502 Help Wanted-Office Clerical

LEGAL OFFICE MANAGER
Prestigious Farmington Hills law firm seeks bright, energetic person with minimum 2 yrs experience to manage small office. Fax resume to: (810) 855-3788

LEGAL SECRETARIES
Temporary and permanent positions available on the Detroit, Southfield and Troy areas for experienced candidates with proficiency in Word Perfect 5.1 DOS and or Word Perfect 6.0 for Windows. Call Legal Transcription Experience plus. Call today for an appointment!

SNELLING PERSONNEL SERVICES
LIVONIA 313 266 8400
SOUTHFIELD 810 352-7500
AUBURN HILLS 810 373-7500
TAYLOR 313 294 0177

LEGAL SECRETARY
Downtown Detroit law firm seeks full-time legal secretary for a small partner. Will consider applicants who have at least one year with litigation experience. Must have strong organizational skills, excellent typing skills and be detail oriented. Send resume to: Human Resources-LSGD, P.O. Box 43358, Detroit, MI 48243 or call (313) 965-7403

LEGAL SECRETARY
Experienced litigation secretary needed for defense firm. Send resume to: Mark Jolly, 26555 Evergreen, Suite 680, 48237. Or Fax to: (810)548-1840

LEGAL SECRETARY
Fun busy Troy law office. 2-3 years corporate experience preferred. Word Perfect. Send resume to: Secretarial Committee, 2301 W. Big Beaver Rd., Suite 200, Troy, MI 48084

LEGAL SECRETARY
Full time, Bloomfield Hills office. Word Perfect. Send resume to: Emlan, Teicher, Rider, Zucker & Freedman, 100 Galleria Officentre, Suite 333, Southfield, MI 48034 Attn: Mary Ann Fax (810) 827-4001

LEGAL SECRETARY for Troy law firm. Experienced in civil litigation required. Word for Windows. Salary commensurate with experience. Fax resume to: Attn: Office Manager, 647 E. Big Beaver, Ste 101, Troy, MI 48083

LEGAL SECRETARY
Full or part time, busy Tax Hours. Mature candidate. Tax Preparer Software knowledge. Substantial salary & fringes. Confidential. (810) 557-2500

LEGAL SECRETARY
Full or Part-time area Legal experience necessary. Need to know Word Perfect. Must be self motivated, detail oriented and be well organized.
Call Judy, (810) 645-1700

LEGAL SECRETARY
For defense firm. Must be experienced in Workers Comp. Knowledge of Word Perfect 6.1 for Windows helpful. Excellent benefits. Fax resume to: (810) 932-1930
30201 Orchard Lake Rd. #220
Farmington Hills, MI 48334

LEGAL SECRETARY
Full time (3 days a week) for Bloomfield Hills law firm. Must have experience in estate planning and probate litigation. Experience with WP 5.1 for Windows required. Pleasant working atmosphere. Please contact Holly or Diane at (810) 642-7520 or Fax resume to (810) 646-7224

LEGAL SECRETARY
Southfield location. Challenging career opportunity for a motivated with corporate experience. Must have Word Perfect and Word Processing skills. Good benefits, conditions. Salary commensurate with experience. Please send resume to: Co. Administrator, Fax (810) 646-2120
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY
Small Oakland County law firm. Competitive salary. Send resume to Robert E. Taub, P.C., 45630 Grand River, Suite #202, Novi, MI 48374

Legal Secretary
Southfield law firm seeks full time experienced secretary with Word Perfect skills. We offer:
- Competitive Salary
- Medical Insurance
- Life and Disability Insurance
- Pension Plan
- 1 Week Paid Vacation After 6 Months

Send resume + salary history to
Box 1453
26200 American Dr., Suite 305
Southfield, MI 48034

LEGAL SECRETARY
Troy law firm seeks full time experienced litigation 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 Staff Counsel Office of CNA is seeking an experienced Legal Secretary to work in the area of litigation.
successful candidate will possess a proficient typing/word processing ability as well as outstanding organizational and interpersonal skills. Duties and procedures. Familiarity with Microsoft Word preferred.
CNA offers a competitive salary/benefits package in a professionally encouraging environment. Qualified candidates respond directly to: Law Office of Paula J. Martin, 2001 Bryan Marie Wronger, 2000 Town Center, Suite 600, Southfield, MI 48075. No phone calls please. An equal opportunity employer, committed to a diverse work culture.

