504 Help Wanted Office-Clerical

DATA ENTRY

Care Choices/McAuley Health Plans, a state-wide HMO network owned and operated by Mercy Alternative, is seeking individuals interested in joining our expanding Farmington Hills staff. We offer a fast-paced, challenging environment with opportunity for professional growth.

Candidates should possess a high school degree or equivalent. Previous CRT experience and a typing speed of 40wpm. Preferred candidate will have familiarity with medical terminology or previous experience in a health care setting.

Excellent compensation package including matching funds savings plan, tuition reimbursement, employer-paid retirement plan and dependent care reimbursement account. Please submit resume in confidence to:

Sheryl Walnz
Mercy Alternative Executive Office
34605 12 Mile Rd.
Farmington Hills, MI. 48331-3291

An Equal Opportunity Employer

DATA ENTRY/CLERICAL
Full time position in Tel-Twelve Area to assist Bookkeeper. Duties to include: Data entry, filing, word processing, receptionist relief. Some bookkeeping knowledge preferred. Contact Debbie 258-5500

DATA ENTRY CLERK
Major Trade Assoc. in Southfield is currently accepting applications for a part-time Data Entry Clerk with 1-2 years Data Entry experience & accurate typing of 40 WPM. Flexible hours. Apply Mon-Fri., 12 noon-4pm
Michigan Credit Union League
15600 Providence Dr.
Southfield, MI. 48075
(across from the Americana Theatre)

DATA ENTRY OPERATORS (keypunch style)
Kelly Services needs you for a long term assignment in the Livonia area working the midnight shift.
For more information, apply today:
I-96 Office Center
3133 Schoolcraft
Livonia, MI 48150
522-4020
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY OPERATOR
Full time position available in our Southfield office. Must have minimum of 1 year previous job related experience. Speed & accuracy on 10 key pad a must. Good math ability a plus. Excellent benefits. Call before 11am 352-0379

DATA PROCESSING ASSISTANT
Major Trade Association, based in Southfield, seeks a Data Processing Assistant with 2-3 years Computer operations experience. Knowledge of Database Management Techniques & IBM System 36 experience required. Excellent Benefits package. Send resume, indicating salary requirements, to:
Human Resources
P.O. Box 5210
Detroit, MI. 48235

DATA PROCESSING CLERK
Temporary position available, 4-5 hours per day lasting approx. 4 months. Primary responsibility will be in-putting Accounting Data on IBM PC. May perform other Clerical duties. 10 Key Calculator experience necessary. If interested, call: 769-6520 ext. 294
or send resume to:
McKINLEY ASSOCIATES
Data Processing Clerk Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

DATA PROCESSING positions open in accounting dept. of Northville office. Organization and computer skills a must. Call Kay 344-6833

DATE ENTRY - Entry level position. Full time, Plymouth area. Call Sue 455-4400

DENTAL BUSINESS ASSISTANT - our Birmingham dental office is looking for an energetic, enthusiastic person to join our team. This full time position requires good typing skills, clerical experience. Benefits available. Call 645-9831

DENTAL HYGIENIST NEEDED - Mon-Tue-Wed-Fri. Farmington Hills area. Call Ellen between 8:30-5pm, 626-9915

DEPARTMENT OF PUBLIC SAFETY POLICE DIVISION
ADMINISTRATIVE CLERK - The City of Wayne has openings for part-time (30 hours per week) administrative clerks. $6.37 starting wage. Must pass typing test at 30wpm minimum. Primary duty is data entry to Police Division computers. The City of Wayne is an Affirmative Action/Equal Opportunity Employer, minority candidates are encouraged to apply. Applications are available from the Personnel Department, City Hall, 3355 S. Wayne Road, Wayne, MI 48184. Completed application must be submitted to the Personnel Department by November 10, 1988.

DESK TOP PUBLISHING
with experience
Plymouth - Canton area
Please Call Us
J Martin/Victor Temporaries
38215 W 10 Mile, between Halstead & Haggerty, (next door to Wendy's)
474-8722

EARN EXTRA MONEY!
Put your clerical skills to work. Now hiring for seasonal positions in a variety of Clerical openings. If you're ready to work, call us at: 589-0500

ELECTRONICS - people people (21) for PC boards, stock preppers & solderers, for major corporation with locations in Farmington, Walled Lake & downriver. 7:30am-4pm, clean work & overtime. $4-$6/hr. Call Diana at Uniforce 357-0644

ELECTRONICS - people (21) for PC boards, stock preppers & solderers, for major corporation with locations in Farmington, Walled Lake & downriver. 7:30am-4pm, clean work & overtime. $4-$6/hr. Call Diana at Uniforce 357-0644

ENTRY LEVEL GENERAL OFFICE
Farmington Hills, Non smoking office, light typing expected. Excellent benefits, Call 356-1898

ENTRY-LEVEL POSITION
for detail-oriented, organized & dependable individual. Qualified applicants will possess some typing skills, pleasant telephone manner & the ability to work under pressure. General Office & some computer skills required to work in this non-smoking office. Varied job tasks will include being in charge of regular mailings, assisting Regional Managers & Field Employees, placing ads, etc. Salary negotiable, based on experience. Full benefits included. Send resume to:
P.M., 132 N. Woodward Ave.,
Birmingham, MI. 48009

ESTIMATOR
Commercial interior design firm located in Plymouth desires highly motivated estimator for quotation department. A minimum of 2 years experience with construction trades or custom manufacturing a must. Accounting and computer fluency a plus! Full benefit package. Salary commensurate with experience. Resume to Box 906 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Needed to assist "perfectionist" president of Southfield Corporation. Must be flexible on overtime and attentive of details. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE ASSISTANT
Needed immediately for President of young, fast-paced Birmingham property management company. Requires, excellent communication and organizational skills, financial background, knowledge of Wordperfect, Lotus and some shorthand. Professional appearance and attitude, non-smoker preferred. Great benefit package. Send resume and salary requirements to: Personnel Manager, 31000 Telegraph, Suite 210, Birmingham, MI., 48010.

EXECUTIVE SECRETARY for Birmingham based real estate development & management company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: H. W. Goddard, P O Box 1120, Birmingham, MI 48012

EXECUTIVE SECRETARY - Starting salary up to $9 per hour + benefits. Resume to: Yeshiva Gedolah, 24600 Greenfield, Oak Park, MI 48237.

