504 Help Wanted Office-Clerical

CLERK for production & shipping office. SW Detroit manufacturing firm needs office person experienced in CRT, typing, filing & dealing directly with customers. Casual dress, friendly atmosphere. Call 961-4020, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - general office, detail oriented with good math aptitude, willing to learn & grow with company. Some experience preferred. Apply only to - Controller, 31336 Telegraph Rd., Southfield, MI 48034

Entry level position in foreclosure department of Birmingham Law Firm. Minimum typing speed 40 wpm and word processing experience desirable. Call Mike 540-7701

CLERK TYPIST - Fast growing firm looking for confident personality desirous of advancement. Must have good telephone manners and typing skills. 855-9811

CLERK/TYPIST - needed immediately, 40 wpm, filing and answering phones. Call Mary Ann Kaplan at Temporary Specialists 354-3511

CLERK-TYPIST
Needed for Southfield CPA office full or part time. Call 352-5501

Clerk-Typist : Responsibilities include typing, filing, and various clerical functions. Send resume to P.O. Box 5077, Southfield MI 48086.

CLERK TYPIST
RECEPTIONIST
Good typing skills, pleasant phone manner, reliable. Will train for proper outer. Full fringe benefits. 1-94 & Telegraph area. Call 531-7500

Clerk/Typists
Senior Typists
Word Processors
ALL EQUIPMENT NEEDED
Secretaries
We have long & short term assignments available in the Southfield area. Blue Cross, Medical, dental, optical.
SOUTHFIELD 559-9200
DETROIT 963-6050
VICTOR
TEMPORARY SERVICES
M/F EOE

CLERK TYPIST/SECRETARIAL
Immediate opening in Birmingham Law Office for an intelligent aggressive individual with excellent spelling skills and good attendance record. Must have word processing experience and minimum typing speed of 50 wpm. Duties include correspondence, legal pleadings and other varied office responsibilities. Call 642-7701

CLERK TYPIST - To work for motor corporation located in Troy area. Responsibilities: $3.50 to $4. per hour. Secretarial skills preferred. Good benefits including tuition reimbursement program. Send resume to P.O. Box 784 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST
50WPM
(Flexible/Part Time Hours)
We are seeking an individual to work 3 full days a week as well as be available for any additional days that become necessary. Applicant must be able to perform a variety of clerical duties & have excellent phone communication skills, an entry experience helpful. IF interested & qualified apply in person Thurs. Noon-3pm & Fri. 9am-12Noon.
Personnel Department
FOODLAND DISTRIBUTORS
12701 Middlebelt Rd., Livonia
(Enter North Front Door)
An Equal Opportunity Employer

CCHA HOCKEY TICKET WINNER

TRACY NOVAK
31784 Hennepin
Garden City

Please call the promotion department at the Observer & Eccentric between 9 am. and 5 p.m. Friday, February 27, 1987 to claim your FREE CCHA HOCKEY TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

COLLECTOR/COMPUTER Experience. Detroit location. Reply to: Box 800, Rock Financial, 645 Griswold, 48226.

COMPUTER PROGRAMMER
Experienced in Business Basic, Basic Language, must have basic accounting knowledge, flexible hours, salary negotiable. Send resume to: Attention: Personnel, PO Box 5068, Southfield, MI 48076

CONTEMPRA
Immediate assignments for word processing secretaries for a large corporation.
NBI
IBM Display Writer III
IBM Mod 36
NO FEE - BENEFITS
583-4858

COUNTER RECEPTIONIST
Mature responsible person with pleasant personality. Benefits and pleasant working environment. Light clerical duties. Farmington Hills area. Call Joan Maisel at 851-7000

CUSTOMER SALES REP & Receptionist-Knowledgeable Sales Person for Wholesale Distributor. Full benefit package. Send resume to General Sales Manager, Box 5068, Pontiac, Inc., 23800 W. 9 Mile Rd., Farmington, MI 48024.

CUSTOMER SERVICE
Afternoon shift available for an individual with excellent typing and filing skills. Word processing experience a plus. Send resume to:
REALTRON MULTI-LIST CORP.
24062 Five Mile, Dept. 133
Redford, Mich. 48239

CUSTOMER SERVICE - representatives (7) with data entry experience for large N. Troy financial corporation. Must enjoy people & telephone contact. Call Jody at - Uniforce 848-7883

DATA ENTRY/CLERICAL
IBM 83B, typing and math skills a must. Experience helpful. Call Ron York at Rock American Inc., for appointment. 559-8100

DATA ENTRY CLERK - General office experience required for growing South Lyon CPA firm. Send resume to: Box 5477 Northwestern Hwy., Ste. 200, Southfield, MI. 48034

