100, Detroit, MI 48167, Attn. Receptionist

RECEPTIONIST/SECRETARY
with Excel and Microsoft Word for long term assignment. Call 454-7078
ETD Temporary Service
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RECEPTIONIST
Use your Receptionist skills to move into a management position with complete company training.
Call Jackie 647-0710

RECEPTIONIST
Good phone skills, light typing, varied duties. Promotable position.

ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

RECEPTIONIST/CLERICAL
Typing, filing, basic bookkeeping. Lotus 1-2-3, WordPerfect experience preferred. Full time benefits are encouraged to apply.
Send resume to: Box 701511
Plymouth, MI 48170-0966

RECEPTIONIST/SECRETARY for Farmington Hills law firm. Must have good communication & computer skills. Send resume to:
37674 Avon Lane
Farmington Hills, MI 48331

RECEPTIONIST
Responsibilities include answering phones, handling mail, light typing and data entry. Send resume or apply in person at Warren Products, Inc., 537 Starkweather, Northville, MI, 48167.

RECEPTIONIST - Part-time. Growing Beverly Hills law firm seeks part-time receptionist. Professional demeanor & telephone personality skills required. Resumes ONLY to: Personnel Director, 1538 N. Woodward, Ste 230, Bloomfield Hills, MI 48304.

RECEPTIONIST
Corporate office, Farmington position. Need organizational, Word Perfect 5.1 skills, & phone skills. Salary 20+ Perf. Real estate knowledge helpful. Interested candidates please send resume to: Receptionist, P.O. Box 853, Bloomfield Hills, MI 48303

RECEPTIONIST/SECRETARY
for property management firm in Farmington Hills. Multi-line phone system & typing. Experience in WordPerfect 3.1 & Lotus necessary. Excellent organizational skills.
Call 953-2000
Voice Mail # 7129

RECEPTIONIST
Front desk position. Temp to perm opportunity with locations in Canton and Farmington Hills. Choice opportunity for your recent experience and pleasant personality.
Call Ruth 473-2033
Uniforce Temporary Services

RECEPTIONIST - Farmington Hills architectural firm seeks individual with strong communication skills, word processing experience, and organizational skills. Excellent wages & benefits. Please fax to: JPRA Architects, 31000 Northwestern Hwy., Ste. 100, Farmington Hills, MI 48334.

RECEPTIONIST/Clerical Assistant
Entry level position in a fast paced office environment. Responsibilities include answering a multi-line phone, light typing, filing & other general office functions. Computer experience helpful. If you are a small self starter call Marla 10am-2pm at 810-358-4411
An Equal Opportunity Employer

RECEPTIONIST - Promotion company desires experienced receptionist. Good communication, typing, computer skills & multiple line phone experience necessary. This position will be busy during the holidays and the summer months. Send resume to: Attack & Co., 377 Ames St., Plymouth, MI 48170, Attn: Human Resources.

RECEPTIONIST
needed real estate development company. Candidate must be a team player, computer friendly, and professional in manner. Must be able to handle multiple & a variety of office duties. Please send resume with salary requirements to: Box Cord., 31100 Telegraph Rd., Suite 200, Birmingham, MI 48025, Attn: Confidential, Jeanine Barna.

RECEPTIONIST/TYPIST needed, min type 45 wpm, for busy office, good communication skills. Full time, benefits, $7/hr. Please call 334-4500 Or apply in person at:
REMAX ALL PLANS
400 Galleria Officentre
Suite 101
Southfield, MI, 48034
EOE/M/FHV

RECEPTIONIST/ SECRETARY
Farmington Hills and Troy location. Exposure to:
* WP 5.1
* Lotus 1-2-3
Call for immediate interview
474-5000 643-8590
Express Personnel Services

RECEPTIONIST/SWITCHBOARD

Person with pleasant personality & good speech, able to handle busy switchboard, greeting clients, coordination of people. Typing skills are important. Insurance office in Southfield.

