504 Help Wanted Office-Clerical

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidate should possess a minimum typing speed of 40 WPM, good phone manner & number crunching ability. Excellent benefit package. Please send resume to: Personnel Manager, P.O. Box 779, Detroit, MI. 48231

Clerk/Typist
Full-time position for substance abuse program in Westland. Minimum high school diploma or equivalent. Must type 60 wpm and have a working knowledge of general office practices. $5.62 per hour. Excellent benefits. Call Lilly 9am to 12 Noon 721-5190

CLERK TYPIST
Full time 8 till 5, casual atmosphere, variety of duties. Call between 10 and 3pm. Redford 538-3528

CLERK/TYPIST
Part time
Life Insurance Company located in Plymouth has opening for Clerk/Typist. Figure aptitude, typing (35-40 wpm). Data entry skills required. Afternoon hours. Contact Personnel Department.
MUTUAL OF DETROIT
333 Plymouth Road,
Plymouth, MI. 48170
453-8500

CLERK TYPIST/RECEPTIONIST - Birmingham builder has opening for organized person who enjoys varied duties. Typing, data entry, accounting experience, non smoker, (pleasant) phone personality. 646-9600

CLERK TYPIST
$6.00
MINIMUM 45 WPM

SNELLING TEMPORARIES
CALL TODAY 528-5122

COMMERCIAL wall covering distributor in Berkley is seeking someone that enjoys a variety of duties. Duties include multi line phones, tasking & distribution orders, working with computer. Submit resume & salary history to: Joe Pitts, Pitts Enterprises, 30251 Schoolcraft, Livonia, Michigan 48150

COMPUTER Order Entry & Billing. General office duties. Full time position in busy Farmington Hills office. Computer experience necessary. Blue Cross/Blue Shield. Ask for Carol 473-5400

CONSTRUCTION BOOKKEEPER
Experienced Real estate background preferred, construction drawers, etc. $227K range. Fee Paid.
B. HAMIL PERSONNEL
424-8470

CONTINUING PART-TIME CLERK
Year-round part-time clerical work, 20 hrs wk. 86.57 hr. Typing 45wpm. Apply at: Canton Twp. Personnel Dept., 1150 S. Canton Center Rd.
An Equal Opportunity Employer

CORPORATE CONNECTIONS
is currently placing for permanent positions in the following:
Clerk/Typists
Secretaries
Bookkeepers
Receptionists
Send your resume or...
Call Sue Tudor
CORPORATE CONNECTIONS
2690 CROOKS Rd, SUITE 307
TROY, MI
244-9200
company paid fee eoe

CREATIVE SECRETARY
TO $18,000
Exciting opportunity in creative department of top ad agency. Position requires vivacious personality, 5 plus years experience, knowledge of Word processing and excellent communication skills. Will be responsible for all secretary duties and serve as right hand person to the creative director. Excellent growth potential and benefits, vision medical, participation bonuses, tuition reimbursement and profit sharing. Fee paid. Call Sally 642-8900
SNELLING & SNELLING

CREDIT CLERK
Immediate opening. Math & people skills a must. Computer experience helpful. Contact Dale 644-9000

CUSTOMER LIAISON
TO $14,000 FEE PAID
Fast paced, high volume office, regulate individual to work with customers. Organizational skills, accurate typing, letter composition important. Background in purchasing procedures and graphics a definite plus. Excellent benefits. Call Jeanette at 464-0000
SNELLING & SNELLING

CUSTOMER SERVICE
Gladly share your knowledge, people, telephone & figures. Accurate, attention to details. Non smoker. Send resume, Mr. S. at Jobar, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE Trainee: For Birmingham Insurance Agency. Must have good phone manner, good computer background. Call Lynn at 642-0700

CUSTOMER service reps (15), good communication skills, data entry, type 45-50 wpm, 1 yr. office experience plus, for major Rochester area corporation. Call Annie at Manpower 646-7504

CUSTOMER SERVICE
Dispatcher position full-time in Farmington area. Requires friendly phone voice, computer entry work and problem solving.
478-0005, Ext. 315

CUSTOMER SERVICE DEPT
Printing background preferred. Experience in estimating purchasing, & billing a plus. Fast growing co. Call for a appointment 588-8130
An Equal Opportunity Employer

CUSTOMER SERVICE
REPRESENTATIVE
Needed for fast-paced Cellular phone company. Please apply in person: 31122 W. 8 Mile, Farmington Hills, MI. 48336

DATA ENTRY
Birmingham co. has full time positions for experienced & detailed data entry person, excellent office environment, good benefits.
Call 647-0300

