504 Help Wanted Office-Clerical

CLERICAL • PART TIME
Mon., Tues., Wed., 8:30AM-12:30PM
Southfield Area
Mr. Thompson 549-4150

CALL US TODAY!

CRT OPERATORS
BOOKKEEPERS
CLERK TYPISTS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

Long and short term assignments in your area. Sign up bonus.

ENJOY TOP PAY
SCHOLARSHIP PROGRAM
PAID VACATION

Call today for more information

353-4420
Personnel Pool
NEVER A FEE

CASHIER/CLERICAL
Full time. Bookkeeping experience necessary. Experience preferred Full benefits Call Ms McQuillen 559-3912

CASHIER/SWITCHBOARD OPERATOR - For automobile dealership, Benefits Room for advancement. Apply 8 Mile & Haggerty Village AMC/Jeep Inc. 644 S. Woodward, Birmingham 646-3900

CLAIMS ADJUSTER/PROCESSOR 1-2 Yrs previous insurance background, Medical division. Fee Paid EMPLOYMENT CENTER II 540 0320

CLERICAL ACCOUNTING
The Douglas & Lomason Company a quality OEM supplier for over 80 years has an opening on the sensitive staff for a Clerk Typist. Minimum experience required. Resumes & references to Human Resources Dept. Douglas & Lomason, 21400 Hallwood Ct. Farmington Hills, Michigan. Attention Mr. B. T. Hosley

CLERICAL
Entry level positions available on days hours open at afternoons 3pm - 10pm at our Livonia location. Previous office experience or a background in accounting or bookkeeping is a plus but not required. We do require a highly motivated fast learner with a willingness to grow in the computer services industry. We provide training. Blue Cross, Blue Shield, dental, life insurance & profit sharing. Call personnel for an interview 261-8221

CLERICAL/GENERAL OFFICE
Must type and have basic math skills. Some immediate opening. Southfield location. Send resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL INSITION
Part time position with leading national company in dealer and overnight market. Good typing skills essential. Other duties to include phone contact with customer & businesses, and general office work. Good starting wages, good benefits and pleasant working conditions Reply to Whirlpool Acceptance Corporation, P.O. Box 2363, Detroit MI 48231.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL HELP NEEDED

Put your clerical skills to work full time or part time. We have all phases of clerical assignments. Work in your area. TOP PAY

Call:
Employers Temporary Service

No Fee
Ask for Debbie
425-2700

CLERICAL HELP NEEDED

Put your clerical skills to work - immediate long and short term assignments available

BENEFITS

Call TODAY for Appointment

NORRELL SERVICES, INC.
Temporary Help Specialists
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

CLERICAL
PART TIME
Our growing corporation is seeking an individual with excellent communication skills, accurate typing of 50 plus wpm and good spelling ability, to work in our corporate division. Responsibilities include receptionist duties, typing of letters, memos, etc., filing and various other general clerical assignments. A familiarity with a Wang processor is a definite plus. Benefits are included. Ideal hours will be from 12pm-4:30pm Mon thru Fri. Qualified candidates should apply Tues thru Thurs., 8-11am or 1-4pm at:

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL/RECEPTIONIST
Seeking individual available mornings only, 3 days per week for office duties, including answering phones, filing & inputting data into Apple Macro computer. Immediate opening. Please send resume or call Hanshow Computer, 819 Eling Beaver, Troy, MI. 48083. 528-3535

CLERICAL SUPPORT

Positions are available for dependable individuals interested in working a flexible schedule. In addition to weekends and holidays, on a contingent, (on-call, open availability) basis. Good opportunity for student looking for hospital experience.

Qualified candidate will have 1 year clerical experience, 48 wpm, accurate typing and good public contact skills. If you are interested in excellent pay and advancement opportunities, please apply between 9 AM. - 3 PM., Mon. - Thurs., at our Employment Office.

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Mi. 48075
An Equal Opportunity Employer

CLERK/RUNNER - for downtown Detroit law firm. General office duties, filing, light typing, running errands, pleasant working conditions for responsible

CLERK TYPIST
Firm in Southfield looking for self-starter. Must be able to handle various assignments in a busy environment. Entry level, typing required. Apply in person 16400 W. 8 Mile, between Beech Daly & Inkster.

