504 Help Wanted Office-Clerical

LEGAL WORD PROCESSOR
Experienced (minimum 1 year Wordperfect preferred). Entry position. Excellent benefits. Competitive benefits, salary commensurate. Send resume to: P.O. Box 1550 1st National Bldg, Detroit, 48226

LIVONIA Real Estate Office, needs full-time Office Manager. Real Estate experience helpful, but not required. Good typing skills required. Send resume & salary requirements to: Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON For Phone, word processing, dictaphone, misc. Small office in downtown Plymouth. Resume to P.O. Box 80, Plymouth, Mich 48170

MATURE PERSON - looking to re-enter employment field. Some typing, light bookkeeping, switchboard. Good working conditions and benefit package with qualified employer. Call Mr. Lobsinger 352-7500

MATURE, Telephone Secretary - needed for busy general real estate office, pleasant surroundings. 535-3772

MEDICAL BILLER

Experienced claim biller generated medical claims for Farmington Hills office. Full or part time. For further information please contact: Michelle Stack.

737-7111

MESSENGER/FILE CLERK for Farmington Hills office. Must have reliable transportation. Mike-Appointment Call 851-8000

METROPOLITAN NATIONAL BANK OF FARMINGTON
ACCOUNTS/CUSTOMERS
Farmington Hills community bank. Full time position for detail oriented person with good math skills and logic, knowledge of computer is not a real plus.

TELLER
Part time positions available. Good communication and math skills. Training in our Farmington Hills office.

BANK MESSENGER
Part time position for responsible individual with valid drivers license to perform errands and misc. duties in Farmington/Farmington Hills area. Approximately 20 hours per week.
Call for interview 474-6400
An Equal Opportunity Employer

MORE THAN A SECRETARY
Part-time Office Person for small 25 year old Construction Mail Computer Group. Skilled in Word Processing, sewing, use of good English. 3 days a week. 9am-1pm Mon-Fri. Light Typing. Capable of working alone. Opportunity to learn Computing. Pay above scale. Office at ground level of renovated Serra Corporate Office in P.O. Box 261, Rochester, MI. 48063

MORE THAN JUST A JOB

MGM
OFFICE SERVICES
has immediate assignments for temporary jobs in Troy for people in:

- General Office
- Clerical
- Word Processing
- Word Processing Plus
- Clerks - Filing/Hi Key
- Receptionist
- Data Entry

If you are looking for more than just a job & you like variety, we have excellent positions for you. No matter what you do, we have a job for you! Call today

MGM
OFFICE SERVICES
474-7766

NBI WORD PROCESSING OPERATORS

A Kelly job is money in the bank!

If you're looking for a way to add to your bank account, Kelly Services has the perfect answer. We have a variety of assignments for highly skilled secretarial and executive assistants using NBI word processors.

Call today for more information:

761-5700
Ann Arbor

KELLY SERVICES

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

OFFICE ASSISTANT Wanted. Must be pleasant, neat, accurate & self motivated. Will train. Benefits. Pay commensurate with ability. Schoolcraft/Evergreen area.

272-0637

OFFICE ASSISTANT

Retail home furnishings seeks dependable individual for immediate full time clerical position. Duties involve motivated self starter, strong organizational abilities & experience in basic office skills. Saturday work required. Apply in person weekdays. 10am-5pm. Ethan Allen Furniture Shoppe, 27754 Novi Road, Novi, MI 48050

OFFICE CLERICAL position open part time Mon.-Fri. Please apply at Howard's Interiors, 34 Mill, Orchard Lake Rd., West Bloomfield 681-1366

504 Help Wanted Office-Clerical

OFFICE CLERK/General Office Help wanted 1 day per week. Contact Farmington Area Advisory Council 477-6787

OFFICE HELP

Busy Southfield business office looking for full time office help. We are offering a great opportunity with potential for future. Job skills requirements: typing 55 wpm accurately, light bookkeeping, proficient 10-key, and good communication skills. Office environment is professional and well scale. This maybe the opportunity you are looking for. Please forward resume in confidence to: FT-E, P.O. Box 287, Southfield, MI 48037.

