504 Help Wanted Office-Clerical

BOOKKEEPER & GENERAL OFFICE Excellent salary, 8 day week. Start immediately. Plymouth. For appointment, call Mr. Hubert 459-1977

BOOKKEEPER NEEDED
Southfield General Contractor
Must be independent worker
Call 350-9080

BOOKKEEPER - part time. Experienced thru trial balance & financial statements. Reply to Box 910 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time. Set your own hours for fine furniture store. Ray Interiors. 476-7272

BOOKKEEPER/SECRETARY
Knowledge of payroll taxes, word processing helpful. W. Bloomfield, 851-5358.

BOOKKEEPING CLERK
Part time 20 hrs per week. Hours as needed for accounts payable, check reprints, other miscellaneous accounting functions in large Southfield law firm. Start immediately. Consider early part time. Word processing helpful. Bookkeeping background necessary. Call Ms. Lynn 557-7500

BUSY SOUTHFIELD practice needs flexible person for varied duties in and out of office. Word processor experience. Mrs. Weisman. 357-3109

CASHIER/RECEPTIONIST
Sunshine Nursery, Plymouth.
Full-time. For appointment,
call 9am-5pm. 453-5600

PERSON NEEDED for part time scheduling, filing, clerical duties, afternoon hours. Call 569-7666.

CLERICAL
EVENINGS & WEEKENDS
Call between 10am-4pm
338-7800

CLERICAL

Franklin Savings & Loan is now accepting application for entry level positions. Full time, part time & part time pool options. Apply at or send resume with salary expectations to: Franklin Savings, 4000 Telegraph, P.O. Box 5006, Southfield Michigan, 48086

An Equal Opportunity Employer

CLERICAL - full time. Accounts payable and computer experience helpful. Redford area. Call 535-4255

CLERICAL/GENERAL OR PART TIME
Insurance office. Good working conditions. New Southfield office. Call 559-0440

CLERICAL
General office duties. Part Time position, good typing skills, computer experience helpful. Send resume to: ECS, 11919 Mapleat, Livonia, Mich. 48150, Attention: Personnel

CLERICAL HELP

Forest City, one of Michigan's largest home improvement centers, seeks Clerical Help, Typing, filing and knowledge of installation helpful. Apply in person to:

Vince Trka or Jim Romanow
13507 Middlebelt
Livonia, Michigan

Equal Opportunity Employer

CLERICAL
Immediate Seasonal Openings in Livonia, Farmington & Troy. Full & Part Time, Students & Semi-Retired Welcome. Call
425-4775

CLERICAL - mature, experienced person to handle office duties. Filing, phone work, bookkeeping knowledge helpful. Must be neat, well groomed & possess good communication skills. Southfield. Call between 10am-3pm. 354-7440

CLERICAL POSITION. Receptionist with typing skills & details. Small, friendly Non-smoking Office. 13 Mile/Southfield area. 540-9010

Clerical

Receptionist/ Clerk

The local sales office of our Semiconductor Products Sector has a promotion from within. Full & Part time, Students & Semi-Retired Welcome. Call

CLERICAL - mature, experienced person to handle office duties. Filing, phone work, bookkeeping knowledge helpful. Must be neat, well groomed & possess good communication skills. Southfield. Call between 10am-3pm. 354-7440

CLERICAL POSITION. Receptionist with typing skills & details. Small, friendly Non-smoking Office. 13 Mile/Southfield area. 540-9010

Clerical

Receptionist/ Clerk

The local sales office of our Semiconductor Products Sector has a promotion from within. Full & Part time, Students & Semi-Retired Welcome. Call

MOTOROLA INC.

33027 Schoolcraft Rd.
Livonia, MI. 48150

Equal opportunity/
alternative action employer

No Phone Calls Please
Principals Only

MOTOROLA

CLERICALS NEEDED
If you are seeking employment in the suburban area, we need experienced temporaries for long and short term assignments. We are looking for:
● SENIOR TYPISTS - 60 wpm plus
● LEGAL SECRETARIES
● STATISTICAL TYPISTS
● WORD PROCESSING
● CRT OPERATORS
Let us put you to work.
Temporary Specialists 354-3811

CLERK
Downtown Detroit firm seeks entry level clerk. Applicant should have sales ability to work in fast pace environment. Office experience helpful but not necessary. Compensation includes: full medical benefits, salary commensurate with experience. Qualified candidates send resume to: Clerk P.O. Box 656, Detroit, MI. 48231

CLERK/RECEPTIONIST/TYPIST
With 2-3 yrs. experience for Southfield CPA firm. Good salary & benefits. Send resume to: Box 919 O&E, 36555 Evergreen, #315, Southfield, Mich. 48076.

