EMPLOYMENT

504 Help Wanted Office-Clerical

ENTRY LEVEL POSITION for mortgage company in Southfield area. Typing, filing experience a must. Call 353-5700

EXEC SECRETARY

Troy firm seeking mature person with 5 plus years secretarial experience. Prefer sales office background. Type 60-70, shorthand 80-100. $15,000 plus benefits.

LEGAL SECRETARY

Southfield firm, working for senior man. 4 to 5 years legal experience, type 70, good benefits. To $20,000.

LEGAL SECRETARY

Large downtown firm. Several positions available. Solid secretarial experience in good skills required. To $19,500 DOE plus excellent benefits.

JUNIOR SECRETARY

Troy firm seeking detail oriented person with good appearance & phone voice for diversified position. Some computer experience helpful. Type 45 accurate. $800 per month plus benefits.

SECRETARY

Birmingham firm. Must be a non-smoking professional person, have CPT experience & excellent communication skills. Bookkeeping experience through trial balance & payroll. Will train on word processor. Type 60-65 accurate. Salary $8-$10 per hour DOE plus benefits.

ALL FEES PAID

B. HANS BECKER ASSOC., INC.
Employment Service
964-5300

EXECUTIVE ASSISTANT
Rapidly growing Real Estate Development & Construction firm seeks qualified Executive Assistant. Applicants will assist Company President. Must have excellent typing & organizational skills. Experienced Only! Send resume & salary requirements in strict confidence to: P.O. Box 654, Bloomfield Hills, MI. 48013

EXECUTIVE SECRETARIES
For many local hospitals. Excellent typing skills. Word processing. Dictaphone, shorthand, all pay's. Medical terminology helpful. The highest pay ever. Call Patti for more information & a personal interview.
552-8511
MGM
OFFICE SERVICES, INC.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY • Full time confidential secretary to Director and Board of non-profit organization. Seeking mature, personable self-starter. Excellent typing and shorthand skills required. Minimum 3 years applicable experience. Resume to: 6231 Merriman Rd., Garden City, MI 48135.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Rapidly expanding company is looking for an executive secretary. Applicants should be personable, neat in appearance, have good phone manner, type 50-60 WPM, be able to compose business correspondence, organizational skills & attention to detail a must. Salary & benefits commensurate. Please send resume to Box #964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Sharp individual with initiative and excellent secretarial skills to work flexible hours including evenings for president of fast paced Southfield company. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 17

EXECUTIVE SECRETARY
Challenging opportunity as sole clerical support of investment company located in Bloomfield Hills. Dictaphone, excellent typing, and computer experience a must. Word Star & Lotus 1-2-3 a plus. Strong organizational skills, accuracy and attention to details • most important! Qualified candidates should send a confidential resume stating salary requirements to Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Plymouth based manufacturing facility in need of an executive secretary for the vice president of finance. Must possess excellent typing skills along with excellent communication & administrative ability. Experienced individual with shorthand & word processing experience preferred. Please send resume with salary requirements to:
A-LINE PLASTICS
40400 Plymouth Road
Plymouth, MI. 48170
Attention: Personnel Dept.

EXPERIENCE PERSON with good typing skills & figure aptitude. Knowledge of keypunch entry helpful. Ability to work well with people & pleasant phone manner. Apply in person 1D, Shea Mfg. 640 Minnesota, Troy.

FARMINGTON HILLS Property & Casualty agency looking for commercial person with light to medium experience. Hours flexible; salary negotiable. Please call 855-2600

FULL TIME - Clerical Cashiering at Farmers in Southfield at Tel-Twelve Mall.

504 Help Wanted Office-Clerical

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:
544-2980

FULL TIME POSITION - In management consulting firm, must have typing skills & organizational skills. Must have Neat Handwriting. Will train. Reply to Manager, Program Support Services, 39819 Plymouth Rd., Plymouth, MI. 48170

GENERAL OFFICE-Plymouth based corporation seeks an experienced general office clerk. Requirements are pleasant phone manner, typing & filing. If qualified, please forward resume with salary history to: Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office

Computer knowledge, record keeping, filing, typing, etc. for Southfield property management office. References, very good benefits. Call Mon. thru Fri. 9am-5pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE
Permanent full-time position with young-dynamic building firm in W. Bloomfield/Birmingham area. Looking for competent self-starter with:
- Good communication skills
- Ability to organize & follow-up detail work
- Coordinate scheduling
- General office skills
- Minimum 3 years experience

