502 Help Wanted-Office Clerical

Graphic Designer/ Administrative Project Associate

HAMMES COMPANY is a leading national real estate development and property management firm with an excellent opportunity for a Graphic Designer / Administrative Project Associate with the firm's Bingham Farms, Michigan office. The successful candidate will have the combined experience and/or educational background to support project teams.

The candidate will have strong organizational and communication skills, a professional attitude and a minimum of two years relative work experience. Responsibilities of this position include creative design, proposal coordination, presentation production, and service bureau coordination. candidates with prior work experience in medical, real estate, or construction industries will be given priority consideration.

This position provides a challenging career opportunity with an industry leader. Compensation is structured to provide a competitive base salary commensurate with experience plus full benefits. The qualified candidate must be proficient in the following: Quark Xpress, Photoshop, Illustrator, Word for Windows 6.0 or 6.1, Excel, PowerPoint, with proficiency in typing speed of 60-100 wpm

For immediate consideration, please forward a current resume and salary history to

Office Manager
HAMMES COMPANY
18000 W. Sarah Lane, Suite 305
Brookfield, Wisconsin 53045

HOME BUILDER
(2 positions available)

ENTRY LEVEL STAFF ACCOUNTANT
general ledger/project accountant, experienced helpful must be proficient with excel.

ACCOUNTS PAYABLE
experienced helpful must be proficient with excel.

Send resume to:
Robertson Brothers Company
2005 Telegraph Suite #200
Bloomfield Hills, MI 48301-3159

HUMAN RESOURCE CLERK

Village Green Companies, the largest Michigan apartment management firm headquartered in Farmington Hills, is seeking a Human Resource Clerk to provide administrative support to a busy department. Responsibilities include updating employee data files, preparing personnel files, filing, distributing mail, processing benefits paperwork and general clerical duties.

Candidate must have strong organizational skills, excellent written/verbal communication skills and Word. Ability to handle multiple tasks. Experience in Microsoft Word for Windows and Excel. ADP (HR Partner & Payroll) helpful.

For immediate consideration, please send resume and salary requirements to

VILLAGE GREEN COMPANIES
Attn: Human Resources
HR Clerk
30833 Northwestern Hwy
Suite 300
Farmington Hills, MI 48334
FAX 810-737-7315

Village Green
An Equal Opportunity Employer

INSURANCE
Commercial lines assistant CSR with minimum of 1 year experience. Proficiency with Word, strong attention to detail, ability to organize and learn quickly. Must have excellent verbal & written communication skills.
Send resume to: Personnel Dept., P.O. Box 5104, Southfield, MI 48086-5104. EOE.

INSURANCE
Large agency seeks commercial lines CSR with minimum 3 years experience. Must have excellent written and verbal communication skills. This agency in Woodward corridor offers competitive salary and benefits package. Send resume to: Personnel Dept., P.O. Box 5104, Southfield MI 48086-5104. EOE.

Be Your Own Boss. We Work For You!
Long Term Care Specialists
We'll show you how good you can be.

Pal Personnel At Law
Judged The Best
3000 Town Ctr. #2030
Southfield, MI 48075
Fax: 810-358-0235
E-mail: pal@ix.netcom.com
Phone: 888-THE TEMP

LEGAL SECRETARIES & RECEPTIONISTS
Experienced preferred. Permanent & temporary placements. 1-3 day assignments always available for top notch clients.
JOANNE MANSFIELD
Legal Personnel
753 W. Big Beaver
SUITE 200, TROY, MI 48084
(810) 362-2430
FAX 810-362-4881

LEGAL SECRETARY
Busy Troy law firm seeking experienced legal secretary. Word a plus. Salary commensurate with experience. Fax resume to: (810) 649-9500

LEGAL SECRETARY
Downtown law firm. Minimum 3 years legal experience required. Proficiency MicroSoft Word, WordPerfect 6.1 and Excel. Salary commensurate with experience. Reply to:
Legal Secretary
P.O. Box 43032, Detroit, MI 48226

LEGAL SECRETARY
Experienced Legal Secretary needed for distance learning course materials. Lynn, 360 N. Main, Clawson, MI 48017. Or Fax to: (810)583-3360

LEGAL SECRETARY
For insurance defense litigation skills necessary. Defense litigation experience preferred. Salary commensurate with ability. (313) 453-4044

LEGAL SECRETARY
For 23 attorney firm in Bloomfield Hills. Exceptional organizational skills required for insurance defense practice. Salary commensurate with ability. Send resume, salary requirements to:
Office Manager
300 E. Long Lake Rd.
Suite 200
Bloomfield Hills MI 48304

