EMPLOYMENT

502 Help Wanted-Office Clerical

Customer Service Associates
At Ethan Allen we're really going places. Now you can join a leader in the fine home furnishing industry in your area. Qualified candidates must be seeking a consultative sales position with good communication skills as well as phone, clerical and telephone duties. A pleasant personality and prior sales experience and demeanor are desired.
This position offers competitive hourly wages in a congenial, fast paced environment. For prompt personal consideration, apply in person
Apply in person
Ask for Karen
ETHAN ALLEN INC.
Twelve Oaks Mall
Novi, MI
An Equal Opportunity Employer
M/F/D/V

CUSTOMER SERVICE
EXPERIENCED WINDOW & door sales consultant needed to manage customer service department. Duties include the initiation of window & door orders, the processing of orders & problems. Individual must be organized, have good communication skills, detail oriented, represent processes and be able to work in a team-based environment. Knowledge of Word & Excel preferred. Required high mobility position with occasional overnight travel. We offer a competitive salary and an excellent benefit package. Send resume & salary history to:
Great Lakes Marvin
Attn: Distributing
12812 Westwood
Detroit, MI 48223

Earn Extra Money For The Holidays!
Customer Service positions available in Troy, Westland & Sterling Heights
Call today for an interview
ENTECH PERSONNEL SERVICES
(810) 960-9609

DATA ENTRY CLERICAL
In Bloomfield OPA with Windows knowledge. Pleasant working atmosphere. Exp. not required. $5-7/hr. 0600
Call Ann at
ENTECH PERSONNEL SERVICES
(810) 960-9609

DATA ENTRY & CUSTOMER SERVICE REPS
Immediate openings. Full & part time positions. Day & evening shifts available. Perfect for college student. Experience & professional phone manner a plus. Call
TempExchange
Livonia 810-474-7766
Southfield 810-557-5000
Temporary assignments available in Southland Beach Area see our ad under Clerical

DATA ENTRY
Experience necessary. Wholesale distribution company. Full or part time positions available. Send resume or call for appointment. Reply to: Dept. 2547, Southfield, MI 48037-2067

DATA ENTRY
In Rochester Area
Over 30 different schedules including mornings, nights, weekends & evenings available. Start date as 11/27/95 and as ongoing assignments. Pay rate is starting at $7.00/hr for day and night shifts. A $500 bonus is also to be provided after completion of the assignment with good attendance. Call now for schedule preference
CORPORATE PERSONNEL SERVICES
(810) 362-9696

DATA ENTRY
Learn about Economic Data Interchange in the auto industry. Company is expanding its EDI department and is looking for data entry clerks. Training will be provided. Salary commensurate with experience. Dependent on qualifications, $5-6/hr per hour to start. Company offers excellent 50% of time off work schedule for day shift. Ideal candidate will have electronic data. Please call Mark Zydeck at (313) 416-5252

DATA ENTRY OPERATORS
PART TIME NOON HOURS NEEDED
1 - 4:30 Mon. Tues. Wed. Thurs. $5.00
High production is a must. Must be able to work 5-8 hrs. a day Monday through Friday. Data entry experience and strength skills preferred. Salary Call
TEMPS 313-525-1244

DATA ENTRY - part time experienced schedule. Call 313-464-7376

ETD Corporation
Equal opportunity employer

DATA ENTRY
We, a distributor of $1,000 to $10,000 fully stocked and ready to open vending machines, Temp to work in our Farmington Hills office. Pay is $6.00/hour. Paid holidays and bonuses. Call Dawn
Livonia Farmington
810-473-8021 644-7051
UNIFORCE SERVICES

DATA PROCESSING - Entry Level Programmer CPA firm with 30 node Novell network seeks individual with knowledge Windows 95 and communication software. Excellent opportunity for person with strong organizational skills. Excellent benefits package. Please send resume, references and salary requirements to: Personnel Director, Rudolph & Co., PC, 37777 Franklin Rd. Suite 1200, Southfield, MI 48034

DATA PROCESSING PROGRAMMER
MUST be fluent in FoxPro 2.6 / DOS. Novell NW 3.12 experience a plus. Flexible hours. Call Kevin (810) 764-0481 Or Fax: (810) 764-0182

DATA PROCESSOR
Familiarity with data processing needed. Individual with data processing experience preferred. Excellent benefits. Engineering experience helpful. Competitive salary. Call (810) 932-7100

EMPLOYMENT COORDINATOR
Troubleshooter oriented individual to assist in employee relations, payroll, office administration.
ARBOR TEMPS 426-1188

ENTHUSIASTIC PERSON to do phone work in home office. Set appointments, process paperwork, easy, good equipment provided. Call Bev 697, Southfield, MI 48037.

