504 Help Wanted Office-Clerical

CNC OPERATORS

Entry Level needed by Farmington Hills manufacturer. A.M. & P.M. shifts available. Experience helpful, but not necessary. Good working conditions & potential. Start immediately. Call

MGM
Office Services
474-7766

COMMUNITY CREDIT UNION seeking experienced collectors & tellers. Challenging positions open to multi-lingual candidates who enjoy working in the public. Part time & full time openings available. Salary commensurate with experience. Generous benefit package with opportunities for growth. Apply in person or send resume to:
Community Federal Credit Union
Attn: Personnel
500 S. Harvey, Plymouth, MI 48170
An Equal Opportunity Employer

CONFIDENTIAL SECRETARY
Major corporation seeks individual with the following qualifications:
Excellent typing, shorthand speed, writing skills, word processing. Salary 1-2-3 & Dabase skills. Salary $12,000-$15,000 depending on experience. Company benefits. Send Resume to:
Residential Services, PO Box 994
Southfield, Mich. 48037
Equal Opportunity Employer M/F/H

Equal Opportunity Employer
Male Female Handicapped Welcome

MAGIC KINGDOM ICE SHOW

DOT DEPREZ
6948 Cottonwood Knoll
West Bloomfield

Please call the promotion department of the Observer & Eccentric Friday, November 6, 1987, to claim your two FREE Ice Show Tickets.

591-2300, ext. 404
CONGRATULATIONS!

CONSUMER LOAN CLERK

Full time, fully paid benefits, excellent working conditions. Clerical experience required. Candidates must have a minimum of 1 year of consumer loan experience. Only those with this experience need apply. Apply in person at the Bank of Ann Arbor, 1 Ann Arbor Square, Ann Arbor, Michigan.

EXECUTIVE SECRETARY
Fortune 500 Company seeking the an experienced bright personable Executive Secretary. Must possess excellent skills, communication skills, organizational skills, and a positive attitude. Send resume & salary history to: Director, Administration, Trans Continental Airlines, 829 Willow Run Airport, Ypsilanti, Mich. 48198

EXECUTIVE SECRETARY
Needed for law office. Excellent typing, shorthand and letter composition skills necessary. Must be detail oriented, possess good communication & organizational skills. Full time position with competitive salary and benefit package. Send resume including salary requirements to:
Attention: Personnel Box 472, Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
$5.00 PLUS, FEE PAID
Advertising agency seeking outgoing bright individual. Minimum typing speed of 50 wpm. Light bookkeeping experience required. Excellent working conditions and benefits. Call Cindy Woodhouse, Dietz, Blerty, Moorman, King, Cook & Hudson, 400 Woodbridge Place, Detroit, MI 48226

SNELLING & SNELLING

GENERAL OFFICE
Receptionist 12:30 to 4:30 pm. File Clerk 6 am to 12 noon. Southfield area. Call Bernice, 559-5900

GENERAL OFFICE
Entry level general office position. Requirements: Math aptitude. 40 wpm. Please call 353-3311, Ext. 217

GENERAL OFFICE - Accurate typist for pleasant typing location. Please apply 29700 Vassar, Suite 120, N.E. (7 Mile & Middlebelt)

GENERAL OFFICE - Accurate Typist for pleasant West Bloomfield office. Please apply 5400 W. Maple, E. of Orchard Lake. Bldg. C, Suite 304

GENERAL OFFICE, organized person, various duties include phones. Light bookkeeping, filing and some errands. We train the right person. Call for details. 356-6430

GENERAL OFFICE - Part-time Must type 50wpm and have computer experience. Two positions available, in the Detroit area. Hours are 20-25 hours. Call Dorothy Murphy 553-5005

GENERAL OFFICE
Part-time position available. Excellent opportunity for someone with experience and computer familiarity a plus. Flexible hours. Send resume to P.O. Box 300, Southfield MI 48037 or Call 353-3311, Ext. 217

GENERAL OFFICE - really much more than that. Southfield jewelry firm seeks enthusiastic person with good math skills & neat penmanship. Must be flexible. Full time. Excellent benefits. Call Mr. Tracey, 10am-1pm. 559-5323

GENERAL OFFICE
Looking for mature person to assist with various duties.
Person will have customer contact. Typing helpful. Send resume to: Mac Sinoken Apparel
Attention: Personnel
1200 Maplelawn, Troy, Mich.

