504 Help Wanted Office-Clerical

FINANCE COMPANY needs person for credit investigations, processing documents, typing & various office duties. Salary commensurate with experience. Benefit package. Call 261-2000 W. 12 Mile, Southfield, Mi., 48075.

FLEXIBLE, energetic person for fast paced office. Must be able to work well with others. Must know how to voice and typing a plus. Salary $200-$250. Send resume to: I.M.P., 18777 W. 10 Mile • #100, Southfield, Mich. 48075

FORTUNE 500 COMPANY
CLERK TYPIST
Excellent benefits, only to put your office skills to work. Nice suburban location. Quality benefits. To $16,000 fee paid. 353-2090.
After 6 Appointments Available
SNELLING & SNELLING

FREE TRAINING
WORD PROCESSING/Clerk Typist
DATA ENTRY
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call:
644-2660

FULL TIME entry level position available in the Purchasing Export Department for College Graduate. Typing, calculator and computer experience needed. Individual must be accurate and detail oriented. Send resume to:
AMERICAN YAZAKI CORP.
7700 HAGGERTY ROAD
CANTON, MI 48187
Attention: Purchasing

FULL TIME OFFICE - Prefer basic knowledge of IBM Computer, light typing, filing. Please call between 8am-1pm. Livonia. 937-0600

GENERAL CLERKS
PART TIME
CNA Insurance has part time openings that offer advancement for dynamic self motivated individuals. Morning and afternoon hours available (25 hrs. per week minimum). Some office experience and basic typing skills are preferred.
If you are qualified please contact our Personnel Dept.
CNA INSURANCE COMPANIES
30200 Telegraph Suite 300
Birmingham Mi. 48010
645-5940
CNA
For all the commitments you make
E. O. E. • M/F/H/V

GENERAL OFFICE - Person for varied duties including typing. Must have a pleasant phone personality. Non-smoking environment. 683-1300

GENERAL OFFICE
Mature person for 1 girl office, bookkeeping experience necessary. Call:
353-2545

GENERAL OFFICE - must be experienced working with people, good typing and have nice phone manners. Good wages with benefits. Redford area.
537-5600

GENERAL OFFICE - PART-TIME
8-2pm for 1 Girl Office. Good skills: Bookkeeping, Typing, Telephone. Real Estate & construction experience preferred but not necessary. Reply: 31353 - 14 Mile Rd., Ste. 101, Birmingham, Mi. 48010

GENERAL OFFICE for CPA firm, 11 Mile/Lahser area. Duties include reception, filing, light tax assembly, some typing. Excellent benefits, specialization, dental, life & pension plans. Hours are 9-5, 40 hours per week. Call Mrs. Mary C. 354-0060

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50 wpm, good math & organizational skills. Medical benefits. Salaries dependent on ability. Send resume to: Personnel, P. O. Box 300, Southfield, Mi 48037 or Call 353-3311, Ext. 17

GENERAL OFFICE
Birmingham area. Full time. Must be good with figures. Some office experience preferred. Send resume and salary requirements to: Office Manager, Server & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

The Ideal Candidate will be a fast learner with Retail/Wholesale or Fast Food Experience. Math aptitude & type 45WPM a must.
We are an international recognized importer, distributor & wholesaler of promotional advertising. Located in Bloomfield Hills. Excellent benefit package. Please Call for appointment. 258-3200 ext. 372

GENERAL OFFICE
Guardian Auto Glass, a Division of Guardian Industries, has a full time office opening in it's retail glass branch in Farmington Hills.
Reason abilities include: Customer contact, service, invoicing, payables, inventory, and other general office functions. Applicants must have Prior office experience and excellent communication skills. Typing is not required.
We offer a competitive salary and a complete employee benefit package. Please send a resume to:
Dale Pittsley
GUARDIAN AUTO GLASS
24150 Haggerty
Farmington Hills, Mi., 48018.

GENERAL OFFICE experience for insurance company. Call Auto Owners Homeowners & auto rating a plus. Call between 8am-12 537-7156

GENERAL OFFICE - light typing, accounts payable experience helpful. Benefits. Call for appointment:
435-4256

GENERAL OFFICE clerk wanted in Farmington Hills office. Must be able to type. file & answer phone board. 477-3910

GENERAL OFFICE CLERK needed for full and part time positions. Previous experience required.
Call Bobbie 425-2700

GENERAL OFFICE/PART TIME
Evenings and weekends. Approx. 15 to 20 hrs/wk. Light typing. Call Pam. 29055 Plymouth Rd., Livonia.