OFFICE MANAGER - Wholesale distribution company. New Center area. Bookkeeping experience preferred. $250-$300 weekly. P.O Box M32562, Detroit, MI 48232

OFFICE MANAGER/SECRETARY
Immediate opening available for contracting firm in N.W. suburbs. Computer experience necessary. Reply to Box #258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE SERVICES CLERK
Southfield & Novi offices seek mail room/shipping/receiving clerk. Candidates will be responsible, energetic, dependable and maintain a good driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

PARALEGAL Professionals

This automobile manufacturer needs degreed, certified paralegal professionals for a Sub-Term 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
358-0060 963-4165

PARTS & INVENTORY CLERK
Clerical and cash register experience helpful. National Book Store.

476-5740

PART-TIME CLERICAL - Office experience required. Typing, filing. Some bookkeeping knowledge. Globe Furniture Rentals, ask for Evelyn or Cheryl at 474-3400

PART TIME File Clerk wanted in the Telegraph 12 Mile area. Work while the children are in school. Send resume to: T. Francis, P.O. Box 36355, Grosse Pointe Woods, MI 48236

PART TIME - OFFICE HELP needed Livonia area. Type accuracy, Energetic, pleasant personality. Ability to learn. Computer or word processing knowledge helpful. Call before Noon

425-5599

PART TIME OFFICE HELP
Light bookkeeping, typing, filing, billing and miscellaneous duties. Must be flexible for days and hours. Farmington Hills area. Ask for Mel Wachtvogl, 9 to 5

476-8220

PART TIME RECEPTIONIST senior citizen apartments Southfield area. Maturity person wanted Fri. 8-5, Sat. 10-3. 358-0212

PART TIME SWITCHBOARD/ RECEPTIONIST

Duties to include main switchboard/receptionist relief. Assist in accounting where needed. Must type, file, running errands, 2 yrs. general office experience required. IBM DW knowledge helpful but will train. Troy location. Applications available at FHW 2100 W. Big Beaver Rd. Troy

PAYROLL COORDINATOR
Position requires a minimum of (2) years Computerized Payroll, Multi-State Payroll Tax Filing & HRIS experience. Experience with Control Data, Payroll & HRIS, a Big Plus! Position has responsibility for the total Payroll Processing & Taxes for 3500 employees.
Must be fast, accurate, punctual, able to learn quickly & familiar with Personnel Dept. procedures. For immediate consideration, send resume with salary requirements, to:
Payroll Coordinator
P.O. Box 8042
W. Bloomfield, MI. 48304
An Equal Opportunity Employer

PERSONNEL ASSISTANT
Challenging, part-time position available in the personnel/payroll dept. of an expanding property management company located in the W. Bloomfield/Farmington Hills area. Duties will deal with all aspects of personnel such as MESC, workers compensation, employee insurance benefits, payroll, etc. Clerical experience a must. Flexible hrs., non smoker. Please send cover letter with resume to: Box #218. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL RECRUITER
A fast growing service company has an exciting position for a Personnel Recruiter with 2 years experience. Candidates must possess good interpersonal skills. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

PERSONNEL

Strong communications ability must be matched by strong detail follow-up and high motivational level. Telemarketing or sales experience helps toward your generous rate. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

PROGRAMMER/ANALYST
Cobol & Datacom 0/S experience mandatory. Some C knowledge helpful. Mon-Fri, 8-5.

557-5199

RECEPTIONIST
Light Bookkeeping, clerical work. Experience preferred but will train. Salary negotiable.

781-1312

504 Help Wanted Office-Clerical

PURCHASING

Livonia area firm seeking dependable individual to handle variety of buying & clerical functions. Must be experienced in purchasing for manufacturing firm. Typing required. Send resume, salary requirements to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE DEVELOPER/ PROPERTY MANAGEMENT CO. needs a motivated person looking for permanent employment. Applicant must be experienced in all aspects of commercial billing, accounts receivable & related accounting functions. Wang VS experience a plus. Aptitude for numbers & attention to details are a must in this challenging opportunity. West Bloomfield location. Resume & salary requirements to:
PERSONNEL
P.O. BOX 2187
SOUTHFIELD, MI 48037

RECEPTIONIST - fast paced publishing firm requires receptionist with 1 yr. experience. Must be organized, friendly & quick learner. Justifiable salary commensurate with experience. Only with salary requirements. Call Sherry Hare, 9 Mile, #325, Southfield, MI. 48075.

RECEPTIONIST

Livonia area firm. Must have excellent communication skills and be able to handle a 9-line phone system. Typing required. Call Barbara Green for interview: 525-5660
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Rapidly growing company in Rochester has full time position. Pleasant telephone voice, neat appearance, & 40-60 wpm typing a must. Room for advancement. Send resume & salary requirements to: Box 1, Observer & Eccentric, P.O. Box 8111, Rochester, MI. 48308-8111.

