EMPLOYMENT

502 Help Wanted-Office Clerical

GENERAL CLERK
Livonia based company seeks part-time clerk. 15-20 hours, Mon. - Fri. between the hours of 8:30am-5pm. Duties include entry phone support and filing. Please send resume or fax information to 30887 Schoolcraft, Livonia, MI 48150. Fax: 313-523-8637 EOE

GENERAL OFFICE CLERK
Needed for Farmington Hills law firm. Requirements include excellent organization, attention to detail. Computer WordPerfect 5.1 a plus. Fax 810-442-0015. Send resumes to Hollis Scalera & Mindzakowski, 37000 Grand River Ave. Ste 350, Farmington Hills, MI 48335, or call Kris for interview 810-442-0510

GENERAL OFFICE CLERICAL
Medical equipment company has full & part time openings for office personnel to perform clerical duties: mail, data entry, filing & phone duties. Call or fax resume to:
PATIENT CARE SERVICES
HUMANA HOSPITAL SCOTIA DEPT
11745 Farmington Rd.
Livonia, MI 48150
Fax: 313-261-8640

GENERAL OFFICE CLERK
We need smart energetic self starters to help in our busy client services. Computer experience helpful.
Only and short term assignments available. Call Ginny at 313-475-7500
Career Call Ginny
313-475-7500
UNIFORCE SERVICES

GENERAL OFFICE - entry level. Responsibilities of accounting & general office duties. Fax resume to Mr. Mike Hall, 1-800-968-7280. Liberty St. Metal, Inc.

GENERAL OFFICE
Is looking for a lively individual with good phone manner required. Medical office experience helpful. Preferred location - Canton. Call for interview. 313-537-8300

GENERAL OFFICE - FULL TIME. Good typing, math and phone skills. Pleasant working conditions. Bonus plan. (810) 559-6400

GENERAL OFFICE
Full-time, office position. Various duties. Computer skills helpful. Must have some math aptitude. Knowledge of used overtime may be required. Call for an appointment. Mike Austin, Premier Power, Inc. on Farmington Rd. in Beverly Hills. 810-593-4050

GENERAL OFFICE HELP
Professional environment. Apply 84 Crown Chevrolet, Michigan Ave. near State Fair.

GENERAL OFFICE
PERMANENT position for person to do various office duties based in Milford. Light typing, 10 key, 35 wpm. Salary $6-$10/hr. Call 313-685-0180 ext. 211

HUMAN RESOURCES GENERALIST
Join the growing corporate office of a small manufacturer located in Southfield. Experience required in recruiting, benefit administration, some travel & computer experience also required. Salary commensurate with experience. Fax (810) 355-6658 E.O.E.

IDEAL JOB for right person managing work flow in small Farmington company. Phone duties, typing, filing, and calculation organizational skills and a pleasant phone manner a must. Long term positions. Administrative assistant duties. Apply at 1111 Nevada (810) 588-8870

IMMEDIATE OPENINGS

FIVE Part-Time positions available in Farmington Hills area. Distribution of Consumer Goods. 12-20 hours a week as a direct distribution dealer. Ideal for students or retirees. Call now before it is too late.
EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

JOB NEED at part time doctor employees. Evas & weekends. Good pay, pleasant working conditions. Call Joann 8300 Wayne Rd., Westland

INSURANCE AGENCY needs Office Clerk, with good telephone skills, computer literate, able to type advanced. Call appointment (810) 348-3880

INSURANCE
Agency is busy & expanding & has openings for an experienced Commercial Lines CSR. Fax resume to: Office Manager
P.O. Box 2287
Troy, MI 48099-2387

INSURANCE OFFICE - Southfield. Desire independent, self motivated person for entry level position. Potential for advancement. Please call between 9-5 pm. 810-352-1818

INSURANCE
Personal/Commercial CSR's for agency located in Birmingham. Experience preferred. Salary commensurate. Knowledge necessary. Excellent benefits. Resume to Fax 810-540-8002, Attn. Dennis Gross.

LEASING CONSULTANT/
OFFICE ADMINISTRATOR
Dallas all amenities apartment community located in Rochester Hills. Prime for an experienced leasing person. Must be computer & typing skilled, the successful applicant will stay a major role in energy. You that our customers are the lifeline of our company and they deserve. You will also be responsible for maintaining files, all associated paperwork, deposits and accounting functions. Your interpersonal skills are outstanding. You offer a pleasant personality and great sensitivity. Application may be made in person, fax (810) 852-9280 or mail resume to: Lisa Chiodo, P.O. Box 1436, Troy, MI. 48099-1436.

LEGAL SECRETARY
Full-time, flexible, General litigation, supervising paralegal. Send resume to 710 N Woodward, Suite 240, Bloomfield Hills, MI 48304

LEGAL SECRETARY
For Birmingham law firm. Zoning experience. WordPerfect 5.0. Resume to: Office Manager, P.O. Box 1698, Birmingham, MI. 48012-1698.