DATA ENTRY CLERK
Part time position, for next week. Math aptitude, data entry, some typing experience helpful. Pre-screened, fast learner. Accounting department. Send resume to: Charles A. Thompson, Oliver Realty of Michigan, 3000 Town Center, Ste. 910, Southfield, MI. 48075. 357-0024

DATA ENTRY
Experienced only need apply. Excellent pay, bonuses and benefits. Call Cindy, 9 to 5 PM. 474-8500

504 Help Wanted Office-Clerical

DATA ENTRY
Evening position - 6pm - 10pm at financial institution in suburbs. Call today.
TSI CLERICAL
Detroit Technical Services, Inc. 963-5028
Troy 362-0613
An Equal Opportunity Employer

DATA ENTRY OPERATOR - Farmington Hills location. Candidate must possess good typing, organizational & math skills, prior data entry experience but will train right person. Send letter or resume to P.O. Box 437, Farmington, Mich 48024.

DATA ENTRY/PART TIME
Southfield area.
353-9440

DATA ENTRY
We need experienced data entry operators to work for large financial institution in Livonia. Good working environment. Health insurance available. For immediate appt. call
MANPOWER
TEMPORARY SERVICES
478-1130

DATA TRANSCRIBER
Light typing and 10 key adding machine experience. Good Math. Should enjoy problem solving. Will train for Data Entry, plus other data department. Hours 8:30 AM - 5:30 PM, 35 hr. Excellent growth opportunity. Send resume to:
Personnel Manager
30700 Telegraph
Suite 2051
Bingham Farms
Birmingham, Mi. 48010-3787

DO YOU have good clerical skills, you may qualify for free word processing training. Call 644-9400 Temporary Specialists 354-3511

ENGINEERING SECRETARY
Your chance to be part of an employ oriented firm that will appreciate your good skills. $17,500 plus with an outstanding benefit package. Fee paid. Call Bernice at 557-0400.
After 6 PM. Appointments Available
SNELLING & SNELLING

ENTECH SERVICES
is assisting a large corporation/or short term and long term assignments, paying top dollars and benefits for your top-notch skills, if you have any of the following:
LOTUS I,II,III
WANG
DISPLAYWRITE III
SHORTHAND
Please call for an interview
Entech Services
"Ahead of the Rest"
Southfield 354-0500
RenCen, Detroit 567-0050
Troy 588-5810
Auburn Hills 377-4980

ENTRY LEVEL POSITION - for answer (typing not required) who likes to work with figures, Livonia office. 522-3200

EXECUTIVE ASSISTANT, Part-time afternoons and/or eves. Resume to: Manager, Suite 300, Box 9063, Southfield, MI. 48086. 847-1964

EXECUTIVE ASS'T
Full time position available in our Southfield office. Must have good typing skills and pleasant phone manner. Should be detail oriented and have good math aptitude. Competitive salary & benefit package. Send resume including salary requirements to Attention: Personnel, P. O. Box 5091, Southfield, MI 48086

EXECUTIVE SECRETARY for senior partner in Law Firm. Willing to pay top dollar. No less than 7 Yrs. legal experience. Ask for David 354-2200

EXECUTIVE SECRETARY
Secretary to assist Vice President. Computer knowledge required. Deal directly with clients.
Apply for Marty. 540-5322

EXECUTIVE SECRETARY
Southfield service company seeks bright, hardworking individual to assist President. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be self-motivated, organized with attention for details and be willing to work flexible hours. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call:
353-3311, Ext. 217

EXECUTIVE SECRETARY
Experience necessary, dictaphone, filing, some legal experience.
Southfield location. 642-0800

EXECUTIVE SECRETARY/
BOOKKEEPER - Extremely well organized, capable of handling a variety of important responsibilities including data entry in busy, but pleasant office of growing Livonia firm. Send resume and salary requirements to: Mr. Abbott, P.O. Box 51220, Livonia, Mich. 48150

EXECUTIVE SECRETARY
Rapidly growing real estate development company seeks aggressive highly motivated individual to assist company president & vice president. Strong clerical skills a must (shorthand a plus) and be detail oriented. This position has good growth potential & requires a self-motivated individual seeking career opportunity. Located (after April 1st) in Farmington Hills at 12 Mile & Middlebelt Rd. Please call for appointment:
626-6411

