504 Help Wanted Office-Clerical

DATA ENTRY/ KEY DISC

Immediate opening for a data entry operator at our worldwide headquarters in Livonia. Must be a minimum of 10,000 key strokes per hour is required. Must be willing to work overtime during peak periods. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Send resume to:

Employment Administrator
P.O. Box 2227
Southfield, MI 48037

DATA ENTRY OPERATORS (21)
for Rochester Financial Corp.
Immediate Hire. Contract Positions.
Call Carol, 646-7664

DATA ENTRY

position available now! Long term assignments. Call J. Martin Temporaries/Plus, today: 994-1244

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 352-0379

DEMOS

Needed to demonstrate food products in Rosevile, Madison Heights, and Taylor. Call Jeff, Weekly paycheck.

WESTERN TEMPORARY SERVICE
Detroit 964-0571
Troy 879-9300

ENGINEERING OFFICE CLERK
Southfield engineering office is looking for a full time, hard working, reliable person with employment references and good driving record. Duties to include: Typing, filing, light, organizing office storage, supplies and some deliveries. Pleasant encouraged. Will consider training. Minimum age required, 25 years.
EDELSTEIN ASSOCIATES, INC.
354-2022
An Equal Opportunity Employer

ENTRY LEVEL POSITION
for extremely busy Southfield Office. Involves assisting phone work, light posting and clerical duties. Good memory a must. Benefits included. Salary based on experience. Call between 12:30-4:30pm 258-5104

ENTRY LEVEL position available in Farmington Hills property software firm. Administrative, Secretarial and organizational skills preferred. Contact: Mary Ann Apply, 851-7999.

EXCELLENT POSITION available for office clerk with knowledge of accounts payable and receivable and minimum typing (45 WPM). Apply to Appt. T.E.S.,

EXCITING OPPORTUNITY Executive Secretary

To $18,000! FEE PAID!
North suburban Benefitel Strong secretarial skills and 2 years exp. experience needed. Call 399-3450.
SNELLING & SNELLING

EXECUTIVE SECRETARIAL POSITION available for Farmington Hills office. Must be an excellent typist and ability to be self motivated. Three years experience required. Top salary and fringe benefits. Call Mr. Ruff, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Manufacturers Rep organization is seeking an independent secretary. Good communication skills, typing, written shorthand and previous sales exp. experience. Please send resume and salary requirements to: P.O. Box 424 Dearborn, Michigan 48121, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
For fast paced advertising agency. Word processing, great organization & must. Send resume in confidence, to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Southfield Sales Office requires a Take-Charge Secretary with good organizational & dictation skills. $15k/yr + . Call Ms. Bettinger, Perfect Confidence, to: B. Gallagher, P.O. Box 551, Lathrup Village, MI. 48076.

EXCUTIVE SECRETARY

Good opportunity for a growing national real estate company. Administrative skills, word processing, Real estate and computer experience a plus. Salary commensurate with experience. Please send resumes: Attn: Janice

UNIPROP
280 Daines, Birmingham, MI. 48011

EXECUTIVE SECRETARY
For Southfield law firm. Typing and dictation required. Call Marvin Ullman at 352-1552.

EXECUTIVE SECRETARY
for Engineering Dept. of Troy Fortune 500 Co. Type 60 WPM. Salary: $17k. Contract position.
Call Cecelia 646-8501

EXECUTIVE SECRETARY
For small co. in Birmingham. Typing 60 wpm plus accurately, light accounting, general office. Salary commensurate with experience. Contact Tim Turner 9am-12pm weekdays. 647-3010

EXECUTIVE SECRETARY
Front office appearance. Must possess excellent shorthand, typing skills & telephone manner. Fast paced position in beautiful office. Hours 9-5.30pm. Farmington Hills location Working for Shopping Center Mgmt. Salary to $18K. Non smoking office. Position fee paid. Call Miss Dedo, R. Larsen & Associates. 352-8310

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. Qualified salary & full benefit package. Send resume including salary requirements to: Attention, Personnel, PO Box 5091, Southfield, MI 48086

