

# Hills resident named Secretary of Year

By LORAIN McCLISH

Farmington Hills resident Pauline Hooper will wear the title of "Livonia Secretary of the Year" through 1980, given to her by Manpower Inc. in observance of National Secretaries Week.

The award is given to temporary employees who have demonstrated superior proficiency, capability and responsibility during their tenure with the firm.

A routine questionnaire is sent to the companies that hire Manpower personnel for rating temporary help, so the vote actually comes from a composite of all the many companies that one employee worked for in any given year.

Mrs. Hooper took the award in Livonia because she works out of that Manpower office, located at 19500 Middlebelt Road.

MRS. HOOPER has worked for Manpower for 10 years, saying that she prefers the temporary work which gives her an opportunity to pick and choose her own schedule.

"My husband gets six weeks of vacation now and that's not easy for a secretary to get," she says.

"Our families are scattered throughout the country and I want to make time for them when they visit. Our three children are all grown and away from home and I don't want to be working when

they are here, all good reasons to free lance this way," she said.

Further, she finds new bosses and new work "very challenging."

She is a graduate of the Detroit Business University, since absorbed by Detroit Business Institute. She took time off to raise her family before looking for a job again.

She was one of the guest of honors at a luncheon in RenCen this week given for her and her counterparts throughout Michigan who received the company's Tiffany Award.

THE SECRETARY of the Year Award was instituted as a means to express Manpower's appreciation of and commitment to the secretarial profession in light of the critical need for increased numbers of qualified secretarial workers.

"Qualifications for the award," said Janet Rich speaking for the firm, "are exceedingly stringent objective measurements of her secretarial abilities."

Among these is the ability of recipients to conscientiously interact on a professional basis as well as making significant contributions while on the job.

The Tiffany Award is a sterling silver necklace produced exclusively for Manpower by Tiffany & Co. in New York.

About five percent of all Manpower employees in the United States have attained the award.

A total of 271 employees have been named "Secretary of the Year" by Manpower in the United States for 1980.

As the world's largest temporary help firm, Manpower annually employs more than 600,000 people through its more than 700 offices in 31 countries.

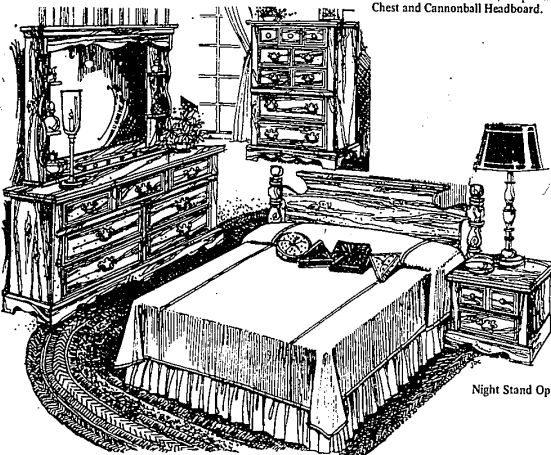
In the Livonia office, 80 percent of the secretaries on call are over the age of 30; 75 percent are married; 50 percent have 10 years or more experience as a secretary and 55 percent have pursued advanced education.

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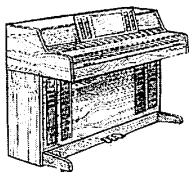
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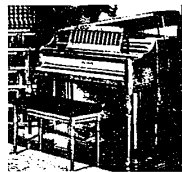
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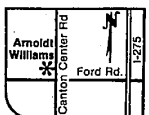
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