355-4400

RECEPTIONISTS
SWITCHBOARD OPERATORS
We have several positions available for experienced Receptionists & Switchboard Operators who have worked a minimum of 20 hrs. Professional image a must, some typing helpful. If you have these qualifications, call us today. SOME POSITIONS ARE PERMANENT.

SYNERGY STAFFING
489-0700

RECEPTIONIST
Join Elwin Motors, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious individuals to meet and greet customers as well as general typing and telephone duties. Full & part time positions available at Livonia location. Part time positions are for mornings & weekends). A pleasant personality and professional appearance are a must. Interviews are confidential. For confidential consideration please call
Ethan Allen Interiors
LIVONIA: 313 261-7780
UTICA: 313 254-5290

SALES SECRETARY
PART-TIME
Exciting opportunity with a leading food company. Must have accident documentation skills, Typing 60 wpm, WordPerfect 5.1, Lotus & Excel required. Send resume to:
Cathy Jones, Stouffer Foods Corp.
22290 Haggerty Rd., Sta. 150
Northville, MI, 48167.

SALES SUPPORT
Busy Southfield distributor has immediate opening for well organized detail oriented person with good phone skills and PC experience to handle order entry and sales support position.

Mail or fax resume to:
DISTRIBUTION MANAGER
P. O. Box 5034
Southfield, MI 48086
FAX: 810-352-3324

Equal Opportunity Employer

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CAREER OR JUST
A STABLE POSITION
We have salaries from $14,000-$29,000. All fees paid by our client companies. Hot jobs available. Your knowledge and experience on a variety of software. All office benefits, paid holidays, vacations, bonuses, & others. Call 644-4800 for more information.
SHELLING PERSONNEL SERVICES

SECRETARIAL HELP needed. Convenient special hours part time secretarial work. Must have good typing & clerical skills. Word processor experience preferred. Hrly & salary are negotiable. Resumes & salary requirements to: Box 977
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

receptionist

EARN TOP PAY
Immediate openings for dynamic and enthusiastic individuals with switchboard/receptionist experience. Typing skills a plus. If you enjoy excellent pay, challenging assignments, call us today. 87-8/hr

OFFICETEAM
Specialized Administrative Staffing
Four network locations to serve you

Southfield (810) 358-0222
Troy (810) 524-3110
201 W. Big Beaver #310
Troy, MI 48084
Benefits Available EOE

NEW HOME SALES SECRETARY
Part time opening for non-smoker with good social, phone & people skills. Send resume to: Manager, 737 Cross Creek Blvd., Rochester Hills, MI 48306 or call 650-2720

TROY Parent Firm requires secretary/receptionist for full time employment with WordPerfect experience. Salary commensurate with experience. Call 649-0990

SECRETARY
Entry level. Good skills. Word processing. Reliable. Professional image. Great opportunity.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

SECRETARIAL, full time, Mature person, Word Perfect 5.1 skills a must. Schoolcraft & Evergreen. Mon.-Fri., occasional Sats. 538-4500

SECRETARIES
Permanent positions available. Top companies, full benefits.
Sign up for $300 Shopping Spree!
Call 335-2440
THE KPM GROUP

SECRETARIES/
WORD PROCESSORS
UP TO $13/HOUR
Must have word processing & secretarial experience with typing of 60+ words a minute. Work on one or more software programs. Please send resume to:
Attention CISD Manager,
17187 North Laurel Park Drive,
Suite 193, Livonia, MI 48152
(Never A Fee)

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$9-12 PER HOUR
VACATION PAY
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BONUSES
FREE PAID TRAINING
Call Western for the perfect match to your skills. Work close to home in Livonia, Troy, Farmington Hills, Southfield, Novi.