EXECUTIVE SECRETARY
60 year old near north suburban technical porudcts distributor seeks well orgganized, non smoking applicant with minimum 4 years word processing and shorthand experience. $18-$21,000 plus profit sharing. Resume to Box 950, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY TO $21,000
Prestigious architectural development firm offers an immediate opportunity. Be right hand to CEO, take meeting minutes, some travel. Fee paid. Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Immediate opening for Executive Secretary to report to president and vice-president of fast growing Dental Plan. Job requirements: minimum 5 yrs. of experience, exceptional management and organizational skills. Must have shorthand, dictation and typing skills of at least 80WPM.-MultiMate or Word Star word processing skills a must. Send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

EXECUTIVE - secretary for international corporation in Troy, type 55-60 wpm, shorthand or speed writing helpful, $18-$22,000. Call Doris at Uniforce 646-7663

EXECUTIVE SECRETARY
Growing Southfield Advertising Agency seeks experienced Executive Secretary to work in major dept. This position is an addition to the staff. Typing of 60WPM, will train on word processor. Call 827-8341

EXECUTIVE SECRETARY
for District Management Team of large service company. Varied responsibilities to include, but not limited to, project coordination, workers compensation, travel/meeting arrangements. Your skills and initiative will be appreciated here. Send resume, with salary objective, to:
BFI Of Michigan
Attention: Pam
5400 Cogswell Rd.
Wayne, MI., 48184

EXECUTIVE SECRETARY
A small Troy mfg Co. has an opening for a special person to help a very disorganized President. Typing speed & other mechanical skills are unimportant but you'll need to be resourceful, bright, personable & dedicated. 3 years of actual secretarial experience is necessary. The position offers benefits & a salary range from $16,000. Please submit a resume to Signals & Systems, 333 Park, St. Troy, 48083.
An Equal Opportunity Employer

EXTRA CASH
It's time to start shopping for the holidays & we have the way for file clerks, receptionists with heavy phone experience, word processors, executive secretaries, & 10 key operators.
Short Term - Long Term Your Terms
Temporary placement is our permanent concern. Please Call Us
J Martin/Victor Temporaries
38215 W 10 Mile, between Halstead & Haggerty, (next door to Wendy's)
474-8722

FARMINGTON AGENCY seeks experienced Personal Lines CSR. To $18K plus profit sharing and commission. No Fee. Employment Opportunity 350-3450

FARMINGTON HILLS INSURANCE
Agency needs experienced Personal Lines Person. Call Anne, after 4pm, 478-2004

FILE CLERK
Downtown Detroit-based firm seeks File Clerks for full-time positions. Qualified candidates will be Self-Starters with good organizational skills. Duties will include filing, light typing & answering phones. Previous office experience helpful but not necessary. This is an entry-level position with potential for advancement in our expanding company. Compensation includes full benefits. For consideration, send resume to:
File Clerk
P.O. Box 779
Detroit, MI. 48231

FILE CLERK for Livonia Insurance Agency. Filing, light typing & answering phones. 11am-3pm, Mon.-Fri. $5/hr. Call 9am-11am 522-3900

FULL TIME, EXPERIENCED Legal secretary with litigation experience. Good pay and benefits. Send resume and salary history to: Attn. Robin, at Miller & Lemberg, P.C., 30700 Telegraph, Suite 2501, Birmingham, MI 48010

HERE'S YOUR CHANCE to get into Office Building Management. General office. Telephone skills, typing, benefits, Southfield area. 557-2210

GENERAL CLERICAL - Immediate opening for a manufacturing firm in Southfield. Duties include data entry & customer service. Call: 352-7375

GENERAL HELP
Typing, phone skills required, Southfield location. Call Ms. Winkel 357-2220

GENERAL OFFICE
Very good office skills required. Must be an accurate typist & very organized. Will run a 1-person construction office in the Auburn Hills area. Salary commensurate with experience. Please send resume with salary history to: AGP, P. O. Box 7368, Dearborn, Mich. 48121

GENERAL OFFICE CLERK
Medium size plant located in Livonia has an opening for a general office clerk to work in the plant office from 2 pm to 10:30 pm. Starting salary $14,000 a year with good fringe benefits. Send resume to box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE person needed for House of Denmark Furniture store, in Livonia. Organizational skills a must for one person office. Responsibilities include answering phones, typing, balancing cash, processing customer orders & some customer relations. Computer experience helpful but not necessary. Full time Tues. thru Sat., with benefits. Please call Rochester location Mon. thru Fri. for interview, ask for Alicia 651-9430

GENERAL office position at wholesale firm; must have typing, computer or PC experience. Calculator & filing experience necessary. Call Mike Durkacs 8am-6pm at 843-2000

GENERAL OFFICE CLERK - great career opportunity, full time in Southfield. Job duties will be answering phones, typing, filing, mail, starting pay $5 per hour. 569-5020

GENERAL OFFICE
We need an organized person to assist with various office/clerical functions. Excellent working environment. Call: 647-0300

GENERAL OFFICE
Full time, good typist, computer experience helpful, basic bookkeeping. Send resume to: Chemethon Inc., 833 W. Auburn Rd., Rochester, MI 48063. 852-6095

GENERAL Office - telephone, clerical, filing, & data entry. Type 35wpm accurately. Will train. 12 Mile/Telegraph area. Experience preferred but not necessary. Part time - flexible hrs. Call Tues. & Thurs. between 1-4pm. 356-1081

GENERAL OFFICE
full time. Filing, general posting, typing. Help with incoming phone calls. Computer experience preferred. Apply at: Timemaster Business Forms, 13000 Inkster Rd., Redford. Just S. of Jeffries Freeway.

