504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Professional CPA firm seeks experienced Secretary to work in Downtown Detroit office. Excellent benefits. Typing skills a must. Word processing experience a plus. Independent, energetic, professional attitude. Ability to assume responsibility for a group of consultants. Excellent skills with computers. Please send resume in confidence to: Ms. Fenner, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXPERIENCED RECEPTIONIST Needed for national real estate development company. Must have good communication skills with telephone. Proper phone etiquette & pleasant personality. Send resume to Receptionist, 26200 Town Center Dr., Suite 185, Novi, Mich. 48050

Part time 20 hrs. Entry level position with home health agency in Oak Park, Must have good typing skills, with 1 yr. medical records filing experience preferred. 968-3300

FILE CLERK-RESPONSIBLE motivated individual needed for full time position in Farmington Hills. Call (313)478-0850.

FILE/MAIL CLERK Immediate opening for energetic, self-starter. Duties include - mailing files, handle incoming/outgoing mail, and answer phones. Must have 1 year experience maintaining files in a medical office setting plus Good benefit package Livonia location. Call between 9-11 am weekdays 591-3900

FREE CAREER TRAINING For qualified people to train for a rewarding career as a word processing specialist. Programs available for those needing paid tuition, transportation allowance, training allowance, and assistance in job placement assistance. Classes begin soon. Call today for interview. Public assistance recipients welcome. Call Career Quest 537-2477 Detroit Business Institute Southfield 21700 Northwestern Hwy

FRONT DESK RECEPTIONIST - Enjoy People Contact in busy environment with lots of variety. Work with computer Message Center. Good secretarial skills required. Great chance for advancement. $16,000 fee paid. Call Elaine 851-7000 After 5 PM Appointments Available SNELLING & SNELLING

FULL and/or PART-TIME, Secretary with Word Perfect experience required. Prefer Law Office experience skills required. Excellent benefits, salary commensurate with experience. Call Human Resources 547-9300 Mapleland, Suite 100, Bloomfield Hills, 48013

FULL TIME Clerical position in Farmington Hills real estate office. Detail oriented and good people skills. Real estate and/or related office experience preferred. Call Dol at 851-2600 An Equal Opportunity Employer

Now accepting applications for summer office clerks for a large retail furniture store. 855-4117

FULL TIME PERSON FOR A FAST PACED OFFICE Clerical work, light lifting and long for our bid section. Hours 9-5 in the Farmington area. Good benefits, if needed. Send resume to: P.O. Box 5336, W. Bloomfield, MI. 48323

MATURE PERSON wanted for Dentist office help. Call 9 AM - 5 PM for appointment 653-0553

GENERAL ACCOUNTING CLERK The Southland Corporation, the nations largest convenience store chain, is seeking qualified candidates to fill accounts payable positions in our Wayne market office. Candidates must be self motivated, detail oriented and desire a position with opportunities for continued growth. Ideal candidate will have experience in a plus! We offer a competitive benefits package to include medical & life insurance. After the waiting period a participating credit union & paid vacations. This position offers a competitive starting wage. Send your resume or apply in person, Mon. thru Fri., 8AM-4PM. The Southland Corp., 30500 Van Born, Second Street, Site 200, Wayne, Mich., 48184

Equal Opportunity Employer M/F/H

Equal Opportunity Employer M/F/H

GENERAL OFFICE Perfect paced leasing company, Lathrup Village area. Call weekdays between 9am and 5pm. 559-4430

INSURANCE SECRETARY Needed for State Farm office, Bloomfield area. Call 851-2757

JOB HUNTING BLUES? Put a smile on your face with our long/short term assignments

YOU CAN EARN:

Word Processors to $440/wk.
Typists to $350/wk.
DRT to $320/wk.
Clerks to $240/wk.

CALL 851-3652 For appointment

ABILITY TEMPS 31275 Northwestern Hwy. Farmington Hills, MI

EOE/MFVH

JOBS AVAILABLE!!! Whether you're interested in short term work or you're looking for the perfect job, give us a call. New positions becoming available daily.