CLERKS/TYPISTS/SECRETARIES -
General Clerical, Typing Trainees. No fee. Call 557-4417

CLERK/TYPIST
A major Southfield supermarket chain is seeking an individual with general office skills, typing required. CRT experience helpful. We offer competitive salary & full benefit package offered. Send resume in confidence to: Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

CLERK TYPIST - Entry level with good variety of duties. Educated and some word processing knowledge a plus. Southfield area. Nice surroundings and benefits. Please call Ann at 354-0400.

CLERK - TYPIST
Full time. Good typing skills & pleasant phone voice a must. Some experience with bookkeeping helpful. Willing to do occasional driving with own car required. Please respond by resume to McKeely & Lindon Associates Inc., P O Box 66, Northville, MI 48167

COORDINATOR
Marketing group is expanding again! Administrative duties require word processing skill, detail project interest plus a personality able to direct staff towards team performance. FREE PAID.
Harper Woods ... 372-4720
Troy ... 649-8144
Harriet Sorge Personnel

504 Help Wanted Office-Clerical

CLERK TYPIST
Immediate opening for individual to work at our office located in Farmington Hills on 12 Mile at Farmington Rd. Candidate must type accurately, minimum 50 wpm and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Tues. thru Fri., 10-3pm.

FIRST FEDERAL
OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST
NEEDED IMMEDIATELY
$5 HOUR
Great Bonus Package
Paid Holidays
Vacation Pay
Call Jan or Angela for details

NORRELL
553-5858

CLERK TYPIST & RECEPTIONIST
2 positions open
For organized mature individuals with good communication and typing skills. 50-60 wpm. Must be able to learn quickly. Southfield area. Call 559-4700.

CLERK TYPIST/
RECEPTIONIST
Must be self-starter, with good telephone manner and excellent typing skills. Rapid advancement opportunities. Troy area. Call Helen.
689-6650

COLLEGE STUDENT for misc jobs & errands for Birmingham ad agency. Work in & out of office. Car & good driving record required. Knowledge of Metro Detroit helpful. Approximately 15-20 hours per week, hours flexible. Contact Dee Hudak at 540-2430

COME & JOIN a growing company. Long & short term temporary assignments available for:
WORD PROCESSING
SECRETARIES
IBM 5520 & IBM 36

CLERK TYPISTS
Call for an appointment today.
NO FEE BENEFITS
Contempra
583-4858

DATA ENTRY CLERK
Part time, afternoon shift, flexible hours, 25-30 hours week. Entry level position, will train. Call:
Ann Arbor 313-769-8000 ext. 325

DATA ENTRY - Input sales & accounts receivable data, report generation & analysis. Sperry System 80. Responsible, independent worker, full benefits. Afternoons. Send resume: Accounting Manager, P.O. Box 277, Plymouth, MI 48170.

DATA ENTRY/INVOICING - growing food brokerage company has opening for dependable, accurate worker to do data entry & invoicing process ing. Good typing skills & IBM Display Writer experience a plus. Call between 5-3pm 649-5560

DATA ENTRY/Office Assistant position. Full or part time. Birmingham area. $4. - $4.50 per hour. Call Candace or Mollie between 9am & 12 Noon. 646-1504

DATA - entry operators - clerk typist 45-55 wpm, adding machine operators, for large financial corporation, must like people & challenge, contract positions, call Marilyn at Uniforce 646-7064

DATA ENTRY person needed for invoicing. Must be accurate & type 55wpm. Full time. Benefits. Southfield location. Call Terri for appointment. 559-4350

DATA ENTRY POSITION
In large service organization, IBM Systems 38 experience preferable. IN Key Adding Machine skills required. Send resume, including salary requirements, to: SCK, P.O. Box 125, Lathrup Village, MI. 48076.

