504 Help Wanted Office-Clerical

LEGAL SECRETARY-Full time for professional Birmingham law firm. Must have excellent typing & word processing skills. legal experience preferred Contact Sue. 645-1700

LEGAL SECRETARY. Established Farmington Hills medium size law firm. 13 Mile/Northwestern. Litigation experience necessary. Word processing equipment. Opportunity with full benefit program 626-5000

LEGAL SECRETARY
Typing 60 wpm, shorthand, dictaphone experience, 1-2 years legal experience. Southfield office. Salary based upon experience, benefits, and ability. 540-3240

LEGAL SECRETARY. Full time position available for experienced legal secretary with years of processing in Bloomfield Hills location. Send resume to 300 E. Long Lake Rd. Suite 300, Bloomfield Hills, MI. 48013

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or part time work, call the pros with the right agency for Legal Secretaries
ALL FEES PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Full courts.
ALL FEES PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Across 262-433-1330
Penobscot Bldg 961-8580

LIVONIA MANUFACTURER seeks Person Friday. Position requires a highly organized person with some experience. Individual must have excellent phone manner, typing (40wpm), secretarial & telephone skills. Salary commensurate with experience. Excellent benefit package. Contact Mr. Brannan at 464-8730

LIVONIA REAL ESTATE FIRM is seeking a Secretary with legal and/or Real Estate background. Please send resume to: Secretary, 29200 Vassar, P.O. Box 52332, Livonia MI 48152.

MAIL CLERK
Southfield professional firm seeks inter-office Mail Clerk to pick up, sort & distribute mail. Full time position. Generous compensation & benefits. Please send resume or letter in confidence to:
M. DeRose, P.O. Box 691,
Bloomfield Hills, MI 48303
An Equal Opportunity Employer

MARKETING ASSISTANT
Bloomfield Savings & Loan is seeking a motivated individual. Qualified candidate must possess 2 yrs college education or equivalent plus marketing background, previous marketing/advertising helpful, ability to type 50 WPM with word processing skills, detail oriented, highly organized & self motivated individual skills. Send resume with salary requirements to:
Bloomfield Savings & Loan, P.O. Box 12380, Birmingham, MI. 48012
An Equal Opportunity Employer

MATURE INDIVIDUAL to assist salesman. Non-smoker preferred. Job includes: extensive phone work, scheduling salesman appointments, calling relatives helpful but not necessary. Some customer service & general office duties. Pay based on hourly plus bonus. For appointment please call between 10am-12 noon. 661-3717

MATURE PHONE SECRETARY towards in service related office. Pleasant surroundings. Ask for Bob. 354-8474

MEDICAL BILLER, for Southfield area large medical practice. 1 year experience. Blood drawing skills a plus. 352-0170

MEDICAL RECEPTIONIST
A suburban doctor's office offers an immediate opportunity. Good phone manner and people skills are necessary. Arrange patients appointments, Light bookkeeping.
Call Irene at 553-2090
Arrange Appointments available
SNELLING & SNELLING

MEDICAL SECRETARIES - for 3 major metropolitan hospitals, medical terminology helpful, type 60 wpm, light word processing, top dollar, growth opportunity. Call today at Uniforce 357-0024

OFFICE ADMINISTRATION
Busy office of small manufacturing company needs a self-motivated, detail oriented & organized person for multi functions of Accounting, Accounts Payable, Payroll, & General Office Administration. Position requires strong math skills & experience, flexible, mature individual willing to accept responsibility. Accounting & PC experience helpful. Opportunity for advancement. Competitive salary with excellent benefits. For interview call 534-0433

OFFICE ASSISTANT
Part time, Mon-Fri, 12noon-5pm, light typing, filing, & answering phones. Apply at Uniforce
29068 Plymouth Rd., Livonia.

OFFICE ASSISTANT - mature person who enjoys working with people on the telephone, some clerical & typing duties and an important salary. Call for an appt during regular business hours.

OFFICE ASSISTANT - Part Time. Small manufacturing company looking for intelligent, resourceful person to help in various facets of operation. (No telephone solicitation required). Flexible hours. No benefits. Ideal for mother of school-age children. Northwest. 538-0661

OFFICE CLERICAL • Need responsible person with good math aptitude. Overtime hours available. Paid holidays. Apply at: 12680 Hunt Rd., Detroit, between 8am & 4pm.

