EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL - MICROFILM
Southfield Financial Institution has full-time position open. Experience in microfilm research and/or banking preferred. Individual must be detail oriented and able to adapt to fast paced environment. Hours 7:00a.m.-4:00p.m., Mon.-Fri. Send resume to: CCCU, P.O. Box 5210, Detroit, MI 48234, Attn: RR.

CLERICAL/
RECEPTIONIST

A sharp person is needed immediately to work in the LOCAL office of our national television advertising company.

You must be a take-charge individual who is willing to learn our methods.

We will be happy to teach you if you want the opportunity to work in this fast moving company.

Good starting salary, and other company benefits.

Call for appt.
Ask for "Cathy"
(313) 358-3030
(800) 935-0083

CLERICAL POSITION
Part time, Monday-Friday hours. Must have Macintosh experience. Office in South Lyon. 437-9333

CLERKS

Day & Evening Shifts available.
If you have 3 mos. office experience, CALL NOW!

TODAYS
TEMPORARY
649-4455

EOE

CLERK/SECRETARIAL

Cardell Corporation is Rochester Hills has immediate opening for Production Control Clerk/Secretary. Primary duties include:

- Daily preparation of Shippers
- Export papers and Commercial invoices
- Secretarial work for the Production Control Department
- Maintenance of data and files for MRP and inventory purposes

Excellent typing skills, (speed & accuracy a must)
Word processing and spreadsheet experience (Preferably Microsoft Word and Excel). Send resume to:

Cardell Corporation
2649 Product Dr.
Rochester Hills, MI 48309
Attn: Greg

CLERKS/TYPISTS

We are recruiting accounting clerks at all levels for our Telecommunications. If you have experience in payables, receivables, collections, billing or payroll, and are unemployed, please call. We are the temporary help for our clients at top dollar salaries. Temp wages range from $7-9/hr. for good computer skills/Lotus.

354-2410
ACCOUNTANTS ONE
agency fee paid

CLERK TYPIST

Front desk position. Answer phones, file, input cash receipts into a computer.

- Excellent organization skills
- Light typing
- Excellent phone skills

Flexible hours. Part-Time days, eastern suburbs.

O/E
Management Services
528-8100, Fax 528-8107

CMA

Customer Service Reps

Take incoming phone calls, must be available 35-40 hrs. per week, hours 7AM-10PM, Mon.-Fri., Sat. 8-5 and Sun. 12-6. Reps must be flexible to 40 hours a week to meet customer needs. Professional atmosphere and a lot of positive energy. If you enjoy customers, can type at least 35 WPM, are adept at speaking on the phone, you will love this job. Great opportunity for those interested in marketing or information industries. No sales/telemarketing involved.

Delivery/General Office

We need a full time person to assist with pick-up/deliveries of documents and materials. If you have a professional appearance, experience with delivery/pick-up, reliable transportation and an excellent driving record, this job will give you the chance to grow with our company over time. Paid mileage.

Supervisors

CMA also needs a daytime and an evening supervisor to help with our growing customer care area. We research operations center, Candidates should have 2-3 years working in a teleservice environment or 1-2 years of supervisory experience. If you are intelligent, tactful and know how to motivate and encourage others to excel at their work, you will find a challenging and rewarding position with us. Full time opportunity.

Full time employees receive paid health benefits after six months.
Call or send resume to:

CMA
810-637-1434
2301 W. Big Beaver,
Suite 411, Troy, MI 48084

CREDIT SERVICE needs Data Entry/Collections time or full time. W. Bloomfield. 932-3040

CUSTOMER REPS

Immediate openings to conduct automotive phone surveys. Must have: • Min. typing speed of 30wpm. • Excellent communication skills

Training provided. Part-Time days & evenings. 30-38 hours.

O/E
Management Services
528-8100, Fax 528-8107

CUSTOMER SERVICE - entry level. Livonia insurance agency. Need people-pleaser, good with phone calls, insurance experience helpful, full time only. 525-8450

ATTENTION
Data Entry and Word Processors needed with WordPerfect of MS Word skills. Livonia, Farmington, Southfield areas. Please call Corporate Personnel for an appointment. 853-4180
EOE NO FEE

504 Help Wanted Office-Clerical

CLOSING ASSISTANT
West Bloomfield builder/developer seeking well-organized individual with Word For Windows & Quattro Pro. Mortgage knowledge a plus. Send resume to: R. Duzo, 18441 Utica Rd., Roseville, MI 48066

EXECUTIVE SECRETARY with Lotus 123 skills needed. Able to take initiative and work with flexibility. Lotus and Word Perfect experience required. Excellent math aptitude necessary. Three to five years experience. Property management background preferred. Salary commensurate. Please send resume to: R. Duzo, 18441 Utica Rd., Roseville, MI 48066

