504 Help Wanted Office-Clerical

BOOKKEEPERS
Experience in any phase of bookkeeping for temporary assignments. Good pay, excellent benefits. 557-4150.
QUALITY PERSONNEL

BOOKKEEPER/SECRETARY
With IBM PC experience for property management firm in Southfield. Part-time Flexible hours. 352-8370

BOOKKEEPER
Thru Trial Balance
With manufacturing background. Computerized experience preferred. Excellent benefits. Please forward resume and salary requirements to: Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BUSY FARMINGTON HILLS Real Estate office looking for experienced person, preferably light typing, familiar with full-time positions. Ask for Rose Ann 851-6700

CLERICAL/ACCOUNTING
Position open to start immediately in Municipal Office. Filing, typing and bookkeeping experience helpful. Call Post Secretary. Flexible hours. Phone suits and be able to deal with people. Call for appointment. Ask for Sharon at 647-1010
Southfield Township

CLERICAL/Stock/Shipping Volume production needs person with experience to assist manager in all phases of office work. Call Evans Lincoln Mercury, 32000 Ford Rd. Garden City. Ask for Jerry 425-4300

CLERICAL/Customer Service, full time, good benefits. Entry level position. Call for appt. Ask for Kathy 522-4700

CLERICAL
Downtown Birmingham women's clothing store - in merchandising office. Detail work. No typing. Starting position. Applying person only to
KAY BAUM
166 W. Maple, Birmingham

CLERICAL
Farmington Hills mortgage company needs experienced people to set up new loan servicing. Temporary - approximately 6 months
Call 855-4900

CLERICAL
Fast paced office needs bright, organized person to work in Customer Service Department. Call Pat Hoffman at Alpha Alpha Corporation. Call Sue for interview. 459-4703

CLERICAL - friendly, courteous person for phone answering & light typing, will consider job share. Plymouth area. For interview 455-5323

CLERICAL help needed for immediate, full time, entry level opening in Troy. Necessary skills required include data entry experience, typing 45 WPM, ability to work independently and be a team player as well as good organizational skills. Familiarity in using a plus. Call Mrs. Ann Gallo, Carl C. Marshall, 649-4454, Ext. 503
An Equal Opportunity Employer

CLERICAL
Part-time, 8am-12noon.
$3.50 per hour. Call after 12noon
424-8454

CLERICAL POSITION - part time, 12-20 hours, data entry processing, helpful. Southfield area 559-6949

Clerical Position
part-time - flexible hours. Financial background preferred. Balance checkbook, daily cash receipts and distribution. Apply Mon. thru Fri. 9:30am to 3:30pm
Pinkerton's Inc.
15565 Northland Dr.
Suite 206 E. Southfield
An Equal Opportunity Employer

CLERICAL RECEPTIONIST - experience preferred. Improve your typing. Training a valuable trade in the optical industry, while earning competitive wages. Call Mon thru Fri. 10am-4pm 543-5100

CLERK TYPIST
CITY OF SOUTHFIELD
Salary range $5.00 - $10.10 hour and a comprehensive benefit package for this part time position. Must have experience in typing, knowledge of office practices and procedures, thus meet Employment Standards for municipal subjects along with the ability to take and transcribe minutes. Application Apply Personnel Office, City of Southfield, 26000 Everyman Rd., Southfield, 48075, by Friday, Oct. 10, 1986
An Equal Opportunity Employer

CLERK/TYPIST- Full time position available. Good telephone manner essential. Please mail resume to Palmer Moving Co. 1900 Stephenson Hwy., Troy, Mich. 48083

504 Help Wanted Office-Clerical

CLERICAL
Standard Federal Bank, a savings institution, has the following immediate openings at its main office facility located in the city of Troy:

PART TIME CLERKS
These positions offer approximately 20-30 hours work each week and will assist in the processing of various documents. Well developed verbal and written communications skills a must. Typing of 40 wpm required.

CLERK TYPISTS
The desired candidates will be familiar with office procedures as well as various office machines. Well developed verbal and written communication skills a must. Typing of 40 wpm desired. The successful candidates will assist in document preparation as well as processing, filing and phone work.

