EMPLOYMENT

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT needed for busy office in Troy. 30 hours per week. Call. 689-9300

ADMINISTRATIVE ASSISTANT permanent, Independent with extensive bookkeeping experience. Must work well with others. This is a permanent part-time position, also fact for Houston or Dallas Functions. 355-4330

ADMINISTRATIVE ASSISTANT outstanding organized person needed skilled office professional with excellent communication, word/Excel, Lotus, accounting, and phone skills. 5 years minimum experience. Excellent benefits, pay is negotiable, salary commensurate. Send resume and salary requirements to: P.O. Box 2107, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT

Fast paced Property Management Company seeking and organized individual with strong interpersonal, reception & good typing skills required. Send resume to:
100 Galleria Officentre
Suite 420
Southfield, MI 48034

ADMINISTRATIVE ASSISTANT 7 person company. Strong organizational & clerical skills. Accounting, word/spreadsheet experience necessary. 647-4292

ADMINISTRATIVE ASSISTANT Full time position. Duties include phone, typing, filing, research, phone, transcription, word processing, excellent skills. 647-1584

ADMINISTRATIVE MANAGER BLOOMFIELD HILLS ESTATE Unique opportunity for an outstanding resume. Must have exceptional interpersonal, handle personal bookkeeping, payroll, computer literate, word processing, and personality. 626-5300.

Call Ann Arbor Personnel 313-769-7010
Harbor Associates,26470 Middlebelt Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT/SECRETARY

A great opportunity for a highly motivated individual with excellent secretarial/word processing skills. Real estate experience a plus.

Call Personnel Dept.
645-2500
Or send resume to: MANAGER
2111 W. Maplelawn
Birmingham, MI 48009

ARBOR NEEDS

DATA ENTRY/CLERKS GENERAL OFFICE
Your starting point and good opportunities at prime companies.
Temp & Perm
ARBOR TEMPS, 459-1166
5433 Haggerty Rd., Plymouth, MI

ARE YOU AVAILABLE FOR AN AFTERNOON OR MIDNIGHT SHIFT?
Do you have 1 to 2 years general office experience, excellent clerical skills and the desire to succeed in a position? We are looking for bright, hard working people and would like to hear from you immediately.
Guardian Alarm
20855 Schoolcraft Rd.
Southfield, MI 48075
810-423-1000
An Equal Opportunity Employer

ASSISTANT TO CUSTOMER SERVICE REPRESENTATIVE
For prominent company in 13 Mile/Southfield area. Small friendly, fast paced office. Call Carol Ann, Manpower 540-3220

Manpower
SURVEY TELEMARKETERS NEEDED
For Farmington Hills company. Will be opening shortly. Must have phone and reporting information and telemarketing experience. Hours are 9 to 1 (pm 5 to 9 optional). Hourly rate is $5 + $ Bonus + Incentive. Paid Training. Call Carol Ann, Manpower 540-3220

SECRETARY

Your all around skills and experience are ideal for long term corporate position with talented manager. Comprehensive benefits package. Fast paced environment. Call Southfield 352-7922
Uniforce Temporary Services

AUTO DEALER LOOKING for 2 full time self-motivated, general office assistants. Must speak some proficiency, but will train. Make follow 2 weeks paid training. Send resume to: Jim Brown, Dept. 2, 30000 Northwestern Hwy., Suite 200, Farmington Hills, MI 48334

CLERKS

Positions available in Royal Oak, city & evening shift.

Start immediately!
TODAYS TEMPORARY
649-4455
EOE

CLERK TYPIST
Full time. Must be computer literate, experienced only. Call 352-2267

★ CLOSING PROCESSOR
Will train right person to process real estate and mortgage documents. Good typing and computer skills required. Title insurance experience helpful. Knowledge of Great Lakes Title, 17187 Laurel Park Dr., Suite 216, Livonia, MI 48152. Attn: Bob Gerbo

COLLECTION
Busy expanding Detroit company is seeking collectors who are responsible, self motivated people, team oriented, immediate opening.
@ 810-423-4820
6161 Box 2560

COMPUTERIZED ACCOUNTING TECHNICIAN TRAINEES (College Credits)
Laid off engineers and unemployed, low income persons may qualify for paid 960 hour training in accounting technician training and job placement services. High School diploma or GED required.
Call Amy at: 645-0667
Oakland Community College
Office of Corporate Training

COMPUTER PROGRAMMER needed for expansion in Livonia. Must have experience with relational data base management systems, Fasgro, BOL, Windows & Novell Netware. Fax resumes to 313-663-8408 by 4-29-94.

