504 Help Wanted Office-Clerical

INVENTORY CLERK
Mature motivated person for a multi functional position. Experience with IBM system 34 required. Freight traffic experience a plus. Typing skills minimum 40 wpm, accurate for computer input. Requires a detail mature person with strong math skills. Excellent benefit and opportunity for someone interested in learning and growth potential. Send resume to Susan Norvell Chesley Industries, 30775 Chesley Dr. Farmington Mi. 48024

Join the Intriguing World of The Auto Industry!
Top paying assignments avail individuals who possess strong organizational and interpersonal skills. Must type at least 50 WPM and have previous working experience with following computer software applications:
DEC-MATE
DISPLAYWRITE III
LOTUS 1,2,3
DATABASE
SYMPHONY
To find out how you can become a part of these exciting opportunities call today for your personal interview.
ENTECH SERVICES, LTD.
Troy 588-5810
Southfield. . . . 354-5500
RenCen,Detroit . 567-0050
Auburn Hills. . . . 377-4980
Don't forget to ask about our Excellent Benefits Package.

WIRE OPERATOR
Prescott, Ball & Turben, Inc., New York Stock Exchange member firm located in Troy, is looking for a telegraph operator. Experience in the brokerage industry is a plus. Send resume to Salary Administrator, Ball & Turben, Inc., Wilshire Plaza West, 3001 Wilshire, Suite 190, Troy, MI 48084

KEYPUNCH - KEYTAPE
LIVONIA
Growing company now hiring experienced operators for day & afternoon shifts. Full time permanent positions.
Benefits include health, dental & life insurance, profit sharing, shift premium plus extras.
To schedule an appointment for interview & test call personnel, 261-8297
DP Corporate Services, Inc.

KEYPUNCH OPERATORS
Come join our staff. We are a rapidly expanding data processing firm located in Livonia. We have openings on day, afternoon and evenings. Good benefits. Performance bonus. Indata Corp. 422-0002

KEYPUNCH OPERATOR
Experienced on 129, needed for small installation, full time days. N.W. area. Call Paul 573-8310

KEYPUNCH
Southfield based company needs full and part time operators, day time (6pm - 10pm) Data entry Operators. Minimum 1 year experience.
Call Mary 353-9191

LASER PHOTOPLOTTING Service seeks dependable and organized individual. Responsibilities include customer service & sales. Good telephone, calculator & office skills required. Computer experience and high math aptitude a definite plus. Non-smoking office. Wages commensurate with experience. Paid benefits include life insurance, hospitalization, vacation, holidays & profit sharing. Apply in person at: 32900 Capitol, off Farmington Rd, Livonia. No calls please.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-County.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8560

LEGAL SECRETARY needed to teach Prosecution Cases. Mornings only. June 29-Sept. 4. $15 per hour. Call Legal Secretarial Career Institute. 569-6935.

LEGAL SECRETARY
Birmingham firm. Litigation experience necessary. Full benefits.
644-8800

LEGAL SECRETARY - Plaintiff personal injury. Downtown Birmingham. Experience helpful. Salary negotiable. 258-5262

LEGAL SECRETARY, experienced for permanent part time position in Birmingham firm. Flexible availability Mon.-Fri. 12-8. Word processing helpful. Call JoAnn at.
644-8555

LEGAL SECRETARY - for a defense firm. Paid benefits. Parking. Salary commensurate with experience. Contact: Dennis Mc Leod963-9393

LEGAL SECRETARY
Southfield, Litigation, words processing experience. Ask for Betty. Days: 557-1868 or Evenings: 778-4740

LEGAL SECRETARY
Experienced. 13 Mile & Telegraph. Full time. Call Sheila or Debbie
644-2213

LEGAL SECRETARY - full time for Southfield law firm. Strong typing skills required. Litigation experience necessary. Excellent benefits. Salary negotiable. Carol 358-4400

LEGAL SECRETARY
Full time. Available immediately. Self-starter with initiative and good organizational skills - A Must. Birmingham area. 433-1190

LEGAL SECRETARY experience in litigation necessary especially divorce & personal injury. Southfield area. Excellent salary. For small busy Southfield office. 353-2727

LEGAL SECRETARY - Experienced. For Detroit law firm in Southfield. Must have word processing, transcribing and good speaking skills.
356-8590

LEGAL SECRETARY, Southfield. Salary dependent on experience. Fringes. Send resume to Richard B. Hoppe, 31 Bon Court, Southfield, MI 48037-2207.
All replies confidential.