LEGAL SECRETARY
LIVONIA-PERSONAL Injury firm, 5-9 years experience in detailed work. WordPerfect 5.1. Please submit resume to P.O. Box 630036, Livonia MI 48150-0859 or FAX 810-477-8867

LEGAL SECRETARY
Middle sized Southfield law firm seeks assistant for Legal Secretary on a permanent part-time basis to work with two and corporate attorney. Minimum 5 years experience. Please send resume to:
P.O. Box 61888
Oberman & Associates Homepage
26261 Evergreen Rd.
Livonia, MI 48150

- LEGAL ASSISTANTS
- LEGAL SECRETARIES
- LEGAL PROCESSORS
- FILE CLERKS
- RECEPTIONISTS
- TELEX & TELEPHONE OPERATORS

Needed for LEGAL firmS specialized in Legal office support. These assignments range from 1 week to several months. Call Ann at 810-247-4848 or call Ann at 810-647-3828

502 Help Wanted-Office Clerical

LEGAL
Premium Assignments. Top Rates. Insurance Available. Free Word Processing Training & Benefits. Call Great Permanent Spots always available
Call Mai or Fax In Confidence to:
PERSONNEL AT LAW
313-THE-TEMP
810-358-0060
3000 Town Center #2580
Southfield, MI 48075
Fax (810) 358-0235

LEGAL SECRETARIES
Excellent opportunity for integrity has opened the doors to many of the new law firms in the area. For permanent and temporary placement. Register now with the agency for legal secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC
810-626-8188

LEGAL SECRETARIES
Excellent opportunity for permanent & temporary placements. 1-5 yrs assignments always available for top notch candidates.
JOANNE MANSFIELD
Legal Temporaries
703 W. BIG BEAVER
SUITE 208 TROY, MI 48084
810-362-3430
FAX 810-362-4881
ALL FEES EMPLOYER PAID

LEGAL SECRETARY ASSISTANT
Part time needed immediately for busy Southfield law office. WP 5.1. Please call Janet (810) 851-9550

LEGAL SECRETARY

CLAYTON Environmental Consultants, Inc., one of the industry's oldest and most respected environmental consulting firms, is seeking an experienced self-motivated Legal Secretary. The newly created full-time position will report to our corporate attorney and will be responsible for providing all administrative support for legal counsel. Specific responsibilities include generating all legal documents, preparing resolutions to Boards of Directors, setting up litigation files, handling employee insurance matters and maintaining corporate records. Qualifications include at least one year of experience with a corporate legal department and one year of experience in Legal Secretary environments. Candidate must enjoy a fast paced environment, be able to work under pressure and meet deadlines. Current computer environment is Macintosh based using Microsoft Word. Company is converting to PC's (Windows) with WordPerfect 6.1 and Excel. If interested, please send your resume and salary requirements to:
Ms Laura Allen, DE LS
Clayton Environmental Consultants, Inc.
41650 Gardenia Ave. Ste 155
Novi, MI 48375
Affirmative Action Employer
(810) 374-2000 E.O.E.

LEGAL SECRETARY
Entry - Troy. Two attorney office. Computer literate.
(810) 643-6211

LEGAL SECRETARY
(Experienced) - for Farmington Hills general practice attorney. 4 days per week. WordPerfect 6.0. Windows necessary.
(810) 625-9070

LEGAL SECRETARY For busy Troy law firm. 2-3 years corporate experience & WordPerfect Windows required. Salary commensurate. Fax Send resume to Secretarial Committee, 1618 Lawrence, W. Bloomfield, MI. 48322

LEGAL SECRETARY
Full time position with Southfield law firm. 5 years experience required. Word Perfect. Call Nancy Nackman at (810) 353-3610

Legal Secretary
FOR PARTNER
Southfield law firm specializing in medical malpractice has immediate opportunity for candidate with outstanding skills. Must have litigation background with WordPerfect experience. Pleasant non-smoking office. Excellent salary and benefits. Call 810-948-0200 or fax resume 810-948-9494

LEGAL SECRETARY
For busy sole practitioner in downtown Birmingham firm. Highly motivated person with minimum of 5 years experience in Probate personal injury and litigation. WordPerfect 5.1, bookkeeping and administrative experience required. Organizational skills and attention to detail a must. Competitive salary and benefits package negotiable. Non-smoker. Fax resume to Paul D. Sherr at 810-647-1480 or call for appointment 810-540-1001

LEGAL SECRETARY
For Farmington Hills Law firm. Experience necessary. Call
(810) 851-9470

LEGAL SECRETARY for medium size Farmington insurance defense firm. Minimum 2 years experience in litigation. Call (810) 649-1320

LEGAL SECRETARY for small Bingham Farms law firm. Must have litigation experience & have excellent skills. Word Perfect 5.1. Pleasant atmosphere, competitive salary. Call Dwight (810) 647-1010

LEGAL SECRETARY
For busy Southfield patent law firm. Excellent benefits. Salary negotiable. Call Carol (810) 358-0611 X 3700

LEGAL SECRETARY
Full time needed for Troy firm. Must have minimum 5 years experience in personal injury, real estate, construction and employment law. Word Perfect for Windows. Only hard working, reliable, self starting people need apply. Salary commensurate. Send resume to: Lisa Chiodo, P.O. Box 1436, Troy, MI. 48099-1436.

