504 Help Wanted Office-Clerical

LEGAL SECRETARY - LIVONIA
Part Time, 10-3, 5 days. Must be a dependable, efficient independent worker. Others need not apply. Send resume & salary requirements to: Administrator, N. 8150 Lilley Rd., Suite 143, Plymouth, MI 48170.

LEGAL SECRETARIES

Every corporate headquarters of a national service organization, is seeking secretaries for its corporate law office. If you have 1 - 2 years legal secretarial experience, are interested in a growth position, and are willing to put in the extra time to get ahead, we would like to hear from you. We will reward the successful candidate with a competitive starting salary/benefit package, promotion opportunities, and a chance to prove themselves. Please send a resume today to:

LEGAL SECRETARIES
P.O. Box 2000
Starting Hourly Rate Of $8.11
An Equal Opportunity Employer

LEGAL SECRETARY - to supervise the collections department. 40 hrs per week. Please call. Legal Secretari-al Career Institute Inc. 348-5033

LEGAL SECRETARY - Bloomfield Hills area. Work or compensation experience helpful, will train the right ind. Salary commensurate with experience.
Call 852-3000

LEGAL SECRETARY for growing Southfield law firm. Corporate background preferred, but will consider litigation experience. Excellent salary and working conditions. 354-4030

TENNIS CHALLENGE TICKET WINNER

CHERYL A. BLACK
16973 Addison
Southfield

PAUL QUIGLEY
18214 Melvin
Livonia

Please call the promotion department of the Observer & Eccentric Friday, November 13, 1987, to claim your two FREE Tennis Challenge tickets.

591-2300 ext. 404

CONGRATULATIONS!

LEGAL SECRETARY - permanent part time. Typing 60 wpm, dictaphone experience. Birmingham office. No legal experience required. Salary based upon experience. Call after 10am, ask for Cathy. 540-3080

LEGAL SECRETARY - with minimum 1 year workmans compensation and litigation experience. Call Hartford, CIGNA Property & Casualty, 27777 Franklin Road, P. O. Box 5013, Southfield, MI., 48086-5013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

MARKETING SECRETARY

Experienced Secretary needed with excellent word processing skills. Familiarity with computer graphics a plus. Must enjoy working with and creating charts and graphs. Potential growth. Please send confidential resume and salary history to Ms. Seay, P. O. Box 691, Southfield, MI., 48037.

Plante & Moran Recruiting for an equal opportunity employer.

MESSENGER/RECEPTIONIST
Full-time light secretarial duties, errands. Must have own transportation. Salary negotiable. 342-4747

504 Help Wanted Office-Clerical

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
358-5050 963-1177

LOCAL BUSINESS Systems dealer has a full time opening for a person with general clerical skills including data entry & accounting. Send resume to Hovnanian Business Systems, 23644 Research Dr., Farmington Hills, MI 48024.

LOOKING FOR HIGHLY motivated, self-starter for several fast paced law firm in the Town Center in Southfield. Friendly co-workers and pleasant surroundings. If you are career oriented give us a call at 358-2200

MAIL SUPPLY CLERK

Full Time and/or Part Time

Cigna Property and Casualty companies are leading providers of insurance and related financial services to businesses and individuals worldwide.

Under limited supervision, this position requires mail and supply duties for the office. Duties to include sorting, delivering incoming mail to appropriate departments, weighing and stamping outgoing mail. Preparing requisitions for general office supplies, keeping inventory records and maintaining supply area.

Qualified candidate must possess knowledge of U.S. POSTAL SERVICE FEES and regulations along with a familiarity with other commercial couriers or delivery services. Also experience with requisitioning office supplies as evidenced by 1 year or more related work experience.

We offer a competitive salary and benefits along with a challenging work environment. All interested candidates please call Friday, November 13, between 9 AM. - 11 AM at 355-1909 or send resume to: Tom Hanford, CIGNA Property & Casualty, 27777 Franklin Road, P. O. Box 5013, Southfield, MI., 48086-5013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

MARKETING SECRETARY

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Plante & Moran Recruiting for an equal opportunity employer.

