502 Help Wanted-Clerical Office

ADVERTISING
Administrative Assistant $23,000
Prime Opportunity!
Computer literate
References
CALL DAY!
Permanent Career Opportunities
Dorothy Day Personnel of Troy
810-649-6787 Fax 810-649-2496

DAY

AGGRESSIVE rapidly growing national title company seeks Escrow Closer, Escrow Processor, Escrow Assistant/Disburser and Receptionist. Please forward your resume to B. Dutcher, Fidelity National Title, 22260 Haggerty, Suite 230, Northville, MI 48167

ASSISTANT CONTROLLER
Local accounting firm seeks an Assistant Controller to monitor all accounting activity thru financial statement. Must have a strong accounting background, knowledge of Excel and WordPerfect preferred. Excellent salary. Send resume
HR MANAGEMENT SERVICE
1800 W. Big Beaver, Ste 220
Troy, MI 48084

ASSISTANT
Real estate training center seeks person with good phone skills and typing ability to assist with recruiting & office operations. Full or part time. Hours will vary depending on class schedule. Call Gina, 810-356-7111

ATTENTION!!
We have immediate positions available for the following:
- Data Entry
- Word Processors
- Administrative Assistants

Fax resume to
OLSTEN STAFFING
(810) 354-0585
LONG TERM, SHORT TERM & PERMANENT POSITIONS AVAILABLE
EOE M/F/D/V

AUTO DEALER
is accepting applications for Title Clerk and/or Car Biller. Please apply in person at: Glassman Oldsmobile, Inc., 28000 Telegraph, Southfield 810-354-3300

AUTO DEALER needs experienced switchboard operator. Excellent benefits package available. Apply in person at Bob Saks of Farmington Hills, 35200 Grand River

AUTO DEALER needs experienced typist for new and used car sales. Excellent benefits package available. Apply in person at Bob Saks of Farmington Hills, 35200 Grand River

AUTO DEALER SHIP
Has immediate employment opportunity, available for entry level office position. Apply in person only Monday-Friday, 6-8
MIKE SAVOIE CHEVROLET
1900 West Maple Troy, MI

AUTO/MOTORCYCLE DEALERSHIP
High volume dealership in the Farmington/Livonia area is in need of an experience Title Processor that can keep up with the fast pace. If you are an ambitious hardworking individual with experience in handling vehicle sales paperwork including RD108's, mileage affidavits, finance contracts and inventory control. We have the perfect position for you. Excellent pay & benefits. Anderson's a good place to work a good place to do business. Please call Sandy or Marsha 810 476 6200

BILLING CLERK -Needed immediately. Must be experienced. Send resume to 12250 Inkster Rd., Redford, MI 48239

BILLING COORDINATOR
High tech Oakland County company needs self-motivated, accurate, detail-oriented individual with billing computer and communication skills. Send resume to: Box #1074
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BOOKKEEPER/ACCOUNTING CLERK
Full time, experience, self-motivated with organizational, math, & accuracy skills. Familiar with computers. Send resume to P.O. Box 40194, Redford MI 48240

BOOKKEEPER
Accounting office, Tel-12 Mile area. Flexible hours available. Public accounting experience preferred (810) 258 9220

BOOKKEEPER
CPA firm seeks to fill bookkeeping position for one of our clients. The client is an east area suburban manufacturer growing rapidly. The office environment is very professional and fully automated. Full charge bookkeeping experience in an automated environment a must. Please send resume and salary requirement to
VDF & CO
2001 W. Big Beaver, Suite 522
Troy, MI 48084

BOOKKEEPER
Established residential builder (Northville, Livonia, Novi area). Must have a thorough knowledge of accounting. Computer literacy a must. Part time (full time potential). Send resume to: Builder, PO Box 1029, Novi, MI 48376-1029

BOOKKEEPER
Full charge, through trial balance. To $26,000 + bonus. Strong computer skills. Keego Harbor.
Phone, (810) 473-7210
Fax (810) 473-4548
STEVEN J GREENE PERSONNEL

BOOKKEEPER
Full time position for an experienced person to handle various accounting functions: receivables, payables, payroll, etc. Computer experience necessary, but we will train on our system. Call for appointment (810) 471-4000. Comgen Moving Systems, 23923 Research Dr., Farmington Hills, 10 Mile/I-275 area.

BOOKKEEPER, part time. Flexible hours. Some payroll experience. Good math & office skills. Computer literate. Send resume & salary requirements to: Business Office, 3335 Indian Trail, Orchard Lake, MI 48324. No phone calls accepted

BOOKKEEPER PART TIME Farmington Hills co. seeks experienced, organized bookkeeper for a real estate management co. Flexible hrs. Quicken experience a plus. The Pagoda Group. (810) 855-9078

BOOKKEEPER/SECRETARY
Light bookkeeping. Good phone skills. Immediate opening
(810) 399-6644

BOOKKEEPER
Southfield CPA firm has opening for a full time bookkeeper. Must be highly motivated self starter, enthusiastic and convey professional image. Candidate should possess skills in preparation of financial statements, business and payroll tax returns and be computer literate. Great team environment. CPA firm paratechnical experience desired. Please send resume to
SCHMALTZ & COMPANY, P.C.
ATTN: P.P.
27777 Franklin Rd., Suite 1200
Southfield, MI 48034

Bookkeeping/Accounting Clerk
The area's fastest growing wholesale baking company is seeking a self motivated, detail oriented individual, neat in appearance, with organizational, math & accuracy skills, phone etiquette, communication skills, & familiar with computers, to handle a variety of administrative duties. Fax resume to 810-827-7505 or mail to: Office Clerk, 19785 W. 12 Mile Rd., #537, Southfield MI 48076

BUSY REAL ESTATE AGENT needs capable assistant who has a real estate license & great computer skills. Please call Katie, 810-851-4460

CLERICAL/DATA ENTRY file Scanner/Circulation, Troy. Resume & salary requirement: P.O. Box 836, Birmingham, MI 48012-0836

CLERICAL FOR CARPET STORE
Alert, reliable person to handle general office duties. Part-time evening and week-ends. Pleasant working conditions.
NEW YORK CARPET WORLD
Apply in person at:
1850 S. Rochester Rd.
(Rochester)
OR
29955 Orchard Lake Rd.
(Farmington)

CALL DAY!
Temp to Perm Opportunities
Troy - Ex. Sales Sec. $11/hr
Farmington - Admin/Sec $10/hr
Troy - Clerical $9/hr
Birmingham - Admin $10/hr
Troy - CSR $9/hr
Northville - Clerical $10/hr
Birmingham - Clerical $10/hr
Dorothy Day Personnel of Troy
810-649-6787 Fax 810-649-2496

