504 Help Wanted Office-Clerical

GENERAL OFFICE

Due to our rapid growth, we have an immediate full time career opening. Competitive salary. Excellent fringe benefit package includes health insurance and profit sharing plan. Responsibilities will include: Working on IBM PC and Accounts Receivable. Must be self-starter & willing to work as a team player. Join our established, progressive & rapidly expanding rehabilitation services corporation. Send resume in confidence to:

MEDI-SPEECH SERVICE
Personnel Dept.
Outpatient Rehab Agency
753 W. Big Beaver
Suite 404
Troy, MI. 48084

GENERAL OFFICE/BOOKKEEPER
Part time, 20 hours. To become full time. Accounts Receivable & typing (40 wpm).
250-8250

GENERAL OFFICE
Clerical duties. Some typing.
Part time/flexible.
Call 278-5544

GENERAL OFFICE - all round person for 2 girl office. Must have some experience, good typist, good phone manner. Good salary & benefits. Redford area. 537-7660

GENERAL OFFICE - Good phone voice & skills for busy office. Typing. Will train for data processing. Southfield office. 12noon-6PM, full time.
559-6285

GENERAL OFFICE - person, for Royal Oak corporation, some computer duties. Accurate typing. Salary $14,700. Call Diane at Uniforce
548-4530

GENERAL OFFICE - Immediate full time position for non-smoker. Well organized with excellent phone manner, typing, computer experience a plus. $6.00 per hour. 12 Mile/Telegraph area. Call Kathy, 646-8444

GENERAL OFFICE/Bookkeeping Payable Clerk. Full or part-time, 8 per hour. Flexible hours. Computer experience helpful. Call Mike Kohut, Pierceanning, 6424 N. Wayne Ward, Royal Oak
549-0303

HELP WANTED
ALL THREE SHIFTS
Available for different industrial positions in Plymouth & surrounding areas. We offer vacation pay and holiday pay. We are looking for long & short term assignments, please call
689-9660
MGM
OFFICE SERVICES

INTERVIEWED
Clerk typist to do light typing, filing, errands and misc. Part time. Highland Park area. Up 96 days. $4.25 per hour.
Peak Service. 944-6644

IMMEDIATE OPENING for accounts receivable clerk. Experience in Accounts Property management background preferred. Computer experience helpful but will train.
Call Stacey 353-2996

INSURANCE
AGENCY CSR's
Michigan Insurance Personal Service is a wholly owned corporation of the The Hartford Insurance Group. Agents of Michigan, a network of over 1,000 independent agents in Michigan; our agents call us when they need underwriting so we need EXPERIENCED customer service & personal lines CSR's, Producers, Underwriters, Underwriter Raters & Claims Reps. for the metro area. Our base salary is the lowest & charged only to the company.
Call Ann Bell at 810-3355
Mich. Ins. Personnel Service

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

INSURANCE
Home office of Livonia insurance company. Has immediate full time openings for:

OFFICE CLERICALS
BENEFITS ANALYSTS
(Experienced)

Competitive salaries • 4% day work week • company paid fringe benefits including Blue Cross insurance, paid holidays & vacations.

CALL
591-4690

Mon thru Thurs 7:30AM-4:15PM
Fri 8AM-12 Noon

INSURANCE
MIC General, the insurance people from General Motors, has a temporary-to-perm opportunity for a light duty clerk. Liberal starting compensation, excellent benefits. Extensive agency experience in auto insurance required. Submit resume to:

MANAGER
MIC GENERAL INSURANCE CORP.
New Center One
3031 West Grand Blvd., Suite 845
Detroit, Mich. 48202
An Equal Opportunity Employer

KEYPUNCH DATA input operator - part time. Hrs: 6am-1pm daily. Take calls & input data on CPU terminal. Requires a good telephone personality & accuracy with numbers. Could develop into full time. Southfield location. Call Barb for details & application at 559-7939

KEYPUNCH/KEYTAPE
Experienced top notch operators needed to meet our increased workload. Plenty of optional overtime. Good benefits.
INDATA CORP., 422-8002

KEYTAPE OPERATORS - now thru April 15. Friendly environment. Bonus plan. Call now.
459-4721

LARGE REGIONAL employee benefits firm has opening in the Group Insurance department for experienced sales clerk. Individuals with excellent, analytical & communication skills. Applicants must be able to type 50wpm & work directly with company owners & executives. Offer training period, offer position offers excellent growth potential for an analytical person who enjoys working independently. Send resume with salary requirements to C. Barnett, P.O. Box 7007, Troy, MI 48007-7007.

