504 Help Wanted Office-Clerical

FULL TIME entry level position for high school graduate in fast paced Livonia office. Filing, phone answering, light typing, prioritizing and organizing skills a must. Apply in person P. O. Box 2752, Livonia, Mi., 48151.

FULL TIME OFFICE CLERICAL Position available. Duties include experience in word typing, filing & word processing. Experience helpful but not required. Applications may be obtained at 23850 Novi Rd., Novi, Mich. 348-3084
An Equal Opportunity Employer

GENERAL ACCOUNTS CLERK TO $14,000 FEE PAID

Good location, good benefits. Move up with a growing company. Need good accurate typing and light bookkeeping experience.
Call 399-3450
SNELLING & SNELLING

GENERAL CLERICAL office procedures, full time, light typing, form filing. Filing. Livonia & Dearborn areas. 348-5300

GENERAL & MEDICAL OFFICE EMPLOYMENT

Employment opportunities available in the Detroit area for medical office areas. Job possibilities include: data entry, medical secretary, billing, typing, transcription and reception work. For more information call or send up an interview, call:
TEMPORARY PROFESSIONALS
24100 Southfield Rd., Suite 315
Southfield, Mi. 48075
313-443-5390

GENERAL OFFICE
Part time 1-5PM, Mon. thru Fri. Typing required, knowledge of Word Deltville Area. Call 397-5000

GENERAL OFFICE - Permanent full time position. Light typing required. Will train. Light typing & good math required. $185./week. Call 9-Noon, M-F. 8:30am-5pm. Mrs. MacDonald. Homemaker Shops 557-8110

GENERAL OFFICE WORK - Must be good typist and have pleasant phone voice. Full time position. Apply in person: 12700 Merriman, Livonia (Between Plymouth & Schoolcraft

GENERAL OFFICE - Full time, benefits. Livonia Area. Duties: Maintaining of manuals, light typing. Send resume or call for appointment to: Marcam Design, 5258 Gunningham Rd., Brighton MI, 48116.

GENERAL OFFICE - permanent part time, experience preferred. Salary commensurate with experience. Small office in Life Insurance and Investment Field. Must be able to work w/minimum supervision, flexible hours 648-3355

General Office

Full-time help for property management company in Southfield. References required. Call Monday, Thru Fri. 9am-5pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE Help- Must have typing, bookkeeping, phone & recptionist experience. Full time. Livonia area. 464-4403

GENERAL OFFICE
Troy Office seeking part time/full time office help. Phones, filing, invoicing Call 362-5252

GENERAL OFFICE help needed for part time position. Some typing experience helpful. Send resume to 1102 Commerce, Milford, MI 48381

GENERAL OFFICE - experienced person for a 2 girl office, must have references, typing, filing, general clerical area. Call between 9-5 pm. 399-9587

GENERAL OFFICE/CLERICAL
Duties include - typing, filing, computer input and other general office functions. Southfield location. Call Donna 9-3 pm Tues. only. 353-0046

GENERAL OFFICE
Payroll, typing, invoice, accounts payable. Must have organizational skills and be a self-starter. Mature individual. 453-7771

GENERAL OFFICE
Troy location, filing & light typing. Opportunity for advancement. Full benefit package. Jo Kimberlin. 643-4800

GENERAL OFFICE/SECRETARY
for Farmington Hills accounting office. Good typing/word processing required. Non-smoker. Send resume to Box line, pleasant surroundings, non-smoker. 855-8108

GENERAL OFFICE
Small friendly office in the Southfield Area. Non-smoking. General knowledge of Bookkeeping & Typing. No insurance benefits. Full time position. Call 540-5010

GENERAL OFFICE - PART TIME
Looking for a sharp, detail-oriented individual, accurate typing 50 wpm. Southfield Town Center. Pay commensurate with ability. Call 644-1400 1-5pm 423-8943

GENERAL OFFICE - Immediate opening for manufacturer's rep. Take phone orders, some inside sales, good phone personality, 50wpm typing. Send resume to: 165 W. Liberty, Plymouth 48170 or call 453-7266.

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 353-3131, Ext. 17

GENERAL OFFICE
Back up Switchboard Operator needed. Minimum 1 year experience, preferably on GTE equipment. General office skills, such as typing, filing, etc. required. Send short resume to: P. O. Box 5077, Southfield, Mich., 48076.

