EMPLOYMENT

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Full time, type 50wpm, good speed & accuracy on 10 key calculator a must, interested applicants send resume to P-Fay, PO box 1289, Troy Michigan, 48099

DATA ENTRY/CLERK TYPIST
Can be opportunity for full-time position in sales office of a well known national company. Call for an interview at your good office skills and experience. Qualifications: Typing 45 wpm, knowledge of data entry, CRT experience, use of office equipment and ability to work pleasantly with people. Good starting salary, full benefits including dental. 313 Mike Telegraph area. Send resume to: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY CLERKS
Our growing Accounting Department has several opportunities available. High school graduates with good 10-key skills will find this to be a good Co. to start an office career. Knowledge of IBM 3741 data terminal helpful, but not required. Competitive starting wage, good opportunity for advancement and paid company benefits please apply in person any weekday between 8:30 am and 4:00 pm at:

Human Resource Center
Little Caesar Enterprises, Inc
24152 Haggerty Road
Farmington Hills, MI. 48024
An Equal Opportunity Employer

DATA ENTRY OPERATORS
Long & short Term Assignments
BENEFITS
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314
An Equal Opportunity Employer

DATA ENTRY/TYPIST
10 MIN. W. of Farmington, office seeks versatile person with excellent typing & dictation skills, data entry experience & pleasant telephone manner. Benefits include Medical/Dental/Pension & Profit Sharing. Congenial office atmosphere. Hours: 8:30am-4:30pm. For confidential consideration, please forward your resume to: Karen Bassett Services, Inc., P.O. Box 3138, Southfield, MI 48037-3138

DATA INPUT OPERATORS
LEATHER LOFT has immediate entry level openings at our Livonia headquarters (located on Schoolcraft between Merriman & Levan). We will train you to input sales data into our mini computers.

OPENINGS FOR 2 SHIFTS
MON.-FRI., 8AM-5PM
MON.-FRI., 9AM-1PM

Call Lori for an appointment. Mon. thru Fri., between 10am-5pm 591-2300

DENTAL ASSISTANT
Experienced part time needed in Troy practice. Three days, Fri & Sat. If qualified please call 828-3092

EARN TOP PAY!
GMS has immediate assignments for the following positions:
Sr. Typists
Data Entry Operators
File 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

ENERGETIC RECEPTIONIST
For full time work in a fast pace Southfield office.
Good typing a must. 424-8313

EXECUTIVE SECRETARY TRAINEE
for Novi Manufacturer, with word processing familiarity. Send cover letter and resume and salary history to Box 152 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd.s Livonia, Michigan 48150

EXECUTIVE SECRETARY
Birmingham based subsidiary of national computer sales. Executive Secretary and Assistant to the Publisher/Candidate should have good typing, shorthand, telephone and correspondence skills. Minimum 5 years experience. 642-8837

EXECUTIVE SECRETARY for President of growing service company in Livonia. Full time, will consider part time hours. Good organizational skills, typing, shorthand & plus.
Resume to: Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Must be able to follow explicit directions and possess good secretarial skills, including computer experience. No shorthand required. Hours: Mon. thru Thurs. 3-9pm, Fri. 3-6pm. If you seek challenge and strive for excellence call Mrs. Ward between 9am and noon at 353-5311, Ext. 17

EXECUTIVE SECRETARY
$20,000
An immediate opportunity with a successful, real estate development company. You will love the choice location. Good skills are a definite desire for responsibility for this. Call Bernice (after 4 appointments available) 353-2900.
SNELLING & SNELLING

EXECUTIVE SECRETARY
Challenging position requires administrative assistant & sale clerical support of international company located in Livonia. Dictaphone & computer experience a must. Word Star & Lotus 1-2-3 skills. Strong organizational skills, accuracy & attention to detail - most important. Qualified candidates should send a confidential resume including salary requirements to Box #184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Resumes now being accepted for executive secretary to the president of an established Detroit based trucking company. Accurate typing minimum 70wpm & shorthand a must. Trucking background necessary. Excellent starting salary & benefits. Reply in own handwriting: E. P. P O Box 08148, Detroit, MI 48208
An Equal Opportunity Employer

EXECUTIVE SECRETARY for Birmingham ex cargo company. Excellent secretarial skills required. Send resume P.O. Box 060066, Birmingham, MI 48009