LEASING CONSULTANT needed for apartment complex in Farmington. Sat-Sun, 11-5. Send resume to: 32203 Northwestern Hwy., Farmington, MI 48024 or call 474-2524

LEGAL ASSISTANTS/
LEGAL SECRETARIES
Leading suburban commercial real estate development firm needs people to monitor litigation and corporate matters. Excellent benefit package. Salary commensurate with experience. Please send resume to:
LEG 1
P.O. Box 267
Southfield, MI 48034

LEGAL SECRETARIES
Let our 28 years of service and experience work for you. For professional placement services, temporary or permanent, register with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8155

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

504 Help Wanted Office-Clerical

LEGAL SECRETARY-Workers comp. experience preferred but not necessary. Pay commensurate. Telegraph & 12MI. Diane 644-2213

LEGAL SECRETARY for prestigious Southfield law firm looking for experienced Secretary with word processing. Excellent working environment. Salary commensurate. Call Office Manager, P.O. Box 215, Southfield, MI 48037.

LEGAL SECRETARY
Troy law firm has immediate opening for a full time legal secretary with word processing skills - salary based upon experience - call Ruth for interview appointment at
649-5300

LEGAL SECRETARY - for Southfield law firm. No legal experience required, but preferred. Computer experience helpful. Salary negotiable. Excellent working conditions. Send resume to Joel Kaufman, 23077 Greenfield Rd., Suite 383, Southfield, MI, 48075.

LEGAL SECRETARY. Part time position for Farmington Hills litigation firm. Hours flexible.
Call Ms Hudson 855-2110

LEGAL SECRETARY-Dearborn area. Salary depending on experience. Must have word processing experience. Ask for Salem. 584-4930

LEGAL SECRETARY
for medium sized Troy law firm. Full time. Detailed litigation. Minimum 2 yrs. experience. Excellent typing & English skills required. Excellent benefits, salary negotiable 362-4747

LEGAL SECRETARY/RECEPTIONIST-Professional, right personality, pleasant manner. Knowledge of typing, grammar & spelling mandatory. 547-5789 An Equal Opportunity Employer

LEGAL SECRETARY/Paralegal. If you are looking for an opportunity with substantial responsibility, diversity & client contact, Farmington office practice is seeking a part time person. Word processing experience & skills necessary. Experienced in estate planning and business law a definite preference. Excellent compensation & opportunity for self starter. Please call Jean,
553-0237

LEGAL SECRETARY - Only experienced need call. Farmington Hills office. Resume will be required.
Call, 478-6900.

LEGAL SECRETARY - Full time, 2-3 years personal injury experience. IBM-PC with WordPerfect. Southfield area. 354-0636

LEGAL SECRETARY
Experienced legal secretary wanted full or part time, Southfield area.
350-8420

LEGAL SECRETARY.- Growing 3 person office, Birmingham. Free parking, IBM PC, must know Word Perfect. Competitive salary.
540-7660

LEGAL SECRETARY
One attorney, I desire trial experienced secretary. Experience in family practice, computer. Southfield/Birmingham 647-2233

LEGAL SECRETARY
Well established defense litigation firm in Southfield needs A+ Legal Secretary. Great equipment! Congenial atmosphere. Call Pat,
352-9580

LEGAL SECRETARY
Full time for Troy law firm. Proficiency in word processing required, good benefits, salary commensurate with experience. Send resume to: P.O. Box 99708, Troy, Mi., 48099.

