504 Help Wanted Office-Clerical

CUSTOMER SERVICE - Items/people/entering experience necessary. Send resume to: Jobhouse, Inc., PO Box 7112, Bloomfield Hills, 48302.

CUSTOMER SERVICE
Fast-paced Troy recruiter publication seeks self-motivated individual to help to handle incoming customer calls & maintain database. Must have a customer oriented and entry environment. Hours, Monday thru Friday. Excellent benefits, casual work environment. 810-583-1430

CUSTOMER SERVICE!
Build your career with Sensormatic and participate with Fortune 500 data processing service company. Look at Long term employment for selected candidates with good telephone manner, fast and proportative skills. Computer experience a plus. Call Claire 810-540-8001

UNIFORCE SERVICES

CUSTOMER SERVICE CLERK
Career opportunity for self motivated person to instruct and service our retail customers. Must have knowledge of Lotus 1-2-3 and Word Perfect. Southfield area. Call Mr. Leonard. 810-799-9662

CUSTOMER SERVICE!
FULL TIME/PART TIME
Immediate opportunity in Plymouth, Troy and Southfield for self motivated individual with a pleasant phone manner and computer skills. No sales involved. Ideal candidate will be familiar with training leading to outstanding benefits and potential for bonuses and earnings. Starting hourly rate $7.50/hr. Call now and ask for Ms. Cathy: 810-173-2934 810-372-4299
UNIFORCE SERVICES

DATA PROCESSOR
★ Fast, accurate typist. Computer skills necessary. Word processing experience helpful. Full time/part time. Full-time benefits included. Reply to: Lynn Ross, 17230 W. 12 Mile Rd., Suite 100, Southfield, MI 48076.

DATA ENTRY/BOOKKEEPER
Temporary, part time for Troy law firm. 30-35 hrs/wk. Mon-Fri. Need to perform part-time accounting & bookkeeping duties. Accuracy & dependability are a must. Knowledge of accounting background helpful. Interested candidates please apply to: Pamela Chapman, Attn: Carol Sadovnik, 3001 W. Big Beaver, Ste. 704, Troy MI 48084.

DATA ENTRY CLERK
Day Shift
High volume order entry department seeks reliable individual to fill immediate opening. Must type 40 wpm, 10 key experience & accuracy a must. $6.00-$7.00 an hour. Applicants will be tested. Call Mon-Fri. 8-5 DE-1030, 20300 Civic Center Drive, Suite 23-245, Southfield, MI 48076

DATA ENTRY CLERK
Fast-paced, downtown financial service firm has immediate opening for entry-level data entry clerks. Successful candidates will have typing speed (40 W.P.M.) possess good communication skills and have personal office experience. Will be presenting a short This is a full-time position with Benefits. Please send resume to:

Data Entry
P.O. Box 3068
Detroit, MI 48231

An Equal Opportunity Employer

DATA ENTRY CLERK
High volume insurance firm in Rochester Hills has position available for a Data Entry Clerk. Must have a good math & typing skills, professional appearance & a high degree of time, benefits. 810-852-0000

DATA ENTRY!
Immediate openings for new positions with Sensormatic. Excellent benefits. Free training to build your skills and earn a competitive salary. Work your $,000 key strokes and file well complete. Multiple locations. Call Claire 800-723-4289
UNIFORCE SERVICES

DATA ENTRY Operators
Must have experience, minimum 10,000 keystrokes per hour. Excellent pay & benefits. Farmington Hills area. Temporary or permanent.
PCS Group: 810-348-8220
810-851-8853

DATA ENTRY OPERATOR
National This Insurance Company needs Data Entry Operators for temporary position. 43 words per minute minimum required. Available immediately. Full time, but not required. Flexible hours. Salary based on experience. Call Ann at 313-433-9000
Box 290, Ann Arbor
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
(Part-Time)
Starting Bank & Trust, FSB, is seeking part-time data entry employees to join our Mortgage Entry department into computer system. Qualified candidates will have 10-key data entry skills and be able to work a flexible schedule (for example, weekdays 6 pm to 10 pm, Saturday and Thursday afternoons from 2pm to 6pm, and Sunday evenings from 6:30 to noon). Previous data entry experience necessary.

