504 Help Wanted Office-Clerical

CLERK TYPIST
(PART TIME)

Our growing corporation is seeking an individual with at least one year office experience in work part time hours. Qualified candidate must be able to accurately type 45 plus words per minute, and have good figure aptitude. Responsibilities include filing and distributing mail, typing correspondence, typing and accounts payable, for our Special Loan Department. Knowledge of word processing and mortgage banking experience are issues. Working hours are from 10 30am-1 30pm with an hour for lunch. We offer a complete benefit package. Qualified candidates should apply Mon. thru Fri., 8am-4pm. NO PHONE CALLS PLEASE.

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27333 Farmington Road
Farmington Hills, MI 48018
(Corner of 13 Mile Rd.)

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

CLERK/TYPIST
Southfield bank has opening for a full or part time person with data entry/typing processing skills and general office experience. Call for interview, 8am to 12 noon only. 353-7130

CLERK/TYPIST

We have Opportunities for full & part time Clerk/Typists. Must type a minimum of 45 wpm & have good communication skills. Familiarity with computer data entry a plus. Please submit your resume now to

VALASSIS INSERTS
Personnel Dept.
12 Mile Rd.
Farmington Hills, Mich. 48018
An Equal Opportunity Employer

COLLEGE LOAN REP. Full time position, Southfield area. Qualifications are: good communication & math skills, relate to students, Commercial aid or loan collection procedure experience helpful & some college.

COLLEGE STUDENT needed for retail, casual, furniture store. Office cashier hours 10-2 Mon.-Fri. 476-4350

COMPUTER/GENERAL OFFICE
Growing company seeking part time person for computer data entry, bookkeeping and general office work. Call or send resume. No fee!
Herman & Assoc
Personnel Placement Consultants
30800 Northwestern Hwy., Suite 100
Farmington Hills, MI 48018
851-8696

COMPUTER OPERATOR needed for service company. Detroit area. System 34 experience or equivalent. Good benefits, excellent working conditions. Send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSTRUCTION
Secretary
Large apartment builder requires the services of a experienced, hard working Secretary. Must have good typing, be able to work independently. Construction experience helpful. Salary commensurate with qualified person. Send resume to: Construction Secretary, P. O. 937, Southfield, MI., 48037.

Correspondence Secretary

Kelly Services has an immediate, long term indefinite assignment in the Southfield area for an experienced Secretary. You can work flexible hours, earn good pay with merit raises and paid vacation. Requirements include good communication, shorthand and electronic typing skills (minimum 65 typing), good phone manner and ability to work independently with little supervision. For more information, please call our Lathrup office.

559-0300

Kelly Services, Inc.
Not an agency, never a fee.
An Equal Opportunity Employer

CRT OPERATORS
Full or part-time, and weekends. Typing skills required. Oak Park area.
968-3323

DATA ENTRY/KEYPUNCH
Data Entry/Keypuncher needed for 2-9pm in Hazel Park area. Must have typing skills necessary, experience helpful, knowledge of general office procedures a plus. Please call between 9am and noon.
335-3311, Ext. 17

DATA ENTRY OPERATOR/
LEGAL SECRETARY
Data entry experience necessary, legal secretary helpful. Call Mrs. Ann Marie Patterson & Patterson, 18 W. Square Lake Rd., Bloomfield Hills, MI 48013. Attention Ms. Malibrand.

DATA ENTRY & simple programming position, part time, Farmington Hills farm firm. Must be familiar with Company Dealtyne II. 64-84 per hour commensurate with experience. Flexible hours. Ideal for student.
446-7727

DENTAL TECHNICIAN-person with some experience in porcelain, waxing & degassing, some build-up. Tinter Lab.
538-1250

DIVERSIFIED computer operations, secretarial & sales support position for well established growth oriented industrial distribution firm. 11 Mile & Greenfield area. No smokers. Resume to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCUMENTATION & Credit Clerk Leasing Growing leasing company has immediate full time opening for bracket office documentation & credit clerk. Experience preferred but not required. Phone Sandy at Henderson for appt. at
358-9855
An Equal Opportunity Employer

DO YOU WANT TO BE INDISPENSABLE
Suburban company, good salary. Great benefits. Family atmosphere. Super boss! Need: 2 years office experience, good typing. Free paid.
SNELLING & SNELLING
399-3450

ECRETARY

Career spot with top firm offering take charge spot in satellite office. Growing department will add administrative duties to top level secretarial spot. For Paul Call
644-4144