LEGAL SECRETARY
Young & growing personal injury firm with 3 young lawyers wants qualified hard working legal secretary. IBM computer. Dictaphone experience necessary. Excellent salary & benefits, nice plush suburban location. 4 years minimum experience required. Call,
348-2653

LEGAL SECRETARIES
TEMPORARY
Top daily rates with competitive perks & benefits. Telephone line week and learn how you can obtain medical insurance, a paid referral program, cash bonuses and a monthly chance to win a day's pay. Join one of the area's largest teams of Legal Secretaries being referred to clients in the tri-county area, many varied long- and short-term assignments are available.
Ask for Toni or Robbie:

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4185

LEGAL/LIBRARY STAFF SECRETARY
Busy legal department of a major corporation seeks an experienced legal secretary with excellent typing & dictating equipment skills. PC experience desired.

Qualified applicants will possess a minimum of 5 yrs. legal secretarial experience, be self-motivated, and possess the ability & confidence to make good value judgment with regard to work priorities. Flexibility to work on a variety of assignments is needed.

Excellent wages & benefits.
Please reply to:
Human Resources Manager, GTE Valenite Corporation, P. O. Box 3950-LSS, Troy, Michigan, 48007-3950.
An Equal Opportunity Employer

MAIL ROOM CLERK
Temporary part time position. Flexible schedule, experience helpful but not necessary for Non Medical Center. Leave message 538-4700 ext 248

MAJOR METRO auto dealer is seeking full time office/clerical help. Good benefits & high pay. Contact Mr. Allen at 646-3300

MANUFACTURING COMPANY has immediate opening for an experienced receptionist. Require excellent phone manner & typing 45wpm. Call Marilyn at 478-0213 for appointment or send resume to Ace Controls Inc., P O Box 71, Farmington, MI 48332-0071

MARKETING SECRETARY
Experienced secretary needed with excellent word processing skills. Familiarity with computer graphics a plus. Must enjoy working with and creating charts & graphs. Potential growth. Please send confidential resume and salary history to: Mr. Benson, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

MATURE PERSON with figure aptitude, strong typist (60 wpm), 15 Mile & Haggerty. Send resume to: P.O. Box 214, Walled Lake, MI. 48088.

MATURE person needed to answer phones 2-3 days per week in plush Troy offices working for busy executives. Excellent working conditions. Call Sue Mistele 680-8600

MATURE PERSON wanted for part time Receptionist, Fri. 9-5, Sat. 10-3 for Senior Citizen apartments in Southfield. 358-0212

MEDICAL SECRETARY needed, part time, afternoons. Call after 2:30. 261-8252

MEDRAD SIZE fastener distributor located in a Farmington Freeway Industrial Park has position available for an accounts payable person. Must be neat, well organized and reliable. Competitive salary and benefits. Send resume to Box 858 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PART TIME OFFICE HELP
(Livonia) Answering phones, typing, mailings. Call 261-8200.

OFFICE/CLERICAL
Mature sales oriented secretary needed for busy Southfield office. Must have good communication & typing skills, and be customer service oriented. Pleasant non smoking office. Call between 10am-4pm
353-1939

504 Help Wanted Office-Clerical

MORTGAGE BANKING

Customer Service Representative
Responsible for initial customer inquiries. Mortgage banking experience preferred. Applicant should possess an energetic disposition, clear distinct speaking voice & good handwriting. If selected, will take charge self-starter, occasional overtime required.
591-2271 ext. 6

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

RECEPTIONIST - Bloomfield Hills law firm seeks full time non smoking receptionist/light typist. 333-7941

RECEPTIONIST - needed for growing certified phone sales firm. Call for advancement Call & ask for Ruth
473-0321

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

RECEPTIONIST.. Mature person with hours also available. Between 30 & 40 wpm. 15 Mile & Haggerty area. Salary commensurate. Send to P.O. Box 214, Walled Lake, Mi. 48088.

