504 Help Wanted Office-Clerical

EMERGENCY ROOM

REGISTRARS

Part time and contingent (on call) positions for persons interested in working weekends and holidays. Day, afternoon, and midnight shift openings are currently available.

Qualified candidates will have a minimum of 1 year clerical experience, preferrably in a hospital/clinical setting. Proven 50 wpm., accurate typing, excellent spelling and public contact skills, and the ability to train full time 5-6 weeks on the day shift required. Medical terminology and computer terminal experience highly preferred.

Competitive compensation with shift and weekends differentials, plus holiday premium pay. Please apply 9-3 PM., Mon. - Fri., Employment Office, Fisher Center.

PROVIDENCE HOSPITAL
22500 Providence Dr.,
Southfield, MI., 48075

An Equal Opportunity Employer

ENTRY LEVEL CLERICAL Typing 40wpm. Southfield area. Good benefits. Call Kathy Hartman353-2000

EXECUTIVE SECRETARY Bookkeeper for yacht dealership. Must have comprehensive experience and take charge ability. Call Mr. Connolly 353-2000

EXECUTIVE SECRETARY - Immediate opening. Typing 70WPM, shorthand desirable, word processing & dictaphone experience a must. Office located in downtown Plymouth, 8am-5pm. Excellent benefit package. Please submit resume & salary requirements to: The Wade Trim Group, 720 W. Ann Arbor Tr, Plymouth, Mich 48170. Attn: Steve Wade.

EXECUTIVE SECRETARY & secretary to $20,000, company paid fee personnel agy assisting major Troy Co. Respond P.O. Box 1345, Troy, Mi. 48099

EXECUTIVE SECRETARY Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Mail resume to: Personnel, P. O. Box 300, Southfield, MI 48037. Attn: E.S./E.C.

EXECUTIVE SECRETARY A Southfield based service company has an immediate need for a full time individual with proven secretarial skills for its executive staff. Starting salary of $200 to $250 per week depending on qualifications with full company benefits. For appointment. 569-2234

EXECUTIVE SECRETARY A Southfield company is seeking an executive secretary who is well organized with excellent typing & communication skills. Will be responsible to the president & two directors. Send resume to: Home Health Care of Metropolitan Detroit, 24901 Northwestern Hwy, Southfield 48075.

EXECUTIVE SECRETARY

Needed for a PROGRESSIVE SOUTHFIELD MANAGEMENT COMPANY. Shorthand, bookkeeping & Word processing skills required. Send resume including salary required to Box 892 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT Strong administrative secretarial skills, PC and word processing experience with Lotus 123 or similar program background a must. Excellent communication skills, advertising agency experience a plus Send resume to: M D.M., 24567 Northwestern, Suite 1-A, Southfield, Mich., 48075.

EXPERIENCED Receivables/Payables Clerk for Farmington office. Other Accounting duties also involved. Call 476-7440

EXPERIENCE preferred in retail and inventory control, quick with numbers, typing-45 WPM, excellent working conditions and benefits in Southfield office. Call 358-1495

FILE CLERK - some experience helpful, excellent company, good salary, fee paid. Beryl Personnel, 26661 Coolidge, Oak Park. 548-1355

FOR YOUR CONVENIENCE! When looking for your first job, a better position or a Career change, we now have a TROY location. DOROTHY DAY PERSONNEL, INC., a full service employment agency. Serving Detroit & Suburbs for 32 yrs. Call 649-8797, Suite #137, Sheffield Office Complex, 3270 W. Big Beaver.

FRONT DESK SECRETARY Beautiful suburban office in an expanding company, good benefits can all be yours if you have the good typing and pleasant personality required. $12,000, FEE PAID. Call Rita today! SNELLING & SNELLING 353-2090

Full time secretary/receptionist for busy Farmington Hills Real Estate Office. Hours 10-7 Monday-Friday. Experience with multi-line phone answering a must. $4.50 per hour. Ask for Mark. 851-4700.

GENERAL CLERICAL CRT experience helpful ART VAN FURNITURE Call Vickie 255-4580

WE HAVE an exciting position for the right person in our general office. The person we are seeking is responsible, mature, dependable and likes a challenge. Apply George Matick Chevrolet, 14001 Telegraph, Redford

A MEDICAL MANUFACTURING Company, located in Southfield, has an immediate full time opening for person with over 2 years continuous general office experience and 55 WPM accurate typing. Prefer applicants who have professional phone manner, customer contact experience and data entry exposure. Full benefits included. Call Personnel, 353-3820

GENERAL OFFICE - Versatile office person for small business in Birmingham. Reception, telephone, some typing. Call evenings or weekends.646-9171

GENERAL OFFICE - experienced clerk for steel warehouse. Shipping, inventory control & typing skills necessary. Reply to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE position, full time. Apply in person: Art Van Furniture, 35525 Plymouth Rd., Livonia.

GENERAL OFFICE. Immediate opening for an experienced Secretary/Bookkeeper, Bloomfield Hills General Contractor. Reply to: Box 656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for 1 person office, experience, confident & dependable, accounts payable & receivable, bookkeeping & payroll. Apply with resume to International Door, 30570 Schoolcraft, Livonia, between 9:30-2pm Mon. thru Fri.