RECEPTIONIST
Able to type 45-50 wpm also, general office duties.
Call, 341-8744

RECEPTIONIST - part time. Experience preferred; eager, dedicated. Conway Funeral Homes, 14400 Eureka Rd., South Gate. 284-8122

RECEPTIONIST/SECRETARY
Full time position available for full time duties include typing, phone & light filing. Call 3-5PM. 592-0972

RECEPTIONIST - full time. Telephone experience & pleasant voice. Some typing, general office skills. Livonia 422-0100

RECEPTIONIST, full time. Excellent telephone manners for furniture showroom. Apply in person 20250 Middlebelt Livonia

RECEPTIONIST/SECRETARY - full time for insurance agency in Livonia area. Typing skills required, accuracy a must. For interview please contact Ms. Cebulski at 349-0088

RECEPTIONIST - Part time
Mature individual needed for Southfield area. Hours negotiable & flexible. Previous law office experience preferred. Call Natalie 352-4090

RECEPTIONIST - Medium sized law firm, in Bloomfield Hills, seeks experienced receptionist. Please send resume to: Personnel, 1750 S. Telegraph, Ste. 300, Bloomfield Hills, MI., 48013.

RECEPTIONIST/GENERAL OFFICE
with experience & good typing skills. Fringe benefits. W J Lee Plumbing, Inc., 23660 Research Dr., Farmington Hills, MI 48024. 476-3154
An Equal Opportunity Employer

RECEPTIONIST - ART GALLERY
Full time position. Pleasant answering. Travel booking. Hiring of regional auction help. Apply at 29459 Northwestern Highway, Southfield, Mon. thru Fri. 10am-3pm. 354-2343

RECEPTIONIST
Farmington Hills area. Asphalt company. 35hr. Type 45wpm. Have pleasant phone voice. Send resume Mrs. Gill Personnel Director, 20788 Osmus, Farmington Hills, MI 48024.
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD
Experienced in handling large volume of calls. Pleasant voice. Hours 1:30-5 PM. Send resume and salary requirements to: P. O. Box 2718, Farmington Hills, MI. 48332.
An Equal Opportunity Employer

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk. Small pleasant phone manner and front desk appearance. Must type 35 wpm. P.O. Box 300, Southfield, MI 48037 or call 353-3309

RECEPTIONIST

A rapidly growing company in Farmington Hills seeks a pleasant, enthusiastic receptionist with excellent telephone skills. Light typing, & misc. duties. Benefits.
Call Mary. 474-0900

RECEPTIONIST
Wanted for busy oral surgeon/engineering firm. Duties include: telephone, mail, filing & light typing. Resume to:
Ruch & Associates
23240 Lahser Rd.
Southfield, MI 48034
An Equal Opportunity Employer

RECEPTIONIST
Full time, for veterinary clinic. Extensive communications with public, filing & bookkeeping duties. Must be friendly, mature and have a basic knowledge of veterinary medicine. Send resume to: Dr. Tim Dobson, Michigan Humane Society Veterinary Clinic, 37255 Marquette, Westland, MI. 48185.

RECEPTIONIST/SECRETARY
Full time. Retail company seeking an enthusiastic, motivated person able to handle many duties at once. Typing, answering phones, general office duties and filing are required. Familiarity with word processor a plus but will train right person. Only mature, organized and dependable persons need apply for this position in a non-smoking office. For appointment call Mrs. Pino 348-0485

RECEPTIONIST - Part time, with limited typing, for Bloomfield Hills Real Estate office. Hours are Mon., Tues., Wed. 7pm-7pm, Sat., 9am-2pm, Sun., 11am-5pm. Position requires good phone skills & personality.
540-5600

504 Help Wanted Office-Clerical

RECEPTIONIST
SWITCHBOARD OPERATOR
Downtown college has opening for a full time Receptionist/Switchboard Operator. Position requires a pleasant interpersonal skills, as well as the ability to type 50wpm. Attractive salary and benefit package including tuition remission. To schedule a personal interview, send resume, by March 18, to: Mary Jo Happley, Dean College of Business, 18700 Lauren Blvd., Dearborn, MI. 48128.
An Equal Opportunity Employer

RECEPTIONIST
needed for Westland Sun. Must be friendly & outgoing. $4 per hour. No experience necessary. Call for interview 422-2000