DATA ENTRY/CLERICAL
Pleasant environment, verified references, typing skills. Work in office for mature "part starter." Typing skills & calc. or calc. hand are a salary requirements for: P.O. Box 7262 Bloomfield Hills MI 48302-7262

DATA ENTRY CLERK
only experienced need apply. Send resume with salary requirements to: Personnel, Box 8079, Farmington Hills, 48333-9079

DATA ENTRY CLERK
Must be detail oriented, accurate worm. To set up files for fast paced leasing firm. Salary commen. P.O. Box 2459, Southfield, MI. 48037-2459. Attn: Pre-lem Supervisor

DATA ENTRY CLERK
Executive Search firm seeks hardworking individual for full time data entry position in Troy. Applicants must possess strong skills, be able to handle light typing. Call T. Barthel at: 649-4454, Ext. 502
An Equal Opportunity Employer

DATA ENTRY
If you have data entry experience and are looking for work in a fast paced office, Call us and we'll put you to work. Days, afternoon shifts available. We offer good pay, state paid holidays, friendly atmosphere.
TSI OFFICE SERVICES
Auburn Hills
373-7161
An Equal Opportunity Employer

DATA ENTRY operators needed on 1st & 2nd shift now thru mid April. Work in Troy, Sterling, Warren or Livonia on PC's. Hrs. can be some what flexible. For an appt. 524-4774

504 Help Wanted Office-Clerical

DATA ENTRY
Long and short term assignments available for individual with data entry experience. Accuracy & must! Rochester/Romeo and Troy area. Dress casually!
Also CPA Appointments Available
SNELLING & SNELLING

ENTECH
SERVICES, LTD.
AUBURN HILLS
377-4980
TROY
588-5610

DATA
ENTRY
OPERATORS
Kelly Services seeks energetic individuals for both long and short term data entry assignments. You must be quick and accurate and be able to perform general clerical duties.
For more information about these positions, please call:
Troy
362-1180
Farmington Hills
471-2050
Southfield
352-5220
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY PART TIME
Computer skills, high aptitude, word processing and/or switchboard experience helpful. Flexible hours, Farmington. Connie 478-0200

DATA ENTRY people (15), 9-10 mos. starting Mar. Sr. typists, 55 wpm accurate, for major corporation in Livonia & Southfield. $6.50-$7/hr. Call Anne at Uniforce.
357-0641

DATA ENTRY person needed with at least 2 years experience in computer courses to work part time in programming & in data entry. Send resume to: Personnel, 30955 Northwestern Hwy., Farmington Hills, MI 48018.

DENTAL RECEPTIONIST
Our doctor is a dream boat and our team is fantastic! We're looking for just the right person to join our team. Are you - interested in top salary plus benefits, • a person who strives for excellence • interested in working with a motivated team that shares your values, • looking for total health & wellness for others? If this sounds like you, we have experience we would like to discuss mutual opportunities. Call Fran 565-5507

DENTAL RECEPTIONIST
55 per hour. Send resumes to: 11916 Market St., Livonia, MI. 48150. Attention Carol.

ENTER EXCITING
FIELD OF ADVERTISING
Established growing firm seeks go-getter with secretarial skills, word processing and cheery personality. To $17,000. Fee paid. Full benefits. 399-3450.
SNELLING & SNELLING

EXCELLENT TYPIST
Bloomfield Hills sales office needs sharp Secretary with good word processing skills. Lots of variety, full benefits. $15,000 fee paid.
Call 642-0700
SNELLING & SNELLING OF TROY

EXECUTIVE SALES SECRETARY
Full time, must be well organized & able to deal with people. Good communication skills, word processor & IBM experience. Good understanding of business math. Wage commensurate with experience. Mrs Simmons. 261-2100

EXECUTIVE SECRETARY
for Birmingham-based Real Estate Development & Management Company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: Mr. Ron Wilson, P.O. Box 1120, Birmingham, MI. 48012

EXECUTIVE SECRETARY
for principle of medium size professional legal practice. Organizational skills a must! Shorthand or Speed writing desirable. Reply with experience & compensation requirements to: Box 864-Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE secretary needed, earn $8-$8/hr. Temporary to permanent. Call Michelle 425-6226
ETD Temporary Services

EXECUTIVE secretary needed, earn $8-$8/hr. Temporary to permanent. Call Michelle 425-6226
ETD Temporary Services

EXECUTIVE SECRETARY - Troy area. Shorthand & typing, both 50wpm minimum. Good communication & business skills. Ability to deal effectively with all levels of business. Call Pam 680-9230

EXECUTIVE SECRETARY
Dynamic Northland area firm seeks a self motivated individual, full time position, 8am till 4:30pm, 55 wpm accurate. Must have good communication skills. Full benefit package plus bonuses. 354-6969

