504 Help Wanted Office-Clerical

LEGAL SECRETARY for law firm with beautiful new offices in northern Troy. Litigation experience & top skills required. Lanier experience helpful. Excellent opportunity for qualified candidate. Call Gloria between 3-6pm. 641-7000

LEGAL SECRETARY/receptionist Two attorney lawfirm in Southfield seeks highly motivated person with 2-5 years legal experience. Dictaphone, strong typing & word processing required. Mail Resume to: 26400 Lahser, #108, Southfield, Michigan, 48034, or call 350-3571

LEGAL SECRETARY Responsible, dependable person for Bloomfield Hills law firm. At least 2 years lit experience w/knowledge of dictaphone, typing and word processing or 4.1 necessary. Salary commensurate w/experience. Full time 8:30AM-5PM. Call Tracey: 646-9500

LEGAL SECRETARY
Troy law firm needs mature, experienced full time secretary & permanent part time secretary. Good spelling skills a necessity. Will consider person re-entering job market. Non smoker. Send resume & salary requirements to: P.O. Box 394, Troy, MI 48099.

LEGAL SECRETARY
Full time & permanent part time experienced legal secretary with word processing experience for Farmington Hills-West Bloomfield area law firm. Excellent working conditions & compensation. Send resume to: Valentine & Associates, P.C. 5767 W. Maple Rd., Suite 100, West Bloomfield, Mich. 48033

LEGAL SECRETARY
Successful law firm in Plymouth, is seeking a legal secretary with prior relevant experience and work processing systems knowledge. Compensation commensurate with experience. Please send your resume and salary history to: Box 414 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
WORD PROCESSORS
CLERK TYPISTS
CLERKS
MAIL MESSENGERS
Needed for long or short term assignments. Top pay, weekly pay check.
WESTERN LEGAL PERSONNEL
Detroit 964-6570
Troy 879-9300

LEGAL SECRETARY
Minimum 2 years experience in litigation needed for law firm. To $20,000. Fee paid.
GRAEBNER EMPLOYMENT SERVICE
28277 Dequindre
Madison Heights, MI 48071
545-1700

LEGAL SECRETARIES WE NEED YOU

Personnel At Law is actively seeking qualified, top-notch, legal secretaries. We have outstanding career opportunities in the location of your choice. We pride ourselves on providing that perfect match between you and your new employer. Call us today for a guaranteed courteous and personal approach to opportunity hunting. No fees ... ever.

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

LEGAL WORD PROCESSOR
Day shift - for large downtown Detroit law firm. Must have minimum 2 years legal experience. Knowledge of IBM-PC with Word Perfect helpful, but not necessary. Call Sharon 225-7093

LIGHT CLERICAL & mail room person needed for busy Southfield office. No experience necessary. Ability to run errands a plus. Immediate opening. Part time Call Teri, 559-4330

LOAN CLERK in A Credit Union. Loan experience and light typing a plus. Send resume and salary requirements to: Central Loans, P.O. Box 5010, Rochester, Michigan, 48308-5010

504 Help Wanted Office-Clerical

LEGAL SECRETARIES TEMPORARY $6.87 TO $15 PER HOUR

Work on our payroll or work as an independent (no tax deductions) on our assignment referrals ... the choice is yours. Work one, two, three or more days a week ... the choice is yours. Work downtown or work in the suburbs ... the choice is yours. We make working temporary legal assignments through us a profitable and hassle-free experience. Call this week for information on current short and long term assignments. ($15 per hour entails evening or weekend assignments.)

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

LOVELY BUNGALOW
Super clean, newer windows, furnace, water heater & siding on 2 car garage, 3 bedrooms, full basement, wood deck, located in Garden City. $52,900
Earl Keim West 522-2101

MANUFACTURER'S REP seeking part time secretarial help with opportunity for sales future. 20 hrs. per week in Southfield sales office. Call between 8am-5pm 356-1100

MATURE PERSON - needed 2 or 3 days per week to answer telephones in plush Southfield office for busy executive. Call Mrs. Jennens 351-2602

MEDICAL ASSISTANT - Full-time Podiatric 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 RECEPTIONIST
Experience necessary for busy doctor's office. 425-5200

Medical Transcriptionist
$8 Per Hour
Arbor Temporaries
459-1166

MORTGAGE LOAN PROCESSOR
Dearborn Mortgage Banker has an immediate opening for FHA-VA-Conventional, experienced Processor. Salary based on experience. Excellent Company-paid benefits. Call for an appointment. Mon. thru Fri., 9am-4pm: 943-4800

NATIONAL FRANCHISE located in Farmington Hills has excellent opportunity for entry level position. Word processing, typing & telephone skills required. Please send resume to Box #410. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEED responsible person for our office, must have excellent skills, with figures, over time if required, fringe benefits. Apply at 12680 Burt Rd., Detroit, between 8am-4pm.

NEED TRAINING FOR A JOB
Classes forming NOW.
Hands-on Training.
• Word Processing
• Keypunch
• Typing
FREE Placement Assistance
Call Today....544-2860

OFFICE ASSISTANT needed in busy Farmington Hills office. Accuracy in typing, proof reading & grammar essential. Will be responsible for a variety of General Office duties. Must be able to meet deadlines with efficiency. Full benefits. $10,400. to start. Prefer Non-smoker. 851-2814

OFFICE CLERICAL
Typing, 55 wpm, filing. Car needed. Send resume to IDEA 3811 W. 12 Mile, Berkley, MI. 48072

504 Help Wanted Office-Clerical

EXPERIENCED LEGAL SECRETARIES

Major Downtown Law firm located in the Renaissance Center has several immediate openings for legal secretaries.

Previous legal experience plus accurate typing of 65 wpm required. Salary commensurate with experience. Familiarity with word processing helpful.

Excellent benefits and compensation package including parking.

Also Summer Secretarial positions available.

55 wpm & 1 year Secretarial experience required. If interested, please call 568-5470 between 11 am - 2 pm.

