504 Help Wanted Office-Clerical

ENTRY LEVEL OPPORTUNITIES

Call Corporation, a major computer leasing company located in Bloomfield Hills, has immediate openings in the following areas:

RECEPTIONIST
- Six months + office experience.
- Typing 50 wpm.
- Excellent telephone manner.
- General office duties.

SECRETARY
- At least one year office experience.
- Typing 60+ wpm., word processing a plus.
- Ability to handle administrative detail.
- Organizational skills.

MESSAGE CENTER CLERK
- Excellent telephone manner.
- Light typing, data entry.
- Ability to route telephone messages throughout the building.

CLERKS
- Light typing, some data entry.
- Excellent telephone manner.
- Organizational skills.

WAREHOUSE WORKER
- General lifting and bending.
- Maintenance and cleanup work.
- Light paperwork.

TEMPORARY CLERKS
- Light typing, data entry.
- Excellent telephone manner.
- Filing, follow up.

Salary commensurate with background. We offer an excellent benefit package including tuition reimbursement for all non-temporary positions. Pleasant working environment with an on-site nautilus workout center. Interested candidates may submit their resume/letter of application with SALARY HISTORIES in confidence to Judy DeVore, Human Resources Representative, CALL CORPORATION, 2600 Telegraph Road, Bloomfield Hills, Mi. 48013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

ESCROW SECRETARY

for national title insurance company in Livonia. Excellent opportunity for real estate transactions necessary. To schedule interview call 513-591-2757 or 281: 423-2500

EXECUTIVE SECRETARIAL POSITION available in Farmington Hills. Must be an excellent typist and ability to be flexible. Several years experience preferred and train. Reply to Box 8658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Real Estate investment firm located in Southfield is seeking a skilled individual to work in a fast paced environment. Candidates to have at least 3 years of secretarial experience. Knowledge of bookkeeping, insurance processing, dictaphone, etc. is necessary. Expected duties include this position are organizational, verbal and written communication skills. Individuals should qualify themselves based on their ability to function with minimal supervision, tact and socially. Career opportunity for determined, motivated and ambitious person. Send resume and salary requirements to: Department 1934-A Woodward Ave., Suite 136, Bloomfield Hills, MI 48013

EXECUTIVE SECRETARY/BOOKKEEPING
Experience needed. Call 683-3510

EXECUTIVE SECRETARY
Permanent position, Southfield area. Challenging position. Call for appointment. 557-2757

EXECUTIVE SECRETARY
to assist (4) Person OCM Sales-Engineering Office in Birmingham. Must have experience in office automation & management skills. Understanding of Automotive Quotation/Release/P.O. Systems helpful. A Great Opportunity for right person. Resumes to: P.O. Box 548, Birmingham, Mi 48012

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent skills required. Qualified candidates must be self-motivated, organized with a strong work ethic and be willing to work flexible hours. Send resume to: P.O. Box 900, Southfield, MI 48037-0900 or call after 9 a.m. 353-3211, Ext. 217

EXECUTIVE SECRETARY
$19,703
A choice position in the Administrative Department of a major engineering firm. Good skills and experience for this. Fee paid position. Call Anice 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
A progressive, fast paced real estate company seeking an Executive Secretary. The candidate must have previous secretarial experience, type 60 wpm, shorthand, 80 wpm, and IBM/PC experience. Salary commensurate. Good verbal and written communication skills are required. Please send cover letter and resume to: P.O. Box 12860, Birmingham, Michigan, 48012, Attn: Personnel Department.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
To the C.E.O. of fast paced consumer sales & financial services company. Excellent communication skills, accounting/bookkeeping, general secretarial & personnel duties required. Apply in confidence to: Executive Secretary, 33 Arlington, Birmingham, Mich. 48009.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/LIGHT BOOKKEEPING
Neat appearance and good organizational skills a must for this growing real estate investment and brokerage firm. Send resume or call Harold T. Blueberg & Associates, Inc., 28211 Central Park Blvd., Suite 318, Southfield, MI 48076. 353-9090

EXPERIENCED IBM 34. Take orders from Doctors-nutritional supplement. Benefits. No smoking. Lindblade, Inc., 13918 West Warren, Dearborn. 846-2333

FAMILY OWNED BUSINESS looking for an assistant who can do it all. Typing, billing, scheduling, light shipping, phone work, PR work. This job will be very diversified. Must be congenial, able to handle pressure & willing to make decisions. We prefer someone who has recently entered the job market & would like a long term commitment with growth opportunity. Barnes Dental Lab, Dearborn Heights 561-2020