EXECUTIVE SECRETARY
Southfield setting with computer, seeks bright, hardworking individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be self-motivated, organized with attention for details and be willing to work flexible hours. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 352-3311, Ext. 217

EXECUTIVE SECRETARY

$18,000 PLUS
A very well established company offers an immediate opportunity for a well experienced professional with top skills. Great benefits. Fee paid. Call Bernice at 353-2909.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY

Troy based company needs outgoing professional secretary. Typing 60 wpm, shorthand 80wpm, knowledge of IBM PC, excellent benefits. Salary $18,500.
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
TROY 362-4004
SOUTHFIELD 353-0505

EXECUTIVE SECRETARY
Small but busy Dearborn professional office is seeking a responsible detail-oriented individual, with strong organizational skills, to handle all clerical routines including typing, bookkeeping, word processing & receptionist duties. Salary commensurate. Only Non-smoker preferred. Salary & benefits commensurate with ability. Send resume to:
Library Management Systems, The Village Plaza, 23400 Michigan Ave., Ste 715, Dearborn, MI 48124
Attention: Mary Kirkan
Equal Opportunity Employer M/F

FULL TIME OFFICE
Typing, good with people.
Redford area
Call Sharley, 537-8500

FULL TIME - Year round position for an experienced person for Secretarial, Clerical & Bookkeeping duties. Apply: 31740 Plymouth Rd., Livonia

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

International manufacturing company located in Troy has an immediate need for an executive secretary in their Corporate offices.
The ability to communicate on all levels, good typing and shorthand skills are required. Organization and administrative capabilities are desired.
We offer excellent benefits, and competitive compensation. Send your resume and salary requirements in confidence to: Dept. 35 E, Box 837, Troy MI. 48099

EXECUTIVE SECRETARY - Birmingham. Typing 60 wpm, shorthand 80, word processing experience.
Report to Corporate Executive. Benefits. $18,000. Fee paid.

RECEPTIONIST - Oak Park. Typing 50 wpm, Panasonic word processor, will train. Good appearance and personality. Benefits. $12,000. Fee paid.

ADMINISTRATIVE ASSISTANT - Southfield. Experience working for CEO in all departments of insurance company. Excellent typing, shorthand and complete knowledge of Southfield area & casualty insurance. Benefits. $23,000. Fee Paid.

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

EXPERIENCED
LEGAL SECRETARY
for busy expanding law firm in Southfield, word processing a plus; salary commensurate with experience. Call Pamela 353-8500

EXPERIENCED MORTGAGE Processors and Mortgage Loan Originators. Resumes, in confidence, to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FANTASTIC CLERICAL OPPORTUNITY!

Complete benefits! To $11,500! Fee paid! Small busy official Your chance to sit! Typing, some office background. Call 399-3450.
SNELLING & SNELLING

FARMINGTON HILLS, Computer Distributor needs full time telephone Receptionist. Immediate opportunity for a sales-oriented person with accurate typing.

Call Carol 477-7588

FARMINGTON HILLS
EXECUTIVE SECRETARY

SALARY TO $18,000
Our client needs a professional person with excellent secretarial skills. Typing 70 wpm, shorthand 80 wpm. Working for a VP in this beautiful suburban company offering benefits & growth potential. Call today!
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

FILE CLERK

Full time entry level position in our Corporate Credit Department. Duties include filing, light typing, light bookkeeping and customer phone contact. Excellent benefits including tuition reimbursement. Please call 644-3300.

Erb LUMBER CO.
Birmingham

FILE CLERK needed for busy Southfield law firm. Transportation required. Send resume to: 27777 Franklin Rd., Suite #1100, Southfield, MI., 48034-2384, attention, Pat.

FRONT DESK!

FEE PAID. $13-$14,000
Looking for someone who enjoys and takes pride in their work. Good phone manner, patience and pleasant personality. Should type 50 wpm. Is a Sales office. Rush! Great benefits. 649-8797 or 962-0565

DOROTHY DAY PERSONNEL, INC.

