## 502 Help Wanted-Office Clerical

**OPEN HOUSE**
Tuesday-Wednesday
Thursday
March 11, 12 & 13
9am-2pm.
Immediate Openings
Administrative Assistants
Secretaries, Word Processing
Switchboard, Receptionists
Data Entry, Clerks
Short, long and temp-to-hire positions. Benefits available to attend, please mail or fax resume to:
Contempra
STAFFING SERVICES
30621 Plymouth Rd.
Livonia, MI 48150
(Off Levan between Plymouth & Stephenson Hwy)
810-261-9500
Fax 810-585-1195

**ORDER/CUSTOMER SERVICE POSITIONS**
Part & full time hours available
Excellent Wages
Extra Income
Excellent Working Conditions
Will Train
Plymouth, Michigan location
Excellent opportunity to join a major building products manufacturer. Seeking dependable, service oriented individuals, self-motivated, who enjoy working in a fast pace environment. Please send resume to:
Home Depot
*45657 Port Street
Plymouth, MI 48170-6010

**OUR AUTOMOTIVE CLIENT NEEDS YOU!!!**
Long/Term assignments with large automotive company located in the Detroit area. If you are proficient in:
• MC WORD
• EXCEL
• POWERPOINT
THE BARTECH GROUP
313-271-5454
FAX 313-271-9774
An Equal Opportunity Employer

**PATIENT REGISTRATION OB/GYN**
Providence has a rapidly growing network of Medical Centers and has full-time positions available in:
Farmington Hills
Southfield
Candidates must have one year patient registration experience in a physician office or medical billing experience.
Please apply in person to Suite 310, Mon-Thurs. 8am-2pm or mail resume to:
PROVIDENCE
Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Suite 310
Southfield, MI 48075
An Equal Opportunity Employer

**PAYROLL/BOOKKEEPER**
3-5 years Payroll-Accounting experience. Fully automated system. Division. Dependability mandatory. Computer literate. Competitive salary/benefits package. Apply in person:
NORTHVILLE PUBLIC SCHOOLS
Personnel Office
501 W. Main Street
Northville, MI 48167

**PERSONNEL COORDINATOR**
Mature individual needed for a temporary placement service in Livonia. Will be providing assistance in: interviewing, checking references, and job placement. Excellent customer service skills. Must be friendly, multi-task oriented and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding. Competitive compensation with qualifications/full benefits. Please send resume with cover letter and salary history to:
PERFORMANCE PERSONNEL
Employment Agency
Civic Center Shopping Plaza
33813 Five Mile Rd.
Livonia, MI 48154

**PERSONNEL COORDINATOR**
Ambitious individual needed for a temporary placement service in Livonia. Will be providing assistance in: Recruiting, interviewing, checking references, and job placement. Excellent customer service skills. Must be friendly, multi-task oriented and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding. Compensation commensurate with qualifications. Please send resume with cover letter and salary history to:
PERFORMANCE PERSONNEL
Employment Agency
33813 Five Mile Rd.
Livonia, MI 48154

**PERSONNEL STAFFING/ CS RECRUITER**
Career opportunity for professional to join the experienced staff of multi office locally owned diversified staffing service. If you have experience in temporary, technical or permanent placement or retail management, we offer an excellent salary plus commissions. Be rewarded and appreciated.
Mail resume to: PO Box 760112, Lathrup Village, MI 48076-0112

**Property Manager**
Diversified property management company has available full time position for Property Managers and Site Coordinator. Salary and benefits commensurate with experience. Call Craig 810-352-3030

## 502 Help Wanted-Office Clerical

REAL ESTATE OFFICE is looking for a receptionist for Sat. & Sun. Please call ERA Country Ridge Realty, Inc. and ask for Barbara Walkowicz 810-474-3300

**RECEIVABLE SPECIALIST**
$20,000. Full time. Excellent benefits. Experienced. Farmington Hills.
Phone: ..... (810) 473-7120
Fax Resume ..... (810) 473-4548
Greene & Assoc. Personnel

RECEPTIONIST/BILLING CLERK
For Troy law firm. Computer literate for data entry. We are willing to work around a college students schedule. Competitive wages.
Call Linda at: (810) 643-9433

RECEPTIONIST/CLERK
Good communication skills, DM, organizational ability, high school graduate, non-smoker preferred. Send resume to PR Dept., PO Box 3204, Bloomfield Hills 48302-3204

RECEPTIONIST - fast paced office environment, must be able to handle 16 multi line phones, experience required, good communication skills, some typing required. Benefits, health, & great benefits. Please fax resume & cover letter to MDG 810-557-7678 Royal Oak, 1843 W. 12 Mile Rd. Southfield, MI 48075

RECEPTIONIST
Fast-paced environment. Looking for friendly receptionist with office skills. Will train. Opportunity for advancement. (810) 477-6200

RECEPTIONIST
For Livonia CPA firm, answer phones, greet clients, typing and filing. Send resume to:
Sweta & Company
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

RECEPTIONIST FOR Troy law firm. Good phone skills necessary. Salary commensurate with experience. Call: (810) 649-7800

RECEPTIONIST
For construction office in Farmington area with basic computer skills. Please call for appointment or send resume to: 23505 12 Mile Rd., Ste. 100, Farmington Hills, MI 48334 810-489-7160

RECEPTIONIST
For Troy law firm. Excellent telephone skills and phone manner required. Computer experience essential. The firm offers a pleasant working environment & excellent fringe benefit package. Please fax resume to:
Office Manager, 810 649-3175.

