CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Advertising Agency
Lintas Campbell Ewald, a major advertising agency, located in Warren, has a position available for an Executive Secretary. Qualified candidates will be able to type 65wpm, have shorthand & word processing experience. Must have at least 3 yrs secretarial experience. Applicants may call for an application, or send their resume to:
Ms. Katherine A. Sziraz
Clerical Recruiter
Lintas Campbell Ewald
30400 Van Dyke
Warren, MI 48093
574-3400
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Part time, for new firm. 20 to 25 hours per week. Typing, 10M word processor. Mail resume to: P O Box 457, Birmingham, MI 48012

EXECUTIVE SECRETARY
Detroit Edison is a largest employee benefits & compensation consulting firm, seeks Executive Secretary for consulting staff. Position requires enthusiastic, intelligent, self-starter, superior typing, grammar, proof reading & communication skills. Ability to manage heavy work load & juggle multiple projects while producing quality results in fast-paced environment is a must. Word processing, preferably WordPerfect & professional firm experience preferred. Qualified candidate should send a complete resume, including salary expectations to the address shown. All responses considered confidential.
PERSONNEL DEPT
Mercer Meidinger Hansen Inc.
400 Renaissance Center, Suite 800
Detroit, MI 48243
An Equal Opportunity Employer

EXPERIENCED SECRETARY with legal background for Southfield office dealing with high volume, detailed work. Applicants must possess excellent communication skills and have experience with dictation and word processing equipment. Excellent fringe benefits and competitive salary. Send resumes to: Box 304 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAMILY COUNSELING AGENCY needs part time receptionist in Farmington Hills and full time receptionist in Royal Oak. Excellent phone & typing skills required. Student/parent friendly. Call Mon-Fri 10 Andrea Miller, 1424 E. 11 Mile, Royal Oak MI 48067
An Equal Opportunity Employer

FAST-PACED OFFICE needs person for variety of duties. Word processing skills necessary. Other duties to include filing, mail distribution & assisting with phone answering. Excellent benefits. Send resume. Attn: Controller, 15201 W 8 Mile Rd., Detroit, MI 48235.

FILE CLERK WANTED- PART TIME Permanent in the Grand River/10 Mile area. Flexible hours. Send resume to T. Francis, P.O Box 35355, Grosse Pointe Woods, Mich. 48236

FILE & MICROFILM CLERK - Full time day position. Knowledge of 10 key adding machine keyboard required. Paid benefits. Will train. Apply in person between 9-11am and 2-4pm weekdays to PSI, 11900 Mayfield, Livonia

FRONT OFFICE CLERICAL
Variety, pleasant, $15,500 and benefits are yours in this responsible multi-line position. Typing and phone skills needed. Call Marie, 353-2900
After 5 PM Appointments Available
SNELLING & SNELLING

GENERAL OFFICE - person to assist in health insurance office, familiar with medical terminology and health benefit plans. New Center area. Reply to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME OFFICE
Data Entry experience required. Light accounting background a plus. Ability to work with public. Apply: Mon thru Sat. at M.Gottlieb's 312 Main St., Rochester

FULL TIME position available with a dynamic financial institution in the Southfield area. Responsibilities include daily use of computer terminals, 10 key adding machine & telephones. Financial & bookkeeping experience helpful. Send resume to: Al Biggs, Central Credit Union of Mich. PO box 5210, Detroit, Mich 48236

FULL TIME Service Cashier for busy company, must have dealership experience. Apply in person: Don Massey Cadillac, 40475 Ann Arbor Rd., Plymouth.

