504 Help Wanted Office-Clerical

Legal Secretary
To $20,000 + Overtime
Major legal firm seeks 3 years experience for senior partner. Typing, typing & music & word processing a plus.
Arthur Thomas & Assoc. 355-4140

LEGAL SECRETARY
Partner of Detroit Litigation Firm, with Fortune 500 Clientele, needs a "right-hand" Secretary/Legal Assistant. Bingham Office Plaza location. Call Terry at Twenty Twenty Center. Strong typing, command of the English language and good back-ground essential.
Resumes to: James Goss, 30100 Telegraph Rd., Suite 180, Birmingham, MI 48010

LEGAL SECRETARIES
Oakland/Wayne Counties
Full & part-time permanent positions available for experienced Legal Secretaries/Legal Word Processors & Receptionists. All qualified applicants are invited to send resume to:
Oakland County Bar Association Placement Service
1200 N. Telegraph Rd., Suite 522
Pontiac, 48053
- or call for more information - 335-2100/338-3927
ALL FEES EMPLOYER PAID
DIRECT PLACEMENT

LEGAL SECRETARY/Receptionist, 1 year experience minimum, full or part time, Southfield. Call 358-0118

LIVONIA CORPORATION - seeks an Accounts Payable clerk with 2-3 years experience for multi-faceted operation. Knowledge of college accounting procedures such as Accounts Receivable, Collection required. Please forward your resume with salary requirements to: Mr. Wilson, WSC, 32553 Schoolcraft, Livonia, MI 48150

MAIL SUPPLY CLERK
Life Insurance Co. located in Plymouth has opening for full time Mail Supply Clerk. Light clerical duties incident. Excellent benefit package. Contact Personnel 453-6500

MARKETING SECRETARY
Be the front desk Secretary for this growing marketing firm. Good advancement potential and one of the pluses here! Good typing and phone presence are ability. $13,000 to start. Fee paid. Call Bernice 353-2090.
SNELLING & SNELLING

MATURE, enthusiastic, hardworking individual to assist 2 for busy chiropractic office. Experience helpful, but will train right person. Apply in person: 1547 Inkster Rd., Garden City.

MATURE RECEPTIONIST
Wanted Full time for busy OB/GYN office in Southfield. Experienced in typing, filing & all medical billing. Please call: 424-9235

MODELING SCHOOL • John Casablancas is looking for ambitious, Part time/full time, excellent phone & typing skills required. Great future, fashionable appearance, call 455-0700

LEGAL SECRETARY for insurance company legal department. Litigation experience required. Excellent benefits. Send resume to Maryann Martin, 30700 Telegraph Rd. Suite 3500, Bloomfield Hills, MI 48010

LEGAL SECRETARY for experienced senior partner. Excellent skills and attitude required. Litigation experience required. Redford/Livonia area. Salary commensurate with ability and experience. 255-4720

LEGAL SECRETARY'S position with medium sized Troy law firm. Must be experienced, have excellent typing skills, ability to relate to business and professional people, and be motivated. Salary commensurate with qualifications. Contact Debbie at 649-1100

LEGAL SECRETARY
Birmingham law firm has opening for full time Legal Secretary. Prior legal experience preferred in word processing. Benefits and salary commensurate with experience. Please contact Ms. Gerlach at 540-3202

LEGAL SECRETARY for law firm located in Renaissance Center, Detroit. Excellent typing, dictaphone transcription and spelling skills essential. Experience with CPT word processor helpful. Legal background not required. Salary commensurate with experience. Blue Cross benefits and parking provided. Please send resume to Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part time, located in Bloomfield Hills. Contact Mr. Simpson
847-1500

LEGAL SECRETARY - Experienced. Permanent part-time position with word processing. Troy area. Call Office Manager at 362-1300

LEGAL SECRETARY
Birmingham law firm has experience in litigation, word processing helpful. Call 644-5800

LEGAL SECRETARY
Rochester attorney needs legal secretary for a part time position. Flexible hours. Call 652-1444

LEGAL SECRETARY, experienced. Southfield law firm looking for that special individual with good processing & excellent skills. 354-4030

LEGAL SECRETARY
Southfield Independable experienced secretary. Excellent skills required. Salary negotiable. 20,000, plus benefits. Call: 358-0620

LEGAL SECRETARY with experience needed for busy Southfield law practice. Temporary situation, could become permanent. Call Jerry for Moreen 464-6300

LEGAL SECRETARY
Personnel person for small office in Southfield, good typing skills required. Prior legal experience preferred but not necessary. 559-0220

LEGAL SECRETARY
EXPERIENCED
For Troy Law Office. Excellent typing, dictaphone skills & grammar required. Salary commensurate with experience. Please reply 643-8960

LEGAL SECRETARY
for small firm in Southfield. 3-5 years experience, word processing a must. Pleasant office atmosphere. Salary commensurate with experience. Contact Galbraith & Boone, 357-3810

MORTGAGE COMPANY in Southfield requires experienced or trained telephone system. Must be well spoken. Call Mr. Edwards, 355-9200, Ext. 306

MORTGAGE CO./SOUTHFIELD
has the following positions open:
INVESTOR ACCOUNTING CLERK...experienced in private investor reporting.
Call Linda, 355-9200, Ext. 311

GENERAL OFFICE CLERK...Filing, typing, etc.