LEGAL SECRETARY - IMMEDIATE Westland - Experienced or will train motivated, skilled individual. Excellent salary & benefits. Call Ms. Eskridge, 535-9200 ext 300

MOUNTAIN JACKS SOUTHFIELD
HAS IMMEDIATE OPENINGS FOR
Administrative Assistant & Sales Coordinator
Full & Part-time
Apply in person Mon-Fri, 2-4pm
26855 GREENFIELD
S. of 11 Mile

NATIONAL MARKET Research Company has local openings for field & phone both. Must have car and be able to relate to people on a 1 to 1 basis. Call 569-0444

NEEDED IMMEDIATELY!
GENERAL CLERICAL
TYPISTS
SWITCHBOARD OPERATORS
Long & short term assignments in Bloomfield, Birmingham & Troy areas.
BENEFITS NO FEE
Contempra
Temporary Personnel
583-4858

NEED TRAINING FOR A JOB
Classes forming NOW.
Hands-on Training
• Word Processing
• Keypunch
• Typing
FREE Placement Assistance
Call Today 544-2800

OFFICE assistant wanted, some experience helpful but not necessary. Beacon Inc., 31455 Southfield, 48076 646-6900

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Law office, general practice. Experienced, part time, flexible hours. Southfield location. 258-6077

LEGAL SECRETARY
TO $20,000
Step into this pleasant suburban office and be the private Secretary to the Sr. partner. You will enjoy the comfortable, small office atmosphere here. Good skills and experience needed. Hurry, call Denise, 353-2090.
After 5 PM Appointment Available
SNELLING & SNELLING

LEGAL SECRETARY
for Birmingham attorney. Prior experience preferred. Word processing necessary. Friendly office. Telegraph-13 Mile. Call: 645-6235

LEGAL SECRETARY - Part time summer employment, 4 days per week, for sole practitioner in Southfield. IBM PC with Word Perfect. Experienced only. Call Marcia or Mr. Waldman at 354-0636

LEGAL SECRETARY - Experience desired. IBM PC experience, short hand & good typing skills. Salary commensurate with skills. Send resume to 10811 Farmington Rd., Livonia, MI 48150

LEGAL SECRETARY
experienced needed for busy Southfield Personal Injury firm. Must be familiar with IBM Word Perfect as well as fast typist. Contact Gale 644-5410

LEGAL SECRETARY
Experienced, full time secretary with knowledge of Word Perfect program preferred. Immediate full time position. Send resume to: Federben & Grytts, 2310 E. 11 Mile Rd., Royal Oak, MI, 48067.

LEGAL SECRETARY
Law firm in Southfield seeking legal secretary with PI experience, excellent typing & organizational skills. Salary commensurate with experience, fringe benefits.
Call Susan 353-3500

LEGAL SECRETARY- for a Southfield General Practice Law Firm. Experience preferred but not required. Must have good typing skills, immediate opening. Call Marshall at Ronfeldt. Send resume to: Lisa Churchill, 2077 Greenfield, Suite 385, Southfield, MI 48075

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE Employment Agency
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
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LEGAL SECRETARIES WE NEED YOU
Personnel At Law is actively seeking Quality, 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 358-0050 Detroit 963-4160

LIVONIA
OFFICE MANAGER
Help! We need you to encourage the salesmen, make their appointments & handle the customers. We also need you to talk, type, transcribe & use telephone. Yes, We are a respected office of a national company. Salary, benefits & bonus. Reply to Box #672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MA DR LPNS to work OB/GYN department for busy medical clinic. Full time, flexible hours.
Call 348-8000, Ext. 325.

MATURE PERSON - Must type. Various clerical duties involved. Resume and work experience a must. Call 644-0544 after 10 AM.

MERCHANDISING SECRETARY
Growing NW suburban sales office of a famous company will appreciate your good typing, computer, and phone experience. Excellent benefits, fee paid. $13,500. Call Rob at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

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Office Services
NEEDED
FOR NEW OFFICE
IN TROY
WORD PROCESSORS
SECRETARIES
RECEPTIONISTS
SWITCHBOARD
DATA ENTRY
● Never a Fee
● Excellent Pay
● Holiday Pay
● Comprehensive Benefits
Free Career Advancement Center
Short & Long Term Assignments
Call for appointment
MGM
Office Services
689-9660

MORTGAGE SERVICING
Southfield based serving & loan seeks qualified candidates for the following positions:
CUSTOMER SERVICE - Experience in 235 Loans, escrow analysis & payoffs.
TAX CLERK - Knowledge of tax payments & research.
Salary commensurate with experience. Please contact: Ms. J. Etheridge, 355-9200-ext 300

