504 Help Wanted Office-Clerical

BOOKKEEPER - PART-TIME
Thru Financial statements. Must have at least 3 years experience. Computer knowledge helpful. Pleasant working conditions. Send resume to Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER SECRETARY, part time, computer knowledge preferred. Send resume to Box 733, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Thru Trial balance. Also J/E, Tool & Die. 21360 W. Eight Mile Rd., Southfield. 444-4190

BOOKKEEPER
With full charge general ledger experience. Basic Estate experience desirable. Rodney Lockwood & Co., 1420 East Lincoln, Birmingham. 644-4424

BOOKKEEPER. General Ledger, knowledge of payroll & sales taxes, computer knowledge helpful. Printing/Southfield. Resumes to P.O. Box 8712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT, energetic mature person for office and sales, experience preferred, for busy gift shop in Livonia.
261-5230

BUSY REAL ESTATE office in Redford needs receptionist to handle phone calls. Must have good personality & typing skills.

CAREER-ORIENTED, dedicated Professionals with experience; good office skills, strong Communication & Organizational abilities - for challenging Secretarial Positions in growing firm. Salary commensurate. Call Kathy Reames Onlyi Personnel Dept., 13732 Farmington Rd., Livonia, MI 48150.

CLERICAL - busy sales office needs dependable person to assist secretary with general office work, filing, typing, etc. Excellent benefits. Send resume to Personnel Manager: PO Box 71776, Madison Hts. 48071

CLERICAL HELP
with good typing needed for Farmington Hills office, some evenings, full time. Call 477-1910

CLERICAL - PART-TIME
Typing 30 WPM, 20 hours per week, Mon. thru Fri., 1pm-5pm. $4/hour. Livonia. 4 Mile/Newburgh. 591-3131

CLERICAL - reliable person needed for general office work. 2 to 3 days per week, $5 per hour. Farmington area. Send resume to Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERKS needed for part time office work in Novi area. Must like to work with figures, some filing, typing and general office work. Send resume to Box 737, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST

CIC/FOX VIDEO, a rapidly expanding leading producer of video software, which includes training and education, al programs, has an immediate opening for a Clerk Typist in its Management Products Department.

You will perform various duties for the Operations Manager and Supervisor including tracking, monitoring and updating rental customers, handling office communications, mail, invoicing, and computing work.

Requirements include a high school diploma, at least 1 year of clerical office experience and typing of 50 w.p.m. experience in a sales operations environment, college course work, and CRT experience preferred.

We offer a competitive salary and attractive benefit package. For immediate consideration, please submit resume or apply in person to:

Mark Powell
Staffing Specialist
CBS/FOX VIDEO
31250 Concorde Drive
Farmington Hills, MI 48024
471-4337

E.O.E. M/F/H/V

Clerk Typists
(45wpm)

Senior Typists
(60wpm)

Secretaries
(Type 60wpm)

(Shorthand 80wpm)

Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia, Farmington Hills areas. Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

504 Help Wanted Office-Clerical

CLERK TYPIST/RECEPTIONIST
Entry level position for Southfield mortgage company. Willing to learn. Typing 35 WPM. Benefits. For interview call 559-2500, Ext. 327

CLERK TYPISTS

At the largest insurance company home offices in Michigan, we are looking for Clerk typists to add to our staff. We require 50WPM accurate typing, good math and English skills. We offer the opportunity for training and advancement, paid holidays and benefits based resumes or apply to:

PERSONNEL
MACCABEES MUTUAL LIFE
INSURANCE CO.
31440 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

CLERK/TYPIST to perform General Office work. Permanent. Pleasant working conditions & favorable hours. Not afraid to accept responsibility. May cash/computer experience preferred. Insurance company, Somerset Mall area. Call 10AM-3PM for interview.
649-3350

COMPUTER FIRM SECRETARY

Southfield area. Interesting responsible position. Pleasant phone personality a must. Will hold the key. Salary $13,500. Fee paid. Call Rita today. 353-7800.