PARTNERS IN PLACEMENT SOUTHFIELD 827-4213

LEGAL ASSISTANT with 2 years litigation experience desired for small but growing Birmingham firm. Salary commensurate with experience. Write box 164 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with Legal Secretaries for Legal Secretaries. ALL FEES EMPLOYER PAID HILLSTROM & ROSS AGENCY, INC. 626-6188

504 Help Wanted Office-Clerical

GENERAL OFFICE - people, data entry operator for Southfield corporation, also Jr. & Sr. secretaries, plus Jr. & Sr. word processors. Call Andrea at Uniforce 357-0034

GENERAL OFFICE

We need an organized person to assist with various office functions. Excellent working environment. Call 647-0300

GENERAL OFFICE/BOOKKEEPER Attractive part time position for Farmington Hills firm. Filing, typing and light bookkeeping skills. Computer in-put experience helpful. Send response to Box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

Aggressive, suburban Real Estate Property Management Co needs a responsible person for a 111 Person office. Typing & General office experience required. Salary & benefits commensurate with experience. Call 443-0800

GENERAL OFFICE

Active Troy office needs energetic all-around person for variety of duties. Includes computer experience helpful. Submit resume by mail to Office Manager, 2921 Industrial Row, Troy, MI 48084

GOOD ALL-around clerical (typing, bookkeeping & language) skills required for a challenging clerical position in Executive area. Opportunity for advancement. Nonsmoking environment. Send resume to Mary Jo, P.O. Box 2034, Southfield, MI 48037-2054

INSIDE SALES PERSON For a Southfield based construction materials supplier. Aggressive, self-motivated individual required. Experience in commercial construction products or sales a certain light individual good salary & benefits. Send resume & salary requirements to: PO Box 833, Southfield, MI 48037

INSURANCE AGENCY needs customer service rep to work in our non-smoking Farmington Hills office. Insurance experience preferred. Please send resume and salary requirements to Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY CSR's Michigan Insurance Personnel Service is a wholy owned corporation of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan, our agents call us when they seek their employees so we need EXPERIENCED Commercial lines & personal lines CSR's, Producers, Underwriters, Underwriting Raters & Claims Reps for the metro area. Our fees are the lowest & charged only to the company. Call Ann Bell, Mich. Ins. Personnel Service 540-3555

INSURANCE AGENCY Commercial Lines Department of Property & Casualty Agency has need for Customer Service Rep with underwriting & rating experience in same, typing. Full or part time. Salary open. Non-smoker. 646-6657

INSURANCE AGENCY Clerical Position. Personal Lines experience preferred. Will train right person. Call after 3PM, ask for Ann 478-7004

INSURANCE - commercial experience required. Plymouth area. Ask for Sandy 455-8120

INSURANCE - commercial service rep, minimum 3 yrs. experience, send resume to: PO Box #12227, Birmingham, MI. 48012. Attn: Peg

Insurance-Experienced Only AGENCY POSITIONS Southfield with excellent benefits Detroit - Dearborn - Farmington Commercial & 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:

OFFICE CLERICALS BENEFITS ANALYSTS (Experienced)

Competitive salaries, 4½ day work week - company paid fringe benefits including health insurance, paid holidays & vacations

CALL 591-4690

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

INSURANCE PERSON wanted: Grand River near 8 Mile. Must be experienced. Call weekdays between 9am and 5pm. 255-4430

INSURANCE SECRETARY Needed for State Farm office, Bloomfield area. Call 851-2757

JOB HUNTING BLUES? Put a smile on your face with our long/short term assignments

YOU CAN EARN:

Word Processors to $440/wk.
Typists to $350/wk.
DRT to $320/wk.
Clerks to $240/wk.

CALL 851-3652 For appointment

ABILITY TEMPS 31275 Northwestern Hwy. Farmington Hills, MI

EOE/MFVH

JOBS AVAILABLE!!! Whether you're interested in short term work or you're looking for the perfect job, give us a call. New positions becoming available daily.

PARTNERS IN PLACEMENT SOUTHFIELD 827-4213

LEGAL ASSISTANT with 2 years litigation experience desired for small but growing Birmingham firm. Salary commensurate with experience. Write box 164 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with Legal Secretaries for Legal Secretaries. ALL FEES EMPLOYER PAID HILLSTROM & ROSS AGENCY, INC. 626-6188

504 Help Wanted Office-Clerical

LEGAL SECRETARY - for senior partner in litigation firm. Excellent salary. Minimum 5 years experience. 334-2500

LEGAL SECRETARY For Troy general practice law firm. 1-2 years experience and Display Write 4 helpful. 362-1000

LEGAL SECRETARY - PI litigation. Experience with Word Perfect a plus. Charge One attorney. Birmingham/Southfield. 647-2233

LEGAL SECRETARY Part-time position for Farmington Hills litigation firm. Hours flexible. Contact Mrs Rubin. 855-2110

LEGAL SECRETARY needed for Bloomfield Hills law firm. 1-3 years experience. Word processing a must. Phone Denise at 858-2443

