EMPLOYMENT

504 Help Wanted Office-Clerical

GENERAL OFFICE

We are an International Wholesale Distributor Co., servicing the Drug Store trade seeking a person with gen. office experience. Math aptitude, type 45WPM & be well organized. Good fringe benefits including profit sharing.

Please Call for Appointment

B & E Sales Co., Inc.
200 E. Long Lake Rd.
Bloomfield Hills, Mich.
258-5200 ext. 372
An Equal Opportunity Employer

GENERAL OFFICE - Typing, neat in appearance, chance for advancement. Ask for Joan. 652-2255

GENERAL OFFICE for small repair shop in Farmington Hills area. Salary & benefits negotiable. Call for interview. 553-2622

GENERAL OFFICE
Dependable person for typing, invoicing & phone work. Small office, in Southfield. 557-8787

GENERAL OFFICE
Good typist. Aptitude for figures. Dictaphone experience - Air Plus Southfield area. 354-1600

GENERAL OFFICE
Position available for fast-paced organization in Farmington Hills. Typing & filing skills - A Must! 477-3910

GENERAL OFFICE/PART TIME
Livonia & Taylor locations. Evenings & weekends, approx. 20 hours week. Apply between Lasky Furniture, 29055 Plymouth Rd., Livonia.

GENERAL OFFICE - SOUTHFIELD
Book keeping, typing. Typing 55 WPM. $5.00 per hour. Fee Paid.

B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE, experienced needed, for Accounts Receivable position at wholesale firm. Knowledge of computers helpful, organizational skills necessary. Contact Mike Durkacs, 8AM-5PM. 883-2000

GENERAL OFFICE, part time, for electrical contractor. Must be accurate with figures. Send resume to box 695, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE- Insurance & computer experience preferred. Self-motivated hard worker for busy Birmingham pediatrician's office. Full time. Send resume to: 811 Pierce, Birmingham, 48009.

GENERAL OFFICE

Assistant typing, phones, etc. Live near location. Should record office experience. Call Sharon between 10-noon. 642-7663

GENERAL OFFICE & figure clerk for immediate hire for Rochester area company. Must be able to work overtime & some weekends. Top $$$. Contract positions, call Teri 646-6188

GENERAL OFFICE
Credit services company located in Southfield seeks an individual who can file accurately & type at least 45 WPM. Knowledge of bookkeeping or data processing a plus. Starting salary $5.00 hr. to start. 557-1110

GENERAL OFFICE HELP - Some experience helpful. Full-time - some nights and weekends. $3.50 to start. No phone calls. Please apply at: H. J. Heinz Co., 15 Mile & Inkster Livonia Town Square between 10am and 6pm, Mon. thru Fri.

GENERAL OFFICE CLERK
Assistant to promotional manager. Some experience preferred. Organizational skills and attentive to details. Send resume to: Personnel, P. O. Box 5000, Birmingham, MI 48012 or call after 9 am 353-3311, Ext. 217

GENERAL OFFICE - Full time for growing wholesale distributor. Typing, filing and data entry. Good phones skills a must. Experience and responsibility required. Non-smoker preferred. Send with salary requirements to: Manager, P. O. Box 9086, Livonia, Mi., 48151.

GENERAL OFFICE - full time mature responsible person, self-starter, who is assertive for a fast paced office. Extensive phone work. Light typing. Research for the bid section. Full benefits, pension plan, vacation, holidays. Hours 9-5pm. Keego Harbor area. Send resume to: PO box 3336, W Bloomfield, 48033

GENERAL OFFICE

Seeking individual for part time position in our Corporate Accounting Department. 20 hours per week. Willing to train person with good math aptitude. Ideal student.
Please call 644-5300

Erb LUMBER CO.
Birmingham

GENERAL OFFICE
$15,000 FEE PAID

Busy Troy office requires 1 year plus good clerical experience. Light typing. Excellent benefits and environment. Call Ann Arcadio.

SNELLING & SNELLING OF TROY

GENERAL OFFICE CLERK
A nonsmoking office of manufacturing company is in need of an entry level general office clerk. Responsibilities will include switchboard relief, mail, filing and misc. typing assignments. Firm offers excellent fringe benefit package. Send qualifications and salary requirements in confidence to: Box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

Full time position. Responsible for data entry on IBM PC. Must be self-motivated, willing to work as a team player. Join our rapidly expanding experience. Send resume to:

KRISTIE BOOKIE, OFFICE MGR.
MEDI SPEECH SERVICE
755 W. Big Beaver, Suite 405
Troy, Michigan 48084

GENERA OFFICE - we have several positions for people with various general office experience. Must be a strong typist and have good phone manner. Knowledge of building hardware and hollow metal doors a plus. $ Bonus offered. If interested contact Lorraine at 537-9190

GERMAN SPEAKING SECRETARY-large corporation needs individual with secretarial skills and is fluent in German.