GENERAL OFFICE - HAMTRAMCK Experienced person with excellent typing, figure aptitude - handwriting. To $200 per week plus. Benefits. Fee Paid. BETTY HAMIL PERSONNEL Southfield Rd., Lathrup Village 424-8470

GENERAL OFFICE full time position available for person with fast typing skills light shorthand & telex experience. Must be a self motivated person who works well under pressure. Please send resume to: L. Gravlin, PO Box 151, Birmingham, 48012

GENERAL OFFICE General office position with Southfield company. Accounting background preferred with good secretarial skills. Typing 50 wpm. Able to deal with public and work with minimum supervision. Send resume to: Personnel, P.O. Box 300, Southfield, MI. 48037, att: GA/EC.

GENERAL OFFICE Grow with this N. suburban company. Opportunity for someone with good skills. Independent worker, people contact, phones, typing, filing. To $12,000, plus good benefits. Fee paid. SNELLING & SNELLING 399-3450

GLAMOROUS Ad Agency Secretary. Typing & Shorthand. Suburban & Downtown. Full time & benefits. Fee Paid! Employment Center II. 569-4134

504 Help Wanted Office-Clerical

GENERAL SECRETARY $12,000 FEE PAID Easy-going boss in Farmington Hills office has immediate opening for your good typing skills. Salary review in 90 days. Call Debbie, 478-3500. SNELLING & SNELLING 478-3500

IMMEDIATE OPENING for interesting & diversified position. Must have ability to type 50wpm pleasant phone manners & accuracy with figures is required. Complete benefit package. Call Miss Olsen, 288-6650

THE IMPORT SECTION of a progressive O.E.M. company seeks a detail oriented individual to schedule and follow-up on incoming shipments. Position involves heavy phone work, light typing and filing. The applicant must be ambitious and willing to work overtime when required. Excellent working conditions and full benefits. Applications being accepted 8:30AM-4:30PM, thru May 8, 1985 at: AMERICAN YAZAKI CORP. 32700 Capitol, Livonia (Plymouth & Farmington Rds. Area)

PROMINENT BLOOMFIELD Hills Insurance Agency seeks Commercial C.S.R. Successful candidate will possess the following skills and experience: 2 years Agency or Company multiple lines experience, strong communicative skills, bright professional personality. Full benefits. Salary commensurate with experience. Call Mr. Connors. 644-5110

INSURANCE Clerical. Personal lines experience. 437-4000.

INSURANCE OFFICE - in downtown Farmington needs a receptionist. Call for appt. between 9-4:30 474-2311

INSURANCE - Part time. Computerized P&C agency in Farmington needs experienced CSR to handle commercial lines business. Phone 478-0383

INSURANCE Personal Lines person to work directly with clients & company. Agency experience & background in rating & coverages of homeowner & auto policies required. Livonia 422-7850

INSURANCE Personal lines person to work directly with clients & company. 2 years agency experience & background in rating & coverages of home owner & auto policies required. Excellent working conditions. Southfield. 355-4400

INSURANCE SECRETARY Birmingham Bingham Farms Agency needs All-around Secretary. Must be experienced! TO MANAGE PERSONAL LINES DEPT. IBM computer knowledge helpful. Excellent salary to party with ability and experience. Full employee benefits. Position available June 1, 1985 Call: Paul John Cooley, President COOPER AGENCY INC. 30100 Telegraph Rd. (North of 12 Mile) 645-5100

Insurance. EXPERIENCED CLERK. Part time. General agency. Typing, filing, etc. Willing to learn. Bloomfield Hills area. 644-7161.

INVENTORY CONTROL RETAIL Leather Loft, one of the Mid-Wests' fastest growing specialty apparel chains, is expanding it's inventory control operation. If your background includes the implementation &/or maintenance of effective inventory audit trails & the analysis of related data, we are interested in you. We offer an opportunity for advancement along with an excellent benefit package that includes pension, profit sharing, health insurance, vacations & bonus. Please send resume or letter in confidence to: Director of Personnel, LEATHER LOFT 34845 Schoolcraft, Livonia, Mich. 48150

JR. EXECUTIVE ASSISTANT Typing & shorthand required. Excellent benefits. Troy area. Resumes & salary history, to: Box 701, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES Permanent and temporary positions available immediately. Never a fee to you for our courteous and professional placement assistance. PERSONNEL AT LAW 3000 TOWN CENTER, SUITE 2380 SOUTHFIELD, MICH. 48075 358-0060

LEGAL SECRETARY Needed for busy Workers Comp. practice in Southfield Firm. Typing 65-80WPM a must. Knowledge of Word Processing desirable. Write to: P.O. Box 5048, Southfield, MI. 48086-5048.

LEGAL SECRETARY, 25-30 hours, flex hours, word processor, some bookkeeping. Competitive pay. Southfield. Evenings, 332-8501

LEGAL SECRETARY Mature, dependable, motivated, non-smoker. With general practice experience for busy Troy firm. 649-5060

LEGAL SECRETARY - Full time. No experience necessary/will train. Good typing and grammar a must! Call Dolores for more details. 553-9100

LEGAL SECRETARY NEEDED For small Birmingham personal injury law firm. 1-2 years experience. Phone 642-5757

LEGAL SECRETARY Farmington Hills law firm. Litigation experience required. Call Denise at 855-6660

LEGAL SECRETARY Experienced with shorthand for Attorney, in Town Center, Southfield. 358-3350

LEGAL SECRETARY - for Southfield law firm to work on word processor. Word processing experience preferred but we will train, if you have good legal background. Call 352-1000

LEGAL SECRETARY - minimum 2 years experience, typing 80wpm, for small litigation firm - Telegraph near 13 Mile. Good pay & benefits for career person. 827-7000

LEGAL SECRETARY - mid sized Bloomfield Hills law firm seeking full time legal secretary with 3 to 5 years experience. Word processing experience required, competitive salary & benefit package. Call Barbara. 644-2400

LEGAL SECRETARY Experienced with word processing equipment, able to work independently. Excellent salary & benefits. Farmington Hills location. Please call 851-6000

LEGAL SECRETARY for Troy defense firm, familiar with Workers Compensation forms and procedures. Minimal experience necessary, salary negotiable, excellent benefits. Send resume and salary requirements to: 3250 W. Big Beaver, Suite #320, Troy, MI., 48084, Attn: Legal Department.

