CLASSIFIED ADVERTISING

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

504 Help Wanted Office-Clerical

GENERAL OFFICE - We are looking for bright, energetic individuals (male/female) for our Southfield and Livonia offices to work in a fast-paced, sort and distribute mail with some light typing. Starting salary is $263.56/wk with substantial increases during the first 18 months. We offer excellent benefits (including 100% tuition refund program), vacation program, and promotional opportunities.
Please send resume - brief letter (no phone calls please) to:
Metropolitan Life Insurance Co.
Personnel Office
560 Hein Center One Bldg.
Detroit, MI 48202
An Equal Opportunity Employer

U of D • BASKETBALL TICKET WINNERS

DON BLUNDEN
9336 Mayflower Ct.
Plymouth, MI 48170

BARBARA LAWNICKI
28964 Leona
Garden City, MI 48135

Please call the promotion department of the Observer & Eccentric Friday, December 16, 1988 to claim your two FREE U of D BASKETBALL TICKETS.

591-2300, ext.404

CONGRATULATIONS!

GENERAL OFFICE HELP
Must have some experience. 5 days week, part time. Plymouth.
Call 459-1880

GENERAL OFFICE
Odd Jobs! Part-time. Light keeping helpful. Well paid position, if unusually capable.
353-0777

GENERAL OFFICE WORK
Mature individual preferred
Will train.
$3.35/HOUR

GENERAL OFFICE - person to work at W.J. Maxey training school, Whitmore Lake. Responsibilities include: word processing & data entry & general office procedures. Must resume typing & salary requirements to: The Knopf Company, 1126 South Main, Plymouth, 313-459-7200

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 position provided. Send resume/salary with background. For interview call between 9am-3pm Mon. thru Fri.
471-2300

GENERAL OFFICE PERSON needed for Wayne & Redford Township 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-Sat with benefits. Please call Mr. Bernstein between 10-4 Fri for interview. Ask for Alicia.
851-8430

GENERAL TYPIST/SECRETARY, type 50 wpm, light shorthand & plus. Busy office, must be self-starter, training time. Sikes System 34 word processor. Apply in person at: Waterford Gasket, 32975 Schoolcraft, Livonia.

GREAT OPPORTUNITY EASY
Secretarial/Word Processing/Accounting or Office Management. Call Gloria
348-3950

HEAD BOOKKEEPER
Growing Livonia firm. Full responsibility for books & records. Experience with Accounting records necessary. 37-39/hr.
313-261-2830

HELP WANTED
Manufacturing/Jobber Work
Men & women.
Electronic Assemblers - $7.20/Hour
Machine Operators - $8.45/Hour
Insurance & spouse paid. Need not be experience necessary. Fee Paid on all etapes Oakland County residents. Troy VIP.
879-7586

IMMEDIATE OPENINGS

Kelly Services has immediate openings for Switchboard Operators. All types: ROLM, Dimension, Executone. Some light typing is also required. You will need good phone skills and a personable manner for this executive office position. Both long and short term assignments are available.

Please call today for more information:

Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

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
Home office of Livonia Insurance company has immediate full time openings for:

Office Clericals
Benefits Analysts
(Experienced)

Competitive salaries, 4% day work week, company paid fringe benefits including health & life insurance, paid holidays & vacations. Call:
591-4500
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

KEYPUNCHERS
Experience preferred for our new Ann Arbor office. Full and part time positions available. Pay commensurate with experience. Call Automated Resources, 994-0581 to arrange interview.

KEYPUNCH OPERATORS
Radford service bureau. Experience required. Full or part-time. Days or evenings.
937-1180

KEYPUNCH OPERATOR - Needed for accounting. Full or part time help. $4.00 per hour.
353-9030

KEY PUNCH - part time, Birmingham accounting firm. Duties include: Keypunch, Filing, Tax return assembly. Answer phone. Non smoking office. Call Sue
646-7323

LEGAL SECRETARY - for Plymouth/Canton area. Light typing skills necessary. Dictaphone & word processing helpful
981-5300

504 Help Wanted Office-Clerical

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

LEGAL SECRETARY with experience, wills preferred. Immediate full time position for Southfield law office. Pay commensurate with experience plus benefits. Call Judy at
352-7880

LEGAL SECRETARY
With 1-2 years experience needed for full time receptionist/secretarial position with Grosse Ile law firm. Send resume to: Lynn, 380 North Main St., Mount Clemens, MI 48043