LEGAL SECRETARY
Friendly, professional, non-smoking Bloomfield Hills law office seeking Legal Secretary with minimum of 2 years legal or equivalent experience. Light bookkeeping helpful. Word Perfect 5.1, 2Begin, Dictation equipment. Good typing, spelling skills and analytical ability required. Competitive salary and benefits.
Fax resume to: (810) 644-2801 or call Linda at: (810) 644-2900

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Full time, experience required. Word-perfect 6.1 experience required. Small Bloomfield Hills office. If interested, please contact Kim at (810) 540-3340

LEGAL SECRETARY
Farmington Hills sole practioner medical malpractice litigation (birth trauma), needs full time Legal Secretary with excellent grammar skills and knows WordPerfect 6.1 for Windows; salary negotiable. Fax resume to: 810-473-8895 and or call 810-473-8900

LEGAL SECRETARY
Full-time for large suburban defense litigation firm. Minimum 8 years experience. Excellent benefits.
Send resume to: P.O. Box 3040
Farmington Hills MI 48333
Or FAX to: 810-851-2158.

LEGAL SECRETARY
Immediate opportunity for experienced litigation legal secretary working with Southfield insurance defense firm. Individual must be proficient with all general legal office duties. Strong organizational skills necessary, as well as being an independent/self-starter. Knowledge of Word Perfect 5.1 experience required. Competitive salary and benefit package. Send resume to:
Legal Secretary, Box #1688
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY
Must be experienced with litigation procedures, records and terms. Excellent typing/computer skills required. Salary commensurate with experience. Mail resumes to: Jim Rebaud & Associates, 23925 Telegraph Rd., Ste. 470, Southfield, MI 48034

LEGAL SECRETARY
Part time, Telegraph/Maple area for sole practioner in four attorney office. Word Perfect 5.1 required. Call (810) 642-5555

LEGAL SECRETARY
Prominent Oakland County Appellate attorney needs top flight secretary with great experience. Must have bachelors degree in English skills to be given under pressure. Only the dedicated with minimum of 8 years of legal experience looking long-term need apply. Send resumes to: SJS, 26777 Central Park Blvd., Suite 275, Southfield, MI. 48076

LEGAL SECRETARY
Small Bingham Farms law firm. Dependable, good organizational skills, experience in real estate law necessary. WordPerfect 7 helpful. Resume to: T. McWilliams, 30200 Telegraph, Suite 467, Bingham Farms MI 48025 or Fax: (810) 644-2941

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

Send resume with salary history to:
Legal Administrator
801 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Equal Opportunity Employer

LEGAL SECRETARY
The law firm of FIEGER, FIEGER & SCHWANTZ is an attorney, family employee law firm, is seeking to hire Legal Secretaries for high profile litigation cases. 2-3 years secretarial experience required. Must know WordPerfect. Excellent pay and bonuses. Non-smoking office. Please send resume to the attention of Linda and Julie, 19300 W. 10 Mile Rd., Southfield, MI 48075. Fax to: 810-355-5148 or call: 810-355-5555

LEGAL SECRETARY
Troy firm looking for experienced, well organized individual. WP 6.1 for Microsoft Windows 95 knowledge needed. Timeslips 7.0 knowledge helpful. Some Estate Planning, Corporate and Litigation experience. Call or letter resume: Velardo, Sugarwitz & Olson, P.L.C., 3150 Livernois, Suite 100, Troy, MI. 48083-5040
810-528-3300 Telephone
810-528-3635 Telefax

LEGAL SECRETARY
The law offices of Clark Hill PLC have an immediate opening for a full time office assistant. Secretary in Bloomfield office working with 2 attorneys in the real estate planning and benefits areas. Legal experience a plus. Ideal candidate will have proven office experience including accounts payable, accounts receivable, and 401(K). Send resume with salary requirements to:
Attn: Personnel
CLARK HILL PLC
255 S. Woodward, 2nd Floor
Birmingham, MI 48009

LEGAL SECRETARY
UAW Legal Services seeks a Legal Secretary for our Livonia law office. Applicants must type at least 60 wpm, and process excellent clerical and transcriptional skills. Word processing knowledge preferred. Starting salary: $20,000 annually plus excellent benefits. Send or fax resume to:
M. Brashear
UAW-GM Legal Services Plans
Detroit, Michigan 48202
FAX: (313) 872-1724

** LEGAL SECRETARY **
Join movement of top litigation firm in insurance defense litigation. Must have strong typing skills. Please send resume to: 2301 W. Big Beaver, Suite 500, Troy, MI 48084. Or call: (810) 649-1330

LEGAL SECRETARY
30 Hrs/wk. for Rochester Hills attorney. Minimum 1 yr. experience. Strong leadership/organizational skills/Windows 95 & W.P. 6.1. Resumes & salary to: Office Manager, 730 S. Rochester Rd., Rochester Hills, MI. 48307 or FAX: 810-650-3411. Good opportunity!

