502 Help Wanted-Office Clerical

LEGAL SECRETARY
We seek an experienced Legal Secretary with strong typing and word dictation skills to work in our legal department. Corporate legal experience preferred but not necessary. Must be organized and able to handle multiple tasks. Competitive salary/benefits. Send resume to: Great Lakes Health System, Inc., 1717 W. 6 Mile Rd., Ste. 1100, Southfield, MI 48075. Attn: KR32 or Fax to: (313) 887-4385. EOE.

LEGAL SECRETARY-
3 attorney downtown firm seeks legal secretary. 3 yrs. law office experience, experienced with word processor-Windows 6.1. Send resume to: Sally Hughes-Hyman, 1000 Cadillac Tower, Detroit, MI 48226.

LEGAL
The verdict is in ... documented evidence ... a full service agency that works for you! Call PAL ... discover how good you can be.

Dal Personnel At Law
Judged The Best
Phone: 810-358-0060
Fax: 810-358-0066
E-mail: smartpal@aol.com

LITIGATION SUPPORT company has an immediate opening for Advanced typing & math! Excellent starting wage and benefit package, plus full time and casual shifts available. For consideration fax resume: 810-244-8940

LOAN RECEPTIONIST for a busy Kmart center. Must have excellent local experience a plus. Resumes THD, 2001 Northwestern Hwy., Southfield, MI 48075

LOCAL CPA firm is seeking a "Weekend" receptionist in its clerical dept. Applicant must possess good computer & organizational skills, clerical experience working in a CPA firm is helpful. Offering salary of $12/hr. & good benefits package. Please send resume to: T.A.M., 31902 Telegraph Rd., Suite #165, Bingham Farms, MI 48025

MANAGER

Farmington Hills distributor of Business Forms, Commercial Print and Advertising Specialties is seeking a "take charge" business and operations "Manager". Successful candidates should have a background in sales, personnel management and distribution backgrounds. Must possess knowledge of computer operations. Experience in a related industry or a business degree with a focus on business administration curriculum with a minimum of a business minor. Salary commensurate with experience. Fringe benefit package and salary requirements to:
Sterling Forms, The Reliance Group, 23920 Freeway Park Dr., Farmington Hills, MI 48335.

MATURE INDIVIDUAL needed for full time position. Must have experience helpful. Hours 7:30-4:30. Grand River/Wyoming area. Call Sam, resume to: P.O. Box 206, New Hudson, MI 48165-0713

MEDICAID BILLING CLERK

The position requires a typing speed of 40wpm and ability to operate a 10-key calculator. Must be familiar with CPT-4 codes, UB92 and DSS1949 forms. Knowledge of business office procedures and fiscal procedures preferred. Minimum of 2 school diploma required. Minimum of 1 year Medicaid billing experience in a hospital setting or similar medical facility. Southfield location.

Qualified candidates may forward their resume to:

HORIZON HEALTH SYSTEMS
26100 American Drive
P.O. Box 5153
Southfield, MI 48086-5153
Attn: Human Resources/MCARE

affiliate of Henry Ford Health System

An Equal Opportunity Employer

MEDICARE BILLING CLERK

The position requires a typing speed of 40wpm and ability to operate a 10-key calculator. Must be familiar with CPT-4 codes, and UB92 bill form. Overall knowledge of business office procedures and hospital policies and procedures. High school diploma required. A minimum of 1 year Medicare billing experience in a hospital setting or similar medical facility. Southfield location.

Qualified candidates may forward their resume to:

HORIZON HEALTH SYSTEM
26100 American Drive
P.O. Box 5153
Southfield, MI 48086-5153
Attn: Human Resources MCARE

affiliate of Henry Ford Health System

An Equal Opportunity Employer

MESSENGER / FILE CLERK SUPERVISOR
For Southfield law firm. Must possess experience required in court filings, copying, postage, switchboard, general office work. Must be self-starter. $10.25/hr. Mail to HR Dept., Box 197, Southfield, MI 48037.
Or Fax to: (810)357-7488

MORTGAGE COMPANY, Southfield, seeks motivated individual for approximate hours. Post closing & receptionist experience preferred. Please fax resume to 810-352-6870

MORTGAGE PROCESSOR
2-3 yrs. experience. Competitive salary & benefits package. Call (810) 661-0000

KWIK INCORPORATED - is looking for an Office person to answer phones, keep inventory, make sales, set up interviews, time cards, and distribute mail. Typing and computer knowledge helpful. Full time position.
KWIK Plymouth
38700 Plymouth Rd.
Livonia, MI 48150
Fax 313-464-4139

OFFICE ADMINISTRATOR
A growing, ten year old professional service company is seeking a professional for phones, typing, dictation, & scheduling in a fast paced, high volume professional office. Since we are considered a fast paced office, the successful candidate will be professional, organized, and have minimum 3 years office experience. This is a full time position, $24-$30K with benefits. Please send resume to:
Box #1444
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ASSISTANT- Part Time 5 day week 8$ per hour. Must be experienced in accounts payable, bank reconciliation, Word & Excel DOS, basic bookkeeping knowledge a plus, will train. Fax resume to Fred Feng Resume to Controller, P.O. Box #53006, Livonia, MI 48153.

