502 Help Wanted-Office/Clerical

LEGAL SECRETARY / Administrative Assistant
Experienced Legal Secretary wanted for Southfield Plaintiff Personal Injury firm. Applicants must be detail oriented with ability to work independently. Also required: Experienced helpful Excellent salary w/good benefit package. Please send resume to Box #2123
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Bloomfield Hills insurance defense firm seeks full time experienced litigation experience Word Perfect network. Excellent salary/benefits. Send resume to PO. Box 815, Bloomfield Hills, MI 48301

LEGAL SECRETARY
Bloomfield Hills law office has a full time position available for an experienced (1-3 years) legal secretary. Paid vacation, health and medical insurance provided. Word Perfect 5.1 experience a plus. Good salary. Call Kathy, (810) 858-2443

LEGAL SECRETARY
Experienced, needed for insurance defense firm. Organizing & typing skills a plus. Fax resume to Lynne 390 N. Main St. Clawson, MI 48017 Fax 810-688-3362

LEGAL SECRETARY
Experienced in plaintiff personal injury medical malpractice. Word Perfect a plus. Salary commensurate with experience. Call Dee from 9-5 Proficiency in WP 6.1 Windows necessary & ability to work independently. Excellent salary & benefits. Medical benefits. Please fax resume to (248) 338-8080 or call (248) 338-8000 ext. See 200. Royal Oak 48067

LEGAL SECRETARY
Full time/Part time. Southfield law firm. Corporate experience. Should be office ready. Please resume to Secretary Corporate 2301 W. Big Beaver Rd. Suite 525, Troy, MI 48084

LEGAL SECRETARY
Full time position in Southfield law firm. 5 years experience required. Word Perfect. Call Kathy at (810) 353-3810

LEGAL SECRETARY
Full time experience required. Fax Body Shop Personnel 313-937-3300 Excellent benefits. Salary negotiable. Call Carol at (313) 937-3300

LEGAL SECRETARY
Full time. Southfield law office. Experience with WP 6.1 required. Call Sue 810-559-8130

LEGAL SECRETARY for medium sized Troy insurance defense firm. Word Perfect 5.1 required. Call Sue 810-649-1330

LEGAL SECRETARY
Full time for plaintiff personal injury litigation firm. Excellent benefits. Salary commensurate. Call Joyce 30400 Telegraph Rd. 4th Floor Bingham Farms, MI 48025

LEGAL SECRETARY
Full time for Southfield law firm. Must have previous litigation experience. (810) 353-0200

LEGAL SECRETARY Full time for large practitioner in Livonia. Experience required
Call
Or FAX resume to 313-261-3433

LEGAL SECRETARY
For Bloomfield Hills management law firm. 2 years plus litigation experience required. Word Perfect 6.1 and benefits. Send resume to Harry Lewis & Partners 401 S. Woodward, Suite 400, Birmingham MI 48009. Attn: Kelly

LEGAL SECRETARY
Farmington Hills firm has immediate Legal Secretary with minimum 3 years experience with knowledge of Word Perfect 5.1 or better. Excellent benefits, pleasant office environment. Salary commensurate with experience. Fax resume to 27000 Grand River Ste. 300 Farmington Hills, MI 48336

LEGAL SECRETARY - Immediate full time opening. Crim Division. Transcription experience preferred. Microsoft Word preferred. Resume to C. Dolan 38100 Grand River Ste. 200 Farmington Hills, MI 48185

LEGAL SECRETARY
Mid size Southfield insurance defense firm seeks Legal Secretary with 3-5 years experience with knowledge of Word Perfect 6.1 Benefits. Reply to Legal Admin. Mar 26200 Town Center Suite 208 Southfield MI 48075

LEGAL SECRETARY
needed for pleasant Troy office. Part time. Call Steve at 810-643-8130

LEGAL SECRETARY
Part-time 8 to 12 noon. Firm has 15+ years experience. Flexible hours. Send resume to: Box #2124
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Part time $10C per day. Plaintiff's Personal Injury firm. Must have 5 years experience. Word Perfect 5.1 Windows. Experience necessary. FAX resume (810) 352-9611 Or call (810) 552-9181

LEGAL SECRETARY
Small Southfield law firm. Knowledge of Windows 6.0 with 3 years litigation typing. (810) 354-0390

LEGAL SECRETARY
Secretary needed for 2 attorneys. MVR/Tort experience preferred. Medical malpractice, workers comp. and have solid Windows Word Perfect 6.0 skills.

