CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

GENERAL OFFICE - Duties to include light typing, clerical & receptionist/phone. Full time. Complete benefit package. Send resume to B & K Specialties, P.O. Box 51297, Livonia, MI 48150

GENERAL OFFICE person needed in Rochester sales office. Bookkeeping & computer experience helpful. Flexible hours. Send resume to: 833 Auburn Rd., Rochester, MI 48063.

GENERAL OFFICE
Graphics & typesetting business needs experienced reliable person with secretarial, computer, public relations, bookkeeping & organization skills. Send resume to: PO Box 870093, Royal Oak, Michigan 48067-870093

General Office

Responsible individual needed to assist in the Accounting Department. Duties include data entry, filing and answering the phone. Please call Sheri at 357-8371

GENERAL OFFICE
Part-time position available. Excellent math skills required. Previous experience helpful. Hours are flexible. Salary is plus. Requires flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 217

GENERAL OFFICE
To $18,000 fee paid!
Meet great fun people! Get paid for it! Every day is different! Excellent phone manner typing 50 wpm., we get you the job you deserve! Friendly place in Farmington Hills! Will train on computers. Company paid benefits. Call Wendy now at SHELLING & SHELLING FARMINGTON HILLS

GENERAL OFFICE/ CLERICAL

Maccabees Mutual is the oldest & one of the fastest growing life insurance companies in Michigan. We are looking for a mature person with a professional demeanor, working knowledge of computers and the ability to learn. The position involves some telephone contact, typing, filing & accuracy. Send resume or apply to:
Personnel
Maccabees Mutual
Life Insurance Co.
25400 Northwestern Hwy.
Southfield, MI 48037
An Equal Opportunity Employer

GENERAL OFFICE experience for dealership in Birmingham. Typing & filing experience needed. Fairlane Motors, ask for Betty. 644-8400

GENERAL OFFICE Person for printing company in Livonia. Mon.-Fri., 1pm-5pm. Salary negotiable. 464-9290

RED WING TICKET WINNER

BRIAN YANDRIL
35995 Northgate
Livonia

Please call the promotion department of the Observer & Eccentric Friday, November 20, 1987 to claim your two FREE RED WING TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

GENERAL office - accounting, filing, typing clerks, (45-55 wpm) plus jr. & sr. secretaries with or without shorthand, or light word processing. Call Sheila at Uniforce 646-6500

GENERAL OFFICE - accounting, typing, typing clerks, (45-55 wpm), file clerks. Uniforce & Farmington Hills corporation, call Vickie at Uniforce 462-2240

GENERAL Office Clerk, entry level position. Some typing. Call Ann at Mile/Northwestern, Reception Backup, Mon.-Fri., 8-5. Must be dependable, self motivated. Opportunity for advancement. 626-5000

GENERAL OFFICE WORK-one part office. Pleasant phone voice essential. Typing and various other general office duties. Send resume and salary requirements to: Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL SECRETARY
Architectural design firm located in Ann Arbor/Livonia area requires secretarial Secretary familiar with design staff activities. Position requires good communication & organization, demonstrating both verbal & writing ability. Salary DOE, benefit package. Write Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Ledger/Cost/Room Help
Must have experience setting up & running Lotus, Bridgeport Machine Shop Software, Bridgeport Center O.D. Grinder, Must be able to read Blueprints & have basic Math skills. Respond to: Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - learn computer skills, permanent full time position, in executive office at 12 Mile & Northwestern area. Send resume and salary requirements to: Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE, full or part time, days or evenings, for several suburban offices. Applications are now being taken for all office experience with good typing. Legal experience helpful but not required. Training program. Submit resume to: Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE full time position available. Pleasant phone voice is needed to assist with general office work. Located in Ann Arbor area. Must be dependable day, please contact Betty between 8am-5pm Mon.-Fri. or Sat. between 9am-11am. 881-1100

IMMEDIATE OPENING For General Office Position. Must have knowledge of office machines, typing, filing, answering phones, customer contact. Benefits. Apply in person, between 5-8pm at Keystone Restaurant, 42049 Michigan Ave., Canton.

