504 Help Wanted Office-Clerical

CLERICAL/SECRETARIAL
Available In Troy Insurance Agency. General office experience or education preferred. Full Time.
Call ask for office Mgr. 352-5030

CLERK, for filing, telephone and errands, for busy Birmingham law firm. Typing helpful. Must have reliable transportation, approx. 25 hrs. per week. Teresa 644-8801

CLERK TYPIST
Export documents, 8to2 Hours 8AM-5PM, Monday thru Friday. Troy area.
CLERK/TYPIST EXPERIENCED
Southfield CPA firm has opening for applicants with experience. Good salary and benefits. Reply in confidence to: Box 280, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Immediate opening for individual who likes variety. Must type 55 WPM, word processors in busy office helpful. Full time position with excellent benefits. Apply in person between 10am - 2pm.
FIRST DEARBORN, F.A.
15900 Ford Road, Dearborn, Mi
W. of Greenfield

CLERK TYPIST
Immediate opening for individual to work at our office located in Farmington Hills on 12 Mile at Farmington Rd. Candidate must type accurately, minimum 50 wpm and have the ability to deal effectively with the public in person, by mail and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Tues. thru Fri., 10-3 P.M.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist. Figure aptitude, light typing & data entry skills required. Contact Personnel Dept. 453-6500

Clerk Typist
PART-TIME

Commercial bank in Troy has an immediate career opportunity for a part-time clerk typist. Candidate must type a minimum of 65 WPM, have excellent math aptitude, and good oral and written communication skills. A minimum of 1 year general office experience required. Send resume and salary history in confidence to:
PERSONNEL DIRECTOR, CT-OE
P.O. Box 5823, Troy, Mi. 48007-5823
Equal Opportunity Employer M/F

CLERK/TYPIST RECEPTIONIST
Type 50 WPM. Hourly rate: $3. to $5.00. Full-time permanent position. Southfield area. Immediate availability. Send resume to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerk/Typists
Secretaries
Word Processors
Secretaries

Wanted for immediate and long term temporary assignments in all areas. Call EMPIRA Today for an appointment.

583-4858

Clerk/Typists
Figure Clerks
Word Processors
Secretaries

We have hourly and long term assignments available. Top pay plus benefits. Medical, dental, optical.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR
TEMPORARY SERVICES
M/F EOE

CLOSING SECRETARY
Large residential realtor in Farmington Hills has an immediate opening for an experienced Closing Secretary. Involves contracts, title work, typing and enjoy a hectic pace. Lend resume to: Closing Secretary, 28470 Northwestern Hwy., Suite 154W, Farmington Hills, MI 48018

COMMERCIAL INSURANCE customer service rep./underwriter. Minimum 1 year experience, property and casualty license desirable. Good typing, CRT experience helpful. Send resume and salary requirements to: PHW, 2100 W. Big Beaver Rd. P. O. Box 2100, Troy Mi. 48084, att: Personnel

COMPUTER DATA ENTRY
Experienced, non-smoker, for full or part-time. Send resume to: Mrs. S. at JOSLAN, 30101 Cedar Run, Southfield, Mi., 48034.

Computer Operator
Immediate full time position available for experienced Computer Operator for 3rd shift (11 pm to 7:30 am). Candidate must be prepared to operate and monitor the computer and auxiliary equipment. Must be adaptable, able to handle problem solving skills, manual dexterity, good memory and attention to detail a plus. Honeywell DPS6 & DPS7 experience preferred. Qualified candidates send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

CONTRACT ASSISTANT
Busy Livonia office needs full time person for EARTHQUAKE INSURANCE. Must be detail oriented & possess good mathematical & organizational skills. Light typing & minimum 1 year work experience required. Please send resume to:
Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

COST ACCOUNTING CLERK
S Oakland County manufacturer of automotive stampings has an entry level cost accounting position for individual looking for growth opportunity.
Ideal candidate would be pursuing an accounting career with 2 years experience in a mfg. environment. Knowledge of IBM PC/XT & Lotus 123 a plus.
Must be willing to assume greater responsibilities as new IBM Main frame system comes on line. Will participate in inventory audit, cost allocation, perform maintenance of cost files, scrap reports, etc. Send resume & salary requirements to: Director of Human Resources, 5338 Coolidge, Royal Oak, Mich. 48073