LEGAL SECRETARY
Full-time, flexible, General litigation, supervising paralegal. Send resume to 710 N Woodward, Suite 240, Bloomfield Hills, MI. 48304

LEGAL SECRETARY
For Birmingham law firm. Zoning experience. WordPerfect 5.0. Resume to: Office Manager, P.O. Box 1698, Birmingham, MI. 48012-1698.

LEGAL SECRETARY
LIVONIA-PERSONAL Injury firm, 5-9 years experience in detailed work. WordPerfect 5.1. Please submit resume to P.O. Box 630036, Livonia MI 48150-0859 or FAX 810-477-8867

LEGAL SECRETARY
Middle sized Southfield law firm seeks assistant for Legal Secretary on a permanent part-time basis to work with two and corporate attorney. Minimum 5 years experience. Please send resume to:
P.O. Box 61888
Oberman & Associates Homepage
26261 Evergreen Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Major firm seeks Litigation Secretary for top position among experience & talents required. Excellent salary and benefit package. Fax Resume
Call T. M. Hepburn 810-468-6413
or Fax 810-468-8307

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

LEGAL SECRETARY, part time. Some possible full time. WordPerfect 5.1 legal secretarial experience necessary. Farmington, Canton, MI. 48187

LEGAL SECRETARY - Part time, Southfield, minimum 3 years experience & knowledge of legal skills and Windows/WP required. Salary negotiable.
(810) 352-7980

LEGAL SECRETARY
Southfield based, detailed oriented Secretary and key performance person with experience
(810) 352-7980

LEGAL SECRETARY
Southfield based, detailed oriented Secretary and key performance person with experience
(810) 352-7980

LEGAL SECRETARY
Troy personal injury firm seeks candidates with personal injury or first party auto negligence experience to assist litigation department. Must have knowledge good typing & organizational skills. Knowledge of word processing a plus. If you would like to set up an interview please call
(810) 362-2379 ext 101

LEGAL WORD PROCESSOR/SECRETARY
Need 4 years experience and client telephone experience for growing Southfield firm. Typing minimum 60 wpm. WordPerfect 6.0, dictaphone, library filing. Good organizational, communication and interpersonal skills. Salary $20,000-$22,000 per year depending upon experience. Hours 9:30-5:30. Please send resume to Heather Hance, PC, 26600 Crooks Rd. Ste 180 Troy MI 48084 28.30. Attn Gail

MANUFACTURING COMPANY
Looking for Human Resource Assistant. Must have strong telephone skills. Computer skills necessary - will train on Microsoft Word. Duties include payroll, friendly atmosphere, medical, dental, life, 401k, vacation and bonus program. Hours 8-5 with one hour lunch. Pay commensurate with experience. Send resume to P.O. Box 2180, Auburn Hills, MI 48321-4300

CUSTOMER SERVICE
Growing Bloomfield Hills office needs person with customer service experience & telemarketing and sales & marketing background. Good typing & organizational skills. Computer literate (Windows, Word, Excel) & must speak fluent Spanish. Salary commensurate with experience. Send resume to:
CLT CEPAC INC.
4120 W. Maple Rd. #108
Bloomfield Hills, MI 48301
Attn: Human Resources

MEDICA RECEPTIONIST
Opportunity to join the Public Relations Group of this major company. As part of their team, you will be responsible for coordinating activities with excellent interpersonal skills.
Diversified Recruiters
313-344-8700 FAX 313-344-8704

MEDICAL SECRETARY
Busy home health care agency needs organized, experienced individual to handle medical records, insurance verifications, telephone lines & correspondence. Must have good telephone skills & knowledge of WordPerfect 5.1. Full time position with benefits. To apply send resume to:
Unified Home Health Services
19772 Farmington Road
Livonia, MI 48154

NATIONAL TEMPORARY HELP
Has immediate full-time and part-time receptionist opening. Good salary and benefits. Please forward resume to our growing company. Please send resumes to:
Sneberg Personnel Services
36167 Plymouth Rd.
Livonia, MI 48150
Attn: Office Manager

PART TIME office assistant needed for Farmington Hills law firm. Approximately 4 hours per day. Basic All office functions such as copying, mailing, filing, errands, computers, office supplies & more. Call (810) 626-5000