Equal Opportunity Employer

Contempra

We have all types of clerical temporary assignments in the areas of Downriver, Detroit, Southfield and Troy.
• Switchboard
• Stenographers
• Word Processors
• Receptionists
• Typists
• Key Punch

BENEFITS NO FEES
583-4858

SALES SUPPORT/ CUSTOMER SERVICE

At Intel, our committment to excellence in people & products has made us an Industry Benchmark. We are currently seeking a Sales Support/Customer Service Professional to join our team in the W. Bloomfield, Michigan office.

You will provide over-all support to our Field Sales Engineers. Position involves on-line order processing for major account via an IBM 3276 terminal and follow-up on customer orders & inquiries. This strong customer/factory interface requires good decision making, abilities in organizational, typing & communications skills. The ideal candidate will possess a college degree in Marketing or Business Administration. PC knowledge & 1-2 years related experience in a sales office is a plus.

We offer a good working environment and excellent benefits. For immediate consideration, send your letter/resume to:

F.Z.D. Intel Corporation
7071 Orchard Lake Rd., Suite 100
W. Bloomfield, Michigan, 48033
We Are An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERK - EXPERIENCED
Filing, Typing, Record Keeping duties. Part time position. Come in or Call. 23461 Industrial Park Dr., Farmington Hills. 474-8200
An Equal Opportunity Employer

OFFICE COORDINATOR
Fast growing home furnishing company in Birmingham seeks organized person for managing the office...Computer experience helpful plus phone, typing, filing, ordering & light bookkeeping. Salary plus benefits. Please call for appointment: 646-0097
ARKITEKTURA
Showrooms Inc.

OFFICE HELP - Experience in pegboard bookkeeping, PR Relations & some typing. 37 hours per week for apartment complex in Farmington Hills. Call 11am-6pm, Mon Tues Wed & Fri. Pat Elridge, 476-0322

OFFICE MANAGER - experienced take-charge mature individual. Supervisory roll, non smoker, 11 Mile & Southfield area. Send resume with salary requirements to: 26631 Southfield Rd, Southfield, Mich 48076. Attn: Sandy.

OFFICE MANAGER (Assistant) needed in Southfield. Should have clerical background & a little supervisory experience. Salary up to $14,000 plus benefits. Call Starting Tuesday: 879-6630

OFFICE MANAGER
Southfield company offers $18,000 fee paid. Medical, life, dental, optical, prescription, and advancement. Call 336-7400.
SNELLING & SNELLING

OFFICE CLERK
4 hours per days Mon-Fri in school food service office. Call 451-6564
An Equal Opportunity Employer

OFFICE MANAGER
With versatile ability for S. E. Mich. newest health, sports & fitness magazine. Combination of tele-marketing, clerical, accounting & office organization. Good salary & commission. Send resumes to: Sport Detroit Magazine, Attn: Jim Mc Crone, 32270 Telegraph, Suite 150, Birmingham, Mich. 48010

OFFICE MGR!
FEE PAID - $22,000
Madison Hts area calls for at least 3 yrs. supervisory experience, bookkeeping & accounting skills plus experience on computer. Will supervise 6 people. Typing needed. Great benefits include profit sharing. 649-6797 - 962-0565
DOROTHY DAY PERSONNEL, INC.

OFFICE PERSON, part-time, approx. 30 hrs. Mature, some computer and bookkeeping experience. Birmingham area. 626-1940

OFFICE POSITION - FULL TIME
Apply in person: Kings Mill Co-op, 16120 Jamestown Circle, Northville, Mich. or call: 349-5570

OFFICE SERVICES SUPERVISOR for a large downtown Detroit law firm. Seeking a mature individual with previous legal & supervisory experience, salary commensurate with experience, excellent benefit package. Call Linda at 225-7091

PARALEGAL - FULL TIME
For fast paced Rochester Law Firm. Must be energetic & well organized. Call Susan. 652-8200

PART TIME CLERK
Farmington Hills corporation has opening for part time clerk. Must have good typing skills & experience with 10 key calculator. Call855-4900, ext. 225.

PART TIME Office Assistant, Birmingham area. Detail oriented person with excellent typing skills, for local manufacturers repping business. Some data entry experience helpful. Variety job. Recent local references expected. 644-9228

PART TIME or full time office help needed for a medical services firm in Farmington Hills. $4.00 per hour. Benefits. 737-9353

PART-TIME SECRETARY Sat. 9-5, Sun. 10-6, Must have own transportation, Good telephone skills, ability for detail and organization. Responsibilities include: scheduling appointments, and computer work. $4/hour, Ask for Lisa 683-2900

PART-TIME. Excellent typist with good language skills, for growing Word Processing Dept. in non-smoking office. Will train on our Wang equipment. 4 or 5 eves. (we can be flexable about Fridays). Approximate 4:30-9:30pm. Hourly rate dependent on ability. Reply with letter, to: B. Sadow, P.O. Box 2054, Southfield, MI. 48037-2054.

PART-TIME. Mon., Wed., Fri., 7½ hour day. Excellent typist; good language skills. Will train on Wang (office assistant) Word Processor. Hourly rate commensurate with ability. Non-smoking office. Letter, no resume, to: H. Sadow, PO Box 2054, Southfield, MI., 48037-2054.

PART to full time position with real estate appraisal firm. Typing and light secretarial. Call 9am-6pm 348-2115

PAYMENTS CLERK
Reviews medical bill for workers' compensation claims. Contacts claimants, physicians and others to collect information. Provides general clerical support to a claims unit. Job requires exposure to workers' compensation, knowledge of payment process, good math skills and ability to do form typing.
Excellent salary and benefit package. Send resume to:
Personnel Department
ACCIDENT FUND OF MICHIGAN
P. O. Box 40790
Lansing, MI., 48901-0790
An Equal Opportunity Employer

PERSONAL SECRETARY for physician attorney. Full time benefits. Resume to: 17727 W 10 mile, Southfield. 48075

PERSONAL Secretarial Services requires part time secretarial help & word processing. Typing, filing & phone answering skills required. Troy. Call for appt. 528-0101

PHONE OPERATORS for telephone answering service. Experience preferred. Good typist. 3-6 or 8 hour shifts. Beginning 6am-10pm. Redford. trans. 534-0040

PLASTIC INJECTION Molding Machine Operators. Apply in person between 8am-4pm. Imperial Molded Products, 3331 Oakley Park Rd., Walled Lake.