RECEPTIONIST-Experienced. Must have pleasant personality with good telephone manners, able to type 45wpm, able to handle busy switchboard. Start immediately. Farmington Hills area. 737-4499

RECEPTIONIST
Immediate opening for Farmington Hills office. Pleasant telephone voice and typing skills required. Please call 851-9000
An Equal Opportunity Employer

RECEPTIONIST/GENERAL OFFICE
Ambitious person responsible for answering phone & general office work. Professional appearance & excellent phone etiquette. Contact Alicia: 856-5809

RECEPTIONIST- Full-time position for person who can be pleasant, professional skills, enthusiasm & initiative to handle appointments in Troy. Call Jacqueline Rose at Southfield/Birmingham area dental specialty practice. Call Natalie: 357-3109

RECEPTIONIST
Major motion picture rental house in Farmington Hills has full time position found full or part time. Must type 50 wpm, have good phone skills, a positive attitude and enjoy a variety of duties. Call Marcia: 471-1621

RECEPTIONIST/TYPIST
For Troy law firm, type 55-70 wpm, *some word processing experience preferred*, filing, must be individual at easy with pleasant speaking voice, pleasant personality.
Call Tracey at 649-3850

RECEPTIONIST/SECRETARY - established Troy manufacturer has qualified mature person, figure aptitude, typing 60 wpm. Permanent position. Salary - $19,000 to $17,000. Waited Lake area. Send resume to: Box 314, Walled Lake, MI. 48088.

RECEPTIONIST/TYPIST
A medical practice in the consulting engineering firm has an opening for full time receptionist/typist. Typing 55wpm and have previous phone experience. Pleasant benefits and pleasant working conditions. Send resume to: P.O. Box 3039, Southfield, MI. 48037-3039.
An Equal Opportunity Employer

RECEPTIONIST
ORDER PROCESSING
Whom knows phones. Must have immediate opening for entry level order processing position. Good company benefits. Salary negotiable with experience.
Call Mrs. Schofield for appointment 557-9600

RECEPTIONIST/SECRETARY
Good opportunity for a mature person with excellent telephone & people skills. Position requires an intelligent, self-motivated, friendly person for a busy receptionist/secretary position. Send resume to: Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Temporary to go Permanent
for growing Farmington Hills marketing firm. Must be detail oriented with typing of 50wpm. Excellent communication skills & some word processing skills helpful. Top pay, pleasant people, great holiday pay.

MGM
Office Services
474-7766

RECEPTIONIST - Farmington Hills, typing 50 wpm, some shorthand or note taking helpful. $11,700. Fee paid

CLERK/TYPIST - Royal Oak, self starter, able to handle phone contacts, typing 50 wpm, benefits, to $15,000. Fee paid

SECRETARY - new ad agency in Birmingham, typing 60 wpm, word processing, strong phone skills, pleasant personality. $18,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

RECRUITER/EXPERIENCED
Permanent placement Recruiter needed for Wayne County employing agency. Salary open. Excellent benefits. Personnel System/Arbor Management, 1663 Haggerty Rd., Plymouth, MI 48170. 459-1166

REDFORD CLINIC needs part time tech, Wednesday thru on pm's. Please call, 937-1190

RELIABLE OFFICE ASSISTANT NEEDED in Jewelry business seeking party in downtown Birmingham to work approximately 4 hours per day, five days per week. Duties include light bookkeeping. Send resume to: Call Mrs. Malcolm at 644-5574.

ROCHESTER Psychological Clinic seeking a Part-Time Secretary. Position requires high growth potential. Clerical work, office skills preferred. Flexible hours & pleasant working conditions. Contact Mary Richards, 852-4132

SALES ADMINISTRATOR
for small manufacturer's rep company in Farmington Hills area. Duties include problem solving, phone sales, clerical & general office work. Organized, mature, pleasant & have experience. Excellent income potential for self motivated individual with confidence. to: Sales Administrator, P.O. Box 248022, Farmington MI 48332

SALES OFFICE COORDINATOR
Immediate opening for a detail oriented individual with excellent typing, math and clerical skills. Ideal candidate 1-3 years of office clerical experience. Duties include typing, sales order processing, record keeping, customer/sales rep assistant & telephone work. 40 hours per week. Comprehensive company paid benefits provided. Send resume with salary requirements in confidence to: Box 240, Observer & Eccentric, Suite 6, Farmington Hills, MI 48331.
An Equal Opportunity Employer

SALES SECRETARY

Exciting opportunity for motivated skilled Secretary with a large established company. You will enjoy working with the Sales Staff of Fortune 500 clients. $17,000 and benefits. Call Marie, 313-2000. After 5 PM, appointments available.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work flexible hours for fast paced Southfield company. 45 wpm typing, motivation, aptitude and organizational skills required. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SALES SECRETARY - type 50 wpm, good communication skills, busy office. Call Louise at Uniforce

DESIGN STUDIO SECRETARY

Seeking a female leader in Contemporary design, has an immediate opportunity for a Secretary/Librarian in our Bloomfield Hills Design Studio.