SNELLING & SNELLING

CURRENT OPENINGS

CDI Temporary Services is interviewing for the following skills:

TYPISTS (55 WPM)
WORD PROCESSORS
TRANSCRIBERS
SENIOR CLERKS

We have assignments all over Southeast Michigan. Work for any day and/or shift you work schedule. If you have 6 months of office experience, call us at

259-8866

CDI Temporary Services

Equal Opportunity Employer M/F

CUSTOMER SERVICE/
DATA ENTRY

Michigan's fastest growing electronic distributor looking for an individual with CRT experience & excellent typing skills. Experience preferred. Excellent benefits, profit sharing. Apply in person only, Mon. thru Fri., 9 to 4.

PIONEER MICHIGAN
14485 Stamford, Livonia

CUSTOMER SERVICE

Customer Service Dept. for wholesale distributor in Novi has full time openings on the Afternoon shift, 3:30 to midnight. We need mature persons with good general office skills and problem solving abilities. Must have excellent telephone manners and personality. Send resume with background information to: Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Part-time Permanent. Min. 30 hours per week. Career-oriented person with some office experience. Flexibility of Work Schedule is complement to hours Schedule. Pleasant environment. State salary required. Redford area. Replies: Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY OPERATOR

CPA firm in Southfield area seeking conscientious person, some computer experience preferred, accurate typing a must (approx. 40 wpm), non-smoking preferred. Send resume to Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA PROCESSING

Large Data Processing Dept. in Novi needs full time clerical help for night shift. Variety of duties include - Sorting, decollating, sorting of forms, etc. Full benefits. Send resume with background information to: Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DRAPERY WORKROOM Needs a knowledgeable drapery person to process orders & prepare for sewing. Interviews being held on Sat. Sept. 22. Only 9am-3pm. The Drapery Shop, 31715 Grand River, Detroit.

ENTECH SERVICES, LTD. is now hiring several office personnel. If you have any of the following skills, please contact our office for an interview as soon as possible.

MAG CARD I AND II
IBM 5419, IBM DISPLAY WRITERS
WANG, LANIER, NBI
MEDICAL SECRETARY
EXECUTIVE SECRETARIES
4 PHASE
Call 8AM-5PM
332-4350 586-5610
AHEAD OF THE RESTI

504 Help Wanted Office-Clerical

ENTRY LEVEL General Office position. Requirements: Math aptitude, type 40 WPM. Send resume and cover letter to: Personnel, P. O. Box 200, Southfield, MI 48037. Attn: OO/EC

EXECUTIVE SECRETARY
For full time employment in Birmingham area. Must be intelligent, experienced & have above average skills. Good working conditions & usual fringe benefits provided. Reply with resume, salary range required & availability to: Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Serving as right arm to top executive in branch of large life insurance company. Must have superb clerical skills & command of the English language. Demonstrated ability with long range issues in this type of position. Income opportunity with starting salary in the $18,000 to $19,000 range. Please send resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

For manufacturer. Minimum 3 years experience. Candidate must possess excellent written & oral communication skills, accurate typing (60wpm), shorthand, must have computer experience. Please send resume & salary history to: Prof. Systems, Inc., 30150 Telegraph, Suite 153, Birmingham, MI 48010.

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist President. Light accounting & field company. Shorthand helpful, ability to handle pressure and possess excellent organizing skills. Flexible on overtime. For immediate consideration, send resume to Personnel, P. O. Box 200, Southfield, MI. 48037. Att: ES/EC.

EXECUTIVE SECRETARY
North Oakland County distributor seeks a dynamic and experienced individual. Must have excellent communications, typing, shorthand, and general office skills. We offer excellent clerical support including typing, word processing, with experience. Send resume and salary history to Box 746, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Fast-paced Southfield executive needs a professional Secretary with excellent skills, attitude, and decision making skills. Must thrive on a hectic schedule & enjoy stimulating salary & benefits. If interested, send resume to: Director of Mr. Bennett, P. O. Box 481, Southfield, MI 48037.

Plante & Moran, an employment agency, recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY
Southfield area. Good telephone manners, typing and oral communication skills. Type 55 wpm, and use dictaphone equipment. Shorthand and knowledge of engineering terms a plus. Send resume and salary requirements to: JHA, P. O. Box 241, Lathrup Village, MI 48076. All resumes will be acknowledged.

EXECUTIVE - secretary, to president of Southfield company, take charge position with excellent typing & shorthand, benefits, $15,000, fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
Maddox Heights High Technology/Manufacturing company seeks bright, professional career oriented individual for full time employment. Desirable characteristics include excellent shorthand and typing skills, able to use word processing word processing equipment. Salary commensurate with skills. Send resume in John Stoll, 22231 North Avis Dr., Madison Heights, 48071, or call between 9-12 AM. 585-3383.