LEGAL SECRETARY for expanding Troy law firm. Word processing helpful. Salary. Experience in insurance defense general practice. Send resume with salary expectations. 649-1330

LEGAL SECRETARY, Full-time Farmington Hills law firm. Must have excellent typing & Word Perfect experience preferred. Call Sue, 845-1700

LEGAL SECRETARY - full time, immediate position in Birmingham Attorney's office. Experienced in personal injury, divorce & general business. Call 644-1045

LEGAL SECRETARY - Southfield. Salary based on experience. Fringe benefits. Send resume to: Richard B. Kapes, P.O. Box 2201, Southfield, MI. 48037-2207. All replies confidential

LEGAL SECRETARY - Permanent, part time 15 hours. Write Box 117 Sam. Elegant surroundings. Experience preferred. Non-smoker. Salary commensurately expected. Call Mrs Smith for appointment at 358-3704.

LEGAL SECRETARY For Farmington Hills law firm, corporate and estate planning firm. Immediate opening for mature person. Typing, word processing, pleasant surroundings. Call Bev for interview 553-8170

LEGAL SECRETARY Troy general practice law firm seeks full time, experienced person. 689-4090

LEGAL SECRETARY For Birmingham law firm. Minimum 6 mos experience, good skills & word processing helpful. Call Mrs Jackson 642-2992

LEGAL SECRETARY with 3-5 years plaintiff personal injury experience needed for Southfield law firm. Excellent salary, fringe benefits & working conditions. Contact Marsha: 353-1550

LEGAL SECRETARY for small office. Light typing, handle dictaphone, word processing and especially spell. "because I can!" important, have prior experience with real estate, know business, and some document preparation & procedure. If seeking excellent salary, benefits & bonus plan, send resume to: Judy or Sharon, 31731 Northwestern Highway, Suite 264, Farmington Hills, MI 48018.

LEGAL WORD PROCESSOR Experienced (Box 578 Word perfect preferred). Entry position, large firm, downtown. Excellent benefits, salary commensurate. Send resume to: Ms. Hubbard, 1650 1st National Bldg, Detroit, 48226

LIVONIA Real Estate Office, needs full-time secretary. Real Estate experience helpful, but not required. Good typing skills required. Send resume to: Box 114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LOOKING FOR responsible person to do accounts receivable/accounts payable and run reports on an Apple IIE computer. Must be diversified. Call Sandy after 5PM 349-1027

MAKE A CHANGE... Earn Top $$$$ National corporation in the Detroit area seeks self-starting individual with new entry level position at a fast pace. Qualifications include excellent phone, typing and organizational skills, shift flexibility, and 1-2 years general office experience. Knowledge of word processing, excellent starting salary, immediate review and bonus structure. Call in advance. Make your change today. Respond to: ROMULUS TRAFFIC MANAGER P.O. Box 5067 Warren MI 48090-5067 An Equal Opportunity Employer

MARKETING SECRETARY

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

Plante & Moran recruiting for An Equal Opportunity Employer

MATURE PERSON with figure aptitude, strong typing (60 wpm), 35 hrs. & Happiery. Send resume to: P.O. Box 314, Walled Lake, MI. 48088.

MATURE PERSON for Receptionist with phone experience. Fringe benefits. Apply at: 12689 Ford Rd., Dearborn, between 9am and 4pm.

MATURE PERSON - looking to replace person who is leaving. Typing, filing & switchboard. Good working conditions and benefit package available to qualified person. Call Mr. Lobsinger 352-7500

MEDIA SECRETARY

Major world class advertising agency offers a choice position for you! Your good experience and enthusiasm will win here. $18,000 plus profit sharing. Fee paid. Call Bernice at 353-2090.

After 5 PM. Appointments Available SNELLING & SNELLING

MEDICAL BILLING Immediate opening for full time. Computer experience in medical billing required. Excellent salary, benefits. Contact Administrator, 591-0453

MEDICAL RECEPTIONIST - part time to rotate between our Dearborn & Farmington Hills office. Guarantee 16 hours plus best chance of advancement. Typing required. Send resume to: Plastic Surgery Centers, Attn. Linda, 26499 Orchard Lake Rd., Farmington Hills, MI 48018.

