CLASSIFIED ADVERTISING

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

MORE CLASSIFIEDS
This classification continued from Page 6H in B,Wb,T,Ro.

504 Help Wanted Office-Clerical

OFFICE HELP
TRU OREN Corp. has openings for full time office personnel. Candidate must be enthusiastic, well organized and have good communication skills. Candidate must be willing to work Mon. thru Fri., 2pm to 8 pm and Saturday from 9am to 1 pm. In consideration please call between 9am & 3pm.
LIVONIA, Andrew Hunt
525-5200
Equal Opportunity Employer M/F

OFFICE HELP WANTED
Full time Mon thru Fri. salary negotiable. Apply in person: Fastar Oil Co, 37401 Ford Rd., Westland. (No phone calls please)

OFFICE MANAGER for small E.D.M. Prof. Office. Must have accounting and data skills. Top salary, great benefits. Orchard Lake area.
683-2345

OFFICE MANAGER
Excellent opportunity for a full charge office person reporting directly to the owner of a rapidly growing medium sized outdoor maintenance company.
You will qualify for this position if you are a self starter & trouble shooter with the ability to manage employees, oversee the company books, handle the firm's insurance & coordinate daily operations. Computer experience helpful. Excellent benefits. Please send a resume & salary history to:
PERSONNEL MANAGER
500 N. Woodward
Suite 100
Bloomfield Hills, MI., 48013.

OFFICE PERSON WANTED
Typing, phones, some inside sales.
653-0682

ORDER BOARD/FILE CLERK
General office duties will include order taking by phone & facsimile transmission, data entry & filing. Good organizational skills & pleasant phone manner. Mon.-Fri., 23-25 hrs. per week. W. Livonia location. Call Mrs. Smith at 462-2668

ORDER ENTRY CLERK Full time. Benefits. Light office duties. Good phone personality a must. Call between 1&4pm
261-5200

ORDER ENTRY
some experience with IBM PC. Customer phone contact, light goods filing. Excellent health benefits. Call Patricia 476-8100

ORDER PROCESSING SPECIALIST for busy Sales Office. Responsibilities include data entry, customer orders, record updates and order write-ups. Experience helpful. Come in or call. Bay Cal Metals, Inc., 23461 Industrial Park Drive, Farmington 474-2290
An Equal Opportunity Employer

PART TIME OPPORTUNITIES
Build Your Career With EDS
At EDS, our clerical support staff plays a vital role in the success of our dynamic computer and communications services business. We have immediate permanent part-time day-shift openings at our Livonia location for the following:
- MAIL OPENER
- EQUIPMENT OPERATORS
- ENCYCLOPAEDIA

ENTRY-LEVEL positions available, 10-key experience a plus.
EDS also has positions available for Mail Couriers.
EDS offers competitive salaries based on prior experience along with career advancement opportunities. If you think you would fit in one of these positions, please send your resume today to:
THE OBSERVER & ECCENTRIC
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer
Male/Female/Handicapped/Vet

PART TIME PERSON needed 20-25hrs. Daytime hours. Good people phone voice needed. Please contact Ken Barbour 348-3440 or 344-0280

PAYROLL CLERK
experience full time payroll clerk, needed in Livonia area. Must be familiar with A.D.P. and have computer background. Call 313-229-0612

PAYROLL
Established Livonia area company seeks a qualified individual for their payroll processor. Position requires initiative, thoroughness and accuracy. Responsibilities include payroll, payroll taxes, journal entries, etc. Attractive salary & benefits. Send resume and salary requirements to: Box 632 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL
Plymouth area manufacturer seeks a Payroll Accountant. Responsibilities include preparation of payroll, maintaining computer attendance records, preparing for insurance, month-end journal entries.
Send resume to: MODERN PLASTICS
40300 Plymouth Rd., Plymouth, MI. 48170. Attn: Personnel Dept.

** PERMANENT PART TIME
Flexible hours for students. Clerical, telephone, typing. Knowledge of Detroit area. Call Mr. Corn, 644-8848

** PERMANENT PART TIME
Livonia based graphic arts company seeks a responsible detail oriented person for light bookkeeping and other office duties. Approximately 10-15 hours per week. Excellent smoking environment. Send resume to: Paramount Graphic Arts, 31717 Republic Rd., Livonia, MI 48150.

PERSONNEL TRAINEE/CLERK
For Hotel Kelly firm. Responsibilities include coordinate personnel records & basic office functions. Call Mon. thru Fri. 8am-3pm. for appointment.
478-4330

** PHONE RECEPTIONIST/ ** ASSISTANT
Responsibilities include Accounts Receivable, collections, A/P, assistant accounting. Generous salary plus bonus. Livonia. Private firm. Part time available.
422-8222

PROFESSIONAL secretarial position. Knowledge of Word Perfect, word processing. Must be well organized with strong written & communication skills, self starter, previous business office experience a must. Familiarity with needs of PR/agency office a plus.

