502 Help Wanted-Office Clerical

CUSTOMER SERVICE/ RECEPTIONIST
Customer service/intake receptionist sought for busy Veterinary Specialty practice & referral hospital. Full-time & part-time positions available. We are open 7 days a week, 50 weeks a day. This position requires strong communication skills, exceptional customer relation skills, excellent math capabilities & typing of 50-60 wpm. Previous veterinary experience preferred but not required. Client data entry, payment collection, deposits, records management & various computer operator duties. Excellent compensation package available. We are looking for the most qualified candidate to represent our facility. Highly motivated applicants forward your resume to: MVS, 21600 "V" Lahser Rd., Southfield, Mi. 48076 or call: 810-354-6840. Voice Mail Employment line Ext. 328.

DATA ENTRY
Accounts Receivable/Customer Services. Gain experience in the new department of a growing Medical Supply Company. Long or short term positions available in Auburn Hills, Southfield and Dearborn.
LOGISTICS SUPPORT
Major Beverage Company in Livonia and Plymouth need your experience. Computer literate, 40 WPM, College preferred. Immediate temp to hire plus afternoons and evenings. Call Leslie today
Birmingham Livonia/Farmington
248-7962 313-273-2333
Advantage Staffing

DATA ENTRY
all areas downtown. Looking for creative individuals with typing skills and sensitive ear
(810) 681-9900

DATA ENTRY CLERK NEEDED
Farmington Hills company seeks a motivated individual with a positive attitude and data entry department. Potential candidate must be quick and accurate, take keystrokes and have general office skills. Competitive salary with benefits. Please send resume to
SFBS
32900 Northwestern Hwy., Ste 125
Farmington Hills, MI 48334

DATA ENTRY CLERKS
Romulus Evaluation hire we change for a permanent position. Starting pay rate has 2nd & 3rd shift openings. You must be able to lift 50 pounds. Hrs: $7.00/hr.
EXPRESS SERVICES
313-467-5450 FAX 313-467-1638

DATA ENTRY CLERK
Sales company in Plymouth, Michigan is in need of a Data Entry Clerk to join our team of employment. Must have computer experience, be motivated, self starter and a quick study.
Duties include order entry, inventory control, customer service. Offers good benefits, salary, hours. Call between 8 and 5 weekdays to set up appointment.
313-453-6626

DATA ENTRY CLERK
Troy sales office for DC motor manufacturer seeks an organized, detail oriented person with knowledge of ASA00 needs. Duties include order entry, cash receipts, entering inventory. Some knowledge of accounting preferred but not necessary. We offer excellent salary, bonus and full benefits. Please mail resumes to: Mr. Steve Lewis, Director, Dr. Sale 515 Auburn Hills, MI 48326EOE Human Resources/C

DATA ENTRY
Experienced Data Entry Person for busy Accounting Dept. Looking for dependable multi-tasker with good attitude, familiar with a fast paced work environment. Female preferred. Call qualified call
810-543-5100

DATA ENTRY
Full time position. Days Livonia area. Call Mr. Lee at 1 & 2 PM
(313) 464-1100

DATA ENTRY
Growing companies in Plymouth, Livonia area in search of data entry operators.
$7.50-$8.50/hr.
ARBOR TEMPS 459-1166

DATA ENTRY
Immediate openings in the Livonia area for data entry individuals. Hours plus $7 $8/hr. HRMS. 313-458-1535

DATA ENTRY POSITION Like computers? Like people? Then you will enjoy working here! Pleasant, quiet office atmosphere. Relaxed atmosphere, variable hours, customer service experience a plus. Full & part time positions available. Call 810-559-5200 from 10am-3pm

DATA ENTRY/RENT COLLECTION PROCESSOR
with strong clerical office. Full time in Westland. Lotus experience required. Send resume to: Margaret, P.O. Box 85300 Westland, MI 48185 or FAX 810-932-4021

DIRECT CARE - CNAs and Home Aides. Flexible hours, part time schedule, several locations. Must have dependable car and transportation. 313-867-7414.

DISTRIBUTION ASSISTANT
Full time Typing skills a must. Computer, telephone, light clerical duties. Call Jeanette at: 810-477-6600

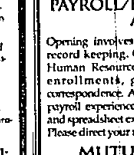
ENTRY-LEVEL CLERICAL CAREER OPPORTUNITY
with Southfield based, fast-paced VAR and supplier of high-tech telecommunications equipment. Competitive salary, medical plan, profit sharing, and full medical, dental, optical benefits. Fax 248-350-Hagerty Road, Farmington Hills

ENTRY LEVEL
Clerical position for Troy law firm. Phone & computer experience a plus. Send resume to: Diane Craig, Frank, Stefano & Bunn, 2075 Big Beaver Dr., Suite 225, Troy, MI 48084

EVENT PLANNER/ RECEPTIONIST
Top company seeks outgoing personality to greet visitors, route incoming calls and coordinate company events. Work well in a fast paced environment, occasional weekends on special projects.

