504 Help Wanted Office-Clerical

DATA ENTRY
Forms Specialists
Immediate opportunities in medical administration and other office positions include: Experience in Data Entry/Order Processing, accurate typing with detail work & willingness to work frequent overtime. Send your resume 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. Call 645-1444

DATA ENTRY/KEY PUNCH
Data Entry/Keypuncher needed for 2 Days to Three Days per week. Light typing skills necessary. Experience helpful. Knowledge of general office procedures a plus. Please call between 8am and noon, (not Tues.).
Call 644-1911, Ext. 17

DATA ENTRY PEOPLE
(30) needed immediately
Call Ellen - 646-7663

DATA INPUT OPERATORS
(Part Time)
Leather Loft of Troy has several openings for Data Input Operators at its Corporate Headquarters. We will train. Approximately 16-30 hours per week, 3-PM to 9-PM. Shifts will be able. This is an ideal opportunity for data processing students who are looking for hands-on experience. We're located on Stephenson (I-96) at Newburgh, approximately 2 miles southwest of 275. To schedule an interview call Lori at 464-3711

DENTAL BILLER
$13,500
Flexible hours and a convenient suburban location are offered to the person with experience in dental billing. Foo paid. Rite 353-2090.
SNELLING & SNELLING

ENTHUSIASTIC full time Receptionist for busy Livonia office. Light typing. Call Raleigh between 9AM-1PM 464-1600

EXCITING POSITION for right person! Approximately 20 hours per week, good typing & people skills a must. Farmington Hills area. Call Carol. 851-4304

EXECUTIVE SECRETARY
If you are looking for challenge and responsibility in a fast paced environment, this could be for you. If you have strong secretarial skills, call Rita today. $15,000, fee paid. Call Rita at
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 will be responsible for full Secretarial duties. Especially important will be an individual with strong organizational, verbal and written communication skills. Salary commensurate with quality themselves based on their ability to be productive under deadline pressure and socially. Resume and salary requirements in confidence to: T. O. Box 7007, Dept. Woodward, Bloomfield Hills, MI. 48013

EXECUTIVE, secretary, Southfield, typing 70 WPM, shorthand 80, good figure aptitude for company officer, benefits, $18,000, fee paid

SECRETARY - Bloomfield Hills, type 70 WPM, shorthand 80, 2 yrs. experience, benefits, $18,000, fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 659-0560

EXECUTIVE SECRETARY
CBS/FOX VIDEO, a leader in the rapidly growing home video entertainment industry is seeking an experienced Secretary to join our Credit Operations Department.

The successful candidate will report to the Division Vice President and will assume all secretarial responsibilities of the Department.

Requirements include:
- Associate's degree in Secretarial Science or 2-3 years secretarial experience
- Accurate typing speed of 50-60 wpm
- Statistical typing experience
- Excellent phone, presentation and organizational skills
- Shorthand a plus

This is a challenging opportunity to work in a fast paced environment that offers competitive salary and benefit package

For immediate consideration, submit your resume and salary requirements to

Kevin Rourke
Human Resources Dept.
CBS/FOX VIDEO
23290 Commerce Drive
Farmington Hills, MI 48024

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

EXPANDING national tour corporation seeking Office Manager Trainee. No travel experience required. Some sales experience necessary. Paid while training. Must be able to relocate. Call between 2-6PM. 273-4161

EXPERIENCED Legal Secretary to operate IBM Display Writer & IBM PC AT with Litigation Support. Law firm of Birmingham law firm. Ask for Anthony Trogan. 642-7490

EXPERIENCED RECEPTIONIST/Typist for Southfield Law Firm. $500 per week. Call: 353-4777

FARMINGTON-FARMINGTON HILLS Person needed for secretarial assistant position in Insurance Agency. For information please call Karla between 9 & 10 a.m. or 3-4 daily. 471-2210

FIELD SALES CORRESPONDENT
Fast paced sales office looking for an organized and experienced person to handle customer relation. Experience with CRT helpful, but will train the right person. Accurate typing is a must. Position open immediately. Send resume to: Jim Sportsman,
11340 W. 12 Mile, Suite 108,
Farmington Hills, Mich., 48018.

FILE CLERK for insurance office located in Southfield. Respond to: PO Box 5088 Southfield, 48086. Attention Personnel.

FILE CLERK needed for Birmingham Law Firm. Light typing required. Full time. Call Mr. Hoskins 642-3440

FILE CLERK
Some experience helpful. Good salary, benefits. Southfield Area. Fee paid.
BERTH PERSONNEL 645-9615

FILE CLERK
2 years minimum experience required in numerical and/or color coded filing. Full time position in Troy. Mrs. Nelka for an appointment. 643-8300.