Send resume to Mel Harper
100 W. Big Beaver Rd. Ste 560
Troy, MI 48084-5283

LEGAL SECRETARY
Senior partner in Southfield determined firm seeks legal secretary with minimum 5 years experience. Must have Word Perfect 5.1 knowledge and excellent typing skills. Competitive salary and benefit package. Fax resume to Box #2180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Troy law firm. Insurance defense experience preferred. Worker comp. experience a plus. Call (810) 649-7800

LEGAL SECRETARY
Trial & Trial P.C. seeks well organized energetic Legal Secretary. Successful candidate must include word processing, photocopying, filing and telephone skills. Legal experience required. Word Perfect and Windows experience preferred. Candidate must be very detail oriented, able to work under pressure and meet deadlines.

Salary consistent with ch. of ability. For consideration contact Jim Trial at (810) 642-2531 ext. 212

An Equal Opportunity employer

LEGAL SECRETARY - wanted full time. Experience preferred but not required. Salary commensurate with experience. Call Mr. Cline Mon. jan. 4000 Livonia, Troy, MI 480-

502 Help Wanted-Office/Clerical

LEGAL SECRETARY
with a minimum of 3 years litigation experience needed for mid-size law firm. Word Perfect 5.1 required. Excellent salary and benefits package. Send resumes to Bradley, Campbell, Carney & Priskop, P.C., 2000 Town Center, Ste. 2400, Southfield MI 48075

LEGAL SECRETARY - 2 attorneys - General practice office primarily litigation office. Will work primarily with attorney. Duties include office management, use of WordPerfect 6.0, etc. Send resume & salary requirements to Law Office, P.O. 5410, Northville, MI 48167-5410

LIVONIA - Part-time Office Manager/Secretary. Pleasant personal injury firm. Please submit to P.O. Box 530935, Livonia MI 48153-0935 Or Fax to 810-477-5687

Looking for a great job! Here it is! We are looking for an experienced, energetic full time receptionist to assist us in our busy West Bloomfield Real Estate office. Please call Gail Clausen at (810) 626-6600 ext 273 or fax resume to attn: Claudine. (810) 855-0831

LOOKING FOR mature person to work with administrator. Must have Microsoft with Windows skills & good secretarial skills. Call Mon-Fri. 313-532-4400

LOOKING FOR someone with professional appearance to work full time in the Farmington Hills area. Various duties will lead to possible permanent position. Mortgage background helpful but not necessary. Call to set up interview.
STAFF FINE SPECIALISTS
810-478-3220

LOOKING FOR work that fits YOUR schedule? Southfield law firm seeking full time, part time, night (nurse) clerical position to work 10am to 3pm, Mon-Fri. Make copies, answer phone, send/receive faxes, sort and distribute mail & general clerical work. Full benefit package including health insurance and 401(k). Fax Cat Hous. Sabbe (810) 353-7620

MARKETING COMPANY in 13 Mile/Southfield Rd area has 3 positions: Marketing/Customer Service, Sales, Administrative Assistant. Send FAX resume and salary history to: IntroMarketing at 810-646-8467

MEDIA/ADMINISTRATIVE ASSISTANT
Rock Financial, Michigan's largest mortgage lender, is looking it's in house advertising agency staff again! We are searching for an organized motivated individual for entry level position to assist with media placements and research and public relations as well as act as assistant to entire department. Computer experience (windows and Quark Express) and any type of agency/direct mail experience helpful. If you want to be part of an exciting creative team, send resume to

Rock Financial
The Mortgage Bank

ATTN Nesia Director
30600 Telegraph Rd. 4th Floor
Bingham Farms, MI 48025
EOE

Medical Equipment Supplier has full time opening for all shifts.

MEDICAL BILLER - DAYS
DATA ENTRY - AFTERHOURS
CASH POSTING - WEEKENDS

Fax send or call
Diabetes Self Care
Human Resources Dept
11565 Farmington Rd
Livonia, MI 48150
Phone 313-261-2968
Fax 313-261-9640

MEDICAL RECORDS MANAGER/II
Livonia Complex seeking several people with medical records management experience. Background in administrative support and/or filing projects preferred. We have full time & part time positions open. Work schedule is Days, Evenings and Weekends. Please forward resume or apply in person to: HIM 34000 Schoolcraft, Livonia 48150
(313) 421-9000

MORTGAGE CLOSER
We have a career position available for experienced mortgage professionals. Must have
•Capabilities to work with high volume processing and maintain attention to detail
•Excellent communication and organizational skills a must
•Experience with Word Processing, knowledge of Lotus Notes in Key stroke
•Well rehearsed customer service and benefit package as well as excellent advancement opportunities. Respond by mail to
Mortgage Affiliated Services
2550 Telegraph Rd
Suite 100
Bloomfield Hills, MI 48302
or by fax 810 332 1301
A wholly owned subsidiary
Regular Bank FSB
An Equal Opportunity Employer