OFFICE CLERK-experienced in filing, typing & recordkeeping duties. Utility function in more than one area of office. Apply or call 8100 Cutter, 23461 Industrial Park Drive, Farmington Hills 477-3000
An Equal Opportunity Employer

OFFICE CLERK
Oak Park Pharmaceuticals facility is seeking a support clerk. Typing skills a must, bookkeeping & computer experience helpful. Mon.-Fri., 8:30am-5:30pm 548-2500, ext. 250

OFFICE EXPERIENCE & pleasant personality needed for full & part time positions, Farmington Hills area. Starting at $5/hr. Willing to train for computer operation & special processing. Excellent opportunity. Confidential. Send letter or resume to Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/SECRETARY
Must have good organizational skills & good phone manner. Data entry, accounting, typing & filing. IBM/PC experience required. Knowledge of automotive industry is a decided preferred. Full time. Non-smoking office. Troy area. Resume to: Compular Alternatives, 3180 Rochester Rd., Troy, Mich. 48083. (528-8189)

OFFICE MANAGER for Optometric office. Must have 2 years office exp. grad or equivalent. Closed Thurs. 459-8050

OFFICE MANAGER/SECRETARY
Mature, full time, dependable person w/good organizational skills & pleasant phone manner to run a 1 secretary office. Experience necessary, in recordkeeping, personal computer systems, Dictaphone, invoicing, payables & general office duties. Excellent salary, bonus, benefits & profit sharing plan. Non-smoking office. Send resume w/desired salary requirements to: Marketing Scientifics, P.O. Box 782, Novi, 48050.

OFFICE SERVICES CLERK
Southfield firm seeks a mail-room/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 553-3311, ext 217

504 Help Wanted Office-Clerical

ORDER CLERK/RECEPTIONIST
Full time position available for local glass company. Must have good phone personality & experience dealing with the public. General office skills required. Some computer knowledge, will train on job. Send resume to P.O. Box 299, Ypsilanti MI 48198

ORDER DESK
(PART TIME)
Farmington manufacturing company has part time order desk position. Requires responsible person with good telephone skills, light typing, (40-50 wpm), general clerical duties. Hours Mon-Fri, 1-5pm with potential to increase. Send resume to Order Desk, Chesley Industries, 20725 Chesley Dr., Farmington, Mi., 48024

PARALEGAL
Large downtown Detroit law firm offers challenging opportunity for individual to work in our pension/profit sharing group. Legal Assistant Certificate or equivalent required. Experience with drafting plans preferred. Send competitive salary and benefit package. Submit resume and salary history to:

Clark, Klein & Beaumont
1600 First Federal Building
Detroit, MI 48226

PART-TIME/CLERICAL
Excellent typist, self-motivated, high output, courteous & friendly. Ability to maintain confidentiality. Lutheran Church of the Redeemer. 644-4010

PART TIME Employee with variable hours, primarily 10-5 daily, own transportation required. Opportunity for recently retired individual. Errands, photo copy, filing, typing helpful. Southfield area. 442-3002

PART TIME Office position, Jax Kar Wash corporate offices. Extensive customer contact, with some data entry. Contact Sue. 353-4700

PART TIME OPPORTUNITIES
Cigna Property and Casualty Companies are one of the leading insurance financial services companies in the world and currently we have the following part time positions open:

FILE CLERK
Prior office experience required; duties will include alpha numerical filing, which computer indexing with terminal keyboard knowledge desirable. Salary is $5 an hour.

PROCESSING CLERK
Prior office experience required; strong typing skills of 40-45 wpm. Qualified applicants will be responsible for entering and calling up data on a CRT in order to pay bills and verify coverages. Some computer experience desirable. Salary is $5.50 an hour based on experience background.

CORRESPONDENCE CLERK
Prior office experience required; strong typing skills of 45-50 wpm. Qualified applicant will be responsible for entering information into a CRT regarding insurance forms, settlements and correspondence letters. Some computer experience desirable. Salary is $5.8 an hour.

MAIL AND SUPPLY CLERK
Prior mail room experience required. Under limited supervision, this position requires mail sorting and supply duties for the office. Duties to include weighing and stamping outgoing mail, preparing requisitions for general office supplies and maintaining office supply area. Salary is $5.8 an hour.

Available shifts for the above positions are Monday-Friday from 4:30 PM. - 8:15 PM. At interview call cards dates please call between 9 AM. and 11 AM on Friday, February 5 at 355-7509 or send resume to Rene Moon.

