EMPLOYMENT

502 Help Wanted-Office Clerical

MEDICAL RECORDS AUDITOR needed. Troy counseling clinic. 15-20 hrs/week. Flexible hours. Must be detail oriented, self motivated and work independently. Will train. Contact Mahlon Ryder at 810-244-8644 or FAX resume: 810-244-1330

MORTGAGE PROCESSORS
Experienced only. Salary + bonus. Upscale, fast-paced Mortgage Company expanding offices to new locations. Competitive pay scale, generous benefits, great working atmosphere. Call Linda Hoover at 810-433-9617 X262 or fax resume to: 810-433-3646

NORRELL SERVICES is currently looking for experienced:
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES

for full-time positions in Ann Arbor & Ypsilanti. Pay rate from $7-$12 per hour. Bonus paid weekly. For more information call: Norrell (313) 981-3351

OFFICE ADMINISTRATOR
Child Rehab Clinic. W. Bloomfield needs person for office duties including scheduling, billing, phones. Computer skills a must. 810-906-0300

OFFICE ASSISTANT
Le-Z-Boy Furniture Galleries is now accepting applications for an immediate opening in our Troy office/clerical position. Requires motivated individual with strong organizational ability and the ability to work with the public. Some weekend work is required. Apply in person or call:
LA-Z-BOY Furniture Galleries
Now Hiring
810-346-3700
(On Tennyson Oakland Service Dr.)

OFFICE ASSISTANT needed for fast-paced financial services company in Livonia. Clerical and/or sales experience preferred but will train right person. Benefits available. Pay based upon experience. Call 810-476-8080 ext. 690

OFFICE ASSISTANT/Bingham Center. Part-time Mon-Fri. General clerical, phone, data entry. Min. typing 37wpm. Fax inquiries 810-258-0997

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking for full time clerical position. WordPerfect 5.0 & 3.1 experience preferred, but will train right person. Pay commensurate with experience. Please call: 810-357-2400 Ext 172

OFFICE MANAGER needed for insurance, organization. Bend resume including salary desired to: James Burton, 30833 Northwestern, Suite 170, 10 Mile Rd., Eastpointe, 48021.

OFFICE MANAGER - Part-time or full time for person in Real Estate construction business. Independent and creative person with computer skills, sales, bookkeeping experience. Send resumes to: Mr. Jerome Ellman, 1835 N. Lafayette, Royal Oak, MI 48073 Fax: 810-546-7297

OFFICE POSITION
for small business office in Troy. Duties include: phone, light bookkeeping, billing & general clerical. Must be highly organized, computer literate with good telephone & written skills. Please send resume with salary requirements to: P.O. Box 991, Novi MI 48376-0991.

OFFICE POSITIONS
Full time and part time positions available in our Southfield office. Day shift. Must have minimum 1 yr. previous office experience. Excellent math ability & 10 key calculator skills required. Excellent benefits. Send resume including salary requirements to: Attn: Sandra Gilbert, P.O. Box 7081, Southfield, MI 48086

OFFICE PROFESSIONAL-Position involves varied duties, public relations, computer skills or interest in developing computer proficiency. Salary commensurate. Reply: Financial Services, 810-853-2373

OFFICE
Restaurant corporate office seeking person for accounting position. Should have computer, telephone & general office experience. Fax resume or send resume to: Salvatore Scallopini, 17100 E. Mirlebrook, Detroit, MI 48200

OFFICE SECRETARY
2 yrs. clerical & computer experience necessary. Call Mon-Fri 8-5 for application. Full benefits. F. L. Tool Holders, 36010 Industrial Rd., Livonia, MI (313) 891-0134

OPEN HOUSE
Tues., May 21
9:00 a.m. - 2:00 p.m.
Immediate Openings For:
- CLERICAL
- RECEPTIONISTS
- SECRETARIAL/ WORD PROCESSING