IBM PC OPERATOR - various short term assignments for experienced individuals in the Southfield, Farmington and Birmingham areas.

NSI OPERATOR - needed for short term assignment in Farmington/Farmington Hills area. Good secretarial skills with training and/or experience.

LANIER OPERATORS - experienced operators needed for various short and long term assignments.

DATA ENTRY OPERATORS - training and/or experience needed for top paying assignments in Southfield.

Ask about our exceptional benefit package and free word processing training.

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610

RenCen, Detroit 567-0050
Auburn Hills 377-4980

GROWING PLYMOUTH company in need of responsible person to handle receptionist & secretarial duties. Good typing & telephone communications necessary. Send resume to Alpack & Co. 577 Amelia, Plymouth, Mi. 48170. Attn: Mr. Palmer

HARRIS/3M DPI, INC.
Receptionist needed. Must be an energetic, people oriented person. Duties include typing, switchboard operation and data entry. Contact Pam Smith for interview. 425-8100

HIRING NOW

For Temporary full time work. Starting Jan. in the Southfield, Farmington Hills Area. Positions available:

- Experienced Keypunch Operators
- 10 Key Adding Machine Operators
- Experienced Customer Service Clerical
- Shipping & Receiving

Contact Judy For Appointment
354-2333

HOUSEMAKERS
Are you're looking at home school & you're tired of staying home? Do you have a pleasant voice & enjoy working on the phone setting up appts? We can arrange to fit your life. City office. We need you from 9-2pm or 5-9pm. Call Mrs Wilson for more information. 261-4094

Human Resources

Temporary Human Resources Clerk

CMI Corporation, a major computer leasing company located in Bloomfield Hills, is seeking a Temporary Human Resources Clerk to work 3 days per week. Salary commensurate, 29055 Plymouth Rd., Livonia.

GENERAL OFFICE - SOUTHFIELD
Book keeping, typing. Typing 55 WPM. $5.00 per hour. Fee Paid.

B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE, experienced needed, for Accounts Receivable position at wholesale firm. Knowledge of computers helpful, organizational skills necessary. Contact Mike Durkacs, 8AM-5PM. 883-2000

GENERAL OFFICE, part time, for electrical contractor. Must be accurate with figures. Send resume to box 695, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE- Insurance & computer experience preferred. Self-motivated hard worker for busy Birmingham pediatrician's office. Full time. Send resume to: 811 Pierce, Birmingham, 48009.

GENERAL OFFICE

Assistant typing, phones, etc. Live near location. Should record office experience. Call Sharon between 10-noon. 642-7663

INSURANCE AGENCY
Southfield & 11 Mile area needs experienced individual to handle Personal Lines, Auto, Home Owners & Claims. Typing required. 557-4242

INSURANCE
AGENCY CSR's
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR or rater we can help you find a new position.
SALARIES TO $30,000
Call Ann Dee
Mich. Insurance Service

INSURANCE AGENCY
Immediate openings for personal and commercial line department. Insurance experience required. Benefits. Farmington. 476-0882

INSURANCE
Christian owned agency in Birmingham - opening for person knowledgeable in rating Personal or Commercial Lines. Typing required, non smoker. Call 9-5pm. 646-6657

INSURANCE
CLAIMS ADJUSTOR - Property, auto, PIP. Salary top $20K.
COMMERCIAL SERVICE REP. $25K
Fully paid benefits fee paid.

B. HAMIL PERSONNEL
424-8470

INSURANCE
EXECUTIVE SECRETARY
The chief executive officer of a property & casualty insurance Co requires a sharp person to assist with the details of organization & special projects. The successful candidate excites excellent secretarial skills plus 2-5 years similar experience in a property & casualty insurance home office or regional office setting. Excellent compensation & benefits for the right person. Call Mr Sadow. 356-1102

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

INSURANCE - Farmington Hills Agency has immediate opening for individual with Claims Personal Lines or Commercial Lines Experience. Call Mrs. Arcadio. 855-0909

INSURANCE - Part time, personal lines experience 2-5 years. Resume to P.O. Box 12227, Birmingham, Mi. 48012.

