504 Help Wanted Office-Clerical

GENERAL OFFICE
Dependable, versatile (Farmington), varied duties. Light typing. 9 total/Green. Read area. 559-5387

GENERAL OFFICE
Experienced and dependable person with good telephone manner. Permanent part time opportunity located in Novi. Contact Ms. Zinger, 477-0000.

GENERAL OFFICE experience needed for Accounts Receivable position at wholesale firm. Knowledge of computers helpful, organization skills necessary. Contact Mike Duplace 624-5877

GENERAL OFFICE. Part time position. Property Management office located in the 15 Mile, Telegraph area. Filing, clerical, light bookkeeping, typing. Hours negotiable. Call 423-5003

General Office/Clerical
To answer phones for established service organization in non-smoking office. Some light bookkeeping and typing involved. Must have pleasant phone manners. Southfield area. Call between 10am & 4pm.,333-1928

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50 wpm, good math & organizational skills a attention. Word details. Send resume to: Personnel, P. O. Box 5041, Southfield, MI 48037. Attn: 65/EC or call353-3311.

GENERAL OFFICE
PART TIME POSITION
available for a good detail person. Excellent typing skills, word processing, dictaphone transcription and filing. Apply in person:
Westland Convalescent Center,
36137 W. Warren, Westland.

GENERAL OFFICE HELP
Fast growing company located in Oak Park. Person individual to do typing, filing & phone, some computer experience helpful but not necessary. Good benefits. Write:
Selective Copy Telephone, 13221 North End, Oak Park, Mich. 48237
Or Call: 546-7789

General Office
Livonia area manufacturing firm has immediate opening for a versatile individual with good organizational, math, typing and communication skills. Accuracy a must! Send resume to: Personnel Manager, Excentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Need people for growing growing branch office in the Warren Area. Individual needs pleasant light accounting skills with computer entry experience, excellent contact, typing & light filing. Person must be motivated & self starter. If this is you, please send resume & letter of reference to Office Manager, P. O. Box 183005, Chesterfield, Mich. 48047.

GENERAL OFFICE - Farmington Hills manufacturing company desires person with good math & communication skills for our accounting department. General office experience and an eye for detail a plus. Good benefits & competitive salary. Send resume to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - good phone skills, computer bookkeeping, full time, benefits 855-5029

GENERAL OFFICE
Part time
Southfield Area
Call 352-2790

GENERAL OFFICE CLERK
Full time. $4. per hr. Apply in person. 24358 Indoplex, Farmington Hills, MI.

GENERAL OFFICE -Mornings only. Small Southfield office. Experience preferred. Light typing. Good math & bookkeeping skills. Call 471-3900

GENERAL OFFICE - good phone skills, computer bookkeeping, full time, benefits 855-5029

GENERAL OFFICE
Part time
Southfield Area
Call 352-2790

GENERAL OFFICE CLERK
Full time. $4. per hr. Apply in person. 24358 Indoplex, Farmington Hills, MI.

GENERAL OFFICE -Mornings only. Small Southfield office. Experience preferred. Light typing. Good math & bookkeeping skills. Call 471-3900

GENERAL OFFICE - good phone skills, computer bookkeeping, full time, benefits 855-5029

GENERAL OFFICE
Part time, mature, good demeanor, phone, with typing ability, some record keeping, typing, telephone & most importantly, a pleasant personality. For appointment: 569-1933

GENERAL - office, hybrids, 40-55 wpm, due to expansion, need data clerks, for Rochester & Troy corporation. 55 minutes from Detroit, no fee, contract positions, call Ellen at Uniforce 852-7887

GENERAL - office, data entry clerks, machine operators, hybrids, secretaries, need for Rochester manufacturing company, immediate employment. Contract positions, call Uniforce at Uniforce 357-0037

GENERAL OFFICE - CASHIERS, dependable, experienced person needed for light office duties & cashier work. Flexible shifts & weekends only available. Starting pay $3.63 per hr. Romulus Metro Airport location. Call 942-0172

GENERAL OFFICE, full time, for small non smoke,+ office, typing, filing and phone skills. Must. Experience especially helpful but not required. Send resume with salary requirements to: Manager, P.O. Box 9688, Livonia, MI 48151-1086

GENERAL OFFICE
Entry level position available with a rapidly growing company. Variety of duties. Pleasant phone manner essential. Benefits. Excellent working atmosphere. Apply at: Wright Gallery, 32975 Schoolcraft Rd., Livonia

GENERAL OFFICE CLERK
For Immediate Full Time Opening. Light time, filing, answering phones for our growing Farmington office. Some experience helpful. Salary negotiable. Send resume to Vice President, Engineering, Froude Engineering, Inc., 33023 Schoolcraft, Livonia, MI. 48150.