GENERAL OFFICE CLERK
Full time for Southfield office. Filing, errands, kitchen duties, copying, odd jobs and receptionist duties. Dependable car a must. Some phone experience desired. Call Kim 358-2090

GENERAL OFFICE
Various positions available for those who type 60 WPM and have good communication skills, basic office experience needed. Call for details.
PARTNERS IN PLACEMENT
474-8500

GENERAL OFFICE HELP
Heavy telephone traffic, light typing, filing, good organization skills required. Housewives welcome to apply. Full-time Farmington Hills area. Send resume to Box 926Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - experienced person for industrial office in Farmington Hills, some knowledge of inventory control, production scheduling, inside sales & customer contact useful. Typing & use of computer required, good benefits & paid vacation provided. Salary commensurate with background, for interview call between 9am-3pm Mon. thru Thurs. 471-2300

GENERAL OFFICE - PART-TIME
20 hours. Bloomfield Hills.
858-7800

GENERAL OFFICE
Responsible persons needed. $3.75 per hour to train. No experience required. Wayne area. Call: 722-9700

GENERAL OFFICE HELP - full or part-time, bookkeeping & light typing, benefits. Wages based on experience. Call 543-7707

GENERAL OFFICE - Life Insurance, part or full time. Typing, filing, telephone. Call Mrs. Goldsmith 357-2424

GENERAL OFFICE people for major corporation in Oakland County, $4-$7/hr. depending on qualifications, call Gloria at Uniforce 473-2932

GENERAL OFFICE - Typing skills, some experience with computer order entry. Experience prefered but will train. Good attitude, non-smoker, good phone skills. Full time, Plymouth area. Call: 455-4551

GENERAL OFFICE, accurate typing, pleasant phone manner, CRT, busy office of manufacturing plant in Belle Isle area. Excellent benefits. Send resume to P.O. Box 48150, Oak Park MI 48237

GENERAL OFFICE
Typing, filing, some bookkeeping-accounts receivable/payable required. Full time. Convenient Walled Lake location. Call 9am - 4pm: Mon. thru Fri: 669-6010

GENERAL OFFICE CLERK
for Engineering oriented business. Duties to include filing, typing, answering telephones, etc. Apply at 32367 W. 8 Mile Rd. (upstairs office), Livonia.

GENERAL OFFICE PERSON - with good people skills, for major Fortune 500 company in Southfield. Type 45-50 wpm. Will be trained on word processing. $17,200. Call Jackie at Uniforce 646-7664

GENERAL OFFICE
Full time in Plymouth. Must be accurate with numbers, pleasant phone manner, good typist. Computer knowledge helpful. Reply to 42105 Postiff, Plymouth, MI., 48170.

GENERAL OFFICE
Livonia area firm needs experienced individual with good working knowledge of accounting for its general office area. Must have good business background with above average math skills. Accuracy very important. Send resume to box 958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE MAIL, SWITCHBOARD
We're looking for an enthusiastic dependable individual for general office position. Duties include: switchboard relief, mail processing, supplies, light typing & photo copying. Must enjoy working with people in a fast paced environment. We are a major insurance firm. We offer competitive salary & benefits. Please send resume to: Administrative Manager, 26555 Evergreen, Ste 200, Southfield, MI. 48076. No phone calls please.
Equal Opportunity Employer M/F/H

GENERAL TYPISTS - (45-55wpm) for advertising agency, some data entry helpful, free training on Word Perfect & Display Write 4. $1225/mo. Call Malonie at Uniforce 646-8501

GROUP INSURANCE - CLAIMS PROCESSOR, minimum 2-3 yrs. group claims processing experience to include benefits eligibility determination approval & payment. Good organizational & communication skills required. Excellent benefit package, salary commensurate with expeerience. Send complete resume to Corporate Services, Inc. 29500 W. 5 Mile Rd. Livonia, MI. 48152

HEALTH CARE POSITIONS
Immediate opening for an Accounts Payable Clerk & a Payroll Clerk - with 1 to 2 years comoputerized experience. For consideration, call 8am-5pm: 538-4700, ext. 250

HOLIDAY DOLLARS
Get a head start on making that extra money for the holidays. Long & short term assignments available for:
- Clerks
- Typists
- Secretaries
- Word Processors
- Data Entry Operators
- Switchboard Operators

Top Pay - Benefits - No fee
Word Processing training if you qualify.
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - Ann Arbor - Farmington Hills

HOMEMAKER
Southfield. Part-time with office skills and congenial personality. 642-7551 or 642-7553

Immediate Openings
Kelly Services is looking for Data Entry Operators. Experience on Data Entry style keyboard necessary for long term assignments in Troy and surrounding area.
For more information, please call:
Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

INSURANCE/ACCOUNTING
Farmington Hills area. Seeking person with accounting background-some casualty insurance experience-& ability to communicate with clients. Contact: Mrs. Hamm Mon.-Fri., 8:30am-5pm 855-6690

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

LEGAL SECRETARY
For plaintiff's personal injury attorney. Experienced plus IBM/PC WordPerfect. Southfield. 355-1555

LEGAL SECRETARY
Well paying position for experienced Legal Secretary in Southfield Hi-Rise office building. Call Phyllis: 355-3300

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

Insurance Verifier
Full time. Ideal for high school graduate. Typing and/or computer data entry preferred. Need clerical and numerical aptitude. Send resume/apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

JOBS! JOBS! JOBS!
We specialize in positions on a long or short term basis with hiring potential after 90 days for:
- ASSEMBLY
- GENERAL LABOR
- PACKAGING
- WAREHOUSE
- PRESS OPERATORS
- PRODUCTION
- SILK SCREENERS
- JANITORIAL

Diversified Personnel Resources
251 E. 9 MILE RD.
FERNDALE, MI. 48220
Call between 8am-5pm
(313) 546-1085

JR. SECRETARY - part time for small, non smoking Farmington Hills consulting firm, 1:30-5:30 Mon. thru Fri. Salary commensurate with qualifications.Some benefits. 626-6300

KEYPUNCH OPERATORS
We are accepting applications for full time day and afternoon positions at our Livonia offices. If you are tired of working in the back of a warehouse, give us a call.
INDATA CORP., 422-8002

KEYPUNCH OPERATORS
Tape and/or cards. Growing company looking for experienced operators, full & part-time. Telegraph & 6 Mile area. Call Nancy. 534-4440

LEGAL/EXECUTIVE SECRETARY
for Prudential Town Center Office. Must have experience in workers compensation, light bookkeeping & IBM computer. Excellent salary & benefits for the right person. Call Nancy at 352-4690

LEGAL PLACEMENT SPECIALISTS
LITIGATION SECRETARIES. Openings in Detroit/Southfield. Experience, heavy skills. Benefits. $18-25K
WORD PROCESSORS, Full & Part Time-Major firms. Detroit & Southfield. WANG & +
PARALEGALS-Degree & certification & +. Career opportunities with benefits. Up to $30k
Sandy Monroe/Marilyn Water
Detroit 964-5500
Suburbs 642-6530
NETWORK RESOURCES
2260 Penobscott Detroit 48226

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
Defense litigation office, of major insurance company, seeks candidate with minimum of 2 years related experience. Typing 70wpm strongly preferred. Word processing skills a plus. Flexible benefit plan including dental. Salary commensurate with experience. Re-locating to I-275 corridor.
For confidential consideration send resume and salary requirements to:
Gary R. Schelhase Esq.
Citizens Ins. Co. of America
35 W. Huron, Suite 300
Pontiac, MI., 48058
Equal Opportunity Employer M/F