EXECUTIVE SECRETARY
Duties include data entry, answering phone and filing. Experience preferred. Good benefits, Room for advancement. Send resume to:
PO Box 5007, Livonia, MI 48151
Attention: Office Manager

GENERAL OFFICE
PERSON
With typing, word processing, great location, good benefits. To $11,000. Fee paid. 399-3450.
SNELLING & SNELLING

GENERAL OFFICE CLERK
FULL TIME
Must have typing skills and computer knowledge. Clerical experience helpful. Must be detail oriented.
Apply: NEWTON FURNITURE
15850 Middlebelt Rd., Livonia
525-0030

HELPER for portable x-ray service to help transport heavy equipment in & out of nursing homes. Weekend shift. Call Mon thru Fri. 9am-2pm. 534-4414

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
$22,000
A take charge Secretary will enjoy this responsible position with a growth oriented real estate company. Good skills and a warm personality will win the day. Call Bonnie at 644-7000
Also CPA Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
$18-$20,000
Excellent opportunity for top professional secretary with typing of 70wpm & shorthand of 80-100wpm. Call today for an interview.
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505
FARMINGTON HILLS 737-5750

EXPAND
YOUR HORIZONS
Call Permanent Staff today for the following exciting job opportunities:
● Legal Trainee - $12-$14,000
● Sales Secretary - $15,500
● Receptionist - $18,000
● Accounts Payable Clerk - $13,000
● Data Entry Clerk - $18,000
● Payroll - $22,000
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

EXPERIENCED LEGAL SECRETARY for word processing and data entry. Southfield law firm, in town center high rise offices. Salary competitive. Non smokers only. Call Pat. 355-5300

FARMINGTON HILLS computer co. seeking full time administrative assistant to handle busy phones, light typing and various clerical duties, benefits/profit sharing. Non smoker call Linda. 553-9250

FILE CLERK
Filing, typing & general office skills necessary. Outgoing personality & pleasant phone personality. Full time, Blue Cross, & many other benefits. Apply at Crown Master Manufacturing, 12173 Market St., Livonia, MI 452-6243

FRASER VARIETY
FEE PAID - $15-$18,000
NEEDED: An upbeat office generalist for a busy environment. Lively phones & more fill each day. Pleasant place. Benefits.
Call 469-8797 or 962-0563

DOROTHY DAY
PERSONNEL, INC.

GAL FRIDAY: Nationally recognized industrial firm in Livonia seeks a Sales and Distributor has an opening for an efficient, full time individual. You must have good typing, 55 wpm accurate, and be able use business machines. Computerized data entry experience helpful but not required. Good compensation and benefits package. Please send resume to:
Goodal Rubber Company
24008 Hallfield Road, Farmington Hills Mi. 48024. An Equal Opportunity Employer

GENERAL CLERK - typists, 40-55 wpm, 6 mos. experience for major Plymouth corporation. $5/hr.
Call Alice at Uniforce 473-2930

GENERAL OFFICE - Part time clerical person needed for international Fourtune 500 firm. Qualified candidates should have phone and phone manner, typing and filing skills. Interested applicants can call or send resume to: Attention Gina Robinson, Tillinghast, 38705 Seven Mile Rd., Suite 450, Livonia, MI 48152-1005. (313) 462-5800

GENERAL
OFFICE
Must like to work with figures & telephone. Some prior office & computer experience helpful. Will train further if you have typing ability. Monday thru Friday, 8:30-5:15. Benefits. Long established Tool manufacturer. Wrma Personnel, 2921 Industrial Row, Troy, MI 48084

GENERAL OFFICE - full time. Computer data entry. WR team. Good hours. Pleasant phone voice. Call 8am-3pm, ask for Louise. 474-7509

GENERAL OFFICE - Full time, office experience required, typing 50wpm, 8 totes/Evergreen area. 261-3600

GENERAL OFFICE - office person needed for Wixom area. Light typing, mail, etc. Applicants must type 40 wmp and have good telephone skills. Call Connie 347-2370

GENERAL OFFICE
PERSONNEL
Very personable and able to work with public. If no answer, leave message. Southfield area. 542-2220

GENERAL OFFICE - answer phones, light typing, and data entry, send resume to: Service Corporation, 24543 Indoplex Circle, Farmington Hills, MI 48335.

GENERAL OFFICE
Diversified duties includes typing, extensive phone contact, basic office machines. Modern office located near Livonia Mall. Write to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP
Ethan Allen, Furniture Retailer, is in need of Clerical Office person. Duties include scheduling deliveries, Accounts Payable processing, other light clerical duties. Call 261-7780
Ethan Allen Galleries, 15700 Middlebelt Rd., Livonia, MI 48150.