Dryotshelf Recruiters
810-344-8700 Fax 810-344-8704

EXECUTIVE ASSISTANT - Busy president of a rapidly growing computer VAR needs organized, bright assistant. Salary plus benefits. Call to arrange an interview: (810) 280-6650



ADMINISTRATIVE ASSISTANT

Little Caesar Enterprises, Inc., the world's largest carry-out pizza chain, is currently seeking high energy, skilled professionals to work at the classic Fox Theatre Building located in the heart of the theater district.

Qualified candidates must have 2-4 years' general office and secretarial experience, 60 WPM, knowledge of word processing packages and strong oral/written communication skills. Shorthand and/or Dictaphone skills preferred, as are strong organizational skills.

Little Caesars offers a competitive salary and benefits package. In addition to on-site daycare. For immediate consideration, please forward your resume and salary history to:
LITTLE CAESAR ENTERPRISES, INC., Human Resources-PM, Fox Office Center, 2211 Woodward Ave., Detroit, MI 48201-3400, Fax: (313) 983-6428. Equal Opportunity Employer

Little Caesars

502 Help Wanted-Office Clerical

EXECUTIVE ADMINISTRATOR
We are a leading Environmental and Consulting Firm and are in search of an executive assistant who deserves a challenging career opportunity with a highly challenging organization
The ideal candidate will possess strong communication and computation skills, budgeting and scheduling experience, meeting preparation and administration. The executive assistant should be proficient in Word, Excel and PowerPoint.
If you are interested and qualify, please send a resume and salary history to:
Executive Assistant
P.O. Box 251882
West Bloomfield, Mi. 48325-1882
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
CEO of restaurant chain needs polished Administrative Assistant with outgoing personality. MS Word, Excel & computer experience. $30-35K. Call Fax resume to Gloria Bobowski 810-932-1170. Fax 810-932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

EXECUTIVE ASSISTANT
If You Are The Best, This Is The Last Job You Will Ever Have.
General Manager needs full-time, professional-minded Assistant who craves independence and responsibility. Ability to multitask is a plus. Lotus experience required. Salary commensurate with experience. Please Mail or Fax resume to: Attn: Al Acciello, Factual Data, 18451 W. 12 Mile Rd., Southfield, MI. 48076 FAX: 810-557-9092

EXECUTIVE LEGAL Secretary, for personal injury firm. Personal injury experience required. Substantial salary & fringes (810) 354-2500

EXECUTIVE LEGAL SECRETARY
For Southfield law firm with a minimum 5 years experience in litigation and transactional law. Excellent skills required. Send resume to: Office Administrator, PO Box 215, Southfield, MI 48037-0215, or call 810-355 5200

Executive Sales Assistant
L&H Consultants are the leading providers of CATIA workstation solutions and related services throughout North America. We currently have the position of EXECUTIVE SALES ASSISTANT available. This individual will work closely with the Sales Manager and should have experience in Microsoft Office. Knowledge of the sales cycle, have the ability to plan, prioritize and implement work activities and should present themselves in a polite, pleasant and professional manner. This position may involve entry level sales position over time. If you are interested in being part of a highly successful and motivated team, please forward your resume and salary requirements to Sales Manager, 30 Exit Mobile Way, Suite 200, Southfield, MI 48034
(L&H is an equal opportunity employer)

EXECUTIVE SECRETARY
Van Buren Public Schools is accepting applications for the position of Executive Secretary to the Director of Business. Submit letter of application and resume to the Personnel Office, 555 W Columbia, Belleville, Mi 48111. Deadline 2/14/97

EXECUTIVE SECRETARY for Farmington Hills based real estate development company. Computer skills a plus. Experience necessary. (810) 737-7110

EXECUTIVE SECRETARY Must have 2-3 years experience with computer background. Financial services company in Southfield. Send resume to Box 41513
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVE SECRETARY
Do you want to learn legal? Excellent opportunity at small dynamic personal injury law firm in Southfield.
(810) 827-7000

EXECUTIVE SECRETARY
CLERK, temp to perm. To $12 per hour.
DOCUMENTATION CLERK, indefinite temping $10 per hour.
Accounting, Clerical, Technical, Temp & Temp to Perm Positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

