EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL SECRETARY
For practicing 23 attorney firm in Bloomfield Hills. Experienced litigation assistant. Salary commensurate with ability. Send resume and salary requirements to:
Office Manager
300 E. Long Lake Rd.
200
Bloomfield Hills MI 48304

LEGAL SECRETARY,
Highly dedicated and ambitious motivated individual with excellent Word Perfect and organizational skills needed for established Northwest Livonia office. Additional word processing and office skills helpful. Attention to detail required. Looking for confident, ethical person with outstanding attitude who can get things done. No prior legal experience required for person with these skills and attitude. Call (313) 953-0200

LEGAL SECRETARY
Insurance defense attorney seeks Legal Secretary with a minimum of 3 years experience. Excellent organizational & typing skills necessary. Word Perfect 6.0/6.1 knowledge a plus. Legal experience preferred. Fax resume & salary requirements to: Administrator, Fax 810-932-2008 or mail to P.O. Box 2352002, West Bloomfield, MI. 48325-5002.

LEGAL SECRETARY
Immediate opening for commercial real estate secretary. Also position opening for Secretary/Receptionist. Litigation Secretary. Legal experience preferred. Word Perfect (word processing skills-speed (min. 75 wpm) Advance WordPerfect 6.1 a plus. Knowledge of Windows. Excellent pay and benefits for qualified applicant.
EEO Employer. Send resume to:
Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave., Suite 101, Bloomfield Hills, 48304 Fax to 810-645-1568

LEGAL SECRETARY needed part-time for Livonia law firm. Microsoft Word experience. Resume & salary requirements to: Office Manager, 32887 Aster, 10811 Farmington Rd., Livonia, MI. 48150 or FAX 313-261-1114

LEGAL SECRETARY
Part-time, for Royal Oak Law Firm. Experienced Corporate assist. Call John. 435-0338 or fax: 810-268-4990

LEGAL SECRETARY
Plaintiff Personal Injury Experience. Must be knowledgeable in Microsoft Word. 3 years experience. Send resume to: 24477 Northwestern Hwy., Southfield, MI. 48075.

LEGAL SECRETARY /PART-TIME
for sole practitioner. Convenient West Bloomfield location. Mid-day hours, ideal for parent of school children or for student. Will consider person re-entering work force. Proficiency in WP Windows & Dictaphone necessary. Fax resume to: KRM PC, 810-855-5600 or mail to: KRM PC, 6960 Orchard Lake Rd., Suite 315, W. Bloomfield, MI 48322

★ **Legal Secretary**
Part time (3 days/wk.) 2 yrs. experience. Word Perfect 6.0. Solo Southfield PI attorney. Salary negotiable 810-354-5930

LEGAL SECRETARY
Small Southfield law firm seeks EXPERIENCED legal Secretary. Excellent salary, benefits, hours, friendly atmosphere. Call 810-352-4100 or Fax: 810-352-2159

LEGAL SECRETARY
TROY LAW firm seeks highly motivated legal secretary with working knowledge in Microsoft Windows, defense 70 wpm typing, WordPerfect. Dictation equipment. Excellent benefit package, including paid vacation, sick and personal days, life insurance, medical. Salary commensurate with experience. Non-smoking building.
Phone 810-641-1800 or fax 3002 between 9am & 11am to schedule appointment or send resume to Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098. Fax acceptable at 810-641-3848.

LEGAL SECRETARY
The Office of the Chapter 13 Standing Trustee has an immediate opening for a self-directed, highly energetic individual to perform legal work for a position of Legal Secretary. The position requires legal knowledge and background. Must possess a minimum of 3 years legal experience in WP 6.1 and MS Word with the ability to type a minimum of 65 WPM. Minimum of 3 to 5 years of secretarial experience required for this high volume position. Must be self-motivated, interpersonal, verbal and written communication skills.

Competitive salary and excellent benefits including 401K, master medical, dental, optical, prescription, life and disability.

Please send resume and salary requirements to:

Office of the Chapter 13 Standing Trustee
Human Resources Manager
26555 Evergreen Suite 1100
Southfield, MI 48075

LEGAL SECRETARY TRAINEE
Interested in becoming a Legal Secretary? Insurance defense firm seeks secretary willing to be trained in the legal field. Ideal candidate must have excellent spelling, grammar, & math skills, familiar with WordPerfect 6.1/7 Windows & Lotus 1-2-3. Legal experience helpful. Administrator: 810-932-2000 or mail to P.O. Box 253002, West Bloomfield, MI. 48325-5002.