RECEPTIONIST needed for busy Bloomfield Hills insurance organization. Must have good attitude and some typing skills. Experience preferred. Written inquiries only.
CART
Attention Office Manager
390 Enterprise Court
Bloomfield Hills, MI. 48013

** PRUDENTIAL INSURANCE CO. ** is an opening for a Clerk Typist. Made call Personnel for appointment.
642-5181
An Equal Opportunity Employer

** RECEPTIONIST **
Experienced receptionist to handle Plus line switchboard, for busy law office. Must have excellent phone skills. Light typing & filing. Farmington Hills Area. Immediate.
Call
Ask for Mark, 737-8400

504 Help Wanted Office-Clerical

RECEPTIONIST
An opportunity is available immediately with a Birmingham residential builder & property management firm. The individual should have good typing & telephone skills & have the ability to handle a variety of general office duties.
Please call 642-5668
Beneicke & Knee Development Corporation, 1600 No Woodward Ave., Bloomfield Hills, MI 48013
An Equal Opportunity Employer

RECEPTIONIST
Immediate opening for Farmington Hills building company. Typing 55 wpm. Computer experience a plus.
RECEPTIONIST/TYPIST - Full-time for Birmingham Property Management Firm. Must have good phone personality and typing skills.
Call Joann 645-2111

RECEPTIONIST
Advertising agency - Southfield. Excellent office environment, busy lobby. Responsibilities include answering telephones, handling guests with efficiency, light typing & front desk appearance. Must be reliable. Non smoker. Benefits package. Send resume to Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Part time, modern troy office, good typing skills, pleasant personality, flexible hours. Call LYL, 2535 Coolidge Hwy., Suite 208, Troy, MI. 48084. EOE.

RECEPTIONIST
For general office work with good typing skills. Send resume to:
J. Moore, Progressive Mortgage, 27777 Franklin Rd., Suite 400, Southfield, MI 48034

RECEPTIONIST/SECRETARY
Full time, light typing, clerical duties. Square Lake/Telegraph area. Call between 8am-4pm.
332-5000

RECEPTIONIST
Mon. thru Thurs. 4pm-8:30pm & Sat. 8am-1pm. Birmingham Mental Health Clinic.
647-0030

RECEPTIONIST - Sat. & Sun. Needed an experienced receptionist for real estate office located in Rochester. Call Judy
651-8850

RECEPTIONIST FULL TIME
Farmington Hills Law office.
9-5pm, non smoker $4/hr.
489-4130

RECEPTIONIST/Office Manager for veterinary hospital in Rochester, Mature, responsible, experienced preferred.
852-3850

RECEPTIONIST
Part time, Southfield area, light typing, data entry. Call for interview
474-0690

RECEPTIONIST/CLERK
Computer firm seeks dependable individual with pleasant phone manner and general office skills. Send resume to:
Metalloinst, 23100 Providence Dr., Suite 360, Southfield, MI 48075

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 353-3311, Ext. 217

RECEPTIONIST/SECRETARY
Minimum 3 years office experience required. Should have pleasant personality and type at least 40 wpm. Near Latrup Village office. $8. per hour to start with chance to advance. Call for details 559-7744

RECEPTIONIST/Secretary needed for 17 year old expanding company. Pleasant working conditions with good benefits. Effective office and data entry skills required. Salary commensurate with experience. Send resume to: P.O. Box 93, Plymouth, MI. 48170.

RECEPTIONIST - Modern Southfield office has immediate opening for part time receptionist. Hours 8AM-4:30PM. Must be pleasant and courteous and able to handle busy switchboard. Some data entry experience helpful. Call Diane 353-2950
An Equal Opportunity Employer

RECEPTIONIST - Immediate opening for experience receptionist for busy manufacturing company in Northville. Must have excellent math skills, pleasant speaking voice & be an accurate typist. Computer experience helpful but not necessary. Please call
349-1525

RECEPTIONIST
Data processing firm in Plymouth is seeking self-starter for full time position in fast-paced environment. Must be dependable, have excellent telephone skills, good typing skills and some word processing experience. Call Sue for interview
459-4721

RECEPTIONIST/SWITCHBOARD
Operator needed for real estate management company located in the beautiful Fisher Building. Must be professional, enthusiastic, typing, general office duties. Retail experience a plus. Send resume & salary requirements to: TPI, 450 Fisher Building, Detroit, Mich. 48202

RECEPTIONIST
Troy Area location. Pleasing voice & manner to answer busy telephone system. Typing & dictaphone skills helpful but not necessary. Pleasant working atmosphere & pay. Please reply to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - PART TIME
Ideal for student, flexible hours.
Detail oriented non smoker needed with good filing capabilities, excellent phone personality & light typing skills. Send resume & salary desired to: Devine & Assn., 800 W. Long Lake, Ste. #150, Bloomfield Hills, MI. 48013.