CLERK TYPIST
If you enjoy variety and can type 45 wpm, this large insurance corp needs you. Long term assignment with benefits. Please call today

Southfield 569-1878
Pontiac 332-2632

VICTOR
TEMPORARY SERVICES
M/F EOE

CLERK TYPIST

Life Insurance Co located in Plymouth has opening for Clerk Typist. Keyboard skills & figure aptitude required.
Excellent Benefit Package
Contact Personnel Dept. 453-5500

CLERK TYPIST
Redford Twp. Mfg. requires experienced individual with good phone, typing, & filing skills. Send resume to 11467 Beech Daly Rd., Redford Twp., Michigan 48239.

CLERK TYPISTS
Excellent opportunity for 2 intelligent Clerk Typists for Michigan and California foreclosure sections of Birmingham law firm. Real estate experience helpful. Good typing skills required. Immediate openings Call 540-7701

504 Help Wanted Office-Clerical

CLERK TYPIST
Southfield location. Seeking full time experienced Typist for fast-paced financial organization management staff. Good wages and benefits. Candidates typing 55 WPM., having pleasant phone manner and possibly some word processing, should send resume to Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerk Typists

If you have a minimum of six months experience and accurate typing of 45 WPM, we'd like to talk to you! We currently have a temporary position available in the Troy area, hours of 8 PM - 11:30 PM. Must have reliable transportation.

We offer:

TOP PAY
MERIT INCREASES
VACATION PAY

Call us TODAY!

362-1180
TROY

KELLY SERVICES
The "Kelly Girl" People
An equal opportunity employer M/F/H

CLERK TYPIST - type 50wpm plus. Must have good office skills with new department. Medical terminology background would be helpful. Phone Mrs Adel 855-8800

RED WING TICKET WINNER

Dick Kauffman
16059 Birwood
Birmingham

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, February 11, 1986 to claim your two FREE RED WING TICKETS.

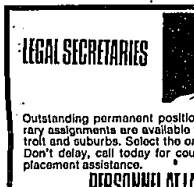
591-2300, ext. 244

CONGRATULATIONS!

CPA NEEDS part time tax preparer, and full time bookkeeper with 3-5 years experience, to do payroll & sales tax. Call 559-3360

CREDIT & COLLECTIONS CLERK
Work for Michigan Citizens located in Southfield has an immediate opening for an individual to make collection calls, answer phone calls related to financial statements and to send out collection letters. The individual must type 35 wpm, have a good math aptitude and strong organizational skills. Minimum of 1 year experience in collections and/or accounts receivable required. Excellent benefits and working conditions. Please send resume to Personnel Administrator P. O. Box 2727, Southfield Mi. 48037
An Equal Opportunity Employer

504 Help Wanted Office-Clerical



Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for courteous, no fee, placement assistance.

PERSONNEL AT LAW
3000 Town Center, Suite 2560
Southfield, MI 48075
(313) 358-0060

ATTENTION
DISPLAYWRITE I, II OR III
WORD PROCESSING
TYPISTS

One of our major customers in the Southfield area has an immediate need for 7 Word Processing Typists to work the afternoon shift (4pm to midnight). We also have 4 openings for the day shift.

If you have Displaywrite I, II or III Word Processing experience, please call Kelly Services in Southfield for an appointment/interview.

CALL NOW!
352-5220
28222 Franklin Road
(The Courtyard with addresses 28202-28230)
Southfield

KELLY The Kelly Girl People SERVICES

Not an agency; never a fee
Equal Opportunity Employer M F H

SWITCHBOARD OPERATORS
(Dimension, Horizon, Executone, Rolm)
TYPISTS
(50wpm+)

EXCELLENT WORK OPPORTUNITIES

Kelly Services, a leader in the temporary help industry, would like you to see the many advantages of joining our team! Advantages that include:

- Long and short term assignments with leading companies in the area
- Top pay
- Merit increases
- Paid vacations
- Chance to learn new skills
- The security of working with a national leader

Call us today for your appointment!

522-4020 Livonia
453-2211 Plymouth
522-3922 Livonia
729-1040 Westland

Not an agency, never a fee.
Equal Opportunity Employer M/F/H

KELLY The Kelly Girl People SERVICES

KELLY HELPS AMERICA WORK

504 Help Wanted Office-Clerical

KELLY SERVICES IS ON THE MOVE!

And we have immediate need for

- Data Entry Operators
- Switchboard Operators
- Word Processing Operators (experienced)
- Secretaries
- Receptionists
- Typists
- Clerks

Earn good pay and work the assignments of your choice at top companies.

Please call immediately for an appointment. Monday-Friday, 7:00am to 5:30pm

642-9650/338-0338
2000 N. Woodward Avenue
Bloomfield

KELLY The Kelly Girl People SERVICES, INC

Not an agency never a fee
Equal Opportunity Employer M-F-H

Secretary/ Receptionist

A division of a major international corporation has an interesting and challenging position for a qualified Secretary/Receptionist. This position is located in Livonia. The ideal candidate will have excellent typing and interpersonal skills with 2-3 years' experience.