COLLEGE STUDENT
Full Time, 9-5. Summer employment for insurance agency located in Farmington. Excellent phone skills, typing + computer skills required. Call between 10am-2pm: 478-9880

CREATIVE set starter for one person financial planner's office. Must have computer/word processor experience. 40 hrs. Resume required. Big Beaver/Coolidge area. 632-1716

CUSTOMER SERVICE REP
Energetic, friendly, and reliable person who enjoys working w/the public needed full time. Great benefits, room for advancement. Contact Mr. Hawk at Gordon Chevrolet.
434-5369

CUSTOMER SERVICE ADVISOR
Are you seeking a permanent position with a stable and growing company? Do you send a customer satisfaction? Henderson Glass has openings for Customer Service Advisors at its Novi, West Bloomfield and Farmington locations. Successful candidates will have strong communication skills and a liking for dealing with people in-person and by telephone. Good math skills are required. Previous experience in a fast-paced retail store environment is helpful. Call 1-800-PHOHAPP, Ext 915, to apply, which is an automated application service, and provide the information requested. You may apply 24 hours a day (and 7 days a week). Must apply by March 31 st.

CUSTOMER SERVICE
Work with Fortune 500 companies. New long term openings. Temp to perm opportunity. Train on variety of assignments. Bloomfield Hills. Call Cathy 646-7664
Uniforce Temporary Service

CUSTOMER SERVICE/PHONE WORK - Plymouth based company is hiring for full-time/temporary customer service/phone work positions. A pleasant phone voice & high energy personality needed. Telemarket experience is helpful.
Call Laura 459-1036

DATA ENTRY & FILER POSITIONS
Part time day/evenings.
Apply in person, Detroit Bio-Medical Lab, 23255 Freeway Park Drive, Farmington Hills, MI (10 Mile and Grandmar area). 471-4111

DATA ENTRY
FULL/PART TIME. Enjoy your evenings in the warm family atmosphere of a new expanding company. Long term positions. Two shifts available. Call Ann 453-2932
Uniforce Temporary Services

DATA ENTRY

- Long term positions available in Oak Park.
- 10,000 keystroke minimum.

START IMMEDIATELY!

TODAYS
TEMPORARY
649-4455

EOE

DATA ENTRY - midnights in Livonia for long term assignment.
Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY OPERATORS
DAYS, AFTERNOONS, MIDNIGHTS
Data entry in Livonia seeking experienced data entry operators to join it's three shift operation. Must have a proven history of speed & accuracy, plus 10-key experience a definite plus. Good pay, benefits, shift premium and great working environment await qualified candidates. For more information please call Monday through Friday, between 10:00 am - 5:00 pm at 261-8220

DATA ENTRY
Part-time, Mon-Fri, 10-2. Excellent wages. Nice local office. 478-7355

DATA ENTRY
Work in suburban sales office of one of the Big 3. Use your 10,000 key stroke and be self compensated. Benefits plus paid vacation.
Call Deborah 790-3947
Uniforce Temporary Services

WANT A JOB?
GET A GOOD JOB

CALL ADIA

Receptionists/Switchboard
Data Entry
Telemarketers/Customer Service
Word Processors

ADIA
525-0330

ENGINEERING CLERK
Join our Sensing Systems division of a Fortune 500 company has an opening for a skilled clerical support individual. Candidate should have 2+ years clerical experience, be proficient in Word Perfect and Lotus, and be able to work independently. Industrial or manufacturing and receiving support experience would be a plus. For immediate consideration apply in person or send resume to:

Ms. Tammy Casey, P.H.R.
Masco Tech Tubular Products
7449 E. M-36, Box 130
Hartsburg, MI 48129
An Equal Opportunity Employer

ENTRY LEVEL
Clerical career opportunity with Southeastern Michigan's largest AT&T VAR. Competitive salary plus bonus, 401-k plan, profit sharing, and full medical, dental, optical insurance. Apply 26450 Hagerty Rd., Farmington Hills or call for an appt.
489-0000 ext 202

EXECUTIVE ASSISTANT/Secretary. Advanced skills in WP and Lotus required. Phones, projects, letter drafting & general clerical included. 2721 Berkshire, Troy, MI 48083.

