504 Help Wanted Office-Clerical

GENERAL OFFICE $6-$8/HR
Will train
Call Today
Only Free $$$ 557-1200
Job Network

GENERAL OFFICE - Diversified work in travel and advertising. Must be good typist. Fantastic benefits. Keep call to a minimum. 353-5663

GENERAL OFFICE - part time. Thurs. & Fri. 8am-5pm. Apply between 1-4pm Thurs & Fri. References required. 25398 5 Mile. Redford

An Equal Opportunity Employer

GENERAL OFFICE- mature individual with pleasant telephone manner, good typing skills, some computer knowledge for fast-paced sales office. Bloomfield area. 338-7230

GENERAL OFFICE
Need responsible person with good telephone skills plus office skills for part time position in a Rochester sales office. Send Resume to Box #735, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Northland area. NB time position available, 8-4:30. Must have good typing skills. Good pleasant phone manner. $250 to $325 per week, depending on skills. Send personal letter to: Judy, Am. Protective Alarms, 14711 W. 8 Mile Rd., Detroit, MI 48235

GENERAL OFFICE CLERK needed Full-time. Entry-level opening in Troy. Must have excellent attention to detail & numeric skills, typing: 45 WPM, calculator & adding machine, excellent phone voice. Transportation needed. Call Mrs. Mast Professional Call C. Marshall 649-4454 ext. 502

An Equal Opportunity Employer

GENERAL OFFICE
Experienced typist, knowledgeable in finances, diversified duties Established business in Livonia area. Must communicate with experience & potential. Send resume to Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GREAT career & upward mobility opportunity. Southfield manufacturing company has immediate position available for person with typing & all office skills.
569-8050

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the 74 Independent Insurance Agents of Michigan & represents over 1,000 agencies throughout Michigan. We are currently looking for sharp, seek new employees so we need EXPERIENCED commercial lines & personal lines CSRs. Producers, Company Underwriters, Raters & Claims Reps. for all lines areas. Our fees are the lowest & charged only to the company.
Call Ann Bell, 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY needs commercial lines service representative with relating in marketing skills. Twice weekly for sales and service, by surehesdence and phone contact. Southfield location. Call service call, 559-3502.

INSURANCE CORRESPONDENT
Leading insurance company in Troy company, located in Livonia, is looking for a insurance correspondent to review insurance coverage on leases to insure proper coverage is provided in lease agreements. Terms. Candidate must possess good organizational skills & strong verbal & written communication skills. Background and/or experience in commercial insurance work preferred. Salary commensurate with experience. Excellent benefits. Please send resume to: Personnel Director, Winkler Leasing Services, 17177 Northfield Lawrel Park Drive, Suite 232, Livonia, Michigan 48150
Attention Resources
An Equal Opportunity Employer

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Farmington
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE SECRETARY
Full time. Please send resume to P.O.: Box 8215, W. Bloomfield, Mi. 48033.

INVENTORY CONTROL
SCHEDULING CLERK
Well established growing company is seeking individual with 5 years experience, in inventory/order desk position in fast paced environment. Insurance claims experience helpful. Good communication skills & telephone manner required. Must enjoy detailed work, have good math aptitude, organizing skills & ability to grasp new concepts quickly. $15,000 plus bonus. Benefits with advancement potential. Send complete resume including earning history to Box #834, Southfield, Mi. 48037-5654, Drawer #13

INVENTORY RECORD KEEPER
Southfield area. Call Mr. Bonham 34708 experienced person to control in-venting. Must be self-motivated, well organized, responsible individual. Non-smokers only. Send resume to: Controller, Nawal Enterprises 24293 Telegraph, Southfield, MI 48034.

KEYPUNCH
Service bureau needs experienced operators for 2nd & 3rd shift. Full or flexible hours.
637-1180

LASER PHOTOPLOTTING SERVICE has part time telephone position available. Must have efficient telephone experience. Flexible hours. $5 per hour. Non-smoking office. Apply in person at 33900 Capitol drt Farmington Road, Livonia.
Avoid Lunch Hour Rush

LAW FIRM needs word processor with good skills & legal back ground. ($3k Bonus) Send resume to Box 722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part time for Southfield personal injury law firm. Call Nancy: 352-4690

LEGAL SECRETARY for prestigious Southfield law firm specializing in Bankruptcy. Advanced Secretary with word processing. Salary commensurate with experience & salary. Send resume to: Ordinance Bankruptcy, P.O. Box 215, Southfield, MI 48037.

