504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - long term assignment available with large corporation for top notch individual.

IBM 5218 & IBM DISPLAY WRITERS - needed for large corporation in Southfield area. Good all around clerical skills and training or actual word processing experience a must.

MEDICAL SECRETARY - long term assignment for top notch Secretary with medical background.

SALES SECRETARY - shorthand and word processing required for this long term assignment with top corporation in Troy.

IBM PC OPERATOR - experienced person needed for long term assignment that may get permanent. Central office skills and able to work with people a must.

TOP PAY NEVER A FEE

ENTECH Services, Ltd.
"Ahead of The Rest"
999 Chicago, Rd., Troy
588-5510 332-4350

AMBITIOUS well organized person to handle paper flow. Light typing, filing. Must be neat, Livonia. Apply 9-5 PM. 12180 Beech Daly, Redford.

ASSISTANT PLACEMENT DIRECTOR Treat your your top notch job with challenging position with technical school. Flexible area. Salary commensurate with ability.
Phone Jean 531-3235

ATTENTION ...

KELLY SERVICES has assignments for ...

- Typists (40 wpm plus)
- Secretaries (Shorthand/Dictaphone)
- Telephone Sales (Experience necessary)
- Telephone Surveyors (Experience preferred)

Apply now at Lathrup Village for short and long term assignments. Call today for an appointment.

559-0300
19068 W. 10 Mile
Lathrup Village

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

Attractive Openings
$10,000-$11,000
Growing Southfield company needs attitude rich with good typing and light bookkeeping skills. Has an opening for receptionist with ability to handle customers and phone. Will train. Offers Excellent benefits. Dental, medical, insurance, life, paid holidays and vacation. Fee Paid. Call Vicki 478-2500.
SNELLING & SNELLING

Att: Receptionist
Your personable, outgoing nature is desired by this busy suburban firm. Accurate 55 wpm typing skills and "phone ability" required. Friendly people, attractive surroundings and good benefits. 475-9310 or 1-800-521-0779.
SNELLING & SNELLING

AVAILABLE TRAINING
For students of Oakland County, including Pontiac, Pontiac Twp., Waterford, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp. Are you underemployed or unemployed. This is an excellent opportunity to train for a revenue producer as a Word Processor or a Secretary. This program is sponsored by a government agency and is an equal opportunity employer. For more information, call Ms. Jones. 334-8258

Birmingham Title Company
is now interviewing for experienced, motivated individuals in the position of
- CLOSING SECRETARY
- TITLE SEARCHER

If you can qualify, contact Donna
540-1633

BOOKKEEPER
Full charge bookkeeper/administrative financial assistant for 10 person design/construction firm located in Novi. Selected candidate must be detail oriented, self motivated, capable of preparing financial statements (must have 1 year actual computer operating experience) payroll & salary requirements in confidence to Hyman & Associates, 31731 Hagerty Rd., Suite 235, Novi, MI 48050

BOOKKEEPER, full time. Experienced. Southfield area. 559-3311

BOOKKEEPER
FULL CHARGE
Full responsibility for all entries, receivables, payables, trial balance & general ledger. $18,500 to $19,000 to Southfield.
#1 Personnel Place
846-7280

BOOKKEEPER
full charge, typing, phones, for small office in Troy. 5 days, 40 hours, no night or weekends. Send resume to PO Box 252, Royal Oak, MI 48068

BOOKKEEPER/PART-TIME
Minimum of 3 years experience in a Sales Organization. Computerized (IBM PC or equal). Please call for interview. Gladiator Marketing 477-3900

BOOKKEEPER - Livonia CPA firm looking for individual with experience in trial balances to work with divers clients. Includes preparation of sales and payroll tax returns and supporting financial statements. Call Mr. Kahan 477-6600

BOOKKEEPER - Rapidly growing Southfield medical supply company has immediate opening for part time bookkeeper. Responsibilities include bookkeeping in a computerized system, order entry, invoicing, etc. Every other week 20 hrs. Salary commensurate with experience. Call Mrs. Kaplan, Livonia, Michigan 68150

504 Help Wanted Office-Clerical

BOOKKEEPER - Part time, NW suburbs. Experience with commercial accounting helpful. Share Dentist. Send resume to the attention of: Bookkeeper, 6001 Bridgepoint, Suite 1010, Southfield, MI. 48075.