PAYOFF CLERK...Experience preferred. Call Gerry Barr, 355-9200, Ext. 333

MORTGAGE LOAN PROCESSOR
$17K/FEE PAID
Personnel Systems 459-1166

OFFICE/ACCOUNTING
We have an ENTRY LEVEL position available in our Northville Corporate Office Accounting Department. Qualified applicants must possess an experience and/or courses relating to The Accounting Profession. Accurate 10 key operation a must. Accounts Payable and/or computer related experience preferred. Send resume including salary requirements to:
FOLAND'S
29753 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE ADMINISTRATOR
Legal office of major Life Insurance Co. needs self-motivated individual to handle administrative operations. Responsibilities include new business processing & customer service. Experience with CRT, knowledge of insurance & organizational skills required. Competitive salary & excellent benefit package. 851-9021

504 Help Wanted Office-Clerical

NEEDED IMMEDIATELY
Experienced Secretaries
Kelly Services has immediate openings for experienced Secretaries with type 50wpm. Shorthand and dictaphone a plus! We can place you on challenging long or short term temporary assignments with leading companies in Southfield.
- Top pay
- Merit increases
- Paid vacation

Please call for an appointment:
352-5220
26222 Franklin Road
(The Southwest with addresses 26202 - 26230)
Southfield
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

NOVI firm looking for sharp, highly motivated person for secretarial position. Basic secretarial skills required as well as word processing experience & light bookkeeping. If you desire personal/professional growth with a dynamic firm call Ms. Smith at 348-0070

OFFICE ASSISTANT
$4.00 PER HOUR
Person needed to help in busy Southfield office with typing, filing & large mailings. Flexible hours.
Call Ellen: 354-4660

OFFICE CLERICAL
Southfield office of national company has entry level positions available in filing & basic office clerical work. This is part time work at $3.75 per hour. We need people who want to start. Few paid. Call Bernice 353-2090.
SNELLING & SNELLING

Office Clerical
Full-time position available for busy warehouse office in Northville area. Filing, typing, answering phones and processing paper work. Need good math aptitude and calculator skills. $5.00 an hour plus benefits. Call Personnel Department, at
349-7080

OFFICE - CLERICAL
Good typing and general office skills for mortgage company in Southfield. Opportunity for advancement. Call Mr. Grisberg 353-5700

OFFICE CLERK - full time, May thru Sept. Phone answering, good typing skills a must. Apply in person: Tues. thru Sat., 9-5 pm., Farmington Hills Country Club, 27700 Hagerman Rd., corner of 12 Mile, Farmington Hills.

OFFICE HELP for apartment complex, Farmington Hills area, 35 hours per week. Call Mon., Tues., Wed & Fri. Observer & Eccentric Pat Elridge 478-0322

OFFICE HELP NEEDED
People needed for data entry, file clerks, typists, switchboard operators & general office. TOP PAY!!
Jobs located in Livonia & surrounding areas.
Call:
Employers Temporary Service
No Fees
Call Debbie
425-2700

OFFICE HELP, part time. Telephone, filing, learn computer. Apply in person: 29175 Ocho'd Lake, between 9 & 12 & 13 Mile Rds., Farmington Hills.

OFFICE HELP
with General Office Background. Full-time, with experience. $5. an hour. Call Jerry 362-2010

OFFICE MANAGER
Bookkeeping & computer experience necessary. Non smoker. Troy law firm. Send resume to: Zamplas, Paskin, Nagi, 755 W. Big Beaver, Suite 1610, Troy, MI. 48084

OFFICE MANAGER
$22K/FEE PAID
Personnel Systems 459-1166

OFFICE PERSON
Opening for temporary full time person in our Oak Park office. Individual will assist in area of scheduling, typing & phone contact. Flexible hours, potential of developing into a permanent full time position. Send resume. Must include salary requirement to: Patio Enclosures Inc. 13105 Capital, Oak Park, 48237

ORDER DESK CLERK - Busy carpet wholesaler, Southfield, 11 & Evergreen area. Must have good oral & speaking abilities. No typing or computer. Flexible schedule, 3 to 4 days per week, afternoons 4-9:15pm, plus 2 Saturdays a month. Pays starts $3.50-$4.00 hr. Call Mr. Ohrn Fri. 12-4PM. 355-2016