LEGAL TRANSCRIPTIONIST
Downtown Detroit law firm is looking for applicants for this part-time or full time position. The perfect candidates will possess the following qualifications: A motivated individual with a minimum 3 years legal experience. English background is a plus. The ability to work independently, as well as typing 75 + wpm are absolute requirements. Please mail resume and salary requirements to:
Legal Transcriptionist
Attn: Human Resources
P. O. Box 43158
Detroit, Michigan 48243

LOOKING FOR MATURE office help, part-time. Typing 35 wpm, 2 phone skills. Mound & 9 Mile Area.
313-369-2662

TELEMARKETING
Home Center Financial Services is now hiring Telemarketers for Southgate/Wayne area. $8 PER HOUR TO START WITH EXPERIENCE!! Great Place To Work!! Call us toll free at 800-737-4495 or fax resume to 810-932-9619.
Robert F. Garvett, President

NEED EXPERIENCED person for medical supply & export office. Must be good typist & have data processing knowledge. Send resume to:
Attn. Margaret, P.O. Box 3043, Troy, MI. 48099

NOW! - extremely busy realtor looking for detailed & organized assistant who enjoys a good communications skills. Hours somewhat flexible. Call Rose or Diane 810-348-3000

OAKWOOD HOME CARE SERVICES
Immediate opportunities
Reimbursement & payroll department looking for qualified candidates to fill the following positions:
Claims Specialists
Collection Specialists
Billing Support
Part time Payroll Clerk
Please send resume with salary requirements to:
10501 S. Telegraph, Ste. 1010
Taylor, MI 48180
Attn: Rob

Office Assistant / Bookkeeper
Needed at civil environmental engineering firm for general office duties. Knowledge of Word 2003 a plus. Call Rich Sorensen at: 313-421-6880

OFFICE ASSISTANT
Rapidly growing centrally located Livonia mortgage lender is seeking an office assistant. Ideal candidate will have excellent typing skills, good organizational skills, and a minimum of two years of office experience. Excellent benefits package. Please fax resume to: (810) 476-8026

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
Livonia packaging company has an Office Assistant position. The ideal candidate will have previous office experience, be computer friendly, and type at least 30wpm with 100% accuracy. This is a full-time, well compensated position. Please call for more information.

PERFORMANCE PERSONNEL
313-513-5823

OFFICE ASST./ Transcriptionist. Full time position in well paced office in Southfield. Proficiency in WP 5.1. Resume to: 18175 W. 12 Mile, Ste. 144, Southfield, MI 48076.

OFFICE/CLERICAL
ACCOUNTING. Entry level position in local manufacturing company for young or mature individual. Some typing/computer experience helpful. Must for this diversified and interesting job. Send resume to Office Manager, P.O. Box 700195, Plymouth, MI 48170

Office/Clerical
RECEPTIONIST
Plymouth based headquarters seeking individual with friendly, positive and professional attitude. Strong organizational, administrative, computer and people skills a must. Responsibilities include: multi-line system, word processing and general receptionist duties. We offer: after hours, dental, life, AD&D, short term disability, vacation pay, holiday pay, 401K and profit sharing. Please forward resume with salary history to:
Receptionist
P.O. Box 2407
Plymouth, MI 48170
EOE

OFFICE CLERICAL - Well organized person needed part-time. Duties include data entry, filing, answering telephone. Must have 40 wpm. Call Sandy. Send Fax resumes to P.O. Box 996, Novi, MI 48376. Fax: (810) 478-0626

RECEPTIONIST/ACCOUNTS
Receivable Clerk, computer literate, Word, Excel, Quickbooks. Mon-Fri 8:30-5:5. Start $6/hr. Fax 810-353-8649 or Ph 1-800-944-5776.

RECEPTIONIST/ADMINISTRATOR
COMPUTER software company is looking for responsible individual with excellent phone and general office skills. Must have knowledge of Microsoft Word, Excel and computerized accounting systems required. Office experience preferred. Salary range $8.00 /hr to start, includes benefits package. Send resume to Marketplace Solutions, 24601 Halsted, Farmington Hills, MI 48335, Attn.: Sandy.

OFFICE GENERAL
Tired of some boring office job? If you have an outgoing personality, enjoy front desk work and want to work in a beautiful surroundings, fax a resume to: Property Management, Dept. 810-851-4744. We will call you for an interview. Located in Farmington Hills area. Salary plus benefits.

OFFICE HELP
Fast paced steel service center is looking for an organized individual possessing a high level of accuracy skills. Duties will include data entry, billing, proof-reading, answering phones etc. Hours are Mon. thru Fri., 8am-5:45pm. $8 per hr. Excellent fringe benefits pkg. Apply in person only at Contractors Steel Co., 36555 Amrhein Rd., Livonia, Mich. near Plymouth Rd. & Levan.