DATA ENTRY/PROFILER
Entry level position. Must handwriting & accuracy with numbers in typing. Good communication & verbal communication skills required. Word processing a must. Good telephone & telephone for interview. Program Support Services, 38519 Plymouth Rd., Plymouth, MI. 48170 459-5000

DATA ENTRY TECHNICIAN For growing mortgage firm. CRT experience required, 10-key experience a plus. Rochester area. 651-2517

DESK CLERK - Part time & full time positions available for metro hotel. Flexible work schedule. Must be responsible, dependable & enjoy working with the public. Applications accepted 10am-6pm, Mon. thru Fri. at Comfort Inn, 8501 Middlebelt Rd., Romulus.

DOCUMENT PREPARATION - Full and Part positions open. Day and afternoon shifts. No experience necessary. Call Mark or Rose between 9am-11am 425-5225

EARN
CHRISTMAS
$$$

With your good clerical/secretarial/word processing skills. Earn top dollars on various long and short term assignments. Call Today for your personal interview.

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 559-5610

RonGen, Detroit 567-0050
Auburn Hills 377-4980

ESCROW
SECRETARY
$18,000
If you have solid background, this is the position for you. Good typing and computer knowledge helpful. Great benefits. Fee paid. Hurry! Call Eleanore at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

Excellent
Opportunities
NO FEE TO YOU

WORD PROCESSORS
SR. TYPISTS
SECRETARIES
SWITCHBOARD
OPERATORS

Be part of a team that works. Vacations and other benefits. Call Thurs - Fri. 8am-3pm for appointment.

Staff Builders
TEMPORARY PERSONNEL
28500 Southfield, B. of 12 Mile
Lathrup Village 569-8701
32115 Plymouth Rd.
Livonia 425-8367
3155 W. Big Beaver, B. 183
Troy 649-9500

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. Call for appointment. 657-2757

EXECUTIVE SECRETARY
for law/financial department of real estate development/management company in Southfield. Experience required. Salary commensurate with experience. Excellent benefits. Resume to: Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY with excellent typing and shorthand skills, who can handle large volume of phone calls for busy executive. Prior experienced person who is used to organized. Salary range $18,000-$17,000 plus good benefits. Position is open now. Send resume, including experience, salary history, and references to: P.O. Box 4347A, Royal Oak, MI. 48067.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
To assist an OEM Sales engineering in Birmingham. Must have since in office automation sales projects. Understand sales automation procedures release System helpful. A great opportunity for the right person. Response Box 546, Birmingham Michigan
PO Box 3070 Birmingham, Michigan, 48012

EXECUTIVE SECRETARY
Southfield area company seeks bright working individual to assist pres. Duties will be diversified challenging. Excellent secretarial skills required. Qualified candidate must be self-motivated, organized, attention for detailed work, and be able to work flexible hours. Mail or fax: P. O. Box 300, Southfield 48037 or call
Jem, 353-3311, Ext. 217

EXECUTIVE SECRETARY - Position requires excellent skills of medical/treatment company affiliated with Detroit Medical Center. Shorthand & Interpersonal skills key. Word processing experience helpful. If you are a self starter with very little supervision and have excellent typing salary to C. Richard Plaza, Inc., Mr. Hoch, P. O. Box 3241 Birmingham, Michigan 48012

EXEVE SECRETARY
Organized & administrative skills a must, ability to communicate at levels of management. Must have experience making arrangements for corporate travel. Good typing & shorthand required.

We offer excellent benefits & competitive salaries. Send your resume in confidence to: Personnel Department 27E, Box 2134, Detroit, MI 48231

EXEVE SECRETARY
To City Manager

To provide secretarial and admin support services in the City Clerk's office of Farmington Maximum of 3 years secretarial experience including word play, shorthand, typing (60 wpm) dictaphone. Some college/trained. $16,891 to $19,423 depending upon experience. Job posting on file and send resume 7/2, 1986, to:

City of Farmington Hills
Personnel Dept.
31 Mile Rd.
Farmington Hills, MI 48018-4099
An Opportunity Employer

EXPERD IN RETAIL. Office receptionist. Full time. Nice South/Eastern. Great benefits. Call 358-1191

EXPERD SECRETARY
Admin Assistant for large Southfield office. Word processing experience. Excellent salary & benefits. Call Mr. Stevens at
Uniforce 557-0038

EXPERIENCED
GENERAL OFFICE
Neat, typist, good phone manner, excellent grammar skills, shorthand a plus. Ability to follow thru and willing to work with others. Dry Fast area. Call for interview. 967-0350

General Office

Returning to the work force? Life is try it full or part time? Southfield professional firm is looking for typist. Typist for its busy office. Generous hourly wage. Have a your chance to get back into it. Send confidential resume to: Mr. Yates, P. O. Box 691, Southfield, MI. 48037.