GENERAL OFFICE

Full time entry level position at our Walled Lake location. Duties include accounts payable, accounts receivable and recordkeeping. Willing to train right person. Pleasant working conditions. Please call Main Office at 644-5300.

Erb LUMBER CO.

GENERAL OFFICE
Neat, pleasant, detail-minded person to handle telephone, light bookkeeping functions, cash control, etc. Good salary & benefits package. Some computer work & phone. Send resume & salary requirements to Lockwood Mfg., 31251 Industrial Rd., Livonia, MI. 48150. Attention: Jackie.

HIGH TECH plastics firm needs someone to take charge of office in our Livonia office. Experience helpful but not necessary, computer experience helpful. Salary open. 273-3690

INSURANCE ADMINISTRATIVE ASST - Opening for the person who has knowledge of insurance, plus computers. Exceptional organization skills are necessary. Submit resume to: Sharon Schwartz, 3000 Town Center, Suite 2400, Southfield, Mich., 48075

INSURANCE
AGENCIES ONLY

The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced Property & Casualty line clerk CSR we can help you find a new employer.
SALARIES TO $30,000
Call Ann Marie,
Mich. Ins. Personnel Service

INSURANCE AGENCY in Utica is looking for a person with some insurance experience. Experienced only! Call 254-9292

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

INSURANCE Customer Service & Representative. Experience in personal lines. Needed for growing company. Looking for motivated individual willing to grow with organization. Excellent benefits. Send resume to:
P.O. Box 622
Birmingham, MI 48012

INSURANCE - Experienced Commercial Lines Underwriter Needed. For growing agency. Typing required. Benefits and competitive salary. Farmington Hills 642-4600

504 Help Wanted Office-Clerical

INSURANCE general agency needs full time clerical with some insurance experience. Group Hospitalization, Life, Disability & Retirement benefits. Farmington Hills, 851-7793

INSURANCE
Large regional life insurance benefit/group insurance firm has position for person with excellent Mathematical, Analytical & communication skills. Must be able to type 50WPM & work independently after training period. Prefer Group insurance background. Full benefits. Contact: Cheryl Bernard the Above Company. 649-1890

JUNIOR SECRETARY

Southfield home health care organization seeks experienced typist with excellent skills to work in small, fast-paced office. Good communication skills essential. Please send resume and salary history to: Mr. Olsen, P. O. Box 881, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

RED WING TICKET WINNER

M. D'Hondt
133 Grosse Pines Dr
Rochester

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, October 10, 1986 to claim your two FREE *RED WING TICKETS.*

591-2300, ext. 244

CONGRATULATIONS!

KEEP YOUR SKILLS ALIVE!

Word Processing Operators
Data Entry Operators
Switchboard Operators
Receptionists
Typists

We have a wide variety of long and short term assignments in the Troy/Southfield area for the above skills.

You will receive top pay, merit increases and vacation pay. Call us today!

362-1180
Troy

KELLY SERVICES

The "Kelly Girl" People
Not an employment agency -
We hire!
Equal Opportunity Employer M/F/H

KEY PUNCH
Experienced Keypunch needed for first and second shifts. Good benefits. Call for appointment.
ADVANCE DATA, 478-1644

KEYPUNCH OPERATORS
Experienced operators needed for expanding Livonia corporate company. Attractive salary & benefits.
INDATA CORP., 422-8002

LARGE commercial real estate development company in Troy has immediate position as assistant manager at major Southfield office complex. Administrative & management responsibilities. Opportunity for advancement. Typing 50 wpm. Bookkeeping skills, send resume to PO Box #70, Southfield, MI 48037