Human Resources
Payroll Manager
Murray's Discount Auto Stores has an immediate opening within our Human Resources Dept for a Payroll Manager.
This position will have responsibility for managing all facets of our Payroll Department. We process a weekly payroll for over 1,600 employees through the ADP HR Partner System, which is an extensive database of employee information.
The position directly supervises a staff of two and has responsibility for producing various reports and spreadsheets for Executive Management.
Required skills & experience include 3 years managing payroll, preferably at least yesterday in a multi-site, multi-state organization, previous experience with ADP, preferably on the HR Partner System, the ability to handle a fast paced deadline driven environment and a strong payroll/HR background which includes analytical hoc reporting.
Murray's offers a comprehensive benefit package including Blue Cross Plans, a Dental Insurance, employer matched 401k and Profit Sharing Plans, and much more. Salary will be commensurate with experience. Interested individuals should mail or FAX their resume and salary requirements to: Murray's Discount Auto Stores, 5080 Hegarty, Belleville, MI 48111 or FAX to (313)957-8101.

IMMEDIATE OPENINGS!
Receptionist File Clerks
Data Entry Word Processors
Customer Service
Temp-perm and long term available. Top pay! Holiday pay! Overtime pay! Temp-lead insurances! Bonuses!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

EXPERIENCED, HARDWORKER to assist in small Birmingham office. 35-40hrs/wk. $9-$10/hr. Call Sister Management 810-540-6288

Farmington Hills company in need of accounting clerks with receivables or payables background. Computer skills helpful, good people skills are a must! Pay $7.50 - $8/hr depending on experience. Call Alice for immediate interview. (810) 646-7500

502 Help Wanted-Office Clerical

EXPERIENCED WORD PROCESSORS
Must have at least 1yr experience and type 50 wpm. 24 hours a week. Temporary and Permanent positions available.
Call today!
Quality Staffing, Inc.
810-354-4981
or
FAX 810-354-8366

FILE CLERK, part time, law office Mon & Wed's $6/hr. Great entry position for a H.S. senior/college student. Contact Sharon Stepp (810) 357-4888 after 4:30

FINANCIAL ASSISTANT
Sharp individual for accounts payable/clerical position. Accounting background preferred and advancement. Excellent benefit package provided. Please send resume with salary requirements to PMGM, 6137 W. Grand River, Brighton MI 48116 or Fax resume to: (810) 225-1462

FRONT DESK ADMINISTRATORS - Variety of temporary openings available immediately. Minimum of 2 years experience a must. Communication and clerical skills.
(810) 737-1711
TEMPORARY RESOURCES

GENERAL OFFICE
Filing, typing, phones. Non-smoking company. Pleasant phone personality. Computer data entry & accounts receivable experience helpful. Blue Cross & other benefits. Non-Smoking office. Mon-Fri., 8am-5pm. Sat., 9am-1pm.
(810) 478-7788

GENERAL OFFICE
Filing, typing, phones. Non-smoking company. Pleasant phone personality. Computer data entry & accounts receivable experience helpful. Blue Cross & other benefits. Non-Smoking office. Mon-Fri., 8am-5pm. Sat., 9am-1pm.
(810) 478-7788

GENERAL OFFICE/ RECEPTIONIST
Full-time position for fast paced Farmington Hills executive firm. Light typing, clerical, some organizational skills and word processing a must. Lots of variety. Call early today!
(810) 851-2100
or Fax resume to 313-462-1974

GENERAL OFFICE
1-2 Years experience must possess strong communication and organizational skills. Must be computer literate. Call today.
Quality Staffing, Inc.
810-354-4981
or
FAX: 810-354-8366

HEY HOMEMAKER!
Looking for a great part-time job? Plymouth firm has full time office needs receptionist/computer helper everings & weekends.
Call Mr. Rader 313-261-0700
Real Estate One

★ HOT JOBS
LEGAL SECRETARY, salaries to $32,000
EXECUTIVE SECRETARY, Auburn, $31,000
LEGAL SECRETARY, Probate & estate planning Detroit $30,000
LEGAL SECRETARY, Litigation, Detroit $30,000
ADMINISTRATIVE ASSISTANT, Accounting, $26,000
ACCOUNTANT, suburbs, $25,000
ADMINISTRATIVE ASSISTANT, suburbs, $22,000
TECHNICAL INSURANCE ASSISTANT, suburbs, To $20,000
ACCOUNTS RECEIVABLE CLERK, temp to perm. To $12 per hour.
ACCOUNTS PAYABLE CLERK, Temp to perm. To $12 per hour.
DOCUMENTATION CLERK, indefinite temping $10 per hour.
Accounting, Clerical, Technical, Temp & Temp to Perm Positions
All fees employer paid
CALL OR FAX TO
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