GENERAL OFFICE/PHONE
Experience helpful, but not necessary. Must have good phone voice & enjoy working with people. Call Linda Scott 667-6557

GENERAL OFFICE - large apt. complex in Southfield area. Must have quick learner with general office skills. Flat rate salary. Must be well organized & have good communication skills. For appt call 471-5600

GENERAL OFFICE
Immediate position available in administrative offices of established Redford firm. Salary based on experience & qualifications. Reply to: P.O. Box 9111, Redford, Mich. 48239

GENERAL OFFICE, experience needed for accounts receivable position at wholesale distributor. Knowledge of computers helpful, organizational skills necessary. Contact Mark Ballance between 8-5pm. 883-2000

GENERAL OFFICE
Tuesday, Thursday, Saturdays & Sundays in Real Estate office. Some typing, filing, answering phones, etc. Ask for Helen or Ann. Cardinal Realtors, Franklin 26-8700

GENERAL OFFICE
Southfield distributor seeks assistant for buying department. Must have excellent phone & calculator skills. Good math aptitude necessary. Detail oriented.
Call before 11am 352-0578

GENERAL OFFICE CLERICAL
Immediate opening. Nationwide manufacturer with headquarters in Farmington Hills. Candidate should have excellent math skills. Duties include accounting department. Excellent benefits. Pleasant working conditions. Please send resume to: Personnel, Dept. 30700 Northwestern Hwy., Farmington Hills.

INSURANCE AGENCY Birmingham. Experienced in Property & Casualty. Full time. Salary & benefits. Call Pleasant telephone voice, typing 645-8484, Non-smoker. Days 642-9400

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERICAL
Immediate opening. Nationwide manufacturer with headquarters in Farmington Hills. Candidate should have excellent oral & written skills for duties in accounting department. Excellent benefits. Pleasant working conditions. Please send resume to: Personnel, Dept. 30700 Northwestern Hwy., Farmington Hills, or call: 851-7700

IMMEDIATE full time position. Large construction company in Novi. Entry level accounts payable clerk. Send resume & references. Attn: Accounts Payable Supervisor, P.O. Box 768, Novi, MI 48050.
An Equal Opportunity Employer

IN-HOUSE Bodily Injury adjuster. 3 years experience necessary. Salary commensurate with experience. Livonia area. All replies held confidential. Send resume to Box 394, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY - Woodward 11 Mile. Experienced in Property Line Underwriter. Complete benefit package. Call weekdays 9am-5pm. Ask for Miss Ammon 398-1700

INSURANCE CLERK
Math typing & communication skills. Agency experience a plus. Send resume to Carol Davis, 30600 12 mile, Farmington Hills, 48018

INSURANCE OFFICE in Downtown Farmington needs Receptionist. Call for appointment between 9am-4pm 474-3511

INSURANCE SECRETARY
Birmingham, typing, filing, computer experience helpful, good benefits. Call Carol 642-5868

Jr. Clerk Typist
Immediate opening for individual to work at our office located in Plymouth on Penniman at Main. Candidates must type accurately minimum 50 WPM and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Mon. thru Fri. 10am-3pm.
FIRST FEDERAL OF MICHIGAN
790 Penniman, Plymouth
An Equal Opportunity Employer

KEYPUNCH/KEYEDIT
Keypunch operator positions available for all shifts. Must be experienced. Farmington area. 474-1138

LEGAL SECRETARY
Part Time, Afternoons. Word processing experience preferred.
Call 644-4433

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 SECRETARY for expanding Birmingham law firm. Litigation experience necessary. We train on Word processor. Full benefits and competitive salary. 644-8808

LEGAL SECRETARY for Birmingham Law Firm. Must type 70wpm. Knowledge of Lexis/Nexis & Word Writer helpful. Salary commensurate with experience. Contact Mr. Thompson at 645-2440

LEGAL SECRETARY
Creative & challenging position open for the right person. Experience required in Probate Law, specifically Pl and Malpractice. Word processing experience necessary. Salary commensurate with experience. Good benefits, pleasant surroundings, friendly atmosphere. Southfield area. Call Patti at 353-3800

LEGAL SECRETARY - experienced for Southfield law firm. Sharp individual with excellent skills and word processing background. 355-5200

LEGAL SECRETARY, experienced, for a defense litigation firm in Farmington Hills, excellent benefits. Please respond to P.O. Box 3012, Farmington Hills 48018.