DAY

CLERICAL ASSISTANT
N.W. Detroit technical society moving to Farmington Hills seeking highly organized self starter able to work without close supervision. Capable of assuming a wide variety of responsibilities such as correspondence & marketing mailings, maintenance of complex databases, & accounting tasks. Must possess excellent oral communication skills. Minimum of 3-5 years secretarial experience required. Strong computer skills essential. Knowledge of WordPerfect/PC FilePlus preferred, Paradox helpful. Typing 55-60 wpm. Send resume & salary requirements to Personnel Director-CA, P.O. Box 19346, Detroit, MI 48219

CLERICAL / BOOKKEEPER
Permanent, part time, 20 hours, Tues., Thurs & Sat. Insurance & record keeping. Must be dependable, mature, prompt, precise with figures. We train someone with a positive attitude to learn in a fast paced, upbeat environment. Call the Aello Group. 810-542-4314

CLERICAL
DATA ENTRY OPERATORS
METPATH OF MICHIGAN, the largest clinical diagnostic laboratory in Michigan is currently seeking DATA ENTRY OPERATORS for our AUBURN HILLS & SOUTHFIELD LOCATIONS. The qualified applicants must possess a minimum of 45 wpm typing.
We offer a competitive salary and benefits package, including life, health and dental insurance, 401(k) and CORVANG stock option plans. For immediate consideration, please apply Mon.-Fri., 11 AM - 3 PM at:
METPATH OF MICHIGAN
4444 Giddings Rd, Auburn Hills, MI
An Equal Opportunity Employer M/F/D/V

CLERICAL/DATA ENTRY- Enthusiastic person for radiology office with data entry and other clerical skills. Must type at least 50wpm, work well under pressure, error free. Call after 10am 810-932-5104

CLERICAL
Experienced in:
- strong organizational skills
- telephone communications
- PC literate
- General office duties

Troy location
Short/long term positions
Minimum 1 year experience
Qualified candidates submit resume w/salary requirements to: CS/HR-P.O. Box 71164, Madison Hts. MI 48071

CLERICAL
Full time position available at well established company with excellent benefits & fringes. Experienced candidate must possess strong phone & typing skills. With PC training helpful. Send resume to: Clerical, Quality Metalcraft Inc., 33355 Glendale, Livonia, MI 48150

CLERICAL/GENERAL OFFICE
•Order entry
•Purchasing
•Receiving
Job requires a motivated individual with self-direction, phone and typing skills. Fax resume and/or cover letter to: SSI, Inc. (313) 595-0165

CLERICAL HELP
Duties include typing, filing, answering phones, etc. PC helpful. Full time now with possible employment in fall. Send resume to: 700 E. Mandoline, Madison Heights 48071

CLERICAL HELP NEEDED in a well established, family owned Livonia retail furniture store. Part time with possibility of full time. Must be reliable & responsible. No experience necessary. Please call Nancy 9am-1pm, Mon-Fri 313-522-9206

CLERICAL/LIBRARIAN
Full time Fri.-Tues. (Wed. & Thurs. off), flexible hours. Management potential. $6.50 per hour to start plus medical/dental/disability package. Apply in person only: Michigan Data Storage, 30555 Northwestern, S. of 13 Mile

CLERICAL OPPORTUNITIES
If you are dependable & hardworking and are looking to work in a professional office setting we have a variety of opportunities available
SECRETARIES
WORD PROCESSORS
SWITCHBOARD
RECEPTIONISTS
DATA ENTRY CLERKS
CUSTOMER SERVICE
FILE CLERKS
We offer vacation pay, holiday pay & referral bonuses. Please call for an appointment today!
CONTEMPRA
810-583-9500 .... Madison Hgts.
810-650-6600 .... Rochester Hills
313-563-5900 .... Dearborn

CLERICAL - Part time for law office. Duties include filing, xerox, light typing, etc. Own transportation. Afternoons. (810) 853-5000

CLERICAL - PART TIME. Needed for accounting service. Aptitude with figures and excellent typing skills. Redford. (313) 532-7530

•CLERICAL•
PART TIME to full time, general office, flexible hours, some evenings. Experience preferred. Send resume to: A C S, Attention Personnel, 17199 Laurel Park Dr. N., Suite 312, Livonia, MI 48152

CLERICAL PERSON NEEDED for Detroit area lumber company. Computer knowledge preferred. Call (313) 272-3000

CLERICAL POSITION - Full time Tues. thru Fri., alternating Saturdays. Good phone etiquette. $6.50 per hr. Livonia area. Must have own transportation. (313) 522-3312.

CLERICAL RECEPTIONIST & SECRETARIES
Permanent temp and temp to hire $6.50-$10.50 per hour. East and west side locations. We are in need of Entry level as well as experienced individuals. WordPerfect and Lotus a plus. Call for appointment, 810-399-3450
SNELLING PERSONNEL SERVICES

CLERICAL/ SECRETARIAL POSITIONS
Full-time, entry level Clerical position is open at our Troy Corporate headquarters, requiring excellent telephone etiquette, basic filing, 10-key typing, and wordprocessing skills. Respond by submitting a resume with wage expectation to:
Arbor Drugs
Human Resources - KR
P.O. Box 7034
Troy, MI 48007-7034
An Equal Opportunity Employer

CLERK
Immediate opening for detail-oriented, motivated individual to help with filing and maintenance of records. Starting salary: $7.00 per hour. Downtown Detroit location, full benefit plan offered. Please send resume to Box #1057
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLERK RECEPTIONIST
Variety of duties. Word Perfect, Lotus experience. Excellent phone skills. Non-smoking small office. Send resume to: Attn: Personnel, 45256 5 Mile, Plymouth, MI 48170

CLERKS
Immediate openings for bank in Royal Oak. Day and afternoon shifts. Production environment. No experience necessary. $6.00/hr. to start.
(810) 988-2087

COLLECTION & BILLING CLERK
To $20,000. National company, local office. Days. 1 year experience required. Excellent benefits & career growth.
Phone (810) 473-7210
Fax (810) 473-4548
STEVEN J GREENE PERSONNEL

COMPUTER ENTRY LIVONIA -2 OPENINGS
Enter data to computer from headphones for 2 weeks-2 months starting mid-April. Career opening also available. Pay $6-$7 depends upon speed and accuracy. Call for immediate interview at I-696/Southfield Fwy. 810-443-1991
Workforce, Inc. Never a Fee
Great Jobs for Great People

CONSCIENTIOUS PERSON for fast-paced radiology office to sort x-rays for evaluation. Well organized self-starter with some medical experience preferred. Call after 10am. 810-932-5104

COUNTER RECEPTIONIST
PART TIME, evenings and Saturdays. Excellent pay. Apply at: The Gramophone, 1500 S. Woodward, Birmingham. 810-540-2440

CUSTOMER SERVICE - Full time. Salary negotiable. Duties include UPS, light typing, telephone. Livonia area. (810) 474-3077

CUSTOMER SERVICE - Experience required. Resumes only: Attn Judy, Blinds & Designs, 29568 Anthony Dr., Wixom, MI 48393 or Fax, 810-960-3206

CUSTOMER SERVICE
Part-time
High energy positive person needed for busy showroom/front desk. Highly visible individual with good phone & people skills. Computer knowledge a plus. Please apply between 9am-5pm at 12200 Merriman, Livonia between I-96 & Plymouth Road. No phone calls please.