CREDIT ADJUSTOR - local aggressive collection agency, pleasant working hours & conditions, full time permanent position, salary, bonus & perks, experience helpful but not necessary. Duties include telephone collections. Call Mr. Baxter before 2pm for interview. Creditors Account Service 549-5000

CROSSWINDS WEST Communities needs experienced receptionist/secretary. 8:30 to 5 Mon. thru Fri. Call Nina after 3pm. at 661-4422

CUSTOMER SERVICE person needed for medical supply company. Experience preferred. Typing & phone etiquette a must. For interview phone 478-9000

DATA ENTRY
Full time, afternoon shift, Plymouth Area. Send resume to: Plymouth Accounting Manager, P.O. Box 377, Plymouth, Mich. 48170

DATA ENTRY OPERATORS

3rd shift (11 pm to 7:30 am). Key-to-tape experience desired. Apply at or send resume to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel Dept.

DATA ENTRY
Southfield distributor seeks qualified individual for full time data entry position in warehouse office. Excellent calculator and math ability a must. Call before 11am - 352-0579

DEALERSHIP Service Dept. needs a ambitious person for Cashier position, hence helpful. Apply to, Nancy Tornambe, Krug Lincoln Mercury, 21031 Michigan Ave., Dearborn.

504 Help Wanted Office-Clerical

DETROIT FIRM has immediate full time position for a payroll clerk. Minimum 2 years previous experience with knowledge of all phases of reporting including regulatory and union. Benefit package. Please send resume and salary requirement to: Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EARN EXTRA $$$
FOR THE HOLIDAYS
With
SNELLING
TEMPORARIES
EXECUTIVE SECRETARIES
WORD PROCESSING
RECEPTIONISTS
Work now to accumulate hours for our hour incentive program.
● Enjoy same week pay check and paid holidays
● Refer a friend and receive a referral bonus.
● Work in top local companies.
CALL TODAY
557-5700
SNELLING
TEMPORARIES
Licensed by Snelling & Snelling Inc.
NEVER A FEE

ENERGETIC PERSON for small office, good typing skills, phone, filing, dealing with customers, some work on running office machines. For appt 835-2700

ENTRY LEVEL POSITION - available at local CPA firm for exceptional typist. No office experience required but preferred. Full time position. Must have good telephone skills. Full benefits offered. Ask for Denise 356-2190

ENTRY LEVEL position available in Farmington Hills computer software firm. Administrative Secretarial and organizational skills required. Contact: Beth for appt. 851-7999.

EXECUTIVE SECRETARY!
Large, dynamic Southfield firm - seeks full-time Secretary for major dept. - Vice President-level. Typing: 65 WPM. Shorthand preferred. Advancement possibilities. Good environment. Experience preferred. Call: 827-8341.

EXECUTIVE ASSISTANT
New Southfield based insurance company creating a position to assist its CEO with the details involved in organizing his special projects. Must have broad home office or regional office. Property & Casualty insurance experience in addition to secretarial skills. Compensation commensurate with experience. Unusual opportunity for a take charge individual.
Call Mr Sadow 358-1103

EXECUTIVE
SALES SECRETARY
Diversified, challenging position opening at Farmington Sales office of a major automotive supplier. Pleasant personality, above average typing, spelling, phone & office skills are required along with ability to handle a diversified duties. IBM PC, Word Processing & Dictaphone knowledge - a plus. Good salary, benefits & working conditions. For confidential interview, send resume: Cherry Automotive Products, 22031 Farmington Rd., Farmington Hills, Mi., 48024. Attn: Dick Nykjaer.

EXECUTIVE SECRETARIAL POSITION available in Northwest Suburban Office. Must be an excellent typist and able to be flexible. Several years exp. desirable, but will train. Reply to Box #268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
A Professional position available for an Executive Secretary with management in Livonia, Livonia area. Call between 5pm-6pm, ask for Stacie or Shirley: 425-5204

EXECUTIVE SECRETARY

Tremendous opportunity. Newly created position to assist a Southfield based manufacturer. Excellent executive secretarial skills and accounting background needed. Generous salary and benefits. Send confidential resume to: Mr. Silver, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
for Birmingham based management firm. Excellent follow-up & detail. Computer experience required. Call 358-2378