LEGAL/EXECUTIVE SECRETARY
Personal Secretary for Attorney, in Troy, Big Beaver area law firm. Excellent typing & communication skills required. Word processing experience (preferably Lexis) necessary. Legal experience helpful. Top pay for qualified individual 548-2350

LEGAL SECRETARIES

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

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

LEGAL SECRETARY - Experienced divorce & corporate. Extensive P.I. experience a must. Pleasant office. Good pay and benefits. 353-3060

LEGAL SECRETARY, Birmingham, Some experience, excellent typing skills. Salary negotiable. Call Margaret 642-1811

LEGAL SECRETARY - wanted, salary commensurate with experience, opportunity to learn Dynites word processing system. 354-2460

LEGAL SECRETARY - Prudential Center, Southfield, Experienced personal injury firm, pleasant working conditions, excellent salary & benefits, word processing experience helpful. Call Nancy 352-4690

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 544-6801

LEGAL SECRETARY - S.W. Oakland County law firm, minimum 3 years experience in probate & litigation experience helpful. Strong typing & organizational skills required. Send resume to PO Box #400, Northville, MI 48167

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-6188

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 an outstanding 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

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For 4 lawyers in Farmington Hills firm. 60 wpm. Will train on word processor. Denise at 851-8611.

LEGAL SECRETARY
For Farmington Hills law firm, experience required in office. Ruben 855-2110

LEGAL SECRETARY
For small law firm in Southfield. Requires some experience in personal injury. Permanent position with future. Fringes. Call 354-2500

LEGAL SECRETARY - Experienced, for Southfield law firm. Excellent salary and working environment. Word processing & shorthand preferred. 354-4050

LEGAL SECRETARY
for downtown Detroit law firm. At least 2 years litigation experience required. Excellent benefits & working conditions. Call Roberta 961-0929

LEGAL SECRETARY/Receptionist needed for Bloomfield Hills Law Firm. Must have pleasant phone voice, cheerful disposition. Good typing skills. Legal training or experience required. 644-5668

LEGAL SECRETARY. At least one year legal experience. Word processing experience, good typing, grammar and communication skills. Dictaphone experience. Must be able to handle responsibilities. Call Kathy at 540-8311

LEGAL SECRETARY
For busy Bloomfield firm. Excellent skills a must. Real estate experience plus. Will train on word processor. Good benefit program. Contact Sherl, 533-7820.

LEGAL SECRETARY
Experienced for busy Southfield office. Position available immediately. Send resume to: 30833 northwestern, Suite 214, Farmington Hills, MI. 48018.

LEGAL SECRETARY - Experienced wanted for legal office, Southfield area. Call between 8am-5pm 358-4104

PART TIME TYPIST

Clinic located in Redford has immediate opening for a part time Typist. Applicants must type 60 WPM, have good spelling and grammar skills. Medical transcription helpful. Work schedule is Mon., 10AM-4PM, Wed. 10AM-7PM, Thurs. 10AM-4PM, Fri. 10AM-2PM. Starting rate is $5.32 per hour. If interested, call Elaine at 533-7537
An Equal Opportunity Employer

PAYROLL CLERK for growth contracting firm. Duties will also involve typing & general office work. Bring resume to: P.O. Box 328, Novi, MI 48050.

PAYROLL CLERK

Must have extensive experience in payroll processing, bookkeeping, clerical, data processing & ability to work with people. Send resume to: Redford Union Schools, 18499 Beech Daly, Redford, Mi., 48240.

PERSONNEL CLERK
Fast paced Southfield Firm needs reliable individual. Must be experienced with insurance, clerical skills at related benefits & quarterly taxes. Pay commensurate with experience. Full benefits. Non-smoker preferred. 352-3400 ext. 222.
An Equal Opportunity Employer

PERSON FRIDAY for busy sales office in Novi. Prior sales/customer service experience. Send resume to: P.O. Box 993, Novi, MI 48050.

Personnel Specialist/ Secretary

Must have a minimum of 2 years personnel experience. Knowledge of employee benefit programs, EEO programs, labor relations administration & other personnel functions. The selected candidate should be able to type a minimum of 60 wpm) & be an excellent typist. Experience with dictation transcriber & word processing equipment is required & helpful. This position is located in Southfield. Bloomfield Hills is the area and offers excellent salary with full benefit package. Qualified candidate please send resume with salary requirements to Box 374, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHONE ORDER ENTRY POSITION
Data entry experience a plus. Good typing, typing speed, and pleasing voice essential. Light typing. Farmington Hills area. Call John Mabel for appointment. 477-1830

PLAN ADMINISTRATOR ASSISTANT

Pension and profit sharing sales and administration company seeks well organized, detail oriented individual with good typing skills.