RECEPTIONIST/TYPIST
for architectural firm in downtown Birmingham. Must have 1-2 yrs. office experience. Responsibilities include: answering phones, mail, greeting clients and heavy computer and typing (must type 60wpm, or better & have word processing experience preferably WordPerfect 5.0). Contact Dorothy at 642-6333

RECEPTIONIST/SECRETARY
Applicants must possess pleasant telephone manner, previous office experience, type 50wpm and word processing knowledge. Clerical and organizational skills a must. Good benefit package. Send resume to:
Paramount Graphic Arts
31717 Republic
Oak Park, MI 48237

RECEPTIONIST
One of the largest office equipment dealers in S.E. Michigan is seeking a responsible, dependable receptionist, pleasant phone personality and professional appearance. Experience preferred, but will train. We offer excellent benefits and room for advancement. For interview call Kathleen: 476-6440
An Equal Opportunity Employer

RECEPTIONIST
Full time for veterinary clinic. Duties include: filing, scheduling appointments, phone answering and heavy client contact. Must be friendly and motivated. Some knowledge of animals helpful. Excellent benefits. Salary commensurate with experience. Resumes to: Dr. Timothy Dobeck, Michigan Humane Society Veterinary Clinic, 27255 Marquette, Westland, MI 48185.

RECEPTIONIST/SWITCHBOARD OPERATOR. Downtown Detroit-based firm seeks a well-organized, dependable individual for an entry-level position. Qualified candidates must be courteous & business-like with excellent phone skills. Switchboard Operator experience helpful but not necessary. Excellent opportunity for advancement in our growing firm. This position has full time full benefit package. For consideration, please send resume to:
Receptionist/Switchboard Operator
P.O. Box 779
Detroit, MI. 48231

RECEPTIONIST - with knowledge of basic accounting and light typing skills. Call for interview
477-1303

RECEPTIONIST - full time with knowledge of computer and typewriter. Call Personnel, Farmington Hills area. Call Marie
553-5376

504 Help Wanted Office-Clerical

RECEPTIONIST
Needed immediately! Long term assignment available in Livonia. Must have pleasant phone and telephone. Some data entry work involved. Excellent benefits. Call Today for an appointment.
TSI
Office Services
459-6990
An Equal Opportunity Employer

RECEPTIONIST
Handle switchboard, greet customers, and perform general clerical work, including light typing. Person should be self-motivated, able to work independably, and project a professional image. $256.00 per week to start. Excellent benefits including 100% tuition refund program, vacation and holiday program position available at our New Center One office in Detroit. Please send resume or brief letter
(No phone calls please) To:
METROPOLITAN LIFE
Employment Office
660 New Center One Building
Detroit, MI 48202

Receptionists
Secretaries
Professional individuals needed for long and short term assignments.
- Receptionists need switchboard or multi-line phone experience.
- Secretaries need typing 4+.
- Secretaries must type 50 WPM. Free word processing training will be offered to qualified applicants!

Excellent earning potential. Call today – find out why we're different!
ENTECH
SERVICES, LTD.
Farmington Hills 737-1744
Troy 588-5610

Receptionist/
Typist
If you have a pleasant voice and excellent typing skills, Kelly Services needs you. Receptionists and newcomer typists with typing speeds of 35+ wpm are needed to answer full time phones and perform general clerical duties. Assignments are generally short term.
For more information please call us:
Troy
362-1180
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST
Full/Part Time
We currently have an opening for a congenial and energetic Receptionist to work in our Farmington Hills office. We're looking for a bright and detail-oriented individual, we're looking for you!
This is a full time OR part time position (Mon. thru Fri. 8:30am to 5:00pm) or (9:00am to 12:30pm and 12:30pm to 5:00pm) with pleasant telephone and interpersonal skills, in addition to an evening incoming calls to the Farmington Hills office you will also provide clerical support. We require a high school diploma or equivalent, as well as the ability to type.
To take advantage of this opportunity, please send your resume to:
BOX 694
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI. 48150
An Equal Opportunity Employer

RECEPTIONIST - part time for Plymouth based course service. 11:30am-5:30pm, 5 days a week. Experience preferred. 454-0900

RECEPTIONIST
Full & part time positions available for Receptionist Office in 12 Oaks Mall. Some typing & word processing required. Will train.
349-5390

RECEPTIONIST - Looking for experienced full time receptionist with good telephone and communication skills, capable of handling several job duties. Rochester Hills. 853-7000

RECEPTIONIST - excellent communication skills & a benefit oriented public in a professional manner. Experience in clerical preferred.
827-3380

RECEPTIONIST
Full time. Excellent telephone skills and word processing experience. Accounting background & plus. Warren area. 977-4080.