Apply in person Monday - Friday, 9:30 am - 3:30 pm at

STANDARD FEDERAL BANK
Savings/Financial Services
4th Floor Personnel Dept
2401 W. Big Beaver Rd
Troy, MI 48084

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL TRAINEE - Some typing, train on PAX and copier, mail distribution. Durham Associates, 29200 Southfield Rd., Southfield, Mi. 48076 569-1522

CLERK - Part time, 16 hours per week to assist with clerical duties including typing, computer inputting, photocopying, posters & graphics. Require high school diploma, ability to type 50 wpm, and familiarity with Apple IIe computer. Salary range $6.00 to $6.60 per hour. Send resume to J. A. Smith, Baldwin Public Library, 300 West Merrill Street, Birmingham, Mich. 48012
An Equal Opportunity Employer

CLERK TYPIST
immediate opportunity for a qualified individual with excellent clerical skills. Minimum 2 years experience. Accurate typing skills (50 plus WPM) and strong organizational and communication skills. Responsibilities include, numerical typing, telephone contact, record keeping & other clerical duties. Please send resume to: GFV Communications, attention: Kristin Green, 34115 West 12 Mile Rd., Farmington Hills, MI 48018 553-9400
An Equal Opportunity Employer

CLERK/TYPIST
Legal firm located in Birmingham has immediate opening for clerk/typist with minimum speed of 50 WPM to work in rapidly expanding foreclosure department. Word processing experience desirable. Call Robert Tremaine. 540-7701

CLERK - TYPIST
Organized, some computer operation. $5.00 plus fringes. Resume required 231 W. 9 Mile, Ferndale

Clerk/Typists
Figure Clerks
Word Processors
Secretaries
We have long & short term assignments available. Top pay plus benefits. Major medical, dental, optical.
SOUTHFIELD 569-1878
DETROIT 963-5050
VICTOR TEMPORARY SERVICES
M/F EOE

CLERK TYPIST
3 to 4 hours a day. Type 45 wpm, familiar with office procedures. Southfield area. 353-0443

COMPUTER CLERK
Full time position with growing Farmington Hills construction company. Duties include: computer input, filing, various clerical tasks. Excellent benefit package. Good potential for advancement. Send resume with salary requirements to R. P. O. Box 2500, Farmington Hills, MI. 48018

COMPUTER OPERATOR/Secretary, 20-25 hours. For Farmington Hills Supercom Graphics. 851-1824

CPA FIRM
looking for mature bookkeeper for processing department. Word processing experience helpful but will train right person. Convenient Southfield location, benefits.
352-0400

DATA ENTRY - operators (3) needed for immediate hire with Roadway Express, corporation, contract position. Call Linda at Unforce 646-8501

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: Mr. S. at Jobar, Inc., NEXUS of Metro, 2 Kingsley, 27150 W. 9 Mile, Southfield, MI 48034

DATA ENTRY CLERK
Entry level position in industrial setting. Familiarity on numeric keyboard required. Apply in person to:
MEDAR, INC.
38700 GRAND RIVER AVE
FARMINGTON HILLS

DATA ENTRY-FULL/PART TIME
Leading medical supply distributor has an opportunity for detail oriented person who desires a variety of responsibilities. Familiarity with a CRT is a plus, but will train the right person. Must be able to work under pressure. Call Pat Hoffmann at White & White Medical Supply, Plymouth 455-9500

DATA ENTRY
North Woodward suburban national service company has immediate opening for a data entry clerk in the corporate accounting dept. Individual will be responsible for keypunching invoices via a CRT. Candidate must have good keypunching skills & general office experience. Send resume to Data Entry Clerk, P.O. Box 811, Birmingham, Mich. 48012.
Equal Opportunity Employer M/F/H

DATA ENTRY
Operators needed immediately for 6 weeks in the Livonia Area
Paying $5.65 An Hour
OLSTEN SERVICES
354-0959

DENTAL RECEPTIONIST
for busy Livonia office. Full time. Experience desired.
Call Mrs Morgan. 522-5581

DETROIT FIRM is seeking a full time receptionist familiar with a Horizon System switchboard and right typing, minimal 2 years experience, full benefit package. Please send resume & salary requirement to: Box 195, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS OFFICE MANAGER
TO $18,000
Outstanding opportunity with a suburban specialist. Supervise staff, bookkeeping and insurance billing in a beautiful suburban office. Call 353-2090.
Also 5 P.M. Appointments Available
SNELLING & SNELLING

DOCTORS OFFICE Receptionist Livonia, part time. Reduce typing, dictaphone, spelling & good phone voice, peopleand. Immediate opening. Mary 427-8223

ENERGETIC YOUNG person. Typist, receptionist, pleasant telephone manner. Light bookkeeping. Modern surroundings. Call 353-2003