EXECUTIVE SECRETARY
Dedicated professional with 3-5 yrs. proven ability as private executive secretary to become integral part of presidents office of large Livonia manufacturer. Position requires mature person with superior shorthand, word processing skills, letter composition, administrative & communication skills. Must be organized, dependable & able to co-ordinate multiple projects. Submit resume with salary history & requirements to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
We are looking for a 5 plus charge set starter to work in Livonia. Must be adaptable to all secretarial responsibilities as well as managerial responsibilities for entire office. Excellent word processing skills, "people" skills are a must. The job will go permanent for the right "fit" in all person. For appt. call
MANPOWER
TEMPORARY SERVICES
478-1130

EXECUTIVE - secretary, Farmington Hills. 5 yrs. experience, typing 70 wpm, IBM PC Display Writer, shorthand helpful, benefits. $17,000. Fee paid

FULL - charge bookkeeper, Farmington Hills. Thru trial between 8 & 10 years experience. Some supervisory experience. Benefits, $22,000. Fee paid

MARKETING - person, Bloomfield computer firm, BSA in sales and marketing. Benefits. $25,000 plus commission. Fee paid
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXPANDING LAW FIRM needs:
LEGAL SECRETARY: Will train experienced person for Commodore Word Processor.
Immediate full-time position.
BOOKKEEPER: Full-Charge thru Balance Sheet. Computerized System. Typing responsibilities. Must resume for both positions + salary requirements, to: Federman & Gryles, 2310 E. 11 Mile Rd., Royal Oak, Michigan 48067

FILE CLERK - Good typing skills needed. Duties will include answering telephone, medical, dental, and other benefits. Salary commensurate with ability and experience. Farmington Hills. 737-2770.

504 Help Wanted Office-Clerical

FILE CLERK
Rapidly growing company located at 8 Mile & Telegraph, seeking aggressive, hard - working people who would like a good hours with good benefits. Call for interview appointment 354-0636

FILE CLERK
Southfield area. Self-starter with good phone manners & some clerical typing. Some previous office experience helpful. Excellent pay & benefit package including medical, dental, life insurance & tuition reimbursement. Send resume to:
FILE CLERK
P.O. Box 2227
Southfield, MI. 48037

FILE CLERKS wanted in the Wayne, Redford & Hunt areas. Permanent part time, work while the children are in school. Send resume to: Box T, Francis, PO Box 36535, Grosse Pt. Woods, MI 48236 on you

FORECLOSURE CLERK
Experienced. Familiar with VA, FHA, and Pull procedures. Good typing skills required. Contact:
Mrs. Edwards. 355-0200, Ext. 306.

FREE TRAINING
Data Entry
Government funded program for qualified Oakland County residents. Limited openings. Don't delay, call Today. 544-3980

FRONT DESK
SECRETARY
Automotive sales office offers an outstanding opportunity for a good Typist with good communication skills. To $17,000, with good benefits, including tuition reimbursement, Call Bernice, 557-0400.
After 6 PM. Appointments Available
SNELLING & SNELLING

FULL TIME POSITION for a mature person in Livonia area. Good typing skills & pleasant phone manner required. General office skills helpful. We will train a person willing to take responsibility and show initiative. Excellent benefits package. Call Box 2301, Livonia, Mich., 48154

GENERAL CLERICAL for Birmingham law office company. Typing skills necessary, will train. Excellent benefits and work environment. Send resume to: P.O. Box 832, Birmingham, MI., 48012.

GENERAL CLERICAL
Good typing skills required, small office, 7 Mile & Grand River area. Please call 533-2002

GENERAL Clerical - Applications for billing bookkeeper full-time position. Apply at: Art Van Furniture, 21201 W. 8 Mile, W. of Evergreen

GENERAL CLERICAL. Part or full-time, 40 + WPM, Bloomfield Hills personality. Data duplication experience helpful. Call Bernice at 557-0400. Non-smoking office. 479-3393

GENERAL CLERK
PART TIME
CNA insurance has an immediate opening for an individual who possess the following:
• 50-60 wpm typing
• Ten key calculator
• Proven written & verbal communication skills
• Word Processing experience preferred
This position will offer a minimum of 20 hours per week, Mon. - Fri.
If you are qualified, please contact our Personnel Department.
CNA INSURANCE COMPANIES
30200 Telegraph Suite 300
Bloomfield Hills, MI 48010
645-6940
CNA. For all the commitments you make.
Equal Opportunity Employer
Male/Female/handicapped/Vet

GENERALIST
Personnel/Administrative Group needs administrative right arm to aide Manager in keeping to projects schedules. Typing skills helps with computer assignments. FEE PAID.
Harper Woods .. 372-4720
Troy ... 649-4144
Harriet Borgo Personnel

GENERAL OFFICE - Bookkeeper. Experienced in all phases of office work. Full time position. Send resume to: P. O. Box 96048, Wixom, MI., 48096.

