504 Help Wanted Office-Clerical

EDITORIAL ASSIST.
FEE PAID - $12-$15,000
Troy area, will assist in sales promotion dept. Should have experience in key line & paste ups, along with general clerical duties, grammar & punctuation are needed. Plush atmosphere. Benefits
Call 649-5797
DOROTHY DAY PERSONNEL, INC.

EXECUTIVE SECRETARY
Nearly formed position to assist the president, & vice-president of finance in addition to excellent secretarial skills (typing, shorthand, dictaphone, word processing and a pleasant telephone manner), candidate must have math skills to perform simple routine bookkeeping tasks. Offices will be located in the American Center Bldg., Southfield. Full supervisory fringe benefits. Please send resume with salary requirements to our director of personnel, P.O. Box 232, Southfield, MI 48037.

EXECUTIVE SECRETARY
for Southfield Medical supply company. Excellent opportunity for someone with outstanding clerical skills and the ability to communicate verbally and in writing. Applicant must be experienced, businesslike, self motivated & well organized. A knowledge of medical terminology is helpful. This individual will be working for the top level management for this fast paced growing company. We offer a competitive salary, a comprehensive benefits package & a pleasant work environment. Interested applicants please send resume & salary requirements to: PD Box 931, Southfield, MI. 48037-0935

EXECUTIVE - secretary for Bloomfield Hills, Type 55 W.P.M. for international organization, great promotional opportunity in this very busy contract position, call Vickie at Uniforce 357-0034

EXECUTIVE - secretary for Bloomfield Hills, type 50 wpm, shorthand 80, some word processing helpful, legal experience not necessary, contract position, call Cynthia at Uniforce 646-7662

EXECUTIVE SECRETARY
Experienced person needed for executive secretary. Typing 60wpm, shorthand a must. Digital Dectabilities experience helpful. Please send resume to: 30150 Telegraph, Box 51, Birmingham, Michigan 48010

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual for executive president of fast paced insurance company. Ability to handle pressure & exercise a high degree of tact & discretion. Call Mrs. Mast resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 117

EXECUTIVE SECRETARY
Permanent part time for mature person to work for assistant controller. Requires strong organizational & typing skills (accurate 70wpm). Knowledge of light bookkeeping. Must have minimum 3 yrs. experience, be confident & work unsupervised. References. Salary commensurate with experience. Call Bloomfield Hills. 644-6533

EXECUTIVE SECRETARY
Local college has challenging position available for person with excellent typing and shorthand skills interested in secretarial support and resume including salary requirements to:
Personnel
Madonna College
36600 Schoolcraft Rd.,
Livonia, MI 48150
591-5151

EXECUTIVE SECRETARY
Needed for Southfield real estate developer. Must be well organized with excellent word processing, typing & spelling skills. Real estate experience in commercial real estate helpful. Excellent benefit package, competitive salary commensurate with experience. Send resume with salary history to: Elkin Equities, 29100 Northwestern Highway, Suite 200, Southfield, MI 48034. Attention: Director of Property Mgmt. (No phone calls please)

EXECUTIVE SECRETARY
minimum 1 year experience working for top executive. Must possess exceptional secretarial skills.

SECRETARY/WORD PROCESSOR-Good secretarial skills and experience on word processor required. Knowledge of equipment helpful. Call Big Three Corporation

IBM PC OPERATOR - experience on any of the following software needed - Lotus 1,2,3, Dbase, Wordstar, Displaywrite III, Multimate

WORD PROCESSOR - if you have experience on the IBM Displaywriter, IBM 36 Word, Wang Executer or IVIS, we have a job for you!

Ask about our exceptional benefit package. Call Ann Dawn, Director of Operations, Kelly Services, 645-2900

EXPERIENCED
WORD PROCESSOR
Professional firm needs individual who likes busy and challenging atmosphere. Duties include typing and binding documents for client meetings, special projects and support. 13/Southfield. Send resume to: 30015 Southfield, Suite 115, Southfield, MI. 48076

FARMINGTON HILLS AREA
1 girl office in need of secretary with office experience. Must be organized, have good phone manners & clerical skills. $225 gross per week. Call 553-8070

FAST GROWING company seeking a person with a variety of skills. Must be able to handle shipping & receiving, phone, light bookkeeping skills a must. Call Cookie 356-3363

FIELD CO-ORDINATOR
Needed for Senior Nutrition Program. Responsibilities include everyday to day operation at sites, supervising volunteers & train volunteers, record keeping, establish & maintain good relations with community leaders. Qualifications: Degree in Business Administration required. Hours are available for daily use. Submit resume to:
Dunwalke Township Human Services, Inc.
15425 Beech Daly Rd.,
Northville, Michigan 48167

