504 Help Wanted Office-Clerical

CLERICAL POSITION
Full time for busy home inspection & detail-oriented. Call for interview. 723-5230

CLERICAL/DATA ENTRY
Immediate opening for student Environmental Health, Bldg Exterior & Ventilation. Very flexible hours, part time, approx. 20 hrs. P.O. Box 833, Birmingham, MI 48012-0833

CLERICAL
Dependable experienced preferred. Big Boy Lincoln Mercury. Ask for Dawn 427-4300

CLERICAL - Full time general office work for Southfield property management company. Computer experience desired. Call Mon. thru Fri. after 9am. 352-4043
An Equal Opportunity Employer

CLERICAL
Good phone skills. Apply at D-O MICHIGAN
12130 Middlebelt Livonia

CLERICAL - NOVI AREA
Entry position. Typing, phone skills, phone screening. 313-348-3150

CLERICAL PERSON - typing, computer & office skills required. Phone sales & invoicing. Must hold Associate degree. P.O. Box 700804, Plymouth, MI 48170.

CLERICAL POSITION - part time weekdays, eveningly. Work out of home office. Apply in person, Scott Bluglass, 6110 Telegraph Rd., Bloomfield Hills, MI 48301

CLERICAL POSITION
For hotel management company in Farmington Hills. Knowledge of Microsoft software preferred but not required. 489-5333

CLERICAL/RECEPTIONIST: Pleasant/Friendly office, experienced preferred. 6 - 6 Full time. Excellent compensation, small pleasant work environment. Full time, 8am-3:30pm, Farmington Hills. Call Debbie, 8453 Farmington Rd., ☎ 931, W Bloomfield MI 48323-3436

CLERICAL
Very fast firm seeks full time entry level typist with good typing skills. Perfect. Applicant must be organized, detail oriented, self motivated, professional, and possess good grammar, spelling, and punctuation skills & typing 50 WPM. Send resume to: Personnel Manager, Dept. CL, 1721 Crooks Rd., Ste. 101, Troy, MI 48084

CLERICAL/TYPIST
(Temporary) positions Some training hours. Must have typing speed 50 wpm with WordPerfect 5.1 experience, organizing, prioritizing, carrying, filing. Send resume to: Executive Temporaries, 6112 Merriman, Garden City, MI 48135
An Equal Opportunity Employer

COMPUTERIZED ACCOUNTING TECHNICIAN TRAINEE
(College Credits)
Last will preferred (not mandatory), we assume persons may qualify for these positions. Accounting, accounting technician training and job placement assistance. Call High School Diploma or GED required.
Call Amy at 645-8667
Oakland Community College
Office of Corporate Training

COMPUTER Literate, phone friendly self starter needed for general office. Must be detail oriented. Call Mr. Weisberg 737-9030

COMPUTER OPERATORS
Manufacturing representative has immediate openings for computer operators, located near Mt. Clemens. Must have knowledge of IBM and AS/400 systems with high accuracy, Send Perfect and Lotus 1, 2 & 3 experience. Excellent benefits & free parking. Apply resume to: TRC, PO Box 3034, Lakeshore Dr., Mt. Clemens, MI 48043
An Equal Opportunity Employer

NOW HIRING!
ALL SHIFTS
25 CUSTOMER SERVICE
25 DATA ENTRY
($.200 /EN)
COLLECTIONS
FULL & PART-TIME
LIVONIA
29240 Buckingham Ave., #98
Off Middlebelt, N. of I-96
INTERIM PERSONNEL

NOVI DISTRIBUTION company is taking applications for Customer Service Mon-Fri, 8am-5pm. 22475 Venture Dr., Novi, located off 9 Mile, same Meadowbrook & Nov Rd.