GENERAL CLERICAL - Part-time, may become full time/permanent. 3-5 PM, Mon.-Fri. $4.00 an hour to start. Please apply at: 24700 Telegraph Rd. (1 blk. S. of 10 Mile)
Business Machines. 358-2300

GENERAL OFFICE
NO EXPERIENCE NECESSARY
Local service center is looking for people with good quality voice to answer 6 line phone system. Job requires employees to work some evenings, weekends & holidays. Full & part time positions are available. Full time positions start at $780 a month. Paid benefits after probation period. Good experience for college students. If you are looking for a place to get started & earn valuable experience please call between 8-5, Mon. thru Fri. 476-7089 or 652-3600

GENERAL OFFICE HELP
Phone, light typing & filing. Mon. thru Fri., 9:30am-5pm. $4 per hour. W. Bloomfield area. 626-8899

GENERAL OFFICE PERSON
30-40hrs. per week. World Wide TV & Appliance, Farmington area.
Call 477-8603

GENERAL OFFICE
For fast paced office. Full or part-time. Computer experience preferred, but will train. Non-smoking. OCall's ask for Gail. 532-5600

GENERAL OFFICE - typing, filing, answering phones and scheduling. Mature individual with experience preferred. Full time, Farmington area Call Ms Schein. 471-0279

GENERAL OFFICE position requires phone, shipping and light bookkeeping skills. Benefits. Send resume to FUTURISTIC ARTWEAR, P.O. Box 69369, Troy, MI. 48099

GENERAL OFFICE
Publishing Co. seeking mature individual for full-time position in Circulation Dept. Must have accurate typing skills, be sharp with figures & have pleasant telephone personality. Willingness to learn - more important than experience. Excellent fringe benefits. Hearst Business Media Call Mary White, 557-0100

GENERAL OFFICE

Placement Counselor
A Livonia temporary service is looking for a person to dispatch employees to job sites. If you like a fast paced environment & enjoy working with people, please call 477-0989

GENERAL OFFICE
Filing, typing. Flexible hours. Redford area
537-0003

GENERAL OFFICE CLERK
for Southfield law firm. Typing, filing & telephone experience required. Call 353-5500

GENERAL OFFICE WORK
One person, good pay, good working conditions. Excellent opportunity. Contact Dick Shannon at Nissan Motor Sales, Inc., 1111 S. Commerce, Walled Lake. 669-2010

INSURANCE-TECHNICAL
Secretarial - Commercial Property & Casualty Insurance Agency located in Farmington Hills has an opportunity for a knowledgeable person with a Commercial background. Immediate opening. Salary commensurate with experience + good fringe benefits. Please call: James Brady, 855-6410

JR SECRETARY
Full time entry level position available immediately in rapidly growing computer company located in Farmington Hills. Required skills include typing, 10 key adding machine, word processing experience helpful. Pleasant work environment with company benefits. If you are interested in this challenging opportunity call or send resume in confidence to:
Patti Giorgio
Parisi data Computer Network, Inc
37525 Interchange Dr
Farmington Hills, MI 48331
313-478-8400
An Equal Opportunity Employer

GIRL FRIDAY, needed for rapidly growing design firm, in Birmingham. Full time. Must be conscientious. 433-3463

HELP!!
We are in need of word processors and computer operators, up to 1st long and short term positions within the Bloomfield area. Operator experience a must.
Call Today To Work Tomorrow!!
PARTNERS IN PLACEMENT
SOUTHFIELD, 827-4313
LIVONIA: 474-8500

HUMAN RESOURCES SECRETARY
Variety position Farmington Hills pays $18-$20,000 & full fee & includes word processing on Display Write 3, administrative functions, proof reading and handling applicant flow.
#1 Personnel Place
274-4230

IMMEDIATE OPENINGS
• SECRETARIES
• CLERK TYPISTS
• WORD PROCESSORS
• DATA ENTRY OPERATORS
We offer top wages & excellent benefits. Call today for an appointment.
New Technologies
TEMPORARY PERSONNEL GROUP
244-9070

FULL TIME HELP WANTED
For insurance agency. Plymouth area. Experience helpful, but will train. Call Pam at 451-0200

INSURANCE AGENCY - CSR
Farmington area. Prefer 2 yrs experience in personal lines, coverage & rating. Benefits. Call Mon-Fri, 9-3. 626-6543

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

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

LEGAL SECRETARY, experienced for Troy law office with Word Perfect experience. Salary open for qualified applicant. Apply: 643-4700