EXECUTIVE SECRETARY
Manufacturer's Rep organization is seeking an individual with good communication skills, typing, written shorthand and automotive sales experience. Please send resume and salary requirements to: P.O. Box 424 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

FARMINGTON HILLS sales office. Excellent opportunity for experienced dependable individual with good typing skills. Pleasant work environment. Competitive salary & fringe benefits. Call Betty Mc Neil for interview. 478-2060

FAST PACED real estate office in Troy needs front desk receptionist. Hrs. 5-7pm weekdays, 9-3 Sat. & 10-4 Sundays. Must be poised, have excellent grammar & write clearly. Only positive, enthusiastic person need apply. Call Mary Alice 649-6800

FILE CLERK
Entry level position available in the Farmington Hills - West Bloomfield area. General office duties include answering phones during lunch hours. Requires a pleasant personality, non-smoker.
Call Carrie, 855-4400

FILE CLERK - for Farmington Hills insurance firm. Full time entry level position with opportunity for advancement. Mr. Accardo 855-0909

FILE CLERK/Messenger wanted for downtown law firm. Needed part time, Mon. thru Fri. 1pm-5pm. Ideal for student. Call Janet to schedule interview: 962-7444

FRONT DESK SECRETARY

Enjoy the nice new offices and friendly people with a famous automotive supplier. Your good people skills and good typing will win here.
Call Bernice, 353-2090
After 5 PM Appointments Available
SNELLING & SNELLING

GENERAL BOOKKEEPER for accounting activity up through trial balance for a home for aged. Pleasant surroundings and good working conditions & compensation. Call for interview appointment between 9-4pm. 326-8030

GENERAL CLERICAL - pleasant & willing person to answer phone, enter data & type reports. Full time position. Downtown Detroit. Send resume to Mrs. Smith, PO box 117, Detroit, MI. 48232

GENERAL CLERICAL
Applications being accepted for full & part time positions. Ability to deal with public & computer experience helpful. Apply at:
ART VAN FURNITURE
21201 W. 8 MILE RD., DETROIT

GENERAL CLERK - B.W. Detroit, Reply: Box 348, Box #5083 Southfield MI 48086 or phone anytime 641-0170

GENERAL OFFICE - Farmington Hills manufacturing company desires person with strong 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

504 Help Wanted Office-Clerical

GENERAL OFFICE
Data Entry. Excellent typist
8AM-4:30PM. Livonia Area
522-1178

GENERAL OFFICE - 2 days per week. Flexible. Light typing, use of phone, good with figures. W. Bloomfield office.
Bank-in Realty. 855-8000

GENERAL OFFICE- Good phone skills, typing, inside sales. Full or part time. Will train. Southfield area. Send resume or details to: P. O. Box 5293, Livonia, Mich. 48153

GENERAL OFFICE
Full time opening in Redford office. Good phone manner, typing, filing, in-house sales/customer contact. Phone 533-8603 or send resume to:
WILLIAMS PANEL BRUCK
27303 W. 8 Mile, Detroit, Mi., 48240.

GENERAL OFFICE
Accurate typist with clear phone voice needed immediately for diversified position in busy Northwest Detroit office. Some experience preferred, but willing to train qualified individual. Call 537-5000

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 & 2pm 353-1938

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50 wpm, good math & general clerical skills and attention to details. Send resume: Personnel, P. O. Box 300, Southfield, MI 48037, Attn: SS/EC or call 353-3119.

GENERAL OFFICE Ext. 217

We are looking for person with typing and filing experience. Must have good phone manner, and be a person office. Full benefits. Apply Mon. thru Fri. 8am-5pm at: Keystone Chemical Supply, 42049 Michigan Ave., Wayne, 1½ blocks E. I-275, or contact
Mr. Goulet 397-2800

GENERAL OFFICE
Small Non Sexist firm, expanding rapid growth, is in need of a 1 year exp. Gen. Office Clerk. Must have knowledge of accounting and other general office functions. We are looking for someone to take charge of our office procedures and who wants to grow with us. We offer excellent fringe benefits, salary commensurate with experience. Please send resume to: Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP
Part time, 1PM-5PM, Monday thru Friday. Plymouth area. Call mornings 455-8090

GENERAL OFFICE
Filing, typing 50wpm. Good phone voice. Southfield location. Send resume to P.O. Box 2004, Southfield, MI 48037.

