EMPLOYMENT

502 Help Wanted-Office Clerical

PERSONNEL
Fast paced multi-branch retail service center is looking for an experienced Clerk II to be involved in all aspects of personnel with ability to back up Payroll Dept., including Taxes, Workers Comp., Benefits, New Hires & Terms, Etc....for approximately 250 employees. Computer literate with data & mail. Excellent fringe benefits pkg. Pay: $20,000-$25,000 DOE. Please call CSC, 36555 Ammen Rd., Livonia

PHONE OPERATOR
Part-time opening for individual with persuasive telephone skills in welfare. Duties include answering phones, light clerical, customer service. Starting pay $6.25 per hour. Apply in person at Michigan Humane Society, 37255 Marquette Road (east of Newburgh) in Westland

PROGRAM ADMINISTRATIVE ASSISTANT
We are a small but growing department within a large regional CPA firm, located in Farmington Hills. We are growth, we are excited to announce the newly created position supporting our consultants. The person we need must be creative, flexible and have the ability. This position requires excellent oral/written expectations as well as organizing and prioritizing. Windows-based programs. In addition to your day-to-day duties, you will assist department management by organizing meetings, conferences, calendars, coordinate marketing materials, etc. You have the ability to develop the proper working environment, hard working and having strong technical skills. Send resume and salary to:

Attn: ISQA
Fortner, Radzewicz & Co., P.C.
26200 American Drive
P.O. Box 5004
Southfield, MI 48086-5004

PROGRAM ASSISTANT $10/Hour
Needed for the Design Michigan Program at Cranbrook Academy of Art in Bloomfield Hills, to work 20-30 hours per week. Job duties requirements include: good secretarial (type 60wpm), organizational and communication skills; able to work independently; light research skills; excellent computer skills and knowledge of Word and Filemaker. Need to have own transportation for program visits shops and errands. Send resume to: Cranbrook Academy of Art, Design Michigan Program, Jack Williamson, P.O. Box 801, Bloomfield Hills, MI 48303-0801. Call (313) 645-3314 for resumes to be submitted. EOE

Property Management Bookkeeper
Needed for fast paced residential property management company. Ideal candidate should be well organized, skilled in accounting and able to work independently. Duties include training receivable resident accounts, interacting with residents and managers, preparing daily bank deposits and other clerical duties. Computer experience required. Excellent salary and fringe benefits available. Send resume with salary requirements to:
Kelton Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

REAL ESTATE OFFICE is looking for an office/receptionist/secretarial position. Call 313-464-7111 or send resume to Century 21, 37172 Six Mile Rd., Livonia, MI 48152

FAST PACED
Livonia real estate office looking to fill part-time Receptionist/Secretarial position. Call 313-464-7111 or send resume to Century 21, 37172 Six Mile Rd., Livonia, MI 48152

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Wixom based law firm has immediate openings for one part time and one full time receptionist/administrative assistant. Must be able to handle multi-line phone system and have pleasant personality. Knowledge of Word or WordPerfect skills required. Send resume and cover letter with part time or full time preference to:
Personnel Department
128200 Deck Road
Wixom, MI 48393

RECEPTIONIST APPOINTMENTS COORDINATOR
Growing high tech firm has temp to hire need for person with confidence, excellent people skills and outgoing personality kind to treating clients. Be appreciated and rewarded for your organized, high volume appointments. Demonghan Farmington/Livonia 648-7661 473-2931
Advantage Staffing

502 Help Wanted-Office Clerical

RECEPTIONIST
Applicants must have a high school degree, with 1-3 years of receptionist experience. Computer knowledge of WordPerfect 8.0 and Excel 5.0 is required. Basic job duties would include greeting visitors, answering switchboard, preparing reports and other miscellaneous clerical jobs as required.
If you are qualified, please submit your resume and cover letter listing your salary requirement. Applicants who do not submit these items will not be considered.
AMERICAN YAZAKI CORPORATION
Attn: HRD-GW
6700 Haggerty Road
Canton MI 48187
M/F/D/V EOE

RECEPTIONIST/CASHIER
AUTO dealership has a position open for a Receptionist/Cashier. Duties also include inventory control and light filing. Competitive wages and benefits available. Apply in person at Jack Rogin Buick, 3939 E. Wayne Rd., Wayne MI