FILE CLERK
Busy profile department. Must be reliable, mature, like room assistant with own transportation. Some clerical experience required introducing filing, copying & running errands. Full time position preferred, would consider part time. Please respond without delay to P.O. Box 963, Southfield, MI. 48037

FILE CLERK, entry level position, full time. Non-Smoker. Apply at RS Electronics, 34443 Schoolcraft, Livonia.
An Equal Opportunity Employer

FREE TRAINING
Word Processing
or
Data Entry
Government funded program for Wayne County or Oakland County residents. Limited openings. Don't delay, call Today. 544-2960

FULL TIME Office Help. Accounts & computer experience preferred. Pay based on experience. Mail resume to 14342 Princeton, Plymouth, Mi., 48170, or call Eves. only 459-2422

Full Time Receptionist and Switchboard Operator for Farmington Hills Real Estate Company. Good phone manner, typing skills helpful. Call:
Beverly Pardonnet
851-2600
An Equal Opportunity Employer

FULL TIME SECRETARY
WEST BLOOMFIELD
Congenial surroundings await you at Temple Israel if you have good typing skills & a liking for people. Competitive salary & fringe benefits.
Call Mrs. Shapiro 661-5700

GENERAL - CLERICAL
Full time, computer, payroll experience, general office duties. Southfield. 559-1050

GENERAL CLERICAL
for basic office duties. Accurate typing required. Apply in person: R.L. Schmitt Co., 34506 Glendale, Livonia (near Stark & Schoolcraft).

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: P.O box 5336, W Bloomfield, 48033

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

GENERAL OFFICE - Must be able to type 35 wpm, phone, do filing work. Must have previous office experience. Call Jay 334-1300

GENERAL OFFICE - Part-time
Mature Person. Typing required. Pleasant phone voice, etc. For details, call Mrs. Wyatt. 356-1090

GENERAL office - experienced, detail-oriented, service type, environment. Type 30wpm. Computer knowledge (Word Perfect) desirable. Temporary full time. 474-6172

GENERAL OFFICE
Full-time position for responsible person with accuracy important, for fast paced office. Computer experience helpful, variety of duties. Please send resume: McDonough & Associates, 8640 Rondo, Canton, Mi. 48187.

GENERAL OFFICE - Computerized construction co. needs versatile person for large payroll, data entry & some accounting. General office skills a must. Work processing a plus. Excellent benefits. Resume only to: 2290 Auburn Rd, Auburn Hills, Mi. 48057

GENERAL OFFICE Clerical
Large Bloomfield Hills law firm needs person with light typing skills yes and good phone personality to do varied duties including receptionist, switchboard & word processing. Excellent benefits and pleasant working conditions with opportunity for growth. Call 258-3012
An Equal Opportunity Employer

HIGHLAND SUPER STORES Inc. Cashier/General office personnel. Temporary part time. Variable positions involving cashiering, data entry, customer service, consumer retail credit. Experience helpful but will train. Flexible schedule required. Evenings, weekends. Apply in person: Mon thru Sat, 10-9pm, Sun. 12 noon-6pm. Highland Super Store, 3533 N. Woodward, Royal Oak.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

GENERAL OFFICE
We are a national Service Company with a Regional Office in Livonia. We are seeking a person with good communication skills for General Office duties in Customer Service dept. Complete Benefit Package. Apply in person, to: M L B, 30463 W. 8 Mile (North - Middlebelt & Merriman Rds.) Livonia.

GENERAL - office clerk - for personnel dept of national firm. Good pay, benefits, experience a plus, contact Janice, Call Celestial Enterprises 357-0644

GENERAL OFFICE - permanent position for person to do billing & various other office functions. Attention to detail & accuracy a must. 8 Mile/Lahser area. Mr. Barn, 313-531-0180, ext 471.