MOUNTAIN JACKS SOUTHFIELD
HAS IMMEDIATE OPENINGS FOR
Administrative Assistant & Sales Coordinator
Full & Part-time
Apply in person Mon-Fri, 2-4pm
26855 GREENFIELD
S. of 11 Mile

NATIONAL MARKET Research Company has local openings for field & phone both. Must have car and be able to relate to people on a 1 to 1 basis. Call 569-0444

NEEDED IMMEDIATELY!
GENERAL CLERICAL
TYPISTS
SWITCHBOARD OPERATORS
Long & short term assignments in Bloomfield, Birmingham & Troy areas.
BENEFITS NO FEE
Contempra
Temporary Personnel
583-4858

NEED TRAINING FOR A JOB
Classes forming NOW.
Hands-on Training
• Word Processing
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• Typing
FREE Placement Assistance
Call Today 544-2800

OFFICE assistant wanted, some experience helpful but not necessary. Beacon Inc., 31455 Southfield, 48076 646-6900

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Salary position plus! Our new concept in real estate requires a quick mover & fast - finger for various important tasks. Some travel. Call for appointment. 525-4784

OFFICE CLERICAL
Bookkeeper, part time, flexible hours. Experience thru trial balance, federal income tax forms, for small company is 12 Mile/Southfield area. Please call 559-5922

OFFICE CLERK
EXPERIENCED
Filing, Typing, Record Keeping Duties. Near Grand River & 12 Mile Industrial Park Dr., Farmington Hills.
474-8300
An Equal Opportunity Employer

OFFICE
COORDINATOR
$18,000 PLUS!
FEE PAID!
New office, family business, great benefits! Need: take charge capabilities, interpersonal and secretarial skills. Call 399-3450.
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OFFICE HELP
CASHIER
MANDA DOT CENTER
961-5600

OFFICE HELP - Experience in payroll, bookkeeping, PR relations & some typing. Approx. per week for apartment complex in Farmington Hills. Call 11am-6pm, Mon., Tues., Wed & Fri. Pat Eridge. 478-0322

OFFICE HELP, light typing, filing, etc. Full or part time. $4.50 an hour to start. Farmington Hills-Southfield area. 353-1060

OFFICE HELP
Part time, rental office experience preferred. Southfield area. 357-1761

OFFICE HELP
PART TIME SUMMER POSITION
Must be neat appearing, outgoing, good typing skills. Hours flexible, excellent for college student. Call Woodland Glen Apt. 349-8612

OFFICE MANAGER
Small Birmingham law firm is looking for a person who can take on the roll of Office Manager & Executive Secretary. Applicant must have strong accounting background & be familiar with computerized bookkeeping system. Strong clerical skills a must as well as organizational skills. Salary is based on experience & skills. Please call Fred between 8:30-5:30, Monday-Friday. 540-1900

OFFICE MANAGER
For automotive sales office in Southfield. Candidate must possess ability to direct support staff, be detailed oriented, able to handle a great deal of responsibility, work independently & have excellent secretarial skills. Salary commensurate with experience. If you are looking for a challenge & are extremely conscientious & hardworking with a previous background in management, Send resume & salary requirement to: Department 2-A, PO box 707, Southfield, Michigan, 48037

OFFICE RECEPTIONIST - Billing clerk, good typist, excellent fringes. Apply in person only, Quality Metalcraft Inc., 33355 Glendale, Livonia.

ONE FULL TIME Office Clerk with good typing experience. Apply at Wingow Resource, 21421 Hilltop, Unit 24, Southfield. Bridge Industrial Park off 8 mile W of Telegraph. No phone inquiries.

ORDER DESK Clerk, for Livonia glass warehouse. Seeking a mature person, with a good phone manner, ability, excellent pay and benefits, contact Gerri, between 10am, and 4pm. 261-6500

PARTNERS IN PLACEMENT
Positions Available for:
Typists
Word Processors
Secretaries
Data Entry
Bookkeepers
Top Pay
Great Jobs
Employment Bonuses
Call 474-8500
Today!
"Let PIP be Partners In YOUR future!"