LEGAL SECRETARY
for general practice. Troy law firm, experience & excellent typing skills required. Word processing Wordstar available. 649-1900 or 643-4444

LEGAL SECRETARY/Assistant part time for sole practioner. Candidate should have 1-3 years legal experience and typing ability of 70+ WPM. For consideration submit resume to Office Manager, 30100 Telegraph Rd., Suite 180, Birmingham, MI 48010

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. Free professional placement services, temporary or permanent, register now with THE Agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - Part time, experienced in general, personal injury practice. Southfield area. Call 357-2520

LEGAL SECRETARY - experienced with word processing skills. Hours: nights & weekends only. Hourly pay. No benefits. 353-8811

LEGAL SECRETARY - Downtown Detroit Law Firm. Send resume to: Bogos & Bogos, PC, 1319 Penobscot Building, Detroit, MI. 48226.

LEGAL SECRETARY
Permanent Part-time. 20-30 hrs./wk. (1) year experience minimum. Call 10am-3pm. 358-3219

LEGAL Secretary for 1 man office in Farmington area. Real estate experience preferred. Salary commensurate with experience. 721-1272

LEGAL SECRETARY
Litigation, word processing experience defined. Employee benefit program. Bloomfield Hills firm. Call Gladchun. 642-0333

LEGAL SECRETARY, substantial (twenty years) and administrative duties for mad that and PI practice. Salary minimum experience, benefits, all replies confidential. 334-2500

LEGAL SECRETARY
Experienced in litigation and malpractice. Excellent typing. Send resume to Personnel, 32633 Northwestern Highway, #214, Farmington Hills, MI. 48018

LEGAL SECRETARIES/
WORD PROCESSING
OPERATORS
Legal Secretaries & Word Processing Operators with legal background needed for Downtown assignments. 90+ wpm typing speed. Word processing background and 1-2 years legal experience desired. Excellent benefits, paid vacation, profit sharing, stock plan, bonuses and excellent salary. Call now for interview.
Norrell Services, Inc.
Dearborn Office Automation
893-3703

LEGAL SECRETARY
Full time, experienced for Southfield law firm. Call 352-7900

LEGAL SECRETARY, experienced for growing Sterling Hts law firm. Excellent pay & fringe benefits. Call Pam or Kathy. 977-0600

LEGAL SECRETARY, part time, evenings and weekends, experienced in personal injury litigation. Resume hours. 353-9080

LEGAL SECRETARY. Experience required. Word Processor helpful but not necessary. Southfield. Salary based on experience. Send resume to: Personnel, Collins, Zeinert & Fanuk, 4000 Town Center, Ste. 909, Southfield, MI. 48075

LEGAL SECRETARY
Large downtown Detroit law firm has immediate opening for a Secretary in our litigation department. 5 years minimum experience in typing, transcribing equipment, word processing and transcribing equipment desired for Law Firm, PO Box 2061, Detroit, MI 48231.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Major downtown Detroit law firm seeks several full & part time Legal Secretaries preferably with 3 years legal experience & excellent typing skills. We offer an excellent salary & benefits package. To learn more about the exciting opportunities available send resume to: Human Resources Dept., Miller, Canfield, Paddock & Stone, 2500 Comerica Bldg., Detroit, MI. 48226.
An Equal Opportunity Employer

LEGAL SECRETARIES
PERMANENT
TEMPORARY
Outstanding permanent positions available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for confidential, no fee, placement assistance.
Suburbs: 358-0060
Detroit: 963-4165
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL SECRETARIES
SALARIES TO $22,000
If you have good legal experience & skills, you owe it to yourself to talk to me about improving your career. I have super openings both downtown & Southfield. Fees always company paid.
• Pension & Profit Sharing
• LITIGATION
Downtown & Southfield. Super firms looking for litigation, specialists. Salaries to $21,000.
• CORPORATE LEGAL
Southfield firms. Great benefits including stock & pension. Salaries to $19,000.
• REAL ESTATE LEGAL
Downtown & Southfield. Word Processing needed. Salaries to $19,000.
• TAXES
Downtown. JD or CPA experience. Salaries to $18,000.
Let my 5 years experience placing secretaries work for you! For your confidential career options, by appointment. To schedule your confidential career interview,
call Debbie Brown: 569-6280
NANCY BARR & ASSOC.

WORKER'S COMP SECRETARY
Experienced, for defense litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3012, Farmington Hills, MI 48018-3012.