FILING CLERK
Southfield Law Office.
Immediate opening.
Call 354-5600

FREE
COMPUTER TRAINING
For
BETTER SKILLS - BETTER JOBS
Government funded program for qualified low income Oakland County residents to train for a rewarding career. This program is approved for Vocational Rehabilitation. Call today for more information, call:
FREE TRAINING
WORD PROCESSING, CLERK TYPIST
Standard opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is approved for Vocational Rehabilitation. Call today for more information, call:

504 Help Wanted Office-Clerical

FULL or Part time clerical positions available. Must be neat, personable & knowledgable. Phone & typing ability required. Ask for Terri. Page Temps, Telegraph, Rd. at 8 Mile
FULL TIME RECEPTIONIST
Hours 8:30AM-5PM. Must be able to type. Must have good speaking voice. Southfield location. After 12PM. 948-3317
GENERAL CLERK. Variety of duties for fast paced established company. Must type 50 WPM. Excellent benefits, dental. $250. James Personnel. 543-8666
GENERAL OFFICE - Part time position, 20 to 25 hours per week with potential full time. Typing & calculator skills necessary. CRT experience desired. Send resume & salary requirements to box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
GENERAL OFFICE - Career opportunity Farmington Hills area. Accurate typing. Car necessary.
Call Sheri C at 855-8145
GENERAL OFFICE
Typing, Filing & Phones, full time. Sawyer Company, Birmingham.
Call 644-9311
GENERAL OFFICE - light typing, bookkeeping, sec. Mon. thru Fri., 8-4pm. Southfield area.
Call Ms. Monk, at 313-0910
GENERAL OFFICE/PART-TIME
Good typist. 10 to 25 hours per week. Maple/Telegraph area. Start immediately. Call
GENERAL OFFICE PERSON
Accounts Payable experience. Minimum 2 years. Please apply at:
Knappco Industries, 15215 Stephenson Highway, Madison Heights
GENERAL OFFICE
Typing, light bookkeeping in retail business. Must like dealing with public. Will train the right person. Pleasant surroundings in Southfield area. Recent references.
352-0430
GENERAL OFFICE CLERK - experience necessary. Must know typing & word processing. Great opportunity to learn investment advisory business in small Southfield office. Full time.
552-8188
GENERAL OFFICE & DELIVERY
Fast paced Southfield accounting firm to make local deliveries to clients using our transportation. Other responsibilities include light clerical organization, full time benefits. Call
352-0400
GENERAL OFFICE
Typing, filing, good communication skills. Pleasant surroundings.
Call Ms. Jennings, 8AM-3PM, Mon-Fri.
Call 354-3240
GENERAL OFFICE - part time, possible full time later. Typing required. Tues & Thurs all day. 25-30 hour week. Flexible. Non smoker. Minimum wage plus paid holidays. Southfield. N. of Joy Rd. & Lilley Rd. 9119 General Ct, Plymouth, Mi.
GENERAL OFFICE
Architectural firm seeking individual with knowledge of blueprint equipment. Must be dependable and looking for long term employment. Apply at:
Jack Demmer, 1181 W. Square Lake Rd., Bloomfield Hills, between 9-4.
An Equal Opportunity Employer
General office position in Southfield company. Accounting background helpful. Typing skills necessary. Excellent organizational, verbal and written communication skills. Salary commensurate quality themselves based on their ability to be productive under deadline pressure and socially. Resume and salary requirements in confidence to: T. O. Box 7007, Woodward, Bloomfield Hills, MI. 48013
General Office
Accurate, flexible and record keeper. Apply at Southfield Property Management Office. References. Call Mon. thru Fri. 9am to 5pm.
352-2015
An Equal Opportunity Employer

GENERAL OFFICE
Nice opportunity for a train on a new computer. You'll enjoy the variety with this well established company. Typing required. Good starting salary. Full benefits. Call Sue at 518-626, fee paid. Call 353-5300.
SNELLING & SNELLING

GENERAL OFFICE
FULL TIME position to 15 Mile & Telegraph area. Light typing, computer or knowledge helpful. Duties include: processing phone accounts receivable, typing, and a variety of other duties. Call 355-3400 Mr. Fox, P-1 Pharmacy, 29777 Telegraph, Van Pak Plaza, 29777 Telegraph, Suite 1631, Southfield, MI. 48076.

GENERAL OFFICE - PART-TIME
Good phone personality. Filing and typing skills a must. Excellent promotional opportunity for right person. 354-4874

GENERAL OFFICE
Experienced. Full time.
Farmington Hills location.
Call between 1 and 5 PM. 478-1319

GENERAL OFFICE - Some typing, $4.25/Hr. Medical benefits, vacation and holiday plan. Apply 9 to 2.
Post Products, 1041 Franklin Rd., (1 mile No. of Square Lake Rd.) 855-7260

GENERAL OFFICE - Part-time, variable hours including some weekends. Typing, receive phone and switchboard. Apply Mon. thru Fri. 9am to 3pm. Avalon Nursing Home, 18428 W. 7 Mile, Detroit.