LEGAL SECRETARY/Office Manager for Southfield lawyer. Experience preferred. Word processing helpful. Flexible hours. 353-5060

LEGAL SECRETARY
For law firm with beautiful offices in Northern Troy. Corporation or real estate experience and top skills required. Excellent opportunity for qualified candidate. Call Jan between 3-5PM at 641-7000

LEGAL SECRETARY
Partner in pleasant Bloomfield Hills firm needs Secretary with good organizational and communication skills. Light shorthand and word processing experience necessary. Excellent salary and benefit package. Call Office Manager 642-7880

LEGAL SECRETARY
for Southfield defense firm. At least 3 years experience. 355-4141

LEGAL SECRETARY - part time, word processing necessary. Word Star a plus. Call Mon.- Fri., 9-5pm. 353-3810

LEGAL SECRETARY/TRAINEE
for lawfirm in Troy. Must type 60wpm. Send resume to Sandi, 1189 W Long Lake, Troy, MI. 48098

LEGAL SECRETARY
Experienced only. Small Southfield law office, general practice. Excellent pay. 358-0630

LEGAL SECRETARY
Experienced. General practice and probate. Oakland Mall area. Call Rose 588-7272

LEGAL SECRETARY - PART TIME
NAME YOUR OWN HRS.
Experienced. Birmingham.
Phone 540-1766
After 6pm: 335-7264

LEGAL SECRETARY
Real Estate & General Practice. Small, busy firm. Excellent English, Legal & Word Processing skills. Non-smoking. Excellent salary & benefits. Farmington Hills, 855-0995

LEGAL SECRETARY/TYPIST
Must have excellent organizational skills, litigation experience required. Typing 80 WPM. Word processing preferred. Medical benefits. Bloomfield Hills Law firm. Call Bev: 647-1212

LEGAL SECRETARY for medium sized Troy lawfirm, prefer experience in corporate & business law. DW4 & PC expertise required. Salary commensurate with experience. Reply by resume only to: Powers Chapman 3001 W Big Beaver, Ste 704 Troy, MI. 48084 Attention Carol.

LEGAL SECRETARY - Defense litigation. Experienced only & highly skilled. Southfield law office. Partner, High wage level. 354-6644

LEGAL SECRETARY
For Birmingham lawfirm with Legal experience & IBM PC experience. 258-0800

LEGAL SECRETARY
Experienced, for small Birmingham law firm. Telegraph/13 Mile area. 647-8650

LEGAL SECRETARY - for 5 member downtown Birmingham law firm. Requires experience in general litigation, shorthand, word processors, & excellent typing skills. Parking provided. Call 647-8700

LEGAL SECRETARY - Growing 2 attorney Farmington Hills firm at pleasant office site needs mature full time person with word processing proficiency. Legal experience preferred. $8.50-$8.00 per hour. Call 553-8010

LEGAL SECRETARY-For 10 lawyer Farmington Hills law office. Legal & word processing experience preferred. Good typing & spelling skills essential. Salary commensurate with experience & ability. Committed to equal employment opportunity. Call Ginger, 851-4111

MATURE PERSON - for part time evening position, light typing, computer experience helpful. King's Mill Co-Op. 349-5570

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 II
City of Southfield
Starting salary $19,525 plus benefit package that includes medical, dental and optical insurance, pension, paid vacations and holidays, plus sick leave and more. Starting salary may vary depending upon experience and availability. Will perform advanced clerical work using word processing, typing, filing and other core skills. Minimum of 3 years legal experience is required, as well as advanced proficiency in typing, shorthand and word processing. Applicants will be further invited to participate in the selection process based on the nature and extent of their prior experience. Apply by 5pm., Wednesday, Nov. 23, 1988, Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, MI 48076.
An Equal Opportunity Employer

LEGAL SECRETARIES
Considering a change?
If so contact the
"Legal Placement Specialists"
at
NETWORK RESOURCES

NW suburban firm seeks litigation Secretary for this variety spot. Shorthand required.

Suburban Corporate firm seeks Secretary for senior partner.

Prestigious downtown firm litigation experience needed. Will train on their word processor

Legal Word Processor - day or afternoon positions available
Prefer Word Perfect experience

Permanent & Temporary
All Fees Paid 964-5500

LEGAL SECRETARIES
The Fall colors bring changes to everyone's life! Isn't it time for you to make a change? Outstanding opportunities are immediately available for experienced Legal Secretaries in the Downtown & suburban areas. We offer competitive salaries.
- LITIGATION
- CORPORATE
- REAL ESTATE
- TAX
- PATENT
- PROBATE

Call Beth TODAY at: (313) 244-9200
CORPORATE CONNECTIONS
2690 Crooks Rd.
Suite 307
Troy, MI 48084
company paid fee eoe

LIBRARY ASSISTANT
Part time days for advertising agency in Southfield. Some experience necessary 827-6341

LOAN PROCESSORS
Dearborn based mortgage company has immediate opening for an experienced Conventional, FHA, & VA processor. Competitive compensation. Excellent benefits. Apply in person: 10am-3pm, Mon.-Fri.
Lincoln-Rowe Mortgage Corp.
835 Mason
Corner of Garrison
Suite 150

LOAN PROCESSOR/FULL TIME
For Livonia credit union. Experience required. Send resume to: Livonia Parishes Federal Credit Union, Att: Personnel, 32516 Plymouth Rd., Livonia, MI 48150.