Outgoing personality and experience as a detail person are a must. All Medical, including dental.
Apply in person, Gorman's
Gorman at Twelve Mile. Ask for Ms Eden.

SECRETARY - PART TIME PIER 1 IMPORTS

Cheerful, high energy person needed 3 to 6 hours, 9-5pm, Mon.,Wed. & 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 Diana
An Equal Opportunity Employer

SECRETARIAL/BOOKKEEPING position available full time. Work for two contractors office in Birmingham. Job requirements are: Good typing, some & salary requirements to Secretarial Position, 851 S. Eton, Birmingham, MI 48008

SECRETARIAL for small CPA office. *Multimedia and Turbotax experience preferred*. Must be individual to assist with tax returns. Non smoker. 540-8350

SECRETARIAL POSITION
Full time, Downtown Office. Hours: Mon.-Fri., 9am-1pm. Some typing: must be good with people & have good telephone manner. Year-round position, beginning the latter part of May, 1988. Call or write for application form. St. Edith Church, Office of Christian Education, 15089 Newburgh, Livonia, MI. 48154 Phone: 464-2027

SECRETARIAL/RECEPTIONIST
Full time immediate position available for non-smoker with growing financial services firm. Experienced person with typing, word processing, communication skills and proficiency in spoken & written English and salary requirements to:
K. Thompson, 30200 Telegraph Rd., Ste. 276, Birmingham, MI. 48010.

Secretarial

SALES SECRETARY

We're DataCard, the world leader in marketing high quality innovative products and services in the plastic card market. We have an immediate opening in our Zone Sales Office for a Sales Secretary located in West Bloomfield

You will provide secretarial support to our sales representatives in this fast-paced position. Responsibilities include answering phones, typing sales proposals, maintaining the customer base, and other secretarial duties.

As a qualified candidate, you should have 1-2 years previous secretarial experience, preferably in a sales office environment, with typing of 60 + wpm, above average written and verbal communication skills and the ability to be flexible. Previous pc/word processing experience is a plus.

For consideration, DataCard rewards you with an excellent compensation and benefits package. Send resume, salary requirements, and send your resume to:
Y. Dubrovskaya, Personnel Corporation
7001 Orchard Lake Road
#230A, W. Bloomfield, MI. 48322

DATACARD CORPORATION

SECRETARY/Account Administrator needed for fast paced Livonia office. Duties include order processing orders, customer and manufacturer contact and all aspects of towtruck. Qualifications should include professional appearance, excellent typing, telephone manner, and good typing skills. Salary. Send resume to: box 202 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Birmingham architectural firm requires experienced secretary familiar with word processing with IBM, Lotus and WordPerfect helpful. Call for interview, 540-1711

SECRETARY - Books-seeing experienced person, full time, Sal. Salary commensurate with experience. W. Bloomfield area. 855-0803

SECRETARY/BOOKKEEPER - for landscape company, Farmington Hills. Part time, possibility of future person required. 471-3121

SECRETARY
CPA Firm in N. Oakland/Macomb Area has opening for secretary with 3 yr. minimum experience. Duties include 60 WPM typing, word processing, quick to learn & capable of handling a variety of responsibilities. Call Mr. Kopmeyer, Hoag & Co., 61 Gerard, Suite 200, Southfield, MI. 48034 or fax 559-8230.