EXECUTIVE secretary for advertising agency in N. Oakland area, type 55 WPM, shorthand a plus. Blue Mahoney typewriter & work for VP of Broadcast area. Long term contract position, top dollar.
Call Helen 646-7880

A YOUNG, Expanding Company needs a weekend person with excellent typing & phone manner. If you are detail-minded and a SELF-STARTER, Call Rose at Michigan Polygraph Machine. 358-2300

EXECUTIVE SECRETARY - full time for large medical facility. Must have excellent oral and written communication skills, pleasant telephone manner, typing minimum 60-65 wpm., shorthand and dictaphone necessary. Good organizational skills and ability to handle diverse office procedures for Executive staff required. Prior executive secretarial experience preferred. Please call and work with the specialists in hi-tech office automation.

WORD PROCESSORS - If you have experience on any of the following: IBM PC, Displaywriter, IBM 5520, Displaywriter III, Wang, Lanier, Xerox or NBI, we have a job for you.

PERSONNEL SECRETARY - for large corporation downtown. Personnel background helpful. NBI or word processing experience a must.

SECRETARY - good skills are needed for this long term assignment. Word processing helpful.

GENERAL OFFICE - no experience necessary for these top paying assignments.

TYPIST - minimum typing of 45 WPM needed for various long and short term assignments.

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

GOOD TYPIST
For Southfield law firm. Full time position. 352-1552

HAPPY SPRING
From all of us at "Somebody-Sometime" temporary help, have a happy time to think about earning extra $$ for summer vacations. We have the perfect job assignment for you at home. Use your office skills and receive top rates. We have openings for:
Word Processors
CLERK TYPISTS
45-5wpm
SENIOR TYPISTS
65 WPM
Our service has immediate temporary openings in the Livonia, Farmington Hills & Southfield areas. Must have recent office skills and be available immediately for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900
Southfield 272-8500

IBM DISPLAY WRITER OPERATOR
Experienced, for a defense litigation firm in Farmington Hills. Excellent benefits. Resume to: P.O. Box 3040, Farmington Hills, 48018-8040.

CPA
INSURANCE AGENCY needs personal lines person, experienced preferred, full, full time, Northville. 348-3000

INSURANCE AGENCY Birmingham. Experienced in Property & Casualty or rating from owners & auto. Pleasant telephone voice. Typing skills. Non-smoker. Bev. 646-6557

INSURANCE
Commercial Underwriter for Troy independent agency. Ask for Penny 362-2585

INSURANCE
Dynamic Livonia based insurance company has immediate full time openings for:
- GENERAL OFFICE CLERICAL
- EXPERIENCED HEALTH CLAIMS EXAMINER
- LEGAL SECRETARY

4½ day work week, fully paid insurance benefit package, excellent working conditions. For further information and appointment call:
591-4692

INSURANCE - full time secretary, should be able to work independently but also able to work with the elderly & general public, in a home for the aged setting. High school diploma, typing necessary, 1 year plus business secretary preferable. Call 828-6030

GENERAL OFFICE RECEPTIONIST
for a mechanical contractor. Accurate typist, phone experience, excellent benefits. Send resume with salary requirements to:
Hoyt, Drumm & Link
2305 Hilton, Plymouth, MI., 48220
Attention: Ms. Parent

GENERAL OFFICE - FULL TIME
Full benefits. Keego Harbor area. Aggressive self starter able to work with minimum supervision for high energy active position. Must have good phone manner. Light typing. Send resume to: PO Box 5338, West Bloomfield, MI 48033

GENERAL OFFICE
Position in Southfield company, back teller & keypunch experience preferred, with good secretarial skills. Typing 50 WPM. Able to deal with public & work with minimum supervision. Call between 8am and noon at 353-3311, Ext. 17

GENERAL OFFICE
West Bloomfield condominium seeks a full time mature individual with the capacity to handle a wide variety of general office duties that include typing, bookkeeping, phone work & receptionist. Homemaker preferred. 626-6724

General Office
Computer knowledge, typing, filing and creditor posting, etc. for Southfield Property Management office. Reference, good benefits. Call Mon. thru Fri. 8am-5pm.
352-2015
An Equal Opportunity Employer