HARIETT SORGE PERSONNEL

ECHOW SECRETARY for a major title insurance company in Southfield. This entry-level position requires a candidate with a pleasant telephone manner, an aptitude for figures, typing and an ability to deal effectively with people. Complete benefit package.
Call Mr. Edwards
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Responsibilities designed to assist Financial Planners in all aspects of his business. Excellent typing, verbal & written communication skills essential. Knowledge of IDM-PC, insurance &/or securities preferable. Applicant must be businesslike, analytical & extremely well organized. Must be able to work independently without supervision. Excellent benefits package. Interested applicants please send resume & salary requirements to:
Nolan Quinn, Equitable Financial Services, 30300 Telegraph Rd., Suite 250, Birmingham, Mich. 48010.
No telephone calls please.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
needed for long term assignment. Excellent typing & shorthand skills required. Word processing helpful.

Patnel Temporary Service
478-9707

EXECUTIVE SECRETARY
For Oakland County Law Firm
Executive skills, highly organized person. Reply P.O. Box 400, Northville, Michigan 48167

EXECUTIVE SECRETARY for small new company, Plymouth area. Want entrepreneurial type to help run business, who can grow with company. Send resume to: Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Active commercial real estate office has opening for experienced secretary. Excellent typing and shorthand skills required with some bookkeeping. Salary commensurate with experience. Benefits. Please send resume to Office Manager, Harry M. Klein Real Estate, Inc., 24355 Evergreen, Suite 1200, Southfield, MI 48075

EXECUTIVE SECRETARY
Experienced Secretary with excellent typing and dictation skills plus record keeping, bookkeeping and supervisory experience. General knowledge of municipal government, recreation and word processing helpful. High school graduate or equivalent and 2 years of college or business school preferred. $18,232 per year. Applicants or resumes accepted through 6-28-85, at: City of Farmington Hills, 31555 W. 11 Mile Rd., Farmington Hills, MI 48018.
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY

Experienced secretary for an executive vice president. Excellent typing & public relations skills required. Banking background & shorthand helpful, but not necessary.
Call Personnel Director,
MICHIGAN NATIONAL BANK
- Oakland -
Southfield
552-7564
An Equal Opportunity Employer

EXECUTIVE SECRETARY needed for Southfield developer. Must be well organized with strong word processing & typing skills. Hourly salary and benefits. Ideal for student.
446-7727

DENTAL TECHNICIAN-person with some experience in porcelain, waxing & degassing, some build-up. Tinter Lab.
538-1250

EXECUTIVE SECRETARY for South-field medical supply company. Excellent opportunity for organized detail person with excellent skills in this very busy expanding office. Some travel. Shorthand & word processing helpful. Send resume with salary requirements to Office Management, P.O. 38219 Telegraph, Suite 100, Southfield MI 48034.

EXECUTIVE SECRETARY
FEE PAID $18,200

Sterling Hts. no shorthand! Will assist Project Director on an exciting new project. Seeking an individual for ever organized with typing of 70. Paid benefits. Call 649-6700

DOROTHY DAY PERSONNEL, INC

EXECUTIVE SECRETARY TO 18,700

A choice position with a well known prestigious firm. Make the most of your skills and experience in this key spot. Fee paid. Call Bernice now.
353-7099.

SNELLING & SNELLING

EXECUTIVE SECRETARY
$17,000 FEE PAID

Beautiful suburban office seeks professional executive secretary. Great boss, location, working conditions and full benefit package. Your good shorthand, and typing skills will land you this position. Call Ann Marie.

SNELLING & SNELLING

EXECUTIVE SECRETARY
To Vice President

Data processing firm seeking Executive Secretary with 5 to 10 years experience in data processing or insurance industry. Typing and dictation skills required. Diverse responsibilities require an ability to work independently and be a self-starter. Full benefits. Send resume with salary requirements to Secretarial Manager, 1 Parkwood Manager, 3400 Crooks Rd., Troy, MI. 48099.

EXECUTIVE SECRETARY - Short & long term assignments for Birmingham Troy offices for individuals with excellent Secretarial skills. Word processing & shorthand helpful but not necessary.

CREATIVE PERSON - Needed for assignment in new center area. Must have excellent communication skills & be able to help with presentations and displays. Clerical skills needed for this top paying position.

TYPIST - must be able to operate electronic or memory typewriter. Excellent typing skills needed for this dynamic job.

SECRETARY - shorthand not necessary for this super assignment. Word processing helpful and an out-going personality.