We offer competitive salaries and excellent benefits. Please send your resume including salary history to us in confidence:

BOX 298
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia MI 48150
An Equal Opportunity Employer

ISN'T IT TIME FOR A CHANGE
THEN SWITCH TO SUPPLEMENTAL STAFFING, INC.
• TYPISTS • WORD PROCESSORS
• SECRETARIES • DATA ENTRY

We can offer you top pay, interesting assignments and valuable work experience. Don't settle for second best...call S.S.I. TODAY

Never A FEE

Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Farmington Hills 855-8910

SSI SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

504 Help Wanted Office-Clerical

Contemporaries

We have all types of clerical temporary assignments in the areas of Downtown, Detroit, Southfield and Troy.

- SWITCHBOARD
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS

BENEFITS NO FEE!

583-4858

Subsidiary of Dorsey Business School

CPA FIRM needs individual experienced in Bookkeeping and income tax. Bloomfield Hills. 258-5355

CUSTOMER SERVICE CLERK & GENERAL OFFICE CLERK
needed for fast paced Water Filtration Office. Must be organized and enjoy a challenge. Record keeping, filing and phone experience helpful. Strong customer relations needed. Mon. thru Fri. 8am to 5pm. 474-6005, Ext. 212

DATA ENTRY CLERK
Position available at CPA firm for computerized tax preparer not accounting. Some experience on computer terminal with emphasis on both speed & accuracy. Temporary position, could work into permanent for an ambitious hard worker. $4 hr. to start. For immediate consideration call Cheri at

645-1800, ext. 261

DATA ENTRY OPERATOR needed for medical organization located in Farmington. Experience not necessary. $4.50 per hour plus benefits. For interview, call Mrs. Maloney. 478-5700

Data Entry Operator
PART-TIME
We have a part time opening for a Data Entry Operator who can key 15,000 to 18,000 kph and who is able to work a minimum of 20 hours a week. This person will also work to cover vacations, holidays, and absences a week. This position will also work to cover vacations, holidays, and absences a week. This person will also work to cover vacations, holidays, and absences a week.

To be considered, apply in person between the hours of 8am and 5pm at, or send letter of qualifications to

Employment Assistant
Viasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
An Equal Opportunity Employer

DATA ENTRY OPERATORS

Kelly Services has opportunities now for Data Entry Operators experienced on either typewriter-style keyboard or 10-key style keyboard. For more information, see our ad in today's general classified section under Assignments Now, or call:

553-7820

KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

DATA ENTRY • PART-TIME
Entry-level position available with Birmingham Co. Duties will include Data Entry & Office. Send resume:
Retail Detail, 333 N. Woodward,
Birmingham, MI. 48011 - Attention: J.G.

Freiter Appliance has an immediate opening for High School Graduate, 30 to 35 hours per week, mornings Typing & cash experience required We will train on Computer terminal. Apply in person, Mon-Fri. 10am-1pm. at: 28825 Telegraph Rd., Southfield (near 12 Mile)

DATA PROCESSING TECHNICIAN
to perform data entry & systems operation on mainframe & micro computers. At least a two year college degree in data processing, including accounting courses. Interested? Please send resume including salary history to Box 292, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EMPLOYMENT CLERK
Part time. Mon. thru Fri. 10am-3pm
Must be able to type.
Apply: Mon. thru Fri., 9am-4pm.

PINKERTONS, INC
15565 Northland Dr. Ste 206 East
Southfield, Michigan
569-1004

EXECUTIVE SECRETARY Administrative Assistant. Self motivated person for president of fast paced commercial sign company. Min 5 years secretarial exp. Send resume to P. O. Box 3323 Farmington Hills MI. 48018-3323

EXECUTIVE SECRETARY wanted for successful stockbroker in Birmingham. Must have previous brokerage experience, be able to operate word processor & personal computer. Prefer someone seeking a career opportunity.
Mr Levin 540-3819
An Equal Opportunity Employer

EXECUTIVE SECRETARY
The Business Forms Liaison Group of The Heyman and Heyman Company has a position immediately available for an experienced secretary for our Southfield Office. Selected individual will provide secretarial support to the Vice-President and Account Executive Staff. Duties will include telephone contact, use of IBM PC Word Processor, maintaining files, compiling reports and general communication within Corporate Home Office. Qualifications include 3-4 years secretarial experience, excellent typing skills and the ability to make decisions and communicate effectively. Post High School secretarial training is highly desirable. Please send professional resume including salary history to

