504 Help Wanted Office-Clerical

CLERK TYPIST, part time, for busy office, 20-30 flexible hours per week. 15-key calculator experience a must. Apply in person Mon-Fri., 9AM-4PM at 34251 Plymouth Rd., Livonia

CLERK/TYPIST

Strong typing skills plus transportation experience required for an opening in our Livonia branch. Responsibilities include calling safety requirements in confidence to Citizens Insurance Company of America, attn: Heather Dawkins, Branch Secretary, P.O. Box 9307, Livonia, MI 48151.

Equal Opportunity Employer M/F

CLERK TYPIST - Time position in the purchasing department of a Farmington area law firm for an intelligent, reliable and neat individual who enjoys good typing and telephone skills. Word processing experience desirable. Call between 10-noon or 1pm-4pm 540-7701

CLERK TYPIST $11,000

Process orders in Purchasing Dept. of growing manufacturer. Responsibilities include filing, shipping, some proven clerical experience needed. Type 40 wpm, good math skills for lots of follow up contact. Excellent advancement potential. Fee Paid.

313-7876

ALLEN PERSONNEL AGENCY

CLOSING DEPT. TRAINEE

Local title company seeking an aggressive, bright person for a challenging position in it's fast paced closing department. Excellent opportunity to learn an interesting skill from the bottom and rise to advancing it's people. Strong clerical and typing skills, good math aptitude, ability to deal with people and to communicate effectively a must. Some real estate background helpful. Fast learners and hard workers only need apply. Contact before 10 AM for interview schedule an interview.

645-8430

COLLEGE TRAINED part Time, clerical help wanted. Typing and telephone skills required. Must be available to work some evenings & weekends. Call anytime 349-5259

COLLEGE TRAINED full or part Time, clerical help wanted. Typing and telephone skills required. Must be available to work some evenings & weekends. Call anytime 349-5259

Commission Clerk

Large Farmington Hills office of lawn sales, commission. Individual must have experience in typing and be accurate with figures. Benefits include insurance, paid holidays, and pay is based on 35% Schedule of Rates. Full time, between 8 30am and 5pm.

COMPUTER/ACCOUNTING

IBM System 34 or related experience as programmer or operator also accounting/bookkeeping. A general office, self motivated individual a must. Salaried position. Mail resume, salary expected (state a reason to Personnel Manager, Roger Koetter Stamp Auto Glass Inc. 1 Day Drive, Plymouth 459 West, Southfield Michigan 48075

COMPUTER DATA ENTRY

If you have a good computer aptitude and ability on a 10 key adding machine, we are looking for you. Sentinel Printing Co.

261-8400

CONTEMPORARIES

A brand new temporary service. We need several

WORD PROCESSORS
SECRETARIES
OFFICE CLERKS
ACCOUNTING CLERKS

Excellent pay, benefits, short and long term assignments.

583-4858

Interviews will be held Fri., Sept. 20 at: THE DORSEY BUSINESS SCHOOL in Southfield and Troy

Call Gloria Martin now for an appointment.

442-4558

CONTEMPORARIES

A brand new temporary service. We need experienced:

WORD PROCESSORS
SECRETARIES
OFFICE CLERKS
ALL OFFICE PERSONNEL

We offer:

Medical Benefits
Vacation Pay

Interviewing Tues., Sept. 24 at: THE DORSEY BUSINESS SCHOOL in Troy

Call Gloria Martin for appointment.

583-4858

COPIER TECHNICIAN - Experienced only. Send resume to: Copier Systems Service, 22143 Greenfield, So. 351-321, Southfield, MI. 48076

DATA ENTRY CLERK

Prestigious Farmington area law firm is looking for a detail oriented individual to join the data processing department. Duties include: Data entry, data control, and log phone. Some math skills helpful. Apply in person 8 Mon-F 3:30pm at Freiter Apartment, 31904 Grand River, Farmington

DATA ENTRY Forms Specialists

Immediate opportunities in our administration dept to growth. Qualifications include: Experience in Data Entry/Order Processing, proven ability with detail work & willingness to work frequent overtime. Excellent benefits with compensation requirements in confidence to: Wendy E. Crawford, Human Resources Mgr.