MACCABEES
Contact our 24 hour Job Hotline for information about our entry level clerical positions. 746-6800

MARKETING
Telemarketing Pro - We are seeking a high energy person with a telemarketing background. Excellent verbal & written communication skills required. Basic knowledge of cooperative advertising & yellow pages advertising helpful. Call Pam 362-7863

MEDICAL OFFICE EMPLOYEES
We are looking for qualified individuals to work as:
- Hospital/Physician Billers
- Medical Transcriptionists
- Typists
- Medical Secretaries
- Collectors

For more information, please call:
TEMPRO
24100 Southfield Rd., Suite 315
Southfield, MI., 48075
443-5590

MEDICAL RECORDS CLERK/TYPIST
Part-time position: word processing, typing, filing, medical terminology. 12 Mile/Telegraph area. 357-7080

MEDICAL TRANSCRIPTION (6)
New long term assignment working from operative reports & discharge summaries. Excellent pay & benefits. If you have 1 year transcription experience & can work accurately at 60wpm you can qualify for any shift. Call Lynn.
ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday Pay the ONYX Way)

MEMBER SERVICES
Growing Dental Plan looking for the right person with exceptional communication skills. Position requires: pleasant personality and willingness to assist and service subscribers and providers. Dental knowledge a plus but not a requirement. Please send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

MORTGAGE CLERK
We have an entry level opening in our servicing department & are willing to train the successful candidate in all areas of this position. The position encompasses th processing of payments, answering phones, filing and greeting customers. Typing speed of 45WPM and ability to use the CRT and adding machine are necessary. If you are interested in this job opportunity please apply in person or send resume to: Consumer Mortgage Corp, Human Resources Dept, 31550 Northwestern Hwy, Farmington Hills, Mich 48018.
Equal Opportunity Employer M/F

OFFICE ADMINISTRATOR for shared office concept. Duties include word processing, receptionist, bookkeeping and leasing. Send resume to: L.Taylor, 1 North Saginaw, Pontiac, MI 48058. Or call 334-6666

OFFICE CLERK POSITION
Open for filing, typing and promoting new work. An aggressive type person is needed. L & L Manufacturing, 14430 Joy Rd., Detroit.

OFFICE CLERKS
Professional appearance & general office skills necessary. Long & short term assignments available for qualified individuals with reliable transportation. Excellent pay & benefits. Please call for personal interview
MGM
OFFICE SERVICES
474-7766

OFFICE CO-ORDINATOR
Needed with experience in real estate. Call Chet Pietrzak for an interview 656-2000

OFFICE HELPER needed, part time, flexible hours. Ideally 10 am to 3 pm, 5 days per week, for Troy office. Non-smoker. Call Kathy: 643-9480

OFFICE MANAGER/TYPIST
Secretarial service needs highly skilled office manager/typist, must be good with people, ground floor opportunity, salary and benefits negotiable. Send resume to: Novi Secretarial Service, 41390 W. 10 Mile, Novi, MI 48050.

OFFICE MANAGER
Immediate full time position available at established Livonia retail furniture company. Warm, friendly atmosphere. Must be dependable, detail-oriented and well organized. For more information contact Nancy between 9 & 2 at: 522-9206

OFFICE SUPPLY experience needed for order processing/buyer. Pay negotiable. Farmington Hills area. Call: 855-6466

OPHTHAMOLOGIST'S
Office in Livonia has entry level position available. Direct patient care experience a plus, but will train responsible, willing person. Must enjoy caring for elderly people. For more information call Sue between 6:30 & 8:30 pm: 399-4378

ORDER DESK CLERK
Immediate opening for outgoing individuals who enjoy phone work & fast-paced operation. Excellent office environment. Southfield area. Call: 647-0300

ORDER ENTRY/BILLING CLERK
for Redford Co., excellent benefits, starting pay $4.25 per hr. Call Billing Supervisor 532-8700, ext. 218

ORDER PROCESSING SPECIALIST
for busy sales office. Responsibilities include: qualifying customer orders, record updates and order write-ups. Experience helpful. Come in or call. StarCut Sales, Inc., 23461 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

PARA-LEGAL
Assistant For Plaintiff's personal injury attorney. Experience necessary. Southfield. 338-8168

PARALEGAL - Experienced probate & coporate paralegals wanted for position in medium sized law firm. Salary commensurate with experience. Send resume to Box #938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - AM, General office. Bookkeeping experience helpful. House of Maple, 32098 Plymouth Rd., Livonia.

PART TIME OFFICE HELP
Good working atmosphere. Corey Dinette, West Bloomfield. Call Louis 855-5777

PART TIME RECEPTIONIST
To work in the administration office of Hunters Square/Tally Hall shopping center on Orchard Lake Rd at 14 Mile Rd. in Farmington Hills. Tues. & Thurs. 3pm-9pm, Sat. 3pm-10pm. Sun. 12 Noon-8pm. Answering phones, filing. Also must be able to type, accuracy more important than speed. For appointment call Gloria, Mon. thru Fri. 10am-5pm: 855-3444

PLAN ADMINISTRATOR ASSISTANT
Pension and profit sharing sales and administration company seeks well organized, detail oriented individual with typing and phone skills.

WILL TRAIN but word processing or computer skills a plus and life insurance or pension experience would be helpful.

Small, pleasant suburban office. Starting salary to $14,000 with excellent opportunity for advancement. Flexible hours possible.

Send resume to:
Exbenco Administrators, Inc.
28105 Orchard Lake Rd., Ste. 210
Farmington Hills, MI 48018

PUBLIC RELATIONS SECRETARY
Unusual opportunity for a Secretary who can organize social events and be the indispensable right hand to the Executive Director of a trade association. $17,000, fee paid. Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

RCEPTIONIST
Experienced full time for busy Farmington Hills accounting firm. Ask for Karla at 851-3300

REAL ESTATE CLOSING SECRETARY
Must be familiar with all phases of processing and closing FHA, VA and Conventional residential transactions. Call D. A. Hardy for confidential interview
CENTURY 21
Today 538-2000

A FARMINGTON HILLS Corporation is looking for a Receptionist with excellent telephone and typing skills as well as experience with Lotus 1-2-3. Bookkeeping knowledge helpful. Send resume and salary requirements to: Personnel, P. O. Box 841, Novi, MI., 48050.

FULL TIME Receptionist - Experience preferred, benefits available. For more information please call, 353-6644

RECEPTIONIST - wanted for Plymouth pool & spa store, will train, excellent benefits, ideal for recent high school graduate. 454-3500

RECEPTIONIST/CLERICAL
Needed for commercial real estate property management company. Good typing skills and shorthand preferred. 855-1090

RECEPTIONIST
Prestigious Birmingham Real Estate Company seeks a professional, mature receptionist for part-time employment. Good typing skills and phone manners essential. For additional information call 644-3500

RECEPTIONIST/SECRETARY
Birmingham CPA firm seeking well qualified individual to answer multiple line phone and perform light typing/word processing (WordPerfect). Some overtime. Good pay and benefits for right person. Call Kate at 433-3100

RECEPTIONIST/SECRETARY
Nationwide computer sales co. needs mature, energetic person to run front desk. Experience in word processing & phone a must. Send resume to: Personnel, 31275 Northwestern Hwy., Suite 140, Farmington Hills, MI 48018.