OFFICE ASSISTANT
Busy Rochester Company. Great benefits.
Call Pam Cook 375-535-9631

OFFICE ASSISTANT - part time, fast paced Southfield office. Great telephone skills. WordPerfect 5.1 /6.1, Lotus 2.3 required. Knowledge of Windows preferred. Send resume & references to: Office Manager, 27777 Franklin Rd., Suite 460, Southfield, MI 48034-2369

OFFICE ASSISTANT - PART TIME
Professional assist includes filing, phone sales, WordPerfect 5.1 /6.1, Lotus 2.3 required. Knowledge of Windows preferred. Send resume & references to: Office Manager, 27777 Franklin Rd., Suite 460, Southfield, MI 48034-2369

OFFICE ASSISTANT
For busy Southfield patent law firm. Excellent benefits. Salary negotiable. Call Carol (810) 358-0611 X 3700

LEGAL SECRETARY
Full time needed for Troy firm. Must have minimum 5 years experience in personal injury, real estate, construction and employment law. Word Perfect for Windows. Only hard working, reliable, self starting people need apply. Salary commensurate. Send resume to: Lisa Chiodo, P.O. Box 1436, Troy, MI. 48099-1436.

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Full-time, flexible, General litigation, supervising paralegal. Send resume to 710 N Woodward, Suite 240, Bloomfield Hills, MI. 48304

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LIVONIA-PERSONAL Injury firm, 5-9 years experience in detailed work. WordPerfect 5.1. Please submit resume to P.O. Box 630036, Livonia MI 48150-0859 or FAX 810-477-8867

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P.O. Box 61888
Oberman & Associates Homepage
26261 Evergreen Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

OFFICE HELP
PART TIME, training regrets and weekends. Approx 20-25 hours, weekdays 9-5 pm. Saturday and weekend. Light clerical work. Answering phones, some inside sales. Compensation commensurate with experience. Located near Telegraph & Maple. Call Ms. Sherri Richmond. (810) 348-8000

OFFICE HELP
WALLED Lake fuel supplier has an immediate opening in its office for clerical position. Duties include accepting customer phone orders, assisting managers and sales staff. Must be able to work under pressure. Prior experience needed. Priority given to candidates with prior operation / use of computer. Excellent opportunity for dependable, motivated proper candidate. Qualified applicants should forward their resume along with salary history & requirements to:
Fisher Fuel Inc.
Attn: Jim Jones
1231 E. Maple
Walled Lake, MI 48390

NO PHONE CALLS PLEASE

OFFICE LEASING Department, communication skills important. Full time position. Flexible hours. Call Ann Dun Mee (810) 474-1234

OFFICE POSITION AVAILABLE
Looking for motivated self starter who can be a team player. We require computer literate with knowledge of computer a plus. Hours 8am-5pm. Non-smoking office.
(313) 937-0770

OFFICE - RETAIL Person needed for accounts payable, typing & some sales duties. Prior experience required. Apply in person at Gaines Electric Company, 32000 Plymouth Road, Livonia, MI 48150 resumes only

OFFICE - 3 dependent time. After noons - Nowhere. Some flexibility to get office. Typing & pleasant phone skills a must. Call Suzy or Kent
(810) 352-3525

OPERATIONS CLERK
Full time clerical opening for a leading manufacturer of medical devices. Ideal candidate will possess accurate typing skills, excellent organizational skills, computer experience ability to handle multiple tasks, and have a pleasant phone manner.
Send resume to:
Human Resources Dept.
43501 Halsey St.
Plymouth, MI 48170

PART-TIME BOOKKEEPER Must have complete accounting & organizational skills. Computer knowledge necessary.
(810) 398-6400

PART-TIME CLERICAL
Openings. Great for college students. Good resume. Good starting pay and benefits.
Sneberg Personnel Services
Livonia, 313-266-9600
Southfield, 810-352-7300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500

PART-TIME, FLEXI HOURS
Administrative Assistant for Livonia company. Must have strong telephone skills. Computer skills necessary - will train on Microsoft Word. Duties include payroll, friendly atmosphere, medical, dental, life, 401k, vacation and bonus program. Hours 8-5 with one hour lunch. Pay commensurate with experience. Send resume to P.O. Box 2180, Auburn Hills, MI 48321-4300

PART-TIME OFFICE help. General office work, computer work.
(810)473-5757

PART-TIME OFFICE help. General office work, computer work.
(810)473-5757

PART TIME office position available. Prefer morning. Computer literate, good self starter who can be a team player. We require knowledge of word processor/computer & plus. Non-smoking office (313) 937-0770

PAYROLL ASSISTANT
Ertsch Personnel Services is seeking a Payroll Assistant to our Corporate Office. Job Responsibilities include high volume data entry, maintenance of payroll. Previous computerized payroll and tax experience desired.
Send resume or call with salary requirements to:
Ertsch Personnel
363 W. Big Beaver
Troy, MI 48084
810-528-1444 Fax 810-528-0418
Fax: 810-528-0951