INSURANCE Personal Lines experienced. Livonia area agency has need for an experienced Personal Lines person with knowledge of rating & coverages. Computer experience a plus. Contact Mr. Walton at Garwood & Assoc. for interview.
255-9350

INSURANCE-1 girl Southfield agency needs secretary/rater, experience in personal lines, morning or short hours. 557-1622

INVENTORY CONTROL CLERK
National corporation has immediate entry level opening in its Southfield corporate office. Good math aptitude and CRT experience required. Excellent working conditions and benefit package included. Please submit resume to: P.O. Box 2020, Southfield, Mi., 48037-2020.

JR. SALES SECT'Y!
FEE PAID - $14,500

Farmville area: We great interesting clients, should be motivated & career minded. Great company offers benefits & nice surroundings. Varied typing skills plus typing at 45 plus (non smoker please). 649-6797 or

DOROTHY DAY PERSONNEL, INC.
8am or after 5pm appt. if needed

Keypunch Operator Experienced
For full time temporary dayshift, starting in January, Southfield Area. Call Judy 354-2333

LARGE BRANCH OFFICE for Government firm has opening on operation staff. Applicant must be energetic, have professional appearance, strong 10 key ability, good typing skills, able to work accurately with numbers, must be extremely conscientious & able to work closely with others. Send resumes to Merrill Lynch, attn. M. Bell, 2100 N. Woodward, Suite 255, Bloomfield Hills MI 48013.

LEASING CONSULTANT
Sales Secretary
$14,500 FEE PAID
Property management or leasing experience is the key. Start with national firm providing excellent benefits, growth, and outstanding environment. Call Mark at 649-5900.

SNELLING & SNELLING OF TROY

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 - never a fee
Equal Opportunity Employer M/F/H

KEY PUNCH
Experienced operators needed for first and second shifts. Good benefits. Livonia/Farmington.
ADVANCE DATA, 478-1844

KEYPUNCH OPERATORS
Exceptional opportunity available for expanding Livonia company. Days & afternoon. Good benefits.
INDATA CORP., 422-6002

DOWNTOWN DETROIT law firm seeks Legal Secretary, 3 years corporate experience. Word processing necessary. Salary commensurate with experience. Full fringe benefits. Contact: Donna Dalke. 963-3200.

Legal - Entry Level
To $12,500

Major defense firm seeks 65 WPM typing for legal trainee position. Paid parking, 3 month review, Major Medical/dental. Evening appointments available. Call or send resume to: Arthur Thomas & Assoc., Executive Search, 3000 Town Center, Suite 3215, Southfield, MI 48075. 354-4140

LEGAL SECRETARY - Experienced, for a defense litigation firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48018-9040

LEGAL SECRETARY
needed for plaintiff personal injury law firm. 1-3 yrs. experience. 13 Mile & Telegraph. Phone 642-5757

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 SECRETARY - Experienced for prestigious Southfield firm. Word processing background helpful. Excellent salary and benefits. 353-5200

LEGAL SECRETARY
Experience and references a must. Contact 647-3200

LEGAL SECRETARY for Southfield - Town Center law firm. Position includes Sec. 1. Good salary & benefits 353-8811

LEGAL SECRETARY
FOR RENCON
For Ren Cen Law Firm
3 years litigation
259-7900

LEGAL SECRETARY for Southfield law firm with a minimum of 3 years of litigation experience, good typing skills. Salary and fringe benefits commensurate with ability. Call attorney in Charge. 352-7980

LEGAL SECRETARY - Experienced, large small town firm in Birmingham/Southfield area. Word processing experience preferred. Good typing and spelling skills a must. Salary based on ability. Call Ginger at 646-1717

LEGAL SECRETARY
Downtown Detroit office. Will train on Word Perfect. Salary negotiable. Call Mr. Mack, 962-4900

LEGAL SECRETARY
Full time, Northwest suburbs. Salary & benefits based on experience. 855-0993

LEGAL SECRETARY
Oakland County Law Firm doing special work is seeking a legal Secretary with experience. Word processing experience helpful. Phone Bernice at 858-2443

LEGAL SECRETARY
Experienced - for Birmingham Law Firm. Full or part-time. Word Processing - A Plus. 646-9018

LEGAL SECRETARY - Bloomfield Hills, experience required, word processing/typing skills desirable, but will train. Call Chris 642-0318

LEGAL SECRETARIES
Needed immediately! Two openings, strong typing & shorthand skills. Send resume to: 2008 Cedarhurst, W. Bloomfield, Mich 48033 or call 661-5820

LEGAL SECRETARY
Farmington Hills law firm, 2-3 years experience required in Business Law & Estate Planning areas. Knowledge of Lanier EZ-21 essential. Salary commensurate with experience. Call for interview. 653-6170

LEGAL SECRETARY
$20,000 FEE PAID

Top suburban firm, excellent benefits and 35 hour week. Call 649-5900 or send resume to:

SNELLING & SNELLING
OF TROY
3270 W. Big Beaver, #147
Troy, MI. 48084

MAIL PROCESSING CLERK
Southfield insurance office has immediate opening for mail processing clerk, general clerical skills required. Call Norma 353-5800

MARKETING SECT'Y!
FEE PAID - $14-$16,000
Farmville area: We need interesting, fantastic position! Will be in the marketing area & do a variety of things from dealing with customers to relieving the PBX operator. Never a dull moment! Type 50. Excellent benefits. 649-6797 or 962-0563

DOROTHY DAY PERSONNEL, INC.
8am or after 5pm appt. if needed

MATURE, responsible person needed in our 24-hour-manned alarm center in Troy. Secretarial skills helpful. Full time position on afternoon and midnight shift. Will train. Call Mon. thru Fri.: 362-3553

MEDICAL OFFICE ASSISTANT
For podiatry office. Part - full time, experience preferred but not required. Call 853-4040

Legal Secretary
To $23,000

Prestigious legal firm seeks 60 WPM typing & 100 WPM shorthand for litigation position. Overtime after 35 hours. Dental, life, 401K, group auto insurance, 3 months review, Christmas bonus & tuition reimbursement. Evening appointments available. Call or send resume to: Arthur Thomas & Assoc., Executive Search, 3000 Town Center, Suite 3215, Southfield, MI 48075. 355-4140

LEROY'S JEWELERS

Due to the rapid expansion of our retail jewelry chain, we have an IMMEDIATE opening for full and part time OFFICE people.

No experience necessary. We offer a competitive salary, benefit package & opportunity for a fast paced career growth. Apply in person Mon., Tues. & Wed. from 10am-5pm to one of the following locations:

LEROY'S JEWELERS
Oakland Mall, Troy
Tel-Twelve Shopping Center, Sthd.
Westland Shopping Ctr., Westland

Litigation Secretary
To $20,000

Defense litigation firm seeks self-starter for partner position. Top salaries required for litigation work. Paid parking, pension, Major Medical, dental & review in 60 days. Evening appointments available. Call or send resume to: Arthur Thomas & Assoc., Executive Search, 3000 Town Center, Suite 2215, Southfield, MI 48075. 355-4140

MEDICAL PAYMENT ASSISTANT
General office experience for busy medical billing or collection experience preferred.
Call 348-8000, Ext. 325.

MEDICAL transcriptionists - 1 yr experience minimum, needed immediately for Oakland County hospital. Contract position - top $$$, part time hrs. available. Call Sandy at MedicalRental. 357-0882

METROPOLITAN NATIONAL BANK OF FARMINGTON

Immediate openings for the following positions. Full time & part time. Will train, experience a plus.
Accounts Processing Clerk: requires balancing skills, light typing, good telephone technique. Experience a plus. Clerical Typist: 45 WPM, no experience necessary. Filing, telephone answering, other misc. clerical duties. Flexible hours. Pleasant work environment, excellent benefits package. Salary commensurate with experience. Call Joan Taylor for interview: 553-4200
An Equal Opportunity Employer

MORTGAGE PROCESSORS and Mortgage Loan Processors. Experienced. Send resume, in confidence, to Progressive Mortgage Corp., 27777 Franklin Rd., Suite 400, Southfield, MI 48034, Attention: J.A. Kronk

NEEDED IMMEDIATELY
One of Michigan's fastest growing corporations now has opening for the following:
•ACCOUNTS RECEIVABLE
•SECRETARY/CLERICAL
•TYPIST (DATA ENTRY)
Experience required on some jobs, typing. Background in accounting. Above openings are for our Southfield headquarters in Evergreen & 10 Mile area. For a confidential interview call Vic Farkas 358-0140

NEW ACCOUNTS SUPERVISOR
Hiring Operators. Experience preferred with Typing skills. Hours: 8:30am-5pm, Monday-Friday and one night. Redford. Top Wages! Kane, 532-2900

NORHELL SERVICES, a leader in the temporary service industry has an immediate opening for a SECRETARY PROCESSING SERVICE SPECIALIST. This position will deal directly with clientele providing cross training in Indesign (Desk research), Proficiency in WordPerfect & Lotus essential. If your interested in being a member of a rapidly growing company in Dearborn mail a resume with salary requirements to: Norhell Services, P. O. Box 2000, Dearborn Hts, Mi. 48125-2000

OFFICE/CLERICAL

full time entry level position. Madison Hts. area. 585-8400

OFFICE HELP - FULL-TIME
Must be good with figures & able to work with a variety of customers in a fast paced area & willing to do some typing. For appt., call Cindy, 328-6190