LEGAL SECRETARY
Personal injury firm in Troy seeks secretary with Personal Injury, litigation experience to assist senior partner handle large caseload of injury cases. Excellent benefits & working environment. Salary commensurate with history to: Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
with experience, Farmington Hills area. Call Nancy: 477-7900

LEGAL SECRETARY
for fully automated Bloomfield Hills Law Firm. Heavy litigation practice. 70 WPM. Salary commensurate with experience. Good benefits package.
Call Nancy 645-9400, ext. 308.

LEGAL SECRETARY
Excellent typing skills, commensurate with experience. Farmington Hills area.
478-6090

LEGAL SECRETARY - Entry level. Word processing (Multimate, Epson preferred). 60 wpm. Immediate opening. Small Southfield firm.
557-3329

LEGAL SECRETARY-Full time for Bloomfield Hills Birmingham law firm. Must have excellent typing & word processing skills. Call Nancy at Millennium Contract Staff, 645-1700

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

LEGAL SECRETARY
Full or part time.
Southfield area
354-4444

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Personal injury firm, located for small office in Southfield. Call:
569-3020

LEGAL SECRETARY - Part time. 1PM-5PM flexible days. Defense litigation firm in Southfield. Pay negotiable. Contact Marcia at 353-5663

LEGAL SECRETARY
wanted for small Southfield P.I. firm. Experience required. Phone Mr. Yellen 353-1200

LEGAL SECRETARY
Southfield office. 9-5:30. Salary commensurate with experience.
Call Lisa for Ann 358-3840

LEGAL SECRETARY for senior partner in Southfield corporate tax firm. Word processing necessary. Excellent benefits, non-smoker preferred. Ask for R. Sluger
557-3200

LEGAL SECRETARY
For Troy law firm. Litigation & strong word processing experience is needed. For further information, please call Jean at 643-7460

LEGAL SECRETARY
For law firm in Birmingham. Good skills & 2 yrs. legal experience necessary. Word processing experience helpful. Call: Mrs. Jackson or
642-2992

LEGAL SECRETARIES - needed for law offices in Detroit & Birmingham. Pleasant working conditions, excellent benefits. Please send resume to Firm Administrator, Vandenberg & Feather, 1530 Buhl, Woodward, Birmingham, MI. 48011

LEGAL SECRETARY/Receptionist. Mature individual. 3 years plaintiff's personal injury and word processing experience. Non-smoker. Salary commensurate with experience for Downtown Birmingham law firm. Call
647-9700

LEGAL SECRETARY - Suburban office has immediate opening for capable legal secretary with at least 5 years legal experience. Benefits available. 40 hr/week. Send resume to: Box 712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Bloomfield Hills firm seeks secretary with family law experience. Word processing required. Offering an opportunity with full benefit program. Send confidential resume to Box 7150observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Minimum of 2 years related experience required for defense litigation practice of major law firm in Farmington area. Salary commensurate with experience. Excellent benefits. Typing 60 wpm. Knowledge of word processing skills a plus.
Send resume in confidence to:
Dept. Litigation, Exc.
Citizens Insurance Co. of America
35 West Big Beaver, Suite 300,
Pontiac, MI 48058
Equal Opportunity Employer M/F

LEGAL SECRETARIES
PERMANENT
TEMPORARY
If you are an experienced Legal Secretary who enjoys a 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.
Call this week for full particulars.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4185

LEGAL
WORD PROCESSOR
$16,000 FEE PAID
Your strong legal and/or typing skills needed for this suburban firm. Good benefits. Call now for interview. 649-5900.
SNELLING & SNELLING
OF TROY

LIBRARY CLERK TYPIST - part time, 20 hours per week includes weekends & evenings. Duties include: Cataloging, Card cards, charging & discharging library materials, collecting fines & fees on the library's computerized circulation system. Other duties include phones, children's high school equipment, must be at ease with computer, possess requisite clerical abilities, knowledge of general office procedures & positive public service orientation, typing 50WPM. Salary $6.02 to $7.12 per hour. Applications will be accepted Monday, February 8th thru Friday, February 12th, 9:30am-5pm, Friday, February 12th, 9:30am-2pm at the Plymouth Library, 223 S. Main, Plymouth, MI between 9am - 9pm.

LIVONIA TYPIST
Work on word processor & dictaphone, type letters, proposals & schedules, $12,000 & company pays fee
#1 Personnel Place
274-4230

LONG ESTABLISHED
FIRM
Needs Clerical assistance. $200 a week and paid medical benefits! Fee paid! Lots of typing, numbers aptitude, phones, filing and more! Call 379-3450.