To fill out an application, join us at:
Entach Personnel
Livonia Office
17197 N. Laurel Park Dr.
next door to Jacobs Fitness
(Off 8 Mile Between Haggerty & I-275)
(313) 464-0196
Professional Attire AND Proper I.D. required for I-9 Verification

OPTICAL RECEPTIONIST/ DISPENSER - Part-time experience helpful, but will train right person. (810) 474-8125

Order Entry Clerk
Shipping/Receiving Dept.
Unique opportunity to work for a growing auto supplier. Seek self organized, hands-on individual with dependable transportation. Great Pointe software. Near Redford. Benefits in medical, dental, life. 8-5:30 hour + evenings based on experience. Send resume & pay history to: Order Entry Clerk, P.O. Box 836843, Farmington Hills, MI 48334-0843 FAX: 313-838-4860

Part Time Clerical
2pm-6pm
Sat., Sun-12noon
Professional, fast paced office. Seeking energetic person. Phone and a variety of responsibilities involving:
- Phones, 7-9pm
- Filing
- Data Entry
- Typing, 7 using

Opportunity hourly rates. Please send resume to:
Pat Hing
AIB
30665 Pontiac Trail
West Hills, MI 48146
Fax 810-437-9750

PART-TIME, DENTAL office, 15-20 hours per week. Apply in person. Fetch (Nursery, 5800 W. Maple, West Bloomfield.

PERSON FRIDAY for service office. Good phone skills, computer friendly, people person. Livonia/Farmington. (810) 888-5314

PRODUCTION
Several people needed for all shifts. Make twice minimum wage. Full and part-time positions available. Call: 313-538-4600

502 Help Wanted-Office Clerical

PERSONAL ASSISTANT
Seeking highly motivated individual for busy Bloomfield Hills Realtor. Previous business background in multi-line estate preferred. Good communication and computer skills required. Full-time position. Send resume and cover letter stating salary requirements and available commencement date to: Ms. Scott, dba 200 E. Brown St., Suite 101, Birmingham, MI 48009

PHONE OPERATOR/ RECEPTIONIST
For corporate office full time position Mon-Fri., 8-5pm. Excellent benefit package. Will train right individual. Please call Kathy at (810) 569-1100 Ext. 3107

PURCHASING OFFICE/ CLERICAL
Great opportunity. Diverse administrative/clerical duties in busy purchasing office of international manufacturer. Data entry/filing/documentation/records, etc. Requires basic computer skills. Knowledge of Lotus 36/AS400 experience a plus. Competitive pay and benefits package. Congenial staff. Convenient location near Canton off I-275. Please send resume to: Clerical Box #2903 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

QUALITY MANAGER
a growing manufacturing company in search of a quality assurance manager. Minimum 5 yrs. experience in quality assurance. Knowledge requirements. ISO 9000 & computers required. Send resume with salary requirements to:
Attn: Personnel
29555 Stephens
Taylor, MI 48180

SKILLED RECEPTIONIST
Tapper's
Oakland county leading jewelry retailer, is seeking a experienced receptionist for operation at a multi-line phone and voice mail system. Qualified applicants must have excellent communication skills, both verbal and written. Computer experience helpful. Competitive salary and bonus package in addition to benefits.
Call Mr Salzenstein
(810) 932-7700
or fax resume: (810) 932-7717

OFFICE MANAGER needed for insurance, organization. Bend resume including salary desired to: James Burton, 30833 Northwestern, Suite 170, 10 Mile Rd., Eastpointe, 48021.