HIRING NOW
For Temporary full time work. Starting Jan. in the Southfield, Farmington Hills Area. Positions available.
- Experienced Keypunch Operators
- 10 Key Calculator Operators
- Experienced Customer Service Clerks
- Shipping & Receiving

Contact Judy For Appointment
354-2333

HOTEL OCCUPANCY
Experienced. Apply in person at the Plymouth Hilton, 14707 Northville Rd. Plymouth

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 a week, all day. College students, especially with a human resources curriculum, are encouraged to contact us. Applicants must have the following type of background:
- Data entry experience
- Six months to one year office experience a plus.
- Excellent telephone manner.
- General clerical duties, light typing

We offer excellent advancement opportunities. Preferred working environment with a dynamic, fast paced work atmosphere. Interested candidates may send their resumes and SALARY HISTORIES in confidence to:
Judy Devore
Human Resources Representative
CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, Mi. 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

IMMEDIATELY AVAILABLE - 2 part time positions. Typing, insurance processing, Data entry clerk - typing 50 wpm. Flexible scheduling, entry level position, contact Mary Beth 540-0520

INSIDE SALES PERSON
with minimum of (2) years experience for High Tech Sales Office in Farmington Hills. Apply in person: E.L. Schmitt Co., 34506 Glendale, Livonia (near Stark & Schoolcraft).

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 refer we can help you find a new position.
SALARIES TO $30,000
Call Ann Bell
Mich. Ins. Personnel Service

INSURANCE AGENCY
Immediate openings for personal and commercial lines. Competitive insurance experience required. Benefits. Farmington. 478-0882

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

INSURANCE AGENCY in Birmingham, desires part time person with accounting background. Please send resume to P.Ker Word Administrator, P.O. Box 3333, Birmingham, Mi., 48012-3333

INSURANCE AGENCY
Clerical assistant with property or casualty experience. Typing, fast paced office. Computer experience helpful, variety of duties. Please send resume: McDonough & Associates, 8640 Rondo, Canton, Mi. 48187.

INSURANCE CUSTOMER Service representative experienced in personal line needed for growing sponsor. Looking for agent minded individual to grow with organization. Excellent benefits. Send resume to: P.O. Box 522, Birmingham, Mi., 48012

INSURANCE - Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Various Locations Available
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd 478-2200

INSURANCE - One girl Southfield agency needs receptionist/clerk experience in personal lines, morning or short hours. 557-7822

INSURANCE SECRETARY
Immediate full time opening
Experience and knowledge required
624-7187

INSURANCE SECRETARY
Friendly suburban branch of a large company wants your outgoing personality and office skills. To $18,900 with full benefits. Fee paid.
Call Colleen at 353-2090 today.
After 5 PM. Appointments Available
SNELLING & SNELLING

INSURANCE - small agency in Troy needs person with some commercial lines knowledge. 362-3800

INSURANCE - with office/clerical experience needed, full or part time position, Lathrup Village Area. Call between 9-5 569-3460

KEYLINER - part time, 3 or days per week. Flexible hours. Experience preferred. Call weekdays 8 - 5:30pm, ask for Curt 354-6060 or send resume to: The Jewish Home 20300 Civic Center Dr. Suite 240, Southfield, Mi. 48076.

KEYPUNCH OPERATORS
Experienced operators needed for expanding Livonia company. Days & afternoons. Good benefits.
INDATA CORP., 422-8002

Keypunch Operator Experienced
For full time Southfield days, day/night, starting in January. Southfield Area. Call Judy 354-2333

KEYPUNCH OPERATORS
Farmington Hills Area. Full time temporary position. Call for appointment.
476-1095

LEGAL SECRETARY for Southfield law firm with a minimum of 2 years of litigation experience and good skills. Salary and fringe benefits commensurate with ability. Call attorney in charge. 352-7980

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 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

LEGAL SECRETARY - Experienced, needed for Southfield law firm. Excellent skills required. Contact Carol 10AM-3PM 559-2829

LEGAL SECRETARY
Experienced in trial work desired. Word processing skills helpful. Excellent and self starter. 12 Mile/Telegraph Area. Call 647-2233

LEGAL SECRETARY
Full time. Small Dearborn office. Experience required, word processing a plus. Call 584-4930

LEGAL SECRETARY/Receptionist with at least 2 years experience needed for small Birmingham personal injury law firm.
Call Lisa at 644-3366

LEGAL SECRETARY
Full time, experienced in litigation. Send resume to: 30833 Northwestern Highway, Suite 214, Farmington Hills, Mich. 48018

EXPERIENCED Legal Secretary for young, growing general practice and litigation firm. Great opportunity with excellent pay and good benefits. 673-6200

LEGAL SECRETARY
for Southfield personal injury firm. Pleasant working conditions, excellent salary & benefits. Experience with DecMate helpful. Call 352-4690

LEGAL SECRETARY/Paralegal, Birmingham. Small office, real trial college-educated. Tired of corporate? Want to grow to Level Three or Paralegal? Good pay. 645-0750