Management of Employment
Reynolds and Reynolds Company
Dept. 22
16500 Northwestern Hwy.
Southfield, MI. 48076

EXECUTIVE SECRETARY
for CEO Sales agency. "Tech Sharing *Experienced on Wang WP helpful* Shortlisting Mail preparer. Blue Chip Assoc., P.O. Box 206, Clawson, Mich 48017, Attention - Personnel

EXECUTIVE SECRETARY
for busy, growing Land Development & Leasing firm. General office duties, typing & transcription skills required. Ability to interact with the public - A Must. Excellent compensation package.
Send resume to: Personnel Director,
6900 Airway Ridge Drive
W. Bloomfield, Michigan 48033

EXECUTIVE SECRETARY
To $20,000
Exciting opportunity with international firm. Possible European travel. Variety in endless. Excellent image and skills Bilingual a plus.
Call Mrs 238-2150
DAVISON & ASSOCIATES
EMPLOYMENT AGENCY

EXECUTIVE SECRETARY
$17,000, FEE PAID
N. suburban! Beautiful office! Major company! Excellent benefits! Need: Corporate finance experience, top secretarial skills! 399-3450.
SNELLING & SNELLING

EXECUTIVE SECRETARIES
Expanding international firm has several immediate secretarial openings for your good background & skills including word processing. Excellent opportunities to land top notch positions that offer processing review, benefits & salaries starting at $16,500. CALL TODAY for a personal interview

All Our Fees Are Company Paid
PERMANENT STAFF

LIVONIA	591-2221
SOUTHFIELD	353-0503
TROY	362-4001
SOUTHWEST SUBURB	216-5400
ST. CLAIR SHORES	296-8400

EXPERIENCED, Mature person General office duties for our Troy office in Troy industrial plant. Call 5:30pm - 7pm 643-7540

FAST GROWING, Nationwide Co. seeking for full-time Office Person, with experience in General Office procedures. Typing speed min 45 WPM, some computer helpful. Team leader qualities Benefits Send resume to Retail Detail, 333 N. Woodward, Birmingham, MI. 48011 - Attention H.L.

FAST-PACED SALES Office needs energetic person for typing & telephones. Good Math aptitude required. Must work well under pressure. Sales Office experience preferred. Apply in person. American Air Filter, 13563 Emerson Ct., Livonia, or call 261-1970

504 Help Wanted Office-Clerical

SECRETARIAL OPPORTUNITIES

Coldwell Banker...America's largest full service real estate company is coming to Metropolitan Detroit. We currently have a Ground Floor Opportunity for two secretaries with real estate experience and the following skills preferred:

1. Advertising Lay Out and Design
2. Multi-office Bookkeeping Knowledge
3. Relocation Experience
4. Good Typing and Shorthand Skills

Please send resume in confidence to:

Terry Valente
Coldwell Banker Real Estate
400 West Maple, Suite 200
Birmingham, MI 48011

We offer base salary and full company benefits.

A MEMBER OF THE SEARS FINANCIAL NETWORK
COLDWELL BANKER
The Home Sellers
Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXPERIENCED MRI OPERATOR - short term assignment at large corporation in New Center area.

IBM PC OPERATOR - training and/or experience needed for long and short term assignments General office background a must.

SECRETARY - good all around person needed for this assignment.

WANG WORD PROCESSOR - training and/or experience needed for long term assignments at large corporation. Must be able to handle a variety of duties and be dependable.

XENIX 440 OPERATOR - experienced operator needed for evening hours. Beautiful offices in convenient Troy location

BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

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.
777 Chicago Rd., Troy
332-4350 588-5610

Ahead of The Rest

EXPERIENCED TYPISTS AND SECRETARIES

* IBM PC *

We are in need of experienced typists and secretaries with any of the following software experience to work in the Birmingham, Bloomfield and Southfield areas.

- Wordstar
- Multimate
- Displaywrite 3
- Wordperfect
- Lotus

We offer TOP PAY, PAID VACATION and MERIT INCREASES. Please call for an appointment.

352-5220
28222 Franklin Road
(The Courtyard with addresses 28202 - 28230)
Southfield

642-9650/338-0338
2000 N. Woodward Avenue
Bloomfield

KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

FULL TIME Billing person for busy Westland clinic. Full fringe benefit package. Salary commensurate with experience. Send resume only to Greenfield Medical Clinic, 31220 Ford Road Lake Rd., Farmington Hills, 48018

IMMEDIATE OPENING
Entry level clerical position consisting of heavy filing, sorting mail, general office duties. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48034

GENERAL CLERICAL
Local financial institution is seeking general office experience. Must possess good typing skills and communication ability with calculator experience. Send resume to: P.O. Box 13388, Birmingham, MI 48013
An Equal Opportunity Employer.