EXECUTIVE
SECRETARY
Highly desirable NW suburban office. Please reply to
Box 108
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARIAL POSITIONS
• Troy & Southfield locations
• Bilingual; German & English
• WordPerfect 5.1
• Professional phone skills
• Flexible hours & vacations
• Life/health insurance
• 401K plan
MANPOWER Temporary Services
Troy - 740-3430
Farmington Hills - 471-1870

EXPEDITOR
Brass-Craft Manufacturing Co. has an immediate opening. The essential job functions include the typing, filing, data entry, mailing & filling of purchase orders, follow-up on deliveries as well as report preparation. The job requirements are a high school diploma, 1 year related experience, good oral & written communication skills as well as good telephone, typing, filing & positive interpersonal skills. Excellent working conditions & benefit package commensurate with experience. Send resume to: Brass-Craft Manufacturing Co., P.O. Box 3020, Southfield, MI 48037-3020, Attn: Office Manager/EP. No phone calls accepted.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

DESIGN & BUILD SHOP needs an Executive Assistant familiar with computers. Experience in office procedures and capable of autonomous decision-making. Please send resume to: R. Duzo, 18441 Utica Rd., Roseville, MI 48066

EXECUTIVE SECRETARY with strong communication skills, self initiative and work with flexibility. Lotus and Word Perfect experience required. Excellent math aptitude necessary. Three to five years experience. Property management background preferred. Salary commensurate. Please send resume to: R. Duzo, 18441 Utica Rd., Roseville, MI 48066

GROWING COMPANY looking for "take charge person" with excellent communication skills and phone skills. Many office responsibilities. Sterling Heights 254-0610

HUMAN RESOURCES ASSISTANT
Medicare certified home health agency located in Troy, MI area seeks a Human Resources Assistant. Must be able to handle multiple duties which include: orientation of new employees, maintenance of personnel database, coordinator for out-of-state offices, screening/testing of applicants, conducting reference checks, assisting Director of Human Resources on projects and miscellaneous duties. Applicant must have minimum of 2 years Human Resources experience. Accurate typing skills/computer knowledge required. $9.00/hr with benefit package.
Send resume to:
Recruiter
Community Home Care
2131 15 Mile Rd.
Sterling Heights, MI 48310
Equal Opportunity Employer/ADM

INSIDE SALES
COORDINATOR
Individual needed with secretarial/word processing skills. Oak Park area. Send resumes to Box #114
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE AGENCY in Northville needs Customer Service Representatives. Full-time, part-time considered. Non-smoking office. Call for appointment: 349-2000

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial Lines Underwriter
Part Time Positions to $10/Hr.
Commercial Assistants to $24k
CONCORD PERSONNEL
478-2200

INSURANCE OFFICE in Ann Arbor needs mature individual for permanent part-time receptionist/clerk position. Excellent clerical & people skills required. No insurance experience necessary. $7 per hour.
Call Ann at 313-971-0150

INSURANCE - 25-35 hrs/wk. Mature person with good personality & phone manner for secretarial/receptionist type. Westland. 281-1000

INTERVIEWER
Needed for fast paced temporary staffing agency. Must be mature, motivated with excellent communication skills. Hours and days available. $7.25/hr. start. E.O.E.
Call Pamela 313-348-7171

JOB HUNTING?
START HERE!
ADIA has immediate part-time & full-time opportunities with top companies. Positions available:
CLERICAL/
RECEPTIONISTS
WORD PROCESSORS (MS Word, Lotus, Excel, WordPerfect)

Call today for an immediate interview & start earning some cash!

ADIA
THE EMPLOYMENT PEOPLE
442-7800

JOB SHARING opportunity. Part-time. Assistant bookkeeper/secretarial. 20-24 hours weekly. $8.50 per hour. Accounting, Lotus & word processing skills required. to: 14201 Schoenher, Detroit, MI. 48227.

KEYDISK-KEYPUNCH, Experienced data entry operators, full/part time, day/afternoon shifts. 12,000 strokes required. Ms. Rosalie 261-5151

KEYPUNCH OPERATORS
We are looking for full time, experienced keypunch operators for our Livonia office. Benefits.
Call today for appointment!
Indata Corp. 313-422-8002

LAW FIRM is hiring a part time General Duty messenger/clerk. Must have car, valid drivers license and insurance. High School diploma mandatory. Hours flexible. Send resume to: M&J 2000 Town Center Suite 2700 Southfield, MI 48075

LAW OFFICE RECEPTIONIST
Small Farmington Hills firm seeks full time receptionist. Excellent opportunity to learn legal field with room for advancement. Excellent typing, professionalism & positive attitude required. Call Monday-Friday to 37000 Grand River Ave., Ste. 250, Farmington Hills, MI 48335.