EXECUTIVE SECRETARIAL POSITION available for Livonia Corporate Suburb. Must be an excellent typist and ability to be flexible. Several years experience required. Bob will train. Reply to Box #820, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - needed for busy Farmington executive. Top notch skills for independent communication, good organization, talents, motivation, math aptitude & IBM PC skills a plus. Call Mrs. Gallagher at resume to Box #970, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY to President of large wholesale distributing company. Excellent shorthand is typing skills required. Must be detail oriented, have excellent phone manner, communication & organizational skills. Full time. Competitive salary & full benefit package. Send resume including salary requirements to: Box 5091, Southfield, MI 48086

EXECUTIVE SECRETARY
$17,000 PLUS
Choice position with outstanding benefits in banking communication department. Your experience and skills will be put to advantage. Fee Paid. Call Colleen at 353-2090
After 5 PM Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
to team with C.E.O. We need a nonsmoking, well-organized, take-charge person with executive-level secretarial background in an insurance company. Must know casualty insurance, filing procedures & business relations. Besides all secretarial skills, this person will have C.R.T./P.C. operations, have statistical/numerical reasoning ability & work well with all levels of management & individuals Call:
Mr. Weber 358-1102

EXECUTIVE - secretaries for Ren Cen area, type 65 WPM, good math aptitude, contract positions, salary to $20,000. Call Valerie at Unforce 557-0646

EXECUTIVE SECRETARY
Immediate opening to work for chief executive officer. Must have 7 to 10 years experience and have exceptional secretarial skills, be well organized, shorthand and word processing a plus. Please send resume to Mrs. Ashar, Personnel Dept., Medical Mutual of Ohio, Northland Dr., Suite 600 West, Southfield, MI 48075 or call 352-8600

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY wanted. Must be bilingual (German). Typing 55+ wpm, word processor experience, financial capabilities (expense reports, checking account, etc.). Travel arrangement skills
Call Nick Pishvanov. 471-4543

EXECUTIVE SECRETARY
Large, fast growing company seeking experienced executive secretary, good typing & shorthand skills required. Full time position. Excellent compensation & benefits. Call J & L Industrial Supply, ask for Terri 532-8700

EXECUTIVE SECRETARY
A suburban marketing services corporation seeks a mature individual with at least 5 years experience for this executive support position. You must possess strong interpersonal and communication skills, be well organized and possess a strong commitment to demeanor. Typing and shorthand 80 to 100 wpm required. Word processing experience desired. Only selected candidates send resume and salary requirements to:

ADISTRA CORP.
1011 Union St.
Plymouth, Mi 48170
Att: Personnel

FARMINGTON - FARMINGTON HILLS person needed for Secretarial position. Must be detail oriented, answering phones, making outgoing phone calls, light secretarial duties. Will train. Call Kate between 9-10, Century 21 Home Center 476-7000

FILE CLERK - good organizational skills, reliable, work with minimum supervision. Livonia location. Call Detroit Art Services. 280-0900 Ext 241.

FILING
mature individual needed to handle filing system, Mon thru Fri, 3 hrs per day. Job Person Employment 281-1000 Livingston, Southfield. 355-1000

FREE TRAINING
CLERK TYPIST
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call
Ms. Ann 544-2050

IMMEDIATE OPENING for an experienced Office Clerk. Duties to include future bookkeeping work, typing & handling customer service requests. Full time. Mon-Fri, 9:30am-5:30pm. Excellent company benefits. RCA Service Company, 11805 Mayfield, Livonia, MI 48150. 522-4800

GENERAL CLERICAL. Strong math skills. Combining and collating technical manuals. Data processing and/or data entry experience. Southfield area 559-5520

General Clerical
Downtown company has immediate openings for people with good clerical skills. Must be an excellent typist (50-60 wpm) and have a good eye for detail. College course work is preferred. Familiarity with IBM PC or typography/layout helpful. These full time positions offer excellent benefits. Send resume to: Clerical, P.O. Box 2029, Detroit, MI 48231.
Equal Opportunity Employer M/F

GENERAL OFFICE - full time, data entry experience helpful. Send resume to Dreoda, 1102 Comerica Bldg., Detroit, MI 48226

GENERAL OFFICE $5-$5.50/HR - No experience needed
Call Today 357-1336
Job Vendors 557-9600

GENERAL OFFICE Typing, filing & telephone skills required. Apply at Keystone Electrical Supply, 42049 Michigan Ave., Wayne.