OFFICE MANAGER - Part-time or full time for person in Real Estate construction business. Independent and creative person with computer skills, sales, bookkeeping experience. Send resumes to: Mr. Jerome Ellman, 1835 N. Lafayette, Royal Oak, MI 48073 Fax: 810-546-7297

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OFFICE SECRETARY
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- Phones, 7-9pm
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Opportunity hourly rates. Please send resume to:
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PERSON FRIDAY for service office. Good phone skills, computer friendly, people person. Livonia/Farmington. (810) 888-5314

PRODUCTION
Several people needed for all shifts. Make twice minimum wage. Full and part-time positions available. Call: 313-538-4600

502 Help Wanted-Office Clerical

RECEPTIONIST
Growing automotive supplier of Electrical Distribution Products has an immediate opening for a Front Desk Receptionist at our North American Operation Headquarters. Responsibilities include operating multi-line phone switchboard, to direct incoming calls, filing, basic clerical duties, maintenance of visitors, and performing various clerical duties.
The individual will possess a High School Diploma, ability to work with teams, ability to multi-task, ability to use standard office equipment, and excellent interpersonal skills.
Please submit a completed application to:
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

RECEPTIONIST - LIVONIA
Seeking full time individual with our company personality, excellent communication skills & some computer knowledge. Excellent salary & benefit package. Call 313-422-6995

RECEPTIONIST
Livonia office hiring part-time receptionist. Phones, filing, and light resume to: Fischer, 17197 N. Laurel Park Dr., Ste 136, Livonia, MI 48152 or FAX to: 313-953-9360

RECEPTIONIST - Local business needs a reliable person to fill a full-time assistant position. Computer knowledge a plus. Call today to set up an interview. (810) 553-1071

RECEPTIONIST
NEEDED for non smoking law firm in search of a quality assurance manager. Minimum 5 yrs. experience in quality assurance requirements. ISO 9000 & computers required. Send resume with salary requirements to:
Attn: Personnel
29555 Stephens
Taylor, MI 48180

RECEPTIONIST
needed, full-time position for a fast paced professional office. Entry level. Excellent benefit package. Apply in person at 30785 Grand River, Farmington Hills. 810-478-7030

RECEPTIONIST NEEDED
Full time for busy Farmington Hills spa. Salon or spa experience helpful. Apply in person:
Tamara Institute De Beaute,
32520 Northwestern Hwy.
Farmington Hills

RECEPTIONIST NEEDED, full time 8-4:30 Mon. thru Fri. Livonia office. 810-473-2109

RECEPTIONIST
NEXTEL Communications, a premier provider of wireless communications services, is seeking a dynamic full-time Receptionist to join our team in Southfield.
Duties include answering and routing incoming calls, greeting visitors, distributing mail, drawing and maintaining office supplies and assisting departments with clerical projects. Qualified candidates will possess PBX switchboard experience, excellent communication and PC skills, and a professional demeanor. Familiarity with MS Word, Excel & Powerpoint a plus.
Nextel Communications offers an excellent salary and benefits package with opportunity for advancement. Interested candidates may forward a cover letter and resume with salary requirements to:
NEXTEL COMMUNICATIONS
Attn: Human Resources
300 Galleria Officentre, Suite 301
Southfield, MI 48034
EOE/m/f/v

RECEPTIONIST
NOVI area manufacturing firm seeks an organized, self-motivated individual to perform functional support staff person. Phone, typing and computer skills required. Competitive wages and full benefits. Call Tuesday, May 21, between 1-5 pm. (810) 305-9480

RECEPTIONIST
or SECRETARY
Excellent opportunity. Southfield area. (810-557-9080

RECEPTIONIST
Part-time receptionist/secretarial skills & word processing required. Pleasant Ridge area. Call Mrs. Gilbert at 810-542-9300

RECEPTIONIST
DEALERSHIP seeking individual to fill challenging multi-faceted position. Experienced preferred. Monday-Friday, benefits and new facility. Apply to:
Bill Brown Ford
32222 Plymouth Rd.
Livonia, MI 48150
(313) 421-7000

RECEPTIONIST - desired for busy dental office. Part-time evenings & weekends. Call Sue for Gloria (810-740-2300

RECEPTIONIST
Entry level position for small Southfield law firm. Clerical experience preferred. Call between 10am-4pm. (810) 357-4100

RECEPTIONIST
EXPERIENCED, with good typing skills for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to: Richard B. Kemp, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

RECEPTIONIST
Experienced and mature full-time Receptionist needed for a growing and reputable property management company located in Farmington Hills. Duties include answering multi-line phone system, sorting mail and word processing. We are looking for a professional, responsible and energetic person who can work well as a team player and projects a positive attitude. Salary commensurate with ability and experience. Health insurance, 401K. Fax resume with salary requirements to(810) 932-3078 or mail to: 31700 Middlebelt, Ste. 148, Farmington Hills, MI 48334. Attn: Joyce.

