504 Help Wanted Office-Clerical

WORD PROCESSORS
Will train for data entry. Typing skills required. Minimum wage. Earnings are excellent. 474-1126

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a division of the Association of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they seek new employees. We need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for all areas. Our fees are the lowest & charged only to the company.
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CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE
Opportunity to learn a profession while doing your clerical skills. If you have at least 1 year experience in an insurance company or an insurance agency, type 50wpm, have good math skills you may qualify. Excellent opportunity for right person. Southfield location. 355-4100

INVENTORY CLERK wanted. Computer and retail inventory experience helpful. Submit resume with salary history & requirements to Box 710 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Inventory Control Scheduling Clerk
Well established company company seeking individual with clerical experience in inventory order desk position in fast paced environment. Insurance claims experience helpful. Good communication skills and telephone manner essential. Must enjoy detail work. We have good math aptitude, organizational skills and ability to juggle new responsibilities quickly. $15,000 plus excellent benefits with advancement potential. Send complete resume showing earnings history to: P.O. Box 654, Southfield, Mich. 48037-0654

KEY PUNCH/KEY TAPE
Join the Indata team. We are looking for a motivated operator for our expanded Livonia operation. Call between 8am & 3pm for an appointment:
INDATA CORP. 422-8002

KEYPUNCH OPERATOR
Our Troy office has opening for experienced Keypunch Operators for day afternoon shift. Excellent benefit package for full-time employees. For an appointment, call between 9am & 3pm, Tues. thru Fri.
562-6129

LARGE FRANCHISE corporation needs a person with data entry experience, speed and accuracy a must. Excellent well rounded position or operator with day-to-day function of the data processing dept. PC experience helpful but not necessary. Send resume to: Controller, 31731 Northwestern Hwy. Suite 250, Farmington Hills, MI 48018.

LARGE insurance agency recruites part time, clerical person as assistant to Commercial Service Representatives. Must have knowledge of insurance knowledge helpful. Southfield location. Contact Ann at:
358-1100

LAW firm in Southfield, seeks legal secretary with 1 year experience and a receptionist/typist.
559-2990

LAW OFFICE MANAGER TRAINEE
Must have business administrative degree or 3 years Bookkeeping.
Send resume to: Sandi, 1189 W. Long Lake, Troy MI 48098

LEGAL - excellent typist for word processing. Office experience required. Full time position. Call (313) 459-7900 (Grand River & Mallstead, Farmington Hills. Reply with resume to Box 742 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part-time Flexible hours experience required. Word Processing experience helpful. Salary commensurate with experience. 645-6228

LEGAL SECRETARY
Part-time, Mon. thru Fri., 1-5.30pm (Law Offices, Farmington). Minimum, dictaphone. Speak to Betty.
557-1568

LEGAL SECRETARY
Southfield lawfirm has opening for secretary with personal injury experience. Excellent salary commensurate with experience. Call Susan.

LEGAL SECRETARY - Experienced, for a defense litigation firm in Farmington Hills to work evenings. Word processing preferred. Please respond to: P.O. Box 3040, Farmington Hills, 48333-0040.

LEGAL SECRETARY - Experienced for a defense litigation firm in Farmington Hills. Hang litigation. Preferred. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills 48333-0040.

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Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE ADAMS GROUP
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HILLSTROM & ROSS AGENCY, INC.
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LEGAL SECRETARY
Birmingham. Will train bright college person who wants paralegal or law school plus pay for education. Good pay. Nice place. Start now 643-0750

LEGAL SECRETARY/FULL TIME
Experienced real estate. Word processing. Send resume to: Office Manager, 30665 Northwestern Hwy. Suite 300, Bloomfield Hills, MI. 48013.

LEGAL SECRETARY/TRAINEE
for law firm in Troy. Must type 60 WPM. Experienced or will train. Send resume to Box 742 Observer & W. Long Lake Rd., Troy, MI., 48098.