GENERAL OFFICE
Answer phones, type 50WPM, filing, some bookkeeping & computer knowledge helpful. 1 yr. experience. Excellent benefits. Send resume to: D.E.K., P.O. Box 340, Wayne, Mich. 48184
An Equal Opportunity Employer

GENERAL OFFICE
Mature Self-starter, aggressive personality, dependable & responsible for high energy department. Good phone contact. Full-time position. Full benefits. Keego Harbor Area. Send resume to P. O. Box 5238, W. Bloomfield, Mich. 48033

GENERAL OFFICE ASST
Leading interior design studio needs a sharp person to answer phones in busy office, maintain samples & price list. Receives good telephone skills. Immediate full time opening. Competitive salary & benefits. Send resume to Box 612 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Full or part-time position for intelligent office help. Good typing. Knowledge of word processing, purchasing, shipping and receiving helpful, but not necessary. Salary Commensurate with experience. Send resume to: Christy Green, 7011 Orchard Lake Rd. Suite 303, West Bloomfield, Mich., 48033.

GENERAL OFFICE
$13,000, FEE PAID
New and growing company needs ambitious individual for one person office. Northwestern suburb, benefits, friendly co-workers, some bookkeeping and general skills. Call 399-3450.
SNELLING & SNELLING

GENERAL OFFICE - CLERICAL
Immediate full time. Nationwide manufacturer with headquarters in Farmington Hills. Candidate should have excellent oral & written skills for duties in accounting department. Excellent insurance package with pleasant working conditions. Please hand deliver resume with salary history & requirements to Mr. Herman, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills

GROWING BIRMINGHAM CPA Firm needs beginning position professional & clerical staff. Please send resume to: Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY in Northville needs full-time commercial lines person. Experience helpful. 348-1810

504 Help Wanted Office-Clerical

INSURANCE AGENCY
Christian owned Insurance Agency in Birmingham. Processing & Sales position open for experienced insurance personnel. Typing skills. Salary open. Full & Part Time. 646-6657

INSURANCE - Birmingham agency needs experienced personal lines assistant person, position requires rating ability & clerical - typing skills. Call Jerry Conner 642-5900

INSURANCE MEDICAL CLAIMS

JOHN HANCOCK has opening for experienced Medical Approvers/Analyst. Prior claims processing and/or medical experience necessary. Excellent salary & benefits. Contact Carol Thomas.
An Equal Opportunity Employer

PART TIME, possibly full time keypunch operator. Insurance experience preferred for Farmington pediatric office. Call Debbie, 477-0551

KEY PUNCH
Experienced operators needed for first & second shift. Good Benefits. Advance Data in Livonia/Farmington 476-1840

KEYPUNCH OPERATORS
Experienced professional persons needed to fill immediate openings in expanding Livonia company. Afternoon shift available. Good benefits. Linda Corp 422-8002

LEGAL ASSISTANT
needed in downtown Detroit office for law firm specializing in defense litigation. Experience preferred. Send resume to:
Zemplas, Peskin & Hagi, 755 W. Big Beaver, Ste. 1616, Troy, Mi. 48084

LEGAL ASST/SECRETARY
For leasing dept. of shopping center developer in Troy. Minimum 5 years legal experience. Good drafting & communications skills required. Send resume to Mrs. Frank, Robert B. Aikens & Assoc., 911 W. Big Beaver Rd., Suite 201, Troy, MI 48084

LEGAL ASST./FILING CLERK
for Downtown Detroit law firm. Opportunity for advancement for a motivated, self-motivated individual. Call Carol: 964-2342

LEGAL REAL ESTATE SECRETARY
Job entails handling closings & preparing detailed mortgage packages. Salary commensurate with ability. Office in Birmingham. Resume to: P.O. Box 238, Brighton, MI. 48116

LEGAL SECRETARIES

There is a critical need for experienced legal secretaries and legal word processors seeking temporary assignments. Work one, two, three, four or five days a week. Detroit and suburban locations are always available. Earnings can be substantial.

Many outstanding positions are also available to experienced legal secretaries seeking full time employment. Openings exist throughout the tri-county area.

Whether you are seeking a temporary or full time permanent position the time to telephone or mail your resume is now. Variety abounds.