RECEPTIONIST - full time position, benefits included, telephone experience helpful. Call Kathy at 29011 N. Woodward, Floor, Royal Oak, MI

RECEPTIONIST
Full or part-time for busy optometry office in the city of Wayne. Some experienced preferred. Must enjoy working with people.
Call Cindy: 313-721-8442

RECEPTIONIST - General office work, 25-30 hrs. per week. Video production co. Downtown. Call Dick or Tracey. (313) 843-9292

RECEPTIONIST
Good people/phone skills. A nice place to work! Females. Contact Kathy: (810) 647-8777

RECEPTIONIST
Highly respected beverage distributor of Farmington has an immediate long term opening, perfect for the professional person with top notch demeanor and skills. Call: (810) 737-1711
TEMPORARY RESOURCES

502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
35-40 hours per week, with 401K, health insurance and other benefits. Typing & computer skills helpful. Resume only. Office Manager, 27200 Haggerty Rd., Suite A5 Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY
Full time needed to answer phones, file, basic clerical duties. Knowledge (WordPerfect 6.0) helpful, light dentures (will train right person). Excellent salary, full benefits.
Send resume stating salary history to: 24681 Northwestern Hwy., Suite 001, Southfield, MI 48075

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TEMPORARY RESOURCES

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SALES ASSISTANT
to work for prominent firm located in Renaissance Center. Good secretarial and communication skills required. Computer skills a plus. Call for an application: (313) 258-6500
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SALES SECRETARY
Automotive Division of a Fortune 100 corporation seeks a Sales Secretary for its Southfield, MI sales office. Secretarial skills required, prefer with computer skills in Smart Suite or Microsoft Office. Duties include general sales office responsibilities including customer interaction, sales support, etc.
We offer a competitive salary and benefits, which includes comprehensive medical and dental coverage, a 401(k), life insurance coverage, pension plan, and more.
For consideration, please submit your resume and salary history to:
ATTN: SALES MANAGER
P.O. Box 766
SOUTHFIELD, MI 48037-0766
An Equal Opportunity Employer M/F/D/V

SALES SECRETARY
for Farmington Hills rep firm. Full time position. Ideal candidates will have excellent organizational, phone & typing skills with minimum of 3 yrs office experience. Strong working knowledge of Microsoft Word 6.0 & Excel 4.0. MS Publisher or Powerpoint a plus. Salary $25K. BCBS. Fax resume to: 810-926-1338 or call 810-960-8994

SALES SECRETARY
Growing Livonia based service company looking for pleasant & efficient support person for Sales Department. Must have experience with:
- Word processing
- Spreadsheets
- Database
- Spreadsheet

applications, all in Windows environment, and typing speed of 55 wpm. Please fax/mail resume to Kathryn Hodor at:
Acro Service Corp.
17187 N. Laurel Park Dr.
Suite 8165, Livonia, MI 48152
FAX: 313-541-1217
No phone calls please.

