504 Help Wanted Office-Clerical

DATA PROCESSING

Experienced data entry operator needed for wholesale distributor in Oak Park. Call 541-1144

ENTRY LEVEL secretary. National health agency. Typing, filing, shorthand & phone communication skills. Excellent benefits. If interested please call 476-2920.

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, self-starter 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
Farmington Hills seeking excellent secretarial skills, including word processing. Lawfirm branching into real estate development. Demanding workload. Salary commensurate with experience. Call Cindy 851-0900

EXECUTIVE SECRETARY
for vice president for fast growing firm. Word processing, shorthand & good communication skills necessary. Part time to start. Send resume work history to Department 10, Hallmark, 20770 Greenfield, Oak Park, MI 48237

EXECUTIVE SECRETARY
POLICY HOLDER SERVICE CLERK
Wanted for busy Livonia office of Provident Life & Accident Insurance Co. We are a brokerage operation for disabled insurance working with several hundred insurance agencies within Detroit. For the secretarial position shorthand is desirable but not necessary. Good secretarial skills must be excellent. For the policy holder service position, insurance experience is helpful but not necessary. Salaries are very competitive and company paid fringe benefits. Call Isabel at 427-2370

EXECUTIVE SECRETARY
Mature, efficient professional needed to assist busy president of growing company. Word processing experience a necessary. Send resume including salary history to: Box 1, J.J. Power, 31550 Ford Rd., Garden City, Michigan, 48135

EXECUTIVE SECRETARY
wanted for newly hired general counsel of rapidly growing Southfield corporation. Law firm experience helpful but not necessary required. Excellent secretarial skills and attitude are essential. Send resume to Box 1158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Permanent part time to mature person to run small, pleasant office. Requires a strong background in typing skills (accuracy, layout, 70wpm) & light bookkeeping. Client mix minimum 5 yrs. experience, be confident & work unsupervised. Reference required. Salary commensurate. Location in Bloomfield Hills. 644-6533

EXPERIENCED
WORD PROCESSOR
Professional firm needs individual who likes variety and challenging atmosphere. Duties include typing and binding proposals, other clerical duties, special mailings and seminars. 10 Qualified applicants should call 30215 Southfield, Suite 115, Southfield, MI. 48076

FREE TRAINING

WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified low income applicants. Recent graduates to train for a rewarding career. For more information call:

Ms. Ann Marie Sarafa 557-2850

FULL CHARGE BOOKKEEPER
Growing law firm in Bloomfield Hills needs individual experienced in complete manual system to computer. Benefits, competitive salary, depending on resume & salary requirements to: Elizabeth Kelly, Jaffe, Raitt, Heuer & Weiss, Suite 250, Bloomfield Hills, MI 48013

FULL TIME Accounts Payable Clerk needed for large medical office. Must have 3 year experience with computerized accounts payable system. Call 538-4700 ext. 250

ACCEPTING APPLICATIONS - Small office, big potential. Full and part time positions. Will train, training possible. Must be pleasant, good typing, enthusiastic. Call Renee. 626-2208

GENERAL OFFICE - Entry level in small office and growing company. Must be good with figures. Call Sherry between 1-5pm. ☎ 851-7741

GENERAL OFFICE Work-Study. Full time, must be experienced. Gather, organize, prepare reports for Southfield retail service firm. Call 10AM-5PM. 356-7140

GENERAL OFFICE - Assertive, organized self directed individual with bookkeeping and typing skills. Resume and salary requirements to: Box 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Temporary part-time position available immediately at Livonia-based company. Candidates must have knowledge of business procedures & type 50 WPM. Computer experience helpful. Please submit resume with salary requirements, to:
J. Egan, 12931 Stark Road, Livonia, MI 48150.

GENERAL OFFICE
Opening for someone experienced in various office duties, including: typing, filing, accounts receivable, customer service, etc. Ability to perform in fast pace environment required. Salary DOE. Send approximately. Excellent benefits. Submit resume to Box 1000, Observer & Eccentric, Between 8 & 9 Mile, Southfield (use south front entrance). 353-2520

GENERAL OFFICE
Rapidly growing Out-Patient Rehabilitation Agency is seeking a dependable, energetic, personable, flexible individual. Experience in Accounts Receivable, Medical Records, Word Processing and Office functions. Must be Non-Smoker. If qualified, forward resume with salary history, to:
Personnel Director,
Medi-Scripts Service
755 W. Big Beaver, Ste. 404
Troy, Michigan 48084
(313)362-8000