MORE THAN JUST A JOB

MGM OFFICE SERVICES 474-7766

OFFICE ASSISTANT NEEDED Typing a must. Bookkeeping experience preferred. Southfield area. 557-8262

OFFICE CLERICAL/FULL TIME Must have good typing, good phone communication, payroll & accounting skills. Starting salary $8 per hour. Send resume to: Allied Commerce Center Opportunities Livonia Associates 31740 Plymouth Rd., Livonia, MI 48150

OFFICE - CLERICAL Growing company has immediate opening for career minded individual w/ Good telephone and typing skills. Send resume to: Personnel Dept. P.O. Box 639, Farmington, MI 48332-0436 or call for appointment 478-3330

OFFICE CLERK Experienced in calculating & light typing. Contact Harriet 533-4110

504 Help Wanted Office-Clerical

OFFICE CLERK for Engineering Dept. Filing, light typing, running blueprints. Some clerical experience desirable. Apply in person, Brezel's APD, Inc., 24700 Crestview Ct., N. of Grand River, W. of 10 Mile Rd., Farmington Hills.

An Equal Opportunity Employer

OFFICE HELP NEEDED 20-30 hrs. per week - flexible schedule. Experience with Word Perfect machine and typewriter required. Apply at Hancock Construction, 36531 Plymouth Rd., Livonia

OFFICE HELP, PART TIME Flexible hours, 3-4 days a week. Typing & 10-key adding machine skills required. Apply in person at Michael Kuhrman Associates, 5787 W. Maple, Suite 300, W. Bloomfield.

OFFICE MANAGER with Strong computerized background. Accounts payable experience. Organized individual needed. Flexible working conditions. Send resume to: 42925 9 Mile, Novi, MI 48050

OFFICE MANAGER Full time for fast paced office in Farmington Hills. Must be organized, have general office experience, with good typing & 10-key skills. Call Sue 851-2600

OFFICE MANAGER Bookkeeper full time, non-smoker. Excellent organizational skills. Supervise 4 clerical staff & collecting receivables. Computer background. Minimum 3 years experience. Near Oakland mall. Send resume with references & salary requirements to: Personnel Manager, PO Box 6162, Rochester, Michigan 48307

OFFICE MANAGER TRAINEE: Learn our computer program & advance to management. Send 12 lines why you deserve this training. You must like people. Cathy Dower: 539-7449

OFFICE POSITION - Available immediately. Bookkeeping & office organizational skills necessary. Computer knowledge helpful. 478-0118

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

ORDER DESK

Mature person needed full and part time to handle busy order desk for fast growing dinnerware company. We will train. Pleasant phone personality, positive attitude and typing skills necessary. Must be able to meet deadlines, work days, evenings & week-ends. Non smoking office. Apply in person at: Hallcraft, 29201 Haggerty Rd., W. Farmington, between Nov1 & Meadowbrook Roads. See Mrs. Martin.

ORDER DESK

Farmington manufacturing company has part time order desk position available for responsible person with good telephone skills, light typing, and some math aptitude. Generally Hrs. 10am-2pm with potential to increase. Send resume to: Order Desk, Cheeley Industries, 20775 Cheeley Dr., Farmington, MI. 48024

ORDERING CENTER CLERK/RECEPTIONIST Must have good phone manner. Experience on CRT. Should know how to read most general office duties. Troy based firm. Send resume to Box 115 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORGANIZED, motivated, responsible individual required for full time secretarial position at small Troy service oriented computer consulting firm. Extensive date entry & phone contact. Client support with probate and tax. Minimum computer experience required, MS-DOS, data base, WP, knowledge of automotive industry & accounting helpful. Non-smoking office. 528-9189

Paralegal/Executive Secretary for real estate development company located in downtown Rochester. Forget the rush hour traffic! Challenging, interesting work in a pleasant environment. Must have stenographic typing, computer skills required. Send resume with salary requirements to MBD Realty, 115 Walnut, Rochester, MI 48063.

PARALEGAL Professionals

This automobile manufacturer needs degreed, certified paralegal professionals with 3-5 years of temporary assignment. Great work environment. Earn $10 per hour. Hurry on this one!

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580 SOUTHFIELD, MI 48075 Southfield Detroit 356-0600 962-4155

PART-TIME/CLERICAL Growing company in Farmington Hills has positions open for part-time, 20 hrs/week. Light clerical & communication skills, be personable, able to work independently. Call Mon.-Fri. Contact Sharon 478-0005

PART TIME SEASONAL general office help. Hours per week, 24 per hour. Apply in person Tuesday, Wednesday and Thursday, 34525 Glendale, Livonia.

PAYROLL CLERK-Payroll experience necessary. Data entry experience preferred. Call Barbara at general office work. Good benefits. Send resume with salary requirements to: Office Manager, 12200 Sales Ave., Livonia, MI 48150.