There is never a charge to you for our temporary and professional placement assistance .... Client law firms assume all fees. After hour appointments available.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

Southfield 358-0060 | Detroit 963-4165

LEGAL SECRETARIES
Needed for expanding Southfield law firm. Experienced in insurance defense preferred with excellent typing & english skills. Call Nancy Ivison 352-2555

LEGAL SECRETARY: Medium sized Southfield law firm needs secretary with good skills. Legal experience preferred. Send resume to: Box 492, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Trainee, non smoker, good typist, Southfield area. 352-4580

LEGAL SECRETARY
Part Time + Livonia Area
Word Star Experience
421-0300

LEGAL SECRETARY - Minimum 2 years experience in general practice with emphasis on personal injury. Salary negotiable. Birmingham office. Call Kathy, 642-7515

LEGAL SECRETARY
Small congenial Rochester firm, full time position. Experienced person with sound basic skills. Call: Mrs. Farris 852-1444

LEGAL SECRETARY for Dearborn office. Experience preferred, shorthand required, excellent benefits & working conditions. Call Roberta 561-9989

LEGAL SECRETARY
For modern, well appointed law offices in Farmington Hills. Excellent typing skills required, excellent benefits.
626-3300

LEGAL SECRETARY
For Bloomfield Hills law firm. Min. 2 years legal experience required. Strong typing and organizational skills required. 644-8568

504 Help Wanted Office-Clerical

LEGAL SECRETARY
with at least 3 yrs. experience. Word processing skills necessary. Must be willing to accept responsibilities. Salary commensurate with experience. Call Sue 644-4433

LEGAL SECRETARY - Farmington Hills law firm. Full or part time. Experienced in word processing skills preferred, will consider training right person. Call Mr. Anderson at 626-4300

LEGAL SECRETARY/Bookkeeper
Now the office desires a professional applicant to work in a nice environment. Typing and reception duties as well as Bookkeeping required. Salary commensurate with experience. Call 348-2553.

LEGAL SECRETARY and/or legal secretary trainee. Novi law firm seeks a motivated professional applicant with legal experience or a person with good secretarial skills for training as a legal secretary. Ask for Kit Bondy. 348-4333

LEGAL SECRETARY, part time, evenings & weekend shift. Good benefits. Reply to Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Needed for busy Southfield practice. Computer experience required. Salary commensurate with experience. Call Barbara 356-7100

LEGAL SECRETARY
Troy defense firm needs mature, full time secretary with legal experience. Good typing & spelling skills necessary. Word processing experience helpful. Send resume or salary requirements to: P.O. Box 341, Troy, Mi 48099.

LEGAL SECRETARY
$21,650 & Year
SECRETARIAL POOL
$16,000 & Year
LEGAL SECRETARY
$17,500 & Year
LEGAL SECRETARY
$16,000 & Year
ALL POSITIONS FEE PAID
ANCHOR EMPLOYMENT
TROY 879-1420
DETROIT 963-8205

Legal Secretary

Opportunity for a Legal Secretary with at least 3 years experience. Office located in the N.W. section of Detroit. Must be capable of managing own time and work assignments with a minimum of direction. Should be self-assured and have excellent secretarial skills. Individual should be able to work in a fast-paced work environment, must be experienced with Word Processing. Para-legal training a plus. Competitive salary and a retaining benefit program. Respond by resume or letter stating qualifications, experience and salary history. Employment Dept., P.O. Box 446, Detroit, MI 48232.
An Equal Opportunity Employer

LEGAL SECRETARY Needed for Plymouth personal injury law firm. 2-3 yrs. experience. Bingham Center, Birmingham. Call 642-5757

LEGAL WORD PROCESSORS TO $18,000 FEE PAID

East and west side suburban locations. Top firms, full benefits. Day or afternoon positions available. Immediate openings. Call 646-5900.
SNELLING & SNELLING OF TROY

LIFE INSURANCE Agency in Troy needs full time clerk. Typing 50 WPM, dictaphone and word processing helpful. Salary negotiable. Full benefits. Call Linda, 362-8100

An Equal Opportunity Employer 649-3600

LIGHT BOOKKEEPING
Payroll & Billings. One person office. Experience & light typing required. Very flexible hours. N. Woodward, Southfield area. Call Ms. Hurlbank & Kolbus, 29555 8 Mile Rd., Livonia, Michigan 48152

LIGHT CLERICAL
Afternoons. Typing 50 wpm, CRT experience helpful. Self-motivated, detail-oriented individual with basic 358. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING SECRETARY

Here's your chance to join a growing international company. Good skills and experience required. Full benefits. Fee paid. To $14,000.
Call Mary 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

MEDICAL CLERK
No experience necessary.
Southfield Law Firm.
352-1552

MEDICAL transcriptionists, (15) for both full & part time positions with Oakland County hospitals, medical terminology necessary. Top $$$. Contract positions. Call Carol at Uniforce 357-0641 or 546-7660

504 Help Wanted Office-Clerical

CLERICAL
(Part-Time)

We are seeking individuals to work a flexible 19 hours per week in our marketing division. However, individual MUST be able to work additional hours whenever needed. Responsibilities include numeric filing, copying, accurate typing, CRT input, record keeping and various other office duties. Qualified candidates must possess accurate typing of 30 wpm, good math ability and excellent organizational skills.