LEGAL SECRETARY - growing Oakland County firm needs legal secretary, experienced preferred, newly renovated offices. Salary commensurate with experience. Send resume to #662, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for (2) Person downtown Birmingham Office. Experience preferred but not mandatory. 258-8463

LEGAL SECRETARY — Bloomfield Hills area. Legal experience preferred but not necessary. Salary commensurate with experience. 540-8333

LEGAL SECRETARY, excellent typing skills required, general civil litigation, pay according to ability, Southfield - Birmingham area. Call. 540-3366

504 Help Wanted Office-Clerical

BLOOMFIELD HILLS LAW FIRM seeks legal secretary with 1 to 2 years probate estate planning experience. Typing-minimum 70, word processing experience helpful. $15,500 plus excellent benefits. Send resume in confidence to: Box #640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY Immediate opening for experience personal injury legal secretary. Position involves working for staff counsel of a national multi billion dollar property/casualty insurance company. Word processing experience helpful. The position is located in our Troy office (Northfield Financial Bldg). Call Grand Rapids personnel office toll free, 1-800-632-1393 or send resume to: HOME INSURANCE COMPANY, Personnel, 3351 Claystone St., SE, Grand Rapids, Mich., 49506. Equal Opportunity Employer M/F

LEGAL SECRETARIES Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume. ALL FEES EMPLOYER PAID JOANNE MANSFIELD LEGAL PERSONNEL TOP OF TROY 755 W. Big Beaver, Suite 209 Troy, MI 48084 362-3430

LEGAL SECRETARY Experienced. Bloomfield Hills general practice. Salary commensurate with experience. 647-3737

LEGAL SECRETARY Prestigious defense firm in Southfield. Experience required. Good pay, Call Mr. Mutter 357-2650

LEGAL SECRETARY for Senior partner in Oakland County Law firm. Executive skills. Highly motivated, well organized individual. Reply: PO Box 400, Northville, MI 48167.

LEGAL SECRETARY RenCen Law Firm seeking experienced Secretary, good benefits, pleasant environment, salary commensurate with experience. 259-7800

LEGAL SECRETARY Experience necessary - for downtown Law Firm. Good typing skills required. Send resume to: Foster, Meadows & Ballard, 3264 Penobscot Bldg., Detroit, Mich. 48226 - Attention: Lisa.

LEGAL SECRETARY needed for Southfield law firm. Defense work and general practice. Word processing experience preferred but not absolutely required. Benefits, pleasant surroundings, salary commensurate with experience. Call Patty at 353-3800

LEGAL SECRETARY wanted. Must have at least (4) years Legal experience. Knowledge of Zerox 800 Magnetic Tape Typewriter - very helpful. General Practice in Birmingham. Salary commensurate with experience. Call 258-5010

LEGAL SECRETARY position open in the Bingham Farms office complex for three lawyer firm. Prior law office experience required. Word processing background preferable with typing of at least 80wpm. Salary & benefits commensurate with experience. 644-4433

LEGAL SECRETARY 3 to 5 years experience with good communication, research & analysis skills, paralegal training helpful - 30 hour week. Send resume to: 31731 Northwestern Hwy., Suite 264, Farmington Hills, MI 48018-1577

LEGAL SECRETARY- Experienced for corporate defense firm in Bloomfield Hills. IBM Displaywriter experience preferred. Send resume & salary requirements to: Box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY Farmington Hills firm. Experienced, well-organized individual who enjoys responsibility with minimum supervision. Excellent typing a must. Submit resume to: Box 676, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY $17,000 Elegant N. suburban office. Outstanding benefits. Yearly bonus! Need top skills, legal experience. Fee paid. Call now! SNELLING & SNELLING 399-3450

LEGAL SECRETARY Needed part-time for Bloomfield Hills law firm. Minimum 2 years legal experience, excellent typing skills and dictaphone experience required, word processing experience helpful. Must be well organized and able to work independently. Send resume and salary requirements to: OFFICE MANAGER 505 Woodward Ave., Suite 3400, Bloomfield Hills, Mich., 48013.

LEGAL SECRETARIES Bloomfield Hills law firm needs individual with 3 years legal experience in Domestic Relations and Personal Injury. Word Processing helpful. Salary commensurate with experience, excellent benefits.

SOUTHFIELD law firm looking for individual with 2 years legal, litigation insurance defense work. Salary commensurate with experience, excellent benefits.

SOUTHFIELD law firm requires legal secretary, minimum 3 years experience in corporate bankruptcy. Excellent typing and shorthand required. Word Processing helpful. Salary commensurate with experience.

SOUTHFIELD law firm needs individual, minimum 1-2 years experience in Corporate. IBM Displaywriter or will train. Top skills required. Salary commensurate with experience, excellent benefits.

SOUTHFIELD law firm, File Room Clerk. Light typing, salary $650 per month to start. $700 per month after 90 days. Excellent benefits.