GENERAL OFFICE
Aggressive suburban Real Estate Property Management Company needs a responsible person on a full time assistant in a one person office. Must have good typing and office experience required. Salary & benefits commensurate with experience. Please send resume to: Box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Mature, full time, light bookkeeping, light typing. $4.00 per hour 9:15AM-5PM. Farmington area. 476-1971

General Office, in West Bloomfield Sales Office. Typing, filing, and phone work. Full-time. Please call 855-6133

GENERAL OFFICE 89/hr
No experience needed.
Call Today
Only Fee $75 Job Network

GENERAL OFFICE
Experienced only, 9 Mile & Greenfield area. Send resume & references to Box 834 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Birmingham stock broker, full time, knowledge computer helpful, pleasant phone manner, general clerical skills for non-smoking office. Call Bob. 642-0711

GENERAL OFFICE - Unique chance to learn investigative procedures. Excellent pay & benefits. Must have good typing skills. Send resume to Mortgage Corp., 29603 W. 8 Mile Rd., Redford Twp. 255-1260

GENERAL OFFICE
Pleasant voice on telephone, typing & must be able to cope with inactivity. N. W. Detroit. Call 534-5447

GENERAL OFFICE - person for large Troy auto dealership, experienced with title forms, plus 10 key adding machine. Great opportunity. Call Betty at Uniforce 548-7944

GENERAL OFFICE
Part time, 20 hours, flexible schedule. The client location is located next to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - data entry with good math aptitude, switchboard, typing 45-55 wpm, for Southfield/Farmington Hills & Bloomfield Hills location. Call Bridget at Uniforce 357-0641

GENERAL OFFICE - Receptionist, light typing, filing, mail projects. Potential to work into office manager position. Please send resume or letter of introduction to: Office Manager, P.O. Box 447, Southfield, MI 48037.

GENERAL OFFICE PERSON
Motivated, outgoing personality. Must be neat in appearance, have excellent phone voice. Bookkeeping and secretarial skills. Some typing. Send resume to P. O. Box 324, Dearborn Heights, Mi., 48127.

General Office
For Southfield based parent contractor. Secretarial duties, payroll, fringes. Excellent typing required. Send resume to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/SECRETARY
for upscale furniture showroom in Birmingham. 30 hours per week. Bookkeeping, computer skills a must. Apply:
ARKITEKTURA
800 No. Woodward Ave.
Second Floor
646-0007

GREAT OPPORTUNITY
Full time entry-level position at busy Birmingham real estate office. Will be organized person with flair for filing and misc. clerical duties. Light typing & pleasant phone voice required. Call Cathy: 646-9700

504 Help Wanted Office-Clerical

HOLLOWAY CONSTRUCTION has 3 positions available in our Accounting Department. Apply in person at 22260 Haggerty Rd., Northville

HOMEMAKER in Grosse Pointe Woods Part-time, 1:30-6pm. Responsibilities: General Light Housework, Babysitting, Errands. Ask for Mr. Potter, 840-2000

HOMEMAKERS
Are your kids all in school? Are you tired of working for others? Do you like a pleasant voice and enjoy working on the phone? We can place you in our Garden City office. We need your skills 8:30-12:30 or 1-5pm, $3.67 per hour. Call Mrs. Wilson for more information. 261-4864

IBM PC or Wang Word processor for large Troy corporation, top dollar, call Doreen at Uniforce 646-5500

IBM - word processors (3) with all computerized software for large regional corporation. Will train right person. Good math aptitude a plus. Call Bernice at 557-0400

IMMEDIATE OPENING FOR
• Word Processors
• Electronic Secretaries
• General Office
For an immediate appt. please call
MANPOWER
TEMPORARY SERVICES
Southfield - 433-2780

INACOMP COMPUTER CENTERS
CLERICAL OPPORTUNITIES
Do you want an excellent opportunity to work for one of Metro Detroit's largest micro computer centers? We are a seeking only motivated, self starters for the following positions:
CASHIER - Ideal candidate will have a strong growth potential & a top notch benefit package & job security.
CASHIERS - looking for outgoing, detail oriented individuals with excellent math aptitude. Some previous charge slips as well as light clerical background. We require a minimum of 1 year experience. Ideal candidates will have strong math aptitude & enjoy working in a fast paced environment.
DEPT. SECRETARY - we need a person with excellent telephone & communication skills, a minimum of 2 yrs. general secretarial background, 50 wpm accurate typing & knowledge of Lotus 1-2-3 & Knowledge of powerbase is preferred.
EXECUTIVE SECRETARY - the individual we seek must have 3 yrs. executive secretarial background along with excellent organizational & word processing skills in either Word Star or Word Perfect.
CLERK/TYPIST - we have openings for both permanent & temporary clerical help, we require enthusiasm, motivation & dependable individuals with a minimum of 1 yr. general clerical experience, 50 wpm typing skills (Word Star or Word Perfect) experience a plus. Associates degree preferred or equivalent business school or work experience.
PERSONNEL DEPT.
1800 W. MAPLE RD. TROY, MI. 48084
An equal opportunity employer M/F