LEGAL SECRETARY for Birmingham firm. Experience with WordPerfect helpful. Call Office Manager
644-2060

LEGAL SECRETARY - Part time for small, but growing, Bloomfield Hills law firm. WordPerfect computer skills necessary.
334-6464

LEGAL SECRETARY
1 to 3 yrs experience. PC/WordPerfect experience. 2 attorney Troy office. Part time, Tues. & Thurs. Non-smoker. Call Diane
362-4646

LEGAL SECRETARY-with experience. Working for law firm in Troy. Word Star preferred. Salary commensurate with experience. Person must be self-motivated.
649-1222

LEGAL SECRETARY. Seeking a part time, self-motivated individual for Litigation Dept. in Troy. Computer experience desired. Call
641-6955, Ext. 311

LEGAL SECRETARY - Growing 2 attorney Farmington Hills firm at Haggerty. Part time position available. Full time position with word processing proficiency. $6.50-$8.00 per hour. Call
553-8010

LEGAL SECRETARY
EXPERIENCED
For Farmington Hills Attorney. Word processing required. Salary commensurate with experience.
489-7070

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, Mich 48332

LEGAL SECRETARY/Office Manager. 2 years litigation experience. Excellent organizational skills, 63 + wpm typing, familiar with IBM PC, Lotus & WordPerfect program. Salary plus benefits. Send resume: Law Offices, 17515 W. 9 Mile Rd., Suite 755, Southfield, MI 48075. Attention Lynn.

LEGAL SECRETARY
Prestigious Bloomfield Hills law firm. Minimum 3 years legal experience required, word processing experience helpful. Excellent pay & benefits to qualified applicants. Please forward resumes to: Office Manager, Howard & Howard Attorneys, 100 Bloomfield Hills Parkway, Ste 110, Ross Roy Bldg., Bloomfield, MI 48013

LEGAL SECRETARY
for Southfield defense firm. Word processing experience necessary.
355-1161
Call

LEGAL SECRETARY
Top skills needed for high paying position in live attorney Farmington Hills firm.
851-6770

LEGAL SECRETARY WANTED
Full/part time. 1-2 yrs. experience. Salary negotiable. Ask for Marilyn at
651-3353

LEGAL SECRETARY - for 5 member downtown Birmingham law firm. Requires experience in general litigation, shorthand, word processors, & excellent typing skills. Parking provided. Call
647-9700

LEGAL SECRETARY for Appeals Department in 18-attorney firm. Experience required. Lanier word processor. Good benefits and salary. Moving to Birmingham in December. For appointment, call Karen Carmichael at 961-6353 or 433-1414, or send resume to 600 South Adams Road, Birmingham 48009-5427.

LEGAL SECRETARY
Personal injury or med mal experience preferred. 2-3 years Legal and strong skills. Shorthand & plus! To $25,000 and benefits.
ALL FEES EMPLOYER PAID
NETWORK RESOURCES, INC.
2280 Penobscot
Detroit, MI 48226
964-5500 or 642-3754

Legal Secretary
Busy legal department of an international manufacturing company, located in Troy, has an immediate opening for an experienced Legal Secretary. Responsibilities include: typing memos, letters, and legal replies, filing, and providing secretarial support using independent judgement.
Qualified applicants will possess a minimum of 5 years related experience, ability to work with minimal supervision, word processing, typing, dictation, and organizational skills. Competitive wages and excellent benefits package. Send resume to:
IR Representative
GTE VALENITE CORP.
P.O. Box 3850-LS
Troy, MI 48007-3950
An Equal Opportunity Employer

LIVONIA OFFICE in need of pleasant, reliable, part time employee. Candidates must possess typing skills 40wpm or more, and professional phone manner. Salary based on qualifications.
Call between 10AM-2PM, ask for Michelle or Beth,
420-0659

LOOKING for person eager to learn, with some clerical & typing experience. Joe Parrish Chevrolet, 28111 Telegraph, Southfield.
353-1000

MAKE YOUR NEW YEARS RESOLUTION NOW!
Learn New Skills
Start a New Career
Be On-The-Road to Success
Now:
Enroll in FREE clerical training
Call today at
595-2314
If you:
• are 18 years or older
• meet certain income guidelines
• Live in Wayne County (but not Detroit, Romulus or Downriver communities)
Act Now
Call 595-2314
An Equal Opportunity Employer

