502 Help Wanted-Office Clerical

PARALEGAL

- Seeking candidates with a paralegal degree who are flexible to do clerical functions as well.
- Must be proficient in Microsoft Word.
- Long term opportunities in the Detroit area, competitive pay, benefits.

Fax your resume today.

ENTECH PERSONNEL SERVICES, INC.
(810) 528-6982
Attention Patty

PARALEGAL WANTED
Experienced in Probate and estate planning for medium size Oakland County law firm. Should have experience with estate and gift tax returns and probate. Highly motivated individual for receptionist position. Flexible hours, small busy society office, excellent growth opportunity. Send resume & salary history to: Laura Bacon, CLTA, Esta International Salon, 37210 Dequindre, Sterling Heights, MI 48310

PAYROLL ADMINISTRATOR needed immediately for newly (renewed) Professional Sports Franchise. Field Mgt. Payroll, benefits, MESC, Workmens Comp and Federal experience preferred for full time position. Competitive salary and benefit package. Fax resume to Greg Brown, Pistons, PO Box 215, Southfield, MI 48037-0215.

PAYROLL ADMINISTRATOR needed immediately for newly (renewed) Professional Sports Franchise. Field Mgt. Payroll, benefits, MESC, Workmens Comp and Federal experience preferred for full time position. Competitive salary and benefit package. Fax resume to Greg Brown, Pistons, PO Box 215, Southfield, MI 48037-0215.

RECEPTIONIST
EXPERIENCED mature receptionist needed for an home physical service. Good hours. (810) 357-1758

RECEPTIONIST
FLEXIBLE person needed to conduct lease office procedures. Must be looking for long term work. Average 20-25 hours per week. Evening and weekend schedule will not interfere with classes. Computer knowledge is helpful. Please call Bridget. (810) 476-5300

RECEPTIONIST FOR Troy law firm. Good phone skills necessary. Salary commensurate with experience. Call

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
For multicultural real estate company. Computer & phone experience required. Send resume to: Frankel Jacobs, 30725 Beck, 2221 West Big Beaver, Suite 106, Troy, MI 48084 or fax to 810-649-2373

RECEPTIONIST
FOR Telegraph Firm (will consider job sharing). Mail resumes to Office Manager, Suite 301, 1750 S. Telegraph Road, Bloomfield Hills, MI 48302-0179

RECEPTIONIST
FOR very busy hair salon in Rochester area. Experience preferred. Earn $6/hr, plus retail commission. Full & part time positions available. (313) 724-0515

RECEPTIONIST
For Bingham Farms CPA firm. Typing & computer experience helpful, will train. Send resume & salary requirement to: Stuart Gardner, et al, 30150 Telegraph, Suite 4410, Bingham Farms, MI 48025

RECEPTIONIST
FOR fast paced, growing communications office. Duties include answering incoming calls, dispatching, & daily office activities. Must have good interpersonal skills, excellent starting salary. Please send resume and salary to: Box 61525 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

PERSONNEL STAFFING/RECRUITER

Career opportunity for professional to join the staff of a personnel staffing office locally owned diversified staffing service. Applicants must have experience in temporary, technical or permanent placement or retail management, and be self motivated. Quality plus commission. Be rewarded and appreciated.
HR Manager, PO Box 760112, Lake Orion, MI 48375-0112

Planning Assistant

Wall Street firm seeks $10hr. computer types, strong people skills, offc work, professional appearance.
(810) 474-5000

Express Services (no fee)

PROFESSIONAL SECRETARY opportunity with Southfield based company. 3-5 years experience Macintosh experience preferred. Word is a must. Salary commensurate with experience. Call Ms. Jackson for inquiries please. Send resume to:
BBDO
Human Resource Department
(Secretarial opportunity)
2626 Evergreen Road, Suite 300
Southfield, MI 48076

PROJECT COORDINATOR
Personal touch is the key to success in the sizzling high-tech health promotion, has an immediate opening for Project Coordinator to assist Marketing Dept. This is a pivotal position which requires an individual with exceptional communication and interpersonal skills, as well as strong organizational skills. Computer literacy and data-entry experience a must. For consideration, please fax resume with salary requirements to:
Personal Technologies
P.O. Box 487
Royal Oak, MI 48068
EOE