NEED A NEW CAREER
LATE NIGHT AT
SHELLING BY APRIL ONLY
TUESDAY 1-9:00, 5:30-8 PM
Livonia 313-266-8600
Southfield 810-352-1330
Auburn Hills 810-373-7500
Taylor 313-284-0777

NEW YEAR NEW CAREER
•All Certified Word Processors
Starting $11/hr Must be proficient in Windows Lotus and/or Excel Temp to perm.
•All Certified Word Processors
Livonia Must be familiar with Word and Lotus Starts Temp to perm.
•DATA ENTRY OPERATOR with purchasing background. Good computer skills necessary. Troy Starts Temp to perm.
OAKTEC
Professional Staffing
Farmington Hills 810-489-5464
Auburn Hills 810-377-4070

NEW YEAR... New Career!!!
Jumpstart your resolutions! We have excellent opportunities available. We also offer free computer training. Call now for more information. This personable company is taking applications for all positions.
- Receptionist
- Secretarial
- Customer Service
- File Clerk
- Administrative Assistants
- Data Entry
- Word Processing
- And much more!!!

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

OFFICE ASSISTANT
Canton area apartment complex has an immediate opening. Typing, answering phones and other generic office duties. Some experience preferred. Send resume to
Office Assistant - O
P.O. Box 308
Southfield, MI 48037

502 Help Wanted-Office/Clerical

OFFICE ASSISTANT
Premier Internet Service Provider in Southfield is hiring an Office Assistant position in Microsoft Office. Hourly pay (40 hours) with benefits. FAX resume to (810)352-2375

OFFICE ASSISTANT / RECEPTIONIST
for medium sized law firm. Send resume to: Box #1987
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT/ CUSTOMER SERVICE
Pneudraulic, a growing company, is seeking an energetic individual to work in our beautiful studio. We offer benefits, including medical insurance, a cordial environment in a well respected company in business 93 years. Full time hours are Monday-Friday, 8 a.m. to 5 p.m. Some evenings. Send resume & salary requirements to:
Edward's Wedding Photography,
25200 Telegraph
Southfield, MI 48034
810-948-9500
Or Fax 810 948 8645

OFFICE ASSISTANT
For Clinical Research. Duties include basic PC knowledge, typing, filing, phone coverage. Full & part time applicants welcome. Send resume to
SALVATORE SCALLOPINI
Research Center PLC
Warren, MI 48092

OFFICE CLERICAL - Full time. For growing Novi service company. Computer & office experience required. Related atmosphere & competitive wages & benefits. Contact Town Center Refrigeration, Inc. (810) 380-1290

OFFICE CLERICAL
Organized self starter, computer literate with good problem solving skills to assist 30 hours week for 1 person office. Some knowledge to DSCC, 23 E Adams, Detroit MI 48226

Yazaki EDS Engineering Inc.
ATTN: Human Resources Dept.
6800 Haggerty Road
Canton MI 48187

M/F/D/V EOE

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
ANSWERING phones, filing, mailing, moderate typing (35 wpm) Hours per day Jan. & Feb., 8 hours per day for March, April and May. Call 810-642-0551
CPA firm in Birmingham

RECEPTIONIST/ASSISTANT
For optometrical office. Mature Full-time Walled Lake/South Lyon area. Send resume to: Box #2181
Observer & Eccentric Newspapers
Farmington Hills, MI 48331

RECEPTIONIST/BILLING CLERK
Full time. Ideal candidate will have 2 years experience. Knowledge of Word Perfect 5.1 a plus. Medical background helpful. Call Mr. Kelly at 810-642-0516 or call Kim for interview at 810-442-0510

RECEPTIONIST/CASHIER
Part time, 25 hours. Mature person looking for full time position. Full benefits. Experience preferred. Apply in person at
Saturn
of Farmington Hills
24730 Haggerty Rd. at Grand River. No phone calls please

RECEPTIONIST/CLERK - immediate opening. Word processing experience helpful. Call Mr. Bell between 9-11 AM 313-522-6616

RECEPTIONIST CLERK
Professional Medical Office Park Center is seeking a Receptionist Clerk for permanent full-time employment. Hours are 7:30 am to 2:30 pm.
(313) 462-1890

RECEPTIONIST/CLERK
Energetic person needed for receptionist and office clerk position, part time or full time available. Elite Communications Inc. 810-474-7020

RECEPTIONIST
Do you make every caller feel welcome and want to do business with us? If you do, we are a national company looking for an enthusiastic person to provide a positive "first image" Qualifications
• Strong communication skills
• Confident and friendly
• Experience on multiline phone system helpful
• No computer knowledge needed
Full time (40 hours) with competitive wages and benefits in a team-oriented atmosphere. Interested candidates please call Jan at 810-615-8110 or 810-691-7801
EOE

