504 Help Wanted Office-Clerical

ORDER ENTRY CLERK
Position available in the Sales Department of Wall Colmonoy Corp., an international metals manufacturer. High school diploma; 2 years clerical experience, working knowledge of CRT; and data entry preferred. Company paid medical & pension benefits.

Call Bill Clark, at
893-3800, ext. 33

PARA-LEGAL
Southfield Law Firm needs Para-Legal experienced in the Real Estate area. Resume to Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARALEGAL TRAINEE
Bachelor degree required. 353-5060

PART TIME CLERICAL help, typing, filing, shipping orders, flexible hrs. N.W. Rochester area. Call for interview 8-5pm 756-0040

PART TIME
Permanent part time position in our claims department, perfect for college students. Must be able to work 4 to 5 hrs daily, Mon. thru Fri., between 8:15am-1:15pm.

Duties to include filing, mail processing & switchboard relief. Can qualify for paid holidays, vacations & participation in company profit sharing program.

Present location is Telegraph & 12 Mile Area but will be relocating to Novi, near 12 Oaks Mall in early 1987. Call Vicki Sata for appointment 645-2700
LIBERTY MUTUAL INS. CO.
An Equal Opportunity Employer

PART TIME - person for 3 day week position, to do general office work for international corporation in W. Bloomfield. Contract position, call Doreen at Uniforce 646-7663

PART TIME - Receptionist/Secretary. Mature person with inter-personal/organizational skills for dance studio in Bloomfield Hills. Approx 25 hrs per week 4-8pm 335-2585

PART TIME Secretary - looking for mature person with good typing, dictation and telephone skills, to work at medium size Troy real estate developer's office. Hours, salary and benefits negotiable. Call Mr. Jason. 362-2000

PAYROLL/BILLING CLERK
Small friendly non-smoking office in the Southfield Area. No Insurance benefits. Full Time. Call 540-9010

Payroll Clerk

Southfield professional firm seeks Payroll Coordinator to utilize computerized system for over 200 employees. Degree helpful along with 2-3 years of computerized payroll experience. Excellent salary and benefits. Please send confidential resume and salary history to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PAYROLL CLERK

Full time temporary position for 3-4 months. Assist in weekly preparation of computerized payroll for approximately 600 employees. Experience with computerized payroll systems and knowledge of payroll deposit requirements and quarterly payroll tax returns is necessary. Salary commensurate with experience. Please send resume and salary requirements to

Erb LUMBER CO.
P.O. Box 439
Birmingham, MI 48012

PERSONAL LINES customer service rep. for insurance agency located in Rochester experience desired. Contact Rich Griffin 651-7321

PERSONAL LINES REP
Needed for part time position, insurance agency in W. Bloomfield. Inside position, experienced necessary. Call for interview 851-4540

PERSONNEL CLERK TYPIST
Our expanding Livonia manufacturing firm seeks an aggressive person to work in our personnel department performing a variety of confidential clerical duties. Good typing skills are essential along with the ability to work in a fast-paced environment. We offer a competitive salary and excellent fringe benefits. Please submit a letter of application or resume in confidence to
PERSONNEL CLERK TYPIST
P.O. Box 51009
Livonia, Mich., 48151-5009
Equal Opportunity Employer M/F/H

PERSON TO run small office. Some typing. Familiar with office procedures including filing, etc. Apply in person. Payntor Floors Inc., 33471 W. 8 Mile at Farmington Rd., Livonia

PUBLIC RELATIONS MEDIA SECRETARY

Troy ad agency seeks individual with 1-2 years experience who possesses excellent typing & organizational skills. Good punctuation & grammatical abilities required. Word processing experience a plus. Responsibilities include typing & frequent telephone interaction. Qualified candidates should send a confidential resume stating salary requirements to: Personnel, P.O. Box 32, Troy, MI 48099

PURCHASING - corporate office supplies, equipment, furniture and all forms tele communications, supervisory experience required, benefits. $20,000. Fee paid

EXECUTIVE - secretary - 3-4 yrs experience, flair for numbers, typing 65 WPM, financial reports, bank reconciliations. Wang word processor. Southfield company. Benefits. $19,000. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

PURCHASING SECRETARY
Centralized purchasing department of multi plant national woodworking company has secretarial position for dependable person experienced in purchasing & inventory control. Word processor, calculator & light bookkeeping essential with computer background a plus. Modern offices in attractive suburban location. Salary commensurate with applicable experience.

