EMPLOYMENT

504 Help Wanted Office-Clerical

RECEPTIONIST - Experienced for multi-phone operator line and receptionist duties with excellent communication and telephone manner, phone personality & phone presence, typing (minimum 50 wpm), filing, computer literate. Call 810-348-3660

RECEPTIONIST/SECRETARY
Royal Oak office seeking receptionist. Must know WordPerfect & have phone skills & written communication skills. Full time plus benefit package. Send resume to: Jerry Kaplan, Kaplan & Company, Inc., 4343 Normandy Ct., Royal Oak, MI 48073

RECEPTIONIST
Tele-Communications Customer Service Center, part time, all shifts available. Professional, friendly, reliable and with-it attitude. Pay commensurate with skills. Fax resume with date available to 313-261-1111, apply at Tele-Communications Service Center

RECEPTIONIST/TYPIST - Part time, Sales phone, customer service office, Downtown Birmingham, benefits, exp. required, WordPerfect 5.1, DOS, typing 50 wpm, telephone experience, good grammar & phone skills, pleasant personality, Call Sue 810-258-3600

RECEPTIONIST/CLERICAL
Temporary both sides, Farmington office, Mondays & Tuesday evenings, Wednesday, Thursday, Friday days, basic entry & WordPerfect helpful. Telephone helpful. Apply Kelly Services, 13600 Hamilton Rd., Detroit, MI.
An Equal Opportunity Employer

RECEPTIONIST
TROY LAW FIRM
Permanent both sides, Weekdays and Saturday morning. Experienced, friendly, professional, proficient phone manner and good attendance. Salary commensurate with experience. Please send resume to: Box 6144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
$13-$15,600
FEES PAID BY COMPANIES
Various industries including Pharmaceuticals, Manufacturing, Retail, Insurance, full benefits, dividend & Dentist. Any office experienced welcome, training is plus. Call for immediate appointment.
313-386-3300
SHELLING PERSONNEL SERVICES

RECEPTIONIST/OFFICE Assistant
Professional, Southfield manufacturer, experienced preferred, excellent communication skills, good office/clerical skills, WordPerfect 5.1 helpful, typing, answering phones, typing, filing, general office. Pay $7 to $ depending on experience plus. Call for immediate appointment.
313-386-3300
SHELLING PERSONNEL SERVICES

RECEPTIONIST/OFFICE Assistant
Professional, Southfield manufacturer, experienced preferred, excellent communication skills, good office/clerical skills, WordPerfect 5.1 helpful, typing, answering phones, typing, filing, general office. Pay $7 to $ depending on experience plus. Call for immediate appointment.
313-386-3300
SHELLING PERSONNEL SERVICES

RECEPTIONIST/TYPIST
Part-time (20 hours/week) opening for an individual with excellent, clear communication and people skills and at least one year of experience working in a fast paced environment. Must type at least 50wpm. Send resume to:

Teresa Schwartz
Jewish Vocational Service
25800 Northwestern Highway
Southfield, MI 48075
An Equal Opportunity Employer

Receptionist/Secretary

Entry level position with busy practice. Appointments, typing, filing, telephone, reception, relaxed, able to answer many questions, pleasant voice, good multi-line phone. Fast, accurate typing skills, WordPerfect 5.1 helpful, able to work in busy, fast-paced environment, fun, easy-going personality and a full benefits package. Send resume to:

UTS
17330 W. 12 Mile
Southfield, MI 48076
Fax# 810-559-6035

RECEPTIONIST
Growing sports club organization is looking for a friendly, outgoing individual. Duties include Answering & directing called traffic, multi-line phone experience, good math skills and computer literate. Call Debbie 810-642-7700

SECRETARY/ASSISTANT
Part-time for Bloomfield PR firm. Good organizational, English, computer skills. 810-642-8474

SECRETARY/ASSISTANT to President Manager. Must know WordPerfect, Lotus, typing, filing, sales, computer literate, telephone, selling skills, and be customer-oriented. Apply in person:
K-8 Gen., Tool., Therm., & Pyr.
BOHDAN Associates-GMC
(Troy Motor Mall)

SECRETARY/ASSISTANT
Property management firm needs enthusiastic, dependable, self-starter, with good telephone, interpersonal, organizational & communication skills. Proficiency in WordPerfect & Lotus 5.0 a. Letter required. Send resume to:
1400 W. Long Lake, Ste 135
Troy, MI. 48098