PRESIDENT'S SECRETARY
TO $21,000 FEE PAID
Exciting position with large growing Southfield company. Great career opportunity. Interesting, challenging and fun. Typing of 60 and shorthand needed. Fantastic benefits and excellent working conditions. Call Shirley today. 464-0909.
SNELLING & SNELLING

PROFESSIONAL hair salon seeks mature receptionist with skills in phone technique, organization and maintaining secretarial responsibilities. Please, call 352-5790

RECEPTIONIST/TYPIST
2 man law firm in the Prudential Town Center. Light typing necessary. Hours flexible. $4 per hour or better. Call Shelly, 358-4545.

Receptionist
For leading Birmingham Title Company. Good typing and happy disposition required. Call between 10am and 3pm.
540-1633

RECEPTIONIST
Mature individual needed for full time position located in Southfield. Must have previous switchboard experience, pleasant phone manner and general office skills. Competitive salary and benefit package. Send resume including salary requirements to: Attention Personnel, PO Box 5091, Southfield MI 48086

RECEPTIONIST - Permanent part time, 9am-3pm. Executive offices in downtown Birmingham. Experience required. Call Trudy: 644-5237

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Immediate opening for mature, experienced receptionist. Pleasant, professional telephone manner & good typing skills required, excellent fringe benefits. Send resume to: Human Synergistics, 39819 Plymouth Rd, Plymouth, Mich 48170 or to arrange an interview call Janet 459-1030

RECEPTIONIST/TYPIST
Immediate opening, full time position, Southfield area. Requires good communication skills, ability to work in fast paced environment, word processing experience helpful, but will train. Send resume to Box 320 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, part time for busy executive offices, light typing required, West Bloomfield area. 855-0611

RECEPTIONIST - Full time. Light typing, general office experience desired. Southfield area. Call 2-4pm only, 540-6663

RECEPTIONIST - Full Time
National computer distributor has immediate opening for capable receptionist with multi-line knowledge. Benefits. Livonia. 464-2111

RECEPTIONIST/CLERICAL
for private sale deposit company. 11 AM to 6. Hourly, medical and dental provided. Apply in person: Michigan Safe Deposit Co., 30555 Northwestern (S. of 13), Farmington Hills.

RECEPTIONIST/ LIGHT CLERICAL
Elegant offices in Birmingham Law Center, hours 8:30-5, Mon. thru Fri. Parking provided. Call Birmingham Management Group at: 258-9494

RECEPTIONIST/TYPIST
for answering phones, greeting clients, filing and typing. Knowledge of dictating equipment a plus. Send resume and salary desired to: Dept. D, PO Box 1247, Berkley MI 48072.

RECEPTIONIST/Word Processor
Architectural/design firm has immediate opening for dependable detail oriented person with courteous, professional phone manner. Duties include phones, general office procedures, word processing (will consider training). Write/call Schaerer Design, 280 Daines, #200, Birmingham, 48011. 647-0607

RECEPTIONIST PART TIME
For busy real estate office. Must type 40 wpm. Experience helpful. A multi-line phone system.
RALPH MANUEL ASSOCIATES WEST INC.
Ask for Janet Horner
851-6082

Receptionist/ Personnel Clerk
Full-time position available for qualified, experienced individual with good organizational skills, 60 wpm typing, good spelling and grammar. Competitive wages. Inkster area. Interested applicants, call Ms. Foster, Mon. thru Fri, 10am to 1pm only. 565-7577
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Direct marketing company in Plymouth looking for receptionist/typist. Answering of phone requires a personality plus person. Accurate typing & good grammar skills a must. Send resume to: Pamela O'Donnell, P.O. Box 5574, Plymouth, Mich. 48170.
An Equal Opportunity Employer
Affirmative Action Employer

RECEPTIONIST/ WORD PROCESSOR
Receptionist position immediately available for individual with secretarial skills to include typing, filing, phone work, and Wordstar. Persons holding this position have had history of advancement within company. Please forward resume to the attention of Office Manager, 1370 Piedmont, Troy, MI., 48083.
An Equal Opportunity Employer

RECEPTIONIST
needed for immediate employment for property management company. Experience and good typing preferred. Professional telephone etiquette a must. 8:30 to 5 Mon. thru Fri. Pleasant enviornment and people, convenient downtown Birmingham location. For interview, please call 647-3111 between 11AM and 2PM only, ask for Pat.

RECEPTIONIST
Top notch, for Southfield law firm. 3 days per week, 9am-5pm. 358-4490

RECEPTIONIST
Southfield law office. Some office experience. $200 per week. Ask for Mrs. Hancock 352-4777

RECEPTIONIST. Growing Birmingham law firm. Immediate opening. Typing required. Please call Mary Galasso: 645-9300

RECEPTIONIST/CLERICAL
Part-time position. Typing: 55 WPM. Filing & organizational skills. Southfield area. 443-9000

RECEPTIONIST/TYPIST
Excellent phone voice, bright, warm personality, typing 50 wpm, experience. Call Dorothy 827-2400

RECEPTIONIST - experienced mature individual needed for busy Southfield law firm, salary commensurate with experience, fringe benefits, contact Cindy 353-1550

RECEPTIONIST
Ability to handle heavy phones, heavy office traffic, light typing, various clerical duties. Immediate position in the Livonia area. Call Lori, 474-8500

RECEPTIONIST ECRETARY
Computer Corp. requires enthusiastic, professional manner/appearance for front desk to answer multiple phone lines, 50 WPM minimum, WP experience helpful. Call Beth 477-3222

RECEPTIONIST
Needed Immediately for rapidly growing construction Co. Excellent entry level position. Typing skills required, Good pay & benfits. Send resume to: Berti Company Interiors, Inc. 25380 Five Mile, Redford, MI., 48239 Attn Mr Holappa

RECEPTIONIST
Large GM Dealership has entry level positions open. Must possess good communication skills. Excellent benefits package & advancement potential. Apply in person only, Action Oldsmobile, 33850 Plymouth Rd., Livonia.