RECEPTIONIST/ CUSTOMER SERVICE
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious 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
273 North Woodward
Birmingham, MI 48009
Phone (810) 540-6358
Fax (810) 540-9778
We Are An Equal Opportunity/ Affirmative Action Employer
M/F/D/V

RECEPTIONIST
Dependable & energetic person needed for high volume telephones. Responsibilities also include typing & general office duties. Professional appearance required. Send or fax resume to: Abbott Soil Compost Inc., 1324 East 11 Mile, Madison Heights, MI 48071. FAX: 248-585-5114

RECEPTIONIST
Experienced person for Southfield law firm. Light typing & filing. Call Jeannine 248-353-3600

RECEPTIONIST - Fast-paced Birmingham law firm. Full-time with benefits. Computer user friendly, multiple lines, other clerical duties included. Call VT 810-645-6170

RECEPTIONIST
Fast paced mental health agency in Redford is seeking a dependable, mature person with good telephone and office skills to manage front desk. Word processing skills and ability to communicate effectively desired. Send resume to: Marcia Anderson SWCC, 11677 Beech Daly, Redford, MI 48239

RECEPTIONIST / FILE CLERK
Full time, 35 to 40 hrs. Salary commensurate with experience. Resume to:
Personnel Director,
1533 N. Woodward, Suite 250,
Bloomfield Hills, MI 48304

RECEPTIONIST
For Livonia law firm, answering phones, scheduling, typing & word-processing. Legal paraprofessional experience. Send resume to:
Sand & Sander
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

RECEPTIONIST
Full time position available. Mon-Fri, 11:30am-8:00pm for motivated self starter who can work with minimal supervision. Must have phone answering experience, typing skills and knowledge of Word Perfect. Send resume or letter of application to: Specialized Delivery, P.O. Box 3347, Livonia, MI 48151, Attn: Director of Pharmacy Operations

RECEPTIONIST - full time, Bingham Farms insurance agency, must have good phone & typing skills, benefits included, call Lori 246-540-2500

502 Help Wanted-Office Clerical

Multi-line, for client oriented Veterinary Hospital. Experience preferred or will train. Send resume or obtain application: 24070 W. 9 Mile Southfield, MI, 48034 Attn: Leslie

RECEPTIONIST FULL-TIME for small Birmingham law firm. Opportunity to advance to Legal Secretary. Office experience preferred. Word Perfect experience required. Please call: (810) 258-1100

RECEPTIONIST
Full time position at a busy animal hospital (must be organized, good with people and have a friendly phone voice. Cash handling and computer experience a plus. Excellent benefits package. Apply in person at VCA Farmington Animal Hospital, 31555 W. 13 Mile Rd., 1/4 Mi. W. of Drake Lake

RECEPTIONIST/GENERAL OFFICE
Clerk - Full time position open for a computer leasing company. Duties include answering phones, filing, inputting of software & hardware & various other office tasks. Computer skills a plus. Send resume to: PO3, 20600 W. 12 Mile Rd., Suite 275, Farmington Hills, MI 48334, Attn: Accounting Manager

RECEPTIONIST - General office experience. Computer skills a must & some accounting experience helpful.
Tech Tools
P.O. Box 330067
Livonia, MI 48153
248-476-0067
or Fax: 313-432-5154

RECEPTIONIST
Immediate opening in Farmington Hills. Experienced preferred but considered and answering at least 10 incoming lines. Good salary, Review & benefits after 90 days. Resumes to:
Box #1829
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Interior decorating company needs your professional manner and winning smile for busy Plymouth corporate office. Answer 15 incoming lines, great clients and have experience with Windows 3.0. Call
313-455-4400 x203

RECEPTIONIST
Knowledgeable of Westland and WordPerfect. Wixom area. Temp-to-Perm.
Start immediately.
ARBOR TEMPS: 453-1166

RECEPTIONIST
morning for Bloomfield Hills non-smoking office. Duties: phones, accounting, misc. Good communication. Personal computer & math skills. Call 248-335-7782 or fax resume & pay expectations to 248-335-8091

RECEPTIONIST
needed for Canton company. General office duties. Must be professional on phones. Hours: Mon-Fri, 8am-5pm. Send resumes to: P O Box 530518, Livonia, MI 48153

RECEPTIONIST - needed in upscale Royal Oak salon. Looking for full time person with experience, relatably a people/action. Excellent pay plus benefits. Apply in person at 400 S. Washington, Downtown Royal Oak