LEGAL SECRETARY
Twelve attorney Southfield Bloomfield plaintiff personal injury firm. 1-3 years experience. Excellent organizational skills, also proficiency in word processing, Word Perfect 6.1 (Windows), 401(k), health care. Send resume to: GGA, 17000 W. 10 Mile Rd., 2nd Floor, Southfield, MI 48075. Fax: (810) 483 3132

LEGAL TYPIST
Full time Southfield litigation defense firm. Excellent typing skills, knowledge of WP 5.1 and legal terminology preferred. Send resume to: Office Manager, 888 W. Big Beaver, #900, Troy, MI 48084.

LEGAL WORD PROCESSOR
Troy patent law firm has immediate opening for part time Word Processor with WordPerfect experience. Send resume to: Fleisner, 3001 W. Big Beaver, Suite 624, Troy, MI 48084 or fax to: 810-649-3338

502 Help Wanted-Office Clerical

LEGAL SUBSTITUTE JUDICIAL SECRETARIES NEEDED
Oakland County Circuit Court has openings for substitute judicial secretaries to work on an on-call basis. Legal secretarial experience and experience with WordPerfect for Windows is required. Must work well under pressure and have excellent grammatical skills. Send resume to: Circuit Court Personnel Office, 1200 N. Telegraph, Department 404, Pontiac, MI. 48341

MANAGER OF OPERATIONS
For executive suite operation. Duties include: interacting with clients & managers, overseeing daily operations of 4 Detroit area locations. Computer knowledge & wordprocessing experience required. Excellent organizational & typing skills necessary. Word-Perfect 6.0/6.1 knowledge a plus. Salary commensurate with ability & experience. Fax resume with salary requirements to: 313-482-1874

MARKETING ASSISTANT
Join growing company and assist executive with promotional materials, marketing activities and clerical functions. Good computer skills and some marketing experience a plus.

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

MEDIA RECEPTIONIST
Opportunity to join the Public Relations Group of this major company. As part of their team, Firm is seeking a professional candidate with excellent interpersonal skills.

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

MEDICAL BILLER
A busy Royal Oak Medical Center seeking experienced Medical Biller with supervisory skills with minimum 5 plus years experience.

RECEPTIONIST
For front desk with 2 years billing experience. Submit resume to:
Box #1808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ADMINISTRATOR
Small Detroit law firm seeks Administrator with experience working with real estate appraisals. Computer experience necessary. Resume salary requirements: 19818 W. 10 Mile, #201, Southfield, MI 48075

OFFICE ASSISTANT/ RECEPTIONIST
Full time. Excellent communication skills imperative. Send resume to: SGS, Inc., 7522 Baron Dr., Canton, MI 48187.

OFFICE ASSISTANT- computer, telephone, typing, sales, filing, full time, good benefits. Please send resume or apply at Westhaven Manor Retirement Community, 34801 Elmwood, Westland, MI 48185. EOE

OFFICE ASSISTANT
Position available for cheerful, organized, people person with established growing company. Duties include phone answering, receptionist, order taking, estimating and invoicing.
Apply in person:
Worthy Crab Inc.
26300 W. Eight Mile Rd.
Southfield
East of Inkster Rd.

OFFICE ASSISTANT - Full Time Growing company in Troy accepting resumes for an entry level position. Duties consist of detail oriented, friendly individual that can handle multiple tasks at one time. Excellent phone and general office skills are required. Must also be good at working with numbers. Competitive pay and excellent benefits in a creative non-smoking office. Resumes to:
Box #1813
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE CLERICAL
PART-TIME
Well established, Bingham Farms-based Regional Lender seeks part-time workers for entry level position. Flexible hours from 8:00am. to 5:30pm. Monday thru Friday. Work can be scheduled weekly or on an as needed basis. Duties needed will include: data entry, phone skills, filing, customer service and general office duties are required. Must also be good at working with numbers. Competitive pay and excellent benefits in a creative non-smoking office. Resumes to:
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Box #1813
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE CLERICAL
Southfield firm has opening for energetic person. Full time. Benefits. Apply from 10-6: 21211 Bridge St. or FAX 810 354-5197.

OFFICE HELP wanted, must be computer literate w/ 2 years experience in Windows. Excellent benefits. Pay commensurate w/experience. Apply at 1351 Rickert Rd., Brighton between 8am-4pm or mail resume to P.O. Box 778, Brighton, MI 48116.