8am or after 5pm appts. if needed

FRONT DESK RECEPTIONIST

$16,000 UP
A great opportunity with a successful real estate office. Ability to manage a busy reception desk and good typing for this fee paid position. Call 353-2090
After 5 PM. Appointments Available
SNELLING & SNELLING

FULL CHARGE BOOKKEEPER

Livonia distributor seeks experienced Full Charge Bookkeeper with knowledge of financial statements. Computerized experience preferred. Supervisory experience a plus. Excellent salary and benefits. Please send resume and salary history to: Mr. Guck, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

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

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

GENERAL OFFICE

Livonia high tech company seeks person with several years of office experience to be responsible for answering phones, all typing, filing and data entry. Accounting knowledge helpful. Salary commensurate with experience. Please send resume in confidence to: Mr. Samson, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

GENERAL OFFICE
Some typing & lots of mail for small office. Flexible hours. Northwestern/13 Mile Area. Mrs. Evans 851-3344

GENERAL OFFICE/PART TIME
Some heavy typing involved.
Canton area
Call after 10am, 525-7277

GENERAL OFFICE CLERK
Full time. Entry level. Southfield area. Call Mr Fields
557-6113

GENERAL OFFICE
Phones, filing, etc. Minimal typing. 25-35 hours.
427-0500

GENERAL OFFICE Personnel - Prior experience + heavy telephone - for large Southfield Corp. Contract position. Call Daisy, 357-0037

GENERAL OFFICE, entry level position, small office in Birmingham, variety of duties. Must be good with figures. Call Sherry 1-5pm Mon.-Fri. 851-7741

GENERAL OFFICE. Service company needs person with ability to deal with people, in person & phone. Good typing skills required. Farmington. Call between 10-3pm, Mon thru Fri only. 471-5762

GENERAL OFFICE help - prefer woman. Bookkeeping experience helpful. Royal Oak area. Please apply to: Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Part time position available for good Typist. Mon. - Fri. Good personality. Ability to work with people. Apply in person: Westland Convalescent Center, 36137 W. Warren, Westland.

GENERAL OFFICE
Typing, good with people.
Redford area
Call Shirley, 537-8500

FULL TIME - Year round position for an experienced person for Secretarial, Clerical & Bookkeeping duties. Apply: 31740 Plymouth Rd., Livonia

504 Help Wanted Office-Clerical

GENERAL OFFICE PART TIME

Manufacturer's rep sales office needs accurate Typist with good math skills and professional telephone manner. Hours: Wed., Thurs., 9:30-5PM. Square Lake Rd. & Woodward.
338-7230

GENERAL OFFICE
Permanent part time position. 15-20 flexible hrs. per week. Must be available some evenings & weekend. Typing & calculator a must. Great opportunity for homemaker. Send with office skills. Apply in person: Leisy Furniture, 29055 Plymouth Rd., Livonia.

GENERAL OFFICE

$14,000 FEE PAID
Troy firm seeks dynamic Secretary to deal with clients and handle office. 2 years experience desired. Company will train on word processor. Call 649-5900.
SNELLING & SNELLING OF TROY

GENERAL OFFICE
Part time. National corporation is interviewing for a responsible & energetic person for their new office in Farmington Hills. Light typing, order taking & furniture knowledge helpful. Ability to work well with people a must. Detail minded persons & self starters only need apply. Tues. Thur & Fri 5pm-8pm. Sat 10am-3pm. Growing into full time. For appointment call 12 noon - 5pm. 476-2981

GOOD SKILLS NEEDED FOR SECRETARY POSITION

To $16,000, fee paid. Top company includes tuition with super benefits. Call 399-3450.
SNELLING & SNELLING

Great Opportunity

Secretarial To $18,000! Fee paid! Complete benefits! Plush offices! Advancement! Your good skills will land this position. Call 399-3450
SNELLING & SNELLING

HEALTH CARE CLAIMS

SALARY to $17,000
Suburban firm requires your 3 years solid work experience in Health Care Claims. Position will utilize your computer skills in processing accidents, sickness and disability claims. Company offers excellent benefits including Optical and Dental. Call today for a confidential interview.
All Our Fees Are Company Paid
PERMANENT STAFF
SOUTHFIELD 353-0505

HUMAN SERVICE AGENCY seeks Receptionist to work with Social work staff. Some light typing and filing. Salary $12,000, plus benefits. Send resume to: Dept. R, PO Box 1247, Berkley, MI 48072.