GENERAL OFFICE DUTIES
With some computer knowledge. Experienced. Full time. Southfield Area. Ask for Harry Koolatian. 334-1064

GENERAL OFFICE POSITION
Full & Part time
Mon-Sat at Mitchell's, 312 Main St., Rochester.

GENERAL OFFICE - Computer, data entry, typing, filing. Accurate self starter. Pleasant phone manner. Medical Insurance. Some or Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - 1-5pm afternoon shift. Accurate typing skills, typewriter. Must be responsible. Data in-put experience helpful. Must be able to work well with supervisor. A top-notch data processing organization, we have a great opportunity for you to work weekends!

Saturday and/or Sunday hours only! We offer keystone positions to experienced typists who can demonstrate a good attitude & the desire to work hard in a fast-paced environment! Call for details 261-6220

KEYPUNCH OPERATOR
Flexible hours at Computer Data Center, Southfield. Call:
352-3345

KEYPUNCH OPERATORS
Experienced, minimum 8,000 key strokes per well trait if you type 45 WPM. Key-to-disc Operators. Good hourly rate + bonus 10C. Ind shifts available now Bloomfield area 15th. Apply in person, M-F, 10am-4pm.
400 Plymouth Rd. Plymouth 459-6760

LEAD PERSON
Statistics - Statistical Dept.
2-person operation. Basic computer knowledge required. Pleasant, working conditions. Small Troy office. Salary commensurate with ability.
Benefits

643-0250

LEGAL FILE CLERK
For Birmingham law firm. 20 to 30 hours per week. Non smoker.
Call Kathy 644-4803

LEGAL SECRETARY - Experienced, for defense litigation firm in Farmington Hills Excellent benefits. Please respond to P.O. Box 2068 Farmington Hills, MI 48018-2068

LEGAL SECRETARY needed for Southfield defense firm. Excellent typing and English skills required. Salary commensurate with experience. Call Nancy at 352-2555

LEGAL SECRETARY
with Stockbroker & Wood Processing experience. Send resume to: Fidelity Fund Trust, 27700 Northwestern Hwy., Suite 322, Southfield, Michigan 48034

LEGAL SECRETARY
Troy law firm seeking mature responsible secretary. Must have excellent language skills. Litigation experience helpful. Send resume to
Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Experienced. Workers compensation background helpful. Bloomfield Hills area. Call Gil. 540-0033

LEGAL SECRETARY
Good skills, with train. Non smoker. Send resume to:
Zampiglia, Haskin, Nagi
755 West Big Beaver, Suite 1610
Troy, MI 48084

LEGAL SECRETARY
For Birmingham law firm. If you are a top notch legal secretary with excellent typing and language skills we are willing to pay top dollar to have you. Good benefits Kathy 644-8801

LEGAL SECRETARY
Excellent salary & fringe benefits. Pleasant work environment across from Summerset Mall. Typing 60 wpm, recent legal & word processing experience essential, shorthand helpful. Mail resume to: Law offices of Franklin D. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI. 48084

LEGAL SECRETARY
Experienced preferred but will train. Southfield location. Call 354-6464

LEGAL SECRETARY
Full-Time - Bloomfield Hills
Call Dave Smith or Bill Hanson.
647-1990

LEGAL SECRETARY
Experience required, excellent salary, word processing skills. Birmingham area. Call 540-3366

LEGAL SECRETARY
Part time to expand to full time for Birmingham personal injury law firm. 1 to 2 years experience. 642-5757

LEGAL SECRETARY
Southfield area. Heavy plaintiff P.I., medical malpractice experience. Immediate opening 352-8200

LEGAL SECRETARY
Farmington Hills. Seeking part-time Secretary to work after business hours. Excellent opportunity. Word processing required. Call Cindy. 855-0925

LEGAL SECRETARY
Bloomfield Hills negligence defense law firm is seeking a legal secretary with 1-2 yrs. experience. Word processing. Phone Debbie 258-2613

LEGAL SECRETARY
President of legal firm is offering $19,000 plus benefits to experienced Legal Secretary. Call Snelling & Snelling Employment Agency. 336-1400

LEGAL SECRETARY
15 mile & Northwestern. Medium sized, expanding law firm. Minimum 3 years litigation experience. IBM word processing. Full benefit program. Opportunity. 645-3900

