504 Help Wanted Office-Clerical

CLERICAL
Full time clerical Clerical position for Southfield Accounting firm
Call Elaine 357-2490

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
Company located near downtown seeks person at least high school with a 35 WPM typing skills. Accounts receivable or payable experience helpful. Free parking life insurance & Blue Cross. $200 a week to start with extended benefits. Reply to Box 331 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

CLERICAL
Immediate opening for individual to work at retail office 12 & Northwestern in Farmington Hills. Must have good communication skills. Call for appt. ask for Lorna 855-3500

CLERICAL MANAGER
Retail Manufacturing Office in the New Center Area is in need of a self confident, enthusiastic, motivated individual able to handle administrative duties and office personnel. Must have bookkeeping, typing and computer skills along with a proven managerial track record. Full benefit package. Send resume to Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Good with figures. Walled Lake area Call Marie Wood Products
624-1010

CLERICAL - PART-TIME
Manufacturing Co. seeks sharp individual with good typing skills for part-time Entry Level position. Experience on IBM PC is a prerequisite. Lotus experience preferred. Send resume with salary requirements to: Personnel Dept. Box 2288, 21281 N. Avis Dr. Madison Hts., Mi 48071

CLERICAL PERSON needed for Accounts Receivable Department to handle collections and various paper work functions. 40 hours full benefits. Call between 8 & 10 30pm 348-3200

CLERICAL person needed for Farmington Hills agency, part time 9 30am-3 30pm. Prefer secretarial insurance experience helpful. $4.50 per hour 855-2600

CLERICAL POSITION, part time Good typing skills some computer knowledge helpful. Flexible hours Call Gardner City Ask for Mrs Mallock 427-3093

CLERICAL POSITION AVAILABLE
At fast paced office. Must be familiar with data entry helpful. Part time - flexible hours. Apply at Browse Book store, 23804 Northwestern Highway

CLERICAL POSITION - entry level. Southfield area. Typing & math skills necessary. Potential for advancement Call Shirley 352-3566

CLERICAL SECRETARY
Immediate positions available with rapidly growing firm. Individual must be enthusiastic with pleasant phone personality. Duties include record keeping, filing, light typing, computer data input & phone answering. Accuracy a must. Experience in computers or bookkeeping helpful. Call for interview 672-2424

● Clerks
● Receptionists
Switchboard Oprs.

We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Northwest areas. We need reliable individuals with the skills listed above

You will earn top pay, merit increases and vacation pay. Call us Mon-Fri. 7 am - 3 pm

362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

CLERK TYPIST
This is a perfect position for an experienced typist. Variety and advancement are yours. This temporary position will become permanent in 30 days. Please call for a personal interview
SOUTHFIELD 569-1070
PONTIAC 332-0653
DETROIT 962-5050
VICTOR TEMPORARY SERVICES
M/F EOE

CLERK-TYPIST
2-3 days per week for Livonia sales office. Mature, dependable, good math skills. Call 532-0700

COLLECTORS
Collectors for Southfield firm. Experience desired, not required. Contact Mr. Van Sloey at 357-1430

COMPUTER DATA ENTRY PERSON
Part-time (shared-time) job. Great job for someone who's children are grown and would like to get back to work. Will train & pay for training. Only required skill is basic typing. Looking for a person who is reliable, finicky about detail. Bright is more important than experience. Located on Telegraph near 10 Mile Rd., Southfield. Since this will take a while, don't give up until after Friday. Call Mr. Newman 961-2200

504 Help Wanted Office-Clerical

Clerk/Typist
Immediate opening for individual to work at our office located in Farmington Hills at 12 Mile at Farmington Rd. Candidates must type accurately minimum 35 wpm and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Mon thru Fri 10am thru 3pm.