An Equal Opportunity Employer

General Office
PART TIME

Southfield firm is seeking a part-time Clerk with good typing and some clerical training skills. Able to work 20 hours per week. Salary commensurate with experience. If interested, send confidential resume to: Mr. Yates, P. O. Box 691, Southfield, MI. 48037.

An Equal Opportunity Employer

GENERAL OFFICE - mature person, some book-keeping & payroll experience helpful. Good benefits. Call Mike - Southfield area. 557-7110

GENERAL OFFICE - Need experienced person to answer phones, do filing and typing. Call Jay for appointment. 534-1300

GENERAL OFFICE WORK
Typing, filing, phone answering. Experience preferred. Full time. Apply in person: 12700 Merriman, Livonia (between Plymouth & Schoolcraft).

GENERAL - office person, type 50 words, must be detail oriented & people, plus variety of work, salary $12,000, contract position, call Marilyn at Uniforce 646-8500

GENERAL OFFICE - people, 1 yr. experience, data entry, switchboard & typists, for large international corporation in Southfield. Contract positions, call Irene at Uniforce 357-0038

GENERAL OFFICE - 1 person office. Small electrical contractor in Southfield business. General office, bookkeeping, typing, 10-key, and computer training. 24 to 32 hours per week with potential of 40 hours. Send resume to: P.L.E.S., P.O. Box 164, Clawson, Mich., 48017.

GENERAL OFFICE
Full time mature responsible person needed. Starter who is assertive for a fast-paced office. Excellent phone work. Light typing, research, for our bid section. Full benefits, pension plan, vacation, holidays, hours, 9-5 PM., in Bloomfield area. Send resume to: P. O. Box 5335, W. Bloomfield, MI. 48033.

GENERAL OFFICE - Full time position, 22 hours per week with a Southfield medical manufacturing company. Prefer someone with office experience, type 50 wpm, good spelling & grammar. Excellent phone manner. Switchboard experience, shipping-counting, filing, etc. Hours: 9:30-3 PM. Call Personnel 353-2620.

GENERAL OFFICE
Architectural Firm in Bloomfield Hills seeks reliable individual to work in reception, typing, and filed duties. Call for appointment between 9am-4pm. 645-6451

An Equal Opportunity Employer

General Services Supervisor
Responsible for coordination of mail, telephone, supplies, office equipment and office space, for office of 55. Supervises staff of three. Previous experience preferred. $12,500-$14,500 to start. Review in early January. Send resume & salary range package provided. Submit qualifications to Mrs. Robbins, P.O. Box 5084, Southfield, MI. 48037-5084, or call 350-2461

An Equal Opportunity Employer

FINANCIAL
SECRETARY
$18,000
Growth-driven company needs your skills in secretarial skills. Spreadsheet experience a plus. Full benefits. Fee paid. Call Today!
After Appointments Available
SNELL & SNELLING

ECLOSURE/
MORE CREDIT CLERK
Will be able for filing notices and paperwork with FHA or VA loan on and foreclosures. Prior exce is preferred. Salary to start. Great benefits. Ing ontence. Full insurance package. Submit qualifications to Israel Ehrell, P.O. Box 5084, Sfd, MI. 48037-5084, or call 827-3390

Equal Opportunity Employer M/F

FITRAINING
Processing
Jobs
Hire Entry
Government jobs program for qualified County residents. Limited jobs. Don't delay. Call Today! 644-2550

FIAL CLERICAL
for Aviance Co. Typing - A Must. Vs. Excellent benefits & work atient. Resume to: P.O. Box 523Bgham, Mi. 48012

GENAL CLERK
PART-TIME

CNA IRNICE has part-time opening for advancement for dynamic motivated individuals. Morningnoon hrs. available (35 hrs per week minimum). Some office exce & basic typing skills a red.

If you a fired please contact our per pect.