GENERAL OFFICE POSITION available for Civil Engineering & Land Surveying Company in Northville. Good typing skills are required. Knowledge of property descriptions preferred. Please send resume & salary history to: McKinney & Lincoln Assoc. Inc., PO Box 66, Northville MI 48167

IMMEDIATE, full time, permanent position for a versatile person with excellent phone manner & typing skills. Secretary. Good benefits. Please apply at Michigan Business Machines, 24700 Telegraph Rd., 11 b/s 5 of 10 Miles Southfield

IMMEDIATE OPENING for Office Help. Part time afternoons. Willing to start in downtown Farmington location. General Secretarial skills required. Send resume & references to P.O. Box 5001, Farmington, MI 48152

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation serving the Southfield area. Insurance Agents or Michigan, a network of over 1,000 agencies throughout Michigan, our agents call us when they seek new employees so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Rating & Claims Reps for the metro area. Our fees are the lowest & charged only to the company.
Allen Bell 540-3355
Mich Ins Personnel Service

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Downtown & Suburban
Commercial & Personal Lines
CSR's & Marketing-Claims Reps
CONCORD PERSONNEL
19500 Middlebelt Rd 478-2200

INSURANCE SECRETARY - Full time Typing and computer experience helpful. Experience preferred but will train Oak Park. 968-3970

INVENTORY CLERK - Farmington Hills area. Computer experience helpful. Send qualifications with salary requirements to Box 723, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JUNIOR SECRETARY
Can you type 70wpm, work 40 hours plus & look sharp?
If you answered yes we would like to meet you. We are an established Bloomfield Hills consulting firm, and can offer a good salary & benefits. Please send resume or short description of your skills.
Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEYPUNCH OPERATORS
You've tried the rest, now try the best. Now by Indata Corp. for a pleasant surprise. We are looking for experienced operators for our afternoon shift. We offer a growing company located in Livonia offering good benefits and pleasant working conditions. Please call between 7 AM and 3:30 to set up an interview.
INDATA CORP., 422-8002

LEGAL SECRETARIES
Experienced, for permanent & temporary positions.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY
Birmingham firm has immediate opening for experienced legal secretary. Full benefits. 644-8500

LEGAL SECRETARY
Experienced
For small Southfield firm
352-8171

LEGAL SECRETARY
Southfield firm seeks legal secretary with substantial experience in general practice, IBM-PC Word Perfect. Top salary & benefit package. Call Steve 353-3850

LEGAL SECRETARY - LIVONIA
Part Time, 10-3, 5 days. Must be a dependable, efficient, independent worker. Drivers need not apply. Send resume & salary requirements to Administrator, 29515 Plymouth Rd., Suite 143, Plymouth, MI 48170

LEGAL SECRETARY-Immediate full time position open for Southfield personal injury law firm. Contact Mr. Yetken 353-1260

LEGAL SECRETARY - Experienced for Southfield law firm. Litigation background helpful. Word processing experience necessary. Contact Carol 559-2828

LEGAL SECRETARY - Part-time needed for congenial Birmingham law office. Will train experienced Secretary in legal Mon. thru Fri. 1-5pm. 847-6866

LEGAL SECRETARY
Opportunity to work with fast growing Trial Firm, use IBM/PC. Health benefits. Paid vacation. Free parking. 540-7600

LEGAL SECRETARY
for general practice Southfield law firm. No legal experience required, but preferred. Excellent working conditions. Salary negotiable. Please call Joel Kaufman for appointment. 559-9350

LEGAL SECRETARY
For Law Firm with beautiful new offices in Farmington Hills. Litigation experience & top skills required. Lateral experience helpful. Excellent salary & benefits. Call Gloria between 3-5pm 641-7000

LEGAL SECRETARY - PART-TIME
Word processing. Good salary and work conditions. Potential for full-time position. Competitive salary. Box 570,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
$5.00 PLUS, FEE PAID
Advertising agency seeking outgoing bright individual. Minimum typing speed of 50 wpm. Light bookkeeping experience required. Excellent working conditions and benefits. Call Cindy Woodhouse, Dietz, Blerty, Moorman, King, Cook & Hudson, 400 Woodbridge Place, Detroit, MI 48226

SNELLING & SNELLING

GENERAL OFFICE
For medium sized Southfield law firm. Excellent typing required. Salary range $12,000 - $14,000. Good benefits & congenial atmosphere. Will train. Experience a plus. Please send resume & salary requirements to Office Manager, 29777 W. 9 Mile Rd., Suite 210, Southfield, MI 48075 An Equal Opportunity Employer