GENERAL OFFICE HELP - good typing, part time, may grow to full time. 15-20 hours per week. Flexible hours. Franklin. Mrs Katz 851-9410

GENERAL OFFICE. Part time, flexible hours. Responsible, mature person for a small office in Birmingham. Call 9-11AM. 647-2660

GENERAL OFFICE - full time position for clerical person with good typing, filing, & organizational skills. Excellent benefits. Call Mrs. Dunn, 1-3pm. Mon thru Fri. 358-0810

GENERAL OFFICE
Full time, Troy location, for self-motivated individual able to handle numerous duties including: Data Entry, Typing, Filing, Answering Phones, Accounts Receivable experience helpful. Good working conditions & benefits. Call 435-8161

GENERAL OFFICE
Growing manufacturing company seeks team oriented individual with strong organizational & clerical skills. Computer entry experience preferred. Good benefits. Send resume & salary requirements to: Brasco, Inc., 32413 Park Lane, Garden City, MI 48135.

JOBLINE
961-5627
MANPOWER
TEMPORARY SERVICES

GO HI-TECH WITH ENTECH
We are the fastest growing temporary help firm working with quality people for top pay, health benefits, paid holidays and vacations. We also offer free word processing training. Call Today for an interview and work with the specialists in hi-tech office automation.

WORD PROCESSORS - If you have experience on any of the following: IBM PC, Displaywriter, IBM 5520, Displaywriter III, Wang, Lanier, Xerox or NBI, we have a job for you.

PERSONNEL SECRETARY - for large corporation downtown. Personnel background helpful. NBI or word processing experience a must.

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777 Chicago Rd., Troy
332-4350 588-5610
Ahead of The Rest

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For Southfield law firm. Full time position. 352-1552

HAPPY SPRING
From all of us at "Somebody-Sometime" temporary help, have a happy time to think about earning extra $$ for summer vacations. We have the perfect job assignment for you at home. Use your office skills and receive top rates. We have openings for:
Word Processors
CLERK TYPISTS
45-5wpm
SENIOR TYPISTS
65 WPM
Our service has immediate temporary openings in the Livonia, Farmington Hills & Southfield areas. Must have recent office skills and be available immediately for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900
Southfield 272-8500

IBM DISPLAY WRITER OPERATOR
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CPA
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INSURANCE AGENCY Birmingham. Experienced in Property & Casualty or rating from owners & auto. Pleasant telephone voice. Typing skills. Non-smoker. Bev. 646-6557

INSURANCE
Commercial Underwriter for Troy independent agency. Ask for Penny 362-2585

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Dynamic Livonia based insurance company has immediate full time openings for:
- GENERAL OFFICE CLERICAL
- EXPERIENCED HEALTH CLAIMS EXAMINER
- LEGAL SECRETARY

4½ day work week, fully paid insurance benefit package, excellent working conditions. For further information and appointment call:
591-4692

INSURANCE - full time secretary, should be able to work independently but also able to work with the elderly & general public, in a home for the aged setting. High school diploma, typing necessary, 1 year plus business secretary preferable. Call 828-6030

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Hoyt, Drumm & Link
2305 Hilton, Plymouth, MI., 48220
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Full time, Troy location, for self-motivated individual able to handle numerous duties including: Data Entry, Typing, Filing, Answering Phones, Accounts Receivable experience helpful. Good working conditions & benefits. Call 435-8161

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JOBLINE
961-5627
MANPOWER
TEMPORARY SERVICES

LEGAL SECRETARY
Good skills. NBI trained, non-smoker. Troy Law Firm. Resume to: Zemsky, Paskin, Hadi, 755 W. Big Beaver, Ste. 1818, Troy, MI. 48084

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement, temporary help or permanent, register now with THE agency for top quality jobs.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
S. Oakland 362-3430
Penobscot Bldg 961-8580

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 532
Pontiac, MI 48053
- or call for more information -
335-2100/398-3937
ALL FEES EMPLOYER PAID
Strictly Confidential Service

LEGAL SECRETARY - experienced in litigation & medical mal practice, excellent typing & word resume to Personnel, 30833 Northwestern Hwy., #214, Farmington Hills, MI. 48018

LEGAL SECRETARY. Experience needed. Word processing helpful but not necessary. Southfield. Salary commensurate with experience. Resume to: Personnel, Collins, Einhorn & Farrell, 4000 Town Center, Ste. 909, Southfield, MI 48075