NO BENEFITS

Interested applicants should apply Mon.-Fri. 9 am-4 pm.

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

Contempra

Come and Join Us at
CONTEMPRA
We Need Experienced:

- KEYPUNCH OPERATORS
- WORD PROCESSORS (Including Wang & Fortune)
- SECRETARIES
- TYPISTS
- CRT OPERATORS
- SWITCHBOARD OPERATORS

We have temporary clerical assignments for you in the areas of Detroit, Pontiac, Roseville, Southfield, Southgate, Troy and Wayne.

Call for an appointment today in these areas.

BENEFITS NO FEE

583-4858

A Subsidiary of Dorsey Business School

504 Help Wanted Office-Clerical

LIVONIA SECRETARY SALARY TO $14,000

Livonia firm has immediate opening for CRT experience, busy customer phones & taking orders. Fast paced team player will get this one. Call today.
All Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221

LOAN PROCESSOR
for W. Bloomfield Mortgage Banker. Room for advancement. Full Benefit Package. Call Aileen, 855-0008

MANAGER TELEMARKETING & CLERICAL SERVICES
A computer based marketing services and incentive firm requires a manager for the telemarketing & clerical services area. This strong individual should have prior administrative & management experience and excellent communication skills. This highly stable position will offer opportunity for advancement for the right person. Send resume to Director of Administration, Box 598 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING ADMINISTRATIVE ASSISTANT
Computer based marketing services and incentive firm is seeking assertive, detail-oriented individuals to assist in the administration of marketing programs. Growth opportunities are available for the right person with strong communication skills and general business experience. Full time & part time positions available. Send resume to Manager of Administration, Box 598 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDIUM SIZE Southfield Law Firm seeking mature capable secretary/receptionist, some shorthand desirable but not required. Please send confidential resume to 18860 W. 10 Mile, Southfield, MI. 48075 Attn: Jane

MORTGAGE PROCESSOR-CLERK - TRAINEE
Southfield mortgage company seeks individual for entry level position; advancement potential.
DMR Financial Services, Inc.
Call Bob Burke 827-3390
An Equal Opportunity Employer

NORRELL HAS NEED FOR:

- TYPISTS, Jr. & Sr.
- DATA ENTRY OPERATORS
- CLERKS
- SECRETARIES

Flexible work schedule, medical insurance, paid vacations, bonuses. Long & short term assignments.

CALL IMMEDIATELY!

NORRELL SERVICES, INC.

Farmington Hills	553-5858
Rochester	651-1500
Warren	751-5314

OFFICE CLERICAL - Type 60 WPM, 2 years experience, 1 year clerical experience. $250 a week plus benefits. Includes weekend duties. Apply in person 21500 Schoenherr, Suite 209 (across from Northland Center).

OFFICE CLERK
Full time position with Southfield architect's office. Must have reliable transportation. Salary open, plus mileage & benefits. For appointment call Coopertrard/Dundon/Rizzo/Argenta 354-2441
An Equal Opportunity Employer

OFFICE CLERK

National manufacturer of Office Equipment has an opening for a full time Office Clerk. Good telephone skills, typing 40 WPM skills required. Permanent position with excellent starting salary & benefits. Send resume to:

A.B. DICK CO

22110 TELEGRAPH
SOUTHFIELD, MI 48037

An Equal Opportunity Employer

$18,000 PLUS for right Office Manager. Small ad agency in Southfield. Send resume to: 29260 Franklin Rd., Ste. 109, Southfield, MI. 48034

Office Manager

for Downtown Detroit Location. A rapidly growing company needs a take-over person with proven leadership abilities. Must have bookkeeping experience. Computer experience preferred. Non-smokers only need call Ms. Barden

646-2280

504 Help Wanted Office-Clerical

OFFICE MANAGER to manage 1 person office in Livonia. Book-keeping & typing skills required. Some sales. Call Mr. Haynes 421-0008

OFFICE MANAGER TO $18,000 FEE PAID

Nice offices and boss. Strong typing, excellent English, composition, organizational skills, phone etiquette. Call 399-3450.
SNELLING & SNELLING

OFFICE POSITION
Full-time. Apply: Tri-State Furniture, 23525 W. 8 Mile, Redford. 538-9510

ORDER ENTRY CLERK

Position available for the sales department of Wal Colmonoy Corp., an international metals manufacturer. High school diploma, 2 years clerical experience; working knowledge of CRT; and clear speech preferred. Company paid medical & pension benefits.

