502 Help Wanted-Office Clerical

LEGAL SECRETARY
Mid-size downtown Detroit plaintiffs firm seeks talented Legal Secretary for a busy desk. Requires litigation experience, excellent secretarial skills and WordPerfect 5.1. Competitive salary, excellent benefits. Send resume to: Personnel, Kelman Loria Downing Schneider & Simpson 2300 First National Building, Detroit, MI 48226, or fax to (313) 961-8475

LEGAL SECRETARY/PART-TIME
Legal Secretary with general practice & WP 5.1 experience needed 28 hrs/wk, either 5 short days or 4 full days. Outstanding Troy location. Paid personal & vacation days. 401K/profit sharing plan. Send resume to: Legal Administrator, 801 W. Big Beaver, Ste. 500, Troy, MI 48084

LEGAL SECRETARY: Part time with three (3) years experience in personal injury/workers' compensation. Non-smoker. Send resume to 30300 Northwestern Highway, Suite 304, Farmington Hills, MI 48334 or phone (810) 855-6090

LEGAL SECRETARY - Southfield plaintiff law office. Minimum 2 years experience in workmans comp. Have excellent office skills. Salary commensurate with experience. Send letter with resume to Box #2708 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

LEGAL SECRETARY
Troy law firm seeks full time experienced Legal Secretary with WordPerfect skills. We offer:
- Competitive Salary
- Medical Insurance
- Life & Disability Insurance
- 401(K)
- Paid Vacation & Personal Days

Send resume with salary history to Legal Administrator, P.O. Box 1674 Troy, MI 48099
Equal Opportunity Employer

LEGAL SECRETARY
Troy law firm. Corporate experience preferred. Salary commensurate with experience. Call (810) 649-7800

LEGAL SECRETARY
with 2 yrs. experience in medical malpractice for Troy defense firm. Call 810-649-1330 or fax resume to 810-649-1622

LEGAL SECRETARY
2 Attorney office. Workers Compensation. Fax resume to 810-569-8363 or call 810-569-8860

MANAGER'S ASSISTANT
For self-storage in Livonia. 2 days per week. Office work & light maintenance. Call (810)476-6444

MANAGER/ WAREHOUSE
Well established Livonia, Michigan based electronic distribution facility has a Warehouse Manager position available. Candidates must have several years of experience in warehouse management. Excellent compensation package. Forward resume and salary history to Box #2683 Observer & Eccentric Newspapers 36251 Schoolcraft Rd
An Equal Opportunity Employer

MANUFACTURING/ DISTRIBUTION OPPORTUNITIES!
- Production Manager - Chemicals
- Production Manager - Hydraulics
- Warehouse Manager - Construction

Permanent positions, excellent benefits. Company Paid Fees
Unlimited Recruiters
810-344-6700 Fax 810-344-6704

MARKETING ASSISTANT
Transamerica Life Companies in Troy is looking for a Marketing Admin person with initiative. Life insurance background helpful. Experience with Windows, Powerpoint & Excel a must. Benefits.
Call Jan Schwab 810 649-1577

OFFICE POSITIONS
Full time entry level 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. General Office, P.O. Box 5091, Southfield, MI 48086

OFFICE PROFESSIONAL Position involves varied duties, public relations, computer skills of interest in developing computer proficiency required. Lutheran Brotherhood Financial Services 810 853-2275

OPTICAL RECEPTIONIST/ DISPENSER - Part time. Experience helpful, but not necessary. (810) 474-5125

ORDER ENTRY - CUSTOMER SERVICE
Person needed. Computer literacy a must. Some accounting experience helpful. Call (313) 728-2222
ASK FOR KATRYN

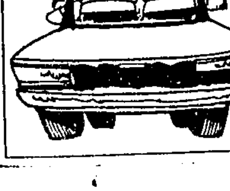
PART TIME CLERICAL ACCOUNTING HELP
Canton location. No experience necessary. Available immediately. Respond to: Chand, 45467 Augusta Drive, Canton, MI, 48188

PART-TIME GENERAL office 15-20 hours per week. Apply in person Eaton Nursery, 5888 W. Maple West Bloomfield (810) 851-5440

PART TIME
Individual with general office and computer skills wanted for Livonia area firm. Duties include reception filing, order entry, etc. Hours: Noon-5pm, with some flexibility possible. $8.50/hr. Call 8am, 313-462-2277

It's all here!

Observer & Eccentric
CLASSIFIED ADVERTISING



Part Time Secretary
Needed for fast paced faculty office. Flexible hours in summer months, more hours during remaining 10 months. Intermediate Word skills required, some office experience preferred. Must have ability to handle multiple tasks, be well organized and detail oriented. Send resume with salary requirements to: Walsh College, Personnel Department, PO Box 7006, Troy, MI 48007-7006 EOE

PAYROLL CLERK
Payroll clerk needed for busy office in Troy. Must be able to handle multiple tasks. Some phone back-up necessary. 25-30 hours a week. $8/hr. to start. Fax resume to 810-649-1848 or Call 810 988-0287

PROJECT ACCOUNTANT
Metro Detroit firm has an immediate opening for a full time Project Accountant. This individual will be responsible for administrative project support including invoicing and collections. The ideal candidate will be detail oriented, can work without supervision, and be able to interact with all levels of employees and clients. Computer skills are essential, accounting background is required. Interested candidates please submit resume and salary requirements in confidence to:
Project Accountant
P.O. Box 701261
Plymouth, MI 48170
EEO/AA/M/F/H/V