WORD PROCESSORS - If you have any training and/or experience in any of the following word processors, we can put you to work immediately:
Lanier - No Problem, IBM PC, IBM 5520, IBM Display Writer, Wang, Decmate, Four Phase.

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead of the Rest

EXPEDITING CLERK
$11,000

Purchasing department of suburban company requires candidate with light typing and prior phone experience to handle expediting. Excellent benefits. Fee Paid.
335-7870
ALLEN PERSONNEL AGENCY

EXPERIENCED COURT Reporter wanted for part time work. Southfield area. Please send Resume to: Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIGURE CLERKS

A major bank needs 10 experienced clerks immediately. Typing and calculator skills required. Long term assignment.
Top pay No fee

569-1878
VICTOR
TEMPORARY SERVICES
M/F EOE

FILE PERSON. Part time, 20 hours, 3 days weekly, 18 years or older. For Southfield law firm. Responsible for helping support staff with general office duties and light typing.
Contact Judy: 357-1155

FREE TRAINING

WORD PROCESSING, CLERIK TYPIST Excellent benefits. Salary commensurate with experience. Send resume to: Oakland County residents to train for a rewarding career. This program is presently at capacity. Oakland County Employment & Training Agency and provides transportation allowance. For more information, call.
543-5365

FULL-TIME CLERICAL
position for Southfield Laboratory. Data Entry or typing knowledge helpful. Call Phyllis at:
557-8052

FURNITURE SHOWROOM, located in Design Center, is looking for Full or Part-time Bookkeeper. Position involves Sales as well. For appointment call 649-4960 or after 6pm, 354-3341

GENERAL CLERICAL - type 45 wpm, relate, duties, Farmington location. Good salary and benefits. Beryl Personnel, 24601 Coolidge, Oak Park. 548-3053

GENERAL office help. Some typing, good penmanship. Mon., Wed & Sat. 2-5 pm.
557-4043

GENERAL OFFICE PERSON
Experienced in collection with some knowledge of computers, for NYSE company located in Wayne. Good benefits. Send resume to: R.K.M., P.O. 0, 510, Wayne, Michigan 48184.
Equal Opportunity Employer M/F

GENERAL OFFICE - telephone, filing, good math skills. Southfield area. Call between 9 & 4:30 pm.
358-1811

GENERAL OFFICE
Mature person for Manufacturers Rep. Redford Area. Send Resume to: P.O. Box 32431, Livonia, Michigan 48152

INSURANCE ASSISTANT needed to answer phone and assist account processor, insurance experience desirable but not necessary. Opportunity to advance. Resume only to Cambridge Underwriters, P.O. Box 8228, Livonia, MI 48151.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Typing & dictaphone experience. Mon. thru Fri. 8am to 1pm. Birmingham area. Call 9 to 11am.
646-3111

GENERAL OFFICE
Typing, telephone answering, record keeping. Bloomfield Hills area.
641-6428

GENERAL OFFICE,

Livonia, immediate opening for general office help, typing, phone experience, computer experience helpful. Please call for appointment.
942-1781

General Office/Secretarial Skills
For Clerk Contract. A neat appearance, personable, energetic. Send resume stating salary requirements to:
EMC, 539 Pardee,
Birmingham, Michigan. 48009

General Office

Must have at least 2 years office experience and CRT experience. Typing, filing and good in detail work. Office located in Southfield. Call between 4 & 5pm only

355-2530

GENERAL OFFICE
Accurate Typist with legible handwriting for Order Desk.
$175 per week
SNELLING & SNELLING
399-3450

GENERAL OFFICE CLERK

Will handle all customer inquiries & light clerical duties such as: Mail, Filing, & Xerox Maintenance. Write Box 341 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

GLAMOROUS AD AGENCY
FEE PAID
Clerk Typist 60WPM. 1-3 yrs. office experience. Advancement opportunity. Good Salary. Employment Center II
649-4150

GOOD LEGAL SECRETARY wanted full time for small Birmingham law firm. General litigation experience necessary. Excellent typing, word processing and office skills. Contact Jennifer
540-9900

IMMEDIATE OPENING

Strong data entry experience. Work for one of Southfield's fastest growing clients in Westland, 4 pm to 12.30 am shift. Benefits. Call for appointment.
NORRELL
Temporary Services
477-9840

INSURANCE AGENCY, located in West Bloomfield is looking for Home Owner Typist, 50 WPM. $4.00 per hour. Call for Pat Cummings at:
855-5200

INSURANCE AGENCY looking for Personal Lines Supervisor. Experience in entry & claims. Good benefits. Send in CAs area. For appointment, 647-3123

INSURANCE CLERK
Waterford area. Rating customer service. Call 9-5 PM 368-8400 or 642-4943.