ENTRY LEVEL Accounts Receivable Position. No experience necessary. Fax a cover letter, resume and salary requirements to: Fax 313-261-8020

EXECUTIVE ASSISTANT
Large team positions available in Troy. Ideal candidate will have strong knowledge with word, computer software and should also be organized and detail oriented.
Call Gerald
TempExchange
3600 Crooks Rd., #112
810-828-0600
Fax 810-828-0601

EXECUTIVE ASSISTANT
for Executive of Home Estate Management. Part time - 10-20+ hours, long term, flexible hours. Knowledge and computer skills required. Certified Home Estate Manager preferred. Please send to P.O. Box 188 Fort MI 48381

EXECUTIVE SECRETARY
$35,000
Join chemical not bound by sales. Work for Chief Executive Officer. Training experienced professional to work with top level executives and handle the workload. Years of experience. Multi-task and ability to advertising a must.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

EXECUTIVE SECRETARY - ADMINISTRATIVE ASSISTANT Livonia Company seeks qualified professional to work in fast paced environment. Duties include: Word, Excel, Powerpoint, Internet, Lotus 1-2-3, Time management, Excellent communication skills, Detail oriented, Organized & efficient. Please fax or mail resume with salary requirements to Personnel Dept. 27887 Schoolcraft, Livonia, MI 48150. Fax: (313) 462-2000

EXECUTIVE SECRETARY
Machine builder in northern Oakland County is seeking an energetic, skilled individual. Must know computer skills including Windows & Excel and above average typing skills. We are an equal opportunity employer and offer competitive salary and benefits package. Reply in confidence to:
Box 22067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

EXECUTIVE SECRETARY TO THE PRESIDENT
CAS Manufacturing Company, a growing supplier of bearing and bushing components to the heavy duty industry has an immediate opening for an Executive Secretary.
Box 22067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HELP WANTED
COMPUTER DATA ENTRY Learn about EDI in the auto industry entering orders, shipping schedules, invoices either from or of educational institutions. Must type and know 10 key. Ability to type 35 per week and accurate. Salary $5.00 per hour to start. Company offers 50% of time off work schedule for day shift. Ideal candidate will have electronic data. Please call Mark Zydeck at 313-416-5252 Or send resume to Michael Foods, Egg Products Company, 7001 Blickley St., Garden City, MI 48187

HERE'S THE JOB FOR YOU
Our busy West Bloomfield Real Estate Office is expanding and we're looking for an energetic, enthusiastic secretary & receptionist held Computer & real estate experience a plus but required. The individual must be able to handle multiple tasks under pressure & be a team player. Competitive salary & benefits package. Reply in confidence to: Box 22067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HOTEL
SECRETARY/ CATERING
Medium sized wedding suburban hotel, convenient to Detroit, has opening for Catering Secretary. Great people & benefit package. Opportunity for advancement for self-starter and assisting other departments.
An excellent salary, fringe benefit package and pleasant working environment are provided. (Approximate Salary 12 minutes North of Ann Arbor)
Qualified applicants should send their resume to:
Human Resource Manager
CAS Marketing Company
777 West Eight Mile Road
Pinckney Lake MI 48169
An Equal Opportunity Employer

EXPERIENCED TAX preparer. For accounting and tax office. Seasonal part-time. Flexible hours. (313) 227-9625

EXTRA CASH NEEDED?
Immediate Openings for Receptionists
Data Entry Clerks
Secretaries
Clerks
Top Pay! Top Incentives!
Call today, work today!
TODAYS TEMPORARY
(810) 649-4455

ECE
FAST PACED office, phones, receptionist, Microsoft environment. Opening in the Rochester, Ann Arbor, Livonia area. Starting rate. 313-306-1992

FILE CLERK - full time or a combination of part time and weekends for a large auto dealership. Good resume is a must. Apply in person at 31500 W 11 Mile Rd., Bo 300 Southfield, MI 48076 or fax to (313) 383-6460 Attn: Candice

FRONT DESK PERSON needed for busy office, phone, scheduling & general office duties. Some job coordinating. Must have good attitude & personality. Opportunity for advancement. Call (810) 348-3042

FULL CHARGE BOOKKEEPER
Part-time, one person department, computer experience a must. One year in Real Estate or in a private. Profit sharing, 401K, Blue Cross, Dental, Life. Call Ms. Brenberg at 810-680-0802

GENERAL OFFICE
Dependable, responsible person needed to do filing, typing & general office work. Please apply in person 1647 Maplelawn Rd., Bloomfield Hills

GENERAL OFFICE - FULL TIME
fast paced office. Word Perfect skills and good phone manner required. Knowledge of Lotus helpful and good benefits. Southfield area. Rudolph location. Call for interview 313-537-8300