GENERAL OFFICE
Immediate full time position available with rapidly expanding Southfield P.R. firm. Light typing, filing & photo copying, key tones to 40 wpm. Salary. Send resume to MD & Casey Communications, Inc., 17117 W. 9 Mile Rd Suite #1245, Southfield, MI. 48075.

GENERAL OFFICE
Assist Bookkeeper with daily sales reports and some accounts receivable. Full time. Excellent benefits. Walled Lake location. Call Mark Office
624-1366, Ext. 281
ERB LUMBER CO.

GENERAL OFFICE
Large expanding Wholesaler in Bloomfield Hills area needs organized person with light typing skills. some phone work helpful. Typing brings benefits. Please call for appointment.
Bloomfield Hills area 335-5100 ext. 372.

GENERAL SECRETARIAL SKILLS
Especially typing, IBM/PC Knowledge helpful. Available travel. Dearborn area.
Ask for Marie
644-5723

GROWING BUSINESS needs mature individual with typing skills, some computer experience helpful. Light phone work. Call, ask for Loretta:
352-5400

GROWING CORPORATION with multi-state operation, requires Operations Personnel with some Bookkeeping experience - to assist in automated bookkeeping system. Send resume to P.O. Box 5077, Southfield, Mich. 48086.

RECEPTIONIST - Hair salon, Experienced, Troy area, benefits, salary negotiable. Tues. thru Fri., 2 to 8 PM. Start $4.50 per hour. W. Bloomfield area. 851-7464

IBM Display Writer Test Pak III/IBM PC Operator, 1 yr. legal background preferred. Litigation Support. Good salary, phenomal offices and benefits. Call, ask for Sandy Dudley.
642-7490

INSURANCE AGENCY in Birmingham needs experienced personal lines adjuster. Call Dudley.
644-7910

INSURANCE AGENCY needs Personal Lines Rep with good phone personality. 2-3 years recent experience in homeowners and auto, typing 50WPM. Salary commensurate. Send to PO Box 2001, Farmington Hills, MI. 48018

INSURANCE - CLERICAL POSITIONS
Filing and typing. Full time. Mon. thru Fri. 8:30 to 5. Ask for Mr. Yu. The Ohio Casualty Insurance Group, P.O. Box 37006, Oak Park, Mich. 48237.

INSURANCE - company seeking 2 clerks. Full time medical payment clerk for the Southfield worker's compensation unit. Must type 50 WPM, have some background preferred. Also full time claim clerk for the Troy regional office. Must type 50 WPM, have 2 years of clerical experience. Call Mr. Ken Jones, 362-3400
An Equal Opportunity Employer

INSURANCE - experienced in Personal Lines for agency. Mail resume to P.O. Box 1504, Northville, MI 48167

INSURANCE AGENCY - full time for 2 days; homeowners person for the other 3 days. Salary, K.C. Drive, Clerk-Receptionist, full benefits, CIC and resume. P-1Hom 851-7755

504 Help Wanted Office-Clerical

JR. SECRETARY - needed in Birmingham. 30 to 40 hours Months. Word processing helpful. Call Maureen
644-3300

KEYTUNCH/KEYDUKE
Data Entry Operators. Positions available for all shifts. Must be experienced. Farmington area.
476-1190

KEYPUNCH OPERATOR
Needed by Medical area service business. Experience required. Part time, days.
557-1190

LEGAL ASSISTANT
for Southfield law firm. Full and part time positions. Call Barbara at 443-7660

SIX PERSON litigation firm seeking experienced legal Secretary, familiar with word processing equipment. Top communication skills required. Call McCluskey, Corriveau & Gardner
354-3273

LEGAL SECRETARIES
For professional job placement, temporary or permanent. Register now and get our experience and contacts in your file free.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8168

LEGAL SECRETARIES
Experienced, for permanent & temporary employment. Typewriter provided.
ALL FEES PAID
JOANNE MANSFIELD LEGAL PERSONNEL
362-3430