COMPUTER PROGRAMMER For Southfield distributor. Experience, use RPG II and system 36. Must be will to travel overnight 1 or 2 times per month. Send resume with salary requirements to: Mr. Bailey PO Box 5000 Southfield, MI 48086

CONTINUING PART-TIME CLERK
Canton Township is accepting applications for the position of Continuing Part-Time Clerk. Minimum 45 WPM. $6.51 per hour. Applications will be picked up at the Canton Township Hall, Clerk's Office, 1150 S. Canton Center Rd., Canton, MI 48188 or forward a self-addressed stamped envelope to above address to request application form. Job description will be posted at the Township Administration Building, A Canton Township application form must be completed in its entirety and be received by 5:00 p.m., April 18, 1994. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disablement in employment or the provision of services. An Equal Opportunity Employer.

CREDIT SERVICE needs Data Entry/Receptionist. Career opportunity, part time or full time. 552-3040

CUSTOMER SERVICE ASSISTANT General office clerical duties included. Prefer college student or recent graduate. Apply in person Mon. Fri. 9 to 5 pm. Great benefits, competitive salary. Apply in person: Gordon Chemical, 31000 Stephenson Hwy., Madison Heights, MI

CUSTOMER SERVICE Outstanding Mail Order company in Livonia area is seeking people for long and short term assignments. Typing skills required. Call today for an appointment.
SHELLING PERSONNEL SERVICES
NEVER A FEE

DATA ENTRY CLERK

504 Help Wanted Office-Clerical

BANK ACCOUNTS PROCESSOR
Growing community Bank seeking accounts Payable and Trainee for the Bookkeeping Department. Successful candidate will be self motivated team player and desired to learn. Responsibilities include typing, good math skills, phone etiquette and computer literacy. Banking experience a definite plus.
METROBANK
37000 Grand River Ave. Ste. # 365
Farmington Hills, MI 48335
@ 810-474-6400
We do drug testing. EOE
An Equal Opportunity Employer

CARLOS MURPHY'S
is now hiring for part time bookkeeper for Sat. only. Must have bookkeeping experience helpful. Apply in person Mon. Fri. between 2 and 5pm. 29244 Northwestern Hwy., Southfield.

BOOKKEEPER - Full time, proper, accurate, 20411 W 12 Mile, Suite 301, Southfield. Call Ashkat Accounting. 352-5420

BOOKKEEPER, FULL CHARGE Computer experience. Hy Farmington Hills area. 810-477-1515

BOOKKEEPER
Part time for busy Southfield law firm. Call Ann Vance 355-5200

BOOKKEEPER - Part time for busy Southfield law firm. Call Ann Vance. Must know dealer based business for best chance of 355-5200

BOOKKEEPER - PART TIME approximately 3 days per week. Livonia/Plymouth area. Private experience preferred. Please send resume, salary requirements & a Recent Photograph to: Schaefer Systems, 30230 Orchard Lake Rd., Farmington, MI. 48334

BOOKKEEPER
Responsibilities include accounts receivable & payable. Must have knowledge of pay roll, word processing and computers. Experienced only need apply.
Call Ann Arbor Personnel
Ask for John Belcher 851-5440

BOOKKEEPER
Romulus Newspaper transportation company is looking for a full charge bookkeeper for their office. Must have strong background in accounting, computerized accounting software, an eye for detail & a self starter. Take on a challenging position in an upscale business for advancement. Send your resume to: Personnel Dept.
Attention: HR/OE
Kellner, Tumbelson & Co.
12900 Hall Rd., Ste. 300
Sterling Heights, MI 48313-1153
Recruiting for EOE