RECEPTIONIST
Experienced person for our Farmington Hills branch. Pleasant full time position available for an experienced person. Duties include: Greeting, answering multi-line phone. Word Processing, Light bookkeeping. Call Mr. Bell at 810-851-1530

PART-TIME RECEPTIONIST
Needed to work for busy home care agency. Interested applicants please call 810-557-8700
ask for Maggie Powser or send resume to
METROSTAFF
Attn: Maggie
Southfield, MI 48086-5031

RECEPTIONIST
Part time. Mon - Fri. mornings or afternoons. Livonia, Long term. Call (313) 464-0173

RECEPTIONIST
Part time. Mon - Fri. mornings or afternoons. Livonia, Long term. Call (313) 464-0173

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include greeting clients, light typing, and other office duties. Pleasant work atmosphere. Must have good typing skills. Send resume to
Human Resources
John Adams Mortgage Company
28124 Orchard Lake Rd. Ste. 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
Progressive regional CPA and Consulting Firm is seeking an experienced receptionist to fill Farmington Hills position. Duties include but not limited to: Front desk coverage, switchboard operations, FAX and limited word processing. Position requires a professional image and excellent telephone skills. Good typing skills and ability to pick up Fax. Send resume to Rehmann Robson, Attn: Human Resources, Dept. 32-20, Northwestern Highway, Farmington Hills, MI 48334 EOE

RECEPTIONIST
SATURN of Southfield is seeking 2 dependable, energetic individuals to work a part time and full time receptionist position. Call Sherry at (810) 352-8000

RECEPTIONIST/SCHEDULER
Self motivated, energetic person needed for receptionist & scheduling cable television installations
Erlix Communications Inc
810-474-7020

RECEPTIONIST / SECRETARY
A New based Manufacturer's Representative of electrical components is looking for a high quality individual to work in our Farmington Hills office. The ideal candidate would have a pleasant disposition, experience in Word and Lotus 123 and a typing speed of 35 wpm. Knowledge of a DOS based order entry system is a plus. We offer a competitive salary and benefit package in a friendly, small office environment. Please send your resume to Key Electronics, 29800 Orchard Lake Rd., Farmington Hills, MI 48333

RECEPTIONIST/SECRETARY
Livonia graphic/advertising firm seeks person for full or part-time position. Sales support, phone coverage, clerical & general office work. Typing & WordPerfect 5.1 required. Pleasant non-smoking environment. Call 313-522-6382

RECEPTIONIST/SECRETARY
FULL-TIME ENTRY LEVEL
Best starter slot to work independently. Must have great communication skills & word processing experience. Salary $17,000 to $19,000 per year. Please send resume to: Property Management, 5657 W. Maple, West Bloomfield, MI 48322, or Fax to (810) 626-2545

RECEPTIONIST - Sharp individual to do banking run errands. Call Mr. Kulinsky (810) 588-7272

502 Help Wanted-Office/Clerical

RECEPTIONIST/SECRETARY - Part Time. Recent phone experience helpful and should type 50 wpm accurately for large residential building company in 13 Mile/Orchard Lake area. Flexible hours are Mon thru Fri. 4-8pm, Sat. 8am to noon, but earlier starting times Mon thru Fri are available. Extra hours (full time) are available during the summer and on holidays. Please call Edward Rose & Sons 810-538-2256

RECEPTIONIST/SECRETARY
Property management firm in Southfield seeking receptionist with proficient typing skills. Good typing skills. Send resume to P. O. Box 70, Southfield, MI., 48037.

RECEPTIONIST/ SECRETARY
Part time for Farmington Hills. Automobile related, sales office. Must be proficient in Microsoft Word and Excel. Must have good communication skills and professional phone manner. Position is shared with another part time employee to equal 40 hours a week. Call (810) 855-6100

RECEPTIONIST/ SECRETARY
Busy construction company looking for an outgoing person for our front desk position. Applicant must have experience on multiline telephone system, typing, 10-key, computer knowledge, and general office skills. Send resume & salary requirements to: Administrator, 31313 Northwestern Hwy., Ste 200, Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
Southfield firm. WordPerfect experience preferred. Call Mr. Kaplan
Personnel, 24151 Telegraph, Suite 280, Southfield, MI 48034

RECEPTIONIST/TYPIST
Property management company seeks assertive person with excellent communication skills. Word Perfect/computer experience required. Typing of 50-60 wpm. Person must be capable of multi-tasking, busy environment. Salary to 30K/DOE. Telegraph, Suite 1200, Southfield, MI. Fax resume to (810) 948-8025 or FAX to 810-433-7615

Receptionist/Typist
Private duty Occupational Therapy office in Novi is seeking a full-time receptionist. Responsibilities include: collation and organizational skills. Duties include: transcription, word processing, filing, billing assistance, insurance verification, & appointment scheduling. Fax resume to 347-0314