OFFICE MANAGER
for a screen printing Co. 1 person office, experienced in Peachtree Accounting. Applicant details, to be very organized & flexible. Send resume, salary history & requirements to: Personnel Manager, 1771 E.W. Maple, Walled Lake, MI 48390

OFFICE MANAGER
For Southwestern law office specializing in personal debt reorganization. Organize & supervise office, phone marketing & paralegals. Salary, and light typing. $25,000 beginning compensation package plus benefits. Can start part time.
Fax resume to: (810) 350-3217

Office Manager
Part- full time for property management firm in Bingham Farms. Good organizational computer skills; opportunity to grow. (810) 594-8065

OFFICE MANAGER/SECRETARY
needed for small Farmington Hills Aquarium Firm. Required skills: word processing, general computer knowledge & desire to learn about new estate. Superior organizational skills a must. Fax resume & salary requirements to: (810) 553-8009

OFFICE MANAGER
Small Office needs full-time Office Manager. Computer experience necessary. Resume with salary requirements: 10818 W. 10 Mile, #201, Southfield, MI 48075

502 Help Wanted-Office Clerical

OFFICE PERSON
Full or part time. General office & typing. Livonia area. Send resume to:
Box #1737
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE PERSON
needed with financial & computer experience. Pleasant office atmosphere. (313) 541-8000

OFFICE PROFESSIONAL Wixom general contractors seeks full time professional for highly varied position. Experience with Windows & Word. High energy, excellent people skills with attention to detail. Send resume to: Oliver/Melcher Construction, P.O. Box 930358, Wixom, MI 48393.

OFFICE SERVICES/CLERK
Monday thru Friday, 12-5:15 PM Southfield Law firm. Work includes photo copying, reception and delivery. Must be conscientious, dependable & have reliable transportation. $7.00 hr. Call
(810) 350-2070

OFFICE STAFF - Light clerical, answer phones. Full or part time. Bloomfield area. Call Mr. Bailey at Farmington Hills. 810-477-5454

ORDER CENTRAL
Southfield Office Supply Co. Prefer experience in industry. Customer service oriented. 810-352-6100

ORDER ENTRY CLERK
Computer literate phone line experienced. Benefits. Birmingham area. Fax resume to 810-642-0066 or send to Tide Insurance, 1000 Woodward, Suite 101, Bloomfield Hills, MI 48304. Attn: Kathy

PARALEGAL
SOUTHFIELD Law firm specializing in personal injury has an opening for a paralegal. Must have experience & knowledge in preparation of Pleadings, & Interrogatories. Position is full time with salary and benefits. Please send resume stating salary requirements to: Bernstein & Bernstein, 3000 Town Center, Ste. 1001, Southfield, MI 48075 Attn.: Sharon Lovejace

PART-TIME OFFICE PERSON, light clerical work, answering phone, some bookkeeping, some data entry. Compensation commensurate with experience. Monday-Thursday, hrs 10am-6:30pm, approx. 25 hours per week. Newton Furniture located near 12-Oaks Mall. If interested call Sherry Robinson or Bob at 348-4000

PAYROLL FINANCE OFFICE ASSISTANT
20 hrs. per week duties include tabulating time cards, maintaining employee records, processing accounts payable, and performing misc. finance office duties. Must have basic accounting background, 10-key computer skills, & payroll experience. Send resume to: 29000 11 Mile Rd., Farmington Hills, MI 48336.

PAYROLL/ HUMAN RESOURCES ASSISTANT
Opening involves payroll processing, reporting, and record keeping. Other responsibilities include the "Human" side of the office area. Involve group insurance enrollments general record keeping and ear telephone. Applicant must possess 2 to 3 years payroll experience. Knowledge in human resources processing and spreadsheet experience helpful.
Please direct your resume with salary requirements to:
MUTUAL OF DETROIT INSURANCE COMPANY
Human Resource Dept.
333 Pierpont Rd.
Plymouth, MI 48170

PLYMOUTH BASED Rep Agency looking for full-time inside Sales/Customer Service. Should detail oriented, friendly phone personality & good MS Word skills. Sales and/or secretarial experience a plus. Call Lee 9-5pm, Mon-Fri. at: (313) 454-7520

P.M. RECEPTIONIST (3-7) for downtown Northville realtors office. Call for more details. (810) 349-8200

Positions open for part-time receptionist for real estate office. Looking for energetic person with excellent phone skills. Hours are 9-2 P.M. Mon-Sat. 9-1. Also evening receptionist for Tues. & Wed. 5-9 P.M. Sat. 9-1. Call Betty Clark or Sharon Carlisle at: Century 21 Town & Country

PROGRAM ASSISTANT - Part-time. For community Education. Computer literate. Excellent skills. Bookkeeping required. Assist in management of programs & office duties. Call Cassandra M. Watson at: 810-543-1180

OPERATION ASSISTANT - Full-time. To implement, develop & manage community education programs & perform administrative duties. Experience in Community Ed preferred. Computer proficiency necessary.