SECRETARY
Career opportunities in beautiful offices of Bloomfield Township. Bookkeeping, 6-8-13/hour. Lotus experience in accounts or General, over 25 years. Typing 50 wpm. Phone receptionist pay. Call Sandy 810-646-7002

UNIFORCE SERVICES

SECRETARY
Engineering Department ODM, WP, Lotus, Word typing, good with numbers, good communication skills. TEMPSTAFF Rd Pro 810 646-0800

SECRETARY - Experienced in WordPerfect and Lotus for Marketing Sterling salary and bonus. Resume to: Box 6147 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY
Troy Law Firm seeks a full time Secretary. Must have excellent Word Perfect 5.1 & Lotus 3.1. Salary commensurate with experience. Call 313-362-2211

SECRETARY
Part time, mid morning office, full time position, good resume to: Box 6067 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY for Troy based Industrial Part time, Salary commensurate with experience. Call 810-362-8000

SECRETARY
Law office/Bloomfield Hills area, full time, Word Perfect 5.1 & Lotus 3.1 helpful, salary commensurate with experience. Call 810-642-0500

SECRETARY
For professional office in Farmington Hills. Experience preferred. Call 810-848-9880

SECRETARY
For Medical office, security & accurate typing. Computer experience helpful. Full time, Sam-1pm, Mon-Fri. Apply in person Southwestern Vet Clinic
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Part-time, Mon-Fri, 8am-12pm, Farmington Hills area, Word Perfect 5.1 helpful. Call Mr. Kaplan, 810-478-1600

SECRETARY
Part time, Bloomfield Township area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY
Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY
Part time, Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

504 Help Wanted Office-Clerical

RECEPTIONIST
We are a rapidly-growth law firm seeking an energetic, friendly individual to be responsible for our Southfield office. The successful candidate must have excellent phone skills, typing speed 45-50 WPM and be detail oriented. We offer a competitive salary and full benefits package. Please respond to: Alexis Hicks at 810 948-0660 or fax resume to 810 948-0661

★ RECEPTIONIST
Immediate opening.
Light bookkeeping
and secretarial duties.
$200 Birm. Full time.
Livonia area.
Ask for Jay at.
313-953-9439

RECEPTIONIST/SECRETARY
• Strong grammar/communication skills
• Typing PC (55-60 wpm)
• WordPerfect 5.1 must, Windows & Excel a plus
• Ability to handle fast-paced environment
• Professional demeanor
• Ability to work independently & in multitasking manner with multiple priorities.

Excellent benefits including vacation, dental, health, 401K and tuition reimbursement. FAX resume to 313-334-5400 or send to:
KOSTRA CORPORATION
Attn: HR - Reception/Secretary
801 Union
Plymouth, MI 48170
EOE

SALES SECRETARY TO $10/HR. Home position. Part-time leading to full-time. Must be detail-oriented. Computer experience. Customer oriented personality. Call
PERSONNEL SYSTEMS 436-1166

SCHEDULER
Growing fast paced Detroit manufacturing company seeks qualified individual for production, full benefit package, excellent opportunity. Salary commensurate with experience. Fax resume to: Box 6144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL - real estate office, school or related office experience preferred, typing 50 wpm, Farmington area, Call Mr. Kaplan, 810-478-1600

SECRETARIES
ADMINISTRATIVE
ASSISTANTS
$9-$13 Hr.
Dependable, motivated people needed for long/short term assignments. Must have strong skills in word processing, spreadsheets, data base, telephone techniques. Call TODAY!
Farmington Hills (810)615-0880
Bloomfield Hills (810)645-2440
Western
STAFF SERVICES

SECRETARY
ADMINISTRATIVE
Fast paced Southfield law firm has immediate opening for an experienced WordPerfect 5.1 & Lotus. Harvard Graphics a plus. Top pay. Call Susan 810-473-2931

UNIFORCE SERVICES

SECRETARY/ASSISTANT
Part-time for Bloomfield PR firm. Good organizational, English, computer skills. 810-642-8474

SECRETARY/ASSISTANT to President Manager. Must know WordPerfect, Lotus, typing, filing, sales, computer literate, telephone, selling skills, and be customer-oriented. Apply in person:
K-8 Gen., Tool., Therm., & Pyr.
BOHDAN Associates-GMC
(Troy Motor Mall)

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Property management firm needs enthusiastic, dependable, self-starter, with good telephone, interpersonal, organizational & communication skills. Proficiency in WordPerfect & Lotus 5.0 a. Letter required. Send resumes to:
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Troy, MI. 48098