IMMEDIATE TEMPORARY openings in the Livonia area. Clerks & Light Industrial positions.
Call Osian Services. 962-9660

INSURANCE
AGENCY CSR's

Michigan Insurance Personnel Service is a wholly owned subsidiary of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they need competent, qualified staff. We currently have the following positions:
Small & Large Accounts CSR's, Producers, Company Underwriters, Personal & Commercial Lines Underwriters & Claims. Here are the lowest & highest pay to the company, Ann Arbor, 540-3356
Mich. Ins. Personnel Service

Insurance-Experienced Only
AGENCY POSITIONS

- Southfield - Livonia - Troy
- Detroit - Dearborn - Farmington
- Commercial & Personal Lines
- CSR's-Marketing-Claims-Raters

CONCORD PERSONNEL
19600 Middlebelt Rd. 476-6200

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Southfield has two positions available. Part time office assistant: office clerical experience preferred. Ideal for homemaker, flexible hours

Also full time position for dependable person with good basic secretarial skills. Knowledge of the insurance business helpful.
Call Sherri 11am or 4-5pm, 352-4758

INSURANCE
TWO STAFF people for 2 State Farm Insurance offices. Experienced, full or part time. Sales & service. Position in Birmingham & Farm Hills. 851-2757 851-5050

KEYPUNCH OPERATORS
You've tried the others, now try Indata Corp. for a pleasant surprise. We are looking for experienced operators for our afternoon shift. We are 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

KEYPUNCH OPERATORS
18000 KEYSTROKES
Afternoon & evening shifts available, Dearborn location:
PARTNERS IN PLACEMENT
474-6500

KEYPUNCH OPERATOR - Dearborn accounting firm. Accuracy in typing & numerals necessary. Must be dependable & self motivated. Full or part time. For more information contact 278-2116

KEYPUNCH
Service bureau needs experienced operators for afternoon shift. Flexible hours/3pm-9pm.
Call 937-1180.

LAW FIRM
wants to train an excellent Typist to be a Legal Secretary. Call 961-5500

LEASING ASSISTANT

Fast-paced Livonia Leasing Company needs a person with strong business skills to assist in lease transactions. Must have accounting skills and be detail-oriented. Generous salary and benefits. If interested, send confidential resume to: Mr. Verner, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

LEGAL SECRETARIES
P.O. Box 794,
Sterling Heights, MI 48311-0294
An Equal Opportunity Employer

LEGAL EXECUTIVE SECRETARY for busy area office in Farmington Hills. Must be able to use a dictaphone & have word processing experience. Shorthand helpful, especially able to handle "because I can't" Desirable if you have a modding acquaintance with real estate, corporate business, social security procedures & originate letters & special projects. Excellent salary, benefits, bonus plan. Resume to:
Sharon or Judy, 31731 Northwestern Highway, Ste. #264, Farmington Hills, MI, 48018.

LEGAL SECRETARIES

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

LEGAL SECRETARY with litigation experience in Southfield for Birmingham law firm. Send resume to:
Law Office, 300 E. Maple Rd.,
3rd Floor, Birmingham, MI, 48011.

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with The Agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
620-8168

LEGAL SECRETARY-Experienced in insurance defense & word processing. Top salary. Troy.
Call office manager, 649-1330

LEGAL SECRETARY/Receptionist for Farmington Hills law firm. Legal experience preferred. Salary commensurate with experience & ability.
Call Ginger: 851-4111

LEGAL SECRETARY - to supervise real estate department. 40 hours a week, weekdays. Salary DOE. Call Mrs. Carol Kaplan, Vice President, at Caruer Institute Inc. 569-0633

LEGAL SECRETARY for growing Southfield law firm. Corporate background and word processing experience helpful. Excellent salary and working conditions. 354-4030

LEGAL SECRETARY - permanent part time. Typing to work, close phone experience. Birmingham office. Call Ann at Mile/Northwestern, 626-5000

LEGAL SECRETARY/Receptionist for Farmington Hills law firm. Legal experience preferred. Salary commensurate with experience & ability.
Call Ginger: 851-4111

LEGAL SECRETARY - to supervise real estate department. 40 hours a week, weekdays. Salary DOE. Call Mrs. Carol Kaplan, Vice President, at Caruer Institute Inc. 569-0633

LEGAL SECRETARY for growing Southfield law firm. Corporate background and word processing experience helpful. Excellent salary and working conditions. 354-4030

LEGAL SECRETARY - permanent part time. Typing to work, close phone experience. Birmingham office. Call Ann at Mile/Northwestern, 626-5000

LEGAL SECRETARY/Receptionist with minimum 2 years litigation experience needed for medical malpractice defense firm.
For interview, call: 353-2558

LEGAL SECRETARY
For medium size Southfield corporate law firm. Experience necessary. Word processing a plus. Ask for Paula. 354-3200.