RECEPTIONIST - PART TIME
Troy law firm needs receptionist, 4 hrs. per day, to do clerical work, light typing & general clerical work. Good phone manner is a must. Call Ruth for interview appointment at,
649-5300 ext.

RECEPTIONIST
Full time for Southfield office. Experienced in typing. Interested in a person with computer background & knowledgeable in insurance helpful, but not necessary. Will train. Benefits.
352-7059

RECEPTIONIST, able to type 40-50 wpm also general office duties
341-8744

RECEPTIONIST
With general office duties. Immediate position available. Full time.
Call Judy 352-7980

RECEPTIONIST - Southfield area. Experienced. Duties include: accurate typing, phone answering, & general office duties. Call
1-800-878-3738

RECEPTIONIST/GENERAL OFFICE
Good typing skills required, computer data entry a plus. Full time position in Troy area. Contact N.T. Grunt Mon-Fri.
422-1511

RECEPTIONIST - with telephone experience & pleasant voice. Typing ability. Fringe benefits. Apply at 12680 Burt Rd., Detroit between 8am-4pm.

RECEPTIONIST - part time
Good office skills & pleasant phone personality needed for this Birmingham position. Mon thru Thurs 8:30am-3:30pm.
447-0030

RECEPTIONIST - Part time
Mature individual needed for Southfield law firm. Flexible hours available. Previous law office experience preferred. Call Nancy 352-4690

RECEPTIONIST/SECRETARY
for general office work in Southfield. Duties include typing and light bookkeeping. Will teach word processing and basic accounting. Call between 9AM-12noon.
354-4423

RECEPTIONIST
Seven mile law office, Southfield area. Light typing required. Salary negotiable. Previous experience preferable but not required.
Please call
350-9700

RECEPTIONIST
Full time. Full benefits. 1 girl office. Computer knowledge helpful but not required. Apply at: 34425 Schoolcraft Rd., Livonia (W. of Farmington Rd.).

RECEPTIONIST/
GENERAL OFFICE
Varied position in busy Southfield office. Data entry skills a plus! Call Linda at
354-2410

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office person with pleasant phone manner and front desk appearance. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call
353-3209

RECEPTIONIST-TYPIST
Needed for busy Troy related company in Southfield. Good grammar, spelling and accurate typing skills required. Professional attitude a must. Excellent benefits. Please send resume to: Personnel, P. O. Box 40595, Detroit, MI 48240.

RECEPTIONIST/SECRETARY
Busy Bloomfield Hills office seeks individual with pleasant phone manner & professional appearance. Qualified applicant must possess 50-60 wpm typing skills for this growth position. (WP skills a plus) Respond in writing to: Office Manager, 2000 N. Woodward, Suite 130, Bloomfield Hills, MI 48013.

RECEPTIONIST/SECRETARY
For engineering firm near metro airport. Knowledge of typing and word processing essential. Courtesy and good telephone manners. Permanent position with good benefits. Send resume to: Somat Engineering, 28417 Northline Rd., Taylor, MI 48180.
No phone calls please!

RECEPTIONIST/TYPIST
Immediate position available for mature, dependable individual to handle receptionist & light typing responsibilities for software development firm. Candidate must possess excellent telephone etiquette & type minimum 55WPM, knowledge of WordPerfect preferred but not necessary. Send resume in confidence to: P.O. Box 87646, Canton, MI 48187.

RECEPTIONISTS
Team up
Kelly Services!

We have immediate long and short term assignments available for Receptionists with or without typing skills

Call the Kelly Services office closest to you for more information:

Troy . .362-1180
Berkley. 398-7900
Rochester 852-8800
Southfield 352-5220
Bloomfield 642-9650
Livonia. 522-4020
Westland. 729-1040
Canton. 451-2540
Farmington 471-2050

KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

RESTAURANT
MANAGER
Great opportunity for right individual to develop restaurant in fast paced deli. Must have references.

Apply in person 8 a.m.-4 p.m.