LEGAL SECRETARY
Southfield Plaintiff's firm, 3-5 years experience. Non-smoker. Reply to: Office Manager, 357-3550

LEGAL SECRETARY
Part time. Flexible hours. Excellent working conditions. Farmington Hills office. 855-8820

504 Help Wanted Office-Clerical

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

LEGAL SECRETARY
with strong litigation background needed. Knowledge of Word Perfect a Plus. Salary commensurate with experience. Call 258-9400

LEGAL SECRETARY
wanted for Southfield Defense Firm. At least 1-3 yrs. experience & word processing knowledge.
Call 355-4141

LEGAL SECRETARY - at least 2 yrs. legal experience, computer friendly, seasoned, Bloomfield, small general practice firm. Full time. Salary commensurate. 277-2555

LEGAL SECRETARY for Southfield law firm. Experience required. Must possess sharp skills & word processing background. Excellent working conditions & benefits.
Call 354-4030

LEGAL SECRETARY - Legal experience required. Shorthand 80wpm, typing 60wpm, word processing experience helpful. $21K-$23K +bene-fits. Call resume to: Manager Legal Department, 100 E. Big Beaver, Ste. 1000, Troy, MI 48083

LEGAL SECRETARY
with real estate/banking experience. Must possess sharp skills & word processing background. Excellent working conditions & benefits.
Call Marie, 642-1818
or leave message, 1-334-4031

LEGAL SECRETARY - Full time; experienced. Word processing. Professional appearance required. Excellent working conditions. Please send resume to: Legal Secretary, 350 N. Woodward Ave., Suite 300, Birmingham, Mich. 48011

LEGAL SECRETARY
Looking for energetic, motivated individual for Bloomfield Hills law firm. Some experience preferred. Salary & benefits commensurate with ability. Contact:
Timothy Baxter, 644-3300

LEGAL SECRETARY
Permanent, part-time for Southfield litigation firm. Word Perfect experience. Schedule to suit. Non-smoking only. Confidentiality respected. Telephone Mrs. Smith for appointment. 358-3704

MANUFACTURES Representative. Phone, typing skills essential. Twelve and Telegraph. Excellent benefits. Send resume with salary requirements: EEM, PO Box 607, Birmingham, MI 48012

MARKETING DEPARTMENT
BOOKKEEPER, $23,000
A fast expanding suburban firm can use your excellent bookkeeping skills. Enjoy an exciting atmosphere and energetic people. Good benefits. Fee paid. Eleanore at 353-2090.
Step 1 PM. Appointments Available
SNELLING & SNELLING

MARKETING SECRETARY. Entry level position available for Secretary with light word processing experience to work in fast-paced marketing department of advertising agency. Please send resume with salary requirements to: Marketing Mgr., P.O. Box 2191, Southfield, MI 48037

MATURE SECRETARY - hours flexible. Detroit Cultural Center location, references required. 540-0052

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
TEMPORARY
PERMANENT
If you are an experienced Legal Secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.
If you prefer permanent full time employment, you will be happy to know we have a diverse range of permanent positions available.
There is never a charge to you for our courteous, professional placement service. We offer hour appointments available.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060
Detroit 963-4165

MEDICAL BILLERS
4PM-12 midnight, 5 months Job in Pontiac. Hospital experience a plus!
TEMPORARY SOLUTIONS
Birmingham 645-0900

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

A

Beech Daly & 6 Mile. Office Manager, small office. Must handle all sales, some bookkeeping. Hours 9-4, some flexibility. 532-3223.