EXECUTIVE SECRETARY

Automotive sales office requires take charge secretary/office manager. Accounts receivable & typing experience sufficient salary & fringe commensurate with experience. Reply in confidence to Suite #100, 23415 Southfield Rd., Southfield, Mi., 48075.

EXPERIENCED FULL-CHARGE Bookkeeper. Computer work involved. Apply at 31600 2 Mile, Warren.

EXPERIENCED PERSON to do Secretarial Work part-time, Landing, bookkeeping, some payroll. Farmington area. Resume required. Call Mon. Tues. Wed. & Fri., 11-4pm Only. 478-0322

EXPERIENCED
STATISTICAL TYPIST
for busy CPA firm, in Southfield. Word processing knowledge 12 WPM. Min. salary requirements & resume to: Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FARMINGTON HILLS REAL ESTATE OFFICE in need of mature part-time clerical help immediately to work late afternoons, evenings and weekends. Send Resume to box #414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAST GROWING Farmington Hills advertising agency needs secretary/receptionist with clerical & telephone experience. Call for interview. 553-7877

FORMER TOP SECRETARY or current full time who would prefer a 3 day week. Birmingham location. Write Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL-TIME GENERAL OFFICE
Computer experience helpful. Min. typing - 45 WPM. $4.00 per hour. Call for interview appointment, ask for Becky. 536-1966

GENERAL OFFICE - Full time. Customer contact experience. Please call Gorman's Troy for appointment.
649-1078

GENERAL OFFICE
Reliable, organized person. Musical instrument background helpful. Full & part time. Anderson Music. 278-4100

GENERAL OFFICE position for energetic, responsible person. Duties include: General bookkeeping, accounts payable, accounts receivable and typing. Northville location.

GENERAL OFFICE
Clerical or light bookkeeping experience. Work Mon thru Fri., or any days you can. Hours 11:30am-6pm. Mon. thru Thurs., 9am-3pm Sat.
937-1318

504 Help Wanted Office-Clerical

GENERAL OFFICE - Art Van Furniture is accepting applications for full time, Clerical positions. Interviewed. Apply in person, 37175 Hoyt Rd. Near Farmington Twelve Oaks Mall.

GENERAL OFFICE
Part time, 3 days per week. Approx. 28 hrs. week. Make your own schedule. Send brief resume to Box 1000, Magazine, 6444 Orchard Lake Rd., W. Bloomfield Mich. Include phone number.

GENERAL OFFICE - pleasing continuator with in-house office, has need of person with pleasant phone voice and typing ability. Fast or part time. Call Terri Thomas, high school, or retiree. Call between 8 AM. - 5 pm.

GENERAL OFFICE ASST
Looking for person with general office experience to handle front desk of fast paced real estate office. Bookkeeping experience helpful. Real estate experience a plus. Must type, minimum 45 wpm, good attitude & appearance. Call Ron, between 8am - 5pm at

537-5000

GENERAL OFFICE

Expanding Southfield firm is looking for someone with 3 years general office experience. Accurate typing, bookkeeping helpful. Opportunity for advancement. Call 357-4545

GENERAL OFFICE - Sales warehouse facility needs person for general office duties. Typing, bookkeeping helpful. Apply at: Snap On Tools, 23246 Industrial park, Farmington Hills.

GENERAL OFFICE. Excellent types for CPA firm in northern suburbs. Has computer experience helpful, salary negotiable. You pay for tee.
Pilar Office Service
474-2323

GENERAL OFFICE, part time, Farmington area. Reply to Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/SECRETARY
Immediate opening for a pleasant, self-starter who can work alone. Skills required include typing, basic writing, light bookkeeping, handle a number of telephone lines, operate office equipment, follow-up & daily interaction with salesmen. Experience with ref. required. Salary commensurate with skills. Contact Mr. Lewis
559-5100

ADMINISTRATIVE - secretary with some accounting background for Troy manufacturer's sales company, must have heavy word processing, typing, written skills, background and knowledge statistical typing, Computer literate a plus, permanent, salary $17,000 to $18,000 with extra benefits

EXECUTIVE - secretary, for Southfield firm, excellent typing, 55 WPM, dictaphone, knowledge of word processing equipment & some switchboard experience

CLERK TYPIST for purchasing dept. of Troy company, type 55 WPM ACCURATE - plus calculator, good telephone manner, and record keeping skills, $6 per hr., long term assignment - 5-8 weeks

RECEPTIONIST - for Bloomfield Hills law firm, some switchboard experience a plus but necessary. Light typing. Temporary to go permanent.