REAL ESTATE ASSIST
Real Estate Broker in Farmington Hills office is seeking a assistant to work 30-35 hours per week. Computer skills a must. Real Estate knowledge is helpful but no necessary. Reliable transportation and flexible schedule. Good personality. We are a friendly office looking for a friendly people. Call Bridget. (810) 476-5300

RECEPTIONIST WITH secretarial experience needed. Knowledge of Windows and Word. Full time, flexible salary position. Please fax resume or call
Wendy Chunn
Transaxle Inc., Farmington Hills
810-614-9954 Fax and 810-641-9954

RECEPTIONIST/
ACCOUNTS RECEIVABLE
Full time, Detroit, Grosse Pointe/Birmingham. $6.50 to start. Michigan Business Systems. (810) 336-2300

RECEPTIONIST

Welfare Home Healthcare is a successful division of Mercy Health Services-one of the largest health care 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 typing assistance and serving a high volume of mail.

To qualify, you must have at least one year of receptionist experience and a demonstrated ability to work 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 immediate consideration, please fax resume to: MERCY HEALTH SERVICES, ATTN: PS, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI 48331-3221, OR FAX TO: 810-489-6436. Fax cover sheet to 800-637-8005. Total opportunities within Mercy Health Services are posted on our website. Please call our JODLINE AT 810-489-5000. Mercy Health Services values diversity in the workplace.

RECEPTIONIST
APPLICANT must have experience with Windows, Word, Excel, computer skills and knowledge of the Medicaid program. Full time, 9-5 Monday-Friday. Contact Barbara Dachampton, CPA, 30700 Telegraph, Ste. 3300, Bingham Farms, MI 48025

RECEPTIONIST
APTTHy Insurance defense law firm. Pleasant atmosphere. Benefits helpful. Benefits. Fax resume: 810-643-7733 resume: fax 810-643-7733

RECEPTIONIST/BILLER
For independent clinical laboratory. Livonia area.
Call (810) 478-1457

RECEPTIONIST/FILING CLERK
For Troy law firm. Computer literate for data entry. We are willing to work around your school schedule. Competitive wages.
Call Linda at (810) 643-8433

502 Help Wanted-Office Clerical

RECEPTIONIST/CLERK
Good communication skills. Computer experience, IDM, organizational ability, high school graduate, some college preferred. Send resume to PR Dept., PO Box 3204, Bloomfield Hills 48302-3204

RECEPTIONIST/
CONFERENCE COORDINATOR
Join a top rated organization and put your excellent interpersonal skills to use. Must have superior communications and good presentation when working with the public. Some general office experience and computer skills a plus.

Diversified Recruiters
810-344-8700 Fax 810-344-8704

RECEPTIONIST
Exist International Salon, a full service salon and leader in the industry, seeks stylish, highly motivated individual for receptionist position. Flexible hours, small busy society office, excellent growth opportunity. Send resume & salary history to: Laura Bacon, CLTA, Exist International Salon, 37210 Dequindre, Sterling Heights, MI 48310

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P.O. Box 4230
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For Troy law firm. Computer literate for data entry. We are willing to work around your school schedule. Competitive wages.
Call Linda at (810) 643-8433

502 Help Wanted-Office Clerical

RECEPTIONIST
position available for mature individual in high volume salon in Novi. Some Sat. & evenings hours. Please call: 810-347-3740

RECEPTIONIST
Prestigious Southfield office seeks receptionist with min. 1 yr. experience. Excellent pay. Temporary to hire position. Call Lindrose for immediate consideration. 810-646-7600

RECEPTIONIST
Printing Company in Wixom needs energetic person to handle busy telephone & multiple phone lines. Good opportunity for advancement. Benefits. Fax resume: Attn. Controller, 810 624-2001 or mail 40802 Liberty Dr., Wixom, MI 48393