OFFICE HELP
Fast paced steel service center is growing, innovative & results oriented, expanding Livonia retail furniture company. Flexible hours available. Duties to include various office functions. Must be responsible reliable & personable. Prior experience helpful but not necessary. Salary $7 hourly. Call or letter resume: Velardo, Sugarwitz & Olson, P.L.C., 3150 Livernois, Suite 100, Troy, MI. 48083-5040
810-528-3300 Telephone
810-528-3635 Telefax

OFFICE MANAGER
A/E firm has opening for highly motivated individual with strong office management/people skills to manage office support activities. Proficient in Microsoft Office software and basic knowledge of Novell V3X Network Administration required. Send resume.
Director of Marketing
P.O. Box 285
Bloomfield Hills, MI 48303-0289
EOE

OFFICE MANAGER/ BOOKKEEPER
Full time position needed for large well established retail store. Computer knowledge a must. Experience preferred. Apply today.
Call Barb Jones: (313) 721-4311

OFFICE MANAGER/DISPATCHER
1-person office, heating & cooling company. Scheduling service trucks, Accounts Payable & Receivable, payroll, PC experience, typing good. Customer service/phone skills required. 810-474-6660

OFFICE MANAGER
Established Carleton lake/Romeo area company recruiting for the position of Office Manager. Ideal candidate will possess:
- 2-3yrs. of office management experience in a customer service environment.
- Knowledge of the label printing industry.
- Excellent communication, analytical & organizational skills.
- Excellent math, clerical and computer skills.

We offer an excellent starting salary, benefits package and growth potential. Qualified candidates are invited to submit a resume with salary requirement to P.O. Box 85486, Westland, MI 48185-0486.
Attn. Human Resources

OFFICE MANAGER. Growing business needs person with college degree with business or accounting to manage our non sales activities. Experience required, will train. Please fax resume and salary requirements to: Personnel, P. O. Box 364, Troy, MI 48099-0364

OFFICE MANAGER STAFFING SERVICES
Challenging career opportunity with growing B.E. M. service for mature take charge individual. Responsibilities include: Marketing, Payroll, MESC, workman's comp department, Corporate invoice management, AP/AR and benefits administration. Computer skills necessary. Salary, benefits and bonuses.
Contact: HR Manager, PO Box 1531 Birmingham, MI 48012-1531

PARALEGAL
Bankruptcy and Reorganization
Plunkett & Cooney, P.C. is seeking a paralegal for its Bankruptcy and Reorganization practice in Bloomfield Hills. Requirements are:
- Minimum of three (3) years paralegal experience. Bankruptcy experience is a plus!
- Bachelors degree and paralegal certificate from a university program. Strong academic record required.
- Excellent verbal and written communication skills.
- Strong organizational abilities.
- Computer literacy.

If you are qualified and interested in working in a quality conscious, team setting that offers professional development and a comprehensive benefit plan, please send your resume and salary history to:
Plunkett & Cooney, P.C.
243 W. Congress, Suite 800
Detroit, MI 48226
Attention: Human Resources Dept.

PARALEGAL/LEGAL ASSISTANT
needed for Southfield law firm. Windows/Microsoft Word knowledge preferred. Experience in litigation and ability to work independently on new from beginning through discovery and trial practice. Please send resume to: 24472 Northwestern Hwy., Southfield, MI. 48075. Attn: Sherri.

PARALEGAL WANTED
Experienced in Probate and estate planning for mature Oakland County law firm. Should have experience with estate and gift tax returns and probate administration, along with appropriate computer skills. Send resume to: Sandra McCoy, at Macklin Hauser, Worteck, Rice, Tarlton and Pesse, P.O. Box 215, Southfield, MI 48037-0215

502 Help Wanted-Office Clerical

PERSONAL ASSISTANT
We are seeking an Executive/Personal Assistant to the President of our diversified financial services company. Position requires knowledge of Word Processing, attention to detail, excellent organizational skills. Diverse responsibilities that require flexibility, outstanding customer service, and ability to handle a multitude of projects at one time. Position offers full benefits, excellent starting salary. Interested candidates should send resume and salary history to:
FEDERATED FINANCIAL RESEARCH CORPORATION
30955 Northwestern Hwy.
Farmington Hills, MI 48334

PRODUCTION CONTROL
Entry level Production Control Assistant with an Automotive We are looking for someone with shipping documentation, right typing, computer literate (Lotus 1-2-3 a plus) good attitude/ phone skills. We offer a competitive salary/benefits package. Apply in person or send resume to:
SKYWAY PRECISION, INC.
41225 Plymouth Road
Plymouth, MI 48170
Drug Screening/EOE

PURCHASE ORDER DESK
Full time, 8:30am to 5:30pm, Mon. thru Fri. Great benefits, immediate opening, office experience helpful, handwriting & 10 key calculator skills required. Apply at ART VAN FURNITURE, 4331 N. Woodward, Royal Oak.