OFFICE HELP

Small electronic manufacturing rep. firm in Troy has immediate openings for Sales Position. Duties include: assist Sales Manager, handle incoming mail typing. Complete training and benefits. Must be good with figures, aware with experience. Send resume to: R.E.P. Associates, 5500 W. Maple, #2418, West Bloomfield, Mich., 48033

OFFICE MANAGER - for Southfield based firm. Will be responsible for supervisory & collections. Salary $27,000. Contract position. Call Eileen at Uniforce 357-0646

OFFICE MANAGER
Mature, 10 Mile area, Oakland general office - retail furniture - part time, 25 hours to full time. Experienced with U.S. Trading, Ferndale. 543-7410
Paul Brasch

OFFICE MANAGER
Young aggressive company needs motivated professional office manager to run the whole department. Join our receptionist/secretary/bookkeeper. Must have knowledge of computers. If you want to be a part of a fast growth company and resume & salary requirements to:
7125 Orchard Rd. #207, Southfield, MI. 48075

OFFICE MANAGER
$18,000 FEE PAID!
BENEFITS!

Nice offices! Leading firm! Need strong typing, excellent telephone communication skills, at least 3 years experience. Call 399-3400.

SNELLING & SNELLING

OFFICE SUPERVISOR
$19,000

Excellent potential for person with supervisory experience to work in large sales branch office. Good typing and communication skills. Full benefits. Fee paid.

ALLEN PERSONNEL
525-7870

ORDER DESK

N.E. Detroit Manufacturer looking for experienced order desk/customer service person. Excellent benefits. Contact MR ROTARIUS 875-5000

504 Help Wanted Office-Clerical

ORDER ENTRY

Quality building products distributorship needs experienced Order Entry Person. Must be detail oriented and possess good math skills. Salary DOE plus excellent benefits package commensurate. Contact: Dr. Griffith, 726-2520.

RECEPTIONIST/SECRETARY
for busy Bloomfield Hills Law Firm. Good typing & telephone skills a must. 540-3333

RECEPTIONIST-GENERAL OFFICE
Small medical office in Farmington office. Full time, 13 & Southfield Rds. 540-9010

RECEPTIONIST
Downtown Detroit law firm seeks experienced receptionist. Benefits paid parking. For immediate interview, call Mr. Gerhardt at:
1-800-521-8064

RECEPTIONIST/PYST - Bloomfield Hills law firm seeks individual with pleasant manner and pleasant phone voice. Recent experience including typing preferred. 644-5905

RECEPTIONIST/TYPIST
Immediate opening, computer skills a real plus. Please send a confidential resume & salary requirements to: Ferlanty, Attention: Sales Manager, 501 W. Big Beaver, Suite 670, Troy, Mich. 48084

RECEPTIONIST
LIGHT TYPIST

Immediate opening in Rochester Hills area. Call 8am-3pm only. Mon. thru Fri., 689-3350

RECEPTIONIST/ASSISTANT
Wall train. Hours 2:30-6:30PM Mon., Wed., Fri., Sat. 12:30-4PM or 4PM-8PM Mon., Wed., Fri., Sat. 12:30-4PM. Apply: 37672 Professional Parkway, W. Hills, 110, Thomas (8 Mile - Newburgh). 464-9595

RECEPTIONIST
With 50 wpm Plus

We have 3 openings for dare-act-repositionist in Detroit & Troy. Professionals need to apply. All jobs could turn permanent.
Temporary Specialists 354-3811

RECEPTIONIST

Bright, neat, articulate, take-charge type person needed for busy specialization skills. Pleasant working environment near the Southfield office of national corporation. Company benefits. Salary commensurate with experience. For confidential interview call Mr. Lee

356-7777

ROCHESTER Law firm seeks full time legal secretary with word processing experience. Will train on international skills. Salary commensurate with ability & experience.
Ask for Gayle: 652-1444

SALES CORRESPONDENT for automotive supplier in Southfield. Good organizational skills, detail oriented, estimators quotations & purchase orders, typing 45wpm, word processing a plus. Salary range — very team but commensurate with experience. Submit resume to Dept. 16, P O Box 707, Southfield, MI 48034

SALES/MARKETING SECRETARY

A suburban marketing services corporation seeks an Executive Secretary for fast-paced Sales/Marketing Dept. This position requires a self-starter with 5 years secretarial experience. Typing skills of 60 wpm., shorthand 100 wpm. Excellent communication and organizational skills, word processing experience desired. Professional demeanor a must. Qualified candidates send resume with salary requirements to:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