CUSTOMER SERVICE COLLECTIONS
Develop you problem solving and customer skills with major Auburn Hills employer. No sales. Afternoon shifts available. Apply now for new temp to perm openings. To $8.00/hr. Call Connie 810-646-7663
UNIFORCE SERVICES

CUSTOMER SERVICE
Regional insurance headquarters has immediate needs. Qualified candidates must have:
- excellent people skills
- commitment to long term assignment
- light computer skills

Thorough training will be provided to selected candidates. Livonia. Call Cathy 810-473-2933
UNIFORCE SERVICES

CUSTOMER SERVICE REP. Full time, insurance agency. Resume: Brenda Brown, 25140 Lahser Rd. #271, Southfield, MI 48034

CUSTOMER SERVICE Position. Variety of duties. Attention to detail, computer experience, light typing, telephone skills required. Permanent position. Small non-smoking office. Send resume to: Attn: Human Resources, 45255 5 Mile, Plymouth, MI 48170

DATA BASE CLERK
Computer skills necessary. Creation and maintenance of item master BOM's and Routings. Canton location. Call (313) 495-0000

DATA ENTRY CLERK
Fast paced Plymouth manufacturing company seeking self-starter with 1-2 years experience. Both mainframe and PC experience preferred. Responsibilities to include data entry and filing. Competitive compensation with benefits. If interested send resume and wage requirements to P.O. Box 6407, Plymouth, MI 48170, attention Data Entry - DJ.

DATA ENTRY
Expanding plastic container manufacturer is seeking experienced data entry personnel for 3rd shift. Prior experience a must. Benefits package available. Send work history to 1351 Hix Rd. Westland, MI 48185 EOE

DATA ENTRY FULL TIME/PART TIME
Be appreciated and well paid in the warm informal atmosphere of this western suburban firm. Temp to perm opportunity for your 4,000 key strokes. To $8.00/hr. Productivity pay increases. Call Dale 810-473-2933
UNIFORCE SERVICES

DATA ENTRY/OPERATORS
Full, part time & weekend positions. Major medical/dental benefits, disability & life insurances, 401K plan & 100% tuition reimbursement available. Excellent entry level wages. Must have good typing skills. Excellent customer services skills are essential & nessary. Will train the right people 810-478-7355

DATA ENTRY OPERATORS
Work today, five openings for flying fingers. Call Amanda to schedule an interview at 313 537-0336

DATA ENTRY OPERATORS
We need you now! We are working with several organizations to assist with their long-term temporary to potential hire-on needs. Positions open in Westland, Livonia, and Detroit. Turn your production speed alpha and numeric data entry skills into a top dollar opportunity.
TECH PERSONNEL SERVICES
(313 726-0660

DATA ENTRY
Royal Oak bank seeking a Data Entry Clerk. Afternoon shift. $6.50/hr. to start. Immediate opening
(810) 988-0287

DATA ENTRY
We need your accurate 8,000 key strokes and recent experience for our multiple suburban locations. Temp to perm opportunities as well as short and long term positions. Starting salary to $8.00/hr. Call Donna 810-646-7664
UNIFORCE SERVICES

DESK TOP PUBLISHING
Bloomfield Hills church is seeking a Publications Secretary. Successful candidate will have proven desk-top publishing experience (Microsoft Word, Page Maker or Quark Express & Graphics) on IBM compatible equipment. Must also have strong writing skills (degree in English desirable). Successful candidate will also have the ability to present a pleasing personality to members of the church & serve as part of a team. Send resumes to: Publications Secretary, Post Office Box 9, Bloomfield Hills, MI 48303-0009

DICTAPHONE TYPIST
for law office. Must type 65wpm. Please call (810) 559-3630

ELECTRICAL Contracting company needs full time office help, computer knowledge necessary. Novi area. Call M-F 9am-5pm (810) 349-4466

EMPLOYMENT COORDINATOR
Full time opening for person with agency or strong customer service background. Person will interview professional, clerical, technical & light industrial applicants & assign to clients. Benefits.
ARBOR TEMPS: 459-1166

EXECUTIVE SECRETARY/FINANCIAL PLANNING ASSISTANT
For Certified Financial Planner in Southfield Town Center area. Windows & Word 6.0, organizational, & good communication skills necessary. 30 hrs. per wk. Call Corinne 9am-1pm. (810) 948-7900

EXECUTIVE SECRETARY TO $30,000
Major Southfield firm. Wordperfect, Lotus and some graphics. Automotive background a plus. Benefits: Medical, dental, optical, life, 401K, pension, tuition reimbursement, dependent coverage. Danielle, 810-772-6760
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY $31,000
Creative projects. Professional environment. Microsoft a +. Excellent benefits. Ms. Van 810-356-2160
DAVIDSON, LAIRD & ASSOCIATES

EXECUTIVE SECRETARY $25,000
Public Relations Executive seeks a creative individual to handle administrative responsibilities and promotional activities. Top notch communications and knowledge of Macintosh and PC applications required. Beautiful suburban office and top benefits.
Diversified Recruiters
810-344-6700 FAX: 810-344-6704

Expanding company in the Farmington area looking for the right individual to grow with their company. Must have good phone skills, be computer literate on WordPerfect and Lotus and be willing to learn. Good starting salary plus benefits. Call today for interview.
SNELLING PERSONNEL SERVICES

FAST PACED professional office looking for dependable people with customer service background for entry level position, full time, Mon.-Fri., 4PM-midnight. Must have excellent communication & organizational skills. Excellent benefit package. Please apply in person Mon.-Fri., 9AM-4PM at: Home Protection One, 30783 Grand River, Farmington Hills. (810) 478-7030

FILE CLERK
Royal Oak law firm seeks bright motivated individual for long term file clerk position. Good organization skills a must. Part or full time. Call Debra (810) 544-1100

FILE/LIBRARY/MAIL CLERK
For law office located in Farmington Hills on Northwestern Hwy., between 13 Mi/Inkster. Mon-Fri., 9am-5pm. Starting pay $5.50 per hour. Benefits available. Must have own transportation. Call Dianne, 810-626-7300

FULL CHARGE BOOKKEEPER/ACCOUNTANT
Needed for rapidly growing company located in Western Oakland County. Experience needed in billing/collections, payroll and general ledger through trial balance. Accounting degree helpful, but not necessary. Fax Resume to: 810-624-0001

PART TIME - GENERAL OFFICE Counseling office, downtown Northville. Ability to work autonomously, knowledge of automated billing, WordPerfect and general office procedures needed. $7.50/hour minimum. Call for more information. 810-347-3470

GENERAL CLERICAL
Immediate full time position available in the grand River/Telegraph area. Must possess:
- Some Computer Experience
- Good Phone Manners
- Type min. of 40wpm.