BOOKKEEPER/ SECRETARY
EXPERIENCED
For real estate investment company. Responsible duties, good fringe benefits, American Center Building, Southfield area. 358-3779

BOOKKEEPER
With Accounts Payable experience & general office work, part time.
Fax Oak park wholesaler. 542-9648

BRANCH SECRETARY
A fast growing manufacturing division of a 100 year old company offers a challenging position in its sales-charge person with strong secretarial skills, word processing experience, strong organizational and communication abilities is a near sales office. Excellent salary & benefits. Send resume with qualified candidate analysis, journal entrys, etc. required. Apply by 7/6 to: Personnel Office, 217 Wilkins, Royal Oak
An Equal Opportunity Employer

CLERICAL
General Office - Prefer some office experience for our rental office. Apply in person Monday only, July 2, 10 to 2 at: Park Hickory East-A-Car, 29649 Grand River at Beech Daly, Redford. Ask for Mrs. Hide.

CLERICAL - Part time position for medical office. Experienced person. Hours Central. 532 Bet for appointment. 661-2500

CLERICAL POSITION
Assembly & sales opening in a rapidly expanding Southfield office. We seek a qualified individual for order processing department. Excellent typing, calculator experience, with accuracy a must. Data entry experience helpful. Excellent benefits. Call before 11 am.
352-6324

CLERICAL
Type 45 wpm accurate. Good salary, all benefits. Payroll Personnel, 24661 Coolidge, Oak Park.
544-9024

CLERICAL
Troy Insurance Agency has clerical positions available for individual with good typing skills, a positive telephone switchboard experience. Contact Scott Hill. 643-4800

CLERK TYPIST: contractor desires person with 2-3 years bookkeeping and 40 tested WPM (typing for newly created position. Send resume, including salary required, to Controller, 23333 Foster, Farmington Hills, MI 48024
Equal Opportunity Employer M/F

Clerk-Typist
Full time position now available at our office located in Farmington Hills, on 13 Mile at Farmington Rd. Position includes outside contact with travelling conditions. Must type accurately 50 WPM. Apply in person (8am to 1pm:
First Federal of Michigan
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPISTS
(45wpm)
SENIOR TYPISTS
(60wpm)
SECRETARIES
(Type 60wpm)
(Shorthand 80wpm)
Your talents are needed for interesting assignments for the Troy, Southfield, Livonia, Farmington Hills, Canton & downtown areas. Experience necessary. Call for an appointment

Somebody Sometime
Temporary Help
Livonia 525-5170

COLLEGE STUDENT - summer work, talk to customers, stay with figures, bookkeeping classes helpful. 8 Mile & Woodward. 544-8550

COMPUTER DATA ENTRY
Congenial self motivated individual needed for EDP office. Must be accurate & detail oriented with good aptitude for math and some knowledge of bookkeeping principles. 538-4174

COMPUTER OPERATOR, Part-time position for word processing background. TRS80 Model II. Maximum 3 days per week. Resume Only Specifics of schedule to Personnel Director, Hagerty Enterprise & Hagerty desired to: VKV Associates, 31731 Hagerty Rd., Novi, MI. 48050. Attention: S. Hartlet.

