

LEGAL SECRETARY
Experienced and excellent skills for
Human Resources Dept. Firm. Call
239-4975

LEGAL SECRETARY wanted for
Southfield law firm. Typing skills
required. Excellent salary and ben-
efits. Legal experience a plus.
239-4310

LEGAL SECRETARIES

Highly experienced attorney
agency for all types of legal
work, has openings for legal
secretaries with excellent
benefits and permanent. Free
HILLSTROM & HORSAGENCY
424-8118

LEGAL SECRETARY with mag-
netic and shorthand for one
company. Corporate law, estate,
trust, probate, salary of \$15,000
and day pay agency fee.

RECEPTIONIST - For company in
regional new office. Light experi-
ence. Salary \$800 to \$1000
plus full benefits and travel.

LARGE - Top level developer
needed for administrative support
for a large company. Must have
experience in office management,
communications, records manage-
ment, and general office work.
Free paid.

FULL CHARGE - bookkeeper to handle
all aspects of bookkeeping for
national regional company. Salary
\$1000 to \$1200 plus full benefits and
travel.

ADAMS & MARTIN
504 Myrtle
646-8780

21 Hour Service To Your Office
646-8780

LOCAL - well experienced
secretary for a large company.
Includes: billing, phone work,
general office, permanent position.
Interview call. 335-7841

LOOKING FOR A CHALLENGE?
Many level positions available in a
growing Southfield firm. Most
positions require a college degree
and experience, and good with
customers. If interested, call 335-7841

MALE or FEMALE full or part time
high typing, telephone, good with
figures. Northwood area. Are Back
Company. 335-7841

MATURE experienced typist
Type 50 WPM, shorthand and general
office skills. 424-8118

NATURE full time bookkeeper for
retail store in Northland. Ac-
counts payable, accounts receivable,
inventory, and general office work.
Only experienced need apply.
Interview call. 335-7841

NATURE person needed for full time
office work. Various duties. Previous
experience in light bookkeeping
experience helpful. Northland area.
Call between 9 and 5.
335-7841

MATURE SECRETARY
Needed for media department. Good
typing and experience in media
department. Good benefits. Location
Southfield. 335-7841

NATURE woman for one girl office
of retail store. 40 hour week. Non-
union. Good benefits. Location
Southfield. 335-7841

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Southfield. 335-7841

OFFICE CLERICAL PERSONNEL

We seek competent people to fill
positions in our growing company.
Call or telephone for an interview.
Call between 9 and 5. Monday
through Friday. 335-7841

MR. SKULSKY
FREDERICK APPLANCE CO.
35901 Orchard Lake, Livonia

OFFICE CLERICAL - full time, in-
clude typing, filing, and general
office work. Salary \$1000 to
\$1200. 335-7841

OFFICE CLERK - high school gradu-
ate, calculator experience. Good
benefits. Location Southfield. 335-7841

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Payroll Clerk
Southfield based firm requires payroll
clerk with minimum 3 years experi-
ence in a computer program. Must
be able to prepare and file payroll
returns. Excellent salary and ben-
efits. 424-8118

AN Equal Opportunity Employer

PERMANENT POSITION open for a
mature, experienced woman with
typing and filing skills. Excellent
salary and benefits. 424-8118

ALLMAN Associates
12001 Levan Road, Livonia
335-7841

PERSONNEL
General office clerical, people oriented
personality. Large suburban com-
pany. \$15,000 to \$18,000 per year.
Monday thru Friday 9:30am-5pm, Sat-
urday 10am-12pm.

QUALITY-Johnson Personnel
Qualifications Plus, 22941 Hawthorne
Farmington Hills, MI 48031

POLICE CLERK-DISPATCHER
Southfield Police Department. Full
time position. Excellent salary and
benefits. 424-8118

REQUIRES good clerical and office skills.
Typing minimum 45 wpm. Previous
experience in clerical work. 424-8118

Full benefit package. Starting rate of
\$15 per hour.

Apply between 9AM-5PM, Personal
Interview. City of Southfield, 311
Martin St., Birmingham, Michigan.

QUALITY Opportunity Employer M/F

POSITIONS AVAILABLE for document-
ation clerks. Southfield, MI. 48031
and up per hour. Suburban setting.
424-8118

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RESPONSIBLE person for sales & dis-
tributing firm. Permanent position.
Salary \$10,000 to \$12,000. 424-8118

RETURNING TO WORK?
Friendly firm needs your
people skills and typing skills.
424-8118

SALES SECRETARY
Excellent secretarial opportunity for
young woman with minimum 3 years
experience in an active sales position.
Excellent salary and benefits. 424-8118

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Sales Department. Excellent additional
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