PEG LEI CONSULTING AND EMPLOYMENT SERVICE 258-5118

LOCAL SALES Office needs Receptionist/Secretary - experienced in handling Incoming Calls, typing, filing & Customer Service work. Call for interview. [illegible]

MARKETING ASSISTANT $18,000 Report to Vice President of marketing of large established company. Requires person with good communication and organizational skills. Type 50 WPM. Excellent benefits. Fee Paid. 525-7270 ALLEN PERSONNEL AGENCY

MATURE individual with some experience in accounts payable & accounts receivable for fast paced office. Send resume to P.O. Box 378, Wixom, 48096.

MATURE Secretary/Typist for Livonia Boat Dealership. Lots of Phone and customer contact. Office experience necessary. Start immediately. 261-2547

MATURE SECRETARY needed for executives of busy real estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manners and be interested in learning the real estate business, word processing experience helpful. Please send Resume to box #348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER-OFFICE Helper Part time afternoons 3-7PM. Must have own car. Send resume to: Simpson & Moran PC, 555 S. Woodward, 5th. Floor, Birmingham, Mich. 48011.

OFFICE HELP wanted for Supermarket in Westland. Light bookkeeping experience helpful. Call Sue at: 443-7074

OFFICE MANAGER'S ASSISTANT Novi area. Experience in supervision. Knowledge of various office machines required. Excellent benefits. Send resume, including salary requirements to: Box 670, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Mortgage Loan Processor Bloomfield Mortgage Corporation is seeking a Mortgage Loan Processor with experience in FHA, VA & Conventional Residential Mortgages. Opportunity available at our Waterford Branch. Salary commensurate with experience. Excellent benefit package included. Call Ms. Mc Taggart for appointment. 358-2900

An Equal Opportunity Employer

NATION'S largest mortgage banker seeking receptionist/typist for Southfield based branch. Experience preferred. Contact Ms. Brinkman 358-3550

OFFICE CLERICAL help - full time. Light bookkeeping, light emphasis on Secretarial. Should have strong organization & dependability. 557-0014

OFFICE CLERK. Full time position open immediately for a large volume retail store. Must be available for some evenings & weekends. Dearborn area. Call Angela: 846-4115

OFFICE WORKER - PART TIME for small machine shop. Typing & filing. Must be non smoker. Aladdin Cutting Tool, 25810 Novi Rd., 348-8880

OUTSTANDING OPPORTUNITY Exciting sales office. Phones, typing. Front desk personality, $14-$18,000. Benefits. Fee paid. SNELLING & SNELLING 399-3450

PARA-LEGAL - PART-TIME Must be experienced in personal injury and probate. 18 hours a week, $8.50 per hour, flexible. Call Margaret, 532-8500

PART TIME GENERAL CLERK Our growing corporation is seeking an individual to work part time in our Mortgage Cashiering Department. Previous mortgage cashiering experience preferred; recent experience balancing bank deposits and/or accounting would be helpful. Qualified candidate must possess good communication and math skills and be able to operate a calculator and CRT proficiently. Responsibilities include processing mortgage payments and balancing of checks for bank deposit. Working hours will be 8:30am to 4pm Mon. thru Fri. We offer a complete benefit package. Qualified candidates should apply Mon.-Fri. 9-11 am or 1-4pm. No phone calls please.

The Personnel Department MANUFACTURERS HANOVER MORTGAGE CORPORATION 27555 Farmington Road Farmington Hills, MI 48018 (Corner of 12 Mile Rd)

An Equal Opportunity/ Affirmative Action Employer M/F/H

PATNEL TEMPORARY SERVICES INC Offers excellent pay, paid vacation & bonuses. We need Secretaries, Typists, Receptionists, Data Entry, Word Processing Operators for temporary assignments. Please call - 478-9707

PAYROLL ASSISTANT $12,500 Process time cards and benefit information in personnel department of large expanding company. Some payroll or related experience needed. Full benefit package with dental plan and Christmas bonus. Fee Paid. 525-7870 ALLEN PERSONNEL AGENCY

Payroll Clerk Bloomfield Hills Company needs experienced Payroll Clerk with good typing skills. Excellent benefits and salary. Send confidential resume to: Mr. Angelo, P. O. Box 691, Southfield, MI 48037.

Plante & Moran, an employment agency, recruiting for An Equal Opportunity Employer

PAYROLL CLERK We are a leading direct marketing and information services company, serving automotive manufacturers and dealers by creating and managing information and communication programs for our clients. We have an immediate opening for a payroll clerk. The candidate will be responsible for all facets of the payroll function, and, in addition, accounts receivable. The ideal candidate will be a responsible detail minded self starter with a minimum of 2 years experience in payroll, including multi state payroll knowledge. An attractive compensation and benefit package will be provided to the right candidate. Please forward resume in confidence to: L. Schwind, Automated Marketing Systems, Traveler Towers II, 26533 Evergreen Rd., Southfield, Mich., 48076. An Equal Opportunity Employer

PERMANENT Part time position in insurance office. No experience necessary. Call between 9-12 noon. 459-8660

PERSONNEL CLERK FEE PAID Great opportunity for a career-oriented person with personnel background and hands-on benefits and workmans compensation. Experience. Complete benefits and salary. To $15,000 plus! Call today, 478-3500. SNELLING & SNELLING