GENERAL OFFICE - If you are looking for part time office work, can do light typing, (accurately), then we would like to talk with you. This is a perfect entry level position, handy made for the Homemaker who wants to re-enter the work force or the student who wants get a head start on a career. Flexible hours to meet your needs. Call us at 645-5800.

GENERAL OFFICE HELP for Birmingham Law Firm. 12-15 hours per week. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: Mr. Ron Wilson, P.O. Box 1120, Birmingham, MI. 48012

GENERAL OFFICE HELP
Ethan Allen, Furniture Retailer, is in need of Clerical Office person. Duties include scheduling deliveries, Accounts Payable processing, other light clerical duties. Call 261-7780
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GENERAL OFFICE HELP for Birmingham Law Firm. 12-15 hours per week. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: Mr. Ron Wilson, P.O. Box 1120, Birmingham, MI. 48012

GENERAL OFFICE - Part Time With computer experience.
Livonia. 427-2930

GENERAL OFFICE WORK
Full and part time positions available. Mitchell Advertising, 26903 W. Eight Mile, Redford. 835-1115

GENERAL OFFICE - Part time, leading to full time. Good typing & phone manners. Excellent wages. Call Rodney at Uniforce 533-7600

GENERAL OFFICE
Experienced Medical Billing and typing. Call between 9AM-3PM
ETD Temporary Services 272-1434

GENERAL OFFICE
Mature full time office help wanted. Accurate typing skills a must. Good with customers, good telephone skills. Call 8am-4pm 532-0902

GENERAL OFFICE - Must be able to handle phones, type, make copies, file, type 40wpm and general duties. Hours flexible. Romeo area.
Call 726-6070

GENERAL OFFICE
Growing Northland area firm seeks a self motivated individual, full time position, 8am till 4:30pm, 55 wpm accurate. Must have good communication skills. Full benefit package plus bonuses. 354-6969

GENERAL OFFICE CLERK
Duties include data entry, answering phone and filing. Experience preferred. Good benefits, Room for advancement. Send resume to:
PO Box 5007, Livonia, MI 48151
Attention: Office Manager

GENERAL OFFICE
PERSON
With typing, word processing, great location, good benefits. To $11,000. Fee paid. 399-3450.
SNELLING & SNELLING

GENERAL OFFICE CLERK
FULL TIME
Must have typing skills and computer knowledge. Clerical experience helpful. Must be detail oriented.
Apply: NEWTON FURNITURE
15850 Middlebelt Rd., Livonia
525-0030

HELPER for portable x-ray service to help transport heavy equipment in & out of nursing homes. Weekend shift. Call Mon thru Fri. 9am-2pm. 534-4414

504 Help Wanted Office-Clerical

GENERAL
OFFICE
Position open for goal oriented person with general office skills and good telephone manner. Salary commensurate with ability. Excellent growth opportunities. Call 644-4433

INTERNATIONAL ACCOUNTANT
with outstanding organizational and clerical skills. Top grammar and spelling. Must be smart, intelligent, and have good telephone manners, rough draft documents, constructively edit and some clerical tasks. Word Perfect 5.0 helpful. Call Marie 642-1811

Legal Assistant/
Paralegal
Growing suburban firm seeks paralegal with minimum 2 years experience and 4 year degree. Benefits, pleasant environment, competitive salary commensurate with experience. Fax resume to: Personnel Manager Call or send resume to: Nancy Ward, A.Sac., 32605 Telegraph, Southfield, MI 48034
352-2810

LEGAL ENTRY
TO $18,500 FEE PAID
Beautiful suburban law offices will provide great benefits and additional training for the right person. Word processing skills plus Data Entry.
SNELLING & SNELLING

LEGAL
PERM
TEMP
Success in our business is based on our ability to introduce legal secretaries to legal firms that each feel is just right for each other ... whether on a permanent or temporary basis. We have been effectively doing that for over a decade. Our list of satisfied clients is long.
In the relaxed atmosphere of our office, we will objectively discuss the wide variety of positions we are representing that fit your skills and career goals and desires. You decide who you would like to meet with. You decide which offer of employment ... temporary or permanent ... is right for you. We'll do the follow up calculations with you, changing positions can be that simple.
When thinking of permanent or temporary work in the legal field, come to the leader in legal staffing.
Call Legal Temps today ... or Personnel At Law. No fees to you, ever.

PERSONNEL
AT LAW
362-0300
10400 Town Center, Suite 2580
Southfield, MI 48075
358-0060
ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-5900

LEGAL SECRETARY
For Southfield law firm. Corporate and real estate background preferred. Word processing experience preferred. Excellent working environment and benefits. Call Personnel Manager, P.O.Box 215, Southfield, MI 48037.