SNELLING & SNELLING

MARKETING SECRETARY
Automotive supplier in Walled Lake needs a capable self starter secretary to serve as right hand for busy marketing vice president. Must be able to take dictation & type 60 WPM. Previous automotive sales experience preferred. Valid computer skills with salary requirements to P.O. Box 127, Walled Lake, Michigan, 48088.

MARKETING
SECRETARY
$14,000 FEE PAID
Suburban location needs your top skills in their Marketing Department. Minimum typing 60 wpm., word processing skills a must. Position is extremely busy and very demanding. Super benefits. Call Teri, 464-9000.
SNELLING & SNELLING

MATURE INDIVIDUAL to assist salesman. Non-smoker preferred. Light typing, general bookkeeping, calling establishment & appointments. Some knowledge of payroll & accounts. Some customer service & general office. 3-5 days per week. Hourly plus bonus. For appointment please call between 10am-12 noon. 967-3717

MATURE PERSON needed for general office duties for company located in Plymouth. Send resume to: W.E. Orwat, 1268 Rosewood Ave., Apt. 2, Ann Arbor, MI 48104.

MEDIA DEPT. SECTY
FEE PAID - $16-$20,000
Creative opportunity knocks for an experienced secretary with good typing & shorthand skills. Suburban location, benefits, much more.
962-0362 or 649-8787

DOROTHY DAY
PERSONNEL, INC.

MEDICAL BILLER, for Southfield area practice. Blood drawing skills a plus. 552-0170

OFFICE MANAGER for Optometric office in Plymouth area. 4 year college grad or equivalent. Closed Thurs.
459-8460

504 Help Wanted Office-Clerical

NEW IN THE
AREA?
Working with a Quality Temporary Service can help you meet new friends, get acquainted with the area, and the businesses. Maybe even help find a permanent job. We need
- Word Processors
- Senior Typists
- Receptionists

CALL
851-3652
aceinfo

OFFICE ADMINISTRATION
Busy office of small manufacturing company requires extremely detail oriented organized person for multi function job. Duties include Accounts Payable, Payroll, & General Office Administration. Will handle requires strong math skills & aggressive, flexible, mature individual needing to accept responsibility. Accounting & PC position for helpful. Opportunity for advancement. Company salary and excellent benefits. For interview call 534-0433

Office Assistant
Are you outgoing with excellent communication and organizational skills? Then we have an Office Assistant position for you! Must type 35 words per minute, per hour plus benefits. Located in Southfield area. Call for more information.
ENTECH
SERVICES, LTD.
32255 Northwestern Hwy.
Tri-Atria Ste. 295
Farmington Hills
737-1744

OFFICE CLERK for Engineering Dept. Filing, light typing, running adding machine, knowledge of Lotus helpful. Call Marge at 557-1200

OFFICE MANAGER/SECRETARY
Must have good typing & math skills & good phone manner. Data entry, accounting, typing & filing. 6M/PC experience required. Knowledge of automotive industry & accounting preferred. Full time. Non-smoking office. Troy area. Reply to: Box 7, Suburban Alternatives, 3190 Rochester Rd., Troy, Mich. 48083. (528-8189)

OFFICE MANAGER/SECRETARY
Mature, full time, dependable person to run support organization. Sales & pleasant phone manner to run a 5 secretary office. Knowledge of accounting key in recordkeeping, personnel, computer systems, Deadlines, invoicing, payables & general office duties. Experience in Accounting benefits & profit sharing plan. Non-smoking office. Send resume w/degreed salary to: Kasco Scientific, PO Box 763, Novi, 48050.

OFFICE MANAGER, to operate small office with good typing & bookkeeping experience & typing letters required. Call Mr. Haynes. 421-0666.

OFFICE SERVICES CLERK
Southfield company [illegible] Candidates will be responsible [illegible] dependable [illegible] a good driving record. Some [illegible] typing required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

OPENING for a part time person in our Novi person. Individual will assist in areas of scheduling, filing & phone contact. Potential of developing into a full time position. Flexible hrs. Sal. $ must.
Call Joanne 473-3890

PARALEGAL
Bloomfield Hills firm has challenging position for experienced individual to work in family law practice. Resume to: Box 716/Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Employees with variable hours needed for Wader-Tires/Distributor transportation required. Opportunity for advancement. Apply Wader-Tires, Errands, photo copy, filing, typing helpful. Contact Jane. 540-3200

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

PART TIME OFFICE HELP needed. Some driving involved. Will need own transportation. Company will train. Please call for more information, Mon. - Fri., 9 AM. - 2 PM. at 358-4415.