Earnings commensurate with your abilities. Call Jan.
540-0377

GENERAL OFFICE CLERK
Fast-growing High Tech Engineering Co. looking for a responsible person who is detail-oriented. The ideal applicant will be conscientious, self-motivated & experienced in General Office procedures including Data Entry. Opportunity offers growth potential & excellent fringe benefits. Salary based on experience. Call: Human Resources Dept., 444-4411 or send resume & salary history, to:
Human Resources Manager
P.O. Box 7, Southfield, MI. 48037
An Equal Opportunity Employer

GENERAL OFFICE

Rapidly expanding Out-Patient Rehabilitation Agency is seeking a dependable, energetic, personable, versatile individual. Experience in Accounts Receivable, Medical Records, Word Processing & General Office functions. Must be Non-Smoker. If qualified, forward resume with salary history, to:
Personnel Director
Medi-Stone Service
765 W. Big Beaver, Ste. 404
Troy, Michigan 48084
(313)362-4299

504 Help Wanted Office-Clerical

GENERAL OFFICE,
Part-time. Typing: 50 WPM. Maple/Telegraph area. 642-4440

FILE CLERK wanted 10 hours per week, Rochester Hills. Send resume to: T. Francis, P.O. Box 36338, Grosse Pointe Woods, MI 48236.

GENERAL OFFICE
part time, with some bookkeeping. Livonia area. Call Mary Beth between 10-2 427-5499

GENERAL OFFICE - FULL TIME. Bookkeeper, skilled typist, telephone. Excellent working conditions, excellent salary. Call Mr. Wade. 358-1142

GENERAL OFFICE
Needed part time for glass & screen repair shop. We work around school clerical duties. Female preferred. 547-1216

GENERAL OFFICE
Opening for someone experienced in various office duties, including typing, filing, accounts payable, customer service, data entry. Ability to perform in fast paced environment required. Excellent benefits. Call personnel 353-2620

GENERAL OFFICE - typists, 35-45 WPM, filing & accounting clerks, plus 15 data entry people, for fortune 500 company in Livonia, Farmington Hills, contract positions. Call Janice 357-0034

GENERAL one person office - Experienced, full-time, bookkeeping $150 start. Apply 10-11am, 33300 Nine Mile, 800 ft. west of Farmington Rd.

INSURANCE

ADMINISTRATIVE TECHNICIAN.

CNA has an immediate opening for the successful candidate who possesses the following:
- 3-5 years administrative experience, preferably in an insurance environment
- Self-starter
- Typing skills of 50-55 WPM
- Proven verbal & written communication skills
- Knowledge of IBM PC computer a plus

Duties to include: perform routine service calls, handle service problems and inquiries from clients, brokers and CNA personnel.

If you are qualified, please contact our Personnel Department.

CNA INSURANCE COMPANIES
30200 Telegraph, Suite 300
Birmingham, MI 48010
645-6940
CNA
For All the Commitments You Make
EOE M/F/H/V

INSURANCE AGENCY in Livonia has opening in personal lines. Minimum 1 yr. agency experience. Typing required. Call 422-7650

INSURANCE
Commercial Lines position. Experience necessary - with good office skills. Call Sheri, 649-1960

504 Help Wanted Office-Clerical

INSURANCE CLERK
PART TIME

Henry Ford Hospital has an immediate part time opening for an insurance Processing Clerk at the Troy Personnel Services Office. Calculator and CRT experience helpful. Part time benefits include: Hours - 9-12 noon, Mon. thru Fri. Send resume:
HENRY FORD HOSPITAL
Attn: Personnel
2948 Cetermole
Troy, MI 48084
Equal Opportunity Employer M/F/H

INSURANCE COMPANY is in need of a Clerk-Typist for full time employment in Claims Department. Minimum of 40 WPM. Transcription experience helpful but necessary. Excellent location - working hours 8:30-4PM. For more information call Paul Bolan at 643-8033

INSURANCE • Experienced Clerk
General Agency
Bloomfield Hills
644-6717

• INSURANCE •
FARMINGTON HILLS agency has immediate opening for experienced Personal Lines and Commercial Lines Person. Requires rating skills & typing.
626-8540

INSURANCE Personal lines support for fast paced agency. Typing, filing, general office skills & good phone manner required. Some insurance experience helpful.
646-1585

INSURANCE Personal Lines service former Service Representative. Must be experienced in Home Owners, Auto, Boats, P.A.F., Profit Sh-1 years experience, excellent benefits. Great opportunity for highly motivated career professional. Lakeview Village. Ask for Virginia Coombs
557-8622