PERSONNEL RECORDS CLERK Position in corporate personnel department of large retail corporation. Must have experience in similar personnel position or some office training. Will handle administration of daily personnel procedures. Must be able to type at least 55 wpm accurately and have good telephone manner. Should enjoy a large volume of work in a busy office. Good salary and outstanding benefit program. For appointment call: 270-1298 BORMAN'S, INC. An Equal Opportunity Employer

PHONE RECEPTIONIST - Telemarketing, 20 to 30 hours per week, $3.50 per hour plus bonus. Livonia area. Call for interview. 432-8222

RECEPTIONIST with good typing skills for general contractor in Southfield, accounting background helpful. Experienced only. Call Rose 356-1060

RECEPTIONIST/Assistant Podiatry office. Permanent, part time position. Some experience helpful. Garden City [illegible]

RECEPTIONIST Must type 50 wpm., part time Call Beth between 1-4 348-8000

504 Help Wanted Office-Clerical

POSITION at leading W. Bloomfield Real Estate office executive Secretary requires ability to handle all clerical & communication responsibilities. Top caliber typing, shorthand skills important, also requires excellent organizing ability & light bookkeeping salary commensurate with skills. The Durbin Company Realtors ERA 851-6000 Fran Mirsky, Vice President

PROFESSIONAL SECRETARY 5 years experience needed to work for this executive. Plush suburban surroundings. A self starter with strong communication skills. Starting salary to $18,000. Excellent benefits. All our fees are company paid

PERMANENT STAFF

LIVONIA	591-2221
SOUTHFIELD	352-0505
TROY	362-4004
SOUTHWEST SUBURB	284-2170

PROGRAMMER - Micro Computers Novi Firm has opening for business applications programmer with micro computer experience. Candidate should be familiar with CPM, IBM PC, Condor, C, or PL/1. Contact Mr Frost 348-0800

PUBLIC RELATIONS RECEPTIONIST Farmington Hills firm. Variety spot, busy phones, typing. Journalism helps. $10,400 to start. Benefits too. SNELLING & SNELLING 399-3450

RECEPTIONIST Full time, Detroit area, established company with benefits. 831-3300

RECEPTIONIST/OFFICE Person needed. Variety of responsibilities. Typing and good telephone personality a must. Relevant experience preferred. Call Shirley, Mon-Fri., 9-5PM, 851-1002

RECEPTIONIST Southfield mortgage company. Typing & telephone experience required. Mr. Flanigan 353-5700

RECEPTIONIST Fast-paced Southfield property management company requires a person with good people skills, professional phone manner, above average typing skills. Must present a good appearance. Call Mike at 569-5555.

RECEPTIONIST Immediate opening for experienced full time receptionist in physician's billing dept. Duties include: switchboard, typing, reception. Min. 50 WPM required. Word processing & medical terminology helpful. To apply for this permanent position in our SOUTHFIELD business office, send resume in confidence to: Mrs. Chasen, P. O. Box 1222, Dearborn, MI. 48121

RECEPTIONIST. MATURE person with excellent typing and general office skills for P/t firm in Farmington Hills. Call Sue Fleming 553-7700

RECEPTIONIST - Professional appearance, pleasant & enthusiastic phone manner. Typing skills & prior experience preferred. Southfield. 569-2300

RECEPTIONIST/SWITCHBOARD operator with some typing for company located at Haggerty - 13 Mile area. Experience necessary. Full time 478-4900

RECEPTIONIST TYPIST Part time, 1-5pm Mon thru Fri. Small friendly office in Southfield. Need someone with pleasant personality, accurate typing. 559-8820

RECEPTIONIST MATURE experienced take charge individual needed. Typing required. Growth opportunity. Apply in person, 15565 Northland Dr, 107, Northland Towers, Southfield. 557-2319

RECEPTIONIST PART TIME Needed for busy animal hospital. Light typing, phone and a variety of challenging duties for energetic animal lover. Applications accepted at: Westland Veterinary Hospital, 515 N. Wayne Rd., Westland.

RECEPTIONIST/SECRETARY Articulate, reliable person for Southfield office. Excellent phone manner & solid skills essential for position with much public contact. Experience in single secretary office preferred. Hrs. 9:30-6. Call between 12:30-3pm 358-3737

RECEPTIONIST/CLERK Seeking Telephone & Front Desk Receptionist for busy Novi Office. Duties also include: Light Typing, Data Entry & General Clerical. $180. per week. Reply to: Box 674 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

RECEPTIONIST/SECRETARY If you're a people person with typing of 60, a great phone personality and able to handle hectic situations this could be the one for you! Salary $12,000. Full benefits, room for advancement. Call Sheri Hill for more info. on this and other fee paid positions. AMERICAN PERSONNEL 355-5526

RECEPTIONIST FRONT DESK position for an outgoing pleasant person with good typing skills and multi-line phone experience. To $13,000. Good benefits, fee paid. Ginny, 353-2090. SNELLING & SNELLING

RECEPTIONIST/ SECRETARY $12,000 FEE PAID Front desk spot, word processing, client contact. Position open due to promotion! Full benefits and suburban location. 649-1900. SNELLING & SNELLING

RECEPTIONIST Full-time with benefits to work Mon. thru Fri., 8am to 4:30pm. Experienced, mature, well groomed person with a good phone voice. Responsible to answer phones, file and light typing. Call Mon. thru Fri. 9am to 4pm. Ask for Mary Ann STAFF BUILDERS Heath Care Services 557-8600

RESEARCH ASSISTANT - Full time. Duties include proofing proposal, validation of computer reports and assist in compiling client reports. Experience in writing and statistics helpful. Send resume and salary requirements to: Personnel, 20300 Civic Center Dr., Suite 320, Southfield, MI., 48076.

