Win 2 Red Wing tickets

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150.

Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

504 Help Wanted Office-Clerical

COMMERCIAL INSURANCE
Account Person to assist Producer with Servicing & Marketing Accounts. Experience required. Send resume to: P.O. Box 7737, Livonia, Michigan 48151.

COMPUTER Operator/Legal Secy
Word processing training necessary. Legal Secretarial skills preferred. Send resume to: Patterson & Patterson, 10 W. Square Lake Rd., Bloomfield Hills, Mich. 48013. Attention: Ms. Fickling

CREDIT SECRETARY
familiar with Credit Lender experience helpful. Apply in writing to American Speedy Printing, Attention: Mrs. Pokrys, 32100 Telegraph, Birmingham, Michigan 48010

CRIMINAL ENTRY/
COMPUTER OPERATOR
Southfield-based distributor seeks qualified individual to fill new opening in the afternoon shift of our computer department. Good calculator & math ability, accuracy a "must". Knowledge of basic language helpful. Excellent benefits. Call Before 11AM.
352-6231

EXECUTIVE SECRETARY with good administrative skills. Must know word processing & be able to type 60 wpm. Send resume to Jeanne - Mercy Center, 24600 Eleven Mile Rd., Farmington Hills MI 48018

EXECUTIVE SECRETARY -
ADMINISTRATIVE ASSISTANT.
Experienced in all phases of secretarial responsibilities. Maturity, dependability, accuracy and attention to detail must be a part of your make-up. Job requires a basic understanding of computers (IBM PC/Lotus & PFS file & report) and their applicability to the sales/marketing function. Computer training will be accomplished with outside consultant assistance. Eventual advancement to inside/outside sales position with some travel. Willingness to visit our plants to obtain a basic understanding of our product and processes a must. Office management responsibility. Interviewing week of Jan. 7. Birmingham location. Send detailed resume to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILING & MAIL
Light Typing. Excellent chance for advancement in large Southfield Insurance Agency. Call Ms. Barlow, 358-1200

FULL TIME position for custom building laminate shop. Refrain required. Farmington Hills. Ask for Kelly.
471-3323

GENERAL OFFICE
Full time position available in rapidly expanding Out-patient Rehabilitation Agency. Experience preferred with typing, board, accounts receivable, filing, record keeping, other clerical functions. Fringe benefits. Send resume to Well-Speech Service, 755 W Big beaver, Suite 516 Troy, 48084.

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SECRETARIES
WORD PROCESSOR
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The Difference!!!
Are you in a situation with another temporary service, or no job, and may not have had the time to discover your best alternative in this market. All the advantages you want and have been missing are here at Entech.
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PERSONAL ATTENTION
We are as committed to our Temps as we are to our clients. Call Us Today!
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AHEAD OF THE REST
332-4350 588-5610

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER for home furnishing retail operation. Some computer experience & inventory control. Salary negotiable. Send resume & salary requirements to: 37950 Orchard Lake Rd, Suite 100, Farmington Hills, Mich 48018.

GENERAL OFFICE help - must know typing, letter writing. Small office in Southfield. Wages negotiable. Call between 5-8 pm
476-5000

GENERAL OFFICE - Full time position. Furniture office experience helpful. 40 hours, 8-5 pm. At Lasky Furniture, 29015 Plymouth, Livonia. 427-6411

GENERAL OFFICE, typing and accurate clerical skills required. Computer experience helpful. Send resume to Office Manager, P.O. Box 918, Novi, MI 48050.

GENERAL OFFICE CLERK
Experience necessary. Must know how to type efficiently. Familiarity with Word Processor helpful. Great opportunity to learn investment Advisory business in small Southfield office.
Full time.
Closed Dec. 31 & Jan. 1st.
552-6181

GENERAL OFFICE CLERK
Property Management company in the West Bloomfield-Farmington Hills area has an immediate opening for a general office clerk on a short term basis. Potential full time employment. Typing, bookkeeping, filing and data entry experience helpful. Apply by sending resume with salary history to: Box 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY. Full time, for 5 lawyer firm in Troy. Must have excellent typing skills, good rapport with public, word processing experience and ability to type from dictaphone. Some bookkeeping. Call Delphine 649-2910

LEGAL SECRETARY - experienced in corporate, real estate, litigation & Wang word processing needed for Southfield law firm. Salary commensurate with ability. Call Karen 355-3393

LEGAL SECRETARY
Birmingham law firm. Experience required. Mag card and word processing skills necessary. Must be familiar with court procedures and have good typing skills. Contact: Dee, 645-1212.