LEGAL SECRETARY for Southfield firm specializing in Med Mal, products liability, P.I. 3 yrs. minimum experience. Excellent benefits. Salary commensurate with abilities.
Ask for Sheryl 354-2500

LEGAL SECRETARY, Bloomfield Hills attorney, part time position, flexible hours, word processing experience desirable, excellent working conditions, salary commensurate with skills & experience. Call Fran at 642-1555

LEGAL SECRETARY
Troy law firm needs mature, experienced full time secretary. Good typing & spelling skills a necessity. No shorthand, will consider person re entering job market. Send resume & salary requirements to: PO Box #384, Troy, MI. 48099

LEGAL SECRETARY
$18,000
Large suburban law firm requires some litigation and criminal experience, typing of 70 and discipline. Excellent benefits. Company Paid Fee.
313-737-7757
ALLEN PERSONNEL AGENCY

LEGAL SECRETARY TRAINEE
KEY to enhance career and move up corporate ladder! Prestigious firm, many perks.
Fantastic benefits $14,700 plus
Call Mert 238-2150
DAVIDSON & ASSOCIATES
EMPLOYMENT AGENCY

LEGAL SECRETARY TRAINEE
$13,500, FEE PAID
Troy/Birmingham area. Professional environment and training go word processor. Typing of 65 and good written skills required. 1 year secretarial experience minimum. Give us a call. Company paid benefits and 9-5 hours.
Call 649-1000.
Snelling & Snelling of Troy

504 Help Wanted Office-Clerical

INSURANCE - COMMERCIAL
Farmington Hills/Livonia area. Prefer 1 to 2 years experience commercial or personal lines or will train the right person. Good typing and accuracy required. 855-9033

INSURANCE - EXPERIENCED
COMMERCIAL RATER - ALL LINES
Salary open. Fee. Employment Opportunities. 540-7235

JOBS
We have challenging temporary assignments for assertive individuals. If you have at least 4 months office experience, please call for an appointment. We are currently looking for the following skills

- Receptionists
- Typists
- Data Entry/CRT
- Word Processors
- Secretaries
- Bookkeepers

CDI
Temporary Services

For an appointment, please call
352-1005

JR & SR TYPISTS
Data entry people, filing & accounting clerks for contract positions
Call Nan 646-7440

KEYPUNCH/KEYTAPE OPERATORS
WEEKEND WORK!

If special circumstances dictate that you cannot work during normal business hours, & you have the desire to work for a top-notch data processing organization, we have a great opportunity for you to work weekends!

Saturday and/or Sunday hours only! We offer keystone positions to experienced typists who can demonstrate a good attitude & the desire to work hard in a fastpaced environment! Call for details 261-6220

KEYPUNCH OPERATOR
Flexible hours at Computer Data Center, Southfield. Call:
353-3345

KEYPUNCH OPERATORS
Experienced, minimum 8,000 key strokes per well trait if you type 45 WPM. Key-to-disc Operators. Good hourly rate + bonus 10C. Ind shifts available now Bloomfield area 15th. Apply in person, M-F, 10am-4pm.
400 Plymouth Rd. Plymouth 459-6760

LEGAL FILE CLERK
For Birmingham law firm. 20 to 30 hours per week. Non smoker.
Call Kathy 644-4803

LEGAL SECRETARY - Experienced, for defense litigation firm in Farmington Hills Excellent benefits. Please respond to P.O. Box 2068 Farmington Hills, MI 48018-2068

LEGAL SECRETARY needed for Southfield defense firm. Excellent typing and English skills required. Salary commensurate with experience. Call Nancy at 352-2555

LEGAL SECRETARY
with Stockbroker & Wood Processing experience. Send resume to: Fidelity Fund Trust, 27700 Northwestern Hwy., Suite 322, Southfield, Michigan 48034

LEGAL SECRETARY
Troy law firm seeking mature responsible secretary. Must have excellent language skills. Litigation experience helpful. Send resume to
Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Experienced. Workers compensation background helpful. Bloomfield Hills area. Call Gil. 540-0033

LEGAL SECRETARY
Good skills, with train. Non smoker. Send resume to:
Zampiglia, Haskin, Nagi
755 West Big Beaver, Suite 1610
Troy, MI 48084

LEGAL SECRETARY
For Birmingham law firm. If you are a top notch legal secretary with excellent typing and language skills we are willing to pay top dollar to have you. Good benefits Kathy 644-8801