LEGAL SECRETARY
For Southfield lawfirm. Must be experienced in personal injury litigation. Excellent benefit package. Salary commensurate with experience. Contact Barbara 552-1000

LEGAL SECRETARY for Birmingham law firm. Litigation experience. Must have word processing, preferably WordPerfect. Salary commensurate with experience. Benefits. Call Jan. 540-8282

LEGAL SECRETARY
Growing two Attorney Civil Litigation Firm across from Somerset Mall. Excellent salary and fringe benefits. Pars-legal and IBM word processing transfer helpful. Mail resume to: Franklin G. Koory, 3155 West Big Beaver, Suite 100, Troy, Mich., 48084

LEGAL SECRETARY
for Dr. Farmer in Farmington firm. Very substantial salary, minimum 3 years experience. Call: 354-2500

LEGAL SECRETARY
Experienced, for small Southfield firm. Excellent typing required. Call 352-8171

LEGAL SECRETARY
Word Processing experience for Detroit law firm located on West 8 Like. Call Kim. 537-8400

LEGAL SECRETARY
Full-time, experienced for small Birmingham Law Firm. Telegraphy 10 Mile area. 647-8550

LEGAL SECRETARY, Part time, needed for Farmington Hills law firm. Litigation experience required. Contact Karen 855-2110

LEGAL SECRETARY
Part time, experience required. Computer helpful. Call Diane 355-3300

LEGAL SECRETARY
Part-time. (1) Man Office. 20 hours per week. Flexible schedule. 55 WPM. Excellent typing skills required. Experience not necessary. Call 9-12 noon or 1-4pm. 855-8600

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Birmingham law firm office seeking person who possesses 1-2 yrs. litigation experience plus word processing & Dictaphone skills. Send resume to: Law Office, 3rd floor, 300 E. Maple Rd., Birmingham MI 48011.

LEGAL SECRETARY
Defense litigation office of major insurance company seeks candidate with minimum 2 years related experience. Typing 70wpm strongly preferred. Word processing skills a plus. Flexibility is a must. Excellent benefits plus commensurate with experience.
For confidential consideration, send resume & salary requirements to Gary R. Schefstake, Esq., Citizens Insurance Company of American,
35 W. Huron, Suite 300,
Pontiac, MI 48058.
Equal Opportunity Employer M/F

LEGAL SECRETARY EXPERIENCED
Novi Personal Injury Firm
Great Location
I-96 & Novi Road
Salary to $20,000 for professional Legal Secretary with IBM PC skills and dictaphone, willing to work hard in small pleasant setting. Must have 4 to 5 years experience minimum. Excellent benefits. Call Ann Marie 348-2000

LEGAL SECRETARY for Birmingham law firm. 792-4000

LEGAL SECRETARY - Rochester. Experienced receptionist/data processing assistant essential. 852-8600

LEGAL SECRETARY
with experience - for Troy Law Firm. Full-time. Pay commensurate with experience. 528-393140

LEGAL SECRETARY
Farmington Hills location. Must have at least 1 year experience in a law office. Salary commensurate with experience. 851-8888

LEGAL SECRETARY
Bloomfield Hills firm seeks secretary with domestic & word processing experience for Senior partner. Call Administrator: 642-7880

LEGAL SECRETARY
One man law office in Southfield. Plaintiff's P.I. specializing in medical malpractice. Experienced, IBM-PC necessary.
334-2477

LEGAL SECRETARY, minimum 2 years litigation experience necessary, for established seven attorney firm in Farmington Hills law firm. IBM equipment. Excellent opportunity, variety, full benefit program. 626-5000

LEGAL SECRETARY - part time, Mon. thru Fri. 1-5.30pm, for downtown Birmingham law office. Experience in word processing required. Prior conveyancing experience helpful. Call Dawn Berryman 647-8966

LEGAL SECRETARY
Experience in corporate & estate planning needed for senior partner in medium size Bloomfield Hills law firm. Word Processing experience helpful. Salary commensurate with experience. Send resume to Box 711 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY-Plymouth law firm is interviewing for a legal secretary. Applicants should have prior experience in the legal field & should be capable of operating word processing equipment. Salary plus full benefits. Please send your confidential resume & salary requirements to Box 782 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
Temporary Assignments
Experienced, for permanent & temporary assignments in Oakland County.
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JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARIES
The Birmingham law firm needs a top notch Secretary with solid construction litigation experience. IBM WP a Plus. Good benefits. To low $20's.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0300 963-4165

LEGAL TEMPS
We are actively recruiting for legal typists, legal secretaries and legal word processors to refer to long and short term assignments throughout the tri-county area. Very special rates for DECEMBER. WANG and IBM 5520 experience exists now. Earn more rates. Enjoy perks & benefits! Call or mail your resume in confidence.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
356-0000 963-4165

LIVONIA Real Estate Office, needs full-time secretary. 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

LOCAL RV DEALER needs secretary/bookkeeper in sales organization. Accounts receivable, needed for document preparation. Full time available now. Call Dan. 981-1535