RECEPTIONIST/TYPIST
Experienced receptionist/typist desired for growing Birmingham pension firm. Attractive, professional offices and excellent benefits. Send resume, and salary history, to: Mr. Nell, Office Management Consultants, 30400 Telegraph, Suite 331, Birmingham, MI., 48010.

RECEPTIONIST
Fast paced Southfield company seeks receptionist/general office clerk with pleasant phone manner and front desk appearance. Hours are 7:30am to 4:30pm, Mon. thru Fri. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

RECEPTIONIST
Fast paced manufacturing firm in Livonia seeks receptionist/general office clerk with pleasant phone manner and front desk appearance. Hours 8:15 to 5 pm., MOn. thru Fri. Mail resume or apply to: Perfection Automotive Products, 12445 Levan Rd., Livonia, MI 48150.

RECEPTIONIST SECRETARY
Full time position for busy downtown Birmingham real estate office. Must have good phone skills, enjoy people & function on a professional level. Experience preferred. For further information call Mrs Leo, between 9am-12 noon, Mon., Wed, & Fri., also Thurs. from 1-4pm. 647-1900

RECEPTIONIST
Growing medical equipment company has an open position for a full time Receptionist. Applicant must be well groomed & possess excellent communication skills. Salary plus benefits. Respond to: Ms. Rusanchin, SME, 1072 W. 14 Mile Rd., Clawson, MI. 48017. Resumes only.

RECEPTIONIST
Farmington Hills company seeking bright, articulate person for receptionist position. Mon.-Fri. (3pm-7pm). Light typing required. For further information please call (11am-5pm):
Michelle Blebb
737-7111

504 Help Wanted Office-Clerical

RECEPTIONIST
Willing to negotiate salary for a very polite, motivated, friendly person with experience in answering telephones, typing 50 WPM, General Office skills. Excellent enunciation & grammar skills required. Individual must present Self & Company as Professionals. For interview, call Monday or Tuesday, 8am-5pm Only, Health Care Professionals 423-6517

RECEPTIONIST
Small Northwest Detroit College. Duties include; answering the phone, making counseling appointments, greeting students, typing & computer usage. Excellent benefit package. Send resume to: Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy Troy computer firm needs an efficient, outgoing receptionist. You will be responsible for answering and directing all calls, greeting all visitors, and miscellaneous typing and clerical duties. You will need excellent telephone presence, good typing skills and 1 year general office experience. Please send your resume to: Merit Systems, Inc., 5800 Crooks, Ste. 200, Troy, Michigan 48098, Attention: Catherine

RECEPTIONIST/ GENERAL OFFICE
$11-$14,000 FEE PAID
Fast-paced fascinating suburban advertising company seeking super sharp individual to answer phones, greet clients and do general office duties. Typing 60 wpm., word processing and minimum 1-2 years experience are required. Good benefit package. Call Teri now 464-0909.
SNELLING & SNELLING

RECEPTIONIST
A fast-paced and growing computer graphics company can use your good typing skills and excellent phone manner. Word processing a plus. $13,000 to start. Good benefits. Fee paid. Call Eleanore at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

RECEPTIONIST
Progressive high tech firm in Troy is seeking a responsible individual for front desk position to greet visitors, direct phone calls & complete typing of routine business correspondence. Previous reception experience & accurate typing skills desireable, pleasant personality a must, very pleasant office atmosphere. Salary & benefit package provided. Send qualifications & salary requirements to: Receptionist, PO Box #451, Lathrup Village, MI. 48076
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Salary Starts at $12,000 Per Year
Permanent position available for an ambitious individual with good typing skills and excellent phone personality. Responsibilities include: general correspondence, report typing, greeting visitors and vendors, PBX switchboard operation, and some clerical duties. We offer a deluxe working environment in Southfield, excellent starting salary, health benefit package, paid holidays and vacations. No phone calls accepted. Submit your resume by 4-8-87 to:
D. Tripoli
P. O. Box 2085
Southfield, MI 48037

Receptionists Needed NOW!
Light typing skills
CALL
474-8722
J Martin Temporaries/Plus
38215 W. 10 Mile Road
Farmington Hills, MI 48024

SALES/OFFICE
Inside sales, estimating, product presentation, order entry and blue print take-offs are part of this sales secretary opportunity. Must be able to communicate and have good detail orientation. Position is based in W. Bloomfield, some travel to Ann Arbor. Send resume to:
J. Pinter
PELLA WINDOW & DOOR CO.
2000 Haggerty Rd.
W. Bloomfield, MI 48033

SALES SECRETARY
Contel Information Systems, a national organization, has an immediate opening in our Detroit Sales Office. We are seeking an intelligent, organized, self motivated individual, with good secretarial skills, to handle the work load of a busy office. Experience in data communications is a plus to land a job with this fast growing company.
We have excellent company benefits and a pleasant working environment. If you are qualified, please call 855-0360 or send your resume to: Attn. Rita, Centel Business Information Systems, 31731 Northwestern Hgy., Suite 159, Farmington Hills, MI 48064
An Equal Opportunity Employer

SALES SECRETARY
$14,500
Top firm in good location! Ability to handle variety of duties and your mature personality opens the door to this career opportunity! Call 399-3450.
SNELLING & SNELLING