Starting offers a competitive wage, opportunity for advancement, and a flexible schedule.

For consideration, please send resume with salary history in confidence to:

STERLING BANK AND TRUST
Corp. Human Resources
Corporate Square, 17th Floor
Southfield, MI 48076

An Equal Opportunity Employer

DATA ENTRY POSITION
In medical billing firm. Experienced, Excellent Benefits. Send resume to: ABS Inc., 19844 W. Outer Drive, Ste 130E, Dearborn MI 48124

DATA ENTRY
We need your accurate 9,000 key strokes, attention to detail and repeat customer service. Call Kathy Hills and Plymouth client. Starting salary is $6.00/hour. Call today.
810-473-5933
UNIFORCE SERVICES

DATA PROCESSING
Large out-patient mental health outpatient facility in Southfield seeks 2 trainees in our Michigan seeks technical support staff for the following:

DATA ENTRY CLERK - Position is our central computer facility. Entry level, 6 months experience. Basic computer experience required, data entry experience a plus but will train. Good interpersonal skills required.

Send resume to:
Psych Psychological Clinic, P.O. Box OE/AOE, 2000 S. Woodward Ave., Ste. Bloomfield Hills, MI 48302
E.O.E.

DATA PROCESSOR - Part-time, Flexible hours, 20-25 hrs/week. Mon-Fri/hour. Urgency Shore across from Twelve Oaks Mall. 348-347-4510

DRIVER/DELIVERY
Must have good driving record, CDL preferred, but will train the right person. Please apply in person Mon-Fri, 10am-3pm.

Custom Builders Supply
1800 Maplelawn
Birmingham, MI. 48009

ENTRY level mainframe position, prior telephone sales. Full benefits package, high school degree required. Apply in person at 3000 Ten Mile, Farmington Hills, MI 48024-2182. Attention: Don Perry.

ENTRY level, mainframe position for national client in Birmingham. Requirements for national sales, and training. Send resume to: Personnel, 4024 Jamie, Bloomfield Hills, MI 48301. Fax 810-645-9476.

EXECUTIVE SECRETARY
High-level Southfield organization seeking experienced secretary/assistant for corporate officers. Candidate must have strong communication and written communication skills, organizational skills, and computer experience. Salary commensurate with experience. Fax resume to: Personnel Manager, 810-557-1080. Send resume and cover letter with salary history to: Administrative Assistant, P.O. Box 7100-A, Farmington Hills, MI 48332-7100.

LEGAL/ADMINISTRATIVE ASSISTANT
Growth oriented, Southfield law firm seeking bright, motivated individual with strong communication and written skills. Excellent benefits package. Salary commensurate with experience. Send resume to: Administrator, P.O. Box 2068, Farmington Hills, MI 48333.

504 Help Wanted Office-Clerical

DATA PROCESSING/SECRETARIAL
Local law office seeking a person interesting in the word processing/secretarial position in Center.
Qualified candidate will possess the following qualifications:
- Word processing/typing - 60 wpm
- Knowledge of Word Perfect, Excelle, Microsoft & other IBM compatible software programs
- Able to work on several tasks at a time & in a Combined Manner
- Knowledge of law office procedures/terminology & procedures helpful

Position is 32-40 hours/week, Mon-Fri, 8-4 pm, & offers excellent wage with paid vacation & holidays. No other fringe benefits included.

Interested individuals must send resume, with salary requirements, by Wednesday, Nov. 16, 1994 to:

D/F/LL Sandra Miller
19050 Dearborn
Livonia, MI 48152
(313) 387-0080

DENTAL ASSISTANT
Join our team! Learn & work in a beautiful office. Full-time. Experience necessary.
810-476-4206

ENTRY LEVEL OFFICE CLERK
Mail room and Xerox facility for Livonia area law firm. Full time with benefits. $6.00/hour. Send resume to: Administrator, 33900 Schoolcraft, Livonia, MI 48150

EXECUTIVE RECEPTIONIST
TO $1000/WEEK
Prestigious Troy law firm has permanent part-time opening for Executive Receptionist. 25-30 hrs/wk. Professional demeanor & courteous more important for the right candidate than prior law position. We'll train the right person. Salary negotiable. Send resume to: Office Manager, PO Box 1874, Troy, MI 48099-1874.