BOOKKEEPER/SECRETARY 30 hrs. a week. Position available immediately. Payroll Over area.
Contact Barbara 644-7373

BOOKKEEPER
Trade show management company is seeking a full charge bookkeeper for their office. Responsibilities include: experience with computer, bank reconciling, payroll, accounts receivable & receivables, financial statements & some clerical responsibilities. Competitive salary commensurate with experience. Send resume to: Brynne Dawkins Associates
Attn. Connie Walters, 29166 Bailey Rd. Novi, MI 48375

BROKERAGE
Experienced Import/Export sales assistant and operations personnel needed for brokerage firm. Please send resume to: P.O. Box 5064, Farmington Hills, MI 48332-5064.

BUSY insurance Office. Typing, reports, part-time, mature individual preferred duties. Must have excellent communication skills & ability to handle pressure situations. Apply at AAA, 2325 S. Huron Rd., Dearborn Michigan Ave. & Cherry Hill.

BUSY real estate office needs experienced bookkeeper person with excellent phone and typing skills. Call Jackie at 737-7400

CHURCH SECRETARY - part time, business manager, bookkeeper, receptionist skills. Contact Human Church of our Savior, 9805 Middlebelt, W. Bloomfield, MI 48322.

200 CLERICAL OPENINGS
Immediate openings needed. 2 weeks assignment in Livonia area, possibility of extensions and permanent placements. Typing skills required. Call Ann Arbor Personnel 851-5440
Fax Back-Line, HORNELL SERVICES, 17187 N. Laurel Park Dr., Suite 123, Livonia, MI 48152 & 1-2-3-Fax. 952-9731

TEMPORARY EMPLOYMENT SERVICE
Seeking individual for Madison Heights morning/noon/afternoon shift. Job experience very helpful. Must calculator and typing. Well established company with benefits. Call Jackie at Recruitment Now 544-8300

CONTEMPRA
583-9500

CLERICAL ASSISTANT - Mature, $5.50/hr, computer skills required, work two 1 hour-4pm daily duties. 352-0210

CLERICAL
Westchester Company has immediate opening for a clerical position in our Troy corporate office. Qualified candidates must possess at least 6 months general clerical and data entry experience. Duties include but not limited to entry typing, general clerical duties and strong phone skills are required. Excellent benefits and salary commensurate with experience. Qualified candidates should send resume or apply at:
HANDLEMAN COMPANY
888 Kirts Blvd Troy, MI 48084
(Located between Crooks and Livernois N. of Big Beaver.)
An Equal Opportunity Employer

CLERICAL HELP - Immediate openings for entry level positions. Typing or computer skills preferred. Work area Fri., Sat., Sun. Flexible hours. For more information, call 851-7999

CLERICAL - part time position, general office duties, data entry, typing, filing, phones. Please call Kevin, 851-8200 Bloomfield Hills, Inc. 841 Kingsley Ave.

CLERICAL PART-TIME General office duties and inventory control. Mon. Fri. 8 hours per day. Call Cathy 796-0040
Uniforce Temporary Services

★ LOOKING for Data Entry people? Apply at Tele Tron Co. Dept. Office of Administration, 30400 W Stadium, Detroit, MI 48235

DATA ENTRY CLERKS A.M. & P. M. SHIFTS
Immediate openings for your data entry desks. We offer: Top pay, bonuses, paid holidays, and paid vacation. Call today for an appointment.
SHELLING PERSONNEL SERVICES
NEVER A FEE

DATA ENTRY CLERK

504 Help Wanted Office-Clerical

CLERICAL
Adecco Corporation has openings for full-time general clerical with a variety of responsibilities, including:
- Order processing
- Typing
- Telephone
- PC data entry
- Typing (at least 40 wpm)
- Light bookkeeping
- Complete reports

All positions offer excellent benefits, including medical, dental, and 401 (k).
Please send resume with salary requirements to:
ADHTRA CORPORATION
Human Resources
101 Union
Plymouth, MI 48170
EOE