INSURANCE - Small Southfield agency needs part time secretary. Insurance experience preferred but can train it sharp.
557-7822

INSURANCE/SECRETARY/TYPIST
3 days per week, 9am-4:15pm. Days negotiable. Minimum 60 WPM with excellent spelling & skills. Experience on word processor & PBX helpful. Southfield/Lathrup area location. Ms. Morgan 358-1100

INTERVIEWER

Excellent opportunity for expanding company based in Farmington Hills. The correct candidate will be detail minded, have excellent communication skills & people oriented. Typing required, will train. Mail resume or letter of background to:

Attention J.D.
PO Box 3339
Farmington Hills, MI 48018

JR. ACCOUNTING CLERK
Position available for Entry-level Accounting Clerk at our Livonia offices. Candidates must be familiar with 10-key calculator, must possess a solid Math aptitude; some experience with an on-line Data Processing system helpful. Starting Wage $4.80. Benefits are very competitive. Apply in person, Mon.-Fri., 8am-noon, Eleven Dentist Office, 37799 Professional Center Dr., Suite 103, Livonia 464-8700
Equal Opportunity Employer
Male/Female/Handicapped/Vet

KEYPUNCH OPERATOR (129) card which. 20-30WPM-8:30AM. Experienced only. Six Mile & Telegraph area. Call Nancy 534-0444

KEY PUNCH OPERATORS
Experienced people needed for immediate openings in expanding Farmington company. Blue Cross Dental, Optical.
Call Personnel Office
476-1644 422-8032

KEYPUNCH SUPERVISOR
Afternoon supervisor needed for Livonia company. Good benefits.
Kelly Girl
422-6002

TROY LAW FIRM seeking permanent part-time, experienced Legal Secretary with Word Processing experience. Call Office Manager, at 362-1300

LEGAL ASSISTANT for Southfield law firm. Experience not necessary, but litigation background helpful. Send resume to Personnel Manager, 2000 Town Center, Ste. 900, Southfield, MI 48075

LEGAL SECRETARY
For Birmingham plaintiff personal injury law firm. 1 to 2 years experience.
642-8757

LEGAL SECRETARY with minimum 2 years experience personal injury litigation. Southfield law firm. Good benefits.
352-9080

LEGAL SECRETARY
Part time. For Southern Law Firm. Send resume to: Robert A. Pulkrabek, 23245 Five Mile Road • East 1, Detroit, Michigan 48239

LEGAL SECRETARY needed for busy Southfield law office. Some legal background preferred, but will consider extremely fast typists. Non-smoker. Contact Gail.
644-5410

LEGAL SECRETARY and Paralegal. Small Birmingham office will train PWL, contracts, probate and can use help send to Paralegal or Law School. Good pay. Call 645-0750

LEGAL SECRETARY
with at least 5 years experience. Word processing skills necessary. Must be willing to accept responsibilities. Salary commensurate with experience. Call Gail,
644-4433

LEGAL SECRETARY
Will train, good secretarial skills necessary. Pleasant working atmosphere for Zembles, Peskin & Nagi, 755 W. Big Beaver, Suite 1610, Troy, MI. 48084

LEGAL SECRETARY
For young Birmingham Law Firm. 3 years legal experience preferred. Litigation & word processing experience essential. Good typing, dictaphone and phone manners required. We offer a fast paced atmosphere and excellent working conditions. Salary commensurate with abilities. Please call Nancy at 540-8282

LEGAL SECRETARY
Needed for small law firm. 5-8 years experience minimum. Excellent typing skills, salary commensurate with experience. Call Mrs. Gaskin at 557-5183, Farmington Hills, MI. 48018.

LEGAL SECRETARY
For small & growing Southfield firm. Excellent salary, office environment & working conditions. Looking for team player with outstanding typing, word processing & secretarial skills.
354-0300

LEGAL SECRETARY for senior partner of downtown Detroit negligence firm, minimum 3 years negligence defense experience required. Must have exceptional typing skills and be well organized. No smoking, attractive new building & of New Center. Good salary and superb benefits package. Pat Patterson 446-1530

LEGAL SECRETARY
Wanted for Top of Troy office. Good skills required. Prefer some experience. Top salary. Send resume to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL Secretary- Power attorney seeks Trial Secretary. Pay negotiably thereafter. Salary negotiable. Southfield. 355-1000