LEGAL SECRETARY, Birmingham Corporate, Litigation, Estate Planning experience. AD Dos or related Word Processing required. Salary & benefits commensurate with experience. For prompt consideration, send resume to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced in personal injury litigation for Southfield law firm. Hours are evenings and weekends. 352-9080

LEGAL SECRETARY
Experienced, Word processing preferred but not necessary. Salary commensurate with experience.
352-7590

LEGAL SECRETARY, experienced. Southfield law firm looking for an independent individual with word processing & excellent skills. 354-4030

LEGAL SECRETARY
Position in Southfield law firm. Must be quick to learn, have recent experience and know Wordstar.
357-0666

LEGAL SECRETARY, experienced, for a personal injury firm in Farmington Hills, excellent benefits. Please respond to P.O. Box 3040, Farmington Hills 48018.

LEGAL SECRETARY - 1 year minimum experience for Bloomfield Hills law firm to run IBM Display Writer. Strong typing & spelling skills required.
Legal Secretary
$20K/FEE PAID
Personnel Systems 459-1166

LEGAL SECRETARY
For busy law firm located in Town Center. Excellent skills and experience are a necessity. Will train on word processor. Good benefit package. Call 352-7820

LEGAL SECRETARY
Substantial salary, 5 years minimum experience preferred, secretarial and administrative duties in Med. Mal., and PL practice, benefits. All replies confidential.
354-2500

LEGAL SECRETARY - Experienced. Sterling Heights law firm in need of special, highly motivated individual with excellent skills and word processing experience. Salary commensurate with experience. Good benefits. Contact Pamela at 977-8000

LEGAL SECRETARY
Experienced, Part time. Bloomfield Hills location. Contact Mr. Simpson.
647-1500

LEGAL SECRE ARY Wanted
A ½ time Legal Secretary Wanted with ability. Southfield area.
Call: 424-8384

LEGAL SECRETARY for Southfield law firm. Experience required. IBM Displaywriter. Salary commensurate.
353-1811

LEGAL SECRETARY for Troy Law Firm with Word Processing experience. Call:
Office Manager, at 362-1500

LEGAL SECRETARY, full time, for Southfield law firm. Must have minimum of 2 years experience in Plaintiff's Personal Injury. Call 9-5 4:30pm 569-5131

LEGAL SECRETARY
For Downtown Birmingham Patent Attorney. 1 girl office. Will train right person. Free Parking in building.
614-1458

LEGAL SECRETARY
for general practice Troy law firm. Experience in word processing and system, typing skills necessary. 649-1050 or 649-3424.

LEGAL SECRETARY for Birmingham Insurance company. Litigation experience required. Excellent benefits. Send resume to: P.O. Box 822, Birmingham, MI. 48012.

LEGAL SECRETARY for medium sized downtown Detroit law firm (moving to Southfield approx. 1986). At least 3 years legal experience & experience in plaintiff workers comp. required. Please send resume & salary requirement to Office Manager, 1400 Penobscot Building, Detroit, Michigan, 48226

LEGAL SECRETARY
Partner of Defense Litigation Firm, with Fortune 500 Clientele, needs a "right-hand" Secretary/Legal Assistant. Bingham Office Plaza located near Tel-Twelve Shopping Center. Strong typing, command of the English language & legal background essential.
Send resume to: James Gosa, 30100 Telegraph Rd., Suite 180, Birmingham, MI. 48010

LEGAL SECRETARY
CITY OF SOUTHFIELD
Salary range $17,614 - $23,779 and a comprehensive benefits package. Must have 3 years legal experience or equivalent with advance proficiency in typing, word processing and shorthand. Must successfully pass typing test and skills examinations. Apply at Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield MI 48075 by 5PM Monday April 28, 1986
An Equal Opportunity Employer

MATURE PERSON, Southfield Management Office, to handle maintenance requests. Must type, have good communicative skills, have knowledge of or aptitude for, etc. Call for appointment, Mrs. Gorban. 559-8720

LET'S TALK!
TOP PAY
PAID VACATION
VARIETY OF JOB ASSIGNMENTS
We have immediate openings in your area for clerical, secretarial and legal positions. All skills needed. Call the office nearest you for more information.
SOUTHFIELD 353-4420
NOVI 348-4450
Personnel Pool
NEVER A FEE