PART-TIME
Part-time Office Help needed for attentions at America's largest full-service Real Estate Co. in Farmington Hills. Light typing, phones, filing, helpful. Call Judi or Sally, 9am-12 noon, Mon.-Fri. 737-8228

COLDWELL BANKER
A Member of The
Sears Financial Network

PART TIME POSITION - for responsible person to do light bookkeeping for various office functions, approximately 20 hrs. per week. Hrs are flexible, must type 45 wpm. Word Star preferable but will train. Please call between 9am-noon.
Mrs Rozinowski 827-7190

PART TIME RECEPTIONIST/Clerk Typist - Duties include Accounts Payable, Data Entry, Light Typing & Phone Coverage. Pleasant phone personality and light typing skills (30/45 wpm). Apply in person at Kelly Services, 1826 E. Big Beaver, Troy 524-2100

ADM TECHNOLOGY, INC.
1826 E. Big Beaver
Troy 524-2100

PART TIME RECEPTIONIST
Douglas & Lindstrom Company is looking for an experienced Receptionist to handle a busy Telephone Board & numerous visitors. The position is located in Bloomfield Hills & Life Insurance available.
The Offices are located in Farmington Hills, interested candidates should send resume to:
A.M. Grenier,
24800 Halsted Ct.,
Farmington Hills, MI 48018
An Equal Opportunity Employer

PART TIME RECEPTIONIST/
GENERAL OFFICE position desired for insurance agency, from 12-5pm Mon. thru Fri. Previous word processing experience helpful.
Contact Lori at 353-9605

PART TIME switchboard/reception-ist, Mon. thru Fri. 8:15am - 12:30pm. Duties include part switchboard/receptionist relief, assist in accounting where needed, misc. typing, filing, running errands, etc.
2 yrs. general office experience required. IBM CRT knowledge helpful but will train. Troy location. $3.50/hr. Applications accepted at PHW 2100 W. Big Beaver Rd. Troy

NATIONAL PAYROLL company seeks customer service representative. Must possess good math aptitude skills & strong desire to provide customer satisfaction. Knowledge of payroll & payroll related taxes and forms helpful. Typing and 10 key experience a must. Please send resume to: Paychex, Inc., 30777 Northwestern Highway, Farmington Hills, MI 48018. Attention: Personnel.

PAYROLL CLERK • Unique position, pays excellent, for reliable person with excellent keypunch aptitude. Must be willing to work hard every day. Some physical dexterity required. Payroll experience helpful. Opening pays to $18,000 a year, plus benefits. Send resume to: Payroll Clerk, P.O. Box 32043, Detroit, MI 48232

PRODUCTION CONTROL CLERK & INVENTORY CONTROL CLERK
Ingersoll-Rand Company requires a self starter with sharp clerical skills. Duties will include: posting parts list, maintain all files, working with production of inventory items. Should have knowledge of manufacturing environment. Please send resume with salary requirements or apply in person to: Ingersoll-Rand, Personnel Dept., 23400 Halsted, Farmington Hills, MI. 48024. An Equal Opportunity Employer

504 Help Wanted Office-Clerical

"PERSON" FRIDAY for General Office work. Must have at least 3 years experience including typing, filing, writing business correspondence, follow-up on detail & some short hours. Pay rate is above average for a self-starter personality, strong persistency & Dependability.
Call 427-8073 & ask for Shirley.

PUBLIC RELATIONS SECRETARY
Public relations firm has immediate opening for a Secretary/Receptionist to report to Vice-President and secretary to Office/Personnel Administrator. Applicants should have at least 3 yrs. experience, NBI computer experience a plus. Excellent salary and benefit package with opportunities for growth. Please send resume and salary history in confidence to: Personnel Administrator, Lentz Communications Management, 17117 W. 9 Mile Rd., Ste. 700, Southfield, MI 48075
An Equal Opportunity Employer

BIRMINGHAM architectural firm seeks a full time Receptionist for our Bloomfield Hills location. Light phone skills and professional appearance required. Position includes typing and general clerical duties. Call 644-0080

RECENT high school graduate or college student wanted for full time receptionist position in Troy area. Southfield law firm. Applicant should be pleasant and enjoy people. Call Mary at 557-6000

RECEPTIONIST - full time for seven Attorney law firm. Busy commercial practice with experience. Call 352-3737

RECEPTIONIST - National payroll retailer 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

RECEPTIONIST needed full time. Pleasant telephone voice, typing required, basic office skills. Apply 4700 Grand River, Novi.