Great flexible hours with paid lunch. Temporary to possible permanent. Call to set-up interview.
STAFFING SPECIALISTS
810-478-3220

GENERAL OFFICE. Answer phones, filing, taking orders, part time. 12-5, Mon-Fri. $6 hr. Grand River/10 Mile
Calls taken only between 8:30am-11:30am
Ask for Gerrie or Debbie
810-478-0770

GENERAL OFFICE
Friendly and outgoing person needed for Livonia office. Must have data entry, phone and computer skills. $6-$7 per hour. Call.
(810) 476-1000
PEOPLEMARK

GENERAL OFFICE - FULL TIME, fast paced office. Word Perfect skills and good phone manner required. Medical benefits and profit sharing. Redford location. Call for interview. 313-537-6900

GENERAL OFFICE - Industrial office in Farmington Hills has an immediate full time opening for sharp, alert person, some knowledge of inventory control, inside sales, order entry & customer contact useful. Must have good computer & telephone skills, previous employment in a manufacturing environment helpful. For interview call Mon. - Wed. 9am-3pm - 810-473-9303
or send resume to Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152

GENERAL OFFICE POSITION
In fast paced non-smoking Farmington Hills office. Duties include: customer service, order entry, filing, maintaining company library. Position requires excellent phone & organizational skills. Computer experience preferred. Call Pam at (810) 474-8008

GENERAL OFFICE
Small Livonia business office needs detail oriented, organized Clerk for filing, phone & support paper work. Call Judy at (810) 477-8760

GENERAL OFFICE SUMMER JOB
Growing Canton company needs extra office help thru the summer, to handle phones, visitors, filing light typing, misc. office work, etc. Requires good office/typing skills & a pleasant professional demeanor. Convenient location & congenial staff.
Please send resume to:
General Office, Box 1047
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

GENERAL OFFICE TO $18,500. Variety spot with Southfield firm. Good computer/word processing experience. Excellent benefits. Immediate opening. (313) 777-6760
SNELLING PERSONNEL SERVICES

GROWING VALVE COMPANY in Wixom has immediate openings on 2nd shift for Light Assembly. Competitive pay & benefits. Excellent advancement opportunities. No layoffs in over 30yrs. No calls please. Apply in person. Mac Valves, Inc., 30569 Beck Rd., Wixom

HAPPY SECRETARIES WEEK
To all of our employees thank you for all your hard work. WE APPRECIATE IT!
TODAYS TEMPORARY
Troy 810-649-4455
Detroit 313-393-1890
Auburn Hills 810-373-7161

IMMEDIATE OPENINGS APPLY TODAY!
Get your foot in the door with the right companies. Temp and perm positions available. Any of the following skills are needed.

WordPerfect	Microsoft Word
Lotus	Excel
Amipro	Harvard Graphics
Switchboard	Receptionist
Data Entry	File Clerk

1-800-701-3777
Livonia, Southfield
Taylor, Auburn Hills
SNELLING PERSONNEL SERVICES

INSURANCE AGENCY
in Birmingham looking for commercial line CSR. Excellent salary and benefits. Resume to: P.O. Box 1300, Birmingham, MI 48012-1300.

IMMEDIATE OPENINGS!
CALL NOW
- WORD PROCESSORS - Knowledge of MS Word 2.0, type 45 wpm, 3 mos. experience.
- RECEPTIONIST - 3 mos. experience with multiple lines, good verbal skills.
- CUSTOMER SERVICE - 3 mos. experience, type 25 wpm.
- CLERKS - 3 mos. experience, able to file alpha & numeric
- DATA ENTRY - 3 mos. experience, 6,000 + keystrokes required.

TODAYS TEMPORARY
(810) 649-4455
EOE

INSIDE SALES / BUSINESS DEVELOPMENT
Contract Interiors needs sales professionals to sell office furniture and related services to businesses exclusively by phone. Ideal candidates will have above average communication skills and strong desire to earn above average income. Degree and computer skills a must. Focus will be on prospecting for new business and account development. Call (810) 746-9399 anytime for more information.
Equal Opportunity Employer

INSURANCE
Mature individual wanted for diversified position with growing Pension/Insurance firm. Candidates should be well-organized and possess good communication and clerical skills with Microsoft Word and Excel experience. Life insurance background is required. Please fax resume and salary requirements to: Marian King, 810 540-6318.

INSURANCE RECEPTIONIST/CSR
Birmingham agency is seeking a dependable person to provide secretarial support for current agency staff. Individual must be mature & organized with above average secretarial skills & good telephone voice. We train for our specialty. Non-smoking office. Dress code & professional image important. Salary open. For confidential interview: Call Mr. O'Connell 810 644-0688

INTERNATIONAL BUSINESS CENTERS, servicing office needs of Executives thru-out the Detroit area, needs versatile office support personnel: can you handle busy phones? Do you know Microsoft office software? Are you a future office manager? Openings in the RenCen, Ann Arbor, Livonia, Sterling Hts. 313-936-6503

INTERNATIONAL TRADING ASSISTANT. College graduate for new non-smoking office. Accounting, contract maintenance, document preparation, customs, transportation and logistics. Ability to communicate with customers, innovate and computerize office functions. Forward resume and salary expectations to:
GUARDNER SMITH USA
26877 Northwestern Hwy.
Suite 212, Southfield, MI., 48034

JAPANESE - word processor/KONGI, experienced for V.P. of international Southfield company. Benefits. salary open, fee paid

INVENTORY control position, international trading company, arranging & tracking of shipments, A/P, A/R, 3-5 yrs. experience, computer literate, excellent benefits. To $22,000. Fee paid

Secretary - for local synagogue, good secretarial, Macintosh computer people skills, benefits, $20,000+. Fee paid

RECEPTIONIST - Farmington Hills, busy phones, some typing. $8/hr. long term. Fee paid
LOIS RAY PERSONNEL
(810) 646-5580

JOBS! JOBS! JOBS!
Are you looking for an exciting, new opportunity!!
Visit our Open House!!
Tuesday, April 25, 1995
9:00 - 3:00
No appointments necessary!
Bring a friend and a positive attitude!
CORPORATE PERSONNEL SERVICES
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Troy, MI 48084
810-362-0606
EOE NO FEE

LAW OFFICE BILLING CLERK for medium size Farmington Hills firm. Good computer skills & experience with WordPerfect required. Law office experience preferred. Salary commensurate with experience. Call Ginger at (810) 851-4111