GENERAL OFFICE
FULL TIME

For well established manufacturer and distributorship company. Professional responsible person, Lotus, WordPerfect 6.1 and organizational skills a must. Send resume to
Attn: Personnel
The BOSC Group, Inc.
4661 Telegraph Rd., Suite 210
Bloomfield Hills, MI 48301

GENERAL OFFICE
PART TIME WORKERS NEEDED FOR LIVONIA COMPANY
Phones, filing and light computer. A minimum of 16 hours a day, Monday thru Friday. Call 313-513-1244

GENERAL OFFICE - Part-time. 5 positions in several areas. Typing, filing, and computer knowledge. Flexible hours. Call Kathy at 810-350-0883 Mornings after 11am. 810-350-0883

GENERAL OFFICE
Professional job with small computer company. Bookkeeping, general office, light data processing. Salary commensurate with experience. Great environment in busy company. Fax resume and salary requirements to Box 5000 or fax 313-261-8020

GENERAL OFFICE/ RECEPTIONIST
Gem Industrial and Fire seeks individual with multiple short and long term positions with knowledge of previous suburban financial firms. Rapid advancement for the right candidate. Call Gerald
TempExchange
Birmingham
810-258-2221
UNIFORCE SERVICES

GREENHOUSE WORKER
Mon-Fri 8:00 - 5:00 pm. Needs GREENHOUSE worker to maintain house plants, unused & food plants. Light duty, no heavy lifting. Pleasant Harmonious required. Please call (810) 334-3344

GROW NO SALES SERVICE MEDICAL EQUIPMENT CO

has immediate opening for an entry level clerical person. Responsibilities include accounting, computer data entry and general clerical functions. Ideal candidate should have 1 year experience in medical equipment sales, insurance, billing, collections, and medical terminology. Please send resume along with salary requirements to:
APT
1531 E. Lincoln Ave.
Madison Heights, MI 48071
LCN
No Phone Calls Please

GROWING....
Temporary help office in Southfield area looking for out going, conscientious, detail oriented people person to be temp to temp position in our office. Strong phone communication skills, and office experience required. Please fax or mail resume to
EMPLOYERS
(810) 353-0555
26400 Lahser, Suite 118
Southfield, MI 48034
An Equal Opportunity Employer

HELP WANTED
COMPUTER DATA ENTRY Learn about EDI in the auto industry entering orders, shipping schedules, invoices either from or of educational institutions. Must type and know 10 key. Ability to type 35 per week and accurate. Salary $5.00 per hour to start. Company offers 50% of time off work schedule for day shift. Ideal candidate will have electronic data. Please call Mark Zydeck at 313-416-5252 Or send resume to Michael Foods, Egg Products Company, 7001 Blickley St., Garden City, MI 48187

HERE'S THE JOB FOR YOU
Our busy West Bloomfield Real Estate Office is expanding and we're looking for an energetic, enthusiastic secretary & receptionist held Computer & real estate experience a plus but required. The individual must be able to handle multiple tasks under pressure & be a team player. Competitive salary & benefits package. Reply in confidence to: Box 22067
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HOTEL
SECRETARY/ CATERING
Medium sized wedding suburban hotel, convenient to Detroit, has opening for Catering Secretary. Great people & benefit package. Opportunity for advancement for self-starter and assisting other departments.
An excellent salary, fringe benefit package and pleasant working environment are provided. (Approximate Salary 12 minutes North of Ann Arbor)
Qualified applicants should send their resume to:
Human Resource Manager
CAS Marketing Company
777 West Eight Mile Road
Pinckney Lake MI 48169
An Equal Opportunity Employer

Human Resources
HUMAN RESOURCES SECRETARY/ ASSISTANT
Hospice of Hope, Inc. (HOAP), an agency focused on providing compassionate care to terminally ill patients and their families with 20 Program Teams statewide, has an immediate opportunity available within our Corporate Human Resources Department.
This is an entry level HR position responsible for providing HR assistance and administrative support of Human Resources Employment Recruitment, and Employee Relations Specialist. Provides first person HR customer service contact, routes departmental issues to HR specialists, maintains data departmental mail, maintains employee Recognition Program, support benefitmark, maintains departmental files, prepares and distributes documents and reports as assigned.
Requirements include proclamation towards a Bachelor's degree in Business Administration, or related discipline. Must have at least one year internship or work experience within a Human Resources or administrative office setting, and be proficient in Microsoft Word, Human Resources Information Systems (HRIS) applications.
Qualified candidates ONLY are encouraged to submit resume, including salary expectations in confidence to: Hospice of Hope, Attn: Carolyn A. Rafla Dietz
Corporate Director,
Human Resources
Hospice of Hope
18750 Northland Dr.
Detroit, MI 48075
RESUMES ONLY. NO PHONE CALLS PLEASE
An Equal Opportunity Employer