GENERAL OFFICE
With computer and bookkeeping background. Will train on our system. Fast growing Troy computer firm. Call for appointment. 528-2290

GENERAL office - Clerk typists - 40-hr. week, adding machine duties, IBM & data entry people, for immediate hire in contract positions, call Laurel at Uniforce 557-0646

GENERAL OFFICE
Clerical person with computer input experience for small management office. Must type & understand general office procedure. Westland. 356-4151

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, leasing, bookkeeping & good PR required. Must have resume.
Call - 476-0322

GENERAL OFFICE, accounting clerks (10), data entry (10), typists (11), 43-55 wpm, for large Troy corporation. Immediate full time, contract positions, call Doreen at Uniforce 646-7666

GENERAL OFFICE
West Bloomfield advertising firm seeks responsible, articulate & perky individual to handle general office duties. Great opportunity for advancement. 737-9100

GENERAL OFFICE POSITIONS
Diversified financial executive & a Southfield Title Co. Typing: Typing commitments & final policies, accounting background needed, detail oriented, 50-55WPM. Clerical: Good math skills, excellent telephone skills, detail oriented, 45-50WPM. All positions full time, benefits available. Call Pam Wolf. 353-1800

GENERAL OFFICE

Seeking right beginner for full time position in our corporate office. Lots of filing and learn CRT. Some office experience helpful. Full benefit program. Call 644-3300
ERB LUMBER CO.
Birmingham

GENERAL OFFICE
Livonia based company seeks full time person to do personnel work. Position will involve fast & accurate typing for correspondence & reports, good math aptitude for bookkeeping cards & pleasant outgoing personality to relieve on switchboard. Excellent benefits.
Salary $15,000. Fee paid.
Call Sheil Hill today

AMERICAN
PERSONNEL 553-2444

HOME MAKERS!!
Here's a chance to use your secretarial skills on half day basis. We are looking for an individual who is enthusiastic & would enjoy working independently for a small business in Farmington Hills. Have good typing skills, pleasant phone manners & a great sense of organization.
For immediate appt. call

MANPOWER
TEMPORARY SERVICES
478-1130

INCOME TAX PREPARERS
For Accounting Office in Redford Twp. Area. Part time Evenings & Sat. or Daytime hours. Seasonal position Jan. to April, 1987. 533-0121

INCOME TAX PREPARER
To work in our Northville CPA Firm. Call Holland, Newton & Associates:
349-5400

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.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

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

Insurance Agency
Clerical assistant with insurance experience. Typing required. Benefits Farmington Hills 553-4800

INSURANCE AGENCY Commercial lines customer service representative. Property & casualty insurance background required. Apply in person: Professional Insurance Assoc., 3035 Wayne Rd., Wayne, MI

INSURANCE AGENCY
In Northville - needs Personal Lines Underwriter. 2-3 years experience required. Call 9-5pm. 349-1454

INSURANCE - Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

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. Strauss, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

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/Rochester 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're free
Equal Opportunity Employer M/F/H

KEY PUNCH
Experienced operators needed for first and second shifts. Good benefits. Livonia/Farmington.
ADVANCE DATA 476-1644

KEYPUNCH OPERATORS
Experienced operators needed for expanding Troy facility. Afternoon shift. Good benefits.
INDATA CORP., 422-8002

KEYPUNCH
PART TIME
Established Keypunch Operator with above average typing, for 2 person office. Full benefits. Apply Mon. thru Fri. 8am to 5pm at: Keystone Chemical Supply, 42049 Michigan Ave., Wayne, 1½ blocks E. I-275, or contact
Mr. Goulet 397-2800

LARGEST VOLUME Ford dealer in greater Detroit needs help. If you have outstanding clerical and organizational skills, we want to talk to you. Hospitalization, life insurance, and other liberal fringes. Flexible hours, previous dealership experience not required. Apply in person to: Rick Swicky or Frank Grate
PAT MILLIKEN FORD
New Car Sales
9000 Telegraph, Detroit

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
With minimum of 2 years experience in defense litigation. Excellent typing and language skills. Good benefits, salary based on experience.
Ask for Therese 644-8801

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.
626-8188

LEGAL SECRETARY
For small law firm in Southfield. Must possess excellent skills in personal injury. Permanent position with future. Fringes. Call 354-2500