RECEPTIONISTS - (11) for Southfield, Detroit, Troy & Farmington. Light typing & telephone. No experience required. Will train.
349-5390

RECEPTIONIST - Looking for experienced full time receptionist with good telephone and communication skills, capable of handling several job duties. Rochester Hills. 853-7000

RECEPTIONIST - excellent communication skills & a benefit oriented public in a professional manner. Experience in clerical preferred.
827-3380

RECEPTIONIST
Full time. Excellent telephone skills and word processing experience. Accounting background a plus. Warren area. 977-4080.

RECEPTIONISTS - (11) for Southfield, Detroit, Troy & Farmington. Light typing & telephone. No experience required. Will train. $4-$5/hr. Call Peggy at Personnel Plus 644-8166

RECEPTIONIST SECRETARY - 1 person office requires good phone skills, typing & bookkeeping experience. Good salary & benefits. Send resume to: 27225 Harvard Rd. Southfield, 48076

RECEPTIONIST with excellent telephone skills. Livonia based communications company. Assist customers, direct phone calls, keyboard experience preferred. Call Pauline Davis 522-7165

RECEPTIONIST
General office and time card experience. Computer experience helpful. Send resume to: M.A.C., 27987 Industrial Dr., Farmington Hills, MI., 48331.

RECEPTIONIST
PART-TIME - Ideal hours for the local College student. Hours - Monday thru Thursday 3-6pm, Sat. 9-6, Sun. 12-4pm. Must have good phone skills and typing ability. $4/hr.
Ask for Susan
421-5660
BRUCE G. WOLFE COUNSELOR
32398 S Mills, Livonia MI

RECEPTIONIST
with professional front office image needed for Livonia based subsidiary of Fortune 500 Company. Position requires excellent telephone & organizational skills. Prior office experience & light typing skills also required. Send resume to:
Workplace Staffing Services
17177 N. Laurel Park Dr.
Ste. #233
Livonia, MI. 48152
Attn: Human Resources
An Equal Opportunity Employer

RECEPTIONIST
Your first rate communication skills, personality & pleasant phone manner have got lead to a permanent position in this Bloomfield Hills headquarters. Typing of 40wpm & office experience is a must. Call today.
ONYX
Southfield 356-6699
Troy 649-5200
(Friday Pay the ONYX way)

504 Help Wanted Office-Clerical

RECEPTIONIST
Prestigious local CPA firm seeks a charming, personable receptionist for Rochester & Mt. Clemens offices. Professional environment. Duties include greeting clients, typing, light typing, and general office duties. Excellent opportunity and much contact with the professional business world. No experience necessary. Monotitled encouraged to apply. If interested, please send resume to: Box 1, Dept. P, O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

Reception, Part-Time
Candidate should have 1 year of receptionist experience, with the ability to type 50 wpm, good grammar and communication skills are required. Word processing experience a plus. Send resume to: Marti Systems, Inc. 5800 Crooks Rd., Suite 200, Troy, MI 48098, Att. Ms. C. Swanson

RELIABLE INDIVIDUAL with own transportation needed part time for Southfield tennis. Job duties include: filing, typing, calling various courts, filing & light typing. Please call
537-2300

RETAIL SALES, part-time. Medical equipment and supply company has immediate opening for a Sales Dept. in its Keego Harbor store. Training provided. 11:30-3:30 Mon-Fri., 9-4 every other Sat. Please send application at 1072 W. 14 Mile Rd.,280-2020

SALES
ENTRY LEVEL
Our fast growing international company has an immediate entry level position. Your duties will include processing requests for quotes, tracking purchase orders, and assisting tooling orders and pricing engineering changes.
A four year degree in Business is highly desirable, but not necessary. You must have proven analytical and organizational skills, demonstrating knowledge of college level mathematics and good English composition.
For immediate consideration, please send your resume, WITH SALARY REQUIREMENTS to:
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

SALES SECRETARY
Full time. 50 wpm typing required. Salary open + benefits. 538-8000

SALES SECRETARY
Needed to support dynamic sales team for top consulting company. IBM Displaywriter experience a plus. Must be flexible & professional for this fast paced office. Good benefits. To $15K. Fee Paid.
904-5500 NETWORK RESOURCES

SALES SECRETARY - Needed full time for State Farm Insurance office in Bloomfield area. Confidential reply call
851-2787