RECEPTIONIST/GENERAL OFFICE
For fast paced leasing company. Light typing, and pleasant phone manner. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, Attention: Receptionist.

RECEPTIONIST/GENERAL OFFICE
Small Livonia manufacturing company needs person to handle light office phones, typing, filing, etc. Experience helpful but not necessary. Apply in person at: 34589 Glendale, Livonia.
522-1440

RECEPTIONIST for law firm in Troy, clerical and etiquette experience a must. Call Sharon 641-7800.

RECEPTIONIST - part time, afternoons from 1-5:30pm. Law firm, Orchard Office Plaza. $5 per hour. No benefits.
644-2833

RECEPTIONIST/TYPIST
Immediate full-time opening. $5 an hour. To arrange for appointment, call 2-5pm.
358-3522

RECEPTIONIST wanted. Light typing, phones. Hours 10am-3pm, 2PM. $4.50 per hour. Call
398-9700

RECEPTIONIST - Part time
Mature energetic personable individual needed for Southfield lawfirm. Hours negotiable & flexible. Call Nancy
352-7900

RECEPTIONIST NEEDED
for TV Guide magazine. Hours - 8am-5pm other than 12-1pm. Salary $11,500. Telephone for interview.
353-4416

RECEPTIONIST - part-time. Light typing & good phone skills required. Send resume to: Doctors Office, 20335 W. 10 Mile, Suite 170, Farmington Hills, MI. 48018, Attn: Margie.

RECEPTIONIST
Farmington Hills based company seeks full time receptionist. Must be self motivated & able to handle responsibility. Please call
855-5500

RECEPTIONIST position available. Pleasant phone voice, light typing & petite & ambitious person needed to support sales staff. Flexible hours provided. Please contact Ms. Gubbo:
313-358-8400

RECEPTIONIST/TYPIST
Needed for busy executive office building in Troy. Excellent telephone skills required. Send resume to: Personnel Director, R.B. 182 Eastaven, Detroit, MI 48213.

RECEPTIONIST/TYPIST - 20 hours per week. Afternoons preferred. Send resume to: Wader-Tires/Distributor, Architects/Planners, 155 Promenade Bldg., Detroit, MI 48226
An Equal Opportunity Employer

RECEPTIONIST
National Retailer of products firm seeks an energetic responsible person for telephone reception, call routing & other duties. Must have experience helpful but not required. Full time, will train.
477-3069

RECEPTIONIST - Full time. Typing a must. Pleasant phone manner and some experience. Southfield area. Please send resume to: Box 674, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
needed for fast paced sales office. Must have good communication & typing skills. Light typing and phones, filing. Full time. Will train on computer. Southfield area. Call Troy. For appointment
585-8870

RECEPTIONIST
Busy Rochester real estate office needs mature, well groomed individual for broad range of duties. Full time-in-line telephone system and real estate office experience a plus. Apply in person: Century 21 Hall of Fame Country, 722 W. University, Rochester, MI.

RECEPTIONIST/Clerk Typist
Troy based audio electronics manufacturer has an immediate opening for a Receptionist/Clerk Typist. The position requires a pleasant phone personality and light typing skills (30/45 wpm). Apply in person at Kelly Services,
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, answering phones, good typing skills - 60 wpm accuracy and assisting sales staff. Good benefits. Send resume to:

PPG - Dept. R/G
P.O. Box 5000
Southfield, MI 48037-2065

RECEPTIONIST
GENERAL OFFICE
Working for a group of sales consultants. We are looking for a good looking individual with a pleasant phone personality and excellent typing skills. This is a fast paced job requiring a flexible person. Must be familiar with PC. We offer excellent benefits & salary commensurate with experience & salary history in complete confidence to:

Dept. R
P.O. Box 2065
Southfield, MI 48037-2065

RECEPTIONIST WANTED
Must know how to type.
Call 255-6450

RECEPTIONIST/TYPIST
For Farmington Hills manufacturer design company. Part time, mornings.
Mr. Gaymer 538-5370

RECEPTIONIST
Full time
354-1111

RECEPTIONIST
Part time, Southfield senior citizen apartment. Fri 8am-5pm, Sat 8am-5pm.
558-0218