Contact Teresa at 810-380-3550
Send resume to:
Oakland Physical Therapy
47601 Grand River Ave
Suite B124
Novi, MI 48374
FAX 810-380-3220

RECEPTIONIST WANTED full time for busy Ophthalmology Practice. Medical knowledge helpful. Call 810-569-4366

RECEPTIONIST/ WORD PROCESSOR
W Suburban farm seeks responsible professional Switchboard Operator/Receptionist with word processing experience plus Word Perfect knowledge. Must have excellent telephone ability & interpersonal skills required. Confidentiality a must. WP duties include other general office functions. Company has over 600 employees. Excellent benefits, including health insurance. Non smoking environment. Send resume including salary history to Dept. REC-OE, PO Box 36117, Redford MI 48239

RECEPTIONIST
25-30 hours for busy Rochester Salon. Must be able to handle multiple phone lines, friendly nature, excellent organizational skills.
Call 652-0270

RECEPTIONIST needed, part time for the tax season in our Hartland Novi, Farmington offices
(810)632-9600

REFERRAL COORDINATOR
For large real estate firm. Full time. Experience preferred. Good telephone skills, computer and real estate knowledge. Call (810) 477-3175

Personnel Coordinator
29630 Orchard Lake Road
Farmington Hills, MI 48334

RENTAL AGENT - People oriented. Some experience. Microsoft Office. Will train. Call Mr. Kaplan, Property Health Insurance plan. Start $7.50 hour. Room for advancement. Call or interview with Carol (810) 615-8600

RESIDENTIAL BUILDERS assistant, all office skills, top grades college graduate preferred. Construction experience not necessary. Fax resume (810) 855-1536

RETAIL SALES CLERK/CASHIER
Full time entry level position with benefits at Maple-Telegraph location. Apply in person or call Mr. Contact Mr. James after 10am
(810) 352-0510

SALES ADMINISTRATOR - dynamic office is searching for an additional Administrative Assistant to the owner. Send resume & salary requirements to: Box #2178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

For service company. Experienced, sharp. Advancement opportunity to Administrative Assistant to the owner. Send resume & salary requirements to: Box #2179
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Experienced individual needed to join our secretarial team. Typing 55 wpm and WordPerfect 6.0 required. Professional manner and excellent organizational skills. Full benefits package, resume and salary requirements to HR/Secretary, 29529 Franklin Road Southfield, MI 48034

SECRETARY
Fast paced organization needs secretary who is highly motivated and well organized with excellent communication skills. Prior experience preferred. Type 55-60 WPM. PC Word Processing and Database experience required. Fully paid benefits include health insurance and 401(k). Office located downtown area. Submit resume detailing prior employment education and salary requirements to Box #2178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Experienced individual needed to join our secretarial team. Typing 55 wpm and WordPerfect 6.0 required. Professional manner and excellent organizational skills. Full benefits package, resume and salary requirements to HR/Secretary, 29529 Franklin Road Southfield, MI 48034

SECRETARY
Southfield WordPerfect seeking a Student Secretary. This person will help out where ever needed including some clerical work. Must be organized. Knowledge on WordPerfect 6.0, telephone skills & good clerical skills. Must be personable, flexible, 10+ employees, office is relaxed, required during peak period. Experience preferred but not required. Pleasant professional environment. Send resume & salary expected to
FOLKMER RUDZEWICZ & CO
25200 American Dr. Ste 300
PO BOX 5004
SOUTHFIELD, MI 48086-5004

SECRETARY
Westland Farmington Hills office hours 8:30-5. Min. PC time. Must know word operations, sales, to be familiar with Microsoft Word & Excel. Call resume to 810-476-4580

SECRETARY
WE have immediate needs for experienced secretaries with the ability to advance their careers.
Our clients are looking for people who are organized, motivated, and have excellent skills.
Some of our requirements are:
• executive and administrative level positions
• 2 years office experience
• paid holidays and benefits
Call Sabah today
Bloomfield Hills Livonia
645-7767 473-2931
Advantage Staffing

SECRETARY - With auto dealership experience. Full or part time. Good medical benefits. Call Jerry at Start immediately. (313) 729-2400

Secretary/Work Processor
Fast-paced professional growing Plymouth area company seeks energetic Responsibilities include word processing, phone answering, Windows 5.1, phone answering, long distance, Word Perfect. Phone transportation needed. Office hours daily 8am-5:30pm. Some overtime. Salary commensurate with experience. Call (810) 647-7935 between 10AM-4pm Mon-Fri.