PART TIME - general office clerk for Birmingham office, hrs 8am-12 noon, cash register experience plus good math ability. Call Sandra at Uniforce 646-7661

PART-TIME - Mature, entry-level Clerical. Office experience required. Bloomfield Hills Mortgage Co. Ask for Jackie. 540-5060

PERSONNEL/
ACCOUNTING CLERK
Duties include various accounting functions and payroll, typing skills Important. Previous experience necessary. Apply: 8 30 to 4 Monday
MILLS PRODUCTS
33106 W. 8 Mile, Farmington
An Equal Opportunity Employer

PERSONNEL
Interface with Fortune 500 Executives. Strong communication & clerical skills a must. Team orientation involves computer & telecomm interest. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harrist Bridge Personnel

POSTING & GENERAL CLERICAL
For payroll department. Entry level position. Myrtad Human Resources 827-4213

RAPIDLY expanding sales promotion advertising company has an immediate opening for an experienced typist with excellent English & typing skills. Dictaphone experience & knowledge of Wang word processing equipment helpful but will train. Seeking mature person anxious to learn. Full time work hours. Good fringe benefits including profit sharing. Please call - leave name & number on recording 358-3200 ext 372. B. And P. Sales, 200 E. Long Lake Rd. Bloomfield Hills

WESTSIDE manufacturer has an opening for a cheerful, energetic person, with good telephone manners, to work as our Receptionist. Should be a good typist. Word processing helpful. Please send resume to Personnel Dept., P.O. Box 39220, Redford, MI 48239

RECEPTIONIST/TYPIST - full or part time, for medical store manufacturer. Good typing skills, pleasant telephone manner required. Pleasant working conditions in a professional atmosphere. Opportunity for advancement. Non smoker preferred. Benefits. Redford area. Mail resume to - Controller, 12640 Burt Rd. Detroit, MI 48223

RECEPTIONIST - FULL-TIME Work involves answering phones & some light office work. No typing. Willing to train - No experience necessary. Mature person preferred. Start $3.35 per hour. Apply in person Mon. thru Fri., 9am-5pm. 987 Manufacturers Dr., Westland (Cherry Hill/Newburgh area)

RECEPTIONIST part time, flexible hours, pay negotiable, no experience necessary. 478-7600

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
for mortgage company. Must type minimum 50 WPM accurate's & good sever telephone. Debbie 644-4663

RECEPTIONIST for fast paced insurance office. Must be able to type 35wpm. Full time Farmington Hills area.
Call 851-2250

RECEPTIONIST - Full time. Pleasant telephone personality, typing 50 wpm. Please reply to: P.O. Box 2823, Livonia, Michigan 48150

RECEPTIONIST with good telephone manner needed for small office in Livonia. General office experience required. For appointment call Mrs Kelsey 534-0310

RECEPTIONIST - switchboard, general office, for busy executive office. Please reply to: Personnel Director, 3000 E. Big Beaver, Troy, MI. 48083

RECEPTIONIST/PART TIME
For Southfield Office of National Company. Hours are Monday thru Friday at 11AM. Typing or Data Entry experience helpful. Call Michelle at 443-5804

RECEPTIONIST/TYPIST - full time, non smoking for real estate & construction company. Knowledge of word processing helpful. Position available immediately in Troy at Big Beaver & Livernois. 362-4668

RECEPTIONIST/CLERK TYPIST-experienced for plaza management in Southfield. Good typing skills, pleasant phone manner, familiar with auto, plaza services helpful. Good pay & benefits. 353-2500

RECEPTIONIST - wanted for busy print shop, answer our phones, take orders, light clerical & general duties & typing skills required. Full time position, apply to Sales Manager Printing, 18 Mile, 560 B. Main St. Northville

RECEPTIONIST - SOUTHFIELD
Excellent diction, pleasant office skills, mature, able to type a business letter. $12,000 range. Paid benefits. Fee Paid.
B. HARRIS PERSONNEL
424-8470

RECEPTIONIST
Needed for engineering firm. Pressure sensitive, answer phone, wear great clients & light typing. Excellent benefits. Send resume to: Grafalk Associates Inc., 14147 Farmington Rd., Livonia, MI 48154
An Equal Opportunity Employer

RECEPTIONIST
Fast paced Southfield company seeks a competent receptionist/data clerk with pleasant phone manner and front desk experience. Hours are 7:30am to 4:30pm, Mon. thru Fri. Mail resume to: P.O. Box 250, Southfield, MI 48037 or call
352-3311, Ext. 217

RECEPTIONIST/SECRETARY
Birmingham Ad Agency seeks a pleasant, neat, well-organized person with excellent phone manner, communication, typing & word processing skills. Agency experience - a Plus. Send resume & salary requirement to: P.O. Box 254, Troy, MI. 48099-0254

RECEPTIONIST/TYPIST
Westland Law Firm seeking self-motivated individual with desire to learn. Excellent skills required. Able to deal with people, good telephone & typing skills required. Word Processing & Shorthand helpful. Apply for person re-entering Job Market. Send resume to: Office Manager, P.O. Box 458, Westland, MI 48185

RECEPTIONIST/TYPIST
For a Livonia Insurance firm. Word processing skills required, as well as a general understanding of secretarial duties. Knowledge of IBM PC plus for this position in a pleasant professional firm located in a new modern office complex. Send resume and qualifications to Marshall & Poe, CPA's, 34405 W. 12 Mile, Suite 123, Farmington Hills 48018