FILE & MAIL CLERK part time, must be able to work possible full time later. Send resume & salary requirements to: Office Manager, PO box 37, Farmington, Michigan 48024

Financial Processing
Immediate openings
Travelers Express, a leader in financial processing, has immediate openings in the following areas:
. Part Time Network Operators

Full Time Openings
Assistant Card Production Clerk
Customer Service Clerk

Duties will include responsibility for monitoring performance of on-line networks and ATM performance, operation of EMT and Telex generation. Extensive data entry and client phone contact are required. At least one year customer service experience as well as one year experience operating a CRT required. Post high school education preferred, training given in data communications courses. Salary commensurate with experience. We offer a full benefits package to our employees. Qualified applicants send resume to: Travelers Express/Gotham Network, 24184 Haggerty Rd. Farmington Hills MI. 48024, or call Wayne Bozarth 476-5200

GENERAL OFFICE
5 Day Week, Fringe Benefits.
Osmuna General Office
3401 Etzenhouser Rd., Pontiac, 681-3993

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:
544-2860

FRONT DESK person needed for fast growing property management company in Farmington Hills. Should have a computer a plus - 855-1090

FRONT DESK
RECEPTIONIST
$11,500 FEE PAID
Troy firm, very visible position with lots of client contact. Excellent benefits and opportunities for advancement. 1 year clerical background required. Early AM appointments available. Call 649-5900.
SNELLING & SNELLING OF TROY

FRONT DESK (3)
FEE PAID - $11-$15,000
Desperately need receptionist for Bloomfield, Troy & Madison Hts! Involves phones, typing (45 plus), figure work, word processing is a plus & variety of duties stimulates boredom. Promotable spot, benefit program.
659-6797
DOROTHY DAY PERSONNEL, INC.

GENERAL OFFICE MANAGER for non profit Southfield organization. Must have computer skills, data base, word processing, be able to deal with the public & with volunteers. Good organizational skills a must. Salary plus benefits. Send resume to: Box 1984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE help needed for electronics firm in Northville. Typing, filing, answering phones, etc. Experience helpful. Call 348-7313

GENERAL OFFICE/Clerical - strong typing & telephone skills a must, assume office responsibilities. Send resume to: PMC, 2705 Coolidge, Berkley MI 48072

GENERAL OFFICE help needed. Typing required, some bookkeeping, accounting background helpful. Call for appointment. 261-8786

GENERAL OFFICE HELP needed to handle retail sales counter & telephone. Please apply in person at Jewel Glass, 22323 Telegraph in Southfield.

GENERAL OFFICE CLERK needed for medical supply company located in Livonia. Please reply to: P O Box 9168, Livonia, MI 48151
An Equal Opportunity Employer

GENERAL OFFICE
Permanent part time, 15-20 flexible hrs. per week. Must be able to work independently & exercise tact in person. Lesky Furniture, 29055 Plymouth Rd., Livonia.

GENERAL OFFICE Light bookkeeping for electronics firm. Full time. Non smoker. Fringe benefits. Apply at CSE, 23640 Research Dr. Farmington Hills, Industrial Park. 476-7875

GENERAL OFFICE position available for mature, responsible person in a factory environment. Required typing, filing, answering phones, shipping and invoicing. Computer knowledge helpful. Livonia area. Please call Terry at 261-6100

GENERAL OFFICE
Entry level general office position available in Southfield office. Need good math aptitude and type 40 WPM. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 17

GENERAL OFFICE
Part time. Responsible woman, 20-25 per week, 8am-3pm. Varied duties. Light typing, experience helpful. Apply Metro Water Systems, Plymouth. 455-5780

GENERAL OFFICE CLERK for Southfield office of international corporation. General office duties including equipment history & inventory records. Experience preferred. Fringe benefits package $325-$350 per wk.
An Equal Opportunity Employer

General Office
Full time, help for property management company in Southfield. Must have experience with computers. Call Mon. thru Fri 9am-5pm.
352-2015
An Equal Opportunity Employer

GENERAL OFFICE
SECRETARY
$13,000 FEE PAID
- GREAT BENEFITS
N. suburban office. Strong typing and Math, light bookkeeping, computer a plus. Call 39-2450.
SNELLING & SNELLING

GENERAL OFFICE
Growing Plymouth based company looking for general office help. Positions require heavy phone work and typing. Salary commensurate with experience. Full time positions available, benefit package. Please submit resume to: Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
$14,500 FEE PAID
International business, small friendly firm, excellent benefits including 12 paid holidays, lots of variety including word processing, great location. Early AM appointments available. Call 649-5900.
SNELLING & SNELLING OF TROY