EXECUTIVE SECRETARY/
WORD PROCESSING
High level word processing secretaries needed for major corporations in Farmington Hills and Southfield areas.

Earn $10-$17K/yr, plus full benefits in professional office environments.

Qualified candidates MUST BE:
- Proficient in Word Perfect, WP 5.1 DOS & Windows, Lotus & Excel packages.

Call today for an immediate interview and start earning top money tomorrow!

ADIA
The Employment People
(810) 442-7800

EXECUTIVE SECRETARY
Southfield Marketing Consulting firm is looking for a top-notch secretary with excellent word processing skills. Fast paced work, friendly environment. 810-559-2100

FILE CLERK - Full-time. Care of client files, equipment maintenance. Ability to labor w/W-county area and Wayne. Call Mr. Bell. Bond Investment, 30200 Telegraph, Ste. 467, Bingham Farms, 48025. 540-9400

LEGAL SECRETARY
Farmington Hills law firm, defense oriented, tort attorney firm, seeks legal secretary with 3-5 yrs. experience to join team. 60 WPM minimum. WordPerfect useful. Good benefits! Responsibilities: Deadlines! Timely! Working atmosphere! Send resume to Box 138
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for Royal Oak firm. Top notch - great benefits & pay. Litigation experience preferred. Send resume to: Box 8, Washington, #800, Royal Oak, MI 48067

LEGAL SECRETARY
★ Fulltime, Entry level, Trial, Personal Injury, medical malpractice & Workers Comp experience required. Salary commensurate with experience. Call Jeanine: 810-353-3600.

LEGAL SECRETARY
Medium size Southfield law firm seeks secretary for full time employment. Must be proficient in Word Perfect 5.1 & preferably possess the ability to draft & type legal pleadings & documents, dictation skills are helpful. We offer competitive salary & benefits. Interested candidates please forward resume & salary requirements to: Human Resources Dept. 17194 West 12 Mile Road, Southfield, MI 48076

LEGAL SECRETARY - Full-time, Birmingham patent law firm. Word Perfect 5.1 & Excel. Salary commensurate with experience.
Fax resume to: 810-647-8310
Or call Bonnie 810-647-8000

LEGAL SECRETARY
For Troy law firm. 4-6 yrs. litigation experience required. Salary to $25K + benefits. Resume only to:
POWERS, CHATMAN
Attn: Carol Zawacki, 3001 W. Big Beaver, Ste. 704, Troy, MI 48084

LEGAL SECRETARY - full time, for small Southfield litigation firm. Legal secretary experience required. Reply to Box 410
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
for Southfield Hills Bloomfield/Troy Attorney who also litigates. 3-5 years legal experience preferred. Word Perfect 5.1 required. Willingness to work, self-starter with good organizational skills and able to operate a computer. Call: (810)338-5100

LEGAL SECRETARY
Birmingham personal injury firm. Word Perfect 5.1 & Excel required. Competitive salary & benefits.
810-258-1100

EXPERIENCED LEGAL ASSISTANT position available in Bloomfield Hills area. Knowledge of patent's & personal injury helpful. Student loan experience is also helpful. Send resume to: Personnel, 4024 Jamie, Bloomfield Hills, MI 48301.

LEGAL SECRETARY
Large Southfield law firm seeks a legal secretary. Experienced in litigation, bankruptcy, real estate, and/or workmen's comp. Word Perfect proficiency. Position is Southfield area. Call 810-355-1090

LEGAL/ADMINISTRATIVE ASSISTANT
Growth oriented, Southfield law firm seeking bright, motivated individual with strong communication and written skills. Excellent benefits package. Salary commensurate with experience. Send resume to: Administrator, P.O. Box 2068, Farmington Hills, MI 48333.