SALES SUPPORT POSITION available. Experience in Windows, Ms Word, 6.0, Lotus or Excel, dictation/transcribing, typing minimum 75 wpm. Auto/Mail a plus. Insurance experience helpful. Send resume stating salary requirements to: Operations Manager, 3000 Town Center, Suite 407, Southfield, MI 48075

SECRETARIAL - Mature individual with office supervisor experience, basic bookkeeping, computer literate, customer skills, strategic, good phone skills. Salary commensurate. Fax resume to: Southfield area. (810) 799-9988

SECRETARIAL POSITION for Property Management division in real estate office bldg. Candidate should have 3 years secretarial experience, working knowledge of Word Perfect and Lotus. Position involves initiative and adaptability. Individual should be very organized and have a strong commitment to customer service. Full dental, 401(k) and vacation. Property management background helpful. Salary commensurate. Send resume and salary requirements to:
Ms. S. Rosen
P. O. Box 5067
Southfield, MI 48037

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, knowledge of accounting, apply in person, Grass Technical, 30777 W. 7 Mile, Livonia.

SECRETARIES NEEDED, part time and full time. Requires WordPerfect 5.1, excellent communication skills and a professional demeanor. Starting rate $6.00-$8.40/hr. Please call Candy McDuffie at 313-432-5412 to be scheduled for a WordPerfect 5.1 test.
MADONNA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
MADONNA UNIVERSITY

SECRETARIES
Staffing Resources focuses on placement of highly qualified, temporary & temp-to-perm candidates. Individuals with knowledge of Microsoft Word, Excel, WordPerfect, Lotus, Powerpoint and Windows are in demand. Weekly pay. Apply: Our temporary and permanent placement divisions will assist you in a career move.
STAFFING RESOURCES
(810) 737-1711

SECRETARIES
WORD PROCESSORS
$9 to $12 hour
Temp to perm, long and short term assignments in Livonia, Detroit locations. Excellent typing skills required. Flexibility and good team skills a must. Very strong word processing skills in one or more of the following software packages desirable:
- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS
- POWERPOINT

Resumes Required
Call to set up an appointment
313-876-4300
Olsten Staffing Services

ARCHITECTURE/CONSTRUCTION SECRETARY
Small professional firm seeks organized, self motivated person full time position. Must have general office, typing, bookkeeping, administration, computer literate (Word, Lotus, experience in QuickBooks, Word, Excel), send resume & salary requirements to: Attn: Office Manager, 29 Beaver, Ste. 271, Troy, MI 48084 or Fax: 810-362-8870

SECRETARY/BOOKKEEPER
WITH computer skills for Birmingham area manufacturer of Sealed Products. 8 M-F. 20677 Northwestern Hwy., Ste. 200, Southfield, MI 48034

SECRETARY
Busy Tree Service office needs VERY SHARP person. Great opportunity. Call George: (810) 690-1500.

SECRETARY/CLERK
FLEXIBLE schedule. 37-40 per hour depending. Secretarial/computer skills preferred. Fax to: P.O. 37735 Enterprise Ct., Ste. 400, Farmington Hills, MI 48331

SECRETARY - Computer literate for Lawyer's office. Salary negotiable. Contact Patricia, DIVINE, (810-563-4460

SECRETARY
Computer experience, dictaphone, multi-phone line & other misc. office duties. Telegraph & Warren area. Call Mr. Hoffman, P.O. Box 401138, Redford, MI 48240.

502 Help Wanted-Office Clerical

SECRETARY
Established Southfield based construction & development company seeking a Construction Suite Secretary with experience, benefits included. Send resume & salary requirements to: O.L.I., P. O. Box 208, Southfield, MI 48307

SECRETARY
Farmington Hills office seeks a conscientious, highly organized, self-motivated individual with proven ability to juggle multiple tasks with minimal supervision. Call Human Resources, Good phone skills & math ability a must. 810-855-9076

SECRETARY
Full-time General office duties. Computer experience necessary. Good phone skills. Customer contact. Call for interview: (810)661-7786

SECRETARY
Full time immediate position available for an organized, reliable, dependable sales team player. Must have PC experience and good communication skills. Includes benefits and $8/hr. Please send resume to: PO Box 700304 Plymouth, MI 48170