PAYROLL SPECIALIST
For non-profit agency. Must have 2 years of office experience including payroll, benefits administration, and general organizational & clerical duties. Knowledge of WordPerfect 5.1 and Lotus 1-2-3 preferred. Send resume & references to: Office Manager, 27777 Franklin Rd., Suite 460, Southfield, MI 48034-2369

PERSONAL ASSISTANT - part time. Position requires an attitude and an attitude. Must be trustworthy, organized & a self starter. Flexible hours, salary. We will train the right person. If you believe you are the person & would like to get back into the job market this position may be for you. Qualifications: good typing, good phone, excellent atmosphere. Call 313-416-0016

PERSONNEL RECEPTIONIST
To Start Will Train
ARBOR TEMPS 459-1188

POSITION IN TROY
AUTO BUILDER with experience
BILLING CLERK (Insurance)
Sales Coordinator (Auto Related)
RECEPTIONIST - Will train, experience, WordPerfect, 10 key, 50 wpm
Receiving 1st phone time
Call KOVENANT STAFFING
(810) 358-6470

RECEPTION/ACCOUNTING CLERK
Part time starting 37 hour PC experience required. Flexible hours/days. Great for student. Call Kathy
(810) 626-0130

RECEPTIONIST/
ADMINISTRATIVE ASSISTANT
Bartel Business, Inc., a fast growing Troy & Detroit based company is growing a Receptionist/Administrative Assistant position. Candidate must have excellent customer service skills, be organized, have a short term goal to work well under pressure. Requirements include:
- One year previous receptionist experience
- Proficiency in using Excel & Word
- The ability to type 50 wpm
- Excellent one every skills
- Ability to operate office equipment
- Ability to work in a fast paced environment
Our benefits package includes Short Term & Long Term Disability Coverage, Life Insurance, Health, Dental, 401K, Flex Spending & 401K.
If you meet the above requirements and are interested in pursuing an opportunity with Bartel Business please send resume with cover letter along with complete salary history.
BARTEL SERVICE, INC.
1744 Rochester
Troy, MI 48084
Attn: Bartel Recruiting
FAX 810-816-1205

RECEPTIONIST
A Professional Consulting firm is seeking a full time receptionist. Duties include greeting visitors, processing mail, light typing & general clerical duties. Salary commensurate with experience. Fax resume or mail to:
Human Resources / O
P.O. BOX 70148
PLYMOUTH, MI 48170-0284
SOMMAR

502 Help Wanted-Office Clerical

RECEPTIONIST - BILLER
Experienced. Computer literate. For internal medicine office in Southfield.
(313) 961-4671

RECEPTIONIST/CLERICAL
PRINTING & LABEL CO.
Looking for a Receptionist 30 50 hour to start. Experience required in operating a telephone switchboard, typing & word processing. Full benefits after probationary period. Send resume and 3 references to Personnel Dept 101, PO Box 2020, Warren, MI. 48090

RECEPTIONIST/CLERK-Part Time
Busy Dentist office in Southfield area. Pleasant individual with good telephone manners and voice. Light typing. Must be able to work under pressure. Dental experience helpful. Pleasant working conditions. (810) 557-1622

RECEPTIONIST/CLERK
Small busy Livonia office needs experienced person to work front office. Heavy walk-in traffic, busy phones, cruder entry & filing are the job. Health & dental insurance are available. Forward resume to attn: Pat DSI Inc., 30039 Schoolcraft, Livonia, MI 48150

RECEPTIONIST
Computer literate with good telephone skills needed. Must be customer oriented. Medical office.
(810) 557-3758

RECEPTIONIST
Computer networking firm has immediate opening for Receptionist/Administrative Assistant. Candidate can be a team player. We require computer literate with knowledge of computer a plus. Hours 8am-5pm. Non-smoking office.
(313) 937-0770

RECEPTIONIST
Computer networking firm has immediate opening for Receptionist/Administrative Assistant. Candidate can be a team player. We require computer literate with knowledge of computer a plus. Hours 8am-5pm. Non-smoking office.
(313) 937-0770

RECEPTIONIST
Dynamic
Real Estate Office
in Northville has openings for part-time receptionist, Saturday and Sunday hours only. Also full-time positions, Monday - Friday. Must have organizational skills and ability to work with others.
Call Sue C.
for an interview
(810)347-3050

RECEPTIONIST
If fast paced property management company sounds like you, we have a vested self starter for front desk position. Must have excellent phone personality and the ability to handle many hours in a fast paced environment. Good typing skills and PC knowledge required. For consideration please fax resume to Office Manager, P.O. Box 2426, Troy, MI 48007-2426 or call (810) 489-1111