TROY LAW FIRM seeks experienced Legal Secretary in litigation. Perfect Word 5.1. Send resume to: Office Manager, 801 W. Big Beaver Rd., Ste. 500, Troy, MI 48084

EXPERIENCED Legal Secretary needed for small Bloomfield Hills law firm. Must type at least 50 wpm, word processing skills a must. Word for Windows experience preferred. Must be comfortable in a computer environment. Salary commensurate.
Personnel Director, P.O. Box 1822/12, Grand Rapids, MI 49501-1822

LEGAL
Are you an Attorney with 5-7 years with Real Estate and Business Law experience? Are you interested in a 2 month contract position with one of the Big 5 in Downtown Det.? Call us today or fax your resume ASAP.

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

FAX 358-0235 Phone: 358-0060

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small Farmington Hills atmosphere. Fax resumes to: 851-9138 or call 851-9137. Attention: Ms. Ellis. 132, Farmington Hills, MI 48336

LEGAL SECRETARY
For Southfield firm. Must be experienced in litigation matters. Word Perfect 5.1, typing 80 w.p.m. immediate opening. $7/hr. 644-3520

LEGAL SECRETARY - Southfield defense litigation firm. Must have high skills & legal experience preferred. Fine working conditions. Salary commensurate. 354-6444

LEGAL SECRETARY
For high volume medium size law firm in Troy. Must have Word Perfect skills & legal experience needed. Good salary & benefits.
Call Marianne 346-9490

LEGAL SECRETARY/
LEGAL ASSISTANT
Experienced in litigation for Senior Partner in Automotive practice in Southfield firm. Good skills with shorthand or speedwriting. Must be motivated, possess excellent organizational skills & be a team player. Good benefits & pleasant office atmosphere. Salary commensurate with experience. Call Kim 10am-3pm 358-2090

LEGAL
SECRETARY
$26,500 FEE PAID
Busy suburban law firm has litigation spot. WordPerfect needed. Excellent benefit package. Call Mark.
649-3330
or FAX resume to 649-2432-2
MEDICAL ASSOCIATES
PERSONNEL SERVICES

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Full or part-time, at least 3 days per week. Word Perfect. Pay commensurate w/experience. 559-3980

LEGAL SECRETARY
2 years experience. Knowledge in WordPerfect a must. Bankruptcy, divorce, litigation, and/or corporation knowledge helpful. 30-40 hours. Send resume to: Box 996
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

★ LEGAL SECRETARY
For Senior Partner
Southfield firm seeks organized professional secretary who know WordPerfect and possess excellent communication and computer skills. Minimum 5 years litigation experience required. Competitive starting salary with benefit package. Call Pamela Reists, 948-0000
or fax resume to 948-8484

LEGAL SECRETARY/Secretary
Established Southfield law firm seeks experienced Secretary with excellent computer, telephone and organizational skills. Proficiency in WordPerfect 5.0a (experts need not apply). Pleasant office, friendly atmosphere. Comp background a plus. Competitive salary & benefits. Please send resume and salary requirements: Box 112
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Experienced with good skills to work in a law firm specializing in Probate & Estate Litigation. Mark Ltberman, 810-357-3550

LEGAL SECRETARY: Experienced in Probate & Estate Litigation. Call Mary, 3000 Town Center, Ste. 2600, Southfield, MI. 48075

LEGAL SECRETARY - 2 days a week. 3 years experience preferred. Word Perfect required. Non-smoking office. 645-1003

LEGAL SECRETARY
For law firm in Farmington. 1-3 yrs. experience; Word Perfect 5.1.
Contact Mary, 656-2443

LEGAL SECRETARY - Full time. Some experience necessary for personal injury litigation. Fringes, substantial salary. Call 334-5264

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

LEGAL SECRETARY
Experience wanted for expanding Southfield law firm. Word processing experience required. Salary commensurate. Contact Lawrence Stockler or Gastine Gandy (810) 569-7700

LEGAL SECRETARY - Experienced legal secretary needed for insurance skills for 2 partners in small Bloomfield Hills firm. Organizational skills. WordPerfect 5.1 and administrative duties a must. Salary commensurate with skills. In the $20's. 334-6484

LEGAL SECRETARY
We are seeking several long term temporaries for three downtown, 1 year assignments. Word Perfect 5.1 or Word 6.0 required. Call us for an interview. Arthur Thomas, 355-1140

LEGAL SECRETARY - Birmingham law firm seeks career oriented legal secretary for partner position. Experience preferred. Wang Word Processing. Send resume to: Mr. Raine Wagner, 401 S. Woodward, #400 Birmingham, MI 48009

LEGAL SECRETARIES
$28,500 fee paid
Litigation and WordPerfect needed. Sign up for $300 SHOPPING SPREE
Call 355-2440
THE KPM GROUP

LEGAL SECRETARY
Southfield law office has an immediate opening. Candidate must have WordPerfect 5.1, type minimum 60 words, have 1-3 years litigation experience, 23-32 hrs./wk. flexible. Call Tracy, 810-355-0000 or fax resume to 810-355-3930