RECEPTIONIST - Phone answering. No typing needed. 12 Mile & Telegraph area. 8:30am-2pm or flexible hours. Call Kathy
352-4000

RECEPTIONIST - full & part time positions available, must be flexible, day, weekend & eve. hrs. Apply in person Harbour Club, 43000 Dorton Rd, Belleville

RECEPTIONIST - Fast paced, advancing company seeks well rounded person to operate small switchboard and perform general office duties. Rapid advancement possible. Inland Realty, Madison Heights
583-7150

504 Help Wanted Office-Clerical

RECEPTIONIST needed for office in Novi area, some experience preferred. Call for appointment between 10am-4pm Mon.-Fri. at
476-4072

RECEPTIONIST-TYPIST
For Birmingham Property Management firm. Must have good phone personality and accurate typing skills. Call
645-2121 ext. 100

RECEPTIONIST - for new Birmingham office of property management company. Excellent benefits. Send resume to: 31000 Telegraph Rd., Suite 210, Birmingham, MI. 48010.

RECEPTIONIST
Must have positive attitude and be ready for professional growth. Located in Southfield. Benefits, competitive salary. Experience helpful.
Call Ann
353-5600

RECEPTIONIST - self-motivated, good telephone voice. Full or part time. Days, afternoons, 3 days. Apply within only. Tuea-Sat, 8-1pm. Westwood Outlook, 325 S. Main, Milford

RECEPTIONIST/SECRETARY
Southfield Auto Dealership management firm seeks individual for sales department. Benefits available. Salary commensurate with experience. Please contact Mr. Robert at
358-1980

RECEPTIONIST - part-time, Mon-Fri. 12:30-4:30pm, $5 per hour. Pleasant personality, looking for self-starting, motivated, career minded individual with experience in insurance experience a plus.
Call Karen 522-3900

RECEPTIONIST/TYPIST
Growing Farmington Hills firm 2yrs. office experience. Salary commensurate with ability and experience. Call Barbara 478-1700
LUDWIG AND KARAS, INC.

RECEPTIONIST
Expanding mail order company needs a good receptionist to handle custom decorating products. Full and challenging duties. Excellent office environment. Call 647-0300

RECEPTIONIST
for busy Southfield management firm. Experience not necessary but applicant must have good phone voice & friendly personality. Typing experience a plus. Excellent opportunity for right individual. Salaried position with medical benefits. Call Tuesday-Wednesday 9-3pm. 557-6660

RECEPTIONIST/SECRETARY
Immediate opening for full time, phone screening receptionist, file organization & typing a must.
Call Ann
Groundwater Technology, 23933 Research Dr., Farmington Hills, MI., 48024. Attn: Dorothea Fox
An Equal Opportunity Employer

RECEPTIONIST
Immediate needed with a flair for a Receptionist. Must possess a professional attitude and excellent telephone manners. Light typing. Long term temporary assignment. $6.25 per hour. Please call:
THE EMPLOYMENT CONNECTION
425-3220

RECEPTIONIST
for non profit agency with corporate offices in Troy. Must have good communication skills & type 50 WPM. Pleasant working atmosphere.
Personnel Office
117 Park St.
Pontiac, MI., 48053
An Equal Opportunity Employer

RECEPTIONIST - experienced desired for Northville law firm. Desire well groomed professional individual with pleasant telephone personality. Duties include: phones, typing, light filing, other miscellaneous duties. Please reply with resume and salary desired to: Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Receptionist needed for busy Birmingham firm. Must be experienced telephone manner & good typing skills. (preferably word processing experience). Salary commensurate with experience. Send resume to: P.O. Box 2215, Bloomfield Hills, Mich., 48303-0975, attention: Personnel Dept.

RECEPTIONIST

Answer electronic phone system and general clerical, minimum typing required. Excellent benefits, competitive compensation program with complete benefits, friendly atmosphere, nice Southfield location. Call:
352-1300

RECEPTIONIST - PART TIME
needed for busy phone system in a Community Credit Union. Must be at least 40 WPM, have a pleasant phone manner & be able to deal professionally with members. 1:30-5:30pm, Mon. through Thurs; 2:30-5:30pm on Fri. Apply in person at Community Federal Credit Union, 1000 S. Hagley, Plymouth, Mi., ask for: Carole Roney.