LEGAL SECRETARY
Experienced in probate preferred; word processor. Must be dependable and self starter. 12 Mile/Telegraph Area. Call 557-2233

LEGAL SECRETARY
experience needed for Southfield corporate law firm. Many commitments and responsibilities. Please contact Cindy 353-1850

LEGAL SECRETARY
Immediate position! Will train. Westland office. Resume, Please Call 722-1640

LEGAL SECRETARY - Part time, 3 days, 9-5PM. Farmington Hills. Legal experience and word processing skills required. 553-2500

LEGAL SECRETARY - Typing 60 wpm and dictaphone. 5 years exp. experience. Birmingham office. Salary based on ability and experience. Contact Kathy or Margaret 540-3340

LEGAL SECRETARY - Experienced, full time position in law firm in Farmington Hills. Excellent benefits. Please respond to: P. O. Box 3040, Farmington Hills, MI 48018-8040

LEGAL SECRETARY for small varied Farmington office. Excellent salary & benefits. Pleasant working person with good organizational skills. Some computer 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.
553-3850

LEGAL SECRETARY - Birmingham, will train. Excellent typing required.
Call Margaret. 642-1011

LEGAL SECRETARY - Part time. General office duties. Typing not required. Hours and salary negotiable. Bloomfield Hills. Call Chris 642-6311

LEGAL SECRETARY - part time for Birmingham firm, word processing experience preferred. Mon. thru Fri. 1-5. Call Joan 646-9555

LEGAL SECRETARY
needed for plaintiff personal injury law firm. 1-5 Mon. thru Fri. Telegraph/ Mile & Telegraph. Phone 642-5757

LEGAL SECRETARY, part time, for busy Troy general practice firm. Salary to commensurate w/experience. 643-8940

LEGAL SECRETARY
Excellent dictation, organizational and word processing skills required for Plymouth office. 455-5200

LEGAL SECRETARY
Part-time for attorney. Minimum 1 year experience. Typing 60 wpm. Farmington Hills area. 855-8600

LEGAL SECRETARY - 2 man office in Farmington Hills. Will train. Must have typing experience. Mon. thru Fri., 9-5 pm. For appointment.
851-7780

LEGAL SECRETARY - Young, growing firm, attractive suburban location. Legal Secretary for general litigation practice. Salary negotiable. Call Mrs. Iris. 873-6200

LEGAL SECRETARY. At least one year legal experience. Word processing experience, good typing, good salary & benefits. Call Kathy at 540-8311

LEGAL SECRETARY
Southfield. Salary based on experience. Send resume in confidence to:
Richard B. Kepes, P.O. Box 2701,
Southfield, MI. 48037-2701
- All replies confidential -

LEGAL SECRETARY for small office. Family law practice. Word Processing experience preferred, but not required. Salary & benefits commensurate with experience. Call Mr. Sheridan at 352-4340.

LEGAL SECRETARY
Mature individual, returning to work force, needed part time for lawfirm in Southfield. Flexible hours. Salary commensurate with experience. Call Natalie. 356-7744

LEGAL SECRETARY
for Birmingham law office. Should have IBM PC experience with Displaywrite III. Good benefits. Salary commensurate with experience. Contact Paula 642-3550

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 644-6801

LEGAL SECRETARY for 2-man general practice law firm moving from Southfield to Troy. 2-3 years experience desirable. Word Processor skills necessary. Salary commensurate with ability. Ask for Lorna or Mr. Nolan.