CPA FIRM - 15 Mile & Telegraph, permanent part time for recording, Monday, Wed. Thru Fri. 9-4. Pleasant telephone manner & some typing. 645-1871

CRT OPERATORS needed for Southfield area. Long term temporary assignments available. Call Interbelle Office Service 477-8940

CUSTOMER SERVICE
Handle all customer complaints & inquiries regarding orders. A lot of follow up work. 35-75 per hr. Call Farmington employer pays fee for your customer service background.
#1 Personnel Place
846-7280

DATA ENTRY Clerk needed for growing data processing department in Southfield. Knowledge of computers helpful. Nancy Meyers for appt. 477-7190

DATA ENTRY-Inventory Control Clerk. Manufacturing firm in Livonia. Experience, Call Park area. Mon. thru Fri. 8am-4.30pm. Call 266-1500

Dynamite Opportunity
2 secretarial positions in a lively, challenging environment company needs your office skills. 3-4 years experience is required. Type 55-60, some shorthand and dictaphone transcription. Excellent benefits. CAT needed. 1 position, 35 hours, starting $13,650 and 1 $14,000, fee paid. Call Shirley at 478-2300.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

DO YOU LIKE:
- Flexible work schedules?
- Prestigious work environment?
- Variety?

KELLY SERVICES
34115 W. 12 Mile
Farmington Hills
553-7820

Has work available
If you are experienced

DATA ENTRY OPR'S
(4 variety of hours available)

SWITCHBOARD OPR'S.
(Electronic)

SECRETARIES
(Word Used helpful)

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

ESTABLISHED PROPERTY management company is looking for an individual who is experienced in or willing to learn the office back up work for property management. Send resume to 1456 No. Woodward Ave., Suite 250, Birmingham, MI 48011
An Equal Opportunity Employer

Excellent Work Opportunities For:
- DIGITAL
- LEXITRON
- WORDSTAR

Word Processing Operators call KELLY SERVICES for further details about the advantages of working on temporary assignments.

34115 W. 12 Mile
Farmington Hills
553-7820

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY
Must be Canton Resident. Typing 60 WPM, shorthand 80 WPM. Must have considerable secretarial experience. Apply: Personnel Department, Canton Twp. 11184 S. Canton Center Rd., Canton, MI 48188
An Equal Opportunity Employer

Experienced Bookkeeper/Secretary
For real estate investment company. Responsible duties, good fringe benefits. American Center Building, Southfield area. 354-3779

FARMINGTON AREA FIRM needs experienced person to assist Sales Department. Must be well organized, detail minded and accurate. Typing and phone skills required. Call 474-6054, Ext. 198

FRONT DESK SECRETARY
Company paid benefits, nice atmosphere & variety is waiting for you if you have Accurate typing, bookkeeping knowledge & a pleasant telephone manner. Salary opening: $11,000 plus.
Call Kathy,
SNELLING & SNELLING
353-2090

FULL CHARGE BOOKKEEPER - 30 hr. week. Experience a must. Good background helpful, call Rose 432-8600

FULL CHARGE BOOKKEEPER - experienced, wanted for young financial services corporation. Part-time or full-time. Send resume to: PO. Box 1041, St. Jude 363, Ypsilanti, MI 48197.

FULL-TIME GENERAL OFFICE
1 to 2 years experience. Background in Accounts Payable & Payroll preferred. Apply in person. NO phone calls.
Metaform Steel Products, 31731 Hagerty, Novi

Full time secretary needed for busy Canton Sl Real Estate office in Farmington Hills. Experience preferred with multi-line phone, excellent typing skills and record keeping. Hours are 10-6 Monday-Thursday, 10-1 on Friday. $4.50 per hour. Ask for Mark at
451-0700

GENERAL CLERICAL To $11,000
No experience necessary. Recent graduates welcome. Call Ann Arbor Employment Op's. Agency 358-0794

GENERAL OFFICE PERSON
Prefer a mature person with typing skills of 55 WPM. Position also requires ability to be effectively beside telephone & perform other duties. Southfield location. For interview call between 9am-4pm 557-4000

GENERAL OFFICE WORK including typing, filing & phones for manufacturing company in Farmington Hills. Accuracy in spelling & punctuation necessary. Must be available full time, 5 days, 8am-4pm. Call Judy Murray between 1pm-4pm Only, Monday thru Friday. 476-8610

GENERAL OFFICE - full time, application being taken from 10am-2pm Tues., July 3, Thurs., July 5 at G W Enterprises Service Inc., 27133 Schoolcraft, Livonia.