Clerical
Seeking Part Time Word Processor 15 hours per week, Mon., Wed., Fri., 8:30am - 12pm to type documents, letters, reports & other materials, dictation, knowledge of Microsoft Word Version 5.0, excellent typing skills, knowledge of Microsoft Word a team player with ability to maintain good relations on regular basis, punctuality important. Send salary requirements, phone, letter & resume to Director, Human Resources, P.O. Box 901, Bloomfield Hills, MI 48303.
An Equal Opportunity Employer

CLERKS
Part time. Rochester based firm seeks a detail oriented individual. Ideal candidate has strong computer organization & information skills. Send resume to: P.O. Box 82313, Rochester, MI 48306.

CUSTOMER SERVICE REPRESENTATIVE
Auburn Hills leading distributor of Jewelry & Gifts has opening for full time or part time position. Responsibilities include:
- Accepting telephone orders and inquiries from customers, designers, retail assistance dealers
- Entering orders
- Showing & demonstrating applications to prospective customers on our product displays
- Entry and inquiry on customer orders in computerized data base

Strong customer service/sales background required. Extensive technical training will be provided.

Forward letter of interest with resume to: Sales Manager, Dept. 1295 N. Opdyke Rd., Auburn Hills, MI 48326.

DATA ENTRY CLERK
Village Green Management Company, a leading national property management firm, is seeking a full time Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Typing, 10-key and CRT experience a plus. Other duties include: Operate back-up switchboard operator, file and maintain records, prepare mail or send resume and salary requirements to:
VILLAGE GREEN MANAGEMENT COMPANY
30833 NORTHWESTERN HWY
7TH FLOOR
FARMINGTON HILLS, MI. 48334
ATTN: A/R SUPERVISOR
@ 810/932-2730
An Equal Opportunity Employer

DATA ENTRY
Dey Shift
Immediate, long term full time. Minimum 55 wpm, 10 key experience required. Call Monday & Tuesday. Applicants will be tested. Ask for Data Entry Manager, 20300 Civic Center Dr., Suite 307E, Southfield, MI 48076

DATA ENTRY & FILING Part time, flexible hours. Typing & accuracy important. W. Bloomfield area. 334-3363

DATA ENTRY
FULL/PART TIME. Enjoy your experience in the warm friendly atmosphere of Jewelry Company. 1150 E. Canton Center, Canton, MI 48188 or forward a self-addressed stamped envelope to above address to request application form. Job description will be posted at the Township Administration Building. A Canton Township application form must be completed in its entirety and be received by April 18, 1994. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disablement in employment or the provision of services. An Equal Opportunity Employer.

DATA ENTRY/PAYROLL
Fast paced, varied duties including payroll, data entry, general office duties. Call Ann 473-3033
Uniforce Temporary Services

DATA ENTRY OPERATORS
We have 40 openings for Data Entry must. Computer is used in both Alpha and 10-key entry to work in our Livonia offices. Full or Part-time, Day and Afternoon shifts available. Must buy a minimum of $1,000 benefits.

This 16 week work has beginning the 1st of May could lead to permanent positions. To schedule an appointment call Ann Arbor Personnel 30 00 a.m. and 5:00 p.m. at 851-5420

DATA ENTRY PERSON
Part time position. Responsible for inputting & pass posting for 7 business. Been a CPA firm. Call Ann Arbor Personnel, 46700 W. 12 Mile Rd., Novi. 349-7800

DATA ENTRY
Wholesale Jewelry Company has for data entry person. Great entry & billing knowledge needed. Excellent letter of interest to P O Box 144, Wixom, MI 48393

WANT A JOB? GET A GOOD JOB
CALL ADIA
Receptionists/Switchboard
Data Entry
Telemarketing/Customer Service
Word Processors
Livonia, Plymouth, Canton areas
ADIA
525-0330
No Fee Ever

DEPENDABLE mature person needed for light office work & general errands. Place ads in paper. Place copy in person at 1647 Maplelawn, Troy.