LEGAL SECRETARY
TRAINEE $19,000
A corporate law firm will train a top notch Secretary in the legal field. If you are bright, motivated and possessing, this may be the right opportunity for you. Excellent benefits, fine pay! Call Eleanor at 353-2090 After 5 PM Appointments Available

SNELLING & SNELLING

LEGAL SECRETARY
We offer fascinating days in medical malpractice defense. Work with a senior partner who talks, listens & wants you to review our cases. Be in and enjoy the newly renovated Twin City Center. Salary commensurate. *We need a person who is experienced in personal injury law, goal oriented, has enthusiasm & motivation, common sense & ability to make significant independent decisions. Salary commensurate with experience. Job is not based on performance. Fringes include health, life & professional photo. If you want to be challenged, have fun & get paid for it — Send resume & salary history to: Attorney Gerry, Box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150*

LEGAL SECRETARY
No legal experience needed. Word processing experience necessary. Please call 553-5390

LEGAL SECRETARY
Southfield defense firm. Litigation. Word processor. Benefits. Call Steve 354-6646

LEGAL SECRETARY with litigation experience & shorthand for Birmingham office. Call Personnel, Law Office, 300 E. Maple Rd., 3rd floor, Birmingham, MI 48011

LEGAL SECRETARY
Mature person with legal experience for small law firm. Shorthand a plus. Litigation experience preferred. Carey position for committed person. 353-2727

LEGAL SECRETARY - permanent part time Typing 60 wpm, excellent experience. Birmingham office. 1-2 years experience, salary commensurate. Call Jeanette after 1pm, ask for Kathy. 540-3340

LEGAL SECRETARY
Mature person with good skills and professional attitude.
We enjoy interesting, challenging and varied work, humane environment, overlooking duck pond, in Farmington. Pay commensurate with ability 855-0885

LEGAL SECRETARY/WORD PROCESSOR WANTED
Minimum 5 years Work Experience only. Motivated person with professional appearance needed for litigation firm in Troy. Must type 60WPM. Use dictaphone. Have excellent written and oral communication skills. Salary dependent on experience plus benefits. Contact Mary Beth at 524-2870

LEGAL SECRETARIES
Let our 25 years of service and experience in the legal & professional placement services, temporary or permanent, register now with the Detroit Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
526-8188

LEGAL SECRETARIES
TEMPORARY
PERMANENT
If you are an experienced legal secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.
If you prefer permanent, full time employment, you will be happy to know we have a diverse range of permanent positions always available.
There is never a charge to you for our courteous and professional placement assistance. After hour appointments available.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4161

MAIL ROOM clerk - for Southfield Fortune 500 company, will distribute mail, do reproductions, collate & errands, salary $1082/mo
Call Marilyn at Uniforce 646-7664

MARKET RESEARCH TELEPHONE SUPERVISOR - Excellent opportunity for highly motivated individual capable of supervising & training telephone interviewers. Market research experience helpful but not essential. Requires responsible, quality oriented individual with supervisory ability. Afternoon, evening, weekend hours. Highly respected full service market research company. Good wages & benefits. Call Judy, Send resume or letter describing background to Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON wanted to work from our Bloomfield office, 3 evenings, 9-5pm. Salary plus commission. Telephone sales. 353-9174

MICROFILM CLERK
Full time day position. Knowledge of 10 key adding machine helpful. Essential Paid benefits. Apply in person weekdays between 9-11am and 1-3pm to PSI, 11900 Mayfield, Livonia

MOTIVATED individual to grow with an expanding company, bookkeeping & computer experience necessary. 559-6169

NATIONAL manufacturer seeking office assistant for regional sales office. Light bookkeeping, accounts, rent communication & clerical skills; word processing & computer a plus. Salaried position with full benefits. Open seven days. Send resume to: Office Mgr., 29228 Orchard Lake Rd., Suite 295, Farmington Hills, MI 48018

OFFICE CLERICAL
Manufacturing Co. has immediate opening for individual with purchasing & CRT experience. Send resume & salary requirements to: Box 723, P.O. Box 439, Farmington, MI 48332-0439

OFFICE CLERK
Needed for supermarket in Detroit Full time. Duties include, balancing check & misc paper work. Excellent math & communication skills required. Send resume & references to: CG Hampton, 9133 Grand River, Detroit, MI, 48204. No phone calls.