Call or write Mr. Freese
LIFETIME DOORS, INC.
30700 Northwestern Hwy.
Farmington Hills, MI 48018
851-7700

REAL ESTATE Closing Secretary

Must be experienced with good typing skills. Southfield area. Call Doug Hardy

CENTURY 21
Today 538-2000

RECEPTIONIST for Southfield Advertising Agency - Can you greet clients with a smile? Handle switchboard efficiently? Have familiarity with typewriter? Send your resume to: Box 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Healthcare Corporation. Entry level, training provided. Opportunity for career advancement. Medical billing, data entry a plus. Full & Part Time. Send resume to: Oakland Psychological Clinic P.C., Attention Elizabeth, 2000 N. Woodward Ave., Suite 102, Bloomfield Hills, MI, 48013. No Phone Calls Please

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

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

RECEPTIONIST. Crosswinds needs receptionist who is dependable, a quick thinker, able to handle pressure, light typing, with busy Executone phone system, word processing a plus. Send resume with salary required to box 522 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - PART-TIME for law office. Mon. thru Fri. 1pm-5:30pm. 13 Mile and Telegraph. Light typing. $4.00 hour. 644-2833

504 Help Wanted Office-Clerical

RECEPTIONIST - Temporary 6 - 8 weeks, $5 an hour. Southfield. 355-5313

RECEPTIONIST/SECRETARIAL
Typing required 60 wpm. Paid benefits. Send resume to: 30987 Industrial Rd., Livonia, MI 48150

RECEPTIONIST-SECRETARIAL position immediately available with a real estate mortgage company in Southfield. Please call 357-4500

RECEPTIONIST - Typist, full time for Farmington Hills law office, experienced required, ask for Donna 255-4720

RECEPTIONIST
for prestigious law firm, in Southfield. Must be professional & dependable 354-4030

RECEPTIONIST
for Southfield advertising agency. Good telephone phoice. Light typing. Call Ms Michel 557-6400

RECEPTIONIST - part time flexible hours. Some light typing. Experience preferred. Phone, 9am-5pm. Birmingham 855-6646

RECEPTIONIST, Typist, familiar with transcribing equipment. Start immediately with insurance agency. Salary negotiable. $10,000 plus range. 878-3377

RECEPTIONIST
Typing, basic computer training helpful. Job hours Mon. - Thurs., 1-9 PM., Sat., 8:30 AM. - 4:30 PM. Southfield. Ms Jones 569-7247.

RECEPTIONIST - General office duties, typing skills necessary. Full & part time positions. $5 per hour. Send resume to Receptionist Opening, 3290 W. Big Beaver, Suite 128, Troy, MI 48084

RECEPTIONIST
full time for a Farmington Hills builder/developer. Immediate opening for an experienced individual with accurate typing skills & a good math aptitude. Phone 855-9300

RECEPTIONIST TYPIST for downtown manufacturing firm. Good phone voice & general office procedures knowledge are a must. Send resume to P.O. Box 07475, Detroit, MI., 48207

RECEPTIONIST/TYPIST
for a growing Construction Co. in Lake Orion area. Good salary & benefits. Send resume to P.O. Box 156, Lake Orion, MI 48035
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Local C.P.A. firm seeks responsible, full-time Receptionist/60 WPM Typist, able to handle versatile duties. Must have good telephone skills. Full benefits. Call Denise, 350-2100

RECEPTIONIST/CLERK TYPIST
For a Southfield consulting firm. Typing speed 50 wpm. Send resume to Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Southfield Medical Office. Must be sharp with good people skills. Benefits. Good salary, pleasant surroundings. Send resume to Center of Asthma, 26206 W. 12 Mile Road - #300, Southfield, MI 48034, or call Karen, 353-2270

RECEPTIONIST/SWITCHBOARD OPERATOR
Permanent part time. Light typing, hours 12 noon-6pm. Mon. thru Fri. Experience helpful. Apply Allmand, Associates, 12001 Levan, Livonia
An Equal Opportunity Employer

RECEPTIONIST Needed for Detroit office. Clear distinct speaking voice, letter composition & typing required. Reply to Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST NEEDED
for fast paced professional company in Southfield. Candidate must possess excellent communication skills. Resume to Kathryn Moorhead, 28860 Southfield Road, #100, Southfield, Mich., 48076

RECEPTIONIST WANTED - Saturday 9am-5pm, Sunday 10am-6pm. Permanent, part time position. Must be articulate and have good phone manners. $4.00 per hour. West Bloomfield Area. Call Inter Lake Realty, ask for Lisa 683-2900

RECEPTIONIST - Southfield law firm needs receptionist with sound typing, spelling & phone skills to work in newly decorated pleasant environment. Legal and/or word processing experience helpful. Competitive salary, benefits. Call Rachel, 353-8100

RECEPTIONIST/GENERAL OFFICE
Outgoing personality, switchboard experience preferred, typing 55wpm. $12,000-$14,000 per year plus excellent benefits. Send Resume to J. Lee Hackett Co., 23550 Haggerty Rd., Farmington, MI 48024. Att: Connie Farkas

RECEPTIONIST - Retail art gallery with national accounts needs highly visible employee with office & telephone skills, self-starter, highly organized for travel schedules & gallery activity. Apply in person, 10am - 3pm at Park West Galleries 29469 Northwestern Highway, Southfield, MI

Receptionist

Immediate opening. Typing, clerical and switchboard experience required. Excellent benefits. Apply 9am to 4pm
Diamond Automation
23400 Haggerty Rd.
Farmington Hills, MI 48024

RECEPTIONIST

Troy based ad agency seeks a mature, dependable person to handle low volume activity and to provide clerical support to executive staff. Position requires pleasant outgoing personality, bright telephone manner and a regard to personal appearance. Experience helpful. Please send resume to Traffic Manager, Kolon, Bittker & Desmond, Inc., 100 E. Big Beaver Rd., Suite 1000, Troy, MI 48083.