DUBMAN'S has immediate openings on the computer for Accounts Payable and Accounts Receivable experience. Also Administrative Assistant (Word/Excel experience a must) and Data Entry Clerk. Excellent benefits. Apply in person or send resume to:
DUBMAN'S
3600 Orchard Lake Rd.
Sylvan Lake, MI 48320
Attn: Human Resources

EXECUTIVE ASSISTANTS SECRETARIES
Permanent with permanent positions. Microsoft Word, Windows, Lotus, Excellent benefits, starting salary $8 - $9 hr. to start.
OFFICETEAM
(313) 352-7800 Fax 352-8041
33500 Grand River, Suite 200
Farmington, MI 48335

E.O.E.

EXECUTIVE SECRETARY - full time position available in Canton. Good word processing skills required. Type 70 wpm and have excellent clerical skills. Ideal candidate will be self motivated, detail oriented individual and get the project done. Salary commensurate with experience. Fax resume to 313-459-7180 or mail to: Personnel Department, 46000 Ford Road, Suite 200, Canton, MI 48187. Attn: Cindy

504 Help Wanted Office-Clerical

DENTAL RECEPTIONIST/Collection Specialist needed for busy office in Troy. Person must be outgoing, organized, and detail oriented. 680-7660

ENERGETIC ASSISTANT - for real estate company. Must be detail oriented, Creative, flexible and able to multi task. Must enjoy working with 1000 people. Must have experience & plus. Salary range $18,000 to $18,000. Send resume to: Lynn Gallingham - 953-2900

ENTRY LEVEL position available. Full or Part time. Excellent telephone & communication skills, plus pleasant personality. Call Ann Arbor Personnel 851-5440 to schedule an interview on the right person. 380-1300

EXECUTIVE LEGAL SECRETARY Bloomfield Hills law firm seeks experienced in estate planning practice. Duties include deposition, real estate and probate. Send resume to: Personnel, 2080 Cole, Suite 380, Birmingham, MI 48304

EXECUTIVE SECRETARY For principal of Bloomfield Hills legal practice. Organizational skills, accurate typing and proficiency in knowledge of WordPerfect 5.1, Shorthand or dictaphone helpful. Salary commensurate & compensation requirements to: P.O. Box 400, Northville, MI. 48167.

EXECUTIVE SECRETARY Successful candidate must have 3 plus secretarial experience, 2 years at least 1 yr. reporting to executive. Must have excellent typing skills, accurate degree in business preferred. We offer competitive salary & benefits with opportunity for personal & professional growth. Send resume & salary requirements to: Personnel, 23100 Providence Dr., Burke 200, Southfield MI 48075

EXECUTIVE SECRETARY Farmington Hills based real estate/property company seeks full time experienced professional with computer/word processing skills & customer knowledge. Full benefit package. Salary based on experience. Send resume to: CHC, 33331 W. Nine Mile Rd., Farmington Hills 48335

FINANCIAL PLANNER Assistant, Bloomfield Hills, Shorthand, Lotus 123, Word Excel preferred. Excellent benefits with skills. Call Bob Roberts, 313-681-0084

FORWARD THINKER
Needed by retired Manager in busy professional financial planning office. Typing 40 wpm, 10 key, 2 years, minimum office and computer experience. Send resumes to: IDS Financial Services, 29800 Northwestern Dr., Suite 233, Troy, MI. 48084. Att: Cindy

FRONT DESK
Key, promotable position. Need good phone & some computer skills.
ARBOR TEMPS, 459-1166

GARDEN CENTER supply years needs Office help for accounts/sales phone position. Full time. Apply in person Mon. Sat. 42750 Grand River, ½ mile E. of Nov Rd.

A GARDEN CITY insurance agency needs part-time general office help with good people skills. 522-1121

GENERAL OFFICE - part time position to full time. Must have 3 years experience, for insurance recap sheets, typing 40 wpm, 10 key, numerals. Good eagle & more. Resume to: Box 2000, Troy, MI 48084

GENERAL OFFICE
Multiple openings. Applications being accepted at Jaguar of Troy, 1475 Maplegrove, N. of 13 Mile between Crooks & Coolidge.