MESSENGER/CLERK
For Southfield law firm. Must have own car & insurance. Good benefit package. Call Janet
353-7620

504 Help Wanted Office-Clerical

MATURE, HIGH SCHOOL or College Student needed for office, errands & light typing. Hours can be flexible, 20-30 hours per week. Please send letter to: Mrs. Hardman,300 S. Woodward, Birmingham, MI. 48009

MATURE INDIVIDUAL, part time (11am-2pm). Good voice & phone habits. Could lead to full time. Garden City. Start $4.50 per hour. Call Mr. Hale,
525-3650

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 215
Southfield, MI. 48075
443-5590

MORTGAGE CLOSER
Experienced FHA/VA/Conventional Closer needed immediately, in the Ann Arbor area. Call Mary at
930-0019
An Equal Opportunity Employer

MORTGAGE COUNSELOR
Unique counseling position. Looking for mature person, able to solve mortgage delinquency problems. Collections, insurance claims experience helpful. Will train career oriented person. Salary open. 645-9899

NEW ACCOUNTS CLERK
Detroit-based Stockbroker is in need of detail-oriented clerks for their New Accounts Dept. Responsibilities will include answering phones, processing New Account applications, light typing & some computer inputting. This is a full time position with benefits.
Candidates should send resume to:
New Accounts Clerk
P.O. Box 775
Detroit, MI 48231

OFFICE CLERK - experienced. Computer and accounts payable a plus. Weekend area.
Call 9-4pm.
595-0400

OFFICE HELP NEEDED - for busy Farmington Hills builder. All phases of accounts payable background a must. Send resume to: Bookkeeper, 31731 Northwestern Hwy., Suite 159, Farmington Hills, MI 48018.

OFFICE HELP
TRU GREEN has openings for full time office personnel. Candidate must be enthusiastic, well organized & have good communication skills. Candidate must be willing to work Mon-Fri, 7am-3pm, & Sat. 8am-1pm. For consideration please call between 8am-5pm.

LIVONIA, Andrew Hunt
525-5200
Equal Opportunity Employer M/F

OFFICE MANAGER
For busy West Bloomfield retail store. Must be well organized, have strong phone skills and proficiency in adding machine. Call Celia:
851-1003

OFFICE MANAGER/Experienced Bookkeeper. Mature, responsible individual needed to take over 1 person office. Experience through balance a plus. Duties to include, accounts payable, accounts receivable, payroll and quarterly taxes. Send resume with salary requirements to: Box 1000, 40400 Grand River, Novi, MI 48050.

OFFICE POSITION
part time. Must be accurate typist. Apply within Kitchen Glamor 26770 Grand River, Redford

ORDER PROCESSING CLERK
General office position for person with good clerical skills, excellent typing (45 wpm), and math aptitude. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037 or call
353-3311, Ext. 217

PARALEGAL
Assistant for Plaintiff's personal injury attorney. Experience necessary. Southfield.
338-8166

PART TIME OFFICE HELP
Computer experience necessary, word processing and/or switchboard helpful. Flexible hours, adjacent to Lakeside Mall. Start after 1st of year. Farmington area. Call Connie
478-0200

PAYROLL ACCOUNTANT
$6.25 PER HOUR
30+ year old aggressive, ACHIEVEMENT oriented organization seeks a responsible self-starter for this entry level position in our Administrative Payroll Department.
Individual selected will have basic accounting skills, be accurate, organized and works well with others. Personal Computer experience is a plus!
We REWARD achievement with an excellent salary, benefit package and working conditions in our new convenient Northwest Suburban location.
Please call Ms. Luen Donaldson at
737-7200
FITNESS MANAGEMENT CORP.

PAYROLL CLERK
The Metro Medical Group, a division of Health Alliance Plan, has an immediate opening for a full time Payroll Clerk to work at its centralized office in Detroit. The qualified applicant must be a high school graduate, be familiar with computerized payroll, proper operations, profit sharing & have 3 years experience on a mini computer. We offer an excellent starting salary & fully paid benefit package. Interested applicants should apply:
METRO MEDICAL GROUP
1500 TUXEDO
DETROIT, MI 48206
An Equal Opportunity Employer

PERMANENT PART TIME
Flexible hours for phone, Clerical, telephone, public contact & sales ability. Ask for Mr. Conte, 644-6445

PERMANENT PART TIME Secretary needed for law office in Southfield. Flexible hours. Computer and transcribing experience required. Typing and spelling skills essential. Call for appointment.
334-8767.