LEARN WHILE YOU EARN
Assistant needed for busy ReMax broker.
Real Estate License Required
Expenses paid plus commission for prime Novi location in State of the Arts office environment. Call Mon. thru Fri., 9 to 3:30, ask for Robin. (810) 348-3000

LEASING ASSISTANT
Suburban location. Excellent benefit package & perks. Advancement opportunity.
CORE STAFFING GROUP
(810) 828-1997

TROY LAW FIRM seeks full-time, experienced Legal Secretary. Corporate/General Practice. Good benefit package. Send resume to: Office Manager, P.O. Box 1674, Troy, MI 48099-1674

LEGAL ADMINISTRATIVE ASSISTANT - mid size Detroit law firm seeking an individual to maintain project information and maintain integrity, run & distribute weekly reports, set up customized reports, and administer the time & billing system. Must have excellent computer skills, proficiency in WP 6.1, legal experience, and excellent organizational & communications skills; knowledge of Case Master III helpful. Salary commensurate with experience, comprehensive benefits package offered. If you meet the requirements please send resume: Box 802,
Observer & Eccentric Newspaper,
Livonia, MI 48150.

LEGAL
Medical Malpractice
Southfield .... to $27K
Long term temp (to 9-95)
Detroit $100/day
Labor Law/Sr. Partner
Bloomfield Hills $30K
Paralegals - long term temp -
Detroit $100/day
Corp./Estate Planning -
Birmingham .... to $27K
TEMP WITH US THIS SUMMER!!!
THE BEST RATES IN TOWN!!!
Win a $300 Shopping Spree
Referral Bonus Program
1-800-PICK-KPM or (810)350-2440
THE KPM GROUP

LEGAL SECRETARIES
3 Years litigation & WordPerfect 6.0 needed for permanent hire.
PERSONNEL SYSTEMS: 459-1166

LEGAL SECRETARY
For senior member. Southfield 20 Plus Attorney Law Firm. Minimum 3 yr. legal experience. Good grades. High school transcript required. Must be proficient in WP 6.1 Competitive salary. Good benefits. Send resume & salary requirements to: Office Manager, Box #1036
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
For Troy law firm. Must be experienced in Litigation and Federal & Circuit Court procedures. Send resume with salary requirements to: Office Manager, 647 E. Big Beaver, Ste. 101, Troy, MI 48083

LEGAL SECRETARY
For busy Southfield plaintiff personal injury law firm. Knowledge of WordPerfect and minimum 5 years litigation experience required. Competitive starting salary and benefits. Fax resume to Gordon, Cuber & Hollman: (810) 443-1506

LEGAL SECRETARY
For "AV" rated Bloomfield Hills law firm, with experience in Estate Planning, Corporate and Probate. Salary commensurate with experience. Send Resume to:
K. C. Stevenson, 4190 Telegraph Rd., Suite 2000, Bloomfield Hills, MI 48302

LEGAL SECRETARY
For 1 full-time and 1 part-time attorney. Small commercial practice Southfield law firm. Litigation experience preferred. Knowledge of WordPerfect 5.1 essential. Non-smoking office. Mail resume to: Hiring Partner, P.O. Box 824, Southfield, MI. 48034

LEGAL SECRETARY
Immediate, full time, for 10 attorney office in Bloomfield Hills. WordPerfect 5.1. Minimum 3 years experience. Compensation commensurate with skills and experience. (810) 642-1820

LEGAL SECRETARY
Med/Mal and PI, minimum 5 years experience. Full-time/part-time. Excellent salary. (810) 354-2500

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription, computer skills & be highly organized. Experience in real estate & litigation required. Competitive salary & benefits. Call for interview Personnel Department (810) 642-0333

LEGAL SECRETARY needed (non-smoking) law firm in Bloomfield Hills. 1-3 yrs. experience in litigation, type 60-80wpm, computer skills necessary. Send resume: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302.

LEGAL SECRETARY PART-TIME
2-3 days w/flexible hrs. for small Farmington Hills gen. practice law firm. Legal experience preferred. WordPerfect & dictaphone skills required. Salary negotiable. Call Joel Kaufman for appt. 810-851-3171

LEGAL SECRETARY/RECEPTIONIST
for small Troy litigation firm. Experience required. Send resume to: Office Manager, Sandor M. Gelman, P.C., 3001 West Big Beaver, Ste. 324, Troy, MI 48084

LEGAL SECRETARY
Southfield firm seeking Secretary with 3-4 years collection experience. Must know W.P.5.1/Lotus. Light bookkeeping experience also needed.
SNELLING PERSONNEL SERVICES
313-352-1300

LEGAL SECRETARY
Small general practice office. WP 5.0, communication skills and self initiative required. Opportunity to develop Paralegal skills. Should enjoy working with the public. Send resume to: Galinger And Associates, 25222 Greenfield Rd., Oak Pk., MI. 48237 or FAX 810-968-2211

LEGAL SECRETARY
To corporate in-house counsel. WordPerfect 5.1 and accurate typing skills required. Seeking self-motivated, efficient individual for busy office. Excellent opportunity w/benefits including health, dental, life and 401(k), etc. Please send resume with salary requirements to: Box #1063
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY TO $30,000 3-5 years legal experience, some Microsoft, Corporate environment. Benefits: medical, dental, life, optical, 401K, tuition and more.
PARA LEGAL, $25-$28,000 Prominent Southfield firm, divorce, prenuptial agreements, litigation experience. Benefits include dependent coverage Call Kathy (313) 772-6760.
SNELLING PERSONNEL SERVICES
LEGAL SECRETARY TO $28,000 Diversified duties with well known firm. Litigation experience, good organizational skills. Opportunity to advance. Nice spot. Immediate opening. (313) 772-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
We are looking for a Legal Secretary with 3-5 years personal injury experience in a law office. Qualified candidates will project a high degree of professionalism, be a team player, have excellent telephone and communication skills and have effective time management skills. WordPerfect 6.0 experience is helpful.
Lisa DiBattista
ITT Hartford
P.O. Box 3001
Troy, MI 48007
EOE/M/F
ITT HARTFORD

LEGAL SECRETARY
Wanted for Bloomfield Hills Med/Mal, Products Liability defense firm. Must be experienced and able to work independently in an extremely busy and fast paced office. Send resume to: Donna Winnie, 3883 Telegraph Rd., Ste 103, Bloomfield Hills, 48302

LEGAL SECRETARY $28,000 PLUS, FEE PAID
Fast paced visible position for busy partner. Litigation with corporate desired. Full benefits. Call 810-649-3330 or FAX resume to 810-649-FAX2.
M. BOOKSPAN & ASSOCIATES

LEGAL SECRETARY
2 Years litigation experience, familiar with current court rules. Send resume to: J. Hartnet, Cox Hodgman & Giarmarco, 5th Floor Columbia Center, 201 W Big Beaver Rd, Troy, MI 48084-4160