SALES
SECRETARY

An OEM manufacturer that supplies the automotive industry has a need for a mature secretary. Good office skills and phone manner are essential. Send resumes to:

BOX #640

Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY

MACOM INFORMATION SYSTEMS
A National Organization has an immediate opening in our Detroit Sales Office. We are seeking an individual with good secretarial skills to handle the work load of a busy office. Experience on Data Communications is A Plus to land a fast paced fast growing company.
We have excellent company benefits and a pleasant working environment. If you are qualified, please send resume to:
MACOM INFORMATION SYSTEMS,
31731 Northwestern Highway, Ste. 150, Farmington Hills, MI. 48018
Attention: Rita Sexton
or call (313) 855-0360

SECRETARIAL

A secretary with solid clerical and administrative abilities is needed in our Southfield Corporate Headquarters department of our rapidly growing Troy-based company. This position requires strong organizational skills and some knowledge of insurance terms and contractor insurance requirements. CRT, and construction/maintenance bonding knowledge helpful. Please send resume with salary requirements to:
SECRETARIAL POSITION
P.O. Box 7034
Troy, Mich., 48007-7034

SECRETARIAL/CLERICAL
Immediate openings for secretary-clerk. CRT experience helpful. Good pay, excellent benefits. Apply in person. Must have CAD. 1414 Maplelawn, Troy. 258-4580

SECRETARIAL - PART-TIME
morning's a week. Shorthand, typing, clerical. Salary negotiable.
Call Mary. 642-9705

SECRETARIAL
Telephone Positions
Day and evening shifts.
Will train. Southfield area.
Call: 557-5958

SECRETARIES
SENIOR TYPISTS

Long term or 1-5 day assignments available in the Northern suburbs. We are offering:

- Benefits
- 1 Week Training on 4 Phase or processor & display Writer III.

Call today and arrange an appointment

583-0515
TSI CLERICAL
Technical Services, Inc.
An Equal Opportunity Employer

SECRETARIES

We need 5 to start immediately, Type 45 plus, computer experience a plus. Excellent pay. No fee.
557-6040

504 Help Wanted Office-Clerical

SECRETARY/Administrative Asst. Small but expanding sales agency needs a self-starting, outgoing, well organized Secretary with some bookkeeping and/or computer experience. 2 years college preferred. Send resume to P.O. Box 3460, Farmington Hills, MI 48018

SECRETARY/Assistant Bookkeeper, Small Bloomfield Hills Southfield Restaurant. Duties include: Accounts Payable/Receivable, typing & filing. Hours are Mon-Fri. 2-4pm: Golden Mushroom, corner of 10 Mile & Southfield. NO Phone Calls, Please!

SECRETARY - bi lingual, (Spanish & English) must be fluent & type 60 wpm, shorthand 80 for large nationwide corporation. Excellent benefits, contract position, salary $17,000. Call Sylvia at Uniforce 357-0646

SECRETARY-BOOKKEEPER
Experienced; part time. Pleasant Southfield location. Flexible hours. 559-8370

SECRETARY
Farmington Hills Sales Office. Excellent opportunity for experienced Secretary/good typing skills. Pleasant work environment. Competitive salary/fringe Benefits. For interview call Bob McNally. 932-1000

SECRETARY - for successful sales marketing specialist, basic skills required, business forms or related printing experience helpful.
Call 227-9401

SECRETARY for professional company in Southfield. Candidate must possess excellent typing & communication skills. Word processing a plus. Send resume to: Karen Gold, 28580 Southfield Rd., Suite 100, Southfield, MI 48076.

SECRETARY for Adoption Agency. Must be all around person. Typing at least well to people by phone and in writing. Salary $5.00 hr. Call Ann with good benefit package. Send resume to: Bethany Christian Services, 32300 Northwestern Hwy., Suite 100, Madison Heights, Mich., 48071
An Equal Opportunity Employer

SECRETARY - for Southfield law office. Good typing skills & some dictation. Some experience referred, will train. 355-2525

SECRETARY - Full time, Rochester law office. Experience in probate, mar., spelling required. Legal experience a plus. 751-1878

SECRETARY - FULL-TIME
Someone with previous Office experience, detail-oriented & well-organized. Must have excellent typing speed & ability to do Word Processing. Bloomfield area. Call Terese 644-4514

SECRETARY - FULL-TIME
Type 50 WPM Minimum. 5 years assistant experience. Knowledge of phone skills - A Must! Also ability to smile under pressure. If you're mature & flexible, we need you. Call Now for an appointment. 714-5583
An Equal Opportunity Employer

SECRETARY in two man office in Bloomfield Hills area. Shorthand not necessary but minimum typing 45 wpm immediately. Call 645-6444