GFV Communications
34115 W. 12 Mile Rd.
Farmington Hills, MI 48018

An Equal Opportunity Employer

DATA ENTRY

FREE TRAINING

For qualified low income Oakland County residents

DATA ENTRY/KEY PUNCH

Data Entry/Keypuncher needed for 7:30am to 11am. Mon. thru Fri. Good typing ability. Light bookkeeping helpful. Knowledge of general office procedures a plus. Please call between 9am and noon, (not Tues.) at

544-0311, Ext. 17

DATA ENTRY

Leading medical supply distributor has full time opportunity for a detail oriented person possessing a variety of functions & responsibilities. Qualifications with a DP background will train the right person. Please apply in person: White & Reddy Medical Supply, 41745 Mile Rd., Plymouth, MI.

DATA ENTRY PEOPLE - (30)

For contract assignments
Call Beverly - 557-9034

DATA ENTRY

Immediate opening for full time individual with typing skills and bookkeeping experience. Salary commensurate with ability. Please call FYRE, 30000 W. 13 Mile, Southfield, Mich. 48076. Attn: Controller.

DATA INPUT OPERATORS

(Part Time)

Leather Loft of Livonia has several openings for Data Input Operators at its Corporate headquarters. We will train. Approximately 15-20 hours per week, 5PM until 9PM. Must be able to type 35 wpm. This is an ideal opportunity for data processing students who are looking for extra money to pay tuition for school or Scholarship! (2-90) at Recruitment Department, Leather Loft, 275 Seventh Avenue, New York, NY 10001. To schedule an interview call: 564-2711

Lori at

DENTAL BILLER

$13-$15,500

Flexible hours and a convenient, suburban location are offered to the person with experience in dental billing. Fee paid. Call 353-2600.

SNELLING & SNELLING

DETAILED PERSON

for busy Detroit office. Accurate typing and attention to detail required. 961-4040

An Equal Opportunity Employer

DIVERSIFIED computer operations, warranty and service company, located with established growth at Detroit International Airport, Inc. 11 Mile Corridor area, No Agency, Resume to Box 575, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY. Financial consulting firm. 5-8 yrs. experience required. Typing 50 wpm. Salary commensurate. Reply to: Box 542, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Employment Counselor

We are looking for an articulate, detailed minded individual to work full time for our busy temporary service. This is a staff position. NO FEE. Call Kathy.

569-7500

ENTRY-LEVEL CLERICAL

Minimum 40 WPM. Southfield area. Call Full-time. Good benefits.

Call: Kathy Hartman. 353-3000

EXCITING POSITION for right person. Approximately 30 hours per week, good for people with a career. Farmington Hills area. Call Carol. 851-4341

EXECUTIVE SECRETARY

Typing 50 wpm. Strong skills required. Strong telephone personality. Support headquarters of national commercial planning company located in Troy.

643-7300

EXECUTIVE SECRETARY - for contract assignment. Must be WPM. Must had 90 some word processing helpful.

Call Marilyn - 646-7660 -

EXECUTIVE SECRETARY

If you are looking for challenge and responsibility in a suburban location, this could be for you. If you have strong secretarial skills, call Rita today. 615,000, fee paid. 353-3600

SNELLING & SNELLING

EXECUTIVE SECRETARY

Property management firm located in Southfield is seeking a skilled individual as executive Secretary, this position reports to the President and would be responsible for full Secretarial duties. Requirements are: Must be interested in property management, verbal and written communication skills. Candidate should possess good attitude based on their ability to function with initiative under pressure and socially. Resume and salary requirements in confidence to:

Box 1, Attn: Mr. Woodward, Bloomfield Hills, MI. 48013.

EXPANDING national tour corporation in Farmington Hills seeks Trainee, for travel experience required. Some sales experience necessary. Full and part time positions are available to relocate. Call between 2-4pm. 272-6181

EXPERIENCED PERSONAL LINES Secretary needed by Suburban Agencies. Salary open. NO FEE! Employer Opportunity Group 540-7155

FARMINGTON-FARMINGTON HILLS

Person needed for secretarial duties after school and on weekends. For information please call Karla between 9 & 10 a.m. Weekdays at 478-7900.

FIELD SALES CORRESPONDENT

Fast paced sales office looking for an organized and experienced person for customer service position. Experience with CRT helpful, but will train the right person. Accurate typing a must. Salary open immediately. Send resume to: M. Boortmans,

31500 W. 13 Mile, Suite 140, Farmington Hills, Mich., 48018.

FILE CLERK for insurance office located in Southfield. Respondz to PO Box 5096 Southfield, 48086. Attention Personnel.