RECEPTIONIST/SECRETARY
Small Farmington Hills office. Approximately 30 hrs/wk. Flexible hours. Minimum of 1 year of office & clerical experience required, excellent communication skills, salary commensurate with experience. Send resume to:
Box #1800
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/Secretary
Southfield commercial real estate co. seeking a professional, motivated individual to assist our property management dept. $9-$11 an hour. Full benefit package. Fax resume 810-557-8442 or mail to Joanne, 25945 Bridge Rd., #200, Southfield, MI 48075

RECEPTIONIST/SECRETARY
Facility management firm has immediate opening. Excellent communication skills, flexibility, & the ability to work independently required. Telephone & Microsoft Office skills a plus. Outgoing personality, service-driven, self-starter a must. Excellent salary/benefit package. Send resume to: 20700 Civic Center, Ferndale, MI 48220 EOE M/F/D/V

RECEPTIONIST/SECRETARY
PART time for a carpet cleaning company in a non-smoking office in Farmington Hills. Mac. office skills, $6/hr. & up.
(810) 476-5390

RECEPTIONIST / SECRETARY
for fast paced Bloomfield law firm. Typing 60 wpm, Word Perfect computer & dictaphone skills. Benefits/salary commensurate with experience. Contact Tamara at 810-647-4440 or Fax 810-647-4727

★ RECEPTIONIST/
SECRETARY
for Telegraph area accounting firm. Full time position. Light bookkeeping duties helpful.
810-258-8220

RECEPTIONIST /
SECRETARY
Position available in fast-paced Birmingham Accounting/Tax Preparing firm. Must be adept in Windows Word & Excel, if speed, a buoyant personality and boundless energy is a few of your traits, this environment is for you. Resumes, 1010 Bowers, Suite B, Birmingham, MI 48009. Salary commensurate with skills.

RECEPTIONIST/SECRETARIAL
Position requires organizational skills, good phone & PC skills. Ability to type 50 wpm using Windows, Word, and general clerical duties.
(810) 471-1400

RECEPTIONIST/SECRETARY
for property management firm. Multiline phones, voice mail systems, filing, copying & typing. Knowledge of Wordperfect helpful. Excellent growth potential. Call Lorraine at 810-851-0800 or fax resume to: 810-851-3431

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

RECEPTIONIST - small busy property management office needs professional trained part time receptionist to assist with phones, mail, & general office functions. QuatroPro and/or Lotus or Wordperfect knowledge a plus. Send resume: Attention: Ms. Kramer, 30700 Grand River, Farmington Hills, MI 48335

Or fax to 810-442-1486

RECEPTIONIST
Strong phone and typing skills. Great opportunity. Call right person. Temp. Farmington Hills. 810-474-9500

RECEPTIONIST - To perform front office duties for small non-smoking Livonia office. Must be experienced and able to handle busy multi-line phones and some computer knowledge. Advancement possibilities. Submit resume for Receptionist 34030 Schoolcraft, Livonia, MI 48150

RECEPTIONIST/TYPIST
Farmington Hills insurance agency is looking for a Receptionist for our 8 employee agency. Duties will include: phone answering, processing of certificates and general office work.
Call 810-855-3322

RECEPTIONIST

Village Suites, the Midwest's largest and most independent provider of short-term furnished apartments is seeking a polished and pleasant individual for a Receptionist position.

The qualified candidate must possess strong verbal, written and organizational skills, knowledge of Microsoft Office '95 and be extremely customer service oriented. Must be able to handle an 8-line Merlin Phone System.