LIBRARIANS - for large film corporation in Oak Park, experience helpful but not necessary, will train right but not necessary, salary commensurate with experience
Call Vickie 357-0034

MACHINE distributor seeking billing/customer service/collector. Experience desired, calculator skills, typing 55wpm, accounting knowledge & word processing helpful. Competitive salary & benefits package. Send resume to Box 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON for small insurance office. Typing 35 wpm. Insurance helpful essential. Excellent fringe benefits. 559-5647

MATURE person part time for tax firm. Experience public accounting, some typing. 9am-5pm. Call Ms. Morrison Monday 353-5111

MEDICAL STAFF SECRETARY
See our Ad under
In the Medical section
Mount Carmel Mercy Hospital

NATIONAL COMPANY - looking for an exceptional hard working secretary/assistant to handle phone, insurance. Skills needed are excellent typing, general office, word processing & general accounting. Must be an over-all high output employee. Common sense & creative composition skills a must. Small suburban office. Excellent benefits. Resumes only to: Jan Miller, 34405 W. 12 Mile, #121, Farmington Hills, MI. 48018

NEEDED IMMEDIATELY
Experienced office help needed at local manufacturing plant manufacturer. Please phone for appt. 474-1000

NEW BUSINESS SERVICE ASST
Position available in Birmingham office of large insurance company. Applicant should have excellent typing & written communication skills, knowledge of Wang computer equipment and the ability to deal with people. Life insurance experience helpful. Wang computer & excellent benefit package. Interested applicants should send resume & salary requirements to:
LA Dotyey
Equitable Financial Services
PO Box 307
Birmingham, MI 48012
An Equal Opportunity Employer

NYM OFFICE has opening for sharp individual with excellent personality for front desk. Calculator skills necessary. Must be an PBX switchboard. Call 349-5300.

OFFICE ASSISTANT - Neat, accurate, self-starter, good follow through. Expediting and controlling orders. Full-time. Farmington Hills area. Call Mrs Gold. 855-3110

OFFICE ASSISTANT
Permanent position (30-40 hrs. per week) available for reliable, mature individual to work in busy Fine Room of C.P.A. firm. Some clerical experience required, knowledge of filing, copying & running errands. Must be dependable, with own reliable vehicle. Please call Cheri, after 3pm, 645-1500, ext. 151

OFFICE CLERICAL - Odd/part time to run small 1 person office in Southfield. Must be well organized, pleasant phone personality along with general office skills. $5.00 per hour. 557-7338

OFFICE CLERK/DISPATCHER
Immediate opening. Permanent full time position in Livonia with excellent benefits. Motivation & ability to deal with people a must. For more information call Mike. Employers Temporary Service. 425-2700

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
Mon.-Fri., 4 hrs. per day. Southfield Area. For information call:
John Gibson 353-1340

OFFICE HELP, part time, 12:30-4:30pm. 5 days. Must be good with figures. Familiar with mortgages & loan processing helpful. Call after 12:30 to arrange an interview.
258-5100

OFFICE HELP - Royal Oak area. No typing. Public contact experience helpful. Call 9am-1pm ONLY.
399-9959

OFFICE HELP, Some typing & bookkeeping, traveling to east side. Will pay mileage. National Business
476-5740

OFFICE MANAGER
Bookkeeping & clerical experience necessary. Non smoker. Troy law firm. Send resume to: Box 2, Paskin, Hadi, 755 W. Big Beaver, Suite, 1818, Troy, MI., 48084.

OFFICE MANAGER with accounts/purchasing/wholesaling background. College or business school grad preferred with experience supervising staff in computerized offices. Must bring books to trial balance. Mail resume to: B. Benjamin, P.O. Box 666, Troy, MI 48099.

