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The Observor & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150

Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, filing, bookkeeping & good PR required. Must have reference.
Call - 478-0322

GENERAL OFFICE-PART TIME
Light typing & filing for office in Southfield. 20 hours per week. Call 352-9810

GENERAL OFFICE
Typing 45 WPM. Math skills/10 Key Calculator, phone answering. 40 hrs per week. Southfield area. Please call Shirley, 352-1566

GENERAL OFFICE - Part-time
Birmingham/ C.P.A. Firm seeking a mature individual for approx. 20 hours per week. Previous office experience necessary. Flexible hours. Please call Ann Kuzniss, 258-5060

GENERAL OFFICE Clerical
Secretarial position in Southfield. Typing 50 wpm, good math & organizational skills and attention to details. Send resume to: Personnel, P.O. Box 2068, Southfield, MI 48037, Attn 53/KC or call353-3311, Ext. 217

GENERAL OFFICE - typing, filing, answering phones & good basic math skills. Southfield area. Call between 9-4:30 353-1811

GENERAL OFFICE

Part time position at our Main Office in Birmingham. 18-20 flexible hours. Duties include assisting our secretary, with filing and errands. No experience necessary. Ideal for student. Call 644-3300.

Erb LUMBER CO.

GENERAL OFFICE

Livonia high tech company seeks person with several years of office experience to help out in general in answering phones, all typing, filing and data entry. Accounting knowledge helpful. Good communication skills are a must. Benefits package. Call Tom Hansen, P. O. Box 931, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

RECEPTIONIST
To work in Northville CPA Firm. Call Holland, Newton & Associates, 349-5400

INDUSTRIOUS, intelligent high school graduate for all around office work in growing established manufacturers agency. 313-353-6000

UNDERWRITER, with three year minimum underwriting experience in Health Care corporation. Call for more information, 855-6192

INSURANCE - accounting person familiar with insurance & some computer knowledge. Primary function will be - outstanding receivable accounts. Call Al at 855-6690

INSURANCE
AGENCIES ONLY

The Independent Insurance Agents of Michigan is seeking a FREE employment service. If you are an experienced insurance agency personal lines CSR we can help you find a new agency position.
SALARIES TO $30,000
Call Ann Dell 540-3355
Mich. Personnel Service

INSURANCE AGENCY-Birmingham Commercial lines person. Must be experienced in accounts, typing and placing of coverages. Contact A.Emerson 642-5900

INSURANCE
Agency has position open for clerk typist - Receptionist. Center Building, Southfield. Call Mrs Wick 354-0400

INSURANCE - commercial lines person needed for Farmington Hills agency. Experience required. Computer knowledge helpful. Excellent benefits. Contact Sandy or Bob 855-6690

INSURANCE - Experienced Only
AGENCY POSITIONS

Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's to R.E.P. Associate, $18K
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE

Immediate opening for full time personal lines underwriter. Must be experienced in automobile and homeowners ratings and coverages. Excellent salary, bonus and profit sharing programs. Contact Mr. Wolf or Mr. Hulbert, 357-2130

INSURANCE - Personal Lines Assistant with computer knowledge & plus. Entry level position with advancement potential for goal oriented individual. Birmingham PC agency. Response to P.O. Box 2068, Secretarial Service, 1100 N. Woodward, Ste. 120, Birmingham, MI 48009

INSURANCE - General Agency needs full or part-time clerical, some typing, some filing. Good paid holidays, vacation, Life, Disability, Retirement. Farmington Hills, 851-7793

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: Ms. Perry, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

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

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The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

KEY PUNCH
Experienced operators needed for First and second shifts. Good benefits. Light manufacturing.
ADVANCE DATA 476-1644

KEYPUNCH OPERATORS
Experienced verifier/operators needed for expanding Livonia company. Alternoon shift. Good benefits
INDATA CORP., 422-8002

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.

ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
Part time, weekends only. Experienced Only. Northwest.
Call 344-1010

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 - Experienced, for Southfield law firm. Excellent salary and working environment. Word processing & shorthand preferred. 354-4030

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

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

LEGAL SECRETARY
for downtown Birmingham PI law firm. Litigation experience preferred. Part time daily. Flexible hours. Possibility of full time in the future. Please call 540-7000

LEGAL SECRETARIES TEMPORARY PERMANENT

If you are an experienced legal secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.

If you prefer permanent, full time employment, we will be happy to know we have a diverse range 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 SECRETARY - part time for Birmingham firm, word processing experience preferred. Mon. thru Fri. 1-5. Call Joan 646-9555

LEGAL SECRETARY - Part time for firm in Southfield. Flexible hours. Pay commensurate with experience. 356-5520

LEGAL SECRETARY
Experienced in trial work desired; word processor. Must be dependable and self starter. 12 Mile/Telegraph Area. Call 647-2233

LEGAL SECRETARY
experience needed for Southfield personal injury firm. Salary commensurate with experience. Please contact Cindy 351-1550

LEGAL SECRETARY part time (9:30AM-1PM) needed for small Downtown Birmingham law firm. Word processing experience. Nice place to work? Competitive salary. Call Diane, 647-6966

LEGAL SECRETARY
For Birmingham law firm. Experienced helpful. Send resume to Box 474 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY

Downtown Birmingham law office seeks experienced legal secretary to assume responsible position. Emphasis on estate litigation in all major courts as well as workers compensation. Must have strong organizational and administrative skills. Min. typing speed of 65 WPM. Competitive salary (based upon experience) and excellent benefits. Call Justine Tryon
Equal Opportunity Employer M/F/H

LEGAL SECRETARY
Law office desiring general practice seeking bright, energetic people. Must have good telephone, communication & typing skills. Candidates must have previous legal experience. One position will be in our Ann Arbor office. The other position will require traveling to & from offices located in Ann Arbor, Dearborn, Southgate & Westland. Must have reliable transportation & minimum age is 25. Send resume to: Sue Ellen, Hyatt Legal Services, 6066 No. Wayne Rd., Westland, MI 48185

LEGAL SECRETARY
Immediately available full time. Westland office. Resume, Please!
Call 722-1040

LEGAL SECRETARY - Part time, 3 days, 9-5PM. Farmington Hills. Legal experience and word processing skills required. 553-2300

LEGAL SECRETARY - Typing 40 words per minute. 1-2 years experience. Birmingham office. Salary based upon experience. Benefits. Contact Kathy or Margaret 540-3340

LEGAL SECRETARY - Experienced, for a delightful litigation firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48018-3040

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

LEGAL SECRETARY
For Town Center law firm. Minimum 2-3 years general legal experience. Must have word processing experience and capable of assuming substantial responsibility. Excellent salary and benefits. Ask for Robin.
Call 353-3850

LIVONIA firm needs reliable person for various office responsibilities. Phone contact with customers, light typing, accounts receivable. $6.00 per hour. Call between 11 and Noon, 427-3510

MANAGERS SECRETARY
Large suburban based HMO seeks individual for a managers secretary position. Typing 50-55wpm, shorthand & knowledge of IBM personal computer. Minimum of 3 years experience in secretarial capacity. This position requires a highly organized individual with initiative & ability to work under pressure. Excellent salary & benefits. Respond in confidence to:
Manager, Administration/MSS
PO box 223
Southfield, Michigan 48037
An Equal Opportunity Employer

MARKETING CLERK
Rapidly growing Troy-based Co. has immediate opening for Marketing Clerk. Ideal candidate will possess strong organizational skills as well as accurate typing skills. Includes company paid benefits & opportunity for advancement. Applicants, call Laurel Levine, 549-0510 ext. 547

MARKETING DEPARTMENT WORD PROCESSOR

TO $18,000

Growing suburban marketing company can use your excellent typing skills and word processing experience. Full benefits, fee paid. Call Rob today! 353-2090.
After 5 PM. Appointments Available

SNELLING & SNELLING

MATURE, responsible person needed in our 24-hour-manned alarm center in Troy. Secretarial skills helpful. Full time position on swing shift. Will train.
Call Mon thru Fri: 342-0553

504 Help Wanted Office-Clerical

MERCHANDISE COORDINATOR/ CUSTOMER SERVICE
Fast growing retail company looking for professional individual in customer relations. Telephone and organizational skills a must. Benefits include, medical, dental, paid vacations and more. Qualified applicants apply at: Waterbed Gallery, 32975 Schoolcraft Rd., Livonia.

MESSENGER FOR Farmington Hills Law office; general office assisting. Must have dependable transportation; car allowance included. Please call 851-8000

MORTGAGE SERVICING Secretary
Growing mortgage corporation seeking qualified individual with mortgage servicing experience. Apply in confidence to: Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NATIONAL COMPUTER Distributor in Livonia area is seeking responsible self-motivated person for office duties. Data entry experience helpful. Full or part-time.
Call 464-2115

NEW ANSWERING SERVICE
Hiring Operators. Experience preferred with Typing Skills. Hours: 3:30pm-11:30pm. Radford. Top Wages! Irene, 534-1700

NORTHVILLE manufacturing firm has opening for receptionist/clerk dept. Required: accurate typing, 70 wpm, order processing experience, data entry skills helpful. Call Denise 348-7010

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

OFFICE ASSISTANT
needed for Corporate & attractive Livonia office. Full time. $150 per week plus benefits. Must have office experience, light typing, likes enjoy doing phone work & dealing with people. Opportunity for advancement. Must be available to start immediately. Call Ms. Thompson, between 10am-4pm, 591-3131

OFFICE CLERICAL - Full time. City of Southfield. Familiar with calculator, good with figures, varied duties. Opportunity to learn basic accounting skills. Call: 354-3114

OFFICE CLERICAL
Flexible hours while your kids are in school. Must be able to handle multiple incoming order lines. Good communication skills, some typing. 10 Mile/Grand River area. Call between 6pm - 8pm. 476-6500

OFFICE CLERICAL - Mature person needed for full time in small Canton office. Job description includes answering phones, data entry and collection. Salary negotiable. $5.00 hr. helpful. Willing to train. Send resume to: Clerical, P.O. Box 93, Plymouth, MI 48170

Office Clerical

Full-time person needed for busy purchasing office in Novi. Filing, typing, processing paper work and answering phones. Need good math aptitude and calculator skills. Excellent benefits. Call the Personnel Office at

349-3356

OFFICE CLERK
Medium size plant located in Livonia has an opening for an office clerk. Applicant must be able to type 35 wpm and have a high school diploma. Excellent benefits. Call the Personnel Office at 591-0200