LIVONIA FOOD BROKERS
seeking Administrator to work Spoilage/Damage Desk. Must be self-organized individual with good Math skills & computer knowledge.
Responsibilities include billing of damages to principal food processing checks thru Computer system. Please send resume to:
P.O. Box 3304, Livonia, MI. 48150

MATURE PERSON with good clerical skills to work in the Claims Department of a Property/Casualty Insurance company. Some experience preferred. A minimum of 50 WPM. Good working conditions, benefit package and opportunity for advancement to qualified person. Call Lisa McDonald at 352-7300

OFFICE/ACCOUNTING
We have an ENTRY LEVEL position available in our Livonia Service Office Accounting Department. Qualified applicants must possess experience in order entry, preferably in the Accounting function. Accounts 10 key calculator a must. Accounts Payable and/or computer related experience a definite plus. Send resume including salary requirements to:
FOLAND'S
29753 Plymouth Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE
ASSISTANT
Friendly and busy office needs your fresh desk talent. Good typing and reception experience required. To $18,540 to start. Call now 353-2090.
After 6 Appointments Available
SNELLING & SNELLING

OFFICE ASSISTANT for Birmingham Law Firm. Must type 50 wpm. Full time. Send resume to Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

OFFICE CLERICAL - for service department. Must be organized. Prefered, Southfield area.
Call Sharon 358-5200

OFFICE CLERICAL - Experienced. Excellent Southfield location. Good typing ability & benefits.
Call Karen, 358-1191

OFFICE MANAGER/full charge bookkeeper. Small manufacturer located in Bloomfield Hills area. Supervisory & computer experience required. Send resume & salary history to Porbin & Tobes, 30600 Telegraph, #2160, Birmingham, MI. 48010. Attn: Mr Porbin

OFFICE MANAGER for 3 person office. Bookkeeping experience, client. Located in Southfield. References please. Ask for Alice. 354-1935

Office Secretary for Restaurant. P.C. experience preferred; bookkeeping experience a Plus. Recent Grad considered. Facility for handicapped individual. Age not a factor. Resume to: Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARALEGALS
Business and estate planning. Downtown Detroit law firm. Excellent benefits. Salary based on ability, organized, degree preferred. Send resume to:
BOX 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Accurate Typist. Pleasant phone voice & manner for Bloomfield & Southfield. Telexes or computer knowledge helpful but not necessary. Hours: Mon thru Fri., 8:30am-12:30pm. Call Sandy 557-6318

PART TIME HIGH SCHOOL student for 13 Mile & Northwestern law firm. Errands, filing, misc. office work. Must have car, be dependable, able to work afternoons and Saturdays. Call Hardwicker, 626-5200.

PART TIME - phone receptionist, Southfield, means person with good phone skills. Light typing, beautiful surroundings. First Center Office Plaza, Northwestern Hwy. 24 per hr. 352-1400

PART-TIME RECEPTIONIST for Birmingham Real Estate firm. Must have telephone answering skills, light typing. Evenings & weekend. 642-5424

PART TIME RECEPTIONIST
Ideal hours of employment for college person. 4 evenings 5-9, Saturday & Sunday. Good telephone manners, typing, sewing, bubbly personality. Harry S. Wolfe Co. Ask for Rita 421-5600

PART TIME - secretarial position, available in Southfield for mature person with excellent skills.
352-1400

PART-TIME
SECRETARY
We need a part-time secretary for our busy office. Typing and telephone answering skills required. Call Darlene Shamanski at:
Schweitzer Real Estate
Berkal Homes & Gardens

PART-TIME
SWITCHBOARD
OPERATOR
Rohn Switchboard operator needed for Southfield CPA firm 2 days per week. Rohn experience required. Call Mrs. Ellen Ross at 557-7030
P.O. Box 661, Southfield, MI. 48037
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PAYROLL BOOKKEEPER
Experienced with computer data processing background. Good Math and typing skills necessary. 500 plus employees. Bi-weekly payroll. Year round employment. Excellent benefits. $16,729-$17,633 to start. Call Mrs. Ann Marie Northrop, Public Schools, 501 W. Maple, Northville

PAYROLL/PERSONNEL CLERK
Minimum 3 years office experience. Excellent typing & math skills required. Computer background helpful, excellent benefits. Send resume & salary requirements to: Box 420 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL & TAX CLERK wanted for growing Southfield firm. Accounting education required. System 34 or System 36 experience a big plus. Must be good with details. Send resume with salary requirements to Controller, Haver Enterprises, 25900 Telegraph Rd., Southfield, MI., 48034.