504 Help Wanted Office-Clerical

GREAT OPPORTUNITIES!
Responsible for Executive Secretary
Good Communication Skills
Typing Skills
Computer Experience a plus
Temp & Permanent Opportunities
WE NEED YOU!
CALL 810-474-5000
EXPRESS PERSONNEL SERVICES

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial C&H's to $28K
Part Time Positions to $10/hr.
Commercial Assistants to $24K
CORPORO PERSONNEL
478-2200

LAW FIRM
Immediate opening for typing/clerical position, $7 per hour. We train. Call and be at Farmington Hills office by noon.
810-967-2040

RECEPTIONIST
★ For law firm in Southfield. Must have experience on WordPerfect 5.1 and phones.
810-352-1000

LEGAL SECRETARY/TYPIST
Needed for Southfield personal injury law firm. Low level responsibilities. Word Perfect 5.0 a plus. Salary commensurate with experience. Call Tracey, 810-356-3770

LEGAL SECRETARIES
Experienced in Litigation & Corporate for permanent & temporary positions.
LINDA WESTON PERSONNEL
(810) 680-4572
Fax (810) 689-1038
All fees employer paid.

LEGAL
•Corp.Legal Depts.
•Temp Long/Short Term
•Perm - Temp to Perm
Call Mail or Fax
In Confidence to:
PERSONNEL AT LAW
313-THE-TEMP
810-358-0060
3000 Town Center #2560
Southfield, MI 48075
Fax (810) 358-0235

LEGAL CLERK - Good driving record, go to court. Bond required. Send resume to: Bond Investment, Ste. 2800, Southfield, MI 48075-1376

LEGAL/EXECUTIVE SECRETARY
For Troy law firm, experienced, reliable, self starter, computer literate. Please send resume to: Office Manager, 601 W. Big Beaver Rd., Suite 500, Troy, MI 48084

LEGAL SECRETARY
Farmington Hills law firm, seeks legal secretary with 3-5 yrs. experience to join team. 60 WPM minimum. WordPerfect useful. Good benefits! Responsibilities: Deadlines! Timely! Working atmosphere! Send resume to Box 138
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36251 Schoolcraft Rd.
Livonia MI 48150

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Or call Bonnie 810-647-8000

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POWERS, CHATMAN
Attn: Carol Zawacki, 3001 W. Big Beaver, Ste. 704, Troy, MI 48084

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810-258-1100

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OFFICE MANAGER
With excellent verbal & written communication skills. Send resume with salary requirements to: P.O. Box 2068, Farmington Hills, MI 48333.

504 Help Wanted Office-Clerical

MARKET RESEARCH COMPANY has immediate opening for Data Entry Operator. Must have 10-key. Mail resume to: Box 296
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECORDS & OFFICE MANAGER
for gynecologic office in Rochester Hills. Full time. Call (810)650-2255

NEED HOLIDAY $$$
Variety of assignments available. Dental Offices, Medical Offices, Data Entry & Word Processing. Call today for your personal interview.
MANPOWER 810-271-8310

OFFICE ADMINISTRATOR
Seeking a Professional individual who will be a dedicated team player. Must have exceptional organizational, written and oral communication skills. This person will provide administrative support to a variety of people including the President. Must know Windows, Microsoft and Excel and be a fast typist 60 wpm. This very experience required. Salary DOE. Fax: JAUDA, 24301 Indoplex, Farmington Hills, MI. 48335

OFFICE ASSISTANT/Accounting manager - Full-time, temporary assignment, entry level position. Must possess good communication & clerical skills. Must know computer knowledge a plus. Bond required. Call Mr. Bell, 540-9400

OFFICE CLERK
$6/HR.
Indefinite. PPG Plant detail minded.
ARBOR TEMPS: 459-1166

OFFICE WORK/PART TIME
Must be knowledgeable with IBM computers and other clerical duties. Call Mon.-Fri., 9-5. 810-538-9077

ONE PERSON OFFICE
For H.V.A.C. service company. Bookkeeping, bookkeeping, dispatch & scheduling. P.C. literate, with good typing & phone skills. Good pay & benefits. 313-582-1111