Resumes to: Birmingham Community Ed, 2436 W. Lincoln, Suite F103, Birmingham, MI. 48009, Attn. Jene.

PURCHASING OFFICE
Some experience in purchasing or bookkeeping. Degree & PC experience required. Degree or some college. Benefits. Fax resume to
Lois: 313 525-2327,
or call: 313 525-9100

RADIOLOGICAL TRANSCRIPTIONIST - part time, some weekends, experience in radiology transcription. Send resume to: Jeanne Ray Dunn, R.T., at 810-358-4411 between 9am & 4pm.

REAL ESTATE
PERSONAL ASSISTANT
Prefer experience in Real Estate area or will train computer literate. 8:30am-2:30pm(+) days, $7.00/hr + bonuses.
Call (810) 347-7000

EVENING RECEPTIONIST - needed for Farmington Hills real estate office. Hours Mon. - Fri., 5-9pm. Please send resume to Attn: Carolyn, 31100 Northwestern Hwy., Suite 101, Farmington Hills, MI 48334 or fax number to: 810-626-3781.

HEY HOMEMAKERS!
Looking for a great part-time job? Busy real estate office needs receptionist/typist. Pay $5.00/hour plus benefits & bonuses. 13 Mile & Telegraph area. For interview call 810-647-7981 ext. 211

RECEPTIONIST/ADMINISTRATIVE
Computer sales, switchboard experience, automotive, parts, northern suburbs. Personnel Dialing Services, 810-415-6060, fax 810-415-6062

502 Help Wanted-Office Clerical

RECEPTIONIST/ ADMINISTRATION LIVONIA
Dickson Associates has an immediate opening for a receptionist/ administrative support person for our Livonia office. This person will be responsible for managing a multi-line phone system, filing, data entry, and overall office organization. Qualifications include ownership to responsible, good people and phone skills and an ability to handle multiple tasks with an overall desire to succeed. Previous receptionist experience required. Experience with MS Word and Excel a plus. We offer a competitive compensation package and excellent benefits. Please submit your resume and salary requirements in confidence to:
Vice President of Administration
Dickson Associates
3001 W. Big Beaver Rd.
Suite 210
Troy, MI. 48084

RECEPTIONIST
ALL lines insurance agency needs full-time receptionist. Knowledge of Word Perfect WINTAM is a plus. Non-smoking office. Send resume to: Office Manager, PO Box 51017, Livonia, MI 48151.

RECEPTIONIST
ARE you energetic, personable and looking for excellent pay with benefits? Then we need you to answering 4 ringing lines daily, answering phones & greeting clients. Prior telephone & office experience a plus. Call 1 800 642-0489. Ask for Elaine.

RECEPTIONIST
Birmingham law firm seeks receptionist with good computer skills for front desk & data base management. Full time or part-time. Please send resume with cover letter stating full or part-time to: Gifford Kraus, Attn: Administrator, 280 N. Woodward, Suite 400, Birmingham 48009.
Fax 810 647-5210

RECEPTIONIST
BUSY Southfield office.
Full and part time positions available. Excellent pay and benefits.
FAX resume to: (810) 353-2784

RECEPTIONIST
Busy office in Livonia requires enthusiastic, friendly, motivated receptionist who must take charge & enjoys responsibilities. Direct support with various people, as well as a sales environment. Minimum 3 yrs. experience. Excellent oral & written communication skills. Strong word processing & customer support. Competitive salary with bonus & benefits. Please send resume with salary requirements to: P.O. Box 533190, Livonia, MI. 48153-0190 or call: (810) 348-5007

RECEPTIONIST/CLERK
For law office. Benefits - 401K. Please call: (810) 559-3830

RECEPTIONIST/CLERICAL POSITIONS available. Full time with excellent communication & word processing skills. Great benefits package. Apply in person: Home Project One, 30783 Grand River, Farmington Hills (810) 478-7030