IMMEDIATE OPENING. Large property management company seeks individuals to journal-coding expert. Light typing & filing duties. Computer experience & plus. Call Mon-Fri. 9am-5pm 810-338-1030 or FAX resume to 810-356-6058
An Equal Opportunity Employer

INSIDE SALES/ADMINISTRATIVE Insurance agency seeks Good phone manner and ability to perform multi-line. Must Microsoft Word experience necessary. Call Kim
(313) 453-7820

INSURANCE AGENCY - CSR Personal Lines. Must enjoy working with people & be detail oriented. Life Insurance preferred. But will train the right person. 313-292-1490

INSURANCE
CUSTOMER Service Rep. Full time. Personal lines experience needed. Salary commensurate with experience. Livonia agency. (313) 261-0070

Insurance
PERSONAL LINES CSR
Auburn Hills company has an immediate opening for an experienced Personal Lines CSR. Competitive salary & benefits package. Fax resume to (810) 377-0055 or call (810) 377-8800

Insurance
PERSONAL LINES SALES
Auburn Hills agency has an immediate opening for an experienced Personal Lines sales and background in insurance. 1 year experience. Salary & benefits package. Fax resume to (810) 377-0055 or call (810) 377-8800

LEGAL ASSISTANT - Part time. Southfield, minimum 2 years experience. Excellent typing skills and Windows/WP required. Salary negotiable. 313-557-4535

LEGAL SECRETARY
Part time or open 8 to 5 attorney Bloomfield Hills Law Firm. Minimum 3 years experience in Wills, Trusts, Probate, Bankruptcy, Mortgages, Litigation. Call Dolores 810-645-8878

LEGAL SECRETARY
Part time, 1-3 days per week. Experience required. Fax resume to Ed Lewis at (810) 557-0300

LEGAL SECRETARY
RECEPTIONIST
For Farmington Hills law firm. Must have basic C/S. Word Perfect 6.0 and telephone experience. Salary commensurate with experience.
Call: (810) 540-1930

LEGAL SECRETARY
RECEPTIONIST
Part time, full time. Immediate openings. Must have basic C/S. Word Perfect experience and telephone experience.
Call: (810) 540-1930

LEGAL ASSISTANT
PART TIME
Varsity Communications, Inc. is looking for a Legal Assistant to work 20-25 hours per week. The person will be responsible for basic clerical duties, including filing, typing, data work, and basic phone coverage. The ideal candidate will possess at least 35 WPM, ability to handle multiple tasks and be a team player. Interested candidates should send a resume, cover letter, and salary requirements to:
Varsity Communications, Inc.
C/O Westwood 199 KVS
36111 Schoolcraft Rd.
Livonia, MI 48150
An EEO/Drug Testing Employer
Any applicant with knowledge sales encouraged to apply

LEGAL SECRETARY
2-3 years experience required for secretary to a trial attorney. Knowledge of insurance company, SIAC computer and computer data entry required. Send resume to: L.E.E. 17117 W. 9 Mile Rd., Suite 1800, Southfield, MI 48075

LEGAL
Premium Assignments, Top Rates, Paid Holidays & Bonuses. Free Word Processing Training & Bonus Program. Direct Hire Fees. Jobs available always available.
Call Mel or Fax In Confidence to:
PERSONNEL AT LAW
313-THE-TEMP
810-358-0060
3000 Town Center #2580
Southfield, MI 48075
Fax (810) 358-0735

LEGAL SECRETARIES
OUR reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement, Schedule an interview with the agency for legal Secretaries.
FEE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
810-626-8188

LEGAL SECRETARIES
Experienced only for permanent & temporary assignments available for top notch candidates
JOANNE MANSFIELD
755 W. Big Beaver
SUITE 203, TROY, MI 48084
810-362-3430
FAX 810-362-4531
FEES EMPLOYER PAID

LEGAL SECRETARY ASSISTANT
Part time 2-4 days per week. Medical Research & writing skills a plus. Waterford Call (810) 674-4960

LEGAL SECRETARY
Experienced only for friendly Troy law office. General practice with emphasis on real estate, wills, trusts, litigation & salary requirements to: Office Manager, 2151 E. Big Beaver, Suite #200, Troy, MI 48083

LEGAL SECRETARY
Experienced only for busy Bingham Farms Law Firm. Litigation & Worthy Perfect 6 experience desired. Good salary & benefits package. Fax resume to T. Marie Jones 30200 Telegraph, Suite 467, Bingham Farms MI 48025

LEGAL SECRETARY
Experienced in Personal Injury firm. Minimum of 5 years legal experience required. Salary negotiable. Send resume to 400 Galleria Officentre, Suite 500, Southfield, MI 48034

LEGAL SECRETARY - Experienced for busy law firm. Word Perfect 6.0 required. Bodily injury, divorce, medical malpractice & probate. Oakland County.
Call Mr. Goldman: (810) 596-7272