LEGAL SECRETARY/Receptionist
Mature person with legal experience for small, busy Southfield Law Office. Litigation experience preferred. Career position for committed individual.
MATURE PERSON to learn to manage a refrigeration, heating & cooling company in Northville. Basic office skills, 40wpm. Computer knowledge. Send resume to: Office, P.O. Box 114, Northville, MI, 48167

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Part time Livonia law firm with 2 attorneys. Hours flexible. Need good typing skills, word processor experience. Hourly rate commensurate with experience. Send resume to: Office Manager, 15832 Newburgh, Livonia, MI., 48154.

LEGAL SECRETARY - Experienced, for Southfield law firm. IBM PC/WordStar experience helpful with litigation background. Excellent salary, working conditions and benefits. Send resume to: Box 123, 3000 Town Center, Southfield, MI., 48075.

LEGAL SECRETARIES

This major law firm with superb working conditions and benefits, including profit sharing, is adding 10 experienced Legal Secretaries to its support staff. This solid firm provides an excellent career track. Starting salaries to $20,000.

A BLOOMFIELD HILLS law firm needs 2 Legal Secretaries and one Legal Secretary trainee. Exp. in litigation and/or real estate experience a plus. Trainee needs good general skills. $12,000-$18,000.

OUTSTANDING POSITIONS for experienced Legal Secretaries are available in Southfield, Birmingham, Bloomfield & Detroit. Call us today for full particulars. There is never a charge to you for our courtesy and professional placement assistance. After hour appointments are available.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4163

MANAGEMENT RECRUITERS OF METRO DETROIT
769-1720

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For placed referrals
PERSONNEL SECRETARY
$15K

LEGAL SECRETARY/DETROIT
$18K to $21K

LEGAL SECRETARY/SOUTHFIELD
$18K to $20K

PERSONAL LINES/
COMMERCIAL INSURANCE - CSR
$17K to $20K

DENTAL RECEPTIONIST/
ASSISTANT
$14K to $17K

RECEPTIONIST
$11K

2929 Plymouth Rd. • Suite 202
Ann Arbor, MI 48105

MATURE - FULL-TIME
Insurance & phone expertise helpful. Typing, filing, general office duties. Livonia area. 474-8550

MEDICAL RECORDS
REPRESENTATIVE
We are searching for a few good people to analyze requests for medical information from Attorneys, Insurance Comp. and Physicians and make necessary copies. Ability to work without direct supervision, work quickly, work occasional long hours. Reliable car a must. WILL TRAIN. Call Mrs. Ann Hoehn, Correspondence Copiers, 5521 N. Cumberland, Suite #1118, Chicago, Illinois, 60656 or call Mark "because I can't" Desirable if you have a modding acquaintance with real estate, corporate business, social security procedures & originate letters & special projects. Excellent salary, benefits, bonus plan. Resume to:
Sharon or Judy, 31731 Northwestern Highway, Ste. #264, Farmington Hills, MI., 48018.

MORTGAGE BANKING firm seeking Receptionist/Secretary to work in a professional atmosphere. 356-3038

OFFICE ASSISTANT - Order processing, customer service, typing, processing, shorthand helpful. Send resume to Manufacturer's Rep. PO box #877, Rochester, MI. 48063

OFFICE - ENTRY LEVEL clerical position in the Southfield/Detroit River area. Full or part time. Must be able to type accurately, prepare shipping & packet work, perform micro-computer data entry and do other general office and light clerical work. Send resume to: P.O. BOX 27069, Detroit, MI., 48227.

OFFICE MANAGER
Construction, Union Lake area. Must be familiar with IBM and computer programs. Send resume to Box 18, 1290 Oakland Plaza, Union Lake, MI 48085

OFFICE MANAGER needed for Madison Heights company. Sound accounting and managerial skills. Will train. Pleasantos 10. Send resume to: O. B. Box 71094, Madison Hts., 48071

OFFICE PERSON
needed to do office tasks such as light typing, ordering office supplies & other duties as assigned. Please apply Microtek, Inc., 11978 Market St., Livonia, located W. of Levan & N. of Plymouth.

OFFICE PERSON for body shop. Typing & general office skills needed. Knowledge helpful. Sewer phones at Art Moran Pontiac, 353-9000.

OFFICE POSITIONS
Light typing
Inventory control/extensive record keeping. Must have experience with Figurex & type minimum 55wpm.

SECRETARIAL
Must have solid office background, ability to interact with all levels & type minimum 65wpm.