OFFICE ADMINISTRATOR - district office of a large insurance co has an immediate opening for an experienced individual who enjoys a variety of duties. Good communication skills, good figure aptitude & typing 40-50 wpm. Excellent starting salary plus full benefit package. For an appointment please call Miriam Musselwhite between 8am-11am. 557-8793
557-8790

OFFICE ASSISTANT
Full time position available in our Southfield office. Must have minimum one year of office experience. Excellent math ability & calculator skills necessary. Should have excellent communication skills. Send resume including salary requirements to: Allentown Personnel, P.O. Box 5791, Southfield, MI 48086

OFFICE CLERICAL - Full time, typing, filing, phones, etc. Apply in person. Mon-Fri, 9am-noon.
Engineered Heat Treat, 31271 Stephenson Hwy, Madison Hts

OFFICE CLERICAL
Positions available in Dearborn. Applicants must type 35 WPM or better.
CITATION SERVICES, 573-7188
An Equal Opportunity Employer

OFFICE MANAGER
Mature, organized person needed for fast paced marketing dept. 2 yrs. office experience preferred. Excellent communication skills - both verbal & written necessary. Good public relation skills needed. Experience dealing in insurance programs and mass marketing campaigns helpful. Excellent benefit pack age included. Dearborn
582-1183

OFFICE - Position involves typing, filing, copying, computer data input, balancing a cash register & office organization. Tues.-Sat. A.M. Call the Golden Mushroom Restaurant, 8-4pm 559-2161 or 559-4230

OFFICE POSITIONS AVAILABLE
Full time, immediate openings. Clerical experience required. Will train for position. Benefits. Please send letter with experience to: Personnel Dept. 32740 NW Hwy, Farmington Hills, Mich. 48018
An Equal Opportunity Employer

OFFICE & TELEPHONE (not sales), part time. Experienced. Flexible daytime hours. Farmington Hills. Mr. Waldorf 474-0760

PART TIME position for mature, responsible individual with Southfield firm for various office functions, approximately 20 hrs/wk. (firs. are flexible). Must type 50 wpm, good opportunity to learn Word Star computer program.
Please call Mrs. Rozowski between 8am-noon 827-7180

PART-TIME Secretary, Troy. Must have dependable transportation. Word processing helpful. Resume to: PO Box 1821, Troy, MI 48099.

PART-TIME SECRETARIAL
Help needed for Southfield Entertainment Agency. Must possess excellent phone skills, light typing, general office duties. Word Processing helpful. Call Becky, 8am-12 noon. 353-1515

PART-TIME TELLERS
We are seeking part-time Tellers who are willing to work flexible hours during the week as well as Saturday hours. Previous cashier experience is necessary. If you are interested in this job opportunity please send resume or apply in person:
Guaranty Federal Savings Bank
23333 Eureka Rd.
Taylor, MI 48180
Equal Opportunity Employer M/F

PART TIME: typing, filing, miscellaneous. Southfield office. Flexible hours. Reply to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK
Needed immediately for growing Redford construction company. Experience in computerized union payroll but other experience will be considered. Mail resume to: Berti Co. Interiors, Inc. 25380 Five Mile Rd., Redford, Mich 48239. Attention: Corporate Controller.

PERSONNEL COORDINATOR - for growing Manufacturing Service, must have 18 mos to 3 yrs experience with clerical & light industrial. Competitive salary plus bonus & benefits. Call Pat Grey at Uniforce 548-7660

POLICE CLERK/DISPATCHER for City of Clawson. Typing, filing & other clerical duties. Use of computerized data system. Police telephone & radio procedure. Also involves public contact. Salary $18,000-$20,000 depending on qualifications. Application available thru June 24 at City Clerk office, 425 N. Main. Questions may be addressed to: Chief of Police, 435-5000

REAL ESTATE
BROKER ASSISTANT
Entry level opportunity with diversified residential firm for a Broker in Birmingham. Typing, strong organizational skills & attention to detail a must. Salary commensurate with experience. Qualified individual should send resume for personnel Director, 770 S. Adams, Suite 107, Birmingham, MI 48011.