Secretary-Law Firm
To $18,000

Major legal firm seeks outstanding skills, 70 wpm typing, 80 preferred plus shorthand for legal secretarial position. Word processing not required, Major medical, dental & pension. Call or send resume to: Arthur Thomas & Assoc., Executive Search, 3000 Town Center, Suite 3215, Southfield, MI 48075.
355-4140

SECRETARY
Leading national restaurant equipment manufacturer/supplier, near the GM and Ford headquarters, seeks Secretary for busy non-smoking office. Must have computer or word processing experience. Top pay, excellent benefits, pleasant work atmosphere. Send resume to: Stainless, Inc., 215 Piquette, Detroit, MI 48202-3598
An Equal Opportunity Employer

SECRETARY

Livonia branch of a national safety distributor is seeking a professional office Secretary to support established sales staff. Typing 60 wpm & shorthand preferred. Interpersonal skills necessary for good communication. Full time position with competitive benefits & salary, good working conditions. To arrange for an immediate interview please call 425-2000

SECRETARY - Mature person for one person general office in line financial services company. Must be temporarily hov. 12 thru Jan 9, 1987. A 5 day week, no nights, congenial working conditions. Requires: good phone skills, light typing, good math aptitude, bonding. Training will be provided. Rate: $5.00 per hour. Location: Northwest Lake Rd. & Telegraph, Bloomfield Hills. Hours: Monday, between 9:30am-4:30pm at 332-1733

SECRETARY - Mature, friendly person for secretary position. Full time, date law firm. Secretarial & word processing experience a must.
Call Karen 548-6000

SECRETARY - Mature person to work 2 to 4 days per week in Troy. Past secretarial experience required, but will train on our equipment. Hours between 8am-5pm. Call for Shirley, 649-8333

SECRETARY- Must be excellent typist with set up for basic, typical word processing (Wordstar 2000) a plus. No shorthand required. Salary based upon ability. Interested persons send resume to: Crescent Group, 31500 Northwestern Hwy., Farmington Hills, Mich. 48018

SECRETARY

Need experienced secretary who can type 50 WPM and take shorthand. Prior experience in insurance is a plus. Call Stacey between 10 and 3:30. 591-1100

SECRETARY - Mature person for modernization company. Strong grammatical skills, good typing, organized detail oriented, dependable & receptable. Must have ability to work with public & work independently. 532-6301

SECRETARY - PART TIME
Light Typing, Phone
Typing, and dictation equipment
Call 557-8888

SECRETARY - PART TIME
12 Noon to 5 PM daily. Must be strong organizer, able to expedite for progressive sales office in the 14 Mile, Decourdre Area. Call 268-4310

SECRETARY
Permanent Part-time small Novi office. Typing, filing, good telephone skills. Computer experience helpful. Flexible hours. 349-6911

SECRETARY - permanent/part time Flexible hours - about 20 hrs. week. Legal experience preferred but not necessary. Call Mrs. Kaplan, 353-1022

SECRETARY PLUS
Needed immediately for busy salesman's Canton office. Self starter with strong organization skills, good typing, PC experience helpful. Full time - one person office. Good salary & benefits 981-4240

SECRETARY/RECEPTIONIST
For fast paced office. Mature, reliable, accurate, attention to detail, experienced. Good telephone, typing skills. No smoking. Send resume to Mrs. S. at Jobet, Inc., 27150 W. 8 Mile, Southfield, MI. 48034

SECRETARY-
RECEPTIONIST
Farmington Hills advertising firm, position requires good typing skills & telephone manner. Non-smoker, good benefits, opportunities for advancement. A nice place to work. 553-6166

SECRETARY/RECEPTIONIST
for small accounting office. Redford area. 534-0144

SECRETARY/RECEPTIONIST
For Farmington Hills Company. Hours: Tues. 9AM-5PM, Monday thru Friday. 646-2286

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Good typing & Communication skills. Non-smoker. Farmington Hills. 653-3307

SECRETARY/RECEPTIONIST
Seeking motivated individual for changing opportunity in local high gross firm. Word processing, telephone, dictation & communication skills a must. Salary commensurate with experience. Send resume to: P.O. Box 591, Rochester, Mi., 48308-0591.

SECRETARY/SALES SUPPORT
Manufacturing, word processor, to $20K. Fully paid benefits. Fee Paid.