Both positions require word processing knowledge & dependability. Send resume with salary expectations or apply in person to: Director, Human Resources, Trans Continental Airlines, 639 Wilcox Run Airport, Ypsilanti, MI 48198

OFFICE SECRETARY
Michigan Business Magazine needs a full time secretary to assist publisher for its Southfield office. Applicants must have general office experience and be capable of working with people. Word processing experience helpful. For an appointment call Ron at 647-0111

OFFICE SERVICES CLERK
Southfield company seeks mailroom/shipping/receiving clerk. Candidate should be reliable, energetic, dependable and maintain a good driving record. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

ORDER CLERK
Full service glass company. Seeking a mature, self-motivated person to work in our order department. Successful candidate must have excellent organizational and office skills. Good telephone personality and customer contact a must. Computer experience a plus. Send resume and salary requirements to: P. O. Box 7, Ypsilanti, MI. 48197

PART TIME TELLER for drive-thru, afternoons and Saturdays, experience preferred. Call Livonia Community. 421-7180

PAYROLL/CUSTOMER SERVICE
Invest in your future. Young physical service company looking for someone who wants to grow with us. Must be detail oriented with a background in customer service. Typing or CRT skills necessary.
Call Judy betw. 3pm-5pm, 645-8424

PAYROLL
Plymouth area manufacturer seeks a payroll person. Responsibilities include processing weekly payroll, maintaining computer attendance records, group insurance, workmen's and journal entry. Please send resume, with salary requirement, to:
A-LINE PLASTICS
40300 Plymouth Rd.
Plymouth, MI., 48170
Att: Personnel Manager/Payroll

504 Help Wanted Office-Clerical

PART TIME OPPORTUNITY AVAILABLE IN TROY

CIGNA Property & Casualty companies are looking prospects of insurance and related financial Services to individual, and corporate customers wide. We currently have a part time position available for a Troy office.

TELEPHONE OPERATOR/ TYPIST

We are seeking a reliable individual with general office experience. Typing speed of 50 wpm, ability to listen & follow from dictaphone and effective oral and written communication skills. Hours will be flexible and you will work less than 20 hours/week.

All qualified candidates should call Rene Moon at 355-7809, Friday, November 20 from 9 AM. - 11 AM. ONLY or send resume to: CIGNA Property & Casualty, 37777 Franklin Road, P. O. Box 5011, Southfield, MI., 48086-5013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

PAYROLL SPECIALISTS
National payroll company has full time entry level positions available. Ideal candidate should possess a good math aptitude, CRT experience & customer service background. Please send resume including salary history to: Paychex, 30777 Northwestern Highway, Suite 200, Farmington Hills, MI 48018. Attention: Personnel.

Personnel Coordinator

High school graduate with experience in personnel department required, preferably as Personnel Representative. Coursework in Personnel Management preferred. General secretarial skills including typing of 50-60 wpm. Experience with Word Perfect, Lotus and other computer programs. Call or apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

PRESTIGIOUS DOWNTOWN Birmingham firm seeking motivated individual for filing & general office duties. Ideal for student or home maker. Phone Debbie 540-8444

PROFESSIONAL, Established insurance agency seeks individual to fill key role as customer coordinator in personal insurance department. The successful candidate will possess the following skills & attributes: 3-5 yrs. full charge personal lines experience, pleasant professional phone manner, Gemini computer experience a plus but not mandatory. Possesses State of Mich. solicitors license or be willing to get for salary. We offer top salary, full benefits & the chance to work in a small team environment with a professional & self-motivated staff. Please send resume to:
Miss Norm, P.O. Box 8396, Bloomfield Hills, Mich. 48302 or call Miss Norm for application: 646-4000

PROGRAM ASSISTANT TYPIST
High school graduate with experience in record keeping. Typing 35 wpm. Will train in a small team environment. Call Bernie at Kelly Services, 11-30-1987. For more information call Wayne Metro CSA 843-2550

Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST - full & part time position. Will train. Small office in Southfield. Typing, phone & insurance - experience preferred but not absolutely necessary. 356-3000

RECEPTIONIST for Southfield law firm. Looking for energetic person with pleasant phone manner & basic secretarial skills. Call Marlene 437-8990

RECEPTIONIST
Needed in Southfield with experience in booking hair appointments. 356-5728

RECEPTIONIST - with Payroll experience. Must be able to work 30 hours per week. Vicinity of 11 Mile & Southfield. 559-8648

RECEPTIONIST-Farmington Hills law firm seeks full time receptionist with minimum 2 yrs. experience. Please call. 851-8300

RECEPTIONIST - TYPIST full-time for Southfield medical office. Benefits & salary commensurate. Contact Helen Hosmer. Send resume to: 2055 Plackman, Detroit, MI 48201

RECEPTIONIST needed 3-4 days a week for design studio in Bloomfield area. Must have pleasant voice & good typing skills a must. Call 30-F-775 858-7992

RECEPTIONIST for business in Ecorse. Light typing & phone answering. Must have good computer skills. Salary DOE. Send resume to: P.O. Box 5126, Dearborn, Mich., 48128, Attn: Personnel Dept.