GENERAL OFFICE. Excellent typist. Computer experience helpful. Livonia location. Call Mrs. Morgan to P.O. Box 3308, Livonia, MI 48151

GENERAL OFFICE FOR 2 Person office. Full time, 40 hours a week. Paid. Call Colleen at 353-2090
After 5 PM Appointments Available
SNELLING & SNELLING

GENERAL OFFICE
Accounts Payable/Receivable. Full time. Auburn Heights.
Call Pat 852-1777

GENERAL OFFICE
Mature, responsible person to work in fashion business. Must be able to type. Call Mon thru Fri, 9am-5pm 855-0760

GENERAL OFFICE CLERK
Entry level general office. Math aptitude required. Full time, 40 wpm. Southfield area. Call 353-3311, Ext. 217

General Office/Clerical
To answer phone for established service organization in non-smoking office. Some light bookkeeping and typing involved. Must have pleasant phone manner. Southfield area. Call between 10am & 4pm 353-1938

GENERAL OFFICE
Applicant needs to be detail oriented, have good math aptitude. Some typing. Field location. Hours Mon-Fri, 8am-5pm. Send resume or letter stating qualifications & salary requirements to P.O. Box 271, Southfield, MI 48037.

504 Help Wanted Office-Clerical

GENERAL OFFICE POSITION
Permanent, part time. Flexible hours. Must be able to work evenings & weekends, approximately 15-20 hrs. per week. Typing & calculator a must. Cash register & credit card experience helpful. Apply in person: Lassy Furniture, 29055 Plymouth Rd., Livonia

GENERAL OFFICE
Hiring new staff for expansion in business area office. Must have excellent typing computer experience. Ability & accounting experience helpful. Send resume to Box 182 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
immediate opening for an individual with good typing ability, 40 wpm. Must enjoy telephone contact & possess a neat appearance. Ideal candidate (courteous & patient). Word processing helpful but not necessary, will train. Excellent benefits including, medical, dental prescription plan, life insurance. Send resume to:
General Office
P.O. Box 2227
Southfield, MI. 48037

GENERAL OFFICE - for Oak Park company. 5 days, 32/35. Blue Cross benefits. Hours are 8:30 to 5:00 pm between 8:30 & 10:30 A.M. 543-1235

GENERAL OFFICE & telephone order. $5.00 per week. Tocco Food Co. 12300 Merriman, Livonia 425-5504

GENERAL OFFICE, entry level, plus office work. Birmingham area. Light duties, must be good with figures. Call 1-5pm, Sherry 647-7767

GENERAL OFFICE - fast paced mail order business in Livonia needs full time helpful, reliable & conscientious, good worker. Jeff. 261-6000

GENERAL OFFICE
Part time/full time employment. Entry level position. Plymouth Area. 459-9808

GENERAL OFFICE - PART-TIME
Bright, intelligent, quick person for busy Livonia office. Computer experience helpful, typing skills preferred. Call after 4 PM. 476-1350

GENERAL OFFICE - typists, 45-50 WPM, accounting & filing clerks for Troy corporation, must be bright & detail oriented. Contract position. Call Penny at Unforce 646-7644

GENERAL OFFICE accounting, typists, 40-50 WPM, for general secretary (12), for large Livonia corporation, top $$$. Contract position. Call Carol at Unforce 457-0641

GENERAL OFFICE
Southfield based company is looking for a recent high school grad with good typing, filing & calculator skills. Challenging position with room for advancement. Call Michaela 353-3700

GENERAL OFFICE
Career opportunity in Bloomfield Hills area. Growth. Responsibilities will include - filing, answering phones and typing. Non-smoker preferred. Call Sally, Bloomfield Nursing Services 645-2270

GENERAL OFFICE, full or part time. Typing, telephone, filing, assisting sales people. 1075 Michigan Ave. Area. Reply to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
for full time Entry Level opening in Troy. Must have good alphabetical and numeric skills. Knowledge of voice and office machine, experience in transportation required for local light delivery firm. Call C. Marshall 649-4454, ext. 500
An Equal Opportunity Employer

General Office
Full-time position for busy office in Northville area. Need good math aptitude and good typing skills. Must be accurate with figures. Some heavy lifting required. Please send resume to: Box 210, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typing, filing, order processing, some data entry. Requirements include typing skills & telephone manner. Please send resume
ARO Corporation,
13170 Farmington Rd.,
Livonia, Mi., 48150.

GENERAL OFFICE POSITION available for Southfield manufacturing firm. Must have previous office experience. Position requires a dynamic personality, strong customer contact. This is a very demanding position and applicant must be a fast typist and able to handle a very busy phone. Full benefit package. Salary commensurate with experience. Call to arrange an interview.