LARGE, NON PROFIT organization in Farmington Hills seeks good people to add to the team
- Receptionist (experienced) for 15 lines
- Operations Coordinator
- Administrative Secretary

Knowledge of Judaism helpful. Monday thru Friday 9am-5pm. Competitive salaries. Excellent benefits. Send resume to:
Box #1545
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL ASSISTANT

NBD Bank seeks a highly motivated Legal Assistant to work full-time in our Law Department in downtown Detroit. To qualify for the challenging position, you must have a Legal Assistant Associate's degree and/or Bachelor's degree with Legal Assistant experience. At least 1-2 years of Paralegal experience, as well as Commercial Loan Documentation or Real estate Law experience are also needed. Must also possess good drafting skills, excellent verbal communication, interpersonal skills, plus telephone and customer contact experience.
We offer a competitive salary commensurate with your experience, plus a comprehensive benefits plan. Send resume and salary letter, stating the position (Tuesday and Thursday Ads), to: STAFF EMPLOYMENT DEPARTMENT, NBD BANK, 611 WOODWARD AVE., DETROIT, MI., 48226
NBD and You!
An Equal Opportunity Employer

LEGAL

Integrity and 30 years of service is why the most law firms in the area trust us - you should too. For support staff job placement, permanent or temporary
HILLSTROM & ROSS AGENCY, INC.
810-626-8188
FAX 810-626-8434

Legal Research & General Clerical
Home office in Livonia. Full-time w/benefits. Dependable transportation. Word Perfect experience preferred. PO Box 51503, Livonia, MI 48150

LEGAL SECRETARY
Experienced preferred. Southfield Area. Call Van: (313) 537-8400

502 Help Wanted-Office Clerical

IMMEDIATE OPENINGS
Looking for Work? Let Entech help. We have immediate openings for the following positions
- Receptionist
- Customer Service
- Data Entry
- Word Processing Secretaries
- Windows, DOS or MAC

Join us for our
Open House to apply.
Tues-Wed., Feb. 11-12
9:00 a.m. - 2:00 p.m.
No appointment necessary!
Proper ID required
Drug & Verification.
ENTECH PERSONNEL SOUTHFIELD OFFICE
810-354-1600

INSURANCE
The Hershey Inc Group is looking for experienced Personal and Commercial Lines Underwriters. Mainframe computer experience preferred. Excellent salary and benefits. Fax resume to 810-648-5819, Attn Kimberly Smith

JEWELRY OFFICE POSITION
Jewelry experience preferred. Organizational skills a must. Inventory control experience helpful. Computer skills necessary. We offer excellent benefits and salary. Medical, dental, profit sharing, vacation 401k & more. Please send or fax resume to
MURRAY'S
ON PLYMOUTH RD
27207 Plymouth Rd
Redford, MI. 48239
FAX 313-937-1940

JOBS, JOBS, JOBS

COLLECTORS - Troy. $9 per hr.
LEGAL SECRETARY - Birmingham firm 60 wpm WordPerfect skills. $12 per hr. Temp to Perm.
SECRETARY - Detroit Word, Excel for large automotive supplier. Long term position.
SAATEC

JOBS OF THE WEEK
LEGAL SECRETARY
To $34,500 3-4 years legal experience. Good organization skills. Work for prestigious firm. Call Donna.
EXECUTIVE ASSISTANT
To $34,500 2-3 years. Good communication skills. Able to make presentations. Major suburban firm. Call Denise
H R COORDINATOR
To $31,000 2-3 years HR and payroll experience in an automotive environment. Microsoft office. Major suburban firm. Call Barb.
SECRETARY/ADMINISTRATIVE ASSISTANT
$28,000 To $32,000
2 positions available. Outstanding opportunity with major firm. Microsoft office a must. Excellent administrative skills needed. Call Barb.
CUSTOMER SERVICE $28,000
Expanding Farmington Hills firm. 1-2 years experience needed. Some quoting a plus. Call Denise
ADMINISTRATIVE ASSISTANT
To $25,000
Microsoft Word and Excel. Friendly suburban firm. Lots of variety. Quick hire. Call Denise
CONFERENCE ROOM COORDINATOR
$22,000. Schedule events and conference. Handle travel arrangements and meetings. Suburban. Great benefits. Call Denise
GENERAL OFFICE TO $10 hourly
Suburban bank has several openings. Banking, mortgage or customer service experience. Great opportunity to advance. Benefits. Call Ann
RECEPTIONIST $9 hourly
2-3 years office experience. Good word processing skills. Type 50 suburban location. Call Denise