FILE CLERK

2 years minimum experience preferred. Typing helpful and/or color coded filing. Full time position. Call Mrs. Nolan for an appointment. 641-6348.

FILING CLERK
Southfield Law Office.
Immediate opening.
Call 354-2500

FREE
COMPUTER TRAINING
For
BETTER SKILLS = BETTER JOBS

Government funded program for qualified low income Oakland County residents. Limited seats. Don't Delay! Call today! Hallmark Computer Institute. Ask for Ann.

968-1919

FREE TRAINING

WORD PROCESSING, CLERK TYPIST. Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a government agency and provides transportation allowance. For more information, call:

643-5343

FRONT DESK PERSON. Fast paced Farmington Hills property management company. Computer a plus main a plus.

556-1090

FULL or Part time clerical positions available. Must be neat, personable & bondable. Phone & typing ability required. Ask for Terri. Page Temps, Telegraph, N. of 8 Mile 352-5555

FULL TIME RECEPTIONIST

Hours 8-4:30PM. Must be able to type and have good speaking voice. Southfield location After 1PM. 569-3313

GENERAL OFFICE - Part time position available in Livonia. 20 to 40 hours per week depending on your needs. Typing & calculator skills necessary. Only experienced need apply. Send resume & salary requirements to box 556, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP

Part time, 8-5. Will train.
Lathrup Village
559-2780

GENERAL OFFICE work. Must have pleasant personality and good bookkeeping skills. Send resume to P.O. Box 276, Wixom, MI 48096

GENERAL OFFICE - Career opportunity with growth potential. Call Sherri C. at

355-6115

GENERAL OFFICE

Typing, filing & Phones. Full time. Sawyder Company, Birmingham.

Call 645-9611

GENERAL OFFICE - Typing, bookkeeping, etc. Mon. thru Fri., 8am-1pm, Southfield area.

Call Mr. Monk, at 313-992-0920

GENERAL OFFICE/PART-TIME

Good typing & 10 hours per week. Maple-Telegraph area. Start immediately. Call

GENERAL OFFICE PERSON

Accounts Payable experience. Minimum 30 hours. Please apply: Accounting Department, 31231 Stephenson Highway, Madison Heights

GENERAL OFFICE

Answering phones, filing. Some Typing. 8am-5pm, Mon. thru Fri. Southfield area. Only very reliable need apply. Call Mary 352-9566

GENERAL OFFICE

Typing, light bookkeeping, phone work. Must like dealing with public. Will train as assistant. Excellent benefits. Salary commensurate. Recent references.

352-8030

GENERAL OFFICE CLERK - expert typing required. Must know typing & word processing. Great opportunity to learn other phases of business in small Southfield office. Full time.

352-8166

GENERAL OFFICE & DELIVERY

person for Southfield architectural firm to make local deliveries, do light clerical work and perform other responsibilities. Other responsibilities include, blueprint organization, full time, benefits. Call

352-9000

GENERAL OFFICE

Typing, filing, good communication skills, experience preferred.

Call Ms. Jennings, 559-3726, Mon-Fri. 540-3300

GENERAL OFFICE - part time, possible full time later. Mon-Fri. 8am-5pm. Type & Typo all day. 30-35 hour week. Light bookkeeping, phone, filing, plus regular secretary. N. of Joy Rd. E. of Lilley Rd. 8119 General Ct. Plymouth, Mi.

GENERAL OFFICE

Architectural firm seeking individual experienced in general office duties. Must be dependable and willing to learn new skills. Call

TRD Associates, 1191 W. Square Lake Rd., Bloomfield Hills, between 8-4.

An Equal Opportunity Employer

GENERAL OFFICE

General office position in Southfield company. Accounting background preferred, will train. Ability to deal with people, work with minimum supervision. Call Human Resources Department (ext Tues.) at 353-5111, Ext. 17

504 Help Wanted Office-Clerical

General Office

Accurate typist, filler and record keeper, etc. for Southfield Property Management Office. Redevelopment. Call Mon. thru Fri. 9am to 5pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE

Nice opportunity to train on a new computer. You'll enjoy the variety with this well established company. Experience can be light if your typing is good. Rate $5.19 AM, fee paid. Call 355-1040.

SNELLING & SNELLING

GENERAL OFFICE

FULL TIME position in 13 Mile & Telegraph area. Data entry person, computer knowledge helpful. Duties include: answering phone, accounts receivable, typing, and a variety of office functions. Call 353-3600 Mon. - Fri., 9-1 PM. Send resume to: Velotzky Realtors, 32777 Telegraph, Suite 2451, Southfield, MI., 48034.