PERSONNEL CLERK
Outstanding opportunity with a major company. Your good general office experience including word processing will be supplemented by our desire to start with full benefits, fee paid. Call Bernice at 353-2060.
SNELLING & SNELLING

PROOF OPERATORS
Excellent positions available for experienced proof operators. Immediate openings with good pay. Call Nancy
478-1660

RECEPTIONIST needed for busy Farmington Hills builder. Experience on 10 line phone, 50wpm typing a must. Immediate opening. Call between 10AM-noon ask for Lisa
851-8840

RECEPTIONIST for Livonia mortgage corporation. Typing & other office experience helpful. Hours 8:30-5pm. Call Audrey or Pat for appointment.
525-1920

RECEPTIONIST - part time for West Bloomfield health club, weekends & evenings schedule.
661-5214

504 Help Wanted Office-Clerical

PERSONNEL SUPPORT
AATEC RESOURCES
CLERICAL RECEPTIONIST
DATA ENTRY
SWITCHBOARD
Positions are available for ambitious phone presence, detail oriented people. Detroit, Livonia, Farmington Hills, Westland, Plymouth, and Southfield areas.
Call for your interview today.
261-6222
AATEC RESOURCES
29566 Five Mile
Livonia, MI 48154
EOE

PRODUCTION CONTROL Data Entry Clerk, high school education. Experience in material management, computerized scheduling and customer relations.
474-6330

RECEPTIONIST for a Birmingham law firm. Light typing and bookkeeping experience.
645-5770

RECEPTIONIST/TYPIST - for Livonia office. Excellent benefit package. Call for interview appointment. Power-brite
591-7811

RECEPTIONIST/SECRETARY
For management office. Light bookkeeping, phone, typing. Nonsmoking only! Southfield area.
352-1811

RECEPTIONIST - PART TIME
Afternoons, 1-5 pm. Position effective beginning in January. Call, ask for Personnel Manager.
358-4500

RECEPTIONIST - part time for fast paced Southfield health club. Good telephone skills. Professional appearance. Call Dee.
646-8990

RECEPTIONIST
To work in dance studio, hours 1-6 pm Mon.-Thurs., 9-2 pm Fri. Typing and some computer experience required. Call 453-0720

RECEPTIONIST/SECRETARY
For interior design company. Growth opportunity for a design conscience person. Birmingham.
549-7200

RECEPTIONIST-PART TIME
for Psychology office. Duties: answering phones, filing, light typing. Experience helpful. Flexible hrs. 35 hr. Ask for Deobie
847-3320

RECEPTIONIST, with secretarial skills, needed for busy law firm. Light typing required. Organized individual capable of handling diverse duties. Please all Morely, 130-Ethel at
968-1207

RECEPTIONIST - PART-TIME
3 days a week, Non-smoker. Duties include phones, typing, filing, light bookkeeping. Fun & "Take-Charge" Person. Farmington area.
Perry Realty.
478-7640

RECEPTIONIST
General office and time card experience. Computer experience. Pay scale commensurate with experience. Send resume to: M.A.C., 37667 Interchange Dr., Farmington Hills, MI 48331

RECEPTIONIST/CLERK
Answer phones, friendly and knowledge of word perfect. Apply at: 12641 Stark Rd., Between Plymouth & Schoolcraft, west of Farmington Rd. No phone please.

RECEPTIONIST/CLERK TYPIST
For food manufacturing plant. Accurate typist. Must be good with figures. Some contacts. Nonsmoking helpful. Immediate opening. Hours, 8 am to 4:30 pm Mon. thru Fri. Every day. Call for application:
478-4330

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk experience. Mail clerk duties. Send resume to: P. O. Box 300, Southfield, MI 48037 or call
353-3311, Ext. 217

RECEPTIONIST SECRETARY
Immediate opening with fast paced growth organization located in Novi. 12 & Northwestern. Light typing & pleasant phone manner. Call Kathy or Marilyn between 9AM-noon at
355-5060

RECEPTIONIST - Looking for enthusiastic, conscientious, highly-motivated person interested in becoming associated with a rapidly growing customer-oriented, wholesale food distributor. Southfield. Will train the right person. Call Paul McDermott.
559-5400