CIGNA PROPERTY & CASUALTY COMPANIES
27777 Franklin Road
P.O. Box 5013
Southfield, MI.,
48086-5013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

PART-TIME RECEPTIONIST/Clerk
Livonia Out-Patient Mental Health facility for P.M. hours. Medical experience helpful. Regina, 425-4070
An Equal Opportunity Employer

PART-TIME RECEPTIONIST
Douglas & Lomason Company is looking for a experienced type 60 wpm, light word processing, top dollar, growth opportunity. Call today at Uniforce 357-0024

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29068 Plymouth Rd., Livonia.

OFFICE ASSISTANT - mature person who enjoys working with people on the telephone, some clerical & typing duties and an important salary. Call for an appt during regular business hours.

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An Equal Opportunity Employer

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OFFICE EXPERIENCE & pleasant personality needed for full & part time positions, Farmington Hills area. Starting at $5/hr. Willing to train for computer operation & special processing. Excellent opportunity. Confidential. Send letter or resume to Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/SECRETARY
Must have good organizational skills & good phone manner. Data entry, accounting, typing & filing. IBM/PC experience required. Knowledge of automotive industry is a decided preferred. Full time. Non-smoking office. Troy area. Resume to: Compular Alternatives, 3180 Rochester Rd., Troy, Mich. 48083. (528-8189)

OFFICE MANAGER for Optometric office. Must have 2 years office exp. grad or equivalent. Closed Thurs. 459-8050

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Call 553-3311, ext 217

504 Help Wanted Office-Clerical

FRONT DESK PROFESSIONAL
Suburban computer company needs an experienced Receptionist who enjoys public contact. Note writing includes mail, data entry and typing. To $18,000, fee paid. Call Kathleen at 353-7000.
After 5 PM. Appointments Available
SNELLING & SNELLING

BIRMINGHAM Real estate office needs mature, responsible individual to fill afternoon receptionist position. Duties include: excellent phone, typing and general office. Hours Mon-Fri, 9am-1pm, thru Thurs. 12-7pm. Fri., 12-6pm. Split shift possible. Interested parties call Ann or Marilyn 540-8700

RECEPTIONIST - full time for seven Attorney law firm. Salary commensurate with experience. Call Betty at 362-3737

RECEPTIONIST - immediate opening for full time position. Some secretarial experience, file organization & typing a must. Send resume to: Groundwater Technology, 23933 Freeway Dr., Farmington Hills, 48024, Attn. Dorothy Richard.
An Equal Opportunity Employer

RECEPTIONIST - Southfield parent company seeks a receptionist/secretary for busy front office. Must possess good typing skills and be customer service oriented. Ideal candidate must have an outgoing personality with a desire to greet people with a smile. Please send resume or apply in person at: Paychex, Inc., 30777 Northwestern Hwy., Farmington Hills, MI 48018.

RECEPTIONIST
Bloomfield Hills architect office
Phone 647-7497

RECEPTIONIST
For Livonia retail store. Approximately 30 hours per week. A-R entry. Contact Sue.
RECEPTIONIST/TYPIST • Part time, to work 20-30 hrs. per wk. in Troy law office. Familiarity with IBM/PC Wordstar preferred. 841-1860

RECEPTIONIST needed full time. Light telephone work. Typing required, basic office skills. Apply 44700 Grand River, Novi.

RECEPTIONIST/TYPIST
Troy area. Typing 45wpm minimum plus word processing. Call Pam
362-7863

RECEPTIONIST needed for busy Southfield office. Hours 9AM-5PM. Must have pleasant phone voice. Light typing & filing.
Call Stanley
353-2996

RECEPTIONIST - with good typing skills to answer multi-line phones, open mail & other general office duties. Contractors Steel Co., 36555 Amtown, Livonia, near Levan.

RECEPTIONIST
Immediate opening. Reliable, well groomed, experienced type 45 WPM. Southfield. Benefits. 557-7500
An Equal Opportunity Employer

RECEPTIONIST SECRETARY - full time position available. Must have good typing & communication skills. Knowledge of general office procedure. Pleasant working atmosphere in Southfield.

RECEPTIONIST needed in small office. Responsibilities include answering phones, filing, some light filing & typing, previous office experience preferred. For interview, call please call Marcia at 553-9829

RECEPTIONIST/GENERAL OFFICE
Light typing, and pleasant phone manner. Send resume to: LAQ, 30833 Northwestern Hwy, Farmington Hills, MI., 48076, Attention: Receptionist.