LEGAL SECRETARY - Experienced, wanted for Bloomfield Hills firm to work for partner in corporate, estate planning and tax practice. Salary commensurate with experience. Call Sandy at 559-2828

LEGAL SECRETARY for downtown Detroit law firm needed for Probate. Need in spring. At least 2 years litigation experience preferred. Excellent benefits and working conditions. Call Marcia 961-8989

LEGAL SECRETARY NEEDED for downtown Detroit Law Firm. Successful candidate will be typing 60 wpm, shorthand. Word Processing knowledge helpful but not essential. Excellent salary & pension benefit package available. Salary commensurate with experience. Please contact Janet at 962-7444

LEGAL SECRETARIES
Major varied practice has several opportunities available for Secretaries with Orientation 2 - yrs. of Legal experience preferred. Salary is excellent. We offer an excellent salary & benefit package. Please send your resume and SALARY HISTORIES in confidence to:
Judy Devore
Human Resources Representative
CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, Mi. 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

LEGAL SECRETARY
- Your skills are needed for assignments in our Southfield, Farmington, Detroit areas. Call Today
- Top Pay - No Fees - Benefits

TEMPORARY RESOURCES
356-1616

LEGAL SECRETARIES
Exceptional opportunities in fast-paced Southfield law office. Must be analytical & well organized. Minimum 2 years. 852-4520

LEGAL SECRETARY/Experience required. Work for Sam Sommers. Send resume to: Mr. Cohen after 5PM weekdays or Sat 11AM-1PM 355-1658

LEGAL SECRETARY - Fully automated Bloomfield Hills law firm needs experienced secretary. Legal Secretary general civil practice specializing in estate planning. Low key practice. Accurate typing 80 WPM. Good benefits. Salary commensurate with experience. 645-9400, ext.306

LEGAL SECRETARY (LIGHT)
Worldwide headquarters in Southfield is looking for a professional secretary (minimum 1-2 years legal experience) to be the secretary/legal support to the Director of Membership. Requirements are good typing, 50wpm, typing 60-65wpm, dictaphone, knowledge of word processing, knowledge of word processing. Responsibilities will include taking & transcribing minutes for committee meetings. Special emphasis on organizing meetings. Excellent Executive company paid benefits. Please send resume to:
Secretary
P.O. Box 7227
Southfield, Mi. 48037

LEGAL SECRETARIES PERMANENT TEMPORARY
Outstanding permanent positions and temporary assignments are available now in Southfield and suburbs. Select the one best for you. Don't delay, call today for counsel, no fee, placement assistance
558-0060

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
352-8060 963-4163

MACHINE SHOP OFFICE
Previous experience preferred. Immediate full time opening. Seeking dependable person to handle a variety of work and purchasing. Must be accurate with figures, and have excellent phone skills. At least 2 years skills. Call for Appt.: 544-2250

MEDICAL PAYMENT ASSISTANT
General office experience for busy medical facility. Billing or collection experience helpful.
Call 348-8000, Ext. 325

NEW ANSWERING SERVICE
Needs part time help, Monday only with typing skills. Hours: noon-6pm, 5 pm-midnight, midnight-8:30am, weekend. The Wright Service, Inkster. 534-1120

NORRELL SERVICES, a leader in the temporary service industry has an immediate opening for a WORD PROCESSING SERVICE SPECIALIST. This person will be dealing directly with clients providing office training & indepth client research. Proficiency in word perfect is a must. If your interested in becoming a member of a rapidly growing organization with experience resume to: NORRELL SERVICES, INC., 4 Park Lane Blvd., Suite 400, Dearborn, Mi. 48126. Attention: Office Manager

NORTHERN suburban auto leasing firm now interviewing for receptionist position. Applicants must possess excellent communication skills along with basic typing ability. For an interview phone Mr. Carlisle service dept. Fri. 8:30-5 643-0300

NOW INTERVIEWING for full and part time positions. Light typing & data entry. Flexible hours. Call Mr. Hills based communications company. This non-sales position is paid
- Outgoing personality, + Excellent telephone skills, + Flexibility, + Pleasing skills, + College background or previous work experience.