MARKETING DEPARTMENT
EXECUTIVE SECRETARY
$18,000
A very exciting opportunity with a growth oriented company. Good skills including shorthand and word processing required. Good benefits. Fee paid. Call Eleanor at 353-2900. After 6 PM. Appointments Available
SNELLING & SNELLING

MATURE person wanted for full or part time position in Optometrist's office at 12-Oaks Mall. We will train. Some evenings & weekends required. 349-3590

MGM OFFICE SERVICES
Available positions for both long & short term assignments in Southfield, Livonia, Farmington Hills, Walled Lake areas.
● TYPISTS
● WORD PROCESSORS
● SECRETARIES
● DATA ENTRY
RECEPTIONISTS
FILE CLERKS
Call today for an appointment
Students Welcome!
474-7766

NEEDED - energetic, organized mind with typing skills. We're offering an exciting work environment. Join us! Ask for Mandy, Hagopian & Assoc., Farmington. 478-3000

OFFICE ASSISTANT - for Troy adverting photography studio. Call for more information. 280-0640

504 Help Wanted Office-Clerical

OFFICE SUPPLIES/CASHIER
working for Michigan's largest jeweler. Good benefits. Apply at Mayer Treasure Chest, Wonderland or Livonia Mall.

OFFICE ASSISTANT
Immediate opening in our legal department for detail oriented with good clerical skills. Duties include filing, mail processing, posting attorney diaries & light typing.
Excellent employee benefits & profit sharing. Flexibility is a must. Chance to develop advanced skills. Beautiful facility in Town Center. Call Vicki Sata for appt. 348-8000
Liberty Mutual Insurance Group
An Equal Opportunity Employer

OFFICE CLERICAL position available. Must have good phone communication skills, filing, typing, adding machine. Apply in person or send resume to Allied Commerce Center, 31740 Plymouth Rd., Livonia, Bet. Newburgh & Wayne.

OFFICE/CLERICAL, immediate opening in local office, of national swimming pool company, located in Dearborn Hts. for a people oriented person. Must be mature and dependable. Some typing required. Call Mon-Fri. 292-3350

OFFICE CLERK - Accounts Receivable & Payable. Some computer input. Pleasant skills. WM Wahl, Farmington Hills office. 477-4730

OFFICE CLERK
Downtown Detroit firm is seeking full time typist. Applicants must have a minimum of 40 WPM, possess good phone skills and general clerical knowledge. Candidates should have the ability to work accurately in a fast-paced environment. Opportunities for advancement. Complete benefit package included. For consideration please send resume to: P.O. Box 775 Detroit, MI 48231

OFFICE CLERK - Full Time
Good math & phone skills. Apply in person. R.J. Leeds Furniture, 29055 W. 7 Mile Rd., Livonia Town Square (N.W. Mall, Middlebelt), Livonia. No phone calls please.

OFFICE HELP - I am in need of people to work in one of my offices on appointments. Start immediately. City of Wayne. 729-4500

OFFICE HELP - must be a mature responsible individual with energetic personality, knowledge of accounts/payable, typing & typing needed. Apply in person only:
Search Employment Inc., 32841 Park Lane, Garden City.

OFFICE HELP
Part time for small company. Must have basic computer skills and good math skills. General office duties. Mr. Hirsch 532-1327

OFFICE MANAGER
Looking for person with proficient office management and communication skills to handle busy custom office. Computer literate, Lotus, Easiate and computer knowledge a plus. Must be a non smoker and have own transportation. Health benefits offered. 478-1100

OFFICE MANAGER/SECRETARY
Experience, full charge secretary for advertising production studio of total control of office. Mature attitude, good organizational skills, computer literate (we use Macs), financial skills only: Office Manager, 28588 Northwestern Hwy., Suite 360, Southfield, MI., 48034.

OFFICE MANAGER
For very modern Bookkeeping office. Must be a full charge Bookkeeper (Knowledge of financial statements) with advanced computer knowledge. Retail experience helpful. Please send complete resume to Dr. Paul Feinberg, Mall Optical Center, Summit Place, Pontiac, MI., 48053.