PROOF READING ASSISTANT
For full time position in Livonia. Strong grammar, English and an eye for detail needed. Phone experience and computer data processing also necessary. Non-smoker. Send resume to:
Scott Publications - Dept. A.M.
30595 8 Mile Rd
Livonia, MI 48152-1798

PURCHASING AGENT
For small, rapidly growing Hi-Tech company. Responsibilities include, day to day purchasing activities & inventory control. Ability to handle multiple tasks is key. Minimum 3 yrs. experience desired with applicable degree required. Competitive salary, full benefits. Send or fax resume to:
Ven-Tek Inc.
24395 Indoplex Circle
Farmington Hills, MI 48335
Fax (810) 442-4707

RECEPTIONIST
A busy Westland real estate office is seeking part time Receptionist. Must have pleasant personality and good phone skills. Must be available Monday thru Friday. Call Tony at 313-326-2000

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Small, busy, non-smoking Livonia office, needs experienced person to work front office. Heavy walk-in traffic, busy phones, computer entry, filing and some Administrative Assistant duties. Health & dental insurance available. Forward resume or apply in person at: Dept. HS, 34037 Schoolcraft, Livonia, MI 48150

RECEPTIONIST/ ASSISTANT to President
Immediate opening at energetic design firm. Motivated, professional, personable individual required. Computer experience a plus. Please fax resume & salary requirements to 810-643-9177

RECEPTIONIST
Be appreciated and rewarded for your experience with multiple short and long term positions. Join the head quarters of prestigious suburban financial firm. Temp to perm. One year experience. Call Rose.
Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

RECEPTIONIST
Birmingham Pediatric office 2 to 3 days per week & 2 Sat's per mo. Computer experience preferred. Call Jan or Robbie (810) 645-1737

RECEPTIONIST-BOOKKEEPER
To work in Plymouth area office weekdays 12:30-4:30pm. Telephone, typing and computer skills necessary. $7.50/hr to start. (313) 455-6060

RECEPTIONIST
Busy country club seeks individual with pleasant & professional appearance for evenings & weekends. Prior experience a must. Send resume to: Manager, P.O. Box 257, Southfield MI 48037 or FAX 810 356-5255

RECEPTIONIST
Busy northwest office seeks Receptionist with knowledge of WordPerfect & Lotus. Full-time position with benefits. Send resume & salary requirement to: Office Manager, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST - Canton
Duties include busy multi line phone system alternating with file room coverage. Qualified candidate will possess pleasant phone voice and good communication skills. Must enjoy interacting with people in person and on the phone. Duties include, mail processing, bank deposits and general clerical duties. Will train. Full time, Mon.-Fri. 8:30-5pm. Benefits. $7/hour to start. Send resume to: Box #2710 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST/CLERK TYPIST
Farmington Hills law firm seeks self starter with excellent interpersonal skills. Knowledge of WordPerfect for Windows 6.1 helpful. 810-855-2110

RECEPTIONIST/DATA PROCESSING
Full-time for local CPA firm. Call (810) 851-9700

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturing company in Plymouth seeking individual for temporary (may possibly lead to full time) with heavy phone experience, customer service, data entry, excellent communication skills. Knowledgeable of WordPerfect 5.1 & Lotus 1-2-3. Send resume to: Box #2512 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST. Experienced. Part time for manufacturing facility. Must have pleasant telephone manner and be computer literate. General office duties include typing, filing, 10 key adder, etc. Mon., Wed., Fri. 9:00am-3:30 pm. $7.00 per hour. Send resume: Office Manager, 31666 W. 8 Mile Rd., Farmington Hills, MI 48336

RECEPTIONIST
Experienced Receptionist needed for temporary and permanent openings. Must have a pleasant phone voice and good customer service skills. Any computer skills are a plus. Call for an interview.
Ask about our Cedar Point Contest

CALL TODAY!!

SNELLING.
PERSONNEL SERVICES
313-266-8600, Livonia

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. Kepes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential

RECEPTIONIST - Farmington credit union has opening for individual with pleasant personality to greet, assist and direct membership. Typing, clerical, teller skills required. Send resume to: Member Service Manager, 22981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST - Farmington Hills real estate developer requires temporary (6 weeks). Must be sharp, requires good phone skills, general office. Call Mon. - Fri. 9am-5pm, ask for Joyce. (810) 855-8110

RECEPTIONIST - full time position, benefits included, telephone experience. Mail resume to 2601 N. Woodward, 2nd Floor, Royal Oak, MI

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham-Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to:
Ms. Marthe Schroder
Box 39, Birmingham MI 48009

RECEPTIONIST - full time, insurance office in W. Bloomfield. Good phone skills. Will train. Non smoking building. (810) 626-7617

RECEPTIONIST - Full-time and dependable for busy Manufacturers Rep Office. Benefits. Livonia area. Contact Barb (313) 266-6741

RECEPTIONIST
Full-time for Southfield law firm. Duties include telephones, light typing, filing, occasional errands & xeroxing. 810-569-5131

RECEPTIONIST - full time needed for a busy industrial office in Troy. Must be organized. Duties include word processing, phone, filing, assisting purchase agent & general office tasks. 810-260-0630

RECEPTIONIST
Full or part-time for busy optometry office in the city of Wayne. Some experienced preferred. Must enjoy working with people.
Call Cindy 313-721-5442

RECEPTIONIST - General office work, 25-30 hrs. per week. Video production co. Dearborn. Call Dick or Tracey (313) 945-9292

RECEPTIONIST
Livonia based company seeks highly motivated individual for the receptionist position.