GENERAL OFFICE, part time, typing & accounting experience necessary. Dexter Market, Southfield area. Ask for Theresa 559-3133

GENERAL OFFICE - Part time days, before Christmas, some weekends. High school graduate. Must type 35 wpm. Computer experience & 2 years previous work experience. Apply in person only. Orson Greenhouse & Garden Center 5100 Grand River, Detroit.

IBM WORD PROCESSING equipment experience needed for part time, full time temporary assignments in Southfield. Call Interbelle Office Service 477-8940

IBM 6240 Word Processors. Call temporary assignment. Interbelle Temporary Services 661-4500

INSURANCE OPENING - Livonia Dynamic office needs a receptionist. Must have good typing skills. Send resume to Box 1000, Suite 1, 1000 Livonia Mall, Livonia, Michigan 48150

INSURANCE
Assistant to Commercial Account Executive. Must have job knowledge of all lines of insurance, excellent typing skills, 2 years agency experience preferred. Salary commensurate with ability. Call Schoolcraft Rd. Livonia, Michigan 48150

504 Help Wanted Office-Clerical

INSTANT WORK!
MEDICAL TRANSCRIBERS
(6 months experience required)

SECRETARIES

SENIOR TYPISTS
(60 wpm)

SWITCHBOARD OPERATORS
(Minnesota & Bertsen)

WORD PROCESSORS
(all models)

We have immediate long and short term assignments available.

NEVER A FEE

Call ...

DEARBORN	565-8060
LIVONIA	525-0330
SOUTHFIELD	569-7500

Supplemental Staffing Inc.
The Temporary Help People

INSURANCE AGENCY in Northville needs an Experienced Personal Lines Typist. 348-3000

INSURANCE AGENCY in Southfield needs Personal lines experienced with some commercial experience. Full time. Salary commensurate with experience. Personal lines experience a must. 354-6119

INSURANCE
Experienced Commercial Lines Account Representative for Dearborn Agency. Call Laura. 271-2288

INSURANCE OFFICE
Ideal for recent high school grad, full time, typing, mailroom essential.
446-8600

JR. TYPIST SKILLS needed immediately. Short and long term temporary assignments in your area. Call Interbelle Office Service. 477-8940

KEY TAPE OPERATORS - needed for part time position at our Southfield office. Experience only. 12 Mile & Van Dyke area.

LAWYER, invalid, needs skilled typist for occasional work. Send replies to: H. Goodman, 17136 Lincoln Drive, Southfield, MI 48076.

LEGAL SECRETARY
For Southfield law firm. Experience required in Real Estate, corporate and light litigation. Immediate opening. Salary commensurate with ability. Call Karen at 353-8262.

LEGAL SECRETARY
For Southfield area. Must have 2 years current litigation experience required.
358-1060

LEGAL SECRETARY/PARALEGAL
Small Birmingham law firm will train law graduate or paralegal graduate from school for bright, ambitious candidate. Good pay. Call
644-0756

LEGAL SECRETARY
For busy 1 man Southfield general practice. Excellent skills essential. Minimum 2 yrs. experience. Salary open. Call
358-1377

LEGAL SECRETARY
Bloomfield Hills law firm needs secretary with litigation experience. Minimum 70 wpm typing. Octagonal, Inc. to 616, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIAL position in Southfield law firm. Excellent typing skills required. Word processing helpful. Experience necessary. Salary commensurate with ability. Send resume to: Box 503, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For Southfield personal injury firm. Good skills and 3 years experience required.
353-7575

LEGAL SECRETARY, minimum 5 years experience, knowledge of corporate law, perfect with transcriber, non smoker. Job for right person.
Call Ann 557-4000

LEGAL SECRETARY TRAINEE
$13,500
Established firm. Call legal division. SNELLING & SNELLING 336-7400

LEGAL SECRETARY - Full Time. Type 50wpm. No legal experience necessary, will train. 358-2946