HEADQUARTERS for word processors, call Pat Gray at Uniforce
646-7662

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

INSURANCE AGENCY - Farmington Hills location has an immediate opening for an experienced person in Personal Lines. Commercial experience helpful but not necessary. Excellent working conditions & benefits. Salary open.
553-7903

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

INTERESTING OFFICE position available for a mature processor. Good salary & medical benefits.
525-7373

KEYPUNCH/CLERK
Big 8 CPA firm, located in Ren Cen is seeking a part-time Keypunch/Accounting clerk for Internal Accounting Department. Qualified applicant must be proficient in the use of a 10-key. Additional clerical & accounting knowledge a plus. Please send resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

KEYPUNCH
Established Keypunch Operator with above average speed and accuracy, 3 years experience desired. Excellent salary, fully paid hospitalization, liberal vacation, sick days, dental, major medical group, days. No overtime. W. Dearborn. Call 2pm between 11 AM - 3 PM. 271-7202

KEYPUNCH/KEYTAPE
Operators needed for company expansion. Afternoon, midnight & weekend shifts available. Full or part time. Earn good pay & benefits in a comfortable atmosphere. Experienced preferred. Call personnel:
261-6222, Livonia.

KEYPUNCH OPERATOR (129) card decks. Afternoons & midnights. Experienced only. Six Mile & Telegraph area. Call Nancy 534-4440

KEYPUNCH OPERATOR (CRT). 2 years experience, part time, days, evenings. Southfield area. Call between 3-5PM, ask for Sheryl.
827-4023

504 Help Wanted Office-Clerical

LEGAL ASSISTANT/Filing Clerk for Downtown Detroit law firm. Medical knowledge and/or background is plus. Opportunity for advancement for an ambitious, self-motivated individual. Carol: 964-2343

LEGAL SECRETARY, experienced, Farmington firm, typing 60 words, benefits, salary commensurate w/ability. Call after 5PM: 478-5912

LEGAL SECRETARIES
PERMANENT
TEMPORARY
Outstanding permanent positions and temporary assignments are available downtown, Southfield, suburbs. Select the one best for you. Don't delay, call today for courteous, no fee, placement assistance.
Suburbs: 358-0060 Detroit: 963-4185

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2350
SOUTHFIELD, MI 48075

LEGAL SECRETARY
Birmingham Law Firm, 2 yrs. Litigation experience. Word Processing not necessary. Benefits. 644-6800

LEGAL SECRETARY
For downtown Detroit firm. Good typing skills required. Will train. Send resume to: Box 2484, 1200 Penobscot Building, Detroit, MI 48226

LEGAL SECRETARY needed for Grosse Pointe/Harper Woods office. Legal background preferred, but will accept person with litigation experience. Non-smoker. Contact Gail 644-5410

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

LEGAL SECRETARY - Southfield. Salary based on experience. Fringe benefits and vacation. Call Mr. Kepes, P.O. Box 2207, Southfield, Mich 48037-2207. All replies confidential.

LEGAL SECRETARY
Minimum 5 years experience. Plaintiff injury litigation. Word processing, 1 year experience. Fringe benefits. Salary commensurate and self starter. Call for appointment, 847-2323.

LEGAL SECRETARY
with at least 3 yrs. experience. Word processing skills necessary. Must be willing to accept responsibility. Salary commensurate with experience. Call
644-4432

LEGAL SECRETARY
For prestigious & growing Southfield law firm. Excellent salary, office environment & working conditions. Looking for team player with outstanding typing, word processing & secretarial skills.
354-4030

LEGAL SECRETARY with 2-3 years experience in personal injury litigation for partner of Southfield law firm. Excellent salary & benefits package. Call Jean Taylor at
352-9080

LEGAL SECRETARY, experience needed for small Oakland county law office. Excellent typing skills essential. Competitive salary & benefits. Call Mrs Sale
354-9550

LEGAL SECRETARY and Paralegal: Small Birmingham office will train bright, college-educated person and pays well to Paralegal or Law School. Good pay. Call 642-0750

LEGAL SECRETARY desired for law firm. Part time position now, full time in fall. Pre-employment with experience. Please send resume with salary requirements to P O Box 716, Franklin, MI 48025

LEGAL SECRETARY
Troy law office (Top of Troy)
Call George Mugerian 362-0609

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

LEGAL Secretary/office manager for Downtown Birmingham law firm. Must have good typing skills. Send resume to: 165 N woodward, Birmingham

LEGAL SECRETARY
TOP SALARY
Experienced in litigation defense and word processing. Responsible for two young associate attorneys. Troy. Call Jim Nelson
649-1330