The candidate must have experience answering a multi-line phone, typing 40 wpm, knowledge of Microsoft Windows and the ability to handle multiple tasks.

Full time position including benefits and opportunity for advancement. Mail or fax resume to:

35301 Schoolcraft Rd
Livonia, MI 48150
Fax - 313-522-3818
Attn: Human Resources

RECEPTIONIST
LOOKING for an experienced individual to handle a multi-line phone system with a smile in your voice. Duties also include light typing and processing out going mail. Southfield area. Mr. Kummer 810-799-9553

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

RECEPTIONIST NEEDED
Typing and general clerical 9:00-3:00 daily (810) 669-0790

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 for growing company located in Troy. Good telephone skills essential. Word processing skills helpful, but not required. Position is full time with complete benefit package included. If interested please call Kay at SELECTIVE RICOH 810-435-4141

RECEPTIONIST NEEDED for Northville insurance agency. Personable with good telephone, filing and communication skills. Must be a team worker. Competitive salary, benefits included. 810 349-1454

RECEPTIONIST/OFFICE ASSISTANT
Full time, needed immediately for summer/fall position. Excellent phone & communications skills a must as well as basic word processing. Competitive wages based upon qualifications. Call Sue 810-477-2777 or send resume to: 31693 W. 8 Mile Rd., Livonia, MI 48152 or fax 810-477-6152

RECEPTIONIST ORDER person. Immediate opening. Accepting applications 5/28 thru 5/31, 9am-4:30pm. Call Tom at (313) 937-3890

RECEPTIONIST
Part-time, flexible hours. Job sharing potential. Office filing, copying, some typing, knowledge of Microsoft office Applications helpful. 810-848-9120 Or FAX resume to (810) 848-0019

RECEPTIONIST
Pleasant phone skills, general clerical duties. Hours, 9am-2pm. Send resume to: Corporate Mail Service, P.O. Box 1008, Plymouth, MI 48170

RECEPTIONIST POSITION
All the fun in half the required time! Rebel Receptionist wanted for diversified ad agency. Experienced with a multi-line phone system. Assistance in mail room needed, and other support duties for various departments. 25-30 per week. Call (810) 540-0660

RECEPTIONIST - Rochester real estate office. 3 afternoons, 4-8pm, Sat. 9am-5pm, Sun. 10am-5pm. Call Dottie 810-656-6500 or fax resume to 810 656-6506

RECEPTIONIST/SECRETARY
Permanent part time. Must have strong receptional skills & working knowledge of WordPerfect 6.1 810 557-2787

RECEPTIONIST SECRETARY
Firm located in Troy seeking to fill full time position. Must be fast learner, well organized, self-starter. Will provide secretarial, receptionist and assist with computer bookkeeping functions. Will report direct to Vice President. Fax resume & salary requirements (must be included to be considered) 313 937-9598

RECEPTIONIST-SECRETARY
IMMEDIATE long term temporary status assignment 30-35 hrs. per week. 12pm-6pm, Mon.-Fri. Duties will include job sharing of receptionist/switchboard responsibilities, coordinating seminars/conference rooms, equipment and calendars, and providing clerical support to office staff. Requirements include 50 wpm typing and word processing, strong communication skills and professional telephone voice and manner. Ability to organize and prioritize work and minimum of 1 year prior secretarial experience. Please send your confidential resume and salary requirements to: GAE, Attn: Detroit Branch Manager, 3001 W. Big Beaver Rd., Suite 320 Troy, MI 48084-3174 EOE

RECEPTIONIST
Southfield company seeking a polished Receptionist with 6 mos. experience. Software knowledge helpful. Call for interview (810) 350-9777

RECEPTIONISTS WANTED
for chiropractic office. Part time Mon., Wed & Fri., approximately 30 hrs/wk. Clerical skills required, willing to train. For interview call (810) 477-4200

RECEPTIONIST/SWITCHBOARD
Operator needed part time. No experience necessary. Send resume to: Office Manager, 18777 West 10 Mile Road, Southfield, MI 48075

RECEPTIONIST/ SWITCHBOARD
Dynamic growing national payroll company seeks experienced Receptionist. Responsibilities include providing quality service to clients, meeting & greeting clients and screening & directing calls on a very busy switchboard for approximately 75 payroll personnel and 20 sales representatives. Qualified candidates will have 1-3 years receptional experience, a professional demeanor, and excellent verbal communication skills. Excellent benefit package and attractive salary.
Send resume to:
PAYCHEX, INC.
Attn: C.K. Administration Office
6960 Orchard Lake Rd. #110
West Bloomfield, MI 48322
An Equal Opportunity Employer

RECEPTIONIST WANTED
Very busy, fast growing Real Estate and Construction Company needs full time receptionist. Position includes phones, some clerical, and assisting co-workers with multiple tasks. Excellent growth opportunity, competitive wages and benefits. Please send resume and references to 31700 Middlebelt Rd., Ste. 165 Farmington Hills, MI 48334

RECEPTIONIST
wanted for Farmington Hills law firm to work Mon-Wed-Fri from 9am-5pm. Call Dianne (810) 626-7300