ORDER ENTRY PERSON - a newly established Fortune 500 regional sales force seeks an ord.- entry person. This person will report to the sales manager. Salary plus full benefits. Please send your confidential resume & salary requirements to Box 782 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER PROCESSING
full time position for person with growing Farmington Hills video distributor. Excellent phone, typing & organizational skills required. Computer experience a plus. Salary based on experience. Send resume to AVID, 27735 Halt Tech, Farmington Hills, MI 48331

ORDER PROCESSING
For a wholesale distribution company. Some customer contact. Must be mature and stable. Permanent position with advancement. Experience helpful, but not required. From 20 per week. Rochester Hills area. Detroit. Department 5, Box 32582, Detroit, MI 48232

PART TIME, Livonia service company. General office work, computer billing, filing. Flexible hours. 30-35 hours weekly to full time. 261-2255

PAYOFF/DISCHARGE CLERK
Multi-state mortgage company requires experienced payoff/discharge clerk. Must have handle-on knowledge of investor requirements & required documentation for local & out of state discharges. 353-5700

PAYROLL CLERK - Experienced payroll office background. Only qualified people need apply. Rochester Hills area. Benefits. Send resume to Personnel Department, 3500 W. South Blvd., Rochester Hills, MI 48309

PERMANENT Part-time Secretary 20 hours per week, flexible schedule to meet your requirements. $8. per hour. 644-6444

PERSONNEL ASSISTANT
Fast-paced Troy company is looking for experienced personnel assistant to help management staff at phases of employee benefits administration. Familiarity with automated payroll would be helpful, but we will train qualified individual. Excellent opportunity for a hard working person who is also reliable. Call C. Marshall, Vice President at 643-8400 ext. 502
An Equal Opportunity Employer

PERSONNEL ASSISTANT
Computer Dynamics Inc. a national computer services firm with headquarters in Southfield is seeking a Personnel assistant. This individual will be responsible for a variety of personnel functions including personnel tasks. Word perfect & PC experience required. Salary $16,000-$18,000 plus excellent benefits. Non smoker. For further information please call 313-357-4200 or send resume to: Computer Dynamics Inc., Dept. P, 32792 Telegraph, Southfield 48034.
An Equal Opportunity Employer

PERSONNEL PLACEMENT COORDINATORS
Busy temporary personnel service is seeking full time & part time self starters with outgoing personalities to start our Livonia office. Experience preferred. Send resumes to:
Mel Morris, Manager
Corporate Personnel Services
15618 Hubbell
Livonia, MI 48152

FULL TIME Receptionist Secretary. Good communication skills, typing, word processing & light filing, word processing a plus. Send resumes to Prima Tube, Inc. 13101 Eckes Rd., Plymouth, MI 48170, Attn. Ms. Tracy.

RECEPTIONIST for downtown Farmington optometrist. Full or part time. Office skills necessary. Phone Dr. Bickler 476-8277

RECEPTIONIST CLERK
Livonia, Farmington, Farmington Hills lawfirm. Contact Kathy
626-3448

RECEPTIONIST/SECRETARY
full time. Retail company seeking an ambitious motivated person able to handle many duties at once. Typing, answering phones, general office duties & filing are required. Prefer someone with word processing experience. Only mature, organized & dependable persons need apply for this position. For appointment call Mrs. Prior: 348-0468

RECEPTIONIST
Answer phones, light typing, filing, etc. Part to full time. Experience not necessary, will train. 555-8080

RECEPTIONIST
Full time position, answering phones, light typing & light filing. Good telephone conditions & benefits. Please apply betw. 8-4pm.
Grand Lake Boat Top Co., 200 N. Industrial Dr., Plymouth. 459-8080

504 Help Wanted Office-Clerical

RECEPTIONIST
Phone answering, light typing. Part or full-time. 334-3639

RECEPTIONIST for busy real estate office. Light typing and other duties. Call between 10AM-1PM. 644-1800

RECEPTIONIST/TYPIST& Town Center, Southfield
8:30AM-5:30PM
358-8500

RECEPTIONIST - full or part time. Computerized distributorship in Livonia. Must enjoy people. Ask for Manager Kathy 643-8740

RECEPTIONIST/NARCOTICS CLERK
Full time position for Livonia funeral home. Some typing required. Call for interview appointment 422-8721

RECEPTIONIST/GENERAL OFFICE
light typing, full time 8am-5pm. Contact Heidi 261-2100

RECEPTIONIST-With appointment book experience. Apply at Farmington Hills beauty spa. 855-0478

RECEPTIONIST-Answering phones, light typing, computer programming. Experience required. Rochester area. 375-2626

RECEPTIONIST - Must have good phone technique. Full time, from $200 per week, plus benefits. Detroit New Center area. Department 7, Box 32582, Detroit, MI 48232

RECEPTIONIST/CLERICAL
Oak Park Manufacturing firm: general office duties. $5-$6.50/hr. Benefits available. 967-0150