RECEPTIONIST
Clerical assistant to Director in fast moving office. Sewer phones & light typing. Blue Cross/Blue Shield benefits. Call Pam at 557-0033 P.O. Box 40677, Redford, MI 48240

RECEPTIONIST
for local health care chain. Dearborn and Sterling Hgts. locations. Medical office background experience preferred. Top 50 WPM and typing skills required. Benefits. Flexible hours. 532-7318

RECEPTIONIST/TYPIST
Aggressive, growth oriented sales company in Farmington Hills looking for outgoing person with typing skills to join with benefits. Must be dependable. Call Pam at 476-3700

RECEPTIONIST/SECRETARY
Maple/Coolidge area, Troy. Luxurious surroundings. Good phone, salary requirements to Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
STATISTICAL Typist
Southfield cpa firm has opening for person with impeccable typing experience. Salary commensurate with experience. Call Ms. Ann Marie at 557-7300. Send resume to: MGUR, 18611 W 10 mile, Ste. 201, Southfield, MI 48075

RECEPTIONIST - Birmingham ad agency seeks sharp, experienced, well organized person with pleasant telephone & communications skills. Some light typing. Salary commensurate with experience. Send resume & salary requirements to: PO Box 1, Troy, Michigan 48099-0001

RECEPTIONIST/SECRETARY
Good typing skills (50wpm) and a pleasant phone manner required for front lobby of busy corporate headquarters in Southfield. Knowledge of Word Perfect a plus. Benefits. Call Ms. Ann Marie
E. Starrett, P.O. Box 207 L.V.
Ladywood Village, MI. 48076

RECEPTIONIST/SECRETARY
Growing Auburn Hills Company is looking for a competent and friendly people person for clerical duties. Organization, friendly personality & good typing a must! Excellent benefits & competitive salary. Send resume to Box 866 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Typing, strong telephone skills. Flexibility a must. Full time pref. Available immediately. Royal Oak area. 542-7750

RECEPTIONIST/TYPIST - for new insurance office in Downtown Birmingham. Insurance experience a plus. Call Ms. Bobbie 644-2633

504 Help Wanted Office-Clerical

RECEPTIONIST in sales, earn up to $150/wk. Call Pam 353-0920

RECEPTIONIST/ PERSONNEL CLERK

Office located in the Ansler area, has an immediate full-time opening for a receptionist/personnel clerk individual. Applicant must have typing skills of 50 WPM, and excellent telephone skills. Starting wage $5.48/hr., full benefits. Call Mr. Kaplan at 559-5170 thru Fri. 9:30am-12 Noon. 548-7377
An Equal Opportunity Employer

Receptionists/
Switchboard Operators

WE'VE GOT GREAT CONNECTIONS!

Kelly, the leader in temporary services, has excellent opportunities available in a variety of exciting industries. If you're experienced on Rolm, Dimension, Horizon, Prism, Vista, Kelly can put you to work immediately.

We'll provide you with a highly competitive salary, bonuses, and bonuses. For more information, call the Kelly office closest to you:

Bloomfield . . . 642-9650
Pontiac 335-0700
Berkley 398-7900
Rochester. . . . 852-8800
Farmington . . . 471-2050
Southfield. . . . 352-5220

KELLY SERVICES

The Temporary Dart Board
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to provide proof of identity and right to work in the U.S.

RECEPTIONIST entry-level position for growing office in Auburn Hills/West area. Duties include filing, typing, telephone. 852-8300

RECEPTIONIST wanted, must be able to handle phones & walk in customers. Light typing. Pleasant atmosphere, good wages & benefits. 353-5778

RECEPTIONIST/SECRETARY needed ASAP for busy NW Detroit office. Typing experience preferred. Good pay with benefits. Call Dorothy at 934-3-30PM at 838-5250

RECEPTIONIST - light typing, for major magazine. Receptionist or Executive experience helpful. Must be able to meet & greet local dignitaries, call Brenda at Uniforce 646-6500

RECEPTIONIST - enthusiastic, self-motivated, production oriented person with some light typing experience and 60 wpm typing. $3 to $6 per hour depending on qualifications. 15 Mile & Haggerty area. Resume P.O. Box 314, Walled Lake, MI 48088

RECEPTIONIST/TYPIST
Immediate opening for Non-smoker w/ least approximate 60 wpm typing skills, light typing & opening up mail. Resume, with salary requirements, to: P.O. Box 1890, Farmington Hills, MI. 48018.

