EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL ASSISTANT/SECRETARY. Established law firm seeks Legal Assistant/Secretary with 7 - 10 years experience for busy litigation practice. Position requires excellent self starter, strong communication skills and ability to juggle multiple deadlines. Salary commensurate with experience. Send resume to: Box 2088, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARIES

Our reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary assignments, contact The Legal Agency for Legal Solutions.

FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - Southfield personal injury law firm, 3 years minimum litigation experience. Salary commensurate with experience. Excellent benefits. 540-3333

LEGAL SECRETARY
PART TIME. Livonia office. Word Perfect/computer experience. Send resume to: 14441 Farmington, Livonia, MI 48154

LEGAL SECRETARY
Sole practitioner in Farmington seeks secretary with minimum 2 years legal experience. Knowledge of Word Perfect required. Very 508 E. Woodward, Ste. 200, Birmingham, MI 48009. Attn: Dan.

LEGAL SECRETARY/PARA LEGAL
Part time, 8 days, 1-4PM, in Bloomfield Hills. Pay commensurate with experience. 810-230-5320

LEGAL SECRETARY 3-5 years exp. Word Perfect 5.1. Salary commensurate with experience. Call (810) 358-0080

LEGAL SECRETARY
Part-time, 3 days per week for Farmington law firm. Exp. 3 years preferred. WordPerfect 5.0. 932-3500 ext. 247

LEGAL SECRETARY for Southfield law firm. Personal injury, medical malpractice. Excellent salary and benefits. Send resume and salary requirements with experience to: Box 2083, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
Experience necessary, for insurance defense firm. Salary commensurate with experience. Call 313-459-7000

LEGAL SECRETARY, Bloomfield Office Furniture, Inc. Position requires high skills level word processing experience. Three working references required. Salary commensurate. 354-8844

LEGAL SECRETARY - great career & benefits, Farmington Hills personal injury law office. Must possess good organizational skills, be self motivated, detail oriented & have 1 year exp. Call Jeanette 9 to 11, or 645-1760

LEGAL SECRETARY
Full time for busy law firm in Bingham Farms. Must have at least 3/5 years legal experience, proficiency in Word Perfect preferred, excellent skills, good communication and organizational skills. Salary commensurate with experience. Call administrator 258-6100

LEGAL SECRETARY
Southfield law office, daily 9 to 1, 5 days a week, will train for Sys. 3 model 6100 word processor. Call Ms. Ward, 357-1710 or fax resume to: 25800 Northwestern Rd., Ste. 1320, Southfield, MI 48075.

LEGAL SECRETARY
Full time, for Windsor & Windsor, Farmington Hills. Call 553-0900

OFFICE HELP - Part-time
37 hrs/week
Call 9am-1pm,
931-3159

OFFICE MANAGER for small manufacturing company. Must have strong accounting background & computer skills. A real positioner with organization is needed. Submit resume with salary requirements to: P.O. Box #223, Novi, MI 48376

OFFICE MANAGER CLERICAL

Full time position for bright, career minded individual. Must solid work ethic in a small, friendly environment. Farmington Hills. Experience preferred in receiving, payroll, filing & general office duties. Salary commensurate with exp. & ability. For immediate consideration, call Ms. Ann Marie at 661-0500

LEGAL SECRETARY'S

Big Farmington Center law firm seeks secretary for litigation & transactional practice. Must have 3-4 yrs. legal experience, word processing skills & typing ability. Excellent skills & typing ability a must. Salary commensurate with exp. Call administrator 356-6300

LEGAL SECRETARY
Troy - Law Firm, Personal Injury & Family Law practice. Must have prior experience, excellent skills, organized, able to handle multi-tasking. Please send resume with salary requirements to: P.O. Box 2091, Troy MI 48007-2091

LEGAL SECRETARY

Position in downtown Birmingham firm. Light typing, filing and general office duties required. Knowledge of computers helpful. Salary commensurate with experience. Call 642-7700 or 1-800-968-7700 ext. 7

LEGAL SECRETARY
Full or part time position for bankruptcy attorney. Must have knowledge of Word Perfect 5.1 and be detail oriented. Send resume to: Box 2084, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY
Law firm seeks person to assist in litigation department. Must have 2 years experience. Salary commensurate with experience. Call 559-9000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for real estate transactions. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for bankruptcy practice. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for litigation practice. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Southfield law firm seeks experienced person for corporate practice. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for probate practice. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for general practice. Knowledge of Word Perfect 5.1 preferred. Salary commensurate with experience. Call 645-2000

LEGAL SECRETARY
Bloomfield law firm seeks experienced person for real est