LEGAL SECRETARY - full or part-time 40 hours. Excellent typing skills desired, for Tel-Twelve area Law Firm. Typing 45 WPM. Prefer Legal Word Processing experience. 644-4152

LEGAL SECRETARY - No experience necessary. Typing 50 WPM. Skills in spelling required. Experience with IBM-PC. Computerized helpful but not necessary. Call Mrs. Kaplan 477-6600

LEGAL SECRETARY
2 - 5 years experience, must have good shorthand skills. For small office located in Birmingham/ Southfield area. Salary negotiable.
647-4522

LEGAL SECRETARY
Experienced, full time. Busy Southfield law firm. Word processing experience helpful. Salary commensurate with ability.
424-8600

LEGAL SECRETARY
Southfield, small pleasant office, must be experienced in district & circuit court. Good benefits, salary commensurate with ability. Immediate position.
353-6600

LEGAL SECRETARY
Southfield Town Center. Small pleasant office. Good typing skills required. Salary ability. Benefits available. Immediate opening. Call Mrs. Kaplan. Must have 3 years personal injury experience.
354-2500

LEGAL SECRETARY
Experienced, for Farmington Hills law firm. Good typing and dictaphone skills required. Salary commensurate with experience. Call Mrs. Kaplan 477-6600

LEGAL SECRETARY
Southfield Town south & Novi area. Is an at least real estate, corporate & estate planning, or organizational experience essential. Superior typing skills required. Salary commensurate with experience. Good salary & benefits. Send resume to P. O. Box 184, Franklin, MI 48025

LEGAL SECRETARIES
TEMPORARY
PERMANENT
Strong demand exists for experienced attorney secretaries for permanent positions or temporary assignments in many areas of law. The time to telephone or mail is now. Call Ann Arbor Employment Op's. There is never a charge to you for our services and professional placement assistance. Close to three hundred jobs.

PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2300
SOUTHFIELD, MICH. 48075
359-0060

MARKETING SECRETARY
Secretarial experience and administrative duties. Typing with speed & accuracy required. Knowledge of word processing and organizational skills. Ideal candidate will be self motivated, detail oriented and capable of handling a busy office. Salary commensurate with experience. Call Jerry, Interbelle Office Service 477-8940

MARKETING SECRETARY
Next economy needs secretary for marketing department. Must have excellent shorthand, typing & other office skills. Flexible hours. Salary based on experience. Send resume only to Box 48 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MATURE PERSON to operate phone and machine medical transcribed materials, 20 hours/week. Psychological work. Workers at 476-6455

MATURE PERSON to be working mother of small Accounting Department. Needs strong accounting, bookkeeping, typing, phone manner. Call Mrs. Mile-Grand River, Redford. 532-4015

MEDICAL BILLER/Personnel Secretary. Experienced medical personnel needed for full time medical billing/personnel position. Salary negotiable (34-40 WPM) & shorthand required. Benefits include 5 maternity & sick. Benefits immediate. 532-6444
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Full time position available. Experience preferred. Variable hours, phone control Mary 541-7868

METROVISION of Oakland County is accepting applications for an entry level position in our sales department. Successful candidate will have excellent communication skills, CRT familiarity & light typing. Job is full time, 40 hours. Apply at 47635 Hayes-ave Ct. Plymouth Mich. (E. of 13 Mile, W. of Haggerty).

NATIONAL MORTGAGE CORP needs qualified individuals to process FHA/VA/Conv mortgage applications. Prior mortgage experience required. Excellent benefits. Send resume to Personnel, CH 3474, Box 1000, Detroit 48231

An Equal Opportunity Employer

NOVI AREA- Experienced, sharp numbers person needed for 1-girl office. Department of Health, Welfare, Education, phone manner required. Send resume & salary requirements to P.O. Box 161, Novi, Michigan 48050

OFFICE CLERICAL
LARGE southwest company needs person with general office skills for full time position. Typing, 10 key, phone, calcu, accurate and dependable. Call for an appointment. 471-4000

OFFICE CLERK - part time, phone testing, will train. Apply in person only at Grass, Great Lakes Food Service, 21500 Greenfield, entre 242, Oak Park.

