504 Help Wanted Office-Clerical

CLERK TYPIST
ITT Parts Supply Division, a division of ITT Automotive Inc is currently seeking a Clerk Typist at it's new division headquarters at Cambridge Court Office Park in Auburn Hills. Typing skills (50WPM) word processing & general office duties. We offer an excellent starting salary with comprehensive benefit package. Please forward your resume including salary history to
Personnel Dept/CT
ITT Parts Supply Division
637 E. Big Beaver
Suite 205
Troy, Mich 48083
An Equal Opportunity Employer

CLERK/TYPIST
Life Insurance Company located in Plymouth has opening for Clerk/Typist. Figure aptitude, typing (35-40WPM) & data entry skills required. Contact Personnel Department
MUTUAL OF DETROIT
333 Plymouth Road
Plymouth, Mich., 48170
453-6500

Closing Secretary
Full time person needed by national title insurance company to prepare mortgage closing packages. Mortgage or title insurance experience necessary. Troy area. 362-1311

CLUBHOUSE MANAGER SUNFLOWER SUBDIVISION
Starting date June 10, 1988. Applicants should possess typing skills, minimal bookkeeping knowledge, outgoing personality, experience working with people, some managerial skills. Flexible hours, references required. Send resume 46750 Camelia Dr., Canton, MI., 48187, or call 455-4189

COMPUTER OPERATOR
Full time position available. Southfield location - day shift. Must be detail oriented individual with excellent communication & organizational skills. Previous experience a plus. Send resume including salary requirements to: Attention Personnel, Box 920, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR/Bookkeeper. Part-time position 2-3 days a week for growing Southfield CPA firm. Experience necessary. Send resume to: 21700 Northwestern Hwy., #660, Southfield, MI 48075

CREDIT ANALYST
Experienced Credit Analyst for large national bank affiliate. Good basic typing skills, pleasant phone personality, good business sense - are a Must! Many opportunities available for an energetic Self-Starter. Day & afternoon schedules available. Written reply to:
Credit Manager, P.O. Box 2459, Southfield, Mi 48037-2459

CREDIT FILE LIBRARIAN
Progressive bank in Troy has a full time ENTRY-LEVEL clerical position available. Candidate must have good organizational skills and one year office experience. This position offers an excellent benefit package and opportunity for advancement. Send resume and salary history in confidence to
PERSONNEL MANAGER CFL-OE
P O Box 5823
Troy, Mich., 48007-5823
Equal Opportunity Employer M/F

CUSTOMER SERVICE
Applicant must like working with people. Duties include taking telephone orders, customer follow up, pricing, order entry & various other clerical duties. Send resume to Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE/Project Coordinator for small, friendly non-smoking office in 13 Mile/Southfield area. No health benefits 540-8010

CUSTOMER SERVICE CLERK
Federal A.P.D., a Farmington Hills based manufacturer, is seeking an Order Entry Clerk. Experience not required, but should have good typing, filing and phone skills. Apply in person at: 24700 Crestview Ct., Farmington Hills, MI
An Equal Opportunity Employer

CUSTOMER SERVICE
Outstanding opportunity with an international firm. Responsible position for a sharp experienced self-starter with good word processing. $16,000, fee paid Call Marie, 353-2090
After 5 PM Appointments Available
SNELLING & SNELLING

Customer Service Rep
Wholesaler in Bloomfield Hills seeking a qualified individual with some customer service experience. This position requires basic business skills and good math aptitude. Very pleasant environment, good benefit package. Please call and leave name and number on recorder.
258-5200, Ext. 372
B & E SALES,
200 E. Long Lake Rd.,
Bloomfield Hills, MI., 48013

CUSTOMER SERVICE REP
for high tech repair facility in Westland. Prefer intelligent, out-going efficient person with computer & hydraulic or electronic background. 326-6666

CUSTOMER SERVICE REPS
Continental Cablevision is looking for enthusiastic, personable people with Customer Service experience. Starting $6 per hour for 11AM-8PM shift. Please send resume to:
Continental Cablevision - CSR
21900 Melrose, Suite 10
Southfield, MI 48075
EOE/AA Employer

DATA ENTRY CLERK - Full-time. Experience in billing necessary, good benefits, salary based on experience. Immediate opening. Garden City. Call Mr Nichols 522-6717

DATA ENTRY GENERAL OFFICE
Computer distributor has opening for individuals with typing skills & an eye for detail for order entry. Operations has opening for clerk to perform general office tasks. Apply in person Microteck Inc., 11878 Market St., Livonia.

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Fretter Appliance has a full time position available in the data processing department. Responsibilities include: calculator operation, data entry & general clerical duties. Typing skills or CRT experience helpful.
Apply in person:
FRETTER APPLIANCE
35901 SCHOOLCRAFT
LIVONIA, MI 48150
(Between Levan & Farmington)

DATA ENTRY - Entry level position available to work in our Data Entry Dept. Good typing a must, CRT experience helpful. Send resumes to: 20225 Goddard Rd., Taylor, MI. 48180, Attn Matt Clark.

DATA ENTRY
Leasing company located in Farmington Hills seeks a person for entry level data entry. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, attn. Data Entry

DATA ENTRY OPERATORS
A Kelly job helps you connect with OPPORTUNITY
If you have 10-key data entry skills, Kelly Services can put you at the keyboard right away. Our long and short term assignments are with some of the best companies in town! Call today for an appointment:
Livonia . . .522-4020
Garden City 422-0269
Rochester .852-8800
Bloomfield .642-9650
Berkley. . .398-7900
Troy 362-1180
Southfield .352-5220
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY position in a fast paced unique direct mail department with advancement opportunity. Office & computer experience a must. Organizational ability and attention to detail also necessary.
Call Patty at 851-2600
An Equal Opportunity Employer

DATA ENTRY SPECIALIST
SILVER'S INC.
The office environment company, is in search of 2-3 enterprising individuals. The ideal candidate MUST possess:
- 2-3 yrs. data entry experience
- Highly accurate data entry skills
- Excellent organizational, analytical & communication skills
- Inquisitiveness & the ability to learn quickly

Qualified and dynamic candidates may forward a current resume to:
The Human Resource Dept.
SILVER'S INC.
151 West Fort St
Detroit, Mich., 48226

DATA PROCESSING Clerical Support. 1-3 yrs. computer background. Light typing. Fee Paid. Leonard & Assoc. 287-6020

DENTAL OFFICE
Farmington Hills
737-4882

DIAGNOSTIC MEDICAL manufacturing company located in Southfield has immediate full time opening for a Receptionist with good communication skills. Experience on a Rolm system is a plus. Excellent benefits. Please send resume to: Personnel, P.O. Box 5126, Southfield MI 48086-5126.