SALES SECRETARY
$14,000
Ideal position for someone re-entering the work force. Suburban office of national company. Type correspondence and good communication skills. Full benefits. Company has never had a lay-off. Excellent advancement potential. Fee Paid.
ALLEN PERSONNEL
525-7870

SALES SECRETARY
TO $18,000
Be the star in a brand new office of world class automotive supplier opening up in choice suburban area. If you are seeking a growth oriented opportunity with lots of challenge and diversity, this could be for you. Call Sherry at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

PROGRAM SECRETARY
Design Michigan program of Cranbrook Academy of Art seeks experienced, aggressive self-starter. Accurate typing 60wpm plus, pleasant phone manner, light bookkeeping, non-smoker. Must enjoy working alone as well as interacting with public. Attractive fringe benefits package, salary to $14,500. For pre-interview screening contact:
Sharon 645-3316
An Equal Opportunity Employer

SECRETARIAL - Entry level. Novi manufacturer. $180 week. Assist executive secretary in all clerical functions, typing, word processing, phones. Send resume to: Attention Barb, P. O. Box 967, Novi, MI 48050

SECRETARIES
Birmingham office of a large insurance company has a variety of positions available. Spanning executive secretarial with excellent technical skills to part time entry level secretarial opportunities. Responsibilities and required skills vary depending on particular positions. Applicants must have excellent communication skills. Previous insurance experience preferred. Good working conditions. Interested applicants please send resume to:
KATHLEEN R. LOVETT
Equitable Financial Services
P. O. Box 3067
Birmingham, MI., 48012-3067
An Equal Opportunity Employer

SECRETARY
for condominium office in Troy. 20 hrs. per week. Light bookkeeping.
Weekday mornings: 362-4416
or After 3pm: 362-3297

SECRETARY - EXPERIENCED
Excellent word processing & dictaphone skills. Insurance background helpful. Resume to: B. Rankin, 35055 W. 12 Mile Rd., Farmington Hills 48018.

504 Help Wanted Office-Clerical

Secretaries
Farmington Hills company is interviewing for an Executive Secretary for their President. Candidate should have excellent shorthand and typing skills, plus be willing to learn word processing. Salary up to $20,000 and more than normal benefits offered.

East Side company seeks non-smoker with at least 5 years experience for general office with a heavy emphasis on bookkeeping. $15,000 and Blue Cross.

Call for prompt courteous information on our many other fee paid openings or find out how you can join our active temporary circuit and be earning top wages by next week. Call today 353-3960.

SECRETARIES ET CETERA
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD MI 48075

SECRETARIES - with IBM PC, Lotus I,II,III, for major appliance company. Top dollar. Call Toni at Uniforce 357-0641

SECRETARIES - (9) with IBM PC, Display Write 111, Word Perfect, Multimate, Panasonic or Memory typewriter, (will train). For major advertising company. Call Barbara at Uniforce 357-0034

SECRETARY ADMINSITRATION
High School graduate or equivalent. Must have excellent typing skills of 60 WPM, able to take dictation at 80-85 WPM. Position requires taking minutes at meetings, able to work on variety of projects. Must be well organized & able to meet deadlines on time. Word processing experience preferred. Excellent benefits offered. Salary range $6.67 per hr. to start, $7.65 per hr. at end of probation. Please submit resume with salary history to: Director of Personnel, American Red Cross, P. O. Box 33351, Detroit, MI., 48232.
Affirmative Action Employer
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY
(Non Smoker) in engineering department of NW Detroit organization. This position requires an individual who can assume responsibility with little supervision & take initiative necessary to perform a variety of duties recognizing deadlines. Requirements include typing, proof reading, letter & agenda composition & other secretarial tasks as well as possess excellent telephone communication skills. Must be willing to work overtime when necessary. Word processing experience desirable. Resume & salary requirements to:
Personnel Coordinator
P O Box 19346
Detroit, MI 48219

SECRETARY
for non-profit corporation. Strong typing, word processing, organization and communication skills. Take and transcribe minutes, and prepare reports with ability to work independently. Send resume with salary requirements to:
Executive Director
COMMUNITY OPPORTUNITY CTR.
31594 Schoolcraft Rd.,
Livonia, MI., 48150-1809
No phone calls please.
An Equal Opportunity Employer

SECRETARY, full time for large Southfield manufacturers rep. Strong typing & word processing skills a must. Automotive & computer experience helpful. Send resume to: Office Manager, P.O. Box 2106, Southfield, Mich 48037 or call 358-5200

SECRETARY
Full time, to handle building department needs of swimming pool contractor. Varied duties regarding permits, inspections and maintenance of files. Call Carol at 851-1510

SECRETARY, for auto shop, light typing and accounts, filing, phone. Southfield area, Call Kim or Nabil, 9 to 5pm. 350-2820

SECRETARY
ACTIVE SALES Office located in Southfield has immediate opening for skilled Secretary. Requires at least 2-3 yrs. office experience; typing 60wpm, shorthand 70-80 wpm. Lanier or some Word Processing experience preferred. Non-smoker. Send resume along with salary requirements, in confidence, to: Employment Manager, P.O. Box 340, Lathrup Village, Mich. 48076

SECRETARY - ADMINISTRATIVE
The Charter Township of West Bloomfield is seeking qualified applicants for the position of Secretary to the Township Treasurer. The successful applicant will perform personal secretarial & administrative support duties requiring independent judgement, a high degree of accuracy and discretion in dealing with confidential information. Will also act as representative of the Treasurer in matters involving personal property taxes. Employment qualifications: High school diploma or its equivalent with college course work in business administration or financial management and data processing. Excellent secretarial skills, demonstrated ability to work independently and the ability to deal tactfully with the public are required. Combinations of education and progressively responsible experience will be considered. Salary range $17,960.77 minimum-$22,015.21 maximum. The Township offers an excellent fringe benefit package. Applications must be received by 4pm, Mon., Apr. 13, 1987 at the Personnel Department, 4460 Orchard Lake Rd., P.O. Box 5420, W. Bloomfield, MI. 48033.
An Equal Opportunity Employer