ERNIE'S RESTAURANT
Muirwood Square Grand River at Drake

504 Help Wanted Office-Clerical

RECEPTIONIST full time position available immediately. Good telephone manners, light typing & filing. $5.25 an hour. Call Stacey, 553-2996

RECEPTIONIST Computer, light bookkeeping, clerical for fast-paced office located in Downtown Birmingham. Ask for Donna:
540-5990

RECEPTIONIST needed with multi-line phone experience. A diversified position in busy office.
Phone, 455-5500

RECEPTIONIST
Full time. Small Southfield law firm. Typing & own transportation.
352-2620

RECEPTIONIST
Southfield company, phone answering, some typing & filing
552-8800

RECEPTIONIST-TYPIST
For Birmham Property Management firm. Must have good phone manners, typing 40wpm and basic skills. Call Joann 645-2111

RECEPTIONIST/General Office. Duties include receiving accounts payable, filing, some computer experience required. Full time. Wayne area 722-1020

RECEPTIONIST
Law office, Southfield. Opportunity for independent, self-starter with experienced in answering phones & filing. Salary open.
352-4777

RECEPTIONIST - For busy general contractor in Auburn Hills. Full time, typing 50 WPM & phone. Answer phones. Call Sharon between 8am-5pm.
377-2600

RECEPTIONIST/GENERAL OFFICE
with experience & good typing skills. Fringe benefits. K J Law Engineers, 23400 Michigan Ave., Dearborn Hts, MI 48024. 278-3156
An Equal Opportunity Employer

RECEPTIONIST
Personable, well mannered individual to answer phone & do light duties, also light typing & filing. Seasonal position, possible full time. Brighton, MI or send resume to: P.O. Box 496, Brighton, MI 48116

RECEPTIONIST - mornings, Mon thru Fri, well poised person needed for front desk at medical office, non smoking. Apply to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Needed for pleasant medical office in Troy. Light typing, Dependable, professional attitude a plus, you. Salary $4-$5/hr. Send resume to: Powers & Chapman, 300 E. Big Beaver, Ste. 704, Troy, Mi. 48084. Attn: Allen Meyers.

RECEPTIONIST
Large downtown law firm seeks qualified and experienced full time receptionist. Must be articulate, pleasant in appearance & well organized. Salary plus benefits. Contact Ms. Klenk at
963-8142

RECEPTIONIST
Ability to handle PBX system for busy office. Experience preferred but not absolutely necessary. Good typing and mail responsibilities. Send resume to Receptionist Dept. (vrg), 3290 W. Big Beaver, Suite 128, Troy, MI 48084.

RECEPTIONIST/SECRETARY
Must have pleasant voice & telephone manner. Insurance office in Southfield. Hours 8am-5pm. Send resume to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
We specialized in the sale and leasing of office properties and have an immediate opening for a Receptionist/typist. Word processing and switchboard experience is preferred. Salary will be commensurate with experience, plus generous benefits. Call Deb Prise at 540-1050

RECEPTIONIST
SWITCHBOARD OPERATOR
Full time position available for an individual with excellent phone technique. (PBX) Switchboard experience helpful. Typing skills a plus. Send resume to: Realtron Corp., 24065 S Mile Rd., Dept 103, Redford, MI 48239

RECRUITER
Experienced for Plymouth branch of established employment agency. Must have staff.
Personnel Systems/Arbor Temps
9433 Haggerty, Plymouth, MI 48170
459-1166

SALES COORDINATOR
Aggressive service company seeking inside sales coordinator to organize & schedule sales leads, communicate leads to salesmen & handle paperwork. Must be organized, self-starter, good typist, mature, detail oriented. Prior experience helpful. Call between 10am-4pm:
353-1938

- SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work flexible hours for fast paced Southfield company. 45 wpm typing, math aptitude and organizational skills required. Send resume to: P. O. Box 300, Southfield, MI 48037-0300 or call 353-5311, Ext. 217