Madison Hgts - 545-2550
Farmington Hills - 615-0660
Western
TEMPORARY SERVICES

SECRETARY
Automotive Supplier in Troy
looking for self-starter, team player. Must have excellent knowledge of WordPerfect 5.0 and Lotus 123-3.1. Live other an excellent benefit package. Full benefits. Please send resume and salary expectations to:
Box 970
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/
BILLING CLERK
Ryder Dedicated Logistics has an immediate opportunity in its Canton offices for a Secretary/Billing Clerk. The ideal candidate will possess a minimum of 2 years secretarial experience along with excellent oral and written communication skills. The ability to work independently and maintain high standards of quality. Ability to exercise exceptional judgment, initiative, discretion and confidentiality. Must be a must. Lotus and Windows required. WordPerfect is a plus.

Ryder offers an opportunity to earn a highly competitive salary and comprehensive benefits package. Employment will be subject to passing a pre-employment drug test. Qualified applicants should forward resume to:

Region Distribution Manager
RYDER DEDICATED
LOGISTICS, INC.
41104 Capital Ave.
Canton, MI. 48187
A Ryder System Company
An Equal Opportunity Employer
M/F/D

SECRETARY - Busy fast paced construction company seeks organized individual for part time general office work. Candidate must possess strong computer skills and have knowledge of Windows. Salary $12k. Send resume to: P.O. Box 1144, Farmington Hills, MI 48332

SECRETARY
For home infusion company, division of Henry Ford Health System, located in Southfield. Good typing skills, knowledgeable in WordPerfect 5.1 preferred. Salary $12k. Willing to fill in for vacations in various departments, maintain accounment calendars, filing and copying for individual departments as needed. Quality work is required. Please indicate salary requirement as well as typing speed in resume. Send resume to:
L. HART
21264 MELROSE
SOUTHFIELD, MI 48075
An Equal Opportunity Employer

SECRETARY
FULL/PART TIME
Long term positions in prestigious executive offices of International Financial firm. Troy & Bloomfield Hills locations. Lunch provided.
Call 644-7063
Uniforce Temporary Services

SECRETARY
Immediate opening. Computer reseller in Rochester Hills. Min. 1 yr. of a cheerful, hardworking, independent secretary with computer skills. Must have knowledge of Lotus 1-2-3 & WordPerfect. Job requires good typing skills, pleasant phone voice, love for detail & follow-up skills. Salary will be commensurate with job skills. Benefits are also available. If you possess these skills, call:
313-296-0040
Only qualified persons need apply.

SECRETARY
Major automotive related company in Dearborn. Must have:
* Experience in WP 5.1
* Lotus 1-2-3
* Good verbal & written skills
* Lotus or Paperwriter a must
Hire after 90 Days. Call or send resume
Call for immediate interview
474-5000 643-8590
Express Personnel Services

SECRETARY/RECEPTIONIST
A growing real estate development company has immediate opportunity for an experienced hands on secretary/receptionist. We are seeking an energetic individual to wear many hats: Responsibilities include phones, WordProcessing (Microsoft Word, Excel, and Access) and filing.

Qualified candidates must possess excellent communication skills, 3 or more years of secretarial, and work well in a fast-paced environment. Send resume to: Secretary, 27777 Inkster Rd., Suite 120, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

SECRETARY
ENTRY-LEVEL
Village Green Residential Properties, a leading national real estate firm headquartered in Farmington Hills is seeking an entry level secretary. The individual must possess one to three years secretarial experience, customer service skills, strong organizational skills, a high degree of professionalism, and strong computer skills with Word Perfect 5.1 and Lotus preferred.