LEGAL SECRETARY
Excellent salary & fringe benefits. Pleasant work environment across from Summerset Mall. Typing 60 wpm, recent legal & word processing experience essential, shorthand helpful. Mail resume to: Law offices of Franklin D. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI. 48084

LEGAL SECRETARY
Experienced preferred but will train. Southfield location. Call 354-6464

LEGAL SECRETARY
Full-Time - Bloomfield Hills
Call Dave Smith or Bill Hanson.
647-1990

LEGAL SECRETARY
Experience required, excellent salary, word processing skills. Birmingham area. Call 540-3366

LEGAL SECRETARY
Part time to expand to full time for Birmingham personal injury law firm. 1 to 2 years experience. 642-5757

LEGAL SECRETARY
Southfield area. Heavy plaintiff P.I., medical malpractice experience. Immediate opening 352-8200

LEGAL SECRETARY
Farmington Hills. Seeking part-time Secretary to work after business hours. Excellent opportunity. Word processing required. Call Cindy. 855-0925

LEGAL SECRETARY
Bloomfield Hills negligence defense law firm is seeking a legal secretary with 1-2 yrs. experience. Word processing. Phone Debbie 258-2613

LEGAL SECRETARY
President of legal firm is offering $19,000 plus benefits to experienced Legal Secretary. Call Snelling & Snelling Employment Agency. 336-1400

LEGAL SECRETARY
15 mile & Northwestern. Medium sized, expanding law firm. Minimum 3 years litigation experience. IBM word processing. Full benefit program. Opportunity. 645-3900

LEGAL SECRETARY for Southfield firm specializing in Med Mal, products liability, P.I. 3 yrs. minimum experience. Excellent benefits. Salary commensurate with abilities.
Ask for Sheryl 354-2500

LEGAL SECRETARY, Bloomfield Hills attorney, part time position, flexible hours, word processing experience desirable, excellent working conditions, salary commensurate with skills & experience. Call Fran at 642-1555

LEGAL SECRETARY
Troy law firm needs mature, experienced full time secretary. Good typing & spelling skills a necessity. No shorthand, will consider person re entering job market. Send resume & salary requirements to: PO Box #384, Troy, MI. 48099

LEGAL SECRETARY
$18,000
Large suburban law firm requires some litigation and criminal experience, typing of 70 and discipline. Excellent benefits. Company Paid Fee.
313-737-7757
ALLEN PERSONNEL AGENCY

LEGAL SECRETARY TRAINEE
KEY to enhance career and move up corporate ladder! Prestigious firm, many perks.
Fantastic benefits $14,700 plus
Call Mert 238-2150
DAVIDSON & ASSOCIATES
EMPLOYMENT AGENCY

LEGAL SECRETARY TRAINEE
$13,500, FEE PAID
Troy/Birmingham area. Professional environment and training go word processor. Typing of 65 and good written skills required. 1 year secretarial experience minimum. Give us a call. Company paid benefits and 9-5 hours.
Call 649-1000.
Snelling & Snelling of Troy

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES IN AUBURN HILLS

Comerica is Michigan's most progressive bank, rapidly expanding and offering great potential for your future. We are in the final stages of completing our beautiful and modern Oak Toc Center in Auburn Hills, and we are seeking responsible individuals for the following positions:

SECRETARIES

We are looking for candidates with 60-65 wpm typing skills and ability to transcribing using dictation equipment. Ability to operate word processing equipment is preferred, especially IBM PC. Our ideal candidates will have one year previous secretarial or clerical experience, excellent verbal and written communication skills, and will be detail oriented.

Become a part of a dynamic organization in a brand new facility. We provide a state-of-the-art flexible benefits program and a strong potential for advancement that is enhanced by our promote-from-within policy. If you are interested and qualified, please submit a resume or brief outline of your qualifications, along with your salary history to: COMERICA, INC., Dept. DK, Detroit, MI 48275-1235. Equal Opportunity Employer M/F/H/V.

Comerica
INCORPORATED
There's a reason to come to Comerica!

504 Help Wanted Office-Clerical

FULL ON PART time organized person with bookkeeping, typing and telephone experience. Call Sandy at 546-8337

FULL TIME Billing person for busy Westland clinic. Full fringe benefit package. Salary commensurate with experience. Send resume only to Greenfield Medical Clinic, 31220 Ford Road Lake Rd., Farmington Hills, 48018

IMMEDIATE OPENING
Entry level clerical position consisting of heavy filing, sorting mail, general office duties. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48034

GENERAL CLERICAL
Local financial institution is seeking general office experience. Must possess good typing skills and communication ability with calculator experience. Send resume to: P.O. Box 13388, Birmingham, MI 48013
An Equal Opportunity Employer.