CHAIRSIDE ASSISTANT
Experienced, sunny personality. PO Box 2000
Westland, MI 48185
810-979-0711

502 Help Wanted-Office/Clerical

PLYMOUTH COMMUNITY YMCA has full time secretarial position open. Call for applications 313-453-2904

-SECRETARIAL POSITION PART-TIME
Part-time position for self-motivated professional with office experience. Applicant must be dependable, well-groomed, detail-oriented, possess excellent typing, and be capable of handling a wide variety of duties well. Pleasant working environment. Duties would include support to 25 people, planning trips, preparing for meetings, Microsoft Word, word/board, and miscellaneous.

Position would be from 12:30 p.m. to 5:30 p.m. Mon-Fri. Summer hours (June-Oct.) would include full-day Wednesday 8:30 a.m. - 5 p.m. Some short term future overtime may be required. Please send resume and salary requirements to

Diane Willis
Clayton Environmental
Consultants, Inc.
22345 Roethel Drive
Novi, MI 48375
E O E/AA M/F/H

SECRETARIAL POSITIONS
A national firm, headquartered in Rochester has an opening for administrative support in our insurance department. Selected position will provide two years, or more, office experience, typing 40-45 wpm, proficient in Word & Excel and communication skills, accurate & detailed oriented, self motivated, and be helpful. Contact Danielle at 651-2511 ext 2628 for consideration.

SECRETARIAL SERVICES for An Consultant in Beverly Hills. Word-perfect skills required. Part time 20 hours week. Please call 810-433-7965

SECRETARIAL
Typist with WordPerfect skills desired by small Tax Insurance Agency. Salary & benefits commensurate with experience. Call Stacey at (810) 642-1115

SCHOOL RECREATION DEPT. Secretary/Office Assistant
Full time. Typing 60-70 wpm, note taking knowledge of Page Maker, IBM & Mac computers, Lotus spreadsheet & database. Ability to work with figures. Benefit package included. Resumes to Birmingham Public Schools, Attn: Personnel Relations Office, 500 W. Merrill, Birmingham, MI 48009

SUBSTITUTE SECRETARIES
Must be interested & available to work on call. $6.50/hr. Please apply Bloomfield Hills School Transportation 4175 Andover Rd. (Bloomfield Hills Mall) 8:00 or call for an appointment 810-645-4518

SOUTHFIELD BASED property management company is looking for a part-time secretary to assist the property manager. Some bookkeeping experience necessary. Send resume to Secretary, P O Box 306 Southfield, MI 48037

SECRETARY/BOOKKEEPER
One person contractors office. Bloomfield Hills area. Full time & permanent MS Word, Excel. Peachtree, payroll to begin immediately. Send resume with salary expectations to Secretary, position 2317 Cole St., Birmingham MI 48009

Secretary/Bookkeeper
Computerized accounting and good clerical skills required. Company in Redford (313) 255-2226

SECRETARY/BOOKKEEPER
1 person office. Part time position. Flexible hours. 14 Mile/Orchard Lake area.
Call 855-2444

SECRETARY/ CUSTOMER SERVICE
If you feel a job with varied duties with a nice company, a friendly department and you have medical or dental benefits to offer your employer, give us a call. 313 414-0907
Sterling Personnel Services

SECRETARY
Experienced individual needed to join our secretarial team. Typing 55 wpm and WordPerfect 6.0 required. Professional manner and excellent organizational skills. Full benefits package, resume and salary requirements to HR/Secretary, 29529 Franklin Road Southfield, MI 48034

SECRETARY
Fast paced organization needs secretary who is highly motivated and well organized with excellent communication skills. Prior experience preferred. Type 55-60 WPM. PC Word Processing and Database experience required. Fully paid benefits include health insurance and 401(k). Office located downtown area. Submit resume detailing prior employment education and salary requirements to Box #2178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

For service company. Experienced, sharp. Advancement opportunity to Administrative Assistant to the owner. Send resume & salary requirements to: Box #2179
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Full time position. WordPerfect experience preferred. Southfield accounting firm. Call Jacqueline weekdays. (810) 352-3230

SECRETARY
John Casablancas Modeling & Fashion consultants. Individual needed Typing computer and office skills required. Call Mr. Morgan 9 Mon-Fri. 9-5pm. Plymouth 313-455-0700

SECRETARY
Livonia Education Computer experience with Excel required. Good organizational skills. Full time. Full benefit package. Call 810-362-4233 Fax 810-362-4042
IPG CORP.
900 Wilshire Drive, #115
Troy, MI 48084

SECRETARY - Must have typing computer experience. WordPerfect Windows. No small talk please. Call Mr. Kaplan Mile area (810) 855-5888