ONLY 57
DAYS UNTIL
CHRISTMAS
EARN EXTRA
HOLIDAY CASH
OLSTEN
810-583-3235
TROY
EOE M/F/D/V

ORDER PROCESSOR
Personable & dependable individual needed for order processing. Phone solicitation skills a must. Word processing experience helpful. Interested applicants forward resume & salary requirements to: P.O. Box 1000, Detroit, MI 482 10. EOE

PARALEGAL
National Personal Injury School seeks a Paralegal, with 3 years experience, for Southfield Campus. Responsibilities include hiring and supervising students, administrative duties, scheduling classes and other duties as assigned. Contact Director of Career Development, Paralegal Department, Phone 810-557-7860, Fax 810-557-7866. Send resume & cover letter, with salary requirement, to: V.P. of Education, APS, 17312 W 9 Mile, Southfield, MI 48075. EOE

PAYROLL & ACCOUNTS PAYABLES MANAGER
FULL TIME
Experience with computer time clock and/or Kronos systems preferred. Great opportunity for self-motivated, detail oriented, organized, multi-tasking individual.
Salary commensurate with experience.
Fax resume to: Kathy Dalton
810-557-7866

PAYROLL CLERK
IT Automotive, a $4.6 billion auto parts & automotive components, has an immediate opening for an experienced payroll clerk. The new position will be responsible for a payroll staff with 3 years' payroll experience, preferably in a multi-site manufacturing environment. Personal computer literacy and strong communication skills are required. Knowledge of integrated personnel/payroll systems is a plus. Excellent benefits package is beneficial. This position is responsible for the payroll and follows the payroll procedures, calculation of court ordered garnishments, functions of payrolls and responding to employee inquiries. If you are seeking a challenging position in a current salary for Stanley Manager, ITT Automotive, 3001 Grand Marais, Detroit, Auburn Hills, MI. 48329-3366.
EEO M/F/D/V

PAYROLL CLERK - Full time, 2 years experience, computer literate, Farmington Hills. Reply to Box 324
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL SPECIALISTS

Rapidly expanding payroll processing company seeking Payroll Specialists. Requires good education, typing & 10 key skills, plus having 57-64 per hour plus health insurance. Send resume to: Attn: Mr. Bell, P.O. Box 540, Suite 502, Southfield, MI 48075

PERMANENT PART TIME
Southfield Ad Agency seeking a person with word processing experience. Must have excellent typing and general clerical work. 9-2, Mon-Fri.

PLEASE SEND RESUME TO:
27177 Northwestern Hwy., American Center Bldg., Southfield, MI 48034
Attn: Personnel

PERSONNEL SERVICES
Salaried/contract positions available. Interviewer & phone temporary staff. Office experience helpful.
ARBOR TEMPS: 459-1166
9433 Haggerty Rd., Plymouth

PROPOSAL COORDINATOR
Full time position in the construction industry, a multi-disciplined engineering & architectural firm is seeking a qualified coordinator to be responsible for company proposals & statements of qualifications for Request for Proposal Agencies (RFA/FSSA). We require a degree in business, engineering or related field. Problem solving, organization & communication skills are required. Experience with personnel, marketing, or contracts is a plus. Salary commensurate with experience. Please send resume & salary history to:
Department QE54
RUST Environment & Infrastructure
17250 Haggerty
Livonia, MI 48152
Equal Opportunity Employer M/F/H

REAL ESTATE OFFICE
2 openings for office co-ordinator, prefer real estate experience, computer literate, word perfect, 40 wpm. 810-348-6767

RECEPTIONIST-
★ PART TIME, Bright energetic BEGINNER typing/ word processing office. Mon & Tues 8-5 plus phone relief. Mon-Fri, 8-5 Sat 9-1. Pleasant office in full-time for right temporary to perm. Call Ms. Bell, Employment Solutions Center, 338-18 3 Mile, Southfield. (810) 557-1000

RECEPTIONIST - for busy Troy company. Experienced, with good phone skills every 4 route-free phones. Send resume to: Box 242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