GENERAL SECRETARY
South Redford School District is accepting applications for the position of General Secretary. Position requires typing competency, bookkeeping experience including payroll, accounts payable, accounts receivable, and posting. Salary is 12 month position. Start at $8.46 an hour. Excellent fringe benefits. Applications deadline Sept. 29. Apply Personnel Office, South Redford District, 26141 Schoolcraft, Redford, MI 48239

GRAPHIC SALES
REPRESENTATIVE
Fast growing full service graphic company is looking for sales representative. This highly motivated person will have sales experience in all facets of printing & graphics as well as strong management skills. Excellent opportunity with full benefit package. Send resume with salary requirements to Personnel Manager, Heritage Graphics Services, Inc., 100 E. Big Beaver, Suite 1050, Troy, MI. 48083-1277.

GROWING COMPANY needs sharp person with general office skills. Data entry experience helpful. Full time position will include some travel. Call 478-1605

GROWING OFFICE products Co. needs a versatile person with general clerical skills. Must have good typing and phone skills. Pay based on experience. Apply at
MICHIGAN BUSINESS MACHINES.
356-3300

504 Help Wanted Office-Clerical

Have The Job Hunt Blues?
Let S.S.t. take the blues away! We have long term assignments at major companies in Romulus and S.W. Detroit. We need Typists (55wpm), Wang Operators and Secretaries (with & without dictaphone).
You'll earn top pay, gain valuable work experience and never pay a fee.
Health Care Available
Bonuses
Paid Vacations
Downtown 963-2290
Livonia 525-0330
Supplemental Staffing, Inc.
The Temporary Help People

IBM - word processors with Word Star - Multi Mate or Word Perfect for Bloomfield area company. Top dollar. Contract position. Call Mary at Unforce 646-7661

GROWING INSURANCE agency having experienced customer service representative in commercial lines. Salary commensurate with experience & knowledge. Send resume to: Chuck Williams, 23300 Haggerty Rd., Ste. 130, Southfield, Michigan 48075

CIRCUS TICKET WINNER
Elizabeth Raynush
33045 West Chicago
Livonia
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Thursday or Friday to claim your 4 FREE CIRCUS Tickets.
591-2300, ext. 244
CONGRATULATIONS!

INSURANCE
AGENCIES ONLY
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR we can help you find a new agency position.
Call Ann Bell 540-3355
Mich Ins Personnel Service

INSURANCE AGENCY in Northville needs commercial lines person. Experience required. Please call
* 349-2000 or 474-1810

INSURANCE AGENCY in Farmington needs personal lines CSR. Salary open, experienced only. Call for appointment 10AM-4PM at
474-3511

INSURANCE AGENCY in Farmington needs Commercial Lines personal lines CSR. Salary open. Call for appointment 10AM-4PM at
477-8311

INSURANCE AGENCY, Southfield, seeks individual with personal lines experience. Type 50 wpm. Send resume to Box 2004, Southfield MI 48037, Attn. Mrs Robins.

INSURANCE AGENCY Farmington Hills requires commercial lines person. Excellent benefits package. Salary commensurate with qualifications. Benefits & pension. Mon. thru Fri., 9am-5pm 626-8540

INSURANCE Customer Service Representative. Experienced in personal lines. Needed for growing agency. Looking for eager individual with good grammar, please. Excellent benefits. Send resume to:
P.O. Box 932
Birmingham, MI 48012

Insurance
Customer Service Reps
Experienced for Commercial and Personal Lines Depts. Typing required. Benefits and competitive salary.

Clerical Assistant
Entry level with insurance experience. Typing required. Excellent benefits.
Farmington Hills 553-4800

INSURANCE - Experienced Only
AGENCY POSITIONS
Commercial Lines - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR - Marketing Representative
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE FILE CLERK
Due to expansion of our Troy office, Reliance Insurance is now in charge of File Clerk for our Claims Unit. High school graduate, 1 year experience. We offer a competitive salary and excellent benefits package. For an interview please call, or send resume to: Ann Kotarski, Reliance Insurance Co., P.O. Box 2227, Troy, MI. 48007. 649-4300

INSURANCE - growing Birmingham agency Client Rep to take charge of small personal lines book for expansion. Processing of claims & ability to learn commercial lines. 3-5 years experience, profit sharing, excellent opportunity. Resume to: 30300 Telegraph, Ste 285, Birmingham, MI 48010. Attn: Kay.