OFFICE HELP
We're looking for a person to fill out our Office Staff. We need someone who can type (will test ~75wpm), file type, do some light bookkeeping, do some phone occasionally & who's not afraid to get dirty. Call Mr. Kaplan, Supervisor, light on your feet, respond to:
Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER - Administrative assistant - bookkeeper for a life insurance company in Southfield is looking for ambitious & motivated individual with good word processing experience. Salary based on experience. Benefits. Please send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITION, Part-time Southfield area. Flexible organizational skills. Some experience necessary. Call Mrs. Birmingham area 546-4154

OFFICE SUPERVISOR - Insurance company in Southfield is looking for ambitious & motivated individual with good word processing experience. Salary based on experience. Benefits. Please send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY
exp.ending progressive human service organization has an immediate full time opening. Must be organized, self motivated person with effective organizational skills, bookkeeping experience & typing. Word processing skills helpful. Salary $14,000 plus benefits. Challenge is creative & has good people skills can grow with us. 478-1393

RECEPTIONIST
Excellent phone handling, office management skills.
RECEPTIONIST wanted, Part time. Mon. thru Fri. afternoons. Dodge area. Light typing, filing. Light typing. Birmingham area. 645-5220

RECEPTIONIST
West Bloomfield Medical Office is hiring full time receptionist. Real Estate experience essential. Call 540-8790

RECEPTIONIST
Light typing. Full time. Experience necessary. Excellent benefits. Send resume only to:
Personnel
8240 Deacon Dr.
Plymouth, MI 48170

RECEPTIONIST with math & typing skills required. Pleasant office setting. Apply in person at Mr. Lube, 29500 Northwestern Hwy. Southfield.

RECEPTIONIST SECRETARY, experienced for a growing credit union. Must be a proficient typist, shorthand skills a plus. Salary commensurate. Livonia area. Mr. Palmer. 476-6700

RECEPTIONIST: Farmington Hills insurance agency needs receptionist with experienced person. Must be able to type 35 wpm, shorthand a plus, typing skills. Send resume to: Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist/Typist
Northwest Detroit office in 7 mile area needs receptionist/typist. Typing ability is think fast and get things done. Pleasant working conditions. Send resume to: Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Real Estate developer seeks poised, reliable receptionist. Must be able to interface with all levels of management, clients and phone personality, excellent typing skills required. Salary negotiable. Please send resume to P.O. P.O. Box 1000, Bloomfield Hills, MI 48013

RECEPTIONIST/OFFICE MANAGER
Southfield firm needs a highly motivated individual with excellent skills to develop an organized and stable work environment in dictaphone. Good phone manner, typing 50 wpm, shorthand helpful. Salary commensurate with experience & benefits.
Call Jerry, Interbelle Office Service 477-8940

RECEPTIONIST
Mature person wanted. Duties require pleasant telephone & some light typing. Livonia area. Call 425-3600

RESPONSIBLE Position for Southfield Medical Office. Needs accurate typing, 55 wpm, shorthand helpful. Send resume to: Personnel, 379 Linden, Plymouth, MI. 48170

SALES SECRETARY/Office Manager
Small Southfield company has opening for a sales secretary. Must have good typing skills, reliable & pleasant personality. Salary based on ability. Call Mr. Kaplan 557-4000

IMMEDIATE OPENING Life insurance company. Good Secretarial & sales & word processing skills. Salary based on ability. Call 353-5143

SECRETARIAL, full time position in Canton office. Bell Marine Individual with a combined background of office procedures, general bookkeeping, typing and telephone skills. Call 981-4710

SECRETARIAL - Part time position, potential for full time. Southfield area. Experienced person with excellent typing skills. Knowledge of computer & word processing helpful. Send resume & salary requirements to APAL 27733 Executive Rd., Suite 24, Southfield, MI. 48076.