LEGAL SECRETARY - for plaintiff's personal injury attorney in Southfield. Experience necessary plus IBM WordPerfect. 355-1555

LEGAL SECRETARY
Legal experience required. Word processor experience required. Salary commensurate with experience. Call R. G. Acho: 261-2400

LEGAL SECRETARY
Experienced, for small Birmingham law office. Must have knowledge of Word Perfect. Call Jackie between 9am and 5pm. 644-8910

LEGAL SECRETARY
Downtown Detroit law firm seeks a skilled secretary for a 1 secretary department. Word Perfect experience helpful but not required. Please send resume to: P.O. Box 2535, Detroit, MI. 48231.

LEGAL SECRETARY
Bloomfield Hills law firm needs experienced legal secretary for senior partner. Word Perfect, dictaphone, will train on Wang equipment. Good benefits & pleasant working environment. Salary commensurate with experience. 645-9400, ext. 100

LEGAL SECRETARY-Entry level position in small downtown Birmingham litigation firm requires excellent typing, filing, and telephone skills with some prior legal secretarial experience. Must be industrious and bright, will train for advancement. Underground parking provided. Call with work history and salary requirements. 647-9700

LEGAL SECRETARY for Southfield law firm. Workprodict helpful. Nice boss, congenial atmosphere. All equipment. Call Patty. 352-9580

LEGAL SECRETARY TRAINEE
Full time position, Farmington Hills law firm. Excellent typing skills required. 553-2440

LEGAL SECRETARY-For law firm in downtown Detroit. Word Perfect experience required. Experience with Word Perfect helpful. Call 642-2992

LEGAL SECRETARY
1-3 years experience for Plaintive Personal Injury Litigation. Computer experience necessary. Telegraph & 15 Mile Rd. 642-5751

LEGAL SECRETARY
Bloomfield Hills law firm. Litigation experience required. Responsible, detail oriented person, typing 60 wpm, word processing preferred, file, docketing & medical legal. Call Beverly. 647-1212

LEGAL SECRETARY
Experienced Real Estate Birmingham Domestic Relations law firm. Word Star Word Perfect. 646-1212

LEGAL SECRETARY-Experienced for downtown Detroit law firm, 2 yrs. legal experience necessary, benefits. Call Office Manager 961-0423

LEGAL SECRETARY
For busy litigation law firm in Farmington Hills. Excellent benefits includes benefits. Call Liz: 737-4747

LEGAL SECRETARY
with 1-3 years experience, wanted for Southfield law firm. Word processing experience necessary. Phone Bernice at 358-2440

LEGAL SECRETARY
For senior partner in Litigation Law firm in Farmington Hills. Word processing. Minimum 5 years experience.
354-2500

LEGAL SECRETARY - part time. Experienced Word Perfect processor Operator for law firm in Farmington Hills. Full time hours, Mon. thru Fri. second to P.O. Box 3040, Farmington Hills 48333-3040

LEGAL SECRETARY for partner. Outstanding opportunity for hard working individual. Must have good phone manner. Dyna. personal injury practice. Excellent salary and benefits. Call Mrs. Reitz 559-5353

LEGAL SECRETARY, Birmingham plaintiff litigation firm, word processor, typing skills, file, docket, hand preferred. 2 to 3 yrs. experience. Competitive salary. 642-8880

LEGAL SECRETARY TRAINEE
Excellent typing, Word processor word processing, dictaphone experience, 315-18K range benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

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, MI 48333-3040

LEGAL
SECRETARY
$21-$25,000 FEE PAID
Top law firm in the area is looking for great typing skills and word processing is helpful. Plush environment, excellent benefits and team work atmosphere. Call 851-5600.
SNELLING & SNELLING
FARMINGTON HILLS

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Law firm in Troy (Crooks Rd./I-75 area) seeks a Legal Secretary with experience and familiarity with Pension & Profit Sharing/Employee Benefits practice. Unique opportunity for qualified candidate. Please call Jim, 641-7000

LEGAL SECRETARY
Prominent firm seeks professional legal secretary with 5 years litigation experience, 65+ wpm typing, 90+ wpm shorthand, & strong written and oral communication skills required. Good clerical and administrative background. Comprehensive benefits. Hours 9-5. Call 355-4140 Or send resume to: Arthur Thomas 4000 Town Center, Suite 578, Southfield, MI 48075
"ALL FEES COMPANY PAID"

LEGAL SECRETARY
I am currently conducting a search for a legal secretary to work for our client, a nationally recognized real estate developer. A minimum of 1½ years legal experience required, plus the ability to communicate effectively, both written and orally. Competitive salary & comprehensive benefits included. Call Arthur T. Anderson, Arthur Thomas Executive Search, for a confidential interview.
355-0632