RECEPTIONIST
Full-time for Troy law office. No experience necessary. $7 per hr. Benefits included. Reply to: P.O. Box 4390, Troy, MI. 48099

RECEPTIONIST
Full time position for Plymouth office. Typing or Word Processing required. Excellent benefit package. Send resume and wage requirements to:
Office Manager, 1510 Deal, Plymouth, MI 48170

RECEPTIONIST
FULL time professional receptionist needed for busy paced office. Must have excellent oral & written communication skills, ability to type 50 WPM, knowledgeable on Microsoft Word & Excel. Send resume to: Receptionist & resume, Human Resources Manager, 30600 Telegraph Rd., Suite 3700, Bingham Farms, MI 48025.

RECEPTIONIST
Full time evenings, front desk, needed for Bloomfield Hills country club. Must be polished, professional & possess exemplary people skills. Excellent wages & benefits.
(810) 644-6262

RECEPTIONIST
Full & part-time positions available. Answering phones, filing, managed care. Dress casually. Call Sandy and Jackie or Louise (810) 647-5320

RECEPTIONIST
Full-time position for growing company in Troy. Excellent communication and interpersonal skills. Experience handling multiple phone lines. MS Word experience. Please submit resume to: Human Resources, P.O. Box 99653, Troy, MI 48099-9653 Fax (810) 244-2265 Human Resources.

RECEPTIONIST
Full or part time position in fast paced Livonia executive office. Experienced front desk person with excellent people skills and professional manner for multi-line phone system. Position includes other general office duties. Wordprocessing skills a plus. Excellent growth potential, benefits & salary for right candidate. Call (313) 462-1313 or FAX resume to:
313-462-1974

RECEPTIONIST/ GENERAL OFFICE WORKER
Experience preferred, computer knowledge, good attitude, pleasant phone voice. $7/hr. with excellent benefits and possible growth. All team players, please fax resumes to Ms. Watts @ 810-353-0673.

RECEPTIONIST
Growing manufacturing company is seeking a professional to perform administrative duties. These will include phone receptionist, general clerical duties, typing, mail sorting and computer use (Windows). Experience required in office setting, strong communication skills and flexibility to perform multiple tasks is necessary. Normal scheduled hours will be 8AM to 5PM. Forward resume with salary expectations to:
Admin
P.O. Box 5545
Plymouth, MI 48170
EOE

RECEPTIONIST
Industrial distributor seeking full-time person who possesses good phone and people skills. Background in Microsoft Excel and Word a plus. Send resume & salary requirements to:
1100 Orendale Dr., Suite K
Troy, MI 48083
or FAX to: 810-689-5951

RECEPTIONIST - large suburban golf & conference center is looking for part time receptionist. Must have excellent phone manners & computer skills. Word & Excel a plus. Fax Mark, Plymouth (313) 453-7272

RECEPTIONIST
Multi-task receptionist position available for individual with good phone skills and personality capable of operating valuable customer report. MS Word experience is required plus willingness to talk with other general office tasks. Full benefits, permanent position. Send resume to Office Manager at:
St. Clair, Inc.
1440 Hills Tech Drive
Farmington Hills, MI, 48331-3472

RECEPTIONIST - Must possess good interpersonal skills. Microsoft Word helpful. Send resume to: 23077 Greenfield, Ste. 410, Southfield, MI 48075 or FAX 810-557-7790

RECEPTIONIST NEEDED evenings and weekends for beautiful Country Club. Please call for immediate interview: (810) 357-5353

RECEPTIONIST NEEDED!
Prestigious consulting firm, in South field, seeks receptionist w/min. 1 year experience. Excellent pay and benefits. Temp-Hire. Call Sonya 810-648-7660

RECEPTIONIST
needed for busy truck equipment company. Must be friendly with good communication skills, typing ability & PC knowledge. Dealership & switchboard experience a plus. Call
(810) 853-7227

RECEPTIONIST
needed for busy Southfield Town Center law firm. Excellent pay & benefits offered. Send resume to:
3000 Town Center
Suite 1500
Southfield, MI 48075

RECEPTIONIST - Part time for Troy office. Good communication skills required. Call Kathy: 810-362-2000 or Fax resume to: 810-362-0625

