504 Help Wanted Office-Clerical

LEGAL SECRETARIES PERMANENT TEMPORARY

Tremendous demand exists throughout the Tri-county area for Legal Secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries between $15,000-$18,000. Temporary assignments offer a variable rate per day depending upon experience. A number of exceptionally attractive positions are available to those with typing and word processing experience. Telephone this week for details on these opportunities.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield 358-0040
Dearborn 582-3440
Performance Center 567-0041
Troy 649-2042

LEGAL SECRETARY - Part-time for 2 more officer in Birmingham. Prior legal experience desirable, but not necessary. Days 647-3949 Eves. 474-1592

LEGAL SECRETARY
Experienced Shorthand, willingness to do word processing. Needed for busy Southfield Plaintiff's Attorney. This is a very challenging position for someone with good organizational skills. Call Diane at 356-7744

LEGAL SECRETARY
for Southfield law firm 2 years experience required. Excellent typing skills & word processor. Salary commensurate with experience
Call Pam Heitz 559-3353

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Bi-Weekly Newspapers.
The observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Dearborn Mason Master Card

PART-TIME CLERICAL for 13 After-noon Evening hours per week. Typing. Filing. Inform receptionist Garden City Ophthalmic. Forward resume to: Northwestern Ophthalmic Assoc. 30777 Merriman Rd. Garden City, Mi. 48125
An Equal Opportunity Employer

PART TIME OFFICE - 11am-4:30pm Tues thru Fri., 8-4:30 Sat., typing, car required. $4 per hour. Contact Sue Seid resume to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft (1/2 mile W. of Newburgh)

PART TIME - PERMANENT data entry & office work, hours flexible, for Livonia manufacturer. Call 522-4444

PART TIME POSITION

3am-1pm, Mon. thru Fri
Must be accurate with numbers, good telephone manner & typing skills required.
Call for appointment
Montgomery Ward
District Office
358-1200 ext 364

PART TIME Secretary for sales office in W. Bloomfield. Typing, shorthand. Must be self-starter and dictaphone experienced. 855-2455

PART TIME Secretary - Hospital sales manager, non smoking office. AM preferred. Call 569-2525 between 8:30-10:30 at Baker Sales Co., 32985 Hamilton Ct., Suite 218, Farmington Hills, Mi. 48018

PART TIME RECEPTIONIST with typing, organizational abilities for Birmingham Hills Office. Call 9 to 5, 645-6886

RECEPTIONIST for architectural firm, general office, part time Bloomfield Hills 646-1913

RECEPTIONIST-TYPIST
Pleasant phone voice, knowledge of typing & filing. Part time 20-25 hrs/week. Call Jane between 8am-11am. 569-3333

RECEPTIONIST/TYPIST

Excellent phone skills and typing ability required for small Farmington Hills architectural office. Additional duties include invoicing, word processing, supporting check receipts. Salary & benefits commensurate with experience. Mail resume to Box 888 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGIONAL OFFICE of a national company has opening for general office / clerical position. Typing 50 wpm. Bonus program. For appointment call Mrs. Bennett 851-7355 or 476-0455

REGIONAL OFFICE of internationally based corporation has an opening for a part time secretary. Ideal situation for a new Southfield location. Potential for full time during summer and when work load necessitates. Good typing and grammar skills. Experience with statistical typing and recruitment duties helpful. Prefer 2-3 years experience. Good starting salary. Call for appointment Southfield resident. Telegraph & Nine area. All applicants will be kept strictly confidential and should be directed to: Box 886 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY wanted. Diversified office work, excellent typing, good customer contact. Fringe benefits. Call 569-3090

SALES SECRETARY - busy office in W. Bloomfield seeks Secretary with Word Processing. Dictaphone & office management experience. Typing, shorthand, excellent spelling & grammar skills required. You can build a rewarding career full. Excellent salary & benefits. Send resume to: Nancy Yudes, 7081 Orchard Lake Rd. Suite 320A, W. Bloomfield, Mi. 48033 or call 855-0444

SECRETARIAL - Mature person to do fast paced office. Shorthand or dictaphone a must. Must like to work with lawyers. Excellent opportunity. Full benefits. Area Call Personnel Department between 8 & 4:30
549-5800, Ext. 204

SECRETARIAL
Professional firm located in Farmington seeks full time Secretary. Good typing and shorthand skills required. Some experience preferred. For appointment, call Mrs. Maloney at 478-1704
An Equal Opportunity Employer

SECRETARY for 3 girl office. Apply in person from 10am-2pm 21415 W. 8 Mile Rd. 1 Mile E. of Lahser

SECRETARY for 3 girl office, experienced Bookkeeping, accurate typing, good math skills and ability to work well with others. Southfield area. Send resume or call for appointment to: Box 889 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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SECRETARY
Fast-paced, challenging position with