Receptionist-Assistant Manager
Needed for Farmington Hills beauty spa. Chance for advancement.
Call Debra, 855-0478

RECEPTIONIST - part time, afternoons, 2-6pm. Telephone answering & light filing, send resume to: Hight Enterprises, 30600 Grand River, Novi, MI. 48050

504 Help Wanted Office-Clerical

Real Estate Coordinator
Prior real estate coordinator experience helpful. Requires - organizational skills, management ability/skills, strong communication and a good sense of humor. Salary $12,500-$15,000. Bring resume to interview.
Call Jan 737-2005

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 at 626-6004

RECEPTIONIST/SECRETARY-Full time for busy Farmington Hills Real Estate office. Hours non-smoking atmosphere. Typing 35-40 wpm to start. ASK FOR ROSE. 851-8700

RECEPTIONIST - Busy Southfield law firm needs experienced, friendly telephone receptionist. Other clerical duties & typing required. Salary commensurate with experience. Call Ann or Marsha at 353-1550

RECEPTIONIST/FILING CLERK
Needed by established downtown Detroit law office. Pleasant work time for busy Farmington Hills Real Estate office. Hours non-smoking atmosphere. Typing 35-40 wpm to start. ASK FOR ROSE. 851-8700

RECEPTIONIST - Busy Southfield law firm needs experienced, friendly telephone receptionist. Other clerical duties & typing required. Salary commensurate with experience. Call Ann or Marsha at 353-1550

RECEPTIONIST/TYPIST
for contracting company in Northern Oakland County office. Pleasant answering & typing a must. Word processing. Full benefits. Call Ms. Gale at Pulte Competitive salary & benefits. 334-5074

RECEPTIONIST
Expanding Southfield company needs a person to answer calls for custom decorating center. Light clerical work required. Excellent office environment. 647-0300

RECEPTIONIST/TYPIST
needed for fast paced leasing company. Must be able to type 55WPM & have pleasant telephone manner. Send resume to: LAC, 30855 Northwestern Hwy., Farmington Hills, MI 48018. Attn: Susan.

RECEPTIONIST
Major brokerage firm in downtown Birmingham has immediate opening for full time receptionist. Responsibilities include: light filing, light & typing, telephone & mail distribution. Call Linda Balk, Mon thru Fri 9-5pm.
540-3200
SHEARSON, LEHMAN, HUTTON
An Equal Opportunity Employer

RECEPTIONIST ADVERTISING
SOUTHFIELD, Excellent office environment, busy lobby. Responsibilities include answering telephones, handling guests with either pleasant or firm manner & good appearance. Must be reliable. Non smoker. Benefit package. Send resume to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy Southfield office needs a receptionist for its corporate headquarters. Responsibilities include answering phones, greeting visitors and other related duties. This position requires an organized individual. We offer salary, a complete benefit program and competitive compensation. 358-1191

RETIRING NORTHI Beautiful solid Cherry Queen Anne Dining room set: one 60" oval pedestal, 2 chairs, mint. Dinette set, oval table/4 upholstered chairs. Double bed springs/mattress. Brand new 2 twin size beds, bedspreads. Ethan Allen Sofa, 3 loose pillow back, blue/beige print, excellent. Antique chest of drawers, oven. Other household items. Appt. only. 646-2495

ROCHESTER AREA LUMBER CO. needs a person for Data Entry. Answer Phones & General Office Duties. Call Dolman & Upton for an appointment 651-9411

Sales Audit Clerk
Immediate opening for Sales Audit Clerk. Must have retail experience in sales audit and proficient with 10-key calculator. Must be good at figures and enjoy detail paper work, will check sales reports from our retail outlets. We offer an outstanding company paid benefit program. For further information, call Mon. thru Fri., between 9-4pm.
270-1286
Farmer Jack Supermarkets
An Equal Opportunity Employer

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work under hours for fast paced Sales office. Paid 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. 212

SALES SECRETARY for busy Farmington Hills real estate office. Detail oriented person, good phone manner, accurate typing & filing. Call Mary Ann Grawl, 851-1900
An Equal Opportunity Employer

SALES SECRETARY
International Manufacturing Co. headquarted in Bloomfield Twp. requires an individual with excellent secretarial skills & strong emphasis on grammar. Applicant must be familiar with Data & Word Processing. Permanent, full-time position with full benefit package. Salary commensurate with experience. Call to arrange an interview. 335-8600

WORD PROCESSING SECRETARY
Real estate sales office. Must have secretarial background with at least 1 year word processing & dictaphone experience. Salary, benefits, Southfield area. Call 8-30am-5pm.
Carol 557-9140
An Equal Opportunity Employer