RECEPTIONIST/GENERAL OFFICE
Small Livonia manufacturing company seeks reliable person to handle phones, typing, filing, etc. Experience helpful but not necessary. Apply in person at: 34589 Glendale, Livonia. 523-1440

RECEPTIONIST/TYPIST
Immediate opening in busy mid size office. Must have pleasant phone manner. Filing & light typing duties. $9,360 starting salary during probation period. Send resume in person to apply: Novi American, 40200 Grand River, Novi

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Hours are: 10am-6pm Mon., thru Fri. Mail resume to: P. O. Box 300, Southfield, MI 48037-0300
353-3311, Ext. 217

RECEPTIONIST/EDITOR
SECRETARY-Position in small but busy publishing firm. Successful candidate will be an excellent typist, with good grammar & spelling, have organized & self-starting, & have excellent telephone & people skills. Knowledge of word processing a definite plus. Please call
Janet Hearle, 643-9580

RECEPTIONIST
Plymouth law firm is seeking an administrative assistant/receptionist. Pleasant surroundings & convenient location. Ideal candidate should have prior relevant experience & work processing experience. Competitive salary commensurate with experience plus full benefits. Please send your resume & salary requirements (in confidence) to Box 908 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Professional firm in Southfield seeks an enthusiastic, ambitious receptionist to handle busy switchboard, great clients, handle mail & perform a variety of other duties. Typing skills required (minimum 45wpm). Good public relations skills, common sense, & general office experience required. Interested, reliable person in a fast paced environment. Salary commensurate with ability, plus benefits. Please send resume to:
K.A.
Tolmar, Rudzewicz & Co.
30115 Southfield Rd., Suite 220
Southfield, 48076
An Equal Opportunity Employer

RECEPTIONIST
Southfield Medical Facility located in Southfield is looking for a mature & dependable person to handle receptionist/telephone operator. No prior experience is necessary. You must be able to speak & be able to represent our professional image.
This job entails greeting our clients, answering telephones and other clerical duties. Good qualities are prepared to train you for.
If you believe you meet these requirements please contact:
Ms. Kathy Sheldon at 313-263-1950 Ext. 425 or send resume in confidence to: Ms. Kathy Sheldon Grant Thornton, 2999 Northwestern Hwy Suite 400, Southfield MI. 48034
An Equal Opportunity Employer

RECEPTIONIST - part time, afternoons from 1-5:30pm, law office, Bingham Office Plaza. $5 per hour. No benefits. 644-2633

RECEPTIONIST
Full time for law firm in Southfield, Mon-Sun, $4.00 per hour. Non-smoking. Call Alice
355-4494

504 Help Wanted Office-Clerical

Receptionist/
Switchboard Operator
& General Clerical
Looking for a little variety? We have an immediate opening for a dependable receptionist/switchboard operator/general clerk. Above, all else you must be able to learn answering our switchboard & greeting visitors in our reception area, and the remaining time performing general clerical duties such as light typing and filing. The hours are 12 Noon to 6pm, Mon. thru Fri. We are offering a good hourly rate plus an excellent benefit package to the right applicant. Should your background include previous receptionist/switchboard or general clerical experience, please forward a resume to:
D. L./Personnel
30881 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST/TYPIST
Immediate full-time opening. 35 an hour, to arrange for appointment, call 2-5pm. 557-7500

RECEPTIONIST wanted. Light typing, filing, phones. Hours 10AM-2PM. $4.50 per hour. Call
459-7900

RECEPTIONIST for Bloomfield Hills plastic surgeon's office. Must have plus excellent communication skills. Call Cynthia at Uniforce 357-0024

RECEPTIONIST • Part time. Mature energetic personable individual needed for Southfield office. Hours negotiable & flexible. Call Nancy
352-4690

RECEPTIONIST • Full time position for polite personable individual to answer phones, greet clients & provide other office duties. Call Nancy between 8am & noon. 737-0027

RECEPTIONIST NEEDED
for TV Guide regarding hours - 8am-5pm,one hour lunch. Starting salary $11,500. Telephone for interview.
352-1414

RECEPTIONIST - part-time. Light typing & good phone skills required. Send resume to: Box 442, Observer, 36035 W. 13 Mile, Suite 100, Farmington Hills, MI. 48018, Attn: Marge.

RECEPTIONIST
Farmington Hills based company seeks full time receptionist. Must be self motivated & able to handle responsibility. Please call
355-6300

RECEPTIONIST/Clerical for busy executive office building in Troy. Excellent health & insurance benefits. Send resume & salary requirements to: FLS, 182 Eastlawn, Detroit, MI 48215.