For immediate considerations, qualified applicants should send resume and salary requirements to:

VILLAGE GREEN
COMPANIES
30833 Northwestern Hwy.
Suite 200
Farmington Hills, MI 48334
Attn: Human Resources Dept.
An Equal Opportunity Employer

SECRETARY
Excellent career opportunity for an experienced secretary for a small, Livonia-based company as administrative assistant to the President. Position requires excellent secretarial & light bookkeeping skills. Previous property management & construction experience a plus. If interested, please reply in strictest confidence to:
Jim Rutkowski
HR ONE, INC.
25180 Earl, Ste. 251
Southfield, MI 48075
(810) 355-2030 (phone)
(810) 355-4030 (fax)
HR ONE recruiting for an eoe

SECRETARY for Romulus sales office. Full time position requires 2-3 years clerical experience and computer & word processing skills. 941-8020

SECRETARY: Good telephone voice, excellent organizational & grammar skills, 70-80 wpm, Microsoft Windows, $18,000 to $20,000. Fax resume to Mr. Bell at:
(313) 455-6201
Or mail to: Marble Life, 9900 Hagerty Rd., Canton, MI. 48187.

SECRETARY
Harvard Graphics
Word Perfect 5.1 Lotus
Temporary Resources 737-1711

SECRETARY
International Farmington Hills firm has both long and short term needs for your experience. Be appreciated in this special environment.
Word for Windows a plus
Call Shana 473-2931
Uniforce Temporary Services

SECRETARY - Part time
Livonia Church Office.
Flexible hours - 16.
427-2290

SECRETARY - part time, for fast paced law office, full time possible later, good typing skills, entry level position. Call appt 591-6740

SECRETARY, PART TIME, afternoons, non smoker for real estate company. Knowledge of word processing helpful. Troy, Big Beaver at Livernois. (810) 362-4666

SECRETARY - PART TIME
We are in need of a part time secretary to join our staff in our Southfield office. Responsibilities include: telephone work, Word Processing and general clerical duties. Candidate must have professional business experience and Word Perfect 5.1. We offer an excellent hourly wage and flexible hours. Call or send resume to: Mr. Chris Buchanan, EDP Temps & Contract Services, 31911 W. 9 Mile, Suite 100, Southfield, MI 48075.
352-5300 Fax 569-6564

SECRETARY/Receptionist. Part time for Plymouth office. Friendly personality a must. To set up on interview call Lynn at 454-7620

SECRETARY/RECEPTIONIST-Good typing skills. Computer knowledge. Excellent phone communication skills a must. Call 851-0786

SECRETARY/RECEPTIONIST-Word processing skills is important in customer service. Busy Livonia office. Computer background desired.
@ 810-433-4800
Fax 810-476-2033

SECRETARY - take charge person with good secretarial skills for 1 person professional office. Must have: Word, Lotus, time. Salary commensurate on experience. Send resume to: Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - TEMPORARY, immediate need, approximately 30 days. $11.46/hr. Mon-Fri, 8am-4:30pm. Knowledge of Microsoft Excel preferred. Farmington Hills. Call Personnel 8am-4:30pm (313) 459-7400

SECRETARY to ART CONSULTANT Birmingham. 9 - 1 flexible hours a week. WordPerfect skills needed. 258-8287

SECRETARY with WP and Lotus for temp-to-perm position in Livonia. Must have excellent people skills and a professional phone manner.
ETD Temporary Service
An Equal Opportunity Employer

SECRETARY/WORD PROCESSOR needed for Southfield area law firm. Some office experience and word processing experience a must. Entry level position. 540-4100

SECRETARY/
WORD PROCESSOR
Full time for Troy and Bloomfield offices. Minimum 3 years WordPerfect (Windows helpful). Must be able to handle multiple tasks in fast paced, professional environment. 454-6251

SECRETARY
WordPerfect 5.1, Excell
Troy area
Temporary Resources 737-1811

SECRETARY
$22,000
A Take-charge Secretary who can run the office for a friendly group of Engineers will be appreciated here. Good skills including WordPerfect needed. Hurry!
Call Bernice, 484-0909
SHELLING PERSONNEL SERVICES

SECRETARY
8am thru 4pm, 5 days per week. Must have typing & computer experience & be able to do invoicing. Wilcom.
Switchboard/Cashier needed, dealership experience preferred. Must have good math skills & a neat, clean appearance. Call Cheryl for appointment. 474-6750
TOWN & COUNTRY DODGE
Grand River & 8 Mile