## 502 Help Wanted-Office Clerical

RECEPTIONIST/ OFFICE MANAGER
Looking for a candidate to work well with the older population. Excellent verbal & written communication skills required, detail oriented, enthusiastic, flexible team player with strong organizational skills. Weekday weekend positions available. 810-539-0104

RECEPTIONIST
Part-time, Royal Oak Boning, a manufacturer of quality powder coat finishes located in Lake Orion, is seeking a Part-time Receptionist. The successful applicant must have prior experience, excellent communication skills, be PC literate and able to work Mon. - Fri., 8:00am until 1:00 pm. Applicants may apply by phone at 810-340-9200 or in person at 4800 S. Lapeer Rd., Lake Orion, MI daily between 8:00am and 4:00pm.

RECEPTIONIST
PART time. Call: 1-800-290-5563 for more information. Ask for Tammy.

RECEPTIONIST, PART TIME
Approximately 30 hours per week, hours somewhat flexible. Must have excellent communication skills for busy phones. Some typing, filing & office experience helpful. Salary commensurate. Call Bonnie 2pm-4pm, Tuesday through Friday at 810-443-2500

RECEPTIONIST
Plymouth firm seeking experienced professional mature candidate with good telephone skills for busy office. Full time position. Starting pay $7.75/hr. + benefits. Send resume to:
Office Manager
P. O. Box 70204
Plymouth, MI 48170

RECEPTIONIST
Private country club in Oakland County is seeking full or part time Receptionist for daytime shift. Must maintain a friendly, professional attitude. Prior hospitality experience helpful, but not necessary. Computer experience helpful.
Call: (810) 651-2200
& be speak with Dave Weir or Jackie LaFave

SATURN
RECEPTIONIST
Saturn of Plymouth is seeking an individual dedicated to customer satisfaction and teamwork. We offer excellent working conditions, benefits, good holidays and vacations. For a full time position, with some casual days, apply in person or send resume to:
SATURN OF PLYMOUTH
Attn: Personnel
9301 Massey Drive
Plymouth, MI 48170
AVAILABLE JOBS &
I-275 EXIT #28

RECEPTIONIST/SECRETARY
Hours 8am-noon. Typing, accounts payable, will train. $7.50 / $7.50/hr. Call Carolyn (313) 455-2666 or fax resume to same number. Sheldon & 5 Mile area.

RECEPTIONIST / SECRETARY
For fast paced Bloomfield law firm. Phones, typing (50 wpm), computer & dictaphone skills. Bonus/salary commensurate with experience. Contact Tamara at 810-647-4440 or fax to: 810-647-4727

RECEPTIONIST / SECRETARY
Entry level position. Typing, filing. No phone experience needed. Full time, $8.50 starting plus benefits. Send resume to The Employer's Center Co., PO Box 116, Farmington Hills, 48332 Attn. Tammy
or Fax # 810-473-0250

RECEPTIONIST/SECRETARY
for Bloomfield Hills insurance office. Experienced only. 35 hours per week schedule, MS-Word 6.0, dictaphone & calculator skills required, excellent typing, communication skills, salary commensurate with experience. Send resume to:
Box #1500
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST / SECRETARY
Position available in fast-paced Bingham Farms/Southfield law firm. Typing 50 wpm, Microsoft Word & Excel experience, a pleasant personality and business energy are a few of your traits, send resume to: Human Resources, 30600 Bowers, Suite B, Birmingham, MI 48009. Salary commensurate with skills.

RECEPTIONIST/SECRETARY
Needed part-time for busy real estate office in Plymouth area. Responsibilities include: answering phones, typing, filing and various office procedures. Call Gary Jones at 313-453-0200

RECEPTIONIST/SECRETARY
Southfield commercial real estate co. seeking a professional, motivated individual to assist our property manager. $9-$11 an hour, full benefit package. Fax resume to 810-557-6442 or mail to Joanne, 29348 Southfield Rd., #200, Southfield, MI 48076

RECEPTIONIST/SECRETARY
Faclaty management firm has immediate opening. Excellent administrative skills, flexibility, & the ability to work independently required. Telephone & Microsoft Office skills a must. Outgoing personality with service-driven a special plus. Excellent salary/benefits package. Send resume to: 10570 Dalaine Ave., Ferndale, MI 48220 EOE M/F/D/V

RECEPTIONIST/ SECRETARY
Pleasant telephone personality, ability to handle up to 6 lines, good grammar, filing, typing, word processing, data entry, computer experience. Small & pleasant office. Lots of variety. Medical Field Business + Bonuses + Paid Vacations & Holidays + Education Reimbursement + Employee stock ownership (ESOP) + Great people to work with. Call Sylvester 11:30-5:30pm (313) 459-6250