ROCHESTER AREA - Small manufacturing company seeking friendly, confident, detailed person. Must have typing and excellent math aptitude (Manufacturing inventory experience a definite plus). Call Nancy or Kathy between 9-11am 652-7631

504 Help Wanted Office-Clerical

SECRETARY-Sr.
SALES

The Detroit regional sales office (Northwestern Hwy. & Middlebelt Rd.) of Miles Pharmaceuticals has an immediate opening for a highly skilled secretary.

We are seeking a H.S. grad. with at least 3-5 years of increasingly responsible secretarial experience. Excellent typing and transcription skills, organizational ability, plus an aptitude with figures and attention to detail are essential. Excellent communication skills with a high degree of poise and courtesy required.

We offer attractive compensation and benefits program. For confidential consideration, please send resume to: Aaron J. Stern, Regional Sales Manager, Miles Pharmaceuticals, Div. of Miles Laboratories, Inc., 31731 Northwestern Hwy., Suite 251W, Farmington Hills, MI 48018.

An Equal Opportunity Employer M/F/H

MILES

504 Help Wanted Office-Clerical

RECEPTIONIST Switchboard Operator $13,700 Division of big three seeks professional, poise, receptionist to handle dimension system and direct clients. Your experience will land you a position in this contemporary W. suburban office. This company offers a full benefit package including cost of living and career advancement. Call now, this one will go fast! Ask for Shirley, 478-3500. SNELLING & SNELLING

Receptionist PART-TIME Do you like to meet people? If the answer is yes and you have previous switchboard experience, good phone voice, accurate typing skills, and would like to work 12:30 to 4:30pm, CPHA would like to talk with you. We offer excellent salary, $5.05 per hour, with paid vacation and Blue Cross-Blue Shield health insurance. To be considered for this position, apply in person by May 17 between 8am and 4pm to:

CPHA
3601 Plymouth Rd.
Ann Arbor, MI
E.O.E. M/F/H/V

RECEPTIONISTS (40 wpm)
SWITCHBOARD OPERATORS
SECRETARIES (50 wpm)
WORD PROCESSING OPERATORS

Let Kelly put you to work on temporary assignments close to home. If you are experienced, we have immediate openings for you!

CALL TODAY FOR APPOINTMENT!
362-1180
801 W. Big Beaver Rd.
Suite 400
Troy
7 am-5:30 pm

KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

RENTAL CLERK - Full time position, over age 21. Some office experience required. Call Joe, 341-4100. MC DONALD FORD RENT-A-CAR

SALES SECRETARY Experience required. Send resume to: Benson, Inc. 16000 West Nine Mile Road, Southfield, MI 48075 or call D. Bromley 569-7002

SALES SECRETARY Sharp individual with initiative and excellent secretarial skills to work full-time afternoons and evenings for a fast paced Southfield company. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037, Attn: SS/EC or call, 353-5311, Ext. 17

SALES SECRETARY Must be able to type 40-50wpm. No filing. Word processing experience helpful. Should be dependable, conscientious, hardworking, able to work with people and have a friendly phone voice. Will train on sales orders, quotations, telexes and inquiries. Advancement possibility. Immediate opening. Troy area. Call Jackie at [illegible]. 528-2202

SALES SECRETARY Run a sales office! Lots of variety, people contact, busy phone, and using computer. Shorthand/speed writing. Good benefits. $15,000 plus. SNELLING & SNELLING 399-3450

SALES SERVICE REPRESENTATIVE We are Looking for a bright, articulate person to assist the manager in a packaging firm. Minimum 1 year experience in an office environment including extensive telephone contact with customers. Previous customer/sales service experience helpful. 585-3206

SCHOOL SECRETARY, part time, Morning, weekends & late afternoons. Call School director, Temple Israel 661-5700

SECRETARIAL ASSISANT needed for national importing company in Troy location. Great benefits. Must be willing to travel. Career minded individuals need only apply. Reply to Box 664 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL Position available. Typing, filing, phone. Must start immediately. Farmington Hills area. Call Andrea: 476-6400

504 Help Wanted Office-Clerical

SALES DEPARTMENT SECRETARY
— Sales Service Desk —

This is an excellent opportunity with a dynamic non-automotive company. We are looking for a career oriented person for a position in our sales department to assume responsibilities as a sales service representative & inside sales support person. Successful candidate would have at least 3 years of solid experience with excellent secretarial & communication skills, both oral & written; experience in computer usage helpful. We offer an excellent benefit package & working conditions. Please send resume & salary requirements, in confidence, to:

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Attention: Corporate Office

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504 Help Wanted Office-Clerical

SECRETARIAL position available. Need mature, responsible person who works efficiently & accurately to assist Vice President in running a business. A challenging position that offers a great degree of flexibility & diversity. Apply in person for immediate interview at American Shortening & Oil Co, 34115 Industrial, Livonia, Mich 48150. 522-4333

SECRETARY - a large regional stock brokerage firm is looking for an experienced Secretary. Applicant needs to type at least 60 wpm and past experience in a brokerage firm or financial industry is preferred. No shorthand is required. Excellent benefits and competitive salary. Please send resume and salary history to: Prescott Ball & Turben, Inc., 3331 W. Big Beaver, suite 114, Troy, MI 48084. No telephone inquiries will be accepted.