DISPATCH CLERK
Southfield Telecommunication Company seeking full-time Telephone Repair Dispatch Clerk. Experience preferred. Good organizational skills, ability to work in fast-paced environment, some knowledge of computers helpful. Send resume to: Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCUMENTATION SPECIALIST
for a large bank affiliate. Good with figures, enjoy fast paced work, good phone personality, problem solving ability a must, experience a plus but will train. Written reply to: Credit Manager, P. O. Box 2459, Southfield, MI 48037-2459.

DO YOU LIKE TO WORK WITH FRIENDLY PEOPLE?
If so, Gardner White may have just the job for you. Duties will include Customer Service, credit applications, cashier & general office. Full or part time, weekends. Apply in person: 21100 W. 8 Mile, Southfield, MI., 48075.

EFFICIENT SECRETARY/Receptionist for Property Management. Good Math skills. Fast Learner. Computer skills helpful. Will train. Call 855-9300

ESCROW SECRETARY wanted, please send resume to MTA, 32500 Schoolcraft, Livonia, MI. 48150. Attn Joan

EXECUTIVE SALES SECRETARY
Full time, pleasant disposition, type 65 WPM, shorthand helpful, minimum 3 years experience. Send resume including salary requirement to Executive Sales Secretary, 29524 Southfield Rd., Southfield, MI 48076

504 Help Wanted Office-Clerical

ADMINISTRATIVE OFFICE MANAGER SECRETARY
Automotive O.E. 3 person sales office located in Southfield seeks an experienced and professional Secretary with minimum of 5 years experience. Requirements include shorthand, typing, data processing systems and strong interpersonal skills. Candidates must be non-smokers. We offer an excellent working environment, competitive salary and comprehensive benefit program.
Please mail confidential resume to:
Box 842
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150

EXECUTIVE SECRETARY
Kuhlman Corporation, a leading manufacturer of Blow Molded Plastics and Electric transformers, is seeking an Executive Secretary for its Plastics Technical Development Center in Troy. This position will involve interaction with the President and Vice President - Marketing and Sales for the Plastics Group. A qualified candidate will have 3-5 years solid secretarial experience, ability to work independently, and a working knowledge of Word Perfect software. Shorthand or speed writing would be a plus. For the right individual, we offer a challenging growth opportunity and a competitive benefit package. For immediate consideration, please send resume and salary history to:
KUHLMAN
KUHLMAN CORPORATION
Human Resources Dept.
P.O. Box 288
Birmingham, MI. 48012
No Calls, Please!
An Equal Opportunity Employer, M/F/H/V

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Large property management firm looking for experienced executive secretary. Lotus Word Processing & financial skills needed. Excellent benefits. Send resume to Box #768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY/TECHNICAL WRITER
Livonia area computer sales organization looking for a self-motivated individual with excellent typing and writing skills, word processing experience preferred. Reply to: Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
needed to provide Administrative functions for Director Of Child Welfare Agency, located in Oakland County. High School diploma and 2-3 years administrative office experience required. Must have good shorthand, spelling & word processing skills (65-70wpm). Salary range $14,000 - $17,000 annually plus benefits. Send resume to:
Secretary, Suite 392, 19827 West 12 Mile Road, Southfield, MI 48076

EXECUTIVE SECRETARIES $9/HR
Short and long term portions available immediately in the Southfield area. Current needs include DW3, DW4 & Multi Mate.
FREE W.P. TRAINING
Call now
MANPOWER TEMPORARY SERVICES
353-8780

EXECUTIVE SECRETARY
For real estate investment firm. Typing, shorthand, dictation experience required. Telephone manners & professional appearance a must. Call for appointment. 353-9090

EXECUTIVE SECRETARY for insurance & financial service corp. Professional image, excellent communications skills, typing, basic computer knowledge & general office work. Non-smoker. Send resume to: M. W. R. Co., P. O. Box 2430, Farmington Hills, MI 48018

EXECUTIVE SECRETARY
needed for sizeable division of Southfield Ad Agency. Position open as result of a promotion. Seeking experienced candidate with typing of 60 plus WPM. Come join our enthusiastic staff of over 300!
827-8341

EXECUTIVE SECRETARY
To president of Troy division of Fortune 500 Company. Excellent skills: phone manner important, word processing, some math aptitude. Associate Degree in Business or Office Management or equivalent experience preferred. Send resume and salary history to Box 950 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY TO VICE PRESIDENT
Experienced Secretary with good organizational and interpersonal skills needed for busy Executive. Detail-oriented person with letter composition and word processing skills. Automotive background a plus. Automotive sales office in Northern suburbs. Good benefit package. Send resume with salary requirements to: M. Porter, 24445 Northwestern Hwy., Suite 100, Southfield, MI., 48075.

EXPORT DOCUMENTATION
Opening available in international marketing & sales company located in Commerce Twp. for experienced export traffic & documentation clerk. Mail resume with salary history to:
PO BOX 61, Southfield, MI 48037.