LEGAL SECRETARY, experienced, for Farmington firm. Generous benefits, flexible hours, congenial atmosphere. Call after 6PM. 478-9613

LEGAL SECRETARY for Northville law firm. Minimum 3 yrs. experience in dictaphone & excellent grammar skills are required. Resume to PO Box #400, Northville, MI 48167

504 Help Wanted Office-Clerical

LEGAL SECRETARY • For medium sized Southfield Law Firm. 3 years litigation experience required. Excellent typing and dictaphone skills essential. New offices. Call 262-1500

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

LEGAL SECRETARY
1-2 years legal experience for Bloomfield Hills corporate litigation firm. Salary commensurate with experience. Ask for Mr. O'Day
333-7931

LEGAL SECRETARY
Birmingham law firm, with active litigation practice, seeks secretary with good skills. Free parking. Health Insurance. Newly expanded offices
540-7660

LEGAL SECRETARY-B position with medium size firm in Troy. Must be experienced, have excellent typing skills, ability to relate to business and professional clients and be motivated. Salary commensurate with qualifications. Contact Diane
648-1100

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional, temporary, temp-to-perm or perm. Contact us today.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Top pay.
ALL FEES PAID
JOANNE MANSFIELD
Legal Personnel
S. Oakland 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARIES PERMANENT TEMPORARY

Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for courteous, no fee, placement assistance.

Suburbs: 358-0080 Detroit: 963-4163

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

MATURE weekend receptionist for Birmingham real estate office. Must be dependable self-starter. Ask for Jean
646-6200

MEDICAL EQUIPMENT SUPPLY COMPANY

Office position open for bookkeeper with good skills in light accounting & basic P.C. computer knowledge. Medical • office related experience a plus. This is a career opportunity with a growth organization. Wage + bonus & benefit package commensurate with experience. Send resume to Ms. Bellaire, P.O. Box 371, Clarkston, MI 48016

MTI CORP.

is seeking ambitious person for general office customer service oriented position. Good phone manner. Typing 65wpm required. Minimum 1 year office experience. Benefits. Applications taken at our address July 8, 9am-4pm, 43001 8 Mile Rd., Farmington Hills, MI 48018

OFFICE CLERICAL • Bookkeeping and filing experience preferred, good benefits. Farmington Hills manufacturer.
553-7748
An Equal Opportunity Employer

OFFICE MANAGER • Executive Secretary. For a computer services company located at Orchard Lake & 14 Mile rd. Duties include supervisor, all clerical and bookkeeping start, scheduling, payroll, travel scheduling, office organization, word processing. Send resume to, cover stating qualifications and salary requirements to: P.O. Box 5041, W. Bloomfield, MI. 4830

Order Processing Assistant

N. Woodward Marketing/Promotion company has immediate opening for Order Processing Assistant. Must have typing, minimum 60 wpm, excellent telephone skills, and good organizational skills. Send resume in confidence to P.O. Box 1274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

ORGANIZED SELF-STARTER needed to fill position in busy office doing room reservations include filing, distribution & maintenance of office supply inventory. Must have typing, minimum 60 wpm, excellent telephone skills, and good organizational skills. Send resume in confidence to P.O. Box 1274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

PARA-LEGAL for law firm specializing in litigation. Law knowledge, send resume to Zembles Peskin & Nagi, 755 W. Big Beaver, Suite 1610, Troy, MI. 48084

PARTS/SERVICE COORDINATOR responsible for parts for orders & inventory, good typing & math skills required. Customer phone contact experience essential. Excellent benefits, salary commensurate with experience. Send resume to P.O. Box 3183, Farmington Hills, MI. 48018.

PART-TIME Clerk - to assist office manager for small sales office, 6 days a week. Duties include typing, filing, answering telephones, light bookkeeping, collections other miscellaneous jobs. Must be able to work well within a small close environment. Mail resume to: Office Assistant, Advertising Systems, 34433 Southfield Rd. #107, Southfield, MI. 48076.