GENERAL OFFICE DUTIES
With some computer knowledge. Experienced. Full time. Southfield Area. Ask for Harry Koolatian. 334-1064

GENERAL OFFICE POSITION
Full & Part time
Mon-Sat at Mitchell's, 312 Main St., Rochester.

GENERAL OFFICE - Computer, data entry, typing, filing. Accurate self starter. Pleasant phone manner. Medical Insurance. Some or Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - 1-5pm afternoon shift. Accurate typing skills, typewriter. Must be responsible. Data in-put experience helpful. Must be able to work well with supervisor. A top-notch data processing organization, we have a great opportunity for you to work weekends!

Saturday and/or Sunday hours only! We offer keystone positions to experienced typists who can demonstrate a good attitude & the desire to work hard in a fastpaced environment! Call for details 261-6220

KEYPUNCH OPERATOR
Flexible hours at Computer Data Center, Southfield. Call:
353-3345

KEYPUNCH OPERATORS
Experienced, minimum 8,000 key strokes per well trait if you type 45 WPM. Key-to-disc Operators. Good hourly rate + bonus 10C. Ind shifts available now Bloomfield area 15th. Apply in person, M-F, 10am-4pm.
400 Plymouth Rd. Plymouth 459-6760

LEAD PERSON
Statistics - Statistical Dept.
2-person operation. Basic computer knowledge required. Pleasant, working conditions. Small Troy office. Salary commensurate with ability.
Benefits

643-0250

LEGAL FILE CLERK
For Birmingham law firm. 20 to 30 hours per week. Non smoker.
Call Kathy 644-4803

LEGAL SECRETARY - Experienced, for defense litigation firm in Farmington Hills Excellent benefits. Please respond to P.O. Box 2068 Farmington Hills, MI 48018-2068

LEGAL SECRETARY needed for Southfield defense firm. Excellent typing and English skills required. Salary commensurate with experience. Call Nancy at 352-2555

LEGAL SECRETARY
with Stockbroker & Wood Processing experience. Send resume to: Fidelity Fund Trust, 27700 Northwestern Hwy., Suite 322, Southfield, Michigan 48034

LEGAL SECRETARY
Troy law firm seeking mature responsible secretary. Must have excellent language skills. Litigation experience helpful. Send resume to
Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Experienced. Workers compensation background helpful. Bloomfield Hills area. Call Gil. 540-0033

LEGAL SECRETARY
Good skills, with train. Non smoker. Send resume to:
Zampiglia, Haskin, Nagi
755 West Big Beaver, Suite 1610
Troy, MI 48084

LEGAL SECRETARY
For Birmingham law firm. If you are a top notch legal secretary with excellent typing and language skills we are willing to pay top dollar to have you. Good benefits Kathy 644-8801

LEGAL SECRETARY
Excellent salary & fringe benefits. Pleasant work environment across from Summerset Mall. Typing 60 wpm, recent legal & word processing experience essential, shorthand helpful. Mail resume to: Law offices of Franklin D. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI. 48084

LEGAL SECRETARY
Experienced preferred but will train. Southfield location. Call 354-6464

LEGAL SECRETARY
Full-Time - Bloomfield Hills
Call Dave Smith or Bill Hanson.
647-1990

LEGAL SECRETARY
Experience required, excellent salary, word processing skills. Birmingham area. Call 540-3366

LEGAL SECRETARY
Part time to expand to full time for Birmingham personal injury law firm. 1 to 2 years experience. 642-5757

LEGAL SECRETARY
Southfield area. Heavy plaintiff P.I., medical malpractice experience. Immediate opening 352-8200

LEGAL SECRETARY
Farmington Hills. Seeking part-time Secretary to work after business hours. Excellent opportunity. Word processing required. Call Cindy. 855-0925

LEGAL SECRETARY
Bloomfield Hills negligence defense law firm is seeking a legal secretary with 1-2 yrs. experience. Word processing. Phone Debbie 258-2613

LEGAL SECRETARY
President of legal firm is offering $19,000 plus benefits to experienced Legal Secretary. Call Snelling & Snelling Employment Agency. 336-1400

LEGAL SECRETARY
15 mile & Northwestern. Medium sized, expanding law firm. Minimum 3 years litigation experience. IBM word processing. Full benefit program. Opportunity. 645-3900

LEGAL SECRETARY for Southfield firm specializing in Med Mal, products liability, P.I. 3 yrs. minimum experience. Excellent benefits. Salary commensurate with abilities.
Ask for Sheryl