LEGAL SECRETARY - Troy - 3 attorneys, patent attorney with experience in general practice. Superior typing skills required. Excellent opportunity for the right person.
or 643-4444
LEGAL SECRETARY & PARALEGAL
Birmingham lawyer is willing to train bright, college-educated person to be a Legal Secretary or Paralegal or Law School. Nice place. Good pay. Call:
641-0710
LEGAL SECRETARY
Southfield Law Office. Experienced, speed & accuracy required. Non smoker. Ask for Linda
644-6419
LEGAL SECRETARY, experienced, for defense litigation firm, needed for Farmington Hills location. Excellent benefits. Send resume to: P. O. Box 3065, Farmington Hills, MI 48018-0065.
LEGAL SECRETARY
Wanted for Southfield law office, 1 year experience minimum, will instruct word processing. Good benefits. Call Kathy
352-0151
LEGAL SECRETARY
Southfield Detroit Firm seeks person with minimum 1 year legal experience & knowledge of Michigan Probate. Accurate with experience. Call Nancy
557-1190
LEGAL SECRETARY for Birmingham office. Litigation background helpful. Salary commensurate with experience.
Call 642-8400
LEGAL SECRETARY Wanted for law firm; experience needed but not necessary. Call Alberta.
537-8100
LEGAL SECRETARY
Will train, for patent attorney, paid parking in downtown Birmingham office. Excellent benefits.
642-1155
LEGAL SECRETARY
Troy Firm. Bequeter typing skills required. Will train Legal. Excellent opportunity for right person.
643-8300
LEGAL SECRETARY, Bloomfield law firm. Strong secretarial skills required. Litigation experience & Word Processing helpful. Excellent opportunity for qualified person. Gloria.
642-8388
LEGAL SECRETARY with minimum 3 yrs. defense litigation experience for growing Livonia Law Firm. Salary commensurate with experience & ability. For interview, call
Ms. Lynn Kaminski at 591-1720
LEGAL SECRETARY with experience or a good skills for Birmingham bankruptcy attorney. Sect hand is required. Full train on Wort Processor. Call Cheri
644-4946
LEGAL SECRETARY with minimum 1 year experience for Bloomfield Hills Law Firm. Please submit resume, moving salary history, to: Office Manager, 160 N. Woodward, Suite #1000, Bloomfield Hills, MI. 48013.
LEGAL SECRETARY, Town Center Office responsible, self-motivated individual. 3 years experience. Full benefits. Salary commensurate with ability & experience. Contact either Gloria or Lauren
352-8220
LEGAL SECRETARY
Experienced with good skills for Southfield Law Firm. Excellent benefits. Salary commensurate with experience. If you do not know word Perfect, we will teach you. Call Sara
352-3323
LEGAL SECRETARY
Immediate opening for person to work for partner. Must have 1-3 years legal experience. Medical malpractice experience helpful. Salary commensurate with ability.
352-3151
LEGAL SECRETARY
EXPERIENCED
Birmingham Law Firm
Litigation, Probate & Platelitt. 3 Attorney Firm. Private building.
642-7490
LEGAL SECRETARY
Expanding mid/larger firm, Southfield area. Need 3-4 yrs. minimum exper. Interest in personal injury law. Salaries commensurate. Full medical, dental, life & disability insurance. Pleasant. Call
355-1300
LEGAL SECRETARY
for Southfield personal injury firm. Excellent skills required
352-7571
LEGAL SECRETARY
Experienced, permanent, part-time. Top hourly pay. 3 locations. Call now.
559-6100
LEGAL SECRETARY with litigation experience. Law firm at Northwestern & 11 Mile rd. Excellent opportunity for advancement & opportunity to make or learn word processing. IBM Display Writer helpful. excellent salary.
526-5400
LEGAL SECRETARY with minimum 3 years experience. Benefits and salary commensurate. Call Dearborn Law Firm with some litigation experience. Excellent benefits. Salary commensurate with experience. Kathy,
552-9862
LEGAL SECRETARY
for 3-Man Southfield Office. 1-2 years Litigation experience required. Word processing experience preferred. Salary commensurate with experience. Excellent benefits. Send resume to P.O. Box 5077, Southfield, Mich. 48076.
LEGAL SECRETARY with minimum 3 years experience. Benefits and salary commensurate. Call Dearborn Law Firm with some litigation experience. Excellent benefits. Salary commensurate with experience. Kathy,
552-9862
LEGAL SECRETARY
for 3-Man Southfield Office. 1-2 years Litigation experience required. Word processing experience preferred. Salary commensurate with experience. Excellent benefits. Send resume to P.O. Box 5077, Southfield, Mich. 48076.
LEGAL SECRETARY for aggressive, young and growing Southfield Bankruptcy firm. Excellent environment, benefits and opportunity for growth. Salary commensurate with skills and experience. Must have knowledge of Word Processor, 75+ typing speed, minimum 3 years secretarial experience. Please call Mrs. Goldstein Mon., Wed. & Fri.
352-7575
LEGAL SECRETARY/PARALEGAL
Fast friendly Southfield firm has a position involving legal secretarial & paralegal functions. Familiarity in real estate & business & corporate area of practice. Experience in these fields of law is desired but not essential. 3 to 4 yrs. legal experience preferred. Pleasant office. Also offers an opportunity to assume responsibility for office administration and bookkeeping. Word word processing experience also helpful. We are looking for an assertive and alert to be occupied new staff. Reply & Wishing resume to:
352-8227
LET OLSTEN
Put Your Skills To Work
Immediate opportunities in Troy & Farmington Area for Clerks, Receptionists, Typist & Word Processors.
Call Linda at Olsten 362-5050
LIABILITY & PROPERTY CLAIMS
Representative, Min. (5) months experience in Property Casualty Claims. Call or Resume: Manager, Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MEDICAL
SECRETARY
A top advertising agency seeks an immediate opening for a person who has skills in an exciting atmosphere. (1,000 plus phones). Fee paid. Call Sue Ann at
353-5000.
SNELLING & SNELLING