Call Barb Farnsouth at
893-3800, ext. 34

ORDER PROCESSING
Growing and dynamic manufacturing company has a full-time position with excellent benefits for an individual with 2-3 years clerical office experience. Must be well organized, energetic and a self-starter. Knowledge of CRT, and ability to handle diverse as well as export documentation a plus. Word processor experience helpful. Apply in person Mon. thru Fri. 8am-5pm.
DYNAPOWER CORP
29199 Orchard Lake Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

SOUTHFIELD LAW FIRM needs Para-legal experienced in litigation area. Reply: Box 1000, Observer & Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME-Receptionist/Secretary. Mature person with inter-personal/organizational skills for dance studio in Bloomfield Hills. Approx. 25 hrs. 4-8PM weekdays, 9-12 Sat.

PART TIME Sales Assistant needed at insurance agency in Troy. Good secretarial skills, communicate effectively, math skills, computer input. Call Tom Crowley: 362-2220

PART-TIME SECRETARY

For Saturdays & Sundays. 12 Mile/Orchard Lake area. Ask for Jim or Sherri

CENTURY 21
Today 553-0700

PAYROLL PROCESSING

Troy firm has immediate need for a mature, neat, detail oriented individual whose primary responsibilities will be the daily input of time cards into a mini computer & the operation of a newly purchased 200 plus employees. Additional duties will include reconciling monthly benefit bills, reporting employee deductions with employees & general accounting functions as needed. The successful candidate will be experienced in both payroll accounting procedures & mini - computer data input. Demonstrated typing skills & the ability to handle salary, outstanding benefit package & an opportunity for career growth is offered. ONLY those resumes stating desired salary will be considered. All replies held in confidence. Box #618, Observer & Eccentric News papers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Personnel Assistant

Receptionist, Data Entry Clerk. Do you like to learn new skills and enter a dynamic work profession by becoming a Personnel Assistant with Personnel at Law? We are now trained to place Legal Secretaries with attorneys & corporations throughout the tri-county area. Positions are available in our Southfield office as well as in our new Ford-to-Greenfield Downtown Detroit office.

Besides having 2-3 years general office experience, you should be a self-starter with good accuracy and a great telephone personality. Compensation consists of a secure salary plus monthly bonuses.

Sound interesting? Call Judy Weis at 356-6000 or visit your nearest Personnel at Law, Attn: Judy Weis, Code PCD, 2000 Town Center, Suite 2380, Southfield, MI 48075

RECEPTIONIST
for busy W. Bloomfield office. Must be motivated, self starter, good phone skills essential. Full time permanent positions. Contact: Gloria at 851-1003

504 Help Wanted Office-Clerical

Personnel Secretary/Payroll Clerk
60 hours per week. For small non-smoking Livonia office. Must be well organized, have 50 WPM accurate typing, good filing skills, pleasant phone personality, knowledge of skills and ability to work well with people. Will train in payroll. Complete benefit package. Call Mrs. Kalinski for further information at 477-5810

PHONE RECEPTIONIST & typing, part time, hours 12 noon - 5pm, 5 days a week for file insurance company located in Troy. Please call Barbara. 649-1700

PRICING COORDINATOR

Douglas & Lomason Company, a quality OEM supplier for over 60 years, has a career opportunity in their Farmington Hills office for Pricing Coordinator. Person will be a self-starter, proficient typist, good math aptitude, familiar with part numbers and CRT experience essential. Resume and salary required to:
Douglas & Lomason Co.
Human Resources Dept.
24600 Hallwood Ct.
Farmington Hills, MI 48018

PROGRAMMER
Local Livonia insurance company has immediate opening for an Analyst/Programmer. 1 plus years experience ideally in IBM OS application programming. Mainframe CICS and COBOL desirable. Salary commensurate with experience. Good benefit package including paid holidays and vacations. for thorough and expeditious consideration call Mr. Ken Ivey, 591-4692 Mon. thru Thurs., 7:30-4:15 pm. Fri., 8-12 noon.