RECEPTIONIST/TYPIST - 20 hours per week. Afternoons. Light typing. Send resume to: Wade-Trim/Drake-Man Architects/Planners, 2895 Romeo Road, Rochester, MI 48063.
An Equal Opportunity Employer

RECEPTIONIST
National Food Products firm seeks an energetic, up-beat person, with pleasant phone manner, call routing & misc. office tasks. Prior experience helpful but not required. Full time, salary negotiable. 27777 Franklin Rd., Suite 1100, Southfield, MI. 48034-2344.

RECEPTIONIST • Full time. Typing a must. Pleasant phone manner and some errands. Southfield area. Please send resume to: Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Full time, front desk position in our fast paced Birmingham real estate office. Must possess a pleasant phone voice, and excellent telephone etiquette. General office experience a plus. Non-smoking office. Call 645-0220.

RECEPTIONIST
needed for busy Southfield sales office. Must have good communication & typing skills. Pleasant phone voice, accuracy & benefits. Full time. Will train on computer. Office currently in E. Troy. For appointment call 549-8870

RECEPTIONIST
Busy Rochester real estate office needs neat, well groomed person to visit our brand new luxury office. Must have pleasant personality and real estate office experience a plus. Apply in person: Century 21, 1250 E. Big Beaver, Troy, 362-3220

RECEPTIONIST/CLERK
full time. Manufacturing company in Livonia area. Pleasant phone person to handle this front desk position. Must be neat, organized & have pleasant phone manner. We offer excellent benefits and a pleasant working atmosphere with room for growth. Please call after 9am. 476-1867.

RECEPTIONIST - Clerk Typist
Troy based audio electronics manufacturer has an immediate opening for a receptionist/clerk typist. This position requires a person with a pleasant phone personality and light typing skills (30/45 wpm). Apply in person:
ADM TECHNOLOGY, INC.
1826 E. Big Beaver
Troy 524-2100

RECEPTIONIST
PLUS
GENERAL OFFICE DUTIES
Excellent opportunity for a career oriented individual in a sales environment. Responsibilities include: telephone, composing letters, good typing skills. This is a fast-paced office requiring a self-motivated, self-starter. Knowledge of word processing familiar with PC. We offer excellent benefits, and competitive salary and salary history in complete confidence to:
Dept. R
P.O. Box 2065
Southfield, MI 48037-2065

RETIREE or HOMEMAKER?
Office Work to do in the convenience of your own home. A real product, please call:
661-8181

SALES SECRETARY
Sharp individual with creative and excellent secretarial skills to work for sales manager. Work for fast paced Southfield company, 45 wpm typing, math aptitude and organizational skills a must. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

504 Help Wanted Office-Clerical

SALES SECRETARY - Immediate opening for sales secretary. Strong written communication skills, able to work some overtime, enjoy up-beat atmosphere. Call Nancy between 8-5pm.
SALES SECRETARY - International corp has a fast paced & challenging position for a responsible & experienced Secretary in a district sales office. This position requires a organized individual with excellent secretarial skills & enjoys a variety of responsibilities. Excellent salary & benefit package. Farmington Hills location. Send resume to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY
Industrial sales office needs mature, aggressive & experience person. Must have typing & experience with sales manager. Must have word processing & simple data base application programs. Will handle phone, mail, order entry, vendors, & filing system. Will accumulate data for the accounting group & items. 1% gift office. In Southfield close to I.I. Please send resume to: J. D. Zelenty, 30422 Lindscoinshire, Birmingham, MI. 48010.

A SMALL OFFICE
A nice secretarial opportunity for a bright individual with good organizational skills and have good typing. Call Cathy at 353-2098.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARIAL/CLERICAL
Full time position
For long established Farmington Hills manufacturer. Responsible for Interoffice information gathering, Typing, Some & math skills. Benefits, Fringes, already qualified applicants only. EOE. 553-7745

SECRETARIAL
Full time secretary. 35 hours, $150 week salary; must have good communication, typing, office automation skills. Plymouth & Merriman area. Please leave message, 522-7080

SECRETARIAL POSITION
AVON BRANCH
1089 John St. Rochester. 689-2800

SECRETARIES
IMMEDIATE OPENINGS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS
Seeking Temporaries has long and short term assignments in Livonia, Southfield, Troy and Detroit. Top pay for top skills. Seeking Temporaries wants to put you to work immediately.