OFFICE ASSISTANT/COURIER
For Troy law firm. General office work and deliveries. Some driving, record and retains transportation. Call Matt (810) 649-7800

OFFICE ASSISTANT/
CUSTOMERSERVICE
15-20 hours, collection experience helpful. Farmington area.
313-432-6222

OFFICE ASSISTANT
Needed for busy Bloomfield law firm. Duties include: mail handling, copying, faxing, filing, etc. Office experience helpful. Excellent benefits & wages for a dependable person. Call Office Manager at 810-359-4190

OFFICE ASSISTANT/CUSTOMER SERVICE
IT operating international company in Plymouth. Seeking part-time Clerk to handle customer service & administrative duties part-time, 10-2pm daily. Previous sales support experience including strong computer skills preferred. Salary DOE. Send resume in confidence to: 43347 Sandalwood Ct., Canton, MI 48187. EOE. MP/KSW

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
Part-time for
Troy SubContracting firm.
Call Gail (810) 689-9300

OFFICE HELP
Seasonal work. Full time and part-time tax practice. Livonia area.
(313) 513-9695

OFFICE MANAGER/ ASST. CONTROLLER
Growing building maintenance company has a full time position in Livonia. Job duties will include supervision of office staff, knowledge of general ledger & financial statements, including reconciliations & run flow, payroll, accounts receivable & accounts payable.

Applicants must have excellent organizational skills, 3-5 yrs. experience, B/A and computer skills to include MICROSOFT, EXCEL and WORD PERFECT. Fax resume to: 313-421-3375 or call for information (313) 421-9254

OFFICE MANAGER
For busy warehouse company. Send resume to: 4772 Tara Ct., W. Bloomfield, MI 48323

OFFICE MANAGER
Honest, mature, reliable person to manage Troy office. No bookkeeping. (810) 637-0612

OFFICE MANAGER/SECRETARY
for small non-profit agency. Looking for someone with strong office and computer skills & who enjoys working with people. Salary negotiable. Excellent benefits. 313-414-9500

OFFICE PERSON
Full time with benefits. Invoicing, answer phones, accounts receivable and computer entry.
Call (313) 449-0400

OFFICE STAFF
Immediate openings
For fast paced, dynamic office. Applicant should possess good computer & organizational skills, have experience working in a CPA firm is helpful. Offering salary of $12/hr. & good benefits package. Please send resume to: T.A.M., 31902 Telegraph Rd., Suite #165, Bingham Farms, MI 48025

OPERATIONS ASSISTANT

Sterling Bank & Trust, FSB is seeking an organized, detail oriented individual with data entry experience to support our Commercial Finance Dept. This position is full time and the hours are 8:30am-5:30pm Monday-Friday. Must have basic accounting knowledge, and excellent written and verbal communication skills. Knowledge of WordPerfect and Lotus spreadsheets for consideration, please forward resume to:

Sterling
Bank & Trust
One Towne Square, 17th Floor
Southfield, MI 48076
Attn: Human Resources Dept/CF
or fax to: (810) 355-3915

EOE

OPERATORS
Rapidly growing Telecommunications Company looking for full or part-time operators. Must be friendly, courteous and very reliable. Willing to work around your schedule. $6.50/hour to start. Full benefits if you are a full time employee. Please send resume to: R.C.I., 23232 Franklin Rd., Southfield, MI 48034 or Fax to 810-354-6282 Attn Mary

PARALEGAL/LEGAL ASSISTANT
Needed for busy Southfield law firm. Windows/Microsoft Word knowledge preferred. Experience in litigation preferred. Ability to work independently on tiles from beginning thru discovery & trial preparation needed. Send resume to: 24472 Northwestern Hwy., Southfield MI 48075. Attn: Sherri

PART-TIME BOOKKEEPER needed for manufacturing company in Lake Orion; previous experience helpful, knowledge of computer helpful, good salary, send resume to Bookkeeper, 3737 Bloomfield Drive, Lake Orion, MI 48360

PART TIME OFFICE
Apply in person: Sterling Pharm, 15670 Middlebelt, Livonia
313-261-9890

PAYROLL

Plymouth firm is seeking an experienced take charge individual with strong PC and accounting skills. Full time with benefits. Starting at $8.50/hr per hour. Send resume to:
PO Box 700204
Plymouth, MI 48170