504 Help Wanted Office-Clerical

NEW OPPORTUNITIES
THE MEDICAL TEAM, a home health care/temporary staffing agency is growing by leaps & bounds. We have several additional positions available

STAFFING COORDINATOR

OFFICE SUPERVISOR

We are looking for bright, result oriented people with excellent interpersonal skills in addition to excellent supervisor skills in addition to accounting & payroll experience. Medical background a plus but not necessary. Flexible hours, full & part time positions available. Contact Kim K Tomlinson, RN, MSN, The Medical Team, 24901 Northwestern, Suite 214C, Southfield, MI 48075

OFFICE ASSISTANT needed. Typing, filing, misc. Send resume to Office Manager, PO Box 681, Southfield, MI 48037

OFFICE CLERICAL - Mature person for small office. Some typing. Light some production work. Benefits. Call Mr. Ross, Oakland area 334-7800, George or Lu at 427-4970

OFFICE COORDINATOR - Duties include, typing, phone, general clerical & general office, typing & dictaphone. Paid hospitalization. Salary range $12,000 - $14,000 commensurate with experience. Send resume to Box 664 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP - Full time Clerical accuracy a must. Will train. $5 an hour. Call Rick Kelly, 676-8180

OFFICE HELP - PART TIME
Evening hrs. 5pm-9pm, plus rotating weekend hrs. Apply in person Lasky Furniture 29055 Plymouth Rd., Livonia 427-8600

OFFICE HELP wanted. Must be mature, dependable. For small Plymouth office. Typing, telephone & computer knowledge helpful. Flexible hours 15-30 hours per week. 459-5588

OFFICE HELP WANTED
Part time. Mature, dependable for small Canton/Plymouth office. Bookkeeping, telephone & some duties. Approximately 10-15 hrs per week. 453-8400

OFFICE MANAGER
LEGAL ADMINISTRATOR
For 9 attorney firm in Bloomfield Hills. Responsibilities include time billing, bookkeeping, tax preparation, personnel management, collections & other administrative work. Contact Mr. Hertz at 335-5000

OFFICE MANAGER for chiropractic office. Must be motivated, organized & highly organized. Some office management experience preferred but not necessary. Full time. Excellent career opportunity. 548-4600

OFFICE MANAGER
Responsible for accounts receivable, administration & general clerical duties. Computer accounting experience helpful, ability to take charge & work independently. Full benefits. Call Mr. Burner/salary desired to Property Management, 29800 Northwestern, Suite 200, Southfield, MI 48034

OFFICE MANAGER, EXPERIENCED
Growing health care corporation. Strong accounting & computer management experience. Send resume to Director, P.O. Box 1092, Bloomfield Hills, Mich., 48013

OFFICE ORGANIZER
Rapidly growing property management company needs an organized, detail-oriented person to assist our Receivables management staff. Please respond by resume to
FACILITIES MANAGEMENT
P.O. Box 5071
Southfield, MI. 48086

OFFICE PERSONNEL Duties would include typing, filing, and phones. Experience required on word processor & familiarity with IBM PC. Call 12126 Wormer, Redford (Plymouth & Telegraph) 532-8563

OFFICE SERVICES CLERK
Southfield company seeks mature, responsible individual. Candidates will be responsible, energetic, dependable and maintain a good attitude. Typing experience helpful. Training required. Must be willing to work flexible hours including Fridays and Saturdays
Call 353-3311, ext 217

OFFICE SERVICES RECRUITER

Be part of a nationwide network of employment service professionals. We are looking for good communicators who are interested in a challenge & goal oriented. Enjoy unlimited earning potential with benefits. Call Jackie Jameson, Call Bernice Fromm at Seeking & Keeping 557-5700

PART TIME - college or high school student with good typing skills to answer phones, file & other general office duties. Call Mary 354-6110

PART-TIME GENERAL OFFICE
Typing. Flexible hours. Call Dorothy 26903 W. 8 Mile, Redford. 535-1755

PAYROLL/CUSTOMER SERVICE
Full time position with Birmingham based payroll service company. Ideal candidate will be organized person who is detail-oriented & have a good record in customer service. Typing or CRT Skills necessary. Call Judy between 3pm-5pm: 645-5424

PART TIME
30 hrs. per wk. answering telephone & general office duties. $5 per hr. Send resume to Conforms 28100 Gorrush Ave., Romulus, MI., 48174.