FARMINGTON Hills advertising company seeking secretary/receptionist. Position requires good typing skills, telephone manner & ability to work well with others. Non-smoking. 661-5530

FILE CLERK - ENTRY-LEVEL
Advancement possibilities. Light typing, reception & filing experience desired. 40 hr. week includes 3 hrs. on Saturday. Call Ann, 349-3980

FILE CLERK
In law office. Filing, making photo copies. Weekdays from 9 am - 2 pm. Telegraph and 13 Mile Road. Ask for Diane or Sheila. 644-2213

FILE CLERK
Novi Company needs File Clerk. Duties include filing, mail & General Clerical. No experience necessary. Excellent fringe benefits. Call Judy, at: 478-9700

FRONT DESK-OPTICAL OFFICE
Permanent, part time.
Farmington Hills.
626-2111

FRONT DESK RECEPTIONIST
Automotive parts warehouse needs detailed oriented person to handle order desk. Pleasant phone manner & light typing skills required, excellent pay & benefits. Call Mon thru Fri., 10-2pm. 883-7107

FULL OR PART TIME office help for a Livonia company. Computer and accounts experience helpful. Please call between 9 - 5. 464-6221

GARDEN CITY insurance agency offers clerical position. General office skills required, insurance background helpful but not necessary. Send resume to: Insurance, Box 99, Garden City, MI 48135.

APARTMENT COMMUNITY seeking person to help in our office with leasing and clerical. Apply at: Bristol Square Apartments, Beck Rd., N. of Pontiac Trail in Wixom.

GENERAL LITIGATION POSITIONS
& a bankruptcy position available for law firm of Schlussel, Lifton located in Southfield. Positions require minimum 2-3 yrs. diversified legal experience, proficiency on word processing equipment (Wang preferred) & 70 WPM typing. Pleasant work environment & good benefit package. If interested, please send resume to P. O. Box #2589, Southfield, MI., 48037, Attention Tracy.

GENERAL OFFICE
Prominent Rochester Real Estate firm looking for individual with good typing and phone skills. Pleasant attitude and ability to work independently. Experience preferred.
651-3500

GENERAL OFFICE
We are now accepting applications from reliable individuals with good math & typing skills. We will train the right person for this entry level position. To arrange an interview at our Royal Oak office, please call weekdays, 1pm-4pm 547-8850, ext. 942
An Equal Opportunity Employer

GENERAL OFFICE - Redford area, some bookkeeping experience preferred. 255-1150

GENERAL OFFICE
Experienced. Part time.
Southfield area. 353-9654

GENERAL OFFICE Part time for Livonia-based corporation. Eves & weekends. Phone experience helpful. Call Linda 1PM-3PM: 421-0610

GENERAL OFFICE WORK & SUPERVISOR
$250 per week to start. 12 Mile/Southfield area. 569-1618

GENERAL OFFICE
Part/full-time. Good handwriting skills, detail-oriented. Typing skills, some bookkeeping; previous office experience. Dearborn Hts. 274-0851

GENERAL OFFICE
Entry level general office position. Must be able to work flexible hours including some evenings for a fast paced Southfield company. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311

GENERAL OFFICE - help for accounting dept. Must have good typing skills, be able to use adding machine, filing & telephone answering. Excellent working conditions & benefits. Send resume to Box #103, 3000 Town Center, Southfield, MI. 48075

GENERAL OFFICE, Part-time Mon.-Fri. afternoons - Use your experience in a new and interesting way as an administrative order processor for a high volume wholesale manufacturer of business cards. Printing experience helpful. Apply in person at: Raised Printing Now, 31845 W. 8 Mile, Livonia.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Small (2) Person Office. Some experience in typing, 10 Key, Receivables/Payables/Payroll, P.C., Small office procedures needed. Livonia area. Send resume & salary requirements, to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Livonia mfg. co. seeking experienced person to work many functions. Excellent typing, filing, number accuracy & telephone/customer contact necessary. Data entry skills desirable. Send resume & salary history/requirement to box 880 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
We have a position with growth potential. Recent college grad, dependable, mature, good typing, organizational & telephone skills for busy sales office. Send resume including clerical & computer skills
L. Starck, PO box #9069, Farmington Hills, MI. 48333

GENERAL OFFICE CLERK
needed immediately in downtown Birmingham office. Full time entry level position. Reliable individual with good math and typing skills, will train in general bookkeeping. Filing, typing, mail & banking errands. Must have reliable transportation. Minimum requirement - high school graduate. Please send resume to: 255 E. Brown St., Su. 110, Birmingham, MI., 48011, Att: Kathy

GENERAL OFFICE/CLERICAL
Full-time, $5, per hour, Basic Computer knowledge helpful. Call: Theresa. 591-1041

GENERAL OFFICE
Full time position. Light typing, answering phones, and bookkeeping. Send resume to: P.O. Box 431, Franklin, MI 48025

GENERAL OFFICE
Full time busy office, must have accounting background, will train on computer, Federal Furniture Warehouse, Michigan/Livernois area. Call between 1pm-4pm. 842-5186

GENERAL OFFICE skills needed. Good typing. Motivated to learn insulation industry. Excellent opportunity for a self-starter and potential for growth. Call Shawne at our Canton office. Call 9-5 PM. 397-3367.

GENERAL OFFICE-Part time, 12-4:30pm, Mon-Fri, in Novi Manufacturing office. Accurate typing, filing & adding machine calculations required. Also must be flexible to do a variety duties. Please call Maureen, 348-2700

GENERAL OFFICE - Seeking organized person with general office experience. Computer knowledge & some bookkeeping experience helpful. Potential for advancement. Salary negotiable. Benefits. Apply in person Fri., May 20th only, 1-4pm. at United Rent-All, 24101 W. Warren, Dearborn Hgts.

GENERAL OFFICE/SECRETARY
Immediate opening. Interior design firm needs efficient, capable, mature office person. Duties include accounts receivable/payable, invoicing, ordering, answering telephones, filing, typing and keeping track of orders. A fun place to work. Lots of variety. Non smoking office. Birmingham area. Call, 855-8787

GROWING COMPUTER firm seeks Branch Secretary. Job functions will include Receptionist activities, typing & filing; P.C. Word Processing knowledge & excellent typing skills, A Must. Shorthand knowledge, a Plus. Must be willing to perform various duties in a quick-paced environment. Please send resume to: ATS/KAE, 25900 Greenfield, Suite 318, Oak Park, MI. 48237.