RECEPTIONIST/ CUSTOMER SERVICE
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking customer service individuals to meet and greet customers as well as general clerical/telephone duties. A pleasant personality and professional appearance and demeanor are essential. Please send resume or apply in person:
Ethan Allen
275 North Woodward
Birmingham, MI 48009
Phone (810) 642-7825
Fax (810) 540-9776
We Are An Equal Opportunity Affirmative Action Employer
M/F/D/V

RECEPTIONIST
Farmington Hills real estate office has opening in fast paced Closing Dept. for a receptionist/clerical person. Answer phones, file, fax, light typing, enter lead computer. Real estate experience preferred but not necessary. Salary based on exp. appt. between 4:00 & 6:00PM.
MARIE
(810) 855-8130

RECEPTIONIST
Fast paced sales environment looking for enthusiastic team player with excellent telephone skills, and top notch organizational skills. Must be experienced, self-motivated, dependable & capable of interacting effectively. Salary position includes health, dental & 401K plans. Send resume to:
JDA International
39555 Orchard Hill Pl. #180
Novi, MI 48375
Attn: Office Manager
or FAX: 810 380-0111
An Equal Opportunity Employer

RECEPTIONIST/FILE CLERK.
Answer multi-line phones for 3 companies. Office experience required. Hours: 8am-5pm. Send resume to: Law Office of Uller & Spanicka, PC 1577 N. Woodward Suite 210, Bloomfield Hills, MI 48304

RECEPTIONIST
For Rochester Law Office.
Willing to learn.
810-651-4114.

RECEPTIONIST
for fast paced appraisal company. Full time 9:00am - 6:00pm. Pay $5.00/hour plus benefits & bonuses. 13 Mile & Telegraph area. For interview call 810-647-7981 ext. 211

RECEPTIONIST
Full time for Birmingham Pl Law Firm. 1 year experience with strong organizational & WPS.1 skills. Excellent working environment. Call Kim.
(810) 644-4329

502 Help Wanted-Office Clerical

RECEPTIONIST for property management office in Canton/Westland area, applicant must have general office skills, organizational skills & customer relations. Full time position Mon. thru Fri. and every other weekend. Excellent starting salary & benefit package. Please send resume or fax to 313-453-1159.
Box #1830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Full & part-time positions available. Answering phones, light bookkeeping, cars. Birmingham/Southfield area. Jackie or Louise. (810) 647-5320

★RECEPTIONIST★
FULL-TIME, for Birmingham law firm. Legal experience preferred. Please fax resume to: (810) 258-6047

RECEPTIONIST - FULL TIME
Multi-line phone, voice mail system, light clerical, word processing. Must have organizational skills. Possess excellent phone skills. Northern suburbs. Send resumes to Box #1778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Full time position available. Mon-Fri, 11:30am-6:00pm. Well mannered individual who can work with internal supervision. Must have phone etiquette, excellent typing skills and knowledge of Word Perfect. Send resume to: Box #1778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
IMMEDIATE opening, experienced, friendly individual. Benefits/salary commensurate with experience. Contact Tamara at 810-647-4440 or fax to: 810-647-4727

RECEPTIONIST/ SECRETARY PART TIME
Recent Graduate considered helpful & should type 30 wpm accurately. For general receptionist duties, company located in 13 Mile/Orchard Lake Rd. area. Hours/days vary, Mon. thru Fri., 4-6pm and Sat. 8am to noon, but earlier starting times Mon. thru Fri. are acceptable. Hours will be flexible, but must be worked during the summer and around holidays. Please call or fax Edward Rose & Sons 810-539-2255

RECEPTIONISTB - Full & part-time for Canton & Brighton real estate offices. Send resume to: Attn: C. Pickering, 8404 Wayne Rd., Westland, MI. 48185 or call 313-458-4900

RECEPTIONISTS
Good phone skills. Will great customers. Some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1180

RECEPTIONIST: (Some typing), pleasant working conditions in WEST BLOOMFIELD REAL ESTATE OFFICE. Full-time (810)851-5500

RECEPTIONIST
THE World Famous Barbizon Modeling School & Agency is an immediate need of part time evening receptionists. Applicants must have excellent telephone skills, personable attitude & be organized as well as computer literate. For more information call, Ms. Thompson at (810) 855-0060 between 10PM-2PM Mon-Fri.

RECEPTIONIST
VETERINARY CLINIC
Humane Society's full-service veterinary clinic. Spacious clerical and public relations skills required. Germ-free environment. Full time position desired. Starting pay $8.25 per hour. Apply in person at: MHS Clinic, 37255 Ford Road (just east of Newburgh) in Westland.