SR. CLERK TYPISTS - 55 WPM
Jr. 45 WPM. Full or part time assignments in Detroit, Troy, Southfield & Birmingham

NEVER A FEE
Learn word processing in our office for 4 months free

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

IBM DISPLAY WRITER

If you have experience with Text Pack 6, statistical typing and have an accounting background, the Permanent Placement Div. of S.S.I. has a position in Troy. Ask for Janet.

569-7500
Supplemental Staffing Inc.

IBM 5520 OPERATORS
Two positions for long term assignments. Must have knowledge of the IBM 5520 word processing system. 6 months word processing experience preferred initiative and above average typing skills.

WORDPLEX SERVICES INC.
Office Automation Staffing Div.
355-2153

IMMEDIATE ASSIGNMENTS
Available for
Qualified
Clerical Skills
People
Suburban Div. Of
NORRELL
Farmington 477-9843

IMMEDIATE POSITION
Available for a busy Southfield office & good typing skills. Wages negotiable. 8 Mile - Lahser Area. 477-6196

INSTANT WORK!
MEDICAL TRANSCRIBERS
(Medical experience required)
SECRETARIES
SENIOR TYPISTS
(60 wpm)
SWITCHBOARD OPERATORS
(Dimension & Horizon)
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
PONTIAC	338-0710

(For jobs in the Rochester area)

Supplemental Staffing Inc.
The Temporary Help People

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Livonia needs full time secretary for potential underwriting of property & casualty insurance. Experience necessary 525-5150

INSURANCE OFFICE - Farmington Hills. Part time, 3 or 3 days a week. 1 year minimum. Insurance agency experience helpful. Typing, filing, telephone from dictaphone. 478-7440

INSURANCE PERSON
Must have commercial casualty and property agency experience. Completed application in processing department, Farmington Hills area. 851-2131

INSURANCE - personal insurance person with 2 years agency or company experience. Must have all knowledge of Homeowners, Auto, IM and P.A.P.'s. Large Southfield agency. Excellent benefits. Call Mr. Baker 354-1100

INSURANCE SECRETARY - Prior insurance experience necessary. Salary open. 347-4410

INSURANCE - Small Southfield Agency needs part time secretary. Experience in CP personal lines preferred. Afternoons. 647-7223

JR. ACCOUNTANT for Birmingham CPA firm. College Grad with major in accounting. Send resume to Box 1000, Olde & West, 30700 Telegraph, Bx. 4500, Birmingham, Mi. 48010

LAYTAYE/TYPEREX
Operators needed days and afternoons. Part or full time. Experienced only.
Pilar Office Service
474-2323

LANIER WORD PROCESSOR - statistical typing, willing to work some evenings. Pleasant office, 35 hrs. per week, Southfield area. Reply to Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

For professional job placement service, temporary or permanent. Register now and put our experience and contacts to work for you.

ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY
626-8188

LEGAL SECRETARY
EXPERIENCED
Needed for Southfield Law Firm. Partner receive shorthand. Wang word processor helpful, excellent typing skills. Benefits, salary commensurate with skills. Call Karen 354-3131

LEGAL SECRETARIES TEMPORARY PERMANENT

Strong demand exists for experienced legal secretaries seeking permanent positions or temporary assignments. Flexible hours available. Top pay rates. The time to telephone or mail your resume is now. Variety abounds. There is never a charge to you for our courtesies and professional placement assistance...about law firms assume all fees.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2100
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY, Bloomfield Hills Area. Experience in Workers' Compensation preferred. Salary commensurate with experience. 540-6133

LEGAL SECRETARY for partner in Oakland County law firm. Shorthand and excellent typing skills required. Good benefits. 349-3966

LEGAL SECRETARY for Birmingham law firm, maintenance of 5 years in defense and/or plaintiff litigation. Will train on Wordplex Word Processor. Margie between 3:30pm-5:30pm at:
645-2644

LEGAL SECRETARY TRAINEE

Rare opportunity to enter in the exciting world of law. Your good skills are your key. Start at $11,700, plus benefits. Call now at 353-3090.