SECRETARY
Furniture repair firm in Rochester Hills. Looking for person who has some typing, computer, phones & other clerical duties.
Call 810-656-8557
or fax resume to 810-656-3151

SECRETARY/GENERAL OFFICE
811 S 13 per hour. Must have good Type 55-60. Lots of variety. Bloomfield area. Call 810-772-6700. Snelling Personnel Services

SECRETARY
IF you're looking for an excellent position with benefits, this is the place. Northwestern Hwy. and Western suburban company has immediate opening for an Sales Director. Ideal candidate will have Secretarial skills. Must be able to work independently. Temp to perm. Call Sherl.
Birmingham Livonia/Farmington
540-7661 473-2931
Advantage Staffing

Secretary?
Maybe in the beginning, but where the position goes from there is up to you! Growing company needs an office worker with secretarial skills & a pleasant demeanor. Please send resume to Dan: (810) 398-5837 or mail to: Secretary, Suite P, Royal Oak, MI 48067.

Secretary
needed for rapidly growing company. Some experience necessary. Wixom (810) 668-0800

SECRETARY
Our companies offer their employees the latest in cutting edge technology, excellent earning potential, and growth opportunities. We need your strong office support skills and your ability to interface with clients. Power Point or Quark an advantage. To $14.00/hr. Call Susan.
Birmingham Livonia/Farmington
540-7661 473-2931
Advantage Staffing

SECRETARY
Part-time 20-24 hours per week. Typing, filing, answering phones. $6.50 - $7 per hour. Light bookkeeping. Interiors, 20232 Middlebelt Rd., Livonia. (810) 474-6900

SECRETARY - Part Time Small Birmingham office 2 secretaries to split 40 hrs./wk. Must have excellent typing skills required. Bookkeeping a plus.
(810-645-6600

SECRETARY - Part Time/full time Windows & SQL necessary. 810-642-7700 Fax 810-642-2461 Personnel Data Report Corp

SECRETARY
Part Time
Canton location of multi-site mental health clinic needs person to work part time, Tues. thru Fri. evenings & possibly 1 Saturday morning per month. Previous medical office experience helpful. Send resume to: Director of Behavioral & Medicine-CA, 2004 Packard Rd., Suite 18, Ann Arbor, MI 48105

SECRETARY
Part-time Secretary - Regional CPA firm in Bingham Farms. Daytime flexible hours. Good organizational and phone skills. Microsoft Word. Fax resume to (810) 645-5020

SECRETARY
Permanent full-time secretarial position available in the Bloomfield Hills area. Candidate must be extremely proficient in the following areas:
- MS Word 6.0
- MS Excel 5.0
- Powerpoint
- Type 60+ WPM
- Strong interpersonal skills
- Knowledge of Legal Terminology

Salary range is $25,000 - $30,000 per year. Interested applicants fax resume to:
810-355-1155

SECRETARY/RECEPTIONIST needed for Beverly Hills law firm. Part-time to full-time. Typing & computer skills a must. Bookkeeping a plus. Call for interview: 810-645-6633

SECRETARY/RECEPTIONIST
part-time, 3 days Semi-Nude. Typing & computer skills required. Choice free office. Will train. Westland area.
(313) 721-4640

SECRETARY/RECEPTIONIST
Mature, responsible. Typing 55wpm, efficient in Windows & Powerpoint, misc office duties. Sends/fax resume with salary requirements to: 31901 Schoolcraft Rd. Livonia, MI 48150 Fax: 313-522-6022

SECRETARY/RECEPTIONIST
Typing and computer skills required. Apply at: Long Mechanical, 190 E. Maple, Birmingham. (810) 343-0372

SECRETARY/RECEPTIONIST
Needed, full time for commercial real estate office located in Farmington Hills. Experience and good typing skills. (810) 737-7110

SECRETARY/RECEPTIONIST
Small Bloomfield Hills law firm, Wordperfect required. Patient but demanding pace a plus. Call: 810-645-5336