GURANCE CO.
Bloegreph, #300
Ham, Mi. 48010
85-6240
Fed

For AR Investments You Make
Equity Employer
Male/Handicapped/Vet

GENERICE - full time. Organize, phone manner, light typing. Commercial lines with experience. 11am-3pm: 2650 Cooldge Hwy. 541-5402

GE OFFICE WORK
Regular hrs position open. Approx. 30 weeks. 35 hr wk. Light typing. Will train. Call Personnel for appointment. Fed Cedarsurant 353-5170

FIAL OFFICE
Immediately. Must be good typist (typing firm in farmington Hills) Marilyn. 855-8000

GENERICE & telephone orders. $5hr.
Tdd Co., Livonia
15-5504

GE, OFFICE HELP
Birmingham. Small advertising firm in filing, phone & typing. 20 hours/wk. Call 647-9122

GENERICE - part time, morning hrs for experienced person reg the work place. Good phone typing & filing skills. Tiger Shop, Mr Hart, 533-1389

GENOFFICE PERSON
Needed Irmington Hills' headquarter/communication Corporation's office skills, accountingexpe a plus. Entry level. $5/wk. 471-1151, ext.500

GENERICE work in Birmingham area. Mature individual able to billing, phone work, posting,ing. $3 an hour, 8:30am-call Dennis 258-5788

GENERICE DUTIES for route distrib/sales phones, clerical, some typing. Downtown Ham area. Full benefits. Send re Attn - Accounting Manager Box 377, Plymouth, MI 48170

FIAL OFFICE
INTE OPENING
For a 24th accident phone skills, a typing, a pleasant personability to work well with other psychological clinic in 9 Mile/field area. 557-7100

GENERIC OFFICE
Seeking joint individual for full time level position in our Personnel Department, have excellent typing and speaking skills. Excellent benefits incl tuition reimbursement. Plst 644-5300.

Erb MBER CO.
INGHAM

504 Help Wanted Office-Clerical

EXPERIENCED
GENERAL OFFICE
Neat, typist, good phone manner, excellent grammar skills, shorthand a plus. Ability to follow thru and willing to work with others. Dry Fast area. Call for interview. 967-0350

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An Equal Opportunity Employer

RECEPTIONIST, HAIR SALON
$5. per hour. Tues.-Fri. 4 afternoons, 2-9pm. Mature, experience preferred. Call Mary at 851-7484

IMMEDIATE OPENING - full time typist. Good with figures to assist in shipping & receiving department loading carton manufacturing company. Carton area. Wage negotiable. Call Don Bowen 581-4920

INSURANCE AGENCY
Personal Lines Customer Service Representative. Rapidly expanding agency. Benefits. Experience required. Apply in person:
Professional Insurance Associates
3025 Wayne Rd., Wayne.

INSURANCE AGENCY
Clerical assistant with property or casualty experience to start Jan. 5th. Competitive salary, benefits. Farmington Hills. 553-4600

INSURANCE
AGENCY CSR's
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are a skilled personal commercial or personal lines CSR or rater we can help you find a new position.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2290

INSURANCE - Individual with insurance experience to assist agency with personal & commercial lines. Typing 50wpm. Good entry level & growth position. Apply PO Box 12237, Birmingham Michigan, 48012 or call Peg 258-2698

INSURANCE - needed experienced with general office skills who is good at typing and math to become an in-house Customer Service Representative. Good benefit program including hospitalization. Salary open. Southfield & 11 Mile area. Call between 1-3PM for appt. 557-4428

INSURANCE - One girl Southfield agency needs secretary/rater, experience in personal lines, medical, short hours. 557-7822

INSURANCE
Personal Lines Exp. 3 years Auto & Home Owners Rating experience. Agency located in Troy. Excellent salary & benefits. Call:
Ms. Sparkert, 643-8200

INVOICE DEPARTMENT, full time position, typing speed minimum 55 WPM. Call Cindy, 569-0850

KEYPUNCH OPERATORS
Experienced operators needed for expanding Livonia company. Mornings & afternoons. Good benefits.
INDATA CORP. 422-8022

LEASING CONSULTANT
National property management company is seeking a full time leasing consultant for its Bloomfield apartment community in Troy. Secretarial, sales & property management experience preferred. Please send resume to: DMC, 4154 Three Oaks Blvd., Troy, MI 48098

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
Suburban Areas 382-3430
Penobscot Bldg. 961-8580