PERMANENT POSITION for person to do general office work for large retailer. 8 Mile & Lahser area. Need be detail oriented & dependable. Will train. Call 810-353-0180 ext. 1364

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Full time position. Fast paced, professional office. Full time. Great benefits. Apply in person at:30785 Grand River, Farmington Hills. (810) 478-7030

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Full-time position for growing distributor. Must have excellent phone & organizational skills. General computer & and MS-Word experience required. Looking for customer service oriented professional who is enthusiastic to expand their responsibilities within us. Competitive salary and full benefits including medical, dental, payroll savings plan, paid holidays and vacation. Please send resume and salary history to:
Benco Inc., 20013 Folsom Rd.
Farmington Hills, MI 48336
Attn: Office Manager

Receptionist/Advertising
Fast paced Bloomfield Hills ad agency has immediate opening for receptionist to operate multi-line phone system. Must have pleasant telephone manner and basic computer skills. Send resume to:
P.O. Box 2002
Bloomfield Hills, MI 48303
Or call 810 540-0990

RECEPTIONIST

A growing Novi based company is hiring an additional receptionist. If you are a well organized individual, possess some typing ability and have strong verbal skills, the opportunity could be yours. Full benefits are provided. Team players can fill out an application in person at: 44700 Grand River, Novi, MI 48376, ½ mile W. of Novi Rd.

RECEPTIONIST

Amicare Home Healthcare is a successful division of Mercy Health Services-one of the largest healthcare systems in the country. We are currently seeking an experienced Receptionist for our Central Support Department, located in Novi.

The selected candidate will be responsible for receiving incoming phone calls and relaying them to appropriate staff members, greeting and screening visitors, providing exceptional assistance and sorting a high volume of mail.

To qualify, you must have at least one year of receptionist experience and a demonstrated ability to perform in a corporate management environment. Exceptional team-working skills and a highly developed professional demeanor are also needed. PC proficiency a plus.

We offer a competitive salary and extraordinary benefits package. For consideration, please forward your resume to: MERCY HEALTH SERVICES, ATTN: FB, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI 48331-3221. OR FAX TO: 810-489-6408. To inquire about additional opportunities within Mercy Health Services and our subsidiaries, please call our JOBLINE AT 810-489-5000. Mercy Health Services values diversity in the workplace.

Receptionist/Clerical, phone & computer skills. Health insurance, profit sharing, 401(k). Full time. Mail resume to: S.D.I., 3150 Livernois, Suite 272, Troy, MI 48083. Attn: Personnel. EOE.

RECEPTIONIST
CPA firm in Southfield. Must be professional & courteous, with strong communication skills. Full-time, full benefits. (810) 354-4044

502 Help Wanted-Office Clerical

RECEPTIONIST/ CUSTOMER SERVICE FULL-TIME
Fantastic front desk opportunity for individual interested in Sales Support Work. You will be working directly with the office and Sales staff for an International Advertising Company with LOCAL offices in Southfield.

Candidate will have a good telephone manner along with excellent communication skills with people for follow up. Benefits package included.

CALL PAULA (800) 935-0089

RECEPTIONIST-EXPERIENCED
RECEPTIONIST/SWITCHBOARD
operator needed to take charge of a busy line, extreme telephone switchboard. Benefits, qualified applicants call Kathy at 810-557-2500

RECEPTIONIST
For Troy law firm. Experience required. Salary commensurate with experience. (810) 649-7800

Receptionist
for new, fast paced realty office in Bingham Farms. Need maturity & excellent communication skills. Hours are Lawood Management, 2265 Livernois, Ste. 500, Troy, MI 48083. Or call Mary: (810) 269-9988

RECEPTIONIST
FOR Real Estate Dev. Co. in Southfield. Multi-line phone experience necessary. MicroSoft and Excel a plus. Send resume to: Dennis Kaufman, Suite 110, Southfield, MI 48034

RECEPTIONIST
For Livonia CPA firm, answer phones, great clients, typing and filing. Send resume to:
Gerald S. Cohen Company
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

RECEPTIONIST
Full & part-time positions available. Answering phones, filing, managed care. Birmingham/Southfield area. Jackie or Louise (810) 647-5325

RECEPTIONIST
FULL time for busy law office in Farmington Hills. General office duties and light typing.
(810) 489-8787

RECEPTIONIST / General clerical
Bingham Farms
Equus Mortgage Corp. is a growing national real estate consulting firm is in need of a receptionist for a full time position to answer phones and do general clerical. Candidates must have good communication skills, organizational skills, typing accuracy of 50wpm, word processing experience, preferably in Windows environment. Great team spirit atmosphere and benefits. Salary based on experience. Send resume to: Bingham Center, Ste. 1500, 30700 Telegraph Rd., Bingham Farms, MI 48025 or fax to: 810-258-8979

RECEPTIONIST
High energy person needed for Farmington Hills CPA office. Call Peg at: 810-626-2400

RECEPTIONIST, IMMEDIATE
opening for full time receptionist/clerical. Wixom area. Call
(810)348-7335.