SECRETARY

Entry level position at Allen Solar Corporation. Must have excellent skills, long term assignment, possibility permanent. Farmington Hills, Birmingham area. Call immediately:

939-3210

SECRETARY
Excellent grammatical, interpersonal & clerical skills required. Management skills desirable. Salary commensurate with experience. Call & ask for Chris 353-4648

SECRETARY experienced for greeting medical Company. Good typing, phone & organizational skills required. Farmington Hills. 477-6680

SECRETARY

Experienced secretary needed with excellent word processing skills. Familiarity with computer practice a plus. Must enjoy working with and talking to clients & people. Potential growth. Please send confidential resume and salary requirements to: Mr. Gordon, P. O. Box 861, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY - Experienced with computer back ground experience for manufacturing company in Livonia. 522-1132

504 Help Wanted Office-Clerical

SECRETARY - EXPERIENCED
For busy sales & warehouse office. Must be able to handle all phases of office work. Salary commensurate with experience. Please send resume to P.O. Box 1034, Troy, MI. 48083

SECRETARY for motion picture company. Typing 60wpm, pleasant personality, phone, math. Hours work 8250/wk. + benefits. Send resume to: Box 992, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

for a fast paced computer company in W. Bloomfield. Full time. Word processing, telephone and organizational skills required. Send resume to: Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY from 1pm-6:30pm, Mon.-Fri. Typing 40-45 WPM minimum, typing, phone, etc. Dictaphone helpful but will train. Salary negotiable. Ask for Bernie 851-1688

SECRETARY

Full-time, Fast paced outdoor Advertising Co. Salary + benefits. Experience & typing skills required.
352-1888

SECRETARY
General office duties as well as projects for Southfield professional corporation. Type 45 wpm. Must be organized and have supervisory experience & plus. Send resume with salary history to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Independent self-starter, with leadership potential. Word Perfect. Display Write 3 or 4. Multi Mail & Lotus knowledge. Call Tony 646-7364 or Fax 646-7364 in Livonia

SECRETARY
Join in the growth of Simplex, a leading developer, manufacturer and seller of Computer Aided Time Development and Building Control System. Seek an individual to assist our Sales & Service force along with a variety of general office duties. Must have good figure a strong independent worker, 60 + wpm typing and 5 + years previous secretarial experience. Year-round position, beginning the latter part of May, 1988. Call or write for application form. St. Edith Church, Office of Christian Education, 15089 Newburgh, Livonia, MI. 48154 Phone: 464-2027

SECRETARIAL/RECEPTIONIST
Full time immediate position available for non-smoker with growing financial services firm. Experienced person with typing, word processing, communication skills and proficiency in spoken & written English and salary requirements to:
K. Thompson, 30200 Telegraph Rd., Ste. 276, Birmingham, MI. 48010.

SECRETARY
Large property management company needs several Secretaries to work in home offices in Southfield, filing, typing and related duties. Entry and lee level positions available. Send resume and salary requirements to:
Office Manager, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY
Management consulting firm in Plymouth is accepting applications for a secretarial position. Candidates will have experience with word & data processing systems & other secretarial functions plus having communication skills commensurate with experience. Full benefits. Please send your confidential resume to: Box #940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Southfield area office is seeking candidates for our secretarial support position. Applicants must have the ability to use an electronic typewriter, communication skills and the ability to multitask. Call Mr. Leonard or Mrs. Gilmore 968-3225.

SECRETARY-Needed. Experienced in filing, phone answering & typing. Apply at: Rose Pharmacy, 28901 Southfield Rd., Lathrup Village.

SECRETARY - Oak Park distributor of gift & novelty items seeks a person with secretarial experience to handle a variety of office and sales responsibilities.
Please call Mr. Altman at 541-1140

SECRETARY/OFFICE ASSISTANT
Part time, Monday, 13 mile Farmington area. Light duties, 8am-1pm, 3 hrs a week. Typing 50 wpm, 10 keys per month. Good typing skills & clerical phone manner essential. Shorthand desirable. Work not limited to secretarial duties. Includes office administrative functions. Send resume to box 202 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - organized, motivated, responsible individual required full time position at growth Troy service oriented computer consulting firm. Extensive data entry & phone contact. Excellent support with problem solving. Micro computer experience required. Knowledge of Lotus, WP, knowledge of automotive industry a definite helpful.
Non-smoking office. 528-6189

SECRETARY/PART-TIME
Thur & Fri 9-3. Excellent clerical & telephone skills required. Word processing desirable. Reply to Box 333-2300

SECRETARY, part time, for small Farmington Hills non-smoking office. 4 to 8 hours daily, (32hrs/wk) and excellent grammar. $6.50 per hour. Call Mark Plant 476-8008

SECRETARY/PART TIME
For busy and professional real estate office in Farmington Hills area. Experience required. Filing & typing. Call Marilyn, Mon.-Fri., 9-5. 421-0800

SECRETARY - Second time, 10:30am-3pm. Typing, typing, filing, office experience. Will supervise with Mac computers highly desirable.
476-6870