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

RECEPTIONIST - small busy property management office needs professional mannered part time receptionist to assist with phones, typing, & general office functions. Knowledge of Lotus or Word helpful knowledge a plus. Send resume, Atlantic Management, 36700 Grand River, Farmington Hills, MI 48335
Or fax 810-442-1488

RECEPTIONIST/TYPIST
SOUTHFIELD CPA office needs full time individual with pleasant phone personality and accurate typing skills with WordPerfect. (810) 356-2600

RECEPTIONIST
Wanted for Farmington Hills law firm. Answer telephones, typing. Must have prior law firm experience and skilled as Word Perfect 6.0. Competitive salary. Please fax resume to Hiring Partner, Fax 810-855-9788

RECEPTIONIST/ WORD PROCESSING SECRETARY
With accurate typing skills (45-50 wpm) needed for Market Research firm in Southfield. Front desk position for person with excellent oral communication & word processing skills (WordPerfect 6.0 &/or Word 6.0 a+). Competitive salary & benefits. Send resume with salary requirements to:
YesMarand & Associates, Inc.
Attn: Nancy, 27000 W. 11 Mile Rd.
Ste. 500, Southfield, MI 48034

RECEPTIONIST
8:30am-3pm, Mon-Fri. Must have phone skills, light typing and some computer knowledge. Please call, 9am-4pm (810) 473-1100

RIGHT ARM NEEDED
for customer oriented business. Communication skills a must. General office experience a plus. Full time, days. Benefits.
Call Jackie, (313) 729-3535

SALES ASSISTANT
Busy 6 person office. Must have excellent client service skills. Heavy phone work, typing & filing. Computer experience a plus. Contact Christine Hill at 810-644-1400, ext 5401. EOE

## 502 Help Wanted-Office Clerical

RETAIL OFFICE ASSISTANT
La-Z-Boy Furniture Galleries is now accepting applications for an immediate opening in a full-time retail office position. Responsibilities include answering telephones, data entry, customer payments, etc. Requires motivated self starter, strong organizational ability and the ability to work in the public. Some weekend work is required. Apply in person or call:
La-Z-Boy
Furniture Galleries
27754 Novi Rd.
Novi, Call 348-7000
(On Twelve Oaks Mall Service Drive)

RETAIL OFFICE HELPER
La-Z-Boy Furniture Galleries seeks a dependable individual for an immediate opening in a part-time retail office position. Responsibilities include answering telephones, customer payments, filing, data entry, etc. Requires motivated self-starter, has strong organizational ability and some experience in basic office skills. Some weekend work is required. Apply in person or call:
La-Z-Boy
Furniture Galleries
27754 Novi Rd.
Novi, Call 348-7000
(On Twelve Oaks Mall service drive)

SALES ASSISTANT
Large financial service firm looking for a Series 7 registered Sales Assistant. Ideal candidate will have prior experience. Send resume to:
Therese Moyers, Smith Barney
201 W. Big Beaver, Suite 1250
Troy, MI 48084
"Smith Barney is an Equal Opportunity Employer M/F/D/V"

General auditing duties, detail work involving checking and verifying regular receipt totals and bank deposit totals. Experience on 10 key calculator and neat handwriting. Send ATTN: PERSONNEL DEPT./SA, Hudson's, 27777 Inkster Dr., Farmington Hills, 48335-2764 EOE

SALES SECRETARY
Auto parts manufacturer offers unique opportunity. Seeking self motivated individual to support the sales department. Qualified candidate should be highly organized, detail oriented with strong PC capacities. Excellent work environment. Competitive salary, full benefits, 401K, and quarterly bonus. EOE / Drug Screening. Send resume and salary requirements to:
P.O. Box 51424
Livonia, MI. 48151-5424

SCHOOLCRAFT COLLEGE
Livonia, MI 48152

Document & Layout Associate
Desktop Publishing position with strong clerical experience needed well temporary position (approximately April 7, 1997 through April 27, 1997). Salary $12.50 per hour with limited benefits.

Minimum qualifications include: High school graduate, successful completion of the Schoolcraft College General Clerical exam, 2 years of office experience, ability to accurately & quickly type, and knowledge of basic grammar, business mathematics. Computer experience: Macintosh system, using Microsoft Word, PageMaker, and Aldus Freehand software.

Interested applicants please call (313) 462-4405 and leave a message including your complete name and address and an application will be mailed to you. Applications must be received by 5:00 pm, 3:00 p.m. on Friday, March 21, 1997.