SALES SECRETARY
Southfield company needs sharp individual with initiative to work in fast paced Sales Dept. Excellent math & organizational skills required.
Call
353-3311, Ext. 217
or Send resume to: P. O. Box 300, Southfield, MI 48037

SALES
SECRETARY
TO $19,000 FEE PAID
Our client, a major manufacturer in the US will relocate from Farmington Hills to a Detroit suburb in 6 months. Excellent benefits including tuition and fantastic growth potential are offered to the successful candidate. Call today to set up an interview.
SNELLING & SNELLING
FARMINGTON HILLS

SALES SECRETARY
Growing organization seeking full time individual who is flexible, personable and enjoys working in assigned department within our expanding division. Must have 6 months of recent office training, good communication skills and excellent phone manners. We offer an competitive benefit package and opportunity for our great growth. Please call or submit resume to:
Guardian Industries
20600 Southfield Rd
Southfield, MI 48075
423-1000

SEASONAL
EMPLOYMENT
Workers, sorters, packers, machine operators, assemblers, mail handlers & receptionists. Starting pay $4.00/hr. Call
Contact H & R Block
473-9095

PART-TIME Receptionist Secretary, downtown Rochester area. Ask for Judy. 652-6500

Part-Time Secretary
Purchasing & Distribution
Well known food service operation located in Livonia, seeks a motivated individual to perform a part time position. Approximately 9-15 hours per week, preferably mornings, beginning at $5.00 per hour. Responsibilities will include filing, typing, general office duties & other duties as assigned. Please send resume with salary history to: Box 693, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretarial Asst.
Part-Time Days
Great opportunity for experienced, personable individual to work in busy Nursing Dept. Duties will include typing, filing, answering phones and switchboard, typing assignments. Ability to type 50 wpm, previous clerical experience and strong computer skills are a plus.
Position offers schedule flexibility and attractive wages. You may apply in person or call:
GARDEN CITY HOSPITAL
(Human Resources)
6245 N. Inkster Road
Garden City, MI 48135
421-3000, Ext. 431
An Equal Opportunity Employer

SECRETARIAL DUTIES, part time Monday thru Friday. Minimum 5 years exp. experience a must. Knowledge of Lotus 1-2-3 and Word Perfect. Call Fate Automation USA, 37000 Industrial Rd., Livonia. No phone calls.

SECRETARIAL POSITION in Administrative Offices of Oak Park School District. Applicants should have secretarial experience and possess above average office skills. Knowledge of word processing (Microsoft Word) and use of dictation equipment is preferred. Salary commensurate with experience. Apply in the Office Of Business & Finance, Oak Park School District, 13600 Oriando, Oak Park, MI 48237

SECRETARIAL
SKILLS
I need a dependable person with good typing & word processing skills to complete a project that will last 3 months. If you do not have a resume, write a cover letter outlining your background. Reply to box 694, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
If you enjoy being a great Secretary and are looking for recognition and opportunity, an excellent position with Fortune 500 company awaits you. Competitive salary, great benefits, immediate openings. Call Nancy at 549-0500.

SECRETARIES
Our clients, major Oakland County companies seek Secretaries with a minimum 2 years office experience for challenging fast paced positions. You possess typing of 50 wpm, good organizational skills, we would like to hear from you. Salary range, $15-$24,000. To be considered call Susan Belder at AbleNose Search Group, 851-3000.

SECRETARIES
ROCHESTER and TROY AREAS.
Must have strong typing skills, excellent phone manner and professional appearance. Real estate experience helpful. Call today for confidential interview.
641-1650

SECRETARIES
TOP PAY
3 month assignment for secretary with 80 wpm typing & transcription skills in Birmingham area.
Long term assignment for financial secretary with 50 wpm typing & 80 wpm shorthand in Farmington area.
3 month assignment for secretary with good shorthand & typing, includes some travel.
ONYX
Southfield 356-6699
Troy 649-5200
(Friday Pay the ONYX way)

SECRETARIES
WORD PROCESSORS
IMMEDIATE OPENINGS
Join the Best!
- TOP PAY
- HOLIDAY PAY
- SAME WEEK PAY
- CASH BONUSES
- INSURANCE PROGRAM
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARIES
We have current openings in Troy for secretaries with Multi Mate word processing & good shorthand skills. Can go permanent.
Sales/marketing secretary. Shorthand & word processing skills. Phone & Displaywrite a plus.
Two temporary administrators are needed in Troy. Good clerical skills and word processing experience necessary. May go permanent.
Paid holidays, & health insurance available. Call for more information or send your resume to:
PERSONNEL SERVICES
585-8260
30250 JOHN R.
MADISON HEIGHTS, 48071