In others flexible work hours, good starting salary, paid performance bonuses, fringe benefits, paid holidays & vacations, pleasant working conditions. For further information, send resume or letter of introduction to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL
Mortage co has position in closing/shipping department. Experience with conventional loan documents preferred. Call 886-1600 ext 205

OFFICE CLERICAL
Radford bookkeeping & income tax office needs person for typing & filing. Flexible hours available 255-4340

OFFICE MANAGER/Bookkeeper
Take charge person with retail experience needed to handle payroll, general accounting for growing computer retail store. Northville. Sycom Computers, 26600 Southfield Rd., Southfield, Mi. 48076

504 Help Wanted Office-Clerical

OFFICE CLERICAL
Part time position open in Southfield for enthusiastic, self motivated individual who would enjoy working with college students. Typing & heavy phone contact. Days or Evenings until 10pm, plus weekends. Call Debbie or Kathy, 9am-3pm, at 569-5320

OFFICE HELP - FULL-TIME
40 hours per week, $3.75 per hour. Apply in person, Mon., Nov. 24, Tues., Nov. 25., 10am-2pm. 13520 Merriman, Livonia.

OFFICE HELP needed. Mature person to work 8-12 hrs per week. Light typing, filing, 2-4 days per week. 882-1780 leave message

OFFICE HELP
$4.50 per hour. Telephone answering & typing. Farmington area. Please call 477-1505

PARA-LEGAL ASSISTANT
Trial firm in Southfield needs resume to: Zamolak, Paskin, Nagi, 1189 W. Long Lake, Troy, Mich. 48098. Attn: Fran.

PARA-LEGAL. Corporate & litigation. Downtown Detroit firm. Excellent oral communication & written skills, organized, detail oriented. 1-2 yrs. experience. Send resume to: Box 994, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARALEGAL/Legal Assistant/Secretary. Student for Probate, Estate and general filing, for downtown Detroit law firm. Call Carole, 964-2323

PAYROLL SPECIALIST
National Payroll company has full time entry level position available. Ideal candidate will possess 1-2 years good math aptitude and customer service background. Please call 853-6600 for consideration.

PERMANENT Position for person to do light office functions for large retailer. Must be well organized & good with figures. Mr. Wayne/Lahser area. Mr. Barn, 313-0180, ext. 471.

PROGRAM COORDINATOR
Suburban mainstaying services corporation seeks a Coordinator to administer client programs. Must have college degree, preferably in recreation studies - both written and verbal. Typing 45 wpm required. Must have at least 3 years experience. Pleasant environment, full benefits package. Qualified candidates, send resume and salary requirements, cover apply at

ADISTRA CORP.
101 Union St.
Plymouth, Mi 48170
Att. Personnel

PROGRESSIVE SAVINGS & LOAN
is Seeking Qualified Candidates for the following positions:
- HAZARD INSURANCE CLERK
- FORECLOSURE CLERK
- CUSTOMER SERVICE CLERK
- ASSUMPTION CLERK

Contact Mrs. M. Enoch
353-8020 ext. 33
A Minimum of 1 to 2 years experience in a Mortgage Banking environment is required. Salary commensurate with experience.
An Equal Opportunity Employer

RECEPTIONIST/
ENTRY LEVEL SECRETARY
Small friendly sales office seeks firm, 13 Mile & Telegraph.
Call Ann 642-5757

RECEPTIONIST-GENERAL OFFICE
Small friendly fast paced non-smoking office in Farmington Hills area. 540-9013

RECEPTIONIST
For busy Farmington Hills office, excellent growth opportunity. Shorthand & computer a plus 855-1090

RECEPTIONIST/FILE CLERK
Law firm, in Troy, seeks individual with good typing & dependable car. Full-time position, with benefits. For interview 362-1000

RECEPTIONIST/SECRETARY for small Birmingham law firm. Excellent typing and grammar required. No legal experience necessary. Call 358-5353

RECEPTIONIST for professional office in Farmington. Send resume to Karen Good, 23560 Southfield, Michigan, 48076. Ste 130.

RECEPTIONIST - part time needed - 2 days per week. Good typing skills & office experience required. Call Ann 569-4800

RECEPTIONIST/FILE CLERK/Mail Room Management. Very busy job with lots of variety. Hours are 8:30AM-5:30PM 354-6644

RECEPTIONIST - PART-TIME
Wayne area Hours 10-2pm.
Mon. Tues. Fri. Sat., 8am-1pm.
Must have clear, pleasant voice, filing & typing abilities.
Call Pam, 2-5pm. 773-3300

RECEPTIONIST/SECRETARY
For Law Firm in Farmington Hills area. Minimum typing, 60 wpm. Knowledge of word processing, telephone, typing, filing and miscellaneous secretarial duties. Salary commensurate with experience. 855-8300