ORDER PROCESSING CLERK
Part time or full time, must have minimum 2 years experience, type 45 wpm, and good phone voice. Southfield. Call Diane 355-0250

ORDER PROCESSING, General Office experience, telephone personality a must. Experience necessary. Livonia area. Call 591-0063

PART TIME Chiropractic Assistant wanted, 3 days per week, office experience, typing skills needed. Applications taken on Thurs. 537-6150

PART TIME CLERK
Days and evenings. Some typing and bookkeeping. Janitorial experience helpful. Call Betsy after 2 PM. 476-8777

PART TIME OFFICE help needed for Livonia landscaping company. Typing & phone skills necessary. Call for appt: 525-3030

PART-TIME RECEPTIONIST
for Medical office. Must be able to work evenings & Saturdays. Southfield area. 352-8332

PART-TIME Receptionist Wanted for real estate office to fill in periodically. 3 or 2 offices. Subject to typing, good typing. Call Rita at 421-5600.

PAYROLL CLERK/Office Support. Very Detroit training home seeks a full time Payroll Clerk. All taxes & reports, computer experience a plus, experience in general office functions, good telephone manner, typing & math skills required. Excellent fringe benefits. Apply in person 1PM-4PM weekdays. Evanwood Home Detroit, 8700 W. Outer Drive, Detroit, MI 48228

PAYROLL CLERK
Payroll experience, preferably in a computerized system. Knowledge of accounting helpful. Must type. We are a multi-hospital corporation with offices in the Northland area. Please send resume to: Human Resources, Attn: Detroit Osteopathic Center, 21700 Greenfield, Oak Park, MI 48237

PERSONNEL ASSISTANT
Would you like to learn new skills and enter a new profession? We will train you to become a Placement Consultant. This position is interesting and challenging in a dynamic environment in the Town Center complex in Southfield.
We are looking 2-3 years general office experience, you should have an outgoing, pleasant phone personality, be energetic and eager to learn, after training salary $13,000 plus bonus.
Call Judy Walsh 358-0080

504 Help Wanted Office-Clerical

PAYROLL SPECIALIST
Customer Service position in automated Payroll Dept. Position involves daily customer Contact & Payroll to put tasks. Salary + benefits. Call Jo Jones to: PSC, 15000 W. 9 Mile Rd., Suite 302, Southfield, MI 48075

PERSON WITH good clerical skills and telephone ability, bookkeeping background helpful. Good income with wage requirements to: P. O. Box 993, Novi, Mi. 48050
An Equal Opportunity Employer

PLEASANT, mature woman needed for general office work - will train. Please call or apply on April 8 Only from 10am-noon at 459-8303 or for application, come to 41849 Joy Road, Canton on April 8 Only.

PRODUCTION BILLING CLERK
Birmingham Ad Agency needs someone who can run 10 Key Calculator, able to type, some filing. Available immediately. Please call Sylvia, 8-5pm. 540-7877

PRODUCTION CONTROL CLERK
Experienced with Ford & GM releases. Very Full time job.
Send resume to: Metal Form Industries, 10375 Duke Highway, Davisburg, Mich. 48019

PRODUCTION CONTROL CLERK
Experienced in production/inventory control preferred. Position requires typing, data entry and some knowledge of shipping & receiving functions. Apply in person. Mon. thru Fri., Michigan Abrasive Assoc., Inc., 12001 Levan, Livonia.

PURCHASING CLERK
Entry level position opening available for rapidly growing high tech firm located in Farmington Hills. Experience in purchasing preferred but not required. Typing, data entry skills a must. This position requires a person who is self motivated, detail oriented, able to handle a fast paced environment. Dental, medical benefits. Send resume & salary requirements in confidence to box Ask for Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PURCHASING WAREHOUSE CLERK - Large HVAC contractor requires individual with knowledge of the shipping & receiving & light purchasing. Experience in heat maintenance helpful. Excellent starting salary & fringe benefits.
Contact Mr Brooks 547-2400

RATE CLERK - Major van line needs full time person. Experience in computer, typing & data entry a must. Background in transportation, accounting & math helpful. Duties include typing, filing & maintaining tariff records. Growing company offering pension, blue cross, paid vacation. Apply to Allied Van Lines, 11675 Brookshire, Livonia, MI 48150

REAL ESTATE
Closing Secretary
Must be experienced/good typing skills. Southfield. Call Doug Hardy
CENTURY 21
Today 538-2000

REAL ESTATE company looking for well organized person with good telephone manner, accurate typing more important than speed. Pleasant environment. Call Jane Toomaian, 557-7700
An Equal Opportunity Employer

RECEPTIONIST
Full time, busy Livonia office. Must be dependable, have skills & people oriented. Type 40WPM, file, handle phone switchboard, entry level some office background preferred. Resume: Box 834 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST desired for Southfield law firm. Typing skills required, computer experience helpful. Ask for Sherrie, 352-9560

RECEPTIONIST
Experience in telephone phone manners. Typing skills required. Farmington area. Call 478-9103.