Livonia Distributor has full-time position with benefits for Order Entry, Invoicing, Receptionist & General Office. High School education, pleasant disposition, semi accounting knowledge & good transportation a must!! Send resume to: 12110 Hubbard, Livonia, MI 48150 or Call Mrs. Haynes at Amryn Cleaning Systems, Mon-Fri., (9-5), 313-427-4444

LOOKING FOR VARIETY at a steady pace. Seeking an individual with general office & accounting through financial statement experience. 4-5 days, 8-4:30pm, Mon-Fri. position. Lotus 1-2-3 & word processing experience a plus. Please call (810) 649-7300

LOTUS
Westland location looking for Accounts Payable & Accounts Receivable Clerk and Administrative Assistant with Lotus experience. $4.50-$9.00 to start. Also need general office receptionist, $7.00. Call today for appointment:
(313) 721-6615
INTERIM PERSONNEL

MARKET RESEARCH $7.50/HR.
Need phone & basic computer skills.
ARBOR TEMPS: 459-1166

MEDICAL RECORDS
Full time clerk needed at medical facility. Candidate must possess computer skills, typing, filing & general clerical skills. Insurance background helpful. Excellent benefit package. Send resume to: Millman-Dert Center For Eye Care, 375 Barclay circle, Rochester Hills, MI 48307 or Fax to: 810-852-3831

OFFICE CLERICAL - Some data entry. $7.50/hour. Benefits. Fax or mail resume to: British Only, 33451 Park Lane, Garden City, MI. 48135. Fax 313-422-8253

OFFICE ADMINISTRATOR for 5 partner, fully computerized CPA office in Farmington Hills. Must have current experience with all aspects of CPA office operations. Send resume to: P.O. Box 251001, West Bloomfield MI 48325-1001

OFFICE ASSISTANT
Busy sales office relocating soon to Rochester, looking for customer service/secretarial support. Duties include: data entry, phones, filing, etc. Salary, benefits included. Send resume to 6850 Highland Rd., Suite 215, Waterford MI 48327

OFFICE ASSISTANT
For large carpet cleaning/maid service. Full medical, dental, optical & life insurance. $6.50 to start. Some computer work. Some phone estimates. Call for details American Freedom Cleaners. (810) 473-9300

OFFICE ASSISTANT
Wyandotte, Taylor, Belleville area apartment complexes have an immediate opening. Some experience preferred. Send resume to: P.O. Box 306, Southfield, MI 48037

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking an office clerical person. WP 5.0, 6.1. Experienced preferred, but will train right person. Pay commensurate w/experience. Please call. Debbi, Ext. (173) 810-357-2404

OFFICE CLERK
Entry level. Self motivated. Full time. Non-smoker. Needed for Farmington Hills office. Duties include: Filing, typing, phones & basic computer skills. Organized & dependable need only apply. Submit resume with salary requirements to: O.M., 20896 Gill Rd. Farmington Hills, MI 48335

OFFICE CLERK - Part-time, Mon-Fri. Phone skills necessary. Computer experience a must. Call 9am-3pm 313-722-0432

OFFICE MANAGER
For Life Insurance Agency. Experienced Life/Health insurance administrative or sales person for salaried position of Office Manager, New Business Coordinator and Home Office Liaison.
Call Mr. Accardo. 810-855-0060

OFFICE POSITION - Part-time, involving extensive photocopying in clean, friendly office. Must be detail oriented & able to stand for long periods. Resume: YPPA, H.R. Manager, 820 Kirts Blvd, Troy, 48084

OFFICE POSITIONS
Experienced and entry level positions available for self-starting, enthusiastic people to fill the following positions:
•Customer Service Representatives
•Receptionist
•Quote Secretary
Great money and full benefits package!
Moeller Manufacturing Company
43938 Plymouth Oaks Blvd
Plymouth MI 48170-2584
Phone (313) 416-0000

OFFICE POSITIONS
Full time. Southfield location. Prefer previous office experience. Excellent starting wage. Send resume including salary requirements to P. O. Box 5091, Southfield, MI., 48086

OFFICE RECEPTIONIST NEEDED
Full time, entry level position. Knowledge of keyboard a plus. 8 Mile Rd. and I-275 area.
Call Joan at (810) 347-1000

OFFICE RECEPTIONIST - Needed for Farmington Hills law office, answering phones, light typing & photocopying (810) 932-3026

ONE PERSON OFFICE requires reliable manager. Bookkeeping and computer experience required. Must have good telephone, typing and organizational skills. (810) 442-2141

OUR OFFICE IS BURSTING AT THE SEAMS WITH JOBS
- RECEPTIONISTS - With or without word processing $8-$10/Hr
- EXECUTIVE SECRETARIES - Microsoft Word or WordPerfect $9-$12/Hr.
- GENERAL CLERICAL - $6-$7/Hr.
- CUSTOMER SERVICE - Part time (16 Hrs. per week), Farmington Hills. $7.50/Hr.

OAKTEC
Professional Staffing
Farmington Hills 810-488-0464
Auburn Hills 810-377-4070

PART-TIME BOOKKEEPER
for Birmingham Adoption Agency. Knowledge of Quick Books & Non-Profit a plus. Resumes to: AIAA, 877 S. Adams, Birmingham, 48009

PART TIME for Manufacturer Rep office. Must have good phone & general office skills. Southfield area. (810) 559-4665

•PART TIME LEGAL• SECRETARY
Some experience needed. Pleasant Southfield office. 3 days per week. Salary commensurate with ability. (810) 352-1900

PAYROLL ASSISTANT
Entry level opening in financial company servicing offices nationwide. Candidates should have previous payroll experience. ADP or KRONOS packages a plus. We are willing to train the right individual. Basic accounting knowledge helpful. Duties include data entry, filing, mortgage verifications, time cards, and opening & closing files. Send resume to
Payroll Assistant
P. O. Box 1858
Detroit, MI 48231
Equal Opportunity Employer

PAYROLL CLERK $23,000 FEE PAID
Computerized payroll position in busy corporate office. Great benefits. Professional setting and suburban location. College desired.
Call 810-649-3330
or fax to 810-649-FAX 2
BOOKSPAN & ASSOCIATES

PAYROLL PERSONNEL COORDINATOR
National home care agency seeking a professional individual with office experience for entry level position. Responsibilities include Basic payroll processing involving data entry, personnel file maintenance, interpersonal relations, ability to meet deadlines and general office organization. WordPerfect experience a plus! For consideration, please forward resume with salary requirements to: Box #1073
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
Equal Opportunity Employer

PAYROLL PROFESSIONAL needed for payroll & tax responsibilities with assisting in benefit administration. Send resume and salary requirements to: Box #1080
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PURCHASING ASSISTANT
Previous experience working with purchase orders. 8,000-9,000 keystrokes required. Knowledge of Microsoft Word & Excel helpful. IMMEDIATE OPENINGS!
Call Now: 810-649-4455

