504 Help Wanted Office-Clerical

GROWING LOCAL FINANCIAL SUBSIDIARY of Fortune 100 super regional bank is seeking to fill a position in a commercial credit department. Candidate should have minimum 2 yrs of commercial loan training in a major bank with additional 1-2 yrs. experience. Send resume to:
Human Resource Manager
P.O. Box 2459
Southfield MI, 48037-2459

HELP!
We need receptionists, secretaries
word processors
Experience necessary.
Good pay. Benefits.
J Martin Temporaries
38215 W 10 Mile Rd.
(Between Halsted & Haggerty)
(Next door to Wendy's)
474-8722

Homemakers
Children returning to school? We NOW have several jobs open for receptionists, secretaries, and lesmarketing. Short or long term assignments. Put your valuable skills to work!

ENTECH SERVICES, LTD.
737-1744

HOTEL SECRETARY
The Novi Hilton is currently looking for Secretaries to work in our sales, meeting & human resources department. Individual should possess good secretarial skills with minimum typing speed of 60 wpm. Good telephone communication ability & excellent organizational skills.
Interested individuals may apply Mon. thru Fri., between 10a.-4pm
No phone calls accepted
Human Resources Dept.
Novi Hilton
21111 Haggerty Road, Novi
EOE/F/M/H

INSIDE SALES/CLERICAL - Manufacturer's rep firm specializing in electronic/electrical components is seeking experienced customer service/expediter/clerical to join our family. Experience on IBM PC computer, with lotus, dbase, data base & spread sheet.
Call Mon. thru Fri. Dana French, 7125 Orchard Lake Rd., #207, West Bloomfield, 851-8383

INSURANCE AGENCY
Farmington Hills. Person experienced in personal lines, coverage and billing. Salary open.
Call Mon.-Fri.; 9am-5pm 626-8543

INSURANCE AGENCY- Southfield, Work times are negotiable. Will train new Secretary to take, quote, service accounts. Salary commensurate conditions. Days 358-5391
Eves: 646-9747

Insurance-Experienced Only
AGENCY POSITIONS
Southfield, Royal Oak, Livonia
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Account Exec.
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 health care including health insurance, paid holidays & vacations.
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE: Need commercial line CFR experience, knowledge in handle and support agents. Large office dept. Must know all aspects of commercial insurance. Salary commensurate. Frank Hand Agency. 478-1177

KEYPUNCH OPERATOR
We are looking for the right people to join our expanding team of data processing professionals. If you are an experienced operator, give us a call today. Top pay for top talent.
INDATA CORPORATION, 422-8002

KEYPUNCH OPERATORS
Wanted. Experienced, full time, part time days and afternoons available. Benefits. Farmington area 474-1136

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary assignments and permanent jobs. The agency for Legal Secretaries.
ALL FEES PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Troy/Bloomfield Bldg 641-8580

LEGAL SECRETARY
2 to 3 years experience in Bloomfield Hills law firm. Must type a minimum of 60 wpm. Commercial litigation experience preferred. Salary commensurate with experience. Call Mon. thru Fri. 9-5 for appointment.
Kenneth Cole Productions
1430 Broadway
New York, New York 10018
Attn: Personnel Dept.

LEGAL SECRETARY
For Southfield law firm. Experience preferred but will train. Must have excellent benefit package. Contact Sue Evans 352-1000

LEGAL SECRETARY
2 to 3 years experience in Bloomfield Hills law firm. Must type a minimum of 60 wpm. Commercial litigation experience preferred. Salary commensurate with experience. Call Mon. thru Fri. 9-5 for appointment.
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1430 Broadway
New York, New York 10018
Attn: Personnel Dept.

LEGAL SECRETARY
For Southfield law firm. Experience preferred but will train. Must have a minimum 50 wpm typing speed. Excellent benefits package. Contact Sue Evans 352-1000

LEGAL SECRETARY
Full time position available in Farmington Hills office. Must have minimum 5 years experience. Excellent benefits package. Contact Sue Evans 352-1000

LEGAL SECRETARY
Kmart International
Headquarters
Personnel Box JP
3100 W. Big Beaver
Troy, MI. 48084
Equal Opportunity Employer
Male/Female/Handicapped/Vet

LEGAL SECRETARY - Part time for one lawyer office in Troy. Call after 5 days per week. Call 558-3980

LEGAL SECRETARY
For Southfield law firm. Salary firm. Word Perfect experience, non-smoker. Call Beth 644-8410

LEGAL SECRETARY
Modern full time secretary for Bloomfield Hills law firm. Word Perfect experience required. Legal dictaphone experience preferred. Call 647-4884

LEGAL SECRETARY
Needed full time, general practice, Bloomfield Hills firm. Salary commensurate with experience. Call 644-5400

LEGAL SECRETARY
Experienced, for Southfield law