PAYROLL CLERK

Expanding National Service Agency in Southfield is looking for an individual to assist in our payroll department. This is an entry level position. Must have a minimum of 1 year computerized payroll experience. Send resume to: Payroll Clerk, The job requires typing, excellent payroll & recordkeeping skills, math and 10 key skills. Must enjoy working in an fast paced environment. Send resume to: Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

Equal Opportunity Employer Male/Female/Handicapped/Vet

PAYROLL DEPT. Some experience with MESC, workman's comp insurance & payroll. Full benefits. Will train. Excellent chance advancement for the right person. No fee.

FUTURE FORCE 548-3700 Ask for Debbie

PAYROLL & PERSONNEL CLERK Entry-level position - some typing experience. Good math aptitude. Great benefits. Excellent Career growth opportunity. Time to Box 1, Box 578, 626 E. 14 Mile Rd., Madison Hts., MI 48071 - Attention: Director of Personnel

PERMANENT PART TIME position available with Delk Company in Southfield area. Ideal for retired individual with pleasant manner and good clerical skills. Call Sue between 2:30-4pm at 557-2136.

PERSONAL LINES - CSR needed for independent insurance agency. 2 year experience minimum. Must possess good communication skills and be interested in servicing customers. Call Ann at 547-2136.

PERSON FRIDAY - Need responsible person with experience answering phones and filing. Part time, Friday, 9am to 1p say adding additional hours later. Typing skills required. Full time position in Livonia area. Call between 9-5. 422-0231.

PERSONNEL ASSISTANT/RECRUITER Needed for Plymouth-Canton office. Personnel background and sales a must. Salary open. Personnel Systems/Arbor Temps 9433 Haggerty, Plymouth, MI 48170 459-1166

504 Help Wanted Office-Clerical

PERSONNEL CLERK - individual with typing experience an asset for well rounded position. Typing required. Must be detailed person who follows up. Wages & benefits commensurate with experience. Churchill Transportation, Inc. Transcontinental Leasing 896-1500 - ext. 905

PERSONNEL RECRUITER A fast paced Personnel office has an exciting position for a Personnel but not very, 2 years experience. Candidates must possess good communication skills. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

PHOTO ENGRAVER Strong communication ability must be matched by strong detail followup and high motivational level. Telemarketing or sales experience helps toward this generalist position. PAID. Harper Woods ...372-4720 Troy ... 649-1444 Harriet Sorge Personnel

PHONE SOLICITOR We want the best! National computer company, Farmington Hills, has developed leads. Great opportunity, Bloomfield area. Call 642-8600

PURCHASING/INVENTORY CLERK Purchasing, expediting, inventory control & computer knowledge a once required. Send resume to: Personnel Manager, 15101 Crest, Plymouth, MI 48170

RECEPTIONIST - fast paced publishing firm requires receptionist with pleasant telephone manner. Organized, friendly & quick learner. Should have typing skills. Must be willing to work flexible hours. Salary open. Call Mrs. Kaplan 557-3100

RECEPTIONIST needed for Rochester law firm. Must have pleasant telephone voice, professional manner & be comfortable with computers. Must have flexibility with computers a plus. Please send resume to: VIRTUAL TECHNOLOGY 2950 Industrial Row Auburn Heights, Mich. 48057 Attention: Controller

RECEPTIONIST - Pleasant person with figure skills, strong typist (50-60 wpm), 15 Mile & Haggerty area. Call 624-3300 Ext. 102 Mon. thru Fri. Box 314, Walled Lake, MI. 48088.

RECEPTIONIST - small Southfield law firm. Typing. Full time. No transportation. 352-7820

RECEPTIONIST Mon. thru Fri. evenings, Southfield location, $5.00 per hour. Call Sue 559-4330

RECEPTIONIST/TYPIST Experience required - Insurance agency in Redford. Call Judy. 255-9350

RECEPTIONIST Experienced, pleasant telephone voice, 5 general office duties. Call for Joan 525-1943

RECEPTIONIST Able to type 40-50 wpm, also, general office duties. Call, 341-8744

RECEPTIONIST needed immediately, days. Must be able to work weekends, evenings occasionally. Excellent benefits. Call Mon. thru Fri., 9am-5pm, ask for Elaine. 851-2200

RECEPTIONIST - for small Southfield company. Typing 50wpm minimum, filing & misc. duties. Non smoker, articulate & friendly. Call Mary Ann 477-6868

RECEPTIONIST/TYPIST - organized, mature person to answer phones, type & file, speed writing, shorthand, word processing helpful. 737-3580