First Federal of Michigan
33333W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK - TYPIST
The Southfield branch of Citizens Insurance Company of America has a position for good typing skills & filing, some CRT experience helpful. Send resume including salary requirements in confidence to Pat Lanthier, P. O. Box 3122, Southfield Mich. 48076-3122
Equal Opportunity Employer M F

COMPUTER Operator Keypuncher
Position for 3pm to 10pm. Mon thru Fri. Good typing skills necessary, experience helpful, knowledge of general office procedures a plus. Call between 8am and noon mo Tues: 313/33-3311 Ext 37

COMPUTER related position in large Southfield based service organization. Typing & 40 key adding machine skills required. Send resume including salary requirements to MTK po box 125 Lathrup Village 48076

CLERK/TYPIST
Busy Manufacturing Office Type file, record keeping. Prefer IBM 34 36 experience. Excellent fringe benefits. Forward Work History, salary requirements to Box 450, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia Michigan 48150

CLERK TYPIST - Beginners position Typing 35 wpm, variety of duties, full benefits. Beryl Personnel, 1210 S. Woodward, Royal Oak 548-2055

CLERK-TYPIST
ENTRY-LEVEL
Good typing and calculator skills needed for fast-paced office. Willing to train right person on word processor. Benefits include: Medical & Dental insurance, paid vacations and holidays. Apply in person or send resume to 24925 Schoenherr Rd., Livonia, Mi 48150. Attention Personnel

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

- SWITCHBOARD (Roim & Dimensions)
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS
- KEYPUNCH
- PERSONNEL Secretary

BENEFITS NO FEE
583-4858
Subsidiary of Dorsey Business School

CRT OPERATORS - Full time & part time (20-30 hrs per week), minimum 3 yr experience. Non smoker preferred. Send resume in confidence to Data Processing manager, 20591 Howard, Madison Heights, Mich. 48071

CUSTOMER SERVICE SECRETARY
Excellent opportunity for well organized mature individual. Primary responsibility for assisting salesmen and customers in the natural implant supply business. Need quick learner who enjoys a fast-paced at work. Accurate typing skills required. New office location in Livonia at Jefferies. Immediate opening. Call Mon., Wed., Fri. 261-0360
An Equal Opportunity Employer

DATA ENTRY POSITION
Immediate opening. Good salary and benefits. CRT and computer skills essential. Send resume to LTV Steel 755 W. Big Beaver, Troy, MI 48084

DIVERSIFIED POSITIONS AVAILABLE

RECEPTIONIST
Gold telephone manner, neat appearance. 45-50 WPM

TYPIST
50-55 WPM, detail oriented

BOOKKEEPING ASSISTANT
Good math skills. 50 WPM, knowledge of office machines

CLERICAL
45-50 WPM. Good math skills and phone manner, detail oriented

All positions are full time. Benefits available. Located in Southfield

Call Marion Kaleel
353-1915
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Southfield office seeking Data Entry Clerk with prior office experience and minimum typing skills of 50 WPM. Full time position with benefits. Salary based on qualifications
Call Sal Hoppe 557-1610

DOCUMENT PROCESSING assistant needed. Must be able to work in fast paced environment. Responsibilities include document preparation, reproduction & telecommunication for hi-tech downtown Detroit location. Mon thru Fri 8 30-5 30pm. Send note or resume to 1200 1st National Bldg. Detroit 48226

EARN TOP PAY!
GMS has immediate assignments for the following skills
Sr Typist
Data Entry Operators
Film Clerks
Switchboard Operators
Temporary Assignments Available in Canton, Livonia & Southfield
BONUS PLAN
Call Now For Appointment
General Management Service
34700 Farmington Rd Livonia
Heritage Commons
Suite 104
427-7660

EXECUTIVE SECRETARY, new Bloomfield Hills location. Must have excellent typing, word processing & shorthand. Full benefits. Salary negotiable. Michael J. Carabio 644-1311

EXECUTIVE SECRETARY
for growing Southfield business. Excellent opportunity, stimulating work. Word Processing experience preferred. Dorthy Jones 352-7666

EXECUTIVE SECRETARY
Individual to assist president of fast-paced insurance company. Ability to handle private, sensitive & must. Please call between 8am and noon mo Tuesday 353-3311, Ext. 37

EXECUTIVE SECRETARY
for rapidly expanding investment management company. Excellent Secretarial skills. Pleasant manner. Good appearance & creative ability. Must be able to handle busy telephone & front desk duties. Please call Sue 350-8600