RECEPTIONIST
Immediate opening for part-time (Monday through Friday, 6am.-1pm.) receptionist. Good phone manner, organized, and good computer skills are required. Fax resume to 810-625-0480. Attn: Amy or Call 810-626-1500 to pick up an application. American Express Financial Advisors. An Equal Opportunity Employer. M/F

RECEPTIONIST
Insurance Marketing office has immediate opening for a Receptionist to handle high volume of calls. Positive attitude and professional work ethic a must. Please send resume to:
P.O. Box 250756
West Bloomfield, MI 48325

RECEPTIONIST
Investment management firm in Bloomfield Hills seeks a large presentation with good phone voice & excellent computer skills (Word and Excel). Salary negotiable. Send resume to:
Planning Associates, Inc.,
838 W. Long Lake Rd. #100,
Bloomfield Hills, MI 48302

RECEPTIONIST
Law Offices
$7hr., 20hrs. in 1-5 Some computer experience helpful/type typing. Call Ms. Lanser at 810-258-0111

RECEPTIONIST/MEDICAL
Pleasant phone voice, phones, filing and misc. Room to grow. Call 313-464-9645

RECEPTIONIST NEEDED
for day spa in W. Bloomfield, 4 or 5 days, 9-5 PM., some experience helpful. (810) 626-1990

RECEPTIONIST NEEDED part time for busy Farmington Hills real estate office. Must be organized and welcome. Must type 45 wpm, and have knowledge of computers. Experience helpful on multi-line phone system. Please call Colleen at 810-851-5000.

RECEPTIONIST - new telephone system, other clerical duties, must be people oriented with insurance background & plus. Please call Mr. Alhoff at 810-932-6000 Ext. 1242.

RECEPTIONIST/ OFFICE ASSISTANT
Good phone skills & the ability to assist with other general office duties are a must. For an interview call Kathy, 810-391-5700

RECEPTIONIST/OFFICE ASSISTANT
Looking for experienced individual to handle computer & secretarial functions. Call Life Insurance 313-261-7000 ext. 1

RECEPTIONIST

Part time Mon, Wed, Fri. 8-5 pm. General office. Must be professional on phone. Call 9-4 pm.
(313) 207-8363

RECEPTIONIST
PART time for real estate office. Flexible evening hours and Sat., 9-5. Call (313) 522-8000

RECEPTIONIST/PART TIME
Progressive, eye care, therapy practice is seeking an enthusiastic, self-motivated individual who likes people to have a willingness to learn and grow. Pleasant working conditions 14-20 hours/week. Some evenings and Saturdays.
Call Betty at (313) 453-4871

RECEPTIONIST
PART-TIME AFTERNOONS
Mich. Fin. Exchange Bldg. skills, minimum 65 wpm. Resumes to Administrative Secretary, Swanson Environmental, 24155 Haggerty Rd., Farmington Hills, MI 48335. EOE

RECEPTIONIST
Rochester real estate office. Phone skills and friendly atmosphere. Computer skills beneficial. Saturday 9-5; Sunday 10-5. Call Dorie 810-656-6000

SATURN

RECEPTIONIST
Saturn of Plymouth is seeking an individual dedicated to customer satisfaction and teamwork. We offer pleasant working conditions, benefits, paid holidays and vacations. For a full time position, with some weekend duties, apply in person or send resume to:
SATURN OF PLYMOUTH
8301 Massley Drive
Plymouth, MI 48170
(Arm Arbor Road & I-275)
Ext 228

Receptionist/Secretary
For small Birmingham family law firm. Contact Kathy: (810) 646-7177

RECEPTIONIST / SECRETARY
EXPERIENCED
For small Birmingham law firm. Competitive salary with benefits. Send resume to:
Office Manager, 300 E. — Maple Rd., Suite 200, Birmingham, MI 48009.

502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
for Bloomfield Hills insurance office. Approximately 20 hrs/wk. Flexible schedule, MS-Word 6.0, dictaphone & clerical experience required, excellent communication skills, salary commensurate with experience. Send letter & resume to Box #1450
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST / SECRETARY
for fast paced Bingham Farms firm. Phones, typing (50 wpm), computer & dictaphone skills. Demonstrated ability to communicate with experience. Contact Tamara at 810-647-2440 or Fax to: 810-647-2727

Receptionist/Secretary
Fast-growing commercial photography studio seeks individual with excellent phone manner, able to work proficient with computers & word processing. Competitive salary & benefits. Full working environment. Send resume & salary requirements to:
Sock Kiefer, GKD Productions,
1580 Burtwood, Troy, MI 48083