LEGAL
SECRETARIES
To $25K
Abundance of opportunities! Downtown and suburban locations available. Mid range experience. CALL NOW! All Fees Company Paid.
NETWORK
RESOURCES
SUBURBS-DOWNTOWN
964-5500

LIBRARY ASSISTANT
needed full time for Southfield Ad Agency - great entry level position! Seeking individual with phone skills & past library experience a plus.
Call Ann 557-4341

LIGHT CLERICAL & shipping for dental laboratory. Minimal typing required. Hours are 8 to 5, Mon. thru Fri. Farmington Hills. 626-3144

LIVONIA CO. seeking experienced, mature Receptionist/Switchboard Operator for morning shift. Good phone & typing skills necessary. Benefits include Profit Sharing. Call Mrs. Raymer, Mon-Fri., 12-4pm ONLY. 591-7900

MAINTENANCE
TECHNICIAN
Organized self-starter needed for maintenance work at a 200+ unit apartment complex. The successful applicant must have experience in all areas of maintenance including HVAC, plumbing & electrical. Excellent salary and benefits. Call Mon-Fri. 10am-3pm.
362-0320

MANPOWER
Has immediate clerical openings in the Plymouth & Livonia area.
Typing not essential but helpful. Excellent fringe benefits.
Call for for an appt.
Plymouth 459-2700
TEMPORARY SERVICES
37625 Ann Arbor Rd. #100, Livonia
462-0024

MANPOWER
Has immediate positions available for:
● General office clerks
● Switchboard
● Typist/Data entry
● Word Processors
Excellent fringe benefits
Call now for details.
MANPOWER
TEMPORARY SERVICES
Livonia office - 462-0024
Dearborn Office - 271-5210

MORTGAGE LOAN PROCESSOR
needed for Mortgage Banking firm. Conventional experience necessary. Salary Commensurate. 930-0019
An Equal Opportunity Employer

OFFICE
ASSISTANT
TO $15,000 FEE PAID
Bloomfield Hills law firm seeks an Office Assistant with word processing experience and good typing. Call Jackie at 645-9300.
SNELLING & SNELLING
OF TROY

OFFICE CLERK - Getting a little bored? Children grown? Would you like to have a little extra spending money? We are seeking a responsible of mature, responsible individuals to fill entry level positions in our Southfield office. Willing to train the right person. Auto insurance. Hours 7:30 to 10 late, Southfield, MI., 9-5 PM., Mon.-Fri.

OFFICE CLERK - OAK PARK
Good typing ability, figure aptitude, attendance record important. $13,000 fee paid.
B. HAMIL PERSONNEL
424-8470

OFFICE CLERK
A Manufacturing firm located in Northwest Detroit is looking for a person to fill administrative office. Candidate must have knowledge of word processing, filing and back up investigation. Pleasant working environment. Hours would be 8am to 3pm. Send resume to: 1770 Marie Westland, MI 48185 Attn: Personnel

OFFICE CLERKS
Individuals needed for general clerical office work. Must have clear diction, professional appearance, the ability to alphabetize, answer phones, file & type 50wpm. Call DPR 443-0058

OFFICE HELP needed. Mature person. Light typing, phone, filing, Typing, basic office skills. Call Debbie at 559-7368

OFFICE HELP - PART-TIME
Retail office experience necessary. Must be detail oriented, have good phone manner. Apply in person: Art Van Furniture, 29905 W. 7 Mile, Livonia

OFFICE HELP PART TIME
BIRMINGHAM
540-5995

OFFICE MANAGER - For growth Jeep dealership in Milford. Small office with excellent opportunity for experienced manager or strong assistant manager to take charge. Dealership experience preferred. Please contact Jean McFarland for interview at 685-8705

OFFICE MANAGER - Full time, needed for computer retail store. Must have good typing, filing & general office duties. Apply in person, or mail resume: PC Supply Co., 23935 W. 8 Mile, (E of Telegraph) Southfield 48034. 353-0351

OFFICE POSITION for small retail store in Livonia. Call Dave 476-8220 ext. 474-9734

OFFICE POSITIONS
Southfield based distributor seeks qualified individuals to fill entry level positions. Excellent calculator & math ability needed. Previous office experience preferred. Excellent benefits.
DATA ENTRY OPERATORS
INVENTORY CONTROL ASST
TRAFFIC CLERK
352-0379

OPPORTUNITY! We have a challenging position waiting for YOU. All you need is Secretarial experience & knowledge of Zenith 880, WANG or WANG PC word processor. Call immediately - to start. O/E
MANAGEMENT Services, 589-0500

PART TIME CLERK - Manufacturing company. Experience on CRT and 10 key adding required. $4.75 per hour to start. Call Donna at 559-8700, Ext. 218.