RECEPTIONIST NEEDED part-time for Livonia law firm. Microsoft Word knowledge a plus. Call for more requirements to: Colucci & Associates, 29800 Middlebelt, Livonia, MI, 48150 or call: 313-261-1114

RECEPTIONIST/ OFFICE MANAGER
Fast-paced office environment organized, detail oriented person. Need strong communication and computer skills. Windows 95, Lotus 123. Must be self-motivated and have desire for growth. Full benefits. Resume and salary requirements to: Production Tool Plus, 30600 Telegraph Road, Suite 2156, Birmingham, MI, 48025

RECEPTIONIST
Permanent, part time. Printing company in Wixom needs energetic person to handle busy telephones & clerical duties. 5 hrs. per day-flexible. Good opportunity for student or mature returning to work force. Fax resume attention controller: 810 624-0600 or mail: 40962 Liberty Dr. Wixom, MI 48393

RECEPTIONIST
Rochester Real Estate Office. Mon. thru Fri. 9-3:30pm. Good phone skills. Some computer knowledge necessary. Send resume to (248) 656-6508 or call Dottie at (248) 656-6506

Receptionist/Secretary Position
Phones, Microsoft Windows helpful. Ann Arbor, Detroit and Novi. 313-398-1882

502 Help Wanted-Office Clerical

RECEPTIONIST / SECRETARY
Part-time (20-30 per week). Meadowbrook Village Mall. Outgoing & friendly personality required. Typing & computer skills. Flexible hours. Please apply in person at Mall Office, 82 N. Adams Rd., Rochester Hills.

RECEPTIONIST / SECRETARY
Full time needed to answer phones, file, basic computer operations (WordPerfect 6.0) helpful, light dictation, clear diction. Competitive salary, full benefits. Send resume to: 36400 W. 13 Mile Rd., Farmington Hills, MI 48331, Attn: Personnel

RECEPTIONIST/ SECRETARY
Full-time for real estate firm. Microsoft Office Windows 95. Computer skills a must. Send resume to:
30600 Telegraph Rd.
Suite 2250
Bingham Farms, MI 48025
Fax#810-644-3280

RECEPTIONIST/ SECRETARY
Sales office has immediate opening for secretary with 2 yrs. of general office experience, accuracy & attention to detail with good communication skills essential. Excellent opportunities. Send resume with salary history (fax) to: Fax # 810 354-3070 or mail:
REH ASSOCIATES INC.
21637 Melrose Ave.
Southfield, MI 48075

Receptionist
Seeking a person with excellent communication (OM) and phone etiquette for reception/switchboard. Position also includes some light clerical work and general office duties. One to two years' switchboard experience required, word processing experience preferred. Submit a resume & cover letter to:
Director, Human Resources
Area Agency on Aging 1-B
29100 Northwestern Hwy. Ste. 400
Southfield, MI 48034
Fax 810-827-7881

RECEPTIONISTS
Temp to Hire and Permanent Positions
$10-$12 per hour depending on experience. We have immediate openings in Troy, and Rochester Hills. If you want a sophisticated job, have 1-3 years experience with MS Word and Excel. Call us immediately at 248-390-3450 or fax your resume to 248-398-3539 and we will call you back.
SNELLING PERSONNEL SERVICES

★ **RECEPTIONIST**
SVS Vision Inc., is currently accepting applications for a full time receptionist in Westland. We offer competitive salary/benefits package, 401K plan & advancement opportunities. Apply in person at 7180 Highland Rd. in Waterford in the Atlas Plaza.

RECEPTIONIST / SWITCHBOARD OPERATOR
Call Eileen or Colleen at Transnation Title Insurance Co. 313-425-2578

RECEPTIONIST
to answer phones for Southfield family business, full & part time hours available. (810) 357-1758

RECEPTIONIST
Troy, professional office, assistant; flexible hours. Contact 248-641-3200

RECEPTIONIST/TYPIST- RETAIL & Business - Pleasant voice & computer experience required. Must be detail oriented person. Receptionist, 190 E. Main St., Northville.