RECEPTIONIST/SECRETARY
For busy Birmingham office 5 days/week. Must have general office experience, good typing skills & assertive telephone manner. Salary negotiable. Please call Mrs Allen for appointment. 647-3040

RECEPTIONIST
Immediate opening in busy Sales office in Livonia. Light typing. Telephone personality to organize. Some light typing & clerical duties. 478-6100 or send resume to: P.O. Box 967, Novi, Mi. 48050
Attention: Mr. Baker

RECEPTIONIST
Full time position as Receptionist, in exciting, active office environment. The duties required are a cheerful attitude, professional appearance, education, telephone handling. If you have these attributes & would like to work with a great Company call 334-6290. We promote from within

RECEPTIONIST looking for friendly, outgoing individual for Receptionist for corporate office of Roland's, a diverse retail department store. If you are experienced and like working in a fast paced environment please send a resume to Roland's, 29753 Plymouth Rd., Livonia, MI 48150, attn: Personnel Dept.

RECEPTIONIST/Switchboard Operator - Dunhams Sports Outlines has an immediate opening for an experienced person to answer phones & general clerical work. Full time position, Mon. thru Fri. 8am-5pm. Candidate must have previous switchboard experience & typing 50WPM. Please apply in person to Dryden Place, Dunhams Sports Office, 5000 Dixie Highway. We offer competitive salary & benefit package.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST - Evenings, Mature person desired for quiet reception area. Accounting knowledge a must. Must work weekends & some holidays. Benefits. A great job for the right person. Send resume & salary requirements to Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/CLERK TYPIST
Regional consulting firm has a full time position available for a person with excellent typing skills. Duties include answering telephones, typing, filing and light bookkeeping for the office environment. Salary commensurate with experience. Send resume & salary requirements to: Personnel Manager, P.O. Box 7007, Bloomfield Hills, 48302-7007.

RECEPTIONIST - part time for auto service center. Typing & sales helpful. 478-8700

RECEPTIONIST - law office. Light typing, good phone voice. Nice appearance, excellent benefits, salary negotiable. Ask for Carol. 358-4400

RECEPTIONIST - Mature for helpdesk, Fri. Sat. Sun. 4-8 shifts, 2-6 PM. Experience preferred. Call Sally Mondays only. 851-7484.

RECEPTIONIST - & some typing, full time 11am - 7pm. Rechtor Jewelers 537-8500

RECEPTIONIST
Experience in handling non-coming calls plus minor office work. to work in our Southfield office.
551-1100 - 1600

RECEPTIONIST
Mature responsible individual with pleasant medical office experience for multi-specialty dept.
Call 948-8000, Ext. 325

RECEPTIONIST/CLERICAL - Full time for construction company located in Farmington Hills. Duties include answering phones, typing & general office duties. Computer experience helpful. 851-8755

Receptionist-Secretary
Well established Livonia Real Estate office seeks experienced person with good typing, telephone skills and professional appearance. Call for appointment 535-2000

RECEPTIONIST for a National Service Bureau located in the Southfield Area. Send resume to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, experienced, typing, phone order taking, for rapidly growing sporting goods firm. Farmington Hills. Benefits. Send resume to: Howings Business Systems, Inc., 23684 Farmington Dr., Farmington Hills, Mi 48024, Attention Lorraine

RECEPTIONIST/SECRETARY
Needed for Bloomfield Hills law office. Must have strong typing/transcribing skills, detail oriented, able to work independently and efficiently and have professional phone voice.
Call Cheri 647-1127

RECEPTIONIST/TYPIST for Michigan based firm in Southfield. Duties include: Horizon System Telephone. Must be mature. IBM PC background. Salary commensurate with paid benefits. Resume to: Box 760, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate openings for sophisticated, mature receptionist to answer multi-line phones, greet clients, handle mail & light clerical. Various clerical support duties. Friendly manner essential, with ability to handle a variety of duties independently. Some typing & word processing. Excellent benefits available. Livonia & Southfield. Starting wage $5.00 per hour. No health insurance. Please respond indicating location to. P.O. Box 963, Southfield, Mi. 48037

SALES SECRETARY
An OEM manufacturer that supplies the automotive industry has a need for a mature secretary. Good office skills required. Knowledge of shorthand. Send confidential resume to:

BOX #640
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY needed for Farmington Hills Manufacturer's representative firm. Excellent opportunities. Call Connie Gallagher 476-8100