RECEPTIONIST/SECRETARY - to work in fast-paced office, must be clerical knowledge. Candidates should have the ability to work accurately in a fast-paced environment. Opportunities for advancement. Complete benefit package included. For consideration please send resume to: P.O. Box 775 Detroit, MI 48231

RECEPTIONIST
needed with typing and bookkeeping experience. Good hourly wage. Hours 9-3. Weyne/Westland area. Ask for Mrs. Fisher. 722-3333

RECEPTIONIST-TYPIST
Working in law firm. Excellent benefits. Salary commensurate with experience. Must have good skills.
Call Sue. 646-3600

RECEPTIONIST - Full time for busy Farmington office. Good phone skills a must. General office skills helpful. High school seniors may apply for permanent position only. Entry level position. Arlene 471-6990

RECEPTIONIST - Part Time
One man Farmington Hills office. Must have basic computer skills and good math skills. General office work. Mr. Hirsch 532-1327

OFFICE MANAGER
Looking for person with proficient office management and communication skills to handle busy custom office. Computer literate, Lotus, Easiate and computer knowledge a plus. Must be a non smoker and have own transportation. Health benefits offered. 478-1100

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Must require light typing, basic math skills. Salary commensurate with experience. Call Mon-Fri. 9-5 pm. 352-3296

RECEPTIONIST/TYPIST
needed for fast paced leasing company. Must be able to type 55WPM a plus. Pleasant phone manners. Send resume to: LAC Leasing, 30101 Northwestern Hwy., Farmington Hills, MI 48018. Attn: Susan.

RECEPTIONIST - FULL-TIME
Must be able to work some Saturdays. Answer phones, typing & various office duties. Some experience required. Call Mon.-Fri. between 9am-5pm. 644-1800

RECEPTIONIST
for small but growing general contractor, should have light typing, good typing & general office duties. Experienced with PC and/or construction billing a big plus. Notary license. Pleasant working environment. Call May 4 for interview. 852-3232

RECEPTIONIST - who wants to do more than just answer phones. Light typing for a busy office. Must be very accurate & organized. Good telephone skills & accurate typing, send resume to: Box 8752, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Southfield Birmingham area professional office is seeking additional mature, bright, personable individual to handle phones & light clerical arrangements at the Front Desk. Ideal position for a "people person". Excellent salary & benefits. Call Natalie at 357-1709

RECEPTIONIST
Person to answer phones with good telephone manner. Also typing. Computer knowledge a plus. Full-time in Farmington Hills. Modern medical office. References. Call Mon.-Fri. 9am-5pm
352-2015
An Equal Opportunity Employer

RECEPTIONIST
Rapidly growing commercial & industrial construction management contractor requires a qualified receptionist. Full time general office experience including extensive phone work, typing, filing & a small amount of computer experience helpful. Hours 8-5. Blue Cross available. Salary negotiable.
NEWPORT CONSTRUCTION LTD.
After 1pm, 486-0205

RECEPTIONIST/BOOKKEEPER
Full time position with engineering firm located in Farmington Hills. Typing, phone, general office duties, accounts receivable and other clerical duties. 1-3 years experience required. Non-smoking office. Excellent benefit package. Please send resume to: Personnel Department, P. O. Box 041812, Detroit, MI., 48244-1912.

RECEPTIONISTS
Team up with 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
Garden City 422-0269
Farmington 471-2050
KELLY SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST - general office. Typing, filing, good organizational skills. Immediate opening. Call between 2pm-4pm. 644-9675

RECEPTIONIST/TYPIST - for general office position. Mon-Fri. 8-5.30. Non-smoker. Livonia area. Call Mary Ann at 476-1733

RECEPTIONIST - Mon thru Fri. 4-8.30pm. Position requires good typing & excellent communication skills. Bloomfield area. 626-2400

RECEPTIONIST for Farmington Hills CPA firm. Must be poised & able to handle high volume pressure. Bookkeeping a plus. 626-2400

RECEPTIONIST/SECRETARY - entry level position for Farmington Hills law firm. Typing 60 wpm plus, word processing helpful. Medical benefits. Call Joyce Luckin, 647-1212

RECEPTIONIST for major corporation in Troy. Excellent benefits. Medical or Horizon board experience, medical plus, $14,700. Call Alice at Inteloce 646-7664

504 Help Wanted Office-Clerical

RECEPTIONIST - Motivated person for busy real estate office located in Livonia. Must be able to work some evenings and weekends. Call Elaine 261-1407