GENERAL SECRETARIAL SKILLS. Especially typing. IBM/PC Knowledge helpful. Possible travel. Dearborn area. Ask for Marie: 846-5733

GENERAL SECRETARY

Great opportunity for detail oriented person with data entry on IBM 34 background. Good math skills. Will train. Salary commensurate. Call Ms. Kim, 313-000-0000, fee paid. Call Jan, 478-3300.

SNELLING & SNELLING

GROWING Madison Heights communication firm is seeking an individual for occasional bookkeeping position and board experience a plus. Excellent opportunity for someone interested in growing with a company in the accounting field. Please send resume to: P.O. Box 71943, Madison Heights, Mich. 48071

RECEPTIONIST - Hair salon. Experienced, bright, mature accomodator/collegiate demeanor. Tues. thru Fri. 9 to 5 Start $4.50 per hour. W. Bloomfield. After 1PM. 626-

IBM DISPLAY WRITER

with legal experience needed. Farmington Hills location. Excellent benefits. Respond to: P.O. Box 3040, Farmington Hills, Mich. 48018-3040

IBM Display Writer Test Pak III/IBM PC Operator. Jr. Typist (full) background necessary. Good salary for right person. Pleasant offices and benefits. Call Mrs. for Kim, 8am-5pm.

INSURANCE AGENCY

Located in West Bloomfield is looking for a Receptionist Typist, 40 WPM. $4.00 per hour.

INSURANCE AGENCY, Southfield, seeks individual with property-casualty background for bookkeeper position. Contact Mrs. Robins

INSURANCE - CLERICAL POSITIONS

Filing and typing. Part time, Southfield Casualty Insurance Group. P.O. Box 37180, Oak Park, Mich. 48237.

INSURANCE company seeking 2 clerks. Full time medical payment clerk for the Southfield center's compensation unit. Must type 55 WPM, work comp background. Wayne has part full time claim clerk for the Troy service office. Must have experience in typing, including medical, dental, life & disability insurance. Pay commensurate.

LEGAL SECRETARY

$20,000 FEE PAID

Beautiful suburban offices. Great benefits. Large law firm. Friendly people. Need: excellent office skills, 5 years legal experience. 399-3450.

SNELLING & SNELLING

LET OLSTEN Put Your Skills To Work

Immediate opportunities in Troy & Southfield area for Clerical, Receptionists, Typist & Word Processors.

Call Linda at Olsten

LIABILITY & PROPERTY CLAIMS

Representative. Min. (5) years experience in claims handling required. Salary commensurate. Send resume to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL CLERK

PART TIME

Our growing corporation is seeking an individual to work part time in our Southfield office. Working hours will be approx. 10am-1pm, Mon.-Fri. Individual will be responsible for mail sorting including sorting and distribution of mail. Position also includes ordering and maintaining supplies. Excellent benefits. Mail backup may be required during back vacations. Benefits not included. Interested applicants should apply Mon.-Fri. 9am-4pm. NO PHONE CALLS PLEASE.

The Prudential Insurance
MANUFACTURING HANOVER
MORTGAGE CORPORATION
27315 Trolley Industrial Dr.
Farmington Hills, MI 48018
(Corner of Grand River)

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

MATURE WOMAN wanted part time for Personal Secretary. Record keeping skills. Birmingham area. Hours over lunch. 7 PM.-9 PM. 644-7419

MEDIA SECRETARY

A top notch Media Secretary offers an immediate opportunity to use your skills in an exciting atmosphere. 1-5 yrs. exp. in media required. Call Ann Marie at 353-2900.

SNELLING & SNELLING

NIGHT AUDITOR

Excellent salary. Fringe benefits. Best Western Conte & Lantern Motor Inn, 31255 Grand River, Redford, MI.

N. SUBURBANI

FEE PAID - $15,000 UP

Only 2 years exp. Typing, typing, typing! Excellent skills, good math, good detail, good attitude & ability to learn. Excellent benefits. Call

353-2797

DOROTHY DAY PERSONNEL, INC.

