504 Help Wanted Office-Clerical

EXECUTIVE SECRETARYS
We have 4 positions to fill immediately for executive secretary each requiring 1 or more of the following skills: Xerox 850 word processing or typing 60 WPM minimum, shorthand & word processing. If you have 1 or more of the above skills and are available to work indefinitely with the possibility of becoming permanent in the Southfield area call

MANPOWER
TEMPORARY SERVICES
Southfield 353-8780

EXECUTIVE • secretary, Troy, excellent typing, shorthand or dictaphone for top executive, benefits, $24,000. Fee paid.

ADMINISTRATIVE • Assistant, excellent typing, shorthand, dictaphone & word processing, must have worked for chairman of the board with 10 yrs. experience, $23,000 plus benefits. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXEC. SEC'TY. TO V.P.I
FEE PAID • $18,200
N. Suburban location! Will assist V.P. of Development. Arrange travel, meetings & work schedules. Asking for good executive secretarial background with excellent skills.
Great benefits package. 649-8797

DOROTHY DAY
PERSONNEL, INC.

EXPERIENCED person for all around work in General Contracting Company. Must have 5 years experience. Good wages & vacation. Redford Area 537-7500

FARMINGTON HILLS • property and casualty agency looking for commercial lines light to medium exp. experience. Hours flexible, salary negotiable. Call 851-8020

FARMINGTON HILLS Insurance Agency needs receptionist. Previous medical secretary experience helpful. Type 50wpm. Non smoker 553-2282

FARMINGTON HILLS Insurance Agency needs Personal Line Underwriter. Minimum 3 years experience Auto & Homeowner. Good phone personality. Typing 50wpm. Non smoker 553-2282

FILE CLERK
for Farmington Hills insurance firm. Full time, Light typing. Entry level position with opportunity for advancement. Mr. Accardo 855-0069

FILE CLERK
Southfield area. Good organizational skills, good office experience and self-starter a plus. Light typing. Excellent benefits package including medical, dental, prescription & tuition reimbursement. Send resume to:

Personnel
P.O. Box 2227
Southfield, MI. 48037

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:
644-2560

FULL TIME POSITION open due to promotion. Entry level position with Federal APD, a subsidiary of The Federal Signal Corporation. Experience in word processing with postal mail and switchboard. Job requires work in warehouse and overseas typing and shorthand a plus. Apply in person at Corporate Headquarters Farmington Hills, Michigan. No phone calls please.

ATTENTION
GENERAL OFFICE/
RECEPTIONIST
$10,480 TO $12,480 FEE PAID
Great opportunity in a friendly suburban company. If you have a pleasant personality, good typing will land you this position! Great benefits plus a fabulous paid vacation! Call Michele at 454-0009.
SNELLING & SNELLING

GENERAL OFFICE
Part time, Telegraph/Maple area. Type 50wpm. 642-4440

GENERAL OFFICE
Mature person to answer phones, accurate typist. Flexible hours. Call Pat between 10-4. 478-1910

GENERAL OFFICE position in Troy. Some typing, filing & back-up on other office positions. Denise at office experience desirable. 528-3815
An Equal Opportunity Employer

GENERAL OFFICE
With minimum supervision. Light typing, good phone manners, some filing. Full benefits. Keego Harbor Area. Send resume to: P.O. Box 3335, West Bloomfield, MI. 48033 or call Tammy at 332-2700

GENERAL OFFICE
Short & Long Term
Arbor Temporary 459-1166

GENERAL OFFICE • part time, neat conscientious detail minded person, experience preferred.
Walled Lake area. 624-1010

GENERAL OFFICE
Entry-level position for office in Farmington Hills area. Typing, filing experience - A Must. Call 477-3917

GENERAL OFFICE • Pediatric Practice requires intelligence and good typing. Will train. Good position. Possibility of Office Manager. Bring resume. 569-9920

GENERAL OFFICE • filing, typing & accounting clerk, pleasant secretary with & without shorthand for large corporation in Troy & Southfield. Call Helen 646-7660

GENERAL OFFICE POSITION
With professional construction company. Some knowledge of bookkeeping and computers, benefits. Send resume to: Box 1, Ten Mile, Bu. 207, Southfield, MI., 48075.