SNELLING & SNELLING

LEGAL SECRETARY
Must be experienced in defense, litigation. Southfield area. Call Mr. Lobb Ingham.

LEGAL SECRETARY WANTED - 1 year experience preferred. Will train for right person. Good benefits. 18 Mile - Telegraph area. 538-0111

LEGAL SECRETARY
Needed for Southfield law firm in Bloomfield Hills. Call for appt. 647-1500

LEGAL Secretary for Plymouth law firm. Excellent typing and word processing experience preferred.
Salary open. Call 453-4844

LEGAL SECRETARY, SOUTHFIELD
American Center. Experienced, for medium size law firm. Word Perfect helpful. Salary open. Call Mrs. Hirt, Personnel Dept. 352-7154

LEGAL SECRETARIES

Experienced legal secretaries needed for personal injury & workers' compensation in the metro & suburban areas. Call now or send in your resume.
FEE PAID

JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 200
Troy, MI 48084
362-9494

LIVONIA FOOD BROKER seeking Accounts Receivable Responsibilities include handling of accounts, order entry with follow through order processing, & typing office services required along with good aptitude in Math & Accounting. Minimum of 3 years Background in food business a plus. Send resume to: P.P.C., P. O. Box 5204, Livonia, MI. 48150.

LOAN PROCESSOR
With experience, needed for one of the largest and most growing mortgage banking firms in state. Excellent benefits and working conditions. Salary open.
353-5590

MAJOR building products company seeking career minded person for clerical work. Permanent position available for person with high school diploma and some course in Georgia Pacific Atlanta. Text L. P.O. Box 928, Live oak, Mich. 48150.

Equal Opportunity Employer M/F

MESSENGER/CLERK
for Detroit law firm, 1pm-6pm daily, typing at 55 WPM, call Mrs. Allen
961-4440

504 Help Wanted Office-Clerical

MANUFACTURER of bath products has full time secretary position available in our Novi home. Duties include: effective telephone skills, accurate typing (50 wpm minimum) & proficiency at dictation. Send resume to: Novi Foot Products, 27000 Cabot Dr., Novi, Mich., 48050. Attention: Personnel.

MARKETING SECRETARY
Growing Livonia company in the technical field, has immediate opening for an aggressive, experienced (3 years minimum) secretary for our Marketing Division. The successful candidate must have the ability to a computer letter, excellent typing (64 wpm minimum), good oral communications skills, the ability to follow through and work well under pressure, as well as be able to work with people at all levels and interested in the above position, send resume with salary history to P.O. Box 1314, Plymouth, MI 48170

MATURE PERSON
Start Immediately, full responsibility as HM is or cost accounting/filling background, automotive related, Southwest Area. If interest send resume & salary requirements to Box 772 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON for full time secretarial position in property management and insurance. Typing, typewriter and telephone experience required. Southfield area. Call Mon. thru Fri. 9:30 to 1 pm.
645-8488

MEDICAL OFFICE RECEPTIONIST
Part-time. Experienced in filing and telephone skills. Keyboard & payload experience a must. Southfield area. Growing medical practice. Call Mrs. Lewis 559-2500 Ext. 329

OFFICE CLERICAL - Part time, approximately 20-25 hours per week. Typing, good math aptitude, computer experience helpful, for industrial sales. Reunion Office Machine, 27145 Schoolcraft, Livonia, Mich., 48150

OFFICE HELP - Part time for busy Farmington Hills agency. Good typing and filing skills. Call Mrs. Ingham, R. Dietrich after 12PM
646-8200

OFFICE HELP/BOOKEEPER
TYPING 55 wpm, better. Good telephone manner. Shorthand preferred. Permanent position.
557-1240

OFFICE & SALES HELP
Part Time. No Experience.
Redford Store.
532-5500

OFFICE SECRETARY - full time. Dependable Secretary. Typing required. Call for interview, Farmington Storage & Storage - Troy
649-3090

OFFICE WORK 24 hours per week, 18 & Telegraph area. Start 11-3. 537-7663

PART OR Full time help. One secretary office. Skills needed: typing, computer, computing, good phone manner, 8 day week. Southfield location. Send resume to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME CLERK TYPIST, needed for secretarial support. Typing a must. Call 12 Noon-5pm, Mon.-Fri.
352-8290