OFFICE ASSISTANT

Part time, full time. Established interior designer. Good math and typing a must. Call

OFFICE HELP- Must be good with numbers, processing orders, some typing. Light bookkeeping. Fringe benefits. Call Mary, Gold, 352-1110

OFFICE HELP

Part-time, 8am-12pm, 5pm-9pm. Typing, filing & phone. Southfield area. Call

OFFICE MANAGER - Experienced EDP/Accounting background. Interviewing Mon. thru Sat. 10-1PM & 5:30-8:PM. 24700 Northwestern Hwy.

OFFICE PERSON

needed. Will train. Must be able to work evenings & weekends. Call 478-7900

Newton Furniture, Novi
(Twelve Oaks Service Dr.)

OFFICE POSITIONS

Busy Southfield Distributor needs multi-talented individual with good math skills. Excellent calculator & math ability. CRT/Data entry experience helpful. Salary commensurate.

DATA ENTRY/ORDER PROCESSING
TRAFFIC CLERK
ACCOUNTS PAYABLE CLERK

Call before 11am - 355-3270

OFFICE SERVICES

Part time, possibly full time. Light typing & bookkeeping but these skills are essential. Call Sue

646-1990

PART TIME - CLERICAL HELP

20 hours per week. Monday, Tuesday, Wednesday 9am-1pm. Farmington area.

646-0001

PAYROLL & PAYROLL Tax clerks wanted for growing automotive company. Accounting experience required. Call or E.R.B. Mgr. Mr. Ron Gaudet at

355-0700

504 Help Wanted Office-Clerical

PART TIME - personal Secretary. Salary Hours Negotiable. Position will be: Dictaphone transcribe typing & bookkeeping. Must be trustworthy, reliable & have pleasant manner. Call Mr. Jones, Commercial Bldg. 31 Mile & Van Dyke, Romeo. Call Mon. thru Fri. 9-5 PM. 752-7800

PART TIME Receptionist for Southfield Law Firm. Must have phone experience. Call Mrs. Hale

354-4110

PART-TIME RECEPTIONIST

Bloomfield Hills Law Firm needs sharp individual with good phone manner for Receptionist work, mail processing & other duties as assigned. Hours are 13-4:30pm. Salary commensurate with experience.

642-9400 ext. 212

Part Time Switchboard

Orthopedic Surgeon's Office, Southfield area. Call

PAYROLL CLERK - Industrial processing payroll, calculating payroll check for a computerized payroll and payroll taxes. Experience preferred with clerical experience, calculator and medical insurance processing helpful. 1 to 3 years experience. Send resume and salary requirements to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONALITY SALES

A highly successful employment agency is expanding. We have immediate openings for people interested in the office clerical placement area. Excellent opportunity for those who are outgoing, self motivated & 2 years plus experience in an office environment. Top commission, bonuses, paid training, and an atmosphere of friendly co-workers.

Call Ms. Jones at our company paid

PERMANENT STAFF

353-0505
362-4004

Southfield
Troy

PRIVATE SECRETARY

Full time position in the Southfield area. Typing & light shorthand. 5 years secretarial experience required. Send resume in Mr. Parker, 27777 Franklin, Suite 900, Southfield, MI 48034

PROFESSIONAL SECRETARY

$16,000 FEE PAID

Executive suburban office. Great benefits. Large law firm. Friendly people. Need: 1-3 years exp. Excellent skills. Salary open. Call Ann Marie at 353-2900.

SNELLING & SNELLING

RECEPTIONIST POSITION

Part time Hours 12M-5PM. Birmingham area. Light typing and type 35 wpm phone experience. Gloria.

546-3190

RECEPTIONIST

For young growing company in Livonia. Must have an articulate & pleasant phone manner. Light typing, 40WPM, entry level, office back-ground preferred. Send resume to: Box 686 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY

Southfield Law Office.
Non Smoker.
Ask for Linda

644-8419

RECEPTIONIST for Southfield law office. Must be sharp with a pleasant personality.

353-8296

RECEPTIONIST/SECRETARY

One person office. Must be good typist, good with figures and able to handle some purchasing. Troy.

336-0636

RECEPTIONIST - PART-TIME

For Southfield model in Birmingham, hours 1 thru 5 PM. Must be personable and neat. Call Mrs. Gaudet

352-0232

RECEPTIONIST

Automotive Bodyrocking Shop. Reliable, hardworking person with sales experience helpful.

353-8434

RECEPTIONIST

Automotive Body Repair Shop. Reliable, hardworking person with sales experience helpful.