LEGAL TYPIST
for law office.
30-40 hours per week.
Please call (810) 559-3330

502 Help Wanted-Office Clerical

LEGAL SECRETARY
wanted for Bloomfield Hills Medical Malpractice. Personal injury. Products liability defense litigation firm. Must be experienced, able to take direction, be willing to work as part of a cohesive team and able to work independently in an extremely busy and fast paced office. Send resume to Donna Foster, 3883 Telegraph Rd. Ste 101, Bloomfield Hills, MI 48302. No phone calls please

LEGAL SECRETARY
With 1 to 2 years defense litigation experience needed for Troy law firm. Non smoking, pleasant atmosphere, good benefits, salary commensurate with ability & experience. Contact Office Manager (810) 816-8280

LEGAL SECRETARY
Wanted for laid back but thriving Bingham Farms law office. Full and part time secretaries. Litigation experience necessary. Fax resume to: (810) 642-4200

LEGAL SECRETARY
3 attorney downtown firm seeks legal secretary. 3 yrs law office experience, experienced on WordPerfect 5.1 Windows 6.1. Send resume to: Sally Nightingale, 3610 Cadillac Tower, Detroit, MI 48226

LEGAL TYPIST
30-40 hours per week
Please call
(810) 559-3330

LOOKING FOR A CHALLENGE?
Manpower Automotive Division has short & long term contract openings in Southern Oakland County.
- ADMINISTRATIVE ASSISTANTS
- OFFICE CLERKS
- DATA ENTRY OPERATORS

Please master resumes to Rayana
6. PARKLANE BLVD. STE 120
DEARBORN, MI 48126
FAX # 313-271-8431
CALL 1-800-FORD-AID

MADONNA UNIVERSITY
invites applications for a full-time position as Coordinator of the Graduate Program in Learning Disabilities. Required qualifications include
- An earned Doctorate in Special Education
- Experience in regular and special education teaching experience in K-12 schools including a valid teaching certificate
- Teaching and administrative experiences in higher education
- Higher Education Program Coordination experience desirable

Contact
Dr. Robert O. Kimball
Chairperson Education Dept.
Madonna University
36600 Schoolcraft Rd
Livonia, MI 48150

MAIL CLERK / GENERAL OFFICE
Full-time position. Basic computer keyboard skills phone/copying. Full knowledge of general office procedures. Non-smoking. Non-profit social office. Send introduction letter with resume and salary requirements to:
Box #1453
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HANDS ON Management position. Strong office skills & Bookkeeping experience a plus. Must be computer literate & customer service oriented. Weekends & evenings required. Send resume & salary history to:
Box #1507
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MARKETING ASSISTANT
Just top organization and put your talents to customer relations work to work. Duties include using the computer and word processing promos and certainly to assist with brochures.

Diversified Recruiters
810-344-0700 Fax 810-344-0704

MEDICAL ASSISTANT/RECEPTIONIST needed for OB/GYN office. Part time. Call for more information. (810) 477-4440

MORTGAGE COMPANY, Southfield, seeks full time clerical position. Responsibilities include: Post closing & receiving. Clerical experience a plus. Please fax resume to 810-352-6870

OFFICE ASSISTANT
Busy public relations office looking for a friendly, outgoing, reliable person with general office skills. Full time position. Southfield. Duties: answering phones, filing, invoicing, records. Salary based on experience. Fax resume to: CBB Scene Inc. at (810) 557-7114

OFFICE ASSISTANT/RECEPTIONIST
Needed for a growing civil environmental engineering firm for general office duties and some public contact. Call Rich Scramstad at: (313) 421-6860

OFFICE ASSISTANT
Growing firm needs person to handle front desk, 6 line phones, and all the general tasks of a busy office. Good team player with willingness to get the job done whatever it takes. Offering excellent pay and benefits package. Fax letter and resume to Fax: 810-354-3070

REM ASSOCIATES, INC.
21637 Melrose Ave
Southfield, MI 48075

OFFICE CLERK
Wholesale company in Southfield seeking clerical person to assist sales department. Full time. Mon-Fri. Responsibilities include computer entry, phone, filing. Send letter or resume to: Sales Department, P.O. Box 5137, Southfield, MI 48086

OFFICE HELPER
Auto body experience preferred. Start $9.50 hr. + benefits. Mr. Jones 313-455-5568

OFFICE HELP
Five Store Retail chain needs an experienced individual to work in the bookkeeping area 60% Bookkeeping/Accounting functions. 40% inventory control. Full time 40 hours 401k plan, health insurance. Send resume

R.C. Sales Inc
Attn: ROS
36534 Plymouth Rd.
Livonia, MI 48150

OFFICE HELP
With varied duties. Full time, mature, dependable person
(313) 525-0000

OFFICE MANAGER/ACCOUNTS RECEIVABLE
Full time position with responsibilities distributed equally between the areas of accounts receivable & office manager. These duties will include: cash receipt postings, accounts receivable monitoring & collection calling, cell phone & beeper distribution & management, cleaning, etc. This person will work directly with members of our senior management team. All resumes/letters of interest should be forwarded to Dr. Rob Roy at Sequoia Diversified Products, 2660 Auburn Rd., Suite 700, Auburn Hills, MI 48326, or call 810 299-4220, ext. 271