RECEPTIONIST W/COMPUTER EXPERIENCE WANTED
small Milford company. Please call 810 685-7595

SALES ADMINISTRATOR
Contract Interiors, the country's leading Steelcase dealership, is seeking an organized self starter to support our sales staff. Excellent communication/phone skills are a must. Computer and general office experience required for a variety of duties including order entry and acknowledgment. Will train on product knowledge. Full time with excellent benefits. Please send resume with references and salary requirements to:
Contract Interiors
Attn: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES ASSISTANT
Growing consumer paper products company has an excellent opportunity at its corporate headquarters in Bloomfield Hills for an energetic, experienced individual in our fast paced sales department. Must be a self starter with experience in a sales environment, excellent customer service/phone skills, attention to detail and the ability to handle multiple tasks. Strong secretarial skills including WordPerfect and Windows required. We provide an excellent salary and benefit package for qualified candidate. Please mail resume and salary requirements to:
AJM Packaging Corp.
E-4111 Andover Rd.
Bloomfield Hills, MI 48302
Attn: HR OE

SALES ASSISTANT
ISCG, A Haworth preferred office furniture dealer needs an individual to provide sales support for key customers, must have excellent communications/computer skills, including MSWord. Must be customer service focused! Great benefits including profit sharing, BCBS/BCN vision, 401K. Compensation based on experience/performance. Send resume to ISCG, 1000 N. Woodward Ave., Royal Oak, MI 48067

SALES ASSISTANT
to work for investment firm located in Renaissance Center. Good secretarial and communication skills necessary. Computer skills a plus. Call for an application. (313) 259-8500
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SALES SECRETARY
Busy Farmington Hills Sales Office is looking for a person with good secretarial, telephone & accounts payable skills. Non-smoking. For interview call (810) 489-4040

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, filing & accounting. Apply in person: Bross Electrical, 37430 W. 7 Mile, Livonia

SECRETARIES WORD PROCESSORS
$9 to $12 hour
Temp to perm, long and short term assignments available. Detroit locations. Excellent typing speed required. Flexibility and good team skills a must. Very strong PC skills with proficiency 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
313-875-4300
Olsten Staffing Services

Property Management Secretary
National real estate company seeks a self-motivated individual with strong telephone & interpersonal skills to fill a secretarial position in our Southfield Office. Knowledge of Microsoft Word and Excel is required. Mail resume & salary history to: Secretary, Advance Office Building, 23077 Greenfield Rd., Suite 410, Southfield, MI 48075
An Equal Opportunity Employer

SECRETARY
Busy Troy Real Estate office needs VERY SHARP person. Great opportunity. Call George (810) 680-1500

SECRETARY/DATA ENTRY
Small manufacturing company needs computer skilled person for secretarial task and administrative follow up. Good starting salary, benefits, 401k. Please forward resume to: Human Resource Department, P.O. Box 74017, Romulus, MI 48174

SECRETARY
Allstate Insurance Company located in Southfield is seeking full and part time general office Secretaries. The ideal candidates will possess outstanding organizational and communication skills, type 50 wpm, telephone etiquette, computer literate and Word Perfect 5.2 DOS plus Windows. Shorthand and dictaphone experience a plus. We offer a competitive salary, comprehensive benefits and profit sharing plan. Please fax resume to Sally Sebastian at 810-351-7159

Allstate

SECRETARY
Entry level position for mature, dependable person w/WordPerfect 5.1 experience in our Livonia law office. No benefits. Call Janet (313) 525-3950

SECRETARY
Farmington Hills office seeks a conscientious, highly organized, computer literate, non smoker able to juggle multiple tasks with experience on Word Perfect/Quicken. Good phone skills & math competence are a must. 810 855-9676

SECRETARY for Ad agency. Cheerful phone professional required. fax resume to Char at Sussman, Sikes & Assoc. 626-9607, or call 626-9600

SECRETARY FULL-TIME
Dynamic, fast paced Plymouth real estate office now hiring. Excellent phone & organizational skills a must. Light bookkeeping & computer data entry. Please call Sharon McCann for an interview. (313) 453-6800

SECRETARY
FULL time position with Farmington Hills engineering land surveying firm. WordPerfect. Call Rick 810-478-9494

SECRETARY
IF you're looking for an excellent position with great benefits, this North and Western suburban company has openings working with directors in new departments. Develop your ability to work independently. Temp to perm. Call Sherri.
Livonia/Farmington 473-2931 Birmingham 646-6500
Advantage Staffing

SECRETARY - interior design firm. 3 to 5 days, flexible hours. Some computer accounting background required. (810) 642-2571

SECRETARY
Looking for Secretary proficient with WordPerfect for Windows 6.0. Some bookkeeping experience and top notch people skills for sophisticated 1-person office in Southfield. Responsibilities include: Typing, billing, accounts receivable payable & payroll for small group. FAX resume to 810-355-4778 or send to: Secretary, 2000 Town Center, Suite 1720, Southfield, MI 48075

Secretary?
Maybe in the beginning, but where this position goes from there is up to you! Growing company needs an office worker with secretarial skills & an entrepreneurial attitude. Fax resume to Dan (810) 348-5837 or mail to: Secretary, 106 E. Fifth St., Suite P, Royal Oak, MI 48067