SECRETARY
National Real Estate firm seeks highly self motivated individual to fill fast paced office. Must be proficient in Word Perfect 6.0 for Windows, Microsoft Excel a plus. Typing - 65 wpm accurate. 2-3 years experience a must. Please send resume to
Julie Malnik
Grubb & Ellis
2000 Town Center, Suite 500
Southfield, MI 48075

SECRETARY-PART-TIME
Temporary to-hire. Starting start end of Jan. Flexible 5 hrs/day. Solid experience with WordPerfect 5.1 for Dos. Ideal for retired secretary. Farmington Hills 810-851-3600

SECRETARY, PART TIME, FOUR EVENINGS 3-7 PM and one weekend day 10-3pm. $4.50 per hour. Call CAROL MASON 810-344-1800

SECRETARY - Part-time. Noon-5pm. Mon-Fri. Outgoing, typing computer literate, filing. Call Lori (810)478-0770

502 Help Wanted-Office/Clerical

SECRETARY (Part-Time)
Seeking dependable, friendly person for general work (answering phones, light typing, etc.) Days, evenings & weekends. 12-15 hours/week. 24020 Gates Lake Rd., Suite 101, Livonia, MI 48150
(810) 473-1200

SECRETARY
Part time for Tax service office. Mon-Fri. 9-1pm. Good typing & light bookkeeping. Call (810) 559-5336

SECRETARY - Perfect for homemakers. Flexible 20-25 hrs per week in mornings. Experience preferred. Very light secretarial work. Send resumes to 810-646-6428

SECRETARY
Permanent, part-time for Lathrup Insurance agency. Mon thru Fri. no weekends or evenings. Ideal for homemakers/others. 810-569-7070

SECRETARY
Real estate appraiser with a highly diversified practice has an opening for a secretary who is adept at WordPerfect desktop publishing & must. Currently using Dos but will be transferred to windows based wordperfect. Word or Am Pro are acceptable alternatives. Some spreadsheet knowledge will be required. Telephone skills must be required to learn appraisal software (currently Cardinal Valuation). Must be detail oriented. Responsibilities include screening calls, handling client inquiries, typing reports, filing, copying, special projects and other duties as assigned. Salary commensurate with experience. Excellent benefits. Ideal candidate will be proactive, organized, and have computer skills. Accuracy is more important than speed. Some flexibility with working hours. Please send resume and salary requirements to
Appraisal Services
26105 Orchard Lake Rd., Ste. 203
Farmington Hills, MI 48334-4178

SECRETARY RECEPTIONIST
Milford office seeks bright, energetic individual with good communication & computer skills. Full benefits package. Contact Lynne Lane, Farmington Hills, MI 48331

SECRETARY/RECEPTIONIST
for a growing company. Bloomfield Hills. Proficient in Word Perfect 6.1 & Excel 5.0. Please call Lisa between 9-12 (810) 647-2228

SECRETARY/RECEPTIONIST
Strong organizational & communication skills needed for action packed organization. Provides support for fund-raising events. Must be proficient in WordPerfect 5.1/6.0, Delase 4.5 & Lotus 1-2-3. Salary based on skills. Typing & typing rates (minimum 60-70 wpm) Send resume to
L.E.S. Foundation, 17117 W. 9 Mile, Ste 1240 Southfield MI 48075

SECRETARY/RECEPTIONIST
Bernard Mazer Honda Bath, Michigan company needs detail minded, neat and well spoken individual with good pleasant phone reception personality and good typing skills. Full time and benefits. Call Ms. Hoover
DeGeus Kitchen & Bath
724 N. Woodward Ave.
Birmingham, MI 48009
Fax (810) 258-9366

SECRETARY/RECEPTIONIST
General office skills. Microsoft Word. Full time, benefits. Secretarial skills. Type 55 wpm. Microsoft Windows a plus. Send resume to: Bloomfield Hills Chamber, 1000 Bloomfield Hills, MI 48302-4136 Attn: Yasmin Fax 810-855-9637

SECRETARY
Siemens Nixdorf Printing Systems is one of the largest producers of color high speed LED and laser printers.

Our Southfield office is now seeking a Secretary to support our sales and service department. Duties include phones, prepare reports, arrange meetings, maintain files, typing of chase orders, enter new hires and handle other duties as assigned. Ideal candidate will have a minimum of 2 years of office experience, typing 50 wpm, PC sales (Microsoft Word & Excel), good communication and organizational skills.