Village Suites offers competitive wages, benefits and 401k with promotion opportunities. Please fax or send resume to:

VILLAGE SUITES
37700 Haggerty Rd.
Suite A1
Farmington Hills, MI 48331
Attn: S. Chvanka
Fax 810-476-4154
An Equal Opportunity Employer

RECEPTIONIST
wanted for 6th only. Pay negotiable. Some nights & week-ends. Call Mon.-Fri., 9:30-4:30. 810-541-9070

RECEPTIONIST/
WORD PROCESSING SECRETARY
With excellent typing skills (45-60 wpm) needed for Detroit Research firm in Southfield. Front desk position for person with excellent com. skills, organization & word processing skills (WordPerfect 5.0 Advy Word 6 a +). Competitive salary & benefits.
Call Tom Hadley (810) 352-3300 or fax resume with salary requirements to: (810) 552-3787

RECEPTIONIST
8:30am-5pm, Mon-Fri. Must have phone skills, light typing and some computer knowledge. Please call, 8am-5pm. (810) 473-1100

Rochester Hills company seeks sharp, personable receptionist/secretary for small company, organizational skills (in-line phone), immediate full-time. Call Barbara at 810-650-9200 or fax resume with phone no. to 810-650-9233

SALES ADMINISTRATOR
Royal Oak Metro Insurance Office has opening for Sales Administrator. If you are an ambitious, self-starter, please call Noon-Fri from 10-3 pm at: (810) 435-5577

SALES ADMINISTRATOR
Fast growing auto parts manufacturing company has immediate opportunity. Seeking aggressive, career minded individual to assist the sales department. Qualified candidate should be highly organized, detail oriented with strong communication skills. 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

SCHEDULER
Good customer relations & phone experience helpful. Livonia office. 313-427-2070

502 Help Wanted-Office Clerical

SALES ASSISTANT
Large American service firm looking for a Series 7 registered sales assistant. Salary commensurate w/experience. Send resume to: Therese Mc Sweet, Smith Barney, 201 W. Big Beaver, Suite 1230, Troy, MI 48084
Smith Barney is an
Equal Opportunity Employer

SALES ASSISTANT
PAINEWEBBER & leading financial services firm seeks a motivated Sales Assistant. Must be an independent worker with minimum of 2 years office experience. Series 7 a plus. Please fax resume to 810-555-1529 or call 810-652-3200

Sales Coordinator
Bloomfield Hills, $18/hr. Port experience a plus, must have sales coordination background.
(810) 474-5000
Express Services (no fee)

SALES SECRETARY

Michigan's largest Toyota Dealer, Page Toyota, has an immediate opening for Sales Secretary. This position requires the ability to manage inventory and the candidate should possess strong customer service skills. We offer a compensation package in relation to experience plus benefits.

Apply in person to:
Jim Hale
PAGE TOYOTA
34 MILE AND M-53
21252 Gratiot Ave.
(Between 8 & 9 Mile)
Southfield

SALES SECRETARY
If you like Hasegan-Dado and are proficient using Excel and Word Perfect, we have a job for you in our Sales Dept. Park distribution office working about 3 days a week.
Call Jim Steinberger, Hasegan-Dado Ice Cream: (810) 399-3120

SECRETARIAL/CLERICAL

Position available in a non-profit organization based in Detroit's Cultural Center area. As part of office team provide clerical/secretarial support for executive director, performing memos and some advanced secretarial functions. Responsible for production of monthly newsletter, flyers, booklets. Qualifications include: education in secretarial skills or equivalent experience, minimum typing/keyboarding of 50 wpm, minimum 2yrs. related experience, knowledge of computers, ability to operate standard office machines, knowledge of wordprocessing and desktop publishing software. Familiarity of and Word for Windows preferred. Skills testing in addition to interview test are required for all applicants. Reply with letter of interest and resume to: Detroit Box no later than April 11, 1997.
Box #1800
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARIAL
PART-TIME, Plymouth office in Livonia seeking a Secretary, Clerical, Phone receptionist. Computer literate skills a plus. Schedule can be flexible but typically 2 days a week, Wednesday. Contact Anne Norris, Century 21 Row at (313) 464-7111

SECRETARIAL POSITION available in the Ann Arbor area. Must be organized & able to perform multiple tasks. Good phone & people skills required. Previous experience with Microsoft Word & Windows 95 a plus. Send resume with salary requirements to: Knight Enterprises, 40000 Grand River, Novi, MI. 48375

SECRETARIES,
CUSTOMER SERVICE REPS
RECEPTIONISTS
Knowledge of M9 Word, Excel
Livonia, Plymouth, Redford &
Canton/Plymouth
$8.50-$15.00/Hour
MANPOWER, INC.
(313) 462-0024