MEDICAL TRANSCRIPTIONIST/Receptionist - Medical Specialty Clinic in South Oakland County. With possibility of part time. 334-4157
MEDICAL TRANSCRIPTIONIST - no experience necessary, but must be accurate, speed not critical. Will train best of home. Excellent salary & benefits. Resume to P.O. Box 77, Franklin, Mich 48025.

MICRO FILM CLERK
We have an immediate long term position available working afternoons for one of the big 3 auto companies. For further information call:
TEMPORARY RESOURCES
356-1616

NATION'S largest mortgage company seeking Office Manager/Supervisor. All phases of FHA, VA, and conventional loans. Must have minimum 3 years exp. Contact Mike Markovich, 855-3344

NIGHT AUDITOR
Experienced only. Apply in person:
Holiday Inn Crowne Plaza Motor Inn, 31333 Grand River, Redford, MI.

OFFICE HELP. Must be good with numbers, organized, neat, pleasant phones. Full time, Farmington Hills area. Call Mrs. Cook
553-1118

OFFICE MANAGER - Experienced EDP/Accounting background. Salary commensurate. Call 557-1910 or 557-7575, 30785 Grand River, Suite 104

OFFICE MANAGER
Assistant to President, reporting to Board of Directors, President, Vice President. Minimum 4 years experience, More computer experience than accounts payable, receivable, general ledger, payroll, & inventory. 2 to 3 managers reporting to this position. Salary commensurate with experience, so do phone calls. Resume to: Bethesda Technologies, 31731 W. 13 Mile, Suite 110, Southfield, Mich. 48076.

OFFICE MANAGER
PART TIME. New small electronics marketing company seeks a resident office manager & personal secretary to run operations. Flexible hours. Salary depended on experience. Define: Accounts receivable and payable, billing, moderate typing, designing & maintaining simple forms, maintaining liaisonity with computerized data entry & distribute. Birmingham location. Send resume & salary requirements, 16291 W. 14 Mile Rd. Birmingham, Mich. 48009.

OFFICE - PART-TIME
Experience in office procedures, shorthand a plus.
Next Secretarial Services,
471-3323

OFFICE POSITION available, order desk and inventory control for sales distributor. Excellent pay and benefits. Call Gail Eve Rossi company.
313-1440

OFFICE POSITION available for leading design/build construction firm seeks an office actual runner and assistant. Must be dependable. Interviews will hold Mon. and Tues. 9-30, 10-1, from 7 to 9 p.m. to 6 p.m. R. A. Daldianis Co., 23215 Folsom Rd., Farmington Hills. 476-7740
OFFICE WORK, part time, 2 days. Typing beneficial. Westland area.
425-1090
ORDER DEPARTMENT Clerk with CRT experience. Knowledge of accounts receivable and payable a plus. Good growth potential with excellent fringes for self-motivated person. Send resume to P.O. Box 68614, Detroit, MI 48219. Equal Opportunity Employer.
ORDER ENTRY POSITION - good typing skills for Plym area company. Full time, Southfield area. Call Michelle for appointment.
644-6148
PART TIME CLERICAL
2-5 hours week. Experienced/self-starter for light clerical duties, typing, filing, research. Birmingham area.
645-3513
PART TIME CLERICAL
Varied duties including typing & bookkeeping in a pleasant professional office of engineers & drafters in the Northland area. Hours are 9-2 Mon. thru Fri. Salary is flexible that can be adjusted to suit. The successful applicant. Starting rate $4.50 per hour, with increases based on performance & ability.
562-0215

PART-TIME DATA ENTRY
for an Accounting Office. Previous experience preferred. 10 Mile/Southfield area.
557-7442
PART TIME OPENING for Clerk Typist to the office of Instruction/Continuing Education. Mon. thru Fri. Some evening and afternoon hours. 24.15 to 27.15 per hour. Call 476-7010, ext. 306 or 330 PM. Northville Public Schools, Administration Office, 501 W. Main St., Northville, MI. 48167.
348-3400, Ext. 306
Equal Opportunity Employer
PART TIME Receptionist for Southfield Law Firm. Must have phone experience. Contact Mr. Hatch
352-1110
PART-TIME RECEPTIONIST
Bloomfield Hills Law Firm needs sharp individual for part time position as Receptionist work, mail processing & other clerical responsibilities. Hours 12-5:30pm. Salary commensurate with experience.
Call 642-8400 ext. 819
PART-TIME RECEPT./SECRETARY needed for growing Southfield/Troy based engineering firm. Must have strong typing ability (40-50 WPM), phone manner & knowledge of General Secretarial duties. Hours are 3 full days + 1 half days. Resume to:
K.T.A., Inc., 26300 Civic Center Dr., Suite 201, Southfield, Mich. 48076
Attention: D. Mc. Cullough