SECRETARY
Assistant to office manager- full time. Typing, filing, data entry & word processing a must. Non-smoking office. Call Betty, Tues. April 7th, 9am-11am ONLY: 591-5038

SECRETARY BOOKKEEPER
1 person office in a modern clean small buisiness located in NW Detroit. The work is varied and demanding. Starting pay of $7.00 per hour or as skill level dictates. Send resume to: P.O. Box 27096, Detroit, Mich., 48227 or call: 836-1829

SECRETARY BOOKKEEPER - part time, 1 girl office, bookkeeping, typing, & general office duties needed, Livonia area. 464-4211

SECRETARY
Busy Birmingham CPA firm located at 12½ & Telegraph has immediate full time position available. Duties will include recordkeeping, travel arrangements, general office skills, good phone communication and computer knowledge helpful. At least 3 years experience. 645-5373

SECRETARY
Cardinal Industries apartment Management position, Farmington Office has immediate need for experienced, efficient Secretary. Candidate should have good organizational & communicational skills, type 55WPM & be able to perform a wide variety of office responsibilities. Experience with IBM, AT/Lotus program & word processing a plus. A professional manner & the ability to work with minimum supervision is important. We offer an excellent compensation & benefit package. For consideration, send resume with salary requirements to:
CARDINAL INDUSTRIES
15143 Eureka Rd.
Southgate, Michigan 48195
Attention B. Brett.

SECRETARY
Challenging position in Farmington Hills corporate office. Experienced secretary with professional skills, word processing and computer competency, excellent communication skills. Stimulating and pleasant atmosphere. Outstanding benefits and opportunity for growth. Send resume, including salary history, to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - experienced. Farmington Hills CPA office. Light bookkeeping a plus. 855-4414

504 Help Wanted Office-Clerical

SECRETARY
Congenial Southfield company offers up to $18,900, fee paid. Medical, dental, life, family benefits available. 37½ hour work week. Call 336-7400.
SNELLING & SNELLING

SECRETARY/ COORDINATOR
SALARY TO $16,000
Large firm needs good planning & organizational skills to work in client service department. Accurate typing a must, computer a plus. Company offering much growth & full benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

SECRETARY
Detroit-based financial institution has an opening for a full time, hard-working/self-starter person with accurate typing skills (50 WPM) and word processor experience (Wordstar a plus). Person should have the ability to take on various responsibilities and have an excellent phone manner. Candidate will have the potential for advancement in the financial industry. Please send resume to: Secretary, P.O. Box 1858, Detroit, MI 48231

SECRETARY
Excellent skills required in typing, spelling, telephone etiquette and light shorthand. District manager's office located in Farmington Freeway Industrial Park, Farmington Hills. Organizational abilities a must. Collection and reporting of data will be necessary. We offer excellent company benefits. Previous secretarial work experience required. Submit resume to: W. W. Grainger, Inc.,
P. O. Box 697, Novi, MI 48050

SECRETARY - full time position, typing, phone answering, Farmington Hills area. 477-1540

SECRETARY - full time for Birmingham location. Good typing, pleasant phone manners. Contact Debby. 645-5545

SECRETARY
Good typing & some Bookkeeping experience, for pleasant Birmingham office. Call: 644-8311

SECRETARY
Mature, must know computer, typing, phones, invoicing, payables & payroll. Tree company. 852-2322

SECRETARY needed for small office with large responsibilities. Experienced only apply at: 350 Venoy, Westland.

SECRETARY
NTN-Bower Corporation, an expanding worldwide product of a complete line of quality roller bearings has an immediate opening for a full time Secretary based at our Corporate Headquarters in a NW suburb of Detroit

The successful candidate will have the following skills:

- Minimum 2 yrs. secretarial experience
- Accurate typing of 65 wpm
- Knowledge of word processing and P.C. a must
- Familiarity with Engineering standards, specifications, and blue prints a plus
- Excellent telephone skills

We are pleased to offer a competetive salary and benefit package. Please submit your resume and salary history to:

NTN-BOWER CORPORATION
Employee Relations Dept.
PO Box #460
Franklin, MI. 48025
An Equal Opportunity Employer

SECRETARY PART TIME
Mon thru Fri, 8:30am-3pm. Immediate opportunity for a sharp, well organized self-starter with good communication skills in our regional sales office. Varied duties include; taking customer orders, placing orders with vendors, handling complaints & problems, typing correspondence & reports, making travel arrangements. Competitive salary & benefits. If you have office experience & enjoy challenging work, call us Mon or Fri, 9am-5pm. 335-4960
Equal Opportunity Employer M/F

SECRETARY - PART-TIME/possibility of going full time. Downtown Birmingham. 1 to 2 years experience. Duties include phone interviewing, typing (50 WPM), WordStar, general office. $5.50 an hour. Send resume to: B. Hedden, Uniprop, 280 Daines, Birmingham, Mich., 48011.