LEGAL SECRETARY - Troy area
Excellent opportunity for secretary for Southfield law firm. Excellent salary & benefits for person with good organizational skills.
Call Susan 477-1030

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
If you are an experienced legal secretary who enjoys working in temporary assignments, call us to learn about a career with more money by working with us.
If you prefer permanent, full time employment, you will be happy to know we are also the largest of permanent positions always available.
Call this week for full particulars.
Downtown Detroit 963-4165
North Suburbs 358-0060

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL WORD PROCESSOR
for Southfield non-smoking law firm. Legal experience required. Call 358-2376

MATURE, RELIABLE person needed full-time, to communicate & coordinate - for Sales organization. Secretarial skills required. 655-0000

504 Help Wanted Office-Clerical

ORDER PROCESSING CLERK

National Printing Ink manufacturer headquartered in Redford seeks a qualified person with multiple talent for all phases of office procedure including invoicing, order desk and accounts receivable. Excellent benefits, profit sharing, health, dental, life, etc.

Qualified applicants should submit resume, call 538-6800, ext. 10 for application or apply in person between 9 a.m. and 4 p.m.

Flint Ink CORPORATION
25111 Glendale
Redford, MI 48239
Equal Opportunity Employer M/F

CLERK-RECEPTIONIST

Electro Rent Corp., a major international electronic equipment rental company with a $200 million inventory, seeks a clerk-receptionist in their growing Livonia area office. Duties will include telephone and general clerical and secretarial skills such as typing, filing, processing internal and external paper work.

We offer an active and interesting work environment with the leader of its industry, solid growth (average 20% each year for last 6 years), and a full benefit package. We live in the exciting world of the latest electronic equipment.

Send resume ONLY to:
Electro Rent Corp.
31195 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Southfield. One year personal injury experience. 352-1553

LEGAL SECRETARY
Some experience preferred. Send resumes to Bogos & Bogos, Box 33300 W. Warren, Suite #101, Westland, MI. 48185.

LEGAL SECRETARY. At least one (1) year legal experience. Word processing experience, good typing, good communication skills. Call Kathy. at 540-8311

LEGAL SECRETARY
Experienced with word processing background for Farmington Hills law firm. Excellent salary. Phone 851-8000

LEGAL SECRETARY
Bloomfield Hills' Negligence Defense Law Firm is seeking a Legal Secretary with 1-2 years experience. Word Processing preferred.
Phone Debbie, 258-2443

LEGAL SECRETARY
Bloomfield Hills' Negligence Defense seeks experienced legal secretary to assume responsibilities for all phases of defense litigation in all major courts as well as workers compensation defense. Good organizational and administrative skills. Min. typing speed of 55 WPM. Competitive salary (based upon experience) and excellent benefits. Call Gerald Young. 642-9600
Equal Opportunity Employer M/F/H

RED WING TICKET WINNER

Helene Robbins
19631 Cherry Hill
Southfield

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Monday, October 20, 1986 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

LEGAL SECRETARY
Part time/full time. Typing, dictaphone. Livonia area. 421-0300

LEGAL SECRETARY- Plymouth. No experience necessary. Salary commensurate with experience. Reliable transportation mandatory. 455-0560

LEGAL SECRETARY - Immediate opening in small Southfield Plaintiff firm. 2 years exp. minimum in P.I. & Word processing use preferred.
Call Ann 354-2480

LEGAL SECRETARY needed with 1-3 years experience. For Southfield law firm. Excellent typing & English skills required.
Contact Mrs Iveson: 352-2555

LEGAL SECRETARY
for downtown Birmingham PI law firm. Litigation experience required. Part time daily. Flexible hours. Possibility of full time in the future. Please call 540-7060

LEGAL SECRETARY for Plymouth Law firm. General practice background preferred. Word processing and excellent typing required. Salary commensurate with experience.
453-4044

LEGAL SECRETARY - typing 60 wpm, Wordstar, Dictaphone. 1-2 years experience. Birmingham office. Salary commensurate experience. Benefits. Contact Kathy or Margaret 540-3340

LEGAL SECRETARY
Birmingham plaintiff litigation firm, Word processing experience preferred, typing 2-3 yrs. experience. Salary commensurate with experience. Excellent benefits. Call 642-7405