RECEPTIONIST/TYPIST
Full-time position for Farmington Hills Law firm. Responsibilities include answering phone & light typing. Experience required. Knowledge of Word Perfect 6.1 Windows.
Call Cindy: (248) 489-4100
Or fax resume: (248) 489-1728

- Receptionist
- Word Processing

TROY LOCATION
Full time, profit sharing, 401K, insurance, vacation, bagels, big yard company.
DALLAS INDUSTRIES
1050 E. Maple Rd.
Troy, MI
248-524-8400
Fax 248-583-9402

RECEPTIONIST
3-9pm, Mon-Fri, Must be energetic, personable, dependable, spirited. Bloomfield Hills. 810-338-6090

SALES/MARKETING SECRETARY
Immediate opening for organized, self-starter with an out-going personality. Should have good phone skills, typing, organizational, and computer skills. $7 per hour to start, benefits including 401(k) and profit sharing. Please submit resume to: J.L.G. Equipment, Inc., 28470 Grand River, Wixom, MI, 48393 Attn: Scott

SALES POSITION
Page-Net, the nation's largest paging company, is currently seeking highly motivated Sales Trainees and Outside Sales Representatives to sell service in the Metro Detroit area. Excellent verbal and written communication skills. College degree required. 6 months to 1 year sales/service experience a must. Base pay plus bonus offered with excellent benefits package. Please send or fax resume to:
PAGENET
ATTN: ADR
33533 W. 12 Mile Rd. #300
Farmington Hills, MI 48331
Fax: 810-488-3615
EOE M/F/D/V

SCALE CLERK
Opening in Wixom for a Scale Clerk. Responsible for recording of weights incoming and outgoing trucks, directing vehicles to appropriate locations, providing direction for drivers, handling cash sales and answering phones. Must have basic office & machinery and computer skills. Please apply in person or submit resume to:
Edward C. Levy Co.
H.R. Dept/Scale
3000 Dix Avenue
Dearborn, MI 48120
313-842-8200
EOE/AA

SECRETARIAL DUTIES.
Some payroll and accounting experience. Part time
(313) 261-1872

SECRETARIAL POSITION
Full-time, Mon.-Fri. West Suburban office.
1-866-826-4141

SECRETARIES/WORD PROCESSORS
Temp to Hire and Permanent Positions
$23,500 to $25,000 - We have positions available in Southfield and Ann Arbor. Strong computer and office experience a must... Call 248-390-3450 or fax your resume to 248-398-3539 and we will call you.
SNELLING PERSONNEL SERVICES

SECRETARY/ADMIN. ASSISTANT/ RECEPTIONIST - Responsible, Professional office. Word processing experience. (248) 855-0502

SECRETARY
Bloomfield Hills CPA firm has a full time position for a highly motivated, well organized secretary with strong people skills. Word Perfect experience and people oriented personality. Prior CPA firm experience preferred. Send resume & references to:
Box #1830
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

502 Help Wanted-Office Clerical

SECRETARY/BOOKKEEPER for spa, Bloomfield Hills area. Computer experience. (810) 432-3434

SECRETARY/ BOOKKEEPER
One person office. Experienced in payroll, A/P, A/R, bank reconciliation, accounting, general office, computer skills. Send resume and salary requirements to: P.O. Box 531127, Livonia, MI, 48153-1127

SECRETARY/CLERICAL
WE are looking for someone with a positive attitude and friendly personality who is detail oriented and self motivated. A strong work ethic and flexibility is key. Knowledge of MS Word, Excel and Microsoft Project necessary. If you have these qualities as well as 2-3 years of office/clerical experience then send your resume to: Sache Automotive, 2100 Crooks Rd., Troy, MI 48084 Attn: Human Resources

SECRETARY
Excellent opportunity for an established Farmington Hills CPA firm as a/ccounts secretary to the main/ng/ payroll partner. Professional, but friendly environment. Salary commensurate with experience. If interested, please reply in strictest confidence to:
P.O. Box 531566
Livonia, MI 48153-1566

SECRETARY
For a large plastics injection company. Candidate must be a responsible individual who knows how to handle himself/herself in a professional manner. Must be able to type and know office computer skills. Willing to train the right individual, but would like to find someone with experience. Fax resume only to:810 796-5641.

SECRETARY - for insurance & law office. MS Word or WordPerfect helpful. Good organizational skills. Part time to 30/hrs. 0-2 yrs. experience. Salary negotiable.
Call 313-459-7990
Or fax resume to: 313-459-5909.