GENERAL OFFICE/Clerical
Some experience required. $4.50 per hour to start. 8 Mile/Telegraph. 533-0590

GENERAL OFFICE help needed. Small business with variety of work. 13 Mile & Southfield area. 2-3 days week. Call 569-8010

GENERAL OFFICE
Phone phones, assist accounting, Walled Lake area. Call Sandy 624-1010

GENERAL OFFICE & Parts Counter. Should have some experience with auto parts, light typing & phone answering required. $170 week to start. Southfield location. 353-1095

GENERAL OFFICE Clerk needed. Must have typing skills, calculator & 10key math skills. Call Jack Gardeners for busy Northville office. Please send resume to ref 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POSITION AVAILABLE - Insurance agency. General office work - mail, file maintenance. Computer experience a must. Send resume to John Gibson, c/o 100 N. Woodward, Suite 120, Birmingham, MI 48011.

HELP WANTED - Bookkeeper needed for small, informe service company in Southfield. Call: 557-0119

INSURANCE AGENCY - seeking commercial knowledge, 4 days. Birmingham/Bloomfield area. 644-7161

INSURANCE
Birmingham Insurance agency has immediate position for experienced personal lines rewriter with Post-Tron requires broad knowledge of homeowner policies, computer, clerical/typing skills. Call 540-4610

INSURANCE - Experienced Clerk
General Agency
Bloomfield Hills
644-6717

INSURANCE
FARMINGTON HILLS agency has immediate opening for experienced commercial lines rewriter. Commercial Lines Person. Requires rating ability & typing. 626-8450

INSURANCE
Full time customer service representative with minimum 3 yrs. agency background in a personal insurance department. Southfield location. Mrs. Paulekich 355-1100

INSURANCE RECEPTIONIST
for busy insurance office in Farmington. Call for appointment between 10am-4pm 474-3511

INSURANCE
SECRETARY/ADMINISTRATIVE ASSISTANT
Executive for Southfield third party Administrator is looking for an individual with a minimum of 2 years experience in group insurance to work with him in the area of sales and service.
You must be organized with good communication skills and able to follow through with a project from beginning to end. Salary commensurate with experience. Excellent benefit package. If qualified, please call Michael Benefit Group at 569-9700.
An Equal Opportunity Employer

INSURANCE - Small Southfield agency needs part time Secretary. Insurance experience preferred but can train in sales. 557-7822

INSURANCE UNDERWRITER
South Oakland County casualty company looking for a mature person with good clerical skills & prior underwriting experience. Must type a minimum of 50 WPM. Good working conditions & benefit package to qualified person. Reply to Box 2114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INTERNATIONAL shipping company has immediate opening in Customers Service department. Good typing skills & pleasant phone personality a must. Selected individual will be trained in customer service, equipment control & assist sales department. Apply in writing to: World Shipping, Inc., Suite 259, Holiday Park Plaza, 8523 Wayne Rd., Westland, MI48185

KEYPUNCH KEYTAPE

HAPPY 4TH OF JULY!

Wouldn't you like to start a brand new job next week? Our growing company is now hiring for the afternoon, midnight & weekend shifts. If your speed is at least 12,000K/S or 65wpm call personnel 261-8222
Livonia

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

KITCHEN SUPERVISOR
Afternoon supervisor needed for Livonia company. Good benefits.
Inside Cord 422-8002

LARGE SUBURBAN auto dealership has openings for full and part-time clerical help. Apply in person:

GLASSMAN OLDS

28000 Telegraph Rd., Southfield

LEGAL/EXECUTIVE SECRETARY
Which has excellent typing skills, in Troy. Big Beaver area Law firm. Excellent typing & communication skills required. Word processing experience (preferably Lanier) necessary. Legal background helpful. Top pay for qualified individual 649-2350

LEGAL OPPORTUNITIES

A successful, growing corporation dealing in the marketing of "high tech" equipment & has the following openings in their Legal Department:

LEGAL ASSISTANT-
CORPORATE RECORDS
- Paralegal certificate or comparable work experience with corporate legal record keeping (at your degree & plus)
- Exposure to taking legal filings and follow-up
- Familiarity with wording and terminology of corporate resolutions required. Must be willing to learn word processing. Previous legal experience desirable but not a necessity. Send resume to: Mark Wolfe, Vice President, 18778 Middlebelt, Livonia, MI 48152.