PENSION CONSULTANT
Challenging position for Birmingham Hills firm person with accounting education required. System 34 or System 36 experience. Excellent salary & benefit package. Send resume to: Personnel Manager, 5680 Orchard Lake Rd., Suite 195, West Bloomfield, MI 48033

PERSONNEL
PART TIME
Work approximately 28 hours per week, Mon., Fri. Candidate should possess accurate typing skills of 60-70 wpm, have good phone skills, be neat, strong organizational skills and be able to handle confidential information
We offer a good starting pay rate, regular salary reviews & many company benefits including free parking, a liberal merchandise discount, 1½ weeks turtner, call Mrs. Mann at 833-9005.

Winkleman's
An Equal Opportunity Employer

PURCHASING SALES ASSISTANT
Bright, articulate, good math skills, good phone voice & communication skills. Few years experience in office, knowledge of industrial product. Telephone contact with suppliers & customers for small growing industrial sales company in Dearborn. Send resume & salary history to P.O. Box 5040, Dearborn, MI 48126

PURCHASING SECRETARY
National headquarters of multi plant woodworking company desires dependable secretary for centralized purchasing/inventory control department. Word processor, calculator, light bookkeeping experience helpful.
Call or write Mr. Freese, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48018. 851-7700

REAL ESTATE
Closing Secretary
Livonia Law firm, Lahser area, seeks an experienced Closer for 2 offices. For details call Mrs. D'Angelo.
464-8400

REAL ESTATE development company has opening for Closing Assistant. Commercial real estate experience required. Send resume to: P.O. Box 1923, Birmingham, MI., 48012

REAL ESTATE RECEPTIONIST - part time position in busy W. Bloomfield office. Light typing & telephone. Educational skills a must. Light typing.
Call Ann 661-0779

RECEPTIONIST/SECRETARY
For diversified Real Estate Development firm. Reception, telephone, excellent typing skills (word processing a plus), errands, other office duties. $13,000. Responsibilities will increase. Bonus second with resume to Box 324 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST/CLERK
With potential for advancement to Legal Secretary position. Typing 50 wpm. Pleasant Office. Contact Kathy 626-3448

RECEPTIONIST
With good typing skills for construction company in Southfield. Previous experience preferred.
Call 356-4047

RECEPTIONIST - Light typing & filing. No experience necessary but typing skills are necessary. 500 plus. Please apply in person: 13173 Merriman Rd., 1 Mile North of Plymouth Rd., West of Levan 591-5222

RECEPTIONIST wanted for busy Bloomfield office. Typing skills preferred but not necessary.
Call 600-0123 or 626-1378

RECEPTIONIST wanted, full time, no weekends. Must be able to work under pressure. Apply in person: 25959 W. 8 Mile Rd., Redford.

RECEPTIONIST
needed for busy advertising firm. Typing, filing & phone skills.
Southfield Area, Call 352-8600

RECEPTIONIST-GENERAL OFFICE
Typing 40 wpm. Must speak English skills & accuracy - A Must.
Call Sharon 358-5200

RECEPTIONIST needed for Southfield Law Firm. No experience necessary. Light typing & pleasant, phone voice. Sara, 9:30am-4pm. 355-2770

RECEPTIONIST
Full time to answer phones and direct calls. Secretarial skills required. Benefits. 855-5000

RECEPTIONIST with some secretarial experience. Must be able to type. Light bookkeeping, medical, society or Southfield Rd. & 8 Mile. 559-4344

RECEPTIONIST
$16K/FEE PAID
Personnel Systems 459-1166

RECEPTIONIST with typing skills. Mature person for full time position in busy Bloomfield office near Orchard Lake. Send Resume to P. O. Box #314, Walled Lake, Mi. 48088

RECEPTIONIST
Part time, 30 hrs per week, light typing & filing, answer phones. Send resume to: Mr Fryer, 27483 Schoolcraft, Livonia, MI. 48150.

RECEPTIONIST wanted for full time position with Veterinary hospital in Southfield. Salary commensurate with experience. Interested parties may take them thru May 17th at 24070 W. 7 Mile Rd. 532-4500

RECEPTIONIST
APPOINTMENT SECRETARY for busy Farmington Hills private dental office. Full time. Pleasant phone personality. Good typing. Team/people person. Benefits/bonuses paid. 585-2840

RECEPTIONIST - mature, self starter person for receptionist duties. Must have business experience & typing ability. Knowledge of a plus. Apply weekdays 9am-4pm. Ask for Ann Marie. Sterling Leven, N. of Plymouth Rd. Livonia.

RECEPTIONIST

A prestigious law firm in Birmingham needs an enthusiastic, professional receptionist for their front desk. Responsibilities include answering telephones, typing and assisting with support staff. This is not a position with potential to advance to a legal secretary. Applicant must have an confidence to: Ms. Lowe, P. O. Box 661, Southfield, MI 48037.