PART-TIME SECRETARY
for One-Hour Office in Southfield. Typing, answering, 20 hrs. 25 to 35 per week. Call 9-10 am, 4-5pm.
353-3117

Part Time Switchboard
Days, Apply in person Czech Lanters 3955 Rochester Rd. Troy

PAYROLL & PAYROLL Tax clerks wanted for fast growing Southfield firm. Accounting experience required. 8/34 or 8/36 experience a big plus. Must be good with detail. Call Sally Pendle
353-9738

PERSONALITY SALES
A highly successful Department Agency is expanding. We have immediate openings for Sales Trainees in the office detail department area. Excellent opportunity for a 5 years plus experience in an office environment. Top commission plus bonus. Contact Mr. Bob Gallagher & friendly co-workers.
Call or apply in our company paid
PERMANENT STAFF
Southfield 353-0505
Troy 362-4004

PERSONAL LINER for Novi insurance office. Light typing required. Full train right person. Ask for Rosie
348-2300

PRIVATE SECRETARY
Full time position available in South Lyon. Must be self-motivated. Approx. 3 years office experience required. Send resume to: Box 1000, 101 W. Pinckney, Suite 200, Howell, MI 48844

REAL ESTATE Development and ready-mix concrete company in Troy seeks a person to do accounting, billing, typing & assist President. Very organized & trustworthy. Good benefits. Send resume to Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Small Law Office
Non Smoker.
Ask for Lori
644-4410

RECEPTIONIST/TYPIST
For competent medical health clinic. Good communication & typing skills. Medical terms and 1 year exp. Mon. to Fri. 8 to 5 hours per week. Send resume detailing experience to: Box 1000, 101 W. Pinckney, Suite 200, Howell, MI 48844

PSYCHOLOGICAL RESOURCES, INC.
Attn: Barbara, 17197 N. Laurel Park Dr., Suite 201, Livonia, Mich. 48152.
No phone calls please.

RECEPTIONIST/SECRETARY
Part-time, Livonia, Midwest Wing. Call between 4pm-6pm.
478-1750

RECEPTIONIST, Midwest Wing.
Modern, reliable, accurate, attention to details, organized. Good communication skills, typing 50 WPM. Send resume to Mrs. S. at Joker, Inc., 17154 W. 8 Mile, Southfield, MI 48040

504 Help Wanted Office-Clerical

RECEPTIONIST - Full time. Minimum 1 year experience. Mon. thru Fri. Hours are 8:30 to 5. Redford area. Call between 12-4PM. 10-1000 Ex.455

RECEPTIONIST
Part or Full Time.
Pleasant situation in Birmingham.
643-6757

RECEPTIONIST/SECRETARY
for Farmington Hills Manufacturer. Light typing, phone, filing, good clerical skills. Mr. Accardo.
553-8000

RECEPTIONIST, Entry level position. Pleasant phone voice & good typing 45 WPM. Phones call between hours and (Not Tues.) 553-1311, Ext. 17

RECEPTIONIST-PART TIME
For busy real estate office. Typing and light bookkeeping. Call Mrs. Ryan at Massel Associates West. Contact Janet Harmer at 557-4040.

RECEPTIONIST
Part time 1-6 PM. Mon. - Fri. $3.75 per hour. Light file in front with the public. Call Paul at Kings Garage.
375-5434 or 477-6733.

RECEPTIONIST
Full-time, 40 hours per week. Excellent verbal skills a must. Handling phone calls and greeting the public. Light typing also required. $5. per hour. Benefits.
P.O. Box 1197, Berkley, Mich. 48072.

RECEPTIONIST
Expanding Manufacturing Firm has immediate opening for a Receptionist. Must be flexible, self-motivated, and working with the Public. Excellent benefits. Call Mr. Kaminski
478-7300
RECEPTIONIST WANTED for Southfield Hospital in Royal Oak part time. Apply in person at Westend Hospital, 1400 Lincoln, Royal Oak.
RECEPTIONIST/TYPIST
Detroit area. Contact Mr. Conley for appointment.
557-6190

RECEPTIONIST/SECRETARY
Small Southfield Insurance office. Call 9am to 5pm
557-6400

RECEPTIONIST/SECRETARY
Real Estate office. Typing, filing, light bookkeeping. Pleasant and weekends. J. Hughes, 532-6000.