LEGAL SECRETARY for Birmingham law firm. Large experience essential. 258-0800

LEGAL SECRETARY
For small firm in Southfield. Requires some experience in Personal Injury. Permanent position with future. Fringe benefits. 354-2500

LEGAL SECRETARY
Birmingham Plymouth Litigation Firm. Word Processing, Shorthand, typing skills required. 2 to 3 years experience. Salary commensurate with experience. Excellent benefits.
Call Sue Gretchen, 645-1033

504 Help Wanted Office-Clerical

LEGAL SECRETARY
(1) Main Office in desirable Farmington Hills office location. All benefits. Requires Legal experience along with a desire to manage a small office. Salary dependent on experience. 855-1205

LEGAL SECRETARY
For law office located in Southfield. 3-3 yrs. experience in defense litigation. Plaintiff work a plus. Salary requirements to: Box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Full-time. Downtown Detroit office. Experience required. Word Processing helpful. 584-4850

LEGAL SECRETARY
Experienced, needed for general practice Bloomfield Hills firm. Good benefits. Call Joyce Luzon 647-1212

LEGAL SECRETARY
needed for Southfield law firm. Experience in litigation, word processing. For interview call Carol Bennett 10 and 3 pm. 559-2828

LEGAL SECRETARY in Southfield, Bloomfield area. Medical malpractice, word processor. Call after 5PM weekdays & Saturdays only. Ask for Mr. Peplatis: 557-1668

LEGAL
SECRETARIES
Let our 25 years of service and experience work for you. For professional, confidential assistance, temporary or permanent, register now with THE Source for Legal Assistance.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL
SECRETARIES
PERMANENT
TEMPORARY

Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today. Courteous, no fee, placement assistance.
358-0060

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4165

LEGAL SECRETARY - Experienced Word Processing. Troy area. Contact - Office Manager, at:
Kitchen Kaboodle 362-8000

LEGAL SECRETARY
for Southfield Defense firm. CPT experience & litigation background helpful. Pleasant atmosphere. Salary commensurate with experience. Excellent benefits. Call, 355-4141

LEGAL SECRETARY WANTED to join our faculty. Part time, day or evening classes per week. Classes will meet at the Honeywell Center, Southfield. For information call Legal Secretarial Career Institute, inc. 855-8671

LEGAL SECRETARY
with litigation experience for Bloomfield Hills law firm. Word processing, shorthand, grammar and spelling required. Wang or other word processing system a plus but preferred. Hours: 10 to 6. 645-1450

LEGAL SECRETARY for SW Oakland County. Litigation & corporate realty experience helpful but not necessary. Strong typing & organizational skills required. Send resume to PO Box 400, Southfield, MI 48037 or call for an appointment. 349-3980

LEGAL SECRETARY/Paralegal. Full-time position for Southfield law firm needs secretary for general civil practice, specializing in estate planning and probate. Will perform all secretarial responsibilities, good benefits, salary commensurate with experience. 645-9400, ext. 306

LEGAL SECRETARY
Word processing equipped Birmingham firm needs experienced Legal Secretary for corporate and that practice. Top notch benefits. Top right compensation package. Send resume to Box 1000, Observer, O. Box 763, Southfield, MI. 48034.

LEGAL SECRETARY
TRAINEE
Law firm in a beautiful suburban location offers potential advancement in the Legal field for your good clerical skills and typing ability. $12,000 plus benefits. Fee paid. Call Coleen at 353-2090 today.
After 5 PM, Appointments Available
SNELLING & SNELLING

LEGAL SECRETARY
General practice law firm seeking experienced Legal Secretary. Good client contact & have good telephone & communication skills. Previous legal experience a plus. Opportunity to develop word processing & legal secretarial skills. Both full time & part time positions are available. Send resume to box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Litigation experience preferred. Prime Troy location. Call Dorothy, 643-7460

LEGAL SECRETARY
Southfield law firm seeking individual with experience in insurance defense & general practice. Excellent salary & benefits. 353-1333

LEGAL SECRETARY - Full time position for experienced legal secretary with word processing.
Bloomfield Hills location.
Contact Cindy, 647-1500

LEGAL SECRETARY
For Southfield law firm. Min. 2-3 yrs. experience. Salary & benefits commensurate with experience. Ask for Attorney in charge: 352-7980

LEGAL SECRETARY for small Farmington Hills general practice firm. Word processing experience desired. Salary commensurate with ability, benefits. 358-4110