SECRETARY NEEDED
Full time, $8/hr. to start. Excellent phone skills a must. Send resume: PO Box 6043, Plymouth, MI 48170

SECRETARY
Needed immediately for a non-smoking Southfield office. Full time position. Duties include general office work and Word Processing. Candidate must be well versed in written and oral communication. Apply at: Haber Enterprises, 24293 Telegraph Rd., Southfield

SECRETARY
Our companies offer their employees the latest in computer technology, excellent earning potential and growth opportunities. We need your prior word processing experience and the ability to interact with clients. Power Point or Quark an advantage. To $14.00/hr. Call Susan.
Birmingham 646-7661 Livonia/Farmington 473-2931
Advantage Staffing

SECRETARY
Part time, 20-24 hours per week. Typing, filing, answering phones. $6.50-$7 per hour. Apply in person: Classic Interiors, 20292 Middlebelt Rd., Livonia (810) 474-6900

Secretary, Part Time
Allstate Insurance Company seeks a part time secretary, 29 hours per week in the Communications Dept. in Southfield. Requirements include strong written communication skills, excellent proof reading and editing abilities, typing 40 wpm, experience in general office duties, and Word Perfect for Windows preferred. Please Fax resume to 810-351-7005 or call Ruth at 810-351-7178

SECRETARY - PART TIME
12-4:30. Phones and filing (313) 458-8700

SECRETARY
REAL estate office in Livonia seeking a part time Secretary. Basic clerical and phone etiquette skills required. Flexible schedule. Contact Ann Norris at Century 21 Row 313-464-7111

SECRETARY/RECEPTIONIST
needed for Beverly Hills law firm. Part-time to full time. Typing & computer skills a must. Non smoker. Please call for interview 810-645-6633

SECRETARY/RECEPTIONIST
WEST Bloomfield Synagog. Must have good working knowledge of Microsoft Word. Exemplary communication skill. 25 hours per week. Call (810) 851-0660

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a cheerful multi talented person to join our team. Excellent phone & computer skills required, great opportunity for advancement. Competitive salary, excellent fringes. Send confidential resume to J. R. Thompson Company, Box 2117, Farmington Hills, MI 48333

SECRETARY/RECEPTIONIST
Walled Lake/Wixom area. 3 days per week, 6 hours per day. Could lead to full time. Leave message and we will return your call. (810) 669-0006

SECRETARY/ RECEPTIONIST
Professional, computer literate with bookkeeping skills. Fax resume to 810 584-1010

SECRETARY/RECEPTIONIST
FOR small architectural firm in downtown Birmingham. Must have strong typing, word/windows, desk top publishing and Excel a plus. Call Susan (810) 433-1030

SECRETARY/RECEPTIONIST
FULL time for Architectural/Interior design firm in Birmingham. High proficiency in Word Perfect or Word for Windows and Lotus. Some bookkeeping skills helpful. Resume to: David Yankle, 101 Southfield Rd., Ste. 300, Birmingham, MI 48009

SECRETARY/RECEPTIONIST
PROFESSIONAL corporation seeks Secretary/Receptionist. Must have excellent verbal and organizational skills, self-starter, proficient at MicroSoft Word/Excel, minimum 55 wpm. Send resume to:
P.O. Box 278
Troy, MI 48081
or Fax to
(810) 264-1455

SECRETARY
Required immediately, consulting firm. Good typing required. Windows 3.1 & 95 skills, Word & Word Perfect, spreadsheet & databases a plus. Resume: KODERS, 30500 Northwestern, Ste. 535, Farmington Hills, MI 48334 or FAX (810) 539-0047

SECRETARY
Small Bloomfield Hills law firm. Word Perfect required. Patent law experience a plus. Call 810 645-6319

SECRETARY
with word processing experience, Wordperfect Windows 6.1, to work in law office. Legal experience not required but must be willing to learn. Please fax resume 810-[illegible]

SECRETARY RECEPTIONIST
Professional accounting and consulting firm is searching for a new receptionist. Our full time receptionist left to be a full time mom. We need you to cover our front desk and telephones. A busy 8.5 office setting does generate some pressure, but your organizational skills will help you handle this easily. Greeting clients, answering and forwarding calls are the primary duties of this job. Light word processing, fax operations and mail help break up the routine. Punctuality is required, and WordPerfect experience is preferred. Hourly, full time position with benefits, holidays and paid time off. Interested? Send complete work and salary history, in strictest confidence, to: Rehmann Robson, Attn: Receptionist, Suite 50, 32255 Northwestern Highway, Farmington Hills, MI 48334 EOE

SECRETARY
Southfield based property management firm is looking for a Secretary to assist the Property Manager. Some bookkeeping experience necessary. HUD experience an added plus. Computer knowledge essential. Benefits included. Send resume to: Property manager, P.O. Box 308 Southfield, 48037

SECRETARY SUMMER EMPLOYMENT OPPORTUNITY
Part time summer position available for sales office located in Troy. Approximately 35 hours per week (Monday-Friday). Experience preferred. Must have knowledge of WordPerfect 6.0, organizational skills and able to meet deadlines. For interview, contact Sandy Pupillo at 810 362-0933

SECRETARY, $28,000
Transportation or logistics background. Good secretarial skills. Troy area. Quick hire. Great Benefits.
SECRETARY TO $25,000
Bilingual (Spanish) 2 years secretarial experience. WordPerfect and Lotus. Suburban location.
Call Barbara 810 772-6760
Snelling Personnel Services