EXECUTIVE SECRETARY-Assistant to Office Manager. Employee Benefit Consulting firm has opening for Executive Secretary. Applicant should have at least 3 years experience. Knowledge of Shorthand/Speed Writing. Salary commensurate. Send Resume: S. Williams, 2080 First National Building, Detroit, Mi 48226

EXECUTIVE SECRETARY
FOB is a 3 years experience preferred. Knowledge of Word Star word processing. Must know dictation and have typing speed of 60-65 WPM. Please call for interview.
Inacomp Computer Centers, Personnel Department, Troy. 649-0910

EXECUTIVE SECRETARY
For senior Vice President of Farmington Hills sales based firm. Recent promotion create an immediate opening for experienced administrative assistant. Requirements include, but not limited to, energetic self starter, assertiveness, inquiring & creative mind, letter competence & good follow through, shorthand a must, outstanding personal & people skills essential. Excellent benefits plus profit sharing & cash bonus. Send salary history requirements to Personnel, Dept. VP, Box 1800, Farmington Hills, MI 48018

EXECUTIVE SECRETARY-OFFICE MANAGER
Immediate opening in a challenging diversified organization requiring an individual with excellent secretarial & managerial skills to report to the President of the Center for Creative Studies

The Executive Secretary/Office Manager will be responsible for office support services to the President & Directors of Administration & Development.

In addition, the following skills are required: typing 60 WPM plus, transcription from taped dictation, word processing on IBM XT, supervision of additional word processing staff, shorthand & 3 yrs work experience preferred

Applications will be accepted through March 12, 1986. Please send your resume to
James A. Kelly, President
Center for Creative Studies
301 E. Kirby
Detroit, Mi. 48202

Equal Opportunity/Affirmative Action Employer. Minorities are encouraged to apply.

EXECUTIVE SECRETARY
Immediate opening for experienced individual to work for President of Livonia based corporation. Qualified person must possess good typing skills, word processing experience and 3 year work experience. Shorthand is a plus. Excellent pay and benefits. Send resume and salary history/requirements to Personnel Department, 29600 Otterson Ct., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
typing, filing, handling day to day decisions. Salary $1200 Farmingham area. Workout of my house. Established public relations firm. Send referrences & resume to PRN, PO Box 212, Birmingham, MI 48012

EXECUTIVE SECRETARY TO $20,000
Vice president of prestigious farm needs experienced secretary to handle executive image and skills
338-5160
Davidson & Associates
Employment Agency

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

IBM PC OPERATOR - training and or experience needed for long term assignment at large corporation. Must be able to handle a variety of duties and be dependable

XEROX 860 OPERATOR - experienced operator needed for beautiful offices in convenient Troy location

ACCOUNTING CLERK - some background in accounting for long term positions

GENERAL OFFICE - light typing and good phone voice needed for assignments in Rochester area

MEDICAL 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 566-5610
Ahead of The Rest

FILE MAINTENANCE CLERK
Troy law firm has full time position. Non smoker. Call Mrs. Hunter 362-8300 Ext. 22

FREE TRAINING
WORD PROCESSING-CLERK TYPIST
DAY OR EVENING CLASSES
Excellent opportunity for qualified low income applicant. County residents can train for a rewarding career. For more information, call 348-3643

FULL TIME position needed for Billing Clerk/Collector, to work in exciting new cellular communications industry. Typing & people skills important. Excellent benefits plus profit sharing & cash bonus. Send salary history/requirements to Personnel, Dept. VP, Box 1800, Farmington Hills, MI 48018

504 Help Wanted Office-Clerical

FULL TIME - entry level position open for accounting assistant - duties include payroll on IBM System 34, misc. clerical duties, 10 key calculator, some typing, etc. Farmington Hills area 471-2350

GENERAL OFFICE
Full time, must have good secretarial skills
338-9338

GENERAL OFFICE - phones, typing required. Pay based on ability. Opportunity for advancement. Southfield area 559-7970

GENERAL OFFICE CLERK with word processing experience. Wordstar or Multimate preferred. Other duties include order processing, light bookkeeping, etc. 434-5220

GENERAL OFFICE - looking for an assertive individual to work in the office. Good phone personality & typing needed, some computer experience preferred. Send resume to H. W. P. PO Box 102, Northville, Mich 48167.