LEGAL SECRETARY
Troy defense litigation law firm seeks experienced secretary, dictation, non smoker. Send resume to Zamplas, Paskin & Nagi, 1189 W. Long Lake Rd. Troy MI. 48098

LEGAL SECRETARY
Corporate legal department seeking experienced legal secretaries. Litigation & corporate experience helpful but not necessary. Strong typing & shorthand required. Suburban location, excellent salary & full benefits. Call or send resume to: Dorothy Sawyer, C & T Technical Services Corp. Permanent Placement Div. 322 W. Big Beaver, Suite 200, Troy, MI 48084. 649-5533

MEDICAL COLLECTIONS CLERK
Part time evenings.
Experience preferred.
Call 538-4700 Ex. 239

MEDICAL PAYMENT ASSISTANT
General office experience for busy medical facility. Billing or collection experience preferred.
Call 538-4700 Ex.239.

MORTGAGE loan clerks - loan processors for Southfield banking corporation, excellent pay, contract positions, call Louise at Uniforce 357-0037

NATIONAL COMPUTER Distributor in Livonia area is seeking responsible self-motivated person for office duties. Data entry experience helpful. Full or part-time.
Call 464-2111

OFFICE, CLERICAL, PART TIME.
For fine furniture showroom in Farmington. Ray Interiors. 476-7272

OFFICE HELP - FULL-TIME
Must be good with figures & able to type, have knowledge of Metropolitan area & willing to do some driving. For appt., call Cindy, 326-8100

ORDER DESK
Farmington area firm needs dependable and accurate person to process customer orders. Requires good phone skills, Math aptitude, attention to detail. Computer experience a plus. Call 478-0005.

504 Help Wanted Office-Clerical

OFFICE MANAGER NEEDED
15 hr. per week for small growing interior design business. Must be experienced with purchasing, billing, proposals & contracts. Accurate typing & math skills required. Salary negotiable. Send resume. Interior Design Associates, 3003 Fairway, Birmingham, Mich. 48009

OFFICE PERSON, full time. Accounting clerk, minimum experience helpful. Livonia area. Call between 4-5pm. 464-0240

OPENINGS in Livonia area for full time Switchboard Operator, Order Processing Clerk & Order Processing Clerk with computer experience (Pertak System). Filing, phone, basic math skills, typing 40 wpm. Apply in person: 35000 Industrial Rd., S. of Jeffries, between Levan & Wayne Rd. 525-8200

PARA-LEGAL ASSISTANT
Troy law firm. Non-smoker. Send resume to: Corporate Position, 1189 W. Long Lake, Troy, Mich. 48098.

PARA-LEGAL
for Southfield Law firm. Experience in Probate & Estate Planning. Minimum 12 hours, maximum 20 hours. Mon-Fri. 10-2, $5.00 per hour. Light typing & 10 key adding machine. Troy area. Call Mr Lewis. 362-0001

PART time in property casualty office. 15-20 hrs per week, typing, filing, some insurance experience preferred. Call Baker Financial Group. Ask for Sarah Davis 353-8300

PART TIME PERMANENT
PR Person with good written & communicative skills. Hours flexible. 58 per hour. Call Cherry Hill Realty, Royal Oak. 258-0034 or 548-4500.

PART-TIME RECEPTIONIST/
Switchboard Operator needed for Farmington Hills office. Hours: 1-5pm. Must be able to handle large volume of calls. Duties also include light typing & greeting clients. For interview call Ms. Lynn 557-7500

An Equal Opportunity Employer

PERSONAL SECRETARY, experienced word processing experience preferred. Part time, 12-15 hours per week. 653-0744

PRINT PRODUCTION
Entry level opportunity new national magazine publisher located in Troy. Ideal for candidate interested in business, marketing or advertising. Some print production experience preferred. Send resume for January interview to: Creative Director, Publishing Corp of America, 2262 Livernois, Troy, MI 48084.