RECEPTIONIST/SWITCHBOARD
AUTO DEALER needs Receptionist/Switchboard Operator. Some typing experience preferred but not a requirement. Farmington Hills area. Call Mary Jo 471-0800

RECEPTIONIST/SECRETARY
Growing sales office needs help for receptionist/secretary to work in our Farmington Hills office. Wide variety of duties in this diversified position. Call 476-0140

RECEPTIONIST - 5 days, 8:30am-5pm for land developer's office, in Farmington Hills area & Telegraph area. Typing (55wpm) answer 4 phone lines, filing and light bookkeeping. Call 626-2100

RECEPTIONIST - Part Time
Novi area- needed for busy Chiropractic office. 14-19 hrs. for Tues., Tues & Thurs. 7:30am-12:30 noon. Fri. 8:30am-7:30pm. Sat. 7:30am-12:30 noon. No experience necessary, will train. Call 349-5170 9:30-5:30 Tues.

RECEPTIONIST TEMPORARY FULL TIME

Wanted for real estate office. Experience on multi-line phone system and must type 45 wpm.
RALPH WALKER WEST
Ask for Janet Horner
851-8040

RECEPTIONIST/SECRETARY
for Southfield ad firm, good phone manner, typing, & accurate transcribing skills required. Some experience helpful. Send resume & salary requirements to: Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Computer services company located in Livonia is seeking a person for a permanent Receptionist. Must have pleasant phone voice, good verbal skills, type 50 WPM and have basic experience preferred. Please call Person for more information, 261-9414

RECEPTIONIST

Now hiring for a receptionist looking for high school grad or GED with good typing skills. Must be neat, pleasant, presentable. 8 AM to 4 PM. Starting rate $4.50 per hour. Apply now to: Ms. Jodi Iachitty with residents, visitors, personnel and the general public.
Call Carol Woolsey, 532-7112

RECEPTIONIST position available at a leading Farmington Hills company. Work in outstanding facility. Light typing, some word processing experience helpful. Hours 8:30-5pm Mon.-Fri., 40 hrs. Call Bob Gaudette, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Real estate investment & development company in Southfield is seeking energetic, pleasant, reliable individual to fill full time Receptionist position. Responsibilities include answering the phone, greeting clients, light typing. Excellent benefits. Ideal position for conscientious individual. Send resume & salary requirements to: Box 1, Dept. 1, 29544 Southfield Rd., Suite 200, Southfield, MI 48076

Receptionist

Masco Corporation's Human Resources Department has an immediate need for a personable Receptionist to work from 8:30am-4:30pm thru Friday. We perform general receptionist and office duties, including answering phones, typing, filing & copying people.

Good starting salary and excellent benefits provided. Please send resume in confidence to:
The Personnel Department - SR.

Masco Corporation
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

RUNNER - for law firm in Troy. Part time. Must have car. Ask for Sandi 641-7080

504 Help Wanted Office-Clerical

SALARY, PAYROLL COORDINATOR

Douglas & Lomason Company, a quality manufacturing supplier to the domestic automotive industry, has a salary payroll coordinator position available at its corporate offices in Farmington Hills. The successful candidate must have a minimum of 3 yrs payroll experience, including activities, calculating, recording, & keeping payroll tax records, preparing checks for distribution, a knowledge with state & federal regulations, familiarity with 401K, insurance & pension programs a plus. Qualified candidates seeking a challenging opportunity should send a resume, references to: A. M. Graner, Douglas & Lomason Company, 24600 Halsted Dr., Farmington Hills MI 48018 An Equal Opportunity Employer

SALES CLERK/Customer Service Rep to sell and service proven high tech products and engrave signage in Lathrup Village. Must type 35wpm. Full + scaling and educational benefits. 424-6648

SALES SECRETARY - Experience in sales helpful. Light typing. Farmington Hills office. Sales must have good phone manner. Good typing speed or CRT experience. Lots of contact with customers with salary requirements to: PO Box 2094, Farmington Hills, Michigan 48018

SALES SECRETARY $18,000.