LEGAL SECRETARY
TO $26,000
Looking for 2 years legal experience with strong grammar, spelling and communication skills for senior partner. Call or send resume: Arthur Thomas, 3000 Town Center, Ste. 2333, Southfield 48075 355-4140

LEGAL SECRETARY-Experienced. Highly motivated, self-motivated individual. Full-time with benefits. Pleasant phone manners, thorough knowledge of office procedures, organizational skills, able to handle heavy workload. Word Perfect, Microsoft, mac, 45 wpm. WordPerfect Windows 5.1 a plus. Experience, Salary commensurate. Call Ann 569-1100

OFFICE CLERK - for filing, sorting, and other general office duties. Salary, $6 an hr. plus benefits. Send letter or resume to: Controller, PO Box 2000, Bloomfield Hills, MI 48302-2000 or

EEO/AA
☎ 810-433-4800
6161 Box 2015

OFFICE CLERICAL
Fast paced tool distributor seeks detail-oriented, self-motivated individual. Full-time with benefits. Pleasant phone manners, thorough knowledge of office procedures, organizational skills, able to handle heavy workload. Word Perfect, 45 wpm, mac, WordPerfect Windows 5.1 a plus. Experience, Salary commensurate. Call Ann 569-1100

OFFICE CLERK - for filing, sorting, and other general office duties. Salary, $6 an hr. plus benefits. Send letter or resume to: Controller, PO Box 2000, Bloomfield Hills, MI 48302-2000 or

EEO/AA
☎ 810-433-4800
6161 Box 2015

OFFICE EMPLOYEE NEEDED
for RV insurance agency. Must be highly-motivated, detail-oriented. Auto or RV insurance experience a plus. Full time/benefits. Send resume to: Nancy Baldas Agency, 48500 Tenaya Mile, Wixom, MI 48393

OFFICE INTERNSHIP PROGRAM

Oakland Psychological Clinic, PC, seeks several motivated individuals for its clerical 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 growth, a positive work environment, a meaningful career, benefits and $6.50/hr for a select ambitious few.

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

OFFICE MANAGER/BOOKKEEPER
Computer background important.
Bloomfield Hills. Part-time.
645-9690

OFFICE MANAGER/legal secretary, Southfield personal injury defense firm seeks experienced Legal Secretary/Office Manager, in addition to legal secretarial duties job includes supervision of clerical staff, office budget & administrative duties. Competitive salary & benefits.
Fax resume and salary requirements to: Box #982
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
Downtown Detroit company has managerial opening in administration area. Candidate must be self-starter who possesses a strong working knowledge of accounting. Previous experience in human resources helpful but not required. Managerial duties will include:

- General Ledger
- Bank reconciliations & books
- Employment taxes
- Employee Payroll
- Accounts Payable/Receivables
- Interviewing

Qualified candidates forward resume and salary requirements to:
Kate Inc.
1700 W. Fort St., Suite 100
Detroit, MI 48216

An Equal Opportunity Employer

OFFICE PERSONNEL for business forms manufacturing industry. Forms experience a plus. Canton location. Excellent benefits. 455-5000

OFFICE
SUPERVISOR
Home Services, a national temporary employment company is seeking a full time Supervisor for our Ann Arbor office. The position requires prior customer service and/or sales background. Please send resume to: (313)677-3661

504 Help Wanted Office-Clerical

LOOKING FOR dependable data entry clerk with good office skills. To work in a small office. If you have worked for a Job shop it's a plus. Bookkeeping knowledge is helpful. Good benefits. Call & leave message. 642-4647

Macintosh
Excellent opportunity for proficient Macintosh user:

Micro soft word for windows
Powerpoint
Excel

Call today for an immediate interview

ENTECH PERSONNEL
Managed Services Division
628-8092

MANUFACTURERS REPRESENTATIVE - looking for a dependable secretary for one girl office with versatile job responsibilities, answering phones, filing, travel arrangements, (airline tickets and hotels on file), letter, quotations, etc.). Position includes $6.00/hr + mileage and liberal vacation. Salary negotiable depending on experience. Send resume to: 2301 W. Big Beaver Rd., Suite 104, Troy, MI 48084.

MEETING
PLANNER
High computer company - Farmington Hills office. Please send resume to:
BOX 116
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MICROSOFT WORD
& LOTUS 1-2-3
POSITIONS
Available downtown & W. suburbs. Top wage and perks offered. Experience a must. Large and small companies. Advancement opportunities.