SECRETARY/Bookkeeper Flexible hours. Limited accounting. Experience in payroll & accounts payable. Proficient in typing. Birmingham location. Send resume to: 4D Management, 255 E. Brown St., Suite 233, Birmingham, Mich. 48011

SECRETARY/BOOKKEEPER Assistant. Part time. Two 8-hour days per week. Excellent typing 60-65 WPM, math & telephone skills and neat appearance necessary. Only qualified please apply in person 9AM-4PM: DM Kitchen Bldg. Co., 1935 Heide St., Troy [illegible]

SECRETARY/BOOKKEEPER for writers. 5 mornings, plus occasional flex time. Send resume to 388 E. Maple Rd., Suite 201, Birmingham, MI 48011

SECRETARY Campbell Ewald Co a major advertising agency located in Warren is seeking secretaries with 1-3 years experience. Applicants must be able to pass typing test at 60wpm & shorthand at 70wpm. Word processing skills are desirable. Qualified candidates are invited to call for application or submit a resume along with salary history in confidence to: Deborah S Osborne Employment Manager Campbell Ewald Co 30400 Van dyke, Warren, Mi., 48093 574-3400

SECRETARY Duties include phone, typing & other general office work. Must have good communication skills & general bookkeeping knowledge. Southfield construction service company. Only qualified need apply. Call 8am-5pm 358-0012

SECRETARY - Eager, bright person needed. Will train as Legal Secretary. Typing and some computer usage. Ask for Mr Lebow or Mr. Tobin, 644-4443

SECRETARY Experienced take charge person. Regional office - major company. Complete benefits. Farmington Hills area. Send resume to: Box #648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - EXPERIENCED Industrial Marketing Research Firm in Birmingham Area is seeking a personable Secretary with excellent shorthand & word processing skills for a challenging & diversified position. Ideal location & working conditions. Salary commensurate with experience. Send resume to: Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Farmington Hills area. Must be able to use dictaphone & type well. Shorthand desirable but not necessary. Full time. Call 626-0960

SECRETARY for Engineering Office in Farmington Hills. Typing experience necessary. Call 855-4012

SECRETARY for lawfirm Excellent Secretarial skills required. Send resume to PO Box 846, Northville, 48167

SECRETARY for CPA office in Southfield. Experienced preferred. Call Mr. Mayer at 355-3830 or send resume to 28711 Northwestern Hwy., Suite 217, Southfield, Mich., 48034.

SECRETARY for Birmingham manufacturers rep. Must be accurate typist, good secretarial skills, able to organize daily routine & work independently. Experience a must. 646-5878

SECRETARY for ad agency's fast-paced, exciting media department. 3 years minimum experience including stat typing. Good benefit package. Send resume to Lois Shannon, Suite [illegible], 3250 W. Big Beaver Rd., Troy, MI 48084

SECRETARY Friendly office. The better your skills, the higher the pay. Computer a plus. Good benefits. FEE PAID. Fisher Employment Agency 477-9816

SECRETARY - Full time for tool shop. Must be excellent typist. Apply at: 32835 Manor Park Dr., Garden City, off Venoy between Ford and Warren.

SECRETARY - Industrial Sales Office, Southfield location. Typing, filing, telephone & data entry skills required. Full benefits. Send resume to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Insurance company seeking a highly motivated person with excellent typing, shorthand & organizational skills. Word processing a plus. Excellent benefit package. Send Resume to: Transamerica Life Company, P. O. Box 1154, Troy, MI., 48099. Equal Opportunity Employer M/F

SECRETARY/PART TIME for distributorship. Varied interesting, challenging work. Excellent typing/dictaphone experience. Flexible hours. Send resume to Brooks Equipment Co., 6755 Telegraph, Birmingham, MI. 48010

504 Help Wanted Office-Clerical

SECRETARY International Wholesale Company in Bloomfield Hills is in need of a Secretary. Qualifications include Math aptitude, Grammar & Dictaphone skills with Typing (70 WPM) - A Must! Position requires an aggressive person with good Secretarial skills. Minimum (2) years experience. Fringe Benefits including Profit Sharing & Paid Health Insurance. Call for appointment, 338-3200, ext. 273 B and E SALES CO., INC. 200 E. Long Lake, Bloomfield Hills An Equal Opportunity Employer

SECRETARY - light bookkeeping & office work. 30 hours per week. Temple Kol Ami 661-0040

SECRETARY - Mature, responsible person. Credit life insurance experience necessary. Send resume to: Dealer's Financial Services, 660 Griswold, Suite 100, Northville 48167. Att: Mr. R. Melnik. 348-1400

SECRETARY OFFICE MANGER 20 to 30 Hrs. per Wk. Office in my W. Bloomfield home. Interesting and diversified. Investment firm. 363-6306

SECRETARY-PART TIME A Troy based corporate office has an opening available for a secretary with good typing, shorthand and IBM-PC/word processing skills. Scheduled hours are 9:30am to 3pm, Mon. thru Fri., but are open to discussion. If interested, please apply by sending your resume to: Box 642, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Part time for sales office at Telegraph & 13 Mile. For interview call: 642-0783

SECRETARY - Part-time. Approx. 16-19 hrs. week. Shorthand & good typing skills. Insurance experience desirable. 13/Northwestern. 855-1010, Ext. 322

SECRETARY - prestigious location, advancement opportunity, quality work rewarded. *Service Personnel* 353-1313

Secretary Pricing Department

Troy location. Accurate typist, 60 w.p.m. Responsibilities: prepares price lists, maintenance of all pricing reports and records, assists in pricing of invoices. Excellent organizational skills and ability to work independently required. We offer an excellent compensation and benefit package. Send resume and salary history to:

Personnel Department
Abitibi-Price Corporation
3250 W. Big Beaver Rd.
Troy, MI 48084

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SECRETARY Purchasing department of large construction company. Requires experienced hard working Secretary who can work independently and handle a variety of duties. Send resume to: Secretary, Edward Rose & Sons, P. O. Box 837, Southfield, Michigan, 48037.