B. HAMIL PERSONNEL
424-8470

SECRETARY/SALES SUPPORT
Small Novi based company seeking an individual to fill a secretarial sales support position. Duties to include typing, word processing, etc. Salary commensurate with experience. Call Sue, being taken the week of Tuesday only 348-3180

SECRETARY - SALES
Company in Southfield is looking for an Assistant in the Sales Dept. Qualified candidate will have 2 years experience & good typing, phone & general office skills. Minimum: High School Diploma necessary. This is a growth floor opportunity with a rapidly growing company. Apply in person: 26400 W. 8 Mile, Southfield (Between Telegraph & Lahser)

SECRETARY/SALES ASS'T
PRESCOTT, BALL & TURBEN, INC. New York Stock Exchange member firm, looking for an ambitious individual to assist top sales executive. Previous Brokerage experience a plus.
Candidate needs excellent typing skills, phone etiquette, attention to detail and willingness to learn investment business. Send resume and salary history to: 3331 W. Big Beaver, Suite 114, Troy, MI 48084

SECRETARY/B-(17) with Wang, IBM PC experience for large national Southfield corporation, contract positions, call Linda at Uniforce
357-0641

SECRETARY to manufacturers rep, small Southfield office. Shorthand 80, typing 55 wpm. Filing, 20 hours rate. Per week, $4.50 hr. to start. Call between 10am-12 noon Mon., Wed. or Fri. 353-7378

SECRETARY
To work in Oakland Schools office. Your flexible day/evening/weekend hours are negotiable, very rewarding. Send letter of application and resume to: Pontiac Eight, Clarkston, 17050 Dorset, Southfield, MI. 48075.
An Equal Opportunity Employer

SECRETARY
Troy location. Full time position with advertising department. Successful candidate will have good interpersonal & communication skills as well as ability to work independently. Send resume & salary requirements to: Box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/TYPIST
Birmingham Real Estate
Appraisal Office.
Inquire in MR. 540-4053

SECRETARY WANTED full time, with benefits. Apply in person: Precise Cutting Tool Corporation, 32203 W. Eight Mile, Livonia.

SECRETARY
WEST BLOOMFIELD
Competitive compensation & fringe benefits. Congenial atmosphere.
Call Mrs. Carolyn 661-5700

SECRETARY
Who wants challenging, fast paced office environment needed by attorney advertising agent. We would like to discuss our beneficial compensation package. Send your resume to: Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
WORD PROCESSOR

High tech company looking for an outgoing, bilingual secretary. 50wpm & Wordstar word processor. 2 years experience required. Good benefits. Salary $13,000.
ALL FEES COMPANY PAID

PERMANENT STAFF
TROY 362-4004
SOUTHFIELD 353-0505

SECRETARY. Filing, answering phones, billing. Auto repair business. Hours negotiable. 21411 Telegraph, Southfield. 352-2698

SOUTHFIELD SECRETARY

Variety position in fast paced media office. Good typing, good math, bookkeeping & 3 years experience, company offers good benefits, liberal vacation & salary to $18,000.
ALL FEES COMPANY PAID

PERMANENT STAFF
SOUTHFIELD 353-0505

SR. SECRETARY
To $17K

Large French corporation offers excellent benefits including tuition reimbursement and advancement opportunities. Requires typing 60, good typing 65 wpm plus and ability to deal with people in management team, shorthand a definite plus. Call or send resume to: Human Resources, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075. 355-4140

SECRETARY - Mature person for one person general office in line financial services company. Must be temporarily hov. 12 thru Jan 9, 1987. A 5 day week, no nights, congenial working conditions. Requires: good phone skills, light typing, good math aptitude, bonding. Training will be provided. Rate: $5.00 per hour. Location: Northwest Lake Rd. & Telegraph, Bloomfield Hills. Hours: Monday, between 9:30am-4:30pm at 332-1733

SECRETARY - Mature, friendly person for secretary position. Full time, date law firm. Secretarial & word processing experience a must.
Call Karen 548-6000

SECRETARY - Mature person to work 2 to 4 days per week in Troy. Past secretarial experience required, but will train on our equipment. Hours between 8am-5pm. Call for Shirley, 649-8333

SECRETARY- Must be excellent typist with set up for basic, typical word processing (Wordstar 2000) a plus. No shorthand required. Salary based upon ability. Interested persons send resume to: Crescent Group, 31500 Northwestern Hwy., Farmington Hills, Mich. 48018

SECRETARY

Need experienced secretary who can type 50 WPM and take shorthand. Prior experience in insurance is a plus. Call Stacey between 10 and 3:30. 591-1100

SECRETARY - Mature person for modernization company. Strong grammatical skills, good typing, organized detail oriented dependable & receptable. Must have ability to work with public & work independently. 532-6301

SECRETARY - PART TIME
Light Typing, Phone
Typing, and dictation equipment
Call 557-8888

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