RECEPTIONIST/SECRETARY
for small law firm in Birmingham/Southfield area. Good phone manners and accurate typing necessary. Pleasant working conditions. Call Ginger at: 646-1717

RECEPTIONIST - Part time for Birmingham law firm, hours 8:30-3:30 thru Thurs. 647-0030

RECEPTIONIST/Accounts Receivable Clerk with good typing skills. Computer experience helpful. Call 454-2222

RECEPTIONIST - General office help. Full or part time. 357 Design Studio in Rochester. Call Thomas 656-2828

RECEPTIONIST/OPERATOR
Wanted to work with a Southfield law firm. Contact Richard Bush at 358-6518

RECEPTIONIST
For law firm in Bloomfield Hills. Good telephone and typing skills necessary. 540-3333.

RECEPTIONIST/SECRETARY
Westside agency looking for basic office skills. Good typing ability a must. Call Mrs. Gantz, 422-1511

RECEPTIONIST
Insurance Office in downtown Farmington. Call for appointment between 9am-4pm at 474-3311

RECEPTIONIST/SECRETARY
Detroiter and Northwestern. Some typing. Needs good phone voice & personality. 842-8061

RECEPTIONIST
Now taking applications. No experience necessary will train. Call for appointment 553-8242

RECEPTIONIST/SECRETARY
$16K/FEE PAID
Good typing & phone skills required
Personnel Systems 459-1166

RECEPTIONIST
for busy office, general secretarial duties 1 yr. office experience preferred. Farmington Hills area. Call for interview: 855-0560

RECEPTIONIST
Telephone, typing, word filing skills. Send resume to: Personnel, 4000 Town Center, Suite 101, Southfield, Michigan, 48075.

RECEPTIONIST for Livonia medical office. Part time, 4 day week. Experience needed. Pleasant voice, answering telephones, peg board typing, ledger card. Call Mrs. Ferguson at 591-3232 or 427-3432

RECEPTIONIST/TYPIST and Sales/Receiver wanted for Fabricator located in W. Bloomfield area. Must type 40wpm and have basic math skills, and enjoy telephone contact. Phone: Mr. Rosen 624-5050

RECEPTIONIST - PART-TIME
12 to 5. Mon. thru Fri. Phones, typing and local errands. Resumes and applications accepted in person Tues., 9 AM to 11 on Apr. 15th at:
PRIME TUBE INC., 13101 Eckles Rd., Plymouth, Mich. 48170.

RECEPTIONIST for Pontiac Vocational Rehabilitation Agency. Must have at least 6 mo. office experience, typing 50 WPM. Forward resume to Perry, 117 Turk, Pontiac, MI 48053.
An Equal Opportunity Employer

RECEPTIONIST - health agency, Oak Park, good telephone voice, typ 45wpm, file, typing 35. Call Lisa Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST
Growing Southfield Co. looking for individual with some switchboard experience, capable of handling an extreme large volume of calls. Personality - A Plus. Apply in person: Window Resource, 21421 Hilltop, #28, Southfield (Mr. Telegraph)

RECEPTIONIST, for busy accounting firm in Farmington Hills, a person to answer phones, some typing, filing & clerical duties. One year experience necessary. Non-smoking. Send resume to: DCU, 24747 Halstead, Farmington Hills, MI. 48018.
An Equal Opportunity Employer

RECEPTIONIST & SWITCHBOARD Operator. Livonia mfg. company seeks outgoing "people person" to greet visitors in person & on phone, typing skills required, full time, good salary & benefits. Experience preferred but not necessary. Send resume or letter to P.O. Box 6008, Livonia, MI 48151-6809

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Clarkston area. Rapidly growing firm looking for a dynamic person who possesses strong typing & communication skills. Must be capable of handling a high volume of calls, maintaining a calm & collected demeanor, be detail oriented & performing a variety of clerical duties. Must be mature, self motivated, have a positive attitude and project a professional image. Send resume to: PO Box 4636, Auburn Hills, MI. 48057.

