504 Help Wanted Office-Clerical

JUNIOR SECRETARY
CAMPBELL EWALD CO. a major advertising agency located in Warren is looking for a Jr Secretary. Experience is not necessary. Candidate must be able to type a typical letter at 50WPM and take shorthand at 70WPM. A word processor is helpful. Starting salary is $8,500 a year with full benefits and excellent opportunities. Interested applicants may call for appointment or send their resumes in confidence to:
Judith T. De Vere
Personnel Manager
CAMPBELL EWALD CO
30400 Van Dyke
Warren, Mich 48093
576-5100

KEYPUNCH OPERATOR
Needed by Radford area service bureau. Experience required. Part time days.
827-1166

LEGAL SECRETARY
Experience preferred, for
Downtown Birmingham Law Office.
Call Barb at 258-9004

LEGAL SECRETARY with minimum of 3 years experience in litigation practice for Birmingham law firm. Excellent typing & language skills a must. Salary based on experience. Reply 644-6685

LEGAL SECRETARY
Troy law office has opening for full time Secretary. Typ. typing and grammar essential. Prior legal experience, paralegal training preferred. Salary commensurate with ability and experience. Call Mrs. Kinzer 879-1900 or Mrs. Knory, 5155 W. Big Beaver, Suite 100, Troy, MI 48084

LEGAL SECRETARY, 3 days per week. Excellent position. Southfield area. 948-9450

LEGAL SECRETARY for sole trial lawyer. Desire experience and ability to manage practice. Birmingham. Call for appointment 332-8500

LEGAL SECRETARY
Highly organized individual. Minimum 3 years legal experience. Wayne County law firm. Reply to PO Box 400, Northville, 48167

LEGAL SECRETARY - experienced, for downtown law firm, beautiful surroundings & good benefits. Must have excellent typing & transcription skills. Please call Firm Administrator 644-0180

LEGAL SECRETARY with experience & good skills for Birmingham attorney. Short hand is required. Will train on Word Processor.
Call ask for Office Mgr. 644-1440

LEGAL SECRETARY, experienced only. Birmingham law firm. Litigation, personal injury, plaintiff & defense. 2 attorney firm. Private building.
644-1840

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LEGAL SECRETARY
Busy litigation experience for busy Southfield Law Firm. Word processing, fast, accurate typing (55-100 WPM). Contact Ruth at 355-5500

LEGAL SECRETARY
with excellent skills - needed for pleasant Southfield Personal Injury Firm in Lincoln Park. Must be able to work independently. 313-7575

LEGAL SECRETARY with minimum 3 years experience needed for small Southfield firm. Corporate background, with some litigation necessary. Excellent benefits. Salary commensurate with experience. Kathy, 356-1955

LEGAL SECRETARY for Southfield law firm. 3 to 5 years experience. Need dependable, responsible, self motivated individual for interesting & challenging position. Full benefits. Salary commensurate with ability & experience.
358-0620

LEGAL SECRETARY
part time, 6-8 hours daily.
Call... 646-3960

LEGAL SECRETARY - 3 Attorney Birmingham Law Firm desires Secretary with Legal experience. Salary commensurate with experience.
645-1110

LEGAL SECRETARY
Three attorney firm located in Troy needs person with at least two years experience in general practice. Must have knowledge of word processing or willingness to learn. Excellent typing ability required. Call 643-1900 or 643-4466

LEGAL SECRETARY
with litigation experience. Law firm at Telegraph & 12 Mile Road. Excellent opportunity for advancement & opportunity to use or learn IBM word processor. Benefit program. Excellent salary. 358-5000

LIGHT OFFICE Help for downtown food service. Must be detail minded, good at math & able to work a calculator. Some office experience needed. Will train. Call 3pm-6pm, only, 351-4160

LOAN CLERK
Loan Clerk position available at Fidelity Inc. 1600 E. Maple (Maple & Adams) Birmingham. 32 hr 40 hours per week. Applicant must type 40 to 45 wpm. Apply in person Tues. Thrs. Fri. 9 to 12.
An Equal Opportunity Employer

Office Assistant
Needed immediately, a creative individual to do a best work (9-4 Mon. thru Fri.) Must have minimum 1 yr. office experience & be able to start immediately. Typing, Filing, $150. per week to qualify for advancement. Call Donna at: 851-2121

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LOOKING FOR PART-TIME CAREER Have dedication & the desire to learn new skills? Your time period could be spent work at Downtown Plymouth location from 12 noon to 5pm. Mon. thru Fri. Typing 50wpm & excellent telephone & office skills required. Resumes must be received at least by Friday, Oct. 31. Send resumes in: Attention Mr. Steve Wade, Wade Trim Group Inc. 729 Ann Arbor Trail, Plymouth, MI 48170

MANUFACTURING SEC'YI
FEE PAID - $14,000 UP
Southfield Area. Will be "right hand" to office mgr. in busy sales atmosphere. Phones, typing (of 60) will train on computer. Prefer at least 3 yrs. business experience. Benefits include stock & profit sharing.
424-5777
DOROTHY DAY
PERSONNEL, INC.