WILL TRAIN but word processing or computer skills a plus and life insurance or pension experience would be helpful.

Small, pleasant suburban office. Starting salary to $14,000 with excellent opportunity for advancement.

Send your resume to:
Pension Administrators Inc.
31313 Northwestern Hwy., #103
Farmington Hills, MI. 48018

PROGRESSIVE Manufacturers Rep. Agency in Livonia seeks hard working individual to handle light clerical position. Duties to include: filing and some telephone contact. Write. Call for appointment between 11am-2pm

RECEPTIONIST - Expanding public relations firm in Southfield has an immediate opening for a secretary. Successful candidate will have 3 years of executive secretarial experience and type a minimum of 65wpm accurately. We offer and excellent benefit package with opportunity for growth. Please call Office Administrator, 423-8276 or send resume and salary history, in confidence, to: Casey Communications, Inc., 17117 West Nine Mile Road, Suite 700, Southfield, MI 48075.
An Equal Opportunity Employer

RECEPTIONIST
To answer phones, do general office work, MUST type.
Huron Valley Mortgage Corp.
653-3030

RECEPTIONIST/TYPIST

for busy Southfield office. Light clerical. Full Time, Reference 547-7191

RECEPTIONIST/TYPIST
Must type 50 WPM. 33.7-38.4K yrs. salary based on experience and additional office skills.
Call Jackie at 689-7000, Troy, MI., 48083, attention, Dept. A.

RECEPTIONIST/SECRETARY, full time position in small office with owner and developer. Immediate opening. Pleasant working conditions. Good skills, good math aptitude & a conscientious worker.
Call 855-9300

RECEPTIONIST/SECRETARY
Southfield advertising agency. Knowledge of Mac helpful. Good organization. Please send resume and salary requirements to: Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Birmingham law firm, 50wpm typing. Call Margaret at 642-1811

RECEPTIONIST
Evening and days, Garden City Medical Center. Call 522-0700

RECEPTIONIST, Full time, phones, typing, filing, front desk position. Southfield, 8-5, Mon.-Fri.
Call Joyce 11- 1 540-6860

RECEPTIONIST/TYPIST
with good typing skills & telephone skills. Located near Joy & Nix Rd. 453-8918

RECEPTIONIST/SECRETARY
Full time, Good typing skills required. Southfield. Call from 2PM-5PM only. 559-1531

RECEPTIONIST, phone skills needed, for Birmingham real estate firm. Mon. thru Fri., 9am-5pm.
Call Doris 258-3411

RECEPTIONIST
needed part or full time for limousine service. Dearborn Heights area.
Call 562-1000

RECEPTIONIST with some person experience. Must be able to type, answer phone, handle messages. Southfield & 12 Mile rd. 559-9649

RECEPTIONIST - Part time for doctors office in Livonia. Needs speaks well on phone, good penmanship, telephone skills. Mon.-Wed.-Thurs.Fri., 8-1, Mary Ann 427-8223

504 Help Wanted Office-Clerical

OFFICE HELP - One person office. Positive order, phone, shipping, invoicing, inventory. Start $175 per week. Non smoker. Resys: P O Box 201, Novi, MI 48050

BAM'S JAMS Discount Records is looking for a part-time office person: excellent typing ability, phone, and calculator capabilities. Hours: 12:30 to 5:30 PM, Mon. thru Fri. Contact Lynn, 9 AM to 2. 547-3480

PART TIME POSITION
Southfield Distributor seeks qualified individuals for Entry-level Office positions. Excellent calculator & math ability - A Must. Excellent benefits. Call before 11am 332-6378

OFFICE SKILLS
Long and short term temporary assignments, available now. Near Troy, Starting Heights and Warren areas. Earn good pay, paid vacation, merit increases for the following:
● CLERICAL
● TYPING
● SECRETARIAL
● RECEPTIONIST
● DATA ENTRY
● WORD PROCESSING
Call Mon. - Fri. 8-5 PM. for personal interview. 264-0301.
CDI Temporary Services Inc.,

ONE GIRL OFFICE, part time, flexible hours. Experienced typing. 540-3993

OPTICAL DISPENSER
RECEPTIONIST
Full time, will train, for West Bloomfield location. 644-4440

PARALEGAL - Experienced in litigation and probate. Full time. Send resume to: 30833 northwestern, Suite 214, Farmington Hills, MI., 48018.