PURCHASING CLERK $18,700
An immediate position with a well established property management company. Good negotiating skills and computer experience. Hurry!
Call Bernice (313) 464-0909
SNELLING PERSONNEL SERVICES

REAL ESTATE - RECEPTIONIST Fast growing business needs evening/weekend Receptionist. Typing skills - well groomed - good phone articulation and etiquette - responsible. Ask for Maxine
REMAX RITE WAY 810-352-0111

REAL ESTATE - receptionist/secretary, eves. & weekends, some computer experience required. Contact Mr Conrad 810-348-4553

RECEPTIONIST
Ability to answer multi-lines, and type 40+ wpm. Some computer skills necessary for data entry. 50625 Cherry Hill Rd., Canton MI 48188. Call. (313) 495-0000

RECEPTIONIST/ADMINISTRATIVE ASSISTANT - progressive, high growth rate Automotive Supplier in Troy area seeks energetic, self motivated, full time receptionist to answer incoming phone calls, process mail and provide general administrative support. Must possess strong communication skills, positive attitude and preferably data processing computer skills (Microsoft Word). Fax resume to (810) 288-0889 or call Mark at (810-457-4518

RECEPTIONIST/ADMINISTRATIVE ASSISTANT, builder/developer based in Auburn Hills seeks individual for part time, will train to full time. Must possess strong organization skills, duties to include phones, mail, filing and assist with customer service/design selections, and estimates. Background with builder helpful. Send resume to 2728 Auburn Rd. Auburn Hills, MI 48326 or fax 810-853-0022

RECEPTIONIST
A fast paced West Bloomfield real estate office is looking for a reliable self motivated receptionist. Pleasant phone manner a must. Typing is a plus. Experience preferred, but will train. Call Cindy or Charlotte. (810) 626-8000

Receptionist/Bookkeeper
Immediate opening for part time receptionist/bookkeeper for small advertising agency. Mac skills in MS Word & Excel. Organized for multi-tasks including: accounts payable, receivables, office purchases & telephones. Flexible hours available. Accounting background a plus. Mail resume 42450 W. 12 Mile Rd., Ste #215, Novi 48377, or FAX resume to Bonnie at 810-380-2016

RECEPTIONIST
Busy real estate management/building company looking for energetic person with excellent telephone skills to screen calls & greet visitors. Other clerical duties include: light typing & filing. Salary & benefits competitive. Send cover letter with resume to: Berger Realty Group Inc., 31700 Middlebelt, Suite 100, Farmington Hills, MI 48334, or fax to 810-737-2484

RECEPTIONIST/CHIROPRACTIC Office part time. Out-going mature, dependable, individual with strong communication skills needed 3 mornings a week. Chiropractic experience helpful. Basic office skills. Apply in person: 20002 Farmington Rd., Livonia, Mon., Wed or Fri. 9-12 or 3-6pm

RECEPTIONIST/Clerical. Position available in small rapidly expanding software company. Self-motivated, independent individual with basic office skills. Union Lake/Walled Lake area. Send resume: Healthmaster, 3162 Martin Rd., Walled Lake MI 48390, fax 810-960-8908

RECEPTIONIST/CONSTRUCTION CLERK
Fast paced construction office needs high energy person with good phone skills and Macintosh literacy for entry level position. Benefits included (810) 489-0999

RECEPTIONIST
Construction company seeks an experienced front desk receptionist/switchboard operator. The right person is professional, dependable, organized, energetic & willing to work hard in a fast pace environment. Strong clerical skills are required. Fax Resume to 810-756-5015 or send resume to PO Box 721 Warren, MI 48090-0721. Equal Opportunity/Affirmative Action Employer

RECEPTIONIST, Evening Position. Filing, some computer skills. Hrs. 3-7:30pm, Mon-Thurs. Sat., 8:30-2. Jackie or Louise 810-647-5320

RECEPTIONIST - Evenings & weekends. Full time, good benefits, typing, WordPerfect necessary. Send resume: Box 186, Bloomfield Hills, MI 48303-0186

RECEPTIONIST
Experience preferred
Typing, computer knowledge, good phone skills. Full-time. Benefits. Call for interview (810) 476-9500

RECEPTIONIST - EXPERIENCED Needed for busy veterinary hospital. Must possess loving, caring & sincere attitude with excellent interpersonal skills. Contact Karen (313) 261-5300

RECEPTIONIST
Fast paced automotive co. seeks a Front Desk Receptionist. Multi-line phone experience as well as computer literacy required. FFD-Ricardo offers competitive compensation and attractive benefits. Please send resume to: FFD-Ricardo, 12898 Westmore, Livonia, MI 48150. Fax 313 522-7855

RECEPTIONIST/FILE CLERK
We need a high energy dependable person to join our fast paced office. If this is you, you'll start at $6 per hour plus benefits and will need to apply at 11866 Hubbard, Livonia, off Plymouth Rd., between Farmington & Merriman

RECEPTIONIST
for busy home improvement company in livonia. For interview call 313-462-2500

RECEPTIONIST
Full time front desk receptionist Wed-Sun, 8am-4pm. Experienced 10 key capability, typing, must have phone etiquette. Please call, 810-851-2200 ext. 431

RECEPTIONIST - Light office work & deliveries. Must have valid drivers license. Apply at 29620 W. 8 Mile, W. of Middlebelt, Farmington Hills.

RECEPTIONIST
Major National Medical Distributor has a full time position available for a Receptionist. Should have professional, articulate, and friendly telephone voice. Must be able to handle pressure well on a busy switchboard and other light clerical responsibilities. Send resume to: Attn OFM, Owens & Minor, 45755 Five Mile Rd., Plymouth, MI 48170

RECEPTIONIST
Manufacturer of paper products is seeking a receptionist for corporate headquarters in Bloomfield Hills. Answering multi-line phones, general office administration, clerical work included. Computer and office experience a plus. Must possess a pleasant telephone manner, work well with people, and be willing to learn. Excellent wage & benefit package provided.
Please mail or fax resume to
AJM PACKAGING CORP.
E-4111 Andover Road
Bloomfield Hills, MI 48302
FAX: (810) 901-0061

RECEPTIONIST
Mid-size Troy law firm seeks experienced Receptionist with excellent communication skills. Must be computer literate. Voice-mail, secretarial skills a plus. Send resume in confidence to: P. O. Box 43943, Detroit, MI 48243-0943

RECEPTIONIST
Needed for busy Birmingham real estate office. 4-8pm, 3-4 days a week, light typing required. Must have professional manner and appearance. Call Eileen 810-647-7100

RECEPTIONIST NEEDED
A growing Novi based company is hiring an additional Receptionist. If you are a well organized individual, possess some typing ability & have strong verbal skills, this opportunity could be yours. Full benefits are provided. Team players can fill out an application in person at
44700 GRAND RIVER
NOVI MI 48375

RECEPTIONIST
Needed for busy real estate office in Farmington Hills. Sat. 9am-5pm, Sun. 10am to 5pm. Possible evenings. Send resume to: Prudential Great Lakes Realty, 31000 Northwestern Hwy., Suite 101, Farmington Hills, MI. 48334. Attn Carolyn. Or call. 810-626-8100

RECEPTIONIST needed full time with salon experience & computer skills. Excellent wages & benefits. Call today. (810) 661-7979

RECEPTIONIST NEEDED
For busy office. Answering phones, light typing & filing. Days, Mon-Fri. Apply in person: 22790 Heslip Dr., Novi. Off 9 Mile, between Novi & Meadowbrook Rds.