RECEPTIONIST/FILE CLERK
needed for Southfield law firm. Full-time. Light typing. Must have computer experience preferred.
(810) 355-3930

RECEPTIONIST
For Southfield law firm. Knowledge of WordPerfect 5.1 / 6.1 a plus. Multi-line phone system.
CALL 810-552-1200

RECEPTIONIST FOR a commercial real estate office. Must know Word, Lotus 1-2-3 and have a pleasant manner. Full or Part-time. Salary commensurate and efficient. Mail or FAX resume to: Arlin Wisdom & Co., 29100 North Western Hwy., Suite 240, Southfield, MI. 48034 810-353-9334

RECEPTIONIST FOR fast paced environment. Additional duties also. Ask for Doug, in Farmington.
(810) 477-8200

RECEPTIONIST - full time for growing medical facility. Minimum 1 year experience required. Send to: Wordhelp 8.9, Organized, detail oriented, pleasant personality. Call Vicki Sam-3pm Mon thru Fri.
313-459-1800

RECEPTIONIST - Full time. Mature person needed for mental health clinic. Insurance & computer experience required. Excellent opportunity.
(313) 462-3210

RECEPTIONIST
Full time position open with a Birmingham human resource firm. Duties to include answering phones, word processing, light typing & general office duties. We offer a competitive salary and benefits package, 401K, group health & life insurance. If you feel you would like to be part of our team, call Pam or Marilyn at
(810) 642-8788

RECEPTIONIST/
GENERAL CLERICAL
Position available for receptionist and manufacturer. Duties include greeting visitors, answering phone, light typing on labels, phone system, and other general office duties. Pleasant atmosphere. Some Saturday work may be required. Submit resume with cover letter to:
Human Resources Dept.
P.O. Box 1940
Rochester MI 48308-1940

RECEPTIONIST/GENERAL OFFICE
Full time. Good phone skills needed. Farmington Hills area.
(810) 477-8200

RECEPTIONIST
GOOD telephone, dental and word processing skills needed. Fax resume to 810-642-5438

RECEPTIONIST - Guardian Guide Dog Foundation is looking for a self starter in our Southfield office. This is a full time position with benefits. Previous professional experience. We need someone who can handle multiple tasks, type 40 wpm, be organized, detail oriented, and have a pleasant phone manner. Qualified candidates may fax resume to 810-557-0018 or mail to: Guardian Guide, 18000 W. 9 Mile Rd., Southfield, MI 48075

RECEPTIONIST - Immediate position available in Farmington Hills office. Hours are 12:30 to 5:30pm, Mon thru Fri. Please call for more information. 810-477-7922

RECEPTIONIST
Immediate opening in our Auburn Hills location for a motivated individual with excellent communication skills & basic computer knowledge. Competitive hourly rate, flexible hours, benefit package to include 401(k). Send resume to:
Human Resources
P.O. Box 107
Southfield, MI 48037

RECEPTIONIST
TELEVISION PRODUCTION
FACILITY
Office Assistant
Seeks phone personality experience with basic multi-task environment. Phone skills and endless, energetic flexibility a plus.
(810) 809-8339

RECEPTIONIST
Temp to hire opportunities in Troy & Southfield. Experienced with multi line phone. Excellent typing skills. Call immediately for consideration

TODAYS TEMPORARY
(810) 649-4456
EOE

RECEPTIONIST WANTED
Very busy, fast growing real estate and construction company needs full time Receptionist. Position involves phones, other duties, and supporting 4 sales people. Excellent growth opportunity, competitive wages and benefits. Please fax resume to Jim Kaminski at 21700 Middlebelt Rd., Suite 164, Farmington Hills, MI 48024.

502 Help Wanted-Office Clerical

RECEPTIONIST NEEDED for Farmington Hills law firm. Monday, Wednesdays & Fridays. 8am-5pm. Call Diane
(810) 626-7300

RECEPTIONIST NEEDED
at our new Tech Center & Corporate Headquarters located in Plymouth. Must speak English fluently, have excellent people, organizational and word processing skills. Send resumes to 47785 W. Anchor Ct., Plymouth, MI 48170. Att: Amy

RECEPTIONIST
OPTOMETRIC OFFICE
Family practice. Full time. 2 Evenings & every other Saturday. Must be Experienced.
(810) 477-1818

RECEPTIONIST
Part time for busy real estate office in Troy. Good phone manner and clerical skills required. Evening/weekend hours. Call Ann Ryan today at Village
(810) 689-6330

RECEPTIONIST - PART-TIME
FOR DENTAL OFFICE
Friendly, organized, self motivated preferred. Hours are 8:30 am-1:30 pm. Mon-Thurs. Salary - Call Patty at
(313) 981-1700

RECEPTIONIST, PART TIME. Experienced. Mon., Wed., Friday 8:30 to 5:30pm. Sat. 8:30 to 12:30pm. Typing, filing, some office duties. Will be responsible for daily entry. $7.00 per hr. Send resume to: PRECISION INC., 31656 W. 8 Mile Rd., Farmington Hills, MI 48336

RECEPTIONIST/PART TIME
Enthusiastic individual to handle phones, computer, team meeting & clients. 18-35 hours weekends and some evenings. $5.50 an hour, negotiable. Professionalism, reliability is the key. Call and can start the next. Apartment Search of Rochester Hills.