RECEPTIONIST needed for busy Bloomfield Hills firm. Hours Mon. thru. Fri. 8:30am-5.30pm. Experienced, non-smoker. Responsibilities include answering phones & general office duties. Call Carmine 358-2600

RECEPTIONIST
No experience necessary, $4.00 per hour, Rainbow Office Temps
528-3620

RECEPTIONIST/TYPIST
Position open for a personable individual with excellent telephone manner. Must be a good typist, experienced in office procedures. 12 Mile Telegraph area.
Call 9AM-3PM. 644-8266

RECEPTIONIST
Strong phone & clerical skills, type 60 wpm, non-smoker, paid benefits. Opportunity with growth company in Livonia. Write to Box786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/CLERICAL-Requires minimum 1 year experience. Responsibilities include: Operating telephones, light typing & some clerical work. Good appearance & good communication skills required. Send resume to: A & A Management, 13140 W. 5 Mile Rd., Oak Park, MI 48237.

RECEPTIONIST TYPIST
Excellent opportunity for a South field firm. Must have excellent typing, good phone voice, general office duties. Send resume to:
Robert Williams & Co., 17337 W. 12 Mile Rd., Southfield, MI. 48076
Or for Appt., contact. 559-5551

RECEPTIONIST for evenings, 6 till 12 Mon. thru Fri. 11, 12 noon till 8pm Saturday. Southfield Center Extended Care. Please call between 8 and 5 Mon. thru Fri. 421-1110

RESTRANT Office Assistant - Bookkeeping experience required. Flexible hours. Norman's Eton St. Blair, Call Dana. 642-7773

SALES ASSISTANT - Entry level, full time. Office & inside sales responsibilities. Light typing. Call Mr. Hirsch, Bay Industrial Company in Oak Park. 547-7827

SALES ASSISTANT
Major brokerage firm is seeking a 2 account executives in Downtown Birmingham. Must be genuinely interested in the financial industry as a career. Brokerage experience & knowledge of securities helpful is required.
Send resume to:
BIRCH/MERSON/LEHMAN/HUTTON
An Equal Opportunity Employer

SALES COORDINATOR
Aggressive Southfield service company seeks individual with talent for to organize and schedule sales leads, communicate leads to sales force, follow-up on leads. The right person will have strong secretarial skills, be comfortable with telephone contact sales work. Pleasant, non-smoking office. Send resume with salary background to: P.O. Box 273, Bloomfield Hills, MI 48303

SALES SECRETARY
Sharp individual with initiative and energetic personality. Light typing, 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 or call 353-3311, Ext. 217

SALES SECRETARY - full time position for small sales company requiring administrative offices located in Troy. 3-5 yrs. secretarial experience including word processing. Light shorthand required. Competitive wage & excellent benefit package. Please send resume & salary requirements to box 410 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES TEAM SECRETARY
Take minutes at meetings with big name clients for this growth company. Good personality, good typing, good math skills needed. $15,000. fee paid. Call Marie at 353-2090. After 5 PM. Appointments Available
SNELLING & SNELLING

CLOSING SECRETARY
For established realtor in downtown Birmingham. Related experience required. Contact J. A. Delaney, 645-5400

WEIR, MANUEL, SNYDER & RANKE
503 S. Main St.
Plymouth, MI. 48170

SECRETARIAL HELP
Needed part time basis. 56/ hour. West Bloomfield area. 661-8152

SECRETARIAL POSITION
Requiring Word Processing with a minimum of 55 WPM typing skills. 2-3 years secretarial experience helpful. Excellent benefits. 641-0095

SECRETARIAL position available for small Bloomfield Birmingham law firm. Legal experience not necessary for individual with good secretarial skills. Call Debbie, 645-1700

SECRETARIAL POSITION
In fast paced Southfield office. 50 WPM, word processing, Lotus & Accounting knowledge a plus. Forward resume to: Pamela Ross, 2000 N. Woodward, Ste. #300, Bloomfield Hills, MI., 48013.

SECRETARIES
St. Vincent & Sarah Fisher Center has full time secretarial positions available. Positions involve providing administrative clerical support to program directors & professional staff. Starting salary ranges from $12,000 to $14,000 depending on resume & salary expectations to St. Vincent & Sarah Fisher Center, 2360 Mile Rd, Farmington Hills, MI 48019
An Equal Opportunity Employer

SECRETARIES
SAIL INTO SPRING WITH SNELLING TEMPORARIES
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● FLEXIBLE HOURS
● SAME WEEK PAYCHECKS
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/Administrative Asst. Southfield manufacturer seeks filing, writing, curiosity, typing skills. Degreed, non-smoker, college hours. Permanent at-will contract. Write President, Box 5083, Burbs 300, Bloomfield Hills 48013

SECRETARY
Birmingham office requires individual with good typing skills, phone skills. Shorthand a plus. 540-4100.

