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Suburban firm, previous tax, corporate experience, good organizational skills, challenging and diversified duties, immediate start. Salary negotiable. **LEGAL SECRETARY, \$37,000.** Your past legal experience, plus good secretarial skills entitles you. Opportunity to advance. Send resume to **PARALEGAL, TO \$27,000.** 3 positions available. Personal injury or commercial litigation experience. WorkPartners 6, 1000 Lakeside, Suburban firm, Bensenville, 772-4770. **SMELLING PERSONNEL SERVICES**

LEGAL SECRETARY

TROY

Mid-size law firm offers excellent opportunity for experienced legal secretary to work with other hard-working members of its development and municipal/health law teams. Must be proficient in document control and supporting WordPerfect 6.03 & 1.1, Organizational Chart, excellent academic credentials, professionalization and ability to work well with others also a must. Excellent law rounding and education experience helpful. Please send resume and salary requirements to: Carole.Hamilton@troy.com

MAINTENANCE - East & West side area apartment complexes have an immediate opening in looking for an experienced maintenance person in all phases of residential property maintenance. Send resume to:
Box 218
Observer & Commenter Newspaper
36221 N Schottstraff Rd.
Lewistown PA 17130

We have many clerical/technical assignments for the following classifications:

- A/P, A/R clerks
- Secretaries/shorthand
- Wordprocessors
- Receptionists
- Quality Control (QC)

FUTURE FORCE
Temporary Help Services
TROY - 828-8454
SOUTHFIELD - 353-6300

MATURE PERSON to handle pos-

SEAMSWORTH ASSISTANT: Entry level position with chance to grow. Individual must be organized & possess the ability to follow through on ongoing tasks & projects. Should have background in WordPerfect, Access Database programs, strong telephone skills & excellent file record keeping ability. Salary: \$15,000 - \$18,000. Send resume to Box #2349.

MRI ASSISTANT

Part-time clerical position available
in the afternoon shift. Will be re-

Minimum 40 wpm typing, & 1 yr. related clerical experience preferably in a hospital environment.

Candidates meeting the above qualifications may send resumes detailing experience & availability or apply Mon-Thurs., 9am-12noon.

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22254 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

**MULTI-SKILLED
OFFICE PRO**

Small Rochester, NY based consulting firm needs an aggressive individual with marketing savvy, computer skills & office experience. Must be able to work with clients as supervisory supervisor in the business of technical training, publishing & pro-

have been a successful client, and
of Fortune 500 companies. You
have been experienced in press
publishing & desktop publishing as well
as excellent business communica-
tion skills. Requires ten years of
medium work experience. Successful
candidate will coordinate training
schedules, publish training materials
& help with marketing plans.
Recommends and resident preferred.
Reply to Box #178
Observer & Economic Newspapers
30251 I Schoolcraft Rd.
Livonia MI 48150

company seeks experienced Secretary for permanent part-time position 3 days/week, 8:30am-4:30pm. Proficient in WordPerfect 5.1. Position available immediately. Please send resume & salary requirements to:

781A
234 East Brown St., Ste 235
Birmingham, AL 35203

NEDFORD PETROLEUM PLANT Hires
part time Office Clerk.
Call Orlene for appointment.
537-0400

OFFICE ASSISTANT/PART TIME

30-25 hours per week. Southside
ave. East Chtr
840-3750

OFFICE ASSISTANT 30-30 hrs/wk.
Various duties include: Lprl typing,
filing, phone screening, and mail
processing. Please personally visit
Mt. Birmingham ave. 610-334-3403

OFFICE ASSISTANT, entry level
needed for busy insurance office.
High school diploma, clerical, &
communication skills required along
with good telephone voice. Please
submit resume to: Inco Corp., P.O.
Box 8094, Southside Lf 44066

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate full time employment. Duties: Reorder discontinued self-starter, strong organizational ability & active interest in home office status. Dependable work is required. Apply in person or call:
LA-Z-BOY SHOWCASE SHOPPES
3774 N. HWY. 101, NOVATO
364-3700

OFFICE CLERICAL/ AND RECEPTIONIST
Northwest manufacturing company

looking for aggressive, sales-challenged sales persons with good typing and computer skills. Compensation at \$10.00 an hour. Windows, Word, Access & Excel important. Position also requires back-office computer skills for very busy environment. Position offers competitive wage and fringe benefit package. Send resume, stating experience, salary history, and salary history to: P.O. Box 23061, Detroit, MI 48223

Equal Opportunity Employer M/F

OFFICE MANAGER/ages 20-30

OFFICE MANAGER
Busy office in Perpetua High
school & commercial, highly or-
ganized, computer literate, ex-

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