OFFICE MANAGER/ASSISTANT
For small construction company. Job scheduling, AP/AR, typing, etc. Fax resume to: DeWold Concrete, Kanwell.
(810) 684-5331

OFFICE MANAGER/BOOKKEEPER
Full time, Growing construction company seeks full-charge Office Manager/Bookkeeper to manage accounting functions, including AR and AP and GL. Successful candidate will have strong organizational, math, and analytical skills. Fax or mail resume salary requirements to:
Box #1449
Bridgman Construction Inc.
31151 Meyers Dr.
Oak Park, MI 48237

OFFICE MANAGER
Established manufacturers rep in Plymouth is seeking an individual to take charge of our office. Must be well organized & have good phone skills. Duties include: Word processing, order entry & follow up. Please send resume to: 538 N. Mill Street, Plymouth, MI 48170

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

502 Help Wanted-Office Clerical

OFFICE MANAGER
MARKETING ADMINISTRATOR
for growth oriented, established property management company. Diverse position involving office management, personnel management, other administrative & marketing duties. Multi-faceted real estate related experience required
Send resume to:
100 Galleria Officentre, Suite #400,
Southfield, MI 48034

OFFICE MANAGER
Needed for assisted living facility in Non Full time Experience helpful or will train the right person. Call Lorraine (810) 669-5330

OFFICE POSITION
Immediate opening for energetic self-starter with great attitude. Small manufacturer. Variety of duties. Some computer work. Must have strong sense of humor. Call Ms. Kaye, 2921 Industrial Row, Troy, MI 48084

OPERATORS
Rapidly growing Telecommunications Company looking for full or part time operators. Must be friendly, courteous and very reliable. Willing to work around your schedule. $6.50 hour to start. Full benefits if you are a full-time employee. Please send resume to: M.C.I., 28202 Franklin Rd. Southfield, MI 48034 or Fax to 810-354-8422 Attn: Mary

PART TIME DATA ENTRY/CLERICAL
Livonia based company has several part time positions available. Job responsibilities: data entry, filing, light phone. Ideal position for a lovely person and requires 10 000 keystrokes. Hours are flexible, 20-25 hours per week. Interested individuals should submit resume or apply in person to:
McKESSON PHARMACY SYSTEMS
30681 Schoolcraft
Livonia, MI 48150
Or fax to: 313-523-9580
ATTN: HR
EOE M/F/V/D

PART-TIME LIGHT secretarial and billing clerk for small off group of physicians in a practice in Birmingham. Employee will also need to be familiar with Word Perfect and dependable, as well as other insurances. 12-14 hrs/wk. Call 810-647-2737

PART TIME
SEABURY & SMITH
(a Marsh & McLennan Co.) located in DEARBORN has a part time opportunity in our expanding operation

RECEPTIONIST/ TYPIST
The individual will work Mon-Fri 8:30am-12:30pm, performing receptionist, clerical and typing duties. Good typing skills necessary.
Call (810) 471-9510
Fax (313) 271-9514 w resume including salary history
or send resume to
SEABURY & SMITH
4 Parklane Blvd., Suite 414
Dearborn, MI 48126
Equal Opportunity Employer M/F

PATIENT REGISTRATION
Providence has a rapidly growing ambulatory surgery center. Positions are available in
- Bloomfield Hills
- Novi
- Livonia
- Southfield
- W. Bloomfield

Ideal candidate will have one year registrar experience at a Healthcare facility or medical billing experience.
For additional information and instructions on how to apply please call our Job Opportunity Hotline at:
810-424-3171
(press 3, then 1)
PROVIDENCE
Hospital and Medical Centers
An Equal Opportunity Employer

PAYROLL/ACCOUNTING CLERK
Full time position for growing child/family care agency. Accounting experience required, payroll experience preferred. Competitive wages and benefits package. Call Pat at: 313-728-3400, ext. 22 EOE

PAYROLL CLERK
Farmington Hills CPA firm seeking an experienced Payroll Clerk. Responsibilities include payroll processing, data processing, and some bookkeeping. Full time with benefits. Send resume to: Mr. Dolar, 32871 Middlebelt Road #200, Farmington Hills, MI 48334. Attn: Kim K.
or FAX to (810) 855-6402

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

PAYROLL SPECIALIST
- Southfield payroll service seeks reliable individuals with good math & customer service skills to work in a fast paced environment. Send resume with salary requirements to: Pay Systems, 16000 W. 9 Mile, #300, Southfield, MI 48075

PENSION PLAN ADMINISTRATOR
Large Southfield EPA and Consulting firm seeks an administrator/recordkeeper for its pension plan practice. Ideal candidate will have university strong accounting, communication and organizational skills. Bachelor's Degree in related field preferred, as well as 1-3 years experience in pension plan or third party administration. Competitive salary and benefits. Please send resume and salary requirements to: Ms. Cameron,
P.O. Box 531
Southfield, MI 48037
or fax 810-352-0018
An Equal Opportunity Employer

PERSON TO Greet Clients in Birmingham Hair Salon and operate cash register. Enjoy working with all types of people. Tuesday through Saturday available, full and part time. Ladies only, person to 667 E. Maple between Hunter & Adams on the Northside of the street.