SECRETARIAL
Downtown Detroit financial services firm now accepting applications for word processing position in sales/marketing dept. Word Perfect & Displaywrite system used. Transcription experience also needed. Good working environment & full benefit package for right individual.
964-3815

SECRETARIAL POSITION
available to the get with top-notch skills, including Shorthand; in a fast paced Northwestern Sales Office. Send resume to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

SECRETARIAL position, some typing, organizational skills and pleasant phone personality.
Contact Wendy at 478-2000

SECRETARIES - word processors for major fortune 500 computer manufacturer in Novi - Farmington area. $1475/mo. plus negotiable benefits. Call Ann Marie at Uniforce
537-0641

SECRETARIES
"YOUR THE BEST"
AT SNELLING TEMPORARIES
SECRETARIES
WORD PROCESSORS
ADMINISTRATIVE ASSIST.
Holiday pay
Referral bonuses
Hour incentives
Same week paychecks
Call 557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/BOOKKEEPER - Experienced individual for Real Estate development office in Troy. Excellent typing and communication skills required. Light bookkeeping and shorthand preferred. Send resume with salary requirements to: PO Box 578, Bloomfield Hills, MI 48303

504 Help Wanted Office-Clerical

RECEPTIONIST TYPIST WANTED
Full time, excellent phone & typing skills required. Please send resume to: 34610 Glendale, Livonia, Mich 48150. Attn. JR

RECEPTIONIST/SWITCHBOARD
Operator needed immediately for busy Farmington Hills corporation. Experienced preferred, but will train. Hours 1.30 to 5. Call Margaret between 9 and 11 AM at 489-8800

RECEPTIONIST/SECRETARY
Southfield-based corporation seeking self-motivated individual with excellent typing skills & general office knowledge. Will train on word processing. Good benefits.
Call week days: 557-9140

RECEPTIONIST
Fast paced, Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Must typing 35 wpm. P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST/TYPIST
for contracting company in Northern Oakland County office. Pleasant answering & typing a must. Word processing. Full benefits. Call Ms. Gale at Pulte Competitive salary & benefits. 334-5074

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"YOUR THE BEST"
AT SNELLING TEMPORARIES
SECRETARIES
WORD PROCESSORS
ADMINISTRATIVE ASSIST.
Holiday pay
Referral bonuses
Hour incentives
Same week paychecks
Call 557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/BOOKKEEPER - Experienced individual for Real Estate development office in Troy. Excellent typing and communication skills required. Light bookkeeping and shorthand preferred. Send resume with salary requirements to: PO Box 578, Bloomfield Hills, MI 48303

504 Help Wanted Office-Clerical

SECRETARY-ACCOUNTING DEPT
Entry level position, fast pace office for individual willing to handle a variety of duties. Excellent typing skills required. Experience preferred. Send resume to: Box 5096, Southfield, Michigan, 48086

SECRETARY
ADVERTISING AGENCY
Secretary who wants a challenging, fast paced office environment. Word processing experience. (WordPerfect a plus). Self starter, neat & presentable. Non smoker. Immediate opening. Southfield area. Benefits package. Send resume to Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
A Southfield C.P.A. receives Word Processing & statistical typing skills. Full or part-time. 355-3550

SECRETARY
Birmingham/Southfield area law/office needs individual with good typing, English & shorthand skills. Entry level position. 540-4100

SECRETARY/BOOKKEEPER
Excellent opportunity for person seeking full time position in Royal Oak area. Call Ms. Gale at Pulte Homes. 334-5074

SECRETARY BOOKKEEPER
Non smoker for small Pontiac office. Immediate position available. Light typing, knowledge of office skills, bookkeeping experience essential.
852-9538

SECRETARY/ENGINEERING
Livonia company has an immediate opening for a self-motivated person possessing strong organizational & communication skills. Experience preferred. Word processing & data entry a plus. Small friendly department & sales department. Apply at Allmand Assoc., Inc., 12001 Levan.