PART TIME CLERICAL
Birmingham area. Flexible hours, no weekends. Must like filing, send resume to: T Francis, P.O. Box 36338, Grosse Pointe Woods, MI 48236

PART TIME position available as receptionist type library clerk, flexible hours at minimum wage in Southfield. Call Brian Hart 569-5320

PART TIME SECRETARY,

Needed for Graduate Academic Dept. Typing, telephone skills & proficiency in word processing. Word processing skills required. Mon.-Fri. Afternoon hrs. (30-35/wk). Apply in person at Suite 2, Suite 2, 1964 Wisner, College, Pontiac, Drake, 3838 Livernois, Troy, MI. 48084

PAYROLL CLERK
Experienced in payroll job duties, including deposits & 941's. Must be able to handle fast paced office. Computer knowledge a plus. Send resume and salary to: Box 1274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

PART TIME Word Processor
Big 8 CPA firm, located in Renaissance Center, is seeking experienced WANG OIS-140 Operator for part time employment. Qualified candidate will have minimum 3 years WANG OIS-140 or other shared logic experience. Must be available to work afternoon-evening hours, approximately 20-25 a week. Send resume, including salary requirements in confidence to: Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

PAYROLL ASSISTANT with bookkeeping experience for part time including Saturdays. Salary negotiable.
458-2315

PAYROLL COORDINATOR

Royal Oak Manufacturer needs experienced bookkeeper to process computerized payroll for 350. Other responsibilities include medical insurance administration, administration of profit sharing plan. Excellent benefits and compensation package. Send resume and salary history or complete confidence to: Mr. Curtis, P. O. Box 961, Southfield, MI 48037

Plante & Moran recruiting for an equal opportunity employer

PAYROLL/GENERAL Office position available for person experienced in A/R payroll processing, Worker's Comp and group health insurance. Western suburb - area. Call
834-9663

PAYROLL
Immediate opening for person with experience in payroll processing. Prepaid payroll thru taxes wanted for non-smoking office. Send resume to: Controller, Heber Enterprises, 24263 Telegraph Rd., Southfield, MI 48034

PAYROLL PERSON - General construction firm is seeking experienced payroll person, Workers comp & union reports. Full time. Send resume to: 2390 Auburn Rd., Auburn Hills, Mich., 48057

PERSON FRIDAY needed for advertising agency. Good benefits. Pleasant Ginna
424-5118

PERSON needed full time for bookkeeping duties and will train computer. Must be able to handle benefits. $1,000 per month plus benefits. Hours 8-5 M-F. Send resume to Controller, P.O. Box 9015, Livonia, MI 48151

PERSONNEL CONSULTANT

Challenging and diversified position. Works largest employment service. Sales ability needed. Outstanding salary. Excellent earnings potential. Call Gary 348-7400
SNELLING & SNELLING

PERSONNEL

Coordinator spot involves both management interface and heavy interviewing assignments. Outgoing personality, strong people interest and a personal service ethic are a must for strong typist. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

RECEPTIONIST • FULL TIME
Duties: Sales, cashier, & filing for Mary Quincy Facial Salons. For more information call 642-8787.

RECEPTIONIST • EXPERIENCED
Typing 45 wpm. PBX, answering phones, filing. W. Bloomfield area. Call Ann
661-1993

RECEPTIONIST/SECRETARY
Full time position for organized efficient person with excellent telephone & typing skills for busy Farmington Hills office. Send resume to: Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full-time, for fast growing Heating & Cooling Co. Call Terry
537-1819

RECEPTIONIST
Birmingham Professional Office seeks Receptionist. Contact Karen, 540-0040

RECEPTIONIST/Legal Secretary for Dearborn Law Firm. Some experience necessary. Must have good typing skills.
336-5000

RECEPTIONIST
Temporary, full time professional receptionist for downtown Birmingham office.
644-6720

RECEPTIONIST/TYPIST-
With general office experience wanted for 3 girl support Staff in Southfield firm. Non-smoking. Call Kathy at 356-0920

RECEPTIONIST/SECRETARY
Dependable, friendly person to handle telephone, some typing & general office duties for CPA & Attorney office. Livonia area.
261-0115

RECEPTIONIST
needed for Consumer Service Company located in Birmingham. Full time. Some other duties required. Call
642-7667

RECEPTIONIST • Mature Person
12-Line Phone System. Light office duties. Must have good phone manner. Full-time. Farmington Hills area. Call Renee
478-6730

RECEPTIONIST/Switchboard Operator. Front office position as well as some file & clerical duties. Telephone board experience required. Southfield
553-6700

RECEPTIONIST/TYPIST
Must have good phone techniques. Full time. Send resume to: EAI, 31101 West 11 Mile Road, #201, Southfield, Mich., 48076. Attn: Personnel Department

RECEPTIONIST/SWITCHBOARD
Operator needed full-time for busy Electronics Distributor. Apply at: Reptron Electronics, 34403 Glendale, Livonia (near Plymouth & Schoolcraft, off Stark Rd.)