RECEPTIONIST/SECRETARY
needed for publishing company in Southfield. Receptionist duties include answering phones, sorting incoming calls, mail and fax distribution, greeting visitors and vendors. Secretarial duties include secretarial backup to several departments. Microsoft Word 6.0 and Excel software required. Must merge header, Good secretarial skills, including typing 50 wpm. Please mail or fax resume with salary requirement confidentially to:
Human Resources
Ward's Communications
3000 Town Center, Ste. 2750
Southfield, MI 48075
Fax: 810-357-0609

RECEPTIONIST/SECRETARY
Needed immediately. Bubbly personality required. Farmington Hills. Call Mr. Ray Jacobs 810-626-6990

RECEPTIONIST/ SECRETARY
Entry level full-time for Bloomfield Hills law firm. WordPerfect 6.1, typing 50+ wpm, phones, dictation, filing, fax or send resume with salary requirements to: Box 2002
6905 Telegraph Rd., Ste. 114
Bloomfield Hills, MI 48301
Attn: Annie Johnson

RECEPTIONIST SECRETARY
$2,000 Bonus

Birmingham property development firm has an immediate opening for full-time Receptionist/Secretary. You will handle variety of duties including answering a lively switchboard, phones, typing correspondence, etc. MS Word and Windows transcription experience required. Opportunity for advancement. Salary commensurate with experience. Fax cover letter stating goals, salary requirements and available starting date. Fax to 810-642-4210 or mail to:

Ms. Salinger
200 E. Brown Street
Suite 101
Birmingham, MI 48009

RECEPTIONIST: (Some typing). Pleasant working atmosphere in BLOOMFIELD HILLS REAL ESTATE OFFICE. Full and Part time.
(810) 851-5500

RECEPTIONIST
Southfield insurance defense firm has immediate openings for persons have talent in operating multiple button consoles, have strong organizational skills, excellent typing. Salary commensurate with experience. Send resume to: Box #1455
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

RECEPTIONIST/SWITCHBOARD
attendant, experienced, for credit union. Financial experience a plus. Hours are 9 to 1400, 2:30 to 6:00, Northwestern Hwy., Southfield, MI 48075

RECEPTIONIST
The American Society of Employers is seeking a Receptionist to be our first member organization located in Southfield. The ideal candidate will have excellent telephone & people skills, be able to work varied hours, and have experience in working with word processing software. Previous experience working as a receptionist is preferred. Interested candidates should forward a Letter of Interest which should include salary requirements and resume to: Executive Secretary, Attn: Receptionist, 2415 Northwestern Hwy., Southfield, MI 48075
or Fax to: (810) 351-2960

RECEPTIONIST WANTED for busy chiropractic office. Must be reliable & friendly with good communication skills. 21-23 hours/week.
(810)569-0308

RECEPTIONIST

We are seeking a receptionist with experience in multi-line phone systems. Must have strong interpersonal skills, knowledge of Lotus and Word Perfect is required.

We offer a competitive benefit package including fully paid medical, dental, life insurance, 401(k), 12 paid holidays and profit sharing.

If you are self motivated and have the above qualifications, send resume to:
H.R. Krueger Machine Tool, Inc.
P.O. Box 2
Farmington, MI 48332-0310

RECEPTIONIST
We are one of the Top (50) professional firms in the country located in western Oakland County. As part of our growth, we are seeking a second person to be the receptionist for our corporate office. The successful candidate will be very mature and have the ability to handle all kinds of clients who visit us; have proficiency in multi-line switchboards, have a service-driven personality and be committed to a long-term career. This position could pay up to $30K for the right person. Please send resume in confidence to:
Box #1580
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
WE are looking for a pleasant voice for an experienced receptionist. You will work on a multi-line, automated phone system in our busy office at Whitmore Lake. This is an excellent opportunity for the right person, with benefits and more!

Mister Rubbish
11635 Whitmore Lake Rd.
Whitmore Lake, MI
Attn: Personnel

RECRUITER (Clerical)
Agency, or business background preferred. Person will interview and place temporary workers in clerical jobs. $8-$11 per hour plus commissions. ADVISTAFF 459-1166

RESEARCH ASSOCIATE
Gather and process statistics and information from auto companies and regulatory agencies for use in our industry-leading publications and our growing database production. Cultivate and maintain information sources, answer customer inquiries. Experience and training in PC spreadsheet software required. General math aptitude required. Auto industry knowledge strongly preferred. Apply to:
Human Resources
Ward's Communications
3000 Town Center, Ste 2750
Southfield, MI 48075
Fax: 810-357-0609

SALES ASSISTANT
Bookkeeping firm in Bloomfield Birmingham has an opening for a Sales Assistant with experience in the bookkeeping industry. Send resume to:
Attn: Carol, 373 S. Woodward,
Bloomfield, MI 48304
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

SALES ASSISTANT
Must be organized with clerical experience and have excellent people skills. Fury commensurate with experience. Send resume to: Inacomp, 1815 W. 12 Mile, Lathrup Village, MI 48076 or FAX to: (810) 559-9782

SALES ASSISTANT
Sales Assistant wanted for major home furnishings store. Must have college education. On the job training. Call Phone Interview: Mon-Fri 10-4 Kaufman at 810 358-7053 to arrange time for an interview.