LEGAL SECRETARY for small varied Farmington office. Excellent salary & benefits for person with organization with good organizational skills. Word processor experience desirable. Shorthand not required.
Call Susan 477-1030

LEGAL
SECRETARY
TEMPORARY
PERMANENT
If you are an experienced legal secretary who enjoys working in temporary assignments, call us to learn about a career with more money by working with us.
If you prefer permanent, full time employment, you will be happy to know we are also the largest of permanent positions always available.
Call this week for full particulars.
Downtown Detroit 963-4165
North Suburbs 358-0060

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL WORD PROCESSOR
for Southfield non-smoking law firm. Legal experience required. Call 358-2376

MATURE, RELIABLE person needed full-time, to communicate & coordinate - for Sales organization. Secretarial skills required. 655-0000

504 Help Wanted Office-Clerical

MORTGAGE PROCESSOR
A leading mortgage lender in Dearborn desires an experienced Mortgage Processor. Great opportunity to grow with a growing company. Benefits include profit sharing. Send resume with salary history to: T. Smith, Mayflower Mortgage Corp., 700 E. Maple, Suite 101, Birmingham, MI 48011

MORTGAGE
PROCESSOR
TO $18,000
Outstanding mortgage company in Southfield can use your FHA/VA processor experience. Super perks, great hours and lots of advancement here.
Call now 353-2090.
After 5 PM Appointments Available
SNELLING & SNELLING

NATIONAL COMPUTER Distributor in Livonia area is seeking responsible self-motivated Order Processor positions. TWO positions open.
Data entry and accounts payable.
Full or part time. 464-2111

NEED
A MEDIA
SECRETARY
Well know ad agency in a choice location in Southfield has a key position you can really enjoy. Good skills a must. Up to $1,000 to start.
Call: 353-2090
After 5 PM Appointments Available
SNELLING & SNELLING

OFFICE ADMINISTRATOR position in Plymouth. Applicant must be organized, have 55 WPM (Microsoft word, MS DOS, Lotus, D-Base III), bookkeeping & general clerical skills. Send resume to Detector, 1126 S. Main, Plymouth, MI. 48170.

OFFICE ASSISTANT - Part time days. Responsible for typing, clerical skills. Pleasant telephone manner. Westside experience helpful. Send resume to: Intro-Logic, 24700 Northwestern Hwy., Suite 200, Southfield, MI 48075.

OFFICE CLERICAL- Light bookkeeping, Flexible hrs. Part time. Farmington Hills. Reply to Box 407, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Office/Clerical
FULL TIME

General Office Work small corporation in Troy.
● Typing
● Good telephone voice
● Filing & general office work
● Benefits

Ask for Helen
689-6650

OFFICE CLERICAL - National Company seeking mature responsible person for general office duties, responsibilities include: accounts payable, purchasing & inventory control, friendly communication skills & light typing required. Nice surroundings & many benefits. 722-4540

OFFICE CLERKS, part time for regular jobs in locations in Livonia & Dearborn. Evenings & weekends. Light typing, filing, telephone manners, working with daily bills. Call Lisa, Wed thru Sat, 11am-4pm: 728-9600

Office Employment Opportunities

Gain practical experience by working in clerical positions in hospitals, clinics and physician offices. Convenient hours, competitive wages, pleasant work surroundings, plus paid holidays and opportunity to learn new skills. No fees. Call Sue Brown.

TEMPORARY
PROFESSIONALS
24100 Southfield Rd.,
Suite 315
Southfield, MI 48075
443-5590

SAM'S JAMS Discount Records is looking for a part-time office assistant. Will be responsible for invoicing and calculator capabilities. Hours: 12:30 to 5:30 PM, Mon. thru Fri. Contact Lynn, 9 AM to 2. 547-3480

OFFICE RUNNER/File Clerk wanted for Southfield office. Need reliable transportation, non smoker preferred. Light typing & filing, part time shifts a plus. $160 per week, probationary period required. 557-4000

Needed at Livonia location. $5.00-$7.00 hourly. No experience necessary, will train. Apply at: Old Orchard Server & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARA-LEGAL
LEGAL SECRETARY
TYPIST - needed in fast-paced Rochester law firm. Must be self-starter, energetic & well organized.
Contact Jean. 852-4528