RECEPTIONIST Clerical - entry level. Interviewed sportswear company looking for person to handle clerical person for office duties. Excellent benefits, salary negotiable, good potential. Livonia. Call 591-1711

RECEPTIONIST - general office for small professional office in Birmingham. Pleasant working atmosphere, light typing skills & computer experience helpful. Send resume to 611 Pierce, Birmingham, MI 48009

PART TIME
People Person for busy W. Bloomfield Health Center. Typing & bookkeeping helpful. Hours include one evening (with potential for long term & full-time employment). 661-7448

RECEPTIONIST/GENERAL OFFICE
Farmington. Switchboard experience preferred, typing 35wpm. Excellent benefits. Send resume to J. Kelly, 35580 Grand River Rd., Farmington, MI 48024. Attn: Connie Parzych.

RECEPTIONIST
Professional Insurance Agency needs full-time Receptionist with strong typing skills. This position has lead to significant career growth in position & remuneration. Call Human Resources Dept.
Judy Keisling, 828-0687

RECEPTIONIST
needed for busy Southfield CPA firm. Means fast paced office with typing & professional phone skills required. Word processing experience helpful but not required. Full time, benefits. Send resume and salary requirements to:
470 Tanglewood Drive,
Rochester, Mich., 48063

504 Help Wanted Office-Clerical

RECEPTIONIST
Needed for fast paced Southfield office. Ability to efficiently handle 14 incoming lines with pleasant professional manner. Typing skills of 45 to 50 w.p.m. knowledge of word processing a plus. Salary & full benefits. Send resume to Debby Isaacson Intersource, 26211 Central Park Blvd., Suite 500 Southfield MI. 48075

RECEPTIONIST/Secretary. Full time, job requires mature, cheerful, cooperative attitude; 1-2 years previous experience, typing at least 50 wpm. Pleasant working conditions with Horizon phone system. Varied duties. Pleasant working conditions, benefits after 90 days. Send resume to: Personnel Dept., C. Itoh & Co. (America) Inc., Suite 400, 30500 Northwestern Highway, Farmington Hills, MI 48018. No phone calls, please!

RECEPTIONIST

Must have a very professional image & attitude plus a dynamic personality to receive visitors in the lobby of our worldwide headquarters located in Southfield. Excellent benefits & working conditions. Please send resume to:

Personnel Department
P.O. Box 5226
Southfield, MI 48037

Receptionists

(Typing 45 wpm)
Switchboard Operators

We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Rochester areas. We need reliable individuals with the skills listed above.

You will earn top pay, merit increases and vacation pay. Call us Mon-Fri, 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

RECEPTIONIST
Various office duties. Bookkeeping experience required. Word processing & computer experience helpful. Call Barb:
646-0320

ABSOLUTELY dependable Typist/Receptionist needed. Light responsibilities. Oak Park. Call between 8-11:
542-1844

SECRETARY/ASSISTANT - Excellent opportunity for aggressive right secretary/assistant. Must have secretarial & communication skills. Work experience in real estate, title insurance or loan processing preferred. IBM computer & word processing skills a plus. The national company offers an excellent opportunity for growth. Send resume to P O Box 12110, Birmingham, MI 48011, Att. Ross.

SECRETARY/BOOKKEEPER
part time for commercial real estate in Bloomfield Hills, good typing & bookkeeping skills required. Some computer experience desired.
646-4505

SECRETARY • EXPERIENCED
General Office, including some typing & bookkeeping. Northwestern Hwy.-Farmington Hills 737-0000

SECRETARY - Experienced. Automotive sales office in Southfield. Good skills, must have experience on word processor, light shorthand or speed writing. Established company offering good benefits & growth potential. Call Mary,
358-5870

SECRETARY
Farmington Hills consulting engineering firm needs experienced word processor. Successful candidate will have minimum 6 months word processing experience in master of heavy volume work. Statistical typing and word processing skills are integral part of responsibilities. Ability to work in a secretary benefits swell a take charge person. Please call Human Resources,
553-6300
Meyer Tseo & Hindo, Ltd.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY for small Southfield law office. Word processing experience and excellent typing skills required. Legal experience preferable but not necessary, will train. Pay commensurate with ability.
353-4340

SECRETARY for C.P.A. FIRM needed. Word Processing experience & typing skills required. Salary commensurate with experience. Farmington area. Call for appointment,
540-6000