ORDER PROCESSING MANAGER
Manufacturer of Sun Glasses seeks computer person, experience preferred, excellent salary & benefits. Reply to Box 650, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME RECEPTIONIST
for small Troy Engineering firm. Duties involve: answering phones, light typing and filing. Call between 8AM-12Noon for interview. 649-8660

504 Help Wanted Office-Clerical

ORDER
PROCESSOR
$15,600 FEE PAID
Young growing Novi company seeks a quick learner with at least 40 wpm typing. Great potential and opportunity for the right person. Call today!
SNELLING & SNELLING
FARMINGTON HILLS

PART TIME - General office person needed for Farmington Hills corporation. Telephone and light typing experience necessary, word processing experience helpful but not required. Please call Terri, 661-0063

PART TIME OPPORTUNITIES
IN CONSUMER AFFAIRS
People-oriented, two hours and mature persons to assist in the operation of our Consumer Affairs function. These persons must possess a positive attitude and outstanding interpersonal skills. Job duties mainly consist of handling a heavy volume of customer phone inquiries. A typing speed of 35wpm is essential to assure all calls are handled efficiently.
Employees will work 2-3 days a week in off peak periods and 20-25 a week during heavy promotional activities. Send resume to: Pat, 28111 Evergreen, Ste 300, Southfield, Mi. 48076
No overtime. Pay will be $3 an hour with no benefits.
Inquiries should be addressed to:
CONSUMER AFFAIRS POSITIONS
PEPSI-COLA COMPANY
5500 Corporate Drive, Suite 450
Troy, Mich 48007
ATTN: Employee Relations
NO phone calls please
An Equal Opportunity Employer

PART TIME
Receptionist/clerical positions available immediately for attorneys. Ideal for students & working homemakers. Some previous office experience preferred. (1-2 yrs).
MANPOWER
TEMPORARY SERVICES
353-8780

PART TIME
Temporary part time positions to last 8-10 weeks in our claims department. Hours are approx. 9 to 3 Mon. thru Friday. 30-35 hours weekly between 7:30am-5:30pm. Mon-Fri. at high Tech manufacturing & mail. Vicky Saba 349-8000
Liberty Mutual Insurance Co.
An Equal Opportunity Employer

PAYROLL CLERK
Immediate opening, full time, for W. Bloomfield country club. Union payroll & insurance. Bookkeeping a plus. Please send resume to: Rick Wolfe
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL
Immediate opening available for mature individuals with an outgoing personality & good telephone skills. Job duties must possess good math aptitude and attention to detail. Payroll experience helpful but not necessary. Excellent benefit package available. Please send resume to: Peychex, 6900 Orchard Lake Road, Suite 110, W. Bloomfield, MI 48322

PERMANENT PART TIME
Flexible hours for students. Clerical, telephone, public contact & sales ability. Mail & phone work. Call Ann 644-8400

PERSONNEL CLERK - Entry level. Room for advancement. Mature person with good phone manner. Send resume to: 32075 Schoolcraft, Livonia, MI 48150

PERSONNEL
High energy, dynamic personality needed by large corporate group interested in sales/marketing background. Strong phone skills and good telephone and good personal appearance required. Previous experience a plus. FEE PAID.
St. Clair Shores 774-0730
Troy 643-9444
Harriet Sorge Personnel

Personnel Receptionist
Position available for outgoing, detail oriented person. Word processing helpful. Temp to perm position. Apply in person:
ARBOR TEMPS
8400 Hagerty Rd., just S. of Ann Arbor Rd., Plymouth 459-1180

PERSONNEL RECEPTIONIST
Due to rapid growth and expansion, this person will perform a variety of duties a multi-talented individual to manage lower reception lobby. Seeking professional candidate with excellent entry level skills and office experience including typing preferred. Temporary to start. For MLR, 1000 W. Woodward, Birmingham, MI 48009, Attention Gail

RECEPTIONIST for Southfield area tanning. Experience preferred. Call Kim 537-8400

RECEPTIONIST-TYPIST
needed by dentist's busy firm in Walled Lake. Non-smoker. Phone for appointment. 624-8494

RECEPTIONIST
Part time for Birmingham law office (11 hours/wk). Light typing required. Call 540-6400

RECEPTIONIST - part time, 20-30 hours per week. Birmingham. Non-smoker. Nice work. Contact Kim Sanders, 8am-4pm. 344-0260

RECEPTIONIST
Birmingham law firm
Part Time

RECEPTIONIST/TYPIST
55wpm, computer in-put, filing & other miscellaneous duties. Non-smoker. Call Joyce. 478-1100