NATION'S LARGEST SANITARY supply distributor looking for a dependable person for a full time Customer Service/Order Entry.
Call Mr. Bill Kaiser 313-425-7900, resume to Chris Kaiser, P.O. Box 314, Belleville, MI 48111
An Equal Opportunity Employer

CUSTOMER RELATIONS REPRESENTATIVE - Responsible for order taking, data entry, direct customer contact for small national home delivery company. Excellent telephone skills, typing 35 wpm, computer experience preferred. $4.87/hr to start. Lunch & dental paid. Please Call Cindy at 348-7000

CUSTOMER SERVICE
Outgoing, friendly self-starter to work in a small office. Must have customer service experience preferred, but will train. Send resume and salary requirements to:
21036 Southfield Rd.
Lathrup Village
Attn: Michele Perry

CUSTOMER SERVICE/order desk for fast paced office. Must be friendly, organized, self-starter with computer experience. Full-time, Excellent benefits. Westland. 326-4000

CUSTOMER SERVICE
Immediate openings available in Farmington Hills for company in service industry with excellent benefits & working conditions. Call Mr. Ross Amos, Pension Group ☎ 737-7800

CUSTOMER SERVICE REPRESENTATIVE
Wanted for distributor of electrical components and materials. We are looking for a competitive, professional individual with knowledge of the business. Send resume to Box 216
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
Sharp Customer Service Reps wanted at our Farmington Hills office to work in our customer service department. Ideal candidate will be organized, detail oriented, and have excellent communication skills. Ability to multitask in a fast paced environment, knowledge a plus. Excellent benefits package. Qualified candidates should send resume to:
Sharp Corporation of America
Attn: Human Resources Department
30000 Mid Corporate Blvd.
Farmington Hills, MI 48334-1460
No Phone Calls
An Equal Opportunity Employer

CUSTOMER SERVICE
Data Entry Clerk - Mature, detail oriented individual with good typing skills. Knowledge of Windows helpful. Call Mr. Weisberg 737-9030

CUSTOMER SERVICE
Manufacturing company most diversified products and service parts with 3-5 yrs experience in customer service. Must have knowledge of 833h, Excellent benefits & free parking. Company paid life insurance.
Personnel ☎ 810-772-8070

CUSTOMER SERVICE
Multi-product openings to work with Fortune 500 leadership for both experienced and new candidates. Training in both Troy and Rochester locations. Call today for an interview opportunity. Pay for experience.
Call Diane, 646-7884
UNIFORCE SERVICES

CUSTOMER SERVICE/
SALES SUPPORT
Interesting position for detailed, self-motivated individual with strong telephone & keyboard skills. Grand Blanc/Mid Hills location... please no long commutes. Send resume with salary requirements to:
Mr. Bill Hayward, P. O. Box 230679, Franklin, MI 48025

CUSTOMER SERVICE REPS
SALES ASSOCIATES
Pick your location - Livonia, Garden City, Canton, Plymouth, Allen Park, Eastern Market. Exceptional opportunity in all these areas. Hourly pay plus bonus. Flexible hours. Call Lynne today 313-261-7051 or apply in person at Chadds & Bateman, P.O. Box 9033, Walled Lake, MI 48390
An Equal Opportunity Employer

CUSTOMER SERVICE
REP/RECEIVER
55-70+
Part time hours
Entry level position
Must consistently meet deadlines. Good communication and problem solving skills. Send resume to 37900 Mound Road, Suite #276, Farmington Hills, MI 48331
An Equal Opportunity Employer

CUSTOMER SERVICE
Suburban Insurance headquarters has immediate openings. Qualified candidates must have:
• Insurance background preferred
• Commitment to long term employment
• Good telephone skills
• Through training will be provided
$7.50/hour Call Cathy 473-2904
UNIFORCE SERVICES

CUSTOMER SUPPORT
Suburban manufacturing firm has new opening for customer support representative. Flexible hours, benefits package & plus, will train.
Call Carol 796-3647
UNIFORCE SERVICES

TEMPORARY, full time, Data Entry Clerk for Bank of Southfield. Must be 3-4 months. Bank of Southfield, 4000 Town Center, Suite 1000, Southfield, MI. 48075

★ $13,000/YR + - Full benefits. Livonia & Farmington locations. Call Employers Group Employment Center Agy. 649-1630

DATA ENTRY CLERKS
Immediate positions in Novi, Troy, Livonia, Westland and Southfield. Accounting, P.O. Box 2000, Dept. 2, Farmington, MI 48332