SECRETARY

For small Southfield marketing consultant firm. Interesting and friendly environment. We are looking for a bright, energetic individual with strong shorthand skills. Experience with word processing desirable. Salary. Call Mr. Berk.
559-2100

SECRETARY - for large marketing company, knowledge of Xerox 850 helpful, contract position.
Call Helen
648-7660

SECRETARY For law firm. Organized, detail oriented person with dictaphone as well as other secretarial skills. Salary commensurate with experience. Call Renee
967-1224

SECRETARY- FULL TIME
Excellent phone coverage, good typing skills. Full benefits. $200 per month. Very good reason. Call Kathy for appt., 879-2100, ext. 7002

SECRETARIAL - FULL-TIME
Position available in Walled Lake. Knowledge of Word Processor helpful. Call Diane,
960-2333

SECRETARIAL POSITION available immediately for Southfield CPA firm. Must have typing skills. Word processing skills helpful. Excellent benefits. Salary commensurate with abilities. Please forward resume in confidence to:
Manager of Administration/IAS
P.O. BOX 223
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

SALES COORDINATOR - for large Wholesale Co. Must know WPM, some IBM PC or Wang word processing, must like people & busy sales office. Contract position, $10-12,000.
Call Helen
648-7660

SALES SECRETARY
Fast paced Sales office requires outgoing personality, strong typing and organization skills a must. Call Kathy for appt., 879-2100, ext. 7002

SECRETARIAL - FULL-TIME
Position available in Walled Lake. Knowledge of Word Processor helpful. Call Diane,
960-2333

SECRETARIAL POSITION available immediately for Southfield CPA firm. Must have typing skills. Word processing skills helpful. Excellent benefits. Salary commensurate with abilities. Please forward resume in confidence to P.O. Box 223
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

SECRETARIES

Bloomfield Hills ad agency has immediate openings for qualified secretaries. Must have accurate typing skills, good telephone manner and organizational skills. Word processing skills helpful. Excellent benefits. Please send resume in confidence to P.O. Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

SECRETARY/DATA ENTRY
Whom based supplier to automotive aftermarket requires 2 individuals:

Secretary to the President and several other Senior Executives. Must have excellent secretarial skills including shorthand. Candidate should have 7-10 years experience and good organizational skills.

Secretary/Order Entry - must have excellent typing skills, 60 wpm and shorthand. Will be responsible for maintaining customer order files along with master record files. Should have knowledge of order entry system. High school education required.

Both positions will receive competitive salaries, along with company paid fringe benefits.

Please send resume indicating current salary and DAYTIME telephone number, in confidence, to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

SECRETARY

Department Secretary desired for our worldwide headquarters located in Southfield. Typing skills required, no take home work. Pleasant working environment. Send resume to:

Employment Office
P.O. Box 5227
Southfield, MI. 48037

504 Help Wanted Office-Clerical

Secretaries
Typists
Computer Operators

Needed for long and short term assignments.

NO FEE

565-8060

Supplemental Staffing, Inc.
"The Temporary Help People"

Secretaries
Word Processing Operators
Typists
Data Entry Operators

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

SECRETARY/BOOKKEEPER
Various office duties. Bookkeeping experience required. Word processing & computer experience helpful. Call Barb:
646-0320

ABSOLUTELY dependable Typist/Receptionist needed. Light responsibilities. Oak Park. Call between 8-11:
542-1844

SECRETARY/ASSISTANT - Excellent opportunity for aggressive right secretary/assistant. Must have secretarial & communication skills. Work experience in real estate, title insurance or loan processing preferred. IBM computer & word processing skills a plus. The national company offers an excellent opportunity for growth. Send resume to P O Box 12110, Birmingham, MI 48011, Att. Ross.

SECRETARY/BOOKKEEPER
part time for commercial real estate in Bloomfield Hills, good typing & bookkeeping skills required. Some computer experience desired.
646-4505

SECRETARY • EXPERIENCED
General Office, including some typing & bookkeeping. Northwestern Hwy.-Farmington Hills 737-0000

SECRETARY - Experienced. Automotive sales office in Southfield. Good skills, must have experience on word processor, light shorthand or speed writing. Established company offering good benefits & growth potential. Call Mary,
358-5870