GENERAL OFFICE
Reliable individual needed for fast-paced corporation. Some bookkeeping, excellent math aptitude and typing are required. Computer experience helpful. Phone 355-2600 ext. 222
An Equal Opportunity Employer

GENERAL OFFICE
Part time entry level position in Livonia (7 mile & Merriman area). Call for appointment. 477-0900

GENERAL OFFICE
Position in Southfield company. Bank teller background preferred, will train. Secretarial skills. Typing 30 WPM. Able to deal with public and work with minimum supervision. Please call between 9am and noon mo Tues 353-3311, Ext. 37

GENERAL OFFICE
Immediate, full-time opening in rapidly expanding rehabilitation agency. Clerical & light bookkeeping. Must be energetic, dependable & efficient. Non-Smokers Only! Benefits available. Salary $10,600. Send resume to
Medi/Speech Services, 733 W. Big Beaver, Suite 404, Troy, Mich 48084

GENERAL OFFICE
Exciting position for recent High School grad who wants to develop a career. Must have bad accounting course and type 40 WPM. Full time, excellent benefits and working conditions.
Joe Parish Chevrolet, 28111 Telegraph, Southfield 350-1600

GENERAL OFFICE CLERK
Exceptional opportunity for an energetic Salesmaster with a rapidly growing Public Relations firm. Filing, light typing & general office skills required. Stimulating work environment & excellent benefits. Salary Range 18,320 to 20,840 (Please apply at Salesmaster Personnel Director, M G & Casey Communications, Inc., 24 W. 5 Mile, Suite 1545, Southfield, Mich. 48075

GENERAL OFFICE person, to train in the mail room & learn switchboard for large film company in Oak Park. Contract position. Call Victor 357-5021

GENERAL OFFICE
Full time & Mile-Farmington area. Pleasant office. Good benefits
476-8127

GENERAL OFFICE
12 Mile & Telegraph. Part time. Flexible hours. Temporary thru April 15 $4.50 per hour. 354-2383

GENERAL OFFICE WORK
Full time. Career seeking person for life insurance agency. Must be able to work with 3 other office people. Must type & have good math aptitude. Experience preferred but not necessary. We are willing to train the right person. Salary and benefits negotiable. 10 Mile and Evergreen location. Call Sharon Keller, 8 30am-5pm 559-5500

504 Help Wanted Office-Clerical

GENERAL OFFICE - furniture retail store needs office person. Must know some typing, filing & have good phone manners, take direction well & be well organized. Will train. Summer full time. Part time in fall. Call Mary Anne 553-2040

GENERAL OFFICE CLERICAL
Immediate full time opening in Southfield office. Record & process customer order, give estimates. Must be well organized and possess a pleasant phone manner. Phone Mr. Hanna for interview, at 559-7040

GENERAL OFFICE - RECEPTIONIST
Busy pleasant, well rounded person to handle busy position. Typing, adding machine, some computer. A/R & A/P. Excellent phone manner. Benefits. Send resume with availability and salary desired to Attention Office Manager, Rockwood Mfg. Co., 31251 Industrial Rd., Livonia, MI 48150

GENERAL OFFICE
Busy pleasant, well rounded person to handle typing & filing. Requires good math skills. Prior experience in processing of rates and plan benefits for agents, transcribing dictation, maintaining records and providing marketing assistance for the Group Sales Manager.

To qualify, you must have 2 - years of group insurance experience in an agency or insurance company, good phone communication skills and diversified clerical skills including PC keyboard operation, typing, and dictation skills required. We are looking for a well-organized individual who enjoys working in a fast paced sales environment with the ability to work independently.