PART TIME SECRETARY
Experienced for busy Southfield office. Position available immediately. Dec. or Jan. 2 years legal experience and 1 year word processing experience. Familiar with personal injury, divorce, litigation. 353-8311

Law Office in Bloomfield Hills needs legal secretary with good typing & dictaphone skills. Send resume to: Box #340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
UAW - Ford Job Training Program is seeking experienced secretarys for work in Dearborn, Livonia and Wayne Areas. You must type a minimum of 55wpm, and have experience using dictation equipment. Computer and/or word processing experience preferred. Starting salary $19,000 annually, excellent benefits. Please send resume to: Michele Stevenson, 7430 Second Avenue - Suite 419, New Center Building, Detroit, Mich., 48202

LEGAL SECRETARY
for Walled Lake firm. Call for appointment. 8am-5pm 624-5500

LEGAL SECRETARY - for law firm in Birmingham. At least 1 year legal experience required. Call Mrs. Bolton. 642-2992

LEGAL SECRETARY for one attorney office. Probate experience preferred. Farmington Hills area. All benefits included. 855-1003

LEGAL SECRETARY/Paralegal, Birmingham. Small office. Will train college-educated. Tired of corporate-trap? Want to go to Law School or Paralegal? Good pay. 645-0750

LEGAL SECRETARY
Birmingham plaintiff litigation firm. Word processing, shorthand, typing necessary. 2-3 yrs. experience. Salary commensurate with experience. Excellent benefits 645-1003

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

LEGAL SECRETARY desired for Probate practice. Farmington Hills area. Call for appointment 478-1644

KEYPUNCH OPERATORS
Experienced operators needed for expanding Livonia corporate company. Attractive salary & benefits.
INDATA CORP., 422-8002

LARGE commercial real estate development company in Troy has immediate position as assistant manager at major Southfield office complex. Administrative & management responsibilities. Opportunity for advancement. Typing 50 wpm. Bookkeeping skills, send resume to PO Box #70, Southfield, MI 48037

LEGAL/EXECUTIVE SECRETARY
Personal Secretary for Attorney, in Troy, Big Beaver area law firm. Excellent typing & communication skills required. Word processing experience (preferably Lexis) necessary. Legal experience helpful. Top pay for qualified individual 548-2350

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 Sandra 353-3850

LIGHT CLERICAL - Ambitious person to handle all office telephone/proofreading in particular. Must be good speller. Hours 8:30 a.m. - 5 p.m. Farmington Hills area. 478-8760 for appointment.

LIVONIA firm needs full time assistant bookkeeper with secretarial skills. Call Miss Bownik 421-8393

MATURE secretary needed part time, some experience required. Flexible hours. Prefer experienced person with good phone skills. Call Claudia at 349-3940.

MEDICAL PAYMENT ASSISTANT
General office experience for busy medical facility. Salary dependent on experience preferred. Call348-8000 ext 581

MEDICAL RECEPTIONIST
Busy doctor's office, Southfield area. Experience in dealing with people, computer knowledge helpful. Please send resume to:
Box 286, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL - secretarys & 3rd party billers, experience with ICD/9S, needed for medical country, hospitals hire, contract positions. Call Uniforce at Uniforce 357-0037

MEDICAL SUPPLY COORDINATOR
At least 2 years experience of inventory maintenance - overseeing accounts payable - computer background helpful. Call 476-7300
• salary negotiable • Warren area.
Call 10-12 noon or 2-4PM, 874-0900

MEDICAL SECRETARY/RECEPTIONIST
Needed in Milford for multi-specialty clinic. Word processing knowledge is desirable. Flexible hours, full or part time. 685-0389