RECEPTIONIST/
SECRETARY
Be part of the exciting world of Art graphics with an opportunity for growth. Good typing ability and word processing experience are needed. (1-814) 530. Non smoking environment. Call Deborah at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

RECEPTIONIST/SECRETARY - progressive high tech firm in Troy is seeking a self motivated individual for entry level front desk position to greet visitors, direct incoming calls, & complete typing routine business correspondence. Must have good organizational experience & accuracy typing skills desirable. Pleasant personality a must - very pleasant office atmosphere, salary & benefit package provided. Send qualifications & salary requirements to:
Receptionist, PO Box #451, Latinup Village, MI. 48076

RECEPTIONISTS
Entry level front office positions are now available in the Southfield area. Experienced in data entry, IBM PC and switchboard experience. Temp to permanent positions with benefits. Non smokers please. Call now for a fantastic opportunity.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-0500

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

RECEPTIONIST/CLERK TYPIST
Dictaphone transcription. Word processing experience. Call 355-0280

RECEPTIONIST-TYPIST
Needed for one person office in Troy, 40 hrs. per week.
362-4050

RECEPTIONIST
With some bookkeeping experience. Full benefits, flexible hours. Call after 2pm. 569-6297

RECEPTIONIST
for busy Southfield law office. Must have experience & be able to type 35 wpm. 352-1552

RECEPTIONIST - high school graduate, full time. Must be pleasant & non smoker. Good typing skills. W. Long Lake Rd, Troy, Mich 48098.

RECEPTIONIST-SECRETARY
Warren Ave. Dearborn area. Minimum experience required. Salary commensurate with experience.

RECEPTIONIST/Office Assistant needed for computer store. Good phone voice, typing 50 WPM, 2 years experience required. Computer experience helpful. 540-0250

RECEPTIONIST/TYPIST
For Farmington Hills accounting firm. Full benefits package. Apply to 31455 Northwestern Hwy, Suite B, Farmington Hills, MI. 48018

RECEPTIONIST/TYPIST - (B) for Southfield insurance corporation, type 60 wpm, good communication skills, salary $12,600. Call Mitty at 646-6500

RECEPTIONIST
Experienced, Mature, reliable. Good telephone skills. Non smoker. Send resume to Personnel Dept., P.O. Box NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST
Ardmore Acres Hospital
19810 Ford Rd., Detroit
Full time, Medical & typing 11:30 to 8 pm., Mon. thru Fri.

RECEPTIONIST/TYPIST
An enthusiastic and bright individual needed with excellent typing skills, in typing accuracy for busy investment firm. Call Mrs. Wrighter and computer skills helpful.
Mrs. Reiss 544-2110

RECEPTIONIST/SECRETARY For Southfield legal service Co. Professional telephone manner required. Type 50 WPM., word processing experience preferred. Send resume to: Marketing Dept., Master Data Center, 29100 Northwestern Hwy., Southfield, MI. 48034

504 Help Wanted Office-Clerical

RECEPTIONIST
Part time typist, 45-50WPM with good phone manner, will train. Located in the American Center Bldg. Please send resume to: Myriad Offices, 27777 Franklin Rd., Southfield, Michigan 48034.
An Equal Opportunity Employer

RECEPTIONIST - looking for a high energy, self motivated, hard working individual. Will train when need. Must type 40 wpm. Pleasant working environment, salary $220-$800/wk, based on ability. Full letter of application to 27300 Southfield Rd, Lathrup Village, MI 48076 or call Mary Ann 557-5507

RECEPTIONIST/
TYPIST
Independent, fast learning individual wanted for Auburn Hills manufacturer's office. Must be dependable and detail oriented. Pleasant phone. Send resume: Office Manager, P.O. Box 377, Plymouth, MI. 48170

RECEPTIONIST/
SECRETARY
For West Bloomfield real estate office. Must have pleasant voice, typing skills and some bookkeeping experience. 4 days. $5.00/hr. WEEKENDS FREE.
Ask for Bob 851-4990

RECEPTIONIST
Are your looking for a good start to an office career? Do you have a pleasant phone presence? Then, send your resume to:
MBS,
P.O. Box 75,
Franklin, MI, 48025

SALES COORDINATOR
Aggressive service company seeking outside sales coordinator. To organize & schedule sales needs, communicate leads to salesmen & handle paper work. Must be organized, self motivated, typist, literate, detail oriented. Phone experience helpful. Non smoking office. Hours flexible. Salary & benefits negotiable. Call Bob 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES CORRESPONDENT
For Sales Department located in Southfield. Typing 60wpm, detail oriented, good organization skills, administers quotations & purchase orders, knowledge of word processing and possess excellent phone and organizational skills. Temp to permanent position. Call today.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-4500