LEGAL SECRETARY
With experience, for busy Birmingham Law Firm. Full time. 644-8910

504 Help Wanted Office-Clerical

KEY PUNCH
Experienced operators needed for first and second shifts. Good benefits. Ideal Farmington.
ADVANCE DATA. 476-1544

KEYPUNCH or DATA ENTRY operator, experienced in keypunch service for medical billing company. Days and part time. 12 Mile/Farmington Rd. Maybury 553-0850

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

LEGAL SECRETARIES PERMANENT TEMPORARY
Children back in school? Need more income? Want new challenges? Like to use new software? Prefer something close to home?
Whatever your reason please respond to our client's need for top talented legal secretaries to refer to our broad base of attorney and corporate clients.
Whether you prefer permanent, full time employment or enjoy the variety of temporary assignments, we'd love to talk with you ... please call or write us.
Never a charge to you for our courteous and professional placement assistance
Southfield 358-0060
Detroit 963-4185
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL SECRETARY - Full time, experienced; with word processing, for Farmington Hills - West Bloomfield area law firm. Excellent working conditions and compensation. Send resume to: Velvel Associates, Inc., P.C., 5707 West Maple Rd., W. Bloomfield, MI. 48033

LEGAL SECRETARY NEEDED
Salary commensurate with experience. Send resume to:
Contact Partners at 645-5333

LEGAL SECRETARY
Southfield. Salary based on experience. Fringes. Send resume to:
Richard B. Kepes, P.O. Box 2207, Southfield, MI. 48037-2207
All replies confidential

LEGAL SECRETARY, IBM display writer operator experience for defense litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills MI 48018.

LEGAL SECRETARY for Downtown law firm. Experience preferred. Salary open. Typing skills required. Send resume, and salary requirements to: Secretary, 3200 Penobscot Bldg., Detroit, MI. 48226

LEGAL SECRETARIES
Let our 25 years of service and expertise work for you. We have personal placement services, temporary assignments, and temp-to-perm. THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
for Birmingham law office. Mon. thru Thurs. Flexible hours. 642-5074

LEGAL SECRETARY
Full time for small office located in Troy. Computer knowledge helpful. Call 649-9700

LEGAL SECRETARY
For small law firm in Southfield. Requires some experience in personal injury. Pleasant surroundings with future fringes. Call 354-2500

LEGAL SECRETARY - Prudential Town Center, Southfield office, personal injury firm. Excellent working conditions, excellent salary & benefits package. Typing ability helpful. Call Nancy 352-4690

LEGAL SECRETARY for busy Southfield law firm. Excellent typing and grammar a must. IBM PC helpful but not required. Contact Sally at Franklin Rd., Su., 1100, Southfield, MI. 48034-2384

LEGAL SECRETARY TRAINEE
If you can type 70WPM, have pleasant phone manner & interested in becoming a Legal Secretary this may be for you. Southfield Law Office. 557-0066

LEGAL SECRETARY - Word Processor. Legal experience desired. Salary commensurate with skills. Send resume to: Federlein & Grylis, 2310 East 11 Mile Road, Royal Oak, Mich., 48067

LEGAL SECRETARY/Receptionist needed for Bloomfield Hills Law Firm. Must have pleasant phone voice, cheerful disposition. Good typing skills. Legal training or experience required. 644-8666

LEGAL SECRETARY - S.W. Oakland County law firm, minimum 2 yrs. experience. Corporate & litigation experience preferred. Word processing & organizational skills required. Salary commensurate with experience. Send resume to PO Box #400, Northville, MI. 48167

LEGAL SECRETARY TRAINEE
Day civil southfield law firm with offices in conveniently located smaller building seeks legal secretary with minimum 2 yrs. experience. Word processing required. Salary commensurate with experience. 352-4292

LEGAL SECRETARY
At least one year experience typing. 60-80WPM. Rochester area. Call Debbie, 652-8500

LEGAL SECRETARY - Experienced. Word processing, type 75wpm. Must have transcription skills for fast paced office. Ask for Kay 644-4433

LEGAL SECRETARY/RECEPTIONIST, with typing speed of 45 wpm minimum 65 wpm. Troy law office. 643-6950

LEGAL SECRETARY, IBM display writer, experience preferred. Full time, benefits. Birmingham area. Call Tony at 258-2700

LEGAL SECRETARY
One year experience preferred. Birmingham Area. Call between 5pm-6pm 540-1080

LEGAL SECRETARY - Experienced. Need for Southfield personal injury firm. Salary commensurate with experience.
Please contact Cindy: 353-1550

LEGAL SECRETARY
Interested in a top-notch Secretary with experience. Fee Paid.
Personnel Systems 459-1166

LEGAL SECRETARY
For medium sized Southfield law firm. 3 yrs. Litigation experience required. Excellent typing & dictaphone skills essential. New offices.
Call 262-1500

LEGAL SECRETARY
With minimum of 2 years experience in defense litigation. Excellent typing and language skills. Good benefits, salary based on experience.
Ask for Therese 644-8901