RECEPTIONIST WANTED for fast paced Dodge dealership. Full time position. Salary based on qualifications and experience. Please call Ken Kim at 313-425-0815 or mail to: 44303 Plymouth Oaks Blvd., Plymouth, MI 48170

RECEPTIONIST
Wanted for ten attorney Troy law firm. Must have emotional phone skills, pleasant manner and pleasing appearance. Typing and computer skills a definite plus. Excellent working conditions. Salary commensurate with ability. Send resume to: Frank, Sellett & Hamon, 6433 Coolidge Drive, Ste. 225, Troy, MI 48098.

RECEPTIONIST
WEEKENDS only, 10am-3pm. Answering phones, light data entry. (313) 422-7110

RELOCATION DEPARTMENT in growing real estate firm is looking for person to assist in the development of new business, provide support and follow-up for agents, and provide an asset management as backup. We require excellent communication skills, knowledge, good phone skills, outgoing personality, computer literate, Real estate and office experience a plus. We offer a fast-paced, but interesting and dynamic environment. Please send resume and salary requirements to: Box #1765
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RENTAL AGENT/GENERAL office, 5day/40 hours/2 days Saturday, must have excellent people skills, typing, phone ability, etc. 810-615-8920

RIGHT ARM NEEDED
For customer service business. Someone with general office experience, good communication skills & some computer knowledge helpful. Full days & benefits. Call Jack:
(313) 722-3600

SALES ADMINISTRATION - for Oakland County company. Support sales staff with quotes, quotes & pricing. Computer skills, Purchasing/customer service background preferred. Excellent benefits. Fax resume to Attn: HR, 817 48-0020

SECRETARIAL PAY /TIME
Secretary needed for dry cleaning office. Approximately 2 days per week. Knowledge of Windows & good phone skills a must. For more information, call Kenny at Sales Executives, Inc.
753 W. Maple, Suite E210
Troy, MI 48084 (810) 362-1900
FAX: (810) 362-0253

502 Help Wanted-Office Clerical

RECEPTIONIST/PART TIME
6PM - 11PM & every other weekend. $4.50/hr.
Apply at Grand Court Pool, 43132 West 9 Mile, Novi
(810) 349-5330

RECEPTIONIST
part-time position available for busy Livonia family practice office. Requirements: evening hours, flexible hours, computer experience a plus. We are willing to train the right person. Please call 313-425-0209

RECEPTIONIST
Personnel Specialists in Southfield has an immediate opening for experienced part-time receptionist who:
- Listens and communicates well
- Is task oriented and goal directed
- Works well with people in a friendly, helpful manner
- Has excellent computer and general office skills
- Shares our vision and position responsibilities
- Likes flexible work schedule

For consideration please send resume to:
Personal Growth Technologies
P.O. Box 487
Royal Oak, MI 48068

RECEPTIONIST/SECRETARY
needed for busy Real Estate office to assist in sales & marketing activities. Please call Patti/Cindia at 313-464-6400

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

RECEPTIONIST/ SECRETARY PART TIME
Recent Graduate considered helpful & should type 30 wpm accurately. For general receptionist duties, company located in 13 Mile/Orchard Lake Rd. area. Hours/days vary, Mon. thru Fri., 4-6pm and Sat. 8am to noon, but earlier starting times Mon. thru Fri. are acceptable. Hours will be flexible, but must be worked during the summer and around holidays. Please call or fax Edward Rose & Sons 810-539-2255

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Good phone skills. Will great customers. Some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1180

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RECEPTIONIST
VETERINARY CLINIC
Humane Society's full-service veterinary clinic. Spacious clerical and public relations skills required. Germ-free environment. Full time position desired. Starting pay $8.25 per hour. Apply in person at: MHS Clinic, 37255 Ford Road (just east of Newburgh) in Westland.

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RECEPTIONIST
Wanted for ten attorney Troy law firm. Must have emotional phone skills, pleasant manner and pleasing appearance. Typing and computer skills a definite plus. Excellent working conditions. Salary commensurate with ability. Send resume to: Frank, Sellett & Hamon, 6433 Coolidge Drive, Ste. 225, Troy, MI 48098.