GENERAL OFFICE PERSON needed for three days per week in Farmington area. Light typing, filing, posting. We will train. Please call for appointment.
Red Cedars Restaurant. 533-5170

GENERAL OFFICE WORK, part time, Evening some weekends. Flexible hours, approximately 20 to 30 a week. Apply between 9 and 11am. Fox & Hounds, Voiax International, 1394 Beskin Road, Milford. 685-2050

GENERAL OFFICE CLERK
Entry level, general office, full time position. Will train. Responsibilities: Math aptitude, type 40 wpm. Send resume to: Box 1, Ten Mile, P.O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 17

GENERAL OFFICE permanent, part time, 15-20 flexible hours per week. Must be available evenings & weekends. Light typing, must use calculator & relate to people. Apply 10-4 pm, Mon. thru Fri. Lakeway Furniture, 29055 Plymouth Rd. Livonia.

GENERAL OFFICE • immediate work available. Person needed to answer phones and deal with customer inquiries for a local heating and cooling company. Also light typing. Starting $4.00 per hour. Send resume and references to: P.O. Box A2222, Livonia, Michigan 48152. No phone calls please

GENERAL OFFICE CLERK
needed by Factory Mutual Engineering located on Telegraph near 12 Mile. Must have good clerical skills, typing speed 55 WPM, will train on word processor. Excellent hours and benefits. Please call
E. Fields, 540-0600
An Equal Opportunity Employer
Affirmative Action Employer

GENERAL OFFICE
Insurance related organization seeking a permanent, part time office worker with good clerical skills. Willing to start. Must have previous office experience, competence, flexible hours - at least 20 hrs a week. Good references necessary. Southfield area. Contact Lynn or Laura Mon- Fri 8:30-4:30 at 557-6510

INSURANCE - Birmingham agency needs experienced receptionist/clerk service person. Position requires; typing ability & clerical/typing skills. Call 540-4610

504 Help Wanted Office-Clerical

GENERAL OFFICE
$10,000 PLUS FEE PAID
Beautiful Livonia office is looking for someone with good typing and 1 year office experience. Must be able to work under pressure. This position offers training on computers. Excellent benefits and advancement opportunities. College graduate welcome. Call Annette, 464-0909.
SNELLING & SNELLING

GROWING OFFICE products company needs a versatile person with general office skills. Must have good typing and phone skills. Pay based on experience. Immediate opening. Call 356-2300

IBM PC OPERATOR - top pay for your expertise on any software package. Long and short term assignments available.

NBI WORD PROCESSOR - experienced operator for top assignment at large corporation.

IBM 5520 or IBM DISPLAYWRITER experience needed for long and short term assignments.

Ask about our exceptional benefit package and free word processing training.

ENTECH
SERVICES, LTD.
588-5610

INSURANCE
Dynamic Southfield insurance company has immediate full time openings for:
• GENERAL OFFICE CLERICAL
• EXPERIENCED HEALTH CLAIM EXAMINER
• LEGAL SECRETARY
We can offer you fully paid insurance benefit package, excellent working conditions. For further information and appointment call:
591-4692

INSURANCE • experienced Customer Service Representative for personal lines department. Computer experience helpful. Send resume to Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE - general office, experience helpful. Full time. Birmingham area. Call after 5pm. 644-1188

INSURANCE • Secretary/Assistant to agency president. Northern suburbs. 3 years property & casualty, commercial lines experience, excellent salary & fringe benefits.
963-5240

INSURANCE
Small Southfield Agency needs part time secretary. Personal lines rating experience preferred. Call after noons 557-7822

INVENTORY CLERK/DILLING
Typing - 50 WPM. Experience preferred but will train. 5 Mile & Gretton area. Excellent benefits. Send resume with salary requirements to: Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEY PUNCH OPERATORS
Must do 16000 key strokes.
Will pay premium. 474-1138

LEGAL BILLING CLERK
for Birmingham law firm - part time to full time. Bookkeeping knowledge and excellent typing skills necessary. Prior law firm & computer experience helpful but not required. Salary based on experience - good benefits. Call Israel. 644-8801

FULL TIME POSITION open due to promotion. Entry level position with Federal APD, a subsidiary of The Federal Signal Corporation. Experience in word processing with postal mail and switchboard. Job requires work in warehouse and overseas typing and shorthand a plus. Apply in person at Corporate Headquarters Farmington Hills, Michigan. No phone calls please.