SALES SECRETARY
Bubbly outgoing individuals are needed for immediate employment in the Southfield area. Must have experience in word processing and possess excellent phone and organizational skills. Temp to permanent position. Call today.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-4500

SALES SECRETARY
Enjoy a challenging job in this busy front desk position. Office experience and good typing are the key! $14,000 plus benefits, fee paid. Call Colleen at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

SALES SECRETARY
Experienced with excellent typing & communication skills. Detail oriented. Full time position, 8-4:30, Southfield area. Salary commensurate with experience. Southfield area. For further information: Call Mrs. Griffin or Mr. Leonard 968-3222

SALES & SERVICE
Southfield. Full time to assist sales persons in servicing major accounts, maintaining office order, filing and phone contact. Some experience in typing helpful but not required. Excellent benefits. Call Personnel 557-4500, 559-9690

Secretarial
BRANCH
SECRETARY
Decision Data Computer corporation seeks a TEAMWORK. Not just in theory but in the way we help you use your talents and abilities to their full capacity.
This small congenial office is seeking a dedicated Secretary who has the ability to handle busy phones, type, file and have a strong organizational abilities.
For further information, please send resume to:
Pat Boynton, Decision Data Computer Corporation,
30065 Southfield Road,
Livonia, MI 48150.
DECISION DATA
COMPUTER CORP.
Equal Opportunity Employer M/F

SECRETARIAL/CLERICAL
Must possess good secretarial skills and knowledge of office machines. Duties include typing, telephone receiving, making travel arrangements, filing and record keeping. Experience required. Call 540-0310 4 pm.
MILLS PRODUCTS
33106 W. 8 Mile Rd., Farmington
An Equal Opportunity Employer

SECRETARIAL
Looking for someone with general office skills, ability to work with the public, good telephone manner and the ability to use PC or willing to learn. Please send resume to: Mileed Sysco Food Co., P.O. Box 673 Detroit, MI 48231
Equal Opportunity Employer M/F

SECRETARIES
DATA ENTRY/CRT
WORD PROCESSORS
All models
YOUR SKILLS ARE IN DEMAND!
If you are interested in challenging positions with the areas top local firms, don't hesitate to join the winning team!
Snelling Temporaries offers diversified and challenging long and short term assignments. All areas. Competive pay for the same week you work, plus many bonuses. If you have skills and abilities in the above areas.
CALL
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TEMPORARIES
Licensed by Snelling & Snelling Inc.
NEVER A FEE

SECRETARIES
PLEASE
Call
NOW!
We can put you to work
474-8722
J Martin Temporaries/Plus
38215 W. 10 Mile Road
Farmington Hills, MI 48024

SECRETARY-BOOKKEEPER
General Ledger thru trial balance. Ad agency background preferred. Position open immediately. Royal Oak. 544-7573

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
Must be experienced. Payroll, account receivable, accounts payable, billing, NEBC forms, Workers Comp filing. Send resume or short letter of work experience to: 17244 Hamburg Rd., Belleville, MI., 48111, 697-3532.

SECRETARY/BOOKKEEPER
wanted for 1 girl office. Duties: payroll, payroll, quarterly taxes, accounts receivable & payable, light typing. Must have good phone manners for customer contact & be able to work independently. Call Pamela, Plymouth Rd. Area. Good pay & benefits. Send resume to Box #654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
Mature individual. Must have shorthand, typing & bookkeeping experience. One person office in Gearborn area. Salary & benefits. Send resume to: C.T.I., P.O. Box 4068, Dearborn, MI 48126.

SECRETARY
CGS Fox Video is seeking an experienced secretary to report to the Director of Marketing.
The successful candidate will have experience with statistical typing and technical typing, possess a working knowledge of a personal computer/word processor, dictation and telex experience.
If you possess these qualifications as well as the ability to type 60 wpm, please submit your salary requirements in confidence to:
CBS FOX VIDEO
ATT: B. Harris
39000 W. 7 Mile Rd.
Livonia, MI 48152
An Equal Opportunity Employer

SECRETARY - Entry level
Benefits, Choice location in Farmington Hills. 478-6022

SECRETARY - Executive Administrative Assistant desired for Southfield mfg. firm. Must be a self starter, very organized and able to format a type business correspondence. Send resume to: Southfield Type, 21800 Greenfield, Suite 200, Southfield, MI 48075