SALES secretary - will be training for promotion to Sales. Southfield Fortune 500 company, excellent phone skills, have initiative, insurance minded & enjoy leads. Comp $1475-$1575/mo. Call Lucy at Uniforce
548-6166

504 Help Wanted Office-Clerical

BOOKKEEPER
FULL CHARGE
Real estate investment firm located in northern suburbs has need for a sharp full charge bookkeeper. Must be detail oriented, working with minimal supervision and have some computer knowledge. Excellent benefits. Salary commensurate with experience. Prefer non-smoker. Send resume to:

ACCOUNTING SUPERVISOR
27261 Shagbark
Southfield, MI 48076

TYPISTS
ARE YOU JUST GETTING STARTED IN THE WORK WORLD?
Do you have skills, but no experience?...We need YOU!!

PARTNERS IN PLACEMENT
is currently recruiting 50 WPM TYPISTS who are also capable of speed and accuracy on a 10 key calculator. Even if you have no actual work experience, we are able to place you on a long term assignment in Livonia & suburban locations. We offer excellent pay, vacation and referral bonuses plus the opportunity to put your skills to work immediately. Call:

LIVONIA
474-8500

PARTNERS IN PLACEMENT

SOUTHFIELD
827-4213

JUNIOR SECRETARY
Requirements:
- Typing, 50 WPM
- 10 key calculator skills
- Excellent phone skills
- General clerical

We offer a long term assignment, excellent pay and benefits, a suburban location.

LIVONIA
474-8500

PARTNERS IN PLACEMENT

SOUTHFIELD
827-4213

504 Help Wanted Office-Clerical

SALES SECRETARY
A 35 yr. old distributor needs sales secretary. Two years office experience preferred. Competitive salary and full benefits. Send resume to: R. Sharkey, Bamat Fastener Corp., 23240 Industrial Park Dr., Farmington Hills, MI 48024.
NO PHONE CALLS PLEASE
NO PHONE CALLS PLEASE!

SALES SECRETARY
$18,000
LOVE WORKING WITH PEOPLE?
Your ability to communicate with people & solve problems will be put to good use in this busy sales office. Must have excellent skills & have disposition to this growing State of the Art company.
Best of all, clients invest in your future by paying our fee!
585-4200

OM5
Evening appointments available.

SCREENER- Busy office needs team player to screening incoming Mail. Map reading helpful. Some 2-way radio work. $5.1/hr. Company benefits. Northville. Call Carol at
348-3300

LIVONIA REAL ESTATE firm is looking for an experienced real estate and bookkeeping experience. Please send resume & salary requirements to: P.O. Box 52332, Livonia MI 48152

LEGAL SECRETARY
Good typing and communication skills required. Some law firm experience and knowledge of word processor preferred. Call Judy Mon. thru Fri. 10 to 4 PM at:
646-5300

ADVERTISING AGENCY
Secretarial & typist positions available. Typing 60wpm, Data Entry/Typing 6 pos. Fringe benefits. Call Ann Bell for appointment. Employment Connection, 6125 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - good typing/word processing & typing skills for Southfield patent law firm. Call Kerry at,
353-4321

SECRETARY-Growing software company in Rochester Hills needs additional office administrative person to assist in all aspects of daily operations. Salary commensurate with experience. Complete benefits package. Call Ann at 853-0000

SECRETARY - Immediate opening 3 days per week in Southfield for mature experienced secretary. Must be flexible, able to handle fast pace & less people. Good grammar, typing & general office skills a must. Word processor helpful.
Call Barbara, 262-1400

SECRETARY
Immediate full time position with excellent typing, shorthand and bookkeeping skills. Send resume with salary requirement to: P.O. Box 28775, Northwestern, Southfield, MI., 48034 or Call
355-0358

SECRETARY
Immediate opening for a full time position in the Southfield, area. Good typing skills - 40-50 wpm & good communication skills required. Starting salary $8.50/hr. with company paid benefits. If interested apply Mon. thru Fri. between 8:30-3:30 at Nationwide Security, 27676 Franklin Rd. Southfield
355-0500

SECRETARY
Mature for 1 man office in Troy. Start $200 plus
649-1160

504 Help Wanted Office-Clerical

SECRETARIES
RECEPTIONISTS
DATA ENTRY
KEYPUNCH
IMMEDIATE OPENINGS!