PROJECT COORDINATOR
For Medical Specialty Board.
Consumer background necessary. Proficient in Word Perfect, good communication skills, some administrative background preferred.
Fax resume to Linda Parr
37100 Grand River Rd., Ste. 150
Bingham Farms, MI 48025

PROOFREADER
Fast-paced Troy business publisher needs Proofreader with strong grammar, spelling & proofreading skills. Must be able to work effectively under tight deadlines. English or Journalism degree preferred. Flexible hours, casual work environment, benefits. 810-643-1140

RECEPTIONIST NEEDED.
★ Heavy phones/filing, light typing. Possible Part-time.
810-398-5613

RECEPTIONIST
★ Dealership needs full-time Receptionist with Computer experience helpful. Apply Bob Bennett, Lincoln Buick, 30600 Plymouth Rd, Livonia.

RECEPTIONIST
★ Auburn Hills corporation has full time opening Mon-Fri, 8-5. Duties include telephone switchboard, typing, filing, some word processing and clerical duties. Must have good typing skills. Pleasant environment. Benefits and salary commensurate. Call and ask for Terrel in the Personnel Dept., 1295 Walnut Hills Dr., Auburn Hills, 48326 or call (810) 377-2300

RECEPTIONIST/GENERAL OFFICE
Full-time, Pleasant Ridge, Call Administrative Floor Covering. 313-863-4100

RECEPTIONIST needed for Southfield CPA firm. Experienced with WordPerfect required. Full time. Call Janet for interview. 810-352-3230

RECEPTIONIST
for Senior Community in Novi, full time, benefits, pleasant work. Apply in person at: Novi Village, 43182 Grand River, Novi.

RECEPTIONIST - Afternoons, part time, for busy auto repair facility. Must be computer literate. Apply in person: Novi Motors, 21530 Novi Road, between 8 & 9 Mile Roads

RECEPTIONIST/CLERICAL
Full time, Multi line phones, data entry, filing, other duties. Resource: 34880 Grand River, Farmington Hills, MI 48335.

RECEPTIONIST - long term in Livonia. Experienced on busy 8-line phone. Call 464-7078

ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST-Afternoons & weekends/ week end. Full time. Experience in nursing home & computer (Windows) helpful. Apply at Amy's Mead, 18106 W. 12 Mile, Southfield.

RECEPTIONIST
Telegraph/12 Mile area, accounting office. Answer phones, filing, light typing. Light bookkeeping. Salary open.
Call Ann: 810-258-8220

RECEPTIONIST
Plymouth employment agency seeks receptionist. Fast paced environment. Some clerical experience.
ARBOR TEMPS 459-1166

RECEPTIONIST - New Hudson area. Full time, experienced with Word Perfect. Long term assignment.
Call Ann: 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/DELINQUENCY Salary part time for Novi Chiropractic office. Must like working with people, have clerical & type well. Insurance experience necessary. 10 mile/Novi Rd. For appointment call 348-3300

RECEPTIONIST
Fast growing printing company, full time, benefits, pleasant work environment. Apply at Quality Rd., Farmington Hills, MI 48335

RECEPTIONIST
To $20,000
Be the first person greeting prestigious clients. Computer experience helpful. Pleasant working environment.
PERSONNEL SYSTEMS: 459-1166

RECEPTIONIST
Experienced for Livonia dental lab, part-time Mon-Fri, 7:30 a.m.-12:30 p.m. Typing & word processing skills a must. Salary range is $6-$7/hr. If interested please apply in person: Dental Lab, 12732 Merriman, Livonia, MI 48150

RECEPTIONIST/ACCOUNTING CLERK
Full-time position for construction company located in Troy, Knowledge of WordPerfect & Lotus 123 required. Resume to: Box 290
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
With good telephone skills and personality - will also provide assistance to the secretarial support to management and corporate staff. Requires some knowledge of data entry and word processing. Full time benefits package. Call
NEWTON Furniture 313-525-4862