LEGAL SECRETARY
Bloomfield Hills firm seeking secretary with 1-3 yrs. litigation experience. Will train on state-of-the-art word processor. Salary commensurate with experience. Contact Barbara 1-535-5450

LEGAL SECRETARIES (2)
$15-$16,000. 1 year litigation a must. Busy growing firm in downtown Detroit. Full benefit package includes twice year bonus. Employer Fee Paid.
Sharrow & Associate. 759-8910

MATURE, responsible person needed for 24-hour-a-day fire alarm center in Troy. Secretarial skills helpful. Full time position on swing shift. Will train.
Call Mon thru Fri: 362-3553

504 Help Wanted Office-Clerical

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

LEGAL BANKING!

FEE PAID. $18-$20,000
Just 3 years legal experience for this secretarial position with partner in banking law. (Type 70). Rush resume! Fee paid! Benefits. Benefits. 649-8797 or 962-0565
DOROTHY DAY PERSONNEL, INC.

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

RED WING TICKET WINNER

Fran Watch
27517 Sheridan
Garden City

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, October 28, 1986 to claim your free RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

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, you will be happy to know we have a diverse range of permanent positions always available.

Call this week for full details.
Downtown Detroit 963-4343
North Suburbs 358-0060

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

LEGAL SECRETARY
Experienced in probate preferred; word processor. Must be dependable and self starter. 12 Mile/Telegraph Area. Call 557-2233

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Southfield. Salary based on experience. Send resume in confidence to:
Richard B. Kepes, P.O. Box 2701,
Southfield, MI. 48037-2701
- All replies confidential -

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Mature individual, returning to work force, needed part time for lawfirm in Southfield. Flexible hours. Salary commensurate with experience. Call Natalie. 356-7744

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for Birmingham law office. Should have IBM PC experience with Displaywrite III. Good benefits. Salary commensurate with experience. Contact Paula 642-3550

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$15-$16,000. 1 year litigation a must. Busy growing firm in downtown Detroit. Full benefit package includes twice year bonus. Employer Fee Paid.
Sharrow & Associate. 759-8910

MATURE, responsible person needed for 24-hour-a-day fire alarm center in Troy. Secretarial skills helpful. Full time position on swing shift. Will train.
Call Mon thru Fri: 362-3553

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Birmingham business lawyer seeks multi talented secretary to interview clients under supervision, draft/type documents, process pleadings (IBM) coordinate files to completion, paysbles. Will train bright flexible person with strong secretarial and administrative skills. Phone: Office Manager 642-1811

LEGAL SECRETARY
Medium sized Fern Cen firm seeks a motivated legal secretary to work for associate doing medical malpractice insurance defense. This is a challenging position which requires independent judgment and good ability to make significant, independent decisions. Excellent opportunity for qualified candidates. For immediate consideration, fax resume to: Attn: Ms. Bragg, 13th Floor, Detroit, MI. 48243, attention Mr. Bragg.

Legal Secretary

$18,000-$20,000
If you are seeking challenge, growth and the chance to be part of a team, this could be your golden opportunity. Partner requires a "people-person" with strong typing, word processing & communication skills. Any legal assistant experience is helpful but not a prerequisite. Evening appointments arranged. Call or send resume to: Rita Rosden, Arthur Thomas & Associ., 3000 Town Center, Suite 3270, Southfield 48075. 355-4140

LEGALS SECRETARY/clerical work/y, full time, for growing Troy lawfirm. Applicant must be motivated, intelligent, hardworking. Skills needed include typing, filing, phone answering & shorthand. Please ask for Marilyn
524-2870

LIVONIA AREA manufacturing firm has immediate opening for versatile individual to handle a variety of duties in our Purchasing Department. Must possess good organizational and communication skills. Typing experience, good math aptitude and accuracy a must. Send resume to: Box 542, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVONIA firm needs reliable person for various office responsibilities. Phone contact with customers, light typing, accounts receivable. $8.00 per hour. Call between 11 and Noon.
427-3510