RECEPTIONIST SECRETARY
Part-time, for Southfield professional Co. in Troy. Flexible hours available to qualified candidate possessing excellent speaking voice & phone manner. Professional attitude. Word Processing 50 WPM Minimum. Previous experienced a must. Salary $5.00 - $6.00 hr.
649-4454 ext. 503
An Equal Opportunity Employer

RECEPTIONIST - 40 hours, Mon-Fri to greet customers, answer telephone, light typing, other miscellaneous duties as assigned. Need good verbal communication skills, telephone experience helpful. Call for appointment 261-7780
ETHAN ALLEN
GEORGETOWN MANOR
15700 S. Dixie Hwy. (U.S. 23)
(Between 5 & 6 Mile)
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
The Ann Arbor corporate office of Amcare Home Health Services, located at a large health care facility, position has an opening for a full time receptionist/secretary. This must have excellent word processing skills, enjoy substantial people contact & be able to balance the functions of both in a busy but friendly environment.

PLease send a resume outlining your experience & salary history to:
V.P. Johnson, Amcare Home Health Services, 2004 Hogback Road, Ann Arbor, MI 48105
An Equal Opportunity Employer

RECEPTIONIST
Professional firm in Southfield seeks an enthusiastic, ambitious individual to handle busy switchboard, greet clients, handle mail & perform other duties as assigned. Typing skills required (minimum 40wpm). Good phone manner, good math sense, & general office experience required. Will train. Excellent position in a fast paced environment. Starting wage about $5.00/hr, plus benefits. Please send resume to:
K.A.
Follmer, Rudzewicz & Co.
30215 Southfield Rd./Suite 229
Southfield, 48076
An Equal Opportunity Employer

Receptionist
Part-time
An excellent part-time position is available Mon-Fri for a telephone receptionist to work in our attractive, corporate headquarters in Bloomfield Hills.
Responsibilities include answering the telephone during the lunch period, greeting and directing visitors and other duties as assigned. Hours are from 11:30am to 1:30-2 pm. Experience on PBX system desired, but training is available.
Please send letter or resume in strict confidence to:
BOX 704
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

RELIABLE OFFICE ASSISTANT NEEDED in well established community in Farmington. Birmingham to work approximately 4 hours per day, Mon. through Fri. Must be proficient in Lotus, Microsoft Word, Cell Mrs. Malcolm 641-5574

SALES SECRETARY
Secretary needed for sales department in rapidly growing Farmington Hills company. Excellent typing & phone skills required. For interview call Mary at
474-0900

504 Help Wanted Office-Clerical

SALES CLERK
Growing company is seeking a mature self-motivated individual with good communication and phone skills. Must type 55WPM. Excellent benefits. $6.00-$7.00 per hour to start, top wages after probation. Send resume to: Jose Sanchez, 13042 Hamlin, Detroit, MI 48203

SALES SECRETARY - International corp has a fast paced & challenging position for a self-motivated, experienced Secretary in a distinct sales office. This position requires a well organized individual with excellent secretarial skills, typing 60 wpm & organizational skills. Excellent salary & benefit package. Farmington Hills location. Send resume to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY
Industrial sales office requires mature, aggressive & experience perform. Call for appointment. Must have training & experience in sales department. Must have word processing & simple data base skills. Knowledge of Lotus helpful. Must handle correspondence, quotations, orders & follow system. Will supply sales data for telephone quotations. 1% gift office, in Southfield close to I-696 & Lahser. Contact J. D. Zelazny, 30422 Lincolnshire, Birmingham, MI. 48010

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to handle flexible hours for fast paced Southfield company. Word processing experience required. Send resume to: P. O. Box 900, Southfield, MI. 48037. Fax # 353-3311, Ext. 217

SALES
SECRETARY
AUTOMOTIVE SUPPLIER
Offers great growth potential for a capable self-starter. $15,500 to start. Great benefits. Fee paid. Call Bernice at 353-2900.
After 5 P.M. Appointments Available
SNELLING & SNELLING

SALES
SECRETARY
TO $14,300 FEE PAID
Plush Farmington Hills office seeks a Sales Secretary. Must be a dynamic personality, a great sense of humor and typing of 50 wpm. Full benefits including a 401- K plan and excellent vacation packages. Call Laurie now 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

BUSY ADVERTISING agency in Birmingham needs Secretary for Accounts Service Department. Excellent typing skills, organizing and secretarial skills required. Agency experience helpful but not necessary. Call Mrs. Evans for an appointment. 646-5400