RECEPTIONIST - Looking for a personable, organized individual with a professional telephone manner for Farmington Hills law office. Multi-line telephone, light typing & clerical. Bond required to Box 324
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
For Novi office, duties include phones, filing, word processing, light work, running errands and assisting other staff members. Must have clerical experience, type 35-40 wpm and have reliable transportation. Send resume to:
Optical CAE Inc., Attn: Dawn
39555 Orchard Hill Place, Ste. 200
Novi, MI 48375

RECEPTIONIST/OFFICE SUPPORT
Non-smoking office seeking a mature individual with outstanding communication and organizational skills. Must dress professionally and be cheerful, friendly and have an energetic personality. Salary open. Must be able to work well with people, answer telephones, do light typing, file, sort, mail, etc. Must have 2 years office experience. Send resume to: Box 324
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Beacon Hill Showroom is seeking an enthusiastic Receptionist for a full time position in the Michigan Design Center. Candidate must possess excellent computer skills. A competitive salary and benefit package accompanies this position. If interested and qualified please forward a resume in confidence to:

BEACON HILL SHOWROOMS
1700 Stutz Drive, #13
Troy, MI 48084

An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Personnel Decisions, Inc. (PDI), a nationally recognized firm, has a full time opportunity in its fast paced Southfield office. Candidate will be a receptionist/Secretary who enjoys working as part of a team. Responsibilities include: Greeting visitors, phone, word processing, mail sorting, scheduling & other administrative duties. A successful candidate will have good typing skills, 40 wpm, strong communication & organizational skills. PC & word processing experience required. (Windows knowledge a plus).
We offer a competitive compensation package, a convenient location and an opportunity to work with a fast paced team of professionals. To apply, please send resume and letter & resume to:

Staffing Specialist
PERSONNEL DECISIONS, INC.
100 West Big Beaver Road
Suite 200
Troy, MI. 48084

An Equal Opportunity Employer

RECEPTIONIST
Terrific opportunity to work in a beautiful corporate office in Troy. Ideal candidate will have 1 year to be able to handle multiple phones, type 40 words per minute, file, Call Amy Morgan, 810-631-1170
Harvest Technologies
Farmington Hills, MI 48334

RECEPTIONIST
18 yr. old Computer company, based in Livonia, has an opening for a person oriented & have excellent phone skills. Bond required & salary negotiable to Box 242
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Leading Plymouth based design/build/development firm seeks a full-time energetic, experienced receptionist able to work in a fast paced environment. Knowledge of Consultant Telephone System and computer helpful. Pleasant attitude, excellent telephone and communication skills required. Competitive pay & benefit package. Send resume to:
Human Resources Dept.
45461 Plymouth Rd.
Plymouth, MI 48170
Fax#: (313) 453-1547

RECEPTIONIST/RETAIL/ PO SITION
Organized self-starter. Apply at: Bill & Rod's Mighty Home Appliance Centers, 15130 Middlebelt, Livonia.

RECEPTIONIST WANTED for busy Farmington Hills salon. Accounting experience helpful. Call 810-553-7480

RECEPTIONIST
For busy Southfield office. Secretarial & computer skills necessary.
810-423-5310

RECEPTIONIST
Two positions: 8:30am to 5pm, also 12 noon to 4pm. Pleasant real estate office in W. Bloomfield. Call Sharon or Steve at 810-851-4100

Receptionist/Secretary
Farmington Hills company is looking for full-time receptionist/secretary. Must have good typing and telephone. Good phone & clerical skills a must. Salary: $8-10/hr. Call Ann 810-474-0400

RECEPTIONIST - full time for two heated office located in Southfield. Experience a plus. Benefits offered. Send resume to: Barbara DeChamplain, 30600 Telegraph, Ste.3130, Bingham Farms, MI. 48025.

RECEPTIONIST
Plymouth based company seeks full time receptionist with professional phone skills, telephone etiquette and word processing skills. Salary open. Call Ann at 313-459-7000

RECEPTIONIST NEEDED for Burton Chevrolet. Must have some experience "TEMP-TO-HIRE". Call TODAY!!

Farmington Hills . . . (810)816-0660
Madison Heights . . . (810)545-2500
Rochester Hills . . . (810)852-9400

WESTERN
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