DATA ENTRY/
CUSTOMER SERVICE
We're looking for a self-motivated, detail oriented person with strong telephone, typing and data entry skills. Work for a growing company in one of Farmington's prestigious Executive Centers. Excellent opportunity for person who enjoys helping others. These positions are full benefit, full time positions located in Farmington. Competitive salary commensurate with experience. Please call Mr. Ken Rosenberg at 851-7000 ext. 7 for an application and we'll schedule an interview.
NO PHONE CALLS
ALLIED DELIVERY SERVICE
6268 DIXITER ROAD
ROSEVILLE, MI. 48174

DATA
ENTRY
High production data entry position available in our Farmington Hills office. Temp-to-full-time positions available for 1st & 2nd Shifts.
CALL NOW!
(810) 471-2050
KELLY
Services
An Equal Opportunity Employer

DATA ENTRY OPERATOR
Immediate openings. Full time positions available for experienced data entry operators with strong skills & numerics. Good benefits package. Call Personnel Director, PO Box 441940, Detroit, MI 48244 or call 642-2881 between 8:30-5:00

DATA ENTRY
Operators needed for back days. Minimum 55-60 wpm. Temp to perm.
EMPLOYERS
TEMPORARY SERVICE
353-7060

CUSTOMER SERVICE/
SALES REP
Outgoing, presentable, reliable person with strong telephone skills to represent company in Westland. Experience preferred, but will train the right person. Call Mr. Lee 722-3967

CUSTOMER SERVICE
$7.00/HR.
Join our West Bloomfield Headquarters team in an exciting, fast paced, high visibility position in our Member Services Department.
WE OFFER:
• Excellent benefits, including life and health care coverage
• Paid holidays and vacation
• Tuition reimbursement
• Flexible first membership
YOU NEED:
• Telephone and written communication skills
• Ability to accurately enter data
• To enjoy helping the members of our consumer cooperative
Apply at
DOS
• 8 months clerical/office work experience
Call Ms Shannon immediately!
FITNESS USA HEALTH SPAS
737-7300

CUSTOMER SERVICE/
OFFICE ASSISTANT
Livonia distribution center seeks self motivated individual to support sales department. Must have good phone skills & basic computer skills. Will train the right person. Call Cathy 953-8500

CUSTOMER SERVICE

Company located in Detroit suburb has an opening in its customer service department. Applicant should have both automotive supplier business experience and computer skills. Good starting salary and fringe benefits. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Customer Service
Research Interviewers

Consumer Market Analysts needs full time customer service representatives. Shifts range from 10:00am-3:30pm to 1:30pm-10:00pm, Mon-Fri, one weekend will also be required. Challenging and lucrative incoming calls and work with computers in a pleasant environment, excellent benefits, paid holidays, paid vacation after one year, $5.00/hour to start with quarterly increases at $5.00/hour paid training provided.

We also need part time Research Interviewers to help us conduct telephone research surveys. Hours for this position are 6:30-8:30, Mon-Fri. Great opportunity for those who like working on the phone and can communicate with people. High School Diploma or GED required.
Call Amy at 645-8667
Oakland Community College
Office of Corporate Training

CUSTOMER SERVICE
Needed part time for Publishing company. Excellent telephone and written communication skills required. Very fast resume to: BRPCO PO Box 2800 Troy, MI 48007 Dept. BWP

CUSTOMER SERVICE
Manufacturing company most diversified products and service parts with 3-5 yrs experience in customer service. Must have knowledge of 833h. Excellent benefits & free parking. Company paid life insurance.
Personnel ☎ 810-772-8070

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• Commitment to long term employment
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• Through training will be provided
$7.50/hour Call Cathy 473-2904
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DATA ENTRY
Operators needed for back days. Minimum 55-60 wpm. Temp to perm.
EMPLOYERS
TEMPORARY SERVICE
353-7060

DATA ENTRY CLERK
Fast paced office seeks candidates with strong math aptitude & typing skills. Part time schedule, initially 25-30 hrs. with hours to be flexible around college. Ideal candidate will be detail oriented, self motivated, and have good typing skills. Please send resume & salary history to: Box 172,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EDS
GENERAL OFFICE HELP
Full or Part time. Have fun but get things done. Flexible hours. Call today. Opportunity is YOUR. Call Cindy, EDS, 350,000 + a year. Call 423-4744 EDS

GENERAL OFFICE
with Automatic Reservation experience. Full time, benefits. Call for appointment 313-261-7879

GENERAL OFFICE help needed. Full time. Must be organized, detail oriented & unique. Garden City. Family Heating & Cooling, Inc. 422-8080

GENERAL OFFICE WORK
5-9am, Mon-Fri.
Canton Area
313-455-0400

GENERAL OFFICE
Typing, filing, computer skills required. Apply at Marina, 43446 N. Service Dr., Belleville.