LEGAL SECRETARIES
Temporary and permanent positions available in the Detroit, Southfield, Troy and Ann Arbor areas for experienced Legal Secretaries with proficiency in Word Perfect 5.1/6.0 and Word Perfect 6.0 or 6.1 for Windows and/or Microsoft Word. Transportation expenses a plus. Call today to schedule an interview!!!
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

LEGAL SECRETARY
An Oakland County Insurance Defense Firm has an immediate opening for a Legal Secretary. Individual will be responsible for performing secretarial/clerical duties including preparation of pleadings and correspondence, as well as light calendar management. Also involves direct contact with clients, attorneys and court personnel.
The ideal candidate will be a motivated self-starter with 3-5 years of civil litigation experience, accurate typing speed of 60 wpm, and transcription experience. Must be a team player with excellent verbal and written communication skills, strong PC software skills in Windows environment and Amlaw are desired. Worker's compensation knowledge is a plus.
We offer a competitive salary and benefits package. If interested, please send your resume with salary requirements to:
Managing Attorney
25925 Telegraph Rd.
Ste. 185
Southfield, MI 48034
FAX: 810-355-5996
EOE

LEGAL SECRETARY
Experienced Legal Secretary needed defense firm. Send resume to: Lynn, 300 N. Main, Clawson, MI 48017. Or Fax to: (810)588-3380

Legal Secretary
Experienced commercial legal secretary with knowledge of WordPerfect sought for Bloomfield Hills law firm specialize planning sections. Overtime required. Resume to: Office Manager, P.O. Box 7515, Bloomfield Hills, MI 48302-7515. Or by Fax: (810) 335-3345

LEGAL SECRETARY
Experienced, full time position in Farms law firm specializing in foreign. Seeking team player with legal experience in probate, estate, real and personal skills. Send resume, references and salary requirements to
Office Manager
30700 Telegraph Suite 3475
Bingham Farms, MI 48025

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Family law experience required for insurance defense work. Salary commensurate with experience. Send resume, references and salary requirements to
Office Manager
300 E. Long Lake Rd
38251 Schoolcraft Rd
Bloomfield Hills MI 48304

LEGAL SECRETARY
Full time secretary for Sr. partner in Bloomfield Hills law firm. Minimum 5 years experience in medical malpractice litigation. Experience with computerized calendaring system and must have excellent WP 5.1 skills. Salary commensurate with skill level & experience. Non smoker. Send resume to: Office Manager, One Town Square, Suite 1400, Box 5068, Southfield, MI 48086-5068

LEGAL SECRETARY
Full time secretary/receptionist experience for personal injury law firm. Excellent salary & fringes (810) 354-2500

LEGAL SECRETARY
Full time secretary with experience for personal injury law firm. Excellent salary & fringes (810) 354-2500

LEGAL SECRETARY
Corporate experience. Smoke-free office. Send resume to: Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY
For small Southfield firm with Farmington Good typing skills necessary. Good pay. Fax resume to A.W.K. at: 810-442-2504

LEGAL SECRETARY for Southfield personal injury firm. Must have experience. Contact Mary Beth Ford, Kim Fritz, between 9-4pm at 810-532-6500

LEGAL SECRETARY
For Bloomfield family law firm. Fax resume to (810) 646-9722 or Call (810) 646-7177

LEGAL SECRETARY
For prestigious Law Firm working on large automotive accounts. Must have excellent communication and interaction skills with general knowledge of legal terminology. Heavy phone duties. Must be able to handle multiple tasks with discretion & confidentiality.
For immediate interview
Call Dynamic People
810-615-7600

LEGAL SECRETARY
For busy Southfield plaintiff personal injury law firm. Knowledge of WordPerfect and minimum 2 years litigation experience required. Competitive salary and benefits. Fax your resume to Gordon, Custer & Hoffman
810-443-1506

LEGAL SECRETARY
For prestigious Law Firm working on large automotive accounts. Must have excellent communication and interaction skills with general knowledge of legal terminology. Heavy phone duties. Must be able to handle multiple tasks with discretion & confidentiality.
For immediate interview
Call Dynamic People
810-615-7600

LEGAL SECRETARY
Growing liability defense firm in Farmington Hills seeks Legal Secretary with 3-5 years experience. Call Cindy: (810) 489-1100

LEGAL SECRETARY
Immediate defense opening for a highly skilled, organized, detail oriented Assistant. Windows '95, Word 7.0. Full benefits.
PO Box 5001
Troy, MI 48099

LEGAL SECRETARY
Law Firm seeks Legal Secretary with two attorneys. Must be experienced in litigation, have good attitude, excellent typing and organizational skills. Knowledge of office automation helpful. Knowledge of Lotus helpful. Salary commensurate with experience. Health insurance and parking provided. Send resume and references to: Office Manager, 645 Griswold, Ste. 3600, Detroit, MI 48226