TOP PAY
FLEXIBILITY
REFERRAL BONUSES
INSURANCE PORGRAM
SAME WEEK PAYCHECKS
CALL
557-5700
SNELLING
TEMPORARIES
Never a Fee

SECRETARY/ADMINISTRATIVE ASSISTANT - 8am to 12 noon. Mon. thru Fri. Troy area.
Call Diana 362-3270

SECRETARY/BOOKKEEPER- small but growing food distributor in N. Hollywood needs a full time secretary/bookkeeper. Light casual atmosphere, benefits. Call, 348-8011

SECRETARY
Busy downtown office needs 2 secretaries. Candidates should have previous secretarial experience and be able to type 50-60 WPM. Experience with word processing and LOTUS is necessary, dictaphone experience is preferred. Hours are 9:30-5:30pm. If interested, send resume to:

McKinley Properties, Inc.
Secretary Position
P.O. Box 6649
Ann Arbor, MI 48107-6649

SECRETARY
Experienced. Word processing, letter typing, & good grammatical skills. Must work well under pressure. For national sales company located in Southfield. Competitive salary and excellent benefits. Reply to: Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Experienced Immediate opening in Bloomfield Hills area. Word processing, organizational & communication skills. Experience in Workers Compensation a plus. 55 WPM. Word processing preferred. Medical, Insurance benefits. Call 647-7400

SECRETARY - experienced. Full time position in property management office. Word processing experience required. Southfield area. Send resume to: P.O. Box 2754, Southfield, MI. 48037.

SECRETARY
Experienced for a small but very busy sales & marketing office. In order to qualify, you must be totally self-motivated, & enjoy a busy work. Salary will commensurate with experience. Send resume to: PO Box 1856, Troy, MI 48099.

SECRETARY
Farmington Hills based company seeks full time secretary. Must be self motivated & able to handle responsibility. Please call
355-6300

SECRETARY - Farmington Hills CPA firm needs secretary. Successful candidate will be organized & 3 yrs secretarial experience including word processing, WP/MP & transcribing equipment skills. For consideration, please forward resume & salary history/requirements to: Personnel Director, Williams & Kay, 28470 Grand River, Farmington Hills, MI 48024.

SECRETARY FOR Southfield CPA firm. Word processing experience required, benefits available, 354-8044

SECRETARY for Southfield CPA firm. Part time, Salary commensurate with experience.
Call 557-0441

SECRETARY for automotive sales company in Troy. Excellent secretarial skills are required. Typing necessary. Growth opportunity for career minded person. Please send resume to Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for Farmington Hills corporation, will be doing general secretarial - order taking & light data entry. Salary $1125 per Mo. Call Katy at Uniforce 646-7862

SECRETARY
for new hotel in Southfield. Pleasant personality, good typing and phone skills required, benefits and a happy attitude. Hotel experience preferred. Send resume and salary requirements to: Comfort Hotel Southfield, 30600 Northwestern, Ste. 301, Farmington Hills, MI. 48018. eos.

504 Help Wanted Office-Clerical

SECRETARY - for major advertising agency, type 60 wpm. Memory typewriter helpful, but will train. Pleasant phone manner. Salary $18,000. Call Venettiast Uniforce 357-0034
An Equal Opportunity Employer

SECRETARY - for personnel dept. at Birmingham corporation, excellent typing, 60 wpm, professional image, will be trained in personnel procedures. Salary $18,000 to start with 1-2 yrs experience. Salary $17,500. Call Veronica at Uniforce 646-7664

SECRETARY for VP of financial matters for small college. Part time 20hrs. per week. Word type 60wpm. Knowledge of wordprocessing, WordStar preferred. Transcribing skills preferred. Must be capable of keeping information confidential. Must be congenial and cooperative. Send resume to: Personnel Coordinator, Cleary College, P.O. Box 7006, Troy, MI 48007-7006.An Equal Opportunity Employer

SECRETARY
Full & part-time office help needed. Must have experience, be neat, reliable, full. Computer & basic bookkeeping knowledge helpful. Flexible hours.
Call Nancy 553-3950

SECRETARY FULL TIME
Word Processing, Typing 60 wpm., good grammar and spelling a must! Experience preferred, but willing to train. Call Pat Wright for an interview, call 626-8495

SECRETARY/GENERAL OFFICE
Light bookkeeping, typing, and/or experience helpful, non-smoker. Send resume and salary requirements to: 110 Ann Arbor Rd., Plymouth, MI 48170

SECRETARY • heavy typing, accuracy more important than speed, filing & phone skills required. Must be organized & able to work in fast paced sales office. Send resume to: Carla Kaplan, Sales Manager, Box 442, 17123 Laurel Park Dr. North, Livonia, 48152. No phone calls please.