RECEPTIONIST
WEEKENDS only, 10am-3pm. Answering phones, light data entry. (313) 422-7110

RELOCATION DEPARTMENT in growing real estate firm is looking for person to assist in the development of new business, provide support and follow-up for agents, and provide an asset management as backup. We require excellent communication skills, knowledge, good phone skills, outgoing personality, computer literate, Real estate and office experience a plus. We offer a fast-paced, but interesting and dynamic environment. Please send resume and salary requirements to: Box #1765
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RENTAL AGENT/GENERAL office, 5day/40 hours/2 days Saturday, must have excellent people skills, typing, phone ability, etc. 810-615-8920

RIGHT ARM NEEDED
For customer service business. Someone with general office experience, good communication skills & some computer knowledge helpful. Full days & benefits. Call Jack:
(313) 722-3600

SALES ADMINISTRATION - for Oakland County company. Support sales staff with quotes, quotes & pricing. Computer skills, Purchasing/customer service background preferred. Excellent benefits. Fax resume to Attn: HR, 817 48-0020

SECRETARIAL PAY /TIME
Secretary needed for dry cleaning office. Approximately 2 days per week. Knowledge of Windows & good phone skills a must. For more information, call Kenny at Sales Executives, Inc.
753 W. Maple, Suite E210
Troy, MI 48084 (810) 362-1900
FAX: (810) 362-0253

502 Help Wanted-Office Clerical

SALES ASSISTANT
Machine tool sales & service office seeks reliable, industrious individual to assist in all business activities. Proficiency in Wordperfect or MS Word a must, additional computer knowledge is an advantage. A high level of verbal and written communication skills is essential. Potential for advancement with historically strong and growing company. We offer a competitive salary and benefits package, including health, dental and 401K. Please send resume to:
PARPAS AMERICA CORP
30600 GROUNDBREAK RD
LIVONIA, MI 48150

SECRETARIAL
Position full time. Good benefits and pay. Must have office experience, typing, filing and computers. Apply in person at: Brose Electrical, 37400 West 7 Mile, Livonia.

SECRETARIAL POSITION, part-time, Wood Aircraft is currently taking applications. Hours are from 8am to 3:30pm. The applicants duties will consist of filing, typing, phone relation & some computer skills desired. Applicants must have good phone skills & personality. Wood Aircraft, Aircraft Products, 6401 Cogswell, Romulus, 5106.

SECRETARIES
LOOKING FOR OFFICE PERKS?
Why settle for coach, when we can offer you a first class job opportunity!
- Permanent full time openings
- Prime locations, suburban offices
- Terrific salaries & benefits
- Appreciation bonuses
- Friendly team environments

Call/fax resume to Diane:
810-932-1170; Fax 810-932-1214.
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

LEGAL SECRETARY
needed in our growing law office in Farmington Hills. Some legal secretarial experience helpful (filing etc.) but not required. Word Perfect 6.1 skills required. Salary commensurate with experience. Mi benefits including Blue Cross, Dental, smoke-free environment. Please send letter and resume to Lori at 27003 Middlebelt Road, Suite #170, Farmington Hills, MI 48334.

SECRETARY - Bloomfield Hills CPA firm seeks full time secretary. Word processing & office skills required. Bookkeeping experience a plus. Send resume to: PO Box 624, Bloomfield Hills, MI 48303-0624

Secretary/Bookkeeper
Must have knowledge in all aspects of accounts receivable, accounts payable & payroll, sales tax, computer systems for bookkeeping; also word processing. Mail, insurance forms & tax returns. Must be organized. Call 9am-1pm weekdays:
(810) 585-5383

SECRETARY/CUSTOMER SERVICE
Manufacturers Rep requires full time Secretary with Microsoft Office experience. Good communications skills/customer service experience helpful. Excellent benefits. Send resume to J. L. Montgomery Assoc. Inc., P.O. Box 2728, Farmington Hills, MI 48333-2728 or FAX to 810-489-0189

SECRETARY
DEPENDABLE, computer needed for busy Auburn Hills office. Pleasant phone skills and knowledge of Microsoft Word a must. 24-40 hours a week, $7.75/hour, paid holidays, vacation, 401(k), health/dental insurance available. Please call Gail Cotter.
(810) 377-2070

Secretary/Escrow Officer
Desired by small title insurance agency. Salary & benefits commensurate with experience. Computer, typing, accounting & general office experience required. Send or fax resume to: Fidelity Title Co., 32100 Telegraph Rd., Suite 210, Bingham Farms, MI 48025
Fax: (810) 642-9935

SECRETARY
EXECUTIVE ASSISTANT
Career opportunity to $30,000/yr. Work with caring professional executives in the week from Hell, home of the major time" Detroit headquarters. Ask for Dorothy and Auburn Hills locations. Call Sally
Birmingham Farmington
540-7667 473-2931
Advantage Staffing