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9060
Taylor: (313) 291-3100

NOW HIRING
* DATA ENTRY
* WORD PROCESSORS
* GENERAL OFFICE
Must have 1 year experience on job experience. Job opportunities in Detroit, Birmingham, Troy and Farmington Hills Areas. Call NOW for appointment.

METROSTAFF
Temporary Personnel Service
569-8700

NO FEE EOE

OAKLAND COUNTY based holding company seeking experienced Executive Secretary to officer manager for permanent part-time position, 2 days/week, 9:30-5:00. Strong Word-Perfect 5.1 skills a must. Knowledge of Lotus helpful. Please send resume and salary requirements to:

FSIA
255 East Brown St - Ste 235
Birmingham, MI 48009

OFFICE
ASSISTANT
$18-$20,000
FEE PAID COMPANY
We Need a Polished Professional with very good skills for this stable growing company. WordPerfect a must, Lotus helpful. Call for more information, please call 644-4500.
SHELLING PERSONNEL SERVICES

OFFICE/CLERICAL - full charge office person for small business in Plymouth. 20-40 hrs. Apply in person: Plymouth Tire, 45351 Ford Rd., 537 S. Main, Plymouth, 46170.

OFFICE CLERICAL - part time position for Bloomfield Hills company. Excellent clerical skills (typing, word processing, accounting/reconciled). Forward resume & salary requirements to: Controller, PO Box 2000, Bloomfield Hills, MI 48303-2000 or

EEO/AA
☎ 810-433-4800
6161 Box 2015

OFFICE CLERICAL
Fast paced tool distributor seeks detail-oriented, self-motivated individual. Full-time with benefits. Pleasant phone manners, thorough knowledge of office procedures, organizational skills, able to handle heavy workload. Word Perfect, 45 wpm, mac, WordPerfect Windows 5.1 a plus. Experience, Salary commensurate. Call Ann 569-1100

OFFICE MANAGER - full time position. Open immediately. WordPerfect, Data Processing & general accounting a must. Send resume to: P.O. Box 99673, Troy, MI 48099
An Equal Opportunity Employer

OFFICE MANAGER, ASSISTANT
Retail chain seeks experienced Assistant Office Manager, Customer Light bookkeeping & computer input among other duties. Good phone Paula. 377-4980

OFFICE MANAGER needed full-time with knowledge of Quicken or Peachtree Books. Accounts payable/receivable & bookkeeping helpful.
Send resume to: Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE - PART TIME
Accounts receivable & payable. Mon.,Wed. & Fri., 12 hours per week. Computer knowledge helpful. Platinum a plus. Catherine 728-2222

OFFICE PERSON needed full-time for family service development firm. Light typing, computer skills. Duties include customer service, contacts, scheduling, computer work, etc. Please contact Sandy on Tues. or Thurs. between 10am-2pm. Wixom. 810-624-3331

OLSTEN is Looking
for Experienced....

LEGAL SECRETARIES
ADMINISTRATIVE ASSISTANTS
WORD PROCESSORS

Enjoy excellent salaries, great opportunities and new clients? Call or drop in today. Call us at: (313)962-9650

OLSTEN
Staffing Services
No Fee Agency 24745 Schoolcraft, Livonia

PARA LEGAL with nursing or medical background for small Farmington Hills Defense firm. Excellent compensation with Bloomfield Hills area benefits. Call Ann 489-1100, FAX 489-9600

PART TIME OFFICE - Mature person who like people, to help us spoil the patients of our Livonia dental practice. Saturday possible call Bev at. 313-482-5985

PART TIME PERSON needed in busy office. Typing, word processing, data entry & light clerical experience. Call Tracy 540-5331

PART-TIME position typing on PC. 20 hrs. per week. 12 Mile & Northwestern. Flexible hours available. Mon-Fri, 8am-4:30pm. Linens & More, Mr. Pavlatos, 353-0404

PATIENT
REGISTRAR
INTERNAL MEDICINE

Part-time position located in Dearborn.

Qualifications include: 1 yr. clerical experience in a physician practice to include medical terminology, 35 wpm accurate typing speed, 8/hr proficiency on computer keyboard required. ICD-9 & CPT-4 coding/insurance experience highly preferred.

Individuals meeting requirements should submit a resume detailing experience or apply Mon-Thur., 8am-12noon.

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22250 Greenfield, Ste. 319
Southfield, MI 48075
An Equal Opportunity Employer

PAYROLL POSITION available immediately for 200-plus employee company. Must be self-motivated & proficient with Lotus 123. Experience with ADP PC Payroll a plus. Please send resume, with salary requirement for: Detroit Metro Airport, Bldg. 533, E Service Drive, Detroit, MI 48242, Att: Todd Montrieu.