PERSONNEL ADMINISTRATIVE ASSISTANT
Excellent opportunity available for Pharmac individual who possesses strong shorthand, typing and organizational skills. Knowledge of personnel functions a plus. Send resume to our Sole Source Department within a downtown area Bank. Contact Ms. Jackie Sole Source Assistant for more information at

588-5610
ENTECH
SERVICES, LTD.
TROY AUBURN HILLS
REN CEN SOUTHFIELD

PERSON WANTED to do data entry & general office work hours 8am-2pm. Apply in person between 9am-2pm: 12500 Merriman Rd., Livonia

PHONE ORDER PROCESSORS WANTED
Permanent part time, Mon.-Fri., 5-8PM. Ideal for mature businessman, $8.00-$7.00 per hour earning potential. Apply in person: 32815 W. Fourteen Mile, Farmington Hills, (9 Mile btw Farmington & Orchard Lk. Rd.)

RECEPTIONIST
Pleasant personality, good speaking voice and appearance. Knowledge of typing helpful in medium size store. 647-1177

QUALITY CONTROL MANAGER
Experienced with production machined castings. Knowledgeable with specifications, SQA standard, computerized SPC & CMM. Responsible for inspection, lab report & DC programs. Limited travel & customer contact required. Good salary & benefits. Submit resume to: Lands Mfg Co., 2035 Heron Rd., Ferndale, MI 48220

RECEPTIONIST/SECRETARY
Small Law Firm looking for a Receptionist/Secretary with some legal experience preferred. Salary commensurate with experience. Good Benefits. Send resumes to: Attention: Ms. Gordon, 344 N. Woodward, Suite 302, Birmingham, Michigan 48011.

RECEPTIONIST - EXPERIENCED
for Southfield Law Office. Light typing & computer knowledge helpful. Possibly may involve occasional traveling to court. 353-1070

RECEPTIONIST bookkeeper - for fast paced Southfield ad agency. Typing, computer skills & good people skills a must. Salary $15,000 plus health insurance
Days 352-2660

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Pleasant phone manners, good typing skills and data entry skills. Full time & 30 hrs/ 5 W. Detroit. Good benefits, chance for advancement. Send resume to Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part time. Bloomfield Hills law office, morning hours. Good typing skills. Call Joyce 540-0333

RECEPTIONIST for hair salon in Southfield. 1-2pm-Thu. 9-6, Fri 9-2 Full time. Good pay. Ask for Janice or Eileen 356-3730

RECEPTIONIST for Livonia based company. Full time. Phone and typing skills a MUST! Ideal for mature person seeking job market. Call between 2PM-3PM 261-8033

RECEPTIONIST
For man's real estate firm. Start immediately. General office duties. Typing ability $4.50 to start, 9-5 pm Call Ramel 540-5333

RECEPTIONIST
To work in Southfield publishing firm. Evenings, 5pm-9pm. Secure position. Good benefits. Call Jeanne Call Terri 559-4330

RECEPTIONIST/GENERAL OFFICE
Dependable person needed for medium size Farmington Hills office. Communication & light typing skills. Hours: Mon.-Fri., 8:30am-5:30pm $180/week 540-7000

RECEPTIONIST
for Northwestern Insurance Agency. Word processing & typing skills are required. Knowledge of insurance a must! For interview, please contact Ms Pamela Cebulski at 349-0088

RECEPTIONIST - Secretary for Architectural firm Bloomfield Hills Word processing experience manditory. Send a resume to Box 664, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Real Estate-Permanent position for charming lady with a bubbling personality. Typing secretarial duties. 9-5 Monday thru Thursday, Saturday 9-5, Sunday 12-5. Call Dawn for interview
Hall Realty Northville 421-5660

RECEPTIONIST/TYPIST for fast paced Troy firm. Good phone manner, good typing, accurate, dependable hours 12noon-6PM Monday thru Friday. Send resume and salary requirements to Office Manager, 2690 Crooks, #105, Troy, Mich., 48084

RECEPTIONIST/SECRETARY
Good typing skills (60wpm) and a pleasant, clear phone voice, needed for front lobby of busy corporate headquarters. Word Perfect a plus. Benefits. Send resume to: Starkey, P.O. Box 207L V., Lathrup Village, MI., 48076

RECEPTIONIST/TYPIST
Doctor's Bloomfield office. Pleasant conditions. 30-35 hrs., full benefits. Send resume with salary expected to Box #732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONISTS
Are you friendly? Do you enjoy a challenge? Do you enjoy animals & a busy environment? Full & part time positions in the Farmington/Southfield areas - for both Daytime & Evening Shifts. Full training Wages + benefits. Resumes to Professional Veterinary Hospital, 25555 W. 10 Mile, Southfield, MI 48075.

RECEPTIONIST position available in our downtown Detroit facility located in Livonia. Switchboard handles 25 extensions. Must have a neat flowing page. Typing and word processing background helpful. Please send resume, with salary requirements, to Box 730, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Well-established Southfield manufacturer's rep offers a variety of challenging responsibilities for a well-organized person with at least (2) years business experience. Need good phone techniques, type 50wpm. Good salary & benefits. Send resume to Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - progressive high tech Southfield manufacturer seeks an individual for busy receptionist position. The ideal candidate must have recent receptionist experience - telephone skills are critical. Typing is sole equipment. Also required are good typing skills and the desire to interact with people. Salary commensurate & benefit package. Send resume including salary requirements to: Receptionist, PO box #451, Lathrup Village, MI 48076

RECEPTIONIST
Selfridge Drive Training Academy is looking for an Admissions Receptionist. Duties include answering the phone, making appointments & appointments & greeting students. Must have good typing skills and computer usage is helpful. Excellent benefit package & competitive salary. Send resume to: Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionists/ Switchboard Operators
We have jobs for you! We can put your valuable skills to work immediately. We have a complete staff of switchboard operators with experience in Oakland, Dimension, Horizon, Centrex and more!
With Kelly Services you will receive merit increases, vacation pay, and an opportunity to work where you want to work!

Bloomfield .642-9650
Pontiac. . .338-0338
Berkley. . .398-7900
Rochester .852-8800

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Not an Agency; Never a Fee
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U.S. law requires all applicants to show proof of identity and right to work in the U.S.

Receptionist
Would you like FREE switchboard training?
We have immediate assignments available for experienced Receptionists.
Call today for more information:
522-4020
33133 Schoolcraft
Livonia
729-1040
34240 Ford Rd.
(Coliseum Raquet Club)
Westland
471-2050
37000 Grand River
Suite 205
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H
U.S. law requires all applicants to show proof of identity and right to work in the U.S.

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
with flair for design. Call International Design Ctr. Birmingham 549-7200

RECEPTIONIST
Answering phones, light Good pay and benefits. Full time. Bloomfield Hills area 335-4555

RECEPTIONIST
Full time, with light bookkeeping experience, salary negotiable. Benefits included. Call 569-6900

RECEPTIONIST - Some experience required. Medical supply company. Average phone volume. Pleasant general office work. Call 350-8332

RECEPTIONIST/TYPIST
for general contractor. Good typing & word processor experience helpful. Call 353-0660

RECEPTIONIST/BILLING CLERK
for growing Physical therapy office. Full time - will train. Contact Nadine 549-8840

RECEPTIONIST/TYPISTS
Growing company in Southfield. Excellent starting salary. Call or Send Resume to Office Manager, P.O. Box 5082, Southfield, MI 48037.

RECEPTIONIST
Needed for Livonia real estate office. Phones typing, decor, no weekends. Very pleasant surroundings. Ask for Irene 478-3400

RECEPTIONIST
Farmington Hills mid order supply company needs receptionist to handle 12-line switchboard. Hours 7:30-3pm Call Renee, 478-8100

RECEPTIONIST/SECRETARY
Cheerful, friendly, for key position. Primary duties-telephone answering 33350 Schoolcraft, Livonia, 48154

RECEPTIONIST/Secretary
Full time for Farmington Hills office of international computer company. Send resume to Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy medical office seeks a front office assistant for billing & reception duties - computer knowledge helpful. Southfield area, full time. Call Adrienne between 8am-noon 354-3344

RECEPTIONIST
To work in car stereo company. Excellent communication skills. Clerical & sales experience required. Excellent benefits. Hours are Noon-9pm Mon thru Fri - 22320 Woodward, Ferndale, Mich.

RECEPTIONIST
Southfield Company needs person to handle busy phone. Qualified candidate will have some experience with phone & typing preferred. Send resume to Box 664, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy medical office seeks a front office assistant for billing & reception duties - computer knowledge helpful. Southfield area, full time. Call Adrienne between 8am-noon 354-3344

RECEPTIONIST
We need a cheerful voice for a busy phone. Typing skills are required - accuracy more important than speed. Room for advancement for the right person. Attractive surroundings working in our new Livonia office. Call for interview, ask for Wendy 471-6070

RECEPTIONIST/
SECRETARY
Livonia area office.
Part time, evenings and weekends. Typing, filing and phones. Jay Hughes. 522-8000.

RECEPTIONIST/TYPIST
Full time position for busy Southfield CPA firm. Position requires the ability to type 50 wpm, a pleasant phone presence and pleasant telephone manner. Excellent benefit package. Send resumes to Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate opening for experienced Receptionist. Must have excellent phone presence, type accurately, be well organized and have flair for dressing experience Pleasant Farmington Hills office
Call Jans 477-7700

RECEPTIONIST/
PERSONNEL CLERK
Comprehensive Human Service Agency, located in Southfield area has an immediate full-time opening for experienced receptionist. Applicant must have typing skills of 50 wpm (Word Perfect), distinct voice & clear speech, good organizational ability. Competitive wages, full benefits. Call Ms Foster Mon. thru Fri. 9:30am to 4pm at 565-7577
An Equal Opportunity Employer

RECEPTIONIST/MAIL ROOM
Highly reliable & organized individual. Must have good telephone manner & professional attitude. Non-smoking environment. Part time. Call Nancy 8-10am 737-0027
Equal Opportunity Employer M/F

RECEPTIONIST - Secretary. Part time Must have car. Ask for Sandy 641-7800

SALES ORDER CLERK - Some office experience, data entry, sales/customer service background. Troy firm. $17,500. Call Ms. Carol Barto Snelling & Snelling 772-6760

CLERK/SECRETARY
High Quality Substitutes has an immediate opening for an entry level clerk/secretary for the Human Resources Dept. Previous secretarial experience, strong typing and excellent communication skills are required. Word processing knowledge with WordPerfect is a plus. We offer competitive wages and an excellent benefit package in a fast paced growth environment. Please send your resume with salary history, in confidence to:
HIGHLAND SUPERSTORES
Human Resources Dept. HRS
909 Sheldon Rd.
Plymouth, MI 48170
Equal Opportunity Employer M/F

Junior Secretary
Worldwide headquarters located in Southfield is looking for an experienced, well organized individual. Excellent editing, proofreading, spelling & grammar skills required. Professional telephone manner & accurate typing (50 wpm) are a must. Phone & word processing experience helpful. Excellent benefits package including medical, dental, prescription & tuition reimbursement. Send resume to:
JUNIOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI 48037

SECRETARY - part time.
Permanent position available. Responsibilities include typing, filing, answering phone, light bookkeeping and other duties. Mon. thru Fri. 8-12 noon or 1pm. For interview, call Lou Grant 478-6620

SECRETARIAL POSITION for Troy ad agency. Typing 65 wpm, 2 years specialized secretarial experience. Word processing helpful. Send resume with salary history to: (Personnel), Suite 2500, 755 W. Big Beaver, Troy, MI. 48084
An Equal Opportunity Employ

SECRETARIES
WE ARE SWAMPED
Immediate openings in the Livonia, Southfield, Detroit and Troy areas. Call today and we will put your office skills to work. Word and short terms positions available.
● Word Processors
● Receptionists
● Typists
We offer:
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$ Holiday pay
$ Bonuses
$ Insurance program

Call 557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY/
ADMINISTRATIVE ASSISTANT
Southfield based travel company has immediate opening. Word processing & customer service experience essential. Spread sheet experience preferred. Salary commensurate to box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
For Troy law firm, part time, flexible working hours. Position requires general clerical & reliable transportation. Please reply to Krase & Young, 2355 Coolidge, Suite 210, Troy, Mich. 48084.

504 Help Wanted Office-Clerical

SECRETARY/ASSISTANT
Southfield company needs an energetic, experienced secretary, able to work long hours as needed with administrative capabilities, knowledge of computers/word processors and strong communication skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or Call 353-3311 ext 217

SECRETARY - beautiful Troy community needs excellent typing shorthand & word processor skills (50 wpm) required. Excellent benefits. Send resume and salary requirements to:
Human Resources
P.O. Box 5210
Detroit, MI 48235

SECRETARY
Outgoing personable & professional individual for Executive Secretary position. Excellent typing & shorthand, grammar & computer skills required. High-pressure office of attorneys. Hours are 8am-5pm, 10am. 737-7777
Equal Opportunity Employer M/F

SECRETARY/PART-TIME
Flexible hours. Typing & shorthand required. Call
357-4664 or 87-[illegible]

SECRETARY part time for Temporary position in Town Center Building. Must have office experience. Typing 2 days and a Saturday. Call [illegible]

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARY/BOOKKEEPER
Part time. 25-30 hours for professional firm in Town Center Building. Must have office experience. Typing 50 wpm. Bookkeeper Trainee independent of supervision 352-4020

SECRETARY - Bookkeeper Trainee
Farmington Hills area
422-6062

SECRETARY/BOOKKEEPER
ASSISTANT
General contractor looking for an experienced person with typing, filing, and light bookkeeping experience. Pleasing personality. Good benefits. Good salary commensurate. Send resume and salary requirements to Office Manager, 31313 Northwestern, Suite 206 Farmington Hills, MI 48018
Call 626-8000

SECRETARY/BOOKKEEPER
Small Ferndale based company seeks secretary/bookkeeper. Individual will be responsible for all office functions including: Payroll, payroll, invoicing, payables, general ledger & financial statements. Personal secretarial skills are required (50 wpm). Ideal candidate will have a co job type EDP skills are not required. Full time position with competitive salary & benefits. Send an experience & qualifications immediate opening interested candidates should submit resume to Box #706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Must have minimum 2yrs experience with pegboard system, payroll taxes, invoicing, typing and general office duties. Apply Control Technology Inc., 14870 Oakley Park, Plymouth, MI 451-0277

SECRETARY - Corporate development office seeks detail oriented person, good typing & must have excellent phone manner. Word processing experience a plus. Resume Twin International, 700 Orchard Lake, #220, Farmington, MI 48024

SECRETARY
Electronic Field Firm has immediate opening for a Secretary in Southfield area office. Must type 60WPM, have good phone personality and organizational skills. This is an opportunity for individual with 1-3 yrs secretarial experience. Will train on Word Perfect. Salary commensurate. Send resume to R. D. Whitesell, 18844 W. 11 Mile Rd. Southfield, Mich 48075. For immediate consideration or call today & ask for Mr. Mueller 559-5454

SECRETARY
Engineering firm seeks secretary a professional, dependable, self-starter for full time employment. Requirements are typing 55 wpm of 65-70wpm, working knowledge of word processing, knowledge of equipment, excellent telephone skills, 4 to 6 years of secretarial experience in office procedures. Extensive filing required. Light bookkeeping. Call 714 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Farmington Hills area. Typing & word processing experience required. Excellent telephone skills a must. Ability to complete assignments accurately & meet deadlines with salary requirements to Box 722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Southfield CPA office. Must be experienced excellent working conditions & fringe benefits. Interesting clientele & pleasant. Reply to PO Box 3184, Southfield Michigan, 48037

SECRETARY for full-time general office work. Please call or write for application. Ann Arbor Transfer, 31275 Northwestern Hwy. #229, Farmington Hills, MI 48018 355-1830

SECRETARY For fast growing 4 person Livonia sales office, reliable & experienced. Please call between 8AM-4PM 522-1125

SECRETARY - for Birmingham corporation. Burroughs Word Processor experience, typing and shorthand helpful, benefits offered.
Call Lurlene at Uniforce 646-7663

SECRETARY
For Birmingham property management company. Must have pleasant phone personality & excellent typing skills. Salary $9-$11 hr.
SECRETARY for Life Insurance Agency. Experience required, salary commensurate with qualifications. Excellent benefits. Send resume to P.O. Box 522, Birmingham, Mich 48012

SECRETARY - for law office located in Downtown Detroit. Duties include typing, filing and shorthand. Prior experience preferred but will train right candidate. Call for interview at 963-3651

SECRETARY - Full time for small Farmington law firm. Must know how to type. Salary negotiable. Call for appointment 471-4058

SECRETARY
Full time. Word processing. A general office duties for Southfield area. Typing helpful - not necessary. Call Sheri 352-2929

SECRETARY - full time for Livonia engineering firm, secretarial experience helpful, word processing experience required. Typing 65 wpm, accurate. Highly varied position for a take-charge self-starter. Good pay & benefits. 591-2271 ext 6

SECRETARY
Good opportunity with growing national real estate company. Responsibilities include word processing, light bookkeeping and excellent telephone and organizational skills. Salary range $16,000-$18,000 per yr. Please send resume to James, UNIPROP, 280 Daines St., Birmingham, Mich., 48011

SECRETARY
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