LEGAL SECRETARY
Labor law. No shorthand. 322,000 a year. Call Jeanne at
ARCHER EMPLOYMENT
1618 Penobscot Bldg. 963-8283
Wed Crooks 879-3129

LEGAL SECRETARY
Small Birmingham law office. Reception, telephone, typing. Word processor experience desired. Must have 2 years experience. Call Ann Sheane & Associates, 24155 Drake Rd, ste. 204, Farmington, 48024

LEGAL SECRETARY
Bloomfield Hills area
Mature person, good math skills, some typing. Full benefits.
Call Ann
464-3400
An Equal Opportunity Employer

JOIN OUR FAMILY
PART TIME/FULL TIME
NO EXPERIENCE NECESSARY
Sears Roebuck and Co. seeks KeySery Group, has positions available for general office work. Duties include incoming phone calls and discuss services offered to potential customers. Applicants must be at least 18 years old and possess a pleasant phone voice and manner. We offer a competitive wage in addition to the opportunity for advancement. For consideration, please call
(313) 532-3000
KeySery Group
1355 Rochester Rd.
Livonia, MI 48150
An Equal Opportunity Employer

OFFICE MANAGER - photography studio. Interviewer receptionist. Bookkeeping background helpful. Typing/acting experience helpful. Part time/full time.
545-0973

Office Manager
for Downtown Birmingham location. Responsible, organized person needed to take over person with proven leadership qualities. Must have bookkeeping experience. Computer experience preferred. Non-smokers only need call, Ms. Barden
646-2280

OFFICE OPPORTUNITIES
Due to growth & expansion, Diversified Business Products, one of the largest office equipment dealers in Michigan has openings in the following areas:
CONTRACTS & SUPPLIES ASSISTANT-Responsible for typing 35 wpm, detail oriented, good phone communication skills.
RECEPTIONIST - Requirements are typing 40-45wpm, excellent phone communication skills, Minimum of 1 year office experience.
We offer excellent benefits & room for advancement. For interview call Diane at:
Diversified Business Products
24184 Haggerty Rd.
Farmington Hills, MI 48024
476-6653

OFFICE - part time person to work 20 hours a week in the credit department of a local CPA firm handling collections and A/R. Good base salaries. Must be mature, responsible & have good written communication skills. Excellent opportunity for part time student. Send resume to: P.O. B.S. 3001 W. Big Beaver, Suite 620, Troy, Mich 48084. Call Karen

PART TIME Secretary, immediate opening. Computer experience, word processing, and data base preferred. Salary open. For appt. 968-3250

504 Help Wanted Office-Clerical

Legal Secretary
Legal Department of a Livonia insurance company has immediate opening for a Legal Secretary. Liberal fringe benefits including fully paid insurance program, 40 hr. week, 9-5 work week. For further information and appointment, call:
591-4692
Mon thru Thurs: 7:30AM-4:15PM
Fri: 8AM-12 Noon

LEGAL TRAINEE
Entry level position requiring typing of 50 words per minute & filing. Co-op experience accepted for this suburban opening.
All our fees are company paid
PERMANENT STAFF
LIVONIA 591-2221

LIVONIA VOCATIONAL SCHOOL
has immediate openings for full time positions in our financial aid and placement programs. Most positions require a mature person with an outgoing, pleasant personality who likes working with other people. Job skills in general clerical duties and use of the telephone are essential. In addition, each position requires good spoken and written, typing, written and verbal communication. Some computer skills are desired. Some background in bookkeeping is required for our position in the financial aid department. Phone for an appointment
522-9510
An Equal Opportunity Employer

MAIL ROOM CLERK
Part time, Friday & Saturday, $4 per hour. Call and leave message on answering machine. 645-3300

MARKETING SECRETARY
SALARY TO $14,000
Prestigious firm needs people person with typing of 60wpm, & a real pleasant personality to work with clients. CALL TODAY.
All our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 352-9060
TROY 362-4004
SOUTHWEST SUBURB 246-9200
ST. CLAIR SHORES 296-8600

MATURE, part time, light office work/receptionist. No previous experience necessary. Troy area.
589-2315

MATURE PERSON to help in office of mini shop located in Southfield. Full or part time. Good office experience required.
731-1121

METROPOLITAN
NAT'L BANK OF FARMINGTON
Immediate openings for the following positions:

Experienced Proof Operator - knowledge of Bank Proof is helpful.

Accounts Processing - must have minimum of 2 years experience in Accounts Processing Department and be familiar with data processing functions.

Receptionist/Switchboard - typing skills a must, dictaphone experience or shorthand helpful.