LEGAL SECRETARY
Experienced legal secretary for a busy Southfield office. Domestic relations and real estate a must. Must be proficient with WordPerfect 6.0 and time slips. Present employment and salary requirements to
810-557-9511

LEGAL SECRETARY
Full time. Experienced legal secretary needed for 2 busy legal practice. Minimum of 5 years legal experience required. Strong typing & excellent skills required. Must be proficient in Windows & plus. Medical benefits provided. Salary commensurate with experience. Send resume to: Foster, Meadows, Burke & Blair, P.C., 2700 Penobscot Bldg., Detroit, MI 48226. Attn: Ms. Carolle A. Rafla Dietz

LEGAL SECRETARY
For busy Troy law firm. Must have 3 years corporate experience. Smoke-free environment. Salary commensurate. Call Corporate Counsel, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For busy Southfield patent law firm. Word Perfect experience preferred. Call Carol (810) 358-7411 x 3300

LEGAL SECRETARY
FOR Bloomfield Hills law firm specializing in real estate, planning, experience required. Call Kelly 810-645-0800

LEGAL SECRETARY
FRIENDLY, professional Bloomfield Hills law firm seeks friendly, experienced Legal Secretary with excellent typing skills and a personality to match. Word Perfect 6.1, familiarity with Windows helpful. Salary DOE, benefit package and salary commensurate. Fax resume to
Personnel Director 810-644-2931
or call Kathy at 810-644-2600

LEGAL SECRETARY
Needed for Farmington Hills firm. Minimum 3 yrs. experience in litigation/insurance defense work. Must have excellent typing skills, proficiency with WP 6.1. Salary commensurate with experience. Call Ms. Lynn at 810-851-0100.

LEGAL SECRETARY - Part time, Southfield, minimum 2 years experience. Excellent typing skills and Windows/WP required. Salary negotiable. 313-557-4535

LEGAL SECRETARY
Part time or open 8 to 5 attorney Bloomfield Hills Law Firm. Minimum 3 years experience in Wills, Trusts, Probate, Bankruptcy, Mortgages, Litigation. Call Dolores 810-645-8878

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Part time, 1-3 days per week. Experience required. Fax resume to Ed Lewis at (810) 557-0300

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Call: (810) 540-1930

LEGAL SECRETARY
RECEPTIONIST
Part time, full time. Immediate openings. Must have basic C/S. Word Perfect experience and telephone experience.
Call: (810) 540-1930

LEGAL SECRETARY
Top notch, seeked for a lawyer specializing in Trusts and Estates. Must have strong practice. Experience a must. Good benefits & working conditions. Send resume with references to: Suite 202, Royal Oak, MI 48067.

LEGAL SECRETARY wanted for small Troy insurance defense firm. 2-3 years litigation experience. Word Perfect 6.0 non-smoker. Excellent Pay. Call 810-362-3620

LEGAL SECRETARY
$28,000
Join prestigious law firm that is rapidly expanding with new clients. Excellent benefits. Serve Michigan counties desired. Good typing and dictation/transcription skills. Top benefits.
Diversified Recruiters
810-344-8700 FAX 810-344-8704

LINE SUPERVISOR
Seeking individual to service parts replacement and material handling at Madison Heights. Must have supervisory experience and excellent people skills required. Please forward resume to:
Personnel Office
117 Trust Dr.
Pontiac, MI 48341
An Equal Opportunity Employer

LIVONIA OFFICE seeks person to handle detail oriented, organized clerk for filing, phone & paper work. Call Judy Kaplan, Kaplan Law Office Bloomfield Hills. Call Mister Mister!

LOOKING FOR part time, evening work? Southfield law firm needs experienced legal assistant. Hours 3pm-9pm Mon-Fri. WordPerfect 5.1 required. Call 810-353-7620 for appointment.

MAIL CLERKS
1 full-time & 1 part-time. For fast paced Bloomfield Hills Office Bennetts. Call Mister Mister!
810-645-2440

MANAGER ASSISTANT
Busy service company seeks organized individual for a variety of office duties. Requires good phone skills, typing and knowledge of computer (Windows preferred). Salary DOE, excellent benefits & 401(k) plan. Call Mr. Bill
(810) 478-0005, Ext. (318)

MARKETING ADMINISTRATOR - Growing computer company needs a professional person to support marketing division. Tasks include order entry, word processing, telephone customer service. Aggressive salary and bonus plan. Call Mr. John at: 810-615-1500

MARKET RESEARCH
Making outbound calls - no sales. Pleasant working environment. Call Troy location
ET SERVICES & SYSTEMS
810-583-8428

OFFICE ASSISTANT needed with good communicating skills. Computer & data entry experience. Michigan Truck Parts (313) 722-3800