SECRETARY - Immediate opening for Bookkeeper. Must be flexible, able to handle fast pace & like people. Good typing skills. Light bookkeeping skills a must. Word processing helpful. Call Judy 351-2001

504 Help Wanted Office-Clerical

SECRETARY
International financial corporation. To $18,000. International corp. seeks outstanding secretary for retail marketing group. Position offers medical, dental, optical, life, pension, profit sharing plus tuition reimbursement. Company promotes from within. 80 WPM typing and 3 years secretarial experience. Shorthand a plus. Call or send resume to Anita Rencsok, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075. 354-1400
Evening Appointments Available

SECRETARY
Large property management company needs typist. Responsibilities to work in home office in Southfield. Heavy filing, typing, some bookkeeping. Entry and executive positions available. Competitive salary to qualified applicants.
Send resume to:
OFFICE MANAGER
P. O. Box 2000
Southfield, MI. 48086

SECRETARY/Legal Trainee. High school graduate willing to learn legal. Type 45WPM. Phone 1169 W. Long Lake Rd, Troy, Mich 48098.

SECRETARY - light bookkeeping; must be self-starter, with well-rounded knowledge of the construction business. Knowledge preferred. Farmington Hills area. 629-2750

SECRETARY needed, for small but busy office. Part time position, requiring all office clerical and secretarial skills. Must be neat, self motivated set directed mature individual, accurate typing, word processing, bookkeeping, good telephone manners. Send resume to: Bruce Kirkland, 29777 Telegraph, Suite 1600, Southfield, MI. 48034

SECRETARY/OFFICE/CLERICAL - 12 positions. Some typing, some typing receptionist, heavy typing & phone, bookkeeping, filing, excellent typing skills. Report to V.P. of Marketing. Dictaphone, computer skills necessary. You must be able to work 8:30 to 4 & Sat. work required. $1200/mo. to start. Mail resume to: Box 1, Rochester Hills, MI. 48063
You must be a non smoker.

SECRETARY - PART TIME
Top pay for dependable, mature person with good secretarial skills. Bookkeeping experience helpful. Tower Center, Call Mr. Matson, 352-0620.

SECRETARY/PART TIME
To assist Office Manager in Southfield law firm, 2 or 3 days a week. Misc. typing, filing. Organization skills essential. Legal background not necessary. Mr. Bomstein, 559-5000

SECRETARY
Phones, typing & errands; front desk receptionist. Full time. Call for an appointment: 851-9681

SECRETARY/RECEPTIONIST
Secretarial duties, light typing, shorthand & phone skills for Rochester Hills construction company, ask for Kris Kirkland 556-2333

Secretary/Receptionist
Permanent full-time, fast-tracked Real Estate office needs sharp person (non-smoker) for responsible position. Must like telephone work & have pleasant phone manner. Accurate typing required, 50-55wpm. Call Steve Lebanion or Pat Morgan,
• CHAMBERLAIN •
LATHRUP VILLAGE
557-6700

SECRETARY/RECEPTIONIST
for Troy Sales Office.
Call 583-4170

SECRETARY RECEPTIONIST
Experienced, full time for busy f plc office. IBM PC experience.
352-4870

SECRETARY RECEPTIONIST Training - stable, mature, caring person. Will train, benefits. Desirable Farmington Hills location. 476-0026

SECRETARY/RECEPTIONIST
Immediate opening for mature woman to answer phone, type & file. Small Office duties in Northville area. Call Sr. Theresa, between 9am-4pm.
453-1300

SECRETARY/RECEPTIONIST
Immediate opening for North American fastest growing travel company. Responsibilities include: secretary/receptionist. Mature individual needed to perform a variety of duties. Contact Teresa Phelps, UNIGLOBE TRAVEL MICHIGAN INC. at 258-5600

SECRETARY/RECEPTIONIST
Qualifications to include: Excellent typing skills, pleasant telephone manner, general office knowledge, ability to work independently, experience. Competitive salary and benefit package. Please resume to Personnel Service to: Corporate Office, 38777 Six Mile Rd., Suite 310, Livonia, MI., 48152.

SECRETARY/RECEPTIONIST
Do you enjoy the professional & young atmosphere at this commercial property insurance company. Qualified individual should be personable & organized with typing, excellent phone manner, computer & calculator skills. We offer a complete benefit package including profit sharing, Bend resume with salary requirements to: PMIC, 4000 Town Center, Suite 380, Southfield, MI. 48075.