Plants & Gardens Hiring for An Equal Opportunity Employer

RECEPTIONIST SECRETARY - for law firm in Southfield. Must have typing. No legal experience necessary. Please call 356-5250

RECEPTIONIST - Part time, 12-5. Typing, telephone, pleasant phone personality. Bookkeeping a plus. Call after 9am. 353-7744

RECEPTIONIST - PART TIME
For Lindquist Sales Company. Prefer Downtown Detroit, Uptown Detroit, Uptown Detroit, Southfield, Farmington, Troy, Warren.
RECEPTIONIST needed for Retail Office. Excellent Southfield location. Good typing ability & benefits.
Call Karen, 358-1191

RECEPTIONISTS - switchboard operator, for water treatment company. Light typing, good phone voice, pleasant demeanor, correct position.
Call Marilyn 646-7030

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST/
GENERAL OFFICE
Livonia Area. Mature & reliable person who has knowledge of office procedures & word processing equipment. Call 591-0270

RECEPTIONIST/GENERAL OFFICE
Farmington Hills Financial Planning Firm. Looking for person with good computer and phone skills. Call for interview between 9am-5pm.
Call 851-7168

RECEPTIONIST
with typing skills. Mature person for full time position with established Farmington Hills Law Firm. Send resume to P.O. Box 314, Walled Lake, Mi. 48088. Phone 624-6658

RECEPTIONIST for West Bloomfield landscape company. 5-6 days. Light typing. Some computer knowledge helpful. Send resume & salary requirement to Office Management, 30600 Telegraph, Suite 2160, Bingham Rd., Suite 103, Southfield, MI 48034.

RECEPTIONIST SECRETARY
Motivated self starter, necessary for expanding Troy office. Applicant must have good communication, organization & general office skills. Call for appointment, Mon.-Fri., 8-5.
643-6980

RECEPTIONIST
Needed for manufacturing company. Require excellent phone manner & typing ability. If qualified please forward resume with salary requirements to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST -needed immediately. Must have 2 years minimum office experience. Good benefits with room for advancement. If you like to keep busy and like to grow with an expanding retail firm. Send resume to Personnel Director, 32975 Schoolcraft, Livonia, MI.48150

RECEPTIONIST
Real estate office seeking evening and weekend receptionist. Experience nice but not necessary. Must have light typing skills. Redford area. Call Jon 937-4000

CENTURY 21
Today 538-2000

RECEPTIONIST
SECRETARY
Rochester Hills manufacturing company. Excellent environment, wages and benefits. We use word processor and computer. Experience desirable, but will train. Cardell Corp. 853-3350

RECEPTIONIST/SECRETARY
Poise, personality & performance needs the list for this unique communication design firm. Top management. Memory typewriter experience & organizational skills needed for this public relations & customer service position. Call now
MGM
ENGINEERING & OFFICE SERVICES

EXECUTIVE SECRETARY
President of Westside manufacturing company seeking Experienced Secretary. 5 years prior secretarial experience required. Word processor experience preferred. Starting salary $1,200 per month, full benefits. Reply to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
Challenging position for person working in our Corporate sales division. Very busy department requiring versatile professional who can handle telecommunications, typing and bookkeeping. Knowledge of call systems helpful. Good benefits. Salary commensurate with experience. Send resume to: Box 324 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY - full time in Legal Services office. Typing 50 wpm, shorthand required. Must be looking for long term position. Benefits followup. Ideal for person looking for a firm with variety & challenge. Excellent benefits. Call Mrs. Ann Office in 12 mile Northwestern Hwy area. 355-1619

SECRETARIAL entry-level position for Southfield computer software firm. Typing, filing, general office duties. Organizational skills a must. $12,000 plus benefits. Send Resumes only: Marketing Coordinator, 30400 Northwestern Highway, Southfield, MI 48075

SECRETARIAL OPPORTUNITIES
- Secretary to President $22,000
- Legal Secretary $20,000
- Office Manager $20,000
- Bookkeeper $17,000
- Secretary/Receptionist $16,000

ALL FEES PAID
EVENING APPOINTMENTS AVAILABLE
Personnel Systems
9450 S. Main - Suite 102
Plymouth, MI 48170
459-1166

SECRETARIAL - part time afternoons. Typing. Attention to detail & accuracy a must. Some computer knowledge. 553-5130

SECRETARIAL POSITION immediately available in Bloomfield Hills Office. Must be an excellent typist with some recent legal experience. Good benefits. Call Joyce Luxon 647-1212