MOLD MAKER
Proto-Type injection molding plant, Troy. 1-3 years experience, tools required.
Call 689-2440

MOTEL DESK CLERK. Full time day shift, experience preferred, benefits, good pay. Call for an appt. weekdays between 9 and 4pm 533-4070

OFFICE ASSISTANT - Clerical. Approximately 20 hours per week. Downtown Birmingham. $3.80 per hour 646-4777

REDFORD, 1 girl office. Experience a must. Payroll, typing, general accounting system. 8 to 4:30 daily, $5 per hour to start. 538-7340

OFFICE CLERICAL - full time/part time. Flexible hours. Typing required. Southfield area. Call after 12 Noon: 424-8454

Office/Clerical
FULL TIME

Assistant to Office Manager of small corporation in Troy.
Duties:
● Typing mandatory
● Good telephone voice
● Filing & general office work

Ask for Helen
689-6650

OFFICE CLERK - part time, morning or afternoon. Light typing, light clerical duties. Tuesday/13 Mile. Starting salary $4.50/hr. 540-7878

OFFICE EXECUTIVE, manufacturers rep. Livonia. Word processing, bookkeeping, orders and telephone. Call between 9pm & 5pm. 477-8080

504 Help Wanted Office-Clerical

RECEPTIONIST - Farmington Hills area, part time, 10am-2pm. $5.75/hr. Immediate opening for person with phone experience & light clerical duties. Ask for Sharna 553-5665

RECEPTIONIST
for busy Bloomfield office clinic. Excellent telephone manner & good typing skills required. Hours 8:30am-3:30pm Mon-Thurs. 647-0030

RECEPTIONIST

Light typing for Farmington Hills law firm. Excellent salary. Please call 851-8000

RECEPTIONIST/CLERICAL
MATURE person with telephone/order sales office, 20-30 hrs per week, flexible hours. Typing 60 wpm, busy phones. PC knowledge helpful.
471-0310

RECEPTIONIST
Full time position for person with good phone & typing skills in our busy Farmington Hills office. Call N.E.R.B., 2421 Candlewick, Pontiac, MI. 48053.

RECEPTIONIST - part time for Tues., Wed & Thurs afternoons in Troy law firm. Will answer phones, light filing, typing & light typing. Call Donna between 10am-2pm only. 689-8704

RECEPTIONIST
Bloomfield Hills law firm needs sharp individual with good phone manner for full time position. 8:30am-5pm, Mon. thru Fri. Good benefits. Pleasant atmosphere.
Call Mrs. Gilbert, ext. 306

RECEPTIONIST
Farmington Hills advertising office requires dependable, non smoker with excellent telephone, typing, accuracy and good communication skills necessary. 553-6166

RECEPTIONIST/TYPIST
Southfield telecommunication office seeking full time receptionist/typist. Experience on Wordstar, data processing preferred. Salary commensurate with experience. Call Telecom Technicians, 20661 Telegraph Rd., Suite 100, Southfield, MI 48034.

RECEPTIONISTS
Professional Veterinary Hospital is now taking in your area. Full time openings. Training, uniform & benefits. Receptionist to: Professional Veterinary Hospital Personnel, 15555 W. 10 Mile Rd, Southfield, MI. 48075.

RECEPTIONIST Accounting Clerk. Growing Farmington Hills firm has a personable individual to perform secretarial/accounting duties. Ability to deal graciously and effectively with the phones. Excellent o"ue ills, typing 55-60wpm minimum, IBM-PC a plus, $17,000-$13,000. Apply in person: Custom Forest Products Inc., 201 Ann Arbor Rd., Plymouth, MI.

RECEPTIONIST
for dymmatic Livonia office. Must be a people person, detail oriented with typing of 50 wpm. Light bookkeeping including dental & pension plans with pleasant working conditions.

MGM
OFFICE SERVICES
474-7766

RECEPTIONIST

Busy front desk needs typist interested in people. Cross train to use a variety of phone systems, banking and IBM/PC/XT. Good typing skills a must! FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

RECEPTIONIST/SECRETARY
Bloomfield based consulting firm is seeking an individual who enjoys working in a fast paced, "fun" work environment. Responsibilities include: Receptionist Duties, Word Processing, & Coordination of office communications & activities. Send resume to: Facilities Systems International, 32500 Telegraph Rd., Suite 205, Bloomfield Hills, Mich. 48010.