SALES SECRETARY - no shorthand required. Good typing, good figure aptitude. Qualified applicants need only to apply. 398-1290

SALES SECRETARY
$16,800
A well established company offers an excellent opportunity. Your good skills will be put to good use in this varied position. Fee paid. Call Eleanore at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY - bi lingual - experienced for large Troy company. Type 65 wpm, shorthand a plus. Call Sam Jaber, international head hunt. Contract position, call Joan at Unforce 357-0648

SECRETARY HELP - good typing skills, some speed writing, must have good phone manner, advertising co in Livonia. Will be working for 3 people, salary negotiable. Available. Call Kathie 425-6190 ext 237

SECRETARIAL - PART-TIME
Start Jan. 1987. Good hours.
Call Tinsley, P.O. Box 300 Bloomfield Hills, Mi. 48013

SECRETARIAL position available in Troy area. Minimum 50wpm shorthand. 65wpm typing. At least 2 years previous experience required. Word processing a plus. Call Pam 362-7863

SECRETARIAL POSITION
Prestigious Beverly Hills office building seeks a sharp person with pleasant telephone voice to handle calls. We deal with building tenants, type correspondence for building manager, assist with other tenants, and do general diversified office work. Good typing skills required. Pleasant salary. Please send resume to Mr. Williams Jaber Realty, 30833 Northwestern Hwy., Suite 325, 27777 Franklin Rd., Southfield, MI 48034

SECRETARIAL position, part time for advocacy agency serving the elderly. $4.33 per hour plus full benefits. Hours are Monday, Tuesday 9-12 3:00pm. Mon thru Fri. 9-12 noon. Call Ms. Jackson, 24 Carne, 28600 W. 11 Mile, Farmington Hills, Mi. 48018. Equal Opportunity Employer

SECRETARIAL
Temporary Positions
Day and evening shifts.
Will train. Southfield Area
Call 557-3956

LEADING CAD/CAM vendor is looking for a secretary/receptionist. Our Farmington Hills Pleasant personality. Strong telephone & secretarial skills Word processing a plus. Call Ms. Fact Dunne. 851-3520

SECRETARY/ASSISTANT
An unusual joint venture between first-rate typing, office-level bookkeeping, excellent people skills, and a cheerful attitude. You'll work in my home, handling my personal bookkeeping, business and other activities. You'll work with our writers, art directors, talent, and other people. Excellent business and personal fees. You'll be the kind of person who is pleasant, eager and supportive. Hours are flexible, but mostly during daylight be helpful. Your first employer can be weekday evenings between 7pm - 9pm
Phone 645-2666

SECRETARY
Busy, expanding CPA firm in Southfield has a career opportunity for a mature, committed Secretary. Experienced in statistical typing preferred. A desire to learn & a cooperative attitude are essential. Pleasant, professional atmosphere. Common sense & good communication skills will be rewarded with increased responsibility. Starting salary negotiable. Please send resume to P.O. Box 963, Southfield, Mi. 48037

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
for Ladies' Retail Store, downtown Birmingham. Apply:
Annemarie, 237 Pierce St.

SECRETARY-CLERK-TYPIST - Inventory control. Light math, full time. Neat, reliable. Knowledge of Bookkeeping & Electronics. Woodward near 10 Mile. 541-2023

SECRETARY - DATA ENTRY.
Full time, $5 w.p.m. minimum, mature person. Southfield firm. Call Miss Dickson 569-0650.

SECRETARY
Executive secretary needed for new Farmington Hills CPA firm. Requires excellent clerical & computer skills, typing 60 wpm & word processing/computer experience. Cheerful, professional manner a must. Excellent compensation and benefits commensurate with experience. Send confidential resume to Mellen, Seal & Pfeod, 30900 Telegraph, Suite #113, Birmingham, MI. 48010.

SECRETARY - experienced for general office work. Southfield area. Call Ms. E. Co. 559-3298

- SECRETARY -
For Law Office
Word Processing experience preferred. Salary negotiable. 851-8688

SECRETARY - for radiology, pediatric office. Some typing & filing. Hours are 8-5 Monday through Friday. Contract position, call Edie at Unforce 357-0037

SECRETARY
For leading Southfield electronic manufacturer rep firm. Type 50WPM, dependable person with good phone personality. Call Mon thru Fri. 8am-5pm: 559-5454

SECRETARY for Manufacturers Rep's office. Must be experienced Typist, responsible, dependable & organized. Light bookkeeping requires. 12 Mile/Southfield Rd. area. Send complete resume to: P.O. Box 6, Birmingham, Mi. 48012

SECRETARY for varied responsibilities & detail for Livonia professional office. Must be self motivated with IBM 5451 memory typewriter (computer to correct & other duties). Please reply to box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for national magazine. Detroit location, type 60 wpm, excellent benefits and pleasant.