Bank experience preferred, excellent benefits, salary commensurate with experience. Call Joan Taylor at
352-7300
An Equal Opportunity Employer

MORTGAGE CLOSER
Leading title company has an immediate opening for an experienced mortgage closer. Please send resume to:
1600 N. Woodward
Birmingham, MI 48011
Attention: Betty Skubic

NOVI/NORTHVILLE area - Secretarial experience preferred. Company located in Berkley. Rose Mortgage Corp. Call between 9am - 5pm.
347-4700

NEW CAR BILLER
for high volume dealership, experience preferred. Apply Bob Maxwell, LYM, 27531 Michigan Ave., Dearborn. Contact: Nancy Tomlinson
274-8500

OFFICE ASSISTANT
Part time, Mon. - Fri., 9:30-1:30 pm. Light bookkeeping, telephone, calculator, and typing skills required. Light bookkeeping included. Call Lynn, Mon. - Fri., between 9 AM. - 2 PM. at 547-3480.

OFFICE CLERICAL
Intelligent, industrious person with excellent clerical skills needed. Both full-time and part-time may apply. Troy area.
689-8349

OFFICE CLERICAL person needed, light filing, typing on CRT. No experience needed, good math aptitude, will train. Apply in person: 14985 Telegraph, Redford.

OFFICE HELP with accounts receivable experience. State salary requirements. Reply to Box 224, Observer & Eccentric, 24155 Drake Rd., ste. 204, Farmington, 48024

PART TIME OFFICE HELP
Mature person, good math skills, some typing. Full benefits.
464-3400
An Equal Opportunity Employer

PART TIME Secretary, immediate opening. Computer experience, word processing, and data base preferred. Salary open. For appt. 968-3250

504 Help Wanted Office-Clerical

OFFICE STAFF
for office in Livonia. Need to be skilled in typing, light bookkeeping, & general office operation. Part time days, Call director, 10am-2pm, at 464-0106
ALLESON HOMES, INC.

OFFICE WORKER - Immediate opening in small busy office. Lots of phone work, date entry and 10 key experience preferred. Will train. Send resume: P.O. Box 240, Plymouth, MI. 48170.

ONE PERSON OFFICE - Take orders on telephone, light typing. Must have good head for figures. Will train right person. 8 Mile/Farmington area.
474-3300

ORDER DESK - TROY
FEE PAID - $10-$12,000
Are you a team worker? Need an addition to a great staff. Pleasant spot, will train on telotype/computer, (type 50). full benefits. 591-6797
DOROTHY DAY PERSONNEL, INC.

ORDER INPUT PERSON for Southfield location. Word processing experience helpful. Reply to: Box 270, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARA PROFESSIONAL
SECRETARIAL SCIENCES
PART TIME POSITION
Responsible for inventory, distribution, & demonstration of materials & equipment to students; assist faculty with instruction, grading, & record keeping; maintain lab & order supplies. High school graduate with secretarial science training or technical training (60 credit hours) preferred. Ability to work with K. hours in secretarial sciences. A combination of training and related work experience will be accepted. Ability to type 50 wpm, 10-key, dictation computation with accuracy. Hours: MON., WED., THURS., 9PM-1PM; TUES., 1PM-5PM. Hours may vary each semester based on course offerings. Pay: $4.00 PER HOUR - GOES TO $7.05 AFTER 6 MONTHS. Apply in person or send cover letter & current resume & transcripts no later than July 25, 1986 to: Personnel Dept., Oakland Community College, Orchard Ridge Campus, Farmington, MI 48330-0812.
An Equal Opportunity Employer

PART TIME SECRETARY
Experimental parts fabrication shop in Troy needs a part time
Secretary for 6 hours per day, 5 days per week, to do the following:
• Receive and process all orders.
• Records creation, control and maintenance
• Purchasing of office supplies
• Shipping, receiving and expediting
• Departmental personnel records
• Status updates
• Operation of blueprint machine & plotter for drawing duplication
• Telephone back up

Requires strong secretarial skills and minimum 3-5 years experience in these areas with good organizational skills

Please send resume listing DAY TIME telephone number and most recent job duties to Box 252, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

PAYROLL/PERSONNEL
Immediate opening for full time, experienced, knowledgeable individual with 1-2 years experience in
payroll and personnel. Ability to type 50-60 WPM and be able to operate a PBX console and a personal computer. Salary commensurate with experience. Excellent fringe benefits. Please send resume to: P.O. Box 354, Detroit, MI 48232, Attention Personnel Department.
An Equal Opportunity Employer

PERSONAL SECRETARY
FEE PAID - $20-$25,000
Interesting position for someone with a flair for organization, do personal shopping & oversee household staff, should type (50) & have references. Call today this! Benefits include profit sharing.
649-7797
DOROTHY DAY PERSONNEL, INC.