SECRETARY - Full Time
Must have good typing skills with knowledge of WordPerfect. Call Betty at: 313-261-4700

SECRETARY
Part-time in Walled Lake.
Mon-Fri, 8:30-2:30pm.
(810) 960-1668

SECRETARY/PART TIME
needed for real estate development & management company. Some computer knowledge, knowledge of WordPerfect 6.1 for Windows helpful. Send resume to: Mr. Bill Kaplan, Secretary, 41000 West Seven Mile, Suite 200, Northville, MI 48167

SECRETARY
Part-Time
(approx., 24 hours/week)
Looking for versatile person to assist with several office support duties. Good phone skills - typing - filing, etc. must be willing to "jump in" where needed! Experience preferred. Submit resume to:
HemaCare Dialysis Centers
32985 Hamilton Ct.
Suite 135
Farmington Hills, MI 48334
Fax: 810-553-7727
No phone calls please
Equal Opportunity Employer

SECRETARY
Personnel Services of Greater Livonia seeks motivated individual with excellent people skills & professional attitude. Office skills a plus, clerical background a must. Benefits. Southfield area. 810-557-6756

DENTAL FACILITY COORDINATOR
8 hours a week. Dental experience a great phone sales. Salary commensurate. (313) 522-6770

DENTAL RECEPTIONIST/ OFFICE MANAGER
Looking for someone to replace me when I move. Dental experience necessary. Computer experience helpful. Full-time. Excellent pay and benefits. Dearborn Heights/Garden City area. Please call: (313) 421-6200

DENTAL RECEPTIONIST
Full time.
Dental experience necessary.
Call (810) 582-2300

DENTAL RECEPTIONIST
Looking for an energetic receptionist who works well with others to join our busy, fully computerized office, where you will be appreciated. Canton. 313-981-0440

DENTAL RECEPTIONIST
Busy Livonia dental office with full-time hygienist is now searching for the right person to add to our expanding practice. Part-time position available for experienced Receptionist with Dental Office experience. Competitive benefits and salary.
313-522-5520

DENTAL
Receptionist Assistant
Orthodontic Assistant
Full & part time position available. Call 810-978-2100 for great employment opportunities with excellent benefits.

DENTAL RECEPTIONIST/ COLLECTIONS
Part-time. Experienced in general dentistry. Southfield. (810) 357-5390

DENTAL RECEPTIONIST
Experienced only need apply. Busy Southfield practice. Call Mary. Computer experience necessary. Benefits included. (810) 352-7900

DENTAL TECHNICIAN
Livonia dentura lab has position available for trainer. Will pay for training. Full time with benefits. Call Dave at: (313) 427-8300

EXPERIENCED, PART-TIME ORTHODONTIC ASSISTANT
Knowledge needed for preventative group. Fax resume with salary requirements to: (248) 348-4119

DENTAL RECEPTIONIST
Friendly Livonia office needs full or part-time experienced assistant. Flexible hrs. & good pay for right assistant. (313) 464-6787

DENTAL ASSISTANT
Experienced only. Full or part-time. Southfield area. (248) 423-0300

DENTAL ASSISTANT
Experienced. Full or part-time. Pleasant, high quality office.
(810) 227-1220

DENTAL ASSISTANT
Full or part time. We are looking for an energetic, motivated dental assistant to work in a stimulating busy practice. Benefits are available. Excellent salary & benefits. Canton.
313-981-0440

DENTAL ASSISTANT
Full/part-time. Certified Dental Assistant with 2 years exp. Busy practice in Southfield. Call Marie (810) 352-7722

DENTAL ASSISTANT
Friendly Livonia office needs full or part-time experienced assistant. Flexible hrs. & good pay for right assistant. 313-464-6787

DENTAL ASSISTANT
Experienced only. Full or part-time. Southfield area. (248) 423-0300

DENTAL ASSISTANT
Full time position available for experienced, energetic person. Excellent benefits. (248) 348-4119

DENTAL ASSISTANT
Full-time. Certified Dental Assistant with 2 years exp. Busy practice in Southfield. Call Marie
(810) 352-7722

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Friendly Livonia office needs full or part-time experienced assistant. Flexible hrs. & good pay for right assistant. 313-464-6787

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Experienced only. Full or part-time. Southfield area. (248) 423-0300

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Experienced. Full or part-time. Pleasant, high quality office.
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Full or part time. We are looking for an energetic, motivated dental assistant to work in a stimulating busy practice. Benefits are available. Excellent salary & benefits. Canton.
313-981-0440

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