INSURANCE
CUSTOMER SERVICE

MIC GENERAL is our Insurance People from General Motors - has Clerical openings in its Detroit office. Liberal starting salary, excellent Blue Cross/Blue Shield package. Agency experience in Auto & Home Owners Insurance is required. Schedul resume to:
Manager, MIC General Insurance Corp.
New Center One, Suite 845
3011 W. Grand Blvd.
Detroit, Michigan 48202
MIC GENERAL is an Equal Opportunity Employer M/F

INSURANCE EXP. - FEE PAID
Commercial Line Ser. Rep. to $25,000
Personal Lines Ser. Rep. to $22,000
Agency Claims Supervisor Open
Inside Adjusters (Various).
Call or send resume to:
EMPLOYMENT OPPORTUNITIES
30150 Telegraph Rde 148
Birmingham, Mich. 48010 • 540-7235

INSURANCE OFFICE MANAGER for small Southfield Agency. Responsible for personal lines. Excellent benefits.
18 Mile & Lahser area
399-1071

INSURANCE Part time secretary for small Southfield agency. Auto and HO rating experience. Requires typing, good phone ability. After 1PM 357-7812

INSURANCE
Personal lines customer service rep for Southfield insurance agency. Must have coverage & ratings knowledge of auto & home owner policies. Minimum 2 years experience.
355-4000

INSURANCE
Plymouth PO & Agency, part time to start. Accounting & financial or commercial insurance experience is required. For appointment
453-3124

INSURANCE RATER
Must be experienced. Westland area.
425-7022

INSURANCE SALES & SERVICE
part time afternoons. General Office & computer experience necessary.
455-7272

INSURANCE - Southfield agency seeks an experienced person for general agency work. Salary based on experience, call Lori
539-6410

INSURANCE - Troy Agency. Personal lines & commercial lines experienced applicants only. Call Mr. Elliott.
524-9604

INVENTORY CLERK - Full time, entry level, self-motivated, type 35 wpm, well train, good benefits. Jefferson-Evergreen area, moving soon to Plymouth area. Send resume to: Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JEWELRY MANUFACTURER needs person with superior eye sight & knowledge of stones with some clerical experience (typing). Full time. 39355 8 Mile, Farmington Hills.
474-8100

JOB SHARING
GENERAL OFFICE

Mature person experienced in office procedures, fast and accurate typist. 3 half days a week leading to a full time position. Call Mrs. Tarnoff:
Peter Blum Industrial Sales
28236 Orchard Lake Rd., Suite 100
Farmington Hills, Mich. 48018

KEY DISK OPERATORS
Medical Experience Preferred
Need a cross-trained person to fill a long term assignment working for one of the largest banks. We will be working the swing shift or a midnight shift. If you qualify, please contact our Troy office immediately.
528-2547

504 Help Wanted Office-Clerical

KEYPUNCH.

Full time positions open for Data Entry operators, in Southfield. Minimum one year experience. Call Mr. Abela after 8am daily at 354-9155.

KEYPUNCH OPERATOR
Experienced on 129. Send resume to: Box 1000, Observer & Eccentric Newspapers, Redford Twp., MI. 48239. Attn: Dept. 192

KEYPUNCH OPERATOR
Needed for service bureau. Experience required. Full or part-time. Redford area.
937-1150

KEYPUNCH OPERATOR
Afternoon shift, full time, minimum one year experience. Southfield location.
352-6740

KEYPUNCH
Southfield Firm has openings for part-time (3 days week) and full time hours. Basic typing skills required. $4.50 per hour & up, depending on R.E.P. 24315 Southfield Rd., Suite 209, Southfield.

KEYTAPE OPERATORS
Experienced: Days & Afternoon. Full time. Southfield area. Call Mrs. Ann
644-7844

LAW firm in Troy needs office assistant clerk. Duties include typing, filing, telephone, and other office duties. Car necessary. Permanent position.
528-9638.

LAW OFFICE - General office assistant needed for Southfield firm. Full time Duties include data entry on computer, filing, telephone, general contact with telephone, etc. Typing speed must be 40 plus. $5 per hour to start. Please call Mrs. Goldstein on Mon., Wed. and Fri. at:
352-7272

LAW OFFICE
Immediate opening for experienced secretary in small Westland firm. Excellent typing, word processing, and dictation essential. Salary negotiable.
729-4254

Legal Assistant Attention: Bank Personnel

Successful computer leasing corporation has immediate opening for qualified legal assistants. Successful candidates will have a 4 year degree, 2 years of experience with loan documentation document prep. Paralegal certificate a plus.