LIVONIA claims office has immediate openings available for the following full time positions:

DICTAPHONE OPERATOR: Accurate typing of 55 wpm, excellent spelling and grammar skills, and experience or training in use of dictaphone.

CUSTOMER SERVICE REP.: Excellent communication skills, pleasant phone manner, light typing and knowledge of personal computer helpful.

RECEPTIONIST: Excellent math aptitude, typing of 45 to 50 wpm, and pleasant phone manner.

These positions include excellent benefits. Interested, qualified candidates may call.

KAREN
464-3800 ext. 253
AMERISURE COMPANIES
An Equal Opportunity Employer

MAKE IT SNELLING TEMPORARIES

We are looking for good skills and ability for short and long term assignments.

We need:

TRANSCRIPTION TYPIST
WORD PROCESSORS
EXECUTIVE SECRETARIES
WORD PROCESSORS - IBM PC & Display Writer with Word Star and Display Write II, and III.

We pay top dollars for top skills! We offer:
- Hours
- Benefits
- Paid holidays
- Referral bonuses
- Same week pay check.

For complete information on how to join our growing company as a Snelling Temporary, call

PLEASE CALL 557-5700
SNELLING
TEMPORARIES
17200 W. 10 Mile
Suite 101
Southfield, MI.
NEVER A FEE

LEGAL SECRETARIES
Let our 25 years of service and expertise work for you. For 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 SECRETARIES

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

LEGAL SECRETARY
For Birmingham plaintiff personal injury law firm. 1 to 2 years experience.
642-5757

LEGAL SECRETARY
For modern, well appointed law office in Farmington Hills. Excellent typing skills required, excellent benefits.
626-3000

LEGAL SECRETARY, part time. Experience required. Plymouth area. Send resume to Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced. Bought for Troy law office. Word processing experience preferred (Wang). PC/Word perfect a plus. Salary commensurate with experience. Call 643-8560

LEGAL SECRETARIES PERMANENT TEMPORARY

Outstanding permanent positions and temporary assignments are located throughout Detroit and suburbs. Select the one best for you. Top rates, bonuses, and courteous, no fee, placement assistance.

Suburbs: 358-0000
Detroit: 963-4165

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL SECRETARY
Troy law firm, insurance defense practice. Call 524-2366, ext. 23

LEGAL SECRETARY - Immediate opening for medium sized Southfield firm. Must be organized, with some word processing experience helpful. Benefits include health insurance, paid holidays, and profit sharing. Salary commensurate with experience. Call Marie 358-4490

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 nice atmosphere and excellent working conditions. Salary commensurate with abilities.
Call Pat Hamel at 540-8282

LEGAL SECRETARY - Rochester Attorney. Experienced preferred. Starting pay is commensurate with experience. Mr. Reid 656-1150

LEGAL SECRETARY - creative & knowledgeable Legal Secretary for diversified Southfield attorney.
557-0119

LEGAL SECRETARY
Small Birmingham law office. Typing skills required. Will train. Need legal experience. 555-5546

LEGAL SECRETARY
Birmingham Law Firm. 2 yrs. Litigation experience preferred. Word processing experience. Mr. Reid 656-1150

LEGAL SECRETARY - creative & knowledgeable Legal Secretary for diversified Southfield attorney.
557-0119

LEGAL SECRETARY
Small Birmingham law office. Typing skills required. Will train. Send resume to Box 1158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For downtown Detroit firm. Good typing skills required. Will train. Send resume including salary requirements to: Box 2, Penobscot Building, Detroit, MI 48226

LEGAL SECRETARY needed for busy Southfield law office. Some legal background preferred, but will professionally attribute is important. Non-smoker. Contact Gail, 644-5410

LEGAL SECRETARY - For medium sized Southfield Law Firm. 3 years litigation experience required. Excellent typing and dictaphone skills essential. New offices. Call 262-1600

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

LEGAL SECRETARY - Southfield. Salary based on experience. Bonuses, medical, profit sharing. Call Kopke, P.O. Box 2207, Southfield, Mich 48037-2207. All replies confidential.

LEGAL SECRETARY
Minimum 5 years experience. Plaintiff injury litigation. Word processor, 3 person office. Must be organized, self starter. Call for appointment. 647-2233.