GUARDIAN ANGEL - male or female, to be valued member of small accounting office. Bookkeeping & Reception experience required. Ideal for CPA student. Reply to box 882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HUMAN RESOURCE ASSISTANT
Challenging position in health care awaits an individual with 1 or more years of experience in Human Resources. Provides clerical duties for manager & staff members in Human Resource Dept.. Exercise excellent discretion & maintain ABSOLUTE CONFIDENTIALITY in handling matters related to the Human Resource area of responsibility. Requires typing 55-60wpm. IBM personal computer experience preferred. Excellent salary & benefits. Respond in confidence to:
HUMAN RESOURCES/HRA
P.O. BOX 223
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

IMMEDIATE OPENINGS
for secretaries & word processors. Contact AMERICAN TEMPORARY SERVICES 553-2444

IMMEDITE OPENING
Accounts Payable Clerk.
Hardworking, detail oriented individual for Rochester office. Data entry skills required. Some general office & receptionist responsibilities. Good communication skills. Call Carol 656-8400

INSIDE SALESPERSON needed. Customer phone experience desired but will train right person. Should have typing, word processing and CRT skills. Send brief resume to Office Manager, 34443 Industrial, Livonia, MI 48150

INSURANCE AGENCY CSR's
Michigan Insurance Personnel Service is a wholly 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 new employees so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Call Ann Bell, 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY
Needs experienced office person, bookkeeping and computer skills helpful. Resume required. Call Frank Hand Agency at 478-1177

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

INSURANCE PROCESSOR/ACCOUNTS RECEIVABLE CLERK
Experienced in Medical Insurance Data processing input, knowledge of accounts receivable & typing skills. Downtown office. Full benefits. Easy parking. Call Ms Seledin 567-3200

JR SECRETARY to assist Executive Secretary. Large company with health & life insurance, profit sharing & other benefits. Qualified person or recent graduate must know spelling, grammar & be familiar with word processing equipment. Novi/Farmington/Livonia area. Call: Human Resources Dept. 476-8100

JR. SECRETARY - for training spot with Troy corporation, 4-8 mos. Multi Mate experience. Type 50 wpm accurate, $15,000. Call Sally at Uniforce 646-8500

KEYPUNCH - KEYTAPE OPERATORS
Experience required.
Farmington area. 474-1136

KEY PUNCH/KEY TAPE
Join the Indata team. We are looking for experienced operators for our expanded Livonia operation. Call between 9am & 3pm for an appointment:
INDATA CORP., 422-8002

KEYPUNCH OPERATOR
Our Troy facility has openings for experienced Keypunch Operators for the afternoon shift. Excellent benefit package for full-time employees. For an appointment, call between 8AM & 3PM, Tues. thru Fri.
562-8129

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

504 Help Wanted Office-Clerical

LEGAL ASSISTANT: needed for Farmington Hills firm, specializing in personal injury and medical malpractise. Experience required. Call Colleen 851-8788

LEGAL SECARETARY
Responsible, experience preferred/will train. Word Processing experience helpful. Carla. 645-6236

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

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

LEGAL SECRETARY
for Sr. Partner in Litigation firm. Very substantial salary, minimum 5 years experience. Call: 354-2500

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY, experienced, for defense oriented law firm in Southfield. Word processing preferred. *Salary commensurate with experience.* Ask for Judy. 352-7980

LEGAL SECRETARY
Telegraph & 13 Mile Road. Legal experience necessary. Workers compensation experience helpful. Blue Cross benefits. Ask for Diane or Kathy. 644-2213

LEGAL SECRETARY for Birmingham tax attorney. 2 years experience required. Salary commensurate with experience. Send resume to: Personnel Director, Cohen & Elias, PC, 6735 Telegraph, Ste. 250, Birmingham 48010

LEGAL SECRETARY for Bloomfield Hills firm. Litigation & word processing experience. 3 days per week, job sharing. Call Mrs Miller, 338-8400

LEGAL SECRETARY
for Southfield defense firm. Word processing experience necessary. 355-4141

LEGAL SECRETARY
Permanent Part-time, Mon. thru Fri., 1-5 30pm. Typing: 60 wpm minimum, dictaphone. Betty, 557-1688

LEGAL SECRETARY - Part Time for Troy law office. Must have Word-Perfect experience. Minimum typing of 70 WPM. Salary open. Call 643-4700

LEGAL SECRETARY - PART TIME
NAME YOUR OWN HOURS
4 hours per day. Salary commensurate with ability. Birmingham. 540-1766

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

LEGAL SECRETARY
with 1-3 yrs. experience wanted for Bloomfield Hills Law Firm. Word processing experience necessary. Phone Denise at 858-2443

LEGAL SECRETARY
Temporary position available. Bloomfield Hills. Worker's Comp and IBM PC experience necessary. Send resume: D.O.R., Inc., P.O. Box 234, Utica, MI 48057.

LEGAL SECRETARY
Bloomfield Hills' Law Firm needs experience Secretary with IBM XT DW3 for On-Call/Full-time summer. Pleasant atmosphere, salary commensurate with experience 258-3014
An Equal Opportunity Employer

LEGAL SECRETARY for Livonia law office. 7 Mile/I-275 area. Legal experience with excellent typing and word processing necessary. Send resume with salary requirements to: Roberta, 39040 W. 7 Mile Rd., Livonia, MI., 48152.