SECRETARY - for large Detroit financial corporation, IBM PC with Word Writer experience a plus. 8-12 mon.

SECRETARY - type 60 wpm, shorthand 80 for Southfield corporation, experience on IBM PC plus multi line telephone system. Temporary to permanent position. $18,000 plus benefits & dental

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357-0034 646-7660
SECRETARY - FULL TIME
Must have some previous office experience, be detailed oriented & well organized with good math aptitude and word processing ability. Opportunity for advancement. Birmingham area.
644-4414

SECRETARY
Highland Superstores has an immediate opening for a Secretary with advanced level Professional Secretarial skills for our Employee Operations Dept. Currently located in Taylor, this position will be relocated to Plymouth in March, 1987. Qualified candidates will have extensive Secretarial experience, strong typing background, knowledge of Word Processing & excellent communication skills. Dictaphone experience is desirable. We offer an excellent benefit package & a fast-paced growth environment. Please respond with resume & salary history, in confidence to:
HIGHLAND SUPERSTORES, INC.
Human Resources Dept.-O.S.
22625 Eureka Road
Taylor, Michigan 48180
Equal Opportunity Employer M/F

SECRETARY
Major Dubucations group needs sales conscious, take charge personality with strong typing and interest in learning Wang system. Plan level and analyst experience helpful. Super personality and appearance a must. Call Karen
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

SECRETARY/MARKETING
Aggressive Southfield firm offers pay salary plus bonus for extremely sharp person. Must be organized, enjoy retail sales, an outgoing personality, able to handle advertising and have experience a definite plus. Call, good phone and telephone technique a must. Excellent opportunity for person re-entering the business world. Send resume to: Mrs. F. Herbert, 27208 Southfield Road, Lathrup Village, Mi. 48076

SECRETARY - Mature, friendly person for secretarial position at Farmington Hills. Typing 50 wpm & work processing experience a must. Call Karen 548-6000

SECRETARY- Must be excellent typist with sales of 70 plus WPM, word processing (Wordstar 2000) plus No shorthand required. Salary based upon ability. Interested persons send resume to: Sales Mgr., Group, 31800 Northwestern Hwy., Farmington Hills, Mich. 48018

SECRETARY NEEDED for furniture store. Reception, phone, and general office duties. 4 day, Tues. - Sat., good benefits, non-smoking office. Apply in person: House of Bloomfield, 6925 Rochester Rd., Rochester.

SECRETARY - office manager, word processing plus computer skills to base software & plus, for Farmington Hills company. Contract position. Call Denise at Unforce 646-7663

SECRETARY - Part time - General office, word processing & bookkeeping. Top pay, flexible hours, must be mature & amiable. Farmington Hills area 553-6805

SECRETARY
Part time position. Must be conscientious, organized and able to type 50wpm. Pay $ 1 Imports, 4100 W. Woodward, Royal Oak

SECRETARY
Part time, 18 to 24 hours weekly, 8 mature individuals are needed for a professional sales office in Southfield. Duties must include typing, filing, dictaphone use, telephone sales techniques and knowledge of word processing. Ideal candidate is a person who is sales, preferably food or liquor, or a people person. Please call Mon.-Fri. 9-12 noon 443-5580

SECRETARY
Part time, earlier, large office in Southfield area. Call Mon.-Fri. 9am-3pm 358-1134

SECRETARY
Part-time Mature person needed for general clerical duties. Approx. 15-20 hours per week. 12 Mile & Northwestern area. Reply to Lansing Business Forms, P.O. Box 2649, Southfield, MI 48037.

SECRETARY
Person with computer capability to work with business executive starting consulting firm. Knowledge of Mac. daily. Downtown Birmingham. Please reply to Box #786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Good typing & Communication skills. Non-smoker. Farmington Hills 553-3307

SECRETARY/RECEPTIONIST
For fast paced law firm. Mature, reliable, accurate, attention to details, experienced. Good typing & filing skills. No smoking. Send resume to Mrs. S. R Jaber, Inc., 27150 W. 8 Mile, Southfield, MI. 48034

SECRETARY/RECEPTIONIST
Troy