MATURE PERSON, good typing & math skills a necessity. Suitable hours. Livonia area. 471-3893

MEDICAL CLAIMS ADJUSTER

Third party administrator in Telegraph & Mile area, seeking experienced people to assist in processing claims on a part time basis, evenings and/or Saturdays.
Flexible scheduling (15-30 hours per week). Competitive wages and comfortable working environment. Exclusively designed for presently employed individual who wants to earn extra income for the holidays or supplement retirement, with challenge contact during the daytime. Jessie, for appointment 532-6610

MEDICAL OFFICE BUSINESS MANAGER

Suburban dental office offers flexible hours and full benefits for experienced Medical Office Manager. Fee paid. $18,000 plus. Call now: 557-2233
After 5 PM. Appointments Available
SNELLING & SNELLING

MORTGAGE COMPANY ASSISTANT
General office experience for busy medical facility. Billing or collection experience helpful. Salary commensurate. Call 348-8000, Ext. 325.

MEDICAL & WARD SECRETARIES
Medical Center at N. Oakland Med City. Hospitals. Medical knowledge helpful. Full-time, Nights, $4.25 hr. PM shifts available. Contract positions Call Marsha, 337-0464

MORTGAGE CLOSER Farmington Hills Law office; general office assisting. Must have dependable automobile; car allowance included. Please call: 851-8000

MORTGAGE PROCESSOR/Clerk Trainee. Southfield Mortgage Co. seeks individual for Entry-level position. Advancement potential.
DMR Financial Services, Inc.
Call Rich Smith 353-5190
An Equal Opportunity Employer

MORTGAGE SERVICING Specialist
Growing mortgage corporation seeks individual experienced with mortgage servicing experience. Reply in confidence to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NATIONAL COMPUTER Distributor in Livonia has an immediate opening for a self-motivated person for office duties. Data entry experience helpful. Full or part-time. 464-2111

NEED CASH NOW??
Christmas is coming - we have work for:
- SECRETARIES
- CLERK TYPISTS
- FILE CLERKS
- SWITCHBOARD
- RECEPTIONISTS
- DATA ENTRY
- TELEMARKETING

TEMPORARY SPECIALISTS
554-3811

NEW ANSWERING SERVICE
Hiring Operators. Experience preferred with typing, filing, to about 60wpm.(noon; noon-5pm. Redford, Top Wages! Irene, 534-1700

OFFICE ASSISTANT
Permanent position. Strong typing. Manufacturing experience necessary. Salary $15K+. Call Mr. Martin Temporaries Plus, 522-3580

OFFICE CLERICAL Redford bookkeeping & tax office looking for part time/full time person for tax season. Jan thru April. Occasional part time remainder of year. Typing required. Knowledge of Individual tax forms & 10 key adding machine helpful. 255-1821

OFFICE CLERK - Full-time
Accounts Payable, Cash Disbursements & Payroll. Some experience preferred. Some evening hours required. Madison Hts. area.
Call 9am-12 noon 588-5600

OFFICE CLERK
Medium size business located in Livonia has an opening for an office clerk. Applicant must have good typing, be good at figures & be willing to learn to use a computer. This is of entry level position with good starting salary & benefits. Send resume and salary requirements to box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERK needed for law firm of Schaffer, Lutton located in Southfield. Responsibilities include: Stocking/inventory of supplies, conference setups and general office duties. If interested, call Sharon Kelly at 358-8322

OFFICE/FIELD REPRESENTATIVES needed for USDA Nutrition education program in Wayne, Oakland, Macomb, Ann Arbor, Ypsilanti, Jackson & Southwest Wayne Counties. Nutrition or child development background is preferred. Send resume to PO Box 9147 Livonia, 48150.