LEGAL SECRETARY
One Secretary - 2 Attorney office in Tel Twelve Mile area. Will train on word processor. Good typing skills, previous legal experience & pleasant manner & email. $300 per week. Call 357-5522

LEGAL SECRETARY - mid-sized downtown Southfield law firm. Pleasant working conditions in new offices. Good typing skills, previous legal experience & pleasant manner & email. $300 per week. Call 357-5522

LEGAL SECRETARY
Downtown Southfield firm has immediate openings for Legal Secretaries. Word processing experience preferred. Excellent typing & transcribing equipment skills necessary. Submit resume & salary desired to:
Law Firm, P.O. Box 2061,
Detroit, Michigan 48231

LEGAL SECRETARY - Real Estate for 2 associates in large downtown Detroit law firm. Real estate experience required. Typing 70 +, shorthand 70+. Only those qualified need apply. Reply to: Ms. Judy Taylor, Honigman, Miller, Schwartz & Cohn, 2290 First National Building, Detroit, MI. 48226.
An Equal Opportunity Employer

Legal Secretary
To $20,000
Top-notch Town Center Legal Firm seeks professional Legal Secretary to handle partner, 70 WPM typing & requirements. Word processing is a more important. Evening and weekend appointments available.
Arthur Thomas & Assoc. 355-4140

LEGAL
SECRETARY
$18,000 PLUS
FEE PAID
Large law firm offering advancement. Opportunity, plush surroundings. Must be qualified individual. Call now 399-3450.
SNELLING & SNELLING

LEGAL SECRETARIES
TYPISTS
SECRETARIES
WORD PROCESSORS
Needed for day or short term assignments. Top rates. Weekly pay checks.
WESTERN
TEMPORARY SERVICES
Downtown 964-6571
Troy 879-8300

LEGAL SECRETARY
Litigation. $20,000 annual, plus benefits. Shorthand and word processing preferred.
Call 557-7822

LEGAL SECRETARY
Large prestigious firm. $18,000 a year, plus benefits. Several openings including entry level.

LEGAL SECRETARY
$18,120 a year, plus benefits, 1 year legal experience.

LEGAL SECRETARY
Medical malpractice, $20,000 a year, plus benefits.

LEGAL SECRETARY
Litigation. 2 years legal exp. plus benefits.

ALL POSITIONS FEE PAID
ARCHER EMPLOYMENT
2016 Penobscot Bldg. 963-8205
6966 Crooks Rd. 879-1420

Legal Secretary
BLOOMFIELD HILLS AREA
Permanent part-time position. Especially convenient for someone with schoolaged children. Work while kids are in school. Hours 9am to 3pm. Mon. thru Fri. 30 hours per week. Ideal for someone who wants to be experienced in General Corporate Litigation and Pleadings. Must possess good grammar, typing and dictation skills. Know how to operate IBM Personal Computer with Wordstar Word Processing Software. Will train on Wordstar if necessary. Salary commensurate with experience. Please call Mike Callaway for personal interview.

Staff Builders
557-8600

LEGAL
SECRETARIES
PERMANENT
TEMPORARY
Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Short delay, call today for courteous, no fee, placement assistance.

Suburbs: Detroit:
559-0060 963-4165

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2530
SOUTHFIELD, MI 48075

LET'S
TALK!
TOP PAY
PAID VACATION
VARIETY OF JOB
ASSIGNMENTS
We have immediate openings in your area for other secretarial, clerical, and legal positions. All skills needed. Call the office nearest you for more information.

SOUTHFIELD
NOVI • 353-4420
348-4450

Personnel Pool
INVESTA FEE

WORKER'S COMP SECRETARY
Experienced, for defense litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills 48018.