Western Life is a member of the NYLIFE Insurance Company and offers a competitive salary with complete benefits. For consideration send your resume to Lorraine Pohl at 1971 Pembroke, Birmingham, MI 48009 or call her at 433-8439

WESTERN LIFE INSURANCE COMPANY
An Equal Opportunity Employer

KEYPUNCH/KEYDISK
Data entry operators. Positions available for all shifts. Must be experienced. Farmington

KEYPUNCH OPERATORS
Full-time Temporary - till April 11th. Good pay - Incentive bonus. Farmington area 553-8550

504 Help Wanted Office-Clerical

INSURANCE CLERK
Growing Southfield corporation requires person with some insurance experience. Will handle the corporation's insurance policies. Please call 355-2100, ext. 222
An Equal Opportunity Employer

INSURANCE COMPANY in Birmingham needs a Customer Service Representative & an Underwriter, both experienced in personal lines. Ability to work independently and learn quickly. Excellent benefits. Send resume to Maureen Martin, 30700 Telegraph, Suite 2300, Birmingham, Mich. 48010

INSURANCE - Detroit area third party administration looking for experienced claims person to assume leadership of claims staff. Good starting management position. Salary open. Send brief resume to Box 384, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Insurance

SALES ASSISTANT GROUP INSURANCE
Enjoy a Greater Variety of Responsibilities

This newly created position at our local group insurance office offers responsibilities encompassing typing proposals of rates and plan benefits for agents, transcribing dictation, maintaining records and providing marketing assistance for the Group Sales Manager.

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170

INDEPENDENT INSURANCE Agency in Canton seeks experienced Personal Lines individual with accurate typing. Call Judy at 981-3042

INSIDE SALES
To established accounts. Experienced, helpful, mature person, non smoker. Send resume to Mr. S., at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48075

INSIDE SALES
Very bright, experienced secretary with excellent full office skills & personality wanted for inside industrial sales position, Farmington area.
471-2500

INSURANCE AGENCY needs part time receptionist - answering phones, general typing (45 wpm minimum), insurance experience helpful. Mr. Bloomfield area 855-3100

INSURANCE AGENCY in Southfield has opening for experienced internal commercial underwriter. Typing required 559-6783 559-6787

INSURANCE AGENCY Customer Rep - personal lines & claims experience. Farmington area helpful. Salary open. Resume please P O Box 249, Lathrup Village, Mich 48076

INVOICING CLERK
Full time. Accurate typist. Good figure aptitude. Fringe benefits. K & J Lawn Sprinkler, 23460 Research Dr., Farmington Hills 478-5155
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

"You decide what days you want to work. And leave the rest to Norrell.

Clerical
Typing
Word Processing
Secretarial
Data Processing

Norrell SERVICES, INC.
At Norrell, the choice is yours.

FARMINGTON HILLS 553-5958
ROCHESTER 651-1500

504 Help Wanted Office-Clerical

WORD PROCESSOR
Elias Bros. Restaurants, Inc. is currently seeking an experienced Word Processor for their main office legal department. Qualifications must include - typing 65 wpm, shorthand 80 wpm, and dictaphone experience. Knowledge of legal terminology and Lanier word processors is preferred. Salary commensurate with experience. Full benefit package is offered. Apply in person Mon. thru Fri. 10-4 p.m., or submit your resume for immediate consideration to
ELIAS BROS. HEADQUARTERS
Personnel Office
4199 Marcy
(Ryan Rd., 1 block S. of 10 Mile)
Warren, MI 48091
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
CRAIN COMMUNICATIONS a leader in the publishing field located in downtown Detroit, has an excellent opportunity for a top notch secretary with above average clerical and communication skills, along with substantial experience in an executive environment.

This is a highly visable position, working directly for our CEO. The ideal candidate will have the prerequisite typing and shorthand skills, extensive experience with travel and meeting arrangements and be able to perform well under the pressures of deadlines. Some experience with the PC would be a definite plus.

We are looking for "TOP OF THE LINE" individuals. If you meet all the above requirements, are well organized and well experienced and comfortable interacting with top executives both inside and outside the company, we want to talk with you.

This position offers excellent pay, benefits and a better than average working environment, as well as paid parking.

Qualified candidates may respond by sending a cover letter and resume, complete with salary history and requirements to the address listed below.

Inquiries not containing the requested salary information will not be considered. Reply to:

CRAIN COMMUNICATIONS INC.
1400 Woodbridge Ave., Detroit, MI 48207
Att.: Pat Nader
Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
NATIONAL Printing Ink manufacturer located near Schoolcraft and Telegraph requires a Secretary with typing of at least 70 wpm and shorthand of at least 80 wpm. Pleasant working conditions and complete fringe benefits including dental. Qualified applicants should submit resume to:

Box 556
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer

ACRO Announces

JOB OPPORTUNITIES IN THE LIVONIA AREA
ACRO is a leading supplier of technical personnel at G.M. We are proud to announce that our company has now opened a temporary placement division. We have long and short terms positions for:
CLERKS AND TYPISTS
WORD PROCESSORS
SECRETARIES AND BOOKKEEPERS
PACKAGERS AND GENERAL LABOR
FOOD SERVICE AND DRIVERS
WE OFFER:
- TOP PAY - BONUSES
- MAJOR MEDICAL
- DENTAL, OPTICAL
- NO FEE

Call today for an appointment
591-1100
ACRO TEMPORARIES Ahead of the Rest

504 Help Wanted

INSURANCE
SUBROGATION ADUSTER
Citizens Insurance Company of America has an opening in their home office. Minimum 5 or more years claim adjusting experience required. Multi-line preferred. Good communication skills needed

Excellent opportunity with an A-rated domestic company with 70 plus years of service. If you are the right person, send resume including salary requirements in confidence to

DEBORAH MATHEWS
645 W. Grand River
Howell, Mich 48843

Equal Opportunity Employer M/F

INSURANCE. Part time temporary. Small Southfield agency. Insurance experience preferred. Can train right person. Salary negotiable. 557-7822

JUNIOR SECRETARY
Immediate opening for individual to work at our headquarters in Southfield. Requirements include 1-2 years secretarial office experience, typing 50-55 wpm, accuracy with figures, word processing plus excellent telephone personality. Candidate will provide secretarial support for 2 individuals and must have the ability to prioritize assignments. Positive attitude and strong organizational skills are also required. Excellent benefit package and working environment. Send replies to

P O Box 2227
Southfield, MI 48037

Legal Assistant
Experienced Para-Legal for Bloomfield Hills firm. Excellent benefits
642-3343

LEGAL SECRETARY
to assist Farmington Hills practitioner in real estate, corporate & estate planning law. With 2-4 yrs experience in three areas or general practice. Office management & procedures and familiarity with use of PC preferred. Flexible hrs., medical & life insurance. Future security. Excellent salary. To arrange interview send resume to Pam, 31731 Northwestern Hwy., #244, Farmington Hills, MI 48018

LAWFIRM WORDPROCESSING legal experience desired, salary commensurate with ability. Send resume with salary requirements to Federlein & Gerlik, 2210 E 11 mile, Royal Oak, 48067

LEADING 6As ad agency needs creative/production secretary. Production & creative experience & skills required. Type 50 wpm, self starter, take charge person. Southfield, benefits. Call Adda 552-7800An Equal Opportunity Employer

LEGAL SECRETARY
Immediate opening for - experienced in Litigation, Medical Malpractice, Divorce. Send resume to P.O. Box 3113, Southfield, Mich. 48037.

LEGAL SECRETARY
Experienced, for busy P.I. law firm. Non smoker. Southfield area
Ask for Gale - 444-8318

LEGAL SECRETARY
Experienced, for general practice firm located in Southfield Town Center. Salary negotiable. 353-0150

LEGAL SECRETARY
Wanted for expanding Troy office. Requires 3 yrs. experience, good typing skills, prefer shorthand. Top salary.
Call 362-3110

LEGAL SECRETARY
Excellent salary & fringe benefits. Pleasant work environment across from Somerset Mall. Typing 60 wpm, recent legal & word processing experience required. Call or send resume to Law offices of Franklin G. Scory, 3155 W. Big Beaver, Suite 100, Troy, MI. 48084