LEGAL SECRETARY with IBM display writer experience for Somerset area firm. Salary commensurate with experience.
645-6633

LEGAL SECRETARY
for busy Southfield Personal Injury firm. Must have excellent typing & dictaphone skills. Must have Legal experience. Call Pamela Hertz.
353-5333

LEGAL SECRETARY experienced. Needed for part time position, Southfield lawfirm. Excellent skills required. Send resume to Box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE COMPANY in Birmingham looking for experienced mortgage processor. Full time. Basic general office skills required. Full benefits, salary based upon experience. Send resume to: Box 924, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ADMINISTRATOR to run a large, expanding, Oakland County law firm including all responsibilities (management & organization of support staff & office operations, accounts receivable/payable, billing, purchasing of equipment/supplies). Excellent salary & benefits. Send resume to Box 756, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ADMINISTRATOR
Experienced person for Manufacturer's Rep. office. Typing required. Electric knowledge helpful. Start immediately. Send Resume or pickup application at: 6666 Orchard Lake Rd., Suite #205, (S. of Maple) W. Bloomfield, MI. 48033.

504 Help Wanted Office-Clerical

OFFICE POSITIONS
Southfield-based distributor seeks qualified individuals to fill entry-level positions in our buying and billing departments. Excellent calculator & math abilities. C.R.T./Data Entry experience helpful. Accuracy a "must". Excellent growth potential and benefits.
• Data Entry/Order Processing Clerk
• Buying Assistant/Secretarial
Call before 11AM:
352-4254

PART-TIME BOOKKEEPER
Approximately 15-20 flexible hours. Some Computer helpful. Send resume to Bookkeeper Position, 17410 W. 12 Mile Rd., Southfield, Michigan 48076.

PERSONAL SECRETARY
Must type 65 WPM, shorthand 80 WPM. Start immediately, flexible hours. Resume Only to: E. Lee, 70 East Long Lake Rd., Bloomfield Hills, MI., 48013.

PROPERTY MANAGEMENT CO. seeks experienced Secretary/Typist. Send resume to REDICO, 784 W. Big Beaver, Suite 2200, Troy, Mich. 48084. Attention Peggy. No Calls, please

REAL ESTATE
Person needed for Century 21 office. Recent experience processing and bookkeeping. Only experienced need apply. Call Hal or Bob at:
525-9600

RECEPTIONIST - experienced, typing & bookkeeping skills preferred. Must be accurate & energetic. Oakland Mall area.
645-1122

RECEPTIONIST
for Southfield law firm. Please apply 21472 Northwestern Hwy., Southfield, or call.
559-7750

RECEPTIONIST
Full time for Farmington Hills office of Paychecks Inc. Outgoing personality, pleasant telephone manner, good typing skills, switchboard experience. Call Pam for an appointment.
855-6400

RECEPTIONIST
Troy based ad agency seeks a mature, responsible person to handle low volume activities and supervise clerical support to executive staff. Position requires pleasant, outgoing personality, bright telephone manner and a regard to personal appearance. Experience helpful. Please call between 3pm-5pm.
KOZON, BITTNER & DESMOND INC.
100 E. Big Beaver Rd.,
Troy, MI 48084
524-3300

SALES SECRETARY - Manufacturers Rep firm in Troy, MI. Will be in contact with customers, principals, etc. Skills required: telephone sales, shorthand or speed writing, typing 55 wpm. Send resume & salary requirements to: Sales Secretary, 30100 Greenfield, Southfield, MI 48076

SALES SECRETARY
WORD PROCESSING
HONEYWELL, INC.
Southfield, MI.
Part time assignment, 20 hours per week, hours flexible.
Challenging position for individual with proven secretarial experience & skills.
Phone Ann Johnson,
9 30-1 30 at 424-3536
An Equal Opportunity Employer

SECRETARIAL position - Farmington Hills. Looking for polished professional, college educated individual, all work - typing, Viscale, and data base performed on IBM, 150 micro computer, like experience required. Must be personable, excellent speller, strong grammar. Resume.
471-0022

SECRETARY
Full time position, typing & light bookkeeping required.
535-5151

504 Help Wanted Office-Clerical

SECRETARY, Administrative Assistant for retail firm: minimum of 3 years experience, strong organizational skills, typing & shorthand, ability to work with numbers in a fast paced environment. Non-smoker preferred. Send resume to: The Claymore Shop, 732 N. Woodward, Birmingham, Mich. 48011

SECRETARY
For regional sales office. Person with excellent typing skills, experienced and knowledge of office procedures needed. Phone skills a plus. Immediate opening. Send resume: Attention Donna, Advo System Inc., P.O. Box 3178, Livonia, Mich., 48151