SWITCHBOARD OPERATOR/ CASHIER
Chrysler Plymouth dealership in Plymouth looking for switchboard/cashier for full time position. For interview call Mrs. Jenkins, 455-8740

SWITCHBOARD OPERATOR needed for Novi. Experience a must. Possibly a temp-to-perm position.
ETD Temporary Services
An Equal Opportunity Employer

TITLE INSURANCE company seeks policy typist for busy office. Excellent pay and benefits. Word-Perfect/experience preferred. Fax resume to: 28330 Orchard Lake Rd., Ste. 105, Farmington Hills, MI 48334.

TRAVEL AGENCY in Southfield seeks organized person to prepare airline tickets for delivery & light typing. Attention to detail a must. We work hard, but life is treated better. 401k plan. Call Valerie at 827-4088

TYPIST, BIRMINGHAM
Part time, flex. time for homemaker, 30 + hours, Word Perfect 5.1.
TEMPSTAFF No Fee 645-0800

TYPIST/CLERK
Part time wanted for heating & cooling business. Telephone and computer experience necessary. Send resume to: Cherry Hill Heating & Cooling, 20341 W. Telegraph Rd. Detroit, 48219

TYPIST WANTED
Part time 3 to 5 days per week. WordPerfect 5.0 a must, medical experience preferred. Send resumes only to: Law Offices of Gary D. Nitzkin, P.C., Twelve W. 12 Mile Rd. Suite 200, Southfield, MI 48034-1878, Attn: Office Manager.

TYPIST
Wholesale distributor is seeking experienced typist for Order Entry Department. Excellent experience with Lotus and Word. Excellent salary, benefits and growth opportunities. Apply Mon - Fri 8:30 - 5:30 at: Hilltown Milwork Inc., 5081 Stanley Rd., Corner of Stanley and 14 & 15 Mile Rd., East off of Mound.

504 Help Wanted Office-Clerical

TEMPORARY CLERK
The Charter Company is accepting applications for Temporary Clerk. Prefer 45 WPM, familiarity with computer keyboard, and some office work experience. $6.00 per hr. Applications must be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Road, Canton, MI. Last date for filing completed Canton Township application, March 25, 1994 at 4:00 p.m. The Charter Company of Canton does not discriminate on the basis or race, color, national origin, sex, religion, age or disability in employment or the provision of services.
An Equal Opportunity Employer.

TEMPORARY SALES ASSISTANT
Position available for insurance carrier. Good phone & data entry skills and extensive computer background required. Possible 3-4 month assignment. Send resume to: PO Box 975 Bloomfield Hills, MI. 48304-0975

TRANSCRIPTIONIST
National rehabilitation company in Southfield seeks experienced transcriptionist for full-time position. Must have at least 65 wpm. Benefits included. Send resume to: Barbara Cunningham, 24901 Northwestern Hwy., Suite 2830, Bingham Farms, MI 48025.

TYPIST needed, part-time, afternoons. Must type 55 wpm, computer skills a necessity. Excellent proofreading, grammar and spelling skills. Please call Debie Kolacki at:
559-5900
Or apply in person at:
Rehabilitation
400 Galleria Officentre
Southfield, MI. 48034
EOE/M/FHV

WORD PROCESSING
Established Design/Construction firm seeks individual proficient in Word Perfect, Lotus, Excel, and basic accounting practices.

Competitive salary, performance bonuses, health/dental, pension plan.

Send resume to:
Campbell/Marks, Inc.
31250 Grand St.
Southfield, MI. 48034
Attn: Personnel

WORD PROCESSING Secretary wanted for a busy Farmington Hills office. Fast typing skills - accuracy a must. Answering phones, filing, etc. Prefer Word Choice. Lotus for Word. 20