RECEPTIONIST/GENERAL OFFICE with experience & good typing skills needed for Medical Law Engineers, Inc., 23650 Research Dr., Farmington Hills, MI 48024. 478-3126 An Equal Opportunity Employer

RECEPTIONIST/TYPIST Personable individual with excellent typing skills and experience with computers. Knowledge of Southfield area. Call today for an interview. Tamara 443-0056

RECEPTIONIST/SECRETARY Growing co. seeks responsible individual with good phone manner & typing skills of 55wpm. Full time position offering excellent benefits. Salary negotiable. Call Mon. thru Thurs., 9am-11am. 828-6596

RECEPTIONIST - Art Gallery - Pleasant voice. Telephone answering. Travel booking. Hiring of regional auction help. Apply at: 31649 Northwestern Highway, Southfield, Mon. thru Fri., 10am-6pm. 354-2349

RECEPTIONIST Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk experience. Call Sandy at Green for Interview: 625-5680 An Equal Opportunity Employer

RECEPTIONIST - PART-TIME For busy office in Rochester Hills. Requires excellent typing skills & pleasant manner. Knowledge of accounts payable & payroll a plus. Send work history to: Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY Rapidly growing company in Rochester has full time position. Pleasant telephone voice, neat appearance, 50 wpm typing, 10 key math. Room for advancement. Send resume & salary requirements to: Box Hill, Lake Leasing Corp., P.O. Box 8111, Rochester, MI. 48308-8111

RECEPTIONISTS Are you energetic & organized? Do you like people? Do you like to work? We have full time openings in the Southfield/Farmington areas. Full training for the right person. Great benefits. Resumes to: Professional Partnerships Hospitals, Rochester 15555 W. Ten Mile, Southfield, Mich. 48075

RECEPTIONIST/SECRETARY for medical equipment company in the Farmington area. Must possess a wide range of general office procedures, good typing skills & excellent communication skills. Salary commensurate $5-$7 per hr, depending on experience. Send resume and letter to Box #114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - 2 years experience required for radiation oncology management firm located in Birmingham. Must be pleasant telephone voice, have excellent typing skills and pleasant phone voice. PC experience helpful. Please send resume and salary requirements to: Administrator, Suite 200, 6905 Telegraph Rd., Suite 120, Birmingham, MI 48010

RECEPTIONIST/SECRETARY - Full time. Retail company seeking an energetic individual with good typing skills to handle many duties at once. Typing, answering phones, general office duties and filing are normally. Familiarity with word processor a plus. Must be well organized, detail minded, organized and dependable with a pleasant personality. This position is a non-smoking office. For appointment call Mrs. Pine 348-0468

RECEPTIONIST

For Farmington Hills company. Interesting position with good benefits. Send resume with salary requirements to: Box 1, Box 578, 626 E. 14 Mile Rd., Madison Hts., MI 48071 - Attention: Director of Personnel

RECEPTIONIST - Real Estate development firm located in Birmingham has immediate opening for a person with 50-55wpm, answering phones, filing, typing. Knowledge of IBM/PC and Word Perfect a plus. Full time position offering benefits. Please submit resume to: PO Box 1012, Bloomfield Hills, 48013.

RECEPTIONIST/TYPIST Seeking individual who can answer telephones, greet customers and handle light typing. Attention, good spelling and letter composition skills are required. Pleasant working conditions and benefits. Full time, good wages and benefits. Please send resume to: Office Administrator Box 1000 Garden City, MI 48135

RECEPTIONIST

Part time receptionist needed for attorneys at America's largest full-service real estate company in Bloomfield Hills. Light typing, skills not required. Call Martha, 8am-12 noon, Mon. thru Fri. 737-4000

COLDWELL BANKER

A Member of the Sears Financial Network

RECEPTIONIST

Temporary to go Permanent for dynamic Farmington Hills Attorney firm. Must be detail oriented with typing of 50wpm. Excellent benefits including 401K. Word processing skills helpful. Top pay. Vacation pay. Medical. Holiday pay.

MGM Office Services 474-7766

RECEPTIONIST/SECRETARY Prestige position for a self-starter for growing property management firm relocating to Farmington Hills/Novi area. The successful applicant will have excellent telephone & phone voice and professional appearance. Proficiency with adding machine & 10-key keypad. Knowledge of word processing also desired. Comprehensive benefits are available. Resumes only. No phone calls, please.

Certified Realty, Inc. 24345 Grand River, Suite 6 Redford, MI 48239

RECRUITER

Experienced for Plymouth branch of established employment agency. Salary, benefits or call.