SECRETARY - Part time (approximately 20-30 hours per week) for law office. Must have experience, good typing skills & telephone manners. Birmingham/Southfield location. Please send resume and salary to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Permanent Position, with possibility of full-time, for Troy Law Firm, Top-of-Troy building. Call 362-1470

SECRETARY

Quality assurance needs common sense Secretary for busy corporate office in Rochester. Take-charge person with good attitude and office skills will fit well in this position. Send resume to:
Box #12
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Part-time, 20hrs/week, Mon. thru Thurs. Send resume to: 4034 Fox Lake Dr., Bloomfield Hills, MI. 48013

SECRETARY Receptionist, mature, dependable, non smoker, for one person office. Bloomfield Township Co. Excellent phone, typing & bookkeeping skills required, computer skills helpful. 354-5313; 489-5865

SECRETARY/RECEPTIONIST (TEMPORARY)
A Canton manufacturing firm is seeking an experienced secretary/receptionist for a temporary position. The position requires an individual who is organized, pleasant & who can type 45wpm. Please send resume or apply in person to:
LINDBEY & PAVELICH DEPT.
8595 Ronda, Canton, MI 48187

SECRETARY/RECEPTIONIST for Birmingham developers office. Good typing skills, professional appearance and phone manners. Flexible hours. Call for appointment 644-6280

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Downtown Birmingham corporation needs full-time professional secretary/receptionist. Must have computer/telephone and secretarial typing skills. Call Mrs. Malcolm at 644-5574.

SECRETARY - sales office has position requiring excellent typing, spelling and English skills. Must have ability to handle phone calls and details. Computer experience desired. Salary commensurate with ability and salary to: Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Thru 31 March 1988. Mon-Fri 8-5. This growing suburban firm is looking for your good secretarial skills & good math aptitude. 3 years stable work experience is a must. Salary $15-$18,000 depending on skills.
ALL FEES COMPANY PAID

PERMANENT STAFF TROY 362-4004

SECRETARY
to Registered Investment Advisor. Securities Analyst. Must be experienced in Word Processing, Securities, Insurance, Financial Planning for Corporate Executives. Salary based on experience. If you are desirous to work in an independent & comfortable environment, call Integrated Financial. between 9am-5pm. 462-1853

● SECRETARY
● TYPIST
● TRANSCRIPTIONIST
Temporary assignments available in the Livonia/Westland areas.
Call Today
489-8990

TSI

Office Services
An Equal Opportunity Employer

SECRETARY
Type 65 WPM. Computer & Technical experience helpful. Call Carlie Insley, 9am-4pm 433-6400

SECRETARY WITH WORD PROCESSING

needed for long and short term assignments with major auto company. Experienced in:

XEROX 860
MULTIMATE
WORDPERFECT

Jobs available NOW!

PARTNERS IN PLACEMENT
SOUTHFIELD: 827-4213
LIVONIA: 474-6500

SECRETARY. One person insurance work in home office in Southfield. Typing, filing, and related duties. Entry and lee level positions available. Send resume and salary requirements to:
Office Manager, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY/CLERICAL
Experienced, organized and efficient secretarial position needed for small nonprofit organization located in Southfield. Accurate typing 60-80 WPM, respect for confidential matters, data entry on IBM PC, bookkeeping by Bookmaster, telephone experience preferred. Salary commensurate with ability and experience. Benefits. Send resume to: Box 1, 1968 to Box 270, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

STATISTICAL TYPIST

Hard working experienced typist with 2 to 3 years experience. Word processing & good math aptitude is a must. Lotus 1 a plus. This fast paced suburban office offers salary & benefits. Call today.
ALL FEES COMPANY PAID

PERMANENT STAFF TROY 362-4004

BUSY PARKVILLE company has a full time position open for a highly motivated & well organized Switchboard Operator. Candidate for this position must possess outstanding telephone skills. Please forward your resume to: Paychex, 30777 Northwestern Highway, Farmington Hills, MI 48018.

SWITCHBOARD OPERATOR
Part time position available. Flexible evenings, or a switchboard operator, Weekends & holidays involved. Experience required. Call Lowenstein Security & benefit program. Call 494-8800, ext. 2309

St. Mary Hospital

36475 West Five Mile, Livonia, MI

SWITCHBOARD OPERATOR
Southfield, Lathrup Village area. In seeking an experienced Switchboard Operator, our successful candidate will possess exceptional communication skills, a high degree of professionalism and a minimum of 2 years related experience. Quality benefits package. Call Mrs. K. Peterson, 358-2000

SWITCHBOARD/RECEPTIONIST
Some secretarial duties. Must be dependable with pleasant voice and personality. Some light typing. Send resume to: Box 228 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD RECEPTIONIST - full time days, excellent benefits, Room console experience a must. Apply in person: Mon.-Fri. 9-4:30 Maid Lace, 21705 Evergreen, Southfield.