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Career opportunities in beautiful offices of Bloomfield Township. Bookkeeping, 6-8-13/hour. Lotus experience in accounts or General, over 25 years. Typing 50 wpm. Phone receptionist pay. Call Sandy 810-646-7002

UNIFORCE SERVICES

SECRETARY
Engineering Department ODM, WP, Lotus, Word typing, good with numbers, good communication skills. TEMPSTAFF Rd Pro 810 646-0800

SECRETARY - Experienced in WordPerfect and Lotus for Marketing Sterling salary and bonus. Resume to: Box 6147 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY
Troy law firm seeks a full time Secretary. Must have excellent Word Perfect 5.1 & Lotus 3.1. Salary commensurate with experience. Call 313-362-2211

SECRETARY
Part time, mid morning office, full time position, good resume to: Box 6067 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY for Troy based Industrial Part time, Salary commensurate with experience. Call 810-362-8000

SECRETARY
Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY
Part time, Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY
Part time, Bloomfield Township area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY/ASSISTANT
D.C. Transit Company is looking for a detail-oriented individual to assist in administrative duties. Ability to organize, handle so pressure, knowledge of WordPerfect 5.1, pleasant phone manner and good typing skills are a must. Salary commensurate with experience. Send resume and salary requirements to: Box 6144 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

SALES ASSISTANT
Full-time position available for an energetic, self-motivated individual. Good organizational and word skills required. Must know Word Perfect 5.1 & Lotus 3.1. Knowledge of Harvard Graphics helpful. Pleasant phone manner and good typing skills required. Salary commensurate with experience. Fax resume to Sales Manager at 313-459-7700

Secretary/Receptionist
Fast paced Southfield law firm has immediate opening for an experienced WordPerfect 5.1 & Lotus. Harvard Graphics a plus. Top pay. Call Susan 810-473-2931

UNIFORCE SERVICES

SECRETARY
Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

SECRETARY
Part time, Farmington Hills area, Word Perfect 5.1 & Lotus. Call Mr. Kaplan, 810-478-1600

504 Help Wanted Office-Clerical

SECRETARIES
Have fastest Reflexes competency in searching, to increase its secretarial staff. We offer an excellent pack-age of salary & benefits.
The ideal candidates must possess: Minimum of one year of secretarial experience with emphasis on organizational & communication skills. Word Perfect 5.1, 6.0 and 6.0 required.
EXECUTIVE: Dictation & strong letter writing skills.
SALES: Strong written communication skills. Experience in direct mail, telemarketing data bases, market research, advertising, trade shows... a strong plus.
Please forward your resume and cover letter in confidence to:
Jim Kennedy, Dept. 6-SE
22266 Rosetta Dr., Novi MI 48375

SECRETARY/CONSTRUCTION - Personal WordPerfect and 1-2-3 helpful, good organizational skills, Real Estate development a plus. Please call Debbie, 9am - 4 pm. 810-851-0008

SECRETARY
Full and part-time shifts available to answer multi-line phones. Light typing required. Knowledge helpful or will train. Flexible evening and weekend hours. Apply Kelly Services and Farmington Rd. (810)474-1300

SECRETARY
IMMEDIATE OPENING
Oak Grove Office, marketing firm with a strong customer service product or service, only Windows or Excel & Word. Must have excellent attitude & work ethic. Large company. Excellent benefits. Salary $22K - $26K, depending on experience.
Call Cathy Mon. - Fri.
ADIA
(810) 478-1115

SECRETARY/
Information Coordinator

Job share a.m.'s or full time position for dynamic call center on our growing team. Minimum 1 year with computer experience, 1 year with customer. DOS & Kwikwriter. Strong interpersonal skills are required. Send resume or call

Hospice Services
6701 Harrison St.
Garden City, MI 48135
313-522-4244

SECRETARY
Insurance office in Canton, full and part time. Must have typing & computer experience. Call 313-455-7272

SECRETARY
Mechanical contractor has a full time position available. Excellent benefits package, light accounting, computer background, dedicated, self-starter. Able to function as head receptionist. Send resume & salary requirements to: P.O. Box 2700 W., Westland, MI 48185-2700

SECRETARY
Oakland County Furniture 900 company looking for experienced Secretary. Must know Word Perfect (WP or MS Word), light phones, professional appearance, able to work independently, organized, excellent communicator, working w/customers/vendors. Salary & benefits based on experience.
810-643-8590