PC OPERATOR
IMMEDIATE OPPORTUNITY

- Excel
- Automotive Company in Warren
- 2 Year Program
- Health Benefits, Vacation, Holiday Pay, 401K

ET SERVICES & SYSTEMS, INC.
MANAGED SERVICES DIVISION
(810) 569-8444

★ ATTENTION
PERSONNEL
COORDINATOR

- Interviewing
- Staffing
- Customer Service
- Bookkeeping
- Reception duties
- $7.50-$8.50 per hour

MasterStaff
442-2255

PERSONNEL AGENCY
FULL TIME

Energetic person needed for busy Farmington Hills office. Duties include lots of filing. Very busy phones, interviewing & employment placement. Occasional weekends. Benefits. Call Renee at 442-2053

PERSON with sports background and superior clerical skills for fast paced grant position with Michigan Senior Olympics. Submit resume to: Mary Kelner, CSI, 312 Woodward, Rochester, MI 48307. 810-652-1403

PHONE ORDER PROCESSORS
Heavy customer service, high school record keeping. Part-time after 5pm. $12 per hour starting salary. Will train the right people. Great position for students, homemakers, retirees. 476-7355

PRODUCTION FOREMAN TRAINEE
Fast growing container business is looking for a creative production minded person with good mechanical skills to learn the production trade. Please send resume or apply in person: Rotech Healthcare Products, Inc., 317 Park St., Troy, MI 48083

REAL ESTATE OFFICE in Troy has part time opening for someone with basic computer and phone skills.
641-5334

RECEPTIONIST/Secretary
Farmington Hills. Mon.-Fri. 7:1am-5pm. Real estate experience preferred, but will train. Great office, benefits. Larry Harris, Century 21, 851-8700

RECEPTIONIST
★ With an eye for fashion. Good communication & computer skills for busy high-fashion optical & contact lens office.
Call Jamie 626-0201

RECEPTIONIST
Full time. Please apply in person; Musicals Collision, 30470 West 8 Mile, Farmington Hills.

RECEPTIONIST - Accounts Receivable/Billing for Redford manufacturing company. Duties include phone, typing, filing, accounts receivable invoicing, computer experience necessary. Call person office. Benefits. Flexible hrs. 474-4680

RECEPTIONIST
UP TO $4/HR.
Dearborn

O/E
Management Services
528-8100, Fax 528-8107

RECEPTIONIST
Front desk position. Temp to perm opportunity with Independence Center and Farmington Hills. Choice opportunity for your recent experience and cheerful personality.
Call Barb 473-2053
Uniforce Temporary Services

RECEPTIONIST
$16,500 PLUS
Be that important first contact for busy Farmington Hills company. Good phone skills and light typing required. Security and good benefits are yours. Call Ann 352-8400
SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

$ $ $
RECEPTIONISTS
Long and short term assignments available for energetic, articulate, professional individuals. Multi-line phone experience, accurate typing and PC skills helpful. Call today for an appointment!
ENTECH PERSONNEL
Auburn Hills. . . . 377-4980
Dearborn 336-8888

RECEPTIONIST
for wild & crazy office
Call Shelly 435-6080

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. Flexibility required.
Call Jeanette 458-5281

RECEPTIONIST/CLERK
Southfield law firm is hiring an articulate and dependable person, high school graduate with previous experience. Great benefits. Salary commensurate. Mail to: M.J. Pollack
Town Center, Suite 2700
Southfield, MI 48075

RECEPTIONIST WANTED
Must be organized, able to handle multiple duties, good communication skills, bend working and dedicated. Good benefits and room for advancement. Apply in person at: Snehanja Jeep Eagle, 11600 Telegraph, Redford.

RECEPTIONIST
Computer experience a plus.
Call resume to: Bernard, Weekends 8am - 2pm one day and 2pm - 8pm the next. Apply in person:
Peachwood Inn
3500 W. South Blvd.
Rochester Hills

RECEPTIONIST/TYPIST
for Farmington Hills law firm. If you are interested in gaining legal experience please call 851-8000

RECEPTIONIST, CUSTOMER SERVICE, DELIVERY ROUTER. Full time, full benefits. Waterbed Warehouse, 41915 Ford Rd., Canton

RECEPTIONIST - Part time for insurance agency. Phones, typing, filing. Computer knowledge a plus. Call Laura, 451-7793

RECEPTIONIST - part time, for busy Northwestern, Southfield office. Mon., Wed. & Fri. from 8am-5pm. Apply at 651 Livernois Ferndale between 8 & 9 Mile Rd.