SECRETARY - Immediate full-time secretarial position in a fast paced, high volume, automotive firm in Farmington Hills. Exceptional phone skills, accuracy and an affinity for details a must. Word processing, good grammar and spelling skills essential. 1-2 years previous secretarial experience. Great opportunity for an individual with the right potential. Send resume to: MDC, 31500 W. 13 Mile, Suite 135, Farmington Hills, MI 48018, Attention: Annlo
An Equal Opportunity Employer

SECRETARY
MARKETING COORDINATOR
Southfield office is seeking experienced secretary for marketing coordination position. Applicant must type with accuracy, ability to handle incoming calls and organize daily shifts. Ask for Mr. Lefler or Mrs. Griffin. 968-5223

SECRETARY
Mature person needed for a busy office. Must have experience with multi line phone, type accurately & have good communication skills. 8am-5pm, weekends.
CENTURY 21 HARTFORD SOUTH
464-6400

SECRETARY -Mature dependable person for 1 man office. Small Walled Lake manufacturers rep firm. Excellent phone, typing & bookkeeping skills a must. Send resume, references & salary requirements to: M. D. PO Box 2071, Walled Lake, Michigan, 48088

SECRETARY - needed for law firm. Knowledge of Word Perfect, PC word processing experience helpful. Send resume to: Box 874, 27777 Franklin Rd., Suite 1100, Southfield, MI. 48034-2344.

SECRETARY - needed for busy Oak Park manufacturing office. Applicant should have excellent typing, filing & organizational skills. Short hand a plus. Also requires good phone skills & some computer & word processing work. For more information please call 548-8633

SECRETARY needed in Southfield for a property management company. Salary $14,000 plus benefits. Call

SECRETARY - PART TIME
Mature, good secretarial skills, computer support experience a plus. Top Southfield, Mr. Mission 352-0620

SECRETARY - part time. Pleasant telephone voice. Light typing & filing. Conscientious & reliable.
352-3505
An Equal Opportunity Employer

SECRETARY
part time, Farmington Hills. Filing, misc office duties, typing a must. Call for appointment. 478-3900

SECRETARY/PART TIME
For real estate office in Downtown Farmington. 2 evenings and 1 day a weekend. 478-9020

SECRETARY - part time, entry level, $4.50 per hour. Typing necessary, will train. Flexible hours. Call Jacqueline Corp, 2040 Austin, Troy, Ask for Sue, 689-3040, ext 247

SECRETARY - position available near Metro Airport. Applicant must type at least 45wpm & have secretarial experience. To apply call: Charter Services, 573-7188
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
for manufacturing company in Plymouth area. Typing 50 WPM. Secretarial skills required, must type 50 WPM. Call Sam at 455-7755

SECRETARY RECEPTIONIST
Oak Park manufacturer is seeking person with good typing, filing, telephone typing, clerical & communication skills are a must. Pay based on experience. Benefits. Call: 8am-5pm., Mon. thru Fri. 967-2111

SECRETARY/RECEPTIONIST
Part-time permanent (20 hrs. wk., some eves.) in small Medical setting in Southfield. Must be organized, calm, good typist, effective communicator, experience office manager. Knowledge of Administrative Human Growth Center, Inc., 2002 Hogback Rd., Ann Arbor, MI 48104

SECRETARY/RECEPTIONIST
Needed for fast paced & challenging environment. Qualifications: Typing 55 wpm, with 1-2 yrs. secretarial experience. Pleasant phone voice. Salary & benefits. Please call or send resume to:
Accurate Battery Service
24001 Halsted, Dr. Farmington Hills MI 48024, 478-7477

SECRETARY/RECEPTIONIST
Bookkeeping, phone, typing, Non smoker. Southfield area. 532-1611

SECRETARY/SALES
Immediate opening for full time sales office position. Must have good written & verbal communication skills, able to work independently & adapt to varied daily routines are important, as is being a self-starter. Light typing & math aptitude. Send resume & salary requirements to: Gasket Supply Company, Attn: Gasket, 5600 W. Maple, West Bloomfield, MI 48322. No phone calls please. An Equal Opportunity Employer

SECRETARY, with good office skills, 56-60 wpm typing, good math ability, medical & life insurance provided. Write personal note, (no resumes) to: Judy, starting last 2 places of employment & duration, 30600 Northwestern, Ste. 301, Farmington Hills, MI. 48018. eos.