SECRETARY
REAL Estate Management Co. seeks a strong typist with good organizational skills. Word processing a must. Northland area. Excellent benefits. Send resume to: 14201 W 8 mile, Detroit, 48235

SECRETARY/RECEPTIONIST - Full time. Light typing, filing, phones, other clerical duties. Experience necessary. Clawson. 583-1680

SECRETARY/receptionist - needed for fashion career school, must be enthusiastic, good math aptitude & clerical skills nessary 583-2097

SECRETARY/RECEPTIONIST
Full time, experienced, 65wpm, varied duties. Wage commensurate with ability. I75/Square Lake/Telegraph area. Call Mary 9-5, 332-5000

SECRETARY/RECEPTIONIST
With good typing and general office skills required. Immediate opening. Contact Mr. Glunt 422-1511

SECRETARY/RECEPTIONIST - 25 hours per week. Typing, data processing. Phone, communication & organizational skills a must. $4.50 per hour. Call 681-1000, ext. 343

SECRETARY/RECEPTIONIST
Full time position in Livonia Medical office. Medical experience & dictation helpful. Must type well. 538-4766

SECRETARY & RECEPTIONIST
No experience necessary. Typing a must. Southfield office, full time. Call 358-8081
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST for a national computer leasing corporation. Birmingham location. Word processing experience required. Wang-OIS 40 preferred. Pleasant telephone manner, assist 3 salespersons with documentation of lease transactions. Please inquire and ask for Judy at 646-9333

SECRETARY/RECEPTIONIST
Full time, Mon. - Fri., 8:30-5 PM. Professional, neat, extremely dependable. Excellent typing skills with ability to handle phones in fast-pacedoffice. Word processing and dictaphone skills necessary. Adept in dealing with people. You will be our first impression. Apply in person at: 36137 W. Warren, Westland Convalescent Center.

SECRETARY - Report to national sales manager & controller in Troy corporate headquarters. Requires strong typing including statiscal & word processing, Light steno & dictaphone. Accounting experience desirable. Send resume & salary history or requirements to: Controller, Parts Service Division, PO box 7002, Troy, Michigan, 48007-7002 Attention Personal & confidential.
An Equal Opportunity Employer

SECRETARY SALES DEPT. Previous office experience & IBM word processing. Type 55wpm, letter composition, excellent spelling, & organizational skills. We offer a competitive salary & benefit package. Company will be relocating to 12 mile & Stevenson. Currently located near Plymouth & Greenfield. To schedule an interview call 835-6400

SECRETARY
Small Northwest Detroit College. Duties include; extensive Data entry on computers, coordinating the mail of literature, inventory control of literature & public contact. Excellent benefit package. Send resume to: Box 424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Typing, filing, phone answering, general office work. Full time 8:30am-5pm. No experience necessary. 683-1300

504 Help Wanted Office-Clerical

SECRETARY
Southfield Office needs full time secretary with good typing skills and dictaphone experience. Computer knowledge helpful but not necessary. Compensation includes attractive benefit package. Reply giving job history and salary requirements to Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY TO LEGAL VP - TROY
Legal experience, shorthand. $23K range. Benefits. Fee Paid.

SECRETARY TO PRESIDENT
New Center area. Shorthand, typing required. Familiar with word processor, $18,500 range to start. Fully paid benefits. Fee Paid.

SECRETARY - BIRMINGHAM
Familiar with word processor, general secretarial duties. $15,000 min. range. Fully paid benefits. Fee Paid.

RECEPTIONIST - FRONT OFFICE
BIRMINGHAM. Will handle telephones, greet clients, 50 WPM typing. Personality, neat appearance. $12,000 Min. range to start. Fully paid benefits. Fee Paid.

PERMANENT PART TIME
BLOOMFIELD HILLS
Secretary-person Friday. $7.00 per Hr. range. Full benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Typing 50-55 wpm, trained on word processor & calculator, good secretarial skills, highly organized, good telephone etiquette. Send resume & salary requirements to:
Linda Collins, Guardian Security Services, 20600 Southfield Rd., Southfield MI 48075.

SECRETARY with experience for 1 person office. Good salary & benefits. Pleasant working conditions. Apply: 13300 Levan, Livonia.

SECRETARY/SALES
Golf travel agency in Dearborn seeking knowledgeable person with typing, telephone and minimum sales skills. Full and part time openings. 582-2533

SECRETARY
$14-16,000
FEE PAID
Entry level legal position. Good typing and word processing skills will secure you a future in a suburban office. Call 399-3450.
SNELLING & SNELLING

SECRETARY. Permanent part time. Southfield area. Position offers diviserifed duties for various businesses. Call for appt. 857-2757

SECRETARY - 1 girl office. This employment is in a new building in Farmington Hills. Our position requires typing, shorthand and telephone skills. We offer good benefits and are a Fortune 500 Company. Send resume to Box 322 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SENIOR SECRETARY
$18,000-$22,000
Major New England commercial lender seeks mature individual to manage administrative duties of its Southfield office. Requirements include, good typing, math and organizational skills. This highly responsible position involves heavy client contact and candidate should have ability to work with minimal supervision. Previous bookkeeping or banking experienc preferred. Excellent benfits, including 100% tuition reimbursement, 401K plan, plus 10 paid holidays. Send resume to:
Senior Secretary
27777 Franklin Rd., Box 93
Southfield, MI 48034
Attn: Barbara
Or call 352-8815

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● Mortgage Processors

Put your skills to work. Long & short term assignments available. Top pay & benefits.
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OFFICE SERVICES
Detroit 963-5026
Troy 583-0515

SINGING RECEPTIONIST
Eastern Onion singing telegrams needs full & part time office receptionist. Must have good singing voice. 552-8888

SMALL FAMILY RUN manufacturing business in the township of Plymouth is looking for a bookkeeper with solid understanding of accounting & payroll, experienced in filing FICA, FUTA, MESC & state witholding returns. Computer experience helpful. Send resume to Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD Ad Agency needs a junior secretary immediately for administrative duties. Capable of handling pressure. Word processing experience. Great entry level position. Benefits package. Send resume to Box 368 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD SALES office needs Receptionist with word procesing experience. Southfield. Call Pat Houghton or Sue Newberg 350-3800

STAFF ACCOUNTANT
BA in accounting with 1 year savings and loan or mortgage banking experience in accounting or investor reporting. Knowledge of Freddie Mac or Fannie Mae reporting, math and calculator skills and good written and verbal communication skills. Call Pam: 474-8500

START YOUR CAREER
In Customer Service!
$250 a week, fee paid. Top company! Suburban office! Great benefits! Advancement! Need people skills and attention to detail. Call 399-3450.
SNELLING & SNELLING

STRONG TYPING & office skills required for small office in Bloomfield Hills. Salary based on experience. Call between 10am-3pm 644-3790