LEGAL SECRETARY
experienced. Novi Personal Injury Firm. Great location, I-96 & Novi Rd. Salary to $20,800 for professional legal secretary with IBM PC skills & dictaphone, willing to work hard in a small pleasant setting. Must have 4 to 5 yrs. prior experience in product liability & medical malpractice.
CALL: 348-2653

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. Flexible benefit plan, including dental. Salary commensurate with experience. Possible relocation to I-275 corridor.
For confidential consideration, send resume & salary requirements to: Gary R. Schellhase, Esq., Citizens Insurance Company of American,
35 W. Huron, Suite 300.
Pontiac, MI 48058.
Equal Opportunity Employer M/F

LEGAL SECRETARY - some word processing experience, 80 wpm shorthand & CPT experience. $1733/mo. Call Marie at Uniforce 646-7661

LEGAL SECRETARY
Bloomfield Law firm seeks legal secretary with minimum 5 yrs. experience to work for domestic relations partner. Strong word processing skills necessary. Call, 642-7880

LEGAL SECRETARY with minimum 2 yrs. experience needed for probate estate planning practitioner with Bloomfield law firm. Excellent opportunity for effective organizer with strong word processing skills. Call. 642-7880

LEGAL SECRETARY
Experienced legal Secretary with word processing, shorthand & excellent typing & organizational skills for Southfield law firm offering top benefits, working conditions. Salary commensurate with experience and skills. Criminal law experience a plus. 356-4900

LEGAL SECRETARY
Michigan National Corporation is seeking a full-time Legal Secretary for its Legal Department in Farmington Hills.
The ideal candidate will have 2 years legal secretary experience as well as excellent typing and word processing skills.
As Michigan's fifth largest banking organization, we'll provide a highly competitive salary commensurate with experience, an excellent benefit package and an environment that gives you the freedom to be your best.
Qualified applicants may submit resume or apply in person 9am - 4pm:
Michigan National Corporation
Onyx Plaza
29777 Telegraph, Suite 2201
Dept. N. S.
Southfield, MI. 48034
An Equal Opportunity Employer

NEEDED IMMEDIATELY
PART-TIME
GENERAL SECRETARY
DATA ENTRY
CAMERA OPERATORS
Excellent pay & benefits
TSI
OFFICE SERVICES
Farmington Hills 489-8990
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
SEVERAL LITIGATION Secretaries are being sought by this Troy practice. Must have solid skills. Great work environment. Good benefits. To $24,000.

FIFTY ATTORNEYS on staff at this suburban site. WANG WP at your desk. Commercial litigation a plus. Need 2. To $19,000.

DOWNTOWN DETROIT Insurance defense firm needs a Legal Secretary who is a self-starter. Friendly and relaxed office environment. To $18,000.

SOLE GENERAL Practitioner in Westland is seeking a stable, experienced and dependable Legal Secretary. Benefits. To $20,000.

INSURANCE LITIGATION Secretary is being sought by this Detroit law firm. WP skills and 70 WPM desired. To $22,000.

ONE YEAR experience may qualify you for this busy General Practice attorney located in Southfield. To $19,500.

THE ATMOSHPHERE is casual, the location is Southfield, the practice is Medical Mal. Benefits. To $21,000.

We are swamped with demand for Legal Secretaries. The opportunities exist throughout the tri-county area. *Never a fee to you for our courteous and professional placement assistance.* Call this week.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4165

LIVONIA LAW FIRM
Legal Secretary. Word processing necessary. Legal experience preferred. Non-smoker. Pay commensurate with experience. Send resume to: *Office Manager,* Suite 250, 38705 Seven Mile, Livonia, MI., 48152

LIVONIA LIGHTING showroom seeking full time person for sales & clerical position. 46 hour week. Typing a must. Mr Roberts 421-8900

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 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING COORDINATOR
Consulting engineering firm seeks experienced secretarial person with strong communication & organizational skills, to assist Director of Marketing in preparation of proposals, newsletters & promotional materials. Minimum 3 yrs. of related experience in construction or consulting fields. Excellent opportunity for advancement. Send resume & salary requirements to:
SME
34400 Glendale
Livonia, MI 48150
Equal Opportunity Employer M/F/H

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

MORTGAGE ACCOUNTING DEPT. of Southfield based Savings & Loan has an immediate opening for a Payment Cashier. Math apptitude essential. Calculator & data entry experience preferred. Please contact Cheryl at 355-2400, to arrange an interview
An Equal Opportunity Employer

MORTGAGE BANKING CO.
looking for full-time General Office help. Experience helpful but not necessary. If interested, please contact Randy Fisher. 353-2130

MORTGAGE PROCESSING CLERK
Some experience preferred. Contact Rick Smith. 353-5590
DMR Financial Services, Inc., Southfield

OFFICE ASSISTANT, BASCC a non-profit agency servicing areas senior citizens needs a mature individual with secretarial skills & experience in working with volunteers. 35 hours a week, starting salary $9,000. Call, Jan Petrie, 642-1040

OFFICE ASSISTANT
Southfield professional firm seeks assistant for human resources consulting practice to coordinate resume sorting and distribution. Will also have other general office duties. Skills needed: Keen eye for detail; ability to establish and re-assess priorities; accurate typing; and ability to work independently. Must be dependable. Great summer job but could continue through the fall and winter. If interested, please send a letter or resume and salary requirements to: Ms. Trevena, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

OFFICE CLERICAL
PERSON TO process work orders. Plymouth area. Call Bev. 455-4400

OFFICE CLERK NEEDED
Mature, responsible, reliable person for part time with flexible hours. Apply at: Hilltop Motel, 10010 Telegraph Road, Redford.

OFFICE - Data entry and/or word processor. Experience necessary. Excellent salary and benefits. Dearborn area. 565-5800

OFFICE/GENERAL
Fast growing Troy area computer sales firm needs organized person to coordinate and do general office activities and support sales force. A great opportunity for person experienced in bookkeeping, phones, files and marketing. Send resume or call: Trident Computer, P.O. Box 1154, Troy, MI 48099. 288-0050

OFFICE IN Plymouth seeks person for general office duties. Familiarity with computers a plus. Full time. $5. per hr. Call: 459-0111

OFFICE MANAGER
Experienced with sales support background. Requires secretarial and bookkeeping skills, computer knowledge a plus. Resume & references required. 559-8898

OFFICE PERSON - EXPERIENCED
For Small Tool Company
Southfield Area
352-1827

OFFICE PERSON - must be able to do bookkeeping. $5 per hour. Apply: 29820 W. 8 Mile, 1½ blk W. of Middlebelt, Farmington Hills.