PART TIME OFFICE HELP needed, no skills required except phone manner & dial. Bloomfield Hills, (Long Lake/Telegraph)
645-3343

PART TIME POSITION AVAILABLE
15-35 Hours weekly for person in the Maple/Lahser area. Ideal for mature working attitude. Flexible hours with freedom to adapt during time off for emergency situations essential. In response to accurate typing, dictation, filing and telephone skills. A telephone fitness skills, we offer pleasant working environment. Salary is a favorable wage. If this is "Just What You've been Looking For" & you have quality, Call for interview appointment.
540-0543

Part time receptionist needed. Typing a must. Potential for full time in years for the right person. Applications available at 14841 Hubbard, Livonia, or Call
591-3100.

PART TIME

Secretary/Bookkeeper for 1 girl office in small local area plant. Experience in Accounts Payable/Accounts Receivable a must. Reply to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT, part-time Word Processor for Independent Advertising Agency. Only Word Series 33 Operator should apply. 355-Mr. Manhoff.

PERSONABLE PERSON for medium size law office in Southfield. Typing skills & prior legal experience necessary. Call 424-8384

PERSONNEL COORDINATOR
full time position available. Experienced in employee records, payroll & benefits. Reply in person Tues. & Fri. 9-3. Call Chris Center 34125 W. Grand River, Farmington
477-7272

PROFESSIONAL RECEPTIONIST to work in Troy. Typing 55 WPM. Mon. thru Fri., to answer phones, do light typing & filing. Call Mrs. Ingham at 362-7000 Ingham Hills. Experience helpful. Non smoking. Send resume to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROPERTY MANAGEMENT Office in Southfield requires a full-time clerk. Typing required. Knowledge of computers helpful. Call 557-1300

PURCHASING CLERK
Part Time
Accurate typist to work in the Purchase Dept. Typing purchase orders and performing other related duties. Call Jim. Apply in person 8AM-12PM Mon thru Thurs.

PLYES INC.
SEALED POWER CORP
29996 Wixom Rd., Wixom, MI 48094
Equal Opportunity Employer M/F

Will train capable intelligent individual for Receptionist and telephone in profitable and rapidly growing Southfield company. Must possess excellent typing and grammatical skills. No smoking. Send resume in cover letter to P. Bennett, P. O. Box 2064, Farmington Hills, Mich. 48018

RECEPTIONIST/TYPIST
Molasses company seeks person experience or Graduate of Business Institute. Typing speed over 55 wpm, type in excess of 45 WPM, Word Processing a plus. Salary open. Send resume (by Sept. 28) to: Box 1000, Magazine, 6444 Woodward, Detroit, MI. 48201.

Equal Opportunity Employer

RECEPTIONIST for health club in Southfield, part time. Call 948-8390, Ext. 3275

RECEPTIONIST CLERICAL
Full time position. Call Accounting Manager for interview at
559-5100

RECEPTIONIST
for Beauty related business in plush office in Farmington Hills. Call Nancy
477-5244

RECEPTIONIST
Downtown Birmingham office. Phone and phone personality and light typing required. Call between 8-4.
642-3662

RECEPTIONIST For Southfield CPA firm. Typing required. Experience preferred. Send resume to: CPA Firm, 18977 Northwestern Highway, Suite 206, Southfield, Mich. 48037.

RECEPTIONIST/SECRETARY
needed for busy Executive's home office in Southern Heights. General secretarial duties as WPM. Experience required. Call Personnel
545-3230

RECEPTIONIST - part time days, good typing, spelling & dictaphone support each required. Willing to train mature person. Pleasant working conditions, reliable person, recently graduated students welcome. Plymouth Center area. Call after 6.30 645-2390

RECEPTIONIST/PHONE SALES
Sales-oriented position for phone lovers. Good. The position requires a person with a pleasant phone voice and accurate typing skills. Some phone sales experience helpful. Please send resume to R. R. C., Inc. 1150 Rt. Westwood, Suite 200, Bloomfield Hills MI 48013

RECEPTIONIST For Real Estate Office, approximately 30 hours per week. Hourly position work, light typing. Farmington Hills area.