OFFICE HELP - Entertainment Agency. Part time eves. Redford Township Area. Ask about free concert tickets. Call Don 534-2500

OFFICE HELP needed for wholesale company. Full time. Livonia area. 464-6203

OFFICE HELP

Small electronic manufacturing rep. looking for full time Secretary/Inside Sales Person. Duties include extensive phone, computer and minimal typing. Complete training provided for right fit. Salary commensurate with experience. Send resume with salary requirements to: P.O. Box 400, Maple - #D418, West Bloomfield, Mich. 48033

OFFICE MANAGER
Mature person with some accounting skills.
261-0370

OFFICE MANAGER POSITION
available. Must be able to type 50 wpm, good math skills, good telephone voice, clerical skills. Must also have resume. Call for appointment
864-1283

OFFICE MANAGER
Farmington Hills. Degree preferred. General Ledger, payroll background, good accounting skills. Supervisory ability. Will assist Controller. $15-20K. Full Fringe Benefits including Bonus & Dental. Fee Paid.
B. HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

OFFICE MGR./ASST. MGR.
Established Mgmt. Co. seeking aggressive self-starter. Growth potential & benefits. 1-334-8900

OFFICE MGR./BOOKKEEPER
Male or female. Must be totally familiar with MacWrite. Knowledge of Cross Receivables. Must be expert in these fields, others need not apply. Call Mr. Bernstein 557-2233
MEDICOR RECOVERY CARE CTR.
22333 W. 8 Mile Rd.
Phone Calls Not Accepted
Bus Line Stops

PARA-LEGAL - Challenging position for an experienced Para-Legal. Estate planning and probate experience. Will assist in new firm. Work on substantial estates and estate plans. Send resume to: Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARA-LEGAL
LEGAL SECRETARY
TYPIST - needed in fast-paced Rochester Law office. Must be energetic & very organized.
Contact Jean. 852-4520

PARALEGAL
REN CEN Law Firm seeks experienced Paralegal to work with personal injury/auto accident/product liability defense. For immediate consideration, fax resume to: Box 555, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARTS & WARRANTY CLERK
$4.00/hr to start. Factory Official. 24339 Indoplex.
Farmington area 478-0104

PART TIME OFFICE HELP
Phone, filing, some experience with word processing. Friends, Approx. 20 hrs. per week. Starting $4.50 per hr. 1-Mile/Orchard Lake area.
Send resumes to: P. O. Box 8041, W. Bloomfield, MI., 48304.

PART-TIME
Troy law firm seeks Counter, Mon-Fri 1-5pm. Student preferred. Must have car. $3.50 per hour plus mileage. Call 641-7600

PLASTIC SURGERY Office - Southfield - Receptionist with good dental background and good typing skills. Pleasant. Good telephone manners. Salary open - excellent working conditions. Call 557-7958

PRODUCTION Control Clerk
Fast paced Birmingham Ad Agency needs Billing Clerk. Must be accurate typist & proficient on 10 key calculator. Please contact Jane between the hours of 10am-3pm 540-7557

RECEPTIONIST/FILE CLERK - law firm. Pleasant, professional, good typing & dependable car. Full time position, with benefits. For interview 362-1000

RECEPTIONIST
For Tel-twelve area accounting firm. Light bookkeeping helpful.
644-1040

RECEPTIONIST for Farmington Hills Agency. Bookkeeping, typing 50WPM, errands required, room for advancement.
851-0020

RECEPTIONIST/PART TIME
Every other weekend and some Holidays in urgent care medical setting. Call 348-8000, Ext. 325.

RECEPTIONIST
needed for Chiropractic Office.
Apply: 25210 Ford Rd.,
Dearborn Hts.

RECEPTIONIST needed for fast-paced accounting department. 1-75 & Rochester area. 25 hours per week guaranteed. Nancy 879-2800

RECEPTIONIST - experienced, full time for prestigious lawfirm. General office skills. Good typing ability & appearance. To begin in Nov.
Ruth 358-4400

RECEPTIONIST
Troy office has immediate opening for individual who enjoys working with people. Switchboard, greeting public, variety of Clerical duties. Light typing. Only serious. 524-5666

RECEPTIONIST/TYPIST
A retail business in Livonia has an opening for a receptionist/typist. Send resume to: Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Livonia area. Busy front desk receptionist needed for doctors office. Phone sales a must. Send resume and references to: Doctors Office, c/o 8378 Dalwood, Drayton Plains, MI. 48020

RECEPTIONIST/TYPIST
Full time position with growing Oak Park company. Must have pleasing appearance, good phone personality & type 50 WPM. Bookkeeping experience a plus. Send resume to: Personnel Dept., 21717 Republic, Oak Park, Mich. 48237.