SWITCHBOARD
Immediate opening for Switchboard/ Receptionist. Must have some experience & ability to type 45 WPM. Pleasant office & good benefits. Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

SWITCHBOARD OPERATOR
Receptionist. Experience preferred Must be dependable with pleasant voice & personality. Light typing. Send resume to: Mr Dan Dalkema, 23240 Industrial Park Dr, Farmington Hills. 48024
An Equal Opportunity Employer

SECRETARY, with good typing and communication skills, needed for small Pontiac law office. Will train. Great benefits. Send resume to: Box 356 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD OPERATOR RECEPTIONIST
Full time position available. Must have previous switchboard experience, pleasant phone manner and general office skills. Competitive salary and benefit package. Send resume including salary requirements to: Attention Personnel, PO Box 5091, Southfield MI 48086

504 Help Wanted Office-Clerical

SWITCHBOARD - operator, Birmingham, experience required for busy Dimension board, salary based on experience. Fee paid

EXECUTIVE - secretary, Southfield, excellent typing & shorthand, experienced, professional appearance, benefits, $20,000. Fee paid

SECRETARY - Southfield, typing 70 wpm, dictaphone & construction experience. Basic computer & PC knowledge, $20,000. Fee paid

Temporary assignments for word processors - Wang & NBI

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

TELEMARKETING REP. needed in Southfield. Salary $4. hr. plus commissions Call starting Tuesday. 879-6630

TITLE INSURANCE company seeks sharp person for abstracting Dep't. Title experience helpful, but not necessary. Full benefits. 879-9650

SWITCHBOARD/RECEPTIONIST
With minimum 1-2 years experience for fast-paced office. Benefit package. Salary commensurate with experience Send resume to: Personnel, P. O. Box 5095, Southfield, MI, 48086.

TITLE INSURANCE CO needs experienced person to perform clerical duties throughout the office. Livonia area.464-4171

TOP KNOTCH office person for rapidly expanding scientific concern Requires fast learning & dedication. Typing & communication skills necessary, Computer experience helpful. Advancement possible. Call Miss Brooks, between 2pm-5pm, Tues & Wed only. 422-7474

TRANSCRIPTION/ WORD PROCESSOR
Non-smoker only. Superior spelling a neccessity, Pleasant, outgoing manner for a busy medical/legal Southfield office. Word processing/computer knowledge a plus. Send resume and salary requirements to: Box 380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TROY SECRETARY
$16,200 FEE PAID
Administrative office requires 2 years good experience. Variety of duties include: word procssing, coordinating duties, dictation and client contact. Typing of 60 wpm, plus and good shorthand required. Full benefits. Call Mark at 649-5900.
SNELLING & SNELLING

TYPIST-Experience necessary. Full time. Good benefits. Redford area. Call between 8:30am-10:30am only. Mon-Fri. 530-1555

TYPIST
Full-time. General office duties. Wordstar experience helpful. Benefits. Southfield area. 258-6011

TYPIST Immediate Opening. Top of Troy building. Word processing helpful. National organisation. 35 hour week full benefits. For information, Call Terry, 362-2446 or 362-2444

TYPIST
Immediate opening for a fast & accurate typist 50-55 wpm. Must be willing to work overtime during peak periods & possess a good spelling aptitude. Hours are Mon.-Fri, 10:45am-7pm, occasional Saturdays (8:15am-4:30pm) may be required. Full benefit package including medical, dental, prescription & tuition reimbursement. Reply to:
TYPIST
P.O. Box 2227
Southfield, MI. 48037

TYPIST - Looking for individual who possesses excellent typing skills, 55 plus WPM, enjoys working with others & keeping busy. If this applies to you, please call today for an interview. Immediate full time position with benefits.
Call Ms. Flema, 559-4330

TYPIST
Manufacturing company is seeking a qualified typist. Applicants must possess the following credentials.
Word Processing experience
(Word Star program preferred)
Accurate typing, 65 plus wpm
Excellent organizational skills and detail oriented
Dictaphone experience a plus
Office experience a must
Salary commensurate with experience. We offer, health, tuition, vacation and more. Send resume and salary history to: Denise Blanchard P. O. box 336, Romulus Mi. 48174

TYPIST/RECEPTIONIST
for Southfield medical office. Medical experience preferred but will train good typist. Full time, benefits Resume to: 17727 W 10 mile, Southfield, 48075

UNIVERSAL STAFFING SYSTEMS is looking for word processors, secretaries, general clerks and registerd nurses. If qualified, please come to the Drury Inn, 3250 Big Beaver Rd., between 10am-12:30pm, April 14. For further information, call 963-2626

WARRANTY CLERK
Large volume GM Dealership in Oakland County is looking for an experienced warranty clerk. Full time position available. Pleasant working atmosphere. Please send resume to: Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR/SECRETARY
For Farmington Hills life insurance agency. Excellent opportunity to learn and advance. Good typing skills needed. Shorthand and/or life insurance experience a plus. Salary commensurate with experience. Medical, dental and other benefits. Farmington Hills. 737-2770.

TYPIST/WORD PROCESSOR - prominent title insurance company in Livonia seeking applications for a typist word processor, word star experience helpful. Call Joan Szalkowski for an appt 421-4000

WORD PROCESSOR/SECRETARY - growing Southfield company needs mature, flexible person 2-3 days per week for interesting & varied work for busy executive in plush surroundings. Call Mrs Layne 351-2601

WORD PROCESSOR
Experienced for suburban ad agency. Must type 60-65wpm. We will train you on our IBM PC's. Excellent benefits & work environment. Send resume to box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
$16,000 FEE PAID
Birmingham law firm desires your office experience and accurate typing skills to train you for a position in a plush atmosphere. Advancement and excellent benefits. Call 649-5900.
SNELLING & SNELLING OF TROY

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Snelling Temporaries is in need of Word Processors with experience on the following Software packages
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