LEGAL SECRETARY
Bloomfield Hills, non smoker, experience preferred, computer knowledge a plus, salary commensurate with experience, fringe benefits.
333-7941

LEGAL SECRETARY needed immediately for Birmingham Law Firm. At least (1) year experience in Litigation & Bankruptcy required. Excellent typing & dictaphone experience necessary. We offer a nice atmosphere & excellent working conditions. Salary commensurate with ability. Please call Judy. 540-8282

504 Help Wanted Office-Clerical

LEGAL SECRETARY
EXPERIENCED
For busy Southfield firm. Excellent skills a must. Real estate experience a plus. Will train on word processor. Good benefit program. Contact Sheri. 350-7667

LEGAL SECRETARY
Bloomfield Hills firm seeking secretary with 1-3 years litigation experience, will train on State of the Art word processor. Salary commensurate with experience. Contact Barbara 1-335-5450

LEGAL SECRETARY
For Town Center law firm. Minimum 5 years general legal experience. Must have word processing experience and capable of assuming substantial responsibility. Excellent salary and benefits. Ask for Robin

LEGAL SECRETARIES
WORD PROCESSORS
4 day week opportunities available for prestigious Southfield law firm (and one position for afternoon word processor). Secretarial & word processing positions require minimum of 2 to 3 years experience. Word processing experience, proficiency on WANG Word Processing System, 50 wpm typing. Please send resume & cover letter indicating salary requirements & which position you are interested in to Personnel Manager, P.O. Box 2189, Southfield, MI 48037-2389

LIGHT OFFICE and phone work, 25 to 30 hrs a week, afternoons & evenings. Livonia area. 477-1008

LOOKING FOR TELEMARKETING PERSONS to work part time from 6 pm to December 15. Must have pleasant voice. Working conditions are very pleasant. Salary plus commission based on qualified leads. Call 8am-4pm 295-1800

MAIL CLERK
Full time days, must also handle stock, heavy lifting required. Livonia area. Call Sharon at 464-1150

MAIL CLERK TYPISTS
Troy location. Filing and light typing. Opportunity for advancement. Excellent benefit package. Jo Kimberlin 643-4800

MARKETING
SECRETARY
Detroit firm is seeking a full time marketing secretary with typing, dictaphone, & speed writing experience. Must be available for overtime. Full benefit package. Please send resume & salary requirement to: Box 195, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
& RECEPTIONIST
Surgeons office in Livonia needs 2 responsible individuals. 1. Assistant M.A. 1 Receptionist. Must have pleasant personality & neat appearance, willing to learn assistant. Medical background must have good phone & typing skills. Send resume indicating preference to Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Need energetic, experienced person for busy Walled Lake clinic.
624-4511

MEDICAL Transcriptionists - secretaries - Oakland County hospitals, immediate openings for Contract positions. Call Karen at Unforce 357-0641

NOVI AREA Looking for responsible person to handle basic office duties, light typing and accounts receivable calling. Prior office experience & typing speed required. Send resume to: Cogswell Company, 22545 Haggerty Rd., Novi, MI.

OFFICE - Experienced & dependable person needed for telephone intensive mail company. Location in Novi. $5 per hour to start. Call Ms Zinger 471-0000

OFFICE ASSISTANT- Outgoing phone personality. Light typing & record keeping. Bright, ambitious & detail oriented. Hours are Mon-Fri 8am-5pm. at. Carpets of Farmington. 33001 Grand River, Farmington

OFFICE ASS't needed for Bloomfield Hills investment group in Farmington. IBM PC experience & some college preferred. Math & grammar skills important. Position entails research, organizational & administrative functions plus other duties as assigned. Send resume and compensation requirements to: Secretary, 3200 Penobscot Bldg., Detroit, MI. 48226

OFFICE CLERICAL - Part time 8am-5pm, light typing for some CRT input. Apply in person RS Electronics 24443 Schoolcraft, Detroit
An Equal Opportunity Employer

OFFICE CLERK
Experienced, for apartment complex in Romulus. Part time position. Call 942-0610

OFFICE/MEDICAL
EXPERIENCED
Full time position in Northville. Office Background in accounting helpful. Call 347-2245

OFFICE POSITIONS
Southfield Distributor seeks qualified individuals for various office positions. Must have good math aptitude ability - A Must. Excellent benefits. Contact Sandy Clark, Data Entry Diversified Buying Clerk. Call before 11am. 352-0376

OFFICE POSITION with CPA firm 20 - 30 hours per week. Wordstar and Lotus experience helpful. Salary. Accounting experience helpful. Plymouth area. Call 453-1414

OFFICE WORK
Part time for auto repair shop. Light bookkeeping preferred.
Call Helen 355-1200

OFFICE WORK - part time, must type, about 12 hours per week.
591-0055

OPENING IN FAST PACED OFFICE
Good phone manners, filing, heavy typing. (50WPM accurate), in house customer contact, 38 hour week, hours thru 5/31. Good benefits & references to: Office Coordinator, Williams Panel Brick, 27303 W. 8 Mile Rd., Detroit, Michigan 48240.