Receptionist

Typing, filing, good benefits.

Inventory Clerk

Experience with a manufacturing company. Typing required, computer knowledge helpful.

Send resume to
Precision Cold Forged Products,
9260 General Dr.,
Plymouth, MI 48170,
Attention Personnel Dept.

RECEPTIONIST/SECRETARY
Northwest Detroit Manufacturing Co. has a need for an experienced switchboard operator. Should have previous phone experience as well as the ability to type and perform other clerical duties. Must be pleasant and have the ability to deal with people. Competitive pay and excellent fringe benefits. Please send resume/letter with salary requirement to Box 856 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Some secretarial duties, 40 hours, $3.75 an hour. Westland. 721-1500

RECEPTIONIST - Part time, 20 hours per week. For construction firm in Novi. Call between 8AM-11AM. 348-5454

RECEPTIONIST needed for 3 attorney office 5 days, 1-5pm. Phone & light typing. Call Francis, 9-5pm. 425-6450

RECEPTIONIST/CLERK
For Rochester Law Firm. Benefits. Please Call Mr. Shermeta 652-8200

RECEPTIONIST/TYPIST
Experienced
Southfield/Birmingham area.
Call: 569-5232

RECEPTIONIST/TYPIST
Work in busy Southfield CPA office. Requires pleasant phone personality, accurate typing with figure detail. Ask for Lydia 350-2600

RECEPTIONIST
For Southfield Law Firm. Light typing. Office experience necessary. Salary commensurate with ability. Call Lori before 3pm 355-4141

RECEPTIONIST
Light typing, filing, misc. duties. Mon. thru Fri. Apply in person: Jay-Cee Sales & Rivet Inc., 32861 Chesley Dr., Farmington, Mich.

RECEPTIONIST - for downtown Birmingham law office, some typing required, apply in person - Mon. Wed. & Fri. only between 9-1. Gordon & Green PC. 280 N. Woodward, #407, Great American Insurance Bldg.

504 Help Wanted Office-Clerical

RECEPTIONIST

Entry level position, some filing & typing, non-smoker, Farmington Hills area. Excellent benefits. Leastaff, Inc. 879-8383

RECEPTIONIST - Troy office of New York Stock Exchange Brokerage Firm looking for a front desk receptionist. Typing, filing, & telephone skills are essential. For application call Dale 649-5700

RECEPTIONIST - PART-TIME
(Mornings), to answer phones, filing & light typing. Some computer experience helpful. Will train in Word Processing. Call:
Epoch Softare Systems, 478-8833

RECEPTIONIST/Switchboard Operator - Part time in Farmington Hills. Must be able to handle large volume of calls. Duties also include light typing & greeting clients. Hours from 1:30-5pm. Call Mary Ellen 626-8944

RECEPTIONIST/SWITCHBOARD
needed for busy executive office environment. Must have professional phone manner and typing experience. Send Resume to R. S., 200 E. Big Beaver, Troy, Mich., 48083.

RECEPTIONIST/TYPIST
for young, growing Westland company. 60-70 WPM. Full benefits. Reply. Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/PART TIME
Busy real estate office. Duties include use of Multi-line phone system, light typing, and filing. Ralph Manuel Associates, West Inc. Ruth Clevers-Janet Horner 651-6906.

RECEPTIONIST
who is able to handle a busy phone system & take accurate phone messages. Other duties will include sorting of mail & light typing. Call Thurs or Fri 3-5pm Southfield 353-7259

RECEPTIONIST-SECRETARY
Part-time Mon. thru Fri. afternoons and early evenings for major West Bloomfield Real Estate Office. Light typing necessary. Call for interview, ask for Bob Massaron 851-4900

RECEPTIONIST. Must be personable w/pleasant phone voice. Light typing, general office skills required. Salary commensurate w/experience. 12 Mile/Northwestern area. 352-4486

RECEPTIONIST - Evenings & Sat. for retail store located in Livonia. Must have pleasant voice & know how to deal with public. Experienced only. For interview call Miss Koerner. Mon. thru Fri. between 9am-2:30pm 422-5200

RECEPTIONIST - Birmingham area, part time, some sales experience preferred, 2 positions available, Mon. 8:30-5. Tues. thru Fri. 2:30-9:30. Approx. 15 hrs. $4.50 per hr. Complimentary services as benefits. 540-3262

RECEPTIONIST - Office Position available at private club. Benefits and salary commensurate with experience. Applications accepted Tues. thru Sat. 10am to 6pm.
Birmingham Athletic Club, 4033 W. Maple Rd., 1 blk. E. of Telegraph.