SERVICE REPRESENTATIVE
Needed for busy investment management firm. Candidates must be self starters, with problem solving abilities and possess excellent communication, math & computer skills including WordPerfect. Non smoking office. Send salary requirement & resume to: Personnel Dept. 3683 Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302

SHIPPING CLERK
Full time. Telephone, filing & typing. $8/hr. Benefits after probation period. Send Resume: DHR C.Z. Cartage Inc. 48735 Grand River, Novi

SNELLING YOUR FIRST PLACE TO LOOK
Relocating, Changing Careers, Recent Graduate? Snelling has opportunities for you! Temp, temp-to-perm, and Permanent Placement. Entry level up to Executive level positions available. Excellent salary plus benefits. Call today for details.
Livonia 313 266-8600
Southfield 810 352-1300
Auburn Hills 810 373-7500
Taylor 313 284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

SR. COST MANAGER
Novi manufacturer is in need of a Senior Cost Accounting Manager with manufacturing experience to include research projects. Our manufacturing environment involves multi level bills of material, significant engineering development costs and a technically complex product line.

We're organized self-starting team player with 5-10 years of manufacturing cost, financial analysis or related experience. Computer and spreadsheet proficiency is a must with a degree in accounting, financial analysis, or related field preferred.

We offer a full benefit package and 401-K. Salary commensurate with experience. Send resume and salary requirements to:
Box #2709
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

STAFF ASSISTANT
A supplier to automotive OEM's is seeking a friendly, professional person to perform secretarial, clerical and general office duties. Must be organized, detail oriented person. Position requires good communication skills, good grammar skills and good people skills. Flexibility and a positive attitude are key requirements. Typing 70 WPM with a background in mainframe and software applications (word processing, spreadsheet and data base programs). Full benefits, competitive salary commensurate with experience. Send resume with salary requirements to:
Office Manager
P.O. Box 758
Novi, MI 48376

SUMMER JOBS
(Temporary)
Are you looking for a summer job that will give you experience in an office environment? We have temporary positions available for enthusiastic, self motivated individuals. Responsibilities include but are not limited to reviewing loan documents, filing, making copies, typing and varied clerical duties. Some positions may require heavy filing. Assignments will last 2-3 months. (One position requires a background in Accounting coursework which includes Lotus 123)

Qualified candidates should send fax a resume or apply Tues-Fri 9am-4pm.

Equal Opportunity Employer M/F/D/V

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

TELEPHONE RECEPTIONIST/Clerk needed. Full time entry level position with benefits in non smoking, casual office. Contact Mrs. Lynn after 9am at (810) 353-0510
Michigan Chandelier Company, 20855 Telegraph, Southfield, MI

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 in Livonia offers great pay and benefits, training, advancement opportunities and a good working environment. Several immediate openings. For more information, please call
313 261-8220
Equal Opportunity Employer

TRANSCRIPTIONIST-SECRETARY
PERMANENT part time 20-30 hours. Flexible hours to meet your schedule. $11 hour. (810) 644-6444

TWO IMMEDIATE OPENINGS
National Structured Settlement firm located in Tel-Twelve area has two immediate positions available.

TEMPORARY/SUMMER OFFICE SECRETARY
Entry level - Strong communication/interpersonal skills, 65 WPM in Windows/MS Office environment, proficient in general office tasks, filing, telephone, etc.

ADMINISTRATIVE ASSISTANT
Technical position for someone with very strong interpersonal skills, ability to communicate effectively in professional environment. Must be highly accurate, well organized, people oriented - team player, 65 WPM in Windows/MS Office environment, good math aptitude. Personal injury claim clerical experience a plus. Salary commensurate with qualifications and experience/skills. Full benefits with opportunity for growth.

Send personal resume with salary requirements to:
Personnel Director
30150 Telegraph Road, #183
Bingham Farms, MI 48025
Or Fax (303) 751-4918

TYPIST
Full time entry level position. Southfield location. Must have excellent math ability & 10-key calculator skills. Minimum 40-50 wpm numerical typing speed required. Excellent wage & benefit package. Send resume to: P.O. Box 5091, Southfield, MI 48086

VETERINARY RECEPTIONIST
for Livonia area Veterinary Hospital. Approximately 30 hours per week, days & evenings. Must be motivated, mature & a non-smoker. Experience preferred. 313-421-1800

WORD PROCESSORS $9 TO $12/HR.
Excel or Lotus and Word Perfect MS WORD
Arbor Temps
459-1166

WORD PROCESSOR
With excellent spelling, typing, grammatical, and transcription skills needed for medium size Novi law firm. Must be experienced in MS Word for Windows 3.1/95. Some legal knowledge a must. Profit sharing & medical benefits. Ask for Karen. (810)349-3980

504 Help Wanted-Dental

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic Practice. The right person for our team will be a professional who loves working closely with people. This is a clinical assisting position which demands a dedicated, reliable, enthusiastic attitude. If you are hard working, team oriented and committed to excellence, consider joining our practice. No experience is necessary, we will train if the attitude is right. Come work for an office that appreciates staff. Fax resume to the attention of Cathy 810-851-7823 or mail resume to Dr. Jusino, 30330 W. 12 Mile Rd., Farmington Hills, MI 48334

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BUSINESS MANAGER, experienced & enthusiastic. Responsible for appointment book, accounts receivable & internal marketing wanted for Farmington Hills office. Full time. 810 745-1157