Interested candidates send resume and salary history to:

Patrick O. Callaghan
Human Resources Manager
CMI CORPORATION
2600 Telegraph Road
Bloomfield Hills, MI, 48013

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

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 2340
SOUTHFIELD, MICH. 48075
358-0080

LEGAL SECRETARY
Experienced. Must type 90 WPM. Non smoker. Contact Linda
644-5418

LEGAL SECRETARY - Typist needed full-time for Bloomfield Hills law firm. Minimum 2 years experience. Excellent typing skills and dictaphone experience required, word processing experience helpful. Must be well organized and able to work independently. Call Office Manager
644-9006

LEGAL SECRETARY - Highly motivated, organized individual. Minimum 3 years experience. Bloomfield Hills law firm, American Arbitration Association. Word processing. Full benefits.
353-7750

LEGAL SECRETARY
To work evenings, Mon. thru Fri., from 5 PM to 10 PM in Southfield law office. Must have working knowledge of word processing and dictation. Must be a quick pick up. Experience in pension, profit sharing and estate planning work helpful. $5.00 per hour. Call Mrs. Goldstein on Mon., Wed. and Fri at:
352-7272

LEGAL SECRETARY

Immediate opening for experienced Personal Injury Legal Secretary. Position will involve working for Staff Counsel. Excellent benefits. Salary negotiable. Send resume with salary requirements and/or work experience. This position is located in Southfield, Michigan. Write Box 311, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Minimum of one years experience in litigation. Defense preferred. Knowledge of court procedures, type 60wpm, word processing helpful. Must be well organized and non-smoker. Salary negotiable. Blue Cross-Blue Shield. Send resume to: Jameson, Zampiklas, Johnson, Walker & Martinez, 2290 W. Big Beaver, Suite 1616, Troy, MI 48084.

LEGAL SECRETARY
Needed for Southfield injury litigation firm. Must have excellent skills including typing of 60 wpm, knowledge of civil litigation and have organizational skills to manage docket of litigation attorney. Minimum 3 years experience personal injury required. Salary commensurate with ability.
548-2983

LEGAL SECRETARY with experience, typing 60 wpm. Bloomfield area. Full benefits.
641-6090

LEGAL SECRETARY/Receptionist
For Farmington Hills law firm.
Please call:
851-8000

LEGAL SECRETARY
At least 3 years experience and ability to operate IBM PC for Bloomfield Hills law firm. Salary open.
647-1040

LEGAL SECRETARY
with 1-5 years experience for Southfield personal injury firm. Immediate opening. Excellent salary. Call
548-8333

LEGAL SECRETARY for Southfield law firm. 1-3 years experience in personal injury litigation. Good benefits. Pleasant surroundings.
352-9000

LEGAL SECRETARIES (3) for South-field firm. Some experience required; one with litigation experience. Salary based on skills & experience. Call Mrs. Tarnoff:
541-6030

LEGAL SECRETARY - Experienced, multi-line litigation firm in Troy office. Send Resume & salary requirements to: Legal Secretary, P. O. Box 43064, Troy, MI. 48084.

LEGAL SECRETARY TRAINEE
part time. Some office experience required. Responsibilities will include: typing, phone, dictaphone, filing. Hours 12-5pm. Call Dawn.
352-3880

LEGAL SECRETARIES
for Southfield Law Firm. Both full and part-time positions available. Word processing experience helpful but will train. Call
352-1006

LEGAL SECRETARY
for medium size Southfield law firm. 3 years litigation experience required. Excellent typing & dictaphone skills essential. New offices. Call
352-1600

LEGAL SECRETARY, Bloomfield Hills Medical Defense Law Firm is seeking a Legal Secretary with 1 to 3 years experience. Excellent typing skills required. Salary commensurate with experience & ability. Desirable benefits.
644-3155

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Minimum 3 years legal experience. Knowledge of court procedure. Good typist. 12 months work guaranteed. Will teach Exterior & Interior Lien Law.
352-2322

LEGAL SECRETARY
Experienced for Farmington Hills litigation firm. Excellent typing and dictaphone skills required. Excellent benefits. Please send resume to P.O. Box 2048, Farmington Hills, MI 48018-8048

LIBRARY ASSISTANT
Progressive high tech firm in Southfield has immediate opening for experienced library. The ideal candidate will have recent library experience & computer data entry experience. Video law knowledge would be helpful, excellent salary & benefit package. Send resume including salary requirements to:
Librarian, PO Box 451, Lathrup Village, MI. 48076