LEGAL SECRETARY
Minimum 2 years secretarial experience. Knowledge of Word Perfect 5.1. Duty, small downtown Detroit firm specializing in subrogation. Competitive salary. Mail resume & salary requirements to: B. Grant
30180 Orchard Lake #300
Farmington Hills, MI 48334

LEGAL SECRETARY needed to work with complex litigation and transactional practice. Well trained person with excellent basic skills. Forward resume with salary requirements to: Dickinson & Rivet Law, Ste 250, Farmington Hills, MI 48335 or call Kim at 810-442-0510

LEGAL SECRETARY
Non-smoking, experienced for family law firm. Competitive salary & benefits. Fax resume to: 810-932-3422

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

LEGAL SECRETARY - Part time with minimum three (3) years experience in personal injury or workers' compensation. Non-smoker. Flexible hours. Send resume to:
30300 Northwestern Hwy., Suite 204,
Farmington Hills, MI 48334
or phone 810-855-5090

LEGAL SECRETARY
Part time for personal injury litigation practice. Immediate
Call (810) 354-2500

LEGAL SECRETARY- Part time, 3 days a week. Experienced Plaintiff personal injury. Fax resume and salary requirements. (810-350-3254

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Part-time for Farmington Hills litigation firm. Minimum 3 years experience. 20-25 hours. Flexible hours negotiable. Fax resume to: P.O. Box 2394, Farmington Hills, Mi. 48333

Legal Secretary
Royal Oak law firm has an immediate opening for a full time legal secretary. Min 3 years experience with typing, filing, WP 7.0, experience in domestic relations a plus. Fax resume to: Angela Kennedy - 810-543-2403

LEGAL SECRETARY/ RECEPTIONIST
Full-time for Bloomfield Hills law firm WordPerfect 6.1, typing 50+ wpm, phone, calculator. Please fax or send resume with salary requirements to: (810) 540-9639 5505 Telegraph Rd. Ste. 114, Bloomfield Hills, MI 48301 Attn: Annette Johnson

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

Please send with salary history to
Legal Administrator
801 W. Big Beaver, Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
The Stahl Counsel Office of CNA is seeking an experienced Legal Secretary to work in the area of general liability.
successful candidate will possess excellent typing, organizational and analytical skills as well as outstanding organizational skills and knowledge of court rules and procedures. Familiarity with Microsoft Word preferred.
CNA offers competitive salary benefits package in a professionally encouraging environment. Interested candidates should forward resume to: Law Office of Paula A. Marino, Attn: Jane Weberger, 30600 Telegraph Center, Suite 800, Southfield, MI., 48075. No phone calls please. We are an equal opportunity employer, committed to a diverse work culture.

LEGAL SECRETARY
wanted for Bloomfield Hills Medical Malpractice, Personal Injury, Product liability litigation firm. Must be experienced, able to take direction, be willing to work as part of a cohesive team and able to work independently and be organized. Very busy and fast paced office. Send resume to: Donna Foster, 3853 Telegraph Rd., Ste. 103, Bloomfield Hills, MI 48302. No phone calls please

LEGAL SECRETARY
Well established law firm seeking experienced Legal Secretary for our Southfield location. Strong experience required in probate and estate planning. Must be organized and accurate, possess good communications skills and be a team player. Proficiency in WordPerfect 5.1 is crucial. Salary commensurate with experience. Upscale office environment. Please send resume and salary history/requirements to Box #1423
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

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

Pal Personnel At Law
Judged The Best
Phone 810-358-0050
Fax 810-358-0054
E-mail smartpal@ix.netcom

LIMO SERVICE seeks office help. Customer service, dispatch, reservations. Send resume to: 4772 Tara Ct., W. Bloomfield, MI 48323

LIVONIA ACCOUNTING firm seeks part time clerical help. Serious only. (810) 442-4660

LIVONIA BASED TITLE COMPANY IS EXPANDING
Now hiring
- Closing Secretary
- Receptionist
- Recording Department
- Final Department

Please call our office for an interview
(313) 425-1970

MEDICAL OFFICE RECEPTIONIST
Hours negotiable. Mon-Fri. Walnut, 30 minutes Livonia area.
Box #1511
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MERCHANDISING ASSISTANT
Full time position available to provide administrative assistance to our Account Services department. This team support position demands organization, accuracy, effective communication skills, flexibility, an verbal and written formats, and ability to change priorities frequently. Must possess Microsoft Word and Excel knowledge and be proficient at a consumptive hourly wage. Qualified candidates should forward a cover letter and resume, including salary requirements to: Spar Marketing Force, ATTN: Human Resources, 10750 Red Arrow Drive, Rochester Hills, MI 48309

