504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experience preferred. Excellent secretarial skills required. Word processing experience a plus. Generous salary commensurate with qualifications and experience. Call

LEGAL SECRETARY
Experienced in litigation & medical malpractice. Excellent typing. Send resume to Personnel, 30833 Northwestern Highway, #214, Farmington Hills, MI. 48018

LEGAL SECRETARY. Experience needed. Word processing helpful but not necessary. Southfield area. Pleasant working environment with experience. Please call Kelly Personnel, Office Team, Ehlmann & Farrell, 4000 Town Center, Ste. 909, Southfield, MI. 48075

LEGAL SECRETARY with 3-5 years experience needed for Bloomfield Hills law firm. Please forward resume with cover stating salary history to the attention of Office Manager, 1400 No. Woodward, Suite 205, Bloomfield Hills, MI 48013

LEGAL SECRETARY needed for Dearborn law firm. Requires minimum of 1 yr. litigation experience & typing skills of 50 WPM. Word processing helpful. Salary commensurate with experience. Call Carrie at 336-4463

LEGAL SECRETARIES

Are needed for the Downtown area. Must have 2 years legal secretarial experience with a minimum typing speed of 60 wpm. Assignments will be indefinite with this large law firm for the right person.

Norrell offers excellent benefits, pay, paid vacations, profit sharing & stock plan. Call immediately for details.

NORRELL SERVICES, INC.
Southfield - 358-2253
Dearborn - 563-3703

LEGAL SECRETARY
Downtown Southfield. Typing 60-70 wpm. Salary negotiable. Please call 9am-5pm 665-4520

LEGAL SECRETARY
With minimal experience needed for Birmingham Law Firm. Must have excellent typing and language skills. Good benefits. Call Teresa 644-8801

LEGAL SECRETARY - permanent part time for Bloomfield Hills law firm. Evenings & occasional Saturday. Word processing & dictaphone experience a must. Ask for Lisa Pope 642-1100

LEGAL SECRETARY - Experienced for small immigration law firm full - part time. Flexible hours. Send resume to George Mann, 21500 Greenfield Rd. Suite 202, Oak Park, MI 48237

LEGAL SECRETARY

Experienced. Good typing skills & dictaphone a must. Pleasant atmosphere with salary & benefits commensurate with experience. Call Guy Lewis at 644-8900

LEGAL SECRETARY - Experienced for real estate department in Southfield law firm. IBM PC Displaywrite 3 word processing system. Shorthand helpful. Salary commensurate with experience. Call 559-7500

LEGAL SECRETARY - 2 attorney firm close to Greenfield Mall. Excellent salary and fringe benefits. WP train a plus. Call Ann at 557-2441 with IBM word processing background. Mail resume to: Frankin G. Koch, 3155 W. Big Beaver, Suite 100, Troy, MI 48084

LEGAL SECRETARY - small Southfield law office. Legal experience preferred but not necessary. Word processing experience required. Pay commensurate with ability. Send resume to Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

EXPERIENCED, for permanent & temporary assignments.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Oakland 362-3430
Penobscot Bldg 961-8500

LEGAL SECRETARY needed. 5 years legal experience. Prefer personal injury litigation law firm located in Southfield. Salary commensurate with experience. Call Cindy at 232-1525

NEW ACCOUNTS CLERK
Type 40 WPM. Detail oriented. CRT or previous brokerage experience preferred. Call Sue 557-0400
DEAN WITTER REYNOLDS
An Equal Opportunity Employer

NIGHT AUDITORS
Red Roof Inn is seeking employees who are self motivated and not afraid of hard work. We have openings for full & part time night auditors. We offer flexible shifts, good telephone upon experience. Excellent fringe benefits. If you are interested, apply in person at Red Roof Inn, 39700 Ann Arbor Rd., Plymouth. Become a part of our success story.

504 Help Wanted Office-Clerical

Contemporaries

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

- SWITCHBOARD
- STENOGRAPHERS
- WORD PROCESSORS
- RECEPTIONISTS
- TYPISTS
- KEYPUNCH

BENEFITS NO FEE

583-4858

A Subsidiary of Dorsey Business School

ACCOUNTING CLERKS

Due to tremendous growth, important positions must be filled in our Accounting area:

Positions available for:
- **Accounts Payable Clerk**
- **Payroll Clerk**
- **Billing Clerk**

Qualifications include high school education, good communication skills and minimum 1 year experience. College accounting courses and knowledge of IBM personal computer a plus.