INSURANCE
AGENCY CSR's
The Independent Insurance Agents of Southfield are seeking an experienced personal lines CSR or rater we can help you find a new position.
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY in Southfield seeks personal lines CSR. Excellent salary and benefits for right person. Resume to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY seeks full time CSR. Commercial lines experience desire to assist customers are essential. Good salary and benefits. Ideal personal lines desired. 478-6122

INSURANCE
Agency in Southfield has opening for the commercial department for person with rating experience in general liability, commercial auto & property. Opportunity for growth.
355-4400

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Commercial
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR'S-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE innovative fast-growing brokerage agency, ready for our automation, needs an experienced Commercial Lines Account Representative. Candidates will have interest in becoming licensed, future management position, good math skills and being an active member in a dynamic, high energy group. Apply: contact Marie Williams, Mon thru Fri, Noon - 4 PM only. 353-3910

Insurance secretary, experience preferred but not necessary. Personal lines, part or full time position. Farmington area. 474-9634

INSURANCE SECRETARY needed. Commercial lines experience helpful, experience necessary, outstanding salary. Reply to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEYPUNCHER, typist, 1 year experience. Knowledge of medical field helpful. Call Nationwide Lab. 532-0170

KEYPUNCH OPERATORS
needed for Southfield area.
Call Sue 557-1400

LEGAL FILE CLERK
Desires a detail oriented, efficient administrative secretary. You will be responsible for office organization, shorthand helpful & especially be able to spell because I can't. Knowledge of word processing & typing experience with office machines helpful & be able to handle deadlines. Call Mr. Sherman 851-0003.

LEGAL FILE CLERK
Need person for filing corresponsdence and documents. Southfield location.
Call 352-0800

LEGAL FIRM
Desires a capable team player for busy position involving heavy word processing, typing, filing, mail projects. Good opportunity to gain experience in this area. Must be willing to commute to downtown Birmingham. Send resume to: Office Manager, 30215 Southfield, Suite 110, Southfield MI. 48076

LEGAL
SECRETARIES
Let our 28 years of service and experience work for you. For professional permanent services, temporary or permanent, register now with THE secretaries. Call Bernice.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY - Experienced for permanent part time office support. Word processing helpful, but will train. Mon-Fri, 12-5pm. Birmingham office. Jo Ann 646-6656

LEGAL SECRETARY - experienced. Fee paid. No fee. Must have good typing skills. Salary commensurate with experience. Call Carol 443-1600

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Full-county.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
Suburban Areas 362-0430
Penobscot Bldg 961-8580

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
Can you use more money? Are you looking more vacation time? Would you like to see some new faces? Wish you worked closer to home?
Whatever your reason for seeking change there's one way we can always secretaries by rehiring for talented legal secretaries to refer to our broad base of attorney and corporate clients.
Whether you prefer permanent, full time employment or temporary assignments, we'd love to talk with you.
Call us ... we just might have you in a new permanent or temporary position by next week. Demand for your skills is very high.
There is never a charge to you for our courtesy and professional assistance. Call today. After hour appointments available.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48076
Southfield 358-0060 963-4165

LEGAL SECRETARY - Motivated, word processor, with excellent attitude. Plaintiff injury firm, downtown Birmingham. 258-6262

LEGAL SECRETARY
Full time position for experienced legal secretary with word processing. Bloomfield Hills area...Contact Mr. Smith 647-1500

LEGAL SECRETARY - part time, 20-30hrs. Previous legal experience required. Word processing experience & excellent typing skills a must. Word processing exp. Call 362-3221

LEGAL SECRETARY
for busy Southfield firm. Excellent typing skills a must. Experience in corporate/real estate area a plus. Will train on word processor. Good benefit package.
Contact Cheryl 353-7620

LEGAL SECRETARY - top of the line person needed for attorney. Primarily medical malpractice. Located in Bloomfield Hills. Good wages & benefits. Position available April 1, should consider Mon., Tues., 2600 N Woodward, Bloomfield.