SECRETARIES
TEMP TO PERM
$10 to $12 per hour depending on experience. Ann Arbor area, located on the east and west side, many area and suburb openings. Office suite with IASWorld software experience a must. Call 810-399-3450 or fax your resume to 810-399-3451 and we will call you.
Greiling Personnel Services

PROGRAM SECRETARY - Immediate full time opening, 8:30-5pm. Microsoft experience required. Benefits, $9/hr. Apply at Human Resources, Ingham YMCA, 28100 Farmington Rd.

RECEPTIONIST
NEEDED
A Livonia company is looking for an experienced receptionist. Duties include:
answering phones, light data entry and sorting mail.
Call or fax your resume today!!
Corporate Personnel Services, Inc.
Phone: (313) 722-7930
Fax: (313) 722-8132

EXPERIENCED
DATA ENTRY
OPERATORS
NEEDED!!!
Beautiful Suburban Livonia areas. All shifts available.
$5.50 - $8.00/hr.
Call or fax your resume today!!
Corporate Personnel Services, Inc.
Phone: (313) 722-7930
Fax: (313) 722-8132

LOOKING FOR
EVENING WORK??
PART TIME???
WE NEED YOU!!!
Survey research
about new products
ABSOLUTELY NO SELLING!!
Southfield Location
$7.50 - $8.00 an hour
10 IMMEDIATE OPENINGS!!
Corporate Personnel Services, Inc.
(313) 722-7930

SECRETARY/
ADMINISTRATIVE SUPPORT
Entry level position requiring 30 wpm accurate typing, good telephone communication skills and 6 months related experience with Windows software. Word/Perfect 5.1. Starting rate: $7.45/hr. Mon-Fri, M-F 8:30-5:30 (40 hrs/wk). Prorated full-time benefits including tuition waiver after 1 year of continuous service. Apply at Human Resources at: MADONNA UNIVERSITY, 36000 Schoolcraft Rd., Livonia, MI 48150. E.O.A.E.

SECRETARY/ CLERICAL
Property Management & Construction firm in Troy seeks a motivated, self-starter with experience in Word Processing, Lotus 1-2-3 & Windows '95 and light clerical. Must be willing to learn. Send resume with salary requirements to: Box 1804 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY - Experienced. Part-time, 16-20 hrs. per week, for one person Birmingham law office. Microsoft Word, Pro.

Call
Fax: 810-842-1161

SECRETARY for small Birmingham office. Good word processing skills, light bookkeeping. Experience and references required. 810-540-1260

502 Help Wanted-Office Clerical

SECRETARY
Company in Birmingham in need of a very professional Secretary with an even temperament. Dependable in Wordperfect Windows. Good spelling and grammar a must. Hours 8am-5pm. Temp to hire position.

Contemprary
Staffing Services
1-800-583-7172

SECRETARY
ENGINEERING &
PUBLIC SERVICES
CITY OF BIRMINGHAM

The City of Birmingham, an equal opportunity employer is seeking applicants for a full time secretary position in our Engineering & Public Services Department.

Minimum Qualifications: Possession of a high school diploma or equivalent, supplemented by substantial coursework in secretarial science or other related subjects, with word/data processing techniques and applications. This position requires attendance at board and organizational skills, plus the ability to work effectively with the public. Knowledge and experience with Windows applications preferred. A minimum of 2-3 years experience. Salary Range: $21,684-$29,127, with a comprehensive fringe benefit program.

Applications must be received by April 2, 1997 at the Human Resources Office, Birmingham Hall, 151 Martin Street, Birmingham, MI 48012.