GENERAL OFFICE - Entry level position. Various office duties. Light typing. Some computer helpful. Some Sat. over-time work required. Call for an appointment. Nadine Bloomfield Hills, Inc. 841 Kingsley Ave. Telegraph Rd., Bloomfield Hills. 362-4060

GENERAL OFFICE
Must be dependable, efficient & organized to work in a fast paced environment. Strong phone skills & computer literate. Customer service background a plus. Apply at: Guardian Alarm, 20411 Schoolcraft, Livonia, MI 48150.

GENERAL OFFICE/ AD AGENCY
Creative area of advertising agency needs dependable, organized, experienced, high energy level and character skill. Will train.
Call Sandra 646-8600
Uniforce Temporary Services

GENERAL OFFICE

Some word processing, desirable. Not for someone looking for a paycheck. Several openings in various departments.
ARBOR TEMPS 459-1166
5433 Haggerty Rd., Plymouth, MI

GENERAL OFFICE/ RECEPTIONIST
Fresh & Friendly voice, plus same opportunity with locations in Canton and Farmington Hills. Choice candidate may for your record personality, organized personality.
Call Rita 473-3033
Uniforce Temporary Services

Full time position. Must be friendly, outgoing & have a pleasant phone voice. Responsibilities include: Light & 10-key required. Entertaining knowledge a plus. Excellent benefits & benefit package. Send resume to:
MANDELBAUM, ENTRY, INC.
29140 Lahser Rd.
Suite 220
Southfield, MI. 48034

GENERAL OFFICE to dental hygiene office. Mon., Tues., Wed., Fri. Fries, phone/dental pack experience. 616-478-3366

GENERAL OFFICE
Permanent position for someone to do various office functions. Must be good at math. Must have 2 years experience. Salary $ Mid/Upper range. Call Cathy 352-7922
An Equal Opportunity Employer

INSURANCE, experienced, 89-95 WPM, Mature, good personality & phone manner. Full time. 261-1900

INSURANCE OFFICE needs P & C licensed types period. Send resume to: Bert Bloomfield Hills, MI 48307 or Fax. 862-6860

INSURANCE
Full time position available for experienced person for insurance front desk position. Must have excellent phone skills, typing 40 wpm, 10 key, numerals. Good eagle & more. Resume to: Box 2000, Troy, MI 48084

INTERNATIONAL Company in Farmington Hills has immediate openings for temporary assignments. Typing skills required. Call Ann Arbor Personnel 851-5440

JOB HUNTING? START HERE!
ADIA
THE EMPLOYMENT PEOPLE
442-7600

504 Help Wanted Office-Clerical

HELP
Firm is busy heading company in need of a Dedicated Secretary. Will work outgoing personality. 35 hrs. per week. Days or afternoons. $2483 School Craft, Livonia. Call Debbie, 522-3338

INSURANCE AGENCY seeking full time support person experienced in group & medical. Health, Life and Dental. Computer knowledge of Microsoft Word 5.0, Windows 4.0, Powerpoint & Excel a must. Immediate opening. Call 810-948-9400

INSURANCE AGENCY in Birmingham looking for full time receptionist/secretary. Knowledge of insurance & computer knowledge necessary. Send resume to: P.O. Box 1448, Birmingham, MI 48012

Insurance - Experienced Only
AGENCY POSITIONS IMMEDIATE OPENINGS
Commercial CSR's to $30K
Part Time Receptionist to $10/Hr.
Commercial Assistant to $24K
CONCORD PERSONNEL
478-2200

INSURANCE
Property & casualty insurance agency in Farmington Hills has opening for customer service rep. experience required. Send resume to: Personnel, 2080 Cole, Suite 380, Birmingham, MI 48304

LEGAL ASSISTANT - part time position for Bloomfield Hills law firm. Plymouth/Canton area. WordPerfect 5.1 required and Workers' compensation experience a plus. Non smoker. Fax resume to Peter B. Sundern, 7264 Stanford Rd., Canton, MI 48187.