Personnel Systems/Arbor Temps 9433 Haggerty, Plymouth, MI 48170 459-1166

SALES SECRETARY Sharp individual with initiative and substantial word processing skills to handle hours for fast paced Southfield manufacturer of high quality aquatic and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SALES SECRETARY

Sharp individual with initiative and substantial word processing skills to handle hours for fast paced Southfield manufacturer of high quality aquatic and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SALES SECRETARY Growing Southfield services, subsidiary of major multi-national company has opening for energetic, self-motivated candidate will have excellent typing skills and communication skills. This position offers a challenging, self-motivated self-starter. Excellent benefits, typing and related duties. Send resume to: Personnel Manager, P. O. Box 7011, Troy, MI 48084

An Equal Opportunity Employer

SHARP PERSON, preferably with previous experience to handle phones, work and run to City Hall for Inns. Work for a challenging, but very fair boss. Flexible hours a day. Call Mr. Serb Mongeau, 855-6570

DESIGN STUDIO SECRETARY

Gorman's, the leader in Contemporary design is looking for an immediate opportunity for a Secretary/Librarian in our Southfield Design Studio.

Outgoing personality and experience in a design or sales environment are a must. All Medical, including dental, benefits. Call Tuesday or Thursday Telegraph at Twelve Mile.

ADVERTISING AGENCY

National Ad Agency has 3 openings

- CLERK TYPIST for Yellow pages Group - Type 40wpm
- TYPIST for Control department - Type 60wpm
- SECRETARY in Account Management - Type 40wpm/shorthand 70wpm - 2 yrs. experience

NBI word processing experience. Excellent organizational skills a plus in all positions. Some overtime. Benefit package. Top Salary. Call today Tommy Hall 545-6170 An Equal Opportunity Employer

SECRETARY - PART TIME PIER 1 IMPORTS

Cheerful, high energy person needed 3 days a week, 9-5pm. Mon., Wed., or Fri. Must have pleasant phone manner, accurate typing skills & good organizational ability.

Previous retail or small office experience a Plus. Apply in person:

Pier 1 Imports 4400 Telegraph Rd. Pontiac Ask for Dishia An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST/Clerical - Full time position for insurance agency in Farmington. Call between 1pm - 3pm, ask for Patti 471-0970

RECEPTIONIST SECRETARY for established Livonia accounting firm. Full time. Limited experience needed, exc. Call for appointment, Mr. Gail Mattox, 625-3540

RECEPTIONIST/switchboard operators for major corporation in Southfield & Bloomfield Hills, flight benefits, must have professional appearance, pleasant personality. Call 357-0033

RECEPTIONIST-Experienced, must have pleasant personality with good telephone manner, able to type and have data entry experience. Start immediately. Farmington Hills area. 737-4498

RECEPTIONIST- Full-time position for person with a sunshine personality. Excellent skills, enthusiasm & initiative to handle appointments & transportation for Southfield & Bloomfield/Birmingham area dental specialty practice. Call Marlene 357-3109

RECEPTIONIST/TYPIST For Troy law firm, type 65-70 wpm, organized, have good office experience preferred. Must be well groomed with pleasant speaking voice, preferably non-smoker. Call Tracey at 649-3850

RECEPTIONIST/TYPIST Busy Southfield law firm, person willing to complete simple projects from start to finish. Must have good typing, filing, phones, etc. This exciting work place that offers potential to grow and excel. 557-3100

RECEPTIONIST for tight industrial mfg. co. in Livonia. Presents professional image, pleasant telephone voice. Typing 50 wpm, light filing, familiar with computers. Ability to handle multi-line phone system. Salary open. Phone for appointment

RECEPTIONIST/SECRETARY Mature person for full-time, multi-faceted position in Farmington Hills company. Excellent verbal typing, 5 spelling, 35 wpm typing, 10 key, Word Perfect helpful. Performance Resource Press, 2143 Crooks Rd., Suite 103, Troy, Michigan

RECEPTIONIST/TYPIST Needed for dynamic Southfield sales office. Must be detail oriented with typing of 50wpm and excellent communication skills. For appointment, call 559-6750 Tech Data, 13117 West 9 Mile Rd., Southfield, MI 48075

RECEPTIONIST - Real Estate development firm located in Birmingham has immediate opening for a person with 50-55wpm, answering phones, filing. Knowledge of IBM/PC and Word Perfect a plus. Full time position offering benefits. Please submit resume to: PO Box 1012, Bloomfield Hills, 48013.