OPHTHALMIC ASSISTANT
Will train, full or part time. Clerical experience necessary.
552-3000

ORDER WRITER, part time. Assistant to person for fast paced manufacturer's rep. Deal with customers & factory. Typing & filing skills. Car necessary. Pam. 646-0578

PARALEGAL
Experience in estate planning for expanding medium size law firm located in Prudential Town Center. Must have experience in drafting provisions in trusts and wills and in funding trusts. Must also have working knowledge of estate planning terminology and basic estate tax law. Probate experience helpful. Salary commensurate with experience. Excellent benefit package offered. Will supervise estate planning secretary and control own docket. Please send resume, including salary objective, to: Suite 165, Box 2189, Southfield, MI 48037

PART TIME Clerk/Receptionist for Birmingham law firm. 2PM-5PM. Please call Cheryl at
540-7060

PART-TIME clerical position for office in Troy. Flexible schedule perfect for homemaker with children in school. Must be able to type 40 WPM. CRT and previous office experience helpful. Call C. Marshall, 649-4454, Ext. 502
An Equal Opportunity Employer

PART TIME - customer relations & data entry positions available with a Southfield based financial institution. An excellent opportunity in a dynamic office atmosphere.
Send resume to: Carol Christopher, Central Credit Union, PO Box #5210, Detroit, MI. 48213

PART TIME Mornings, typing and general office work for growing Southfield office. 543-2425

PART TIME office clerical - Southfield manufacturing company has an immediate opening for a part time office clerk. Responsibilities would include assisting receptionist, typing, filing & general office assistance. Hours are from 12-5, Mon. thru Fri. Pleasant working conditions, send resume or letter to Human Resource dept. - PDC, PO Box 67, Southfield, MI 48037.

PART TIME, permanent, 20-25 hours per week, filing, phones, typing, general clerical. Yates Office Supply, 18325 W. 8 Mile, 538-4444

PART TIME - Receptionist/Secretary. Mature person with interpersonal skills. Ability to deal with customers. Send resume to: Studio in Bloomfield Hills Approx 25 hours per week 4-6pm 335-2585

504 Help Wanted Office-Clerical

PART TIME SECRETARY, experience in small, excellent typing and basic knowledge of office procedures, word processing helpful. 25-30 hours per week, must be flexible and able to handle a variety of situations. Call Sandy. 338-4500

PART TIME TYPIST
1 or 2 weekdays and Saturday
Call 557-7000

PART TIME
TYPIST
Clinic located in Redford has immediate openings for experienced typist. Applicants must type a minimum 50 wpm, accurate, and have good grammar and spell no skills. Work schedule is Mon. 10 AM - 4 PM., Wed. 10 AM - 2 PM, Thurs. 8 AM - 4 PM., Fri., 10 AM - 2 PM. Starting rate is $5.32 per hour. Interested applicants should contact Elaine at 555-7577.

PAYROLL CLERK
needed for full time position in Troy. Qualified applicant must have autosecretarial payroll and payroll tax preparation experience. Call C. Marshall, 649-4454. Ext. 504
An Equal Opportunity Employer

PEGBOARD BOOKKEEPER
To take over 1 girl office. Good opportunity for person who is recent college graduate or someone re-entering the job market. Experience preferred but will train the right person. Call Irma at 349-7520

PERSONNEL SECRETARY - Department of small manufacturing firm in Novi. Must type accurately & be able to perform duties of executive secretarial duties. Please call
348-2700

PERSONNEL SECRETARY
Detroit firm is seeken a full time personnel secretary with typing, dictaphone & speed writing experience. Must be available for overtime, full benefit package. Please send resume & salary requirement to: Box 195, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POLICE HOLDER Service person needed by highly successful life insurance executive. Looking for good administrative skills, life insurance background & ability to work effectively with clients as well as staff. Computer knowledge helpful. Send resume to: Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROOF READER
Knowledge of proof reading of financial statements of accounting firm in Farmington Hills area needed immediately. Call Marilyn, 855-8200

PURCHASING CLERICAL
FULL TIME
Small Livonia business with pleasant atmosphere needs well organized, self-motivated individual for purchasing of production parts & supplies. Good commun