SECRETARY EXPERIENCED in handling construction liens, insurance, workmans compensation reports, 401K, business letters.
Call (313) 421-5821

SECRETARY for busy Farmington Hills office. Full or part time. Excellent pay & benefits. Skills & exp. required. (810) 626-3120

SECRETARY
For national property management firm. Computer literate a must. Front desk position requires strong communication, telephone & organizational skills. Excellent benefits. Resume with salary history to:
Personnel, 25900 Greenfield, Suite 320, Oak Park, MI 48237
or fax to: 810-967-3555

SECRETARY - Full or part time. Office skills, typing, computer literate preferred. Fax resume & salary requirements to: (313) 266-4108

SECRETARY - FULL TIME
Must have excellent Word Processing and telephone skills. Call Franklin Financial Investments, ask for Mrs. Williams
810-352-8810

SECRETARY
Legal experience - Johns, MicroSoft Office, Windows '95. Good computer skills, excellent salary, full time, fax resume, salary requirements and references to: Mr. Gifford, 24353 Northwestern Hwy., Ste 250, Southfield, MI 48075

SECRETARY
No experience necessary. Part time, flexible hours. $6.25 per hour. Apply at Sterling Heights Periodicals, 30633 Schoolcraft Rd., Suite 88, Livonia.

SECRETARY/ OFFICE MANAGER
Downtown Birmingham. Part time. Retail Accounts payable skills required.
810-258-9574

SECRETARY - Part-time for estate planning/corporate attorney. Legal experience not necessary. 20 hours per week. Southfield/Farmington Hills office. Fax resume to:
810-358-4468

SECRETARY/RECEPTIONIST - Full time. Farmington Hills entertainment agency. Personable telephone voice, good typing & excellent phone skills required. Call or fax resume: FAX 810-553-7312 or 810-553-9966

502 Help Wanted-Office Clerical

SECRETARY
PART TIME
Bloomfield firm seeks experienced, professional secretary, 2 or 3 days a week. Person must be dependable, organized and precise. Excellent telephone and computer skills required. Please call:
810-646-7150

SECRETARY/ RECEPTIONIST
Full time position for progressive construction management company. Responsibilities include: typing of all contracts, correspondence, & any duties required to assist management & staff. Experience in Excel & Word Perfect, ideal for positive, polite, adequate person who enjoys a clean, fast paced office environment. Please send resume to: 32535 Schoolcraft, Livonia, MI 48150
Or FAX: 313 427-3378.

SECRETARY/RECEPTIONIST
TWO Detroit office, Southfield area. Word Perfect 6 Win. Typing 60 wpm, 10-key helpful but not required. Good language skills. Fax resume: Benetics, call Mr. Rodney.

SECRETARY / RECEPTIONIST
For busy downtown Birmingham CPA firm. Computer literate, typing skills a plus. Good benefits. Call Deborah at MLS & Co. 810-642-0651

SECRETARY
SHARP, Southfield Company to train as legal secretary. Excellent skills required. Non smoker. FAX resume: 810 737-4392.

SECRETARY
Small consulting office needs secretary. Duties include word processing (Microsoft Windows 95, WordPerfect 5.1), telephone and miscellaneous office clerical duties. Salary DOE. Please send resume to: FAX: 810.644.6520 Farmington Road, Suite 107, Livonia, MI. 48154

SECRETARY
Small Farmington Hills office needs secretary with excellent organizational & telephone skills. WordPerfect 7.0, Windows 95. Full-time. Salary & benefits negotiable. Send resume & salary requirements to: P.O. Box 11154, Lansing, MI. 48901

SECRETARY- State Farm Insurance seeks person with Word Perfect 6.1 skills. Bring resume. Call Pat or John for appointment. (313) 427-1751

Secretary to Administrator
Private school, Birmingham/Bloomfield area. Mature, excellent skills & personal skills required. Computer systems for bookkeeping; also word processing. Mail, insurance forms & tax returns. Must be organized. Call 9am-1pm weekdays:
(810) 585-5383

SECRETARY
WITH excellent computer skills. Please send resume to:
14707 Keel, Plymouth, MI 48170

SECRETARY
4 years experience. Accounts receivable/payable, payroll. Computer experience. Good pay with benefits. Call 8-4: 810-398-8150

SENIOR SECRETARY
for Southfield law firm. Immediate. Organized self starter with minimum 7 yrs.