RECEPTIONIST/TYPIST Seeking individual who can answer telephones, greet customers and handle light typing. Attention, good spelling and letter composition skills are required. Pleasant working conditions and benefits. Full time, good wages and benefits. Please send resume to: Office Administrator Box 1000 Garden City, MI 48135

RECEPTIONIST

Part time receptionist needed for attorneys at America's largest full-service real estate company in Bloomfield Hills. Light typing, skills not required. Call Martha, 8am-12 noon, Mon. thru Fri. 737-4000

COLDWELL BANKER

A Member of the Sears Financial Network

RECEPTIONIST

Temporary to go Permanent for dynamic Farmington Hills Attorney firm. Must be detail oriented with typing of 50wpm. Excellent benefits including 401K. Word processing skills helpful. Top pay. Vacation pay. Medical. Holiday pay.

MGM Office Services 474-7766

RECEPTIONIST/SECRETARY Prestige position for a self-starter for growing property management firm relocating to Farmington Hills/Novi area. The successful applicant will have excellent telephone & phone voice and professional appearance. Proficiency with adding machine & 10-key keypad. Knowledge of word processing also desired. Comprehensive benefits are available. Resumes only. No phone calls, please.

Certified Realty, Inc. 24345 Grand River, Suite 6 Redford, MI 48239

RECRUITER

Experienced for Plymouth branch of established employment agency. Salary, benefits or call.

Personnel Systems/Arbor Temps 9433 Haggerty, Plymouth, MI 48170 459-1166

SALES SECRETARY Sharp individual with initiative and substantial word processing skills to handle hours for fast paced Southfield manufacturer of high quality aquatic and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SALES SECRETARY

Sharp individual with initiative and substantial word processing skills to handle hours for fast paced Southfield manufacturer of high quality aquatic and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SHARP PERSON, preferably with previous experience to handle phones, work and run to City Hall for Inns. Work for a challenging, but very fair boss. Flexible hours a day. Call Mr. Serb Mongeau, 855-6570

DESIGN STUDIO SECRETARY

Gorman's, the leader in Contemporary design is looking for an immediate opportunity for a Secretary/Librarian in our Southfield Design Studio.

Outgoing personality and experience in a design or sales environment are a must. All Medical, including dental, benefits. Call Tuesday or Thursday Telegraph at Twelve Mile.

ADVERTISING AGENCY

National Ad Agency has 3 openings

- CLERK TYPIST for Yellow pages Group - Type 40wpm
- TYPIST for Control department - Type 60wpm
- SECRETARY in Account Management - Type 40wpm/shorthand 70wpm - 2 yrs. experience

NBI word processing experience. Excellent organizational skills a plus in all positions. Some overtime. Benefit package. Top Salary. Call today Tommy Hall 545-6170 An Equal Opportunity Employer

SECRETARY - PART TIME PIER 1 IMPORTS

Cheerful, high energy person needed 3 days a week, 9-5pm. Mon., Wed., or Fri. Must have pleasant phone manner, accurate typing skills & good organizational ability.

Previous retail or small office experience a Plus. Apply in person:

Pier 1 Imports 4400 Telegraph Rd. Pontiac Ask for Dishia An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIES RECEPTIONISTS WORD PROCESSORS All software needed

WE WANT YOU!

Immediate openings are available in all areas of town. Long and short term. Take the assignments you choose are all up to you. Enjoy top pay the same week you work, holiday pay, bonus program, plus much more. Let our professional staff place you on the best perfect assignments that fits your needs.

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SECRETARY/ACCOUNTING

- Excellent salary
- Increase corporate headquarters
- Company paid life & health plan
- Company/employee profit sharing
- Tuition reimbursement

Growth potential and but will consider training the individual selected. Responsibilities include: typing, word processing, use of Personal Computers, light accounting and related duties.

Call Mrs. Donaldson at 737-7200 for an interview.

Corporate Controller Fitness USA, Health Spas 7091 Orchard Lake Rd., Suite 300 West Bloomfield, MI 48322

504 Help Wanted Office-Clerical

Birmingham Law office is seeking a person who possesses strong secretarial & paralegal skills. Work processing and dictaphone experience required. Minimum 2 years experience required.

Send resume to: Box 956, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER Experienced self starter, non-smoker, Mon.-Fri., 8:30am-5pm. Call after 6pm 642-7788

SECRETARY/CUSTOMER SERVICE - 3 man sales office in Farmington Hills. 35 hours per week. Typing. Salary open on experience. Call 553-0100

SECRETARY/DATA ENTRY Position open in our Southfield word processing service. Duties to include data entry