SECRETARIES - (11) - word processors, 6 mos. experience (13) for multi-line phone system, shorthand 50 wpm type 55 wpm, light experience on Wordperfect, Multi Mate & Wang word processing nice but not necessary, will receive additional free training on Wordperfect. $6.50-$8/hr. Call Milky at Uniforce
357-0034

SECRETARY
Administrative/right-hand person needed for growing Title Insurance knowledge to assist owner in preparation of all aspects of the business. Good benefits. To $20K. Fee Paid.
904-5500 NETWORK RESOURCES

SECRETARY: Achievement potential in busy Mergers & Acquisitions office. Must be motivated, know WordPerfect experience, fast-typing, good English, or will train recent graduate. Call Ms. Rosemary, Equity, 7001 Orchard Lake, #420C, W. Bloomfield, Mi. 851-9000

SECRETARY
ARCHITECT'S OFFICE
Should have all round skills such as books,typing, receptionist, office machine, word processing with WordPerfect is helpful.
J. Howard Rothman
Southfield - 353-7370

SECRETARY
Birmingham co. needs someone who is experienced in shorthand, typing & possesses knowledge of accounting. Call Mr. Dorsey at
645-2300

SECRETARY/BOOKKEEPER
Full or part time. Woodward - 11 Mile area. Very interesting work with excellent pay & working conditions. Send complete resume & wages expected to: PO box 85, Royal Oak, MI. 48068 or call 548-5680

SECRETARY/BOOKKEEPER
Full or part time. Woodward - 11 Mile area. Very interesting work with excellent pay & working conditions. Send complete resume & wages expected to: PO box 85, Royal Oak, MI. 48068 or call 548-5680

SECRETARY/CLERICAL
Several full time positions, Farmington, Sfld. Farmington Hills entry level or experienced secretary, typing 35-50 wpm, executive typing, computer experience (PC/Word Perfect) & good communication skills organizational ability, general clerical knowledge. Call or send resume today.
Call Joyce
643-6120

SECRETARY - excellent grammatical, typing & communication skills. Word processing & dictaphone experience a must. Busy insurance agency with experience & skills, salary commensurate. Call Jackie between 10-4pm
Miss Stotler, 31555 Melrose, Ste 7, Southfield, 48076

SECRETARY
Excellent opportunity to begin your career with this growth oriented firm. Must have word processing experience, good typing skills, excellent & good at secretarial skills.
ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday pay the ONYX way)

504 Help Wanted Office-Clerical

SECRETARY/CLERK
Highland Superstores is one of the largest & fastest growing Electronics & Appliance Retailers in the nation. Within our new corporate headquarters, we have an immediate opening for an individual with at least (2) years Secretarial/Clerical experience to work in our Human Resources Dept. Qualified candidates will possess P.C. knowledge, strong clerical & organizational skills. Knowledge of WordPerfect or Lotus 1-2-3, a Plus.
We offer an excellent benefit package & fast-paced working environment. Please send resume or apply in person, to:
Highland Superstores
Human Resources Department
850 Forest Pointe Dr.
Plymouth, Michigan 48170
An Equal Opportunity Employer

SECRETARY
Custom injection molding facility has an immediate opening for an engineering secretary. Qualified candidates must have excellent typing skills, good communication skills, be self motivated & have experience with word processing. Background in engineering related functions would be beneficial. Please send resume along with salary requirements to:
A-LINE PLASTICS
40300 Plymouth Rd - Plymouth, MI. 48170. Attn Personnel Manager, - Engineering Secretary

SECRETARY -
District Manager of an International Corporation is seeking a self-starter, experienced secretary for a Troy sales office in Farmington Hills. Typing 55-60 WPM, dictaphone & good communication skills required. A challenging, full time position for someone who enjoys a variety of responsibilities. Excellent benefit program. Please send resume with salary requirements to box #634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Fast paced Livonia company needs multi-talented secretary. Top notch skills required. Computer experience required. Light typing & general clerical duties. Send resume to: Secretary, 3206 West Six Mile Road, Suite 111, Livonia, MI., 48152

SECRETARY-Financial planning firm. Must have strong organizational skills, word processing experience & knowledge of Word Perfect 5.0. 13-Telegraph area.
642-6682

SECRETARY for busy Troy office. Good telephone manner and light typing skills. Work with sales representatives with minimum supervision. Pleasant working environment. Call
427-4241

SECRETARY for busy Southfield office needing help with sales activities. Must have extensive knowledge of computers and be familiar with WordPerfect. For appointment call
355-3730

SECRETARY - full time pleasant office needs a person with light typing. Non smoker, potential for advancement
352-3505

SECRETARY - FULL TIME
Some evening work. Excellent phone skills required. Some Accounting and Typing needed. Salary $5.00 to bonuses. Call for interview call
649-1406