Run the office for a Sales Manager/Manufacturer's Representative. Good Customer Contact. Word Perfect. Word Processing experience for this Call Barbara 353-2090
After 5 P.M. Appointments Available
SHELLING & SHELLING

SALES SECRETARY
$18,000 fee paid.
Are you innovative, motivated and organized? Do you have initiative? Location offers a super opportunity to someone who possesses these skills. If you have a pleasant phone, and, to work for a super boss in a plush suburban location. Call Laura now at 851-3660
SHELLING & SHELLING
FARMINGTON HILLS

EXECUTIVE AND GENERAL SECRETARIES

Immediate assignments are available for organized individuals with excellent secretarial, organizational and communication skills. Word processing experience a plus preferred. Excellent benefits available
Dearborn area. Call right away!

ENTECH SERVICES, LTD.

SOUTHFIELD REN CEN
TROY AUBURN HILLS

354-0500

German Speaking Secretary

Several positions for German speaking/English speaking individuals are needed with a major Japanese trading corporation. Must have excellent organizational skills and type 50 wpm + shorthand or a dual Typing provided if necessary.
3-5 years office experience necessary. Call today for an interview.

ENTECH SERVICES, LTD.

SOUTHFIELD REN CEN
TROY AUBURN HILLS

354-0500

ADVERTISING firm seeking mature, experienced Secretary to work with good organizational skills to assist CEO. Computer experience preferred but not negotiable. Call Mr. Aston 557-5481

SECRETARIAL
Mature person for full time position in property management office. Typing and office skills required. Good salary plus. Send resume to P. O. Box 8 Fort Southfield, MI. 48037

SECRETARIAL
Mature person for major international advertising company, will train on Panasonic Memory. Typing 50 wpm, phone, processor, full time, salary $15,600. Great potential. Call Betty at Uniforce 557-0033

Secretary/Administrative Assistant
Growing environmental consultant firm in Farmington Hills has opening for Secretary/Administrative Assistant to the Vice President. The successful applicant will be well organized, able to work in a busy but ideal facility with clients & staff. Must have excellent secretarial experience including word processing and good grammatical skills. Shorthand a definite plus. Competitive company paid benefit package. Send resume, salary requirements to: Patricia Beeskeen, Clayton Environmental Consultants, Inc., 23223 Rondale Drive, Novi, MI 48050. No phone calls please.
Equal Opportunity Employer M/F

SECRETARY/Administrative Asst.
Southwestern Estates National Security Co. is seeking person to assume varied responsibilities. Must be adaptable to small office environment. Pleasant phone voice a must. Benefits. Resume to: Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Advertising Agency
Linton Campbell-Ewald, a major advertising agency in Warren, has a position available for secretary. Candidate must be able to type 60 WPM & have a minimum of 3 years secretarial experience. Knowledge of word processing preferred. Applicants must call for an application or send a resume to:
Ms. Katherine A. Bates
Personnel Manager
Linton Campbell-Ewald
30400 Van Dyke
Warren, Mich. 48093
574-3400
An Equal Opportunity Employer

SECRETARY/ASSISTANT
Southfield law firm seeks energetic, experienced secretary, able to work long hours as needed with attention to detail. Knowledge of computers/word processors and typing a minimum of 50 wpm. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

SECRETARY/Assistant Bookkeeper
Beverly Hills Bloomfield Club has an immediate opening for an experienced secretary/bookkeeper. Light bookkeeping, typing, general office, customer service. Applicant must be personable, dependable, organized, neat, in good physical condition, nonsmoker & have communicable skills & experience. Call Cathy 642-8504

SECRETARY/BOOKKEEPER
Part time, 25-30 hours for professional firm in Town Center Building. Must have strong organizational skills and be able to perform job functions independent of supervision. 352-4820.

SECRETARY/BOOKKEEPER
Some experience with computers, sales order desk, accounts processing. Small technical office in Plymouth 451-0471

SECRETARY - entry level position for person with 1-3 yrs experience for large Livonia manufacturer. Positions requires good typing, communication & organizational skills. Send resume, with salary requirements or apply to: Hobart Corp., 12068 Market St., Livonia, MI 48150. 581-1000

SECRETARY - excellent typing skills, busy phone desk & must be organized. Call Dana. 533-2580

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Full time, and train for computer payroll. Apply at: 13300 Levan Rd. Livonia. 464-8100

SECRETARY with good typing skills, Greg Shorthand & good phone sparkler, for fp manufacturers rep in Rochester area. Send resume, with salary requirements to: Office Manager, PO Box 2300, Rochester, MI., 48063

SECRETARY
With legal background. Word Perfect preferred. Full time, flexible hours, wages commensurate with ability. CCI 651-7500

SECRETARY-Farmington Hills based company seeks full time secretary. Must be self-motivated & have good typing skills. Dictation preferred but not necessary. Please call, 855-6500

SECRETARY
for construction department. Good secretarial skills. Some construction background helpful. Word processing, IBM preferred. Non-smoker. Farmington Hills area. Send resume, NSH, P.O. Box 362, Troy, MI., 48099

SECRETARY for growing Southfield CPA firm. Must be highly motivated, self motivated and people oriented. Good benefits, with competitive salary with experience. Mail resume to: Rubenfeld & Associates, 3000 Town Center, Ste 1101, Southfield, MI 48075

SECRETARY for Livonia law office typing, shorthand, computer, IBM PC experience preferred. 261-1111

SECRETARY for expanding Southfield law office. At least 1 yr. legal experience. Must be self-starter. Call John Kaplansky 358-9444

SECRETARY
For small Southfield medical office, pleasant working conditions, no medical background required. Pay commensurate with experience.
350-8340

SECRETARY
FOR EXECUTIVE OFFICE
We are searching for a take-charge professional secretary to support the activities of a corporate office in Southfield.
Excellent office skills are required, 60-65wpm typing, word processing & dictation experience preferred. Benefit administration experience is preferred. You must possess a professional demeanor with the initiative, tact & confidentiality required at the level.
Salary will be commensurate with experience. We also offer an excellent benefit package along with the opportunity for career growth.
Please send resume including salary history, in confidence to:
GUARDIAN SECURITY SERVICES
20600 Southfield Rd.
Southfield, MI 48075
Att: Personnel
An Equal Opportunity Employer

SECRETARY - Full time for small Farmington law firm. Must know how to type. Salary negotiable. Call for appointment: 471-4056

SECRETARY
Full or part time. Computer experience necessary. Job located in Ambassador Bridge Area. Benefits. 8:30am-5pm. Mon.-Fri. 554-1000

SECRETARY - Immediate opening for media secretary. Must have IBM PC-Lotus experience. Resume to: Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - National investment firm looking for person with excellent secretarial skills. $14,000-$18,000 per year 433-8532

SECRETARY part time for insurance agency in Farmington area. Typing 35wpm. Compensation based upon skills. 476-8580

SECRETARY - part time
Auburn Hills area, permanent position 15-20 hours per week, afternoons. Begin immediately. Call between 8am-1pm 852-7332

SECRETARY Part-Time

Insurance company is seeking an experienced Secretary to work part-time in its Life Administration Department. 2 years clerical/administrative experience, accurate typing (45 wpm) and good organizational skills necessary. Flexible hours. Send resume or apply:
Insurance Insurance Companies
CUNA Mutual Insurance Group
15800 Pennsylvania
Southfield, MI 48075

SECRETARY POSITION available for person with good typing & some computer experience. Apply in person at 31843 W. 8 Mile Rd., Livonia, between Merriman & Farmington Rds.

SECRETARY/RECEPTIONIST
Typing, good telephone skills & general office experience required for Farmington Hills property management company. Send resume & salary requirements to: Mrs. Sokolov, 32253 Northwestern Hwy., Suite 232, Farmington Hills, 48018

SECRETARY/RECEPTIONIST
duties include typing, filing, general office procedures. Ability to be resourceful important for small office in Farmington Hills management firm. Send resumes to Box #836 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST for small Southfield office. Typing & some experience desired. Excellent opportunity. 354-4044

SECRETARY/RECEPTIONIST
Real estate development firm in Birmingham seeks individual with excellent office skills & phone manner. Must be well organized & have light bookkeeping experience. Strong potential for advancement. Salary commensurate with experience. Call or send resume to: Office Manager, 33505 Grand River, Farmington, MI 48024

SECRETARY/RECEPTIONIST
Livonia based Co. is looking for an energetic, self-motivated individual for the position of Secretary to Operations Manager. Position requires accurate typing skills, business letter experience, public contact & organizational skills. Opportunity for advancement. Salary commensurate with experience. Please Call 541-4342

SECRETARY with shorthand and word processing skills for downtown Birmingham law office. Please resume to: Law Office, 300 E. Maple, 3rd floor, Birmingham, MI 48011

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Full time, and train for computer payroll. Apply at: 13300 Levan Rd. Livonia