RECEPTIONIST - PART TIME
30m 10pm & some Saturdays, may be flexible. Long term health clinic in Livonia. 313-462-3210

RECEPTIONIST
PART time for Bloomfield Hills Real Estate office. Must have good typing, filing and bookkeeping skills. Salary commensurate. Call 810-645-9000

RECEPTIONIST - Phone & Clerical. Experience with Works for Windows preferred. Send resume to P.O. Box 955, Southfield, MI. 48037

RECEPTIONIST/PROCESSOR
FOR title company. Bloomfield Hills area. Must have excellent typing skills, computer literate, with full benefits. Call Renee 810-433-2908 between 9 & 11am

RECEPTIONIST

RECEPTIONIST/SECRETARY for general medical practice. Experience with medical billing preferred. Knowledge of scanner and other office equipment. 80 wpm typing. Monday/Friday, 8:30am-5:30pm and some evenings. $11 per hour to start. Excellent benefits package. Mail resume and references to:
26500 Northwestern Highway
Suite 203
Southfield, MI 48076
An Equal Opportunity Employer

RECEPTIONIST/SALES ASSISTANT
Full time. Good organized people oriented individual to answer phones, 6-8 weekdays. Very Easy. Call 558-4246

RECEPTIONIST/
SALON COORDINATOR
Professional hairdresser, organized person for part time position for Birmingham Hair Salon. Business experience required. Some evenings & Saturdays. May lead to possible full time position.
Call Suzanne (810) 645-2962

RECEPTIONIST/
DATA ENTRY
F & B CENTER
WORD PROCESSORS

Top pay, benefits, part time, full time, temporary permanent. Holiday pay, bonuses, incentive pay!

Sneberg Personnel Services
Livonia, 313 266-9600
Southfield, 810-352-7300
Taylor, 313 284-0777
Auburn Hills, 810-373-7500

RECEPTIONIST
FOR law office, computer experience required. No legal experience necessary. Part time, 20 hours per week. Call Ann 810-557-1010

RECEPTIONIST - Secretary for private mental health clinic in Northville. Computer & phone skills needed for starting in January. Will consider a part time position. Opportunity for growth. Send resume with salary requirements to: Lisa Mitchell, 727 N. Main St., Northville, MI 48167

Receptionist/Secretary
EXPERIENCED. Full time. Troy area. Call 1-6pm 810-244-8628

RECEPTIONIST/
SECRETARY
Southfield accounting organization seeks Receptionist/Secretary to work in fast paced environment. Must have good communication skills, be dynamic & organized. Minimum of 2 years to 3 yrs. experience in an office setting and have good organizational skills. Above average salary commensurate and potential. Send resume to Ist Floor, P.O. Box 661, Bloomfield Hills MI 48303

RECEPTIONIST/SECRETARY
Full time, fast paced Southfield office. Must. Please call (810) 335-0500 or FAX resume to (810) 336-0563

RECEPTIONIST - Busy office needs full busy receptionist experienced office. Computer knowledge a plus. Pleasant work environment. Call Ann 810-557-1010

RECEPTIONIST/SWITCHBOARD - Full time receptionist and weekly shared position for Troy office. Hours are 8:00 a.m. to 5:00 p.m. Must be reliable, organized, self starter, pleasant telephone voice. Medical benefits package. Salary commensurate. Benefit package to include 401(k). Send resume to:
P.O. Box
Southfield, MI 48037

RECEPTIONIST
TELEVISION PRODUCTION
FACILITY
Office Assistant
Seeks phone personality experience with basic multi-task environment. Phone skills and endless, energetic flexibility a plus.
(810) 809-8339

RECEPTIONIST
Temp to hire opportunities in Troy & Southfield. Experienced with multi line phone. Excellent typing skills. Call immediately for consideration

TODAYS TEMPORARY
(810) 649-4456
EOE

RECEPTIONIST WANTED
Very busy, fast growing real estate and construction company needs full time Receptionist. Position involves phones, other duties, and supporting 4 sales people. Excellent growth opportunity, competitive wages and benefits. Please fax resume to Jim Kaminski at 21700 Middlebelt Rd., Suite 164, Farmington Hills, MI 48024.