MAIL & PACKAGING CLERK
part time, Mon. thru Fri. some general office Will train. Hours 8am-12pm Fri., 11am-4.30pm. Dental Laboratory in Farmington Hills.
476-8116

MATURE, INTELLIGENT, people oriented individual with excellent communication skills & a positive personality to act as scheduling co-ordinator in a busy physical therapy department. Health care office. Call Sue or Jackie
357-3109

MATURE, Neat good phone voice, general office. Some experience helpful. Full time. Send resume to CG, Typing skills necessary. Call
644-6948

MATURE PERSON for property management company in Southfield. Experience helpful. Salary based on experience. Please call Mrs. Goldstein on Mon., Wed. and Fri. at:
352-7272

NEW OFFICE RECEPTIONIST - permanent, part time position available in downtown Rochester. Seeking a mature, Sociable individual. Hours 9 3pm - 6pm, 5 days per week.
626-2722

NATIONAL company has opening for experienced Payroll Clerk. Good salary and benefits. Fee Paid. Beryl Personnel, 24601 Coolidge, Oak Park.
548-3053

NDI COMPUTER, Experienced, for medium sized Downtown Detroit law firm. Minimum 70 WPM typing required. Call Diane
963-2100

NEW CAREER

Can be yours if you live in Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford, Waterford Twp. - and have limited income or are unemployed. Training offered in Word Processing, Secretarial and Southfield for Executive Secretary and Computer Accounting. These programs are government sponsored and provide transportation allowance - call Ms. Hoem now.
545-9250

NEWLY GRADUATED Student, willing to learn, work and advance in a pleasant office atmosphere. 3 immediate openings available at Michigan's Fastest Growing Company. Call Mr. Ward at: Waterford Gallery, 23975 Schoolcraft Rd., Livonia.

NON-SMOKING, top notch experienced transcription typist. Superior speller, pleasant outgoing manner for a busy medical office. Word processing/computer knowledge a plus. Send resume & salary requirements to: Box 344 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NOVI BASED Manufacturer needs personable individual to greet visitors & answer switchboard from 12M-5PM, Mon. thru Friday. This person will also be responsible for typing 35 wpm & outgoing mail. Starting salary $4. an hr. If interested, please contact:
Personnel Dept. - Leading Automation, 43300 W. 9 Mile Rd.
348-4500

NOW TAKING APPLICATIONS at Xerox Word Processor. Bookkeeping experience helpful. Room to run to 1pm. General office, accounts receivable, filing, phone. Computer knowledge helpful. Good benefits.

OFFICE CLERICAL - Full time, 1 person office, secretarial and bookkeeping skills necessary, some computer experience helpful. Self starter, benefits. Pleasant environment with experienced Call Claudia or Linda
352-1500

OFFICE CLERK, 1-3 yrs. experience in general office, secretarial and bookkeeping. Xerox Word Processor. Bookkeeping experience helpful. Call Mrs. Hall, 1000 W. University Drive, Suite 318, Rochester, MI. 48063.

OFFICE HELP - typing Rehabcil company. General office work. Full time summer, part time winter. Perfect for high school or college student. Northwestern area.
476-5710

OFFICE Manager/Billing Clerk for Medical Supply Co. Medicare billing experience required. Bind PC experience preferred. Send resume to: MMPI, P.O. Box 05046, Detroit, 48205
An Equal Opportunity Employer

OFFICE MANAGEMENT - We are looking for a dependable person with secretarial & bookkeeping skills to control our office & sales operation. Salary commensurate with experience, refreshing benefits. Please call Mr. Ward at: Waterford Gallery, 23975 Schoolcraft Rd., Livonia.

OFFICE MANAGER SECRETARY

Challenging position in a fast pace office serving private day-care schools in Detroit. Required typing, filing, & accounting knowledge. Very strong written, & verbal skills a must, along with good math skills & good telephone skills. If you love meeting people, have a good sense of humor under pressure & thrive on hard work, call
351-1944

OFFICE PERSON - Experienced needed for retail furniture store. Various duties including delivery dispatching, some computer knowledge helpful. Apply in person at House of Denmark, 31510 Orchard Lake Rd., Keego Harbor.