CERAMTECH DENTAL LAB
Needs model and die tech, educated team oriented, motivated person. Will train right person or experienced. Benefits. Call 5-7 PM. (810) 932-3742

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits. Call 313-525-7618

CHAIRSIDE DENTAL ASSISTANT
Full time position. An experienced & caring person required for a quality practice relocating to a new Livonia facility. 313-535-3500

CUSTOMER SERVICE REP
Large dental supply company in Canton has openings for telephone order intake. Dental background preferred. $8 an hour/base/negotiable. Full time, Mon. - Fri., 8:30-5 PM. Benefits. Send resume to: Box #2710 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DENTAL ASSISTANT
We're seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to join our quality, progressive dental practice with the opportunity to achieve professional, emotional and financial security. We build careers. (810) 474-0224

DENTAL Assistant experienced, full time for childrens office. Must know 4 handed dentistry. Mon-Fri, 8:30-5. 810-855-6613

DENTAL ASSISTANT
Exciting full time opportunity for the ambitious, experienced, motivated Dental Assistant in a modern Pediatric Dental Office. Excellent salary for the right individual. Waterford 810-682-6811

DENTAL ASSISTANT
Experienced chair-side. Beautiful new office, Troy area. Flexible hrs. Call (810) 583-9888

DENTAL ASSISTANT
Full-time. Front desk. Benefits. Experience preferred. Royal Oak (810) 548-1711

DENTAL ASSISTANT - Friendly, outgoing, dependable person needed for full time position. Experience preferred. Troy (810) 649-2868

DENTAL ASSISTANT
Chairside Assistant needed full or part time for patient oriented established practice in Troy. No weekends. Please call (810) 689-2041

DENTAL ASSISTANT - Birmingham patient-centered practice looking for a mature, outgoing, self starter for growing practice. Approx. 30 hrs./wk. Some front desk experience desirable 810 644-6936

DENTAL ASSISTANT - full time position available in modern dental facility. Experience or a completed dental assistant course helpful, but willing to train. Excellent salary & benefits. Canton 313-207-3740 EOE

DENTAL ASSISTANT
Chairside position. Experienced only. South Lyon. Please call Ann (810) 437-8300

DENTAL ASSISTANT
Plymouth periodontal practice seeking dental assistant 24-30 hours/week. Some experience preferred. (313) 459-4077

DENTAL ASSISTANT
General dental office. Walled Lake. Full time with benefits. Great staff. Some experience required. Call Beverly (313) 728-5600

DENTAL ASSISTANT
Full time for downtown Rochester office. Seeking energetic, self-motivated person to work in a friendly atmosphere. Must be team worker. Experience preferred but will train the right person. (810) 651-8787

DENTAL ASSISTANT
Progressive dental practice in W. Dearborn searching for an experienced & caring Dental Assistant. Must have superior people skills & excellent clinical skills, for this full time position. Great patients. Great doctors, and Great staff! Call for an interview. (313) 563-2610

DENTAL FRONT DESK
Enjoy work & join our team. Sharp office & great staff. Full time. Dental & computer experience a must. Livonia 425-4208

DENTAL HYGIENIST
Part/full time. Farmington Hills area. Call (810) 474-2260

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you build trust & communicate effectively with your co-workers? Our modern, friendly Southfield practice is seeking a full time assistant who excels in team interactions. Experience preferred but willing to train. Mon-Thurs. Excellent pay & benefits. 810 356-8710

DENTAL ASSISTANT
Valuable opportunity. Full time Livonia/Westland office seeking team player focusing on leadership and expert communication. Must have experience in 4 handed. We offer a challenging career opportunity where employees are appreciated for their involvement and trend. Competitive salary and benefit package. Call 9am-3pm 313-425-5570

DENTAL FRONT DESK Person/Insurance Biller. Huntington Woods family practice. Experienced only. Salary negotiable. Call between 8:30am-5pm. 810-332-4455

DENTAL HYGIENIST
Full time and part-time, flexible hours. Benefits. Pleasant updated Dearborn Heights office. Please call 313-277-3440

DENTAL HYGIENIST
Experienced, caring individual for periodontal practice in Southeast Birmingham area. Exceptional compensation and professional environment. Call (810) 357-3233

DENTAL HYGIENIST
Wednesday or Thursdays and every other Saturday. Royal Oak (810) 548-4585

DENTAL HYGIENIST
needed 1-2 days per week for private practice in downtown Plymouth (313) 454-5656

DENTAL HYGIENIST - Growing Rochester Hills dental practice looking for part time evening Hygienist on Tues & Wed. Very competitive pay. Must be motivated & friendly. Call 810-852-3130

DENTAL HYGIENIST
We are looking for an experienced team player to join our Canton office. Full time (Mon.-Thurs.) or part time (Mon.-Wed.). Great benefits. 313 459-5370

DENTAL HYGIENIST experienced, motivated team player who loves people wanted for Farmington Hills practice. Strong scaling & root planing skills a must. Part time. 810 745-1157

DENTAL HYGIENIST
Garden City. 2 days in quality solo practice. Top pay. Call (313) 422-1332

DENTAL OFFICE seeking full time Receptionist/Insurance Biller. Computer skills helpful. Waterford area. Please call 810-235-8156