MORTGAGE PROCESSOR - 2 yrs. experience required and non-conforming background.
SWITCHBOARD - Busy office, full benefits.
HUMAN RESOURCES
810-541-0600

OFFICE ASSISTANT
Wide variety of duties. 25 hours per week. Flexible hours. Livonia area. 313-422-6222

OFFICE ASSISTANT- Part Time 15-25 hours per week. Bookkeeper. Must be experienced in accounts payable, bank reconciliation, payroll and filing. Will also assist with phones & misc duties. Basic knowledge of computers helpful. Please send resume to Controller, P.O. Box 302098, Westland, MI 48185

OFFICE ASSISTANT - Full time for retail sales company in Clawson. Duties include customer service and service. Call John (810) 280-6355

OFFICE ASSISTANT
Fortune 500 company, Dearborn area. Days, flexible. Please call for appointment. (313) 453-1700

OFFICE ASSISTANT
Small company looking for enthusiastic computer knowledge. Word Perfect, Microsoft Word and Excel. Good phone skills on a multi-line system, variety of work tasks including some light accounting.
Call Jill. (313) 453-7130

OFFICE ASSISTANT
Growing firm needs person to handle front desk, 8 line phones, and all the general tasks of a busy office. Good team player with willingness to get the job done with attitude. Offering excellent pay and benefits. Fax resume to: Office and resume to: FAX 810-354-3070.

REH ASSOCIATES, INC.
31637 Melrose Ave.
Southfield, MI 48075

OFFICE COORDINATOR
Excellent communication & office skills. Long term. Southfield office. Very good salary. Excellent growth opportunities. Call (810) 559-8001

OFFICE HELP
Casual, fast paced Livonia sign supply distributor has immediate openings. Receptionist/Cashier. Require a friendly outgoing person to answer phones and to greet and checkout customers customers. Bookkeeping Assistant - Require an accurate person to do computer data entry and maintain A/R and A/P records. Flexible hours (days only, Monday thru Friday) up to 30 hours per week. Bonus! Fax resume or stop in person. Sign Design, 13600 Merriman, Livonia, 48150
FAX 313-422-3248

OFFICE HELP
Strong bookkeeping skills, computer literate. Salary negotiable. Full time. 810-358-4950

502 Help Wanted-Office Clerical

PART TIME OFFICE ASSISTANT
Valassis Communications, one of the "One Hundred Best Companies to Work For in America" is looking for a part time office assistant to work in our Corporate Human Resources Department. The hours are flexible, Monday-Friday, 12-25 hours per week. Candidates should have strong organizational skills, the ability to prioritize multiple responsibilities and Word or Excel experience. The individual will be responsible for maintaining HR records and files, making copies and faxes and assisting with recruiting and department projects. Please send resume to:
Valassis Communications, Inc.
Human Resources Department
36111 Schoolcraft Rd
Livonia, MI 48150
An EEO, drug testing employer. Applicants with foreign language skills encouraged to apply.
VALASSIS COMMUNICATIONS, INC.

OFFICE HELP!
For small company. Integrity Systems is seeking an individual to assist in making our company grow. The duties will be the same as everyone else in the office: computer work, customers and suppliers, accounting work, making sales calls, stock stuff. Send resume to: Ron, 7001 Orchard Lake Rd., Ste. 430, West Bloomfield, MI 48322
Or call: (810) 539-4550

OFFICE MANAGER
Local excavation company seeks individual with accounting background. Must degree preferred, but not necessary. Will perform the following duties:
- PAID VACATION/HOLIDAYS
- SICK TIME
- INSURANCE/PENSION PLAN

Send fax resumes to:
Harrison Hoe Excavating, Inc.
P.O. Box 5
Clarkston, MI 48347
810-620-1145 Fax

OFFICE MANAGER MARKETING ADMINISTRATOR
For growth oriented Southfield property management company. Diverse position involving office management, property management, other administrative & marketing work. Strong real estate related experience required
Send resume to:
100 Galleria Officentre, #400,
Southfield, MI 48034

OFFICE MANAGER
Must be able to type & have computer skills. Hours are negotiable. Call Jeanette at (810) 478-8010

ORDER ENTRY/BILLING
Good benefits, progressive growing co. Responsibilities include data entry, HR-Billing. P. O. Box 525, Southfield 48037

PARALEGAL/SECRETARY
For Waterford attorney.
Two to three days per week.
Experience in domestic relations and with Word 6 for Windows.
Compensation commensurate
Fax resume to: (810)674-2949