RECEPTIONIST
needed immediately for rapidly expanding whole sale baking company. Applicants must have a neat appearance, excellent communication & customer service skills, responsible work & attendance record, and be able to handle a variety of administrative duties including basic computer work. Fax resume to 810-827-7505 or mail to: Receptionist, 19785 W. 12 Mile Rd., #537, Southfield, MI 48076.

RECEPTIONIST
Needed for wild & crazy office. Phone skills a plus but not necessary, we will train.
Call Tracey 313-421-0001

RECEPTIONIST needed for fast paced office located at 13 Mile & Telegraph Rds. 12 phone lines, computer/data entry skills a must. Entry level, full time position.
Call (810) 647-9490, Ex. 217
Or FAX resume to 810-647-0158

RECEPTIONIST
Needed for very busy property management company located in West Bloomfield. Computer experience helpful. Benefits after 90 days. Please submit resume to:
Triad Corp., 7115 Orchard Lake Rd., Ste. 310, West Bloomfield, MI 48322

RECEPTIONIST
needed for growing company in Troy. Solid telephone & word processing skills are required. Position is full-time with a complete benefit package included. Salary is dependent upon experience. If interested please call (810) 435-4141 to set up an appointment

RECEPTIONIST/OFFICE HELP
job includes typing, word processing, shippers, invoices, phone, filing, & general office skills. $6-$8/hr. plus benefits. Full time position. Send resume to: Lucent Enterprises, 32072 Howard St. Madison Hts. MI 48071

RECEPTIONIST (part-time) needed for West Bloomfield health club. Must have happy, friendly personality. Knowledge of computers a plus. Part-time hours available weekday evenings & weekends.
Call Al 810-661-6214

RECEPTIONIST - Part-time temporary position. Morning hours. Must have multi-line phone experience. Call for interview, ask for Clara. TruGreen-Chemlawn, 13033 Fairlane, Livonia, MI 48151
313-525-5200.
An Equal Opportunity Employer

RECEPTIONIST, part time Mon.-Fri. for Sterling Hts. office. Requiring good phone skills, light typing. Call Nancy at 810-979-2091

RECEPTIONIST
Part time W. Bloomfield office. Light typing, filing. 4pm-8pm, Mon-Fri. Call Sharon. 810-851-4100

RECEPTIONIST - PART TIME
for busy Farmington Hills attorneys office. Good communication skills necessary. Call Judy at: (810) 932-0100 ext 343.

RECEPTIONIST
permanent/full time - 11am to 8pm for friendly Farmington Hills Real Estate office. Experience helpful but not necessary. Must type. Call. 810-851-6700 Ask for Barbara.

RECEPTIONIST
Permanent part-time position. Flexible hours. Answer busy phones in fast-paced office. Light clerical duties. Call 810-855-2000

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include answering the phone, assisting in accounts payable and accounts receivable duties. Computer knowledge a plus. Excellent benefits. Please forward resume to:
Human Resources
JOHN ADAMS MORTGAGE CO
28124 Orchard Lake Rd. #101
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST position available. Responsible, computer literate for small office in downtown Birmingham. Will train. Call Ms. Marty Fraziho at (810) 647-6006

RECEPTIONISTS CUSTOMER SERVICE
$7-$9/HR
Good phone manners & some data entry skills qualify you for this assignment. Long/short term, temp-to-hire, benefits. Call today:
Farmington Hills 810-615-0660
Madison Heights 810-543-2550
Rochester Hills 810-853-5690
WESTERN STAFF SERVICES

RECEPTIONIST/SECRETARY
Commercial real estate company seeks a receptionist with excellent interpersonal skills & telephone diction for its Southfield office. Experience with a busy switchboard required. Candidate should possess word processing skills (Word & WordPerfect 5.1) & ability to handle a variety of tasks as secretarial support person. Send resume & salary history to: EOE
Trammell Crow Company - Receptionist
26200 Town Center Drive
Suite 140
Novi, MI 48375

RECEPTIONIST/SECRETARY
Full time position available with excellent benefits. We are looking for a well organized & motivated individual to handle phone & lobby reception, word processing & various support functions. Starting rate $7-$9 per hour. Forward resume to: Tro Tool, P.O. Box 2590, Livonia, MI. 48151 or Fax: 313 525-1302

RECEPTIONIST
Troy or Bloomfield Hills
Office, computer, and multi-line phone experience needed for immediate career opportunities starting at $7-$8/hr. Call 810-693-3232
Workforce Inc. Never a Fee

RECEPTIONIST WEEKENDS
Farmington Hills real estate office. Great people! Experience helpful, but not necessary. Must type. Call Barbara at 810-851-6700.

RECEPTIONIST/WEEKENDS
For Livonia real estate office. Must have good phone skills & flexible hours 313-261-1407.

RECEPTIONIST - We our a growing medical/fitness facility looking for an organized, motivated, detail oriented, self-starter for a full time position. If you can type 40wpm., have at least 1 year receptionist experience and can work day & evening hours. Please call Laurie at 313-459-1800

RECEPTIONIST
with computer experience. Must like people & have good communication skills. Excellent opportunity. Call (810)-443-2400 or fax resume to (810)-553-8228

RECEPTIONIST
$20K. Contemporary Southfield office needs full time Receptionist with excellent phone skills and computer skills. No weekends. Full benefits. Flexible hours.
Ask for Dave: 810-351-0416

RECEPTION/TELEMARKETER
Office procedure experience, full time. Competitive pay. Immediate employment. Call for interview. 313-422-4714

REGISTRATION CLERK
Full time phone Registrations Clerk needed at medical facility. Candidate must possess excellent computer skills, excellent telephone skills and insurance knowledge is helpful. Must be willing to work some Saturdays & Monday evenings. Excellent benefit package. Send resume to: Millman-Dert Center for Eye Care, 375 Barclay Circle, Rochester Hills, MI 48307 or Fax to 810-852-3831

SALES SECRETARY
Full time position. Good phone, writing & organizational skills required. Apply: 14900 Telegraph, Redford between Mon.-Fri., 10-3pm