ONE WOMAN office for sale firm located in Farmington, Mon. thru Fri. 4 hrs. per day. Call 9 to 12 noon. General office work, 55 per hour. Send resume only to P. O. Box 373 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPERATIONS SECRETARY - large service company is looking for a flexible individual to work in our fast paced operations department. The ideal candidate will be able to handle a variety of duties, typing 50-60WPM, have good communication skills, and be able to work under pressure. Apply in person, 5115 Orchard Lake Rd., Keego Harbor, Mich. located S. of W. Chicago, between Lahser & Greenfield, between 12-3pm. Benefits.

PART TIME mature- Accounting experience, typing, non smoker
539-5310

PART-TIME SEPTY/RECEPT. wanted for existing Novi Business Office. 15 soon-6pm. Mon. thru Fri. Call & ask for Nina.
348-0800

PAYROLL
Quality control, P.R experience required. Detail minded with good math aptitude. Salary commensurate with experience, call Pre Cure One 17000 W. 8 Mile, #150, Southfield, MI 48075
433-6000

REGENT HIGH SCHOOL GRAD
Must have had classes in typing and bookkeeping.
Full time, Major Medical & Hospital and Life insurance.
Interview by appointment ONLY

TOKEN CORPORATION
Farmington Hills
553-9158

RECEPTIONIST for Oakland County law firm. Some typing required. Good salary. Call Linda.
352-5555

RECEPTIONIST
with Word processing experience. Includes working some Saturdays. Contact Jan
358-1181

RECEPTIONIST. Chiropractic office, Southfield area. Mon., Wed., Fri. 9 6. Tues., Sat. noon. Non smoker and type. Closed Thurs.
432-6100

RECEPTIONIST needed for busy doctor. Some experience helpful. Please apply at 8845 E. Grand Blvd. at I-75. Detroit.

RECEPTIONIST/TYPIST - wanted for small construction company office. Good telephone skills, typing 50 WPM, previous office experience required. For further information call
435-1170

RECEPTIONIST TYPIST - Full time with benefits. Some computer experience helpful. Good typing skills a must. Call for interview appointment.
Birmingham
646-8000

RECEPTIONIST
needed for Southfield law firm. For appointment call Sara, between 9.30am-5pm/Ask-3770

RECEPTIONIST
Small law office in Southfield. Good phone skills, light typing, room for advancement. Call
354-5153

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
For small Troy manufacturing firm. Typing (50 WPM), filing, answering phones & varied office duties. Experience in small office preferred. Benefits. NON SMOKING OFFICE
848-5210

RECEPTIONIST
FULL TIME, Mon.-Fri., 8:30am-5pm, mature, dependable with pleasant manner and ability to deal with the public. Farmington Hills area. Apply in person. For directions, call
476-8010

RECEPTIONIST - Part time. 15-18PM. Southfield location. Telephone, typing. Filing. Submit resume: P.O. Box 372, Birmingham, Mich., 48012.

RECEPTIONIST - Pleasant, cheerful, flexible person for full time position. Pleasant telephone personality, typing. Call Dolores 557-3300

RECEPTIONIST TYPIST
For Southfield law firm.
Salary open.
559-3950

RECEPTIONIST/SECRETARY - full time for busy office. Light typing experience necessary. Call between 8am-5pm
569-0600

RECEPTIONIST
Personable, experienced Receptionist for Bloomfield Hills office. Excellent benefits and working conditions. Apply: President Personnel, P.O. Box 7105, Bloomfield Hills, MI 48301

RECEPTIONIST for Nursing Home. Required: Typing and telephone skills. Apply in person: Southfield Manor, Good benefits, pleasant working conditions. Come in for interview. Four Chaplains, 23245 Joy Rd., Westland

RECEPTIONIST
Entry level position Job requirements typing 35 wpm, telephone & general office duties. Must be pleasant, well mannered and personable. Apply in person only: Hadley Arden, 31765 Wayne Rd., Livonia.

RECEPTIONIST

Full time position available for a receptionist. Light typing and telephone personality and good clerical skills are a must. Salary dependent but not essential. Reply to: KLZ Products, 31211 W. 7 Mile Rd, Redford, Mich 48240.