Seeking Temporaries has a variety of assignments in Southfield, Farmington, Livonia, Troy and Detroit. We offer same week pay, holiday pay, insurance program and flexibility. Let our professional staff place you on their perfect assignment. Put your skills to work Call

557-5700
SNELLING
TEMPORARIES
Never a fee

SECRETARIES
Short and long term positions are available for Secretaries who type 50+ wpm and have 2 years office experience. Word processing background plus Call today!

ENTECH
SERVICES, LTD.
Farmington Hills
737-1744

SECRETARIES
With
Word Processing
Skills
If you need $$ while looking for your ideal permanent job, try us. We offer temporary assignments at competitive wages in Tri-county area. Some positions may offer a good salary.

PARTNERS IN PLACEMENT
SOUTHFIELD 827-4213
LIVONIA 474-8500

SECRETARIES
WORD PROCESSORS
"You Are Urgently Needed"

Multimate - DW3
Wordstar
Wordstar - Wordperfect

Immediate openings available in Livonia, Farmington, Southfield, Troy & Detroit. Working as a Snelling Temporary offers you some week pay, holiday pay, insurance program and flexibility. Don't hesitate!

CALL TODAY
WORK TOMORROW
557-5700
SNELLING
TEMPORARIES
Never a fee

SECRETARIES - (3) for local advertising agency; type 50 wpm, word processing (training for qualified applicants. Call Sheila at Uniforce
557-0034

SECRETARY BILLING CLERK
Full time. Blue Cross/Medicare & private for expanding Southfield rehab agency. Experience preferred. Call
557-5440

SECRETARY/BOOKKEEPER
Self-motivated person needed for small office. General bookkeeping, light typing, filing and billing. Some experience preferred. Call between 9 AM. - 4 PM., Mon.-Fri. 525-3070

SECRETARY/CLERK/TYPIST
Fast paced retail wholesale company. Typing, 10 key, math & typing skills required. References. Phone Greg or Gary 541-2023

SECRETARY
For a fast growing company in the Southfield area. Must have experience in typing and PC. Payroll experience a plus! Apply in person: 23235 Northwestern Highway, Southfield, between 10AM-5PM Monday thru Friday

SECRETARY
For Real estate management office in downtown Birmingham. Must be good typist.
647-7195

SECRETARY
For Birmingham area law office. Word processing experience required.
642-5550

SECRETARY for motion picture company. Typing 60wpm, pleasant phone manner, filing & figure work. $250/week plus benefits.
Send resume to Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For national sales organization in Southfield. Excellent typing and typing 60wpm. Excellent benefits plus some experience. Competitive salary and benefits package. Send resume to: Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time for a fast paced human service agency in Livonia. Requires excellent typing & telephone skills. Must be flexible to meet demands of a team of professional staff. Competitive benefits package. Call by
371-8810
Michigan Human Services
36900 Mallory
Livonia, Mi 48154
Attention: D. Alton
An Equal Opportunity Employer

SECRETARY/GENERAL OFFICE
Birmingham law firm seeks an intelligent, dependable person with excellent spelling skills. Duties will include typing of correspondence, filing, general office. Maintaining client and legal counsel fees and receiving Receptionist/Word processing experience/IBM PC experience helpful. Send resume stating salary history and salary requirements to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - PART-TIME. Pharmaceutical company organization, Farmington. Typing, office experience preferred. Call Jean,
474-4150

SECRETARY - part time, 3 day week. Must have good shorthand & Southfield patent law firm. Call Kerry at,
353-4321

SECRETARY-Growing software company in Rochester Hills needs additional office administrative person to assist in all aspects of daily operations. Salary commensurate with experience. Complete benefits package. Call Ann at 853-0000