ORDER DESK
Computerized order department seeking sharp numbers person whom we can train. Good math and clerical background, full time, good benefits and wages. Apply at 12380 Beech Daly, Redford

ORDER ENTRY CLERK
Must have good phone manner & experienced on CRT. Troy-based firm. Send resume to Box 942 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME - FARMINGTON HILLS Service Co. has Office Assistant position available. General Office duties including telephones, filing & Computer Data Entry. Send letter of application to: Data Serv, 35552 Grand River, Suite 332, Farmington Hills, MI. 48024. Attention: C. Fine

PART-TIME: Flexible hours. Pleasant surroundings, General clerical work. $6 per hour, Nine Mile, Telegraph area. Call 358-5750

PART TIME one person office. Typing, filing, phones, etc. for manufacturer's representative. 16 to 20 hours, 4 or 5 days. Permanent position. Mr. Brown, 352-3094

504 Help Wanted Office-Clerical

PART TIME - position for Psychiatric office in Farmington Hills near Oakland Community College. Hrs. from 4pm-9pm, Mon. thru Thursday with flexible hrs. on Fri. Assist in answering telephone, transcription & patient scheduling. Typing required. Word Perfect knowledge helpful. Will train. Please submit resume to: P.A. Quinn, 32905 12 Mile Rd., Suite 320, Farmington Hills, MI 48331.

PART TIME Receptionist/Switchboard
Advertising Agency
Lintas:Campbell-Ewald, a major advertising agency, is seeking part time receptionists for the Aegis Group in Troy. 2 shifts available, 7:30am-1pm & 1pm-6pm. Qualified candidates will have typing skills & office experience. Switchboard experience a plus. Applicants may send resumes to:
Ms. Katherine Szasz
Clerical Recruiter
Lintas:Campbell-Ewald
30400 Van Dyke
Warren, MI 48093
An Equal Opportunity Employer

PAYROLL CLERK - for Birmingham corporation, some data entry, with computerized payroll experience, call Sara at Uniforce 646-7661

PAYROLL SPECIALIST
Needed for national payroll company. Candidate must possess good math aptitude skills and a strong desire to provide customer satisfaction. Knowledge of payroll and payroll related taxes and forms helpful. Typing and 10 key experience a must. Please send resume to:
Paychex, Inc., 30777 Northwestern Hwy., Farmington Hills, MI 48018, Attention Personnel.

Personal Secretary
Good typist, 60wpm minimum, accurate, good vocabulary, experienced in making airline & travel arrangements helpful. Will train. Work in business office of 25 man medical group, Dearborn area. Permanent. Good salary & fringes. Send resume to Box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL
Troy company looking for people oriented person with minimum 1 year payroll tax experience. Typing 50wpm, ability to meet deadlines. Salary $15,000-16,000.
Full benefits. Fee Paid.
GRAEBNER EMPLOYMENT
HARPER WOODS 839-5400

PHYSICAL therapy clinic in Novi seeks part time typist for transcription. 478-8140

PURCHASING clerk, 2 yrs experience, must be self motivated, professional with data entry & stat typing (50 wpm accurate). $18K. Call Louise at Uniforce 646-7684

PURCHASING DEPARTMENT SECRETARY
Nice position with a chance for advancement at this excellent company. Use your good skills working with Director, $15,000 to start. Benefits. Fee paid, Eleanor, 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

REAL ESTATE OFFICE in Plymouth needs reliable person for part-time evenings and weekends. Duties include answering phones, light typing and filing. Call Sharon. 459-3600

DYNAMIC AUCTION company seeks front office Receptionist/Typist. Active job, interesting assignments. Pay commensurate with experience. For details & interview please call 559-5551

RECEPTIONIST CLERK
Entry level, typing 55wpm, Farmington Hills lawfirm. Contact Kathy 626-3448

RECEPTIONIST - Part time, afternoons from 1 to 5:30 pm. Law office, Bingham Office Plaza. $5 per hour. No benefits. 644-2833

RECEPTIONIST
For Livonia based window corporation. Phone experience helpful. Call Linda between 1-3 pm. 421-0610

RECEPTIONIST/PART-TIME
For Birmingham law offices, (13 Mile-Telegraph). Light typing required. Call 540-6460

RECEPTIONIST LIGHT BOOKKEEPING
Broaching Machine Specialties. Novi. 471-4500

RECEPTIONIST - full time. Duties include: filing, cashiering, answering phone, computer data. Experience with public helpful. Barons, 19485 W 10 miles, Southfield 48075 352-2582

RECEPTIONIST - looking for a fit & trim outgoing person with some typing, math, filing & phone experience for a fast growing company. Call Nicole at QWLC 559-7388

RECEPTIONIST/TYPIST
Front desk position, outgoing personality. Good typing & math skills required. Benefits. rochester Hills area. Will train the right person. 852-0300

RECEPTIONIST with knowledge of computer data entry, word processing & medical terminology needed for busy insurance office. Send resume to: Karen, P.O. Box 6023, W. Bloomfield, MI 48304.

RECEPTIONIST - Switchboard for new executive office building in Bloomfield Hills, AT&T System 75 experience preferred. Salary & benefits. Send resume to: 3255 Pebble Lane, Birmingham, 48010

RECEPTIONIST- part time position; answering phones, typing, filing & working with computer. Must be mature, dependable, non-smoker. Franklin area. Please call between 10am-5:30pm 626-6004

RECEPTIONIST/Switchboard Operator for busy office. Experience on Rolm CBX system helpful but not required. Filing, mailing invoices, general office duties. Non-smoking office. Apply at General Fasteners Co., 11820 Globe, Livonia.