SECRETARY
Small law firm requires part-time Secretary/Receptionist, PC hours. Must have knowledge of WordPerfect 6.1, typing and use of dictaphone. Call: 313-261-1114

502 Help Wanted-Office Clerical

SECRETARY/RECEPTIONIST
Small professional firm seeks organized, self motivated person full time position. Must have general office, typing, bookkeeping, administration, computer literate (Word, Lotus, experience in QuickBooks, Word, Excel), send resume & salary requirements to: Attn: Office Manager, 29 Beaver, Ste. 271, Troy, MI 48084 or Fax: 810-362-8870

SECRETARY/RECEPTIONIST
WITH computer skills for Birmingham area manufacturer of Sealed Products. 8 M-F. 20677 Northwestern Hwy., Ste. 200, Southfield, MI 48034

SECRETARY
Busy Tree Service office needs VERY SHARP person. Great opportunity. Call George: (810) 690-1500.

SECRETARY/CLERK
FLEXIBLE schedule. 37-40 per hour depending. Secretarial/computer skills preferred. Fax to: P.O. 37735 Enterprise Ct., Ste. 400, Farmington Hills, MI 48331

SECRETARY - Computer literate for Lawyer's office. Salary negotiable. Contact Patricia, DIVINE, 810-563-4460

SECRETARY
Computer experience, dictaphone, multi-phone line & other misc. office duties. Telegraph & Warren area. Call Mr. Hoffman, P.O. Box 401138, Redford, MI 48240.

502 Help Wanted-Office Clerical

SECRETARY
SALES SECRETARY
Part Time
Corning Clinical Laboratories in Michigan is seeking a SALES SECRETARY to work part time. The successful applicant must possess a minimum of 60 wpm typing skills, be computer literate and possess excellent office/phone skills to work in our fast paced sales office.
We offer a competitive salary and professional work environment. For immediate consideration, please forward your resume to, or apply Mon-Thurs., 11AM-3PM (please come prepared for testing) at Corning Clinical Laboratories, 4444 Giddings Road, Auburn Hills, MI
EOE M/F/D/V

SECRETARY
SMALL title insurance agency desires person with basic computer skills and real estate knowledge. Salary commensurate with experience, plus benefits. Send resume to:
FIDELITY TITLE CO
32100 Telegraph Rd., Suite 215
Bingham Farms, MI 48025
(810) 642-1818

SECRETARY
Southfield based property management firm is looking for a Secretary to assist the Property Manager. Some bookkeeping experience necessary. H.O.D. experience helpful. Plus Computer knowledge essential. Benefits included. Send resume to: Property Mgr., P. O. box 306 Southfield, 48037

SECRETARY
SOUTHFIELD based commercial real estate company seeks an experienced individual. Qualified candidate should have experience in Word Perfect Windows 6.1, Excel, & have an excellent telephone demeanor & strong interpersonal skills. Flexible work schedule from 30-40 hours per week, shortband experience a plus. For more information please call Janet at 810-352-0700

SECRETARY
Southfield based food chain has immediate opening for a full time person. Duties include phones, light word processing & clerical duties. Salary commensurate with experience. Please apply at: Habor Enterprises, 24293 Telegraph Rd., Southfield

SECRETARY
The Polk Company, one of the nation's largest fastener marketing companies, seeks a top secretarial position right in its Sales Division. These positions require at least 2-5 years experience in a secretarial capacity using Microsoft Word, Excel and Powerpoint, or comparable software. Candidates should be organized, have good communication skills and work well with deadlines.
For consideration, please send resume with salary requirements to:
The Polk Company
Attn: SEC
6400 Monroe Blvd.,
Taylor, MI 48180.
Equal Opportunity Employer. M/F/D/V