LEGAL SECRETARY needed for Southfield law firm, excellent typing and English skills. Contact Nancy 352-9555

LEGAL SECRETARY
Prefer experience in Patent Law but will consider training qualified individual. Downtown Birmingham law office. Inside parking 644-1455

LEGAL SECRETARY for Southfield firm specializing in Med Mal & PI. 2 yrs minimum experience. Fringes. Salary negotiable. Immediate 354-2300

This Classification continued on the First Page of Section F

504 Help Wanted

FREE
Word Processing Training

If you type 60 wpm, accurately, and are available immediately to work for major companies, you are on your way to a possible future as an "in-demand" Word Processing Operator.

Take advantage of this excellent opportunity to earn merit increases and be eligible for vacation pay while learning a new skill. Call Kelly Services in Southfield, for more details.

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

KELLY SERVICES The Kelly Girl People

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

KELLY Job Corner
SHORTHAND SECRETARIES
Put your skills to work for Kelly on interesting and varied temporary assignments. You'll need
- Typing - 50+ wpm
- Shorthand - 80+ wpm
- 6 months experience - minimum

Start earning the Kelly Way. Call today for an appointment.

271-5300
6 Parklane Blvd
Suite 112
Dearborn

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

KELLY CORNER
TYPISTS! TYPISTS!
Make a Career Of Temporary Assignments!
Kelly Services has IMMEDIATE need for experienced, qualified and accurate Typists (50 wpm ability) to work on a variety of interesting assignments.
Earn good money the Kelly way. Call today for an appointment.
553-7820
Farmington

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

If you have the skills, Kelly will put you to work right away - no delays.

WORD PROCESSING, SWITCHBOARD, DATA ENTRY OPERATORS, SECRETARIES & TYPISTS
Are you ready to EARN...
- TOP PAY
- MERIT INCREASES
- PAID VACATIONS
- BONUSES

Plus learn new skills***. Kelly Services will put you to work on your choice of long or short term jobs with leading area companies.

If you already enjoy working on temporary assignments, but also want the opportunity to increase your skills and experience, let Kelly show you the way. Please call for an appointment.

Livonia (7 am - 5:30 pm) .. 522-4020
33133 Schoolcraft Road, 48150
Plymouth (8 am - 4 pm) .. 453-2211
41850 Joy Road, 48170
Livonia (8 am - 4 pm) 522-3922
29449 W. Six Mile Road, 48152
Westland (8 am - 4 pm) ... 729-1040
34240 Ford Road, 48185

KELLY SERVICES The Kelly Girl People
KELLY HELPS AMERICA WORK
Not an agency: never a fee
Equal Opportunity Employer M/F/H

KELLY
Has Assignments For
- WORD PROCESSING OPERATORS (All Models)
- EXPERIENCED DATA ENTRY OPERATORS (Inputting)
- SECRETARIES (Shorthand/Dictaphone)
- JR. SECRETARIES
- TYPISTS (50 wpm plus)
- SWITCHBOARD OPERATORS (Dimension/Horizon/Roim)
- RECEPTIONISTS

If you qualify for any of these positions, would like temporary work, and are available for an 8-hour shift, Monday through Friday...WE NEED YOU.

Please call for an appointment!

271-5300
6 Parklane Blvd., Suite 112
Dearborn

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

TR
TEMPORARY RESOURCES
Wants you to be a part of our growing company.
Clerks
Typists
Secretaries
Word Processing Operators
Data Entry Clerks
Switchboard Operators
Visit the office nearest you or call for an appointment now at
356-1616.
See how you can
- Earn Top Pay
- Bonuses
- Paid Holidays
- Paid Vacations

PART-TIME AND FULL-TIME POSITIONS AVAILABLE
LIVONIA ..... 37799 Professional Center Drive
SOUTHFIELD ..... 19189 W. 10 Mile
TROY ..... 911 W. Big Beaver
TAYLOR ..... 20300 Eureka Road
ST. CLAIR SHORES ..... 29800 Harper