PERSON FRIDAY for small office in Downtown Birmingham. Skills and a pleasant outgoing personality are required. Position is part time, full time work and a good chance for advancement. Must have good math aptitude. Call for interview.
425-5599

PERSONNEL
Career opportunity offers you a chance to create system plan & establish procedures within group recruitment function. Experience with computer & personnel a must. FEE PAID
Eastland... 372-4720
Troy... 689-7144
Harriet Sorge Personnel

PERSONNEL CLERK
Entry position in Personnel Department of modern geriatric facility. Ideal for someone who is a high-school graduate with good typing, filing, handwriting and pleasant phone manner. Job is good at details and is willing to learn. Call R.C. Redden, Personnel, before Noon.
532-7112

PHONE SOLICITOR & general office - full time. Hours negotiable. Call July 23, between 10am-3pm. 37300 Michigan Ave., Wayne, MI.

PRIVATE SECRETARY for busy Birmingham realtor. Varied responsibilities include light bookkeeping, pleasant phone voice, much detail oriented. Call Mrs. Rosenweig
Call 10AM-4PM 644-6700. Ask for Sandra Schaldenbrand.

PUBLIC RELATIONS SECRETARY
Major advertising/agency needs bright professional with 3-5 years secretarial experience, word processing & great presence to work with top clients. Salary commensurate with ability & good location. CALL TODAY for a personal interview.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-0504
TROY 362-4004
SOUTHWEST SUBURB 246-9200
ST. CLAIR SHORES 296-8600

RECEIVING CLERK
Livonia area manufacturing firm seeking dependable individual with minimum 2 years experience in a variety of buying and clerical functions. Knowledge of Bills of Lading & organized. For consideration, send resume & salary requirements to Box 240, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - with organizational skills for busy Bloomfield Chiropractic Health Center. Part time afternoons/evenings. 681-3141

RECEPTIONIST - FULL TIME
6:30-2:30 pm. Apply in person, Inc. 4000 Town Center, Southfield, Michigan Avenue.

RECEPTIONIST/SECRETARY
For busy front desk at social agency in Westland. Full time days, $4.25 hour and up, plus benefits.
721-2700.

RECEPTIONIST
for Veterinarian Hospital. Full time position. Responsible for considerable outgoing person. Birmingham area. Call between 1pm-4pm. 642-1661

RECEPTIONIST/WORD PROCESSOR/Accounts Payable person with previous office experience. Send resume to: Box 2484, 1200 Penobscot Building, Detroit, MI 48226

RECEPTIONIST/STATISTICAL
Full time position available. Excellent typing skills. Good phone ability necessary. Send resume to: R. Van Hoof, 1441 Maple, Birmingham, MI 48011.

RECEPTIONIST/GENERAL OFFICE
Busy Southfield Chiropractic Operation - medium size manufacturing firm located in W. Dearborn looking for individual with previous switchboard & general office experience. Must be able to meet the public & handle a busy phone. Top salary & complete company paid benefits. Please apply in person: 7:30am - 4pm.
Sterling Products, Inc. 23318 Kean, Dearborn, Mich. 48124.

RECEPTIONIST
$10,400-$12,480
FEE PAID
Royal Oak company is looking for person with good typing skills and word processing skills. Advancement opportunities and great benefits. Don't wait! Call Annette at 464-0909.
SNELLING & SNELLING

RECEPTIONIST/SECRETARY
Light typing, telephone, manageable work, good typing & basic math skills. Full time, permanent. Rate depends on experience. Call Jill
423-7520

504 Help Wanted Office-Clerical

RECEPTIONIST/Billing Typist wanted for Downtown Detroit law firm. Good with figures, typing 60 WPM, neat appearance, congenial phone manners. Office experience preferred. Carol:
964-2343

RECEPTIONIST/SECRETARY for growing medical software sales company. Requires pleasant phone manner, typing and filing experience and ability to keep the office organized. Word processing experience helpful.
427-3535

RECEPTIONIST
Experienced PBX receptionist needed for busy Novi based corporation. Accurate typing of 50 WPM with excellent grammar skills needed. For more information and to apply call:
471-0000

RECEPTIONIST SECRETARY
needed immediately for busy office located in Farmington Hills area. Previous office experience including word processing necessary. Related experience helpful. Up to 18-00 hourly to start. Benefits. Please call Marti between 10am and 4pm. 471-4345

RECEPTIONIST/SECRETARY
Health care corporation. Entry level position available. Opportunity for career advancement. Medical billing, data entry, typing 35 wpm, telephone manner. Send resume to: Oakland Physical Medicine, P.C. Attention Elizabeth, 2000 N Woodward ave, ste 102, Bloomfield Hills, 48013. No phone calls please.