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

SECRETARY
International company in Bloomfield seeks an import/export port staff secretary to assist company customers in overcoming shipping obstacles. Duties include filing, preparing general clerical duties and light telephone work. Must have good communication skills, the English language and be able to formulate proper sentences, proofreading letters and prose letters. Computer experience helpful. Applicant must would be willing to train the right individual in this fast paced environment. Full benefits, 9-5 work week with paid one hour lunch. Salary commensurate with background. Send resume with salary requirements to: Box 1633
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
LTU is looking for a full time secretary in their Admissions Office. The successful candidate will have 1-2 years related experience, excellent customer service and telephone etiquette a must. A college degree is preferred. Please send a resume, 3 references and salary requirements to:
Lawrence Technological University
• 21000 W. 10 Mile Rd.
Southfield, MI 48075-1058
Attn: Kathy Gaman

SECRETARY
Mercy Health Plans, a subsidiary of Mercy Health Services, seeks a qualified secretary for this position at our Farmington Hills corporate headquarters.

Responsible for providing secretarial and clerical support to assigned staff members, this person will also handle incoming phone calls, word processing, photocopying, and filing. Also provides backup for other secretarial/administrative staff when necessary.

Qualifications include a high school diploma or equivalent, at least one years' clerical experience and word processing proficiency. Good typing, filing, phone, spelling, grammar and telephone skills are a must, along with the ability to promote teamwork to achieve goals and operate basic office equipment.

Only those supplying salary requirements will be considered further. We offer a competitive salary and excellent benefits package. Please send resume to: MERCY HEALTH SERVICES, HR OPERATIONS-SUITE 270317 20000 MIDDLEBELT ROAD, FARMINGTON HILLS, MI. 48331. Fax to 810-489-6436. Total opportunities within Mercy Health Services are posted on our website or our JODLINE AT 810-489-5000. Mercy Health Services values diversity in the workplace.

SECRETARY
Minimum 3 yrs. experience for small Southfield law firm. Will train. Proficiency MS Word. Excellent salary, fringes & working conditions.
(810) 353-0432

SECRETARY
MUST have strong typing skills, detail oriented, be able to handle multiple tasks, and possess excellent organizational and computer skills, including MS Word, Excel and Access. Send resume to: Human Resources, 30777 P.C. 29813 Northwestern Hwy., Suite 310, Southfield, MI 48034

SECRETARY/OFFICE MANAGER
Small executive office. Excellent interpersonal capabilities. Microsoft Word and Excel. Law firm experience. Southfield area. Fax resume and references to: (810) 559-5884 Attn: Box 618

SECRETARY
PERMANENT POSITION
$10 per hour plus read overtime. Service charge paid by employer. This is a HOT position working for a small but professional firm. Variety of duties, everyone helps out. Office experience and Windows '95 skills must. Lotus a plus. Call 810-398-3450 or fax resume to 810-399-3451 and we will call you.
Greiling Personnel Services

SECRETARY - Phone etiquette a must. Filing, computer knowledge helpful. Call Nancy at (810) 647-2211 or 810-588-1352, ask for Brian.

SECRETARY/RECEPTIONIST
computer & phone experience and administration skills. Experience required. Farmington Hills Greenhouse Call (810) 553-0647

SECRETARY/
RECEPTIONIST
SPECIAL person wanted for a special position in our Birmingham office, looking for energetic team player to handle various office assignments. Duties include phones, filing, basic accounting and general office duties management. Some computer experience necessary. Top pay and benefits for the right person. Call Jerry Ryan today to schedule an appt.: 313-461-1210

SECRETARY/
RECEPTIONIST
Full/part time, for precision machine shop. Must have excellent phone skills, organizational skills & be computer literate. Fax resume to:
P.O. Box 02183
Redford, MI 48240

SECRETARY
Seeking dependable person. Background in computers (minimal needed). Pleasant phone voice. Applicant should be self motivated with strong skills, light office duties. Work for Family hours. Benefits negotiable. Fax resume to: Corporate Personnel Services at 810 735-1133 or call for appointment: 810 738-1140 between 10 AM & 2 PM.

502 Help Wanted-Office Clerical

SECRETARY/ RECEPTIONIST
Secretary/Receptionist needed for family counseling office in Plymouth. Challenging position for candidate with strong organizational skills and ability to work independently. Min. 3 yrs. secretarial experience and typing 50 wpm and grammar a must. Hours 8am-5pm. Temp to hire position.