RECEPTIONIST part time with home builder in Livonia. Experience in office procedures necessary. Applicant should have pleasant appearance & phone manner. Flexibility if necessary to work afternoons & occasional weekends. Call Jay973-2900 464-4525

RECEPTIONIST for travel agency. Bright individual, with adequate phone skills, is needed for Hudson's Travel Service, Northland, Mon-Fri. Salary plus excellent benefits. Call for appointment only if you have typing at 50 WPM + and at least one year office experience. Travel agency experience helpful but not a must. Call Joanne at 569-5153

RECEPTIONIST/SECRETARY - Immediate opening in a fast paced office in Farmington Hills for an enterprising individual with an affinity for detail & talent for dealing with people. Accuracy a must as well as being professional, flexible & organize. Writing, grammar, spelling, typing & telephone skills a necessity, computer knowledge a plus. Call between 9-4pm 626-7109

RECEPTIONIST

Fast paced Birmingham office seeking a smiling face to work with our builder sales people and their customers. Good typing skills and excellent phone manner required. Full benefits including tuition reimbursement. Please call 644-5300

Erb LUMBER CO.

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 - Starting $225 per week to start. Only those with the above qualification need call. Contact Marsha at 540-1050

RECEPTIONIST/TYPIST
part time person for growing retail organization, detail oriented, organized person needed. Duties will include operating a multi line phone system, word processing & filing. Will train. This position requires a 5 day work week with an occasional Sat. & flexible hours. Immediate opening in Troy. Please send resume to: Rainbow Computers, Attention: Sharon, 819 E. Big Beaver, Troy, MI 48083

Receptionist/ Typist

Farmington mfg. company requires mature, responsible Receptionist/Typist with prior office experience. Must have car. Excellent benefits. Please forward resume and salary history to: Box 914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Manufacturer of specialty fasteners, located in the Rochester area. Position requires a minimum of 2 years office experience, pleasant phone voice, typing 50wpm. Experience on Systel/Panasonic Typewriter and Horizon phone equipment desirable.
Resumes without salary requirements will not be considered.
Resumes to: Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST

Southfield based shopping center developer is looking for a bright, outgoing personality to perform receptionist duties. Various responsibilities make this a challenging position. A pleasant phone voice & good typing skills a must. Excellent working conditions. Call 8:30am-5pm, 827-4600

REHABILITATION FACILITY is seeking a receptionist/typist who is able to handle a busy telephone in a poised, professional manner. This position requires an enthusiastic individual with strong interpersonal skills. Light typing is required. For more information please call Mrs. Abrams 967-4455

SALES OFFICE
Located in Farmington Hills seeks individual experienced in General Office procedures for part time position. Send resume to: Office Mgr., Box 847, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY - experienced, good phone manner, type 60 WPM, & some data entry. Send resume to Aro Corp. 13170 Wayne Rd. Livonia, MI. 48150

SALES SECRETARY
Entry level. Candidates will have initiative and excellent secretarial skills. Full-time position including some evenings and Saturdays for a fast paced Southfield company. Send resume to: P. O. Box 300, Southfield, MI 48037, Attn: SS/EC or call 353-3311, Ext. 217

SECRETARIAL
Telephone Positions
Day and evening shifts.
Will train, Southfield area.
Call: 557-5958

504 Help Wanted Office-Clerical

SECRETARIAL - experienced individual needed for a full time position in Northville office. Qualified applicant will possess strong letter writing skills, excellent organizational capabilities, ability to work independently & assume responsibilities, typing speed 50WPM, minimum of 2 years experience in an office setting. Shorthand & dictaphone helpful, Wordstar a plus. Send resume to: Out-Wayne County Human Services Inc. 15495 Sheldon Rd, Northville, MI 48167.

SECRETARIAL POSITIONS available. Full time. Typing, word processing, filing and/or switchboard experience helping. Call Robert S. to set up an appointment: 858-2593

SECRETARIES

needed for our downtown law campus to type legal documents & course materials. Must be able to type 60wpm with shorthand preferred. Law office experience or coursework required. Several positions available including secretary with word processing skills to type manuscripts & correspondence for Journal of Urban Law. Excellent benefits include FREE TUITION. Call Ms. Ciesiak at 927-1515
UNIVERSITY OF DETROIT
An Equal Opportunity Employer
Affirmative Action Employer

Bloomfield Hills firm needs Secretary with good communication skills. Professionalism, maturity & shorthand also desirable.

Receptionist for busy phones of Fortune 500 company located in Southfield. Data entry experience helpful. Long term assignment.

General Office clerks & typists for Farmington Hills office of national company. IBM PC experience a plus

MGM
Office Service, Inc.
474-7766

NON-SMOKING SECRETARY
wanted for West Bloomfield insurance agency. Good typing, math and phone manner plus mature, dependable attitude important. Must be willing to learn new skills or put old ones to new use. Room for advancement if desired. Salary commensurate with abilities and experience. Call: 851-2663

SECRETARY/ ACCOUNTING

Southfield based shopping center developer needs a secretary with good shorthand & typing skills. Xerox memory writer experience a plus. Additional duties include accounting, working with computer. Will train. Excellent working conditions. Call 8:30am-5pm, 827-4600

SECRETARY Administrative Assist.
Mature with good office & word processing background. Able to take charge of office & grow into top position. Very good pay & benefits. Peggy 553-6090

SECRETARY - Administrator
Hardworking? Want Responsibilty? Need organized & experienced person for this small, fast paced industrial ad agency. Work with books, media, IBM PC, typing & filing. $14 - $16,500. Call 362-3931 or write: Mr Rick Hedden, Hedden Marketing Services. 801 W Big Beaver, #460, Troy, 48084

SECRETARY-BOOKKEEPER - mature & experienced person for commercial Real Estate office, 13 Mile & Northwestern. Typing necessary. 737-0000

SECRETARY - Credit Documentation and Legal Experience required. Word Processing experience required. Send resume to: Michael S. Polcyn, American Speedy Printing Centers, Inc., 32100 Telegraph Road, Birmingham, 48010

SECRETARY

Empire of America Realty Funding, Inc., has an immediate opening for a Secretary in its Commercial Real Estate Loan Office. Interested candidate should possess typing skills of 50 wpm, word processing experience, excellent telephone and communication skills, an outgoing personality and a professional image. Shorthand skills helpful but not required.