LIVONIA FOOD BROKER
seeking clerical typist to assist our marketing and administrative department. Looking for organized individual who can type a minimum of 55wpm. Computer background in word processing a plus. Send resume to: T.P.C., P.O. Box 3304, Livonia, Michigan 48150

NOVI MANUFACTURING CO.
needs a versatile person with good organizational skills for our office. Some clerical experience preferred. Please call 478-2977

OFFICE
ASSISTANT
Suburban division of a successful company has a challenging opportunity to offer an individual with good typing. Great benefits. To $12,400. Fee paid. Call 353-2700.
After 5 PM. Appointments Available
SNELLING & SNELLING

OFFICE ASSISTANT/Shipping Clerk

Immediate opening for an accurate Typist with good organizational ability. Duties consist of typing letters and shipping documents, filing and back up phone. Minimum typing speed, 50 wpm. Great opportunity for advancement. Send resume to: Young Industrial Sales Corporation, 30800 Telegraph Rd., Suite 1821, Bloomfield, MI. 48010.
Att: Lynette Grays.
An Equal Opportunity Employer M/F

PART TIME ASSISTANT to work on art grant program for the aged. Suite in phone communication, typing, scheduling, program planning. Call Karl Kammerer, Le Vine Institute Detroit, MI 48202 833-7118

504 Help Wanted Office-Clerical

OFFICE CLERICAL
PART TIME
Farmington Hills sales organization has a part time entry level position open. 20 hours per week, flexible. Candidate requirements are: type proficiency, good telephone manner, aptitude, excellent people skills & prior office experience. $5.50 to $6 per hour. Call 626-8300 ext 228

OFFICE CLERK/ACCOUNTING CLERK - SUMMER EMPLOYMENT
Fast-growing Public Relations firm in Southfield has (3) Summer Positions available. Typing, light typing & General Office skills required. Salary range is $4-$4.50 per hour. Please call Office Administrator, at 557-8000

OFFICE HELP with Accounts Receivable experience. Respond to: Box 1, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER - for Oakland County Lawyers. Responsible very important & management skills necessary. Non smoker. Send resume to: Farmington Hills, Box 7253, W Big Beaver, Ste 1616, Troy, 48084

OFFICE MANAGER/SECRETARY
For manufacturer in Farmington Hills. Full time position. Experienced only. Salary negotiable. Call for appointment. P.O. Box 5032, Birmingham, Mi., 48012

OFFICE MANAGER - 1 girl office. Experienced in accounting, payroll & general office duties. Must have experience running IBM/S/23 Computer preferred. Send resume to: P.O. Box 5041, Plymouth, Mich. 48170

OFFICE WORKERS!
Be a temporary professional at ACRO. We have positions for experienced Word Processors, Clerks, Typists, Receptionists in the Livonia area. We offer top pay, medical, dental, and optical benefits. CALL NOW AND ASK FOR FEE. Call:

ACRO
Temporary Services
591-1100

PARTS/SERVICE COORDINATOR
responsible for parts orders & invoicing, good typing & math skills required. Customer phone contact experience essential. Excellent benefits. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME NOW with full time in 30-60 days. Answering phone, light typing & flexible appointment schedule for this general office position. Great benefits. Call Mr. Woodward, Bills Crooks & 14-Mile area. Contact Kathy Crabtree or Karen 553-2236

PART-TIME
Personable, self-directed with good simple, clerical and communication skills. Call:
540-6560

PART TIME SECRETARIAL for 12 year Southfield office. Light typing, pleasant attitude.
557-7822

PART TIME - Troy Mfg co needs someone to work one 4 hour shift after 4:30pm or during the weekend. Duties will include performing a computer file backup & light clerical duties. Must be reliable & able to work every week. Hours may be negotiable. Call for interview. De-Sta-Co Division. 589-2008

PAYROLL CLERK
PUB contractor located in N.W. Detroit needs full time Payroll Clerk. Computer and general office skills a plus. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PAYROLL CLERK
Full-time. Must have experience in Employee-related matters; Workers Comp, Unemployment, etc. Prior exposure with outside automated payroll systems preferred. Good pay, benefits package, salary requirements & documenting previous work experience & accurate calculations to:
P.O. Box 39114, Dept. 100,
Redford, MI. 48239

PAYROLL SPECIALIST
National payroll company has full time entry level position available. Ideal candidate should possess 6 good math aptitude and customer service related background. Please call 855-0500

PERMANENT, full time person for doctors office in Westland to perform various clerical functions. Previous experience preferred. Must be available to work 9-5, Mon.-Fri. Full fringe benefit package. Salary commensurate with experience. Please call Jim Bergman, 28210 Orchard Lake Rd., Suite 250, Farmington Hills, Mi. 48018.