RECEPTIONIST, FULL TIME
for fast paced insurance office in Northwestern. Must have good phone & typing skills. Computer knowledge a plus. Call Ann 851-2250

RECEPTIONIST -- needed for fast paced Birmingham law firm. Must be computer user-friendly. Full time 35 an hr. to start. Benefits negotiable. Call Ann 645-5199

RECEPTIONIST-PART TIME
for busy Farmington Hills builder. Send resume to: Receptionist, 32000 Northwestern Hwy., Suite 145, Farmington Hills, MI 48334

RECEPTIONIST OPENINGS
2 - Bloomfield Hills, typing, 30 wpm.
1 - Plymouth/Canton area.
2 - Novi, WordPerfect 5.1 helpful.
Temporary Resources 737-1711

RECEPTIONIST/SECRETARY
Full time position in law firm with Livonia funeral home. Looking for mature person who has good phone & office skills. Benefits. 422-7732

RECEPTIONIST, Plymouth area. Experienced in telephone and word processing skills required. Full time with benefits. Call for appointment Cindy Gropp between 2-4 PM. 455-1770

RECEPTIONIST needed for growing company. Phones, Word Processing & Bookkeeping.
Send resume to: Personnel
2633 Fairlane, Suite 214
Huntington Woods, MI. 48070

RECEPTIONIST
Use your Receptionist skills to move into a challenging position with complete company training.
Call Jackie 647-0710

RECEPTIONIST - Experienced, mature individual required to handle busy switchboard. Resumes only to: L. Mikdal, Rocky Fashions, Inc., 21415 Civic Center Dr., Suite 200, Southfield, MI 48076

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

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

RECEPTIONIST
Part-time Afternoons for Troy based office. Duties include answering phones, distributing mail, data entry, typing & filing. Send resume to:
Attn: Tracing Specialists, 555 Oliver, Troy, MI, 48084, attn: Anne.

RECEPTIONIST - Full time for Plymouth office. Must possess excellent people skills & have a professional phone manner. Typing experience required. Send resume to: Attn. Barbara, P.O. Box 701093, Plymouth, MI 48170-0919.

RECEPTIONIST - Immediate full time opening in busy Farmington non-smoke office of business. Diversified duty position requires good phone skills, word processing, other light secretarial duties. 661-5100

RECEPTIONIST
PART TIME
Diversified position reporting to the Office Manager for national executive search firm. Administrative duties include typing, Flexible hours. Please call Debbie at 244-9846

RECEPTIONIST/Word processor needed for part-time position, 20 hours per week. Some flex hours. Good work environment. Send or Fax resume to: CSI, 26111 Evergreen, Ste. 200, Southfield, MI 48076. Fax 810-827-4809

RECEPTIONIST/DATA ENTRY
Must be self-motivated & able to handle multiple tasks. Computer & good communication skills necessary. Salary commensurate. Box #134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Immediate positions available for long & short term assignments.

- 3 mos. office experience.

Call TODAY, start TOMMORROW

TODAYS
TEMPORARY
649-4455

EOE

SALES SECRETARY - Fast paced position to support 4 salespeople. Must be friendly with a positive attitude and great phone skills, experienced in advance WP, order explicit, typing, customer service, postal office & type 60 wpm. Send resume & requirements to: 185 W. Liberty Plymouth, MI 48170 or Fax: 453-4228.

PAPA ROMANO'S corporate headquarters in Livonia is looking for a SECRETARY. The person must possess typing skills of 45 wpm, 10-key skills, and computer knowledge. Experienced in Microsoft word a must but not required. Full time with benefits. The job offers great advancement potential.
Call Jane 427-5555

EXECUTIVE SECRETARY
to Sales Manager in Troy, Microsoft word, Windows, Excel.
Temporary Resources 737-1711

RECEPTIONIST SUPERINTENDENT - For residential builder. Experience necessary. Ann Arbor, Wixom or Brighton locations.
Call Ms. Levine, 810-661-5100
HR ONE recruiting for an EOE

504 Help Wanted Office-Clerical

RECEPTIONIST/
CUSTOMER SERVICE
D.O.C Optics is seeking an experienced, self motivated, organized "take charge" Receptionist with strong customer service skills for this busy retail store. Days/nights/weekends available. Excellent wage and benefits package. Please apply at our Twelve Oaks location.

RECEPTIONISTS
UP TO $7.50/HOUR
Assignments available immediately for persons with multi-line phone experience. Light typing & bonus. Call for more information:
Livonia: 591-1100
Troy: 524-0035
ACRO SERVICE CORP.

SALES ASSISTANT
Major stock brokerage firm in Bloomfield Hills/Birmingham is looking for Sales Assistant for immediate employment. Candidate requires a stock brokerage experience. Please fax resume to: Mr. Carol Massey, Smith Barney, Inc., 8am-5pm.
Smith Barney