Qualified applicants may complete applications Monday thru Friday from 10 am - 4 pm. or send resume to

EMPIRE OF AMERICA
24700 Northwestern Highway
Suite 300
Southfield, MI 48075
827-6575

An Equal Opportunity Employer

SECRETARY - ENTRY LEVEL
For growing company in Troy. Must be personable, a good typist and willing to work. Hourly rate. Send resume and cover letter to: Donna M. Joseph, 671 E. Big Beaver, Ste. 107, Troy, Mich., 48083.

SECRETARY, experienced, good organization, typing, phone skills, growing medical company. Will train, full time, Farmington 477-6880

SECRETARY for Rochester Insurance Agency. Full time position. Office experience required. Salary commensurate with qualifications and ability. Call for interview 651-4490

504 Help Wanted Office-Clerical

SECRETARY
Failure Analysis Associates
A nationwide engineering consulting firm has a immediate opportunity for an experienced Secretary to provide misc. office support to the staff of 7 persons in our Troy office.
We are seeking an individual with an aptitude for organizing & prioritizing work assignments to meet deadlines under time constraints & work overtime as necessary. You must have working knowledge of personal computers or word processing (NBI or Word Perfect preferred). Excellent typing, grammar, punctuation, spelling & proof reading skills are essential.
Responsibilities include typing at all office levels, maintenance of computer filing systems, telephone coverage & special projects as required.
Failure Analysis Associates offers an excellent salary & benefits package including 3 weeks vacation, semi annual bonuses, pension plan, etc. For confidential consideration please send resume to: Failure Analysis Associates, 1270 Rankin Ste. F, Troy, Mich. 48083
Attention Robert Lange.
An Equal Opportunity Employer

SECRETARY - Farmington Hills based company seeks experienced secretary full time for responsible position. 855-6500

SECRETARY for Law Office
Salary & Benefits commensurate with skills & experience. 855-5868

SECRETARY for CPA FIRM
Word Processing experience & typing skills required. Salary commensurate with experience. Birmingham area. For appointment, 540-6600

SECRETARY - For Southfield financial planning office. Mature, good typing, shorthand, telephone skills. Excellent benefits. 559-3120

SECRETARY for sales rep. Must be experienced typist capable of handling telephone inquiries & sales orders. Southfield area. Send resume to P.O. Box 6, Birmingham, MI 48012.

SECRETARY

for construction department. Entry level position, some dictaphone & word processing experience a plus. Non-smoker. Farmington Hills area. *Excellent benefits. Leastaff, Inc.* 879-8383

SECRETARY - Full time. Responsible person with good secretarial skills to help with purchasing, shipping & order processing. Willingness to grow & strong team attitude required. Send resume to: Mr. Atkin, Celex Corp., 443 Amelia St., Plymouth, MI 48170

SECRETARY - full time, bookkeeping experience, typing 50WPM for Birmingham office. 644-8311

SECRETARY - Full time for commercial real estate office near 12 Mile and Northwestern. Requires excellent typing and some bookkeeping experience. 356-5000

SECRETARY - general office work, Smelley Inc Realtors. Rochester. 852-1700

SECRETARY-general office work including typing, filing, reception. Good telephone skills. Private chemical dependency program. Contact Eleanor Schwartz, 23671 W. McNichols, Detroit. 531-4177

SECRETARY - Good position for person with good skills. Typing, word processing, billing and payroll. Mon. thru Fri., part-time. Must have good transportation. Pleases call for App't., T.E.S., 569-1084

SECRETARY
Health Care Agency, Livonia Office. Full-time. Experienced. Typing: 60 WPM. Word Processing desirable. Contact Becky, 477-2500

INTERNATIONAL Import/Export Firm is looking for an experienced secretary with word processing. The ideal candidate will be hardworking, flexible & seeking an interesting career move. For additional details & phone interview, please call: 398-6533 Or 545-2820

SECRETARY
Immediate opening for a mature secretary in Livonia, professional level skills required, word processing preferred. Maintain schedules & travel arrangements for executive. Nice location & atmosphere. Excellent benefits, send resume & salary history to box #864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Livonia manufacturing firm seeks a sales secretary who has good secretarial skills and promotes a professional image and positive attitude. The successful candidate will have experience on word processing equipment (Word Perfect Software/IBM PC XT) and able to manage a constant work flow. Advertising/marketing experience would be a plus. Send resume and cover letter to: Sales Administrator, 35525 Schoolcraft, Livonia, MI., 48150.