SALES SECRETARY
Must be experienced, strong organizational & people skills. Should be proven & self motivated. Customer Service/Marketing experience a plus. Call Mark.
(810) 269-8000

SECOND SHIFT DATA ENTRY
PM shift or part time
$7.50-$8.50 per hr.
ARBOR TEMPORARY 313-459-1166

SECRETARIAL
Position Full time, Good benefits, Good pay. Must have office experience, typing, filing and phone skills. Apply in person at: Brose Electrical, 37400 West 7 Mile, Livonia.

SECRETARIAL POSITION - Real Estate Development. Minimum experience required, salary based on qualifications. Benefits. (810) 737-0763

Hotel

CATERING SECRETARY/ ASSISTANT
Full time position in busy suburban hotel. Sharp individual with excellent phone, typing and communication skills. Great pay and benefits package. Apply in person or send resume with salary requirements to:
Holiday Inn Southfield
Catering Department
26555 Telegraph
Southfield, MI 48034

OPEN HOUSE
Saturday, Jan. 18,
9:00am-1:00pm.
at The KPM Group
We invite you to explore the opportunities we have for permanent placement. If you're willing to invest a little of your Saturday morning, we'll do the rest. Come by to learn of what we have currently available:
• 15 Large Secretarial $22K-33K
• 5 Paralegals $22K-35K
• 5 Admin. Asst. $26K-35K
• 2 Marketing Coordinators $30K
• 2 Receptionists/Switchboard $25K
• 1 Engineering Secretary $15K

THE KPM GROUP
24901 Northwestern Hwy., Suite 101
Southfield, MI 48075
Corner Everywhere W. Hwy
810-355-2440. FAX: 810-355-5899

SECRETARY
ADMINISTRATIVE ASSISTANT
Interact with clients and senior tech executive offices of international corporations. Minimum of two plus 2-3 years experience required. Long or short term assignments. Temp to perm. Paid holidays and vacations. Call Sandra
Birmingham Livonia
473-2931 646-7561
Advantage Staffing

SECRETARY
A&W Restaurants, Inc. has several positions available for our corporate office for self-motivated, professional people who enjoy working in a fast paced environment, can adapt to constantly changing priorities and possess the following qualifications:
We would like to meet with you:
• 2-5 years secretarial experience
• 60-65 wpm typing speed
• Excellent Word/WordPerfect computer skills
• Professional appearance & demeanor
• Excellent organizational skills
• Excellent telephone skills

We offer a competitive salary and extraordinary benefits package. If you have the skills and feel you can meet the above job requirements, please forward your resume & salary requirements to:

A&W
17197 N. Laurel Park Dr. #500
Livonia, MI 48152
Fax: (313) 462-2091
EOE

SECRETARY
BIRMINGHAM, insurance agency needs energy secretary to work Mon.-Fri. Knowledge of computers and various office skills including typing 50wpm, phones and filing required. Must have excellent communication skills. Send resume to: P.O. Box 1388, Birmingham, MI 48012. OR Fax: (810) 646-9410

SECRETARY/ BOOKKEEPER FOR ALL SEASONS

There seems to be no easy way to describe someone who does everything, but in our office that is just what it needed. We are a high duty division, growth and with expanding needs. What we need is someone who can take initiative and grow with our company. Send resume to P.O. Box 214567, Auburn Hills, MI 48321

SECRETARY

Busy commercial real estate firm located in Bloomfield Hills is in need of a super Secretary/Word Processor. Duties include typing from dictation, DOS/Windows & Excel. Familiarity with Word Perfect 6.1 a plus. Must be fast time for a strong candidate. Excellent salary & benefit working environment. Call Diane. 810-646-7701

SECRETARY
Commercial real estate firm seeks full time secretary. Windows, Word Perfect 6.1, Lotus and MS Excel. Fast paced environment requires expected typing, proofreading, organizational skills and the ability to work independently. Resumes to: Office Manager, P.O. Box 2188, Southfield, MI 48086-5188 E.O.E.

SECRETARY - Construction company in Farmington Hills seeking with knowledge of MicroSoft Word/ExcelLotus. Submit resumes to: Human Resources, 31150 Glacier Rd., Suite 130, Novi, MI 48375.
Fax: (810) 380-6126

SECRETARY

Energetic Secretary needed to support executives in the Farmington Hills office. Responsibilities include typing, filing, mail distribution, scheduling travel arrangements and other general functions as assigned. Candidate must possess effective communication skills, excellent organizational skills and proficiency in Microsoft Word and Microsoft PowerPoint experience helpful.