SECRETARY
Full time position. Must have experience in word processing and shorthand. Come in or call. Star Cut Steel, 23315 Industrial Park Drive, Farmington Hills. 474-8200
An Equal Opportunity Employer

SECRETARY - FULL-TIME
Position requires excellent grammatical & interpersonal skills required. Dictaphone & shorthand a plus. Previous experience helpful. Variety of duties. Salary commensurate with capable party. Send Resume to: P.O. Box 449, Plymouth, MI. 48170

SECRETARY
Guardian Industries has an opening for a part time Secretary in its corporate Accounting department. Responsibilities include typing, filing, and other secretarial office assignments. Excellent secretarial skills including 40 wpm typing experience required. Wordperfect and prior experience in a fast paced environment is helpful. Hours are approximately 10 AM. - 3 PM., Mon. - Fri. Send resume or letter to: Robert Martin
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Mi., 48167

SECRETARY
Immediate position available for assertive person, 50+ wpm a must.
For more information about going to work for this growth company, one name in temporary help, please call:
Farmington Hills
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

SECRETARY - Immediate opening in Southfield for secretary with 50 wpm typing skills, excellent phone manner, general office duties, some accounting, word processing. Contact Barbara for interview.
645-8433

SECRETARY
Join Maytag at 13 Mile & Telegraph the well known major appliance manufacturer. Comfortable position with excellent communication/computer skills (Microsoft Word 5.0 preferred) and a pleasant phone manner. General secretarial duties in a fast paced environment. Attractive salary and benefits. Ideal for career minded business setting. Please call for appointment
Ms. Jo Ann Lewis
MAYTAG CO.
31100 Telegraph Rd. Suite 280
Bloomfield Hills, MI
An Equal Opportunity Employer

SECRETARY: Marketing Research firm seeks Secretary with Word Processing (WS3000 preferred), typing 50 wpm, good telephone skills. Salary based upon ability. Resume only, to: The Creative Group, Inc., 31580 Northwestern Hwy., Suite 200, Farmington Hills, Mi. 48018

SECRETARY
Mardman 3 yrs. office experience. Ability to type 60-80 WPM accurately & a working knowledge of the word processor a must. We offer an outstanding benefit package. Please call or send resume to: Gerhart Associates, Inc., 14147 Farmington Rd., Livonia, Mich. 48154
431-3600
An Equal Opportunity Employer

SECRETARY
Needed to handle phone work, light typing, typing of letters, general office duties. Should have some experience. For interview call
471-5696

SECRETARY NEEDED
Full time position in our office. Resume only to: Secretary, 16766 Northland Park Blvd., Apt. 1-E, Southfield, MI. 48075

SECRETARY needed for senior citizen apartment complex in Dearborn. 12 to 20 hours per week. $5.00 an hour. Call Debra 582-9204

SECRETARY NEEDED
Mfg. Rep. Agency. A dependable person, resume, typing skills, general office duties, good telephone skills. Send resume to: P.O. Box 937, Farmington, Mi. 48332-0937

504 Help Wanted Office-Clerical

SECRETARY/OFFICE MANAGER
to run the show for our Southfield corporate office. Coordinate activities of 9 retail locations, supervise & coordinate the work load between yourself & the clerical staff. Secretarial skills a must, excellent secretarial skills; shorthand and word processing, 50wpm typing, take charge person to accept the challenge & grow with our company. You must be a strong self starter. $17,000 to $20,000 to start plus benefits. Send resume to or call Susan, 21555 Telegraph Rd.,Southfield, MI 48034.
334-7440

SECRETARY - Part time, for Southfield business office. Must be organized, with excellent communication and clerical skills. Typing 45 wpm, and basic knowledge of word processing. For information call, ask for Jim
358-1181

SECRETARY - part time
State Farm agency looking for sharp note secretary. 1:30-5:30, Mon. thru Fri. General office duties in Farmington Hills area. 851-8000

SECRETARY - PART TIME
Downtown Birmingham. Real estate experience preferred. Contact Michelle:
642-1115

SECRETARY
Part-Time
Vlasic Foods, a leader in the packaged foods industry, has a part-time secretarial opening.
You will work in our Human Resources Department and must be available to work five three days a week, 8-hours per day. To qualify, you must type 50 wpm and have good written and verbal communication skills. Word processing experience helpful.
We offer a competitive salary and benefits package. If interested, send your resume or apply in person, Monday through Friday between 9:00am and 3:00pm.
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48322
An Equal Opportunity Employer

SECRETARY - person with strong clerical and organizational skills, preferred to work for a small sales & marketing department. Must have experience and ability to work in a dynamic small office environment. Excellent benefits and competitive salary history/requirements to: Personnel Director, Pentecost Contract, Inc. Products 12445 Lerwin, Livonia, MI 48150