LEGAL SECRETARY - Experienced litigation & divorce. Full-time. Resume: 30833 Northwestern Hwy. Ste. 214, Farmington Hills, MI 48018

PART TIME - GENERAL OFFICE
Some experience helpful. Flexible hours. Southfield location
354-5563

PART TIME PERSON to organize a small office in Oak Park. Flexible hours 258-9762

504 Help Wanted Office-Clerical

PART TIME temporary position available for an insurance agency. Computer knowledge helpful & good typing required. Contact Kermit

PAYROLL CLERK
Full time position available for person with computerized payroll experience. Responsibilities include computer input of bi weekly payroll, preparing quarterly tax reports, processing time cards & monthly insurance premium payments, maintaining employee benefit accruals and distributing payroll checks. Excellent opportunity for motivated individual. Send resume to: Personnel, Madonna College, 36600 Schoolcraft Rd., Livonia, MI 48150.

PAYROLL CLERK, Experience necessary. Some general office & typing. Computer experience a plus. Livonia area. Submit resume w/salary requirements to: Box 20 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK

Full time temporary position for 3 to 4 months. Assist in weekly preparation of computerized payroll for approx. 800 employees. Experienced with computerized payroll system and knowledge of payroll deposit requirements and quarterly payroll tax returns is necessary. Salary commensurate with experience. Please call 644-3300 and send resume with salary requirements to:
ERB LUMBER CO.
P.O. Box 439
Birmingham, Mi. 48012

PERSON FRIDAY - Birmingham area. Non-smoker. Good typing and excellent phone manner a must. Some light assembly work at times. Days or evenings. 642-7766

PERSON FRIDAY

Area firm needs capable self starter to run the office. Variety schedule involving all office duties. Supervisory skill and strong typing a must. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

PHOTOGRAPHER ENTRY POSITION
Data entry experience a plus. Good attitude and pleasant speaking voice helpful. Mature. Farmington Hills area. Call Joan Miskell for appointment. 477-1550

PHYSICIANS ASSISTANT - Board Certified for northern suburban family practice. Call Ann Marie Mon.-Fri., 9.30-4.30 at 838-6102

PLYMOUTH AREA State Farm Insurance agency has immediate, competent, full time, mature, well organized position for clerical employee. Must type, 55 wpm. Call 453-7900, Ms. Hollis

PRODUCTIVE Manufacturers Rep Agency in Livonia seeks hard working individual for full time data entry clerical position. Duties to include: filing and some telephone responsibilities. Call for appointment 9am-11am-2pm 464-1800

RAPIDLY GROWING Public relations firm located in Livonia & Detroit has the following immediate openings:

NBI WORD PROCESSING Secretaries - experienced with NBI word processing system. If no experience, we will provide necessary training. Applicants should have a minimum of 2 years secretarial experience & typing a minimum of 50 wpm.

GRAPHIC ARTIST - to work with NBI desk top publishing system. A minimum of 2-3 years of graphics experience is required, plus experience dealing with printers & typesetters. Any exposure to computers for specifically computer graphics is a plus. Training will be provide training on our equipment.

NBI SYSTEMS ADMINISTRATOR - to coordinate the activities of NBI Word Processing, NBI 2000 & IBM PC Network terminals & NBI Desk top publishing system. A strong knowledge of NBI Word Processing & NBI Desk top publishing packages is a must.

OFFICE/FILE CLERK - with 2 years experience in an office environment. Light typing & filing, exposure to computers is helpful but not required - Southfield location.

ASSISTANT BOOKKEEPER - with at least 3 years experience. Must be able to work with minimal supervision. Salary commensurate with experience, benefits, 401K & A/P.

We offer an excellent salary & benefit package and a promising future for growth. Send resume & salary history in the strictest confidence to: Human Resources, Acorn Building Components, 12620 Westwood, Detroit, MI 48223.

