Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address:
http://oeonline.com

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester Hills.

HOT JOBS

Executive Secretary, Detroit, $32,000
Legal Secretary, Suburbs $30,000
Legal Secretary, Detroit $25,000
Users Support/Computers, Suburbs $27,000
Legal Typists, to $13/hour
Records Clerk, to $23,000 - Degree; computer & records system experience preferred
Receptionist-Temps, suburbs, to $11/hour
Accounting Clerk, Suburbs, $23,000
Inside Sales/CSR, Suburbs, $20,000
Administrative Secretary, Temp to Perm, Troy
Accounting Clerk, Technical, Temp to Perm
Temp to Perm positions
All fees employer paid
CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

HUSKY, PROFESSIONAL PERSONNEL ASSISTANT

Clerical-minded person needed for a temporary position. Requires computer literacy, ability to handle multiple tasks, strong customer service skills and a lot of positive energy. Must be able to handle a variety of responsibilities. Background hospital. Our office is very professional and fast paced. Opportunity is a booming industry! Send cover letter & salary requirements to:
Husky Enterprises
3150 Livernois, Suite 350
Troy, MI 48083
E.O.E.

IMMEDIATE POSITIONS AVAILABLE

APPLICATIONS are now being accepted for all shifts. Positions are located in the Livonia area. Receive on-the-job training. These are immediate positions. NO FEE!

- Maintenance
- Assembly
- General Labor
- Packaging
- General Machinist
- Skilled Machinist
- Janitorial
- Shipping & Receiving

APPLY Mon-Thurs 8:30-10:30am or 1:30-3:30pm. Bring a driver's license and social security card to: 33813 Five Mile Rd. in the Civic Center Shopping Plaza (1 blk. W. of Farmington Rd.)

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

INSURANCE
Experienced commercial lines account representative for various large accounts. Salary commensurate with experience. Send resume to: Personnel Dept., P. O. Box 5104, Southfield MI 48086-5104 E.O.E.

INSURANCE - Great opportunity. Established agency in Plymouth is seeking an experienced CSR to handle personal & commercial lines. Call Mr. Baldwin (313)455-8120

INSURANCE
GROWING property and casualty agency in Farmington Hills seeks CSR, experienced in personal and commercial lines. Good benefits. Fax resume to Amy at: 810-477-4138 or call: 810-647-0830

LEGAL SECRETARY
full time, Bloomfield Hills law firm seeks experienced legal secretary to handle busy litigation in corporate practice. Friendliness experience a plus. Salary commensurate with experience. Full benefits. Contact Cindy between 8am-4pm. (810) 489-1100, or Fax 489-1726

LEGAL SECRETARY
For medium sized Southfield law firm. Experience necessary. Duties include preparation & typing of legal pleadings, motions, briefs, etc. Also responsible for preparing client billings. Must be proficient in Word 6.0 for Windows. Salary commensurate w/ experience. Resume & references to Secretary, 18750 W. 12 Mile Rd. #825, Southfield, MI 48076

LEGAL SECRETARY
for Bloomfield Hills practice. Minimum 3 yrs. litigation experience. Knowledge of WP. Excellent working conditions. Mail resume to: Albert Metz, 1780 S. Telegraph, Ste. 201, Bloomfield Hills, MI 48302 or Fax: 810-335-3346

LEGAL SECRETARY
Full time for Downtown Detroit Law firm. Call after 2:00pm (313) 961-1003

LEGAL SECRETARY
Full time for large suburban defense litigation firm. Excellent benefits. Send resume to: P.O. Box 30049, Farmington Hills, MI 48333

LEGAL SECRETARY
for defense law firm. WordPerfect 5.1. Must know medical terminology with good organization & communication. Salary commensurate. Resume: HSC, 36777 Central Park Blvd., Ste. 275, Southfield, MI 48076.

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 Secretary, 901 W. Big Beaver, Ste. 800, Troy, MI 48084

LEGAL SECRETARY - Part-time Entry level position. Bloomfield Hills. Call: (810) 338-8815

LEGAL SECRETARY
Part-time, 20-25 hrs. Southfield, W. P. 6.0 for Windows, timesling, experience necessary. Salary commensurate. (810) 442-8150

LEGAL SECRETARY PARTNER POSITION
Southfield P.I. firm seeks professional, poised and skilled Secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have medical malpractice/litigation experience preferred. Pleasant surroundings. Excellent starting salary and benefits. Call 810-351-4020

LEGAL SECRETARY
Small, Southfield, Civil litigation firm seeks full time, experienced Legal Secretary to join our office. Clerical, detail, organizational and interpersonal skills required. Proficient with WordPerfect 5.1 or 6.1. Salary negotiable. Call: (810) 352-4100 or FAX resume: (810) 352-2158

LEGAL SECRETARY
Southfield based firm seeks Legal Secretary. Must have solid litigation and personal injury experience. Also Word Perfect/Windows 6.1 & 55 wpm, no error. Hours are M-F, 9am to 5pm. Temp to Perm position.
OFFICETEAM
"An Unlimited Administrative Staffing"
26588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-0222
Fax 810-358-0841
E.O.E.

LEGAL SECRETARY
Southfield insurance defense. Word Perfect 6.0. (810) 352-7990

LEGAL SECRETARY - Small dynamic law firm seeks a people person who excellent typing & organizational skills. Send resume with salary requirements to: T. Manoux, 2835 Coolidge Hwy, Suite 107, Troy, MI 48084

LEGAL SECRETARY
Southfield personal injury law firm seeks experienced Secretary with excellent skills. Minimum 65 wpm, accurately. Expertise in WordPerfect. Dictaphone experience helpful, but not necessary. If interested, please mail resume to:
Office Mgr., 2301 W Big Beaver Rd, Suite 777, Troy, MI 48084

LEGAL SECRETARY
The Law Firm For You!
Busy Birmingham law firm seeks person with strong litigation skills. Knowledge of WordPerfect 5.1. If you are qualified, we need you! Salary/benefits commensurate with experience. Resume to: Personnel Dept. 301 S. Maple, #238, Birmingham, Mich. 48009

LEGAL SECRETARY TO $35,000
Well known firm. Heavy litigation experience. Pleasant Rochester experience. Pleasant work environment. Call Donna 810-772-6790

LEGAL SECRETARY TO $31,000
Southfield firm. Heavy litigation experience. Pleasant work environment. Call Donna 810-772-6790

LEGAL SECRETARY, $30,000
3 yrs. personal/transport experience, 85 wpm, knowledge of WordPerfect, include profit sharing. Call Kathy, 810-772-6790 or Fax 810-772-1811
Sterling Personnel Services

LEGAL SECRETARY
Tel-Twelve area. Experienced in commercial litigation. 5 year legal secretary. (810) 645-1700

LEGAL SECRETARY - Troy, 2 attorneys. Litigation defense liability, products liability & personal injury. Excellent benefits. $40,000. Fax: (810)524-2008. Call (810)524-2001
STAFFING SERVICES OF MICHIGAN LTD

LEGAL SECRETARY
W. Bloomfield law firm seeks bankruptcy law firm, seeks experienced legal secretary. Send resume to: 7113 Orchard Lake Rd., Suite 500, W. Bloomfield, MI 48322. Attn: T. Morris

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

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

OFFICE ASSISTANT
Dearborn company seeking motivated person to assist with daily office duties, computer and communication skills a must. Send resume to:
Human Resources Manager
1537 Monroe
Dearborn, MI 48124

OFFICE ASSISTANT
Looking for mature individual with excellent communication, organization & math skills. Call Ms. Wesky... 810-471-8800

OFFICE ASSISTANT
Full time, Self starter, Word Processing skills, MS office preferred. Varied office duties. Pleasant work environment. Farmington Hills area. Call (810) 848-8132 or fax to: 810 848-9019.

OFFICE ASSISTANT, full-time, for a subsidiary of a European company to answer phones, sort bookkeeping, customer service and computer work. We train the right person. Salary mid-20's plus benefits. Send or fax resume with salary requirements to:
UYA Medical Supply Company
P.O. Box 8000
41235 Plymouth Road
Plymouth, MI 48170-8080
Fax: 313-454-2087

OFFICE/CLERICAL
Part-time, Ste 55 center, computer skills & Short-hand. 810-852-6001

OFFICE CLERK - Some travel time. Small, friendly environment preferred. Send resume to Box #2886 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150
An Equal Opportunity Employer

OFFICE CLERK
Southfield CPA firm is hiring a full-time office clerk. Entry level position requires filing, inter-office mail delivery, copying, errands, etc. You own car is required. If you desire to work in a professional environment, call Kathy/Debbie at 810-441-1120 AM or 1:30 PM-3:30PM at (810) 354-8786, July 15 thru 19, 1996.

OFFICE HELP
Computer, Customer Service & Accounts Receivable. Experienced. Farmington location. Send Resumes to: CMC, 3773 Orchard, Highland, MI. 48356.

OFFICE HELP - PART-TIME
needed 3 days, 8 or 8 hours in Farmington area. Please call:
(810) 674-3863

OFFICE HELP
Small Troy company seeking part-time office help. Good phone skills desired. Light computer work. Billing, typing, 2-3 days per week. Hours, salary negotiable. (810) 641-8427.

OFFICE MANAGER
Detroit Redford United Methodist Church is seeking a qualified person to fill its position of Office Manager. 35 hours. Starting salary $13,000. Blue Cross/Blue Shield benefits. (313) 531-2210

OFFICE MANAGER
Heavy bookkeeping & computer skills needed. Benefits included. Contact Francis at: 810-544-3400

OFFICE MANAGER
Immediate position available. Professional design office. Computer experience necessary with light bookkeeping. Drafting experience preferred. Fax or send resume to: Kathy Hoover, Tech. Dot, 28211 Farmington Hills, MI 48331.
Fax 810-553-1170
Or call personnel, (810) 553-3730

OFFICE MANAGER
Southfield construction company looking for a 1 person office. Phones, light bookkeeping, customer relations. Must know WordPerfect 6.0 & have experience. Call 9-5pm, for more information. (810) 358-1440

OFFICE PERSONNEL
Must have phone skills. Some experience necessary. Will train the right people. Competitive wage. Call 810-544-3300. Ask for Dup, Francis, Billy or Jimmy

OFFICE POSITION
For growing audio-visual distributor in Novi. Full time position requires a bright well organized individual with excellent office, phone & computer skills. Benefits, paid holidays & salary commensurate with experience. Send resume to VBC, 40400 Grand River-Unit F, Novi, MI 48375

OFFICE POSITIONS
Bloomfield hills based mortgage banking firm has several positions for applicants with experience in some of the following: Word, Excel, Lotus, WordPerfect, 10-key, data entry. Excellent communication skills, and the ability to work in a high volume environment required. Excellent benefits. Interested candidates can fax resume and SALARY REQUIREMENT to: Karen Tate, Personnel, FLAGSTAR BANK, 2600 Telegraph Road, Bloomfield Hills, MI 48302, (810) 336-7700, ext. 2683.
Equal Opportunity Employer

OPEN HOUSE
Tuesday, July 16th, 3-7pm.
Lindsey Center
2980 Crooks Rd. (south of Big Beaver (16 Mile) & Crooks come meet with our recruiting team. Various positions available:
A/P & A/R ..... to $23,000
Payroll Clerk ..... to $19,000
PC Bookkeeper ..... to $23,000
Payroll-Clerk ..... to $23,000
accountants on call
Southfield (810) 356-0660
Troy (810) 740-1100
No appointments necessary

ORDER DESK - Farmington Hills manufacturer, for well organized, detail person with excellent office, phone & computer skills. Must be able to multi-task. Benefits include profit sharing. Call Kathy, 810-772-6790 or Fax 810-772-1811
Sterling Personnel Services

PART AND/OR full time for sales rep Farmington Hills area. Capable of computer and office procedures. 810-851-9953

PART TIME - receptionist, non smoker, busy Livonia publisher requires someone to answer phones, 7:30am to 1 pm. Mon. thru Fri. Also some word processing, call Sandy 810-477-8650

PART TIME
SEABURY & SMITH (a Marsh & McLennan Co.) located in DEARBORN has the following part time opportunities for our expanding office:
RECEPTIONIST/ TYPIST
The individual will work 12:30pm to 4:30pm performing receptionist, clerical and typing duties. Good typing skills necessary.
CLERK
The individual will work from 10:00am to 2:00pm performing filing, mailings and general clerical work. Some clerical experience preferred.
We offer an excellent salary, if you wish to be considered for a position with an industry leader, call:
Cal (313)271-9515
Fax (313)271-4614 whenever including salary history
SEABURY & SMITH
4 Parklane Blvd., Suite 414
Dearborn, MI 48126
Equal Opportunity Employer MF

PART TIME Secretary/Receptionist: Phone 6 hours per week, accounting, computer, typing, phone skills, filing, mailings, data input, etc. for small office. Send resume, salary history, references to: M.DIA, 32398 Five Mile, Livonia, MI 48154-6109. By appointment only.

METRO DETROIT CADILLAC DEALERSHIP
Looking for experienced GM Dealer Cashier. ERA experience preferred. $8 per hour. Send resume to: DON MASSEY CADILLAC
(313) 292-2600

CADILLAC DEALERSHIP
Looking for experienced Payroll Clerk. Send resume to: P.O. Box 700737, Plymouth, MI 48170

CADILLAC DEALERSHIP
Looking for experienced Receptionist. Send resume to: P.O. Box 700737, Plymouth, MI 48170

PAYROLL/ACCOUNTING CLERK
Immediate opening for individual with some payroll experience. Full time. Excellent benefits. Salary commensurate. Non-smoking office. Apply to Joel at: (810) 355-1000, ext. 1 Parker Hannifin, 28111 Telegraph, Southfield

PAYROLL ASSISTANT
Part-time, Mon-Thurs, 8:30am-5pm. For data entry for computerized payroll. Southfield area. Call Ann, 810-569-4860

PAYROLL CLERK
Experienced needed. Send resume to: PO Box 5002
Plymouth, MI 48170

PERSONAL ASSISTANT
Previous experience in Real Estate required. Learn a plus. Good communication and computer skills. 30-40 hrs. Fax resume to (810) 645-0034 Or call Suzanne at (810) 645-2500

PAYROLL CLERK
Madison Heights manufacturing corporation has an opening for payroll clerk. 1-2 yrs. experience, data entry skills, 10-key, 35 wpm typing and organizational skills a must. Temp to hire opportunity. Call Tolpen at:
STAFFING RESOURCES
810-737-1111

PERSONNEL ASSISTANT
Mature individual for full time position. Southfield location. Prefer background in payroll, recruiting, personnel administration. Candidate should have excellent math ability & 10-key calculator skills. Individual must be detail oriented & have exceptional verbal communication, letter composition & record keeping ability. Knowledge of Lotus 1-2-3 package. Send resume including salary requirements to: P.O. Box 5091 Southfield, MI. 48086.

PROPERTY & CASUALTY
Full time, for agency in Bloomfield Hills. Experience helpful but not necessary. Please call Judy Rowcliffe at: (810) 540-1020

PT OFFICE ASSISTANT
for service firm in Livonia. General office responsibilities, data entry, scheduling appts., receptionist, etc. Must be computer literate and very flexible. Variable hours. Experience required. Hours: 10am-4pm, pay $7.50/hr. Call (810) 540-5743

PUBLICATIONS RESEARCH SPECIALIST
Part-time opening in Southfield trade association for individual to review, analyze, and distribute new business option openings and maintain files. Also responsible for data entry and routing of subscriptions. Individual must have at least 1 yr. of library experience or equivalent. Must also have excellent research skills, attention to detail, and be able to work on own. Send resume and salary requirements to:
S. Stoltzer
P.O. Box 5002
Southfield, MI 48086-5040

PURCHASING ASSISTANT
Needed for fast growing wholesale distributor. Call Jeff at 313-981-1400 ext. 19 by touch. Call Bob for interview at 313-261-7600

Night Receptionist
Northville office looking for part time, evening receptionist from 5pm to 9pm, Monday through Thursday and 9am to 5pm on Saturday. Must be dependable & organized with 1 year recent experience required. Call Avalone to set up an interview at:
810-380-1700, ext. 218

Our Farmington Hills client, a fortune 500 company, needs a front-desk receptionist with exceptional communication skills to answer their multi-line phone system. Must have MS Word & Excel, and have general office skills. This is a temp-to-perm position. 5 days up to 8 days a month to start. Hours will be 8:30am to 5:30pm. Only those who are committed to a long-term and excellent references need apply. Please send resume to: Janet Hood with state beginning of August. Please call or fax resume to:
OFFICETEAM
"An Unlimited Administrative Staffing"
26588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-0222
Fax 810-358-0841
E.O.E.

RECEPTIONIST
A highly respected beverage distributor of Farmington has an immediate opening for a receptionist. A professional person with top notch communication skills. Call
STAFFING RESOURCES
810-737-1111

RECEPTIONIST
Bloomfield Hills law firm needs sharp individual with good phone manner for permanent position. Excellent benefits. Salary commensurate with experience.
(810) 645-9400 ext 316

RECEPTIONIST/ CUSTOMER SERVICE

Fantastic Front Desk opportunity for individual experienced in Sales Support work. You will be working directly with the office and Sales Staff for a national advertising company with LOCAL offices in Southfield.

Candidates will have a good telephone manner along with excellent communication skills with aptitude for follow up. We offer benefits.

Call Laurie
810-358-3030

RECEPTIONIST
Experienced Reception to handle large multi-line phone system. Must have pleasant speaking voice and excellent communication skills. Prior customer service skills also helpful. Send resume or apply in person to:
National Reproductions Corporation
29201 Greenfield
Madison Heights, MI 48071

RECEPTIONIST
Farmington Hills based PR agency. Must have professional telephone manner, word processing and general office experience. Fax resume to: Ms. Wilson 810-855-6709

RECEPTIONIST
Fast paced Southfield law firm advertising agency needs Receptionist with excellent telephone skills. Must have computer skills, be detail oriented and work well under pressure. Call 810-440-0300 or send resume to:
P.O. Box 2002
Bloomfield Hills, MI 48303

RECEPTIONIST
Filing, typing. Computer experience a plus. Livonia area.
(313) 421-8833

RECEPTIONIST
for busy Farmington Hills property management company. Light typing required, also assist other front desk people when needed. Call Ms. Ann at 810-851-7777 ext. 224 or fax resume to: Ann Marie Corporate Realty, Inc. 28175 Haggerty Rd. in Southfield. Some benefits.
(810) 213-0210

★RECEPTIONIST★
Full time position 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:
Box 39, Birmingham MI 48009

RECEPTIONIST
full time, experience required, typing, small Bloomfield Hills office. Please contact Kim at 810-540-3340

RECEPTIONIST - Full time position in fast paced Livonia executive office. Experienced front desk person with excellent people-skills & professional appearance. Must have phone experience. Position includes other general office duties. Word Perfect a plus. Excellent growth potential. Benefits & salary for the right candidate. Call anytime.
(313) 591-7425

RECEPTIONIST
Full time position available in established Southfield law firm. Salary commensurate with ability.
810-827-7000

RECEPTIONIST
Full time for Bloomfield Hills law firm. Pleasant speaking manner required. WordPerfect experience and administrative skills helpful. Salary commensurate with qualifications. Please FAX resume and references to (810) 642-7751. Attention LER or mail to LER, Dennis, Dunn, Mulcahy & Sadler, P.L.C. 1533, North Woodward Avenue, Suite 200, Bloomfield Hills, MI 48304-2806

RECEPTIONIST
Internet. Immediate opening for friendly professional front office receptionist. Must be comfortable with the Internet while answering multi-line switchboard and greeting with light clerical duties. Fax resume to: 810-352-2375 or call Karen at 810-352-9643

RECEPTIONIST - Law office looking for receptionist to work 1:30-5:00pm daily. Telephone and light typing a must. (810) 644-7500

RECEPTIONIST
Livonia firm (professional environment) needs receptionist to answer 4 incoming lines and prepare resumes. Word Perfect experience a must. Be proficient in MS Word, Excel and Windows. Pay is hyly competitive. Up to 30 hours/week. Up to $10/hour
OFFICETEAM
"An Unlimited Administrative Staffing"
26588 Northwestern Hwy.
Suite 250, Southfield, MI 48034
810-358-0222
Fax 810-358-0841
E.O.E.

RECEPTIONIST
Needed for large apartment community in Southfield. Excellent hourly wages and benefits. Apply in person:
Sutton Place Apartments
23275 Bridgeville Rd.
(810) 358-4954

RECEPTIONIST
Part-time for busy multi-line phone system. Requires pleasant voice & manner. Must be able to type moderately. Duties include answering the phone, taking messages, keeping Hours: Mon 1-5, Tues 1-3, Fri. 2-7, Sat 9-1. Must be flexible to fill in for vacations & sick days. Ideal for someone who wants to enter the workforce. Apply at: Community Federal Credit Union, 500 S. Harvey, Plymouth.

RECEPTIONIST
PART time for downtown Royal Oak Tanning Salon. Must be good with people
(810) 545-1720

RECEPTIONIST
Part-time for Livonia law firm. Experience helpful. Hours 1:30pm - 5:30pm, Mon. Fri. $6 per hr. Call Patti at (313) 464-0300

RECEPTIONIST (PART TIME)
Position available with established engineering firm. Work flexible hours (4-6 hours per day). Duties include answering telephones with some light bookkeeping, record keeping, proof reading and filing. Positive attitude essential. Resume to:
SECKLER
12200 Farmington Rd
Livonia, MI 48150

RECEPTIONIST PLUS CLERICAL
Bloomfield Realtor Phone and some computer skills necessary. Part time Mon-Fri.
(810) 645-5700

Receptionist
Sales Receptionist
Detroit

EMC, a worldwide leader in computer storage and power technology, seeks an organized individual with the ability to handle multiple objects in an efficient and effective manner. You will provide telephone support for our sales office as well as other administrative tasks. The successful candidate must possess a high school diploma, a strong attention to detail, 2-3 years experience in a high pace sales environment, and typing skills of 50 wpm. Knowledge of IBM compatible PCs including Excel and MS Word for Windows is a plus. We offer excellent telephone skills on a high volume system essential.

Please send/fax your resume to Job Code: AS1-0671-11, Human Resources, EMC Corporation, Hillside Square Building, 75 Seventh Avenue, 8th Floor, Needham, MA 02194-2800, Fax: (617) 449-9796. EMC is an equal opportunity employer that values the strength diversity brings to our workplace.

RECEPTIONIST & SALES SECRETARY
opportunity for advancement for new business expansion. Apply: Starting Banquet & Conference Ctr., 34911 Van Dyke Ave., Sterling Heights.

RECEPTIONIST/SECRETARY
MAC Tools, Farmington Hills. Data entry, some. Research and management. Call Mr. Terry 810-334-4747

Receptionist/ Secretary
For small, fast-paced Southfield law office. Should know Word Perfect 5.1, 40 wpm typing, 10-key. Salary $20,000. Call Mr. Gray, 26200 American Dr., Suite 305, Southfield, MI 48034

RECEPTIONIST/SECRETARY
Livonia graphic/advertising firm seeks responsible, detail-oriented person for permanent part-time position. 12-20 hrs. - negotiable. Phones, client contact & general office work, including typing & WordPerfect requirements. Salary/benefits. Fax resume to: Office Manager, Hellert & Associates, PC, 3001 Town Center, Ste. 2900, Southfield, MI 48075

RECEPTIONIST/SECRETARY PART-TIME
Fast paced professional office with pleasant, friendly environment. Responsibilities include phone answering, filing, word processing using Word Perfect for Windows 6.1, and other miscellaneous duties. Part-time hours from 8:30am to 5:00 p.m., Tuesday, Thursday and Friday. Send resume to: McKenna Associates, Inc. Attn: Business Manager, 32605 W. Twelve Mile Road, Suite 350, Farmington Hills, MI 48334. EOE

RECEPTIONISTS
Full and part time openings for receptionists with a minimum of 6 months office experience. Must also possess software experience with Word for Windows and Excel.
Call today for an interview.
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONIST - Southfield investment advisor seeks receptionist with communication skills to handle multi-lines, mac duties & PC experience. Part-time. Call Kim 810-559-0200

RECEPTIONIST
Small, friendly, commercial property management company in Novi is looking for a highly motivated, self-starter with pleasant personality to handle good communication skills. Experience in word processing helpful. FAX resume with salary requirements to:
(810) 344-9605 or mail to
39600 Orchard Hill Place,
Suite 125, Novi, MI 48375

RECEPTIONIST / TYPIST
For Livonia office doing Federal Good typing skills on Word Perfect a plus. Excellent work environment. No benefits. Call for appointment.
(313) 427-6900

RECEPTIONIST
VETERINARY CLINIC
Part-time opening at Michigan Humane Society's full-service shelter in Livonia. Cat experience a plus. Resume required. Starting pay $6.25/hour. Apply in person at MHS, 37255 Medical Drive (E. of Newburgh) in Westland.

RECEPTIONIST WANTED
Very busy, fast growing Real Estate and Construction Company needs full time receptionist. Duties include phones, some clerical, and assisting co-workers with multiple tasks. Excellent growth potential, very competitive wages and benefits. Please send resume and salary history to 31700 Middlebelt Rd., Ste 189, Farmington Hills, MI 48334

RECEPTIONIST - We are a growing accounting firm, looking for someone to perform typing, keypunching, answering telephones, filing, and general office duties. Motivated to learn & grow with us. Please send salary requirements to:
PM Group, 24725 W. 12 Mile, Suite 230, Southfield, MI 48034

RECEPTIONIST
West Bloomfield Nursing Center has an immediate opening for a part time receptionist. Qualified applicants must possess good communication skills and basic clerical skills including typing, word processing, and telephone answering. We offer benefits and a competitive salary. Please contact Ms. Smith at 810-661-1600 to set up an appointment or fax your resume to 810-661-1228.

RECEPTIONIST with good telephone skills for busy office in Rochester Hills. Call Mondays only. Call Mike, Sharon or Carolyn at:
(810) 299-6110

RECEPTIONIST
With secretarial duties for busy commercial Developer's headquarters in Southfield. Pleasant voice, phone, greeting guests, etc. Excellent telephone skills. Dependable, cooperative and attitude required. Must be dependable. Mon-Fri 8:00 AM-5:00 PM. Experience with WordPerfect for Windows and Lotus preferred.

Send resume and salary requirements to Personnel, P.O. Box 3066, Southfield, MI 48037-3066 or fax to 810-827-7520

RECEPTIONIST
Wonderful Receptionist needed for upscale Birmingham salon. Must be dependable, have a flexible with pleasant personality. Team player. Immediate opening! Call or ask for Barbara
(810) 642-3315

RECEPTIONIST
1 person office. Bookkeeping, typing, and computers a must. Like dealing with customers.
(313) 534-3788

ROOFING CONTRACTORS & CREWS
Needed immediately, here backlog. Must be willing to do labor jobs. Call Jack at 810-747-2904, 7pm-9pm, Mon - Fri or weekends anytime.

SALES ASSISTANT & ORDER ENTRY CLERK
A growing advertising specialty company seeks a accurate, detail oriented, self-starting person, with good communication skills to join our team. Computer experience with Windows & Word a plus. Customer Service & Order Books helpful. Ability to work with minimal supervision. Salary commensurate history required. Great growth potential. Competitive Salary & bonus program. FAX resume to Attn: RENE at 810-737-8840 or mail to: SUE 5600 W. Maple Rd., Ste. C 301, W. Bloomfield, MI 48322

SALES ASSISTANT / SECRETARY
O.C. Tanner Sales Company is seeking an organized individual. Computer literate, detail oriented, who can perform a variety of duties. Must be able to work as a member of a computer supplemented department. Excellent benefits. Competitive compensation & benefit package. Accepting resumes until July 19, 1996. Send to:
15716 Farmington Rd, Livonia, MI 48154
An Equal Opportunity Employer

SALES SECRETARY
Part time, evenings, answering phones, telemarketing, computer, etc. (810) 356-7920

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, knowledge of accounting, apply in person Brose Electrical, 32100 Stephen, Livonia

SECRETARIAL POSITIONS
43 and/OR 52 Weeks. Qualifications: Typing (45 wpm minimum), Basic skills, computers. Posting dates Aug. 4 thru 8. Interviews can apply call:
313-595-2025
Wayne-Westland Community Schools
Employee Services Division
36745 Marquette
Westland, MI 48185

SECRETARIAL - SH/KB
Microsoft Word 1 yr. office experience. Pleasant Southfield firm. Call Donna (810) 772-6790
Sterling Personnel Services

EXPERIENCED SECRETARY
needed for Southfield law firm. Must be computer literate and WordPerfect experienced. Salary commensurate. Fax resume to:
Professional Transfer, Hellert & Associates, PC, 3001 Town Center, Ste. 2900, Southfield, MI 48075

SECRETARY
CHRISTIAN, non-profit organization. Part time, 20 hours/week. Must be PC proficient. Excellent working conditions.
(810) 350-2203

SECRETARY
Do you need a vacation in Heaven? Hit the Lotto yet? A professional secretary is needed for our Southfield office. Fax resume to 810-254-1805

SECRETARY, EXECUTIVE
Secretary required for busy Livonia distributor, non-smoking office.
2 years experience in lumber or building materials. 60 and spreadsheets required - light accounting skills, familiarity with office machines, office equipment, general secretarial duties. Benefits, 401k. Send or fax resume to J&D Distributing, 11700 Belden Ct., Livonia, MI 48111. FAX: 313-425-7955

SECRETARY
EXPERIENCED in all office procedures. Strong typing with strong WordProcessing skills. Independent and motivated need only to apply. Call 8:30am-5pm, (810) 398-5311

SECRETARY
Calsonic North America, Inc. has an immediate opportunity for a Secretary at our expanding Farmington Hills headquarters operations.

This position will support the Japanese executive staff. We require five years' secretarial experience in Japanese, knowledge of PC skills (Microsoft Word & Excel) and operation of various office equipment & software. Must be fully literate in both English & Japanese. High school graduate or equivalent with two years additional training in office procedures & general business required. Associate's degree desired.

Calsonic offers a competitive salary & benefit program. Qualified candidates please forward your resume & salary requirements in confidence to:

Laurie Crisan
CALSONIC North America, Inc.
27101 Hills Tech Court
Farmington Hills, MI
48331-3626
Fax: (810) 848-9557
Equal Opportunity Employer

SECRETARY
Experienced individual needed to join our Secretarial Department. Typing 55 wpm and MS Word required. Professional demeanor and excellent organizational skills a must. Full benefits. Send resume & salary requirements to:
HR/Secretarial
29299 Franklin Rd.
Southfield, MI 48034

SECRETARY
for Downtown Detroit Law Firm. Some computer knowledge with commensurate with experience and commensurate with experience. Please send resume to: Office of Schneider, 2280 Penobscot Building Detroit, MI 48226

SECRETARY
Full time, days for Northville real estate office. Call Sandy at:
810-478-6805

SECRETARY
IF you're looking for an excellent position with great benefits, the Ford and Western suburban company has openings working full time directors in new departments. Develop your ability to work independently. Temp to perm. Call Sheri
Livonia/Farmington Birmingham
473-5400 646-7987

Advantage Staffing

SECRETARY
Immediate career opportunities with international advertising agency. Suburban and Detroit locations. Temp to perm your choice. Call Sarah
Birmingham Farmington/Livonia
645-7900 477-2932

Advantage Staffing

SECRETARY
Immediate Opening
Real estate office in Livonia seeking a part time Secretary. Basic clerical and phone etiquette skills required. Flexible hours. Salary commensurate. Call Century 21 Row, 313-464-7111