SECRETARY/RECEPTIONIST
Have experienced secretary. Must be flexible, able to handle fast pace & less people. Good grammar, typing & general office skills a must. Word processor helpful.
Call Barbara, 262-1400

SECRETARY/RECEPTIONIST
Southfield & office. Must have good telephone manner.
HOWARD NUDELL ARCHITECTS
Southfield 353-7370

SECRETARY/ RECEPTIONIST - Pleasant office in Southfield area in Livonia. Experienced in ...ordster & busy switchboard a plus. Full benefits, salary to fit experience. Send resume to Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/SALES
Mature sales oriented secretary needed for busy Southfield office. Must have good communication & typing skills, and be customer service oriented. Pleasant non smoking office. Call between 10am-4pm.
353-1939

504 Help Wanted Office-Clerical

SECRETARY.
Large property management company needs several Secretaries to work in home office in Southfield. Typing, typing and related duties. Engineering or electronics experience a plus. Send resume and salary requirements to:
Office Manager, P. O. Box 5071, Southfield, MI., 48086

SECRETARY
Leasing company needs person with excellent typing skills, shorthand a plus. Must be personable. Salary commensurate with experience. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, 48018. Attn. Secretary

SECRETARY - main office DYNAMO - must smile, enjoy meeting people. Have good phone voice. EXCELLENT typing
290-5522

SECRETARY - Marketing Dept. Non smoke medical center has immediate opening for mature person with excellent typing, word processing & clerical skills. Must be personable, detail oriented, & well groomed. Salary commensurate & excellent benefits. Send resume & salary requirements to PO Box 45, Ingham MI 48058

SECRETARY MKTNG Assistant. Short-term temporary assignment May lead to more. Typing & good communication skills necessary. Good pay. Call Jean at
356-3036

SECRETARY needed for northwest Detroit office. Thursday thru Saturday. Must be neat, have telephone manner and typing skills 837-7670

SECRETARY NEEDED for Tenki dealership in Farmington. Experience necessary. W. Bloomfield area Call 661-1000 ext. 252

SECRETARY - Non-smoker, experienced in medical terminology for Southfield law firm. Benefits. Contact Judy
557-1155

SECRETARY - part time for Farmington Hills CPA firm. General secretarial skills & receptionist duties. Call Susan,
476-0950

SECRETARY - Part time, working concerning customer service, general office. Flexible hours. Send resume P.O. Box 2726, Farmington Hills, MI 48333-2726

SECRETARY - PART-TIME. Pharmaceutical company organization, Farmington. Typing, office experience preferred. Call Jean,
474-4150

SECRETARY - part time, 3 day week. Must have good shorthand & Southfield patent law firm. Call Kerry at,
353-4321

SECRETARY/RECEPTIONIST
Downtown Birmingham corporation needs full-time professional secretary/receptionist. Must have good personal telephone and excellent typing skills. Call Mrs. Mascorro at 644-3574

SECRETARY/RECEPTIONIST
Have experienced secretary. Must be flexible, able to handle fast pace & less people. Good grammar, typing & general office skills a must. Word processor helpful.
Call Barbara, 262-1400

SECRETARY/RECEPTIONIST
Immediately full time position with excellent typing, shorthand and bookkeeping skills. Send resume with salary requirement to: P.O. Box 28775, Northwestern, Southfield, MI., 48034 or Call
355-0358

SECRETARY
Immediate opening for a full time position in the Southfield, area. Good typing skills - 40-50 wpm & good communication skills required. Starting salary $8.50/hr. with company paid benefits. If interested apply Mon. thru Fri. between 8:30-3:30 at Nationwide Security, 27676 Franklin Rd. Southfield
355-0500

SECRETARY/SALES
Mature sales oriented secretary needed for busy Southfield office. Must have good communication & typing skills, and be customer service oriented. Pleasant non smoking office. Call between 10am-4pm.
353-1939

504 Help Wanted Office-Clerical

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Pontiac **338-0338**
Rochester Hills **852-8800**
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Westland **729-1040**
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