RECEPTIONIST
Big 8 CPA firm, located in Ren Cen, has immediate opening for experienced receptionist. Must have good phone manner, be able to handle busy dimension call director & take accurate messages. Professional, front desk experience a must. Outstanding supporting secretarial resources. Includes salary history. Send resume to Box 206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

RECEPTIONIST - part time for local brokerage firm. Call Pam Fisher for interview between 8:30am-3pm, Mon. thru Fri.
293-9770

RECEPTIONIST
Must type 40wpm. Apply in person at 36925 Schoolcraft
Livonia

RECEPTIONIST
Company located in Berkley. Rose Mortgage Corp. Call between 9am - 5pm.
547-4700

RECEPTIONIST - Full-time for small office in Farmington Hills area. Ability to type approx. 275200 W. 8 Mile, 1 blk. W. of Inkster Rd.

RECEPTIONIST/TYPIST
Full time. West Bloomfield real estate office. $4.00 per hour to start. Ask for Tom Brook.
855-9100

RECEPTIONIST - Mature, pleasant, energetic individual for growing Troy company. Call Ms. Potter at 538-4700.

RECEPTIONIST
Auto service center needs office person with some sales & typing experience. Call Harry at
353-9450

RECEPTIONIST
Light typing, nice phone manner, entry level position, $4 per hr. Southfield. Call Lori
350-3850

RECEPTIONIST - FULL TIME
Mature pleasant company seeks Receptionist. Typing skills necessary. Southfield area.
Call Mrs. Fortman at
569-0444

RECEPTIONIST TO $12,500
Southfield & Farmington. Type 55-60 wpm. Phone work. Light typing. Experience. Great entry level. Fee Paid.
Employer pays all fees.
SNELLING & SNELLING

RECEPTIONIST - Troy law firm seeking conscientious individual, 8:30am-5pm, phone relief duties plus with light typing, available Aug 31-88. Call Lee Ann
649-1330

RECEPTIONIST/SECRETARY, full time. Sharp person needed to handle telephone & typing duties. Send resume to: Box 2484, 1200 Penobscot, Detroit, MI 48226

RECEPTIONIST
Bright receptionist with good communication skills. Contact: Ms Kennedy
353-8020
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
wanted for Livonia office. Minimum 6 months office experience. Must type 45 WPM. Full time.
522-1700

RECEPTIONIST - Accounting clerk. Farmington Hills company seeks person with typing skills for entry level position. Excellent benefits. Call Mrs. Gaudette at PO Box 3092, Farmington Hills, 48018

RECEPTIONIST/SECRETARY
for corporate travel agency. Mature individual. Typing 55wpm, IBM Wordstar experience preferred. Mail resumes to: PO Box 190, Troy, MI 48099

RECEPTIONIST for Southfield area. Light typing, 40 wpm, pleasant voice, type minimum 50wpm. Resume to: Box 270, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Telephone switchboard experience, pleasant voice & professional appearance a must. Typing skills are important. Call for an interview at any requirements to: Office Manager, Box 37, Farmington Michigan, 48024

RECEPTIONIST - full time for Construction company. Telephone experience a must. Possess typing and office machine skills. Transportation necessary for errands. Call Joan, Mon. thru Wed. Bagwell
533-0430

RECEPTIONIST
Needed for our Birmingham office. Phone practice. Requires the ability & responsibility of this position. A "Continental" type personality. This personality is ESSENTIAL. Neat personal appearance and light typing required. Call Anne
646-7701

RECEPTIONIST/ASSISTANT - Must be energetic & responsible for a modern Chiropractic Office in Livonia. Hours are Mon., Tues., Fri. Call Tapper Chiropractic Clinic, 37672 Professional Center Drive, Suite 111, Livonia (8 Mile and Newburgh)
464-9595

RECEPTIONIST
Professional, friendly, enthusiastic receptionist to handle incoming calls, greet clients and perform ordinary/relative duties. 50wpm, 137 Wordstar, Lotus 123, Dbase III, Manager, 30215 Southfield, Suite 119, Southfield, MI. 48076.

RECEPTIONIST/General office with minimum office experience, part time, for development/management company. Ideal candidate would have good transportation to run errands because of part time hours. Fax or a resume to: Beachum & Rosser Development Corp. 29533 Telegraph, Southfield, MI 48034; Attn Jeanne Bryant

RECEPTIONIST
$12,000 FEE PAID
Very nice busy office. Benefits, excellent training. Need: good typing. Call 399-3450.
SNELLING & SNELLING

RECEPTIONIST
Immediate opening for a highly motivated equipment good typing phone skills, light typing & keypunch duties. Salary negotiable. Full benefit package. Apply in person to: M. J. Schoeb & Sons, 30445 Beck (between Middlebelt & Merriman), Livonia, Michigan.
An Equal Opportunity Employer

RECEPTIONIST/Switchboard Operator - medium size manufacturing firm located in W. Dearborn looking for individual with previous switchboard & general office experience. Must be able to meet the public & handle a busy phone. Top salary & complete company paid benefits. Please apply in person: 7:30am - 4pm.
Sterling Products, Inc. 23318 Kean, Dearborn, Mich. 48124.

RECEPTIONIST
$10,400-$12,480
FEE PAID
Royal Oak company is looking for person with good typing skills and word processing skills. Advancement opportunities and great benefits. Don't wait! Call Annette at 464-0909.
SNELLING & SNELLING

SECRETARY/RECEPTIONIST
Light typing, telephone, manageable work, Good typing & basic math skills. Full time, permanent. Rate depends on experience. Call Jill
423-7520

504 Help Wanted Office-Clerical

RECEPTIONIST
SWITCHBOARD OPERATOR
Full time entry-level position available for our offices in Troy. Candidate must have excellent communication skills, good typing ability and a desire to work with the public. Excellent benefit package.
Send resume, or contact:
PERSONNEL DIRECTOR R-OE
PO Box 5822, Troy, MI. 48007-5822
An Equal Opportunity Employer

RECEPTIONIST
Busy health care agency looking for a full-time receptionist. Mon. thru Fri. 8am-3:30pm, with benefits, to answer phones, greet and assist applicants and sign them in and type. Must be mature, well groomed person with a pleasant phone voice and willing to work as a team member with good decision making abilities. If interested, call Mrs. Ford 9 am-4pm, ask for Jay.
STAFF BUILDERS
Health Care Services
557-8600

RECEPTIONIST
With growth potential in Farmington Hills. The correct candidate will be detail-minded, have excellent communication skills and be people oriented. Typing required. Will train. Mail resume or letter of background to:
ATTENTION J.D.
P. O. Box 3339
Farmington Hills, MI, 48018

RESEARCHER
If you enjoy detail work, you will like our office. Need well-organized person to research & find products & pricing. Typing - a Plus. Pleasant phone voice. Hours 9-5 weekly. Send resume to: IMP, Marketing, 19777 W. 10 Mile, 200, Southfield, MI 48075

SALES SECRETARY - for N. Oakland County firm, 3 yrs. previous experience, typing 60, Pleasant & advertising experience helpful. $325/wk
Call Mrs. Fox 352-9320 Mon. thru Fri. Box #202, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES
SECRETARY
SALARY TO $18,000
Large Farmington firm offers additional income potential for good typing & 2 years secretarial experience. Hurry - this will go fast.
All our fees are company paid
PERMANENT STAFF
LIVONIA 591-2221

SALES
SECRETARY
Sales office of a large company looking for a self motivated secretary with good communication skills. Must have word processing & 3 years experience. Call today for an appointment this week.
All our fees are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-0504
TROY 362-4004
SOUTHWEST SUBURB 246-9200
ST. CLAIR SHORES 296-8600

SALES SERVICE
REPRESENTATIVE
Experienced person for inside phone work with customers, dealing directly with salesmen, production, shipping, etc. Must possess proof. CRT experience very helpful. Send resume to:
5400 Nelson, Detroit, MI 48211, Attention Sales Service Manager.

SECRETARIAL ASS'T
for certified public accountant corporate offices in Farmington Hills. Interesting position requiring good typing & telephone skills, word processing experience desirable, not essential.
Mr. Keith: Lifetime Doors
30700 Northwestern Hwy.
Farmington Hills
851-7700

SECRETARIAL/BOOKKEEPER
Various duties for small Birmingham CPA firm. Bookkeeper experience required. Word processing and computer experience helpful.
Call Barb
646-0325

SECRETARIAL/CLERICAL
Must have good secretarial skills and knowledge of office machines. Duties include typing, telephone screening, filing, light bookkeeping and record keeping. Experience preferred.
APPLY 8:30AM-4PM:
Mills Products
33106 W. 8 Mile Rd.
Farmington, MI
An Equal Opportunity Employer

SECRETARIAL
OPPORTUNITIES
CSC COMTEC, INC., a rapidly growing computer software firm has 2 career opportunities within our Financial Planning Department.
Budget Analyst - Degree preferred, 3 more years experience in financial positions, strong math skills, word processing and secretarial skills. Business Analyst - Degree preferred, 3 years experience in financial positions, strong math skills, word processing and secretarial skills. Business Analyst - Degree preferred, 3 years experience in financial positions, strong math skills, word processing and secretarial skills. Business