RECEPTIONIST
Here's an opportunity for an experienced, well organized receptionist to join our growing department. Southfield Agency. You'll be responsible for greeting guests, answering phones, typing, light clerical & photocopying. Since you'll be our "Agency's Voice" you must be able to communicate professionally and courteously. The ability to juggle several tasks at the same time is a must. Salary commensurate. We can offer a competitive salary, excellent benefits and generous parking. For prompt consideration, please call Pam at
353-3333
THOMPSON RECRUITMENT
Attn: Pam
An Equal Opportunity Employer

RECEPTIONIST
for Montgomery company located in Berkley. Call between 8am-5pm at 968-1900

RECEPTIONIST
Full and part time positions, Southfield and Birmingham areas. Call between 9-5 pm. 644-3040

RECEPTIONIST - for Troy ad agency, type 65 WPM, good telephone manner, excellent opportunity for right tract position. Call Nan 645-7660

RECEPTIONIST needed for Livonia office. Afternoons and Saturdays. Salary plus Commissions.
471-0746

RECEPTIONIST/BOOKKEEPER
Light typing, computer & pegboard experience. Ferndale.
Call Ann 399-1818

RECEPTIONIST for veterinary hospital, part time 20 hours per week or more. Applications may be made at Calls, Griffith Veterinary Hospital, 35343 Ford Rd., Westland.

RECEPTIONIST - Full time, for busy Southfield office. Must have good phone voice and ability to handle skills. Eight Mile/Telegraph area. Call Jackie at 356-3363

RECEPTIONIST/Telephone operator for auto dealer. Must be "people oriented". A very reliable, Mon-Fri, 35-40 hrs. Call Angie for appointment. Ernard DMW 332-6030

RECEPTIONIST/SECRETARY
Design office, Bloomfield area looking for Receptionist/Secretary. Graphic aptitude a plus. Please call 646-6584 or send resume to: P. O. Box 8, Bloomfield Hills, MI. 48013.

RECEPTIONIST
Good phone manner, type 45 wpm, word processing helpful, filing and general office duties. Medical benefits and salary history to: Peradala, 37855 Interchange Dr., Farmington Hill, MI 48018, Attention Controller

RECEPTIONIST/TYPIST needed for fast paced office. Must be 80 wpm. Have good telephone skills, able to work under pressure and have flexible hours. Knowledge of word processing skills and general office duties. Calls accepted between 11 am and 2 pm.
645-2222

Receptionist
Leading title company, Birmingham area. Good typing, file and phone art personality. Call between 10:30am and 2pm.
540-1633

RECEPTIONIST/Accounting Clerk
Active Southfield office has an opening for an individual to join our office located in the Birnham Center. Qualified individuals must have excellent verbal and written communication skills, good math aptitude and accurate typing of 40-50 WPM. Call Cindy Bernard 358-5515

RECEPTIONIST
MACRO SOFTWARE Developer, located in Southfield, seeks Receptionist with pleasant telephone manner, able to handle switchboard efficiently, have good general office skills. Salary negotiable.
CAMPBELL SERVICES, 559-6858

RECEPTIONIST/SECRETARY
for small Troy manufacturing firm. Typing, Solvom, filing answering phones & word processing. Person must be responsible and detail oriented. Experience in small office preferred. Benefits. Non smoking office. Send resume, in confidence, to: WALLCOMM INDUSTRIES 1760 Maplelawn, Troy, MI 48084

RECEPTIONIST
SECRETARY
for real estate office. Excellent full time opportunity for neat person with good typing & organizational skills. Call Ann Marie at Edwards & Schweitzer Real Estate/Better Homes & Gardens.
Call 348-3300

RECEPTIONIST
Farmington Hills corporation seeking experienced Receptionist to answer & direct incoming calls on a multi line phone and to greet clients. Typing skills 55wpm required. Successful candidate will have professional phone manner, excellent organizational skills, 2 years office experience and able to work independently. We offer an exciting work environment and excellent benefit package. Call to schedule an interview. 653-4512

RECEPTIONIST/SECRETARY - excellent opportunity for self starter with dynamic broadcasting firm in Southfield. Duties/responsibilities include a professional appearance, secretary, Audio/Video Production skills, common sense, bookkeeping & telephone & public relations helpful. The successful candidate must also be a non smoker, please forward your resume, including salary requirements, experience & salary history to: Box #992, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

RENTAL AGENT full time experienced to work with property managers. Send resume to: P. O. Box 2032, Southfield MI. 48075

RESPONSIBLE, mature person for general office & bookkeeping in a small office. Hours are flexible. A pleasant working conditions. Self motivation and a good attitude a must. Salary dependent upon qualifications. 477-0200

SALES AND SERVICE - 30 Year insurance Agency needs mature person for general office. Must like people. 453-3640

SALES ASSISTANT POSITION
Liaison coordinate between sales & purchasing department of leading office supply & furniture dealer. Must type & have basic math skills, phone manners & enthusiastic personality. Call Mrs. Moran, Sales Office, Inc. 642-6600

SALES SECRETARY (PART TIME)
Basic bookkeeping skills, good typing & organizational skills. Knowledge of word processing. Mon.-Fri., Bentson, Inc. Send resume in confidence to Box #950, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL/ASSISTANT
For growing Bloomfield Hills client company. Farmington Hills. Call 8am-5pm or evenings. 477-6680

SECRETARIAL OPPORTUNITIES
Administrative Coordinator

Executive Secretary	$25,000
Legal Secretary	$20,000
Office Manager	$22,000
Credit Analyst	$17,500
Lawyer Recruiter	$20,000
Secretary/Receptionist	$16,000
Word Processor	$14,000
Invoice Clerk	$10,500

EVENING APPOINTMENTS AVAILABLE
ALL FEES PAID
Established in Metro Detroit in 1970, now serving Oakland & Wayne Counties.
Personnel Systems
9450 S. Main • Suite 102
Plymouth, MI 48170
459-1166

SECRETARY
familiar with Apple II computer, preferred. Typing & filing skills required. Call for an interview. Carla, 464-1300

504 Help Wanted Office-Clerical

SECRETARIAL POSITION available in Farmington Hills. Must be an excellent typist and have pleasant phone manners. Several years experience required. Need data entry experience desired but will train. Reply to box #914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL position in the 12 Mile/Northwestern Hwy. area of Southfield with an industrial Realtor office. Some light typing required, 60 wpm. typing or better. Good opportunity for intelligent, ambitious person. 356-2255.

SECRETARIES
ASSISTANT
Large apartment developer needs person to assist with construction secretaries, typing, light filing, mailing and errands. Must be energetic and ambitious. Send resumes to: Construction Secretaries, Edward Rose & Sons, P. O. Box 937, Southfield, MI. 48037.

SECRETARIES
Executive, medical & technical needed for manufacturing, financial & medical firms. Permanent positions. Call Ann, Kathy or Lori, Real Staff 357-0034

SECRETARIES/
WORD PROCESSORS
If you have experience on Xerox, IBM, Fortune, Wang, Lanier, Vydec, and/or NBI word processors or experience on Wang, IBM, or AT&T word processors with Word Director playwrite word perfect or multi-plan word perfect, can type a minimum of 60 wpm, we have job opportunities for you. We have assignments available in the Dearborn and Downtown areas. We offer profit sharing, stock plan and vacation pay as well as excellent pay. Call now:
Norrell Services Inc.
Office Automation Staffing Div.
593-3703

- Secretaries
- Word Processing Operators
- Typists
- Data Entry Operators

Kelly "SPELLS SUCCESS"
Now through June 7, with each pay envelope, you could be an instant winner of $25 cash! Plus, be one of six winning one out of 100 exciting Kelly Vacation Prize trips for two to Hawaii. The more you work, the more your chances to win!
Work at a Fortune 500 company in the Troy area. We have immediate long and st'rt term assignments for individuals with the skills listed above.
You'll earn top pay, merit increases and bi-weekly pay. Call Mon-Fri for an appointment, 7 am - 5:30 pm.
362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

SECRETARIES
We have secretarial positions available for interested candidates with excellent secretarial skills. Requirements include: 2 to 4 years of previous secretarial experience, typing 50 wpm, and shorthand 90-100 wpm. Knowledge of word processing and medical terminology is also required. We offer a competitive wage and benefit program. Please apply in person:
SINAI HOSPITAL
OF DETROIT
Employment Office
17186 Morang - Sub Big Beaver
Detroit, MI. 48230
Equal Opportunity Employer M/F

SECRETARY & ADMINISTRATIVE Assistant to President of a small manufacturing firm. Successful candidate must have minimum of (3) years Secretarial experience in a technically oriented environment, measurable salary & benefits. Please submit your resume and salary to: P.O. Box 177, Clawson, Mich. 48017

SECRETARY/ADMINISTRATIVE
ASSISTANT
Two-executive office engaged in marketing & computer software services enthusiastic, mature person. Excellent phone skills & accurate typing (50 wpm) are a must. Familiarity in word processing is a plus. Other responsibilities include: office organization, phone, typing, general correspondence, etc. Growth oriented company, excellent working conditions in Southfield office. Call:
Call: 569-3383

SECRETARY/ASSISTANT
for offices in Bloomfield Hills. Varied duties. Need someone bright and willing to learn. Computer knowledge is a plus. Salary commensurate with experience. Please send resume to 631-4499 or send resume to Suite 300, 7125 Orchard Lake Rd., Farmington, 48033

SECRETARY/Bookkeeper for construction company. Mature, experienced. Light typing & data. Southfield area. Salary negotiable.
Call Carol 10AM-3PM: 354-6304

SECRETARY
Fast paced advertising agency in Southfield is looking for a sharp secretary. Advertising experience helpful. Excellent typing skills, 60 wpm, 10 key, and dictaphone a must. Send resume to box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for restaurant cocktail lounge. Must be neat, pleasant, be good with figures, must have good references. Part time, Mon thru Fri. 10am-3pm. 835-8224

SECRETARY for insurance office, organizational skills, typing, good with figures. Sharp person who enjoys variety. Experience preferred. Call Marilyn. 353-1400

SECRETARY for Sales Department. Applicant must offer minimum of 2 years secretarial experience. Excellent phone manner. Successful candidate must be spontaneous, well organized & able to function independently. Must have good benefits, medical & dental. For interview appointment 835-6400

SECRETARY for Southfield law firm's accounting department. Good typing & math aptitude. Accounts receivable necessary. Knowledge of accounts helpful, but will train qualified individual. Excellent benefits, salary commensurate. Please send resume to: Box 103, 30000 Town Center, Southfield, MI 48076.

SECRETARY
for Southfield law firm. Immediate opening in our office.
Call Nick or Jeff 358-6606

SECRETARY
for Bloomfield Hills law offices. Good secretarial skills required.
Call Ann 258-4883

SECRETARY for law office. Experienced, good typing, typing speed 60. Good typist. 13 Mile & Telegraph.
540-1044

SECRETARY for Southfield medical supply company. Excellent growth potential. Must be neat, well organized. Familiarity with medical terminology and/or supplies helpful. Salary. Call
356-2376

SECRETARY for one girl office of sales representative. Must be experienced. Typing, filing, handling telephone inquiries & sales orders. Salary open. Send resume to: P.O. Box 5, Birmingham, MI 48012.

SECRETARY - FULL TIME
Small office. Must type 50 wpm, take shorthand. Present surroundings. For appointment, 637-8000

SECRETARY health agency Oak Park experience necessary. Type 45wpm, file, client contact, reply to box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Immediate opening for individual to assume a secretarial position in our financial area. Qualified candidate will possess accurate typing (50/55 wpm, shorthand/speedwriting (90 wpm) and accurate transcription at average math aptitude. Word processing experience desirable but not essential, will train. Recent secretarial experience (2-3 years) required. Excellent company paid benefits. Southfield area. Reply to:
P. O. Box 2227
Southfield, MI 48037

SECRETARY
Immediate opening for experienced (minimum 5 years) secretary. Excellent typing and clerical skills. Strong grammatical abilities required. Knowledge of bookkeeping helpful. Duties include typing, keeping records and frequent customer interaction. Good organizational skills a must. Contact candidates only and send a confidential resume stating salary requirements to
Personnel Manager
KOLON TECHNOLOGY CORPORATION
100 East Big Beaver,
Troy, MI 48083
An Equal Opportunity Employer

SECRETARY
Needed for busy labor relations dept. Typing 60-70 WPM. Dictaphone, word processing experience on Digital helpful but not necessary). Good communication skills essential. Comparable salary & benefit package. Contact Ms. Ada Sarvice, Inc. 30500 Telegraph #2251, Birmingham, MI 48010
Attn: Labor Relations Director

SECRETARY needed for Troy ad agency. 2 yrs. minimum secretarial experience. Must type 65 WPM with minimum errors, word processing helpful. Call Nan 645-7660 for requirements to Personnel, 755 W. Big Beaver, Suite #2500, Troy, MI. 48084.
An Equal Opportunity Employer

SECRETARY - Part time, Typing, Immediate opening for high-energy take charge one person office manager for Southfield private daycare school. If you are detail oriented, with good oral & written skills, can type 50wpm, operate an adding machine & you like to work with people, call now 531-5944 or 537-9400

SECRETARY - Part time to fill in vacation from July 6 to May 23. General office, typing, etc. Plymouth area. 420-0570

SECRETARY - Part time, Type, attitude, Bookkeeping helpful. Dearborn 26200 Greenfield, Suite 7, Oak Park area. 557-3300

SECRETARY, part time, approximately 20 hours week. Good secretarial skills necessary. Pleasant, friendly office. Non-smoker, 4 days per week. Call Donna: 354-5500

SECRETARY, Oberon, to set shop appts. Must be self starter, aggressive, responsible & possess excellent phone manners. Call 851-3364

SECRETARY RECEPTIONIST
Light bookkeeping experience or skills necessary. Must be mature, dependable, able to meet deadlines and have good organizational skills. Small office experience a plus. Excellent typing accuracy - minimum 50 WPM speed and with grammar/spelling/punctuation skills and transcription experience is desirable. Starting salary $12,000-$13,000 depending with experience. For appt. Call:
559-7341

TYPIST
Immediate opening for a fast accurate typist (55/60 wpm) at our Southfield office. The individual must be willing to work overtime during peak periods and possess a good spelling aptitude. Days are Mon. thru Fri., 10:45 am-7 pm. Knowledge of Saturday (8:15-4:30 pm) be required). Full benefits plus beautiful working environment. Reply to:
Personnel Department
P.O. Box 2227
Southfield, MI 48037

TYPIST - Mature, 80-70 wpm, typing with figures. Light filing. Full time permanent position with established firm. Send resume to: P.O. Box 314, Walled Lake, MI., 48088.