502 Help Wanted-Office Clerical

RECEPTIONIST WANTED full time for busy Orthodontist. Practice insurance knowledge helpful. Send resume. Box 61710
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Week days 10am-7pm for busy Rochester salon & spa. Pleasant working environment & computer skills required. Call Eileen or Pat.
810-656-8118

RECEPTIONIST
WITH computer skills, Microsoft word, Excel, Windows. Good telephone manner. Minimum 2 years. Full time. Fax resume to Linda at
(810) 644-1510

RECEPTIONIST - 12:4 Mon - Fri. Southfield location. Must possess excellent spelling, penmanship & phone skills call 810-347-1480

RECEPTIONIST
30 hours per week, days. Computer & medical experience helpful. Call 810-557-6563 and leave message

RECEPTION/
SWITCHBOARD
for manufacturing firm in Rochester. Ability to answer multi-line telephone and data entry skills. Career opportunity includes evening every-other-Saturday from 7am-3:30pm. Career Call Ginny starting at $8/hr.
810-693-3232
Wordforce, Inc. Never a fee.

Redford Township
Chamber of Commerce
Clerical Position
General office skills required. Good typing, computer knowledge WP 6.1 preferred. Phone personality and ability to meet visitors courteously required. 32 38 hour per week. Ideal for college student who is ready to monetize the research skills they have learned in school. Call Sam-12noon, Monday, Friday for interview 313-535-0662

SALES
ADMINISTRATOR
The premier supplier of specialized software & hardware to the Private Country Club & Resort industry is seeking a Sales Administrator. Ideal candidate has minimum 5 years sales related or administrative background. Very strong word processing skills a must, including Word 6.0. Fast sales office experience required. Positive attitude for high volume sales department, quotes proposals & general correspondence. Potential for growth with company is excellent. Salary commensurate along with salary requirements to:

Kelly Harrison
Ivis Companies, Inc.
1750 S. Telegraph Rd., Suite 202
Bloomfield Hills, MI 48302

SALES
COORDINATOR
We're AMPE, Inc. the nation's largest licensee for Brake Shoe Improvement Products. We offer:
- Medical, Dental, Disability and Life insurance provided
- 401K retirement plan
- Bonuses
- $9-$10/hour

The ideal candidate will possess the following:
- Accurate 40 wpm
- 1-2 years office experience
- Excellent computer knowledge
- Good organizational skills
- Self starter

If you possess these skills and are seeking a career opportunity, call Tom Buchanan to arrange an interview appointment at:

13113 Waco Drive
Livonia, MI 48150
(313) 953-2670
FAX (313) 953-2679

AMPE
Equal Opportunity Employer
Drug Free
M/F/D/V

SALES SECRETARY/ADMINISTRATIVE
NOVI office seeking full time, experienced Secretary/Receptionist. Successful candidate must have good grammar, communication & people skills, and multi-phone line experience. Wordperfect experience a must. Learning Dynamics is a fast paced company. Opportunity for growth. Send resume with salary requirements to: Learning Dynamics, 27349 Grand River, Novi MI 48374. Fax (810) 348-7325

SCHEDULING
ASSISTANT
Immediate opening for scheduling assistant. Duties include: maintaining data entry, mailing, filing and scheduling. Must be detail oriented. Must have good phone and computer skills. Apply Mon. - Fri., 8am-5pm at:
Vigilante Security
27215 Southfield Rd.
Lathrup Village

SCHOOL SECRETARY
Must be experienced with computers: Windows 6.0, Quattro Pro, Database & Lotus 1 - calculation, data, & mail. Salary and benefits. Call (810) 642-8082 and fax Darlene.

SECRETARIAL - PART-TIME
Computer skills, flexible hours. Send resume to Kenyon Management Corp., 2000 W. Maple Rd., Ste. 200, W. Bloomfield, MI 48322.

SECRETARIAL SERVICES for Art Fair Southfield. Flexible hours. Perfect mother, usually 3-4 hours per week. Please call 810-433-7566

SECRETARIES and Word Processors. 125 word or WordPerfect. (313) 525-6968 Fax: 313-525-9608

SECRETARIES
Due to deadlines, we are professional CPA firm has several permanent, quality positions in Bloomfield Hills and Bloomfield Twp. offices. Must be detail oriented, have excellent communication skills and possess at least 5 years of proven recent experience. Must have a strong computer background, preferably Windows 6.0 or Windows. Sophisticated experience is plus.
If interested, please send resume and salary requirements to: Kathy Jones, fax # 661. Bloomfield, MI 48037.
An Equal Opportunity Employer

SECRETARIES
Several temp opportunities in top rated automotive industry. Must have word processing experience on Windows or Windows. Excel experience a plus.

Express Services
313-487-5450
FAX: 313-487-1838

SECRETARY/ADMINISTRATIVE
Expanding law small least CPA firm. Must be a people person with good telephone skills, strong word processing and organizational skills. Computer experience a plus. Send resume to:
Box 61710
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia