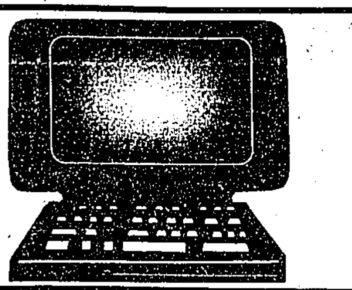

Our Classifieds are now on the INTERNET!

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.

502 Help Wanted-Office Clerical

Interior Design Firm seeking energetic, bookkeeper, with at least 5 years exp. in A/R, A/P, payroll, taxes and purchasing. Exp. with MS Word, or Word Perfect 6.1 and Peachtree necessary. Please call (810) 644-7040 or fax resume to: (810) 644-7018

JOBS OF THE WEEK

EXECUTIVE SECRETARY TO $35,000. M/S Word and EXCEL. Experience working in an accounting or CPA firm. Able to do presentations. Major Troy firm. Call Denise.

EXECUTIVE SECRETARY TO $34,500. Report to VP and Treasurer. Word Perfect and Lotus. Good verbal skills. Benefits. Call Kathy.

LEGAL SECRETARY TO $32,000 3-4 years legal experience (corporate a plus). Work for 2 attorneys. International Troy firm. Call Ron.

SECRETARY, $26,000 to $30,000 3 years secretarial experience. M/S Word and EXCEL. Excellent skills needed. Major suburban firm.

CUSTOMER SERVICE To $28,000. Some experience in a manufacturing environment. Major Farmington Hills firm. Call Denise.

SALES SECRETARY, $26,000 Immediate opening with suburban publishing firm. Good skills needed. Great benefits. Call Donna.

RECEPTIONIST, TO $24,000 1-2 years switchboard experience. Some computer skills. Nice phone manner. Full benefits. Call Kathy.

SECRETARY/RECEPTIONIST $24,000. M/S Word. Good typing skills. Lots of variety. Major firm. Call Kathy.

SECRETARY TO $12 HOURLY Exciting opportunity with this Bloomfield Hills firm. Work in Media department. M/S Word and EXCEL. Highly visable position. Benefits. Call Judi.

GENERAL OFFICE/SWITCHBOARD $19,000. 1 year office experience. Nice phone manner. Opportunity to advance. Suburbs. Benefits and bonus. Quick hire. Call Denise.

810-772-6760 or FAX 810-772-1811
Snelling Personnel Services

JUST DO IT!!!

Do you have secretarial skills? Reliable transportation? Do you like variety in your job duties? If you answered "yes" to these questions, don't delay - call now and join our Southfield team. We offer same week pay, holiday pay, incentive bonus and computer training

EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

LAW FIRM NEEDS FILE CLERK for court filing & miscellaneous errands. Must have reliable transportation. Full-time employment. Call Mr. Weiner: 810-948-0000

LEGAL ASSISTANT College graduate 3.5 or better, to work in Farmington Hills law office. Good organizational and people skills. Non-smoker. Ask for Linda at: (810) 737-8400

LEGAL ASSISTANT Unique position as creditors's representative in bankruptcy court hearings. Negotiation and computer skills necessary. Non-smoker. Send resume & salary requirements to: P.O. Box 1150 Birmingham, MI 48012 or FAX 810-647-7372

LEGAL/FINANCIAL SECRETARY for lt. Suburban land developer. Requires computer friendly, experienced individual flexible to needs of small office environment. Competitive salary & benefits. Excellent opportunity for right individual. Equal Opportunity Employer. Send resume to: Box #1220 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARIES needed with WordPerfect 5.1 (DOS and/or Windows) and/or Microsoft Word for Windows. Transcription helpful. Temporary, temp-to-perm and permanent positions available. Call today for an appointment! SNELLING PERSONNEL SERVICES 810-352-1300

EXPERIENCED LEGAL SECRETARY For busy Bingham Farms law firm specializing in litigation. Full time. Motivated, organized, flexible and dependable. WordPerfect/Windows 95. Salary commensurate with experience. Benefits available. Send resume to Office Manager, 30700 Telegraph Rd., Ste 3475, Bingham Farms, MI 48025 or Fax: (810) 644-8344

Legal Secretary
Bloomfield Hills law firm has an immediate opening for a full-time Legal Secretary. The qualified candidate must be a self-starter, possess 2-3 years litigation experience and knowledge of Word Perfect 6.1. Attractive salary and benefits package. If you qualify, please send resume with salary requirements to: Human Resources 54a Law Essad, Fiedler & Charboneau 1550 Woodward Ave Suite 200 Bloomfield Hills, MI 48304 An Equal Opportunity Employer

LEGAL SECRETARY - Exciting Southfield litigation firm offers unique opportunity for self-motivated individual. Minimum 2 years experience. Knowledge of WordPerfect for Windows and WP6.0 for DOS required. Salary commensurate with ability and experience. Please fax resume to: (313) 567-0892

LEGAL SECRETARY For Downtown Detroit law firm. Experience with computers helpful. We offer competitive salary & benefits. Send resume & salary history to: Office Administrator, Derry Moorman King & Hudson, 600 Woodbridge Place, Detroit, MI 48226. No phone calls please.

LEGAL SECRETARY for Southfield personal injury defense firm. Requires strong litigation experience (3-5 yrs), excellent skills & WordPerfect 6.1. Please mail resume & salary requirements: 400 Galleria Officentre #550, Southfield, MI 48034

LEGAL SECRETARY For Southfield law firm. Litigation/real estate/corporate/transactional law. Minimum 5 years experience is necessary. Excellent skills required. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215, or call: 810-356-8200

LEGAL SECRETARY - Family law firm. Must have 2-3 yrs experience; WordPerfect 5.1 proficiency. Good benefits, fun environment. Call Sheryl Stripp after 4pm: 810-357-4888

LEGAL SECRETARY For Southfield firm. Must have experience in insurance defense, WordPerfect 5.1, typing 60wpm. Immediate opening. Call Sylvia: 810-332-6550

LEGAL SECRETARY Full time. Bloomfield Hills law firm. 3-5 yrs. experience. Corporate/estate planning knowledge helpful. Benefits. Fax resume Attn. Amy 810-647-4138 or call: 810-647-0930

LEGAL SECRETARY For busy workers' comp & litigation attorney. Minimum 5 yrs. experience required. Must be self-starter with strong skills. Fax resume to Cindi at 810-641-3304

LEGAL SECRETARY
Full time for Senior partner in Litigation firm located in Royal Oak. Knowledge of WordPerfect 6.1. Send resume with salary requirements to: 322 W. Lincoln Royal Oak, MI 48067 Attn: Administrator

LEGAL SECRETARY Immediate opening for an organized, accurate, self-starter. Excellent skills. Experience in MS Word/Windows. Full time with benefits. Will train. Resume to: PO Box 567, Troy, MI 48084

LEGAL SECRETARY Minimum 2 years experience for litigation practice in Bloomfield Hills. Requires knowledge of Windows 95 & Word. Call: (810) 335-5220

LEGAL SECRETARY needed for busy Southfield insurance defense firm. Minimum 3 yrs. litigation experience required. Knowledge of WordPerfect 6.0 or 5.1 experience a must. Please send resume to 29201 Telegraph Rd., Suite 522, Southfield, MI 48034, attention: Barb

LEGAL SECRETARY No legal experience necessary. Must know WordPerfect, enjoy the computer, work fast & be well organized. Call Judy at: (810) 645-1700

LEGAL SECRETARY needed for busy small Southfield law firm specializing in personal injury & business litigation. WP 6.1 Windows, 80wpm, communication skills & self-initiative required. Excellent salary & benefits negotiable. Advancement opportunity & over-time available. Fax resume to: 810-354-0658 or leave message at: 810-351-0200

LEGAL SECRETARY / OFFICE MANAGER - Experienced for busy, fast-paced 3 attorney law firm. Word Perfect experience required. Lotus & Time Slips experience a plus. Salary & benefits negotiable. Send resume w/cover letter to: Legal Secretary, 31420 Northwestern Hwy, Suite 120, Farmington Hills, MI 48334. Or Fax to: (810) 851-4303

LEGAL SECRETARY/PARALEGAL Part-time, flexible hours. Some experience required. Requires WordPerfect. Call: (810) 357-7777

LEGAL SECRETARY Proficient in WordPerfect Windows. Competitive salary and benefits in congenial, smaller corporate law firm, good location near downtown Birmingham, free parking, non-smoking environment. Send resume and salary requirements to: Cook, Goetz, Rogers & Lukey, P.C., Attn: Office Manager, 1400 Woodward Ave, Suite 101, Bloomfield Hills, MI 48304-3983 or fax to: (810) 642-1676. No phone calls please.

LEGAL SECRETARY/RECEPTIONIST needed for small corporate law firm in Oakland County. Prefer someone with at least 2 yrs legal experience & must type at least 70 wpm. Contact Barb at 810-642-0000

LEGAL SECRETARY Troy patent law firm seeking secretary with litigation experience. Good salary and benefits. Send resume to 3001 W. Big Beaver Rd., Suite 624, Troy, MI 48084 or fax to (810) 649-3338.

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 801 W. Big Beaver Rd., Ste. 500 Troy, MI 48084 Equal Opportunity Employer

LEGAL SECRETARY Troy law firm, insurance defense experience preferred. Salary commensurate with experience. Call: (810) 649-7800

LEGAL SECRETARY wanted for small Farmington Hills personal injury/medical malpractice firm. 4+ years experience desired. Please call: (810) 851-1120

LEGAL SECRETARY with at least two years' experience required for fast-paced litigation firm in Southfield. Excellent salary and benefits. Please send your resume to: Box #1248 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

LEGAL SECRETARY 30 hrs./wk. for Rochester Hills attorney. Minimum 1 yr. experience. Leadership/organizational skills. WordPerfect 6.1. Bookkeeping a plus. Resume/salary to: Office Manager, 730 S. Rochester Rd., Rochester Hills 48307 or FAX: (810) 650-3411

LEGAL SECRETARY 4-5 days. Litigation experience preferred. WordPerfect 6.1. Please send or Fax resume to: Office Manager, 30500 Northwestern Hwy., Ste 500, Farmington Hills, MI. 48334. FAX: 810-851-9421

MARKETING ASSISTANT Join growing company and assist executive with promotional materials, marketing activities and clerical functions. Good computer skills and some marketing experience a plus.
Diversified Recruiters 810-344-6700 810-344-6704

MARKET RESEARCH Southfield location - great environment! Outbound survey calls - enthusiastic phone skills needed. Part time evening shifts. (810) 737-1711 TEMPORARY RESOURCES

MECHANIC, TIRED of dirty hands? We need you!! Great opportunity for technical writing. 35 hour week. Good written and computer skills. $25,000. (810) 772-6760 Snelling Personnel Services

MEDICAL BILLER & RECEPTIONIST Positions available. Both full-time, for busy Troy office. 40 hours per week. Salary based on experience. Immediate openings, will train. Call for interview (810) 569-6186

MIS DIRECTOR/TEAM LEADER Major Michigan law firm with several locations converting from Wang & WordPerfect to cutting edge Microsoft NT/Office 97 environment. NT, WAN, LAN, WWW. Competitive salary with full benefits. Send resume in confidence to: Box 187, 317 S. Division, Ann Arbor, MI 48104 Or fax to: 313-769-1501.

NETWORK TECHNICIAN, Novell Network experience a must. Install and troubleshoot. Good verbal and people skills. $30,000+. Call (810) 772-6760 Snelling Personnel Services

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. Benefits available. For more information call: Norrell (313) 981-3351

NOVI AREA. Real estate broker has got to have a full time assistant who is well organized, self directed, well versed, creative, ambitious & has the ability to handle a multiple of projects at once! Now. Experience helpful. Never a dull moment! Fax resume to: 810-363-4756 or call Rose 810-348-3000

NOVI COMMUNITY Schools, Accounting assistant level A. 250 days/year. $12/hr. min. 8AM-4:30PM. 8 hr/day, apply in writing to: Robert Schram, 25345 Taft Rd., Novi, MI 48374-2423 by deadline of 10-31. E.O.E.

OFFICE ASSISTANT Part-time person needed approximately 20 hrs./wk. for Warren Apt. Leasing office. Must have excellent communication skills & general office skills. $9/hr. to start. Send resume to: Office Assistant, P. O. Box 458, Bloomfield Hills, MI 48303-0458.

OFFICE ASSISTANT Assistant to 3 executives in a 4 person corporate office. Good secretarial, communication, and organizational skills. Light computer skills. Seeking a friendly person to join our office where we share responsibilities. Competitive salary & benefits. Send resume to: Comptroller, 5455 Corporate Dr., Suite 120, Troy, MI 48098 An Equal Opportunity Employer

OFFICE CLERICAL - 20-25 hrs. per week, Mon. - Thur., 1pm to 6pm. Good typing skills, phone manner & experienced with Microsoft Windows and accounts payable. Call (313) 961-3541.

OFFICE CLERK Full or part time, computer experience helpful. $5 to $7/hr. Apply in person, 8:30 to 5:00pm at: 1707 W. Big Beaver, Troy.

OFFICE ENTRY-LEVEL CLERICAL position for Troy law firm. Phone and typing experience a plus. Contact Diane at: (810) 952-0400 Or fax resume: (810) 952-0690 We are an equal opportunity employer.

OFFICE HELP - Part time Light secretarial skills. Tuesday, Thursday & half a day Friday. Novi area. Call 9-5. 810-344-4060

OFFICE MANAGER/BILLER Southfield office. 30-40 hrs. per wk. Able to learn Word for Windows, Quick Book, Micro-Soft Publisher. $8-$10 per hr. 1-800-648-1518

OFFICE MANAGER for small, happy Ferndale manufacturing company. Computer skills required. No dictation. Good job. Good Pay. Smoke free. (810) 548-4700

OFFICE MANAGER Large dealership chain has immediate opening for experienced Office Manager/Secretary Treasurer. Must be capable of managing all office functions and knowledgeable in all phases of auto dealership accounting procedures through financial statements. Dealership experience required. Excellent salary and benefits. Call for appointment: Ms. Donna Davis MEL FARR AUTOMOTIVE GROUP #(810)967-3700 EXT. 774

OFFICE POSITIONS Bloomfield Hills firm seeks service oriented individuals with computer knowledge, excellent communication skills, ability to handle a high volume of paper work, and a desire to learn a new career. Candidates call or send resume and salary requirement to Sherry Pilet - Personnel, Flagstar Bank, 2600 Telegraph Road, Bloomfield Hills, MI 48302. (810) 338-7700, ext. 2630. Equal Opportunity Employer

OFFICE PRODUCTION PERSON with good telephone skills & familarity with DOS & WP 5.1. Call (810) 740-9740

OFFICE/SALES HELP wanted. Part-time, approximately 30 hours per week. Mail resume including salary requirements to: Cellular & More, P.O. Box 1949, Brighton, MI. 48116 or Fax to: 810-227-0064

OFFICE SUPPORT PERSON Southfield Professional firm looking for individual to perform wide variety of general office duties. Phone and computer experience a plus. Nice offices, covered parking, good benefits, competitive salary. Reply Box #1223 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE/WAREHOUSE Fabric wholesale. Garden City. $6.50/hr. Will train. (313) 422-1199

OPPORTUNITY IS KNOCKING
Administrative Assistant
Receptionist
Customer Service Rep
Office Manager
Word Processor
Clerk Typist
Data Entry Operator
Many opportunities exist for skilled professionals. Long and short term assignments, as well as permanent, are available at the area's finest companies. Very competitive compensation rates. Fax your resumes today to: SOURCE: ADMINISTRATIVE SOURCE STAFFING 2000 Town Center #850 Southfield, MI 48075 810-353-8220 FAX 810-352-2335

PART TIME able to answer phones and file for high energy home improvement company. (313) 462-2500 Ext. 121

Professional Receptionist Troy/MS Word, WordPerfect, Windows 95, Lotus, Sharp & dependable. Can start A.S.A.P. $8.50 per hr. Boyer Search Group 810-645-0000

RECEPTIONIST Recent promotion has created a front desk opening. Seeking excellent communicators to greet clients. Great environment, location, and advancement. Top benefits.
Diversified Recruiters 810-344-6700 Fax 810-344-6704

RECEPTIONIST/ADMINISTRATIVE ASSISTANT Progressive, high growth Automotive Supplier in Troy seeks energetic self-motivated full-time fax RESUME TO: 810-288-22623 OR CALL Linda 810-288-2262

RECEPTIONIST / ADMINISTRATIVE ASSISTANT - Full-time. Proficient in MS office w/excellent organizational / phone skills. Fax resume to: 810-471-6262

RECEPTIONIST/ASSISTANT Corporate office, full time position need organizational & computer skills. Real estate knowledge helpful. Good communication ability essential. Salary plus benefits. Send resume to: Receptionist, P.O. Box 853, Bloomfield Hills, MI 48303

RECEPTIONIST
Blue Care Network, a suburban HMO is seeking a Receptionist to answer all incoming calls, receive and direct all incoming visitors, and provide clerical support to various departments.
Qualified applicant must be a high school graduate or GED with typing skills of 40-45 WPM. Some customer service experience is preferred.
We offer an excellent benefit and compensation package. Please send resume and salary requirement in confidence to:
BLUE CARE NETWORK ATTN: HR - REC P.O. Box 5043 Southfield, MI 48086-5043
An Equal Opportunity Employer

RECEPTIONIST BUSY Birmingham agency has immediate full time opening for a great phone voice. Excellent telephone skills required, experience a plus. Must be dependable. Please call Susan Rober 810-649-7330 ext 213

RECEPTIONIST Busy home health agency seeking to fill a full-time, Monday-Friday position. Must have good phone skills, ability to handle a 12-line phone system and computer literacy. Benefits available. Call Barbara at (313)961-8820 or fax resume to (313)961-8878

RECEPTIONIST Cast North America agencies, one of the fastest growing international transportation companies has an immediate opening for a Receptionist. This position must also have experience in Excel and Word. Qualified and self motivated candidates can call or forward resume to: Cast North America Agencies, Attn: Guy Guignard, 17199 North Laurel Park Dr., Suite 321, Livonia, MI 48152. 313-462-4900.

Receptionist/Clerical
High energy, team player needed for growing company with a fast-paced environment. Duties include switchboard, typing, filing, etc. Good math aptitude and people skills. Word Perfect a plus. Resumes to: P.O. Box 701394, Plymouth, MI 48170. An Equal Opportunity Employer

Receptionist/Clerical Part-Time/Job Share Opportunity
Key Plastics, Inc., is located in Plymouth. If you are a student or someone looking for a part-time position and have excellent communication skills, we may have a position for you.
Must be able to work a mutually agreed upon schedule to cover normal business hours. Duties will include answering a busy multi-normal line phone systems, directing calls, taking messages, greeting visitors plus a variety of light administrative tasks. Interested persons must possess excellent phone and interpersonal communication skills and have a basic knowledge of word processing software applications.
Qualified candidates may submit a resume with salary expectations, or apply in person to the employment office at the plant on Plymouth road between Haggerty and I-275.
We are an equal opportunity employer with required pre-employment Drug Screening.
Human Resources
Key Plastics, Inc. 40300 Plymouth Rd. Plymouth, MI 48170

RECEPTIONIST CORPORATE headquarters seeks enthusiastic self starter with good work ethic for front desk entry level receptionist. Excellent phone presence & organizational skills. Good computer/word processing skills. Knowledge of MS Office, MS Word, Excel. Wage commensurate with experience. Send resume to: Yale Materials Handling MI, Inc., Attention: Department 3114,2699 Wixom Road, Wixom, MI 48393 Fax (810)449-8701

RECEPTIONIST Entry level. For automotive supplier. Full-time with benefits. Send resume to: Brimar Corporation, 11530 Russell, Detroit, MI 48211.

RECEPTIONIST Excellent phone skills a must. Some clerical responsibilities. Call (810) 645-6683

RECEPTIONIST Experienced. Full time. European day spa in downtown Birmingham. (810) 642-3770

RECEPTIONIST/FILE CLERK Part-time, 4 days, 8:30-5:30pm. Salary commensurate with experience. Resume to: Personnel Director, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304

RECEPTIONIST for fast pace construction office. Answering 8 lines with some world processing helpful. Starting pay $250.00 a week for 90 days. Send resume to Karen Squier, 41115 Jo Drive, Novi MI. 48375.

RECEPTIONIST for school office. Please fax resume: 810-644-4862

RECEPTIONIST For multi-phone system. Full time, Livonia location. Must have pleasant phone personality and professional manner. Minimum 2 yrs. recent experience. Call Carol: 313-522-2910 EOE

★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. Martha Schroder Box 30, Birmingham MI. 48009

RECEPTIONIST, full time, capable of handling multi-phone lines, must be neat, organized, people friendly & with own transportation. Good pay with benefits. Apply in person: Scott Shuptrine 4110 Telegraph, Bloomfield Hills

RECEPTIONIST Full time position available at our Plymouth facility. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Contact Diana at: (313) 459-1600

RECEPTIONIST FULL-TIME for small Southfield law firm. Please send resume and salary requirements to Legal Administrator, 3000 Town Center, Suite 2700, Southfield, MI 48075

RECEPTIONIST Full-time. Must possess a clear speaking voice, positive attitude and neat appearance. Experience running a multi-line phone system helpful. Light typing with a working knowledge of Micro-Soft Word. Non-smoking. Farmington Hills location. Please fax resume to: 810-851-0268

RECEPTIONIST Full-time for fast-paced, growing office. Responsibilities include answering phones and basic and basic customer questions. The successful candidate will be very flexible, possess basic knowledge of computers, and be able to work independently. Start as soon as possible. Inventron: (313)513-7700 Fax resumes to: (313)513-7705

RECEPTIONIST/GENERAL OFFICE position for Farmington Hills accounting firm. Immediate opening. Please call: (810) 855-1570 or fax resume: (810) 855-4642

RECEPTIONIST / General Office. Immediate. Redford area. Current word processing & Microsoft Excel experience a must. Neat & personable. Send resume to: 34935 Wadsworth, Livonia, MI 48150

RECEPTIONIST / GENERAL CLERICAL Phone experience necessary. Farmington Hills area. (810) 477-8200

RECEPTIONIST Good phone voice a must, with general office skills. Knowledge of computers a plus! with competitive pay. Blue Cross/Blue Shields benefits & many other benefits. Direct resume to: Personnel Manager, 585 E. Larned, Ste 100, Detroit, MI 48226.

RECEPTIONIST, GOOD phone skills. General office, MS Word. Westside. $7-$8 per hour. 810-447-9690 Snelling Personnel Services

RECEPTIONIST. Hovinga Business Systems, Michigan's largest Canon dealer has an immediate opening for a Receptionist. Prior office experience necessary. Telephone, communication and customer service skills are also necessary. We offer excellent benefits which include a comprehensive medical plan, profit sharing through 401k & a company sponsored pension plan. If you are interested in this position, please send resume and cover letter to: Branch Operations Manager, HOVINGA BUSINESS SYSTEMS, 41180 Bridge St., Novi, MI 48375. EOE

RECEPTIONIST - Machine tool distributor looking for an individual with a pleasant personality to answer busy phone lines. Other duties include light typing, filing & misc. general office duties. Salary based on experience. Benefit package includes 401k. Send resume to: PMC Machinery Sales, Inc. 14600 Keel, Plymouth, MI 48170. An Equal Opportunity Employer

RECEPTIONIST National Cable Communications is seeking an energetic individual to work on a busy front desk by answering incoming calls, processing all incoming & outgoing mail, and administrative support for the Sales Dept. Applicants must have excellent communication skills & knowledge of Microsoft Word, Excel, Powerpoint & CCMail. NCC is an E.O.E.
Send your resume & salary requirements to:
National Cable Communications 33481 W. 14 Mile Rd. Suite 90 Farmington Hills, MI 48331 Attn: Sales Manager

RECEPTIONIST, NEEDED. Full-time. Benefits available. Contact Kim. (313) 729-6200

RECEPTIONIST NEEDED part-time for Southfield accounting office. Send resume with salary requirements to: P O Box 2020, Southfield, MI 48067-2020

RECEPTIONIST/ORDER ENTRY Entry level position. Looking for a bright person to do data entry, answer phone & light filing. Call Mrs. Dee for interview (810) 851-7700 Lifetime Doors, Inc. 30700 Northwestern Hwy. Farmington Hills, MI 48334-2511

RECEPTIONIST Part time for Canton based company. Must be organized & have phone skills. Send resume to P.O. Box 530516, Livonia, MI 48150

RECEPTIONIST PART time. Day, evening & weekend hours. Must be flexible. Apply within: Mitzelfeld's, 312 Main St., Downtown Rochester

RECEPTIONIST Part/full-time for answering service. Good people skills. Light typing. Call Kay: 810-647-7960

RECEPTIONIST - PART TIME busy Canton real estate office needs part-time Receptionist. Duties include: Answering phones, filing, typing (a must), and other small tasks. Call Chuck or Rhonda (313) 453-8700.

Receptionist Part-Time Phone responsibility only. 9:30am-3pm. $7/hr. Call Linda 810-355-2440

RECEPTIONIST Part-time, 3-9pm, Monday thru Friday. Must be energetic, personable & dependable. $8 per hour. Bloomfield area. (810) 338-6390

RECEPTIONIST Part Time. Busy phones at Plymouth ice arena. 35/hrs. per wk. $7/hr. Send resume to Attn: Kathy Peake, 14900 Beck Rd., Plymouth MI 48170.

RECEPTIONIST Part-time for Bingham Farms law firm. Phone & general office duties. Knowledge of MS Word helpful. Send resume to: Ms. MacDougall, 31780 Telegraph Rd., Ste. 200, Bingham Farms, MI. 48025 or FAX 810-540-8059

RECEPTIONIST Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-0660

RECEPTIONIST / PHONE FULL-TIME, for Farmington Hills service company. Light typing & basic computer skills required. Call: (810) 474-6444, 8-5pm

RECEPTIONIST Plymouth based manufacturing firm seeking receptionist with clerical skills. Competitive wages, excellent benefits. Call for appointment (313) 454-0100

RECEPTIONIST PRIVATE Club. Full time; evenings. Excellent benefits. Typing and Word Perfect & Lotus. Send resume to: P.O. Box 186, Bloomfield Hills, MI 48303-0186

RECEPTIONIST Q-1 automotive supplier has opening for part-time receptionist. Knowledge of WordPerfect and non smoker preferred. Vicount Industries 24704 Hathaway Farmington Hills, MI 48335 810-471-5071 Fax 810-471-2682

RECEPTIONIST Rochester Real Estate office. Two or three afternoons (4-7) and Saturday (9-5) or Sunday (10-5). Pay commensurate with experience. Call 656-6500 or fax resume to 656-6506

RECEPTIONIST/SECRETARY Experienced with excellent phone & communication skills needed for expanding mortgage company. Full time position offering top pay & benefits. Fax resume to: 810-288-7506

RECEPTIONIST/SECRETARY We are seeking to hire a full-time permanent receptionist/secretary for our corporate office in Warren. Primary responsibility will be to answer multi-line switchboard console. Strong candidates will have typing skills, a pleasant phone voice and friendly personality. This highly professional organization offers an excellent starting salary and comprehensive benefit package. Please send your resume and salary history to: Attn: GWRS Detroit Testing Laboratory, Inc. P.O. Box 669 Warren, MI 48090-0669 E.O.E. M/F/D/V/H Drug Screening

RECEPTIONISTS Good phone skills. Will greet customers. Some computer experience helpful. $7.50-$8.50 per hr. ARBOR TEMPS 459-1166

RECEPTIONIST - Southfield law firm seeks experienced individual to handle a high volume, multi-line phone system & great clients. Must have professional appearance & have excellent communication skills. Salary commensurate. Send resume to: Mendel & Panzer, Attn: Debra Chielens, 25505 W. 12 Mile, #1000, Southfield, MI 48034-1811. No agencies please.

RECEPTIONISTS Permanent Positions PLUS BENEFITS Business to $20K Medical to $19K Banking to $18K Personnel Systems 459-1166

RECEPTIONIST/TYPIST Livonia client seeks experienced multi-line Receptionist that types 45 wpm or higher. Excellent pay. Contact TODAYS for interview. (810) 350-9777

RECEPTIONIST WANTED full time, good pay, excellent benefits. Send resume with salary requirements to: 31800 W. 8 Mile, Farmington, MI 48236, Attn.: Receptionist.

RECEPTIONIST WE need an excellent phone voice and some phone answering experience. Great growing company and outstanding location. $7-$8 per hour. Fee paid by company. If you want an office position and regular hours, call us now at (810) 644-4800. Snelling Personnel Services

RECEPTIONIST Wholesale distributor in Plymouth seeking polite, energetic, non-smoker. Typing/computer skills helpful. Full/part-time. Call Terry for appt: 313-453-6258

RECEPTIONIST 2 part-time/full-time positions available immediately for mfr. in Redford. Need strong computer communication & organizational skills. Excellent pay + benefits. Please fax resume to: 313-537-2847

ROYAL OAK OFFICE Receptionist/secretary required for sales & engineering office 810-541-0680

SALES ADMINISTRATIVE ASSISTANT Advanced Friction Materials, Sterling Heights, A Tier 1 automotive supplier, currently has an immediate opening for a sales administrative assistant. The ideal candidate will have a minimum of three years computer experience with Windows 95, Word Perfect, Word, Lotus, required. Typing 60wpm. Shorthand preferred. Polite, organized individuals with professional telephone skills should forward resume with salary history to: ADVANCED FRICTION MATERIALS 44650 Merrill Rd. Sterling Heights, MI 48314 Fax: (810) 731-8848 No phone calls, please. An Equal Opportunity Employer

SALES ASSISTANT Smith Barney, one of the world's largest Brokerage Firms, is seeking an experienced Sales Assistant. Requirements include at least 5 years of clerical experience, knowledge of computers, typing, switchboard, pleasant telephone voice & filing a must. Previous brokerage experience a plus. Smith Barney offers a full benefits package. Salary negotiable. Please send resumes with salary requirement to: Smith Barney, Inc., Attn: Human Resources, 4000 Town Center, Suite 1600, Southfield, MI 48075 Equal Opportunity Employer.

SALES SECRETARY Immediate full time opening in Novi corporate office. Essential job functions include sales support, word processing, spread sheet, creating data base and all other general office duties. Job requirements include: a high school diploma, with 1-3 yrs secretarial experience, PC literacy, good communication & telephone skills as well as positive interpersonal skills. Associates degree a plus. For consideration please submit your resume to: Brass Craft Mfg. Co. Attn: DV/33 P.O. Box 8032 Novi, MI 48376-8032 Equal opportunity employer m/f/d/v No phone calls please

SECRETARIAL ASSISTANT/RECEPTIONIST Small growing international manufacturing company has full time position available in Bloomfield Hills headquarters. Ideal candidate will possess good typing, computer skills & a professional telephone manner. We offer a full benefit package. Reply to: Personnel Manager, 32400 Telegraph, Ste. 102, Bingham Farms, MI 48025 or Fax to: 810-433-1624

SECRETARIAL Now hiring full and part-time in West Bloomfield Real Estate Office. Computer knowledge a plus. Excellent benefits and incentives. Experience preferred but not necessary. Call Eileen at: (810) 626-8000.

Human Resources Secretary
Flint Ink Corporation, the industry's largest American-owned printing ink manufacturer has an immediate opportunity for a Human Resources Secretary at our Livonia office.
Position requires a versatile individual with excellent secretarial skills, computer (Microsoft Word/Excel, Lotus) plus accounting experience. Human Resources experience preferred.
We provide a comprehensive range of benefit programs including profit sharing. Please forward resume to:
Flint Ink
Flint Ink Corporation HRVJGH 33105 SCHOOLCRAFT RD. LIVONIA, MI. 48150 An Equal Opportunity Employer

SECRETARY ADVERTISING AGENCY The client services department of international agency has openings for the production and client services departments. Temp to perm. PowerPoint or Macintosh a plus. Call Susan today Birmingham 646-7661 Farmington/Livonia 473-2931 Advantage Staffing

SECRETARY Birmingham financial company needs bright, energetic, articulate individual. Solid office skills, computer proficiency in windows (MS Word, Excel), and strong organizational skills required. Mail resume and salary history to BAC, Suite 350, 260 E. Brown, Birmingham, MI 48009, or fax to (810) 644-5760

SECRETARY ENHANCE your career and interact with caring professionals in the warm atmosphere of this major suburban or Detroit health care headquarters. Long term positions. Salary $9.00-$13.50/hr. Benefits Call Sharon Farmington/Livonia 473-2931 Birmingham 646-7661 Advantage Staffing

SECRETARY environmental services firm located in Wixom seeks a competent, enthusiastic & responsible individual for full time employment as a secretary/receptionist. Experience with Wordperfect & Excel required. Salary range from $8-$10 per hour, additional benefits include paid vacations, holidays & medical insurance. Send resume to: Personnel Director, Environmental Science, & Technology Inc., 30503 Beck Rd., Wixom, MI 48393, or fax 810-669-6285. No phone calls.

SECRETARY for Church. Part-time, 2½ days weekly. Birmingham area. Call 9-5 810-646-2244

SECRETARY - Law office, 9 AM. - 1 PM, entry level position, WordPerfect windows. 12½ & Telegraph. 810-433-0999

SECRETARY Law office Maple/Orchard Lake area. Full/part-time. Flex hours. References. Salary commensurate with experience. Fax resume to: 810-626-5127

SECRETARY LIVONIA CPA firm seeks experienced secretary/receptionist. Typing, word processing & general office experience preferred. Send resume to Box #1129 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY NEEDED for well established growing company. Full time entry level position with typing, computer tasks & miscellaneous office work. Employer paid full benefits. Competitive wages. Call Carol at (810) 474-9527

SECRETARY - westside Detroit sales & fabricating company. Duties include general office work, customer & supplier phone contact. Windows & Word 6.0 helpful, send resume or letter to: P.O. Box #530487 Livonia, MI 48153

SECRETARY with computer knowledge wanted for a Paper Company in Farmington Hills. Salary $8 per hour. 810-932-36887

SECRETARY/WORD PROCESSOR Farmington Hills CPA firm. High energy office. MS Word a +. Send resume: EF, 32255 Northwestern Hwy. #298, Farmington Hills, 48334

SHIPPING/RECEIVING/CLERICAL FILING and light phones. Must be organized. Payroll experience. $7-$8 hour. Eastside. 810-447-9690. Snelling Personnel Services.

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivables Clerk. HUD background helpful. Must have some computer knowledge. Send resume & salary requirements to: D.L., P. O. Box 306, Southfield, MI 48037

SPECIAL RECRUITING HOURS
Tues., Oct. 22 (Open until 8 PM) & Sat., Nov. 2 (Open 10-2 PM) (By appointment only) Temporary & Permanent positions available. Multiple positions from entry level up to excellent level. Call today!!
Livonia, 313-266-6600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777
SNELLING PERSONNEL SERVICES An Equal Opportunity Employer

TELEMARKETING Canton/Plymouth. No experience necessary, but must be organized and have great phone skills. 9am - 4pm. $7/hr. + incentives! EXPRESS SERVICES 313-467-5450. FAX: 313-467-1638

THEATRE BOX OFFICE Computer literate 'people person' for general office. Full time. Flexible hours. (810) 768-2900

TEMPORARY (120 DAYS) SECRETARY Are you 55+? Do you wish to supplement your income while contributing to a better environment? If so, the National Senior Citizens Education and Research Center has a Temporary Secretarial position open at the Environmental Protection Agency's AnnArbor laboratory. The position is to provide secretarial support to the Director and associated staff of the Advanced Technology Support Division. Incumbent will receive and route incoming telephone calls; assist with travel arrangements and timecards; maintain files and perform general office work, copying and faxing; type and proofread correspondence. Proficiency with WordPerfect and Lotus 123. The candidate will type at least 50 wpm and possess a high school/business school education. Excellent interpersonal/communication skills required. Experience may substitute for formal education. Starting salary $7.25 per hour. MUST BE AGE 55 OR OVER TO QUALIFY FOR EMPLOYMENT. Send resume to: National Senior Citizens Education and Research Center, 1331 F Street, N.W., Suite 500, Washington, D.C. 20004-1171; Attn: SEE program Department.

TYPISTS Typists, part time, seasonal and temporary. $6.50-$7 per hour to start. Averages 20-24 hours per week, year-round, or up to 40 hours for temporary or seasonal positions. Requires 35 wpm keyboard speed and high school graduation or GED. Courses or experience in typing, computer applications and general office clerical skills preferred. Dearborn residency not required. For official application apply at City of Dearborn, Personnel Dept., 4500 Maple, Dearborn. EOE. 313-943-2053.

WANTED EXPERIENCED SECRETARIES ADMINISTRATIVE ASSIST. RECEPTIONISTS CUSTOMER SERVICE Permanent, temp-to-hire and temp positions. $8-$13 per hour depending on experience. Let our state-of-the-art computer software match you to your perfect career. Call for appointment. 810-399-3450. Snelling Personnel Services

WARRANTY SERVICE personnel for new home builder. Excellent communication & organizational skills. Good with people. Experience helpful but not necessary. Fax resume to (810) 851-1531, or Send resume, P.O. 1195, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

WORDPROCESSOR DIFCO Laboratories, a world leader in products for the microbiology laboratory, has an immediate opening for a Wordprocessor at our Administrative Center in Livonia. This position is responsible for general word processing on a variety of documents, maintaining database and master record files and general clerical duties. The desired candidate should possess at least one year experience in word processing. Knowledge of database software is a plus. Excellent interpersonal and organizational skills.
If you are a self-starter and a team player, submit your resume and salary requirements in confidence to:
Difco Laboratories, Inc Attn: Human Resources-WP P.O. Box 331058 Detroit, MI 48232-7058 An Equal Opportunity/Affirmative Employer D/V

WORD PROCESSOR Financial institution in Troy in need of a person to answer phones, knowledge of Microsoft Word and general clerical duties. $9 hr. Hours: 8am-5pm. Temp to hire position.
Contempra
810-583-9500 ..... Madison Hgts.
810-650-8600 .... Rochester Hills

WORD PROCESSORS
- Microsoft Word
- Excel
- Wordperfect
- Lotus

Long & short term assignments Must be able to type 45 wpm $10-12 per hr. ARBOR TEMPS 459-1166

WORK COMP. ADJUSTER For growing stable co. 3-5yrs. experience. Good benefits & opportunity. Send or FAX resume: Fax: 810-350-1710; Mail: Branch Manager, Box 687, Southfield, MI. 48037

20-25 HOURS a week in busy Psychologists' office. Must be a flexible, personable self-starter with excellent typing skills. Send resume and cover letter to: Box 706, Bloomfield Hills, MI 48304

504 Help Wanted-Dental

AN EXTRAORDINARY group of dental professionals in Farmington Hills invites an experienced dental assistant to join our outstanding dental team. (810) 626-0772

ASSISTANT - full time. Top pay for the right experienced Assistant. Call Mary at: 810-473-2000

ASSISTANT-PART TIME for Farmington Hills surgical/prosthodontic dental office. Flexible hours. Experience necessary. Salary commensurate with experience. Call Lori E. 810-553-4740

CHAIRSIDE DENTAL ASSISTANT Part-time, with experience preferred. Wednesday, 9am-6pm and every other Saturday from 9am-2pm. Call for interview, (810) 553-9393

CLERICAL COORDINATOR Our busy Livonia orthodontic office has an immediate opening for a self motivated people person with excellent phone & interpersonal skills. Will train the right person. Outstanding benefits & bonus package. Call Lauren: (810) 471-1555