PROPERTY MANAGER
for 112 unit complex in Hazel Park. Experience required. Sycamore Apartments,
1461 E. Woodward Hwy.
Suite B-18, Hazel Park, MI 48030

RECEPTIONIST/ADMINISTRATIVE ASSISTANT - full time. Must know Microsoft Word, Excel, have at least 40wpm. Retail sales experience & value. Send resumes to: RJA Position, 25179 Dequindre, Madison Heights, MI 48071

Receptionist
Are You The Missing Member of Our Staff?
As our Service Coordinator/Receptionist, you'll be the main link to success in our busy office. We are seeking an upbeat, flexible person with pleasant phone voice who is multiple task oriented & has outstanding communication skills. Computer experience is a plus. Salary dependent on experience & qualifications. We offer full benefits & fully paid training. We have openings at our D.O.C. OPTICS in Royal Oak, Oakland Mall, Somerset Mall, and Tel-Twelve Mall. Please visit any of our D.O.C. OPTICS or call Jeanette at:
(810) 354-7100, ext. 435

RECEPTIONIST
BUSY downtown Ann Arbor salon, needs Receptionist. Tues. - Thurs. Evenings, Fri., Sat., 8-5. Apply in person or call Mimi, (313) 665-1583

RECEPTIONIST/CLERK
Sears Heating Ad Dept., Livonia. Must have some computer and typing skills. Must also be outgoing and have good people skills and organizational skills. Excellent wage and benefits package. Call Fred Kowal, (810) 471-5909

502 Help Wanted-Office Clerical

AMERICAN YAZAKI Corporation, a leading automotive supplier of Electrical Distribution Systems (EDS) and their component parts, is a rapidly growing Engineering, Sales and Distribution firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We have the following immediate opening

TESTING ASSISTANT
Responsibilities include phone usage, vendor contact, order entry, other visual departments and other miscellaneous duties as required. Computer knowledge (Microsoft Word and Excel) is helpful. Applicants must have 1-2 years of college and at least one year of clerical experience, preferably in a technical environment. Documentation control experience is helpful. This is an hourly position.

We offer a competitive salary and benefits package including tuition reimbursement and bonus. Please submit your resume and cover letter listing your salary requirements for the position for which you are applying and are looking forward. If you enjoy the challenge of being on the leading edge, then apply to become a part of American Yazaki Corporation. It's a fast paced, exciting industry leader

AMERICAN YAZAKI CORPORATION
Employment Center
ATTN: HR/OJSE
6600 Haggerty Road
Canton, MI 48187
M/F/D/V EOE

RECEPTIONIST/CASHIER
FARMINGTON Hills Chrysler Plymouth Dealership has immediate openings for a full or part-time Receptionist/Cashier with the following responsibilities: data entry, living light phone. Good positive attitude, good errors and requires 10 000 keystrokes. Hours are flexible, 20-25 hours per week. Interested individuals should submit resume or apply in person to:
McKESSON PHARMACY SYSTEMS
30681 Schoolcraft
Livonia, MI 48150
Or fax to: 313-523-9580
ATTN: HR
EOE M/F/V/D

PART-TIME LIGHT secretarial and billing clerk for small off group of physicians in a practice in Birmingham. Employee will also need to be familiar with Word Perfect and dependable, as well as other insurances. 12-14 hrs/wk. Call 810-647-2737

RECEPTIONIST/FILE CLERK
Needed for busy law firm. Full time, $7 per hr. Send resume to: Office Manager, 25900 Greenfield, Suite 330, Southfield, MI 48076

RECEPTIONIST
Bookkeeping, typing, answer phones, greet clients, typing and filing. Send resume to
Sam Sweet & Company
36701 7 Mile Rd., Ste. 245
Livonia, MI 48152

RECEPTIONIST
FOR Real Estate Dev. Co. in South. field. Multi-line phone experience necessary. Knowledge of variety people contact. WordPerfect & Excel. $10/hr. + Calls/Fax resume to: Gordon Stout, 810 932-1214. Fax 810 932-1214. Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