SECRETARIES and TYPISTS needed for temporary and full-time work in Southfield. Call Interbelle Office Service 477-8940

SECRETARIES with shorthand. Long term temporary assignments. Call Jerry, Interbelle Office Service 477-8940

504 Help Wanted Office-Clerical

SECRETARY
Classified Ads Physicians is sent of Phone personnel. Experience & a typing speed of 50 WPM. Send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
We need someone who can do a variety of jobs. Good typing, aggressive candidate. Skills needed:
- Answering Telephone
- Typing
- Light bookkeeping

Office location - Telegraph & Square Lake Rd. Compensation commensurate with experience. Call Mr. Ward
- Mr. Van Heedene, P.O. Box 187, Haverhill, IL 48066

SECRETARY
Challenging, diversified position with H.W. company. Excellent typing & phone personality. Excellent benefits, salary commensurate with experience. Send resume to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Excellent career opportunity with a highly successful computer marketing firm, located in Bloomfield Hills.

Position requires an experienced "take charge" individual with excellent office skills. Word processing experience extremely helpful.

Competitive salary, excellent benefit package, including dental.

For consideration, please forward resume, including salary history, to

CMI CORPORATION
2800 Coolidge Tollgate Rd.
Bloomfield Hills, MI 48013

Equal Opportunity Employer M/F

Attention:
Rochester Area Residents

KELLY SERVICES is opening an office at:

2585 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)

- Word Processing Opr's
- Secretaries
- Typists
- Switchboard Opr's
- Data Entry Opr's
- Clerks
- Light Industrial Workers

For temporary assignments NEAR HOME, call for appointment, Mon. thru Fri., between 9 am & 5 pm.

852-1511
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SECRETARY
EXECUTIVE

Challenging, stimulating and responsible position for a mature, experienced Secretary to the Dean of the School of Architecture.

The successful candidate must have excellent administrative & communication skills, strong word processing and programming and grammatical ability.

Pleasant Job Setting
Excellent Fringe Benefits
Academic Pay & Work Schedule

Call for telephone interview, followed by submittal of resume.

356-2410

School of Architecture
Lawrence Institute of Technology
Southfield, Michigan

An Equal Opportunity Employer

SECRETARY
Expanding Southfield law office will handle all legal work. Individuals with secretarial skills. Salary and benefits commensurate with experience. 352-2990

SECRETARY for Investment/Insurance firm. Must have shorthand, 2 years experience required.
Call Mr. Silverman. 358-2254

SECRETARY - Fortune 500 corporation sales office. Part time secretarial position. Must have excellent typing 60WPM, dictaphone, Mon. thru Fri. 8:30-5:30. Call Mrs. Ryan, 557-2613, Southfield, MI 48037-5215

SECRETARY for small professional firm in Farmington area. Must be organized & a "doer". Real estate in Florida. Salary commensurate with skills. Mile Rd., Suite 203, Southfield, MI 48075.

SECRETARY - for corporate office in Farmington area. Must have typing, shorthand, some payroll & General Ledger experience. Salary based on ability & benefits commensurate. Mail resume or call between 10-2 pm. Ask for Jerry. 851-7000

SECRETARY - General office, some bookkeeping, computer knowledge helpful. Salary commensurate. Bennett Sales Co. 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Mature experienced - Secretary for small Southfield law firm. Salary commensurate with skills.

SECRETARY - out of state company seeking a Bookkeeper, typing, shorthand, 2 years experience, good salary, with train on computer, benefits. 557-0600

ACCOUNTING - clerk, Southfield, 1 yr. experience, payables, basic knowledge, $5-$6 hr. 559-2300

RECEPTIONIST/SWITCHBOARD - Light bookkeeping, 2 days, very organized, Southfield, $10,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY part time, fly in years experience, Southfield area, $4 hr. Call Lois Lawrence at Interbelle Office Service 477-8940

SECRETARY TO PRESIDENT of consulting engineering firm. Said 40 hrs. and will advise and assist president. Combine of typing and secretarial duties. Call Office Mgr. at 559-7388. An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Part time position available for person with personal experience & a typing speed of 50 WPM. Responsibilities include filing and processing of new items. Position expected to grow into an over all job. Send resume to: Personnel Manager, Metaform Steel Products, 31731 Hagerty Rd., Livonia, 48150

SECRETARY

Position requires an experienced "take charge" individual with excellent office skills. Word processing experience extremely helpful

Competitive salary, excellent benefit package, including dental.