RECEPTIONIST-We're looking for an individual with excellent writing skills for a non-smoking public relations office. Responsibilities include a polish manner to handle phones, clients & the unexpected. If you're strong on following thru like people & know your way around an Apple computer send resume to: 553 S. Woodward, Suite 200, Birmingham, MI 48009. Attn Maureen

RECEPTIONIST
Expanding firm needs front desk greeter with typing skill to handle projects for on the go President. People handling skills, tact and confidentiality needed. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

RECEPTIONIST/
SWITCHBOARD
Major corporation located in Bloomfield Hills seeks Receptionist/Switchboard experience a must, plus typing, mathematical aptitude and general clerical skills. Excellent benefit package. Send resume and salary requirements to: Box 280, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

Receptionist
Kelly Services is seeking individuals available both long and short term to answer 5 line phones. You must be personable and have excellent phone skills. Light clerical duties also required.
For more information about going to work for America's number one name in temporary help, please call:
Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST
For CPA firm with secretarial skills, nonsmoking office, 13 mi/Telegraph area.
642-5879

RECEPTIONIST
for Southfield law firm. Some experience required. Pleasant surroundings. Call
353-4161

RECEPTIONIST
Bloomfield Hills law firm. Typing, filing, and general phone duties. Experience helpful. Call Barbara 644-2800

RECEPTIONIST NEEDED
Plymouth area. Full or part time, must have clear, pleasant voice, math, typing & filing abilities. We train. Call 2-5pm.
718-3300

RECEPTIONIST-wanted full time for small office. Prefer mature individual, no experience necessary. Apply in person: 987 Manufacturers Dr., Westland. (Cherry Hill & Newburgh area)

SALES OFFICE SECRETARY
Assistant to office manager in Livonia sales office. Word processing and telemarketing. Salary, bonus, benefits. Reply to: 15716 Farmington Rd., Livonia, MI 48154.

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Immediate opening in small, fast-paced office in Bloomfield Hills area. Processing experience required. WordPerfect, a Plus. Send resume to: Rodney Lockwood & Co., 30100 Telegraph Rd., Suite 426, Bloomfield, MI 48010
An Equal Opportunity Employer

RECEPTIONIST
Livonia firm needs a full-time receptionist/switchboard operator. In addition to good appearance and telephone manner, good typing skills are required. We will train in word processing and other computer applications. Excellent benefit package.
Please send letter or resume to: DEA Personnel, 37100 Plymouth Rd., Livonia, MI 48150.

RECEPTIONIST/
ADMINISTRATIVE
ASSISTANT
Fast-paced Bloomfield Real Estate Investment Firm seeks a highly organized, detail oriented, professional individual to assist in one of its Property Management offices. This is an opportunity to grow in a small & dynamic office which is a part of a seasoned client firm. Candidate must have first rate secretarial skills including bookkeeping, word processing, & basic understanding of computers. Send resume to: Box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
TEMPORARY PART TIME
Advertising Agency
Limbs: Campbell-Ewald a major advertising agency is looking for a temporary part time receptionist for our Aegis Group. This is a 20 hours approx 3 to 8 month assignment, starting ASAP. Call Mary Ann. Qualified candidate will have typing skills & office experience. Hours & board experience a plus. Applicant may call or send their resume to:
Ms Katherine A. Sokel
Clerical Recruiter
Limbs Campbell-Ewald
30400 Van Dyke
Warren 48093
574-3400
An Equal Opportunity Employer

SALES
SECRETARY
For Southfield ad agency. Qualifications: 65 wpm., good organization, phone manner. Sales, advertising, media background preferred. Send letter or resume to:
BOX 400
An Equal Opportunity Employer

SECRETARIAL/CLERK willing to do general office work including light bookkeeping. Farmington area. Call for appointment.
655-2121
secretarial

EXECUTIVE
SECRETARY
Corporate
Accounting
Little Caesar Enterprises, Inc., is currently looking for an energetic, team oriented secretary for its accounting department. Duties include typing, transcribing, filing, financial reports and making travel arrangements. Ties the VP-accounting and departmental staff.
The ideal candidate will possess 5 plus years secretarial experience in a fast paced accounting related environment, type 55+wpm, shorthand, dictaphone a plus and Lotus 1-2-3 a must.
If you want to become a team member in a growth oriented company in the pizza industry and be a part of our move to the Historic Fox Theatre, forward your resume and salary history to:
Little Caesar
Enterprises, Inc.
Corporate Headquarters
Kevin A. Rourke
24120 Hagerty Rd.
Farmington Hills, MI 48024
Equal Opportunity Employer M/F