LEGAL
• PERM
• TEMP TO PERM
• TEMP/CONTRACT
TOP RATES FEE PAID
PERSONNEL AT LAW
3000 Town Center, #2580
Southfield, MI 48075
FAX 358-0325 Phone 358-0080

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area.
Permanent and temporary placements. Register now with THE agency for Legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8158

LEGAL SECRETARY • Experienced with plaintiff work in a law firm specializing in personal injury. Contact Mrs. Lieberman, 810-357-3550

LEGAL SECRETARY
for 2 person non-smoking litigation office in Downtown Birmingham. Experience preferred. Call 642-3762

LEGAL SECRETARY • Experienced in WordPerfect, Lotus 1-2-3 and Word Perfect. Salary commensurate with experience. Fax resume to: Ann Arbor Personnel, 851-5440 or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY for Farmington Hills law firm. Must have 3 years litigation experience, WordPerfect 5.1, knowledge of Auto Law. 737-6400

LEGAL SECRETARY
For Southfield firm. Must be experienced in Workers Compensation. Word Perfect 5.1, typing 65 w.p.m.
Call Ann Arbor Personnel 352-9130

LEGAL SECRETARY
Southfield law firm seeks experienced Legal Secretary with litigation experience. Salary commensurate with ability. Please send resume to: Mr. Alexander, Bernstein & Bernstein, 29200 Northwestern, Suite 1901, Southfield, MI 48075
(no phone calls please)

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

LEGAL SECRETARY
Experienced wanted for expanding Southfield law firm. Must have strong experience required. Salary commensurate with experience. Contact Lawrence Bachler or Gaetana Gandy @ 810 948-7700

LEGAL SECRETARY • Experienced. Full time. Word Perfect. Hours flexible. Salary commensurate with experience. Southfield. 948-3900

LEGAL SECRETARY TRAINEE Full or part time, entry level, $6/hr to start, downtown Detroit. 962-7756

LEGAL SECRETARY for Farmington Hills law firm. We are looking for a cooperative and energetic person to work in a fast paced, fun environment. Please send resume to: 26100 Telegraph, Suite 487, Bloomfield Hills, MI 48034

LEGAL SECRETARY • Bloomfield Hills law firm seeks full time secretary with experience in probate, estate planning, and business law. Word Perfect 5.1 required. Send resume to: Office Administrator, P.O. Box 916, Southfield, MI. 48037-0916

LEGAL SECRETARY
Unique? Opportunity to work for a small law firm. Word P.D. Excel or equivalent. Strong organizational skills. Salary negotiable. Call Ann Arbor Personnel 851-5440

LEGAL SECRETARY
For Insurance defense firm. 1-3 yrs. experience. Word Perfect 5.1. Contract Marie 559-9443

LEGAL SECRETARY
For small Detroit firm. Family law firm. Litigation and Word Perfect 5.1 required experience and type 60 wpm. Salary commensurate with experience. Send resume to:
Personnel Director
26200 Telegraph, Suite 487,
Bloomfield Hills, MI 48304

LEGAL SECRETARY • Bloomfield Hills law firm seeks experienced in probate, estate planning, and business law. Word Perfect 5.1 required. Send resume to: Office Administrator, P.O. Box 916, Southfield, MI. 48037-0916

LEGAL SECRETARY
For Senior Partner
• Southfield firm seeks experienced secretary for senior partner. Word Perfect 5.1 required. Salary commensurate with experience. Call Ann Arbor Personnel 851-5440

504 Help Wanted Office-Clerical

LEGAL SECRETARY
1-3 yrs. experience in litigation. Must have computer skills & type 60-65wpm. Word Perfect 5.1, Word Perfect 2540 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY - experienced, for pleasant Southfield law office. Non smoker, salary based on experience, excellent benefits, send resume to Richard B. Kapelke, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential

LEGAL SECRETARY-Experienced. Highly motivated individual to work in our Farmington Hills office. Areas include litigation, real estate and estate planning. Salary commensurate with experience. Please send resume to: 31731 Northwestern Hwy., Suite 154 West, Farmington Hills, MI 48334.