LEGAL SECRETARY'S position with medium size Troy Law Firm. Must be experienced, have excellent typing skills, ability to relate to business and professional clients and be motivated. Salary commensurate with qualifications. Contact Diane, 649-1100

LEGAL SECRETARY - Full time, experienced. Typing, word processing. Office in Livonia. Excellent telephone, typing skills & dictaphone experience required. Must be willing to learn word processing. Previous legal experience desirable but not a necessity. Send resume to: Mark Wolfe, Vice President, 18778 Middlebelt, Livonia, MI 48152.

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CUSTOMER SERVICE REP.: Excellent communication skills, pleasant phone manner, light typing and knowledge of personal computer helpful.

RECEPTIONIST: Excellent math aptitude, typing of 45 to 50 wpm, and pleasant phone manner.

These positions include excellent benefits. Interested, qualified candidates may call.

KAREN
464-3800 ext. 253
AMERISURE COMPANIES
An Equal Opportunity Employer

Proof Operator

Proof operator for Detroit community bank. Experience a must; knowledge of IBM 3-section 3 & 2 pocket. Excellent benefits, good hours & a pleasant working environment. Call Joan Taylor, 553-4200 for an interview.

Metropolitan
Nat'l Bank of Farmington
An Equal Opportunity Employer

RAPIDLY GROWING high-tech company in Livonia seeks an energetic, highly motivated receptionist with strong typing skills. Knowledge of domestic & international shipping skills a plus. Interested candidates please call Brenda between 10am-12 noon Mon-Fri at 425-5225.

REAL ESTATE Secretary for industrial office needs experienced secretary for 1-girl office. Deliver or mail resume to: Box 1, The Company, 31281 Schoolcraft, Livonia, MI.

RECEPTIONIST/TYPIST
With telephone experience wanted for 3 gal Support Staff in Southfield firm. Non-smoker. Call Kathy at 358-0920

RECEPTIONIST
Entry level or mature person returning to work force. Answering phones, accurate typist & other duties as assigned.
Call 559-5930

RECEPTIONIST NEEDED
Light typing, filing, neat appearance. Must have pleasant phone voice.
647-7198

RECEPTIONIST/TYPIST
needed in Birmingham City office. Must type 55 WPM & have some phone experience. Good typing & benefits. Call Mrs. Grant, 261-4694

RECEPTIONIST mature person, good typing, must have excellent phone skills & be proficient at basic math. Full time, 1pm-10pm. Call Miss Dean, 569-0157

RECEPTIONIST NEEDED for retail office. Pleasant speaking voice & appearance a must. Experience preferred. Excellent Southfield location. Call Karen 358-1191

RECEPTIONIST - PART TIME
Plymouth Area. Must have clear pleasant voice, typing & math aptitudes. Experience helpful.
Call Pam between 9am-5pm, at: 773-3300

RECEPTIONIST - Part time, for Birmingham law firm. Light typing, telephone dealing with people. Work Mon. & Fri. 9:30AM-5PM. Call Jan 646-6300

RECEPTIONIST/PART TIME
Oak Park office needs sharp individual with good phone manner to perform light receptionist and general office work. Salary commensurate with experience.
645-9400, ext. 306

RECEPTIONIST - Fast paced personal consulting firm seeks experienced receptionist. Pleasant personality a must. Duties include: greeting clients, telephone, light typing & light bookkeeping. Some computer experience helpful. For appointment call 540-5300

RECEPTIONIST
Professional firm needs enthusiastic receptionist to handle incoming calls, greet clients, perform light administrative duties. 60wpm. 13/Telegraph area. Please resume to: Office Manager, 30213 Northwestern Hwy., 118, Southfield, MI. 48076.

OFFICE

JOIN OUR FAMILY
PART TIME/FULL TIME
NO EXPERIENCE NECESSARY

Sears Roebuck and Co. licensee, KeySery Group, has positions available for general office personnel to handle incoming phone calls and discount services offered with potential customers. Applicants must be at least 18 years old and possess a pleasant telephone voice and manner. We offer a competitive wage in addition to the opportunity for advancement. For consideration call:
(313) 261-8760

KeySery Group
11648 Broadstreet
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE MANAGER - Computer oriented for organizational & fast growth potential. Social agency in Westland. $5.00 per hour to start plus benefits. 721-2420

OFFICE MANAGER - photography studio. Interviewer receptionist position. Dictaphone and word processing/typing experience helpful. Part time, Farmington area. 553-0300

OPENING FOR Mature individual with office experience in Accounts Receivable. Knowledge of typing & filing to work in Birmingham restaurant. Contact Bernice
258-3788