Merrill Lynch Realty
626-9100

RECEPTIONIST
Southfield law firm needs full time receptionist. Must have good telephone manner. Legal experience a plus. Word processing experience a must. Good benefits. Call Mrs. Lewis 559-2500 Ext. 329

RECEPTIONIST
Dynamic, energetic, self starter with good telephone manner. Typing 55 wpm, full time for fast paced office. Previous experience required. Knowledge of bookkeeping helpful. Send resume with salary requirements to: Personnel Dept., Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Receptionist/
Switchboard Operator
Southfield firm needs a fully motivated pleasant individual for fast paced receptionist position. Must be neat in appearance, articulate and assertive. General office skills and telephone experience preferred. Call between
8AM-5PM, 352-8400, ext. 221
An Equal Opportunity Employer

WORK IN ROCHESTER
OR
TROY AREAS

KELLY SERVICES has opened an office at:
2565 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 long- or short-term temporary assignments NEAR HOME, call for appointment. Mon. thru Fri., between 9 am & 3 pm.

852-1511

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

SALES SECRETARY
Manufacturer of heavy metal stampings offers excellent benefits for Secretary to Vice President of Sales. Send resume & salary requirements to: Confidence to Personnel Dept., McInstosh Division, P.O. Box 1428, 32209 Orchard Hill Place, Novi, Mich. 48050.

SALES SECRETARY
Competent individual to handle Field Sales Support for Retail Purchasers of Plumbing/Heating Service Companies. Duties will include Contact Sales, light accounting, typing. Professional phone personality required. Familiarity with Service Parts inventory helpful. Submit resume with salary history, to:
Personnel Manager, Sales-Silkworth, Inc., P. O. Box 1984, 5111 E. State, Ann Arbor, MI. 48106.

SECRETARY
Bloomfield Hills office needs part-time secretarial support for weekly, every other week, or in winter, less in summer. Typing necessary, word processing experience helpful. Good phone skills, pleasant manner. Non-smoker. Send resume to: Box 741, Bloomfield Hills, MI 48013

SECRETARY/BOOKKEEPER. Intelligent, experienced, take-charge person for growing Livonia manufacturer. Good salary. Call for appointment. 464-4353

SECRETARY/CLERICAL
Growing Southfield manufacturer distributor seeks aggressive hardworking, highly motivated individual to perform secretarial/clerical functions. Ideal person should possess excellent oral/written communication skills & basic bookkeeping knowledge. This position will provide diversified challenging opportunities for the right individual. Send resume to: VP Administration, 31450 Joy Rd, Detroit, 48228

SECRETARY - Construction company seeks temporary fill-in. Experienced preferred. Call Mrs. Dell. Resume to: Hickman Contigan Inc., 32246 Grand River, Farmington, MI. 48024.

SECRETARY

Experienced Typist Secretary to work with upper management staff in Southfield area. Must have excellent communications, good math & typing skills. Excellent benefits including shorthand. Send resume with salary history to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, experienced for insurance agency. October opening. Send resume to P.O. Box 124, Rochester, Mich 48063.

SECRETARY - Farmington Hills. Full time. Good typing, light bookkeeping. Salary commensurate with experience. Call before 8PM.
553-6733

SECRETARY for Southfield CPA firm. Typing, 55 wpm, 12 wpm shorthand, basic office work. Word processing experience helpful. Call
557-8410

SECRETARY for small private school in W. Bloomfield area. Good Public Relations & excellent skills in typing. Full-time position. Call between 8am-3pm.
653-9344

SECRETARY FOR Southfield law firm. Applicant must have proficient typing, shorthand and dictaphone skills. Will train available Word Perfect. Send resume to Box #790, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, full time position for Bloomfield based sales agency. Typing, shorthand essential, some word processing experience helpful. Experience helpful. Send resume to P. O. Box 372, Southfield, MI. 48037

SECRETARY - FULL-TIME
Data Processing department of Church office. Familiarity with IBM PC, Computer & basic programming helpful. Salary open. Call
Mrs. Hutchinson 559-2500
Ext. 329

SECRETARY
Good typing & communications skills. Send resume Tom Berry & Associates, 1000 Maple Rd., Birmingham, Mich. 48011.