TECHNICAL CLERK/TYPIST

Divisional office of large Fortune 500 manufacturing company, has immediate opening for Statistical Typist to prepare Engineering and Quality Control reports and equipment for customer inspection. Functional responsibility include organizing and maintaining technical files, & general office duties.

Send resume and salary requirements to:

Personnel Department

McINTOSH DIVISION
MASCO INDUSTRIES

39600 Orchard Lake Place
Farmington, MI 48050

An Equal Opportunity Employer

TELEMARKETING
We want the best! National company looking for experienced people to develop Sales. Great opportunity. Birmingham area. Call 642-6530

TELEPHONE OPERATOR for order desk. Excellent office work. Call experience helpful but not necessary, good benefits, full time. Call Mel at 681-1480

TELEPHONE RECEPTIONIST - immediate opening 9-3 days/wk. in Southfield, must be mature, like people & have clear, pleasant telephone voice for this shared job at:
Rooms of Blossom
21015 Telegraph
N. of Bearbit Square Mall

BANQUET SET-UP
Flexible hours. Full & part-time. Will train. $4. an hour to start. Start immediately. Apply in person: Holiday Inn, 29555 Telegraph, Southfield

BAR PERSONS
WAIT PERSONS
BUS PERSONS
HOST/HOSTESS
Have fun/big opportunities. Mon. thru Fri., after 3 PM. Apply: Topgolf, 24010 W. 7 Mile, Detroit.

BAR PERSONS & WAIT STAFF
Full time, Victory Inn basketball season. Perret Home Place, Michigan & Trombley. Apply in person. 563-0664

BARTENDER (EXPERIENCED)
For part time work needed now. Full time & part time Bartender Order Cooks needed mid-April. Meal Lounge. 437-4770

BARTENDER Good benefits, good pay. Apply in person Wed - Sun at Hunter's Victory Club, Lahser & 9 Mile Rd., Southfield.

BARTENDERS WANTED - experienced only. Apply after 2pm at: The Longest Bar, 3500 W. South Blvd., Rochester Hills. 853-7800

504 Help Wanted Office-Clerical

TYPISTS

A Kelly job is at your fingertips!

If you have good typing skills, pick up the phone and call Kelly Services. We have many local and long term temp assignments for Typists. 50wpm + typing skills is desirable.

Call the office closest to you:

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

KELLY SERVICES

The "Kelly Girl" People
Not an agency; never a fee
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TYPISTS

For assignments in Plymouth/Canton area. 55 wpm minimum.
Call today for work.

MANPOWER
TEMPORARY SERVICES
478-1130

UNDERWRITING ASSISTANT
Insurance company in Southfield has immediate need for someone with 1 yr. insurance/clerical experience for this non-smoking position. Familiarity with auto policies & customer service desirable. College or business school courses helpful. We offer competitive salary & excellent benefits including tuition assistance. Apply in person or send resume to
League Life Insurance Company
CUNA Mutual Insurance Group
15400 Provincial Dr.
Southfield, MI. 48076
(Across from Southfield Pavilion Theatre)
No phone calls please

VERSATILE SECRETARY NEEDED
Northwestern & Lilley area, $30/week. Commute, 5 days. Pleasant, congenial atmosphere. Position requires dependable, responsible & excellent typing skills. Benefits include: Medical/Profit Sharing plan. Please send resume, including minimum salary requirements to:
Branch Secretary, Gallagher Bassett Services, Inc., P. O. Box 6136, Plymouth, MI. 48170

WORD PROCESSER - PC experience, good knowledge of bookkeeping. Accounts Payable. Mon thru Fri 8am-5pm. Salary open, benefits. Sally Burns Sun Sales, 24601 Lahser, Schoolcraft Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSING secretary/receptionist for new executive office in Farmington Hills area. Nonprofit. Flexhrs/hrs 3 proficiency and excellent communication skills. Salary and benefits. Send resume to: Box 1, 1968 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

WORD PROCESSING SECRETARY
+ for expanding Troy office. Display/Write III skills necessary, salary + benefits. Send resume to: W