An Equal Opportunity Employer

RECEPTIONIST
To answer phones, do general office work, MUST type
Huron Valley Mortgage Corp.
553-3030

RECEPTIONIST/SECRETARY
Southfield advertising agency. Knowledge of IBM PC. Reliable transportation. Send resume and salary requirements to: Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Birmingham law firm, Sheyn typing. Call Marcia at 642-1811

504 Help Wanted Office-Clerical

RECEPTIONIST
SECRETARY
Farmington Hills advertising office needs dependable, non smoker, with excellent typing abilities. Accuracy and good communication skills necessary. 553-6186

RECEPTIONIST WANTED - answer phones & light typing. Bookkeeping & computer experience helpful. Hours between 1:30-3:30pm. 273-1790

RECEPTIONIST/TYPIST - we are looking for that special person to handle incoming calls & greet clients in a professional courteous manner. Typing 50WPM & other office skills required. Excellent Southfield location. Call Cathy at 24397 Telegraph Rd., Southfield, MI 48034.

RECEPTIONIST/SECRETARY - health care corporation, entry level training provided, opportunities for career advancement. Medical billing, data entry a plus. Full & part time. Send resume to: Oakland Physical Medicine, Attn: Elizabeth, 2000 N. Woodward, #102, Bloomfield Hills, MI. 48013.
No phone calls, please

RECEPTIONIST - Part time, 20-25 hours. Mature individual. Wearing Aid Office, Sears, Livonia Mall

RECEPTIONIST/CLERICAL
Prudential Town Center law office. Permanent part time, 10am-3pm. Call Phyllis, 355-5300

RECEPTIONIST
Business Office, Wayne area. Send resume to P.O. Box 729, Wayne, MI 48184

RECEPTIONIST, file clerk, mail room operator, Southfield law office. Very busy job! 8:30AM-5:30PM. 354-5644

RECEPTIONIST, phone skills needed, for Birmingham real estate firm. Hours Fri., flexible hours. Call Doris 258-3411

RECEPTIONIST with experience in phone screening & taking message skills. $5.00/hour with opportunity for advancement. Troy area. Call between 9am-5pm. 649-4407

RECEPTIONIST
needed Mon. thru Fri., 10am-6pm for young Birmingham law firm. Duties will include answering phones & light typing. Some office experience preferred. Call Judy at 540-8282

RECEPTIONIST
Must type & have pleasant phone manners, office experience necessary. Medical field helpful. Hours negotiable. Send resume to Personnel, 25835 W. 8 Mile, Detroit, MI. 48240

RECEPTIONIST
For veterinary hospital in Farmington. Hours: 1-7 Mon., 1-6 Tues., 8.30 - 2 every other Sat. $4.00/hr to start. Resume to P.O. Box 861, Novi, MI. 48050

RECEPTIONIST
Must have good personality, ideal for college student, part time. Applications taken Mon. thru Friday, Southfield area. 20-30 hrs per week, possibility of more. 50 wpm, busy phones, PC experience helpful.
471-0310

RECEPTIONIST
With good speaking voice, pleasant personality and neat appearance. Type 50 wpm. Must be willing to commit long term. Call for appointment at 354-5300

RECEPTIONIST/TYPIST experienced with general office skills. Great conversation oriented office in b-line phone system, present a good appearance, able to type minimum of 35 wpm, and have your own auto - you may have an opportunity to learn other duties. We are a 20 year old service company located in Southfield. Call Sandy 569-5335

RECEPTIONIST/Secretary
Duties include telephone answering, typing, as preparation of shipping documents. Full time position available immediately. Experience preferred. Typing 55 WPM minimum. Plymouth area. Applications accepted at Dana Corporation, Attn: Ms. Rubini at 455-8450

RECEPTIONIST
Farmington Hills based television production facility has a position for an experienced receptionist. Typing of 45 wpm & experience on a PBX (or equivalent) skills required. Direct interaction with clients requires a friendly, professional attitude & front desk experience. Send resume & salary requirements to Grace & Wild Studio, Inc., 28175 Haggerty Rd. Park Dr., Farmington Hills, MI 48024

RECEPTIONIST/SECRETARIAL - Part time, evenings & weekends, flexible hours, no experience required. Long term position. 681-7444

SECRETARIES - must have MS dos, Lotus, Word, experience & type 60WPM. Excellent speaking, communication & organizational skills a must. Full medical benefits provided. Send resume to: Human Resources, Acorn Building Components, 12620 Westwood, Detroit, MI 48223.

An Equal Opportunity Employer

SECRETARIES/RECEPTIONIST
SOUTHFIELD ad agency seeking secretary/receptionist with excellent typing, word processing, basic and typing skills.