LEGAL SECRETARY. Workers Compensation background helpful. Bloomfield Hills. Salary commensurate with experience. 642-7500

LEGAL SECRETARY - Part time. Experienced. Word processing helpful. Approximately 20 hours a week. Ask for Trudy. 350-8440

LEGAL SECRETARY - Birmingham. Strong litigation background. Full benefits. 644-6800

LEGAL SECRETARY for Troy law firm with litigation and word processing experience. Call Judy Schwartz 362-5300

LEGAL SECRETARY for senior partner of Southfield insurance defense firm. Minimum 5 years experience, word processing experience helpful. Ask for Judy. 350-1484

LEGAL SECRETARY
for medium-sized law firm. Years Litigation experience preferred. Word processing & dictaphone skills essential.
New Address 252-1800

LEGAL SECRETARY for Birmingham law firm. Minimum 3 years legal secretarial experience, word processor, IBM PC experience, typing speed of 50 wpm and excellent English skills essential. Salary commensurate with experience. Please send resume to: Mr. Caplan P.O. Box 2180, 540-5600

LEGAL SECRETARY - Southfield Litigation & word processing experience. Ask for Sandy 557-1400
Eves: 728-4740

LEGAL SECRETARY
Part time, experienced. Farmington Hills office, 25-30 hours per week. Good pay/benefits. Lenler word processor 855-8950

LEGAL SECRETARY for general practice firm in Bloomfield Hills. Experienced, organized, take charge person with word processing experience. 332-8900

LEGAL SECRETARY
Immediate opening, Livonia. Full or part time. Experienced. Wordstar word processing is necessary. Excellent salary. 591-0000 - demand

LEGAL SECRETARY
for busy Livonia office, experience required. Word processing helpful. Salary commensurate with experience. 476-6300

LEGAL SECRETARY - Experienced. For Defense Litigation Firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, Mich., 48018-3040

Oakland County Law Firm doing personal injury work is seeking full-time with 1-3 years exp. in probate. Word processing helpful. Phone Cathy 332-8033

LEGAL SECRETARY
Full time for Southfield Attorney. Plaintiff personal injury work and compensation and personal injury experience. Word processing. Salary commensurate with experience. Call 596-5131

LEGAL SECRETARY - Full-time position available in Southfield firm. Solid typing skills essential, Word Processing/IBM P.C. skills helpful. Medical, Dental, Life Insurance, Health & Life Insurance. 358-4490

LEGAL SECRETARY
Southfield. Salary based on experience. Fringes. Send resume to: Richard E. Sawyer, P.O. Box 2207, All Saints, MI. 48037-2207.

LEGAL SECRETARY for Southfield law firm. Minimum 2 to 3 years experience. Word processing. Salary commensurate with experience. Call & speak with attorney in charge 352-7980

LEGAL SECRETARY
Plymouth law firm is accepting applications for the position of Legal Secretary. The successful candidate will possess a minimum of 1 year of legal secretarial experience with knowledge of word processing systems. Compensation commensurate with experience. Please send your resume & salary expectations to P.O. Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LOAN OFFICER - Brokerage Firm requires person to train for mortgage loan processing. Will train on dept. Excellent compensation & benefits. Must have real estate exp. Mr Adams 366-1442

MEDICAL ASSISTANT, Full-time Podiatrist surgeon's office in Troy seeks a responsible individual with a good personality to serve as a medical assistant. Will train qualified person. Medical benefits available. Send resume to Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL
TRANSCRIPTIONIST
needed for Southfield, 4 midnight shifts - could lead into full time position. Call today
TSI Clerical
Detroit Technical Services, Inc. 963-5028
Troy 362-0613
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

M/F/L REP OFFICE.
Permanent part time. Telephone, bookkeeping, typing. Flexible hours and. Non smoking. 561-8211

MGM
Office Services, Inc.
One of the fastest growing Temporary Services in the Metropolitan area is expanding its Livonia, Southfield & Troy offices. We have positions for Receptionists, Word Processors & Placement Coordinators. You must be articulate, enthusiastic & professional. We pay top dollar for your skills & benefit package. For a confidential interview, call
474-7766

NYSE MEMBER FIRM needs part time telephone operator. Farmington Hills branch needs branch back up operator, 10 hours a week & other various clerical capacity. Experience preferred but will train. Call Bernice between 8 & 5. 557-0400

PERMANENT PART TIME
20 flexible hours Mon-Fri for general mortgage company. Ideal for retirement position. Send resume to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT needed for computer retail store. Computer experience preferred. Typing, filing, engineering phones. Full time.
558-0250

OFFICE ASSISTANT
Immediate opening in attractive & congenial Livonia office for person with previous bookkeeping & clerical experience & pleasant phone manner. Full time position. Full benefits available. Call: Mrs. Lombard between 10am-2pm. 261-1313