MESSENGER/RECEPTIONIST
Full-time light secretarial duties, errands. Must have own transportation. Salary negotiable. 342-4747

504 Help Wanted Office-Clerical

NATIONAL COMPANY desires general office clerk to handle report review on computer terminal. Knowledge of computer keyboard needed. $5 per hr. Southfield location. Call Nancy Korolesky, 443-5415
An Equal Opportunity Employer

NEEDED...
TYPISTS
SECRETARIES
NURSES AIDES
R.N.'s
BOOKKEEPERS
ACCOUNTANTS
KEY PUNCH OPERATORS
Whether you want Christmas money or to re-enter the job market, call one of our offices - we'll prove it.

PARTNERS IN PLACEMENT
SOUTHFIELD LIVONIA
827-4123 474-8500

NURSING FACILITY seeking an individual who possesses good typing & math skills. Apply job at Bloomfield Hills Care Center, 50 W. Square Lake Rd., Bloomfield Hills

OFFICE CLERICAL HELP for month-end work. Agency in Southfield. Office experience necessary. Call Ann Fri., 353-5650

OFFICE CLERICAL
Manufacturing Co. has immediate opening for one clerical position involving a CRT experience. Send resume & salary requirements to: Flamrock, P.O. Box 439, Farmington, MI 48332-0439, or call 476-3330 for appointment.

OFFICE CLERK - PART TIME
Medical office in Farmington has immediate opening for a part time Clerk. Position consists of light phones, filing, & data clerical duties. Flexible 3 days per week at $5.40 per hour to start. All candidates must prove US citizenship. Send resume to: P.O. Box 2464, Livonia, MI 48150.

OFFICE COORDINATOR
A small corporate office located in Ann Arbor has a current opening for an Office Coordinator.
This is a working position, requiring good personal skills in organization & word processing, plus the ability to supervise the secretarial staff of 4 hard work, motivated deadlines & a fast pace in a growing organization. In addition to you plus the opportunity to work with some darn nice folks & sounds attractive, please send us a resume. We'd like to know about your background & salary history. Reply to Box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

OFFICE HELP
Help wanted in our Wayne office. Answering phones, filing & some set-ups. To apply call 729-0818

OFFICE MANAGER/SECRETARY
Must be able to start immediately; Degree preferred; Must type 60 wpm; Bar entry & taking, logging, all secretarial duties. Rochester Hills. Call 853-8580

OFFICE MANAGER - Growing food service distributor seeks qualified person experienced person to handle a diversified group. Position involves all facets of office operation. Please forward resume including salary history. A current salary requirement is 10. Branch Manager, 24003 Research Dr. Farmington Hills, Michigan 48024

Office Manager
Full time for busy executive office. Please call Laura at 1-344-8833.

OFFICE MANAGER

Construction. Union Lake area. Must be familiar with IBM and compatible programs. Send resume to Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/SECRETARY
For a person sales office in Southfield. Must be proficient in Word, shorthand, letter writing & organizational skills. Must have pleasant personality. Send resume including salary requirements to: Box 829 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

OFFICE POSITION available with property management firm. Duties will predominantly involve branch office and accounts receivable. Position also requires a knowledge of payroll & bookkeeping, computer word proficiency. Please send resume to 24400 Nor Hwy. Ste 203, Southfield 48075

OFFICE SECRETARY
Michigan Business Magazine needs a full time secretary - receptionist for its 10 person Southfield office. Applicants must have general office experience with good typing & telephone skills. Media experience helpful. For an appointment call Nan at: 647-0111.

OFFICE SERVICES CLERK
Southfield company seeks mailroom/shipping/receiving clerk. Candidates will be responsible; energetic, dependable and maintain a good driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

ORDER ENTRY CLERK
Work based distribution center. Excellent salary & fringe benefits. Contact Dan 476-8700

PARTS ORDER Processing Clerk needed for growing imported engine manufacturer. Must be customer-oriented, have strong phone skills & organizational skills and be a self-starter. Previous auto parts experience helpful. Send resume to Isuzu Motors America, 41100 Vine Lacenti Court, Novi, MI 48050. Attn Parts Manager.

PART-TIME
ACCOUNTING CLERKS
Highland Super Stores has an immediate part time opening for Accounting Clerks in our expanding Merchandise Accounts Payable Dept. 2 to 3 years applicable experience in Accounts Payable environment preferred, knowledge of Retail Merchandising helpful. Knowledgeable in operations of an Associates Degree in Accounting + a plus. Please send resume with salary history, in confidence, to:
Highland Super Stores
Human Resource Dept. - A.C.
901 Sheldon Rd.
Plymouth, MI. 48170
Equal Opportunity Employer M/F

PAYROLL PAYABLES
Full time. Personable, self starter with figure aptitude. Statistical typing & computer experience necessary. Competitive salary & benefits. Send resume to: A. Bakalyar, NWGC, 6012 Merriman Rd., Suite A, Garden City, MI. 48135. An Equal Opportunity Employer

PERSONABLE - part time secretarial help, during the mornings. Bloomfield St. Andrew Lutheran Church. Telecopier/Maple. 548-5307, 683-4225

PERSONNEL
ADMINISTRATIVE
ASSISTANT

Excellent opportunity available for dynamic individual who possesses strong typing skills (90-100 WPM), typing and organizational skills. Challenging position for an assertive secretary wishing to expand their administrative skills. Long term assignment in a Detroit area Big 3 automotive facility. Call Sandra Assistant for more information at

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

PERSONNEL

SECRETARY/RECEPTIONIST
If you have an outgoing personality, can type and enjoy working with people, call us today. Ask for Jerry. Phone today for personal interview.

AATEC
20588 Farmington Rd.
Livonia, MI 48154
261-6222

504 Help Wanted Office-Clerical

PHONE ORDER entry position. Data entry experience & plus. Good attitude & pleasant speaking voice are essential. Light typing. Farmington Hills area. Call Joan for an appointment. 477-1850

PROGRAM ASSISTANT TYPIST
High school graduate with supervisor experience. Typing speed of 50 wpm, spelling efficiency. Good math skills. Salary $11,056. Send line applications 11-30-1987. For more information call Wayne Metro CSA 843-2550
Equal Opportunity Employer
Male/Female/Handicapped/Vet

PUBLIC INFORMATION OFFICER
Degree in journalism, good typing & communication skills, public speaking necessary. Ability to print blocks, write & proofread. Salary $11,056. Send line applications 11-30-1987. For more information call Wayne Metro CSA. 843-2550
Equal Opportunity Employer
Male/Female/Handicapped/Vet

PURCHASING AGENT with inside sales capability for well established manufacturer representative and distributor servicing electronics industry. Good phone technique a must. Computer experience helpful. Full benefits for person willing to be part of growing organization. Call for appointment. 333-1700

WE HAVE 2 immediate openings available. Persons with typing ability and good phone manner. Experience not required. Pleasant environment. Only reliable and ambitious people need apply. Call Lorraine for appointment. 537-8190.

RECEPTIONIST/TYPIST
Non-smoker, immediate opening, full time, accurate typist, 50wpm, good telephone manner. 77-0650 ask for Chaz.

RECEPTIONIST/TYPIST
Full time position available in Southfield CPA firm. Position requires the ability to type 35 wpm, neat appearance and pleasant telephone manner. Excellent benefit package. Send resume to: Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST retired or semi retired. Must be dependable, knowledge of books helpful & typing 35 wpm. Southfield area. 557-5618

RECEPTIONIST - full & part time positions for Chiropractic office in Southfield. Typing, bookkeeping experience - experience preferred but not required. 559-1606

RECEPTIONIST needed immediately, approximately 25 hours per week. Billing and bookkeeping. Salary commensurate with experience. Call Julie at 851-7000

RECEPTIONIST - Part time to employees, typing & filing for an accounting firm. We encourage high school students to apply. Call Gail 855-3800, ask for Lisa.

RECEPTIONIST needed 34 days a week for physician's office in Bloomfield Hills. Pleasant phone voice and good typing skills a must. 9-5 Mon-Fri. 338-8792

RECEPTIONIST - PART TIME
Work from home. Typing required and light typing skills. Wed & Thurs. 40 wpm. Sat. 9-1pm. Birmingham location. 647-0030

RECEPTIONIST/BOOKKEEPER
for 1 person office in Livonia area to do billing, light typing, personable who can deal politely with customers. Will train. For interview call 10am-3pm, Mon. thru Fri. 421-5180

RECEPTIONISTS
for local dealer chain. Dearborn and Sterling Hgts locations. Management experience preferred but not necessary. Shared responsibilities. Benefits. Flexible hours. 552-7315

RECEPTIONIST/SECRETARIAL. Assistant full time position available at local CPA firm. No office experience required, but helpful. Must have good telephone skills. Full benefits package. Call Ms. Ann 557-7300

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

504 Help Wanted Office-Clerical

RECEPTIONIST Real Estate Permanent position for a sharp person with a bubbly personality. Typing secretarial duties, hours, 9-9 Mon. Thru Thurs. Sat. 9-3, Sun. 12-5. Call Dawn for interview
Harry B. Wolf Company 421-5660

RECEPTIONIST/GENERAL
Full time. Must have pleasant voice and excellent typing skills. Duties include typing, filing, mail, answering phones, etc. Word processing and computer experience helpful. 645-6015

RECEPTIONIST - busy front desk in fast paced Computer Business. Many seasonal phone manners, misc office tasks, transportation experience preferred. Wat Inst. Full time with benefits. Apply Microtech, 32605 W. 11878 Market St. Livonia N off Plymouth W of Levan.

RECEPTIONIST/TYPIST
Rapidly growing Southfield firm needs a dynamic, self starter to handle the front desk. Varied duties, typing accuracy more important than speed. Excellent benefits, salary commensurate. Please call for appointment. 559-6410 Lee

RECEPTIONIST
TEMPORARY FULL TIME
Wanted for real estate office. Must be able to learn computer system and must type 45 wpm.
Walt Phillips REALTY WEST
Ask for Janet Horner
851-8000

RECEPTIONIST
Not-for-profit agency seeks entry level receptionist to handle incoming phone calls & greeting in pleasant & professional manner. Light typing, daily mail & general duties also included. Salary position with benefits. $9,000 - $10,000 depending on experience.
Call Bernstein, 17117 W. Nine Mile Rd. Suite 820, Southfield, MI. 48075

RECEPTIONIST
SECRETARY
A Southfield based investment management firm seeks an experienced secretary, to assist in general office duties. Ideal candidate possesses 3 years experience. Benefits include medical and profit sharing plan. Please contact Frank Gudrey's or Gail Rodgers at. 358-1900.

RECEPTIONIST - progressive high tech firm in Southfield seeks an individual for busy receptionist position. Ideal candidate should have recent receptionist experience - university degree or computer course equipment. Also required are good typing skills and the desire to work with the public. Good salary & benefit package. Send resume including salary history to: Receptionist, PO box #451, Lathrup Village, MI. 48076

RECEPTIONIST/SWITCHBOARD
Part time. The Livonia office of Johnson Controls has 2 immediate openings. We are looking for individuals with the ability to refract good clerical image & to promote customer satisfaction. High School diploma have experience, IBM PC, or WPM are required. $4.50 per hr. 25 hrs. per week. Please send your resume to P. O. Box 1003, Ann Arbor, MI. 48106
Equal Opportunity Employer M/F/H

RECEPTIONIST/SECRETARY

Major corporation located in Bloomfield Hills seeks a self starter with excellent typing & telephone & word processing and/or shorthand & plus. Excellent salary & benefits. Send resume with salary requirements to Receptionist, P.O. Box 930, Bloomfield Hills, MI 48013

Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST/SECRETARY
Full time. Typing required. Livonia. Call 464-9733

RECEPTIONIST
for Auto custom shop. Must be good with phone & people. Warren area. Full positions $4-5 per hour. Call 551-9155

RECEPTIONIST for office in Farmington Hills. Experience helpful. Full time positions $4-5 per hour. Call 341-5400

RECEPTIONIST-Hair Salon, 20hrs-10 about 7-30pm, Tuesday, Friday, Saturday. Experience preferred. Public contact. Call Sally after 2pm 851-7464

504 Help Wanted Office-Clerical

RECEPTIONIST/ General Office Assistant. Full or part time for Plymouth Plant. Send resume to: 2075 Chuckawan, Wixom, Mich 48096

RECEPTIONIST/CLERICAL
Full time. Some experience preferred or will train the right person. Please contact Cindy 471-9060

RECEPTIONIST for Northville insurance agency. Must have good telephone skills, light typing & general office duties. Send resume to CAE, 560 Griswold, Suite 100 Northville, 48167

RECEPTIONIST/TYPIST
Answering phones, filing for relaxed paced contractors office in Bloomfield Hills. Ideal for retiree or recent high school graduate. Call between 8am-10am 851-3129

RECEPTIONIST for Southfield law firm. Looking for energetic person with initiative & light secretarial duties. Must be dependable. Word processing experience helpful. 354-4030

RECEPTIONIST/SECRETARIAL
Expanding company seek a energetic individual for receptionist/secretary. Pleasant office atmosphere an hour location at 12 & Northwestern. Call between 9am-12 noon. Salary commensurate with experience. Ask for Marilyn. 224-6550

RECEPTIONIST
PART TIME REAL ESTATE
Evenings and weekends, 29 hours a week. Must have pleasant voice and with a bubbly personality, typing important. General secretarial duties. Harry S. Wolf Co., Five Mile & Hubbard, Livonia. Ask for Sue 421-5660

SECRETARY for Northville insurance office. Must have pleasant person with initiative. 348-5544

504 Help Wanted Office-Clerical

RECEPTIONIST
Full time with additional duties in personnel. Minimum 3 yrs general office experience. Must be self-starter & detail oriented. Salary commensurate with experience. Excellent benefit package. Submit resume with salary requirements to: Personnel Manager, P. O. Box 1058, Troy, MI., 48099-1058.

RECEPTIONIST
Answer electronic phone system & general duties. Minimum 1 year experience required, excellent compensation package with complete benefits. Friendly atmosphere. Near Southfield location. Call 358-1181

RECEPTIONIST position available in our automotive testing facility located in Livonia, Switzbloard handles 25 extensions and 4 lines switching 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
Plymouth employer seeks pleasant personality for receptionist/switchboard operator & general office duties. Good typing skills a plus. Excellent benefits & salary. Call Ann. Good starting salary & complete benefit package. No phone calls please. Send resume to - Mrs. Wilson, 1405 Ann Arbor Rd. Plymouth, MI 48170

SECRETARIAL
Full time - 6 months high school graduate. Good typing skills. Average typing speed. Call or apply

Brighton Hospital
125 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Well-established industrial manufacturer's rep offers a variety of challenging responsibilities for a self-organized person with at least 1(+) year's business experience. Need good phone techniques, typing 50wpm. Good salary & benefits incl. profit sharing, health insurance. Resume to Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Challenging position available for an experienced receptionist in an expanding property management company located in the West Bloomfield - Farmington Hills area. Ideal candidate will possess a professional appearance, pleasant speaking voice with good diction, accurate typing skills and attention to detail. Duties to include answering multiple phone lines, typing various correspondence and general clerical duties. Competitive functions. Salary plus excellent benefits. Non smoker preferred. Interested individuals send resume with salary history to Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES OFFICE
SECRETARY
Be in charge of the active office with lots of customer contact. Good skills and personality required. Call herer 317,500. Fee paid Call Kathleen at 353-2000
After 5 PM. Appointments Available
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SALON RECEPTIONIST/
COORDINATOR
Motivated individual with organizational skills, computer experience & clerical skills.
Southfield 352-5790

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MONDAY
NOV. 23
7:30PM
JOE LOUIS ARENA

Send your name and address, including your zip code, on a post card addressed to

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OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft, Livonia, MI 48150

We will impartially draw names for winners from your entries and print them among the classified advertisements. If you find your name—you're a winner! Claim your tickets by calling 591-2300, extension 404.

Monday winners must call by 5 p.m. Tuesday. Thursday winners must call by 5 p.m. Friday. Tickets will be mailed to winners.

THE Observer & Eccentric NEWSPAPERS

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Phone HANK JOHNSON & SONS
Call or leave message, 7 days
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All kinds of rubbish hauled.
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Reasonable Rates w/references
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Home and office cleaning.
Experienced with references.
Call Pat 486-1024

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Free estimates for homes & office
7 years experience, trained, trained housekeepers.
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ALL LAWN MOWING
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Immediate Service
$36/hour for 3 man crew
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$35 per hour Call: 383-3058

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Small, large home
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