PERSONAL LINES Rep needed for Troy insurance agency; knowledge of home owner & auto coverage preferred. 649-4040

PERSONNEL
ADMINISTRATIVE
ASSISTANT
To $20,000
Excellent opportunity to utilize your good secretarial skills & background assisting president & CEO of expansional, Excellent benefits & career opportunity. CALL TODAY for a confidential interview. Flexible hours available by appointment.
All Our Fees Company Paid
PERMANENT STAFF
LIVONIA 591-2221
BLOOMFIELD 553-0020
TROY 362-4004
SOUTHWEST SUBURB 348-2200
ST. CLAIR SHORES 296-5600

Personnel
Secretary
$5 PER HOUR
Personnel Systems 458-1150

PHONE RECEPTIONIST
for Royal Oak maid service. Full time, day shift, $4 per hr.
Call 541-2434

PRODUCTION
ASSISTANT
Downtown publishing company seeks individual with 2 years of experience, excellent typing, good phone, good telephone manner. Excellent benefits package. Salary range $15-20 wpm. Responsibilities include: making arrangements and handling for book production. Full time with excellent benefits. Only qualified applicants should call Ms. Bard, 961-2242, Ext. 527.
Send resume to: P. O. Box 2626, Detroit, MI. 48231
An Equal Opportunity Employer

PUBLIC RELATIONS
SECRETARY
$12,900 TO START
FEE PAID
Plush offices - Growing firm. Needed: experience, good math, typing, self-starter. Call Gloria.
SNELLING & SNELLING

PUBLIC RELATIONS SECRETARY
Bright secretary for fast paced PR department of Manufacturing firm. No shorthand; excellent typing skills and high word processing speeds. To 14K. No phone calls please. Send resume to: Box 2626, Dept. 100, Detroit, MI. 48231
Attn: Personnel Manager

PURCHASING CLERK, Immediate opening for person with excellent typing, good math aptitude and clerical skills. Computer data entry experience a plus. Salary commensurate with experience. Full benefits. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING SECRETARY
National headquarters of major plant woodworking company desires dependable, secretary for assisting purchasing/inventory control department. Good typing, telephone, light bookkeeping experience helpful.

Call or write Mr. Freese, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48018.
An Equal Opportunity Employer

QUALITY CONTROL Inspector
Person wanted for inspecting turning & secondary work. Must read blueprints, instruments. Experience not necessary. Applications now accepted at Alor Mfg. 48330 Grand River, Novi, Michigan.

REAL ESTATE SECRETARY
Full time for our N.W. Bloomfield office, please call Judy

504 Help Wanted Office-Clerical

RECEPTIONIST/
SECRETARY
$13,800 FEE PAID
Nice suburban office. Need: office experience, good telephone manner, career minded person. Call
SNELLING & SNELLING

RECEPTIONIST for prestigious Law Firm in Birmingham. Must be professional & dependable. Send resume & salary requirements to: Office Manager, Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST. Full time; must type & have pleasant phone manner. Office location Northwestern Hwy/Northwest area Veterinary Hospital.
Call Kay 557-7878. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
For law office, will train non-smoker, must have good spelling necessary.
Call 352-4580.

RECEPTIONIST
Part time in West Bloomfield hair salon. Experience necessary.
737-0202

RECEPTIONIST/Secretary, experienced, 25 hrs/wk, Mon-Fri, typing, phone, references. Jewish Community Center. 661-1000, ext. 347

RECEPTIONIST for high-pressure office. Typing & calculator skills necessary. Hours are 10:30 A.M. Bloomfield, 79 E. Long Lake, Bloomfield Hills, Mi 48304. NO FEE. Call:

ACRO
Temporary Services
591-1100

RECEPTIONIST
Position available in Troy area. Good typing skills & previous office experience required. Word processing a plus. Call Pam. 362-7863

RECEPTIONIST (2) wanted for health spa. Monday thru Friday 9-1 10-6PM. Apply in person at: Fer Jan Health Club, 24445 Grand Ave., corner of Inkster Rd. Near entrance from parking.
525-1172

RECEPTIONIST/TYPIST
Bloomfield Hills mortgage company need a responsible individual for our five front desk. Good benefits. Contact Mrs. McGuire 332-4733 or 332-4734

RECEPTIONIST
Birmingham Ad Agency needs sharp individual for Front Desk position. Answer & direct calls for 10 Line phone, greet clients, sort mail. 50 WPM typing 55 coverage for employee. Call: Ms. Meyers, 9-4:30pm. 540-7557

RECEPTIONIST/SECRETARY
Looking for all around person capable of handling customer contact, phone, typing & filing. Very good organizational skills required. Must be motivated to become office manager. Salary negotiable.
Call Pearl. 546-6190

RECEPTIONIST
Busy switchboard, light typing, experienced only. 398-1200

RECEPTIONIST/TYPIST
Willing to train on Switchboard. Phone: Personnel Dept., 9 to 5 pm. 642-5151

RECEPTIONIST/TYPIST
Opportunity for advancement.
Birmingham, Michigan.
Call 540-8300

RECEPTIONIST - part time, wholesale, hardware, appliance distributor. Will be covering 11 line phone system. Southfield area. 358-4118

RECEPTIONIST
needed for contractor's office in Livonia. General office duties.
261-6655

RECEPTIONIST
Southfield area
Mon. - Fri., 8-5 PM.
Call 559-2210.

RECEPTIONIST - TEMPORARY
Quality Staring Biochemical,
24752 Van Born, Dearborn Hts.
291-3200

RECEPTIONIST SECRETARY
Part time to start, minimum 1 year experience, typing 50wpm, word processing, 8 line phone. Good benefits. Call Mr. Lipsitz 557-7900

RECEPTIONIST/General Office duties wanted for busy Birmingham law office. Willing to train. Send resume to: 511 Pierce, Bir. Birmingham, Mich. 48009

RECEPTIONIST
Must be sharp, intelligent, with excellent communication ability and 50 wpm typing skills. 4 days a week. Call Lisa 373-1165

RECEPTIONIST
Full time position for Troy sales office. Must have pleasant phone personality, good typing skills. Non smoker preferred. Call Pat 363-2220

RECEPTIONIST
For personnel agency in Southfield, type 40 WPM, must have good telephone manner & enjoy people.
Call Marilyn 646-7660

RECEPTIONIST/SECRETARY
Full time position available. Excellent typing skill sequired. Good telephone manner a must. Send resume to R. Van, 635 E. Maple, Birmingham, MI. 48011

RECEPTIONIST
SWITCHBOARD OPERATOR
Front office position as well as some typing. Pleasant personality and/or switchboard experience a plus.
353-5700

RECEPTIONIST/SWITCHBOARD
With opportunity to work into Data Entry. Licensing area, some experience necessary. Please send resume to: Mr. Lewis, P.O. Box 2626, CN 3318, Livonia, MI. 48151-3318

RECEPTIONIST - PART-TIME
For phone work and other office duties. Start at $4.50 per hour. Apply in person Mon. thru Fri., 9 to 5.
967 Martindale, Troy, Off Rochester, Between Wattles & Maple.

RECEPTIONIST for Oakland County law firm in Southfield. Typing 50 WPM, good phone manner. Call Mrs. Gaines, Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Real Estate, permanent position for a sharp young person with a big and bring personality. Typing important, secretarial duties. Short starting hours: 9am-5pm, Mon. thru Fri.
Call Pat 557-5860

HARRY B. WOLFE CO.

RECEPTIONIST - Retail art gallery with national accounts needs lively dependable person with good typing, phone skills - self starter. Nighty or weekend hours. Pleasant office & lively activity. Apply in person on Sat., June 7, from noon-5pm at Park West Galleries, 29499 Northwestern Highway, Southfield.

RECEPTIONIST
Real estate office seeking evening and weekend Secretary. Experience not necessary. Must have good typing skills. Salary plus bonus. Call Jori Ruud.

CENTURY 21
Today 538-2000

504 Help Wanted Office-Clerical

RECEPTIONIST
MORUS AND MOON
The largest Brokerage firm specializing in leasing office space, has an opening for an energetic individual as our lead receptionist. The requirements are: answering a 12 line phone in a busy office, typing (minimum 50-60wpm) Hours are 9am-3:30pm. Salary, $11,200. Call Marsha at 540-1050

RECEPTIONIST - Kennametal Inc. has an immediate opening. Requirements are; good typing & telephone skills. Excellent starting salary & benefits. 1 to 2 years office experience preferred. Send resume in confidence to: Kennametal Inc., 47427 Schoolcraft Rd., P.O. Box 104 Livonia, MI. 48151. Attn: M. R. Weeks.

RECEPTIONIST - Established, fast-paced advertising agency is seeking a professional receptionist who is serious about doing a good job. This "people" position is very important to us and the right person can start immediately. Typing is not critical, but helpful. Please send your resume to: Box 658, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Bright, Friendly Receptionist with efficient manner wanted for this Birmingham office. Must be able to handle 10 line phone & light typing duties. Word processing skills mandatory. Full time, Monday thru Friday, 8-5. Call Mr. Bernstein, 645-3600

RECEPTIONIST
Position available in Troy area. Good typing skills & previous office experience required. Word processing a plus. Call Pam. 362-7863

RECEPTIONIST/SECRETARY
Bookkeeping (2) wanted for medical office. Hours are Mon. thru Fri. 10-6PM. Apply in person at: Fer Jan Health Club, 24445 Grand Ave., corner of Inkster Rd. Near entrance from parking.
525-1172

RECEPTIONIST/TYPIST
Bloomfield Hills mortgage company need a responsible individual for our five front desk. Good benefits. Contact Mrs. McGuire 332-4733 or 332-4734

RECEPTIONIST
Birmingham Ad Agency needs sharp individual for Front Desk position. Answer & direct calls for 10 Line phone, greet clients, sort mail. 50 WPM 55 coverage for employee. Call: Ms. Meyers, 9-4:30pm. 540-7557

RECEPTIONIST/SECRETARY
Looking for all around person capable of handling customer contact, phone, typing & filing. Very good organizational skills required. Must be motivated to become office manager. Salary negotiable.
Call Pearl. 546-6190

RECEPTIONIST
Busy switchboard, light typing, experienced only. 398-1200

RECEPTIONIST/TYPIST
Willing to train on Switchboard. Phone: Personnel Dept., 9 to 5 pm. 642-5151

RECEPTIONIST/TYPIST
Opportunity for advancement.
Birmingham, Michigan.
Call 540-8300

RECEPTIONIST - part time, wholesale, hardware, appliance distributor. Will be covering 11 line phone system. Southfield area. 358-4118

RECEPTIONIST
needed for contractor's office in Livonia. General office duties.
261-6655

RECEPTIONIST
Southfield area
Mon. - Fri., 8-5 PM.
Call 559-2210.

RECEPTIONIST - TEMPORARY
Quality Staring Biochemical,
24752 Van Born, Dearborn Hts.
291-3200

RECEPTIONIST SECRETARY
Part time to start, minimum 1 year experience, typing 50wpm, word processing, 8 line phone. Good benefits. Call Mr. Lipsitz 557-7900

RECEPTIONIST/General Office duties wanted for busy Birmingham law office. Willing to train. Send resume to: 511 Pierce, Bir. Birmingham, Mich. 48009

RECEPTIONIST
Must be sharp, intelligent, with excellent communication ability and 50 wpm typing skills. 4 days a week. Call Lisa 373-1165

RECEPTIONIST
Full time position for Troy sales office. Must have pleasant phone personality, good typing skills. Non smoker preferred. Call Pat 363-2220

RECEPTIONIST
For personnel agency in Southfield, type 40 WPM, must have good telephone manner & enjoy people.
Call Marilyn 646-7660

RECEPTIONIST/SECRETARY
Full time position available. Excellent typing skill sequired. Good telephone manner a must. Send resume to R. Van, 635 E. Maple, Birmingham, MI. 48011

RECEPTIONIST
SWITCHBOARD OPERATOR
Front office position as well as some typing. Pleasant personality and/or switchboard experience a plus.
353-5700

RECEPTIONIST/SWITCHBOARD
With opportunity to work into Data Entry. Licensing area, some experience necessary. Please send resume to: Mr. Lewis, P.O. Box 2626, CN 3318, Livonia, MI. 48151-3318

RECEPTIONIST - PART-TIME
For phone work and other office duties. Start at $4.50 per hour. Apply in person Mon. thru Fri., 9 to 5.
967 Martindale, Troy, Off Rochester, Between Wattles & Maple.

RECEPTIONIST for Oakland County law firm in Southfield. Typing 50 WPM, good phone manner. Call Mrs. Gaines, Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Real Estate, permanent position for a sharp young person with a big and bring personality. Typing important, secretarial duties. Short starting hours: 9am-5pm, Mon. thru Fri.
Call Pat 557-5860

HARRY B. WOLFE CO.

RECEPTIONIST - Retail art gallery with national accounts needs lively dependable person with good typing, phone skills - self starter. Nighty or weekend hours. Pleasant office & lively activity. Apply in person on Sat., June 7, from noon-5pm at Park West Galleries, 29499 Northwestern Highway, Southfield.

RECEPTIONIST
Real estate office seeking evening and weekend Secretary. Experience not necessary. Must have good typing skills. Salary plus bonus. Call Jori Ruud.

CENTURY 21
Today 538-2000

504 Help Wanted Office-Clerical

SECRETARY/ASSISTANT wanted by Birmingham Attorney for Insurance probate/general practice. Word processing experience preferred. 540-8422
or leave message 540-8420

SECRETARY/BOOKKEEPER
for plumbing shop.
Rochester area. 651-4273

SECRETARY - Busy Birmingham law firm in Telegraph area seeks ambitious secretary for immediate position. Typing, word processing, pleasant phone skills. Salary $13,000-15. Benefits $12,000 plus, commensurate with ability and experience. 643-5373

SECRETARY - entry level position. Typing, typing & general office duties, must have outgoing personality, good phone manner & willing to learn word processing, write Creative Jobs, 31500 Northwestern Hwy. Farmington Hills, MI. 48018

SECRETARY
EXPANDING company seeks mature, responsible secretary for west side Detroit area. Typing, shorthand & communication skills required. Full benefits in superb location. To $15,600 to start. Fee paid.
The Fisher Agency Inc.
Employment Specialists 477-9618

SECRETARY - expanding manufacturer firm in Farmington Hills seeks ambitious secretary. Excellent starting salary. General typing skills required. Pleasant phone, will train right person on Telex & Word Processor. Apply in person: 0382 Lee, 23640 Research Dr., Farmington Hills, Mich 48024

SECRETARY - Fast paced Farmington Hills office seeks a self motivated detail oriented person with excellent skills and works well in an intense environment. Must be organized with experience. Medical insurance knowledge helpful. Salary to: P.O. Box 517, Franklin, MI. 48025.

SECRETARY
for small property management company. Must have minimum 2 years exp. - bookkeeping - typing - telephone - excellent clerical skills and works well in an intense environment. Must be organized with experience. Medical insurance knowledge helpful. Salary to: P.O. Box 517, Franklin, MI. 48025.

SECRETARY - for part time position with large advertising agency. Typing 60 WPM, with word processing experience. Call Mrs. Gaines 540-7530

SECRETARY - for local city office, some dictaphone, 2 line telephone, write receipts. Call Mrs. Gaines 540-7530

SECRETARY - for part time position with large advertising agency. Typing 60 WPM, with word processing experience. Call Mrs. Gaines 540-7530

SECRETARY - for local city office, some dictaphone, 2 line telephone, write receipts. Call Mrs. Gaines 540-7530

SECRETARY - for part time position with large advertising agency. Typing 60 WPM, with word processing experience. Call Mrs. Gaines 540-7530

SECRETARY
for small property management company. Must have minimum 2 years exp. - bookkeeping - typing - telephone - excellent clerical skills and works well in an intense environment. Must be organized with experience. Medical insurance knowledge helpful. Salary to: P.O. Box 517, Franklin, MI. 48025.

SECRETARY
for small property management company. Must have minimum 2 years exp. - bookkeeping - typing - telephone - excellent clerical skills and works well in an intense environment. Must be organized with experience. Medical insurance knowledge helpful. Salary to: P.O. Box 517, Franklin, MI. 48025.

SECRETARY
for large Personnel Department. Good typing & phone, good benefits. Contact Mrs. Leonard & Associates. 295-4720

SECRETARY - for Farmington Hills insurance firm. Good clerical skills & computer knowledge. Please call Mr. Accardo 855-0080

SECRETARY - for part time position with large advertising agency. Typing 60 WPM, with word processing experience. Call Mrs. Gaines 540-7530

SECRETARY - for local city office, some dictaphone, 2 line telephone, write receipts. Call Mrs. Gaines 540-7530