Send resume and salary requirements to:

GFV COMMUNICATIONS
Attn: Janice K. Gardner
35855 Schoolcraft
Livonia, MI 48150

Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Executive/Legal Secretary needed for corporate Executive Officer in Troy. Shorthand and word processing required.

Legal Secretary for Birmingham Detroit litigation firm. Word processing helpful. 2 years defense litigation experience required.

Secretary for hospital research center. Medical terminology and shorthand required. Varied duties. Some word processing. Need mature well organized individual.

Legal Secretary needed for Southfield Defense litigation firm.

Many other openings available.

ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
The Agency For Legal Secretaries
626-8188

Legal Secretaries

Personnel at Law, a leader in the professional recruitment and placement of legal personnel, can assist you in your career advancement.

After-hour appointments available, never a charge to you. Make your next move problem-free with our help.

BIRMINGHAM corp. and word processing. Sdk Stocking firm offering $18,000 & above.

SOUTHFIELD PI firm. No word processing necessary. Litigation experience OK. $16,000-$18,000.

BIRMINGHAM law firm is seeking a Legal Secretary with 2 years experience in litigation & word processing. Working for 1 attorney. $17,000-$18,000.

DOWNTOWN law firm in need of a Legal Secretary with 2-3 years legal experience. Word processing a must. Working for 1 attorney. $17,000-$18,000.

DOWNTOWN law firm is seeking a Legal Secretary with 4 years experience. Mad Mal Lit. $17,000-$19,000. Also available level position $14,000-$16,000.

TROY law firm looking for a Legal Secretary with litigation, word processing, 3 years experience. Small firm offering good benefits with dental. $17,000-$18,000.

Numerous entry-level positions available requiring no legal experience in the suburbs and downtown.

Immediately available - Long or short term temporary assignments in the Detroit metro area. Top dollar.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2550
SOUTHFIELD, MI 48075
358-0060

MAJOR BROKERAGE Firm is seeking applicants to fill sales assistant positions. Experience in brokerage industry a plus. Written and verbal communication skills along with typing & organization/priority skills important. Ideal candidates should have a strong desire to work in a fast paced challenging industry.

Also seeking applicants to fill positions as: Senior cashier, cashier and wire operator. Senior cashier requires minimum 6 years experience in both cage & wire room. Send resume and salary requirements to:
Bache Burnham Lambert
1400 N. Woodward Ave., Suite 101
Bloomfield Hills, MI 48013
Attention: Personnel
An Equal Opportunity Employer

MATURE PERSON, Southfield Management Office, to handle maintenance requests. Must type, have good communication skills, know handwriting and be organized.
Call Mrs. Cohen for Appt.: 559-8720

MEDICAL TRANSCRIPTIONIST
Excellent opportunity for experienced medical transcriptionist to work in pleasant Southfield office. Must be thoroughly experienced in O.R., L.D.S.
Call: 569-8558

MODERN OFFICE INC.
Sales assistant position. Must coordinate between sales & purchasing department for leading office supply & furniture dealer. Must type 55 WPM, have good phone manners & enthusiastic personality. 31535 Southfield Rd., Birmingham, 642-5800

MORTGAGE BANKING
Southfield based mortgage banker seeks experienced individuals in banking/mortgage banking.
Call Paul Gerber 353-2130

NOVI OFFICE has opening for sharp individual with pleasant personality for front desk. Calculator skills necessary. Will train on PBX Switchboard. Call 348-9300

504 Help Wanted Office-Clerical

OFFICE/ACCOUNTING
We have an ENTRY LEVEL position available in our Livonia Corporate Office. Accounting Department. Qualified applicants must possess experience and/or courses relating to the Accounting function. Applicants 18 yr. old or older. Prior related experience a definite plus. Send resume including salary requirements to:

FOLAND'S
29753 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE ADMINISTRATOR
for Troy law firm. Bookkeeping/general administration.
Call Mr. Schultz 362-9000

Office Assistant
New office. Flexible days and hours. Duties include phones, typing and mail. Foreign language beneficial. Call Mr. Rody. 553-5819

OFFICE CLERICAL, 12-9pm, full time position, benefits. Data entry helpful. Call 35001 Schoolcraft, Livonia, E. of Levan.