DENTAL RECEPTIONIST
We need an outgoing, intelligent self starter to help run our busy front desk. Computer, insurance & communication skills a must. Excellent pay & benefits. Start immediately. (810) 605-7600

DENTAL RECEPTIONIST/ ASSISTANT. Insurance & computer experience. Full/part time position in friendly Livonia office. 313-207-2035

DENTAL RECEPTIONIST
experienced. Must have computer & dental knowledge. Full time. Farmington Hills area. (810) 851-1034

DENTAL RECEPTIONIST
Walled Lake. We're looking for a cheerful professional with good communication skills to help run our busy front desk. Experience necessary, full time, top pay & benefits. Call Bev 313-728-5600

DENTIST - Modern group practice facility with highly motivated staff looking for part time General dentist. Canton (313) 207-3740
An Equal Opportunity Employer

EXCELLENT OPPORTUNITY
Downriver Dental practice has immediate opening for full/part time Dental Assistant. Looking for enthusiastic, self-motivated individual. Benefits. Experience preferred. 313 383-2112

FARMINGTON HILLS office is looking an experienced outgoing Chairside Assistant. Would you like to have a 3 day weekend and work in a friendly atmosphere? If so, call Laura (810) 476-8330

HYGIENIST NEEDED
1 day a week. Redford/Livonia area. Excellent pay. Call (810) 646-5820

HYGIENIST NEEDED
2-3 days per wk. Experience necessary. Call (810) 296-2150

HYGIENIST - part time position available in modern dental facility. Excellent salary & benefits. Sterling Hgts. 810-978-2100 EOE

HYGIENIST
Part-time hours available. Tues, Thurs., alternate Sat. mornings. Perio maintenance a must. Northville location. Please call (810) 349-4111

HYGIENIST PART time. Flexible hours. Top pay with benefits. Westland and/or Walled Lake. Great staff. Call Bev (313) 728-5600

HYGIENIST WANTED
Full time position for friendly and outgoing person. Adequate time given for all patients to ensure quality care. No evenings or weekends. Ask for Barbara 313-277-0050

HYGIENIST $30 PER HOUR
Southfield perio office looking for experienced hygienist to work 1 to 4 Sundays per month. Hours are 9 to 2. Please call (810) 569-6304

ORAL SURGERY ASSISTANT
Needed full-time in W. Dearborn practice. Are you a dependable, enthusiastic, team player looking for a pleasant work environment. Oral surgery experience preferred but willing to train the right person. (313) 562-1515

ORTHO ASSISTANT - Exceptional opportunity for friendly, outgoing individual to grow with state of the art office. Experience preferred. Approximately 30 hrs. per week. Commerce Twp., (810) 360-7700

ORTHODONTIC ASSISTANT needed for the office of Dr. Scott Tyler. Full or part time, experience preferred. Excellent benefits. Please call Emily at, 810-652-6121

506 Help Wanted-Medical

ACTIVITY DIRECTOR & DIETARY COOK. Experienced. Part time. Full time. For Livonia home for the aged (313) 337-8144

ADMINISTRATIVE ASSISTANT to psychologist. Birmingham. Flexible hours. Pleasant voice & disposition. Transcribe reports using Microsoft Word. Call Dr. Smith (810) 644-2955

ALLERGY MEDICAL OFFICE MANAGER/ LPN, RN OR CMA
Must have Allergy experience. Full time. Livonia area. Excellent salary & benefits commensurate with experience. Call Diane at 810-478-5221. After hours call Jeanne at 810-262-1666 or leave message

ASAP RECEPTIONIST
Experienced receptionists needed for our Livonia and Novi podiatry offices. Must want to grow & earn a good salary. 45-55 hrs. per wk. Great pay, overtime, benefits. Need one for each office. MDS knowledge a plus. Call 810-478-1024

Attention
LPN's
IMMEDIATE OPENINGS
All shifts available for male quadriplegic in Commerce Twp.
Call Benson's Assisted Care today!
Mon. - Fri., 8am-4:30pm
1-800-922-8528
1-810-755-0570

BILLER
Experienced for Royal Oak physical therapy clinic. Full time. Contact Casey to schedule an interview at [illegible]

BILLER
[illegible]
Medical Biller. Must have [illegible] payor experience. [illegible]

BILLER
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CNA's
DAY SHIFT
Excellent benefits
[illegible]

CT SCAN TECH
[illegible]

DIETARY AIDE
[illegible]

313-728-9741

DRIVER
[illegible]

FRONT DESK RECEPTIONIST
[illegible]

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
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For private duty [illegible] care. Must be [illegible] dependable and have [illegible] transportation. We offer:
- Flexible schedules
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid inservices
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If you're interested [illegible] family growing [illegible] call or apply to:
United Home Care [illegible]
15712 Farmington [illegible]
(Two blocks N. [illegible])
(313) 422-[illegible]

HOME MEDICAL EQUIPMENT
[illegible]
ACCOUNTS RECEIVABLE SPECIALIST. Minimum [illegible] experience billing Medicare, Medicaid, Blue Cross Blue Shield [illegible] insurance. [illegible] and strong computer [illegible]

MEDICAL DELIVERY TECHNICIAN
[illegible]

INSURANCE FOLLOW-UP [illegible]

JOB COACH/JOB DEVELOPER
[illegible]

LPN PART TIME
[illegible]

LPN'S - HOME CARE
[illegible]

MEDICAL ASSISTANT
[illegible]