PARA-LEGAL for Downtown Law Firm specializing in Litigation. Non-smoker. Send resume to: Zerbe, Miller, Paskin & Nagi, 755 W. Big Beaver, Suite 1610, Troy, MI. 48084

PARTS/SERVICE COORDINATOR
responsible for parts orders & inventory. Typing & math skills required. Customer phone contact experience helpful. Good benefits & salary. Send resume with salary requirements to: Mr. Jack Webster, J. Lee Hackett Co., 23550 Hagerty Rd. Farmington, MI. 48024

PART-TIME Clerk - to assist office manager in parts sales. Mon. - Fri. 4 days a week. Duties include typing, filing, answering telephones, light bookkeeping, corrections other miscellaneous duties as assigned. Must be work well within a small office environment. Mail resume to: Office Assistant, Advertising Dynamics, 24525 Southfield Rd. #207, Southfield, MI. 48075.

PART TIME SECRETARY

2 positions available in the Admissions Dept. Typing, telephone skills and 40 WPM. Telephone & Word Processing experience helpful. Pleasant working environment. Hours are quiet. Some Saturday hours. Apply in person or by mail: Walsh College, Personnel Office, 3838 Livernois, Troy, MI 48084

PART TIME office help - 20-25 hours per week. Must be organized, light typing & light filing. NSS Industries, Plymouth. Call Ann 459-4400

PAYROLL ASSISTANT with bookkeeping experience for part time in-coming Saturdays. Salary negotiable. 459-4313

PAYROLL COORDINATOR

Major manufacturer of doors and windows has an immediate opening due to promotion for a Payroll Coordinator. Position requires 5 years computerized payroll experience, preferably ADP. Position has responsibility for payroll processing, including taxes, for 550 plus employees.
For immediate consideration, call Ann Marie Sarafa, Personnel Mgr. P.H. Levin, 12620 Westwood, Detroit, Mich. 48223. 272-5700
An Equal Opportunity Employer

PERMANENT Part Time Clerical/Receptionist opening for dependable individual. 20-25 hrs/week. Hours 12:30-5PM. Call: Ms. Barnard, 559-5744

PERSON NEEDED to do light office work, answer phones and dispatch service for large medical supply company. Starting pay $4.00 an hour, week. Write or call: Mr. Bell, P.O. Box 52222, Livonia, MI 48152

PERSONNEL CONSULTANT

Challenging and diversified position. Worldwide travel opportunities. Sales ability needed. College a plus. Excellent earnings potential. Call Gary 230-7400.

SNELLING & SNELLING

PHONE RECEPTIONIST
Light typing. Career entry level position. Send resume to:
George H. Brander, Crp. Honeywell, 13001 W. 9 Mile, Farmington Hills, MI. 48018.

POSITION available for hard working, organized individual. Typing skills at 40wpm & computer terminal experience required. Duties include individuals call Cindy at 353-5800
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
With light bookkeeping experience wanted for 3 gal Support Staff in Southfield firm. Non-smoker. Call Kathy at 358-0920

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Entry level or mature person returning to work force. Answering phones, accurate typist & other duties assigned.
Call 559-5930

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Light typing, filing, neat appearance. Must have pleasant phone voice.
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Plymouth Area. Must have clear pleasant voice, typing & math aptitudes. Experience helpful.
Call Pam between 9am-5pm, at: 773-3300

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RECEPTIONIST/PART TIME
Oak Park office needs sharp individual with good phone manner to perform light receptionist and general office work. Salary commensurate with experience.
645-9400, ext. 306

RECEPTIONIST - Fast paced personal consulting firm seeks experienced receptionist. Pleasant personality a must. Duties include: greeting clients, telephone, light typing & light bookkeeping. Some computer experience helpful. For appointment call 540-5300

RECEPTIONIST
Professional firm needs enthusiastic receptionist to handle incoming calls, greet clients, perform light administrative duties. 60wpm. 13/Telegraph area. Please resume to: Office Manager, 30213 Northwestern Hwy., 118, Southfield, MI. 48076.

RECEPTIONIST
for busy office Novi. Must have General Office experience & type at 40 WPM. Telephone & Word Processing experience helpful. Pleasant working environment. Call Jennifer, 117 Turk, Pontiac, MI. 48053.
An Equal Opportunity Employer

RECEPTIONIST
needed for busy Southfield CPA firm. Mature individual with good phone & professional manner required. Word processing experience helpful. Salary commensurate with experience. Send resume to: CPA's, 26877 Northwestern Hwy., Suite #200, Southfield, MI., 48034

RECEPTIONIST, Bright, bubbly receptionist with above-average telephone skills & experience needed for front-desk spot with busy phones. Typing of 60 wpm, and light clerical duties included. We are located at the Town Center complex in Southfield. Salary approx. $12,000.
Call Judy: 358-0060

RESEARCHER
If you enjoy excitement, you will like our office. Need well organized for pricing. Typing 2 a Plus. Pleasant personality. $225.00 per week. Send resume to: IMP, Marketing, 18775 W. 10 Mile, Ste. 100, Southfield, MI. 48075.

SALES SECRETARY
Part time Sales Office requires outgoing personality, strong typing and organizational skills a must. Call Kathy 879-2100, ext. 7002

SALES SECRETARY
Fast paced regional sales office of large medical supply needs permanent part time (25-30 hours per week). We offer 55 per hour. Needs strong organizational skills, statistical typing & shorthand. If you are hard working, cheerful & enjoy a busy, hi-tech environment, call Ann Marie, Troy, MI 48083. Preference given to sales office background.

SECRETARIAL ASSISTANT
for medical company with attractive corporate offices in Farmington Hills. Must have 5 years working good typing & statistical skills. Word Processing experience desirable, not essential.
Apply in person: Lifetime Doors, Inc. 30100 Northwestern Hwy., Farmington Hills

SECRETARIAL OPPORTUNITIES

Office Manager	$20,000
Secretary/Bookkeeper	$20,000
Administrative Assistant	$19,000
Legal Secretary	$17,000
Engineer/Secretary	$18,000
Word Processor	$15,000
Insurance Secretary	$18,000
Loan Processor	$18,000
Receptionist	$15,000
Secretary/Receptionist	$13,000
Payroll Clerk	$12,500
Teletype Operator	$11,000

ALL FEES PAID
Personnel Systems
9450 Gotfredson
Plymouth, MI 48170
459-1166

SECRETARIAL POSITION available immediately for Southfield law firm. Typing skills required, word processing helpful. Resume to: 16400 W. 12 Mile Rd. Suite 103, Southfield, MI 48076

SECRETARIAL TYPE work in small exciting import/export company. Varied responsibilities, expediting, orders & invoicing, translations, cellphone, etc. Salary commensurate with experience. Send resume only to: P.O. Box 391, Troy, MI., 48099

SECRETARIAL
Sales Support Group
Day and evening shifts.
Will train, Southfield area.
Call: 557-5956

SECRETARIES - medium-size Ann Arbor-Detroit area law firm seeks motivated Legal Secretaries to work for associate & partners doing Med. Mal. Insurance Defense. These are challenging positions which require extensive litigation background, ability to work independently. Excellent opportunity for qualified candidates. For immediate consideration, resume to: Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES, IBM/PC Word word processors needed immediately for contract positions with Fortune 500 company.
Call Carol at Uniforce 357-0648

INVEGTMENT BANKING FIRM
Typing required
John Moye 258-6690

SECRETARY
Accurate typing a must. Old Redford area. Salary commensurate with experience. Call 532-2100

SECRETARY - CPT experience needed for assignment in Dearborn. Typing 55 wpm, 6 months experience on word processing, statistical typing a plus. Call now for an interview. Excellent pay. Normal Services, Inc. 593-3705

SECRETARY
Customer Service Representative

Excellent opportunity with growing company in retrographic industry. Primary duties will be telephone customer contact and order entry. This position requires pleasant telephone and secretarial skills. Must be flexible with the ability to adapt to priority changes. Excellent benefits package.
Apply in person:
PRECISION COATINGS, INC.
8120 Globe St.
Walled Lake, MI.

SECRETARY - Experienced. Typing, light bookkeeping, general office skills. Non-smoker. One or two days. Non-smoker. $5.00 per hour. W. Bloomfield area. Call Mrs. Hirvonen 851-7464

504 Help Wanted Office-Clerical

SECRETARY
For small Southfield marketing consulting firm. Interesting work, friendly environment. We are looking for a bright, energetic individual with strong shorthand skills. Experience with word processing desirable.
Ask for Mrs. Ross 559-2100

SECRETARY
Fortune 500 Company
$18,000

Be the Branch Managers Secretary and have the professional atmosphere, responsibility and top benefit package. Good skills and experience your key to this choice fee paid position. Call Barbara 353-2000. After 5 PM, Appointments Available
SNELLING & SNELLING

SECRETARY
For 1 person office of sales rep. Should be experienced typist, capable of handling telephone inquiries & sales calls. Southfield area. Send resume to P. O. Box 6 Birmingham, MI. 48012

SECRETARY - for elementary school. Interesting, diversified duties, must be flexible, congenial individual typing, 70 WPM, shorthand or speed writing of 80 WPM required. Medical benefits, paid holidays, accident fringe benefits. NO PHONE CALLS PLEASE. Send resume to Aldona Janos, Birmingham Public Schools, 550 W. Merrill St. Birmingham, MI 48009
An Equal Opportunity Employer M/F

SECRETARY - FULL TIME
Excellent typing, shorthand, typing skills. Full benefits. Keego Harbor area. Call Personnel, 855-5336, West Bloomfield, MI. 48033

SECRETARY - full or part time for Insurance Agency. Must live in Southeastern Rochester. Customer service and claims responsibilities 651-1124

SECRETARY - Bookkeeper. Full time. Bloomfield area. Must be experienced with accurate typing & 10key processing knowledge. Call Debbie, 645-8345

SECRETARY
Full-time position available for a Sales Secretary in a manufacturing environment. Accurate typing, filing & good communication skills are required. Call Personnel, Hydraulic Mfg. Manufacturing, 482-8383

SECRETARY
Full time, Mon. - Fri. 9-5
Real Estate development firm.
352-5525

SECRETARY

Immediate opening for a secretary position in our Farmington Hills setting in Livonia. Must type 55 WPM, have strong organizational & communication skills, & at least 1 yr. office experience. Word processing experience a plus. Responsibilities include: scheduling appointments, typing proposals, typing & proofreading correspondence, & performing general office duties. Excellent compensation & benefit package offered. Please submit resume with salary requirements to Box #136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Looking for aggressive individual to handle 2 or 3 accounts receivable, typing, good phone voice. Southfield area. Call between 8 and 5 PM, 559-1440

SECRETARY - mature person with typing and some bookkeeping experience for lend developer at 13 Mile & Northwestern.
737-0000

SECRETARY - must be organized & efficient to run 1 large office. Southfield, flexible hours, word processor and self starter. Call Mrs. Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed for fast-paced office. Skills required are typing, typist, shorthand/speed writing, good command of English language, personable telephone manner. Call Pat. Please call Eileen between 9am & 12noon and 6pm & 8pm. 626-6241

SECRETARY

NTN-Bower Corporation, an expanding Worldwide producer of a complete line of quality roller bearings, has an immediate opening for full time secretary. Based at our Corporate Headquarters in a NW suburb of Detroit, you will be responsible for handling the general secretarial duties for the Personnel and Quality Assurance Departments.

The successful candidate will have the following skills:

- Minimum of 3-5 years secretarial experience
- Accurate typing 65-70 WPM
- Knowledge of word processing and personal computer a must
- Excellent telephone skills

Reflecting our status within the marketplace, we are pleased to offer a competitive salary and benefit package. Please submit your resume and salary history to:

NTN-BOWER CORPORATION

Employee Relations Dept.
P.O. Box #460
Franklin, MI. 48025

An Equal Opportunity Employer

SECRETARY OFFICE ASSISTANT
Full time, must be good worker, responsible for general office duties. Knowledge of Lotus 1-2-3 preferred. Livonia 522-3350

SECRETARY/OFFICE MGR.
Interesting & challenging position immediately available in Southfield for personable individual capable of handling a busy office. Typing 50 WPM speed, and good command of English & spelling skills required.
Telephone Debbie for appointment.
559-7361

SECRETARY/OFFICE MANAGER
Bloomfield Hills area. Full time position available - Birmingham & Bloomfield. Must be mature, experienced secretary with accurate grammar/secretarial skills & word processing knowledge. Job entails staff and office management and is extremely people oriented. Salary to be commensurate with resume to: Executive Search Office, Inc., Attn: Judy Levine, 4000 Town Center, #1301, Southfield, MI. 48075

SECRETARY/TYPIST
Computer software company in Farmington Hills is looking for a Secretary/Office Manager. Applicants should be personable, neat, organized, have typing speed of 50 wpm, organizational skills and attention to detail. Salary, benefits and benefits commensurate with experience. Please call for appointment. 851-7999

SECRETARY - PART-TIME
Good phone skills & typing. Bookkeeping, business machines background helpful. Livonia. 525-8890

SECRETARY - Part time temporary. Interesting position for Real Estate Firm near 12 Mile and Northwestern area. Must have good typing skills and with excellent typing and telephone skills.
356-5000

SECRETARY, part time afternoons in Southfield. No experience necessary, some typing required. Will train. $4.50/hour start. 353-3505

SECRETARY/RECEPTIONIST
For Clarkston Insurance Agency. Must be flexible, well organized and able to work well with others. Salary negotiable.

MGM
OFFICE SERVICES
474-7768

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

SECRETARY
Southfield- Diversified position for mature, efficient, person. Good typing, writing ability & communication skills. Shorthand required.
Salary negotiable. Call Mrs. Hiver. 559-3120

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Expanding computer service firm company located in Birmingham is seeking a Secretary/Receptionist. Candidate should ideally possess word process expertise, good telephone skills & ability to work with people. Company benefits include: profit sharing & Blue Cross medical/dental. Please send your resume to:
Michael D. Turk, Business Computer Consultants, 251 Merrill St., Birmingham, Mich. 48011

SECRETARY/RECEPTIONIST
Ambitious person needed for busy Birmingham Real Estate Development office. Must have good typing, material expertise needed to handle variety of duties. Typing of 55 WPM, word processing knowledge and telephone personality a must. Salary negotiable based on experience. Medical benefits. Non-smoker. Please call KATHY 646-2250

SECRETARY/TRANSCRIPTIONIST
Expanding out-patient orthopedic clinic in Canton. Experienced, 20 hours per week, Tues. & Thurs. 9 to 5. Send resume to P. O. Box 979 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/TYPIST for professional office. 30wpm typing. No legal experience necessary. Send resume: Box 2 Keyport Dr. Plymouth 48170.

SECRETARY, busy Birmingham orthopedic clinic has immediate entry level opening in it's corporate headquarters. Excellent benefit package & working conditions. Please respond to: P.O. Box 2000, Southfield, Mich 48037.

TYPIST
Position open for 50 wpm, located in Southfield, excellent benefits. Call personnel. 353-2820

Typists & Word Processors!
WE NEED YOU!

Work when you want, as you want. Vacation and benefits. Call today for appointment.

STAFF BUILDERS
Temporary Personnel
425-TEMP

TYPIST
Three days per week, 8am-4:15pm. Days negotiable. Minimum 60 WPM with excellent language skills. Experience on word processor & typing helpful or will train. Southfield location. Call 354-0300 ext. 1103

TYPIST/WORD PROCESSOR
Expanding Birmingham CPA firm seeking typist with excellent typing & word processing experience. Assistant with general office duties. Minimum 2 years experience. Pleasant working conditions. Call Marlene Deal & Price. 642-2828

TYPIST

50 wpm., mature, with figure skills. Full time position with established firm. 55-60 per hour. Benefits. Send resume to P O Box 314, Walled Lake, MI 48088. 624-6588

SECRETARY with Word Perfect needed for assignment in Dearborn. Excellent pay & benefits. Call today for an interview. Normal Services, Inc. 593-3705

SECRETARY with IBM PC DWIII word processing experience for assignment in Livonia area. $5 starting and 6 months word processing experience. Call Norrel Services, Inc. 593-3703 358-2253

SECRETARY
30 hrs. per week. Will charge person for small contracting business.
471-5725

SELF MOTIVATED DEPENDABLE person for established property management company located in Southfield. Professional typing & general office skills required. Salary & benefits commensurate with ability. Call Mrs Davis. 353-1579

SHIPPING & Receiving Clerk needed for business in Northville. Please contact Sharon. 349-5883

SOUTHFIELD - Design/Marketing firm looking for experienced word processor/media co-ordinator who can handle multiple jobs & accept responsibility. Must have excellent organizational, typing, telephone skills. Car necessary. Salary commensurate. Benefits. Send resume to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Southfield distributor seeks individual for entry level office position in its warehouse office. Must have excellent math aptitude & clerical skills. Full time, excellent benefits. Call before 11am 352-0220

SOUTHFIELD FINANCE CO needs people for credit investigation, processing & data input. Must type least 60wpm, & possess good phone manners. Send resume to L. A. C., 20000 W 12 mile, Southfield, Michigan, 48076

SOUTHFIELD OFFICE. We will train. Advancing Service Operation. Typing