OFFICE ASSISTANT/ part time. Receptionist for medical eyecare practice. Fax resume to Box 61987 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE ASSISTANT
Work in fast paced mortgage mill. Required Salary commensurate with experience. Call or send resume to Sandra Ward, Mortgage Mill, 30600 Telegraph Rd., Suite 2150, Bingham Farms, MI 48025

OFFICE ASSISTANT, PART TIME needed Mon-Fri., 12PM-5PM in downtown (private free) Birmingham office. Duties include light word processing, proofreading, & filing. Experience preferred but not necessary. Salary DOE. Call 540-1580 Ext. 1 Mr. Bernard

PART TIME OFFICE HELP
Immediate hiring! Experience with MS Word & MS Excel. Light typing skills. Pleasant phone manner. Must Call Livonia Trade Center
313-261-6867

PART TIME RECEPTIONIST
Looking for mature and responsible person for evenings and weekends. Call Mr. Bernard (810) 540-1580 Century 21 Town & Country

PC OPERATOR
Microsoft Office Applications
Windows
Word
Excel
Access & Powerpoint a plus
Excellent communication skills
Technical aptitude
Full Benefits Package
Submit resume with salary to:
HCI PO Box 91384
Troy, MI 48099-1384

PERMANENT JOBS!
• Technical Secretary To $30K
• Executive Secretary to $35K
• Medical Secretary/Receptionist $25K
• Marketing Coordinator to $22K
• Word Processor $20K
PERSONNEL SYSTEMS 313 1166

PERSON FRIDAY part time Fee paid 20hrs a week. Lenox Corporate suite. Phone, copy, computer. AM 1580 Crooks Troy MI 48084

PERSON NEEDED for busy property management office in Novi. Must be knowledgeable of Microsoft Word, general office work and have great phone manner. Salary DOE. Call Debbie after 1:00 p.m. at 810 348-7010

PROFESSIONAL DISTRICT SECRETARY
For Major Chemical Company in Farmington Hills. Must be experienced in Word, Excel Power Point. Networking office of Salary commensurate $20,000 with full benefits. Fax resume to 810-553-6230

OFFICE MANAGER/Receptionist
Livonia CPA firm seeks hard-working individual for general office duties, phone, data, basic bookkeeping, etc. Call Sam
(313) 462-2277

RECEPTIONIST
Afternoon hours (part time) preferred. Must be cheerful, motivated, organized non-smoker. Ver-medical office experience preferred but will train. Call Jeanette Kaplan, Kaplan & Weisbrod Vision Care Center, 24429 Grand River, Detroit, MI 48219

RECEPTIONIST
BUSY Northville Tax Company is looking for a experienced person to handle multi-line phones, general duties, and other duties as assigned. Office duties. Must be able to work full time. Please call Sue Bailey at 348-0030

RECEPTIONIST/ CLERK
FULL-TIME. Primary job functions include answering phones, greeting customers, general office duties. Must be organized, detail oriented, able to multi-task. Ideal candidate has 3 years experience. Computer knowledge preferred. Salary DOE. Fax resume to Human Resources Manager, Industrial Industries, 47000 Halyard Dr., Plymouth, MI 48170

RECEPTIONIST
Computer networking firm has immediate opening for full time Receptionist. Responsibilities include answering multi-line phone, typing, filing, and other duties as assigned. A successful applicant will possess a pleasant phone style, be dependable and enjoy a variety of clerical duties. Word processing experience with a phone intensive job. Send resume to: Human Resources, OnStream, Inc. 37522 Hills Tech Dr., Farmington Hills, MI 48331

RECEPTIONIST
Entry level position in small South-land law firm. Good communication skills, light typing. (810) 352-4100

RECEPTIONIST - Equipment Manufacturer seeks a friendly, energetic person, has an immediate full time position available. Requirements: The ideal candidate must be dependable with an outgoing personality, good communication skills, and a dedication to providing exceptional customer service. Previous experience in handling a multi-line phone system a plus, but not required.
Equipment is committed to providing a positive work environment in addition to growth opportunities. Pay commensurate with experience. Full benefits including health, life, dental, and 401(k). Please fax resume to your interest to: 313-482-0780 or mail, stop in and pick up an application: 38705 Seven Mile Rd., Suite 110, Livonia, MI
An Equal Opportunity Employer

RECEPTIONIST - Firm specialized skills with computer and enhanced refinishing, seeks experienced. Good resume: Guardsland, 7479 Middlebelt, W Bloomfield, MI 48322 or fax (810) 626-6037

RECEPTIONIST
For small expanding firm we seek Reliable Individuals to 40 word typing required. Call 810-948-1484 Fax 810-948-1311

RECEPTIONIST
For Farmington Hills office. Full time with benefits. 2 years experience with some college education. Call 810-737-4008

RECEPTIONIST - Full time position for multi line phone system and general clerical. Must have a pleasant & professional phone manner. Salary commence negotiable. Apply at Northwestern Mutual, 13450 Farmington, Livonia