For consideration, please forward resume, including salary history, to

CMI CORPORATION
2800 Coolidge Tollgate Rd.
Bloomfield Hills, MI 48013

Equal Opportunity Employer M/F

Attention:
Rochester Area Residents

KELLY SERVICES is opening an office at:

2585 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)

- Word Processing Opr's
- Secretaries
- Typists
- Switchboard Opr's
- Data Entry Opr's
- Clerks
- Light Industrial Workers

For temporary assignments NEAR HOME, call for appointment, Mon. thru Fri., between 9 am & 5 pm.

852-1511
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SECRETARY
Challenging, stimulating and responsible position for a mature, experienced Secretary to the Dean of the School of Architecture.

The successful candidate must have excellent administrative & communication skills, strong word processing and programming and grammatical ability.

Pleasant Job Setting
Excellent Fringe Benefits
Academic Pay & Work Schedule

Call for telephone interview, followed by submittal of resume.

356-2410

School of Architecture
Lawrence Institute of Technology
Southfield, Michigan

An Equal Opportunity Employer

SECRETARY
Expanding Southfield law office will handle all legal work. Individuals with secretarial skills. Salary and benefits commensurate with experience. 352-2990

SECRETARY for Investment/Insurance firm. Must have shorthand, 2 years experience required.
Call Mr. Silverman. 358-2254

SECRETARY - Fortune 500 corporation sales office. Part time secretarial position. Must have excellent typing 60WPM, dictaphone, Mon. thru Fri. 8:30-5:30. Call Mrs. Ryan, 557-2613, Southfield, MI 48037-5215

SECRETARY for small professional firm in Farmington area. Must be organized & a "doer". Real estate in Florida. Salary commensurate with skills. Mile Rd., Suite 203, Southfield, MI 48075.

SECRETARY - for corporate office in Farmington area. Must have typing, shorthand, some payroll & General Ledger experience. Salary based on ability & benefits commensurate. Mail resume or call between 10-2 pm. Ask for Jerry. 851-7000

SECRETARY - General office, some bookkeeping, computer knowledge helpful. Salary commensurate. Bennett Sales Co. 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Mature experienced - Secretary for small Southfield law firm. Salary commensurate with skills.

SECRETARY - out of state company seeking a Bookkeeper, typing, shorthand, 2 years experience, good salary, with train on computer, benefits. 557-0600

ACCOUNTING - clerk, Southfield, 1 yr. experience, payables, basic knowledge, $5-$6 hr. 559-2300

RECEPTIONIST/SWITCHBOARD - Light bookkeeping, 2 days, very organized, Southfield, $10,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY part time, fly in years experience, Southfield area, $4 hr. Call Lois Lawrence at Interbelle Office Service 477-8940

SECRETARY TO PRESIDENT of consulting engineering firm. Said 40 hrs. and will advise and assist president. Combine of typing and secretarial duties. Call Office Mgr. at 559-7388. An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Part time position available for person with personal experience & a typing speed of 50 WPM. Responsibilities include filing and processing of new items. Position expected to grow into an over all job. Send resume to: Personnel Manager, Metaform Steel Products, 31731 Hagerty Rd., Livonia, 48150

SECRETARY

Position requires an experienced "take charge" individual with excellent office skills. Word processing experience extremely helpful

Competitive salary, excellent benefit package, including dental.

For consideration, please forward resume, including salary history, to

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KELLY SERVICES is opening an office at:

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