PART-TIME RECEPTIONIST

Immediate openings at Ernest Rubber & Plastics Corp. in Farmington. Hours Mon-Fri 11-5:30pm.
Phone etiquette is a must.
Call today 810-473-7920

PART TIME RECEPTIONIST/ SECRETARY

Great opportunity for extra income with National Real Estate Company, 3 day schedule includes Saturday. Must be available day. Good hourly rate. Possible future increase to 5 days. Secretarial skills and experience required.
Call Mr. Ackerman
(810)351-4663

PAYROLL CLERK

Fortune 500 Company based in Canton, MI is seeking experienced Payroll Clerk to join our highly successful company. Successful candidates must have work experience using both ADP HR PARTNER (3.11) and KRONOS TIMEKEEPER CENTRAL (version 8). Must have high school diploma or GED. Excellent salary, benefits package and 401K. Send resume to:
Attn: HRDEPT
P.O. Box 33279
Detroit, MI 48232-5579
EEO M/F/V/H

PAYROLL
Plymouth firm is seeking an experienced data entry person with strong PC and accounting skills. Full time with benefits. Starting at $8.50 per hour. Send resume to
P.O. Box 451
Plymouth, MI 48170

PERMANENT PART IME
Fast-paced sales environment is looking for energetic professional individual for customer service/clerical position. Mon-Fri, 30 hours/wk. Fax or send resume to: UAI, 16580 Middlebelt
Livonia, MI 48154
FAX: 313-421-9155

POSITION AVAILABLE IMMEDIATELY
Entry level position. Purchasing/sales coordinator. Responsibilities include: filing, faxing, typing, phone duties. Fax resume to (313) 538-5345 or Fax Warren Office 586-573-0400 Gladmore, Redford, Michigan 48240

RECEPTION/CLERICAL
35-38 hours per week. Starting $7.50. Exceptional phone and interpersonal skills. Must be detail oriented. Good skills include: typing (50 wpm), ten-key, a plus. Resume by Feb. 14.
TQ Office Supply
17720 W. 12 Mile Rd. Suite 100,
Southfield, MI 48076

RECEPTIONIST

American Medical Security's Southfield office has an open, full-time receptionist position to greet visitors, handle incoming calls, as well as a variety of clerical duties. Must have a high school diploma or GED. Some insurance industry experience & basic computer knowledge helpful. We offer a competitive starting salary & benefits. Please call Human Resources at
(800) 999-8481
AMERICAN MEDICAL SECURITY
We are an equal opportunity employer, m/f/d/v.

RECEPTIONIST/ CLERICAL
BOOK distribution center in Wixom has a part time position open for a Receptionist. Light typing and general office. Computer experience a plus. Great opportunity for homemaker with children in school. Call for an appointment at
(810) 380-8310

RECEPTIONIST/CSR
Several Romulus/Belleville openings. Evaluation Hire. Must be people-oriented w/office experience.
$7-/hr.
EXPRESS SERVICES
313-467-5450 FAX 313-467-1638

502 Help Wanted-Office Clerical

RECEPTIONIST/ CLERICAL ASSISTANT
We are a Ford Q-1 rated supplier with an immediate need for a Receptionist/Clerical Assistant. Duties include: filing, switchboard, faxing and other general office duties. Previous clerical experience required. We provide and active and positive work environment, competitive compensation with benefits package. Qualified applicants send resume to: Mr. Ken Ross, Manufacturers Drive, Westland, MI 48186 or fax resume to: (313) 326-1410
An Equal Opportunity Employer

RECEPTIONIST/ENTRY LEVEL
Full time, Southfield Mortgage Broker. Benefits.
Call Jessica at. (810) 355-2700

RECEPTIONIST
Evenings and weekends.
Mon-Fri. 9-11PM
Grand Court, Novi. 810-659-5300

RECEPTIONIST
Farmington/Hills Law Firm. Part time & full time, $7-$8, phones, computer literate.
(810) 474-5000
EXPRESS SERVICES

RECEPTIONIST
Farmington Hills Company seeks organized customer service/receptionist. Candidate must have good phone skills, basic computer and office equipment knowledge. Minimum of 2 years previous receptionist experience. We offer competitive salary, growth opportunity, continued training and benefits package.
Call Mrs. Horton: 810 489-5400
or fax resume to 810 489-5401.

RECEPTIONIST - For development company. Light typing, phones, WordPerfect, Windows & Lotus. Good typing & telephone skills experience a must. Benefits & salary commensurate with experience.
Send resume to: Resource Dest., 30400 Telegraph, Suite E-145, Farmington Hills, MI 48334
Attn. Vice President - Confidential

★RECEPTIONIST★
for large insurance agency
Responsib