SECRETARY/BOOKKEEPER for law firm in downtown Birmingham. Good typing required. Immediate opening. Salary commensurate. Full time. Call for Mrs. Downer. 644-1202

Secretary/Bookkeeper
Excellent opportunity for individual with experience, good typing skills & working conditions. Joe Panian Construction, 26111 Telegraph.
353-1000

SECRETARY/BOOKKEEPER
for small Livonia firm. Must be self starting & have computer skills. Excellent benefits & working conditions. Tipsdale/Dellard Architects, 1840 Coss Lake Rd., Keego Harbor, MI. 352-3653

SECRETARY - commercial real estate, the right applicant has at least 2 yrs. experience in commercial real estate office. In a self starter, get Right office manager type. We are a young, aggressive commercial real estate firm, with high income potential. Salary is open. Send resume to PO Box 8901, Bloomfield Hills, MI. 48303-0901

SECRETARY
Entry level, 50 + 60 wpm. Good phone, medical & legal terminology helpful. Full time. Carol 553-9858

SECRETARY - Entry Level for national sales office. Light typing, shorthand & organizational skills. Professionalism a must. Livonia location. Call for interview, 476-2920

504 Help Wanted Office-Clerical

SECRETARY
Detroit-based financial institution has opening for a full time, hard working and self-motivated person. Handle phones, process accurate typing skills, 50 wpm minimum, and word processing experience (Wordstar a plus). The person selected will have the ability to work on various responsibilities and have an excellent phone manner. Candidate will have the potential for advancement in the financial industry. For immediate consideration send resume to: Secretary, P.O. Box 779, Detroit, MI 48231

SECRETARY
Established company under new management seeks individual experienced in 2 progressive secretaries. Must be flexible, competent in office procedures. Self-starter, good typist, adept on computer and word processor. In return we offer competitive salary and company paid benefits including medical, dental, life insurance, 401K.
Send resume to: Personnel, 800 Jackson, Plymouth, MI 48170.

SECRETARY - Excellent organizational, typing, phone, word processing, filing and dictaphone skills needed. Shorthand helpful, not required. Southfield. Call 830-1lam

SECRETARY - excellent grammatical, clerical & inter-personal skills required. Transcription experience a must. Salary commensurate with experience. Send resume to: Box 742 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for national health agency. Need full & part time, experienced typists, for Farmington Hills. Send resume & salary requirements: Box 782 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for marketing dept. Opening available with leading computer firm. Must be organized, detail oriented, moving soon to Novi. The individual must possess experience in secretarial duties with above average typing & clerical skills & be self starter with organizational ability to administer continual programs. Excellent benefits & salary. Knowledge of sonnel & customers is also desired. Company offers a competitive salary plus benefits program. If interested please forward your salary history to: Stanley Automatic Operations, 5740 Nevada, Detroit, Michigan, 48234. Attention: Personnel Dept.

SECRETARY for manufacturers rep. Permanent part-time, 8:30 to 12.30, Southfield area. 557-3900

SECRETARY for leading Commercial Insurance Agency in Troy. Southfield seeks capable individual with excellent typing & telephone skills. Ask for Jeanette 356-5000

SECRETARY
Full time. Excellent typing & phone skills, front desk appearance. Shorthand preferable. Farmington Hills. Call for appointment: 851-1981

SECRETARY
Full time. Dearborn location. Must have good typing skills. Insurance vantage II. Excellent company benefits. Call Mrs. Ryan at 336-3000 ext. 21

SECRETARY - GENERAL OFFICE
for Southfield firm. Self motivated, detail oriented, able to handle a full time position. For interview appointment call Julie between 10am-3pm, 559-5900

SECRETARY - Light typing, correspondence, filing & scheduling appointments for small office of organization, taking directions and following instructions. Send resume with salary history & requirements to: Box 8, Stanley Automatic Operations, 40600 Grand River, Novi, MI 48050.