We offer a salary commensurate with experience and attractive benefits package including health, dental, 401(k), Nixdorf Printing Systems, 175 Kinnelon Road, Kinnelon, NJ 07405 Attn: Dept. AB Equal Opportunity Employer M/F/H

SECRETARY
Southfield WordPerfect seeking a Student Secretary. This person will help out where ever needed including some clerical work. Must be organized. Knowledge on WordPerfect 6.0, telephone skills & good clerical skills. Must be personable, flexible, 10+ employees, office is relaxed, required during peak period. Experience preferred but not required. Pleasant professional environment. Send resume & salary expected to
FOLKMER RUDZEWICZ & CO
25200 American Dr. Ste 300
PO BOX 5004
SOUTHFIELD, MI 48086-5004

SECRETARY
Westland Farmington Hills office hours 8:30-5. Min. PC time. Must know word operations, sales, to be familiar with Microsoft Word & Excel. Call resume to 810-476-4580

SECRETARY
WE have immediate needs for experienced secretaries with the ability to advance their careers.
Our clients are looking for people who are organized, motivated, and have excellent skills.
Some of our requirements are:
• executive and administrative level positions
• 2 years office experience
• paid holidays and benefits
Call Sabah today
Bloomfield Hills Livonia
645-7767 473-2931
Advantage Staffing

SECRETARY - With auto dealership experience. Full or part time. Good medical benefits. Call Jerry at Start immediately. (313) 729-2400

Secretary/Work Processor
Fast-paced professional growing Plymouth area company seeks energetic Responsibilities include word processing, phone answering, Windows 5.1, phone answering, long distance, Word Perfect. Phone transportation needed. Office hours daily 8am-5:30pm. Some overtime. Salary commensurate with experience. Call (810) 647-7935 between 10AM-4pm Mon-Fri.

CHAIRSIDE ASSISTANT
Experienced, sunny personality. PO Box 2000
Westland, MI 48185
810-979-0711

502 Help Wanted-Office/Clerical

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Career Placement - Temporary and temp to perm, jobs available. Let us do the search for you immediately opening.

•Receptionist •Data Entry
•Word Processors •File Clerks
•Admin Asst •Legal Assistant
Call today - Work tomorrow

Livonia, 313-268-8000
Southfield 810-352-1000
Auburn Hills 810-373-7500
Taylor, 313-284-0777
SNELLING
PERSONNEL
SERVICES
An Equal Opportunity Employer

ST. MARY HOSPITAL has temporary positions 20-90 days duration for a professional Clerical/Secretarial staff. Candidates should be detailed oriented and have good clerical and typing skills. Hospital experience a plus.
Qualified candidates call Bill Hall (313) 655-8100 or apply in Human Resources
ST. MARY HOSPITAL
36475 Five Mile Rd
Livonia, 48154
An Equal Opportunity Employer
Affiliated with Wellsam

SWITCHBOARD OPERATOR PART TIME
Vaissee Communications, Inc. is looking for an experienced Operator. Hours are Monday through Friday, 12:45 P.M. Monday through Friday. The ideal candidate will have excellent organizational skills and superior phone manner. Must have 1 year minimum experience on multi-line systems & plus. Interested candidates should send a resume, cover letter, and salary requirements to
Vaissee Communications, Inc.
Attn: Personnel Dept.
36111 Schoolcraft Rd
Livonia, MI 48150
An EEO/Drug Testing Employer
Applicants with foreign language skills encouraged to apply.

TECHNICAL WRITER
If you seek opportunities to be challenged and competitively compensated, we offer a fast paced career record in the creation and publishing of technical documentation for our rapidly growing software team. We are enjoying consistent annual growth rates of nearly 50% and offer outstanding career potential to the right individual with proven experience of publishing software, especially MS Word and Corel Draw a definite plus. Send resume to
Human Resources Manager
19500 Victor Parkway
Suite 375
Livonia, MI 48152

TYPIST
Property management company seeks detail oriented person with good organization skills. Word Perfect 5.1, Lotus and general computer experience. Salary based on ability. Call Mr. Kaplan Farmington Hills, MI 48025 or FAX to 810-433-7615

TYPIST/RECEPTIONIST
Laboratory Corporation of America seeks a full time Receptionist/Typist. Front Desk Receptionist. We are currently seeking a detail oriented individual with advanced typing skills (50 wpm) and computer skills. Excellent written and verbal communication skills, as well as a minimum of 2 years of medical laboratory experience is required. As part of the world's largest clinical laboratory system, LabCorp offers a competitive salary and benefits package. For immediate consideration, please fax or send Cover letter and resume to: Attn: Dept. 3355, Capitol, Livonia, MI 48150 EOE M/F/V/D

WARRANTY CLERK/ CASHIER
Fred Lavery Co. (Birmingham auto dealership) seeks a full-time Warranty Clerk/Cashier. Must have 2 years required. Competitive wages & benefits. No phone calls required. Resume: (810) 645-5930 EOE

WIRE OPERATOR
to enter orders for 1 major brokerage firm. Experience preferred. Please call Therese Moylan 855-3211-1931

WORKMATES HILLS NURTURING CENTER in Bloomfield Hills will be opening their be