TYPIST
Must type 60 WPM accurately, background in consumer credit, mortgage investigation desirable. Call operation supervisor 557-3390

TYPIST/RECEPTIONIST, immediate full time opening at Mt. Clemens Inc. Call Lax Construction Co., 651 Livernois, 596-2828

TYPIST/RECEPTIONIST
Part time
Counseling center located in Farmington Hills has an opening. Applicants must type 60 wpm, and enjoy working with the public. Work schedule would be Tuesday, noon-8pm, Wednesday 9am-noon, Thursday 9am-5pm. Starting rate is $5.32 per hour. If interested contact Nancy at
553-2577
An Equal Opportunity Employer

TYPISTS
Long & Short Term Assignments
BENEFITS
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

SECRETARY
Southfield professional firm needs a dynamic Secretary with word processing skills to assist a busy department. Must have excellent communication skills, organizational skills. Starting salary commensurate with experience. Excellent benefits, including dental, medical, & 401K in confidence to: Ms. Evert, P. O. Box 901, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY to attorney/theatre owner. Reception, good typing, filing, shorthand needed. Permanent, full time position. Non smoker preferred. Call Colleen, 357-4884

Secretary
To Executive Director of Health care organization in Livonia, near Wayne County. Successful candidate will type 60 wpm, shorthand 80 wpm., and have strong verbal and written communication skills. Knowledge of the IBM Displaywriter or personal computer helpful. Excellent benefits and salary. Please send resume to: Box 868 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Manufacturing Manager
Immediate opportunity at Troy corporation headquarters. Must have typing & processing assistant and demonstrated organizational, typing, shorthand/speed writing skills. Prior experience in a manufacturing or engineering environment.
Attractive offices, non-smoking environment, excellent salary. Competitive salary, coupled with outstanding fringe benefit package. ONLY those meeting EXCELLENT EXPECTATION will be considered. Reply in confidence to:
Dept. 10
P.O. Box 2237
Troy, MI 48099

SECRETARY to VP of sales for Bloomfield Hills corporation, type 60 WPM, shorthand 80, IBM display writer, contract position, salary will be $20,000.
Call Charlene 646-7680

SECRETARY/TYPIST
Southfield based export company seeking individual with general office knowledge & excellent typing skills. Good benefits.
Call weekdays, 342-4206

SECRETARY - Typing and shorthand required. Must be familiar with computer skills helpful. Farmington Hills
556-5000

SECRETARY - with Pensonic, Xerox or IBM Memory for long term contract position in Bloomfield area. Call Alice
646-7080

SERVICE REP
Ground floor opportunity in growing temporary help company. If you have typing, clerical, computer, good interpersonal skills and enjoy a fast paced business, call Margo today. Good pay, benefits.
591-1100

504 Help Wanted Office-Clerical

STEHO
Pleasant office. Good skills - typing, spelling, dictaphone. 9:30 to 5 P.M. Farmington Hills. 851-2222

STOCKBROKER ASST./CASHIER
Nationwide brokerage firm seeks hardworking individual to work as a Stockbroker Asst./Cashier. Responsibilities include customer service, answer phones, light typing & filing. Candidate must be able to work at fast-paced Livonia branch. Qualified applicants, send resume: Attention: Personnel, Vest Pocket Brokers, 733 Griswold, Detroit, MI. 48226

SUMMER ACCOUNTING CLERK part time for major van line in Livonia. Duties include accounts receivable & payable, payroll & data entry on personal computer. Typing & previous accounting experience required. Reply to Allied Van Lines 11675 Brookfield, Livonia, MI 48150

SWITCHBOARD OPERATOR/
RECEPTIONIST
part time for busy architectural/engineering firm in Troy. Experience on a Dimension System preferred. Knowledge of general office duties, typing, travel arrangements, etc. also desired. Send resume & salary history to Chris Vazzetti, Hoyem Basso Associates, 5600 Crooks Rd., Suite #200, Troy, MI., 48098.
An Equal Opportunity Employer

SWITCHBOARD OPERATORS
SHORT TERM ASSIGNMENTS
BENEF