RECEPTIONIST - seeking a mature, pleasant individual with good typing skills. Excellent benefits. Farmington Hills area. Please send resume to Box #890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

RECEPTIONIST/TYPIST
needed for fast paced leasing company. Must be able to type 55WPM & have pleasant phone manners. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, Attn: Susan.

RECEPTIONIST
Expanding retail chain needs an energetic, professional individual to answer telephones at corporate office. General clerical experience preferred. Excellent compensation program, nice Southfield location. Call Karen: 358-1191

RECEPTIONIST/CLERICAL-Requires minimum 1 year experience. Responsibilities will include answering telephones, light typing & some clerical work. Good appearance & good communication is required. Send resume to: A & A Management, 10140 W. 9 Mile Rd., Oak Park, MI 48237.

RECEPTIONIST - full time. Must be able to type 50-55 wpm, handle multi line phones, have pleasant & professional phone manner. Be neat in appearance & have prior office experience. Full benefits. Send resume to: Mediabase Research Corp. 28530 Orchard Lake Rd., Farmington Hills, MI. 48018

RECEPTIONIST/CUSTOMER SERVICE
for medical supply firm in Northville. Good phone manner & communication skills a must. Knowledge of CRT keyboard & calculator. Good benefits. Call Sharon 349-5883

RECEPTIONIST/Office Assistant
Growth company in Plymouth has entry level Receptionist/Office Assistant position available. Duties include answering phones, filing, light typing, data entry. Some experience required. Send resume to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST FOR ANIMAL HOSPITAL
Full or part time, $4.50-$6.50 per hour plus benefits. Experience strongly preferred. Apply in person: 31205 5 Mile Rd., Livonia.

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
A fast paced international coporation located near Detroit Metro Airport is currently seeking a receptionist/typist. This individual must have excellent telephone skills & accurately type 55 WPM. If interested, please send resume & salary requirements to:
Human Resource Director
R/T - P. O. Box 271
Garden City, Michigan, 48135
An Equal Opportunity Employer

RECEPTIONIST/TELEPHONE OPERATOR
FAST-GROWING international manufacturing corporation, located in Madison Heights industrial area, has Receptionist/Telephone Operator position available. Applicants should have friendly, outgoing personality capable of portraying professional image. Previous experience preferred. Salary, bonuses and profit-sharing along with job security and an opportunity to work with great people. Send resume to:
Susan Longe, Inductoheat, 32251 N. Avis Dr., Madison Heights, MI., 48071.

Receptionists/Switchboard Operators
A Kelly job makes the most of your skills!
If you have prior switchboard experience or experience as a receptionist answering in-coming calls, come to Kelly Services! We have a variety of long and short term clerical assignments available with some of the best companies in town.
For more information, call the Kelly Services office closest to you:
Farmington 471-2050
Livonia . . .522-4020
Garden City 422-0269
Troy 362-1180
Bloomfield .642-9650
Berkley. . .398-7900
Southfield .352-5220
Rochester .852-8800
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST/SECRETARY
for Southfield law firm. Must type 50WPM. Please call 559-3830

RECEPTIONIST
Dental office in Birmingham/West Bloomfield area. Call: 626-2104

RECEPTIONIST - EXPERIENCED
Mature & dependable person for busy Southfield Law Office. Call 352-4777

RECEPTIONIST - Full or part time, mature & dependable, professional phone manner & good typing skills preferred. $4.00 hr. 358-5846

RECEPTIONIST/LEGAL Secretary for busy Birmingham law firm. Full time, permanent. Experience helpful. Call: 644-8910

RECEPTIONIST NEEDED
8 Mile & Greenfield area. $5 hour. Typing skills required. 345-5511

RECEPTIONIST - full time, heavy typing/word processing & filing. Organized person required. Call Veronica or Joanne 542-9500

RECEPTIONISTS (2), part time. Tues. Thurs. Fri. 8am-5pm. Sat. 8-noon. Or Mon. Wed. & Fri. 8-5pm. Every Sat. 8am-noon. Garden City area. Call Mrs. Lane 421-1110

RECEPTIONIST - full time position available for mature person with typing & computer skills plus general office experience. Call Diane 478-9130

RECEPTIONIST - Novi area. good phone skills, light typing, light bookkeeping, self starter, non smoker. Call Kathy M. Mon. thru Fri. 10-4 for appt. 625-9600

RECEPTIONIST
light typing, filing, misc. duties, full company benefits, Mon-Fri. Apply in person: Jay-Cee Sales & Rivet, 32861 Chesley Dr., Farmington.

RECEPTIONIST
Jacobson's Beauty Salon has a full time position at our Birmingham location. Salary and many fringe benefits. Respond by calling Marilyn at 646-3512.

RECEPTIONIST/TYPIST-Good typing skills, (50 wpm) pleasant clear phone voice needed for busy corporate office headquarters. Knowledge of Word Perfect a plus. Please send resume: E. Starrett, P.O. Box 207 LV, Lathrup Village, MI 48076.

RECEPTIONIST
Small Birmingham Law Office is looking for part-time Receptionist/Bookkeeper. Responsibilities include light bookkeeping, filing & light typing. Hours: Mon-Wed-Fri., 9am-5pm. Call for appointment, 642-3822

RECEPTIONIST POSITION available for individual with pleasant voice and good communicative skills in Southfield. Salary plus benefits. Send resume to Box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Legal Secretary - Responsible, organized person with good telephone manner, typing accuracy, good grammar and spelling skills. Wang equipment - hands-on computer knowledge with emphasis on word processing a plus. Bloomfield Hills. 647-9505, Ext. 107

RECEPTIONIST/TYPIST
Data processing firm seeking articulate, self starter for front office position. Responsibilities include switchboard, typing and secretarial support. Part time, 12 to 5 pm. Full benefits. Send resume to: Secure-Data Corp., Personnel Department, 1060 West Entrance Drive, Auburn Hills, MI 48057

RECEPTIONIST
Farmington Hills employer pays $240/wk. & our fee for some switchboard or front desk experience.
#1 Personnel Place
274-4230