SECRETARIAL POSITION
Novi Employer has an immediate opening for an executive secretary. Position requires strong supervisory skills, data reporting which requires computer literate skills & computer terminal usage. Excellent fringe benefits. Call Ann Marie at 313-478-9700

Secretarial/Sales Assistant
Non-smoking position involves quotes typing, communication skills and clerical duties. Apply: Mon.-Fri. 8am-4pm.
Tri-Motion, Inc.
30987 Industrial Rd.
Livonia, MI 48150

SECRETARIES/
WORD PROCESSING
Attention! Work like a part time job in Southfield with flexible hours for part time. If you are dependable, take shorthand & can compose letters, please call Ed Sawyer.
332-0820 ext 938

SECRETARIES/
WORD PROCESSING
If you have Word Processing, DPT or Fortune 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 Service Inc.
Office Systems Staffing Div.
962-3700

EXECUTIVE ASSISTANT/Receptionist
Position reports to the president & offers inside sales, office procedures, light bookkeeping, typing, math aptitude, typing 50 wpm, shorthand a plus, telephone background a plus. Send resume & salary requirements to: Mr. Brown, P. O. Box 767, Novi, MI 48050

SECRETARY
ACCOUNTING
Corporate headquarters of manufacturing firm based in Troy, has an immediate need for a secretary for the accounting finance services department.
Qualified applicants will have typing, good verbal and written communication, & basic computer literacy. Word processing experience preferred. Attractive offices, non smoking environment, competitive salary & benefits package.
Competitive salary, coupled with ONLY those resumes stating exceptional skills will be considered. Reply confidential to: Box 115, P. O. Box 837, Troy, MI. 48099

SECRETARY
Birmingham Ad Agency needs P.R. Secretary. Must be accurate typist, fast typist, speed helpful but not necessary. Bonuses with a team-oriented, fast paced, BC/BS for employee. Call: Ms. Matthews, 8:30-5:30pm. 540-7687

504 Help Wanted Office-Clerical

Secretaries
Word Processing
Operators
Typists
Data Entry
Operators
Kelly "SPELLS SUCCESS"
Now through June 7, with each pay check you receive you could be an instant winner of $25 or better prize. Prizes are winning 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 bonuses. Call Ann Moran for an appointment, 7 am - 5:30 pm.
362-1180
TROY
KELLY SERVICES
The "Smart Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

SECRETARIAL position available immediately for secretaries to employees in small office in Troy area. Requires 3 years secretarial experience, typing 50wpm, accurate shorthand & ability to communicate effectively by phone & correspondence. Must be able to work independently & take minutes at meetings. Excellent working conditions, salary & benefits.
Call 649-0420
An Equal Opportunity Employer

SECRETARY
Birmingham Manufacturer's Rep. Agency. Must be accurate typist with good Secretarial skills. Able to organize and follow through with independently.
Call 646-5477

SECRETARY/BOOKKEEPER
for extremely busy pool company. Now thru Oct. Ask for Donna
851-1510

SECRETARY/BOOKKEEPER
One person office, 15-20 hours per week. 13 Mile-Northwestern area.
855-2444

SECRETARY - Universal duties, knowledge of Word Processing with insurance forms plus word processing helpful. Call Mrs. Conti, BAR-MAN, 548-1335

SECRETARY
Experienced, dynamic Secretary to work with upper management staff in fast paced environment. Must have excellent communication, general secretarial skills including knowledge of shorthand and dictation equipment. Excellent benefits. Northville area. Send resume with salary history to: Confidence: Box 20201 Coryell, Birmingham, Mich., 48010.

SECRETARY
Fast-paced Sterling Hts Promotions Firm seeks hardworking Secretary with excellent typing skills & Word Processing experience. Shorthand helpful and/or Dictaphone background - A Plus. Good communication skills - A Must. Some Overtime required. Salary commensurate with experience. Send resume to: Director of Sales, Box 2105, Bloomfield Hills, Mich. 48302.

SECRETARY for office in Birmingham. Light typing & phone. $225 a week. Call evenings only.
340-4320

SECRETARY Westside/Bloomfield field litte law firm. Excellent typing (IBM Display Writer) and good telephone manner required. Previous legal experience not required.
647-6111

SECRETARY - for growing Insurance Agency. Desired person will be detail oriented with skills including typing with a positive attitude. Must be a Quick Learner, self-motivated & motivated. Salary to match abilities. Send resume to: 25810 Plymouth Rd., Redford, MI. 48239. Attn: Mary, 8am-5pm, 937-1111

SECRETARY
For large Westbloomfield client in the Rochester area. Must have excellent typing skills. Must be able to handle two executive sales managers, good math skills. Salary based on: 6% 102, 18900 Kercheval, Grosse Pointe, 48230

SECRETARY for growing medical equipment company. Must be organized & experienced. Farmington Hills. Call 477-6800

SECRETARY
For Insurance office. Please send resume to Box 338, Observer, 909 Novi Rd., Northville, MI 48167.