FULL TIME position available for exceptional & general office clerk in Southfield office. Will be performing a variety of office functions.
358-4118

RECEPTIONIST - For busy Birmingham pediatrics office. Previous experience preferred, full time, start starter. Send resume to:
511 Pierce, Birmingham, MI 48009

RECEPTIONIST/Typist position available. Entry level, general clerical, 55WPM typing speed required. Experience on IBM PC & memory writer helpful. Full benefits. Benefits provided. Qualified applicants please contact Mrs. Bell 258-6994

RECEPTIONIST for beauty salon. Downtown Birmingham 642-3122

RECEPTIONIST in Farmington Hills. Good phone manner. Light typing. Benefits included. Salary open. Non smoker. Call: 478-9682

RECEPTIONIST with typing and filing experience for insurance office, entry level. Farmington Hills area. Call 851-2250

RECEPTIONIST, immediate opening. Fast paced company looking for energetic person to answer phones and perform diversified duties. Call Beth 583-7150

RECEPTIONIST/SECRETARY
for Real Estate Office in Farmington Hills. Growth potential. Salary commensurate with experience. Call Jan. 855-5719

RECEPTIONIST - Full-time position for Birmingham real estate development company. Will handle busy switchboard, light typing, must be mature 50 wpm, and be experienced with Multimate. Non-smoker. Salary dep. Call Donna 561-4020

RECEPTIONIST/CLERK
Temporary work, 9-5 position (now thru May) For Southfield based financial services firm. Pleasant phone skills, word processing helpful. Call Rosanne 645-7979

RECEPTIONIST SECRETARY
Part time position available in small data processing firm. Excellent phone manner & some typing required. Flexible hours. Salary negotiable. Call Michele between 9:30am-11:30am. 471-2029

RECEPTIONISTS
Experienced temporaries with a vision offers potential advancement in the Legal field for your good clerical skills and typing ability. $12,000 plus benefits. Fee paid. Call Coleen at 353-2090 today.
After 5 PM, Appointments Available
SNELLING & SNELLING

RECEPTIONIST/SECRETARY
Litigation experience preferred. Prime Troy location. Call Dorothy, 643-7460

RECEPTIONIST
Southfield law firm seeking individual with experience in insurance defense & general practice. Excellent salary & benefits. 353-1333

RECEPTIONIST/TYPIST
For Southfield CPA firm. 1 part office. Pleasant phone voice & good typing skills. Experience with word processor required. Bookkeeping knowledge a plus. Good salary & fringe benefits. Send resume including salary requirements to: Box 824 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Southfield Financial Services office requires telephone receptionist to meet visitors and control incoming calls. A pleasant voice is a must and the ability to listen closely and direct calls properly is required. Some word light typing. Experience preferred. $10,400-13,000 to start depending on experience level. Full insurance package provided. Call Mrs. Roberts 352-7900 or send resume to: P.O. Box 5084, Southfield, MI. 48037-5084.

An Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Congenial professional position near OM & Fisher bridge, seeks receptionist with pleasant telephone voice, good typing, computer/word processing experience. Pleasant atmosphere, modern, professional non-smoking atmosphere. Position open 1-5:30 daily. Salary open, plus medical/dental/optical and free secured parking. Send resume in confidence to S.E.M.C.O., Box 920 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Southfield based shopping center developer is looking for a bright, outgoing personality to perform receptionist duties. Various responsibilities make this a challenging position. A pleasant phone voice & good typing skills a must. Excellent benefits & opportunities. Call 8:30am - 5pm, 827-4500

RECEPTIONIST - Part time, 3 days a week. Good typing skills & office experience required. Southfield area. Call 9am-5pm: 569-4600

RECEPTIONIST for professional Co. in Southfield. Reason for: Karen Gold, 28580 Southfield Rd., Suite 100, Southfield, MI. 48076

RECEPTIONIST - Southfield law firm needs ambitious, long term employee, age no object. Must type minimum 40WPM. 356-1990

RECEPTIONIST - Part time, typing, filing, answering phones & general office duties. Computer experience helpful. Farmington Hills Area.
Call Sharon, 851-9753

RECEPTIONIST/Typist/Proof Reader position available at CPA firm. 1 year or more CPA firm experience necessary. Full time. Benefits offered.
Call Karen at 643-5343

RECEPTIONIST/SECRETARY
Must have good typing skills and pleasant phone manner. Call for interview.
Century 21, Harford B. 464-8400

RECEPTIONIST - Livonia Law firm per company seeks bright hard working individual with pleasant personality. Call Karen at 643-5343 & some bookkeeping skills. Phone

RECEPTIONIST/SECRETARY
For Troy Real Estate Office. Profess