SECRETARY/LIGHT BOOKKEEPER
Pleasant Southfield company. Full time, flexible hours, $6.00 per hour to start. Farmington Hills 553-3900

SECRETARY
Metro Detroit Service organization seeks a secretary for top executive. Word processing and shorthand experience a must. 1-3 years of experience required. Good typing skills and excellent benefits. If interested, please send confidential resume and salary requirements to: Russell, P. O. Box 691, Southfield, MI 48037 or call Jeanette, 11am & 12 noon, 352-2500, Ext. 334

Plante & Moran Accounting for an
Equal Opportunity Employer

SECRETARY needed for bookkeeping & purchasing duties in long established Farmington Hills manufacturer. Experience required, 40 hours, many fringes. 553-7748
An Equal Opportunity Employer

SECRETARY needed for a pleasant office in Troy. Application will be taken at: 2000 Maplelawn, Troy, Mich. No phone calls please.

SECRETARY
Needed for a growth manufacturing company. Duties include: filing, typing, phone & word processing. Must be organized. Part time, could lead to full time. Call Mon. Wed or Fri for interview. Ask for Ann. 255-0630

SECRETARY/OFFICE MGR
for growing medical equipment co. Light typing, bookkeeping and shorthand required. Farmington Hills. 477-8880

SECRETARY
Opening in Farmington Hills CPA firm for reliable secretary/backup bookkeeper. Must prefer experience in a CPA firm. Duties include: telephone, word processing, billing, processing payroll, tax returns, filing, etc. Dynatex input and Digital Banana skills a plus. Salary $5.25 hr. Some overtime Jan.-April. Salary commensurate with ability.
Call Kris 626-3800

SECRETARY
Part time, flexible hours for office in Farmington Hills. Light computer work plus general office. 489-8973

SECRETARY
Part time, flexible hours. 13 Mile & Southfield area. 540-3993

SECRETARY - part time for Presbyterian Church in Canton. We need a self-starter with typing, filing, word processing, phone & general office skills.
Call 459-4513

SECRETARY part time. Small office, Bloomfield Hills, needs 2nd secretary to split 3 days weekly. Flexible. Easy job. 3 years experience. Typing, shorthand, fast writing, minor bookkeeping. 644-9645

SECRETARY
Professional/Realtor Secretary needed to assist busy Executive/Owner of Southfield firm. Knowledge of estate/mortgage banking experience required. Top pay and benefits. Must be organized & maintain a loan portfolio on computer, type reports & correspondence using WordPerfect, assist client in problem solving and perform a wide range of duties. Strong secretarial skills plus excellent communication skills, self initiative, and creativity required. Great opportunity to expand your experience. Salary range, mid teens plus good benefits. Call Mrs. Hoffman, personnel environment. Please send resume to: Box 2, 25415 Northwestern Road, Bite 115, Southfield, MI 48076

SECRETARY/RECEPTIONIST
Part time for general office duties. Hours approx. 10-20 hrs. Mon. Wed. Birmingham/Southfield. 642-2277

SECRETARY/Receptionist
Good typing & phone skills, pleasant, $4.00 to start. 645-8888

SECRETARY RECEPTIONIST
Full time position for experienced individual, with excellent typing skills & shorthand, for real estate development office in Troy. Call Mon.-Fri. 9AM-5PM. 643-7676

SECRETARY/Receptionist
Accurate typist, excellent math aptitude, light word processing, telephone manner, full time. $4.00 to start. Call Ann at 557-3000

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST - full time position available immediately at this property insurance company. Good typing and general office skills needed. We offer a complete benefit package in an opportunity for growth. Send resume with salary requirement to: Pulte Home Corp., 100 Bloomfield Park Blvd., Suite 300, Southfield, Text 48075.

SECRETARY/Receptionist for busy CPA firm in Farmington Hills. Good typing skills required. Word processing skills a plus. Will train. Starting initially with possible full time in future. Excellent salary for the right person. Please send resume with salary history to: Howard Email, CPA, Markowitz & Email, P.C., 32000 Northwestern Hwy., Suite 155, Farmington Hills, MI 48018

SECRETARY/RECEPTIONIST
Nursing Home Management Co., in Ann Arbor, has a position open for a Receptionist/Secretary with 2-3 years experience. Candidate must have strong communication skills, excellent typing and word processing experience preferred. Excellent salary, fringe benefits and opportunity for promotion. Please call for appointment, send resume & salary history to: Personnel, P.O. Box 1126, Ann Arbor, MI. 48106
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST-A food service company in the Birmingham Southfield area has an immediate opportunity available. Responsibilities include: Receptionist duties, shorthand dictation,