GENERAL OFFICE SECRETARY for hotel office in Southfield. Excellent benefits. Mature person, must have good typing skills, 5 years office experience and computer skills preferred. Call Mr. Weisberg for details 737-9030

GENERAL SECRETARIAL
Fast-paced top flite Office Manager and department head. Applicant must have skills & proficiency of Word Perfect 5.1 needed. Must have strong skills in all areas of office work, especially in Business/Accounting. Pay commensurate with experience. Please send resume with salary requirements to: Box 320 E. Maple Ste #274, Birmingham, MI 48009, Attn: Tyler.
No later than July 20. EOE.

DISPATCHER TRAINEE
Mature person willing to learn & assist in work area with clerical. 471-4400

ELECTRICAL
CONTROL PANEL
WIRING
INDUSTRIAL
PAINTER
Experience necessary
Immediate start. 40 hrs.+ , good wages. For personal interview call:
261-6311

EXCELLENT SECRETARY/Office Manager opportunity for individual with strong skills. Applicant should be proficient in Windows, WordPerfect and have some graphic knowledge. Comfortable with multi-phone environment. Additional responsibilities possible through sales if so desired. 810-557-0440

EXECUTIVE
ASSISTANT
Dynamic person to assist president with motivated sales service people, big investments, finances & special projects. Must be self motivated, organized & accurate with 5 yrs. office experience, Word Perfect, Excel, Excellent salary & benefits. Downtown Birmingham.
☎ 810-433-4800
1441 Bow 6753
An Equal Opportunity Employer

EXECUTIVE SECRETARY
needed for small office of president of the board of major supermarket chain. Strong organizational skills. Must be able to take dictation. Legal background preferred. Salary commensurate with experience.
Please send resume to: Box 229
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY - For Fortune 500 manufacturer. Must have strong skills in Word Perfect 5.1 or equivalent word processing package. Resume to Secretary 23780 Drake Rd 261 Farmington, 48336 E.O.E.

EXECUTIVE SECRETARY
Must have Microsoft Word for Windows, Excel, Excellent benefits. Call Mr. Weisberg 737-9030

EXECUTIVE SECRETARY
Dynamic Southfield Corporation has immediate opening for full time, experienced Word Perfect 5.1 or equivalent word processing package. Ideal candidate will be detail oriented, self motivated, organized and able to take dictation. Legal background preferred. Salary commensurate with experience.
Please send resume to: Box 229
Observer & Eccentric Newspapers
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Livonia MI 48150

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EXECUTIVE SECRETARY
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EXECUTIVE
SECRETARY
Executive assistant of major international manufacturer seeks self motivated individual with strong organizational skills. Minimum qualifications: Harvard Graduate a plus, high energy level required.
Call Shelly 358-7982
UNIFORCE SERVICES

FAITHFUL ASSISTANT/Secretary with strong phone skills during morning hours. Downtown/Southfield area. Flexible afternoons, supervising elementary alternative boards were closing. 70hours WordPerfect 5.1 experience preferred. Send replies to: Box 534
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK - position, 8 morning hours. Word Perfect 5.0. Good personality, $7.50/hr. Temp to hire

ACCOUNTS PAYABLE - clerk, 1-2 years experience, good communication skills. To $18,000

RECEPTIONIST - Microsoft Word for Windows, Excel, multi-line telephone, and basic Dataset, $11/hr. Full time

CUSTOMER SERVICE - data entry, 1 year exp. Mon-Fri, 8am-1pm, Mon, Wed, Thurs. $7.50/hr

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0580

GENERAL OFFICE
with experience in food service, bookkeeping, word, basic, benefits, relocation environment.
Call Robert Hunter 496-8540

GENERAL OFFICE - must be organized (Grants and type 45 wpm. This is a long term opportunity. Call Ann Arbor 994-7979
STD Temporary Service
An Equal Opportunity Employer