RECEPTIONIST/OFFICE WORKER
for Award-winning Veterinary Hospital. Need excellent communication skills, some clerical, bookkeeping & computer ability. 35-40 hours per week, some eves. & Sat. $4.50 to $6.50/hr. + benefits. Apply in person: 31205 Five Mile Rd., Livonia

RECEPTIONIST
Typing & filing experience. Apply at 15720 Dale, Detroit. 533-5277

RECEPTIONIST/DENTAL OFFICE
4 or 5 mornings. W. Bloomfield/Birmingham area. 626-2104

RECEPTIONIST/FRONT DESK
For Chiropractic office. Light clerical skills, Canton area. Mon., Wed., Fri. & Sat. 451-1225

RECEPTIONIST - Mature for salon in W. Bloomfield. Tues. thru Fri., 9-2:30 pm, $5.50 per hour. Experience preferred. Call Sally: 851-7464

RECEPTIONIST/SECRETARY
Full-time. Small Livonia office. Computer experience helpful but not required. 464-8733

RECEPTIONIST/Order Board Clerk
Full-time with Benefits. Pleasant phone personality. W. Livonia area. Contact Mrs. Smith, 462-2666

RECEPTIONIST
Manufacturer located at 9 Mile & Novi Rds., 8:30am-5pm, Mon. thru Fri. Phone Art at: 349-8450

RECEPTIONIST - Busy real estate office in Farmington Hills. Part-time receptionist needed for evenings & weekends. Call Anne 851-6700

RECEPTIONIST/TENNIS DESK
Mature person, part-time at Northwest YWCA, Sat., 7:45am-3pm, Sun., 8:45am-3pm. Pat 537-8500

RECEPTIONIST for Southfield orthopedic office. Excellent hours. Fringe benefits, full time. Medical experience helpful. 557-5142

RECEPTIONIST
Full time. Mature, friendly. Light typing. Southfield location. Call Ellen Wed.-Fri., 2-5pm, at 353-4646

RECEPTIONIST
People person for greeting, receipting & typing. Must be sharp & enjoy hustle, bustle. If you are a Cracker Jack call 399-5522

RECEPTIONIST
Expanding mail order company needs person to answer calls for custom decorating products. Fun and challenging position! Excellent office environment. Call: 647-0300

RECEPTIONIST for Southfield office to answer phones, file, type & run errands. Minimum 1 year office experience. Excellent communication skills. $5-$6 an hour plus benefits. Call Sue at 354-7440

RECEPTIONIST Wanted part time, for shared office complex; phone answering, light typing & other clerical duties. Immediate opening. Farmington Hills area. Ask for Judy 855-8450

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/SWITCHBOARD
Birmingham office center seeking energetic self-motivated individual with secretarial experience. Must possess good communication and phone skills. Computer experience a plus. Call S. Pappas 8-11 AM. ONLY. 644-2701.

RECEPTIONIST/Office Assistant
Growth company in Plymouth has entry level position available. Duties include answering phones, filing, light typing, data entry. Some experience required. Send resume to Box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Communications Inc has immediate opening for part time person capable of handling a large PBX Switchboard. Qualified applicants must have prior switchboard experience, typing & word processing. Apply in person at: Communications Inc. 24701 Halsted Rd., Farmington Hills
An Equal Opportunity Employer

RECEPTIONIST
Bloomfield Mortgage Corp. is seeking an energetic individual to efficiently answer phones and greet customers. Qualified candidates must have accurate typing skills, good math aptitude and the ability to operate a 10-key calculator. Opportunity available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. You may apply in person or send resume to:
Personnel Dept.
Bloomfield Mortgage Corporation
26500 Northwestern Hwy.
Suite 200
Southfield, MI 48076
An Equal Opportunity Employer

RECEPTIONIST
Full time, for busy Southfield hair salon. 353-6644

RECEPTIONIST
For Birmingham law office. Mature, experienced, light bookkeeping, typing. 645-5770

RECEPTIONIST - full time for contracting firm. Good telephone & typing skills necessary. Crown Contracting, Novi. 344-4577

RECEPTIONIST/SECRETARY
Farmington Hills. Typing 50 WPM, answer phones, filing, copying. Call between 9am-5pm 855-6660

RECEPTIONIST
Part time, Mon-Fri, 10am-3pm. Farmington food broker. Call Mary 477-7185

RECEPTIONIST - 25 to 30 hours per week for chiropractic clinic. Office experience preferred. Apply at 13982 Merriman, Livonia.

RECEPTIONIST - Full Time, wanted for Farmington Hills Real Estate office. Must have good appearance and typing skills. Ask for manager, 474-3303

RECEPTIONIST/SECRETARY
Part time for 1 month then full time. Typing & phone skills a must. Real eEstate experience helpful, will train right person. In Birmingham area. Good benefits. Call Maria, 642-2400

RECEPTIONIST/DATA ENTRY
Entry level. Full time position in Novi. Pleasant phone manners, computer knowledge helpful. Call for appointment, Lisa or Sandee. 344-0400

RECEPTIONIST/SECRETARY for busy Birmingham Mental Health Clinic. Approximately 30 hrs., no evenings. Excellent typing & communication skills. Computer knowledge desirable. 647-0030

RECEPTIONIST/SECRETARY
Farmington Hills CPA firm has opening for individual with general office skills including: light typing & posting, filing, telephone answering, computer entry, etc. Call Mr Grant at 626-5252

RECEPTIONIST
Wanted for medium size Detroit area computer company. Mature person with pleasant phone manners desired. Full time plus benefits. For interview call C.H.T. Management, ask for Kim: 554-2330

RECEPTIONIST/TYPIST
Machus General Office is looking for a pleasant outgoing individual with good telephone & typing skills (accuracy rather than speed). Full time, 8:30am-5pm. Full benefits. Birmingham Area. Ask for Mary Jo 642-1560

RECEPTIONIST
Lobby receptionist for luxury high rise apartments in Southfield. Personality, adaptability, and maturity a must. No typing required. Afternoon shift starting at 4:30PM Mon.-Fri. Call Mr. Bohnet between 9:30AM and 4PM weekdays 559-1110

RECEPTIONIST
$14K/FEE PAID
To work on a 13 line system for Livonia company. 40 wpm. For more information, call:
PERSONNEL SYSTEMS
459-1166

RECEPTIONIST/SECRETARY
Dearborn-based Medical Equipment Co. is looking for a mature individual to work full-time as Receptionist/Secretary. Experience required. Excellent benefits. Salary commensurate with experience.
Send resume to: Director of Human Resources, P O Box 1243, Dearborn, MI 48121