RECEPTIONIST
Immediate opening. Middlebelt and 12 Mile area. 8AM-3PM. No typing required. Must have good phone voice, be able to communicate well with public and set strong appointments. Send resume and written, resume to: P.O. Box 23275, Detroit, MI. 48223.

RECEPTIONIST WANTED for Bloomfield Hills law firm. Neat appearance and pleasant phone manners. Must have a car, 40-one around running, light typing, filing and answering machine. Hourly rate plus mileage. 10AM-5PM, Monday-Friday. Please call Lisa Poole at
642-1100

RECEPTIONIST/Typing Clerk
for Farmington Hills Law Firm.
Will train. Call 737-2700

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Prudential Town Center Law Office
Permanent Part-time, 10am-3pm
Call Phyllis. 353-5300

RECEPTIONIST
needed full time for CPA firm. Birmingham area. Typing required. For appointment, call 540-6600

RECEPTIONIST
Some office skills and typing skills helpful. Willing to train right person.
Rochester. 656-2626

RECEPTIONIST/SECRETARY
Evening position available for personable person with some typing skills. Please call 261-0370

RECEPTIONIST
for Farmington Hills law office. Must have good typing skills. Minimum 50 WPM. Please call 851-8000

RECEPTIONIST - Part-time. Livonia. Doctor's office. 9am to 1pm, daily except Tues. Require typing, dictaphone, spelling, typewriter & phone skills. Call Mary Ann 427-8223

RECEPTIONIST - Part time. Southfield area. Experienced. Typing required. Light bookkeeping. Send resume to: Louise Lechowicz, 3850 Second St., Suite 110, Wayne, MI 48184

RECEPTIONIST/
ENTRY LEVEL SECRETARY
needed for personnel work for firm. 13 Mile & Telegraph.
Phone 642-5757

RECEPTIONIST/CLERICAL
Full time position for friendly, organized person with good office skills. Computer experience helpful. Farmington area 478-0104

RECEPTIONIST/TYPIST
Must have pleasant phone voice and type 55 wpm accurately. Send resume to: DISI, 40 W. Howard St., Suite 300, Pontiac MI 48058.

RECEPTIONIST
Southfield C.P.A. firm.
Send resumes to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
With good speaking voice, pleasant personality and neat appearance. Type 50 wpm and willing to commit to long term.
Call for appointment: 356-4900

RECEPTIONIST/SWITCHBOARD
Operator needed immediately at Heathco International, the world's largest Dental Distributor.
Will be interviewing at:
24144 Research Dr., Farmington Hills. For appt., call 313-478-7200

RECEPTIONIST - Person re-entering work force, good phone skills, accurate typing. Some experience necessary. Send resume to: Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
To district manager. $17,000. Accurate typing and professional phone skills a must. Will train on payroll and personnel processing. Benefit. Benefits. Fee paid by employer.
SHARROW & ASSOC., 759-8910

RECEPTIONIST - PHONE WORK
GENERAL OFFICE
Small friendly fast paced non-smoking office. Full time. No insurance benefits.
13 & Southfield Rdsx. area.
INTRO MARKETING 540-9010

RECEPTIONIST
Fast paced Southfield company needs a receptionist/general Word processor clerk with pleasant phone manner and front desk appearance. Hours are 8:30-5:30pm Mon.-Fri. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 352-3311, Ext. 217

RECEPTIONIST - fast-paced manufacturing firm in Livonia seeks Receptionist/Word Office Clerk with pleasant phone manners and front desk appearance. Hours 8:15 to 5