RECEPTIONIST - SECRETARY
Busy health company is seeking an energetic, self starter to answer our phones and assist with clerical support. Ideal candidate must have 2 years office experience and strong computer skills in MS Word and EXCEL. Please call Pat D. at 800-501-2438 or send resume to:
Secretary - Receptionist
Health Care INNOVATIONS
9402 Marthy Road
Brighton, MI 48116
FAX: 810-227-0810

RECEPTIONIST
Southfield insurance defense firm have talent for handling people, have strong organizational skills & knowledge of word processing. Competitive salary. Non-smoker. Resume to:
Box #1455
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

RECEPTIONIST
Suburban accounting firm is looking for a professional receptionist to handle phones, computer processing, filing, etc. Looking for a team player, flexible and outgoing - dependability a must. Hours 8:00 am. - 5:30 p.m. Must have at least 2 years receptionist experience. Salary commensurate with experience. Benefits offered. Please send resume to Catherine, 27777 Inkster Rd., Suite 1200, Southfield, MI 48034
No phone calls please!

Receptionists
Urgent need for clerical support staff
Qualified candidates must have knowledge of PC/Windows environment, word processing, spreadsheets, and graphics
- 5am top pay
- Long-term and Temp-to-full time opportunities
- Top companies in Livonia and Plymouth
- Additional Software training available

Interested candidates should FAX resumes to:
KELLY SERVICES
Attention: Christa
1-313-496-1696
EOE

RECEPTIONIST
Use your skills and move into management. $200-300/week.
Call Monica: (313)455-0186

RECRUITER (Clerical)
Agency or sales background preferred. Responsible for recruiting temporary workers on assignments. $8-$10/hr. Benefits. Apply:
ARBOR TEMPS 459-1166

SALES ASSISTANT
Brokerage firm in Downtown Birmingham has an opening for a Sales Assistant with experience in the brokerage industry. Please fax resume to: Attn: Carol, 373 S. Woodward, Birmingham, MI 48009
An Equal Opportunity Employer

SALES SECRETARY
High quality window company has immediate openings for organized, detail oriented, self starter. Ability to work with homeowners, contractors & architects. Duties include clerical, customer service, order entry, sales & product demonstrations. Prior sales experience helpful. Excellent salary commensurate w/experience. Send resume to:
Pella Window & Door Company
Attn: H
2000 Brownell Rd.
West Bloomfield, MI 48322
EOE

SECOND SHIFT CUSTOMER SERVICE
2pm-11pm or 12pm-8pm
$7.00-$8.50 per hr.
ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
Livonia based automotive supplier has immediate openings for an administrative assistant to provide administrative support to the Sales & Marketing Services. The selected candidate will have a minimum of ten years general secretarial experience in a manufacturing environment and will support marketing staff with purchases/sales orders, quoting/follow-up and maintaining a customer data base. Must have excellent verbal and written communication skills, including on going customer contact.

If you have the skills and desire to join a growing industry leader that will operate as a family environment, send your resume to Box #1492
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Excellent wage and fringe benefits

502 Help Wanted-Office Clerical

SECRETARIAL
Energetic Secretary with 2-3 years experience needed to support executives in the Farmington to Novi area. Responsibilities include typing, filing, mail distribution, scheduling travel arrangements and other clerical functions as assigned. Candidate must possess effective communication skills and proficiency in Microsoft Word and Excel. Powerful work environment offers benefits including medical, dental and 401k Savings Plan.

For immediate consideration please send resume and cover letter indicating salary requirements to:
VILLAGE GREEN COMPANIES
30833 Northwestern Hwy.
Farmington Hills, MI. 48334
Attn: F. Charette
Village Green
An Equal Opportunity Employer

SECRETARIAL
Livonia
National Home Improvement Company seeks professional individual with excellent typing & clerical skills. Responsibilities will include assisting our customer service representative with the processing of incoming contracts, receiving & filing, answering phones, processing employee bills, transposing recall information, and other general office duties. Must have excellent attitude & work ethic. Major medical, dental, vision, 401K and vacation.

Qualified candidates please contact Linda weekdays, 12-4pm at
(313) 953-1360

SECRETARIAL POSITION - Real estate/property management experience required, salary based on qualifications. Benefits. (810) 737-0743

Position full time. Good pay. Must have office experience, typing, filing and accounting. Apply in person at Brian Electrical, 37400 West 7 Mile, Livonia.