RECEPTIONIST
For Novi branch of private non-profit agency. Requirements include: 50 wpm. typing, and 1 year general office experience. Switchboard and/or word processing background helpful. Please forward resume to:
Personnel Office, 117 Turk St.
Pontiac, MI., 48053
An Equal Opportunity Employer

RECEPTIONIST
Busy Farmington Hills office needs a Receptionist for it's corporate headquarters. Responsibilities include answering phones, greeting visitors and other related duties. This position requires an organized and professional individual. We offer a complete benefit program and competitive compensation. 553-6260

RECEPTIONIST - progressive Southfield accounting firm needs a motivated individual to handle receptionist duties. The successful candidate must possess a pleasant personality, & some clerical skills. This full time position offers regular hours, a professional atmosphere, PC training, competitive salary & other fringe benefits. Send resume to: Rehmann Robson & Co. Att: Tom Stevenson, 25901 W. 10 Mile Rd. Southfield, MI. 48034
An Equal Opportunity Employer

REGIONAL sales and service office for large electronic firm has full time temporary office position available from approx. 12-15-88 thru 2-15-89.

Individual must be fast-learner, well organized and able to work with little supervision. Some computer and/or word processing skills helpful.

Send resume to:
AMLAM ELECTRONICS
32539 Schoolcraft
Livonia, MI 48150

SECRETARIAL HELP - Part time leading to full time for right person, $5.50 per hour to start. Six Mile/Farmington Rd. 422-8384

ROOM FOR GROWTH!
Our fast-growing company is looking for accomplished, professional-minded Secretaries & General Office personnel. Excellent benefits & pay/room for growth. Call 569-0500

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 $17,500
This major company offers a terrific opportunity with growth potential. Use your good organizational ability and good skills including shorthand. Excellent benefits, fee paid. Call Eleanor, 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SALES SECRETARY
For the new Holiday Inn, Auburn Hills. We provide a full benefits package including insurance, vacation and sick pay, as well as competitive salary. Must be organized, type 65WPM., be familiar with word processor, have excellent people skills and the ability leap tall buildings in a single bound! Please send resume to:
Holiday Inn
Auburn Hills
1500 Opdyke Road
Auburn Hills, Mich., 48057
No phone calls please

SALES SERVICES Administrator for automotive sales office in Southfield, typing 60 wpm, detail oriented, good organizational skills. Administrates quotations and purchase orders. Salary commensurate with experience. Send resume and salary requirements to: 26600 Telegraph, Suite 109, Southfield MI. 48034

SALES SUPPORT PERSON
For Southfield computer/supply company. Excellent wages, benefits. Typing required. Send resume in confidence to: P.O Box 357,
Southfield MI 48037-0357

SALES SUPPORT - Leading Southfield firm seeks professional to support high volume sales team. 2 yrs. office experience, attention to detail, superior commuication skills, aptitude for figures and minimum of 45 wmp required. Qualified applicant please respond with resume to Contract Interiors, 10 Oak Hollow Suite 200, Southfield MI 48034. Att: Humane Resources Administrator

TROY BASED Advertising agency seeks Secretary for Media Department. Strong typing, accuracy & organizational skills a must. Your inquiries may be directed to Robin Holaski at 643-6990

DEPARTMENT SECRETARY
Immediate opening for an individual having 2-3 years previous office experience plus a good figure aptitude. The individual must be capable of exercising mature judgement, enjoy working in a fast-paced environment & have the ability to prioritize. Additional requirements are typing 55-60 wpm & shorthand 80wpm. Excellent benefit package. Reply to:
DEPARTMENT SECRETARY
P.O. BOX 2227
SOTHFIELD, MI. 48037

SECRETARIAL WORK related to real estate office. Ambitious, recent graduate, some background of Macintosh SE computer, word processing. Will train. 352-1430

SECRETARIAL
We have a part time position and a full time position open in our Birmingham office (Maple & Inkster). Duties include; answering phones, typing & general office duties. Part time/20 hr. per week, Mon. thru Fri., 1pm-5pm. Full time/40 hr. per week, Mon. thru Fri., 8:45am-5:00pm. Call Jennifer at: 737-0909

SECRETARIES
Word processing training provided to qualified applicants! Long and short term assignments will let you put your new skills to work. Call us today!
ENTECH SERVICES, LTD.
737-1744

SECRETARIES
WORD PROCESSORS
DATA ENTRY OPTS
YOUR SKILLS
& EXPERIENCE TO
SNELLING
TEMPORARIES
Top Pay
Cash bonuses
Insurance Program
Same week paycheck
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/ADMINISTRATIVE ASSISTANT to work for office building developer. Construction background helpful. Good computerized secretarial skills needed. Send resume to: 29100 Northwestern, Ste. #200, Southfield, MI., 48034.

SECRETARY-BOOKKEEPER-Needed, $4-$5 per hr. 341-0416
Retired Electrician needed part time or full time. Call, 341-0416

SECRETARY-Downtown Detroit law office. Do not apply unless you have excellent shorthand and typing skills. Call 963-9422

SECRETARY
Entry level Word Processing Secretarial position available for a 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., 26200 American Drive, Suite 500, Southfield, Mich., 48034

SECRETARY
Experienced only. All office and Macintosh computer skills necessary. One girl office. Call: 842-1775

SECRETARY
Farmington Hills, Non smoking property management firm. Wordprocessing, good math background, excellent benefits. 356-1996

SECRETARY for catering hall. Full time. Apply in person at: St. George Cultural Center, 1515 Woodward Ave., Bloomfield Hills. 335-8847

SECRETARY - for small Bloomfield Hills law firm. Full time. 258-4883

SECRETARY - for very basic 1 girl office all benefits full time. Salary related to experience. 10 & Southfield Area. 569-6330

SECRETARY for 1 person office in Troy, full time or part time, must be experienced, $8.50 an hour to start. 689-3730

SECRETARY - for major advertising agency, some McIntosh experience helpful, $8.50-$9/hr. Call Leslie at Uniforce 646-7662

SECRETARY - for major advertising agency, some McIntosh experience helpful, $8.50-$9/hr. Call Leslie at Uniforce 646-7662

SECRETARY/FULL TIME
Pay with benefits. Must be good typist and work well with the public. Call Cindy at 538-2100.