SECRETARY
For Insurance Office in Southfield Area. Full time position. Office experience helpful. Call
557-8006

SECRETARY for computer software company. Must have excellent phone manner, 1 year experience typing 40 wpm and proficiency in Call Key. 478-6833

SECRETARY - for finance area, for Southfield firm. Must type 50 WPM, bookkeeping, some word processing, contract position.
Call Marilyn 548-7680

SECRETARY - for Birmingham real estate firm. Must have excellent typing 50 WPM. Experience on IBM PC, with Word Perfect, contract position.
Call Helen 646-7880

SECRETARY
FOR TEMPLE ISRAEL/RELIGIOUS SCHOOL IN W. BLOOMFIELD
Personable individual with excellent typing skills. Competitive salary & benefits. Ability to type 60 WPM. Experience on IBM PC, with Word Perfect, contract position.
Call Helen 646-7880

SECRETARY
Seeking energetic person with typing (60WPM), shorthand (Gregg), clerical & filing skills. Please
Call between 9am-5pm. Mon. thru Fri. Southfield Area. 557-5633

SECRETARY
Seeking bright beginner for full time entry level position. Must have Word Perfect Corporate Office, Must be bubbly, have good math skills, accurate typing, filing, recordkeeping, dictation, transcribing, telephone skills, sent typing, math and spelling skills. Salary commensurate for enthusiastic individual. Full benefits including tuition reimbursement. Please call or send resume to:
Erb Lumber
Personnel Department
P.O. Box 430
Birmingham, MI 48012
644-5300

SECRETARY
Southfield based company has an immediate need for a full time individual with proven secretarial skills. Qualified candidate must have previous experiences using secretarial typewriter, word processing & accounting/billing systems. Must be a very neat & organized individual. Full benefit package. Salary commensurate with experience. Please call or send resume to:
Erb Lumber
Personnel Department
P.O. Box 430
Birmingham, MI 48012
644-5300

SECRETARY
Southfield based company has an immediate need for a full time individual with proven secretarial skills. Qualified candidate must have previous experiences using secretarial typewriter, word processing & accounting/billing systems. Must be a very neat & organized individual. Full benefit package. Salary commensurate with experience. Please call or send resume to:
Erb Lumber
Personnel Department
P.O. Box 430
Birmingham, MI 48012
644-5300

SECRETARY
Good word processing skills and good personality needed. Responsibilities include answering phone, typing and interacting with clients. Salary and bonus in conduction with: Ms. Lovins, P. O. Box 661, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY Immediate opening for Paid Secretary for construction firm. Must have typing & filing skills. 5 years experience. Please send resume to Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
Large property management company in Southfield requires hardworker with accurate typing (50 wpm), accurate filing and other general office duties. Call Mrs. Kaplan for Office Manager, P.O. Box 5071, Southfield, MI 48086.

SECRETARY/LEGAL ASSISTANT
Excellent typist, dictaphone, Quick Learner, Full - part-time. Salary commensurate with experience.
George Mann, 21500 Greenfield, Suite 210, Oak Park, MI. 48237

SECRETARY - Mature, immediate opening, involves customer service, with good aptitude for figures. Please call 478-3005

SECRETARY - Must be fast, accurate typist who enjoys a challenge and is able to work under pressure. Word processing experience helpful. Courteous, professional, pleasant phone manner. Salary commensurate with experience. Send resume to: The Creative Alternative, 31731 Northwestern Hwy., Farmington Hills, MI 48018.

SECRETARY
needed for Southfield office. Must have automotive company. Typing skills at least 60 wpm, dictation, some transcription equipment, word processing helpful. Courteous, pleasant phone manner, contact a must. Interested ? send resume to Jack Rouen Engineering, 11953 Market, Livonia MI. 48150

SECRETARY
Needed for this long term position in Farmington. Must know MS WORD and have knowledge of the IBM Word Perfect.

BOOKKEEPER
Full charge Bookkeeper for long term/permanent position in West Bloomfield. Excellent organizational skills a must.
ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5810

Ahead of The Rest
SECRETARY needed for Troy law fir