SECRETARIAL SUPPORT - full/part time. WP 6.0 Microsoft Word 95. Work well with public. Send resume to: Noel Secretarial Services, 24100 Michigan Ave., Dearborn, MI 48125. Fax 810-471-3634

Secretaries
Dynamic, fast paced Livonia business is looking for detail oriented, personable entry level secretaries to join its staff. Successful candidate will possess excellent communication and organizational skills, Microsoft Word and Excel skills required.
Send resume and salary history/requirements to:
Roush Industries
11918 Market St.
Livonia, MI 48150
Fax 313-591-4033
EOE

SECRETARIES PERMANENT POSITIONS
$22-$24,000
All fees paid. Immediate openings. You will have numerous positions all centrally located. Learn and enhance Word and Excel skills required. Minimum 1 year office experience. Skills: Microsoft WordPerfect, Lotus, MS Word, or Excel. Call: 810-399-3450 or FAX your resume to 810-399-3539.
Snelling Personnel Services

SECRETARY/BOOKKEEPER
Needed for real estate/developer in Farmington Hills. Requires WordPerfect, Lotus 1-2-3 and bookkeeping. Send resume and salary history to: Box #1448, 36251 Schoolcraft, Farmington Hills, MI 48150
(313) 953-2009

SECRETARY FOR busy construction office, full time. Computer & accounting experience necessary. Send resume to: American Drywall, 38281 Schoolcraft, Suite K, Livonia, MI 48150

SECRETARY
FOR computer parts distributor, Grand River and Middlebelt area. Hours 9AM-3:30PM. Monday - Thursday. Please call between 9:00 - 9:30AM.
(810) 477-5250

SECRETARY
for John Carroll University, Modeling and Career Center, full/part time. Starting Heights & Plymouth. Hrs. 1 pm to 6 pm. Must have access to Southeast Michigan.
Send resume to: Catherine, 27777 Inkster Rd., Suite 1200, Southfield, MI 48034
No phone calls please!

SECRETARY
For management company. Great opportunity for right person. Farmington Hills. 810-474-9500

SECRETARY
Full time position for an experienced, organized individual. Must be professional, self starter, detail oriented and able. This individual will be working directly for two VP's. Candidate must present themselves well both in person and on the telephone. Experience with data base (Access), sales related work, typing, organizing travel arrangements and other duties as assigned. Salary commensurate with experience. Benefits package available. Send resume and salary requirements to:
Box #1492
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Full time. Bookkeeping experience plus. Light typing/computer. Call for interview.
(810) 626-1277

SECRETARY
IMMEDIATE FULL-TIME
Career opportunity to $30,000/yr at here. We are a fast growing manufacturer's rep. Ideal candidate will be a self starter, organized, and a team player. Must have excellent verbal & written communication skills & phone skills. We offer an excellent salary/bonus package. Qualified applicants should send resume with salary requirements to:
Deutsche Financial Services
P.O. Box 1349
Troy, MI 48099
Attn: Human Resources
NO PHONE CALLS.
NO AGENCIES PLEASE
An Equal Opportunity Employer

SECRETARY
MARKETING CONSULTANTS
Creative and client services department seeking self motivated individuals for immediate openings. Macintosh or Windows. Temp to hire.
Call Susan today
Farmington/Livonia
248-7661 473-2931
Advantage Staffing

SECRETARY
Microsoft Word & Excel. Telephone interviewing skills. Full time. Call resumes to: Craig Engel, at Pearl Beach Sons, P.O. Box 53230, Livonia, MI 48153-2530. EOE

SECRETARY
Needed for fast-paced law office. Good typing skills. Call Ann
For appointment call: 313-591-0740

SECRETARY/OFFICE MANAGER
Non-smoking, Birmingham retail store. Must have computer experience. Salary negotiable. Friendly atmosphere. (810) 644-7311

SECRETARY
OVER 100 YEAR OLD COMPANY with excellent benefits and stable work environment has immediate opening for full-time, self starter with good communication skills & phone etiquette. Applicants must possess basic clerical skills, type 35wpm, be fluent in Word, with MS Word & Windows 95, and have filing & spreadsheet skills. Minimum of 2 yrs experience. Send resume to: Office Manager
P.O. Box 8080
Farmington Hills, MI. 48333

SECRETARY - part time for small professional office. Flexible hours. Strong typing. Some filing & phone and other misc. tasks. MS Office preferred.
(810) 645-5060

SECRETARY
Part time, hours flexible. Birmingham area. Please send resume & salary requirements to: 731 Chestnut Rd., Suite 102, Birmingham, MI 48009. Attn: Sandra Vine

502 Help Wanted-Office Clerical

SECRETARY
Plymouth law firm, 30 hours to full time. Minimum 1 year or equivalent experience, willingness to learn. Word Perfect for Windows, typing 60wpm and dictation. Salary commensurate with experience.
Call Pat at (313) 459-5000
or Fax resume to: (313) 459-5009

SECRETARY POSITION for Troy manufacturing display company. Minimum 3 yrs experience, computer experience, good typing & phone skills required. Send resume and salary requirements to: 1035 Crooks Rd., Troy, MI 48084. Attn: Nancy

SECRETARY/ RECEPTIONIST
Needed for a non-smoking Farmington Hills office. Duties include general office work & word processing. Candidate must be well-versed in written & oral communication skills. Please send resume with salary requirements to: Box 1449, Observer Enterprises, 37450 Enterprise Court, Farmington Hills, MI 48331.
(810) 353-0730

SECRETARY/RECEPTIONIST
General contractor in Rochester is looking for an organized person. Experience with multi-line phone system and computer knowledge of Lotus & WordPerfect. 651-2140 between 9-4.