For immediate consideration, please fax resume and cover letter indicating salary requirements to:

VILLAGE GREEN COMPANIES
30833 Northwestern Hwy.
Farmington Hills, MI 48334
Attn: Fr. Charles
An Equal Opportunity Employer

SECRETARY (EXPERIENCED)
Competent in Apple programs. Position with growth opportunities at Wayne State. Good pay. Some benefits. Send letter and resume, Marmpiotten Detroit Bureau of School Design, Inc., 231 College of Art & Design, Wayne State University, Detroit, MI 48202

SECRETARY
for Southfield CPA office. Knowledgeable of MS Word. Experience in Windows & Creative Solutions required. Excellent salary for right person. Fringe benefits include holidays, vacation, and profit sharing. Hours: 9 to 5 with limited overtime. Fax resume to Mr. J Dziki at SVNCT, Wed. Fax: 810-354-6250

502 Help Wanted-Office Clerical

Secretary

Here's the Part-time Job You've Been Wishing For!

Mercy Information Systems, the information systems division of Mercy Health Services, one of the nation's largest health care providers, has exceptional opportunities for organized individuals who are interested in turning their secretarial skills into a rewarding career. Flexible part-time hours with a great company offering excellent benefits.

ASSOCIATE REPRESENTATIVE INFORMATION CENTER (CIC)

Two part-time positions are available in our corporate offices. We are a 24-hour/7-day information center located in Farmington Hills. Responsibilities include providing client problem resolution, communicating and resolving system problems, and updating and maintaining CIC database programs and reporting systems.

To qualify, you need at least 2 years of college in a related field, or equivalent experience, and 1 year of customer service experience. A background in ASAP or other database, and experience or customer service experience is preferred. Strong telephone and communication skills a must!

We offer a competitive salary and extraordinary benefits package. Only candidates who meet the above qualifications will be given further consideration. Please send resume and salary history/expectations by fax to: MERCY HEALTH SERVICES, HUMAN RESOURCES/FM, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI 48331-3221. To inquire about additional opportunities within Mercy Health Services and our subsidiaries, call the JOBLINE at 810-489-5000. MHS values diversity in the workplace! EOE.

SECRETARY/INSIDE SALES - Must have good communication skills. Experience with word processing necessary, will train. FAX - 810-426-8551

Secretary
MCA Financial Corp

Position reports to Executive Assistant and is responsible for the Secretarial functions of the Executive Assistant. Must have 3 years minimum of secretarial experience in a professional office environment. Must be well organized, have excellent written and verbal communication skills, Word-Perfect & Lotus skills. Send resume to:

Human Resources Dept.; / Exc.
23999 Northwestern Hwy
Southfield, MI 48075
FAX 810-350-3939
EOE

SECRETARY
Microsoft Word, Excel, Telephone answering skills. Please send resumes to: Craig Engel, at Peter Basso Associates, 30 E. Big Beaver, Livonia, MI 48153-2530. EOE

SECRETARY NEEDED
Property management firm in South Lyon is seeking highly motivated Secretary/Word Processor. Some Lotus knowledge helpful. Busy duties. Send resume to: PO Box 70, Southfield, MI 48037-0070

SECRETARY
needed for fast paced company. Order entry, good phone skills & computer knowledge. Call 313-464-0101

SECRETARY
Part time, 4 hrs/day, Mon.-Fri. Consulting office seeks mature, experienced, computer literate individual. Submit resume to: Acme-Terra, Inc., 4724 Harem Dr., Pleasant Ridge, MI. or Fax: (313) 455-7412

SECRETARY/PART TIME
Out-patient mental health clinic in Clarkston is looking for a part time secretary. Please send resume and cover letter to: Box #1450
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
PART TIME
Bloomfield firm seeks experienced, professional secretary, 2-3 days/week. Person must be dependable, organized and detail oriented. Excellent telephone and computer skills required. Please call: (810) 646-7150

SECRETARY, PART-TIME for busy Farmington Hills office. Must have experience with WordPerfect 6.1 a plus. Position available immediately. $7 an hr. 4 hrs. a day, Mon.-Fri. Call between 8:30-9:30 AM. Ask for Teresa or Cliff. (810) 335-8150

SECRETARY

Plymouth office is needed of a permanent, full time Secretary/Receptionist. Duties include typing, filing, Word-Perfect 6.1 helpful.
$16K - No Fee
PERSONNEL SYSTEMS 459-1166

SECRETARY POSITION for Troy marketing display company. Must have good typing and computer experience, good typing & phone skills. Word Perfect 6.1 helpful. Salary requirements to: 1005 Crooks Rd., Troy, MI 48084. Attn: Bernie

SECRETARY/RECEPTIONIST
Full-time for commercial printer in Livonia. Requires general office skills (word processing, typing, filing, and data entry). Candidate must be well organized with excellent oral and interpersonal skills. (313) 425-8150

SECRETARY/ RECEPTIONIST
Award winning Bloomfield real estate office seeking responsible and organized individual with excellent phone skills. Ask for Mary or Tom
313-462-9800

SECRETARY

See our ad in the Medical Section of today's paper.