SECRETARY/RECEPTIONIST
REAL ESTATE management firm seeks person with pleasant phone, excellent secretarial position. The successful applicant will have typing, typing, phone and English skills. Comprehensive benefits are available. Salary commensurate.
CERTIFIED REALTY INC
24350 Joy Road, Suite 8
Redford, MI 48239

SECRETARIAL POSITION
Typing, filing and phones. Apply at:
AVON BROACH
1084 Adams St. Rochester. 689-0600

SECRETARIAL position, part time, possible full time, for heating and air conditioning company. Call Sue
532-3452

SECRETARIES

WORD PROCESSORS
YOU ARE URGENTLY NEEDED!
- Multimate & Displaywriter
- Dec Mate & Wordstar
- Lotus & Symphony

We offer:
TOP PAY
SAME WEEK PAYCHECKS
REFERRAL BONUS
INSURANCE PACKAGE
CALL
557-5700
SNELLING
TEMPORARIES
Never a fee

SECRETARY
ABC TV Network, Southfield, needs 2 yrs. experience. Shorthand, typing, good at organization & communication. Word processing helpful. Salary to:
ABC, 3000 Town Center, Suite 2601, Southfield, Mich. 48075.
Attention: Mr. Ron Ellis. An Equal Opportunity Employer, Male/Female, Handicapped/Vet.

SECRETARY-ADMINISTRATIVE ASSISTANT - 8am to 12 noon, Mon. through Fri. Troy area.
Call Carol
362-2270

SECRETARY ASSISTANT
Novi area medical center has immediate opening for experienced mature person with excellent typing, word processing, & clerical skills. Must possess good math aptitude & well groomed. Competitive salary & benefits commensurate with salary requirements to PO Box 45, Novi, MI 48050

SECRETARY-BIRMINGHAM Insurance marketing organization. Word processing experience preferred and general office skills. Starting salary up to $14,000. Excellent benefit package. Send resume to: Box 686 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER - for Bloomfield architectural firm. Responsibilities include: Accounts payable, office functions, bookkeeping, secretarial duties. Experience with IBM PC essential. Call 540-3940 ext. 30

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self starting person with excellent typing skills (50+wpm) & word processing experience (Word Perfect a plus). Requires excellent ability to take on various responsibilities in a fast paced, professional manner. Candidates will have the potential for advancement in the financial industry. Please send a resume to: Secretary, P.O. Box 1049, Detroit, MI 48231

SECRETARY
Experienced, self-motivating, excellent typing and grammatical skills. Must work well with others. Responsible for national sales force. Knowledge of word processing helpful. Excellent benefits. Reply to: Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Farmington based company seeks full time secretary. Must be self motivated & able to handle responsibility. Please call
855-5500

SECRETARY - Farmington Hills manufacturer of medical equipment has immediate opening for a self motivated individual to work well with others. Previous secretarial experience required. Salary commensurate with experience. Send resume in confidence to: 1994-A Woodward Ave., Suite 136, Bloomfield Hills, MI 48013

SECRETARY
Seeking an experienced, mature professional to assist the president of a growth oriented manufacturing company. Must be proficient in secretarial skills, shorthand, word processing, financial analysis and telephone etiquette. Attractive salary and excellent benefit package offered. Interested applicants send resume to: Box 712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/TYPIST for large Rochester law firm. Experienced with word processing, computers & multiple lines is preferred. Good secretarial skills a must. Typing 50WPM. Send resume to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY for major advertising agency, type 60 wpm, experience on Memory typewriter helpful, will train on Personnel, salary $15,000. Call Veronica at Uniforce 357-0034
An Equal Opportunity Employer

SECRETARY - for new Birmingham office. Must type 60 WPM. Prefer a plus Non-smoker. Excellent benefits. Send resume to: Box 9-5780 Brush Rd., Suite 210, Birmingham, MI. 48010

SECRETARY - for personnel dept. of Birmingham corporation, excellent benefits, good pleasant phone image, will be trained in personnel procedures. Great opportunity for a girl with 1-2 yrs experience. Salary $17,500 Call Veronica at Uniforce
646-7664

SECRETARY
For Bloomfield Hills law firm. Good typing, filing, spelling & organizational skills required. Legal background helpful. IBM-PC-AT, (PC) Send resume to Box 740 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full & part-time office help needed. Full computer & basic bookkeeping. Good benefits. Flexible hours.
Call Ann
533-3950

SECRETARY - Full time. Immediate opening for small Troy CPA firm, excellent benefits, typing required, pleasant telephone manner, good typing & organizational skills.
649-6280

SEC