RECEPTIONIST/SECRETARY
Westside Manufacturers Representative needs friendly, enthusiastic, hard working individual with pleasant phone manner to operate switchboard, greet visitors, with filing, billing, bookkeeping and correspondence. Must type 55wpm. Salary open, pay 25.75 per hour, plus bonus. Call Michael between 1pm-4pm for appointment at
525-9250

RECEPTIONIST/SECRETARY
Professional person needed for busy medical practice. Ideal candidate will enjoy unusually high volume of phone networking. Good typing skills, general office skills and ability to experience. Good working conditions and benefits. Send resume to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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RECEPTIONIST

Typing 35 wpm, telephone experience. Strong phone personality essential. Call Mrs. Ann Marie Tinter, Tinter Company, P. O. Box 02158, Troy, MI. 48084, or for interview appointment. 524-0434

RECEPTIONIST/SECRETARY
Typing 60 WPM, shorthand a plus. Will assist insurance agents. Excellent full benefit package including dental
335-7870
ALLEN PERSONNEL AGENCY

SERVICE ORDER DEPT.
Typing 50 WPM, Telephone manner, accurate typing required, send resume to: Service Dept., 24315 Southfield Park Dr. Farmington Hills, MI 48024

SMALL, Pleasant Southfield law firm seeks experienced legal secretary. Real estate litigation experience required. Salary commensurate with ability. Please call
352-7020

SOUTHFIELD MORTGAGE company looking for loan shipping/warehousing clerk to marketing department. Clerical typing and general office skills necessary. Good salary and benefit package. Call E. Hodges at 355-3100, Ext. 339.

STATISTICAL TYPIST
Experienced for CPA office.
Southfield area.
569-0220

STATISTICAL TYPIST
Small office in Birmingham seeks a mature, responsible individual with accurate typing & general office skills to work on computer doing medical billing. Training on job.
Send resume to Box 8251, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STENO-RECEPTIONIST, part time, Italian speaking, reading and writing. Carter-Webber, Farmington Hills.
Call Lily at 471-5313

Summer Temporary
INSURANCE CODER

Our rapidly growing Southfield office has added a full shift in the coding department to accommodate the increased work load at this location.

Primary responsibility will be in maintaining or converting policy information codes. The ideal candidate must be a bright, fast-learner with an excellent attitude & good attendance. Medical coding experience helpful. Previous coding experience is a plus. Skills will be tested.

Working hours are - Mon. thru Fri., 3.25 pm. to 9.25 pm. some Saturday overtime is desired. Qualified candidates, please call for application. Sense Plan, Michigan Mutual Insurance Co.
527-7100
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
for Southfield service company. Mature person. Permanent-part time, daytime hours plus weekends.
355-3500

Typist/receptionist for work in office of plastics company. Good clerical skills essential. Bookkeeping knowledge helpful.
Call 8AM-4PM weekdays.
273-3490

TYPIST
National insurance company located in Southfield has immediate openings for experienced Typists, Secretaries, and Word Processors. Long and short term assignments.
Top Pay No Fee

569-1878
VICTOR
TEMPORARY SERVICES
M/F EOE

TYPIST/RECEPTIONIST
Must have good grammar & editorial skills. Part time including Saturday. Call Pat
543-0644

TYPIST/RECEPTIONIST
for small manufacturing firm in Redford area. Responsibilities include answering phones, typing, general office work. Salary commensurate. 50 WPM. Send Resume to P. O. Box 2233, Northville, MI., 48167.

TYPIST/
RECEPTIONIST

Full time. Salary negotiable.
Oak Park Area
Call 7am-5pm Weekdays 818-8158

44 TYPISTS
File Clerks - 3 Openings
Needed Immediately
Call Helen • 544-7660 •

TYPIST - Southfield CPA firm has a position for a statistical typist experienced in office duties. Please send resume by mail to: Box 8253, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST
Statistical, CPA office in Birmingham. Light typing experience helpful. Please Call J. Koppel.
646-1877

USED CAR MECHANIC

Needed for Westside Southfield dealership. Must be certified & have own tools.
Apply to David Evesson
JOE FANIAN CHEVROLET
24315 Telegraph Rd.
Southfield

WELL ORGANIZED, detail oriented, multiplexible Secretary required for medium size firm in West Bloomfield area. Send resume to: Bob Mannion, 7490 Middlebelt Rd., West Bloomfield, MI 48033

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

PERSONNEL PAYROLL CLERK

Local steel processing plant has immediate opening for an experienced payroll/personnel clerk.

Send resume & salary requirements to
BOX 322
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, Michigan 48150

Equal Opportunity Employer M/F

KELLY CORNER

Earn Good Pay The Kelly Way!

Kelly Services, a proven leader in the temporary help industry, has immediate assignments in the following areas:

- Secretaries
- Typists
- Switchboard Operators
- Word Processing Operators

Kelly is ready to put you to work on both long and short term assignments. Right now we have many good assignments for the RIGHT PEOPLE...please call:

Lathrup Village	559-0300
19668 W. Eleven Mile Rd.	
Livonia	522-4020