RECEPTIONIST needed for chiropractic office. Typing, 35 wpm, 25 hrs. Part time. Apply in person at 25051 Ford Rd., Belle R. Garden City.

RECEPTIONIST Part time 30 hours per week. 4 hr. typing, filing, phone skills required.
Call 455-8300

RECEPTIONIST for phone, filing & typing - in small, informal office. Apply 9-12 noon, 1-5pm. Mon.-Fri.
641 S. Eton, Birmingham.

RECEPTIONIST/SECRETARY
Wanted for busy CPA firm in Farmington Hills. Accurate typing skills required. Call Mrs. Lynne.
851-3300

RECEPTIONIST/TYPIST
Needed by CPA firm in North-West suburbs. General office experience & word processing knowledge preferred.
557-4323

RECEPTIONIST for medical clinic, Birmingham area. Some clerical experience. Pleasant voice & good typing skills. Good salary, negotiable fee.
RECEPTIONIST, 645-3005

RECEPTIONIST/TYPIST
Part time for law office in Bloomfield Hills. Dictaphone experience, some typing required. Call between 2pm-3pm.
644-9010

RECEPTIONIST - must be dependable, pleasant, organized. Duties include: handling incoming calls, greeting customers, typing, minimum 40WPM & various other office functions. Send resume to: Box 1448 Industrial Row, Troy, Mich 48084.

RECEPTIONIST - Southfield based sales firm seeks a pleasant, reliable person to sales & fashion background helpful. Fee paid. For more information, call Ms. Ann Lewis
Greener Employment, 23400 Michigan Ave, Dearborn.
643-3242

RECEPTIONIST
Architectural Firm seeking individual with good communication skills. Must maintain an accurate typing speed of 40 wpm. Will be responsible for all office correspondence, float appearance & pleasant personality. Salary list.
643-3000

RECEPTIONIST, Life Insurance Agency. Try from 9 to 5 Mon. thru Fri. Pleasant mature person with good communication skills, full time. Responsible for greeting visitors and answering 15 busy phone lines. Mostly or semi-skilled people need not apply. Hours are weekdays 9 to 5 to set up interview on Sat. Sept. 28.
643-8375

RECEPTIONIST/CLERICAL
Riley Southfield Builder's office has immediate full-time position available. Seeking sharp, mature individual with professional manner & pleasant voice. Clerical skills required including accurate typing. Will consider recent graduate with 2 years or recent Graduate. Call
353-4100

RECEPTIONIST/SECRETARY
BUSY Medical Dental, and Office in Farmington Hills needs mature person to be responsible for appointments, 2 days, evenings & weekends. Must be an excellent typist & have pleasant phone & public manner. Send work experience & salary desired to: Box 8442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Southfield
Computer Consulting Company
Considerable phone contact, good typing skills, personable, dependable, work independently. Hours: 8:30-5:30. Call 351-2100 or write: Ben Davison, 26261 Evergreen, Suite 300, Southfield, MI 48076
Equal Opportunity Employer

RECEPTIONIST/SECRETARY Typist for fast growing manufacturing company located in Ferndale. Applicants should possess excellent phone skills, type minimum 60 WPM and be able to handle heavy work projects. Salary open, commensurate with ability. Excellent benefits. Pleasant working conditions well. Send resume with salary requirements in confidence to:
Mr. Ferrara, 23201 Howard, Madison Heights, MI 48071

Receptionist/Typist
Bookkeeper Helper. Able to type 40 WPM and be capable of handling telephone calls. Apply Mon. thru Fri. 9am to 4pm.
Rinkerton's, Inc.
15565 Northland Dr.
Suite 206 E. Southfield
559-1904
An Equal Opportunity Employer

RECEPTIONIST
Join the Corporate Headquarters staff of an expanding Real Estate development consulting firm. Position requires excellent phone and personal presence and good typing skills. Resort of the position includes a full range of employee benefit package which includes profit sharing. Send your resume and salary history to:
John R. Dillman
MOUNT EVERYLEY INC.
5005 Crooks Road, Suite 200
Troy, MI 48098

RELIABLE PERSON needed immediately with good typing skills & phone manner for busy office of Northwest Detroit office. Some experience preferred but will train. Send resume with salary requirements. Call
537-4663

RELIEF SWITCHBOARD OPERATOR
RECEPTIONIST
Professional person needed for busy medical office. Must enjoy high contact phone answering, & be available to work evenings and/or weekends. Position requires typing ability of 45-50wpm good voice, diplomacy, patience, ability to handle switchboard experience & plus. Send resume or apply at Medical Office, 29411 Northwestern Hwy. W. 12 Mile Rd., Farmington Hills, MI 48018.