SECRETARY
Livonia based auto supplier has immediate opportunity for secretary to work in its human resource department. Word processing and data will have the ability to work with employees at all levels of the organization. Prior human resources experience, a working knowledge of benefits, including workers compensation, an added plus. Must have excellent communication skills, as well as strong word processing and computer skills (prefer ADP payroll preferred). Knowledge of Word (Microsoft office). Send resume including salary requirements to:
Box #2845
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Looking for Secretary, 30 hrs per wk., proficient with WordPerfect for Windows 6.0, some bookkeeping experience helpful, excellent people skills for sophisticated 1-person office in South Lyon. Personal/Medical Law. Typing, billing, accounts receivable/payable & payroll for small group. FAX resume: 810-355-4779 or send to: Secretary, 2005 Town Center, Suite 1720, Southfield, MI 48075

SECRETARY needed part-time for W. Bloomfield insurance agency. Computer experience necessary. Fax resume to: 810-737-4361

SECRETARY NEEDED
Full time for Troy office. Must have knowledge of Word Perfect 5.1 or MS Word experience. Joyce 810-362-8300

SECRETARY/OFFICE CLERICAL
Person needed for small family wholesale distributor. Non-smoking office. Must have 3 years office experience to include WordPerfect, general secretary, phone, light data entry, 40 wpm. A good interpersonal ability. We offer competitive salary & benefits. Fax resume to:
313-425-7665, Attn Bob

SECRETARY, part time with some computer knowledge, Monday thru Friday 4 days a week, non-smoking office Southfield
(810) 354-0121

SECRETARY
Positions available include:
- Legal Secretary
- Word Processor/typing shift
- Experienced paralegal willing to train with solid Secretarial experience, plus a secretarial experience necessary for Receptionist. Must possess good typing skills, speed (minimum 75wpm). Advanced knowledge of Word Perfect 5.1. Some experience required. Send resume to:
Laura Combs
Howard & Howard Attorneys
1400 N. Woodward, Ste 101
Bloomfield Hills, MI 48304
FAX: (810) 645-1483

SECRETARY
Professional Law Firm in Livonia needs a secretary to do various clerical duties. Basic knowledge of spreadsheets and word processing. Pay starts at $8 hr. Call 313-525-4908

SECRETARY
PROFESSIONAL corporation seeks Secretary/Receptionist. Must have excellent clerical and organizational skills, self-starter, proficient at Microsoft WordExcel, minimum 55 wpm. Send resume to:
P.O. Box 276
Troy, MI 48083
or fax to:
(810) 284-1455

SECRETARY
Real estate office in Livonia seeking a Secretary. Clerical, phone etiquette, basic computer skills familiarity with office machines, office equipment, general secretarial duties. Benefits, 401k. Send or fax resume to J&D Distributing, 11700 Belden Ct., Livonia, MI 48111. FAX: 313-425-7955

SECRETARY/RECEPTIONIST
Property Management Company seeking person to answer telephone, type, file, perform general office duties. Must WordPerfect 6.1 & Excel for Windows. Please send resume to: The Linder Co., 43270 W. Eleven Mile Rd., Novi, MI 48375

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a dynamic, multi-talented person to join our team. Excellent phone & computer skills required, great opportunity for advancement. Competitive salary, excellent benefits. Send confidential resume to J.R. Richard, 30095 Northwestern Hwy, Ste 2117, Farmington Hills, MI 48333

SECRETARY/RECEPTIONIST
Full time for livonia engineering firm. Strong organizational, telephone & written communications skills along with proficiency in WordPerfect 6.1 required. Knowledge of Microsoft Word helpful. Ability to perform multiple tasks. Please FAX or send resume with salary requirements and cover letter to: Secretary, 37433 Schoolcraft, Livonia, MI 48150-1007. FAX 313-464-5879

Southfield based property management firm is looking for a Secretary to assist the Property Manager. Computer literate, experience necessary. HUD experience an added plus. Competitive knowledge required. Fax resume to: Attn: Secretary, P.O. Box 328, Southfield, MI 48037

SECRETARY
Word/Windows/Excel Required

Fast-paced, growing computer engineering company seeks a secretary with 1 to 3 Yrs. experience who can handle and prioritize multiple tasks & is accurate & detail oriented. Some clerical duties also needed. Potential for future advancement. Call Marie Clark at 810-253-9500 or fax resume to: 810-253-9505. Your hourly rate is M.I.S. (estimated, 445 - permanent). 2000 Brush, Suite 400, 48303. FAX: (810) 253-9505 EOE

SECRETARY
$24,000. Service charge paid by company. Fortune 500 manufacturing company offering fantastic benefits & prospects. Need a friendly, good typing secretary. Reliable work experience & Word Perfect a must. Call for appointment.
810-398-3450
Snelling Personnel Services

Suburban Automotive Import Group
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Troy, MI 48099