RECEPTIONIST
Full time with benefits for busy upscale spa Birmingham/Bloomfield area. (810) 799-3910

RECEPTIONIST
Full or part time. Experienced or will train right person. Busy Optometrist Office in the City of Wayne. Must enjoy working with people. Some typing & computer knowledge a plus. Call Cindy M. (313) 721-6442

RECEPTIONIST
Full time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 proficiency a plus. Hours 8am-5pm, Mon-Fri. $325 week + health ins. Resume to: Human Resources, 26555 Evergreen, Suite 310, Southfield, MI 48075

RECEPTIONIST
Full time position. Energetic person with excellent phone and people skills. Typing and computer knowledge a must. Send resume to
Box 22063
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST - full time, benefits. Troy location. Typing 50 words. WordPerfect $7.50 to $8 depending on experience. Please call (810) 253-0100

RECEPTIONIST / GENERAL OFFICE
A self starter with excellent phone skills and a desire work with various office tasks. Full time position with benefits. Please send resume & salary requirements to Office Manager, 45311 Mast, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST
Insurance office - Ali Business Insurance, Northwestern Hwy area. Has opening for friendly, responsible person. Duties include: answering phone calls & clients, receiving payments, typing, receiving mail, computer input, updating forms & maintaining office environment. Send resume! Send resume to: P.O. box 92419 Flint MI 48509-0419

Receptionist
Joe Louis Arena/
Detroit Red Wings

JOIN A GROWING COMPANY! Olympia Arenas, Inc. has an immediate full time opportunity for a mature, dependable individual to handle Receptionist duties. Excellent phone skills, a professional speaking manner and the ability to prioritize and coordinate hectic incoming calls on our multi-line telephone system are required. Minimum general office duties will be part of the position.
Previous receptionist experience is preferred. Candidate must possess a high school diploma or equivalent. Typing as well as computer knowledge of word processing applications. Superior organizational skills, a professional telephone etiquette along with strong written and oral communication skills required.
Child daycare available as well as opportunity for advancement. Qualified candidates please send or fax your resume including salary requirements to: Human Resources Dept. Office Center, 2211 Woodward Ave., Detroit, MI 48201. ATTN: Erwin. 313-965-3253. FAX: 313-596-3253 Equal Opportunity Employer

RECEPTIONIST
Livonia company looking for receptionist with good communication skills. Must have previous phone experience and strong receptionist, clerical type work. Experience in answering phones and being able to use Word Perfect. Knowledge of computers, Lotus & dual screen helpful but not required. Salary DOE. Fax resume to Box 61987
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Looking for an enthusiastic & personable individual with exceptional customer service skills & the desire to work in a fast paced, high volume, national payroll company. To qualify, you must have superior communication skills, & the ability to:
• Greet & assist visitors to appropriate personnel
• Meet & distribute payroll to clients
• Welcome additional duties & projects
• Contribute to our spirited & positive work environment
You'll enjoy competitive compensation & excellent benefits. Please send resume with salary history to:
Payroll 1, Inc., Dept. HR
PO Box 154, Northville, MI 48167

RECEPTIONIST - Must enjoy detail work. Southfield Sales Family must since office. Polished for advancement. Call Ruth 350-1818

RECEPTIONIST NEEDED for busy CPA firm in Farmington Hills. Approximately 50 per hour. Call Sandy Ann Staffing
Resume to Dawn, 32252 North Western Hwy, Ste 29A, Farmington Hills, MI 48334

RECEPTIONIST NEEDED full-time for busy Farmington Hills commercial real estate office. Must have 1 year experience running a multi-line phone system, including knowledge of Word for Windows, positive attitude, neat appearance and clear speaking voice. Fax resume to Donna
810-851-0260

RECEPTIONIST
Needed for fast paced construction office. High energy person, computer literate (Lotus) salary $18,000 plus benefits.
(810) 489-0665

RECEPTIONIST/OPERATOR
Full-Time/ Part-Time
Experienced receptionist to handle 7 busy lines & some typing. Good pay, benefits & perks. Resume to P.O. Box 870, Farmington, MI 48332.
An Equal Opportunity Employer

RECEPTIONIST
PART-TIME
Nice hours for a nice office in Southfield. Must have excellent communication & phone skills. Must be organized & able to multi-task. Call to apply
(810) 855-0679

RECEPTIONIST
Part time hours Mon-Thurs., 2:30-7:30pm. Sat. 8:30-2pm. Filing, answering phones, greeting people, light typing. Knowledge of computers helpful, willing to learn. Leisure home & garden.
(810) 541-0225

