504 Help Wanted Office-Clerical

AUTO - SWITCHBOARD
Immediate opening for switchboard & receptionist position. Must have some experience and be able to type 45 wpm. Pleasant office and good benefits. Call Joe Paulus Chevrolet, 24111 Telegraph, Southfield. 355-1000

BOOKKEEPER
Auto Dealership, experienced only. Apply at Valley Lincoln Mercury 1125 Oakland Ave. Pontiac.

BEGINNER RECEPTIONIST
For legal office. Collections may play apply. Some typing required. Call Nancy at 855-5200

BILLING CLERK
$13,000
Afternoon shift. Taylor location. Handle data entry of billing information into computer for large growth-oriented company. Experience on 10-key adder. Full fringe benefits with Christmas bonus, dental plan and company paid fee

555-7870
ALLEN PERSONNEL AGENCY

BILLING TYPIST - Medical Office Typing at 60 WPM, General Office Skills Experience in office supply or furniture helpful. Ken Sherk at 569-3710

BIRMINGHAM INSURANCE Agency/Commercial Lines Department. Experienced telephone personality. Agency experience preferred. Call 644-6457 or Eves 881-0231

BOOKKEEPER ASSISTANT - Part time. Typing helpful. Ability to handle books thru trial balance. Experienced in payroll. Farmington Hills area. Long term. Temporary Specialist. 354-3612

BOOKKEEPER - Birmingham Retailer needs full charge bookkeeper. Experience in handling retailer books, direct trust accounting, full cycle accounts, banking, payroll tax returns & basic financial statements preferred. Must be can work independently, make decisions while keeping office moving smoothly with sales staff you will enjoy this challenging position in a pleasant downtown surroundings. Please send resume & salary requirements to box 833 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - experienced, for small Southfield office. Must be aggressive, organized, and a take charge individual. Call 559-4211

BOOKKEEPER
Busy apartment management office needs experienced bookkeeper, receivable bookkeeper. Must be detail oriented with good telephone skills. Pleasant Rochester area.
Call 2-5pm only. 373-5504

BOOKKEEPER
Full charge, for construction company in Southfield. Full time position. 8AM-5PM weekdays. 557-6210

BOOKKEEPER
Full charge, thru trial balance, for small construction company. Send resume to P.O. Box 377, Westland, MI 48185

BOOKKEEPER full charge for rapidly growing sales company in Farmington. Experience with good references necessary. Detail oriented, self motivated with resume to Mardi Green Cullen, 32788 Orchard Lake, Farmington 48018

BOOKKEEPER - Full-time position with Podiatry office in Westland. Duties include billing, collections, bank reconciling as well as Medical Insurance filing & payboard. Respond to: Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge for growing Industrial Instrumentation distributor. 11 mile Southfield area. Heavy computer experience with full background thru trial balance. Pay commensurate. Send resume to box 860 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - general office person needed for busy furniture retailer. Experienced only. After 10am 540-2441

BOOKKEEPER
Immediate opening for responsible person to handle Accounts Payable, Bank Account Analyzing & other Bookkeeping & Supervisory functions for a medium sized Type based Retail Shoe Store Chain. Experience in either Retail Bookkeeping Systems or Shoe Store Experience is favored. We offer excellent benefits & working conditions. Salary commensurate with experience. Send resume & salary requirements to:
P.O. BOX 931
CLAWSON, MICH. 48017

BOOKKEEPER needed for small retail chain in Birmingham. Experience required. Send salary requirements and resume to box 708, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Property management firm seeking experienced bookkeeper for accounts payable thru trial balance. Must be familiar with computer knowledge. Take charge individual. Excellent opportunity.
358-3779

BOOKKEEPER/SECRETARY wanted for busy W. Bloomfield office. Typing ability required. Includes: Payables, General Ledger & Bank Reconciliations. Must have good math aptitude. Minimum typing skills Call Shirley: 851-1065

BOOKKEEPER-Trainee - Part time, needed for Southfield office. Send resume to P.O. Box 40, Southfield, Mich., 48037

BOOKKEEPER/TYPIST,
needed to manage large collection practice of Southfield Town Center law firm. Excellent benefits. Salary commensurate. Non-smoker. 358-2345

BOOKKEEPER
2 years experience for CPA Office. Northwest area. Good working conditions. Salary commensurate with experience. Call Marilyn 399-7604

BOOKKEEPING talents plus some typing needed for growing professional office. Personable, organized, self-starter demonstrate with experience. Call Bonnie 471-5100

BOOKKEEPING DATA ENTRY-EDP ACCOUNTING
Looking for temporary and/or permanent employment? Our temporary assignments lead to all areas of bookkeeping, accounting and data processing. No appointment necessary for interviews between 10am and 4pm. Please bring copy of resume.
ACCOUNTEMPS, INC.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-8367

Busy Mortgage Company
in Southfield has following positions available
PAYMENT ASSUMPTION CLERK
INSURANCE CLERKS (2 POSITIONS)
Experience required, salary commensurate. Contact:
Mrs. Paxton, 355-8200, Ext. 234.

ENTRY LEVEL POSITION
for a bookkeeper, or detail person willing to learn loan marketing and shipping. Contact
Mrs. Hahn, 355-9200, Ext. 239.

BUSY property management company in Telegraph/Lahser area, needs experienced, motivated & dependable receptionist/typist with good phone skills. Competitive salary, references. Call 478-5174.

BUSY REAL ESTATE office in Farmington Hills needs mature woman for Receptionist & Secretary. Must be an excellent typist & an outgoing person. Excellent benefits. Send work experience & salary requirements to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIROPRACTIC Asst./Receptionist. Must be good typist, 6 days per week, approx. 30 hrs. Apply 30400 W. Twelve Mile, Farmington Hills, or call 476-2244

CLERICAL ENTRY LEVEL
Pitsses U.S.A. Health Spas corporate headquarters in Southfield has full time clerical positions open for individuals who excell in accuracy, are fast and enjoy working with detailed information. We will completely train. Good starting salary with increases based on performance. Fully paid health, accident and life insurance plus paid holidays and annual vacation.
Call Ann:
643-6200

504 Help Wanted Office-Clerical

CLERICAL - FRONT DESK
Entry level position. Typing, phones, word processing for Birmingham office. Will train. Call Judy 647-3077

CLERICAL HELP WANTED
Southfield area. Entry-level position, good for High School Grad. 354-0519

CLERICAL
Lexital Corporation, offering MAX Long Distance is a dynamic and rapidly growing company in the exciting telecommunications industry.
We have an immediate clerical opportunity in our Human Resources Department. This position requires an individual who can handle a variety of responsibilities in a fast-paced environment. Candidates must have excellent communication and clerical skills, including typing of 50-55 WMP.
Please send resume with salary requirements to:
Lexital Corporation
Human Resources Dept.
30201 Telegraph
Suite 350
Birmingham, MI. 48010
NO PHONE CALLS PLEASE

CLERICAL
Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess good typing & 10-key plus wpm, excellent written and verbal communication skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be able to work under pressure independently with little supervision. Previous general office experience or 2 years banking experience helpful. Overtime is required. Permanent positions are on our afternoon shift with working hours of 12:15am thru 8pm (Four days per week). Salary is available to do extensive telephone screening and filing. Hours for these positions will be 4-9pm). We offer a complete benefit package. Qualified candidates should apply Tues.-Thurs., 9am-4pm.
NO PHONE CALLS PLEASE

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

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

CLERICAL RECEPTIONIST
Conscientious, dependable person, good phone personality, 45 WPM, opportunity to learn computer input. Livonia area. 591-4500

CLERICAL WORK in coding/mail department. Accurate detail-oriented person. Full time, part time positions available. 12 Mile/Telegraph area. Call 647-8482

CLERKS
Large suburban financial firm needs 5 clerks with light type and figure ability.
Southfield 569-1878 No Fee
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

CLERK TYPIST
Real estate consulting company in the Bloomfield area has an immediate opening for a Clerk Typist. Good typing, phone and accreditation skills are essential. This is an entry level salaried position beginning at $200 a week. Call Sherry for further information, 641-0600

CLERK TYPIST
Part-Time
Busy Southfield Ad Agency is seeking typing skills and general office experience. Individual should be detail oriented with good figure aptitude. Experience in a fast-paced environment helpful. Part-time position, approximately 25 hours per week. Could lead to full-time employment for person with right skills.
If interested, please contact Ms. Carson between the hours of 9 A.M. - 1 Noon.
(313)353-2793
An Equal Opportunity Employer

CLERK/TYPIST
RECEPTIONIST
Exciting position with large suburban group. Great career opportunity. Super benefits. $13,000-$15,000. FEE PAID. Call Jan.
SNELLING & SNELLING
478-3500

CLERK TYPIST
Speed & accuracy a must!
8 Mile & Greenfield area
255-3500

CLERK TYPIST
Temporary assignment which could result in a permanent position. Data entry experience an asset. Typing 50 wpm. Troy area. Contact: Mrs. Mc Callum, Personnel Dept. 362-3000

Closing Secretary
Leading title company in Birmingham. Good math aptitude and good typing skills required. Real estate closing experience preferred, but will train qualified person. Call between 10am and 2pm 540-1633

CLUBHOUSE DIRECTOR for condominium association. Duties and responsibilities include administration of routine association matters, management of clubhouse facilities, supervision of assigned staff, all correspondence regarding association matters & maintaining the files of the association. Will work with members of the board of various committees. Respond with resume to H. Call, P.O. box 07, Southfield, MI 48037

COLLECTOR
(PART TIME)
We are looking for individuals to do phone collection work approx. 17 hours per week. The hours will be from 1-4:30pm (Mon. thru Thurs.) and Sat. 8am-1pm. Excellent communications skills are a must. Collection/Mortgage Banking experience helpful. We will be accepting applications Tues. thru Thurs. 9am-4pm. (NO PHONE CALLS PLEASE).
The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27333 Telegraph Road
Farmington Hills, MI 48018
(Corner of 13 Mile Rd.)

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

COMPUTER OPERATOR
For growing Southfield area CPA firm, some computer & bookkeeping experience required. Send resume to: Box 832 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSTRUCTION/Development company, full time position available. Experienced only. Knowledge of Word Processor/Bookkeeping. Send resume to The Dinner Co., P.O. Box 963, Rochester, MI 48063

CREDIT UNION Loan Department. Allegro New Center has an opening. Union looking for a Mature person with the ability to communicate effectively with members on the telephone. Clerical and typing skills needed. Previous experience in a financial institution a definite plus. Send resume to Mr. E. Berley, 2051 W. Grand Boulevard, Detroit, Michigan 48202

An Equal Opportunity Employer

CRT
& DATA ENTRY
Operators. Needed for assignments in Troy & surrounding areas. Call Linda at Olsten 362-6656

DATA ENTRY CLERK
Clerical knowledge helpful. Full thru. Call Beth, 546-6800.

DATA ENTRY CLERK - familiar with IBM PC XT, Summer hours. Hourly plus. Mon thru Fri. Birmingham. 644-5454

504 Help Wanted Office-Clerical

CURRENT POSITIONS AVAILABLE - we are looking for experienced, mature, professional IBM PC operators. You would be helpful to know display writer if software. Positions are long term assignments with possibility of permanent placement with a Fortune 500 company in the Southfield area. Interview immediately
MANPOWER
TEMPORARY SERVICES
SOUTHFIELD
353-8780

CUSTOMER SERVICE/
RECEPTIONIST
Needed for busy, full time position in Troy. Must have good phone voice and manners, be detail oriented, type 45 WPM, and able to work in fast paced environment. Previous office experience a must. Call: C. Marshall, 649-4154
An Equal Opportunity Employer

DAILY RENT A CAR
Insurance replacement car rental company has an opening for a client/receptionist in our Southfield location. Duties include taking phone reservations and light clerical work. Candidate should have an energetic phone personality. Accounting and/or collection skills a +. Applications being accepted Mon. & Tues. Aug. 5-6, 9am-5pm. 21277 Greenfield, Room 114, Southfield.

DATA ENTRY/CUSTOMER SERVICE
Full time position available, 10:30 to 7 PM. Must type 55 to 60 WPM, computer experience helpful. Must have car. Send resume and WPM to: TRS, Inc., 41616 Denise, 30700 Telegraph, Suite 1875, Birmingham, Mich., 48010.

DATA ENTRY/KEYPUNCH
Data Entry/Keypuncher needed for Mon. 1:30pm to 10pm, Mon. thru Fri. Good typing skills necessary, experience above computer helpful, knowledge of general office machines a plus. Please call between 9am and noon. 353-3311, Ext. 17

DATA ENTRY/OPERATOR
Bloomfield Hills area. Opportunity immediately opening for experienced person to operate Wang word processor. Call Mr. Ryan at 332-2600.

GENERAL OFFICE
Small rapidly growing company needs versatile person to type, answer phones, etc. Good attendance a must, some overtime, occasionally required. Good salary, benefit & bonus plan. Send resumes to: Box 718 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for Southfield based general contractor. Secretarial skills, payroll & fringe experience. Excellent typing required. Send resume to: Box 96, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERICAL
Good typing skills & communication skills helpful. In person: 33233 Schoolcraft, Livonia, 31600 Ford Rd., Westland.

GENERAL OFFICE
Immediate full time position available. Rapidly expanding Out-Patient Rehabilitation Agency. Good typing, telephone communications skills and typing skills. Send resume to: Speech Service, 755 W. Big Beaver, Suite 814, Troy, MI 48084.

GENERAL OFFICE
full time position, will train, Bloomfield Hills area.
355-4515

GENERAL OFFICE Position for new growth company. Must type, have some type of bowling background & be able to work flexible hours. 477-1862

GENERAL OFFICE-Experienced. Part time to start. Good typing & telephone skills. Computer & word processing knowledge helpful. Call 355-4472

GENERAL OFFICE/Clerical Help for veterinary practice. Limited travel. Send resume to 810 Tavern Ct., Northville, MI 48167

GENERAL OFFICE. Mature person, good with figures and pleasant phone manner. Full time. Vacation bonus. Southfield Rd. & 11 Mile. 559-8449

GENERAL OFFICE - Part time. For band and orchestra. Near Meadow Brook.

GENERAL OFFICE - Experienced typist. Knowledge of word processing. Farmington Hills/Novi area. Perfect mature person re-entering the job market. 476-2258

GENERAL OFFICE - Experienced typist. Knowledge of word processing. Hours 8-4:30pm. Wage negotiable. Send resume to: Box 1987 Observer & Eccentric Industrial Dr., Rochester, MI 48063. Att: Connie.

GENERAL OFFICE - permanent, full time position. Learn computer skills, will train, light typing & good math aptitude. Salary negotiable. Hours: 8:30am-5pm. Phone: Mrs. Mac Donald, Homemaker Shop 557-4117

GENERAL OFFICE. Mature person for general office duties. Must be good typist. Pleasant surroundings. Call Ann. Part time to start; could work into full time. Troy area. Typing in handwriting with resume to box 616, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE TYPIST
Reliable individual for small growth company. Some bookkeeping, excellent math aptitude and excellent typing are required. Previous experience helpful but not necessary. Hours are 9-5 pm. Send resume to Flexible Products Co., 19660 W. 8 Mile, Suite 203, Southfield, MI 48075. Attention Personnel

GENERAL
OFFICE
Variety of duties. Requires good phone and good typing skills, $13,000. FEE PAID. 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
Immediate opening for person with typing and phone skills.
Top Pay
Southfield 569-1878
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

GM Dealership has opening for PART-TIME cashier/switchboard operator. Call Jim Miller at 433-2500 for appointment.

GROWTH INSURANCE AGENCY - Southfield location seeks individual with properly licensed life and health insurance. Must have car. Contact Mrs. Robins, 353-2200

INSURANCE
Farmington Hills agency in need of office person with insurance background, underwriting experience necessary. Please call 478-3000

INSURANCE
Personal lines person for agency in Southfield. Prefer agency experience but will train or experience helpful. Southfield location. 355-4400

INVENTORY CONTROL
Part time available for motivated person with experience in shipping, receiving and purchasing. Apply: Lakeshore Furniture, 24801 Rd., just S. of Farmington Rd., Livonia

JUNIOR SECRETARY
Accounting Operations. Positions available for all shifts. Must be experienced. Southfield/Farmington area. 476-1130

KEYPUNCH OPERATOR
Needed by service bureau. Experience required. Full or part-time. Southfield area.
557-1190

LEGAL SECRETARY. New Farmington Hills firm. Part time. Experienced skills & maturity required. Opportunities, benefits.
538-0090

LEGAL SECRETARY
Southfield Office
Call
352-6160

504 Help Wanted Office-Clerical

FREE TRAINING
WORD PROCESSING. CLERK TYPIST
Excellent opportunity for individuals who would be helpful to know display writer if software. Positions are long term assignments with possibility of permanent placement with a Fortune 500 company in the Southfield area. Interview immediately
MANPOWER
TEMPORARY SERVICES
SOUTHFIELD
353-8780

FRIENDLY, busy Southfield Ad Agency looking for personable, enthusiastic receptionist. Excellent typist. Must know spelling and grammar, an excellent creative dept. Salary not great, atmosphere is Cash Rich 353-9164

FRONT DESK
Dynamic fast growing company. $12,500. Benefits, fee paid. Phone experience, excellent typing, hot to hire!
399-3450.
SNELLING & SNELLING

FRONT DESK
SECRETARY
TO $16,500
If you are looking for a growing company, excellent benefits in a friendly atmosphere, this could be for you! Strong typing and a pleasant personality needed for this one. FEE PAID.
Call Rita 353-3090.
SNELLING & SNELLING

FULL-TIME PERSONAL
SECRETARY - Full benefits. Secretarial skills helpful. Position open immediately. 557-1616

FULL-TIME Position in Southfield area. Some typing & filing & excellent phone communication skills required. Send resume & salary requirements, to: Box 1000, P.O. Box 135, Lathrup Village, Mich. 48076

GENERAL CLERICAL Positions available. Light typing. Apply immediately: Art Van Furniture, 17775 Nevi Rd., Novi, across from Twelve Oaks Mall

GENERAL OFFICE
Small rapidly growing company needs versatile person to type, answer phones, etc. Good attendance a must, some overtime occasionally required. Good salary, benefit & bonus plan. Send resumes to: Box 718 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for Southfield based general contractor. Secretarial skills, payroll & fringe experience. Excellent typing required. Send resume to: Box 96, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DO YOU HAVE
THE SKILLS WE NEED?
Call Kathy for an appointment
● TYPISTS 55-65 + WPM
● DATA ENTRY
● SWITCHBOARD OPERATORS
(Rotm, Horizon, & Dimension)
● BENEFITS
Norrell
Services, Inc
Farmington 477-8640
Rochester 651-1500

DELIVERY ROUTER - Office position available for person who is familiar and knowledgeable of Detroit Road Network. Must have good communication skills, telephone experience necessary. Main job responsibility is scheduling and routing delivery vehicles. Apply in person: 33975 Schoolcraft Rd., Livonia

DIVERSIFIED DUTIES - typing, phone, shorthand helpful. Pleasant working conditions. Phone Ann for appointment, Southfield 357-9125

EMPLOYMENT
CONSULTANT
Challenging!. Fast paced position in our Troy Office. Position requires top notch, self motivated individual, accurately develop client rapport and keep well organized records. Ideal candidate will have degree, light sales experience and high energy level. Salary plus company plus benefits. Call Mr. Mark Brookman 649-5900.

SNELLING & SNELLING

EXCITING POSITION - Downtown, for friendly, outgoing person. Must have typing of 45 WPM and general office experience or aptitude.

DATA ENTRY - experienced individual needed for long term position. Must be able to work in accurate or alpha.

EXECUTIVE SECRETARY - needed for the North Woodward area. Must have excellent skills including shorthand and word processing.

SECRETARY - challenging assignments available for long and short term. Previous secretarial experience and 50WPM a must.

RECEPTIONIST/SWITCHBOARD - must be experienced, pleasant personality is beautiful office. Knowledge of various phone systems a must.

PART TIME - if you are available 4 hours weekly afternoon and possess an ideal office skills, this job is right for you.

WORD PROCESSORS - top assignments, top pay and challenging positions available immediately. Excellent opportunities for top notch individuals.

Call us now for an appointment. Ask about our new benefit package and find out why we're "Ahead of The Rest". NEVER A FEE.
ENTECH
SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 568-5610

Ahead of the Rest

EXECUTIVE SECRETARY/Office Manager wanted for busy Southfield Builder's Office. Bookkeeping experience, Real Estate or Law background preferred. Send resume to: 21600 Lahser Rd., Southfield, Mich. 48034.

EXECUTIVE
SECRETARY
Ren Cen firm seeks mature, dependable, take-charge Secretary with excellent typing, shorthand and organizational skills. Position is for assistant with senior level executive is required. Position also requires ability to interact with staff, executives, & people from outside the company. Send resume with salary requirements to:
Martin Communications Co.
600 Renaissance Center, Suite 1700,
Detroit, MI 48243

EXECUTIVE SECRETARY
Part/full time, typing and shorthand necessary. Troy location.
524-4150

EXECUTIVE SECRETARY - Organizational ability imperative. Typing skills & shorthand required. Experience necessary. Farmington Hills.
Call Christie: 476-9000

EXECUTIVE SECRETARY
with shorthand, needed in rep office. Salary commensurate with ability. Benefits available. Please send resume to box 843 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
ASSISTANT
Bloomfield Hills Company needs responsible person to handle work overflow from Executive Secretaries, will also act as Receptionist in the Executive Suite. Requirements are Excellent Spelling & Grammar. Type 60WPM with Dictaphone experience. Must be able to deal with a wide variety of customers. Salary commensurate with experience.
Call Mr. Ryan at 851-6700

EXPERIENCED bookkeeper through trial balance needed for Real Estate office in Farmington Hills. Knowledge of computer or willingness to learn computer. Full fringe benefit package and pleasant working environment. Please send resume to:
Personnel Department
P.O. Box 2117
Southfield, MI 48037

Equal Opportunity Employer M/F/H

FAST GROWING, 35-tech company interviewing for two positions. Book-keeper, computer experience helpful & receptionist/typist. Call for appointment 646-1817

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 25 yrs.
Call 540-5787, Suite 9197, Fountain Park Plaza, Troy, Michigan 48084

504 Help Wanted Office-Clerical

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 2540
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY
Troy law firm seeks part time experienced English speaker.
Contact Suzanne. 643-4315

LEGAL SECRETARY wanted for growing Southfield firm. Excellent secretarial and organizational skills a must. Call Barbara P. at 647-0915

LEGAL SECRETARY for Farmington Hills Attorney (one (1) year experience for one (1) person office.
Call Mrs. Gray 559-4067

LEGAL SECRETARY with minimum of 5 years experience in defense & plaintiff litigation. Small Southfield law firm. Salary based on ability and experience. Good benefits. Katy 855-0431

LEGAL SECRETARY
Must have car for errands and type 70 WPM. Small Southfield Bloomfield law firm office. Will train those with good skills to advance legal knowledge.
or evenings 644-4320

LEGAL SECRETARY with at least 3 years experience in Probate Practice in Birmingham firm. Require typing speed of at least 80 WPM, good spelling abilities and able to assume responsible positions. Word processing experience helpful. Salary and benefits commensurate with experience. 644-4432

LEGAL SECRETARY
Part-time. Light typing. Near Farmington Hills, Livonia, Mich.
16516

LEGAL SECRETARY - Experienced Bloomfield Law firm. Defense and Estate litigation. M.B.I. word processor. Salary commensurate.
540-3131

LEGAL SECRETARY for 1 man law firm in Westland. Experienced. General practice. Have name & phone number of machine.
540-3131

LEGAL SECRETARY
Southfield Plaintiff Negligence experience. Salary commensurate with experience. Carole.
353-1500

LEGAL SECRETARY - 3 to 5 years experience with civil litigation in expanding Southfield law firm. Good benefits. Salary commensurate with experience. Contact Judy
557-1155

LEGAL SECRETARY
For Livonia law firm with good typing skills, experience in personal injury. Salary commensurate with experience. Send resume as soon as possible to:
Mr. Jerome Lax, 29200 Vassar Dr., Suite 801, Livonia, Mich., 48153.

LEGAL SECRETARY - SOUTHFIELD
Must have experienced in probate, estate planning, bankruptcy comp and litigation. $18K range. Benefits. Fee Paid.
BETTY LEE PERSONNEL
Southfield Rd., Lathrup Village
424-8470

LEGAL SECRETARY
Downtown law firm has an opening for an experienced legal secretary. Administrative duties are required. Bankruptcy experience desirable. Excellent opportunity for responsible person. Salary negotiable. Send resume to:
P.F. Johnson, 1000 Penobscot Building, Detroit, Mich. 48226

Legal Secretary
Large Birmingham general practice law firm has opening for experienced legal secretary. Probate and estate planning experience helpful. Must have excellent skills in administrative skills & typing. Challenging position in growing office. Excellent benefits & salary commensurate with experience. 642-3366
An Equal Opportunity Employer

LEGAL SECRETARY WANTED
Typing skills a must. Must have good math aptitude. Bookkeeping and clerical skills. Salary commensurate with experience.
Call Jim Miller at 433-2500 for appointment.

All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-9505
TROY 362-4004
SOUTHWEST SUBURB 356-3170
ST. CLAIR SHORES 296-8600

MARKETING
SECRETARY
SALARY TO $14,000
Dynamic fast paced national marketing firm needs secretary with strong typing skills helpful for challenging career. Excellent spelling & grammar a must. Call Dee Dee Lowery, Call today to find out more about this & other exciting positions.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-9505
TROY 362-4004
SOUTHWEST SUBURB 356-3170
ST. CLAIR SHORES 296-8600

MATURE SECRETARY needed for executives of busy real estate office in Farmington Hills. Must be able to take dictation, good grammar, have pleasant phone manner. Knowledge of insurance in the real estate business, word processing experience helpful. Salary based on ability. Send resume to box #816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

METRO-VISION Of Oakland County, an equal opportunity employer has an immediate opening for a Clerk Typist. Candidate should have previous bookkeeping experience. Must be able to type 35 wpm. Send up-to-date resume, including salary history to: Metro-Vision of Oakland County, P. O. Box 9001, Farmington Hills, Mich. 48018

OFFICE CLERK/CLERICAL
Good with numbers. Full time. Farmington Hills area. For appointment, call 476-2244

OFFICE CLERK
Recent high school grads are available for sales office in Redford. Good typing, pleasant phone manner, bookkeeping skills. Resume to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Multi Specialty clinic - supervisory ability. Executive secretarial procedures, medical office manager. Wage benefits commensurate with experience. Resume to: 3535 W. Warren, Dearborn Hts., Mich. 48127.

504 Help Wanted Office-Clerical

OFFICE MANAGE
Excellent skills required. Dynamic & progressive company. Individual should be self motivated, quick thinking & need to run the show. Salary is fair & commensurate with ability. 553-5500

OFFICE MANAGER/BOOKKEEPER
Extremely well organized, self motivated individual capable of managing a variety of important responsibilities in busy but very pleasant corporate office of a fast growing Livonia firm. Send resume & salary requirements to: Mr. Hagy, P.O. Box 01252, Livonia, Mich 48150.

OFFICE PERSON - some bookkeeping, full time position. Call Mrs. Fine, Fashion Hills restaurant. Some experience necessary. Call for interview 851-0964

OFFICE POSITIONS
Busy Southfield Distributor seeks qualified individual for entry level office position. Excellent calculator & math ability. CRT Data entry experience helpful. Excellent benefits.
DATA ENTRY/ORDER PROCESSING
ACCOUNTS RECEIVABLE CLERK
Call Ms. Ann Marie 355-0275

OFFICE POSITION
General office duties. Light typing, record keeping, phone answering. Very pleasant office atmosphere. 532-7591

ONE PERSON office - light typing & bookkeeping skills required. Call Dian at Jewelry Box, 557-2020. Able to start in 1 week. Madison Hts. 545-5558

ORDER ENTRY CLERK - full time, type 55 wpm, math aptitude, Radford & L'Industrial, ask for Vera 533-8700

ORDER ENTRY CLERK
Experienced. Full PC.
Electronics Hangout area 543-7100

OUTPATIENT MENTAL HEALTH CLINIC. 3 positions. Intelligent, self-motivated individuals with clerical skills & keyboard experience. Livonia/ICHS Corporate headquarters. Flexible positions. Send resume to ECC (4604 Farmington Hills) 28123 Orchard Lake Rd.
An Equal Opportunity Employer

O.E.M. SUPPLIER located in Southfield seeks individual for Accounting position. Applicant should possess 2 - 3 years accounting experience, preferably accounts payable. Competitive salary & benefits. Send resume to Personnel Dept., P.O. Box 2145, Southfield, MI 48037

PARALEGAL - Part time, in probate and estate planning for Bloomfield Hills law firm. Ideal for student. Flexible hours. Call 540-8900 Ex.315

PART-TIME Bookkeeper/Statistical typist for Clinic. Call 546-0714 after 10 a.m. for interview appointment.

PART TIME
If you are available afternoon or evenings, this position may be of interest to you. Must type a minimum 50 wpm, and work in Bloomfield on 2 days per week. Call for Ms. Fenby for an appointment.
333-3153

PART TIME Bookkeeper/SECRETARY
For Insurance Agency in West Bloomfield area. Training & incentive program. 626-2653

PART TIME Secretarial position, 2 days per week, word processing necessary, shorthand helpful. W Bloomfield 855-0431

PART-TIME
3 positions available in small room of large stock brokerage office. Partial duties include sorting & maintaining supply room and general office maintenance. Must have appearance of neatness, be conscientious, conservative and good interpersonal skills. Medical benefits.
MERRILL LYNCH
P.O. Box 915,
Bloomfield Hills, MI., 48013
Att'n.: Operations Manager.

PAYROLL CLERK
ADP Payroll System. Experienced in time card calculation and various payroll deductions. Good interest in customer relations capacity.
Call Shirley at 352-1566

PAYROLL PERSON. W/experience construction industry, accounting background. Excellent benefits. Start immediately. Farmdale, H. Park! 347-2100

PEDIATRIC OFFICE
Interesting Part time position for Versatile person with good office skills. Call Ann at 557-2300 Mon. thru Fri. from 2 Afternoon & Sat. Morning. Call Rita between 2-4PM. 559-6425

PEOPLE PERSON
$10,000, FEE PAID
Prestigious suburban office!
Rapid advancement! Excellent benefits! Your top notch office skills will land this opportunity. 399-3450.
SNELLING & SNELLING

PERMANENT PART TIME telephone receptionist, immediate opening in Southfield area. Pleasant working & outstanding receptionist skills. Must type, 54 per min. 557-1616

"PERSON FRIDAY" typing/filing, Fri. only 8-12 noon. Mature, accurate/fast typist & good organizer. Call Pat, Sat. 9-12 noon, Birmingham 642-2270

PERSON needed for general office duties, includes typing, filing some bookkeeping, light lifting, packaging & shipping. Call between 8-1pm. Mon thru Fri. Good salary plus benefits. 631-4500

PLASTIC SURGERY CLINIC in Southfield seeking employee for front office. Pleasant personality, able to work under pressure, accurate typist, good clerical & organizing skills. Medical experience helpful. Salary open. For appointment call 557-1023

POSITIONS now opened for responsible individuals with good clerical typing skills. 8 Mile Southfield area. For more information call Barbie at 559-3150 between 9-5.

PROFESSIONAL Office needs person with good math aptitude. Light typing commensurate with experience. Prefer person with bookkeeping background.

PROGRESSIVE Electronics manufacturing firm has openings for intelligent, self motivated individuals for production. Telephone poise a must. Typing 50-55 wpm. Light bookkeeping. Ideal for young adult. 1-3 years office experience desirable. Salary & advancements commensurate to ability. Send resume to person: Control Tab Corp. 12410 Industrial Park Dr., Farmington Hills.

PURCHASING/EXPORT. Department. Full time position available for an assistant buyer. Typing and calculator skills required. Knowledge of export helpful. Willing to train. Individual must be accurate and detail oriented.
Accounting Department
AMERICAN VAZAKI CORP.
(Plymouth & Farmington Rds. Area)

PURCHASING/SECRETARY
Large Detroit Detroit manufacturer seeking qualified person for purchasing assistant. Position. Must have 5 years of purchasing experience and secretarial skills. Good pay, benefits.
Call Mr. Mark, Detroit, MI 48238, Attention Personnel Director

REAL ESTATE RECEPTIONIST - Full time position available in busy W. Bloomfield office. Good telephone skills, moderate typing & general office tasks. Call Miss Wilson 851-9770
ERA RYAN-SYMES

RECEPTIONIST/CLERK
Part time, Mon. thru Fri. Law firm needs sharp individual with good phone manner, light typing, general work, mail processing and other office responsibilities. Hours 12-5 pm. Pleasant surroundings with experience. 645-5100 Ex.115

RECEPTIONIST for busy Southfield office. Heavy phone & light typing. Pleasant working conditions. Call Mr. Fuller at 557-1179. Call Mrs. Peddle, Thurs. or Sat. 557-0730

RECEPTIONIST
Vic Tanny has immediate opening for a receptionist in our Pontiac/Troy/Varied hours. Mature responsible well groomed individual. Call Maureen for appointment 652-3600.

RECEPTIONIST. Experienced for busy office. Must be accurate, pleasant, articulate, dependable. Excellent benefits. Salary commensurate. Call 1900 Top of Troy Bldg. Troy, MI 48084.

RECEPTIONIST
For Bloomfield Hills law firm. Neat appearance & pleasant phone voice. Typing ability and some basic bookkeeping. Experience preferred. Please call Barb between 9-5 pm. 646-8400

RECEPTIONIST/SECRETARY
Responsible person with pleasant telephone personality, good typing, organizational skills. Must be experienced. Prior legal helpful. Call 557-1177 Franklin Rd., Southfield, Mich. 48034.

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Troy office desires a pleasant receptionist/Secretary with pleasant personality & good telephone voice. Some typing & filing required. Salary $10,500 to $13,500 depending on experience. Please Call 362-1900

RECEPTIONIST
Livonia Company looking for Receptionist, typing required. Send resume to: Box 84, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full Time Entry Level position in our Plymouth facility. Pleasant phone manner and typing experience necessary. If qualified, please send resume and salary requirements to: Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST. Duties include phone handling, typing, filing, calculator and word processing skills. Salary commensurate with experience. Send letter of interest with qualifications to box 845 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - full time permanent position for pleasant fashionable Bloomfield area Birmingham hair salon. 642-2282

RECEPTIONIST
Part time for pleasant beauty salon in Farmington Hills. Call Miss Pastaert.

RECEPTIONIST FOR LAW OFFICES
In Birmingham area. Light typing. Professional appearance & personality. Full time position. Call: 540-4311

RECEPTIONIST
Good typing, phone, filing. Start $200