Secretary/Word Processor
Professional, growing office seeks pleasant fast paced working environment. Responsibilities include word processing using Microsoft Windows 6.1, phone answering, typing of chart mail, basic bookkeeping transcription needed. Office hrs daily, 8:30am-5pm. Some overtime may be required. Excellent benefits, health, 401K, life disability, etc. Send resume to: Attn: Business Manager, 3000 Middlebelt, Suite 7, Garden City, MI 48135, Fax: 313-425-3820

SECRETARY, $24,000
Word Perfect for windows and Lotus required for this professional medical agement firm. Great benefits. Quick hire Call Danielle 810-772-6790
Snelling Personnel Services

SERVICE REPRESENTATIVE
Needed by busy pest control management firm. Candidates must be self starters, exhibit professionalism, possess excellent communication, math, & computer skills, including WordPerfect. Non-smoking office. Send salary requirement to: Personnel Dept., 3883 Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302

SPECIALTY SURGICAL PRACTICE
looking for entry level candidates for newly created, full time support position. Extensive client contact & patient education via telephone & inter-office communication. Some experience required & Internet experience a plus. Knowledge of marketing involved, could lead to more. Fun environment, international clientele required, must be self starter, well groomed, dependable, and learn on arised yet able to work with auditors supervision. Send resume to:
Marie K. Tressel, M.D. & Associates, Attn: Sherrie L. Webb, Administrator, 29400 W 12 Mile Rd., Suite 150, Southfield MI 48034

STATE FARM INSURANCE
Secretary for busy insurance office. Experienced or strongly motivated to learn & become an important part of a successful team. Excellent pay, health insurance, & benefits.
(810) 968-3670

SUMMER JOBS
Are you looking for a summer job that will give you experience in an office environment? We have several positions available for enthusiastic, self-motivated individuals. Responsibilities include but are not limited to reviewing high quality Yellow Page Assignments, typing, filing and varied clerical duties. Some positions may require flexible Saturday Assignments will last 3 months. (One position requires a background in Accounting coursework which pays $8.00/hr.)
Qualified candidates should send/fax a resume or apply Mon-Fri 9am-4pm.
Equal Opportunity Employer M/F/D/V

SUMMER SECRETARY for Troy Youth Assistance. Jun 10-Aug 16. Mon-Thurs. high school grad with people & computer skills. 8am-3:25pm

SWITCHBOARD CASHIER
LaFontaine Toyota in Dearborn seeking qualified person. Switchboard experience helpful. Apply in person: 8037 S. Telegraph, Dearborn.
(313) 561-8600

SWITCHBOARD OPERATOR
for busy physician's office located in Farmington Hills. Pleasant personal. Full time, Monday-Friday.
(810) 553-0010, Ext 215

TELEPHONE ANSWERING SECRETARY
Computerized system, for prestigious office in Livonia. Must be dependable, well trait. Judy: 313-801-4555

TELEPHONE OPERATOR
general office, $6 an hour. Livonia area.
Call (313) 421-1600

502 Help Wanted-Office Clerical

TELEPHONE ASSISTANT
Client companies in the Southfield, Livonia, Farmington, Bloomfield and Detroit areas are requesting individuals with great phone skills to assist with incoming calls. Here are some benefits at the time:
STAFFING RESOURCES
(810) 737-1711

TELESERVICES DEPT - Need individuals who are self motivated, have pleasant speaking voice. Telemarketing experience helpful but a good work ethic is required. $7.6/hr. non commission. (313) 416-2433

TELESERVICES
TRAVEL
PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a travel information and reservation program, utilizing both excellent phone and computer skills while helping travelers plan their upcoming vacations. Established company offers offers great pay and benefits, training, advancement opportunities and a great working environment. General interest meetings. For more information, call:
313-261 8220
Equal Opportunity Employer

TEMPORARY
HRMS has immediate openings to work temporarily for Receptionists, Entry level Secretaries, and Clerks. $8-10/hr. to start. HRMS. Call 810-968-0287

TITLE COMPANY
Seeks Closing Coordinator for Livonia office. Desire typing and good communication skills. Experienced preferred.
Call Joanne. 313-462 2