PURCHASING CLERK

Wholesale distribution center in Northville area has an excellent opportunity for a motivated individual. 2 years experience in an office environment where team work was essential. Must be well organized to assist in daily purchasing functions of the busy department where problem solving, planning, and scheduling are important. Qualified applicant must be self-confident and have strong math skills. College a definite plus. Fully paid benefit package. Qualified applicants send resume with salary requirements to: Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for busy Southfield law firm. $200 per week.
Contact Sarah 353-7750

RECEPTIONIST
For busy Farmington Hills office, excellent growth opportunity. Shorthand & computer a plus. 855-1090

RECEPTIONIST/SECRETARY
Just Computers, Growing Southfield computer firm, needs 2-3 people for permanent 15-25 hours per week, flexible hours. Some of work experience & salary. Reply quickly with resume to: P.O. Box 2811, Farmington, Michigan, 48024

RECEPTIONIST needed for Southfield advertising agency. Very busy reception/lobby. Requires who can handle switchboard & guests with efficiency and a smile. Proper attire, professional attitude and experience must. Send resume to: Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
phones, light typing, filing, immediate opening. 344-3001

RECEPTIONIST/TYPIST
Accurate typing and good math aptitude. Will train right person
852-0300

RECEPTIONIST
Market research firm seeks someone with pleasant phone voice, light typing ability. Car necessary. Southfield. Call Mrs. Forman at: 568-0444

RECEPTIONIST/SECRETARY
Looking for personable individual, telephone skills, light typing & misc. bookkeeping. Full-time Entry-level position. Call Sylvia, 932-3730

RECEPTIONIST/TYPIST
Full time. Experience with good typing skills for growing marketing company in Rochester. Call:
651-6100

RECEPTIONIST - TYPIST
For Birmingham Property Management firm. Must have good phone personality, typing and filing skills. Metro Group Management. Call Joann, 645-2111

RECEPTIONIST/TYPIST
Immediate position available for Receptionist with good typing skills, word processing skills a plus. Birmingham area. Call Janet Nancy. 642-2022

RECEPTIONIST
Pleasant personality, good phone skills required. Light Secretarial & Data Processing. Experience helpful. Now hiring for Redford, moving to Plymouth early '87. 531-4668

504 Help Wanted Office-Clerical

RECEPTIONIST/Word Processor - needed for professional, fast-paced insurance agency in Livonia. 55 wpm. Opportunity for advancement, competitive salary and benefits. Call Kathie Spencer, 525-0922

RECEPTIONIST/PART TIME
Wanted for busy real estate office. Duties include: use of multi-line phone system, typing, filing, and light bookkeeping. Call Ralph Manuel Assoc., West. Contact Janet Horner at 851-9906.

RECEPTIONIST/TYPIST for auction gallery, Bloomfield Hills. Full time. Excellent Typing skills, personable, good phone manners. Pluck contact. Good detail coordinator. Occasional weekends. 332-1500

Receptionist/Secretary
PART-TIME. Mon. thru Thurs. 4pm to 8pm. For major West Bloomfield real estate office. Call for interview. Ask for Bob Massaro.
851-4990

RECEPTIONIST - Monday thru Friday 4pm-8pm, Saturday 9am-7pm. Actively seeking a clear pleasant voice needed immediately for busy Northwest Detroit office. Some typing preferred but willing to train qualified individual 537-5800

RECEPTIONIST - Full time. From desk Receptionist/Secretary for the Johns Seminary in Plymouth. Must be person with general office, typing & good communication skills. Good benefits conditions & benefits. Call Audrey Brennan 453-6200

RECEPTIONIST. Ideal hours for the college student. 4 evenings thru Fri. plus Saturday and Sunday. Good telephone manners-typing important, else's building security. Harry B. Wolfe Co., 32398 Five Mile Rd. 421-5000. Ask for Chris.

RECEPTIONIST/TYPIST
Half-time position requires pleasant, professional phone manner & communication skills. Excellent typing skills and the ability to perform duties with frequent interruptions. Shorthand a definite plus.
Hours: 1-5pm, Mon. thru Fri. Pay rate $6.50 hr. to $9.18. Send resume to:
Administrative Assistant
Management Education Center
M.E.C.
811 W. Square Lake Road
Bloomfield, MI 48013
313-679-2456
An Equal Opportunity Employer

RECEPTIONIST

Excellent opportunity available for a Receptionist in our busy Livonia office. Duties include reception, answering phones, and typing. We require a minimum of 1 year office experience in a related position, accurate typing of 40-50 wpm., excellent people skills and pleasant phone manner. The position requires a mature individual who can work well under pressure, perform a variety of tasks, and greet people in an efficient and pleasant manner. The salary and benefits package includes excellent salary, medical, dental, life insurance plan. Send resume with salary required to box 521 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AMERISURE COMPANIES

RECEPTIONIST - FULL-TIME
needed for Architectural Office in Bloomfield Hills.
647-7429

RECEPTIONIST - Plymouth Styling Salon, full or part time. Call Linda or Ann, 477-4080

RECEPTIONIST
Southfield law firm, full time - typing minimum 40 WPM. Call
358-1980

RECEPTIONIST/TYPIST - Part time for small company in Farmington, Women and telephone skills necessary. Contact Shirley 459-5400

RECEPTIONIST - for high volume auto custom shop, must be good with people & phones, 40 wpm
477-3800

RECEPTIONIST/CLERICAL
Bloomfield office seeks individual with telephone experience, full time. Call
537-3980

RECEPTIONIST
Full time. Must have excellent phone skills & able to do light typing.
421-0610

PART TIME Receptionist/Secretary. Mon. thru Fri. 8AM-1PM. Typing 60 WPM, good phone manner. Bloomfield Hills
646-3500

RECEPTIONIST/SECRETARY
Southfield law firm seeks reception/secretary with good typing & phone skills.
557-1111

RECEPTIONIST $4.50/HR
No experience needed
Call Today
Job Network 537-1290
Fee $75

RECEPTIONIST/TYPIST
Birmingham Law Firm. Experience necessary. Full-time. Full Benefits.
644-5300

RECEPTIONIST/TYPIST - for glamorous front desk situation, contract position, hq $$$. Call Cynthia at Uniforce 646-7662

504 Help Wanted Office-Clerical

RECEPTIONIST
Part time afternoons for real estate office W. Bloomfield area. Light typing, answer telephone, filing, etc.
626-8600

RECEPTIONIST
Auto Dealership has immediate opening for full-time Receptionist. Must have typing experience, make appointment, call Bonnie, 474-0500

RECEPTIONIST - Accountant's office. Telephone - 12 Mile area. Interesting job for person with good organizational skills and friendly telephone manner. Light bookkeeping skills a plus. 256-9224

RECEPTIONIST/MANAGER
Hair salon. Interesting combination position. Jobs available for east or westside locations, male or female. Benefits. Flexible hours. Beauty license not required. 552-7333

RECEPTIONIST - Part time. Responsible, energetic person, Mon.-Wed. 4:30pm-8pm, Sat. 9:30am-4pm. 6 Mile & Inkster/Inkster Area, Livonia. Apply at: Tapper Bookkeeping Service, 464-9595

RECEPTIONIST - Southfield Law Firm has a full time position open for a pleasant, professional telephone manner, typing, good organizational skills and ability to communicate effectively. Contact Carol between 10am-3pm 559-2828

RECEPTIONIST/TYPIST position in modern Livonia office of manufacturing company. Pleasant telephone personality required. Word Processing experience helpful. Apply in person: Weshelex, Inc., 33375 Glendale, corner Farmington Rd., Livonia

RECEPTIONIST/TYPIST
for busy Construction firm. Light Bookkeeping. Knowledge of IBM PC helpful. Resume to: Box 632, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, wanted full time, for small Bloomfield Hills office. Pleasant phone manner & accurate typing skills essential. Computer background helpful, benefits included. Please send resume to: P. O. Box 305, Franklin MI. 48025

RECEPTIONIST/GENERAL OFFICE
Outgoing personality, switchboard experience preferred, typing 55wpm. $12,000-$14,000 per year plus excellent benefits. Send resume to: Box 2350 Haggerty Rd., Farmington, MI 48024. Att: DOWN Rentals.

RECEPTIONIST wanted for the Southfield branch office of Provident Life & Accident Insurance Company. We need an experienced mature person with good manners and a light typing. Salary is very competitive with exceptional fringe benefits. Call Loretta 827-2570

RECEPTIONIST/TYPIST
Experienced, with excellent communication & typing skills. Dodge/Merkistad. Full-time position, 8:30am-5pm., Mon-Fri. Salary commensurate with experience. Southfield area. For further information, call Mr. Leonard, 968-3223

RECEPTIONIST. Crosswinds needs a friendly, reliable dependable & quick thinker, able to handle pressure, light typing, with busy Executive suite system, well groomed, smiling a plus. Send resume with salary desired to box 521 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SAME WEEK PAY IMMEDIATE WORK

- TYPISTS
- DATA ENTRY
- SECRETARIES
- WORD PROCESSORS

SNELLING TEMPORARIES
557-5700
Call Maura

504 Help Wanted Office-Clerical

RECEPTIONIST
$11,000 FEE PAID

N. suburb, benefits, raises. Nice telephony smile and accurate typing.
Call 399-3450.
SNELLING & SNELLING

RECEPTIONIST - Computer company located in Farmington Hills is seeking an individual with good phone manner. Some typing, filing & general office duties required. Pleasant surroundings & good benefits. Send resume & salary history to:
PARADATA
COMPUTER NETWORKS, INC.
37525 Interchange Dr.
Farmington Hills, MI 48018.

RECEPTIONIST

Looking for outgoing, well spoken person who likes dealing with the public. Office experience desirable. Some ability with math required for assistance to other departments within the office. Salary $200 per week plus excellent benefits. Interested candidates send resume to: Pella Window & Door, 2000 Haggerty Rd., W. Bloomfield, MI 48033.

RECEPTIONIST

Plymouth area company in dire need of receptionist. Must possess good typing skills, pleasant telephone voice, able to operate CRT & support miscellaneous office duties. Interest need send resume to: Box #584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

RECEPTIONIST
Morris & Moon Real Estate Group Inc., Birmingham, has an opening for a bright, energetic front desk receptionist for a busy 10 line phone system. Must type 55 to 60 wpm, have good phone personality, poise and be able to meet the extra demands of a busy office. Hours 8:15 am to 5:30 pm. Salary, $200 per week to start. Only those with the above qualification need call. Contact Marsha at 540-1000

Receptionist

Home health care organization seeking excellent typist with good communication skills to assist business manager in busy Southfield office, flexible hours. Good benefits package. Send resume in confidence to: Ms. Miller, P.O. Box 931, Southfield MI 48037

PLANTE & MORAN Recruiting For
An Equal Opportunity Employer

RECEPTIONIST

People skills, good phone manner, typing 35 wpm, accurate, immediate flexible hours, located in Farmington Hills area.

Call for appointment:
NORRELL SERVICES, INC.
Farmington Hills 553-5863

Receptionist

Northern suburban company seeking articulate and enthusiastic individual to assist in phone coverage and do light typing. Beautiful office and location make this a comfortable position to re-establish yourself in the job market. If interested, please call between 9 am to noon at 353-2500, Ext. 337

Plante & Moran recruiting for An Equal Opportunity Employer

SALES SECY./RECEPTIONIST
Customer-oriented, to answer phones, type quotes, make invoices, review reports with hawk & neatness. Southfield. Resumes to: Box 801, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARIAL GENERAL OFFICE

Mature person with good secretarial skills and knowledge of office machines. Duties include - typing, telephone screening, making travel arrangements, filing and record keeping. Experience necessary. Apply 8:30 to 4 p.m.

MILLS PRODUCTS
33106 W. 8 Mile
Farmington, MI 48024
Equal Opportunity Employer

504 Help Wanted Office-Clerical

FILE CLERK

Our growing corporation is seeking an individual to work in our Records/Storage file room. Individual will be responsible for maintaining active file systems on both hard copy and microfilm formats. Some lifting, up to 50 lbs. required as well as the ability to work in a service oriented area. Good verbal communication as well as listening skills are required. Some filing experience would be beneficial. We offer a complete benefits package. A salary of $160-$175 a week is being offered. Qualified candidates should apply Mon.-Fri. 9 am-4 pm.

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

PUBLICATIONS ASSISTANT FOR U-M NEWSPAPER

Excellent opportunity for experienced clerical person interested in expanding experience in editorial work for The University Record and Michigan Today. Responsibilities include proofreading, coding, typesetting, keyboarding of copy, telecommunications, general office duties, preparation of calendar, job posting and writing news briefs for Record. Qualifications: 50 wpm typing, word processing experience, accuracy in copy preparation and proofing, ability to work with deadline. Salary range: $13,000 to $15,000.

Forward resume by August 29, 1986 to:

The University of Michigan
Administrative Services Personnel Office
2031 "PEM" Administrative Services Bldg.
Ann Arbor, Michigan 48109-1432
A Non-Discriminatory, Affirmative Action Employer

504 Help Wanted Office-Clerical

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