SECRETARY - Property management company looking for a self motivated individual. Shorthand and word processing required. Perfect preferred. Salary commensurate with experience. Send resume and salary history to: Personnel, 32253 Northwestern Hwy., Suite 180, Farmington Hills, MI 48018

SECRETARY/RECEPTIONIST - Work in a small office in a fast paced, exciting atmosphere. Share an individual with excellent written and verbal communication skills to handle phones, typing and general office duties. Lilas Ba.
851-2800

SECRETARY/RECEPTIONIST
for busy office in Birmingham. Applicant must have good phone personality, strong background in accounting & computers. Must be able to work 7AM-4PM. Experience in sales, general contracting & accounting, a definite plus. Call Mr. Simon between 4PM-5PM, for interview appointment.
540-8320

SECRETARY/
RECEPTIONIST
$5.25-$6.00/HOUR
If you have 1 year general office experience and typing of 50 wpm, this position offers a variety of duties, frequent raises, diversification and rotation among different types of jobs. Interviews will start soon so don't delay. Call 851-1300.
SNELLING & SNELLING
FARMINGTON HILLS

SECRETARY RECEPTIONIST
Nationwide. At least 3 years experience. Call
349-5400

SECRETARY/RECEPTIONIST
Southfield area manufacturing concern has full time position available. Typing, word processing, and reception skills are required. Benefits.
967-2111

SECRETARY/RECEPTIONIST
Seeking a responsible individual for an assistant for our Southfield office. Applicants should possess excellent typing skills, good telephone skills, experience & able to work independently in busy office. Good salary and benefits package. Call Tammy for an appointment.
553-1968

SECRETARY/RECEPTIONIST
Medium size corporation seeks part time secretary/receptionist reporting directly to President & Vice President. Must possess typing of 40 WPM plus & have other phone or office experience. Attractive salary & benefits, good growth potential. Resound Inc. Mr. Boyslaun, 1072 W. 14 Mile, Clarkston, Mich. 48017

SECRETARY/RECEPTIONIST for college admissions office. Duties include operations support, typing & a high tolerance for stress. Schedule includes some evenings & weekend responsibilities. Varied duties include typing, filing, copy work. Pay is $15,000. Benefits include college tuition. Send resume & cover letter by mail, 25 to 31 Mondays, to: Box 1, 17050 Dorset, Southfield, MI. 48075.
An Equal Opportunity Employer

Secretary
Receptionist
Large commercial real estate company has full-time position available for qualified Secretary, who wishes to work in a fun, fast paced environment.
We offer interesting work, friendly atmosphere, competitive salary, at a great location.
We require 55 wpm typing, computer or word processing knowledge. Send resume to or call:
Pam Johnson
Real Estate One
26711 Northwestern Hgy.
Suite 128
Southfield, MI 48034
353-4400

SECRETARY/Statistical Typist for CPA firm. Word processing, 50 wpm, college experience required. 12 Mile & Telegraph area. 542-9424

SECRETARY
type position available at large Southfield manufacturing and finance managers. Must enjoy dealing with people and have ability to handle a variety of responsibilities.
Call 813-1700
Between 11 & 4 for appointment
Ask for Ron Wilson

SECRETARY/TYPIST
Southfield based corporation seeking self motivated individual with excellent typing skills, minimum between 50-60wpm, shorthand preferred but not required, secretarial duties and phone contact. Will train on WordPerfect. Excellent benefits package and pleasant office. Call weekdays
557-9140

STATISTICAL CLERK
Progressive insurance company in Southfield is seeking a statistical clerk for advancement to our processing department. Our growing firm. This position is full-time, with full benefits. Positions are available in Detroit & Warren branch offices. For consideration, please send resume to:
OLDE DISCOUNT CORP.
Personnel Dept.
721 Griswold St.
Detroit, MI. 48226

504 Help Wanted Office-Clerical

SECRETARY
Village Green Management Company, an award winning 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. Memorizer & word processing experience a plus. We offer an excellent training & compensation package. Send resume with salary history to:
MS. MARTI OTTO
Director of Human Resources
VILLAGE GREEN
MANAGEMENT COMPANY
30633 NORTHWESTERN HWY
SUITE 200
FARMINGTON HILLS, MI. 48018
No Phone Calls Please

SECRETARY wanted for general contractor in Livonia. Full time position. Good typing skills plus accountant proven skills preferred but not necessary. Call Joyce 464-8300

SECRETARY - wanted for busy Birmingham area real estate development office. Duties include typing (at least 60wpm), phone reception & general office skills. Previous office experience necessary. Excellent benefits. Salary commensurate & salary requirements to: Office/Secretarial Position, 4050 W.