OFFICE - PART-TIME
Personable secretarial type for leasing. Jets, Bats, Sun. Southfield area. Country Corner Apts., 647-6100

OFFICE PERSON for restaurant and cocktail lounge. Part-time, days (Must have 1 year's legal experience or equivalent with advance proficiency in typing, word processing and shorthand. Must successfully pass typing test and skills examinations. Apply at Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield MI 48075 by 5PM Monday April 28, 1986
An Equal Opportunity Employer

MATURE PERSON, Southfield Management Office, to handle maintenance requests. Must type, have good communicative skills, have knowledge of or aptitude for, etc. Call for appointment, Mrs. Gorban. 559-8720

504 Help Wanted Office-Clerical

OFFICE POSITION
Good typing, light accounting skills. Computer experience helpful. Please call 390-0180

OFFICE POSITION, part time, to maintain mailing list for small printing firm, Auburn Heights. Call Renee Mon.-Fri. 9am-5pm 853-7123

OFFICE SECRETARY
For Manufacturers Representative Agency. Work experience necessary. Salary negotiable. Send resume to: R. A. Smith & Assoc., P.O. Box 439, Rochester, Mich. 48063

ORDER CLERK
Energetic, well organized person for busy office. Data entry, typing, or equipment. Customer contact. General Office Duties. Minimum 5-wpm typing. Excellent salary and fringe benefit package.
Apply at:
Beaver Precision Products, Inc.
1979 Big Beaver Rd., Troy

EDEMPHY
ORDER DESK
Established Co. seeks part-time employee to work 5 hours per day. Hours negotiable. Excellent opportunity! Call for appointment, 569-4105

PART-TIME Customer Service Representative, typing 40 wpm, pleasant phone, computer terminal and 10 key calculator experience a plus. Send resume to: P.O. Box 2949, Livonia, MI 48150
An Equal Opportunity Employer

PART TIME office help from 5pm - 9pm. Apply at: Tri State Furniture, 33525 West 8 Mile Road, Farmington. 535-9510

PART TIME - phone receptionist, Southfield, mature person with good phone skills. Light typing, beautiful surroundings. First Center Office Plaza, Northwestern Hwy. 54 per hr. 262-1400

PART-TIME RECEPTIONIST
Well established company in downtown Birmingham looking for part-time receptionist. Must be good at meeting public, have pleasant phone manner, 40-wpm & typing skills to work evenings, Saturday & Sundays. Contact Mrs. Makowski at 644-6300.

PAYROLL CLERK
Ideal candidate will have 1 to 2 years experience, knowledge of accounting. Full-time for computerized payroll processing, administration of insurance benefits and salary reporting. Send resume with salary history to: P. O. Box 2949, Troy, MI 48150
An Equal Opportunity Employer

PAYROLL CLERK
Acct'g or payroll experience preferred. Send resume or apply Mon., Wed., or Thurs., from 2pm-4pm. Michigan Inn, 18400 J.L. Hudson Drive, Southfield, MI 48075.

PERMANENT Part Time Clerical/Receptionist opening for dependable individual. 8 days, afternoon hours 12:30-5PM. Call Mrs. Barnard, 9-5PM at 353-8600

PERSONABLE
ADMINISTRATIVE ASSISTANT
Growing company needs detail oriented person with good organizational skills. Pleasant office. Challenging environment. Excellent benefits. Salary with safety and experience. Livonia 352-4400

RECEPTIONIST/OPERATOR
Wanted to work with a Southfield law firm. Contact Richard 358-8181

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

504 Help Wanted Office-Clerical

Auto dealership needs full time receptionist. Typing experience necessary. Please apply in person at Holiday Chevrolet, 30250 Grand River, Farmington Hills.

RECEPTIONIST/SECRETARY - Southfield finance company needs person with excellent phone manners & typing skills of at least 50 WPM, for fast paced company. Salary based on: FTRC, 20,000 W. 12 Mile Rd. Southfield, MI. 48076

RECEPTIONIST
Farmington Hills manufacturer, wholesaler seeking a mature individual with clerical skills. Call Margie. 471-1000

RECEPTIONIST
Prior telephone experience
and typing skills. Ask for
Sandi at 689-6555

RECEPTIONIST
for Mortgage company located in Berkley. Call between 9am-5pm at 547-4700

RECEPTIONIST
Experience & excellent phone manners. Typing skills required. Farmington area. Call 478-0105

RECEPTIONIST for W Bloomfield firm. Good communications skills & organizational attitude required. Send resume to Po Box 150 Pontiac Mich. 48056 200 E. Big Beaver Troy, MI. 48083.