SECRETARY - Entry level position with Southfield electronic firm. Type 50 wpm, previous office experience preferred. Non-smoker. Call for appointment. 559-5434

SECRETARY
Enthusiastic secretary needed to assist executive/owner. Prior real estate or mortgage banking experience helpful. Strong secretarial skills plus communication skills required. Great opportunity to expand your present skills and broaden your experience. Salary range mid-20's depending on experience. Friendly, professional environment. Respond with resume to: CDI, 30215 Northwestern Hwy., Suite 115, Southfield, MI 48076

SECRETARY
Experienced with good typing skills and phone manner, shorthand preferred. Manufacturer's representatives company. Send resume to:
TERC
360 Enterprise Ct.
Bloomfield Hills, MI 48013

SECRETARY- Experienced person for rapidly growing firm in newly remodeled office near Northville Post Hse. We need a take-charge person with excellent secretarial skills; word processing a plus. Reply to Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Farmington Hills based insurance company has a professional opportunity for a person who possesses the following:
• Minimum 2 years secretarial/administrative skills to include:
• Minimum 60wpm typing skills
• Knowledge of filing
• Organizational skills.
• Ability to work effectively
• Ability to assist all employees
• Minimum 6 months IBM Displaywrite experience
• Human Resources experience a plus
• Must be able to work in a fast paced environment.
If you are the qualified candidate we seek, please send your resume & salary requirements to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY-for INSURANCE OFFICE with word processing & computer skills for our Southfield Office. 353-5400 ext. 252

SECRETARY for Southfield law firm. Looking for bright individual with sharp skills & word processing background. Excellent working conditions & benefits. 354-4030

SECRETARY
For one person office. I-96 & Wyoming area of Detroit. Nice office in secure building. Must have good telephone manner, light typing, filing & billing skills. Call Mr. Walkenfitz for appointment 481-4200

SECRETARY for Real Estate Office. Typing 50 wpm. Full time. Call for appointment, ask for Paula 722-0001

SECRETARY for one girl office. Minimum 2 years experience. Light bookkeeping and general office. 680-1330

SECRETARY - for major broadcast studio, experience on Xerox 820 and answer telephones. $32K+bene. Call Lois at Uniforce 646-1964

SECRETARY for major technical area of large computer firm, type 50 wpm, IBM Display Writer 4, must have professional appearance & enjoy working with top level management. $1475/mo. Call Holly at Uniforce 557-7663

SECRETARY • Full time, good typing & shorthand skills. Pleasant telephone personality. Start $223 per week. Larry 864-0175

SECRETARY • full time, small office in Troy. Must be experienced. $4.50 to start. 689-3730

SECRETARY
Good typing & phone skills, pleasant attitude and ability to work independently. Real estate background preferred but willing to train right individual. Rochester area. 651-3500

SECRETARY - Good typing, letter typing, general office work. 1 person office. Southfield Area. Call between 8am-5pm 355-1458

SECRETARY
Immediate position available for individual with excellent secretarial, organizational and communication skills in the Walled Lake/W. Bloomfield area. Shorthand and word processing skills required. Excellent benefit package. Please send resume including salary history and salary requirements to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Looking for top notch person to fill executive position in our Plymouth plant. Must be able to type no less than 70 WPM and have exceptional word processing skills - Multiplan or WordStar a plus! Excellent telephone communication skills & dictaphone a must! Please call Mary Ann at 453-6010

SECRETARY
New Northwest building, development management company seeks a structured individual secretary for a 2 person office. Must have excellent communication skills, word processing, experience, 3-5 years of experience a plus. Competitive salary and benefits. If interested, please send complete resume and salary requirements to: Ms. Kilbury, P. O. Box 981, Southfield, MI 48037.

Plants & Moran recruiting for An Equal Opportunity Employer

SECRETARY
Part time, possible full time for small office in Troy. Must be experienced. $6.50 to start. 689-3730

SECRETARY - Part time, flexible, good office skills, legal experience & computer knowledge necessary. Call Canton law office. 981-1811

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