353-8434

RECEPTIONIST

Downtown Birmingham office. Pleasant phone personality & typing required. Call Barbara 646-2440

RECEPTIONIST/TYPIST

Telephone, inter, fax, varied office duties. Entry level position. Call Mrs. Cook Bob Jackson, Inc Contract, Farmington.

476-2511

RECEPTIONIST - typing necessary, some clerical duties. Apply in person Mon. thru Fri. 9-5 PM. 1335 Lindon Rd, Clawson, Mich.

Equal Opportunity Employer
M/F/H/V

RECEPTIONIST/Person Friday

For Southfield advertising design studio. Full time position. Light typing, phone, mail, make reservations, light typing, general office duties. Call Mrs. Ryan, Mon., Wed., Fri., AM.

352-3660

RECEPTIONIST/TYPIST - growing state franchisee in Farmington area. Looking for individual to help coordinate our office. Good typing & communication skills required. Call Mr. Sullivan or Suburban Leasing, P.O. Box 900, Troy, Mich 48099.

RECEPTIONIST/OFFICE personnel. Light typing, good math, good telephone manners, Good benefits. Apply in person or send resume. Employer Group, 31 Frazier Apartment Service. 14905 Telegraph, Redford

RECEPTIONIST - 1pm-8pm. Phone experience required to answer busy phone for Sales Office. Light typing. Call Mr. Southfield. Typing, 34wpm. Must be mature, with pleasant personality. Call Kathleen. Possible job growth. Call

353-9420

RECEPTIONIST

High pay, excellent benefits. Higher positions available. Fast working conditions. Call Mr. Assessment personnel. Must be very attractive, smart and type 35wpm. Work in Livonia, Farmington area.

776-8300

RECEPTIONIST/TYPIST

For outpatient mental health clinic. Light typing, telephone skills a must. Afternoons and 1 half day Sat., 30 to 35 hours per week. Salary $5.00 hr. Medical experience and salary history to

PSYCHOLOGICAL RESOURCES, INC. Attn: Elizabeth, 1575 Woodward, Suite 301, Bloomfield Hills, Mich., 48013.

RECEPTIONIST/SECRETARY

Expanding Livonia firm has immediate opening for a person with experience with strong typing and telephone skills. Knowledge of word processing, word processor a definite plus. Excellent benefits, salary based resume, salary requirements to:

Box 1, 29601 Newburgh Rd., Livonia, Mich., 48150

RECEPTIONIST/SECRETARY

Part-time. Livonia. Minimum 25 hours. Typing, filing & phone. Southfield area. Call between 12-4PM.

526-5090 Ex.436

RECEPTIONIST

Pleasant atmosphere. Birmingham.

RECEPTIONIST excellent phone manner required, some typing needed, Mon. thru Fri. 9-5 PM. Call Mrs. Hamilton, Oak Park area.

Call 968-2000

RECEPTIONIST/SECRETARY

for Farmington Hills office. Typing, light bookkeeping, phone. Call Mr. Accardo,

656-0000

RECEPTIONIST, Entry level position. Light typing, light bookkeeping, Type 40 WPM. Please call between 9am and noon. 354-7300 Ext. 11

RECEPTIONIST/TYPIST

Part time, 3-4 PM. Mon. - Fri., $3.75 per hour. Must like to work with the public. Call Pam at Kings Corner.

478-5444 or 477-0778.

RECEPTIONIST

Troy Law Firm seeking experienced, professional individual to answer busy phones and type 35 wpm. Call Mrs. Ryan at general clerical skills required. Call Office Manager, 649-3300

RECEPTIONIST

Mature, reliable, responsible, attention to detail, good typing skills. Pleasant office setting. Call Mr. Goldberg, Bert Lowe, Inc., 31100 W. 8 Mile, Suite 100, Farmington

477-8000

RECEPTIONIST

Part-time, 20 hours per week. Beautiful Birmingham office. Light typing. Pleasant phone manner. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

RECEPTIONIST - Part time position for busy real estate office. Typing and light bookkeeping. Farmington area. Call P.O. Box 2187, Northville, Mich. 48167

RECEPTIONIST

Wanted for Southfield law office. 1 year experience minimum, will train word processing. Good benefits.

350-8111

LEGAL SECRETARY

Southfield Law Office. Experienced, bright & ACCURACY required. Non smoker. Call Mr. Lewis

644-8419

LEGAL SECRETARY, experienced, for Southfield litigation firm, located in Farmington Hills location. Knowledge of word processing helpful. Call 851-9048, Farmington Hills, MI 48018-9048.

LEGAL SECRETARY - experienced. Probate division. Available now. Salary open. Call Lori

355-5000

LEGAL SECRETARY

for Personal Injury firm. Experience preferred. Please call Jeanette, 12300 W. Warren, Suite 101, Westland, Mich. 48185.

LEGAL SECRETARY

Wanted for Southfield law office. 1 year experience minimum, will train word processing. Good benefits.

350-8111

LEGAL SECRETARY

Southfield Detroit Port Group is looking with typing skills of 1 year plus experience & excellent typing. Salary commensurate with experience. Call Ann Marie at

353-3600

504 Help Wanted Office-Clerical

RECEPTIONIST

Expanding Southfield Advertising Firm has immediate opening for a Receptionist. Responsibilities include: Light typing, working with the Public, Knowledge of Macintosh, Apple & Apple IIGS, IIGS, Excellent benefits. Call Rita,

352-1300

RECEPTIONISTS SECRETARIES TO $20,000 FEE PAID

Beautiful, suburban offices in Bloomfield, Southfield, and N. Woodward area. Great benefits. Need: 1-3 years exp. General Secretarial, and Receptionist. Excellent skills. Salary open. Call Ann Marie. All fee paid. Call one of our Clerical Specialists.

SNELLING & SNELLING

RELIABLE PERSON needed immediately with good typing skills & phone manner for Dentist in Farmington Hills office. Some experience preferred but will train record keeper. Salary commensurate. Call

647-3493

RELIGIOUS SWITCHBOARD OPERATOR

RECEPTIONIST

Professional, friendly receptionist for busy front office. Must enjoy high volume of phone answering, & be available to work evenings and/or weekends. Position requires typing ability, knowledge of phone systems, and transcription. Call Dr. & Dreamson switchboard operator, 6 pm to 10 pm weekdays, 1 pm to 10 pm Sundays. Call Sally at Vincent & Sarah Fisher Center, 18401 W. 13 Mile Rd., Farmington Hills, MI 48018.

RESERVATION AGENT

18 years or older. Accurate typing (minimum 35 wpm) and phone manner. Excellent skills. High School grad/GED, Pleasant office, Top pay, Medical and off residents of Wayne County - Apply in person: Mon. thru Fri. 9-5 P.O. Box 81965, Livonia, MI 48151-5065.

An Equal Opportunity Employer

SALES SECRETARY

Entry level. Typing & dictaphone required. Will train. Pleasant office. Send resume to: Personnel, P. O. Box 187, Southfield, MI 48037

SECRETARIAL POSITION

Word processing experience helpful. Part time, flexible hours. Downtown Birmingham.

646-8444

SECRETARIAL POSITION

Full Time
Pleasant
Southfield
416-8181

SECRETARIES

Do you like varied responsibilities? Can you handle a busy schedule? Are you a self starter? Do you have a pleasant telephone personality? Would you like to work in a fast paced Corporate office in Southfield? If yes, drop everything and call us. We need your skills. We have promoted our current Secretary to a new position. Call Mary Lee.

SNELLING & SNELLING

SECRETARY

Typing 50 WPM, shorthand, excellent communication skills a must. Please contact Diana.

373-3400

SECRETARY

Accurate 70 wpm typist with telephone manner. Salary commensurate with experience. Fringe benefits. Call Pam Kraus. Full or part time. Call Jackie, 356-5400 or 546-1410

SECRETARY - approximately 30-40 hours per week. Light typing, telephone call starter who enjoys responsibility. Typing, phone, general office skills required. Phone Jack, 10am - 5pm

546-1375

SECRETARY

Assist "Perfectionist" President of Southfield Corporation. Flexible on hours. Pleasant office. Call Jerry at noon. (Not Tues).

353-3311, Ext. 17

SECRETARY BOOKKEEPER

North Oakland Dealer company requires a dynamic experienced secretary/bookkeeper. Must have good communication, typing, shorthand & clerical skills. We offer excellent benefits & pension benefits. Salary commensurate with experience. Please send resume & salary history to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY BOOKKEEPER - with state franchisee in Farmington area. Looking for individual to help coordinate our office. Good typing & communication skills required. Call Mr. Sullivan or Suburban Leasing, P.O. Box 900, Troy, Mich 48099.