AA/EOE

SECRETARIAL/BOOKKEEPER
to Trial Balance, full time, computer experience, Word, A/P, Payroll, and tax available. Salaried position W. Bloomfield/Commerce area.
(810) 669-3060

SECRETARIAL
PART-TIME. Real estate office in Livonia seeking Secretary. Clerical, phone etiquette required. Computer skills a plus. Schedule can be flexible weekdays, evenings & one weekend day. Contact Anne Horne, Century 21 Row at (313) 464-7111

SECRETARIES
$12 per hour
TEMP TO HIRE POSITIONS
International organization in Southfield needs bilingual (English/Spanish) secretaries for productive professional individuals. Stable office experience. MSWord & Excel a must. Call 810-399-3450 or FAX resume to: 810-399-3530 and we will call you.
Sterling Personnel Services

DEARBORN COMPANY SEEKING SECRETARY
Duties include: answering phones, sorting mail and working with computer. Must have knowledge of Excel, Lotus 1-2-3, MS Word 6.0 and type 50wpm.
Pay range is $10 both.
Call or fax your resume today!!
Corporate Personnel Services, Inc.
Phone: (313) 722-8130
Fax: (313) 722-8132

SECRETARY/ADMINISTRATIVE ASSISTANT
engineering company in Southfield is offering a good pay/benefit package and a great place to work with. Fax resume your resume & salary requirements to: Engineering Products, 25240 Lahser, Suite 2, Southfield, MI 48034.

SECRETARY
experience in computer, phone communication, some grammar & admission skills.
BOOKKEEPER - FULL CHARGE
duties include general ledger, accounts payable/receivable thru financial statements. Must have computer experience.
Both jobs references required. Farmington Hills flower wholesaler. Call (810) 553-0647

SECRETARY - Experienced. Part-time, 18-20 hrs per week. Full time, person Birmingham law office. Microsoft Word, Dictaphone, Facsimile/Laser Pro. Call 810-642-1161

SECRETARY
Front desk position requires excellent communication, telephone & organizational skills, computer literacy, knowledge of WordPerfect & Lotus 1-2-3 is a plus. Excellent benefits. Resume with salary requirements to: Human Resources, 25900 Greenfield, Suite 326, Oak Park, MI 48237 or fax to 810-967-0622.

SECRETARY
Full-time, for personal injury law firm in the Birmingham area. FAX resume to: (810) 258-6047

SECRETARY
MINIMUM 5 yrs. experience for small Southfield law firm. Will train. Proficiency with MS Word. (810) 353-5432

SECRETARY
Needed for creative company. Word-processing, filing, phones. Duck Books Pro. Must be organized & motivated. Typing 60 wpm. Will train right person. Call (810) 557-0300. Or fax resume 810-594-9525

## 502 Help Wanted-Office Clerical

SECRETARY
Human Resources department of large property management/commercial real estate company seeks a secretary. Knowledge of Microsoft Word required. Duties to include scheduling, testing and interviewing applicants, word processing, clerical duties. Confidentiality a must! Candidate should possess strong organizational skills, be a team player, and enjoy meeting new people. Full benefit package to include vacation and 401(k) eligibility.
Please send resume with salary requirements to:
Ms. L. Sherr
P. O. Box 267
Southfield, MI 48037

SECRETARY
Immediate opening in a busy, fast-paced office at Wayne State University in the Department of Psychiatry and Behavioral Neuroscience. Duties include word processing of grant proposals, correspondence and journals. Maintain lists and databases, monitor grant expenditures, schedule meetings, and assist in updating research accounts. Must have computer literacy and knowledge and experience in word processing, spreadsheet, and database software. Preferred: knowledge of medical terminology. Ability to take dictation and shorthand. Demonstrated excellent interpersonal skills, organizational, and self-motivated work with minimal supervision. Salary range: $18,825 - $23,790. Send resume, referencing Posting #381 to: Wayne State University, Employment Services, Detroit, MI 48202. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures and vehicles at WSU are smoke-free. Wayne State University respects people working together to provide quality service.

SECRETARY
Our companies attract their employees the latest in computer technology, excellent working conditions and growth potential. We need your prior experience and the ability to work independently.
To $14.00/hr. Call Susan
Farmington/Livonia Birmingham
473-2931 846-7661
Advantage Staffing

Secretary
Property management company seeking secretary/receptionist. Motivated person to work full time (9-5:30pm) on our NEW apartment community leasing office in Novi. MUST: type, answer phones, greet customers, complete weekly report forms, and have a professional outlook.
Call Marilyn 810-665-1500

SECRETARY
Qualified candidates will have experience with Word Perfect and DOS, Paradox helpful, will type 55 wpm. Duties include typing, data entry, filing, telephone, maintain library and mailroom, and other general clerical duties. Send your resume and salary requirements to:
Attn: JTQA
Detroit Testing Laboratory, Inc.
P.O. Box 869
Warren, MI 48090-0869
Equal Opportunity Employer
Make/Maintain Accepted/Vet
Drug Screening

SECRETARY/RECEPTIONIST
Southfield law firm. Some experience required. Contact Office Manager, Gary Eisenberg, P.C.,
(810) 357-3550

SECRETARY/ RECEPTIONIST
wanted for Bloomfield area mortgage company. Basic computer skills a must. Tom or Marjorie, 810-299-6111