SECRETARY - FULL TIME
Insurance Agency. Conscientious, amiable. Call weekdays, 8-5 pm:
559-8500

SECRETARY
Manufacturer has immediate opening for a full time secretary to perform a variety of duties. Heavy experience necessary including CRT, must have good typing skills. Please call for an appt.
313-471-3373

SECRETARY - Mature, organized, for private country club in W. Bloomfield. Excellent typing, shorthand, typing. Good salary plus benefits. Non-smoking office. Send resume & salary requirements: Box 903, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Must type 60wpm. Excellent proof reading skills necessary. Real estate or appraisal office experience helpful. Good benefits. 5 day, 40 hours a week. Company located near Wayne and Ann Arbor. Call: 525-1300

SECRETARY - part time, Troy, Manufacturer's Rep. Light typing, filing, insurance company, good typing & writing skills required. Mr. Cobb. 643-8901

SECRETARY
PRODUCTION CONTROL
Growth opportunity with a growing company in the reprographic industry. Responsibilities include, production control, expediter, customer service & clerical duties. The right candidate must have good math skills. Must be flexible with the ability to adapt to priority demands. Excellent benefits package. Apply in person

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8120 Goldie
Walled Lake, Mich 48088

504 Help Wanted Office-Clerical

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504 Help Wanted Office-Clerical

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• 5520
• Wang
• Digital
• Xerox 860
Call for appointment:
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19668 W. 11 Mile
Lathrup Village
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EOE M/F/H

504 Help Wanted Office-Clerical

NON-SMOKER
Top-notch experienced Transcription Typist. Superior spelling, pleasant outgoing manner for a busy medical legal office. Word processing/word processing/computer knowledge a plus. Send resume and salary requirements to: Box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSING OPERATOR
Long term assignment available Jan. 7, 1985. Experience on an NBI Word Processor necessary. Hours 8-5pm every evening Bloomfield Hills area. Call today for more information. 358-2153

WORD PROCESSING OPERATORS
IBM 5520 and Displaywriter experience necessary. Long term assignments Northeast suburbs. For more than just an hourly wage, call:

Wordtech Services, Inc.
Office Automation Staffing Div.
358-2253

504 Help Wanted Office-Clerical

Immediate Openings
RECEPTIONISTS & SWITCHBOARD OPERATORS
• Trained/experienced
• Reliable transportation
Call for appointment Monday-Friday
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Lathrup Village
559-0300
Not an agency, never a fee.
EOE M/F/H

504 Help Wanted Office-Clerical

Immediate Openings
DATA ENTRY OPERATORS
• 6 months experience
• High inputting skills
• Able to input alpha & numeric data
Call for appointment
Mon.-Fri.
KELLY SERVICES, INC "The Kelly Girl" People
19668 W. 11 Mile
Lathrup Village
559-0300
Not an agency, never a fee.
EOE M/F/H

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
PART TIME
23-30 hours per week. Send resume to Tempco Heating & Cooling
5050 Franklin Rd.
Bloomfield Hills, Michigan 48013.

SECRETARY/PART TIME
Excellent telephone and typing skills a must. Call Beverly Wednesday, between 9 A.M. - 12 Noon at 358-2020.

SECRETARY RECEPTIONIST
SNELLING & SNELLING
399-3450

Lovely Troy office. Professional environment, convenient location, great benefits. Need top skills. $12,000 to start.

SOUTHFIELD TPA Looking for experienced medical marketing underwriting person for immediate opening. Call 948-8700

504 Help Wanted Office-Clerical

SECRETARY/WORD PROCESSOR
Busy law firm needs full-time Secretary to perform a variety of duties. Word processing experience helpful. Must have good typing skills. Excellent benefits. 12 Mile & Southfield.
Send resume to:
Office Manager, 30715 Southfield Rd., Suite 115, Southfield, Michigan, 48076

SOUTHFIELD Law Firm seeks enthusiastic person for File Clerk position. Office experience helpful. Immediate opening. Call Pamela Harris.
352-7800

SWITCHBOARD OPERATOR/Receptionist - full time, experienced with electronic PBX type board & in charge with people. Send resume to: Jewish Family Service, 24123 Greenfield, Southfield, Mich 48075. Attn: Sid Miller or call
559-1500

504 Help Wanted Office-Clerical

KELLY Job Corner
STATISTICAL CLERKS
Kelly Services has IMMEDIATE openings for Statistical Clerks with:
• 10-key calculator experience
• 6 months experience - minimum
Earn money the Kelly Way. Call for an appointment. Mon.-Fri., or apply in person.
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(S.E. of Farmington Rd.)
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Vending bar and waiting tables, all shifts available.
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