RENTAL CLERK, full-time position. Some office experience required. Knowledge of typing wanted. McDonald Rent-Car. Call Jan at
641-4600

RESERVATION AGENT
18 years or older. Accurate typing (minimum 35 wpm), good phone manner, excellent skills, high School grad/GED, able to do light work. Low hourly rate and all residents of Wayne County - Contact Employment Office, Metro Airport in Romulus
942-3000, Ext. 7-2-3-4-5-6-7-8-9
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work full-time. Experience and evenings for a fast paced Southfield Co. Please call between 9am and 11 Noon (only)
Call 352-1311, Ext. 17

SECRETARIAL-General Office. Duties include typing, filing, phone answering, etc. Redford area. Call for appointment.
532-4066

SECRETARIAL POSITION
Entry level typing & phone experience required. $3.50 per hour. Southfield area. Call Mr. Ferguson, Personnel, P. O. Box 307, Southfield, MI 48037

SECRETARIAL POSITION
Word processing experience helpful. Part time, flexible hours. Downtown Birmingham.
642-5414

SECRETARY
Accurate 70 wpm typist with telephone skills. Salary negotiable. Call for appointment. Fringe benefits. Oak Park area. Call or part time. Call Jackie, 398-2480 or 548-1419

SECRETARY - approximately 30-40 hours per week. Well organized, capable of handling many responsibilities. Typing, phone, general office skills required. Please fax, 18mm 1 type
642-1373

SECRETARY
Assist President of Southfield Corporation. Flexible on hours and days. Excellent benefits. Salary commensurate. Call
352-3311, Ext. 17

SECRETARY BOOKKEEPER
Non-Smoking Dearborn company requires a dynamic, experienced secretary/bookkeeper. Must have excellent communication skills, be proficient in general office skills. We offer excellent salary & fringe benefits. Salary commensurate with experience. Send resume with salary history to: Box 8442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
needed for small interior design firm with strong attention to detail. Full time Birmingham location.
642-1320

SECRETARY/BOOKKEEPER
for Birmingham Psychology. Word Processing helpful. 20 to 30 hours.
644-6417

SECRETARY/CLERICAL
Farmington Hills area. Expanding electrical contractor opening new office. Seeking experienced individual to handle evening & organizational skills. Responsible for all office functions on Word Processor, Electronic Spreadsheet & computer experience helpful but not necessary. Position offers excellent salary, repirements in Box 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Diversified Company with fast-paced Southfield office. Must type 50 wpm, have good telephone skills, have pleasant telephone personality. We need an organized 1-3 years experienced person to fill our fast-paced, yet challenging openings ASAP. Location Town Center complex.
Call Terri at 353-5560.

SECRETARY - experienced to work for small Southfield office. Typing 25 per day, flexible hrs. Jean
552-2300

SECRETARY
Fairlane Health Services Corp.
Fairlane Health Services, a subsidiary of Henry Ford Health Care Corp., is seeking a Secretary to work part-time, flexible daytime hours in their office in Dearborn. Position begins in October. Qualified applicants should have 2 years secretarial experience, skills with knowledge of IBM Word Star preferred. Please call
271-8346
or send resume to Fairlane Health Services Corp., Fairlane Town Center West, Suite 1001, Dearborn, Mich. 48126

SECRETARY For Southfield Law Firm. Full time. IBM PC experience preferred but will train. No legal experience necessary. Please send resume to P.O. Box 68614, Detroit, MI 48219. Southfield, MI. 48034.

SECRETARY for Detroit Renaissance Corporation. Minimum 3 years experience. Must have excellent typing, dictaphone transcription & spelling skills. Experience with word processing equipment. Salary open. Call Personnel at 259-7000. Free parking & free lunch provided. Ask for Cynthia.

SECRETARY - Full time, for medical office in Southfield. Typing, filing, accuracy, fund resume to: CMCC, 7230 Bluefield Rd., Canton, Mich., 48187

SECRETARY - Full time position in Southfield area. Good typing & filing skills, some bookkeeping experience. Ideal for a person who enjoys a variety of secretarial duties. Salary commensurate with experience.
646-4336

SECRETARY
Full-time, for a school; requires typing, Records Management, organizational ability, ability to interact with diverse group of people; prefer experience in school setting. Between 9:30-2:30. Box 329, Bloomfield Hills, Mich. 48013. No Phone Calls please.

SECRETARY WANTED
Part time. Daytime working hours. Good communication skills required. Typing 40 wpm. Apply in person at Pier Imports, 4196 E. Woodward, Royal Oak.

SECRETARY/Office Manager. Mature person needed for responsible position in northwest area CPA firm. Accurate typing, knowledge of Four CPA and word processor helpful.
552-9073

504 Help Wanted Office-Clerical

SECRETARY/PART TIME
For real estate fir