SECRETARY/RECEPTIONIST
Full time. Salary commensurate with experience. Send resume to:
GSSA, Suite 210, 7515 W. Nine Mile Rd., Southfield, MI 48075
Fax 810-569-4505

SECRETARY - southfield business firm seeks a motivated individual to help. Opportunity for advancement. Excellent pay. Strong telephone skills required. Legal experience helpful. Send resume to Mr. Bell, fax to: 810 353-4640

SECRETARY.... TO DO IT ALL! Need a experienced, full time person to handle multiple office duties. Farmington area 810-426-7100

SECRETARY
We are a large, regional CPA firm located in Southfield seeking a Secretary. This is a great opportunity to get on the ground floor and work your way into lots of different departments. We have Windows 95, Excel 5.0 and Word 6.0. We need a person with prior experience, but will train as well. Overtime is required from time to time. You must have a great personality, desire to learn, be a team player, be organized and have some good skills, send resume and salary to:
ATTN: SUEG
Follmer, Rudzewicz & Co.
PO Box 5004
Southfield, MI 48086-5004

SECRETARY
WORK with creative professionals in the clothing industry. Division of international Auburn Hills or Farmington locations. Salary commensurate with opportunity. We train Power Point, Excel, Word. Call Susan today
Farmington/Livonia Birmingham
846-7661 473-2931
Advantage Staffing

SECRETARY $21-$27K
Prestigious corporate office in Farmington Hills. Requires MS Word & Excel. Will involve correspondence & travel arrangements. Knowledge of shorthand or stenographer preferred. Call/fax resume to: Gloria Bobrowski Human Resources, 24123 W. 12 Mile, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

SECRETARY
$22,000 to $24,000
PC Support. Excellent benefits. Tuition reimbursement. Full time. Career opportunity. Livonia area. Phone: ..... (810) 473-7210
Fax Resume ..... (810) 473-4548
Greene & Assoc. Personnel

## 502 Help Wanted-Office Clerical

SOFTWARE SUPPORT SPECIALIST
Salary commensurate with experience. Long term assignment for Fortune 500 Company has immediate need to train support staff and help create complex forms. Degree & mail and strong experience in all MS/DOS functions. Call 810-399-3450 or FAX resume to 810-399-3530 and we will call you.
Sterling Personnel Services

SOFTWARE SUPPORT
Full time position available for Software Support Analyst to work with a growing software developer in the Canton area. A qualified candidate will have good communication skills, and will have experience in developing applications under Microsoft Windows 3.1, 95 and NT. Knowledge of one or more Visual Programming languages required. Salary commensurate with experience. Call
(313) 981-4970

SPRING FORWARD! WITH ADMINISTRATIVE SOURCE STAFFING
We offer temporary, temp to perm and permanent positions throughout Metro-Detroit!
Administrative Assistants
Data Entry Operator
Receptionists
For More Information
Call 810-352-6520
or Fax 810-352-2335

Switchboard Operator
Leasing company in Troy seeks experienced person to handle the switchboard. Call today for an appointment. Fax resume to HRIMS 810-649-1888 or call 810-988-0287

SWITCHBOARD OPERATORS
Immediate positions available in the Novi, Southfield and Livonia areas for experienced Switchboard Operators. Ideal candidates possess professional and friendly phone demeanor and enjoy working in a fast-paced atmosphere. Competitive compensation with qualifications. Please call for more information.
PERFORMANCE PERSONNEL
Employment Agency
313-513-5823

PROFESSIONAL TELEMARKETERS
PART OR FULL TIME
Company immediately needs ambitious, assertive people with high energy levels. Home office in the West Bloomfield/Commerce area. Casual dress & friendly working environment $7.50/hr. Call Paula at: (810) 624-2400 for phone interview.

TELEPHONE ASSOCIATES
Client companies in the Southfield, Livonia, Farmington Hills and Detroit areas are requesting individuals with great phone skills to assist with incoming calls. New openings all the time!
Call Kelly at 737-1711

TEMPORARY RESOURCES

TELEPHONE INTERVIEWER
Full time, part time positions available. Non-smoker. Ask for Linda.
(810) 737-8400

THIS IS THE BEST AD !!!!
LEGAL SECRETARY PARTNER POSITION
Southfield PI firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have Litigation experience. Excellent starting salary and benefits.
Call (810) 948-0000
or Fax resume to:
(810) 948-9494

THIS IS THE BEST AD !!!!
LEGAL SECRETARY PARTNER POSITION
Southfield PI firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have Litigation experience. Excellent starting salary and benefits.
Call (810) 948-0000
or Fax resume to:
(810) 948-9494

TRANSCRIPTIONIST - needed full time for fast paced office in Southfield. Applicant must type 60-70 wpm and have transcription experience. Benefits offered. Send resume to Burkemper & Associates, C.P.A. Manage Care, 30700 Telegraph, Ste 3500, Bingham Farms, MI 48025.