OFFICE CLERK
Some knowledge of office procedures & data entry helpful.
Call: 558-3719 or 558-3537

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, 12:30-4:30pm, 5 days a week. Light typing, figures & have excellent penmanship. Call after 12:30 to set appt. for interview. 356-5104

OFFICE HELP - Royal Oak area. No typing. Should have some experience helpful. Call 9am-1pm ONLY. 399-9959

OFFICE PERSON for restaurant and cocktail lounge. Part-time. Some hours (approximately 20 hours weekly) to start right person. Call for appointment. Red Coach, Telegraph & Maple. 932-5370

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

OFFICE WORKERS
Be a temporary professional at Acro.
We have positions available in the Livonia area for clerks, typists, secretaries and receptionists. We offer a top benefit package and bonuses. Call today.
591-1100

ORDER DESK
Established Co. seeks part-time employee to work 5 hours per day, Monday thru Friday. Excellent opportunity! Call for appointment.
558-4600

ORDER TAKER - Part time for Detroit wholesale food distributor. Hours Mon-Wed 10am-6pm. Send resume to: Order Taker, 3273 Hurlbut Road, Detroit, MI. 482 30.

PART TIME - answer phones, file, general office duties. Send replies to: P.O. Box 40842, Redford, Mich 48240.
An Equal Opportunity Employer

PART-TIME OPERATOR

Rolm Switchboard operator needed for Southfield CPA firm 2 days per week. Prior experience required. Send resume to: Ms. Irvine, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

PAYROLL CLERK - Livonia computer firm is looking for a person to operate measuring systems weeds a person with the payroll system. Position requires data entry, record keeping, and light typing. Gain further exposure to automated payroll systems.

Apply by resume or letter of experience, to: DEA Personnel, 37100 Plymouth Rd., Livonia, MI., 48150.

PAYROLL CLERK/Office Support
NW Detroit nursing home seeks a mature person for payroll clerk, all taxes and reports. Computer experience a plus. Experience in general office duties. Must be pleasant manner, typing and Math skills required. Excellent fringe benefits. Apply in person weekdays, 8:30-noon, 1-3:30pm. Jewish Home-Detroit, 8700 W. Outer Dr., Detroit, MI. 48235.

PAYROLL

Multi-state, multi-union contractor needs sharp person to take complete charge of weekly computerized payroll. Must be familiar with all phases of payroll including State & Federal returns. We are a national company operating in all states. Excellent salary, fringe benefits & working conditions. Please send resume to Controller, P.O. Box 629 Troy MI 48099.
An Equal Opportunity Employer

PAYROLL & PAYROLL TAX CLERK
wanted for fast-growing Southfield firm. Accounting education required. B/34 or B/38 experience - Big Plus. Must be good with detail. Send resume, with salary requirements, to: Controller, Haller Enterprises, 24293 Telegraph Rd., Southfield, Mich. 48034.

PERSONAL

Adventurous, Middleaged, attractive, hardworking Birmingham Ad Agency with good looks, personality, seeks an experienced, non-smoking, attractive assistant to share a 40 hour plus week, with strong Bookkeeping & Management Skills. If this is the career relationship you have been looking for, send resume to Box 25 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY
Perfect re-entry position for experienced person in small non-smoking office in Rochester Hills. Must be pleasant on phone & with work in environment. Type 50 wpm, some bookkeeping, very organized, self motivated, detail person to work 7:45-3:45, Mon-Fri.
Call Carol 852-3033

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. The successful candidate a person who is self motivated, disciplined & able to handle a fast paced environment. $5.00 an hour to start. Dental, medical benefits. Send resume in confidence to box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

REAL ESTATE office looking for student to do misc work around office. Must have drivers license & own car. Hours flexible. Maple-Orchard Lake area. Call Michelle. 851-5345

RECEPTIONIST/SECRETARY
5 Mile - Newburgh
New Century 21 real estate office. Full and part time positions available. Call today 464-8400

RECEPTIONIST needed for Southfield law firm. Typing required. Contact Nancy 352-2555

RECEPTIONIST organized outgoing person needed to handle phones & deal with public. Light typing, variety of duties in small busy office. 54 per hour starting salary. Troy Chamber of Commerce, 755 W Big Beaver, Troy, Michigan, 48084. Written response only please.

RECEPTIONIST needed for Hair Performers in Northville. Minimum wage. 348-8290

504 Help Wanted Office-Clerical

RECEPTIONIST/PART TIME
12 to 5 pm., Mon. thru Fri. General office work. Mail resumes to: Prime Tube, Inc., 13101 Eckles, Plymouth, MI 48170.

INSURANCE AGENCY needs receptionist, good phone personality, typing 50 WPM, recent experience, non-smoker. Resumes to: P.O. Box 209 L Farmington Hills, MI. 48018

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

RECEPTIONIST/SECRETARY
Landscape Architect firm in Novi. Full-time. W. Bloomfield. General Office & Word Processing experience needed. Call Debbie, between 9-5pm. 231-1818

RECEPTIONIST NEEDED. Looking for a very sharp person to greet our Plymouth office. General office, phone & data entry knowledge important. Call Ginny, 8am-1pm. Livonia area. 478-1600

RECEPTIONIST

Auto Dealership needs full-time Receptionist, will train. Typing speed & experience necessary. Good benefits. Apply in person at: Holiday Chevrolet, 30250 Grand River, Farmington Hills

RECEPTIONIST / SWITCHBOARD
Overlook a variety of clerical duties. Must type and be familiar with basic business machines and accounting. Computer knowledge a helpful. Send resume and salary requirements. For interest: General Manager, PO Box 247, Southfield, MI 48037.

RECEPTIONIST
For real estate office. Excellent full time opportunity for neat individual with good typing and organizational skills. Call Lloyd Edwards, Schweitzer Real Estate/Better Homes & Gardens.
569-3300

RECEPTIONIST/SECRETARY
Excellent opportunity for self starter with pleasant personality, accurate typing & good communication skills. Immediate full time opening. Send resume & salary requirements to: Box #192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BILLING CLERK
Private doctor's office/medical health clinic has opening for receptionist/billing clerk, Livonia area. Some typing & medical terminology helpful. Salary & fringe benefit program. Previous 90/85 billing experience preferred. Call Regina at 425-4070
An Equal Opportunity Employer

RECEPTIONIST. A Troy based real estate developer has an immediate opening for a person. Ideal candidate must be mature & enjoy working with the public - on the phone as well as in person. Must be a real people person. Management office. Previous experience preferred. Call Cynthia at 362-2000, or send resume to: 755 W. Big Beaver, Suite 2200, Troy MI 48084, attn: Cynthia

RECEPTIONIST

Full time for fast paced inter country production agency in Birmingham. Answer phones & some general office duties. Pleasant voice, good phone presence, self starter to work independently, analyze requests & direct to proper person. Prior office experience preferred. $200-$250 per week. Send resume to: Box 1, Observer, Send resume to: AIAA, 31700 Middlebelt, Suite 145, Farmington, MI 48018. 645-2211

RECEPTIONIST

A prestigious law firm in Birmingham needs an enthusiastic, professional receptionist for their front desk. Responsibilities include answering telephones, typing and assisting with filing. If you are seeking a position with potential to advance in a top law firm, please send your resume in confidence to: Box 1, Observer, O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

RECEPTIONIST for hair salon part time evenings. Farmington Hills. Call Days 626-4619

RECEPTIONIST - Plymouth Chiropractic office. Must be enthusiastic, friendly with good to learn. Training required, non-smoker. 459-0200

RECEPTIONIST - FULL TIME
Busy Northville beauty salon.
Call for interview
655-2462

RECEPTIONIST
For evenings and Saturdays AM. Call Garden City Medical Center 425-1110

RECEPTIONIST - to train on Rolm Contract position.
Call Vicki 357-0034

RECEPTIONIST
For real estate office. Some office duties. Southfield area. Call Madelyn. Ask for Lauri 524-1500

RECEPTIONIST/TYPIST
20 hours per week for medical clinic located in Southfield. Send resume to: P. O. Box 2638, Southfield, MI., 48037.

RECEPTIONIST NEEDED for Southfield law firm. Switchboard, greet clients, light typing, 50 WPM, phone, good typing skills a must. Call Yvonne at 953-8012

RECEPTIONIST - REAL ESTATE
Part-time position, will train. Evenings and Saturdays. Good typing skills. Southfield area. Ask for Ron or Beverly 559-4458

RECEPTIONIST for Medical Office in Heights company. Will be trained on word processor. Must like dealing with people. Contact position.
Call Marilyn 646-7660

RECEPTIONIST - FULL TIME
Telephone, typing, light bookkeeping required. All inquiries kept in strict confidence. Mail replies to: Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
For modern, well-appointed law offices in Farmington. Will train for entry-level position. Excellent typing & telephone skills required. Room for future advancement essential.
626-3000

RECEPTIONIST/TYPIST
Tiny ad agency seeks person with excellent phone sales & typing ability. Good grammar is a must. Duties include answering phone, typing, filing & general office. For appointment: 690-5643

Receptionist/Secretary
Work in downtown Farmington. Company is seeking a person with good and part time positions. Real estate experience helpful.
Contact Kim Avery
478-6008

RECEPTIONIST
Fast paced Birmingham Office seeking a person to help in sales office. Builder Salespeople and Customers. Good phone manner required. Full benefit package including tuition reimbursement. Call 644-5300

Erb LUMBER CO.

RECEPTIONIST
HENRY FORD HOSPITAL
Southfield
Henry Ford Hospital Southfield is seeking a part time Receptionist to work Sat. & Sun. Excellent typing & bonded experience is preferred. Interested applicants may contact Maryann Ryan, at 258-6611.
HENRY FORD HOSPITAL
30500 Bradley
Southfield, MI 48034
Equal Opportunity Employer M/F/H

RECEPTIONIST - Troy. Accurate typing of quotes and invoices. Good phone ability. Benefits. $10,800. Fee paid.

SERVICE SECRETARY - Southfield medical facility. 55 WPM typing, shorthand, 2 phones, word processing, ordering supplies. $18,500. Fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ROCHESTER AREA
Phone work, evenings
$4.50 per hour, plus bonuses
(313) 852-1763

SECRETARY - BOOKKEEPER
For art Gallery in Bloomfield. Some typing, accounts receivable/payable & some P.R. work. 334-5454

504 Help Wanted Office-Clerical

SALES ASSISTANT for large stock brokerage firm. Type 50 WPM, ability to deal with public, good verbal/written skills. Call to apply.
953-4900, ext. 282

SALES ORDER DESK
Good phone voice, light typing.
N.R.C. in LIVONIA
Call for appointment - 591-3995

SALES SECRETARY - full time, 2nd inside position in busy industrial sales office. Typing & shorthand required. Must be willing to learn pricing procedures & order follow up. Ideal for person looking for work with varied & challenge. Pleasant Southfield office in 12 mile Northwestern Hwy area. Call Morrisco for appointment. 355-1613

VACATION HELP
Qualified applicants needed immediately to fill various levels of secretarial positions during the peak spring & summer vacation times. Interested parties are urged to provide Deborah with schedule of availability & work area of choice.
Call now!!
EMPLOYERS TEMPORARY SERVICE
425-2700

SECRETARIAL COORDINATOR - full time position for growth oriented individual. Must be organized & self motivated with good phone voice & personality. For interview call 547-7979 Variety Housing, Livonia 422-5300

SECRETARIAL OPPORTUNITIES
- Property Management $23,000
- Executive Secretary $22,000
- Legal Secretary $20,000
- Office Manager $20,000
- Loan Processor $17,000
- Bookkeeper $17,000
- Secretary/Receptionist $16,000
- Computer Operator $14,400
- Word Processor $14,000

EVENING APPOINTMENTS AVAILABLE
ALL FEES PAID
Established firm in Ann Arbor in 1970, now serving Oakland & Wayne Counties.
Personnel Systems
8450 S. Main • Suite 102
Plymouth, MI 48170
459-1166

SECRETARIAL OPENING exist in Ford Aerospace Institution. Applicant must have strong secretarial skills, 50 WPM, shorthand, knowledge of IBM a good organizational skills. Work performed on IBM PC Lotus 1,2,3, word processing, data base, spread & verbal skills & ability to work with people. Please send cover letter & resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham, MI 48012.
An Equal Opportunity Employer

SECRETARIAL POSITION
Immediate available in Bloomfield Law Office. Must be excellent typist with good skills and good phone manner. Good benefits. Call Joyce Luzon 647-1212

SECRETARIAL POSITION available in Troy Area. Excellent shorthand, typing, and previous office experience required. Call Janet at 362-7883

SECRETARIAL - PART TIME. Typing, math skills and good phone manner a must. 30-35 hours weekly. Southfield area. For appointment, call 642-2500

SECRETARIES
Experienced
We are in need of experienced Secretaries that are familiar with a word processor. Ideal candidates will be able to work and gain valuable experience. Salary open & fee. Call to schedule an appointment.
CDI
Temporary Services
352-1005

SECRETARIES/
WORD PROCESSING
If you have word processing or volume experience, can type 55 wpm and are interested in working for an excellent company call today.

We offer profit sharing, stock plan and vacation pay.

Opportunities available in Dearborn and Downtown Detroit.

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 increase, you could be an instant winner of $25 or better your chances to win one of 100 exciting prizes including cruise trips for two to Hawaii. The more you work, the better your chances to win!

Work at a Fortune 500 company in the Troy area. We have immediate long and short term assignments for individuals with the skills listed above.

You'll earn top pay, merit increases and vacation pay. Call us 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 with medical knowledge immediately for 4 large area hospitals. Contract positions.
Call Ruth 357-0034

SECRETARY BOOKKEEPER - Farmington Hills business forms company is seeking a dependable individual for full time position. Qualified applicant must have good typing skills, good telephone personality and a basic bookkeeping knowledge. Salary range $3-$5 per hour. For interview call Mr. Grant, 471-0877

SECRETARY

Experienced. Typing, light bookkeeping, general office skills. Non-smoker. 2 or 2 days, flexible hours. 55 hour. W. Bloomfield area. References required. 851-7464

SECRETARY

Farmington Hills manufacturer needs a versatile, skilled secretary to act as liaison for sales people as well as handle clerical responsibilities. We train on word processing. Salary commensurate with experience. Send resume in confidence to: Box 1986, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY

Fast paced Management firm looking for a pleasant, reliable & self-motivated individual with excellent Secretarial & organizational skills. Salary commensurate with experience. Call 355-2417 ext. 202
An Equal Opportunity Employer

SECRETARY for insurance office. Good organizational and telephone skills. Sharp person who enjoys problem solving. Experience preferred. Call Marilyn, 353-1400

SECRETARY

For small New company. Light typing & filing. Pleasant staff. Good starting salary $200. 348-3180

SECRETARY for executive of educational foundation. Intelligent, well organized. Typing & shorthand required. Opportunity for travel. Interesting, challenging work for dynamic person. Southfield. For appointment call 354-3003

504 Help Wanted Office-Clerical

SECRETARY

For Troy law office. Legal experience preferred. Excellent typing, dictaphone, grammatical and phrasing skills required. Call 528-2770

SECRETARY

for property management company in Farmington Hills area. Must be an organized, experienced self-starter capable of handling diversified operation, simultaneously with reception skills, figurework & typing. Salary & benefits equal right person. Send resume to: Vice President, 2630 S. Jefferson, Suite 201 Detroit MI 48207.

SECRETARY - FULL TIME
Word processing experience.
Southfield Ad Agency. Respond to: MDM, 24601 Northwestern Hwy., Suite 1-A, Southfield, MI 48076

SECRETARY
Full time. Insurance experience helpful. Southfield area. Call Mon-Fri 9:30-5:30 552-0222

SECRETARY - FULL-TIME
Keego Harbor area. Excellent typing skills, dictaphone, pleasant phone manner, good work ethic, minimal supervision. Full benefits. Resume to: P.O. Box 5358, W. Bloomfield, Mich. 48033or call Debbie 322-2700

SECRETARY, full time, light typing, good phone personality. Benefits. Pleasant. 539-3150

SECRETARY
Full time. Some experience. Livonia area. 478-4699

SECRETARY - Full time for busy office in Wixom. Must have good typing skills & pleasant telephone personality. Call 437-5325

SECRETARY - Immediate opening for secretary and customer service with good aptitude with figures. Call Jerry 478-5000

SECRETARY - Immediate opening for an automotive supplier sales office. Position requires good phone answering technique & customer contact. Typing. Dictphone usage & professional attitude. Benefits include medical, dental & profit sharing. Please mail resume or outline of qualifications & salary history to: 831 Technologies, 17177 N Laurel Park Dr, Livonia, MI 48152

SECRETARY - Industrial marketing research firm in Birmingham area is seeking a personable SECRETARY with word processing & dictaphone experience (shorthand is a plus), for a challenging & varied position. Ideal location & working conditions. Salary commensurate with experience. Send resume to Box 2120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Leading national restaurant equipment manufacturer/supplier, near Gill & Fox Building, seeks secretary for busy non smoking office. Must type 50 WPM, have good processing experience. Proficient typing necessary. New modern office. Pension, profit sharing, medical, dental, holidays, vacation, secured parking. Call Mr. Bernstein at SEMCO, 310 Piquette St., Detroit, 875-3150

SECRETARY - Must be fast, accurate typist who enjoys a challenge with lots of variety. Must know Word processing (Wordstar 2000) a plus. Pleasant staring typing speed and salary. Call Mr. Ron Gray, Gray Group, 31800 Northwestern Hwy., Farmington Hills, MI 48018

SECRETARY

National firm providing unemployment insurance services to client's co., has an immediate opening for a secretary. Ideal candidate will be one you may choose. Shorthand is not required. Previous experience with transcribing machines would be a definite plus. A non-smoker is preferred. If you feel that you possess the proper business acumen & have the ability to work independently on your own, then you will do both of us a favor by forwarding your resume with a hand written cover letter to: The Service Manager, The Gilbarco Co., 200 E. Big Beaver, Troy MI. 48083 no phone calls please.

SECRETARY needed for Bloomfield Hills law firm for full time position. Must have good shorthand, typing and English skills. Will train for legal work. Pleasant salary. Blue Cross, dental. Send resume to: Eleanor, 2050 Kirkway, Suite 200, Bloomfield Hills, MI. 48013.

SECRETARY needed for fast-paced Southfield office. Must be familiar with Word processing with typing speed of 65 WPM. Medical Terminology - A Plus. Must be Self-Starter. Resume to: Shirley Williams, Insource, 2231 Central Park Blvd., Ste. 500, Southfield, Mich. 48076.

SECRETARY

Needed for Troy Ad Agency. 2 Yrs. Secretarial experience. Typing 55WPM, shorthand, telephone & processing helpful. Send resume with salary requirements to: Personnel, Suite 2500, 755 W. Big Beaver, Troy, Michigan 48084.
An Equal Opportunity Employer

SECRETARY - part time for the Northville office of the Michigan Association for the Mentally Ill. Mental health advocacy services client, family & support for professional staff. Requires excellent typing, filing, record maintenance skills & ability to deal with people. Send resume to Richard Vielhauer, P.O. Box 635, Northville, Mich 48167. Applications accepted until June 6.
An Equal Opportunity Employer

SECRETARY-PART TIME
Shoelund, good typing skills, help with filing. Call 348-2172.

SECRETARY
Part time, 10am-3pm, Mon.-Fri. Chapin Broad & Upton. Hoot location. Call 348-5420

SECRETARY- PART TIME
To write quotes, 20 hours per week, approximately 20 hrs. per week, will train. Livonia. 477-4088

SECRETARY-PART TIME
Madison Heights company on the move needs a sharp, pleasant person to be right hand to branch manager & back-up receptionist. Must type 50 WPM, have good communication skills, a positive attitude & enjoy a variety of duties. Shorthand and Word Processing helpful. Company is growing & will be moving to Farmington Hills in winter.
Call Marcia: 589-1900

SECRETARY

Permanent part time, 2-3 days weekly. Accurate typing skills. Some accounting skills. Pleasant phone manner, diversified responsibilities. Excellent working conditions. Prime location. Provide resume of experience and education. Call for appointment.
HAMLETT ENGINEERING SALES CO.
Farmington Hills
626-6303

SECRETARY/RECEPTIONIST
Part time for Southfield office.
Send resume to PO Box 1062, Bloomfield Hills, MI 48013.

SECRETARY/Receptionist. Mature person for small office in Farmington Hills, 30 hours per week. Excellent typing and telephone skills. 24-32 hrs., 11 Mile, Woodward. 399-1233

SECRETARY
RECEPTIONIST
Temple Israel of W. Bloomfield seeks personable individual with good typing and/or word processing skills. We offer congenial surroundings, competitive pay & benefits. Call Mrs. Shapiro 661-5700

SECRETARY/RECEPTIONIST
Full-time for busy Troy steel manufacturer's office. Pleasant, self-motivated with good phone voice. Send resume to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, Southfield law office, mature person, self-starter with excellent skills, shorthand preferred. Days: 557-3450 Eves 644-7733

SKILLED TYPIST for interior design firm. Bookkeeping & telephone experience. Pleasant non-smoker. Mon.-Fri. 9am-5pm. Inkster/Ford Rd.: 855-8787

SOUTHFIELD CLINIC needs Accounts Receivable/Cash Receipt Clerk for full time afternoon position. Computer experience/data entry helpful. Call Mr. Jarrett at 557-8257

504 Help Wanted Office-Clerical

SECRETARY
Southfield based shopping center developer is looking for a secretary with shorthand, dictaphone & excellent typing skills. Xerox memory writer experience a plus. Excellent starting position for the recent business graduate. A variety of duties in a high paced office makes this an exciting position. Excellent working conditions & good benefits.
Call 8:30-5:30 827-4600

Secretary
SR. SECRETARY

The Farmington Hills regional office of our international manufacturing/distribution corporation has an immediate opening for a well-qualified, experienced Secretary with good shorthand and/or dictating equipment skills and the ability to accurately type a maximum of 60wpm. In the busy, fast-paced Sales & Marketing Group you will assist the Manager and staff in a wide range of assignments which require that you have the temperament to work under pressure. In return, we offer you a competitive/attractive salary and benefits package. Send your resume complete with salary history and requirements confidentially to:
TINA STEFFEL
ROBERT BOSCH CORPORATION
38000 Hill Tech Drive
Farmington Hills, MI 48018
eoem!

SECRETARY

To manufacturing manager, immediate opening in our Corporate headquarters for an individual possessing excellent shorthand and organizational typing, shorthand/dictaphone and office experience in a manufacturing or engineering department preferred. Attractive office location, excellent benefits, convenient to I-75. Competitive salary coupled with outstanding fringe benefit packages. ONLY those candidates with SALARY EXPECTATIONS will be considered. Reply in confidence to: Dept. 10 P. O. Box 8311, Troy MI. 48007

SECRETARY

Top-notch position for person who can type 60 WPM, has excellent 100 WPM and 3 years previous office experience. Good pay. Benefits. Call Margo now.
591-1100

SECRETARY TO PLANT MANAGER
Qualified candidate must have good typing & shorthand skills to do all correspondence & typing operations for Plant Manager. Apply Mon. thru Fri., 8am-1pm and 3pm-5pm, at: PSI Hydraulics, 11600 Merriman, Lobby 18, Livonia.

SECRETARY

Trade association based in Southfield seeks Secretary/Receptionist for Division Manager. 2 years secretarial experience and some typing (60-70 wpm) required. Shorthand/speed writing, IBM displaywriter and machine transcription helpful. Candidate must be well organized, self-starter able to handle a wide variety of interesting tasks. Excellent benefits package. Send salary requirements and resume to:
Box 1, Observer, P. O. Box 5210, Detroit, MI 48236

SECRETARY/TYPIST
For Southfield office. Must have excellent typing skills and be able to work with figures. Word processing experience helpful.
LONGMAN
FINANCIAL SERVICES INST.
637-3434

SECRETARY wanted for Southfield Personal Injury law firm. Would work for partner who is a recent referred but not necessary. Excellent office skills required. Benefits.
659-4210

SECRETARY

We have an immediate opening for an Executive Secretary for the General Manager of the Marriott Airport Hotel. Must have at least 2 years secretarial, and an Executive Secretary Hotel experience helpful. Excellent benefits. Salary commensurate with experience. Apply in person to the Personnel Office between 9am & 5pm at Hotel Airport Hotel, between 8am and 5pm, Mon. thru Fri.
Marriott Airport Hotel
Metro Airport
An Equal Opportunity Employer

SECRETARY

With excellent skills for modern Birmingham law office. Experienced with word processing equipment helpful. Send resume to: Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with shorthand to travel with Sales Manager. Light typing plus expenses. Call Jay Pubsevitz, ask for Jim Johnson. 313-827-4670

SOUTHFIELD LAW FIRM needs a secretary with good skills. Law experience is not necessary, will train. Resume to: Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD MORTGAGE CO. Has Openings for Title & Insurance Dept. Experience helpful.
Call Gerry Barr
355-2200 ext. 333

SOUTHFIELD LAW FIRM in need of Legal Secretary with excellent typing & dictaphone skills for litigation paralegal. Salary commensurate with qualifications & background. Willing to train applicant with appropriate typing skills. Call Yvonne at 353-9212

STENOGRAPHER

Challenging position for individual with good typing skills, pleasant general office work. Typing speed of 60 wpm, good communication skills and strong figure aptitude.

Position offers a good starting pay rate and many company paid benefits including medical, life, dental, merchandise discount. Qualified applicants should call Mrs. Mann at 833-8906.

Winkelman's
An Equal Opportunity Employer
Farmington Hills Area.

SWITCHBOARD
With Light Bookkeeping Experience
Call Delphine - 478-7600

SWITCHBOARD OPERATOR

Southfield CPA firm needs operator for Rolm Switchboard with 30 incoming lines. Beautiful new office and excellent benefits. Send resume in confidence to: Box 848, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

TELEPHONE OPERATOR

We are a regional service company located in Livonia. We are seeking someone to fill a position in our phone room to receive and dispatch calls throughout the midwest. You must have the ability to handle a heavy volume of telephone conversations. Please apply in person to: M.L.S., 30483 W 8 Mile, between Middlebelt & Merriman Roads, Livonia, MI.

TYPIST - Accurate, fast production typist required by major Southfield corporation. An equal opportunity employer offering excellent benefits. Diversified work for Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

TITLE INSURANCE company seeks experienced person for satisfactory department. Oakland County. Full benefits. 477-8650

TROY BASED FIRM - has immediate opening for an administrative secretary with word processing experience preferably Lanier. Motivated, self starter, self disciplined, organized, communicative with experience in standard office procedures. Excellent math skills, attention to detail. Please send resume to Box 2872, Observer & Eccentric New