SECRETARY RECEPTIONIST- Full time. Experience needed. Word processing helpful. Also Experienced Bookkeeper a plus. Experience helpful but. Southfield area. 559-5129

SECRETARY/Receptionist. Good phone skills, Dictaphone, Wang, Typimer-oriented. Please send resume to Box 702 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
needed for growing Rochester company. Must possess excellent typing & telephone skills to handle busy front office. Pleasant working atmosphere.
SECRETARY RECEPTIONIST for Troy telecommunication firm. Varied office duties to include typing, filing, answering phone, etc. Person must be responsible & detail oriented. Computer, wordperfect & previous office experience desirable. Benefits, non smoking establishment. Please send resume to: Personnel Director, Wahlcomm Industries Inc. 1760 Mapleleaf, Troy, MI 48084.

SECRETARY
Royal Insurance is a recognized leader in Property/Casualty Insurance is seeking a typist/secretary. Must be able to type 55-60WPM & have pleasant telephone manner. No experience necessary. Liberal fringe benefits. Application taken at Mrs. Rose 553-9420 ext. 307.
Equal Opportunity Employer M/F

SECRETARY
Southfield electronic rep has immediate opening. Type 60 wpm. Desire person with good typing skills, person with good phone personality, for appointment call Mon-Fri 558-3440

SECRETARY-TYPIST-FILE CLERK
4 hours daily, permanent position. Farmington Hills area. 478-7300

SECRETARY Wanted for Southfield law firm. Excellent skills required. Salary commensurate with experience. Benefits. 559-4210

SECRETARY - with excellent skills, some shorthand & word processing for downtown Birmingham law office. Send resume to: Law Office, 300 E. Maple Rd. 3rd floor, Birmingham, MI. 48011

SECRETARY with word processing skills for downtown Birmingham Law office. Legal experience helpful but not necessary. Send resume to: Law Office, 300 E. Maple, 3rd. floor, Birmingham, MI. 48011

SECRETARY. Real estate development company in Southfield is seeking a secretary who is willing to make a career commitment. Interested individual must be neat, organized, possess strong typing skills and have good communication skills, preferably in real estate-related jobs. Desire to learn, ability to follow instructions & work cheerfully. Exceptional manner are among the qualities we want. Send resume & salary requirements to 1994-A Woodward Ave., Suite 136, Bloomfield Hills, MI 48013

SERVICE CLERK for State Farm Agency in Farmington Hills. Full time 3PM-7PM Mon thru Fri. Hourly $4 an hour. 851-5050

SOUTHFIELD LAW FIRM needs secretary with word processing for full time summer position; part time Fall possible. $5-6/. 357-0666

SWITCHBOARD OPERATOR
Needed 8 AM - 4:30 PM., Mon.-Fri., for large medical facility in Novi. Previous switchboard experience a must. Good salary and benefits. Call between 9-4 PM. 348-8000, Ext. 325

504 Help Wanted Office-Clerical

SR. SECRETARY
Vlasic Foods, Inc., America's #1 pickle company has an excellent opportunity in its Corporate offices for Sr. Secretary reporting to a Vice President. The ideal candidate will be a self-starter who has word processing and excellent typing as well as strong math abilities. Excellent inter-personal skills and a professional attitude is essential to this position. Prior office experience, salary and excellent benefit package. Be rewarded for this position. Please send your resume and salary requirements to:
Employment Assistant
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
W. Bloomfield, MI 48033
An Equal Opportunity Employer

SOUTHFIELD ad agency needs a Junior Secretary. Immediately, for administrative duties, cashier, & handling pressure. Word processing experience helpful. Great entry level position. Benefit package. Send resume to: Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STAFF ASSISTANT/SECRETARY
Excellent opportunity for a career minded individual with good secretarial & organizational skills.
RESPONSIBILITIES:
• Telephone
• Good typist
• Variety of administrative duties
• Good with written skills
• Assist consultants in their assignments
• Learn fast
• Computer skills a plus
GOOD BENEFITS
PROFESSIONAL PERSONNEL
19189 W. 10 MILE
SOUTHFIELD, MI 48075
357-4810

SURVEY & APPOINTMENT people needed. Must be willing to talk on the telephone. Flexible hours.
Call Chuck Fast: 591-8200

SWITCHBOARD OPERATORS - typing a must, all shifts including weekends. Apply Wayne Telephone Service, 3148 S. Wayne Rd. Wayne

SWITCHBOARD
OPERATORS
Enthusiastic people are needed for both short and long term front office positions. Must have experience with Rolm switchboard operation. Call today.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-0500

SWITCHBOARD OPERATOR
Full time. Rolm experience helpful but not necessary. Call Dale 557-7777

SWITCHBOARD
OPERATORS
Experienced
CALL
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J Martin Temporaries/Plus
38215 W. 10 Mile Road
Farmington Hills, MI 48024

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