RECEPTIONIST/OFFICE MANAGER
Fast paced, busy hospital. Bookkeeping experience preferred. Mature, responsible, experienced preferred. 932-0300

RECEPTIONIST/SECRETARY-Dynamic self-starter. Filing, phone skills, typing, Apply in person, Mon-Sat. 462-2968
Rex's Sports Bar
Vernon Towne, 20-28 per week.
Call Lynn 648-4480

RECEPTIONIST needed for medium size Southfield law firm. Good salary and fringe benefits. Please reply to: Box 8000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/PART TIME
Farmington Hills dealership seeking person with energetic, individual with excellent phone skills & manners. Light typing & varied duties. Please call for interview. 471-8200

RECEPTIONIST
Wanted for downtown manufacturer. Duties include typing, filing and multi-line phone system. Experience preferred but not necessary.
PO Box 07133, Detroit, MI 48207.

RECEPTIONIST
Flexible part time hours. Starting salary $3.50 per hour. Must be friendly with good phone manner and great people. Salary paid weekly. Call Rebecca, 427-8333

RECEPTIONIST: Wanted for small Troy office. Light typing necessary. Prefer mature individual. Apply in person, Monday thru Friday, 987 Manufacturers Dr., Westland. (Cherry Hill & Newburgh) Front.

RECEPTIONIST/secretary for sales & marketing firm. This position requires a self-starter, excellent sales & skills & typing. Room for advancement. Sky is the limit for a no limit person. Salary commensurate. 348-2000

RECEPTIONIST/TYPIST
Word processing experience preferred. Excellent benefits and growth opening. Send Resume to Box 6828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
needed for Livonia fast paced professional insurance agency. Must be dependable with friendly telephone manner, good typing & spelling skills required. Send resume to: 19855 West 8 Mile, Livonia, MI 48151

SALES RECEPTIONIST
Typing 45 wmp, no experience experience required, salary plus benefits. Call Jerry at 559-5600

504 Help Wanted Office-Clerical

RECEPTIONIST - For local CPA firm. Requires some typing, bookkeeping experience. Please send resume to Kleiman, Carney & Greenbaum, 32000 Northwestern Hwy., Ste. 275, Farmington Hills, MI 48018, Attn: D. Greenbaum

RECEPTIONIST
Birmingham law firm seeks person to be professional & pleasant. Interviewing for: ILI, 30955 Northwestern Hwy., Farmington Hills, MI 48018

RECEPTIONIST PART TIME
Part time. Busy construction firm is seeking a person with pleasant personality good phone skills & typing skills. Experience with word processing helpful. Flexible schedule. Average 3 days per week. Send resume to: Garrison Co. 24400 Indoplex Circle, Farmington Hills, 48331

RECEPTIONIST/SECRETARY
Needed part time for fast-paced professional company in Troy. Applicants must possess pleasant speaking voice and telephone manner, professional attitude and appearance. Typing 50 wpm minimum with word processing a plus. Please call P. Bartlett, 649-4454 ext. 502

RECEPTIONIST
We are looking for a responsible individual to handle our reception desk front clients. Must have good phone skills and a professional image. Prefer minimum 1 year experience and good typing skills. If interested, please call Sarah Bassett, Personnel at TV Network, Oak Park. 399-2000

RECEPTIONIST/TYPIST
We are looking for an outgoing in our email, attractive office in Southfield. Light typing skills required, excellent benefit package. Please send resume to: Rodney Lockwood & Co., 30100 Telegraph Rd. Suite 426, Birmingham, MI 48010
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RECEPTIONIST
Immediate opening for experienced Receptionist/Switchboard Operator in Rochester Hills area, for individual with excellent communication skills, a professional image, and a minimum typing speed of 55 wpm. Call to arrange an interview.
352-3100
An Equal Opportunity Employer

RECEPTIONIST
For Novi law firm. Excellent non-profit agency. Requirements include pleasant phone, typing and 1 year of office experience. Switchboard and/or word processing helpful. Please forward resume to:
Personnel Office
117 Turk St.
Pontiac, MI 48053
An Equal Opportunity Employer

RECEPTIONIST/
TYPIST
TO $14,000 FEE PAID
Dubby energetic professional Redford company is looking for busy receptionist in fast-paced office. Congenial personality, typing speed of 50, data entry experience, 6 months minimum. Excellent benefits. Call Jeanette at 464-0000
SNELLING & SNELLING

RECEPTIONIST
FULL TIME POSITION
Work in a pleasant office in West Bloomfield offering an excellent working environment & benefits, is looking for a person with excellent telephone & communication skills, typing and general office duties. Previous switchboard experience is preferred. Call