SECRETARIAL
Typist needed immediately for busy W. Bloomfield office. No experience necessary. Call Stacey,
855-2070

SECRETARIES

Excellent opportunity to join a prominent, dynamic, growth oriented real estate firm.
Positions require good typing skills and a minimum of 3 years secretarial experience. Shorthand skill and previous experience in the construction or real estate firm helpful.
Call 258-6300 for appointment, or send resume to: Attn: George Gips.
KIRCO REALTY
& DEVELOPMENT LTD.
200 E. Long Lake Rd.
Bloomfield Hills, MI. 48013

SECRETARIES - for major corporation with offices in Farmington Hills, Livonia areas. Immediate employment. Light bookkeeping helpful. 55-60 wpm accurate, some experience with word Perfect, Multimate or Display Write 4. (3-6 Mos). $8.50-$9.hr. Call Louisa at Uniforce
357-0034

SECRETARIES
Our clients, major Oakland County corporations, seek secretaries with a minimum of 2 years office experience for challenging fast-paced positions. Skills required are typing at 50 wpm, word processing and are a team player. Salary is based on experience. Shorthand skill and previous experience in the construction or real estate firm helpful.
JOIN THE BEST!
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY

A great opportunity for a sharp secretary to earn over $225. per week + benefits. Located in Livonia. Excellent hours and working conditions. Call 11AM-5PM Monday thru Friday.
476-5830

SECRETARY/BOOKKEEPER
Part time for Southfield law office. Word Perfect software, car essential.
558-0700

SECRETARY/BOOKKEEPER
Bloomfield Hills. Must have accounts payable experience, good phone personality, and good typing skills. Knowledge of computer helpful. Salary commensurate with experience.
Call Tom Tate at
647-8615
Moore Business Forms
& Systems Division
An Equal Opportunity Employer

SECRETARY RECEPTIONIST
We need an enthusiastic individual able to produce high standards of work. Must also be able to communicate with our customers in a professional & friendly manner. If you meet the above requirements & can type a minimum of 55 wpm with accuracy and knowledge, give us a call. Salary commensurate with experience. Call Pam Johnson at
353-4400

SECRETARY/RECEPTIONIST
Small well-run office is seeking a professional with strong typing, Word Processing background. Must like working with people courtly and phone work is important. Call
647-3310

SECRETARY/RECEPTIONIST
for College Admissions Office. Daytime-only position requires team work & a high tolerance for stress. Schedule includes some evenings & weekend responsibilities. Varied duties include Data Entry on P.C. Salary Range: $13-15,000. Benefits include Dental, Tuition. Send resume & cover letter by Jan. 9th, to:
Blake Heights College,
17050 Dexter, Southfield, MI. 48075
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY - Requires excellent typing and oral communication skills. 40 hours plus overtime. Plymouth area. Call Grace:
459-4313

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

SECRETARY

TRW Transportation Electronics Division has an immediate opening for an experienced Secretary in the Farmington Hills plant.
You will support the Quality function by typing correspondence and reports, collecting information for and composing standardized appointments, and make travel arrangements.
The candidate we seek will have 3 or more years of secretarial experience, preferably in a manufacturing environment, with strong typing, word processing, statistical, and communications skills. Familiarity with Lotus and word processing and LOTUS systems is preferred.
TRW offers excellent compensation and comprehensive benefits program. Please forward your resume and salary history to:
Human Resources Department.
TRW Inc.
TRANSPORTATION
ELECTRONICS DIV.
24175 Research Dr.
Farmington Hills, MI. 48024
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY

Village Green Management Company, a leading national property management firm, headquartered in Farmington Hills, Michigan has an opening for a Secretary in a fast-paced department. Applicant must have excellent secretarial, communication & organizational skills. Typing 60-70wpm, dictaphone & word processing experience a plus. We offer an excellent benefit compensation package. Send resume with salary history to:
525 MARTIN TO
Director of Human Resources
VILLAGE GREEN
MANAGEMENT COMPANY
30633 NORTHWESTERN HWY.
SUITE 300
FARMINGTON HILLS, MI. 48018
No Phone Calls Please