EXPRESS
Personnel Services

SECRETARY - Oakland Psychological Clinic, an out-patient mental health clinic, seeks a dedicated person to assisting a part-time therapist, to be shared by 3-4 staff. The Oakland Clinic, Pleasant, is 20 blocks with professional atmosphere. Ideal for someone who would have good clerical & customer relations skills. We are an equal opportunity employer. Contact Oakland Psychological Clinic, P.C. Attn: OE1/SP78
3200 S. Woodward - Ste. 102
Bloomfield Hills, MI 48302
An Equal Opportunity Employer

SECRETARY/OFFICE ASSISTANT
Dynamic, self-starter, excellent phone & computer skills a must. Experience preferred, but strong work history. Full-time. Apply in person at 677 South Woodward, Birmingham.
810-644-7311

SECRETARY/OFFICE MANAGER
Company which for retirement leaves Short-term assignment available, but could lead to permanent. Call 810-642-8888, fax 810-642-8889. Accounting Personnel, Suite 108, Bloomfield Hills 48301

SECRETARY: PART-TIME
Bal./Bam. Insurance-trained people need apply. Call Sandy at Insurance Office of America, Suite 108, Bloomfield Hills 48301

SECRETARY/OFFICE ASSISTANT
Dynamic, self-starter, excellent phone & computer skills a must. Experience preferred, but strong work history. Full-time. Apply in person at 677 South Woodward, Birmingham.
810-644-7311

SECRETARY/OFFICE MANAGER
Company which for retirement leaves Short-term assignment available, but could lead to permanent. Call 810-642-8888, fax 810-642-8889. Accounting Personnel, Suite 108, Bloomfield Hills 48301

SECRETARY
Be seated behind a desk! Work, sit, be shown here. Must be proficient in WordPerfect 5.1 & spreadsheets with knowledge of Word, Excel, Lotus & Middle Area.
810-642-6466

SECRETARY/TYPIST - Fast paced international law firm. Experienced Secretary/Typist. Pleasant working environment. Salary commensurate by fast paced and hard working attitude. Call Ms. Hoffman at 810-642-7700

SECRETARY - Southfield, Multi-lined & law office experience & benefits. Apply in person & phone required. Call 8-6, Mon-Fri, 810-353-5757

SECRETARY - Southfield company seeking individual with excellent Word Processing knowledge. Excellent benefits and salary and bonus commensurate with experience. Send resume to: H.R. Management Services, 1900 W. Big Beaver, Suite 220, Troy, MI 48084.

SECRETARY
Be seated behind a desk! Work, sit, be shown here. Must be proficient in WordPerfect 5.1 & spreadsheets with knowledge of Word, Excel, Lotus & Middle Area.
810-642-6466

SECRETARY/TYPIST - Fast paced international law firm. Experienced Secretary/Typist. Pleasant working environment. Salary commensurate by fast paced and hard working attitude. Call Ms. Hoffman at 810-642-7700

SECRETARY - Southfield, Multi-lined & law office experience & benefits. Apply in person & phone required. Call 8-6, Mon-Fri, 810-353-5757

SECRETARY - Southfield company seeking individual with excellent Word Processing knowledge. Excellent benefits and salary and bonus commensurate with experience. Send resume to: H.R. Management Services, 1900 W. Big Beaver, Suite 220, Troy, MI 48084.

SECRETARY
Professional Troy CPA firm seeks full time secretary. Must be a team player, have excellent interpersonal skills, be proficient in WordPerfect 6.0 & Lotus 3.0, have 2-3 years of solid secretarial experience and possess a pleasant phone manner. Salary commensurate with experience. Fax resume to: Mr. Mazur, P.O. Box 991, Southfield, MI 48037. An EOE.

SECRETARY
Professional Troy CPA firm seeks full time secretary. Must be a team player, have excellent interpersonal skills, be proficient in WordPerfect 6.0 & Lotus 3.0, have 2-3 years of solid secretarial experience and possess a pleasant phone manner. Salary commensurate with experience. Fax resume to: Mr. Mazur, P.O. Box 991, Southfield, MI 48037. An EOE.

SECRETARY/RECEPTIONIST
Part time, Bloomfield Hills area, Word Perfect 5.1 & Lotus 3.1 helpful, salary commensurate with experience. Call 810-642-0500

SECRETARY/RECEPTIONIST
Fast paced, mid size accounting office, full time position, good resume to: Box 6067 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY for Troy based Industrial Part time, Salary commensurate with experience. Call 810-362-8000

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Part time, Bloomfield Hills area, Word Perfect 5.1 & Lotus 3.1 helpful, salary commensurate with experience. Call 810-642-0500

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