DENTAL ASSISTANT needed full time for family oriented Southfield Dental Practice. Six months or more experience is necessary. Please call (810) 569-2056

DENTAL ASSISTANT Motivated person needed to work with us in Specialty Office. 30-36 hours per week with / benefits. For information call 313-953-6680

DENTAL ASSISTANT Have you ever thought of training as a Dental Assistant? We are willing to train the right person for an interesting job, in a team-oriented specialty practice. Hours and wages flexible. Birmingham area. Call between 10am-4pm: (810) 647-7935

DENTAL ASSISTANT Livonia/Westland area. Part-time Chairside Assistant position for a bright, energetic person with four-handed experience. We offer a wonderful team oriented environment. Should be mature, caring, & health centered. Please call Dorene between 8-3pm at: (313) 425-5570

DENTAL ASSISTANT Full-time. Experience preferred. Ford Rd / Beech Daly area. (313) 278-4700

DENTAL ASSISTANT Friendly and quality oriented Dearborn Heights dental specialty office is seeking a dependable, mature and enthusiastic chairside assistant who is experienced in 4-handed dentistry. Call Ann at: (313) 277-0510

DENTAL ASSISTANT experienced. Specialty office seeking an energetic, highly motivated, pleasant person to assist chair side in an endodontic practice. Salary commensurate with experience. Benefits available. Birmingham/Bloomfield area. Call Mon-Fri, 10 - 4: (810) 647-7935

DENTAL ASSISTANT Mon, Thur or Fri, some Sat. Troy. Call (810) 643-7530

Dental Assistant Part time, Livonia office, no evenings. (810) 778-3709

DENTAL ASSISTANT Full time, pleasant Troy office. Experience preferred. 1 eve/week, 1 Sat/mo. 810-641-9490

DENTAL ASSISTANT - outgoing self starting individual for our progressive dental team. 1 yr. experience necessary. Top pay for the right individual. Call for interview. (810) 661-1440.

DENTAL ASSISTANT Warm, family oriented practice seeks full-time, chairside assistant. Congenial atmosphere, modern facilities, benefits. Be a part of our special team. (810) 353-7440

DENTAL ASSISTANT Are you tired of your job & want a new challenge? This is a great office to work with. Westside area. Looking for full or part-time experienced dental assistant good with people. Call: 313-421-5200

DENTAL ASSISTANT Successful progressive group dental practice seeks a talented creative person with exceptional people skills to join our clinical team. This opportunity can lead to a leadership position using state-of-the-art management techniques. Full time. Excellent pay and benefits, commensurate with your abilities and your experience. Ask for Tammy. (313) 274-4040

DENTAL ASSISTANT Needed. Full time. Experienced only. Busy Southfield office. (810) 355-9500

DENTAL ASSISTANT - Experienced, self-motivated, caring, individual for full-time position in family practice. Call Mon.-Fri., 9-12, 810-477-1996

DENTAL ASSISTANT needed for South Lyon office, experience a must. Full or part-time available. Call (810)437-8189 for interview appointment.

DENTAL ASSISTANT - Be part of a caring, progressive office that "APPRECIATES" its staff. Mon. & Wed., & one Sat./mo. Will train. (810)280-0600. (810)855-0899

DENTAL ASSISTANT Livonia office looking for outgoing and energetic Assistant. Pay according to experience. Full time. Call Vanessa. (313) 522-8870

DENTAL ASSISTANT Part-time growing Royal Oak office seeks mature, cheerful Chairside. Call Cindy: (810) 541-1637

DENTAL ASSISTANT Busy periodontal office seeks energetic person for our assisting team. Weekdays. Radiograph experience preferred. Medical & 401K available. (313) 981-7477

DENTAL ASSISTANT Full-time for energetic, career oriented, happy person. Great staff & hours. No eves. or Sats. General & implant dentistry in an upscale OSHA compliant office. 810-647-5434

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call: (810) 357-3100

DENTAL HYGIENIST Part-time. Mature professional. Mon. and/or Wed. Troy area. Call for appointment interview, 810-683-0000

DENTAL HYGIENIST Hygienist needed part time for Southfield Family Dental Practice. Experience preferred. Please call: (810) 569-2056

DENTAL HYGIENIST Westside office needs hygienist for Mon. & Thurs. plus 1 Sat. a month. Top pay, great office to work for. Call: 313-421-5200

DENTAL HYGIENIST needed in South Lyon office, part-time available. Call (810)437-8189 for interview appointment.

DENTAL HYGIENIST Friendly, quality, Southfield/Farmington Hills office. (810) 827-1220

Dental Hygienist Part-time for progressive growing practice in Livonia. (313)421-5220 eves & wkds: (810)333-3921

DENTAL HYGIENIST Opening in Canton periodontal office (Tues., and/or Fri.). Candidate must enjoy root planing of Tx and maintenance patients. (313) 981-7477

DENTAL HYGIENIST for high quality, perio/prosthodontic Farmington Hills office. Part-time. 2 weekdays & 2 Saturdays (8-12) per month. Highly motivated, professional individual with concern for patient care. Call Lori E.810-553-4740

DENTAL OFFICE Dearborn Heights. Front office entry level position available. Please call Linda: (313) 277-3000

DENTAL RECEPTIONIST W/ COMMAND EXPERIENCE. Full time with benefits. Farmington Hills. (810) 851-6446

DENTAL RECEPTIONIST for Livonia family practice. Must be experienced in scheduling & handling telephones in a professional yet caring manner. Part time position. Good salary. Call Chris (313) 427-2222

DENTAL RECEPTIONIST Assistant experienced preferred - not mandatory. Neat personable, stable, tactful, Well Groomed individual with ability to learn multiple tasks. Reduced work week. Redford. (313) 937-2988