SECRETARY
Farmington Hills consulting engineering firm needs experienced word processor. Successful candidate will have minimum 6 months word processing experience in master of heavy volume work. Statistical typing and word processing skills are integral part of responsibilities. Ability to work in a secretary benefits swell a take charge person. Please call Human Resources,
553-6300
Meyer Tseo & Hindo, Ltd.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY for small Southfield law office. Word processing experience and excellent typing skills required. Legal experience preferable but not necessary, will train. Pay commensurate with ability.
353-4340

SECRETARY for C.P.A. FIRM needed. Word Processing experience & typing skills required. Salary commensurate with experience. Farmington area. Call for appointment,
540-6000

SECRETARY

For small Southfield marketing consultant firm. Interesting and friendly environment. We are looking for a bright, energetic individual with strong shorthand skills. Experience with word processing desirable. Salary. Call Mr. Berk.
559-2100

SECRETARY - for large marketing company, knowledge of Xerox 850 helpful, contract position.
Call Helen
648-7660

SECRETARY For law firm. Organized, detail oriented person with dictaphone as well as other secretarial skills. Salary commensurate with experience. Call Renee
967-1224

SECRETARY- FULL TIME
Excellent phone coverage, good typing skills. Full benefits. $200 per month. Very good reason. Call Kathy for appt., 879-2100, ext. 7002

SECRETARIAL - FULL-TIME
Position available in Walled Lake. Knowledge of Word Processor helpful. Call Diane,
960-2333

SECRETARIAL POSITION available immediately for Southfield CPA firm. Must have typing skills. Word processing skills helpful. Excellent benefits. Salary commensurate with abilities. Please forward resume in confidence to P.O. Box 223
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

SALES COORDINATOR - for large Wholesale Co. Must know WPM, some IBM PC or Wang word processing, must like people & busy sales office. Contract position, $10-12,000.
Call Helen
648-7660

SALES SECRETARY
Fast paced Sales office requires outgoing personality, strong typing and organization skills a must. Call Kathy for appt., 879-2100, ext. 7002

SECRETARIAL - FULL-TIME
Position available in Walled Lake. Knowledge of Word Processor helpful. Call Diane,
960-2333

SECRETARIAL POSITION available immediately for Southfield CPA firm. Must have typing skills. Word processing skills helpful. Excellent benefits. Salary commensurate with abilities. Please forward resume in confidence to P.O. Box 223
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

SECRETARIES

Bloomfield Hills ad agency has immediate openings for qualified secretaries. Must have accurate typing skills, good telephone manner and organizational skills. Word processing skills helpful. Excellent benefits. Please send resume in confidence to P.O. Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

SECRETARY/DATA ENTRY
Whom based supplier to automotive aftermarket requires 2 individuals:

Secretary to the President and several other Senior Executives. Must have excellent secretarial skills including shorthand. Candidate should have 7-10 years experience and good organizational skills.

Secretary/Order Entry - must have excellent typing skills, 60 wpm and shorthand. Will be responsible for maintaining customer order files along with master record files. Should have knowledge of order entry system. High school education required.

Both positions will receive competitive salaries, along with company paid fringe benefits.

Please send resume indicating current salary and DAYTIME telephone number, in confidence, to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

SECRETARY

Department Secretary desired for our worldwide headquarters located in Southfield. Typing skills required, no take home work. Pleasant working environment. Send resume to:

Employment Office
P.O. Box 5227
Southfield, MI. 48037

SECRETARY needed for Southfield office. Part time to start. Wages & benefits depending on experience. Contact Jackie for appointment
353-5811

SECRETARY NEEDED
Bookkeeping, computer knowledge helpful. Machinery & Equipment Exchange, 1031 Gratiot, Detroit.
651-7550

SECRETARY/OFFICE MANAGER
for a northwest suburban church, experience in word processing & finance. Full time, benefits 464-0310

SECRETARY • PART-TIME
Bookkeeping & typing experience required. Flexible hours, 9 am. or Wed. W. Bloomfield. Salary, 661-7464

SECRETARY - PART TIME
Prominent local internal club requires Secretary, must have some bookkeeping and filing. Computer experience helpful.
Monaghan K of C,
475-6385

SECRETARY • Part time, Oak Park, company located in Southfield area needs. Requires good phone technique, typing skills, & general office duties. Call Ms. P.O. Box 37030 Oak Park, MI 48237.

SECRETARY • PART TIME
8 months. Experienced secretary to work 3 days per week in a Birmingham based personnel recruitment firm. 37.10 per hr. Requires a minimum of 65 WPM & knowledge of dictaphone. Forward resume to: Mental Consumers Products Co. 4471, 30200 Telegra