SECRETARY/RECEPTIONIST Responsible person to perform general office duties for small manufacturing company in Ann Arbor. Must be accurate typist & have excellent grammar & letter composition skills. Word processor experience helpful. Send resume to: F. Lee, 24322 14 Mile, Farmington Hills 48018.

SECRETARY- RECEPTIONIST Birmingham/Bloomfield Real Estate Firm. Accurate typing skills, multi-line telephone experience, initiative & appropriate manner for pleasant professional office. Please Call Mrs. Webster 644-3511

SECRETARY/RECEPTIONIST Old established real estate office in Southfield. Pleasant personality, age no barrier. Call Mr. Pomeroy for appointment. 559-3344

SECRETARY required. Must have a pleasant telephone manner. Experienced with payroll preferred. $200 per week. Call 524-9700.

SECRETARY/SALES help for medical equipment company. Full to part time position. 569-4407

SECRETARY/TYPIST for small Southfield CPA office. Bookkeeping knowledge helpful. Reply to Box 708, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY wanted for Landscape Nursery, full time. Apply between 8am-12noon, weekdays. Crimboli Nursery, 50145 Ford Road, Canton.

504 Help Wanted Office-Clerical

PROOF MACHINE OPERATORS

Progressive commercial bank is seeking experienced individuals for full and part time proof operators in attractive northern suburb. Afternoons and split shifts available. Outstanding benefit package. Salary commensurate with experience. Send resume including salary history to:

PERSONNEL DIRECTOR - P.O.
P.O. Box 5823
Troy, Mich. 48007-5823

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607 S. Main St.

Livonia 522-3929
29449 W. Six Mile Rd.

Westland 729-1040
34240 Ford Rd.

KELLY SERVICES, INC The "Kelly Girl" People

Not an agency, never a fee. Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARY SALES Farmington Hills sales organization needs outgoing, energetic & enthusiastic secretary with accurate typing (60 WPM) and shorthand (90 WPM) essential. Public relations skills a "plus". Minimum 3 years prior secretarial experience preferred. If you are team-oriented and can handle a wide range of responsibilities, we want to hear from you. Send resume with salary requirements to Personnel, Dept. M, P.O Box 1600, Farmington Hills, MI 48018

SECRETARYS Excellent skills necessary. We have many great long term positions available. If you have shorthand we can put you to work immediately. Along with excellent pay we offer all of you professional secretarys free word processing training at our new training center on the following types of equipment:

- Zerox 860
- Wang
- NBI
- IBM Display Writer
- IBM PC

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SECRETARY To provide secretarial and administrative support to Senior Vice President and management staff with insurance company in Southfield. Successful candidate must have minimum 4 years secretarial experience with administrative responsibilities, shorthand (80 wpm) or dictaphone, typing skills (70 wpm net) and business math. Excellent communications skills and ability to work on own initiative. Send resume including salary requirements to: Personnel, P. O. Box 5210, Detroit, MI 48236.

SECRETARY/TYPIST wanted for Southfield law firm. Collection or legal experience preferred, but not necessary. Salary plus benefits. 352-0300

SECRETARY/TYPIST needed for ad agency in Southfield. Diversified fast paced environment. Excellent skills a must. Previous ad agency experience a plus. Excellent benefits. Send resume to box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with CRT experience needed. Part time to start, becoming full time in August. Send resume: WIC, 374 Oliver, Troy, MI 48084.

SECRETARY/WORD PROCESSOR Busy law firm needs full time secretary who is well organized, accurate in their work & has good typing skills. Word processing experience helpful. Excellent benefits. 12 & Southfield. Send resume to: Office Manager, 28215 Southfield, Suite 115, Southfield, 48076.

SECRETARY. Must have good typing skills, shorthand not required. Will train. Birmingham area. Good benefits. Salary commensurate with abilities. 540-7358

SEC'Y-RECEPT./OFFICE MGR. If you are looking for a position that will challenge your intellect & offer an exciting future, send your resume to: Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SERVICE CASHIER Dealership experience necessary. Please call Jan Coutts 453-7500

SOUTHFIELD BASED company now accepting applications for full time customer order processor/receptionist position. Job requires a mature individual with good typing and organizational skills, 2 years office experience required. 569-4772.

SOUTHFIELD SECRETARY These are really nice people to work with! Pleasant surroundings in a well established company. Good skills and a professional image count here. $10,640 to start. FEE PAID. Hurry! Call Bernice now! 353-2090. SNELLING & SNELLING

STATISTICAL TYPIST. Full time position available in professional Birmingham office. Must have typing skills equivalent to 60-70WPM. Hours 8:30am-5pm. Please contact Martin Waller at 645-6310

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WORD PROCESSORS
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REN CEN	SOUTHFIELD
259-8868	352-1005

SUPER 'Gal Friday' needed for fast pace ad agency to remind us of appointments, make travel arrangements, excellent typing skills, filing and phone duties. Must have recent experience. Call Maryann 354-8760