LEGAL SECRETARY
Needed for Bingham Farms law firm. Must have at least 3 years litigation experience, good organizational skills & type at least 60 w.p.m. Please contact Barb, 313-642-6000

LEGAL SECRETARY
Job share opportunity for person with minimum 3 yrs. experience. WordPerfect skills and a good attitude. Work in a friendly environment with pleasant people & attractive offices. 16 to 24 hrs. per week. Send resume to J. M., Box 2067, Farmington Hills, MI. 48333

LEGAL SECRETARY - 1 lawyer general practice Westland office, full or part time. Neat, some experience, word processing required. 326-2599

LEGAL SECRETARY - experience probate, wills, estates, trusts, corporations, real estate, Word Perfect. Send resume to: Mr. Keating, 2301 W. Big Beaver, Suite 22, Troy, MI 48084.

LEGAL SECRETARY
With minimum 2 years experience needed for busy Southfield law firm. Excellent typing and grammar skills needed. Call 352-2548

LEGAL SECRETARY - 2 years experience. Litigation experience preferred. Must know WordPerfect 5.1. Send resume to: Julie, Hagar, Hagar & Schwartz, 16360 W 10 mile, Southfield or call 355-5858

LEGAL SECRETARY - busy Southfield firm, minimum 3 years experience, excellent Word Perfect & typing skills, strong organizational ability, Some design background preferred, unique knowledge, and/or related experience helpful. 649-3133

LEGAL SECRETARY POSITION
With corporate office of a small, growing retail chain based in Troy. Exceptional opportunity for an exceptional individual.
Ideal Candidate:
• Previous management experience.
• Enthusiastic self-starter who can motivate a team.
• Detail oriented, self motivated, but still a productive applicant
• Good computer skills including Lotus 1-2-3 & WordPerfect.
We Offer:
• Top Salary
• Growth-oriented company
• Fun place to work with
Please mail or fax resume with salary requirements to:
TOOL WAREHOUSE INC.
3290 W. Big Beaver, Ste. 315
Troy, MI. 48084
Fax: (810) 649-0660
E.O.E.

OFFICE - PART TIME
Days time hours. Estimated 25 hrs per week. Mon., Tues., 10 hour. Light clerical work, answering Call Bob Corbett. 348-4600

OFFICE PERSON needed for small manufacturing firm. Responsibilities include: Light typing, answering phone manners & strong interpersonal skills. Experience using computers necessary. Data entry, word Processing & Spreadsheet experience desirable. Must be responsible, have good resume & salary requirements to: Decrart, Inc., 5037 General Dr., Plymouth, MI 48170.

OFFICE WORK, accounts payable exp. 20 hrs. per wk. $5 per hr. 12 Mile/Northwestern Location. Call Ms. 355-0404

★ TOWN CENTER PLANTIFF Pt. time hours Pontiac, MI for Probate Department. Receptionist/data entry. Must be interviewer and document preparer. Pleasant working environment. Salary package. Submit resume to: Pamela Pierce, 1000 Town Center, Suite 500, Southfield, MI 48075 or FAX to 948-9494

PERSONNEL AGENCY FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include: Light typing, phone, interviewing, and other administrative duties. Good word processing, Basic Excel. Call Renee at 442-3043

PHONE PROCESSORS
Data Entry. Full & part time positions available. Excellent medical & dental benefits. Excellent salary & bonus program. Apply at: 1000 Town Center, Suite 500, Southfield, MI 48075 or FAX to 948-9494

PRODUCTION BILLING CLERK
Immediate full-time ENTRY level opening for a Production Billing Clerk with the Client Financial Services Department of DMBLS Advertising. Responsibilities include: Data Entry, Billing, Customer Service. Must have basic accounting background, 1 year general office experience, strong data entry, typing & filing of paperwork. Must be detail oriented, have excellent job functions include typing,