TRANSCRIPTIONIST TYPIST
Full or part-time in our Southfield office. Must be accurate & capable of producing error free documents. Accounts payable/ receivable specialist. Send resume to: Human Resources, 29870 Kelsey, PO Box 1805, Troy, MI 48099

TROY LAW FIRM seeking Receptionist/Secretary/Paralegal. Full time, Monday-Friday, 8:30 a.m. to 5:30 p.m. Some office experience required. Word Perfect 6.1 experience. Salary negotiable based on experience. Benefits. Applicants must be reliable and punctual. Position available immediately. Please call Office Manager at (810) 362-2110

## 502 Help Wanted-Office Clerical

TRY YOUR LUCK WITH SNELLING
Are you tired of looking through the paper and going on useless interviews?
Let Snelling do the work for you. We have immediate openings for temp and permanent positions. Try your luck with Snelling Personnel Services!
Administrative Assistants Clerks
Word Processors Receptionists
Secretarial Mail Clerks
Accounting Clerks
Customer Service
Call today for an interview!
LIVONIA, 313-261-9000
SOUTHFIELD, 810-352-1300
TAYLOR, 313-295-8000
AUBURN HILLS, 810-373-7500
SNELLING.
PERSONNEL SERVICES

TYPIST
SHARP person with excellent typing skills needed by large insurance company located in Livonia area. Full benefits. Contact Kathy at (810) 591-0900
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Warehouse
CHECKER
Full time afternoon position (6:00 p.m. to 2:30 a.m., Monday-Friday, rotating day off) to insure that all trucks are loaded properly. One year of warehouse experience desired. Good math skills, attention to detail, and good communication skills. Must have ability to physically lift 20 to 50 lbs. Excellent company paid benefits package. Qualified applicants apply between 8:30 a.m. and 4:30 p.m.
Jewel Tea Foods
31111 Industrial Rd.
Livonia, Michigan 48150
EOE

WESTLAND CHAMBER OF COMMERCE
AD#1720851
1X1

WEST BLOOMFIELD
A National Home Delivery company has immediate full time openings for:
• Sales Assistants
• Receptionist
Must be dependable & well organized. Experience a plus. Benefits. Fax resume to Mary Beth at (810) 737-8474 or call at 1-800-537-4509 EOE

4 CLERICAL positions available for various shifts. We offer $9-$12/hour, depending on experience. Looking for enthusiastic individuals who are eager to learn. Mon-Sat. Must be well organized & responsible. Duties include data entry, answering multiple phone systems, light typing, scheduling appointments, filing, etc.
Toledo Scale
7973 M-36
Hamburg, MI 48139
(810)231-2778
FAX (810)231-4778

## 504 Help Wanted-Dental

A PROGRESSIVE DENTAL OFFICE desires an enthusiastic, detail-oriented mature team member who enjoys multitasks, to fill Patient Coordinator position. Outstanding environment and benefits.
Call 810-474-0224

CHAIRSIDE ASSISTANT
Experienced for active Bloomfield office. Full-time/Part-time. Mon., Wed & Fri., 8-5pm: 810-350-2220
Tues & Thur., 8-5pm: 313-882-2233

CLINICAL ASSISTANT
Are you committed to excellence and a dynamic work ethic? Are you technically inclined? Do you desire the opportunity of learning a state-of-the-art office working with a great group of people? Southfield area. Referred to these questions... we are interested in considering your application for a Clinical Assistant position. This is a full time position with benefits. We are a busy Orthodontic practice located in Farmington Hills. Fax your resume to:
Attn: Cathy
(810) 851-7823

DENTAL ASSISTANT - experienced, 30 hrs. per week. Clean, friendly Livonia area. Excellent salary. Call Mike & Lahser. (810) 353-0688

DENTAL ASSISTANT
Full time. Experienced, friendly, located in Livonia. Call (313) 425-2130

DENTAL ASSISTANT - Full time position at multi-doctor practice. Experienced preferred, individual, top salary & excellent benefits for the right candidate. (313) 722-5126

DENTAL ASSISTANT -Experienced Orthodontic Assistant part-time with possibility of knowledge in West Land. Top salary to proper candidate. Call: 313-722-5130

DENTAL ASSISTANT - Come work with our growing office. Are you aggressive, friendly, motivated? We are a personable Dental Office. Call Cindy, Royal Oak: (810) 541-1388

DENTAL ASSISTANT
Endodontic office looking for full-time & part-time assistant for Dental Laser with 1-way certification.
Please call: (313)459-8844

DENTAL ASSISTANT Looking for full-time assistant for our Birmingham office. Willing to train. Call
Cindy, (810) 647-2109

DENTAL ASSISTANT - full time, experienced, with expanded duties. $12/hr. plus benefits. Birmingham office. 810-642-8430

## 504 Help Wanted-Dental

DENTAL ASSISTANT
Experience required. Competitive wages. For progressive Northville office. Call 348-7997