OFFICE CLERICAL - art gallery seeks a dependable, self motivated, detail oriented person with good typing & general office skills. Duties will be diversified & responsibilities are helpful. Salary will be commensurate with experience, complete benefit package. For interview call John Lawson 552-0515

OFFICE HELP, part time, possible full time, Farmington area, 10 hours daily 8AM-2PM. 260 Vancy (near Cherry Hill & Newburgh)

OFFICE MANAGER
For 400 unit Apartment Complex. Competitive salary and benefits. Call Gail 878-3711

OFFICE MANAGER needed Livonia area, 35-37 hours per week. Call for interview. 422-4222

OFFICE MANAGER - Mature person with background experience in handling office staff of 10 or more. Distribution of material, inventory control and sales/management. Salary commensurate with ability. 552-0800

OFFICE MANAGER
Call J. Martin Temporaries/Plus
38215 W 10 Mile Rd.
Farmington Hills, MI 48024
474-8722

ORDER ENTRY CLERK
Part time, Mon. thru Fri. Experience a must. DOS helpful. Filing, general office duties. Very communicative with customers. Accepting calls in AM only. Ask for Angie 471-5400

PALMER MOVING & STORAGE/
AGENT FOR NORTH AMERICAN VAN LINES. Due to our continued growth we are in need of a dispatcher/secretary to handle the transportation of household goods. Duties include receiving orders, reserving equipment, pricing, and servicing our customers. Interested parties call or send resumes to:
Forest Walker, General Manager,
Palmer Moving & Storage, 1900 Stephenson Hwy., Troy, MI 48083
689-2000

PARALEGAL needed for fast paced Southfield law firm. Must be energetic and well organized. Experience necessary. Contact Jean 362-4520

PARALEGAL
PART TIME
Maccabees Mutual, a dynamic progressive life insurance company has an immediate part time position available to work in our law department. The ideal candidate will have relevant education & some experience with a law firm or a corporate legal department. Excellent communication skills, knowledge of Wordstar & Lexis & a professional appearance are appropriate to a service oriented corporate environment are also required. We are looking for a person who can work Monday & Friday & can work form 20 to 25 hours per week. We offer a competitive salary for those who meet our high standards. Send resume to Personnel
MACCABEES MUTUAL
LIFE INSURANCE CO.
25800 Northwestern Hwy.
Southfield, MI 48037
An Equal Opportunity Employer

PART TIME
OPPORTUNITIES
IN OUR
SOUTHFIELD OFFICE
CIGNA Property & Casualty companies are leading providers of service and related financial services to individual and businesses worldwide.
PROCESSING CLERK
Currently, we have three openings for a part time processing clerk position. Prior office experience is required along with a typing speed of 35-40 wpm. Qualified applicants will be responsible for data entry, filing, log up data on a CRT in order to pay claims. Hours are Monday - Friday, 8 - 12 available is 4:30 PM. - 8:30 PM., Monday - Friday. Salary will be $5/hour.
All qualified candidates should send resume to Rene Moon or call 353-7848 for an immediate interview.
CIGNA Property & Casualty, 37777 Franklin Road, P. O. Box 5013, Southfield, MI. 48086-5013.
An Equal Opportunity Employer

Part Time
Opportunity
Available In Troy
CIGNA Property & Casualty companies are leading providers of service and related financial services to individuals and businesses worldwide.
We are seeking a reliable individual with general office experience, typing speed of 45 wpm, ability to transcribe from dictaphone and interview oral and written communication. Available hours are 12:30 PM. - 4 PM., Monday - Friday.
All qualified candidates should send resume to Rene Moon or call 353-7848 at the Southfield Office. CIGNA Property & Casualty, 37777 Franklin Road, P. O. Box 5013, Southfield, MI. 48086-5013.
An Equal Opportunity Employer

PAYROLL CLERK
Seeking ambitious person with experience as a payroll clerk and able to operate a PC. Full time position available in our office located in the Redford office. Competitive salary & complete benefit package including profit sharing. Send resume to
Box #848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

"PERSON FRIDAY" needed for medical office in Oakbrook Hts. Very busy, very pleasant, very fast. Description a definite plus. Call Beth 10-4pm, 278-7760 Eves. 673-0782

PERSONNEL
Secretary/Receptionist
If you have an outgoing personality, can type and enjoy working with people, this may be your opportunity. Phone today for a personal interview. Fee paid by client company.
Aetec
29566 Five Mile Rd., Livonia 48154
313-261-6222

504 Help Wanted Office-Clerical

POSITION AVAILABLE for qualified persons. Must have good typing skills, experience in entry-level office work. Will be a plus, send resume to Nathan Lewis & Associates, 27720 Northwestern, #125, Southfield, MI. 48034 Ask for Ann.