No Phone Calls Please

RECEPTIONIST - LEGAL OFFICE
Pleasant voice, light typing skills. Farmington area.
Ask for Marilyn at: 358-0100

RECEPTIONIST
LEGAL SECRETARY - Minimum 1 year experience. Typing 60 wpm. Farmington Hills area. Call 851-8000

RECEPTIONIST/SECRETARY
Full time. Good typing & grammar skills required. Excellent benefits location. Ask for Amy: 354-5300

RECEPTIONIST WANTED - answer phones & light typing. Bookkeeping experience helpful. Call Mr. Ross, Northwest Detroit. For appt call between 1:30-3:30pm 273-1700

RECEPTIONIST/TYPIST - Holmes Associates Inc. 25333 Interchange Dr., Farmington Hills. Halsted & Grand River area, Halsted Commercial Park. Applications Mon-Fri, 1:30-5pm.

RECEPTIONIST/FILE CLERK
Office Clerical experience preferred. Light typing. Vehicle + A lot of fun. Must be bright with great attention to detail. Full-time. Resume to:
P.O. Box 93, Birmingham, MI. 48012

RECEPTIONIST & General office duties. Light typing, some bookkeeping, full time, for Livonia Mental Health Clinic. Flexible hours, early evening. Call Regina at 425-4070
An Equal Opportunity Employer

RECEPTIONIST Full time, pleasant phone with some experience for front desk. Light typing & filing, some bookkeeping. Call Bob James for appointment 9-5. 855-5555

RECEPTIONIST WANTED - For fast paced office, 55 wpm. Willing to type on Wordstar. Computer knowledge helpful. Send resume to: ODM Corporation, 2 East Long Lake Road, Bloomfield Hills, Mich., 48013. Attention: Kim

RECEPTIONIST/TYPIST - we are looking for the right person to handle incoming calls & greet clients in our Farmington Hills showroom. Typing 50WPM & other office skills required. Excellent benefits package. Reference only to 24399 Telegraph Rd, Southfield, MI 48034.

RECEPTIONIST/TYPIST. For rapidly growing concern, full time position. Light typing & telephone skills. Please send resume and salary requirements to: Box 384 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Regional office seeking full time receptionist. Small company. Must have excellent phone and typing skills. Southfield area. Send resume to: Box 341, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY -
Bloomfield Hills law firm needs sharp individual with good phone manner for full time position. 8:30am-5pm, Mon. thru Fri. Good benefits. Pleasant atmosphere.
Call Mrs. Gilbert, ext. 306

RECEPTIONIST
Farmington Hills advertising office requires dependable, non smoker with excellent telephone, typing, accuracy and good communication skills necessary. 553-6166

RECEPTIONIST/TYPIST
Southfield telecommunication office seeking full time receptionist/typist. Experience on Wordstar, data processing preferred. Salary commensurate with experience. Call Telecom Technicians, 20661 Telegraph Rd., Suite 100, Southfield, MI 48034.

RECEPTIONISTS
Professional Veterinary Hospital is now taking in your area. Full time openings. Training, uniform & benefits. Receptionist to: Professional Veterinary Hospital Personnel, 15555 W. 10 Mile Rd, Southfield, MI. 48075.

RECEPTIONIST Accounting Clerk. Growing Farmington Hills firm has a personable individual to perform secretarial/accounting duties. Ability to deal graciously and effectively with the phones. Excellent o"ue ills, typing 55-60wpm minimum, IBM-PC a plus, $17,000-$13,000. Apply in person: Custom Forest Products Inc., 201 Ann Arbor Rd., Plymouth, MI.

RECEPTIONIST
for dymmatic Livonia office. Must be a people person, detail oriented with typing of 50 wpm. Light bookkeeping including dental & pension plans with pleasant working conditions.

MGM
OFFICE SERVICES
474-7766

RECEPTIONIST

Busy front desk needs typist interested in people. Cross train to use a variety of phone systems, banking and IBM/PC/XT. Good typing skills a must! FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

RECEPTIONIST/SECRETARY
Bloomfield based consulting firm is seeking an individual who enjoys working in a fast paced, "fun" work environment. Responsibilities include: Receptionist Duties, Word Processing, & Coordination of office communications & activities. Send resume to: Facilities Systems International, 32500 Telegraph Rd., Suite 205, Bloomfield Hills, Mich. 48010.