GENERAL OFFICE/SECRETARIAL
Real estate corporation is a plus. Must have proficiency in Word Perfect 5.0 & Microsoft Windows, ability to work independently, total initiative and with people person. Send resume with salary requirements to: Box 172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE

Looking for short individuals to join our fast paced office in Southfield. Perfect part time or full time positions available. 100% college tuition paid benefits. $300.00 per week. Please call Ann

Personnel Department
METROPOLITAN LIFE
660 Woodward, Suite 2290
Detroit, MI 48226
An Equal Opportunity Employer

GENERAL OFFICE Judy in Wixom 624-8415 Jan, per week. ($5,000/yr) ☎ 958-9000 - 10/hr

INSTRUCTOR - business & commerce, experienced in teaching adults, ability to motivate, flexible to rotating hours. Call Dorothy 559-4680

GENERAL OFFICE - a national video distributor seeks a multi skilled individual for a part time position. Clerical position at their Livonia facility. Ideal candidate should be flexible but full time. Competitive salary, benefits, and a pleasant working environment. Call Ms. Cindy at 261-7172 or fax your resume & salary history to Box 173,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
with Automatic Reservation experience. Full time, benefits. Call for appointment 313-261-7879

GENERAL OFFICE help needed. Full time. Must be organized, detail oriented & unique. Garden City. Family Heating & Cooling, Inc. 422-8080

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5-9am, Mon-Fri.
Canton Area
313-455-0400

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Typing, filing, computer skills required. Apply at Marina, 43446 N. Service Dr., Belleville.

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No later than July 20. EOE.

INSURANCE AGENCY needs experienced Data Entry Clerk. Ideal candidate will have 50 wpm. Farmington Hills office. Benefits. Part time arrangement possible. 478-4800

INSURANCE AGENT and sales staff assistant, experience preferred. Pay commensurate. Call Mr. Weisberg 737-9030

INSURANCE CLERK
New business clerk with some basic knowledge of insurance. Ideal candidate for a Southfield financial firm. Send resume to: Box 164
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial C&H to $36K
Personal Lines to $24K
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

Insurance
RATER
Michigan based property and casualty insurer is seeking a multi-line rater. Ideal candidate will have rating experience required, individual must have strong skills in math and detail duties. Fund resume and salary requirements to:
Ms. Patricia Finder, CPS
Lake Superior Insurance Co.
P.O. Box 5000
Livonia, MI 48153-0969
An Equal Opportunity Employer

INSURANCE - State Farm Agency has immediate opening for full time, experienced person. Must have 2 yr. experience. Must type accurate for number entry. No insurance exp. Call Mark resume to: Jim Bevans, 3 1291 Schoolcraft, Livonia, MI 48150

LEGAL SECRETARY - Small general practice firm seeks qualified candidate for full time position. Salary commensurate with experience. Send resume and salary requirements to:
100 Galleria Officentre, P.400 Southfield, MI 48034

★ MasterStaff
QUALITY POSITIONS for QUALITY PERSONNEL
Currently hiring for -
• Customer Service Representatives
• Market Research Surveyors
• Telemarketers
Must possess rollicking personality, excellent communication skills.
• Professional presentation
• Proper grammar and verbal skills
• Strong work ethic/positive attitude
A DEFINITE PLUS:
• College Degree preferred
• Sales Experience
• Typing 35+ wpm
• Data Entry
• Bookkeeping
• Computer Knowledge
$6.50 and up.
Benefits included
Call Now for Appointment.
MasterStaff
442-2255

OFFICE ADMINISTRATOR
Office administrator needed for Farmington based office of successful Real Estate Investment firm. Ideal candidate. You must have 4 years of proven experience working in a fast paced environment. Must have strong sales people and sales management experience. Must have strong interpersonal and communication skills. Ability to multitask and work independently. Knowledge of accounting, computers, and other entry programs. You must be a graduate of a business school. Willing to work seasonal flexible hours on weekends.
We offer an excellent salary and benefits package and are an equal opportunity employer. Please send your resume plus salary requirements to:
Human Resources Manager
Box 1000
29525 Northwestern Hwy.
Suite 100
Southfield, Michigan
48034-1000