SECRETARY
With strong typing, reception and word processing experience. This position requires self-starter who excellent organizational skills, good thinking & problem solving capabilities, and the ability to function independently. Call Thomas International, please send resume to:
Dade Discount Corp.
Personnel Dept.
751 Griswold St.
Detroit, MI 48226
Attention: Deanna S. Hatmaker
or phone: 961-6464 ext. 231

WORD PERFECT
needed for 1 wk. assignment in Farmington Hills.
TEMPORARY SOLUTIONS
Birmingham
645-0900

WORD PROCESSOR/Receptionist, part time, with possible full time, must know Display Write 4. Farmington Hills
855-5600

504 Help Wanted Office-Clerical

SECRETARY
$20,000
Wonderful opportunity to use your excellent skills in a responsible executive level position at a growing company where the employee is important. Good benefits, benefits. fee paid. Call Maria, 353-2090.
Attention Pat. Appointments Available
SNELLING & SNELLING

SECRETARY NEEDED to work for dynamic mortgage banking firm. Must have excellent communication skills & be willing to learn this rapidly changing business. Typing & organizational skills are mandatory! Please call if you feel you are strong enough for this position.
Call Gary Gilbert,
356-3036

SENIOR SECRETARY
Work for Director of growing department. Solid background, bilal and word processing experience. $17,18$. and growing.
ALL FEES EMPLOYER PAID
NETWORK
RESOURCES, INC.
2280 Penobscot
Detroit, MI. 48226
964-5500 or 642-3754

STATISTICAL RECORD KEEPER
To keep records & make reports. Some clerical functions experience and/or interest in numbers & computer required. Math background helpful. Call Mr. Miller, Jewish Family Service,
559-1500

TAX ASSISTANT
Investment company has a temporary position available. To qualify, you must have the ability to type 45-55 wpm accurately and have experience using computers. Send resume to:
MCKINLEY ASSOCIATES, INC.
Tax Assistant Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

TELEPHONE RECEPTIONIST
Part time. Light typing experience. Birmingham.
433-2070

TYPIST - for busy Auburn Hills advertising agency. Computer in-put, bookkeeping knowledge helpful. Call for appointment.
373-1700

TYPIST - organized, 9am-5pm. 1 girl office Jewish Womens organization. Reply to: box 649, Birmingham, MI. 48012

WIRE OPERATOR/TYPIST
Broker firm needs person who types (40 WPM) to work in a fast-paced environment. Two years office experience necessary. Person will be responsible for various office duties including receiving phones & inputting orders & receiving securities. Excellent opportunity for career advancement in our growing firm. The position is full-time with a benefit package. Positions available in Detroit & Warren Branch Offices. For consideration, please send resume to:
Dade Discount Corp.
Personnel Dept.
751 Griswold St.
Detroit, MI 48226
Attention: Deanna S. Hatmaker
or phone: 961-6464 ext. 231

WORD PERFECT
needed for 1 wk. assignment in Farmington Hills.
TEMPORARY SOLUTIONS
Birmingham
645-0900

WORD PROCESSOR/Receptionist, part time, with possible full time, must know Display Write 4. Farmington Hills
855-5600

504 Help Wanted Office-Clerical

WORD PROCESSOR
HOYT
Transcription/Secretarial Duties, non-smoker only. Superior spelling is a necessity. Pleasant, outgoing manner for busy medical/legal Northwest office. Professional knowledge word processing/computer knowledge & telephone skills required. Medical/legal & salary requirements to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
Experienced only. Excellent salary. Full and part-time. Call
565-5600

WORD PROCESSOR
For Southfield CPA firm. Must have secretarial skills. Send resume to: Word Processor, 26877 Northwestern Hwy., Suite 200, Southfield, MI. 48034.

WORD PROCESSOR
Entry level word processor for fast paced Southfield company. Experience with 60 wpm required. Macintosh experience plus. Send resume to: P. O. Box 300, Southfield, MI 48037 or Call
353-3311, Ext. 217

WORDPROCESSOR Receptionist
Mature person with 3 yrs word processing experience. Must process general office skills. Excellent working conditions.
542-4260

505 Help Wanted Food-Beverage

BREAKFAST COOK
• Will train the current wage
• 6am to 2pm shift
• Health & life insurance
• Good working conditions
Apply: Richard & Rosa, 273 Pierce St., downtown Birmingham

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