SECRETARY
Full time position. Must have experience in word processing and shorthand. Come in or call, StarCut Sales, Inc., 23461 Industrial Park Drive, Farmington 474-8200

SECRETARY - full time for small office, typing, filing & pleasant phone voice a must. Excellent benefits. Start immediately. 541-2363

SECRETARY
Full time in Plymouth. Must be accurate with numbers, pleasant phone manner, good typist. Computer experience helpful. Reply to 42105 Postiff, Plymouth, MI., 48170.

SECRETARY
Garden City Church. Typing, editing, office skills. 32 hours per week. Call 427-3660

SECRETARY
Immediate, full time position. Must have 5 or more yrs. of secretarial experience. Computer knowledge helpful but not necessary. 532-3452

SECRETARY - immediate opening with Southfield manufacturer, good typing, math skills a must & PC exposure a plus. Excellent working conditions & benefit package. Please send resume to: PO box 2020, Southfield 48037-2020
An Equal Opportunity Employer

SECRETARY - Industrious, intelligent person with good computer word processing skills for full time position with land development co. Law office atmosphere. Northwestern/Farmington Hills area. Call Elaine, Mornings 737-2268

SECRETARY
International Company
Opportunity to learn and advance using your good skills and experience in a firm that values its employees. $15,500 plus great benefits. Fee paid. Call Marie, 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY
Large property management company needs bright, energetic individual to work in our home office in Southfield. Duties include: filing, typing, making travel arrangements, etc. Word processing experience helpful, but not necessary. Send resume including salary requirements to:
Secretary, P. O. Box, 5071, Southfield, MI., 48086.

SECRETARY
Mature person wanted for full time secretarial position with Southfield-based automotive manufacturers rep agency. Typing, shorthand & pleasant telephone demeanor necessary. Experience on PC and word processor preferred. Salary negotiable according to experience. Excellent fringe benefits. Call Monday thru Friday, 8:30 - 5 pm: 559-0350

SECRETARY - Minimum 2 years experience for Southfield office. Take charge person to organize, coordinate & handle the work load of 3 + managers. Minimum 60wpm typing, shorthand or speed writing helpful. Excellent communication & grammar. $16-$18,000 starting plus benefits. Send resume to Susan, 29222 Lancaster #205, Southfield, MI 48034

SECRETARY
Must type 50wpm, some word processing experience helpful. Long & short term assignments available in Western suburbs. Competitive hourly wages & benefits. For qualified individual. Please call:
MGM
OFFICE SERVICES
474-7766

SECRETARY, needed for tax attorney. Computer knowledge necessary. Full or part time, flexable hours. Dearborn area. 271-1700

SECRETARY needed for the high volume catering sales office at the Holiday Inn Livonia West. Must have good typing, organizational & people skills. Food & beverage experience helpful. Apply in person - I-275 & 6 Mile
Equal Opportunity Employer M/F

SECRETARY NEEDED for busy Oak Park manufacturing office. Typing, filing, and good phone skills a must. Full time position, starting at $5-$6 per hour, depending on skills. No benefits. Call for appt. 548-8633

SECRETARY new office in Westland area, full time, all benefits. Looking for mature person with typing accuracy, some dictation. We can teach CRT if necessary. This is permanent position. Reply to Box 85527, Westland Mich. 48185-0527

SECRETARY - PART TIME
For Southfield accounting office. Light typing & filing. Some computer knowledge helpful. 357-1663

SECRETARY, Part-time. Experienced, with bookkeeping skills for Farmington/Livonia area. Flexible hours. Leave message, 652-3434

SECRETARY - Part Time
Northwest suburban school. Mon. thru Thurs. PM & Sun. AM. Skills needed: typing, clerical, organizational, & likes children. Call Ms Singer. 354-1068

SECRETARY part time to assist in Farmingto Hills office Approximately 15hrs /wk. to start. 25-30hrs /wk in January. Computer, typing, & clerical skills helpful. $5.75/hr. Call between 10am-2pm 489-8535

SECRETARY/PART TIME. Walled Lake automotive supplier has a part time clerical position available. Position requires accurate typing for typing of shipping documents, answering phones, typing, filing, & misc. office duties. Hrs.:12N-4pm, Mon.-Fri. Send resume or apply at: GT Special Products, 2175 W. Maple, Walled lake, MI 48088.

SECRETARY - Part time, Mon-Thurs, 1:30 to 5:30pm. Good office and typing skills a must. Pleasant work environment. West Bloomfield area. 661-1000 ex 343 or 347

SECRETARY/RECEPTIONIST
To perform basic duties full time. Media experience helpful, but not necessary. For appointment call, 626-2350

SECRETARY/RECEPTIONIST
Engineering office in Livonia has an opening for a secretary receptionist. Position ideal for self starter who requires little supervision. Experience with IBM WordStar and Lotus 1.2.3. preferred. Send resume to ECS/Roush 12249 Levan, Livonia MI 48150. Att: Karen Files

SECRETARY/Receptionist. Full time in Royal Oak and part time, evenings in Farmington Hills & Pontiac for family couseling agency. Typing & organizational skills a must. Resumes to: Andrea Miller, Catholic Social Services, 1424 E. 11 Mile, Royal Oak, MI 48067.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Immediate opening, full time position for Plymouth organization. Requires excellent communication skills, ability to work in fast paced environment, word processing experience necessary. Excellent salary and benefits. Call Betty Rudy, Director Support Services. 459-0900

SECRETARY/RECEPTIONIST
Immediate opening for a Secretary/Receptionist. Must have at least 2 years experience in the secretarial field. We are looking for a highly-motivated/organized person who has a pleasant phone voice, above-average typing/Word Processing skills & is used to a fast-paced environment. If you qualify, please send resume to: Box 970, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Southfield company needs an energetic, highly experienced secretary, able to work long hours as needed, with administrative capabilities, knowledge of computers/word processors, and strong organizational skills. Qualified applicants, please send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SECRETARY/SPARE PARTS COORDINATOR
Responsible for general secretarial duties including typing & answering telephones. Individual must be proficient in the use of PC & computer programs such as Keep/R, Lotus, Symphony & MultiMate word processor. Manufacturing experience preferred but not necessary.
We offer a superior benefit package including company paid life & medical insurance as well as tuition reimbursement program. Please rush resume to:
COMAU PRODUCTIVITY SYSTEMS, INC.
Attn: Personnel Dept.
486 STEPHENSON HWY.
TROY, MI. 48083-1195

SECRETARY - Telephone, typing, small computer, some design experience helpful. Five day week. Royal Oak area. 647-3111

SECRETARY-Typing, file management,general office duties. Send resume to: Advanced, P.O Box 97, Wayne, MI 48184.