No Phone Calls Please

RECEPTIONIST - LEGAL OFFICE
Pleasant voice, light typing skills. Farmington area.
Ask for Marilyn at: 358-0100

RECEPTIONIST
LEGAL SECRETARY - Minimum 1 year experience. Typing 60 wpm. Farmington Hills area. Call 851-8000

RECEPTIONIST/SECRETARY
Full time. Good typing & grammar skills required. Excellent benefits location. Ask for Amy: 354-5300

RECEPTIONIST WANTED - answer phones & light typing. Bookkeeping experience helpful. Call Mr. Ross, Northwest Detroit. For appt call between 1:30-3:30pm 273-1700

RECEPTIONIST/TYPIST - Holmes Associates Inc. 25333 Interchange Dr., Farmington Hills. Halsted & Grand River area, Halsted Commercial Park. Applications Mon-Fri, 1:30-5pm.

RECEPTIONIST/FILE CLERK
Office Clerical experience preferred. Light typing. Vehicle + A lot of fun. Must be bright with great attention to detail. Full-time. Resume to:
P.O. Box 93, Birmingham, MI. 48012

RECEPTIONIST & General office duties. Light typing, some bookkeeping, full time, for Livonia Mental Health Clinic. Flexible hours, early evening. Call Regina at 425-4070
An Equal Opportunity Employer

RECEPTIONIST Full time, pleasant phone with some experience for front desk. Light typing & filing, some bookkeeping. Call Bob James for appointment 9-5. 855-5555

RECEPTIONIST WANTED - For fast paced office, 55 wpm. Willing to type on Wordstar. Computer knowledge helpful. Send resume to: ODM Corporation, 2 East Long Lake Road, Bloomfield Hills, Mich., 48013. Attention: Kim

RECEPTIONIST/TYPIST - we are looking for the right person to handle incoming calls & greet clients in our Farmington Hills showroom. Typing 50WPM & other office skills required. Excellent benefits package. Reference only to 24399 Telegraph Rd, Southfield, MI 48034.

RECEPTIONIST/TYPIST. For rapidly growing concern, full time position. Light typing & telephone skills. Please send resume and salary requirements to: Box 384 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Regional office seeking full time receptionist. Small company. Must have excellent phone and typing skills. Southfield area. Send resume to: Box 341, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY -
Bloomfield Hills law firm needs sharp individual with good phone manner for full time position. 8:30am-5pm, Mon. thru Fri. Good benefits. Pleasant atmosphere.
Call Mrs. Gilbert, ext. 306

RECEPTIONIST
Farmington Hills advertising office requires dependable, non smoker with excellent telephone, typing, accuracy and good communication skills necessary. 553-6166

RECEPTIONIST/TYPIST
Southfield telecommunication office seeking full time receptionist/typist. Experience on Wordstar, data processing preferred. Salary commensurate with experience. Call Telecom Technicians, 20661 Telegraph Rd., Suite 100, Southfield, MI 48034.

RECEPTIONISTS
Professional Veterinary Hospital is now taking in your area. Full time openings. Training, uniform & benefits. Receptionist to: Professional Veterinary Hospital Personnel, 15555 W. 10 Mile Rd, Southfield, MI. 48075.

RECEPTIONIST Accounting Clerk. Growing Farmington Hills firm has a personable individual to perform secretarial/accounting duties. Ability to deal graciously and effectively with the phones. Excellent o"ue ills, typing 55-60wpm minimum, IBM-PC a plus, $17,000-$13,000. Apply in person: Custom Forest Products Inc., 201 Ann Arbor Rd., Plymouth, MI.

RECEPTIONIST
for dymmatic Livonia office. Must be a people person, detail oriented with typing of 50 wpm. Light bookkeeping including dental & pension plans with pleasant working conditions.

MGM
OFFICE SERVICES
474-7766

RECEPTIONIST

Busy front desk needs typist interested in people. Cross train to use a variety of phone systems, banking and IBM/PC/XT. Good typing skills a must! FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
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