SECRETARY

Major trade association in Southfield seeks a Secretary for the Office of the President. Minimum 2 years secretarial experience and accurate typing (60 WPM) and shorthand (80 WPM) skills required. IBM Displaywrite 36 experience desirable. Candidate must possess excellent communication skills and an aptitude for detail work. Excellent benefits package. Send resumes including salary requirements to: Personnel, P. O. Box 5210, Detroit, MI 48235.

SECRETARY/RECEPTIONIST
for Southfield Law Firm. Excellent spelling, good grammar required. Good typing skills. No previous Legal experience necessary. Non-smoking office. 358-5353

504 Help Wanted Office-Clerical

FORECLOSURES MORTGAGE
Permanent entry level position with growing Royal Oak company. Must have at least one year experience.

SWITCHBOARD OPERATORS & SECRETARIES
Lots of long & short term openings in the suburbs as well as downtown for qualified people. Word processing is always a PLUS!

Fees Paid
SCOTT GROUP
736 S. WASHINGTON
ROYAL OAK, MI 48067
542-9232

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

SECRETARY
Mature, with data processing, marketing and accounting skills for Southfield CPA firm. Part time hours available. Call 557-0441

SECRETARY
Part time. Experienced. For legal office in Southfield Town Center. 353-3020

SECRETARY - part time, experience on Apple Mc Intosh helpful. To do bookkeeping & desktop publishing 540-6919

SECRETARY-PART TIME
Muster has an opportunity for a secretary who is interested in a job sharing position. This position will consist of working approximately 20 hrs. per week, (flexible schedule). Requirements include a minimum of 2 yrs. office experience. Typing 50-60 WPM. Strong communications skills, ability to operate IBM PC is desirable but not required. We offer excellent starting salary. Qualified candidates should send resume in confidence to attention: Personnel Dept., 26627 W. 8 Mile Rd., Redford, MI., 48240.
An Equal Opportunity Employer

SECRETARY

Professional firm moving to Birmingham needs individual who would enjoy a busy & challenging position. Duties include typing correspondence & short documents on word processor. Good opportunity to gain experience in the legal field. 13 Mile/Southfield. Send resume to: 30215 Southfield Rd., Suite 115, Southfield, Mich. 48076.

Secretary Receptionist
Full timE. Must type 50 WPM. Redford Township area. Call: 592-0922

SECRETARY/RECEPTIONIST for accounting office. Executive typing, phone and bookkeeping experience a must. Shorthand and mini computer helps. for appt. 689-6060

SECRETARY RECEPTIONIST
Immediate opening in an entertainment agency in Royal Oak. Good telephone skills, typing and proofreading required. Please contact Cheryl betw. 10-3PM, 398-9711

SECRETARY/RECEPTIONIST
For prestigious office located in Bingham Farms area. Duties will include: greeting clients, answering phones, light typing & filing. For more information call Mr. Lambrecht 647-7400

SECRETARY/RECEPTIONIST
Small Hi-Tech Co. in Troy. Responsibilities Include: Telephone, Reception, Reservations, General Secretarial work. Word Processing experience & college background preferred. Send resume to: Box 7132, Bloomfield Hills, Michigan 48032.

Secretary/ Receptionist

Self-starting professional individual needed for a growing company. Responsibilities will include phone, reception and secretarial.

Candidates should possess a minimum of an associate's degree, strong interpersonal skills, good phone techniques and ability to work independently. Technical skills should include: 50 WPM typing, dictaphone and word processing experience.

This a full-time position with an excellent benefit package. Please send resume and salary requirements to:

G. Cousins
24100 Southfield Rd.
Suite 315
Southfield, MI 48075

Secretary/Receptionist
Real estate leasing office. Ambitious person wanted with good communication and typing skills for fast paced office. Excellent grammar, spelling. To $20k. Fee paid.
Personnel Systems 459-1166

SECRETARY/RECEPTIONIST
For growing, fast paced CPA firm. Self starter, with experience, capable of working without supervision. CPA experience a plus. Beautiful downtonw Birmingham location, paid parking, quality pay for quality people. Ask for Jayne 642-6651

SECRETARY - Self motivated. Able to support more than one person. Word processing experience necessary. Send resume to: Michael S. Polcyn, American Speedy Printing Centers, Inc., 32100 Telegraph Road, Birmingham, 48010

SECRETARY - Small architech/general contractor in Bloomfield Hills desires mature person with general office skills. Non-smoker. 332-0770

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
for National Real Estate developer, in Troy. Strong typing & organizational skills required. Experience preferred. Send resume including salary requirements to: Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST

For small Farmington Hills contractor. Must have experience, shorthand skills & word processing (Word Star 2000). Full time position with benefits. Send letter or resume to box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY'S ASSISTANT
to work for executive group of national company with attractive corporate headquarters in Farmington Hills. Varied duties requiring good typing ability & statistical skills. Prefer resident from NW suburbs in close proximity to office. Contact Jane Proctor, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills.

SECRETARY

Secretary needed in the Birmingham claims dept. of a growing medical malpractice insurance co. Excellent typing/dictation skills, proficient speller & a professional attitude a must. Medical terminology a plus. If interested please send resume to:

Stratton Cheeseman Mgmt. Co.
PO Box 1563
E Lansing, Michigan, 48823.

Attention Personnel Administrator
An Equal Opportunity Employer

Secretary

Southfield health care organization seeks experienced secretary with excellent skills to handle a very busy office. Small staff needs team player to answer phones, direct calls and provide secretarial support. Potential for advancement. Send confidential resume and salary history to: Mr. Kent, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY To Plant Manager. Qualified individual should have good typing & shorthand skills to do all correspondence & clerical functions for Plant Manager. Apply Mon thru Fri: 8AM-11AM and 1PM-4PM at P.S.I. Hydraulics, 11900 Mayfield, Lobby 1-B, Livonia, MI

SECRETARY/TYPIST
Full time. Experienced. 65wpm, varied duties. Wage commensurate with ability. Square Lake/Telegraph area. Call 8AM-5PM 332-5000

SECRETARY/TYPIST
For Southfield CPA firm. Please send resume to: Zack Fields & Co. PC., 26711 Northwestern Hwy, Suite 217, Southfield, MI., 48034. 353-5830

SECRETARY/TYPIST needed to start immediately to work on IBM system in busy but pleasant office. Will train. Must have good typing skills, 55wpm with accuracy. Full time, good pay with benefits. Call Tina for appointment, 559-4331

SECRETARY

We are presently taking applications for an entry level secretarial position in our Sales Dept. Must have some previous secretarial experience and good typing skills. $5.00 per hour to start with a full range of benefits. Apply in person to the Personnel Office, located in the Marriott Airport Hotel, between 9am and 3pm, Mon. thru Fri.

Marriott-Host Metro Airport
An Equal Opportunity Employer

SECRETARY with 2 years legal experience and typing speed of 60 WPM desired for Southfield defense law firm. Salary commensurate with experience. Computer experience helpful. Ask for Sherrie: 352-9580

SECRETARY, WARD Presbyterian Church of Livonia - is looking for an experienced Secretary with Shorthand skills for our Senior Pastor. Send resume to: 17000 Farmington Rd., Livonia, Mich. 48154.

SECRETARY - 1 girl Southfield law office, good typing skills, legal experience preferred but not essential. Salary commensurate with skills. Reply to box 912 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY who wants challenging, fast paced office environment needed by Southfield advertising agency. We would like to discuss our benefits/salary package with you. Send your resume to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
30 hours per week. Experience with IBM PC & Wordstar, good typing, telephone & organizational skills. Resumes only to: Director of CPE, Walsh College, 3838 Livernois, Troy. 48084

SEEKING SELF-motivated, well organized office coordinator for 4-person business office in Royal Oak. Strong typing & telephone skills required. Shorthand & bookkeeping helpful. Former employee leaving due to family move after 5 years. Long term job with growth potential for the right person. Send resume to Simmons, Scott Assoc., 22100 Coolidge, Oak Park, MI 48237

SOUTHFIELD firm has immediate position for ambitious person to run busy interior design firm. Good correspondence, typing, working with figures, communication skills & light bookkeeping are necessary.
Call: 354-9565

STATISTICAL CLERK full time for Livonia corporation. Must enjoy working with figures, type 50 WPM. Must know 10-key.
Call Barbara: 478-9206

STRAITH CLINIC, SOUTHFIELD
Part Time Receptionist with Clerical background, including typing, word processing helpful. Pleasant good telephone manner. 2-3 years experience. Excellent salary. Call557-1958

SWITCHBOARD OPERATOR

Professional Southfield firm seeks Switchboard Operator for very busy board. Rolm experience preferred. No typing required. Send resume and salary requirements in complete confidence to: Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

TELEMARKETING
Make $$$ Now. Aggressive Real Estate Developer needs people to set in home appointments for his staff. Hours 5-9PM, Mon. thru Fri. Wages up to $10. per hour. No experience necessary. Call Now! 553-0600

ACCURATE TYPIST - 50-60 wpm, good telephone personality. Computer helpful. Full benefits. Commercial wall covering distributor. Berkley. 661-8876

TYPIST
must have excellent typing ability, both speed & accuracy. Full time. Excellent benefits. Resumes only. Reply to: Box 862, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST & TELEPHONE, misc. office duties for insurance office in Southfield. 50wpm required. Excellent working conditions. Part time or full time. Call: 355-4400

TYPIST with good phone voice, full or part time. Switchboard experience helpful.
Redford 534-2100

WE'RE BUSY. CAN YOU TAKE A MESSAGE?
Advertising firm in RenCen area looking for experienced, full time receptionist/secretary, able to do it all in a creative N.Y. loft-like environment. Benefits, secure parking. $13,500. Call weekdays, 5-7PM, 961-7100

504 Help Wanted Office-Clerical

TYPIST. Must be very fast, accurate, have excellent language skills and be willing to train in the legal field. Great opportunity. Teresa 644-8601

WELL ORGANIZED mature person for busy Southfield based National Wholesale Travel Firm. 471-5032

WORD PROCESSING SECRETARIES with CPT & Wang experience needed for assignments in the Dearborn area. Great pay & excellent benefits. Call for an interview now. Norrell Services, Inc. 593-3703

WORD PROCESSING SECRETARY needed for executive office environment. Knowledge of IBM PM and DisplayWrite 3. Part-time working into full time. Send resume to: W.P.S., 200 E. Big Beaver, Troy, Mich., 48083.

WORD PROCESSOR - Southfield service organization needs fast efficient word processor (60wpm) with bookkeeping experience. Write giving full particulars. Experience speed, salary needed to start, when available. Include samples of hand writing & make of word processer. Reply to Box 820 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
IBM PC Word Perfect - to work afternoons for Hospital. Call 557-6040

4½ Day Work Week

Several full time openings at a local insurance company offering pleasant surrounds, competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate openings for:

- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4692
Mon thru Thurs 7:30AM-4:15PM
Fri 8AM-12 Noon

505 Help Wanted Food-Beverage

ACCEPTING applications for the position of Saute Chef, Broiler Chefs, Breakfast Cooks, & Utility People. Excellent starting wage & some benefits included. Apply in person from 2-4pm. Holiday Inn, Livonia West, 17123 Laurel Park Dr 464-1300

Accepting Applications, at:
MOUNTAIN JACKS RESTAURANT
Openings now available for experienced • Bartenders • Lunch & Dinner Food Servers • Dishwashers • Cooks, • Bussers & • Day Maintenance Person. Please apply in person, Sun. thru Fri.: 26855 Greenfield Rd., at 11 Mile - in Southfield.

ACCEPTING positions for days & evenings. Counter Hostess, Manager trainee, Cook. Earn $5 per hour. Mazola's Pizza, 28850 Garden City.

APPLICATIONS for the following positions are being taken:
WAIT STAFF
BUS PERSONS
COOKING
RECEPTIONIST
Day & Evening Shifts Available
An opportunity to Work
With a Great Group of People!
Call for appointment: 477-3341
BLAKENEY'S FAMILY TAVERN
28333 GRAND RIVER

BAKER - Entry level. Some experience. Will train. Full time days with benefits. Apply at Sebastians, Somerset Mall, between 2-4PM.

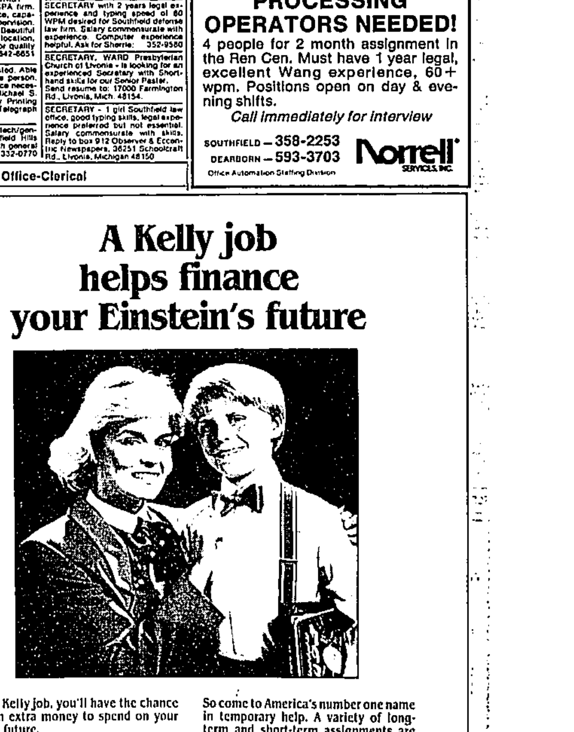
BAKERY/DELI/PIZZA
Baker helper and counter help needed, part or full time. Apply in person, ask for Rick. Maria's Bakery, 115 Haggerty Rd., Canton.

504 Help Wanted Office-Clerical

WANG WORD PROCESSING OPERATORS NEEDED!
4 people for 2 month assignment in the Ren Cen. Must have 1 year legal, excellent Wang experience, 60+ wpm. Positions open on day & evening shifts.
Call immediately for interview
SOUTHFIELD — 358-2253
DEARBORN — 593-3703
Norrell SERVICES, INC.
Office Automation Staffing Division

504 Help Wanted Office-Clerical

A Kelly job helps finance your Einstein's future



With a Kelly job, you'll have the chance to earn extra money to spend on your child's future.

Start saving for a college education, or pay for camp, summer school or music lessons. No matter what you want extra money for, Kelly Services can help you earn it.

Data Entry	Word Processors
Secretaries	Switchboard Operators
Typists	Receptionists

At Kelly, we can offer competitive pay, merit increases, vacation pay, bonuses — and the chance to work with some of the best companies in town.

So come to America's number one name in temporary help. A variety of long-term and short-term assignments are available right now. For details, call the Kelly office nearest you:

Bloomfield	642-9650
Canton	981-3130
Farmington Hills	553-7820
Livonia	522-4020
Livonia	522-3922
Pontiac	338-0338
Southfield	352-5220
Troy	362-1180
Westland	729-1040

KELLY SERVICES The Kelly Girl® People

Not an employment agency - never a fee. An equal opportunity employer M/F/H.