SECRETARY /
RECEPTIONIST
Futaba Corporation of America, a leader in automotive display manufacturing, is seeking an entry level secretary/receptionist for our sales office in Plymouth. Must have a high school diploma and previous administrative office experience preferred. The position requires experience with personal computers and Windows 95 office software. Excellent communication and organizational skills are also required. Duties will include general clerical duties, telephone and answering phones and making travel arrangements for sales staff, postal/express/ delivery, benefits, & 401K. Send resume with salary history to:
Futaba Corporation of America
14492 Sheldon Rd., Suite 370
Plymouth, MI. 48170
E.O.E.

SECRETARY - southfield business law firm seeking part-time secretarial help. Document assembly experience. Excellent basic secretarial skills required. Legal experience helpful. Send resume to: Mr. Drive via fax: 810 353-4840

SECRETARY (Sterling Heights Location)

Cadillac Products, Inc., a leader in the plastics industry, seeks your secretarial expertise to perform various administrative and advanced secretarial tasks for the Plant Manager. Responsibilities include maintaining schedules, making travel arrangements, typing (distributing correspondence), and tracking salary and hourly payroll schedules.

To qualify, you must have at least 3 years experience in an Executive Secretary capacity, working knowledge of MS Office (Excel and Word), excellent grammar and composition skills, strong organizational skills, ability to maintain strict confidentiality of sensitive information and documents. Previous supervisory and data base management experience, and the ability to use a dictaphone desired.

We offer a competitive salary, excellent benefits plus a pleasant work environment. To apply, send resume with salary history/requirements to: Cadillac Products, Inc., Human Resources - SEC, 7000 E. 15 Mile, Sterling Heights, MI 48310-0414.
FAX: 810 7204-1487. EOE

SECRETARY
THE Sterling Heights Regional Office located in Farmington Hills is seeking an experienced, professional secretary. Word Perfect, Word Perfect 6.0 and Lotus. Contact Gert Near RSM at 810-479-8200 weekdays between 8am & 4pm.

SECRETARY
WORK with creative professionals in a fast paced environment. Call International Auburn Hills or Farmington locations. Temp to perm growth opportunity. We train. Power Points. Salary to $2-00-$13.00/hr. Call Susan today
Birmingham Farmington/Livonia
646-7900 477-2031

Advantage Staffing

SECRETARY/Workforhend for Troy corporate financial office. To $27K. No fee. Contact Personnel Resources, 810-424-0470 or FAX 810-424-9530

Shipping & Receiving Clerk/Driver. Administrative Secretary/Customer Service Rep. Data Entry Clerk. Shipping Hilltop, Southfield, MI 48034, fax 810-827-1136

SNELLING has GREAT opportunities for your consideration.
Receptionists Word Processors
Data Clerks Customer Service
Data Entry Accounting
Many long-term and temp-perm assignments to offer. Holiday pay, overtime pay, bonuses, temp-medical insurance.

SNELLING.
PERSONNEL SERVICES
LIVONIA 313-266-8600
SOUTHFIELD 810-352-1300
AUBURN HILLS 810-373-7600
TAYLOR 313-284-0777

SOFTWARE SUPPORT
Full-time position available for a Software Support Analyst to work with a growing software company in the Canton area. A qualified candidate will have strong communication skills and will have had exposure to developing software using Microsoft Windows 3.1, 95 and NT, Knowledge of one or more Visual Programming languages a required. Salary commensurate with experience. Call
(810) 981-4870

SOLE SECRETARY / OFFICE MANAGER - 30-40 hrs/wk in busy Bloomfield Hills Psychologists' office. Must be computer literate with office skills. Fax resume: 810-968-9425

SWITCHBOARD / GENERAL OFFICE
Full time immediate opening with stable industrial products company, need to be a self-starter, team oriented, able to manage multiple tasks and assignments. Excellent benefits required. Working knowledge of word processing, computer environment a plus. Send resume with salary requirements to: Box 1818
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150

Switchboard
Operator
Receptionist

Professional Life Underwriters Service, Inc. of Metro Detroit, the Midwest's leading financial services institution, has an immediate opportunity for a Switchboard, Operator/Receptionist at our Troy, MI. office.

Responsibilities include answering and routing incoming phone calls, operating switchboard, providing operational and interpersonal skills along with basic computer and basic prioritizing abilities. Switchboard experience helpful. Light typing skills necessary, prefer at least 33 wpm.

We offer an attractive salary and benefits package. For confidential consideration, please send resume and salary history to: Connie Davis, PLIS Services, 2001 Dept. EM, Detroit, MI. 48275-3127

We support a drug-free environment. Drug testing is a step in the employment process. Equal Opportunity Employer, M/F/D/V.

TELEPHONE INTERVIEWER
Full or part-time. Good people skills. Non-smoker. Ask for Linda.
(810) 557-7660

TITLE CLOSER
Major Title Insurance Underwriter has immediate opening for a Closer. Send resume to Atty. Lynn 7423 Middlebelt, W. Bloomfield, MI 48322

502 Help Wanted-Office Clerical

THE OFFICE OF THE CHAPTER 13 STANDING TRUSTEE IN SOUTHFIELD is seeking:

CASE PROCESSOR

Self-motivated, career-minded individual with excellent communication and mediation skills. Work in high volume, detail-oriented position which includes claims administration and editing. Computer experience is also necessary. Challenging, challenge and opportunity for self-direction. Bachelor's degree and court experience/knowledge are required, so reliable transportation is essential. Competitive salary and excellent fringe benefits including 401K, Master Medical, dental, optical, prescription, life and disability.

Please submit resume with salary requirements to:

HUMAN RESOURCES MANAGER
26555 EVERGREEN STE# 1100
SOUTHFIELD, MI 48076

TRANSCRIPTION TYPIST
Full or part-time for Southfield office. Must be accurate & capable of producing high volume. Contact Rosko & Associates, Inc. 810-353-9439

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Are you tired of looking the paper and going on useless interviews? Let Snelling do the looking for you. We have immediate openings for long term and perm placement positions. Try your luck with Snelling. Call today!
Administrative Assistants Clerks
Word Processors Receptionists
Secretaries Data Entry
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Call today for an interview!
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-1300
TAYLOR, 313-284-0777
AUBURN HILLS, 810-373-7600

SNELLING.
PERSONNEL SERVICES
VETERINARY ASSISTANT/
TECHNICIAN - Full time for Livonia equine clinic, full time, mature individual, experience with horses preferred. Call days 313-525-6000

Word Processors
Get paid the same week you start working. Top pay, assignments in the Southfield, Troy, Farmington Hills area. Call today for an appointment.
(810) 353-7050

EMPLOYERS
EOE

WORD PROCESSOR
$10-$12 per Hour
Provide word processing for secretary with good computer skills. Word perfect or MS Word.
Temp to Perm Position
Good Benefits
Arbor Temps 313-459-1166

504 Help Wanted-Dental

APPOINTMENT SECRETARY
Full/part-time. Some experience necessary. 313-455-4070

A PROGRESSIVE DENTAL OFFICE seeks a friendly, energetic, detail oriented mature team member who enjoys multiple tasks, to be Patient Coordinator position. Outstanding benefits package. Fax your resume to:
Call 810-474-0224

CHAIRSIDE ASSISTANT
Experienced for active periodontal practice. Wednesday, Thursday, Wed & Fri. 9-5pm: (810-350-2220
Tues & Thur. 9-6pm: 313-882-6233

CLINICAL ASSISTANT
Are you committed to excellence and a strong team player? Are you ready to work where YOU deserve the opportunity of learning a new career while working with a great group of people? If you answered YES 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 large Orthodontic practice located in Farmington Hills. Fax your resume to:
Cathy Carter
(810) 851-7823

DENTAL ASSISTANT
Some experience required. Part/full time. No Saturdays. Excellent benefits. Dearborn/Southfield area. Please call 313-422-4350

DENTAL ASSISTANT
Experienced