SECRETARY/RECEPTIONIST
Full time for commercial printer. Requires general office duties (word processing, multi-line phone, data entry). Candidate must be well organized with excellent oral and interpersonal skills. Send resume to: 31575 Glendale, Livonia, MI 48150

SECRETARY/TRANSCRIPTIONIST
For Canton psychiatric clinic, part time, flexible hours. Must have experience. Fax to: 981-8495
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Wanted for 1-man, Bloomfield Hills professional office. Extremely pleasant surroundings. Light typing. Good pay, benefits, telephone & organizational skills required. Knowledge of WordPerfect 6.1 for Windows. Call (810) 258-5070, or send resume to: 2911 Telegraph, Suite 200, Fax to: 1080 Woodward Ave., Bloomfield Hills, MI 48304.

SECRETARY
We are a LOCAL AREA nationally recognized, major manufacturer of very sophisticated, high tech products currently seeking a self-starting individual to support our Marketing/Engineering staff.

Along with at least 3-5 years secretarial experience, prior automotive background preferred, you must possess computer skills including Word-Perfect, Lotus, Microsoft Word, Freelance or Corel Graphics and have excellent customer service/organizational skills.

The interesting and important position offers a competitive salary and excellent benefits. Qualified individuals are invited to forward a resume, including salary history/requirements to:
P.O. Box 71367
Madison Heights, MI.
48071-0367
Equal Opportunity Employer M/F

SECRETARY/WORD PROCESSOR
Fast paced professional law office with pleasant working environment. Responsibilities include: word processing, typing, filing, Word for Windows 6.1, phone answering, filing, typing, transcribing and other miscellaneous tasks. Office hours 9-5:30PM daily, some overtime maybe required. Send resume to: McKenna Associates, Inc., Attn: Business Manager, 32605 W. Twelve Mile Rd., Ste. 165, Farmington Hills, MI 48334
EOE

SENIOR SECRETARY
For partner in Southfield PI law firm. Minimum 5 years experience. Windows/Microsoft Word experience is must. Experience in litigation preferred. Salary commensurate with experience. Send resume to:
24472 Northwestern Hwy., Southfield, MI 48075 Attn. Sherri

Service Coordinator/ Property Manager
Experienced for Southfield residential Property Management company. Computer experience required. Neat and dependable. (810) 352-3030

SNELLING PERSONNEL SERVICES
TRANSLATOR - Administrative position relocating Japanese farmers to the Detroit area.
Pay range: $40,000-$45,000
Call:
313-266-5600 Livonia
810-352-7500 Southfield
810-373-7500 Auburn Hills
313-284-0777 Taylor

SNELLING
PERSONNEL SERVICES

SUPPORT CLERK
Dental Care Network is seeking a Support Clerk to perform clerical activities including data entry, membership, batch incoming claims, copying, scanning, mail and assemble enrollment kits and material requests.

Qualifications include:
- High school grad or GED.
- One year of general office clerical experience.
- Knowledge of CRT and typewriter operation and general office machinery.
- Knowledge of alphanumerical and alpha filing systems.
- Ability to type at 60 net keystrokes per minute with 95% accuracy.

We offer excellent salary and benefits. Please send your resume in confidence to:
HUMAN RESOURCES-JH
P.O. BOX 5043
SOUTHFIELD, MI 48086-5043
Equal Opportunity Employer

SUPPORT CLERK
Deutsche Financial Services, a leader in inventory financing has an entry level opportunity in our Mortgage Branch Support Clerks (3 positions available). Job responsibilities will include: file maintenance, record keeping, typing, preparation and mailing of memos and reports, and answering and routing phone calls. Qualifications for this position are at least one year office experience, good figure aptitude, and typing of 60 WPM. Office skills a plus. We offer an excellent salary/bonus package and benefits package. Qualified applicants should send resume with salary requirements to:
Deutsche Financial Services
P.O. Box 1349
Troy, MI 48099
Attn: Human Resources
NO PHONE CALLS.
NO AGENCIES PLEASE
An Equal Opportunity Employer

SWITCHBOARD CLERICAL
Exciting part-time position, ideal for students and retirees. Mon. & Thurs. from 5-8pm; Tues, Wed & Fri. 3-8pm. Pleasant phone voice. Please apply to: Pat 835-1000, Joe Parisan Chevrolet, 28111 Telegraph, Southfield.