MERCY HEALTH SERVICES

SECRETARY

The successful candidate for a secretary position available in its Southfield office. Must possess at least 2-3 years experience in a secretarial capacity using Microsoft products or comparable software. Must possess effective salary and benefit package including medical insurance program. Send resume with salary requirements to:
P.O. Box 2002
26955 Northwestern Hwy.
Southfield, MI 48037
Or Fax resume to: (810) 728-6833
Equal Opportunity Employer M/F/D/V

SECRETARY
Wanted for Farmington/Bloomfield Hills professional office. Extremely pleasant, fast paced, high volume position. Good typing, telephone & organizational skills required. Knowledge of WordPerfect 5.1 or Windows. Call (810) 255-6070, or send resume via fax. Leave message if no answer to: 1080 Woodward Ave., Bloomfield Hills, MI 48304.

SECRETARY

We invite you to choose a perfect fit with MainonCare Health Centers, one of the largest providers of long term senior living care in the nation.

We currently have a secretarial position open, full-time, Monday-Friday. Must have experience with computers, including data entry, databases, and word processing. Good people skills required. For consideration, please stop in person at Mainonare Health Centers, 6950 Farmington Rd., West Bloomfield, MI. 810-661-1700 (contact HR Dept.) E.O.E.

SECRETARY
Well organized with excellent telephone skills. Demonstrated word processing, spreadsheet and data base skills. Competitive salary and excellent benefits. Please call Temporarium Corporation. (810) 349-5250

SECRETARY-1 person sales office. Customer service on phones. Word processor experienced. Call Ann 810-4-4, Farmington Rd. 810-425-7100

502 Help Wanted-Office Clerical

SECRETARY/WORD PROCESSOR
Fast paced professional growing office with plenty of working environment. Responsibilities include: word processing using WordPerfect for Windows 6.1, phone answering, filing, running errands, and other responsibilities as assigned. Hours 9-5:30pm daily, some overtime maybe required. Send resume to: McKenna Associates, Inc. Attn: Business Manager, 30445 W. Twelve Mile Rd., Ste. 165, Farmington Hills, MI 48334. EOE

Service Coordinator/ Property Manager
Experienced for Southfield Residential Property Management Company. Previous experience required. Neat and Dependable. (810) 352-3038

Service Coordinator Home Health Agency
If you enjoy a busy workplace and can't stand doing the same thing day after day, we have the perfect job for you.
Wanted: "People Person" with outstanding telephone skills, creative problem solving ability, and a personal commitment to excellent
Varied Duties: Contact with elderly clients; scheduling home care staff, extensive record keeping & filing, must be organized and able to work independently.
General office/customer service experience required. College grad preferred.
We offer a competitive salary and full benefits. Extra pay for required on-call rotation.
Send resume to:
Theresa Kokosinski
THE MEDICAL TEAM
24901 Northwestern Hwy., 602
Southfield, MI 48075
FAX: 810-258-2400

SWITCHBOARD OPERATOR/ RECEPTIONIST
PART-TIME MORNINGS
The Charter Township of West Bloomfield is seeking applicants for a part-time Switchboard Operator/Receptionist to work 8-12:30 per day. The is a part-time position, approx. 22 hours per week answering phones and data entry. Starting Salary is $6.50 per hour. Applicants must apply in person at the Township, Mon. 24, 1997 at the Personnel Dept., West Bloomfield Township, 4550 Walnut Lake Road, West Bloomfield, MI.
An Equal Opportunity Employer

Switchboard Operator/ Typist
Part-time (20 hours/week working the following schedule: Monday 3:00 pm. - 8:30 pm. Tuesday 8:30 am. - 3:00 pm. - 6:30 pm.; Wednesday 8:30 am. - 3:00 pm.; Friday 12:00 noon - 3:00 pm.). Experience using a busy switchboard and excellent communication skills required. Send resume to:
Teresa Schwartz
Jewish Vocational Service
29699 Southfield Road
Southfield, MI 48076
(810) 559-5000
EOE

TELEMARKETING
$6.50 and up to start
Full time and part time positions for Livonia based company. Previous telemarketing or sales experience a MUST! Reliable transportation and valid driver's license a must. In person: Ettalle Personnel Services,
27101 Plymouth