RECEPTIONIST with typing skills, mature person for full time position with established firm in Walled Lake. Send resume to: P.O. Box 514, Walled Lake, MI 48088.
An Equal Opportunity Employer

Receptionist-Bookkeeper-Clerical for busy office network. Pleasant working conditions. Bar benefits. Send resume to PO Box 2, Big Beaver Troy, MI. 48083.

RECEPTIONIST - Part time to start. Growing electronic company needs individual to handle phones, various clerical duties. Call Mrs. Tyson, Southfield area. Call Ann 354-4400

RECEPTIONIST/
SECRETARY
16K/Fee Paid
Personnel Systems 459-1166

RECEPTIONIST/SECRETARY
5 Mile - Newburgh
New Century 21 real estate office. Full and part time positions available. Call today 464-6400

RECEPTIONIST/Secretary
Nain/Ross Properties, a Farmington Hills real estate development company, seeks full time Receptionist with good typing and communication skills. 855-8900

RECEPTIONIST/SECRETARY
For small manufacturing firm in the Livonia area. Must possess good typing, communication and general secretarial skills. Call between 1-4PM. 525-5665

RECEPTIONIST/Accounting Clerk
Farmington Hills company seeks individual for entry level position. Accounting aptitude beneficial. Excellent benefits. Send resume to: P.O. Box 3092, Farmington Hills MI 48018

RECEPTIONIST - Minimum 2 years general office experience. Must type 40wpm, have pleasant personality. Nice Lathrup Village office. $5 per hour starting. Call between 9-5 Ms. Ford 559-2600

RECEPTIONIST
Experienced, Excellent typing skills & phone personality required. Must minimum with talent, effort & responsibility. Send resumes to Dave, P O Box 334, Novi, MI 48050

RECEPTIONIST/SECRETARY
IMMEDIATE OPENING
Professional, clear-speaking Receptionist with excellent phone manners. Typing skills needed 60WPM minimum and word processing required. Many career opportunities for right person. Good benefits.
Call Office Manager, 827-4700

RECEPTIONIST/GENERAL OFFICE
Wholesale distributor looking for sharp individual to handle a busy front office environment. Duties include walk-in customers, some some accounting & general office duties. Good customer interaction & typing skills required. Please respond with resume to Souter Oil Sales, P. O. Box 4377, Auburn Hills, Michigan., 48057, attention: Office Manager.

RECEPTIONIST needed for South field law firm. Typing required. Contact Nancy 352-3535

RECEPTIONIST - evenings & weekends. 1½ twelve Mat. Light typing, filing, etc., Hours flexible, 34 hour.
554-0023

RECEPTIONIST - PART TIME
For Doctors office in Royal Oak
Call Tues., Thurs. or Sat.
542-4314

RECEPTIONIST
Mon-Fri, 12:15pm - 4:30 pm.
Typing, filing, Livonia area.
522-1094

RECEPTIONIST for phone duties. Must have good phone ability. Refrences. Good pay. Pleasant work place leave message. 522-1440

RECEPTIONIST TYPIST - Self motivated person, good typing & better. Benefits, $13,000. to $14,000. Greatmer Employment Service
565-3636

RECEPTIONIST
Livonia Area. Experienced typist 60WPM. Part time, Mon., 2-6PM., Tues., Thurs., 4-8PM, Fri., 1-5PM. Call 478-2335

RECEPTIONIST/Secretary
for modern, well appointed law office in Farmington Hills. This is an ideal position for someone with good & telephone skills required. Desire for future advancement. Salary 626-3000

RECEPTIONIST organized outgoing person needed to handle phones & deal with public. Light typing, variety of duties in small busy office. $4 per hour starting salary. Troy Chamber of Commerce, 115 W Big Beaver Troy, Michigan, 48084. Written resume only please.

RECEPTIONIST needed immediately for fast-paced retail business in Livonia. Clerical experience, good benefits when necessary. Good benefits with room for advancement. Interviews are being conducted Thurs. & Fri. between 8:30am and 5pm at: Waterbed Gallery 32975 Schoolcraft Rd.,

RECEPTIONIST for large apartment complex in Canton. Must have excellent telephone sales. Good public relations required in dealing with residents. 6 day work week, Sat. everyother week. Hours 9-5:30 pm. Please apply in person only between 10-4 pm., Honeytree Apts., 8375 Hayes Road, off Joy between Haggerty and Hix.