Real Estate Office looking for a receptionist/secretary. Bilingual helpful. Call Barbara Wallowski.
(810) 476-3333
ERA COUNTRY RIDGE REALTY

Real Estate Secretary Full Time
Busy real estate office looking for the right person who is experienced and has excellent phone skills; computers literate preferred. If you are the person, please call Chuck at:
(313) 453-7500

RECEPTIONIST/ACCOUNTS
Receivable Clerk, computer literate, Word, Excel, Quickbooks. Mon-Fri 8:30-5:5. Start $6/hr. Fax 810-353-8649 or Ph 1-800-944-5776.

RECEPTIONIST/ADMINISTRATOR
COMPUTER software company is looking for responsible individual with excellent phone and general office skills. Must have knowledge of Microsoft Word, Excel and computerized accounting systems required. Office experience preferred. Salary range $8.00 /hr to start, includes benefits package. Send resume to Marketplace Solutions, 24601 Halsted, Farmington Hills, MI 48335, Attn.: Sandy.

Receptionist
Are You The Missing Member of Our Staff?
As our Service Coordinator/Receptionist, you'll be the main link to patients in our busy office. We are seeking an upbeat, flexible person with a friendly phone voice who is multiple task oriented & has outstanding communication skills. Computer experience is a plus. Excellent benefits, good experience & qualifications. We offer full benefits & fully paid training. Please Apply at 30833 Northwestern Hwy. or call Jeanette at (810) 354-1100 ext. 435 for additional information.

RECEPTIONIST
Birmingham law firm seeks receptionist with good computer skills for front desk & data base management. Full time position and receiving visitors. A minimum of three years previous receptionist experience is required. Must be organized and have an confidence to. P.O. Box 5030, Southfield, MI 48086-5030 Human Resources Department.
An Equal Opportunity Employer

RECEPTIONIST
Hovings Business Systems, has an opening for a receptionist in our Novi office. Ideal candidate will have professional individual with excellent communication and phone relations skills. Prior office experience or customer service background helpful. Duties include answering multi-line incoming telephone calls, greeting customers in the showroom, phone relations, and general office duties. Fax resume to 100 company, and offer excellent benefits including & comprehensive medical, dental, profit sharing and a company sponsored pension plan. If you demonstrate a dedicated work ethic, commitment with an emphasis on customer service and teamwork, please send resume and cover letter to: Mr. Mike Hovings, Hovings Business Sys, 5175 TEMS, 41180 Bridge Street, Novi, MI 48375. EOE

RECEPTIONIST
Bloomfield Hills Bloomfield Hills law firm. Pleasant personality a must. Excellent benefits. Good pay and benefits. Send resume to:
Box #1837
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Mon.-Thurs. 3-8pm. Answer phones, schedule appointments, light typing. Contact Vicki: 810-335-2364

RECEPTIONIST
Needed, flexible hours. Must be organized, energetic & friendly. Ability to take to handle multiple tasks. Please send resume to:
Proprietary Products Corporation
Attn: Human Resources
11 Mill Pond Lane
Novi, MI 48375

RECEPTIONIST/OFFICE ASSISTANT
Entry level position in Southfield law firm for motivated, self starter, dependable person. Must be team player willing to work in fast paced sessional manner and appearance a must. Fax or send resume to:
(810) 355-3300 2440 Evergreen, Southfield, MI 48034, Attn.: Matt

RECEPTIONIST/ OFFICE CLERK
Fast-paced office seeks organized, detail oriented person with good communication and computer skills. Windows 95, Lotus 123 skills helpful. Excellent opportunity for growth. Full benefits. Resume and salary requirements to: Personnel Plus, 20600 Telegraph Road, Suite 235E, Birmingham, MI. 48025

RECEPTIONIST-PART TIME
Front desk position available. Phone and general clerical duties. Wordperfect system knowledge helpful. Hours: Mon.-Fri. 3-8pm. Reply to Q. Schouest 313-255-3785 ext. 102 Livonia Counseling Center, 13325 Farmington Rd., Livonia. EOE

RECEPTIONIST
Part-time, Royal Oak Bishop, a manufacturer of quality power train components located in Lake Orion. We are looking a Part time Receptionist. The successful applicant will have prior experience in a manufacturing environment, skills, be PC literate and able to work Mon. - Fri., 8:00am until 1:00 pm. Applicants may apply by phone at 810-340-6200 or in person at 1400 S. Lapeer Rd., Lake Orion, MI. daily between 8:00am and 4:00pm.

RECEPTIONIST
PART time for Troy law firm. Excellent phone skills. Some typing. Call: (810) 841-8000

502 Help Wanted-Office Clerical

RECEPTIONIST
Fast-paced auto dealership is looking for a Cashier/ Receptionist. Primary responsibilities include telephone & customer service. Full time with benefits. If interested, please call:
(810) 471-9200

RECEPTIONIST
FOR very busy hair salon in Novi mall. Exp. preferred. Call Ann, 349-5070, plus retail commission. Full & part time positions available.
(313) 729-6515

RECEPTIONIST
For Livonia manufacturing company. Duties to include multi-line telephone, light typing, clerical, etc. for a non-smoking environment. Full benefits. Please call between 8 and 5 pm Mon-Fri.
313-425-7143

RECEPTIONIST
Full time, experience required. Small Bloomfield Hills office. Please contact Kim at (810) 540-3340

RECEPTIONIST
Full & part-time positions available for busy Livonia family practice office. Experienced only. Flexible hours, hours, computer experience a plus. We are looking for people, not people. Please call
313-425-0209

RECEPTIONIST
Full-time for successful Southfield Property Management Company. Position requires pleasant personality, organizational skills, excellent communication skills both verbal & written. Experience with word & any organizational skills preferred. Please respond to:
Wingate Management Corp.
2877 Telegraph Rd., Ste. 2100
Southfield, MI 48034-7651
Attn: Sue

RECEPTIONIST
FULL time for Livonia Heating & Cooling company. Answer phones, light typing, light accounting. Benefits. Call M-F, 10-4 (810) 442-6500

RECEPTIONIST
FULL time position for long term law office for a dependable person with an aforementioned personality. Good typing skills required. Non-smoking office. Please call 540-7700

RECEPTIONIST - FULL TIME
Fast paced Northville real estate office. Hours available full time work Monday - Friday, with ability to handle multiple tasks, phones and a wide variety of duties.
Fax resume to Sharon at Coldwell Banker Schmidt Real Estate at
(810) 347-6532

RECEPTIONIST
FULL-TIME position for busy home care agency located in Southfield. Duties are responsible full time telephone system, typing, filing and word processing. Must be detail oriented. Good pay with benefits. Please call Mary, to arrange an interview at
(810) 559-1661

RECEPTIONIST/ GENERAL OFFICE
Experienced only need apply. Word 6.0, Excel, 10 key, emailing, faxing. Fringe benefits. Send resume to: K. J. Law Engineers, 43980 Plymouth Oaks, Novi MI 48375, Attn: M.L.C. EOE
NO PHONE CALLS PLEASE

RECEPTIONIST/ GENERAL OFFICE
Receptionist duties, mail, fax, use paging and voice mail system, great telephone skills, typing 35 wpm, full time. Computer experience and friendly personality a must. Professional, hard-working environment with benefits and competitive wages.
Please fax resume to:
810-624-9142

RECEPTIONIST
Harley Ellington Design, an industry leader in the design of material handling planning/interiors firm seeks candidates for the position of Receptionist. Responsibilities include greeting and maintaining office hours for the receptionist, as well as providing a dependable manner, answering and routing incoming calls and receiving visitors. A minimum of three years previous switchboard experience is required. Candidate must possess an confidence to: P.O. Box 5030, Southfield, MI 48086-5030 Human Resources Department.
An Equal Opportunity Employer

RECEPTIONIST
Hovings Business Systems, has an opening for a receptionist in our Novi office. Ideal candidate will have professional individual with excellent communication and phone relations skills. Prior office experience or customer service background helpful. Duties include answering multi-line incoming telephone calls, greeting customers in the showroom, phone relations, and general office duties. Fax resume to 100 company, and offer excellent benefits including & comprehensive medical, dental, profit sharing and a company sponsored pension plan. If you demonstrate a dedicated work ethic, commitment with an emphasis on customer service and teamwork, please send resume and cover letter to: Mr. Mike Hovings, Hovings Business Sys, 5175 TEMS, 41180 Bridge Street, Novi, MI 48375. EOE

RECEPTIONIST
BUSINESS office opening for Bloomfield Hills law firm. Pleasant personality a must. Excellent benefits. Good pay and benefits. Send resume to:
Box #1837
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Our growing consulting firm seeks an energetic computer-literate individual who can utilize excellent telephone and organizational skills to support the company's efforts. Main duties include full time phone station, reception and clerical support.

Qualified candidates possess a professional appearance, outstanding communications skills, experience with Windows 95 and Word, familiarity with standard business machines including copier and fax, proven ability handling multiple tasks, Above-average aptitude with Microsoft products (Word, Excel, PowerPoint and Access) is particularly desired.

Candidates will find a highly professional, supportive work environment with competitive salary and benefits package, business casual dress code, competitive salary and benefits and friendly co-workers add up to a great opportunity! Interested candidates should submit cover letter, salary expectation and resume to:

TRIAD PERFORMANCE TECHNOLOGIES, INC.
30101 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
ATTN: Reception

RECEPTIONIST/ CLIENT SERVICES
A wonderful opportunity has immediate opening for full time Receptionist. Must be positive, motivated & hard working in a customer service attitude. Experience preferred, but will train. Competitive salary & benefit package. Please fax resume to: 810-642-5242 or mail to M. Lee, Select Animal Hospital, 2150 Old Novi Road, Novi, MI 48377

RECEPTIONIST
Entry level clerical position to assist in the sales operations, great people and hands-on-keyboard. Typing, telephone and computer skills required. Good communication skills a plus. Competitive wage and benefit package including profit sharing and 401K plan. Apply in person or send resume to:
Attn: Rob
HUB Corp
2400 Bond St. RD
WIXOM, MI. 48393-2824
(810)624-5555
FAX: (810)624-0908
ATTENTION
Human Resources Manager

RECEPTIONIST
Evenings & weekends in Rochester real estate office. Call
810-651-4444, ext. 2901

RECEPTIONIST - for a busy office. Full time. Good pay, great benefits. Mail or fax resume: Attn: Lori, 32533 Schoolcraft, Livonia, MI. 48150, Fax: 313-458-4176

502 Help Wanted-Office Clerical

RECEPTIONIST
People oriented, well organized person needed to manage front desk duties in our busy Southfield optometry office. Full or part time
(810) 552-0220

RECEPTIONIST
Qualified Receptionist needed for our Farmington Hills location. Fax resume to: Metropolitan Eye Care, Attn: Alice,
810-540-1043

RECEPTIONIST/SECRETARY
FULL time. Motivated, well organized with Excel experience. Advancement opportunity. Great benefits. Call (810) 968-0080 or fax resume to: (810) 588-5572, 1025 Troy Ct., Troy MI 48083.

RECEPTIONIST / SECRETARY
- Microsoft Word and Excel
- Strong telephone etiquette
- Strong organizational skills
- Strong organizational skills
- Someone who is outgoing and enthusiastic

If you are interested, please send resume to: resume to Bjorkman c/o Carl Renea at: 810-644-4494 or mail to: Bjorkman, 2300 Holy Rd., Grand Blanc, MI. 48439

RECEPTIONISTS
Good phone skills. We great customer service and computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 453-1166

RECEPTIONIST/TYPIST
Family Practice Medical Group is looking for a Receptionist for our 8 physician agency. Duties include: phone answering, processing of certificates and general office work.
Call Dev,
(810) 455-7300

RECEPTIONIST
Warren Dodge Chrysler Jeep from regular business to the medical field. Great pay, great benefits. Take your skills to Warren Dodge! & ask for Ann
810-476-1166

RECEPTIONIST
WANTED for Southfield office. Full time. Some word processing skills required.
(313) 961-6451

RECRUITER/PERSONNEL SUPERVISOR
Fulltime position available with corporate roles. Must office, 17 year old, locally owned staffing service is adding to staff to keep pace with phenomenal growth. Will be a hands-on team player and a fast paced decision maker with excellent customer skills. Ideal candidate will have Associate's Degree. Experience in temporary, technical or permanent placement. Excellent salary agreement preferred. Excellent salary, commissions, benefits. Be rewarded and appreciated.
HR Manager, PO Box 1531
Birmingham, MI 48012-1531

REDFORD DISTRIBUTOR needs General Clerical office support person Sales and Marketing support departments.
(313) 336-1200

SALES ADMINISTRATOR
For Plymouth area office. Part time, well preferred.
(810) 455-5577

Sales/ Marketing

ACCOUNT EXECUTIVE
Entertainment Publications, Inc., a leading Southfield based company is the leading publisher of discount programs and promotions in North America. We are looking for an Account Executive with a minimum of two years sales experience, excellent skills and a track record of excellence and entrepreneurship. Fund-raising experience a plus. We offer an excellent salary, commission and benefits package, including advancement potential and the challenge of involvement in a fast-paced, successful company. Please send resume including salary history to: Attn: Bob Bennett, Sr. EPI-Series/ Sales Office, Department 1, 5125 Butterfield Road, Troy, MI 48084. EOE

SALES SECRETARY
Responsibilities include typing of all quotes, maintaining customer, timeline, scheduling, and any duties required to assist our sales department. Salary commensurate. Must know Microsoft Excel 4.0 and Word 6.0 preferred. Must be dependable. Send resume to: Box 1879
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150

SALES SUPPORT electronics distributor needs inside support administrator to service customers & suppliers & perform related clerical duties. Must have computer experience. Salary w/benefits. Send resume to: Mr. Bob Kaminski, 28058 Oakland Oaks Ct., Wixom, MI 48393

SEASONAL ADMINISTRATIVE ASSISTANT
Large apartment community in Southfield seeks a highly motivated person who is detail-oriented for busy office during peak season. Ideal candidate will have a minimum of ten years general administrative experience in a marketing environment and will support marketing staff with purchasing, sales orders, scheduling/follow-up and maintaining a customer data base. Must possess excellent word and written communication skills, including on going customer contact.

If you have the skills and desire to join a growing industry leader that still maintains a small company feel please send your resume to Box #1883
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Excellent wage and fringe benefits

SECRETARIAL SUPPORT - full/part time, W.P. 6.0, Microsoft helpful, minimum 55 wpm, expansion position. Work well with public. Fax resume to: Novi Secretarial Service, 810-471-3854

SECRETARY
Small Southfield tax & business law firm seeks experienced secretary proficient in MS Word. Will train Timeslips. Salary commensurate with experience. Call (810) 353-5432

SECRETARY/ACCOUNTANT
PART-TIME, Solomon Accounting Software Package. Resume:
14707 Keel, Plymouth, MI 48170

SECRETARY/BOOKKEEPER
GOOD phone skills. Computer knowledge and basic accounting background. Benefits package. Salary requirements to: Select One Restaurant, 29 Telegraph Rd., Redford, MI 48239

SECRETARY/ CUSTOMER SERVICE - FULL-TIME
Fantastic front desk opportunity for individual interested in Sales Support. We are looking for a working directly with the office and Sales Staff for an International Advertising Company with a LOCAL office at the Galleria/ Orchards in Southfield, MI.

Candidate will have a good telephone manner along with excellent communication skills with aptitude for follow up. Detailed oriented. Call:

CALL PAULA (800) 935-0089

SECRETARY/DATA ENTRY
Part time. For small manufacturing business in Plymouth area. Must have full range secretarial skills using Windows, 3.1, Microsoft Word, Lotus 1,2,3, 3- + yrs experience preferred. Medical dental plans. (810) 449 3244

SECRETARY - Experienced. Part-time, 16-20 hrs. per week, for one person Birmingham law office. Microsoft Word.
(810) 642-1181

502 Help Wanted-Office Clerical

SECRETARY
For a personal contractor. Knowledgeable in Word & Excel. Type 60-80. WPM/mined excellent organization & phone skills. Send resume to: Box 1270, Rickett Rd. Brighton, MI 48116, or FAX: 810 227-7088

SECRETARY
For national property management firm. Computer literacy is a must. Front desk position requires strong computer skills, excellent skills, Resume with salary history to: Personnel, 25200 Greenfield, Suite 326, Oak Park, MI 48237 or fax to: 810-967-0602

SECRETARY - mature, responsible, good representational skills, efficient in Windows & WordPerfect. Miscellaneous office duties. Send/fax resume with salary requirements to: 31801 Schoolcraft Rd., Livonia, MI 48150
Fax 313 522-5022

SECRETARY NEEDED
Professional Office in Southfield seeking highly motivated Secretary/Receptionist. Must have phone back-up and general office duties. Send resume to: PO Box 70, Southfield, MI 48037.

SECRETARY/OFFICE MANAGER
Small privately held company in Birmingham area seeking individual with well-motivated professional for work in a non-smoking environment. Individual must possess strong communication skills, knowledgeable in computer skills (Lotus 1-2-3, Approach, MS Project). Excellent pay & benefits package. Fax resume to: 810-433-3266

SECRETARY/OFFICE MANAGER
Telephone, typing & computer skills required. Small Office - Manufacturer's Sales Rep.
810-552-4650

SECRETARY - PART TIME
Must have excellent WordProcessing and telephone skills. Accounting background helpful. Call Frankel Financial Investments, 810-262-8810

SECRETARY
Part time position in South Arbor. Must possess high school diploma or equivalent, be 18 years of age or older, have knowledge of basic computer, sample books/keeping, filing and phone skills. Good organizational skills. $7-8 per hour. Please FAX resume to: 810-971-5290 or call Mon.-Fri., 9am-4pm. 810-471-4550

SECRETARY/RECEPTIONIST
part time, good speaking voice, command of the English language. Excellent to attorney
810-354-0030

SECRETARY/RECEPTIONIST
Part time, for a growing progressive company on 10 Mile near I-96. Flexible 20 to 30 hours/week. Requires MS Word, light bookkeeping, strong English skills & pleasant appearance. Ideal for someone, polite, accurate person who enjoys a clean, fast-paced, high tech office. Fax to: Box #1654
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY - Small manufacturers rep firm in Southfield seeking Secretary. Phone skills, computer literacy & excellent grammar skills required