Receptionist/Part Time
Experienced person with pleasant telephone manner who will assist with general office duties. Must be computer literate. We are a manufacturer of Industrial Ovens. Hours: Tues., Fri. Approx. 18 hrs. per wk. 8:30a.m. to 3:00 p.m. $7.00 per hr. (pay raising). Lead Free Oven INC., 31080 W. 8 Mile Rd., Farmington Hills, MI 48336

RECEPTIONIST
PART-TIME
Friendly, Fun environment is seeking an outgoing, energetic person for part time position answering multi-line phone, & light clerical work. Call Ann Kennedy, Ann Arbor Transformer Corp. 1885 S. Woodward Ave., #100, Bloomfield Hills, MI 48304

RECEPTIONIST
PLEASANT phone voice. Typing Dictaphone. Troy area. Preferably salaried position. Call 810-618-0600

RECEPTIONIST
REQUIRED for a busy Troy office. A good telephone manner is essential. A good background in administrative work is required. Knowledge of Lotus 5 are essential. Please fax resume & salary history to:
Linda Lowenberg 810-362-2941

RECEPTIONIST/SECRETARY
PERSONABLE individual with solid office skills for commercial printing shop. Must be computer literate (Livonia (313) 425-8100

RECEPTIONIST/SECRETARIAL
phones, mail, word perfect, various clerical duties for sales company in Brighton. Non smoking office. Need organized, accurate individual with financial & people skills. Fax resume ASAP to 810-229-8292 or mail/deliver to Secretarial, PO Box 810, Brighton, MI 48116

RECEPTIONIST / SECRETARY
Downtown Birmingham. Knowledge of Word Perfect 6.1 & Quattro Pro. Full time experience only. Send resume, salary requirements to:
400 E. Jefferson #600
Detroit, MI 48226

RECEPTIONIST
Southfield based CPA firm is seeking a Receptionist with entry level secretarial duties. Ideal candidate enjoys company and a high visibility position. Must have good phone skills, be a quick, strong keyboarding skills on WordPerfect and Insight, cheerful personality, good attitude and salary required to:
Attn: ROPT
FOLLMER, RUDZEWICZ & CO
26000 Hallmark Dr., Ste 300
PO Box 5004
Southfield, MI 48075-5004

RECEPTIONIST
Livonia Company seeking several people with records management experience. Responsibilities: many media & bar filing projects preferred. We have full time & part time positions open. Work mostly in Livonia or Southfield. Send resume, salary requirement and reply in person to: 8141 Lyndon, Detroit, MI 48238. Livonia 48150. 313-421-9000

SALES SECRETARY, 30-35 hrs a week. leading to possible full time position. Ideal candidate is a leading food company. Must have excellent communication skills, typing 50-55 wpm, MS Word and Excel required. Salary negotiable. Send resume to: Nestle Frozen Refrigerated, 22750 Haggerty Rd., Suite 150, Northville, MI 48167

SALES SERVICE MANAGER
multi location, national plastic food container manufacturer is searching for a detail oriented individual with good telephone skills. Duties include handling new customer inquiries, processing 10 key sales forms for internet & invoice auditing. Requirements include word processing, Windows, Excel, Powerpoint, well trained motivated applicant. Excellent benefit package available. Please send resume & salary requirements to: Rodney Leigh, 18100 W 8 Mile Rd., Southfield, MI 48075

Sales Support: Livonia Co.
Seeking individual with ability to work in a touchy growing, fast paced environment. Ideal candidate is detail oriented, organized and self-motivated. Must have strong oral & written communication skills, and high math aptitude. Must be computer literate with easy requirements to Personnel Dept. Eckerson Co. 27887 Schoolcraft Rd., Livonia, MI 48150 Fax (313) 462-3334. ATTN: Erwin. 421-9000 FREE WORKPLACE.

SECRETARIAL/BOOKKEEPING
Part time position in Farmington Hills. Call Ms. Brenberg at 810-680-0802

SECRETARIAL
Full time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 proficiency a plus. Hours 8am-5pm Mon-Fri. $325 wk. + health ins. Resume: Human Resources, 26555 Evergreen, Ste 310, Southfield, MI 48075

SECRETARIAL
Leading tier 1 automotive supplier to the heavy duty truck industry in Farmington Hills is seeking an experienced secretary to work within the engineering department. We need EDI contact for our large customers. The ideal candidate should have a minimum of three years experience in a fast paced environment, with a strong knowledge of general office equipment, excellent typing skills (50 wpm), excellent oral communication skills, ability to file and organize information as well as strong data entry skills. EDI experience would be a strong plus. Our company offers a competitive salary and benefits including life, health, dental, 401(k) and tuition assistance. If resume to the following address:
E.G. WEAVER Box #2009
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARIAL SERVICES for Art Consultant in Beverly Hills. Wordperfect skills required. Hours per week. Please call: 810-433-7965

SECRETARIES, SUBSTITUTES
$9.50