TELEPHONE INTERVIEWER
to work in Farmington Hills law office. Some legal background and computer experience helpful. Non-smoker. Ask for Linda.
(810) 737-8400

TELEPHONE RECEPTIONIST, full time. Busy multi-lines. Must be professional and courteous. Only totally experienced need apply. Non smoking office. Laurel Manor, 313-462-0770

502 Help Wanted-Office Clerical

SWEETHEART OPPORTUNITIES
Lots of great job possibilities with Snelling Personnel Services! Temporary and permanent positions available immediately. Working with our professionally trained staff is easy and a lot of fun. Anything from entry level to executive level positions available.
Call today for an interview!
LIVONIA, 313-266-8600
SOUTHFIELD, 810-352-7500
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

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TELLER/ CUSTOMER SERVICE FULL/PART TIME
Immediate hire opportunities with top Rochester area financial institutions. Also Rochester and Southfield Central locations. Cash handling and customer service experience. To 55 25hr to start, plus benefits and 401k. Call Vicky today -
248-852-7663
Advantage Staffing

TEMPORARY RECEPTIONIST
A Novi based Manufacturer's Representative is looking for a temporary receptionist to relocate to fill in during a pregnancy leave. This is a professional and friendly, non-smoking environment that will require two to three months of coverage. To learn more Please send your resume to:
Greg Rehberg, P.O. Box 3361
Farmington Hills, MI 48333

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

TITLE CLERK/BILLER
Multi-franchise power sports dealership seeks experienced Title Clerk/Biller. Full-time position requiring some overtime. Must be a customer oriented. Call Jenny at (313) 278-5000 ext. 242 or apply at Jerry Rose Power Sports, 24732 Ford Rd. Dearborn Hts.

WORD PROCESSOR/ RECEPTIONIST
Enthusiastic, hard working, self-starter with a pleasing personality to work in our Bloomfield Hills office. Bloomfield Hills. Excellent telephone, speaking, grammar, and math skills required. Word processing experience (MS or WP preferred) with at least 1 solid year of clerical experience. Call Kathy: 810-258-5900

WORD PROCESSORS
Needed immediately! Great opportunities for Word, WordPerfect, Excel or Lotus pros. Intermediate to advanced skills. Call (810) 645-7600 for immediate interview. EOE.

504 Help Wanted-Dental

APPOINTMENT COORDINATOR
Busy Bloomfield Hills dental office seeks enthusiastic, mature, team minded for patient relations. Resume required. (313) 464-1827

ASSISTANT- Full time for progressive dental office in Livonia. Must have enthusiasm, person. Must be high school graduate. 810-478-2110

ASSISTANT
Livonia periodontal office seeking the right individual for 3 days per week and a pleasant professional atmosphere. Experience preferred. Call Carol for an interview. 313-522-7313

ASSISTANT RECEPTIONIST
Neat, mature, open minded, personable, well groomed individual. Need insurance knowledge. Realtors/Dearborn area. 313-977-2968

BUSINESS/FINANCIAL COORDINATOR
Beech Daly and 10 Mile area dental practice seeks professional who enjoys working with patients to set up payment for service and team work. Insurance and computer experience helpful. 40 hrs/wk, week and benefits. Call 810-354-6364

BUSY FARMINGTON HILLS - office seeks experienced medical assistant/receptionist to join our team of professionals. Offer a 3 day weekend and excellent pay for the right applicant. Benefits available. Call Laura at (810) 478-8330.

CHAIRSIDE ORTHODONTIC ASSISTANT
Full time position for bright, energetic, responsible person in progressive orthodontic practice. Dearborn area. Experienced only. Waterford area. Please call: (810) 582-6811

DENTAL APPOINTMENT COORDINATOR: Do you have excellent communication skills, are upbeat, caring and dependable? Do you have experience with scheduling, insurance, and collections, knowledge is preferred. Excellent salary & benefits.
1 Kaufman Plaza
Livonia, MI 48150
(313) 464-7771
W.E. McMinn, D.D.S.

DENTAL ASSISTANT - Experienced Immediate part time position available. Call (313) 532-2223 or Fax (313) 533-9777

DENTAL ASSISTANT
Part time, Mon. Tues. Thurs. Call for details: (810) 643-7530

DENTAL ASSISTANT
One doctor, family practice seeking mature, friendly, experienced team player, full time Mon.-Fri.
(313) 459-5353

DENTAL ASSISTANT
for busy, multiple doctor office in S. Oakland/Wayne