PROFESSIONAL SECRETARY for financial services firm in Plymouth. Must be accurate typist & dictaphone is helpful. Person able to deal effectively with clients. Pleasant voice on telephone. Send resume to: P.O. Box 678, Plymouth, Mich 48170.

Programer/Analyst
Company seeking experienced programmer with basic accounting knowledge. Prefer programmer in BASIC IV equipment or business basic, BAID Basic, or B&X Basic business queues. Benefits package, salary negotiable, send resume to, Alan Personnel Dept. P.O. Box 5099, Southfield, Michigan 48086

PROPERTY INSPECTOR
Farmington Hills real estate consulting corporation has an immediate opening for a full time property inspector. Full time and part time positions available. Flexible hours possible for college students. Apply by resume only: Property Inspector, 30230 Orchard Lake, Ste. 120, Farmington Hills, MI. 48018

P.R.I. INDUSTRIES is a World Leader in Coatings Production & Technology. We currently have an opening for a Warehouse Office Clerk in our Livonia P.R.G. Finishes Warehouse. Duties include: Telephone & telephone correspondence with customers, processing Warehouse documents, some typing; calculator & basic computer knowledge helpful. This Temporary full-time assignment pays a competitive salary & has the potential for a permanent position. If you are interested in being considered for this position, please apply in person, between 9am-3pm, Mon. thru Fri.
P.R.G. Finishes
31071 Industrial Rd., Livonia
Equal Opportunity Employer M/F

REDFORD MANUFACTURER seeks Receptionist/Secretary for clerical and duties, including answering phones, typing (50-55 WPM), filing and general office duties. Prior processing knowledge helpful. Must have pleasant phone manners, interested candidates send resume to Reformers Products, 12221 Dixie, Redford, MI 48239 or call 538-9671

RECEPTIONIST
Busy Southfield law firm needs experienced mature Telephone Receptionist. Other clerical duties and light typing required. Salary commensurate with experience. Contact Cindy at 352-8300

RECEPTIONIST
Bloomfield Hills C.P.A. firm needs a self-assured individual with typing skills. Multi-line phone answering experience preferred. Send resume to Jenkins, Magnus, Volk & Ackerman, 4950 Telegraph Rd., Ste. A, Bloomfield Hills, MI 48013; Attn: K. Cline

RECEPTIONIST - PART-TIME
15-20 hours per week. Birmingham area. Call between 9am-noon.
540-3262

RECEPTIONIST for law firm. Must have good telephone skills, typing required, full time. Birmingham area. 258-5498

RECEPTIONIST
Part time evenings, & Saturdays. Typing helpful. Maternity a must. Call Straight, Inc. 453-4400

RECEPTIONIST - Good secretarial skills with word processing & either office experience or knowledge of German language helpful but not essential. Call 643-8760

RECEPTIONIST/SECRETARY for manufacturer firm in Livonia. Hours Fri. 8:30-3:30. Good typing & math skills. Computer experience helpful. Call Judy 422-1422

RECEPTIONIST - Full Time
Rapidly expanding national corporation has immediate opening for a capable receptionist with multi line experience. Benefits. 354-3111

RECEPTIONIST
Full time, Dependable non-smoker with good telephone skills. Light typing average typing. Benefits. Send resume to P.O. Box 8, Wayne, MI. 48184.

RECEPTIONIST - needed afternoons & evenings at Beverly Hills Beauty Salon. Must have previous service oriented personalities need apply. Inquire at 33615 Grand River, Southfield Mi., just N. of 13 Mile.

RECEPTIONIST/TYPIST
Light typing, filing, operate telephone switchboard, word processing machine. Should have good communication and typing skills. $12,600 plus fringe benefits. Call Mr. Bell, Fri. between 9 and 5 PM. 548-5620

RECEPTIONIST
Immediate opening, typing, clerical and enthusiasm for service required. Excellent benefits. Apply Sam to Ann
Diamond Automation
23400 Haggerty Rd.
Farmington Hills

RECEPTIONIST-TYPIST

Prestigious Birmingham real estate firm needs a receptionist-typist with typing skills and extensive experience. Requirements:
Ask for Mr. Wolf
644-3300

RECEPTIONIST
Represent our company to the public! We need people with pleasant personality and professional manner. Must have good typing & filing skills. Typing in Southfield. Starting range $5.50-$6.00/hr. plus benefits. Send resume to:
GUARDIAN