DENTAL ASSISTANT
Experienced preferred. Holistic mercury free. Surrey Royal Oak.
Please call Debbie:
(810) 548-4040

DENTAL ASSISTANT
Some experience preferred. Part-time. No Saturdays. Excellent benefits. Garden City/Westland area. Please call: 313-422-4300

DENTAL ASSISTANTS
Two experienced dental office assistants needed. Exper ienced dental oriented multi task position. $18 per hour. Contact personnelist with experience and ability. Progressive office 16 Mile & Woodward (810) 646-6363 or (810) 642-2283

DENTAL ASSISTANT - for busy Bloomfield Hills practice. Great job for right person. Full/part-time. High paying. 810-642-8150

DENTAL ASSISTANT full time. Experience required. Competitive wages & benefits for progressive Novi office. Contact Carol at: (810) 471-0345

DENTAL ASSISTANT
& OFFICE MANGER
Full-time, for dental office in Deer Iron Oak Sq. Call: (313) 562-1223

DENTAL ASSISTANT
Experienced, four days, medical, profit sharing plan. Call Dr. Cashman (313) 565-0373

DENTAL ASSISTANT - for busy oral surgery office only in Livonia. We are adding to our staff. Experience necessary. Call (313) 525-5720

DENTAL ASSISTANT
Part-time, 15-20 hours. Experience a plus. Dearborn Hts. (313) 565-0373

DENTAL ASSISTANT
full time dental assistant needed for busy Auburn Hills family practice. Experience preferred but willing to train. (810) 852-5222

DENTAL ASSISTANTS
A friendly Livonia office needs outgoing, client-full, energetic experienced dental assistants.
Part-time available. 313-591-5536

DENTAL ASSISTANT
Dearborn Heights (Ford Rd & Beech Daly area). 313-278-4700

DENTAL RECEPTIONIST/ ASSISTANT
Exceptional opportunity in Bloomfield Hills office. Chairside assistant experienced a must. (810) 478-3285

DENTAL RECEPTIONIST
Full or part-time for busy practice in Canton. We are looking for an organized, friendly person with dental experience. (313) 981-4040

DENTAL RECEPTIONIST - Pleasant, organized person with 1-2 years experience. X-ray certification.
810-650-2440 or 810-548-1156

DENTAL ASSISTANT, no Fridays, no late nights. Call Dr. Cashman. Positive wages, benefits. (810) 626-4232

DENTAL ASSISTANT
Full/part-time. Modern Livonia office with lenitic staff. (810) 473-0050

DENTAL ASSISTANT
for Garden City practice. Part-time, Mon., Wed., Fri. Call Kathy at: 313-427-1480

DENTAL ASSISTANT
Experienced only. Full-time for an established Troy practice. Excellent salary with benefits. Tel-12 area.
(810) 642-5000

DENTAL ASSISTANT
Need a part-time flexible schedule? Mondays 12:30 to 8pm. Fridays 10:30-3:30pm & one Saturday a month 8am-2pm. Experienced only, hr. Call Pamela Carl 313-462-4950

DENTAL ASSISTANT - You are SPECIAL. Our SPECIAL office needs a SPECIAL DENTAL assistant SPECIAL benefits to our team members. We are looking for a SPECIALLY trained. This must be you.
810-646-5743

DENTAL ASSISTANT
PEAK PERFORMANCE! Fast paced dental practice Approx. 25 hrs. per week, Mon., Thurs., & Fri. Must have experience. Please call: 810-855-2411

FULL TIME FLEXIBILITY
Farmington Hills general dental office. Immediate position. Part timers say good-bye to those multi-office hassles. Call Kathy
(810) 474-6993

HARD WORKING person needed to manage busy dental office. Demanding, challenging job, high reward.
(810) 646-6363

HYGIENIST
CHECK US OUT!
Part-time Hygienist for amalgam-free dentistry. Three days a week. Tuesdays 3:00pm-8:30pm. Thursdays 8:30am-2:30pm. and Saturdays 8:30am-3:30pm. (313) 462-4950

HYGIENIST - PART TIME
Bloomfield Hills Office
Call: (810) 253-0440

EMPLOYMENT CLASSIFICATIONS CONTINUED

This Classification Continued on Page J2.

## 504 Help Wanted-Dental

DENTAL HYGIENIST
Renaissance Family Dental office seeks temporary hygienist for maternity leave beginning mid March for 3-6 weeks. Off March 22 and April 11.
(313) 259-0300

DENTAL HYGIENIST
needed immediately for modern, friendly, beautiful Southfield office.
(810) 354-8700

DENTAL HYGIENIST
Enthusiastic, caring and dedicated individual for a patient-centered practice. Seeking an exceptional team player, exceptional clinician. Part-time. Send resume to: Dental Office, 24275 Nov Rd., Novi, MI 48375

DENTAL HYG