SECRETARY
Immediate Opening
Industrial real estate firm located in Southfield area has additional need for General office skills, computer background, word processing accuracy. Typing accuracy important. Ability to handle telephone. Send resume to:
GEOFFREY M. EATON
31711 W 12 MILE RD., SUITE 327
SOUTHFIELD, MI 48075
No Fees Calls Please

SECRETARY

Mature, experienced secretary for Southfield law firm.
SECRETARY - needed to start Oct. 1 for 2 months working 8am to 1pm. Must be a Word Perfect office with no shorthand, shorthand a plus. Farmington Hills area. Please call
351-1300

SECRETARY needed for Southfield law firm. No experience necessary. For appointment call date between 8-5
354-2778

SECRETARY - Part time. Typing, transcribing, light bookkeeping. Mon. thru Fri., anytime after 9am. Wednesday 9-14 Mile area. Resume sent resume to Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Pension and Profit Sharing sales and administration company seeks well-organized, self-motivated individual with good typing and phone skills.

Word processing experience a plus.

Small, pleasant suburban office. Starting salary is $12,500 with excellent medical benefits.

Send your resume to:

EXECUTIVE BENEFIT PLANS CO.
31313 Northwestern Hwy., Suite 100
Farmington Hill, MI 48018
626-3333

SECRETARY/RECEPTIONIST
Pleasant, Professional office with full time for fast paced office. Previous experience required. Knowledge of bookkeeping helpful. Send resume with salary requirements to: Personnel Dept., Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
for Southfield dealer. Typing (50 WPM), dictaphone, general office duties.

SECRETARY RECEPTIONIST
Typist & general office work. Experience preferred. Call between 8am-5pm. 557-5111

SECRETARY/RECEPTIONIST
Pontiac Area. Salary & benefits. Pleasant working conditions. Send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST-full or part time. Typing, filing and bookkeeping knowledge required. Send resume to Beards Hotel, 1300 Piquette, Detroit, MI 48214 (between 7 & 4 pm). Experience. Please call Carl
538-5330

SECRETARY TO VP
$16,000
Super benefits, loss or diversity, liberal salary increase, paid holidays, good math background is a plus. For paid, Call Personnel Mgr.
SNELLING & SNELLING

SECRETARY TYPIST - Southfield law office, legal experience & Wang word processor helpful. Salary open. Call last salary/starting condition. Call
557-3666

SECRETARY/WORD PROCESSING
IBM Displywriter operator with medium typing speed, good math aptitude, interests assignments in the PR and Sales Promotion. "Excellent pay and fringe benefits" Call for an appointment. Ask for working for the best service in Detroit, Call
Norrell Services Inc.
Office Automation Staffing Div.

SECRETARY/word processing operator. Electronic vision systems company in Troy has immediate opening for experience secretary/word processing operator to support division manager and a staff of 10. Must be able to handle varied duties. Requires 3 years related clerical experience with word processing. Competitive salary and benefits. Call Diane
646-1500

SECRETARY. Small Southfield firm with pleasant office atmosphere. Word Processing (IBM), telephone reception experience required. Excellent fringe benefits. Forward resume, including salary requirements to: Box #63, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SMALL BLOOMFIELD office needs secretary for general office duties. Applicants must be quick to learn, self starter, and have the ability to type 45 wpm accurately. Call Karen at 646-2133, to apply.

SOUTHFIELD ad agency seeks bright secretary with good typing skills for entry position. Responsibility includes typing & correspondence, proofing ads & general filing. Salary Approximately $18,000. Call Debbie Bell, 11 noon
262-1300

SOUTHFIELD based company has secretarial positions available to our payroll/personnel department. Typing necessary and organizational skills necessary. For interview call the personnel department
352-1300

SOUTHFIELD firm - is looking for someone with 1 year payroll or bookkeeping experience. Accurate typing, some typing helpful, opportunity for advancement.
557-1300

SUPERVISOR position available, in Grosse Pointe area. Must have claims experience. Supervisory, CIT & Group Insurance experience necessary. Salary commensurate with experience. Group Fields Claims Division, Washington National Insurance Co., 1475 Lake Shore Blvd., Evanston, Illinois, 60201

SWITCHBOARD OPERATOR
for Southfield surveying service, permanent part time, all shifts includes weekends.
352-6733

SWITCHBOARD/RECEPTIONIST
Needed for expanding health care service. Must be well organized & stress oriented. Pleasant voice, telephone manner & typing required. Experience preferred.