OFFICE ASSISTANT
Retail furniture company seeks dependable individuals for inventory control, warehousing, and deliveries. Requires weekend mail-carrier, strong math skills, and ability to lift heavy furniture. Ideal candidate will have previous experience in these office skills, being a self-starter, and possessing a strong mechanical aptitude and an extensive knowledge of the Metro Detroit area.
LA-Z-BOY SHOWCASE SHOPPE
37714 Grand River
248-476-7090

OFFICE/CLERICAL
Computer experienced typing skills proficient in WordPerfect 5.1. Full time position available, overtime, and benefits package. Call Mr. Weisberg 737-9030

OFFICE/CLERICAL
We are looking for the right person to join our office staff. Duties are all of a general nature including DOS, Accounting, Word Processing, Inventory maintenance, etc. This is a fast paced, fun environment to be in! Interested? Contact Marty Pelletier, Michigan Steel & Supply, 42066 Grand River, Novi, MI 48375.

OFFICE CLERK - Clean, modern office in Oak Park, close to Southfield. Light typing & general office skills required. Call 968-5880

OFFICE HELP
Experienced, reliable phone skills. Good benefits. Livonia. 591-0440

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Temporary and Permanent
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
755 W. Big Beaver
SUITE 806, TROY, MI 48084
810-362-3430
Fax 810-362-4881

LEGAL SECRETARY/Office Coordinator. Prestigious Farmington Hills practice. Minimum of 5 yrs. PI experience, WordPerfect 5.1, pleasant personality, excellent typing proficiency & telephone. Call Stuart at 932-3606

LEGAL SECRETARY for attorney in Farmington Hills. Proficiency in WordPerfect & able to work from transcribed material. Submit resume only to: Michael McCarthy, 24001 Mile Rd., Redford MI 48239

LEGAL SECRETARY, Managing Partner - Farmington Hills firm seeks highly organized, self-motivated individual with supervisory experience in family law. Must be computer literate, knowledge of WordPerfect, type 60 wpm. Telephone & Quicken experience a plus. Fax resume 932-3621

LEGAL SECRETARY - Southfield law firm seeks highly organized individual with minimum legal experience. Word-Perfect 5.1 knowledge and excellent skills. Salary commensurate to ability. Send resume to:
Observer & Eccentric Newspapers
Box 180
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Immediate position available in business/corporate law practice. 3 yrs legal experience required, excellent typing skills, knowledge of Word-Perfect 5.1, knowledge of WordPerfect 5.1 helpful, salary commensurate with exp. & benefits for qualified applicants. Please forward resume for Legal Secretary, Box 2, 26 Hoover Ann-Arbor, 1400 N. Woodward Ave, Suite 230, Bloomfield Hills, MI 48304.

LEGAL SECRETARY
Birmingham firm, insurance defense practice, seeks candidate with communicative skills experience. Excellent benefits. 540-0332

LEGAL SECRETARY
PART TIME, Livonia office. Word Perfect/Windows, Excellent typing skills. Call Ms. Jean, 15443 Middlebelt, Livonia, MI 48154.

LEGAL SECRETARY
Experienced, fast paced, WordPerfect/Windows, Bond experience preferred. Fax resume to: 646-1944

LEGAL SECRETARY
Sole practitioner seeks secretary with minimum 3 years legal experience & knowledge of WordPerfect. Salary commensurate with ability. Ste. 100, Birmingham, MI. 48009. Call Dorothy.

LEGAL SECRETARY/
OFFICE MANAGER
Downtown Detroit law firm small general practice firm seeks qualified candidate. Salary commensurate with experience.
☎ 810-557-4800
6161 Box 6711

LEGAL SECRETARIES -
FULL & PART TIME
Downtown Detroit law firm seeks highly motivated individuals with legal secretarial experience. Both full time and part-time, flexible and permanent positions available. Ideal candidates will have litigation required and medical malpractice experience a plus. Excellent benefits and salary requirements to:
Kitch, Drutchas,
Wagner & Kenney, P.C.
Attn: M. Richardson
One Woodward Ave., 10th Floor
Detroit, MI 48226-3412

LOVE TO TALK?
Phone experience necessary to survey homeowners from our dealership. Start immediately.
#1 TEMPORARIES
274-4230

MARKETING DIRECTOR
Needed for dynamic, established real estate management/development company. Ideal candidate must possess relevant real estate experience. Strong communication and interpersonal skills required. Salary commensurate. Send resume and salary requirements to:
100 Galleria Officentre, P.400 Southfield, MI 48034

★ MasterStaff
QUALITY POSITIONS for QUALITY PERSONNEL
Currently hiring for -
• Customer Service Representatives
• Market Research Surveyors
• Telemarketers
Must possess rollicking personality, excellent communication skills.
• Professional presentation
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• Strong work ethic/positive attitude
A DEFINITE PLUS:
• College Degree preferred
• Sales Experience
• Typing 35+ wpm
• Data Entry
• Bookkeeping
• Computer Knowledge
$6.50 and up.
Benefits included
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442-2255

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We offer an excellent salary and benefits package and are an equal opportunity employer. Please send your resume plus salary requirements to:
Human Resources Manager
Box 1000
29525 Northwestern Hwy.
Suite 100
Southfield, Michigan
48034-1000

OFFICE ASSISTANT
Retail furniture company seeks dependable individuals for inventory control, warehousing, and deliveries. Requires weekend mail-carrier, strong math skills, and ability to lift heavy furniture. Ideal candidate will have previous experience in these office skills, being a self-starter, and possessing a strong mechanical aptitude and an extensive knowledge of the Metro Detroit area.
LA-Z-BOY SHOWCASE SHOPPE
37714 Grand River
248-476-7090

OFFICE/CLERICAL
Computer experienced typing skills proficient in WordPerfect 5.1. Full time position available, overtime, and benefits package. Call Mr. Weisberg 737-9030

OFFICE/CLERICAL
We are looking for the right person to join our office staff. Duties are all of a general nature including DOS, Accounting, Word Processing, Inventory maintenance, etc. This is a fast paced, fun environment to be in! Interested? Contact Marty Pelletier, Michigan Steel & Supply, 42066 Grand River, Novi, MI 48375.

OFFICE CLERK - Clean, modern office in Oak Park, close to Southfield. Light typing & general office skills required. Call 968-5880

OFFICE HELP
Experienced, reliable phone skills. Good benefits. Livonia. 591-0440

504 Help Wanted Office-Clerical

RECEPTIONIST
mature person, full time, for medical living facility in Plymouth. Call Mon. thru Fri. between 8-4 at 451-0700

RECEPTIONIST - Full-time for Warren area law firm. Telephone, filing, typing, Word Perfect 5.1.
Call 2 00-4 30pm. 264-4141

RECEPTIONIST
$7-$8 hr. Multi-line experience and 60 wpm typing required.
Call 1-800-PICK-KPM

RECEPTIONIST
needed for Livonia. Light typing required. Call 464-7078

ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Immediate position. Typing, filing, phone skills required. Full time, benefits after 90 days. Call Cindy:
810-443-2800

RECEPTIONIST
Growing real estate firm in Troy requires mature person to handle part time. Receptionist/Clerical duties. For further information call Diane Lebner at 740-2000

RECEPTIONIST/Chiropractic
Assistant to work in busy non-smoking chiropractic office. Are you spiritually, emotionally healthy? Interested in helping others? Call Tammy or Marilyn at: 729-8102

RECEPTIONIST/front desk
experienced for professional firm. Great benefits. Light typing, word processing, phones. Full time. Resume: 8315 N. Lilac, #290, Bloomfield Hills MI 48303

RECEPTIONIST
Experienced, full time needed for fast paced professional office. Must be outgoing with good phone skills and typing. Send resume, salary expectation and cover letter, Apply in person at 30786 Grand River, Farmington Hills.

RECEPTIONIST/GENERAL OFFICE
Energetic and organized individual is needed to fill the first line position in the Plymouth area. Accounting and computer experience is preferred. Please send resume to:
Company 200 S. Lafayette
Plymouth, MI 48170

RECEPTIONIST/
GENERAL OFFICE
Position available for person with excellent communication & phone skills. WordPerfect 5.1 or 6.0 & general office experience required. Please send resume to: CBC, 7400 Research Dr., Farmington Hills, MI 48335. Attn: Office Manager.

RECEPTIONIST
Wonderful phone voice, energetic, efficient and experienced. Responsibilities include: Telephone switchboard (Merlin Legend System), typing, shipping, mail distribution and filing. Send resume to: LONI Industries, 1250 Maplelawn, Troy, MI 48084. Attention Diane.

RECEPTIONIST
pleasant personality with knowledge phone lines, handle typing, filing, and miscellaneous general office duties. Must be professional, hardworking, and have good phone skills. Experienced individual preferred. Send resume to: 14600 Kast St., Plymouth, MI 48170

RECEPTIONIST
Seeking a pleasant personality with excellent phone skills, typing, filing, computer skills required. Work in a convenient, Full-time position/full benefits package available. Send resume to:
Personnel, PO Box 1688, Birmingham, MI 48012-1688.

RECEPTIONIST/STORE CLERK
Looking for a career position? Job requiring brilliant phone skills, word processing, proficiency & speed. Must be able to efficiently perform multiple tasks & smile at the same time. Send resume to: Personnel Director, WXON TV, 27777 Franklin Rd., Suite 1220, Southfield, MI 48034 EOE

RECEPTIONIST
Livonia Manufacturing company has opening for a Receptionist. Responsibilities include answering up to 8 in-coming phone lines, word processing and other clerical duties. Must be available to start Aug 1st. Presentation/ resume and salary requirements in confidence to Receptionist Box
12999 Farlane, Livonia, MI 48150

RECEPTIONIST
The large international company is seeking a dynamic individual to do receptionist & other general office functions. Qualified candidate must possess excellent communication skills, typing 45 wpm, computer experience. Please send resume to: Acorn Window Systems Inc., 12630 Hamilton, Detroit, MI 48203. Attn Charles Ruda, Human Resources.

RECEPTIONIST/typist for law office in Livonia. Good phone and computer skills required. (313) 513-3380

RECEPTIONIST WANTED for Westland Podiatrist Studio No experience necessary. 595-4370

RECEPTIONIST, full time, for fast paced insurance office in Farmington. Must have good phone and typing skills. Computer knowledge helpful. Call Lori at 442-8000

RECEPTIONIST/New Accounts Clerk. Major brokerage firm in W. Bloomfield has full time position. Full benefits. Call Kathy 6:30-10:00 a.m. (810)737-4442

RECEPTIONIST/SECRETARY
Professional auto sales receptionist with Word Perfect 5.1 experience for busy financial services organization. Ford Motor Credit Company Group, 30100 Telegraph, Suite 450, Bingham Farms MI 48025

RECEPTIONIST needed for a full time position. Pay is $5.00 hourly plus an enriched veterinary clinic. Send resume or obtain application: Attn: Leslie, 24070 West 9 Mile Road, Southfield, MI 48034.

RECEPTIONIST
Real estate & construction company needs full time Receptionist. Competitive wages & benefits. Please send resume to:
31700 Middlebelt Road, Suite 146,
Farmington Hills, MI 48334

RECEPTIONIST - Growing Farmington Hills packaging company seeks motivated Receptionist/typist. Please send resume to: James Gross, Controller, Packaging Material Co. 27280 Haggerty Rd. Ste C-16, Farmington Hills, MI 48331.

RECEPTIONIST/SECRETARY
Busy Plymouth business needs sharp person for phones and word processing. Must have good spelling, punctuation skills and knowledge of general office procedures.
Send resume to: PO Box 700247
Plymouth, MI 48170

RECEPTIONIST/BOOKKEEPER
Fast-growing printing manufacturer in Northwestern suburbs needs bilingual receptionist. Excellent public relations skills required. Position also involves light bookkeeping, job costing, accounting aptitude required, will train on systems. Call 865-1533

RECEPTIONIST/TYPIST
Immediate opening for a person to handle a very busy switchboard, the great visitors, type of company and excellent telephone and input skills using MS Windows, windows based PC. Absolutely no smoking environment, type 60wpm, proficiency with Word for Windows, at least 2 years experience as a telephone receptionist. Direct resumes to:
Joseph J. Mihalek
QUANTUM CONTROLS, INC.
11800 Sussex Court
Livonia, MI 48150
313-522-6788
Or FAX 313-953-9793
An Equal Opportunity Employer

RECEPTIONIST/PRINTER/BOARD
Full time for Blo