Norrell Has Need For
- TYPISTS - Jr. & Sr.
- DATA ENTRY Operators
- CLERKS
- SECRETARIES-Shorthand

Flexible work schedule, paid vacation, medical insurance, bonuses. Long & short-term assignments.
CALL IMMEDIATELY!
NORRELL
SERVICES, INC.
Farmington 477-8940
Rochester 651-1500
An Equal Opportunity Employer

OFFICE/CLERICAL
BOOKKEEPING, full & part time, flexible hrs. Bloomfield Hills area.
Call for interview 549-3002

OFFICE HELP
Entry level position available in Accounts Payable Department. Duties include general office work, filing, phone answering, etc. Full time, benefits. Apply in person
FRETTER APPLIANCE
31961 Schoolcraft Rd.
Livonia, Mich., 48150

OFFICE MANAGER, needed for Birmingham doctors office. Experience preferred. Send resume to Birmingham OB-GYN Associates, 880 Pierce, Birmingham, Michigan 48009

OFFICE MGR./General Office, need person for small office work, filing, phone answering, etc. Full time, benefits. Apply in person
FRETTER APPLIANCE
31961 Schoolcraft Rd.
Livonia, Mich., 48150

Equal Opportunity Employer

PERSONAL LINES MANAGER needed for Troy insurance agency. Supervisor experience helpful. Agency experience required. Send resume to Box 10 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Troy area company seeks a personnel who possesses accurate typing skills, strong organizational skills and is detail oriented. Light bookkeeping and data entry experience helpful. Word processing abilities helpful. Position offers excellent benefits and opportunity for career growth. Send resume to:
P.O. Box 32
Troy, MI 48099

OFFICE POSITIONS
Busy Southfield Distributor seeks qualified individuals for entry level office positions. Accurate typing (45 wpm) & ability required. Good benefits. Full time.
DATA ENTRY ORDER PROCESSING
ACCOUNTS PAYABLE CLERK
Call before 11am 352-6375

OFFICE, WAREHOUSE, shipping & receiving. Must be good typist & capable of assuming responsibility. Small Livonia warehouse. 422-6277

PART TIME CLERICAL
Light typing, good phone manner. Mornings or afternoons. Livonia area.
422-8600

PART TIME CLERICAL
Busy Livonia office needs experienced Executive Secretary, 3 days per week. Requirements: typing, shorthand & good communication skills.
Call Barbara 476-9200

PART TIME EXPERIENCED Secretary with knowledge of medical terminology for medical administrative office. Ability to work under pressure & meet deadlines. Downtown location, parking provided. Call Mrs. Ferguson 961-7700
690 Mallett, Detroit, Mich. 48202

PAYROLL CLERK
Growing restaurant chain looking for individual to assist with clerical duties in our Payroll Department.
Requires one year general office experience and typing of 45 wpm. To be considered, apply in person or mail a resume to:
Human Resource Center
LITTLE CAESAR
ENTERPRISES, INC.
31313 Hagerty Rd.
Farmington Hills, MI 48024

Equal Opportunity Employer

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PERSONNEL
CLERK
Experienced in payroll. Above average typing and adding machine skills necessary. Preference given to applicants familiar with computerized payroll system and workmen's compensation. Apply 10-12 noon daily.
SPARTAN STORES INC.
3970 Roger B. Chaffee
Plymouth, MI 48170
An Equal Opportunity Employer

PROOF OPERATOR
Full time position in our mailroom office help in physicians office in Livonia. Call for appointment.
591-2495

PROOF ORDER CLERK
Full Time
Must have typing, calculator & phone experience. Will train with at Fairlane Neck, Inc., 543 E. 9 Mile Rd., Ferndale.

PROFESSIONAL
SECRETARY
This fascinating organization is looking for a top-notch Professional Receptionist to assist the Chief Executive. Must have excellent communication skills & be capable of working with top executives. Formal salary and benefits are limited to: second, sound confidential resume to:
Mr. Jack Ryan, P. O. Box 691, Southfield, MI 48037.

Plante & Moran, an employment agency, recruiting for an equal opportunity employer.

PURCHASING COORDINATOR
computer company in troy. Some experience in purchasing or material control preferred. Familiarity with Bar-coding systems. Ideal candidate is like inventory telephone & clerical duties. Salary commensurate with experience. Benefits include a plan paying 3