SECRETARY/Assist support. Group coordinator needed with excellent organizational skills, typing, telephone skills, ability to work under pressure, some computer work. Call personnel at 353-5111, Ext. 17 An Equal Opportunity Employer

SECRETARY SALARY TO $15,600

Growing suburban title company needs a person with good typing skills and a desire for advancement position. Good benefits & great pay.

Call Ann

All Our Fees Are Company Paid

PERMANENT STAFF

681-2221
353-8046
352-7522
352-2170
356-2000

LIVONIA
SOUTHFIELD
SOUTHWEST SUBURB
ST. CLAIR SHORES

SECRETARY some legal experience preferred. Bloomfield Hills Law office. Salary commensurate with experience. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

SECRETARY

Southfield office has immediate opening for Secretary to underwriting department. Typing 50 wpm, shorthand, excellent spelling and language skills required, 2 years secretarial experience. Salary commensurate with experience. Excellent benefits. Call Ann Marie at 353-2900.

SNELLING & SNELLING

SECRETARY - for national accounting firm. Shorthand required. Must have 55-60WPM, word processing experience preferred. Call Personnel 644-0900

An Equal Opportunity Employer

SECRETARY For Southfield Law Firm. Full time. IBM PC experience required. Call with train. No legal experience necessary. Please call Mrs. Hale Personnel Plus, 26555 Evergreen Rd Suite 410, Southfield, Mi. 48034.

SECRETARY for Detroit Reinsurance company specialized in litigation. Must have excellent typing, dictaphone, shorthand skills. Must be able to work with word processing equipment (word. Legal knowledge helpful). Parking & free Cross business, salary commensurate with experience. Please send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Full time position with professional trade association. Typing, word processing skills a plus. Opportunity for advancement. Call Mrs. Ryan, Oak Park Restaurant Assoc., 100 E. Maple, Suite 200, Birmingham, 642-7750

SECRETARY - full time position in Bloomfield office, good typing & filing skills. Pleasant office. Call Mrs. Ryan. We need a self starting, organized secretarial person. Salary commensurate with experience.

646-1990

SECRETARY - FULL TIME

Experienced, General Secretarial position. Must have good typing skills & phone manner. Good typing skills & 2 years secretarial experience required. Call Mrs. Ryan, Mon., Wed., Fri. AM. Personnel to 5 years experience. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

SECRETARY - Full time position in Bloomfield Hills area. Good typing & filing skills required. Call Mrs. Ryan, Mon., Wed., Fri. AM.

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SECRETARY - Full time position in Southfield area. Good typing & filing skills required. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

SECRETARY - Full time position in Troy area. Good typing & filing skills required. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

SECRETARY - position for office work in Southfield area. Mon-Sun. Full time or part time. Call Mrs. Ryan, Mon., Wed., Fri. AM.

352-3660

SECRETARY

Typing 50 WPM, shorthand, excellent communication skills a must. Please contact Diana.

373-3400

SECRETARY

Accurate 70 wpm typist with telephone manner. Salary commensurate with experience. Fringe benefits. Call Pam Kraus. Full or part time. Call Jackie, 356-5400 or 546-1410

SECRETARY - approximately 30-40 hours per week. Light typing, telephone call starter who enjoys responsibility. Typing, phone, general office skills required. Phone Jack, 10am - 5pm

546-1375

Assist "Perfectionist" President of Southfield Corporation. Flexible on hours. Pleasant office. Call Jerry at noon. (Not Tues).

353-3311, Ext. 17

SECRETARY BOOKKEEPER

North Oakland Dealer company requires a dynamic experienced secretary/bookkeeper. Must have good communication, typing, shorthand & clerical skills. We offer excellent benefits & pension benefits. Salary commensurate with experience. Please send resume & salary history to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY BOOKKEEPER - with state franchisee in Farmington area. Looking for individual to help coordinate our office. Good typing & communication skills required. Call Mr. Sullivan or Suburban Leasing, P.O. Box 900, Troy, Mich 48099.

SECRETARY/Assist support. Group coordinator needed with excellent organizational skills, typing, telephone skills, ability to work under pressure, some computer work. Call personnel at 353-5111, Ext. 17 An Equal Opportunity Employer

SECRETARY SALARY TO $15,600

Growing suburban title company needs a person with good typing skills and a desire for advancement position. Good benefits & great pay.

Call Ann

All Our Fees Are Company Paid

PERMANENT STAFF

681-2221
353-8046
352-7522
352-2170
356-2000

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