RECEPTIONIST/
TYPIST
For Southfield management & construction company. Must have computer experience, full typing skills & knowledge of 10-line Call Direct. Box # 1892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Receptionist
Immediate opening, typing, clerical, and switchboard experience required. Excellent benefits. Call for interview
476,7100, Ext. 216
Diamond Automation
23400 Haggerty Rd.
Farmington Hills

RECEPTIONIST - Birmingham, Typing 40 WPM, front desk, order all office & kitchen supplies, receiving guests, personality & appearance important, benefits. 812-314-0000 Fee paid

EXECUTIVE - secretary, excellent typing, shorthand of 100, IBM PC, strong personality, benefits, $18,000. Fee paid
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SALES & SERVICE - 30 year insurance agency needs mature, pleasant general office. Must like people.
433-3640

SALES ORIENTED Office Person to assist 3 insurance agents at Sterling & Evergreen location. Full time, a career basis. Must be able to do a wide variety of jobs & enjoy phone contact with clients & prospects. Knowledge of life and disability insurance helpful, but not required. Salary & benefits negotiable. Hours 8:30am-5pm.
Call Norma Hagaman at 554-8500

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work full-time for fast paced Southfield company. Please call between 9am and noon 353-3311, Ext. 17

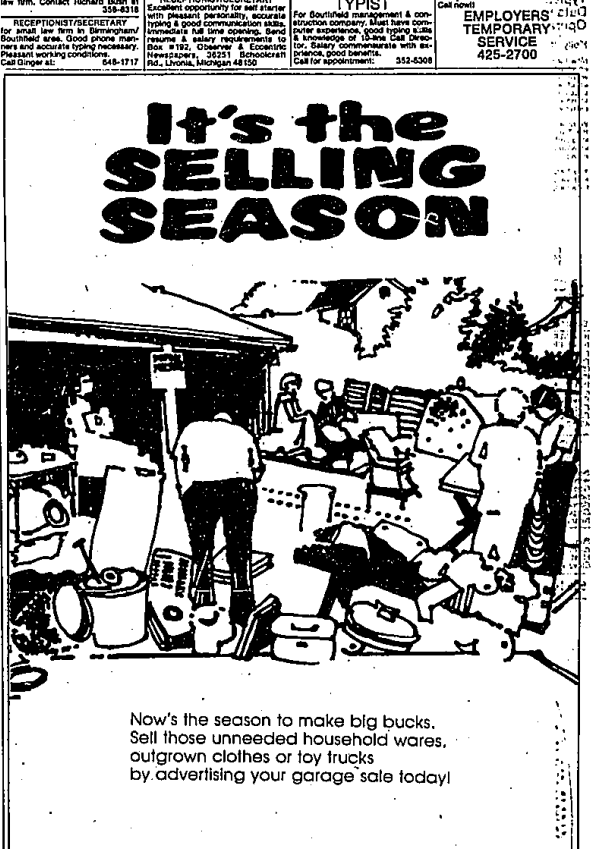
SALES SECRETARY
Due to a recent promotion, a Fortune 500 manufacturing company is seeking a Sales Secretary. Job requires excellent typing skills, speed 60wpm, good shorthand and excellent telephone skills. Job consists of clerical tasks and requires a dependable, ambitious person. If qualified, please forward your resume to: Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES
SECRETARY
Farmington Hills manufacturer needs a versatile, skilled secretary to act as backup to sales people & also handle clerical responsibilities. Will train on word processing. Salary commensurate with experience. Send resume in confidence to: Ms. Gardner, P. O. Box 661, Southfield, MI 48037.

Plante & Moran recruiting for An
Equal Opportunity Employer

SALES SECRETARY - full time, 2nd shift, inside sales in manufacturing place, typing & shorthand required. Must be willing to learn phone procedures & order follow up. Ideal for person looking for work with variety & challenge. Pleasant Southfield office. 10 mile Northwestern area. Call Mornings for appointment.
358-1813

VACATION HELP
Qualified professionals interested immediately to fill various levels of secretarial positions during the peak vacation & summer vacation times. Interested parties are urged to provide Debbie with evidence of your ability & work area of choice.
Call now!
EMPLOYERS' TEMPORARY SERVICE
425-2700



Now's the season to make big bucks. Sell those unneeded household wares, outgrown clothes or toy trucks by advertising your garage sale today!

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ADVERTISING