504 Help Wanted Office-Clerical

SECRETARY
Seeking full time experienced, mature professional to assist the president of a growing Northwest manufacturer. Must be proficient in secretarial skills, shorthand, word processing and Dictaphone and telephone etiquette. Attractive salary and excellent benefit package offered. Interested applicants send letter or resume to: Personnel Dept., Payswille Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY • The high achiever will seek someone an organized, accurate & dependable self-starter who can type 60wpm. Telephone experience, excellent comprehension & word usage a must. Salary based on benefits. Apply in strict confidence by sending your resume to: Recovery Unlimited, P.O. Box 7250, Farmington Hills, MI 48332, Att Carol.

SECRETARY, Sales Manager Administrative duties to include: Client correspondence, interdivisional communications, liaison with offices throughout the country, documentation of personnel, payroll & expense reports. Must be experienced 10 years in engineering branch office with good typing and good communication skills. Call for interview
559-6780

SECRETARY - word processor for major Troy corporation, type 50 wpm, shorthand 70 pre-set, (Wang Telegraph), Southfield, seniors welcome.

BANQUET CAPTAIN - PM
Downtown luxury hotel is currently seeking a banquet captain. Ideal candidate will have a minimum of 1 yr. banquet operation experience, preferably in a supervisory capacity. Must be willing to work all shifts & shout staffing, will consider interitation call.
372-2700, ext. 3137

OMNI INTERNATIONAL HOTEL
An Equal Opportunity Employer

BANQUET PART PERSONNEL
Flexible hours. Must be available weekends. Apply in person: Marriott Hotel, 827 W. Ann Arbor Trail, Plymouth.

BAR PERSON - experienced. Days or nights available. Please apply at The Toy Box Lounge, 24351 W. 8 Mile Rd. 255-2345

BARTENDER
Full time nights, closing bartender. Experienced.
348-3490

BARTENDER
needed in newly remodeled restaurant. Previous experience preferred. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

BATES HAMBURGER OF NOVI
Now hiring for afternoons & days. Full or part time, experience not necessary. Cooks $5 & up. Wait staff $2.50 & up. Apply within: 43410 Grand River.

BENNIGAN'S
LINE COOKS
& PREP COOKS
Apply in person Mon-Fri, 2-4pm
40441 Ann Arbor Rd.
Plymouth

BILL KNAPP'S
corner of I-275 & Six Mile is now hiring Grill Cook position for noon help. No experience necessary for training. Good pay with excellent benefits. Apply in person between 2pm-and 4pm Call Jerry 464-6363

BLOOMFIELD'S
2395 N. Woodward Ave., Bloomfield Hills - Now hiring PANTRY CHEF Dayes & nights. Apply within.

BLOOMFIELD'S
2395 N. Woodward Ave., Bloomfield Hills - Now hiring PANTRY CHEF Dayes & nights. Apply within. Mon. thru Fri., 2-4 pm.

BUS PERSON
COOK
WAITER/WAITRESS
FULL/PART TIME
Days or afternoons
Competitive wages and good benefits. Experience helpful but will train the right person. Apply in person:
LIVONIA BIG BOY
Plymouth & Farmington Rds.
421-4439

BUS PERSONNEL/WAITRESSES
Full & part time. All shifts. No experience necessary. Apply: Ponchartrain 275 Ford Rd., Dearborn Hts. 563-1331

BUS PERSONS - male and female, AM and PM, part time-full time positions available. Excellent starting money while going to school or persuing a career. Excellent pay, salary negotiable. Apply in person 2 to 4 PM at Papoody's, 154 South Hunter, Birmingham.

BUSY HOTEL - needs experienced AM waitress, cocktail waitress. Apply Holiday Inn, Southfield, 26555 Telegraph

CASHIER
Part time or full time for carry out. Apply in person: Bonanza, 31700 Plymouth Rd., Livonia

COOK day shift, Mon. through Fri., Please call Suzanne at, Stefi's Lounge, 8631 Newburgh, Westland. 459-7720.

COOK
Dorvin Convalescent & Nursing Center has immediate openings for an experienced 11AM-7:30PM shift. We seek a High School graduate with Food Service experience & an understanding of diet. Starting pay $5 per hour. Call 559-5056 between 8AM