RECEPTIONIST/TYPIST
ITT Parts Supply Division, a division of ITT Automotive Inc is currently seeking a Receptionist/Typist at it's new division headquarters at Cambridge Court Office Park in Auburn Hills. Experienced individual with good telephone manner, typing skills (50WPM) word processing a plus. We offer an excellent starting salary with comprehensive benefit package. Please forward your resume including salary history to
Personnel Dept/REC
ITT Parts Supply Division
637 E. Big Beaver
Suite 205
Troy, Mich 48083
An Equal Opportunity Employer

REN CEN SECRETARY
Type 55 wpm & some word processing experience, good figure aptitude & calculator, $15-$16K & company pays fee plus super benefits
#1 Personnel Place
274-4230

Research Coordinator
Fast paced Southfield real estate firm needs in-house Research Coordinator for office leasing. Nice benefit package. Send resume in confidence to:
RC-E
P.O. Box 267
Southfield, MI 48037

REPUTABLE MANUFACTURER'S Rep company seeking Sales Secretary with automotive OEM experience. Typing, shorthand & PC experience preferred. Very desirable working environment. Please contact Lois betw. 8:30-4:30, 424-8200

SALES SECRETARY
General office work. Full time. Salary negotiable.
559-8000

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, math aptitude and organizational skills required. Send resume to. P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext 217

SALES SECRETARY
Electronic Rep. firm needs dependable, team oriented secretary. Type 60wpm, have good communications skills. Previous sales office experience preferred. Nonsmoker. Reply with resume to: R. O. Whitesell Assoc. 18444 W 10 mile, Southfield, 48075 or call Judy Blaisdell or Garry Oates 559-5454

SALES SECRETARY
Permanent full time position. Available in small dynamic office. Good mathematical apptitude and accurate typing a must. Competitive salary & benefit pkg. for qualified candidate. Summit resume to P O Box 214, Plymouth, MI., 48170

SALES SUPPORT
Computer services firm needs sales and micro-computer savvy to act as inside support for expanding staff. Aggressive, take charge personality, needs strong phone experience
FEE PAID
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CLOSING SECRETARY
For established realtor in downtown Plymouth. Related experience required. Contact J. A. Delaney, 455-6000.
WEIR, MANUEL, SNYDER & RANKE
500 S. Main St.
Plymouth, MI., 48170

SALES SECRETARY - full time, to type proposals & perform general office duties. Must be accurate, motivated & organized. Oak Park area. Call 967-2111

SECRETARIAL & LIGHT BOOKKEEPING needed for Birmingham Stationary & Invite Store. Full time for 6 weeks to possible part time. 646-6700

SECRETARIES BONUS!
ADMINISTRATIVE ASSISTANT REAL ESTATE TO $23,000
Your dream position can finally become a reality! Use your previous experience as a true administrative assistant and/or real estate experience to land the opportunity of a lifetime. Company offers outstanding perks; opportunities to travel. 2 weeks vacation after 6 months & lots more.

SECRETARY TO $17,500
Bring your well rounded secretarial skills & independent nature to help these busy executives stay organized. This well established company offers stability & generous benefits.

SECRETARY/LEGAL TO $25,000
Start with a prestigious location, add to it the stability of a lifetime & top it off with the variety you have been craving! Unlimited responsibility available.

Call Today for a confidential interview at your convenience. Best of all our clients invest in your future by paying our fees.
Evening appointments available
OM5
Division of Management Recruiters of Troy
585-4200

SECRETARIES & TYPISTS
needed for the following positions:
- Transcription typist
- Shorthand typist
- Specialized typist
- Typist/word processor

Make that call....
ONYX Group
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SECRETARIES WORD PROCESSORS
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Word Perfect
Micro Soft Word
Lotus 1-2-3
IMMEDIATE OPENINGS
THE CHOICE IS YOURS
● Top pay
● Flexability
● Insurance
● Same week paycheck
CALL
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY ADVERTISING AGENCY
Secretary who wants a challenging, fast paced office environment. Word processing experience, (WordPerfect a plus). Self starter, neat & dependable. Non smoker. Immediate opening Southfield area. Benefits package. Send resume to Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ASSISTANT for busy Birmingham Real Estate Executive. Professional appearance and phone manner. General office skills required. Entry level position, opportunity for advancement. Pease call Nancy, 645-0020.

SECRETARY
Entry level word processing secretarial position available for bright, ambitious person with very good typing skills. We will train you on our computer, using Word Perfect, to type financial statements, correspondence, and reports. If you have some office experience, a positive attitude, a desire to learn and want to work hard, excellent opportunity to develop your secretarial skills to their fullest. Please send your resume and salary requirements to:
SECRETARY
FOLLMER, RUDZEWICZ & CO
30215 Southfield Road
Southfield MI 48076

SECRETARY
Entry level opportunity with diversified responsibilities for a female Real Estate Broker in Birmingham. Real estate experience helpful but not necessary. Strong organizational skills & attention to detail a must. Salary range $12,000 to $15,000 commensurate with ability. Qualified individual should send resume to Personnel Director, 770 S. Adams, Suite 107, Birmingham, MI 48011.

SECRETARY - Farmington Hills office has an immediate opening for a qualified individual to perform general secretarial duties. The position requires a self motivated individual, typing 60wpm & word processing skills. Should have at least 2-3 yrs. secretarial experience. Salary based on qualifications. Full benefits. Call Cindy, 489-5440

SECRETARY
For small Bloomfield Hills law firm. No legal experience necessary. Call 258-4683

SECRETARY
for 1 girl office for design/build firm. Immediate opening, good typing, word processing skills, able to handle variety of jobs. Must be extremely flexible. Experience required.
Roleman/Wilens
855-0313

SECRETARY
for Birmingham Insurance Marketing Organization. Word processing experience required & general office skills. Starting salary up to $20,000. Excellent benefits. Send resume or letter to Box #912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer