504 Help Wanted Office-Clerical

CLERKS
DATA ENTRY
RECEPTIONISTS
IMMEDIATE POSITIONS AVAILABLE
● TOP PAY
● FLEXIBILITY
● INSURANCE
● HOLIDAY PAY
JOIN THE BEST
557-5700
SNELLING TEMPORARIES
NEVER A FEE

CLERKS
needed to fill full and part-time positions in Bloomfield Hills. Call:
PARTNERS
IN PLACEMENT
474-8500

CLERKS START NOW!!
Start your career with ENTECH SERVICES We offer the best in benefits and pay. The positions below are just a sample of what we have available
● DATA ENTRY CLERKS: Assignments are long and short term in the Troy area. 12-10,000 keystrokes required. Great pay!
● PART-TIME CLERKS: Work 12 hours a day in the Troy area. These great hours are hard to come by! Requires typing 50-60 wpm
ENTECH
SERVICES, LTD.
588-5610

CLERKS
TEMPORARY ASSIGNMENTS
For individuals with good general clerical, 5 months clerical experience, some typing and general business, administrative skills. Flexible hours. Send resume or apply at
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn: Personnel
CLERK/SUPERVISOR
Will assist the advertising manager in all facets of daily maintenance of the advertising department. Typing-50wpm accurately, CRT experience preferred, will train if necessary. This job requires an individual with excellent interpersonal skills, little direction and must have a good attendance record. If interested, apply weekdays at:
HANDLEMAN COMPANY
500 Hulet Drive
(1st stoplight N. of 15 Mile, W. of Livernois)
Affirmative Action Employer
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERK
Switchboard relief, support of secretarial staff, typing 50, operate fax, copier & 10 key calculator. Salary $15,000 & company pays fee in Southfield.
#1 Personnel Place
274-4230

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidate should possess minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK/TYPIST
P.O. Box 779
Detroit, MI. 48231

CLERK TYPIST: Full time and permanent part time position available. Hours flexible. Call for appointment. 559-1212

CLERK TYPIST
Full time position for substance abuse program in Westland area. Minimum high school diploma or equivalent. Must have one year experience in working knowledge of general office practices. $5.62 per hour. Excellent benefits. Call 313-721-2400 ext. 721-5100
An Equal Opportunity Employer

CLERK TYPIST
(Part Time)
City of Farmington Hills
Current position open for consideration for an entry-level Clerk Typist position. General clerical duties and experience working with public desirable. Must be high school graduate or equivalency. Hours are 20 per week, $9.76 - $7.71 per hour. Applications will be accepted until 4:15 p.m. Apply in person or by writing to:
Personnel Department
City of Farmington Hills
31555 11 Mile Road
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK TYPIST
$12,000 FEE PAID
Great starter position for candidate with typing of 45. Tray location, excellent benefits and lots of advancement. Call 649-5900
SNELLING & SNELLING
OF TROY

COLLECTION CLERK needed for full time position in an ambulance billing office. Please send short letter of resume to: EMS, Attn. Rita, 22575 Heslip, Novi, MI 48050.

COLLECTION CREDIT
Light accounting, good speaking voice, good telephone and CRT experience required. Full time. Farmington Hills.
Call Kathleen 476-6655

COMMUNICATIONS ASS'T - exciting PR position, report to VP of major corporation. Must type 50wpm, 60wpm. Displayerrite IV. Geat benefits Call 471-2670
NETWORK RESOURCES AGY.
964-5300 or 642-5400 Fees Paid

COMPUTER DATA ENTRY & general office positions needed by growth oriented West Bloomfield firm. Call Mrs. Sachs for details: Hercules Drawn Steel Corp., 28901 Amrheim, Livonia, MI 48150. Attn: Personnel

COMPUTER Order entry & Billing General office duties. Full time position for Bloomfield Township firm. Computer experience necessary. Blue Cross/Blue Shield.
Christine: 471-5400

CONSTRUCTION SECRETARY
Construction company in Farmington needs well organized person for executive secretary position. This person should have good skills, excellent communication skills, Macintosh computer operation, plus, 10-key calculator machine & typing 50 WPM. Previous office experience required. $8-$9 per hr. Phone 489-0205

CRT OPERATOR - some experience preferred, well organized, good communication skills, credit background a plus, call 827-3380

Customer Service
$16,000-$18,000
Exceptional opportunity to be part of friendly team. Rapidly growing firm seeks person with good math, minimum typing 55 and excellent phone skills. Prior receptionist or customer service background preferred. Standard benefits package. Call or send resume to: Rita Gordon, Harry Barr & Associates, 29836 Telegraph, Southfield, MI. 48034 352-2810

CUSTOMER SUPPORT REPRESENTATIVE
Nationwide Pharmacy Computer Company offering challenging position in our Customer Support Department, home based, customer base. We are looking for an assertive individual with good telephone and oral communication skills that works well as a team player. Must be self motivated and enjoy working in a busy, problem solving environment. 2 yr. college degree or previous experience as a pharmacy technician or customer service rep. is must. Please send resume, including salary history to: B.W./Personnel, 24681 Northwestern Hwy., Suite 400, Southfield, MI 48075
Equal Opportunity Employer
Male/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

JOIN RAPIDLY expanding company & grow with us. Openings for: Customer Service Rep., Telemarketing Rep. Data Processing. We offer competitive salary & benefits in exchange for your hardwork & quality track record. Mail resume to: Suite 107, 28237 Orchard Lake Rd., Farmington Hills, MI 48018, or call 553-8260

CUSTOMER SERVICE CLERK
Entry level position available in our Southfield office. Must have good organizational skills and pleasant phone manner. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

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

DATA ENTRY CLERK
Must be detailed. Minimum 40 wpm. 10 key, up files for fast paced leasing firm. Send resume to: P.O. Box 2459, Southfield, MI. 48037-2459. Attn: Pre-lim Supervisor

DATA ENTRY CLERK
Permanent full time position available at fast paced CPA firm in Southfield. Require Alpha and Numeric keyboard ability with emphasis on accuracy. Other administrative duties included. If you are a hard working, pleasant individual please send resume and salary requirements to: Ms. Steever
Fleming, Hudzinski & Co.
26200 Lahser Road
Suite 500
Southfield, MI. 48034

DATA ENTRY
Experienced in accounting and inventory entry. Recreational, general office duties. Growth position in expanding Co.
937-4000

DATA ENTRY
Indefinite position working for a Fortune 500 company, located in West Bloomfield. $7.00 per hour with good benefits. Call for more information
TSI
Office Services
489-6990

DATA ENTRY - Jr. & Sr. typists. 40-55 wpm & receptionists with some experience on Wang, Downriver or Executone for major Livonia corporation. $100-$300/wk. Call Adam at Uniforce 357-0648

DATA ENTRY operators needed on 1st & 2nd shift now thru mid April. Work in a clean, friendly environment in Livonia on PC's. Hrs. can be somewhat flexible
For an appointment. 525-4774

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. 10-key or typewriter style experience required.
For more information about these positions, please call:
Troy
362-1180
Farmington Hills
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

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 Attn Data Entry

DATA ENTRY person needed for environmental testing laboratory in Farmington Hills. Full time Salary commensurate with experience. Call Maria Brooks 477-0666

DATA ENTRY PERSON needed for entry level position for busy nonsmoking Birmingham co. Long experience helpful. Send resumes to Retail Detail, 102 N Woodward, Birmingham attention AE.

CLERK TYPIST
$12,000 FEE PAID
Great starter position for candidate with typing of 45. Tray location, excellent benefits and lots of advancement. Call 649-5900
SNELLING & SNELLING
OF TROY

DATA ENTRY
TELEPHONE OPERATOR
Full time position for engineering/design firm. Benefits & overtime paid. Send applications to: Receptionist, P O Box 217, Hazel Park, MI 48030 or call 542-2334

DATA ENTRY, Experience preferred but not necessary. Full time, good benefits. Send resume to: P. O. Box 136 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY Position in Birmingham. Type 45+ WPM. Very flexible hours, approx. 20 hrs. a week. Perfect position for housewife or College Student. Call Mel or Dawn, 647-3121

DATA ENTRY
TELEPHONE OPERATOR
Full time position for engineering/design firm. Benefits & overtime paid. Send applications to: Receptionist, P O Box 217, Hazel Park, MI 48030 or call 542-2334

DATA ENTRY, Experience preferred but not necessary. Full time, good benefits. Send resume to: P. O. Box 136 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY. Purchasing and receiving, computer and general office experience desired. Interview Inc. 97 W. Long Lake, Troy, MI

DATA INPUT clerk needed for medical billing office. Speed and accuracy essential. Knowledge of medical terminology and procedures helpful. Call M. Nickel to schedule interview. 353-1155

DATA/ORDER ENTRY for rep firm in Livonia. Good salary, full benefits. Call Angie for appointment. 464-1800

DATA PROCESSING Clerk needed for national manufacturer in the Farmington area. Minimum 2 years experience, good organizational skills, 2 years college preferred. Excellent salary and benefits to the right individual. Reply to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DEPARTMENT
SECRETARY
Our major Detroit based organization has an opening for a Department Secretary in our Transplant Department.
Dictaphone, word processing, IBM/PC experience a must. Must have excellent organizational and interpersonal skills, typing 70wpm or higher and medical terminology. This position is in a modern facility in Farmington Hills with the Chief of Transplant and other top level management.
We offer competitive salary and benefits including health/dental insurance, tuition reimbursement and child care center.
Send resume along with salary requirements in confidence to:
BOX 140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI. 48150
An Equal Opportunity Employer

DIRECTOR
SECRETARY
Work for 2 VP's, PC & Lotus skills & fast typing. $18-$19,000 & Southland employer pays our fee & super benefits.
#1 Personnel Place
274-4230

504 Help Wanted Office-Clerical

DESIGN
Data entry, switchboard operators, typists 50 wpm, jobs available. Call today.
PARTNERS
IN PLACEMENT
474-8500

EMPLOYMENT
COUNSELOR
TRAINEES
The world's large employment service is looking for a few good people for our staff. Pleasant sales profile, people-oriented. Offering salary, commissions, benefits, training. Call 484-0909.
SNELLING & SNELLING

ENJOY PEOPLE?
Southfield area temporary staffing agency seeks personable, energetic individual for scheduling medical personnel with hospitals and private patients. This is a position of responsibility for the dedicated person with mature understanding of people's needs.
• Thrive in a fast paced environment.
• Enjoy working with people.
• Handle stressful situations with detailed work regardless of interruptions.
• Working in or wanting for a company whose excellent reputation is a direct result of team work.
Call about this unique opportunity.
354-0010

ENTRY LEVEL
CLERICAL
$12,000 FEE PAID
Troy location, typing of 45 or higher needed. Any word processing a plus. Great benefits and room for advancement. Call 649-5900
SNELLING & SNELLING OF TROY

ENTRY LEVEL
GENERAL OFFICE
We have several positions now available for immediate placement. Minimum requirements, typing of 45 wpm, ten key calculator, basic math, data entry and word processing a plus. Excellent benefits and employer pays fee. Call Tari at 454-0909
SNELLING & SNELLING

EXCELLENT
OPPORTUNITY
To use your word processing secretarial expertise. Nice suburban firm, $14,560. Fee paid. Benefits. Call 399-3450.
SNELLING & SNELLING

EXECUTIVE secretary needed, earn $8-$9/hr. Temporary to permanent. Call Michelle 425-6226
ETD Temporary Services

EXECUTIVE secretary needed, earn $8-$9/hr. Temporary to permanent. Call Michelle 425-6226
ETD Temporary Services

EXECUTIVE SECRETARY
for Birmingham-based Real Estate Development & Management Company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits package. Send resume to or call: Mr. Howard Goldberg, P.O. Box 1120, Birmingham, MI. 48012. 540-8444

EXECUTIVE SECRETARY
needed for growing Southfield based company. Must be experienced, flexible and willing to grow. Great advancement opportunity. Salary is open. Send resume and salary requirements to: Chief Executive Officer, P.O. Box 2184, Southfield, MI. 48034

EXECUTIVE SECRETARY - Troy area. Shorthand & typing, both 60wpm minimum. Good communication & business skills. Ability to deal effectively with all levels of business. Call Pam 680-9330

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

EXECUTIVE SECRETARIES
We're looking for people with top level skills (60wpm) - word processing perfect - full benefits. To tell you about opportunities at our executive offices in Southfield. Call us at
TECHNICAL RESOURCES AGY
964-5300 or 642-5400 Fees Paid

EXECUTIVE SECRETARY
for growing electronic firm sought. Typing and word processing skills required. Some legal experience preferred. Supervisory qualities considered. Excellent starting salary and benefit package. Resumes to: Personnel Director, 31 Mandee and M. Badat 8am-4:30pm 415-42-2521

FILE CLERK
Entry level position High school graduate, excellent benefits, non smoking facility. Applicants may apply at RG Electronics 34443 Schoolcraft, Livonia 8am-5pm Mon thru Fri

FRIDAY PERSON
For 1 person job. Schedule appointments, bookkeeping, telephone, wholesale & retail sales. Must have outgoing personality. Send resume to PO Box 215, Dearborn Heights, MI 48127

FRONT DESK
To $15,000 No fee
Major suburban firm offers great benefits. Beautiful surroundings! Need good typing and shorthand.
EMPLOYMENT CENTER 540-4130

GENERAL CLERK/TELLER Part time - Could lead to full time position. Multiple job functions. Credit Union experience desired. Interview Inc. 97 W. Long Lake, Troy, MI

DATA INPUT clerk needed for medical billing office. Speed and accuracy essential. Knowledge of medical terminology and procedures helpful. Call M. Nickel to schedule interview. 353-1155

GENERAL OFFICE HELP needed in small business. Helpful in answering phones, bookkeeping and talk to customers. Southfield area. Experience preferred. 353-5779

GENERAL OFFICE - full time for purchasing department, experience helpful. Apply at 22525 Stephenson Hwy, Madison, near 14 mile

GENERAL OFFICE
Full or part-time - To 11 Oak office near Silverdome. Salary negotiable. Experience & computer skills desirable. Benefits. 373-8973

GENERAL OFFICE clerks (11), type 50-50 wpm, light bookkeeping, Mt. Clemens, Horizon, for major Livonia company. $180-$259/wk. Call Patty at Uniforce 473-2932

GENERAL OFFICE HELP - Part time for small company. Flexible hours, good salary. 14 Mile-Telegraph area. 258-1555
&
GENERAL OFFICE - person, part time, 11am-3pm, for large brokerage firm in Oakland County, some receptionist & switchboard experience helpful. Professional image, typo 45-55 wpm, $7/hr. Call Marie at Uniforce 646-7582

GENERAL OFFICE HELP - Part time. Call Joe 425-6600

GENERAL OFFICE - familiar with accounts receivable, accounts payable, payroll and computer helpful. Dependable Call Linda 731-0055

GENERAL OFFICE/PART-TIME Typing 35wpm and processing. Maximum 3 days per week. 1 person only. Rochester area. 656-2250

GENERAL OFFICE/Clerical opening now thru mid April in Livonia. Semi-related, home makers & students welcome to apply. Flexible schedule, all shifts. Call 525-4774

GENERAL OFFICE
Reliable, organized person for small non profit office. Clerical/bookkeeping skills helpful. Will train. Excellent salary. Farmington. 474-6440

GENERAL OFFICE HELP NEEDED for small Southfield investing company. Typing skills required. Call 350-8247 or send resume to: Office Manager, PO Box 1109, Bloomfield Hills, MI 48013.

504 Help Wanted Office-Clerical

GENERAL OFFICE SECRETARY & ACCOUNTING SECRETARY
For major high rise office complex in Southfield. Competitive salary & benefit package. Please send resume with cover letter to:
3000 Town Center, Suite 10, Southfield, MI 48075

GENERAL OFFICE
30-35 hours per week. Type accuracy 40wpm. Two years or more experience. Computer experience helpful but not necessary. Will train. Pay rate open. 12 Mile/Telegraph area. Call Tues.-Wed.-Thurs., 11AM-3PM. 355-1092

GENERAL OFFICE CO-ORDINATOR for medical service company in 13 Mile/Southfield Area. Detailed oriented person with organization skills needed. Small non smoking, friendly office. Mon thru Fri 8:30-5, occasional Sat. AM was required, full time and a half. $7.00/hour + fringe benefits. No health benefits. Ask for Pat, IntraMarket. 540-8010

GENERAL
OFFICE
$15,000 FEE PAID
Good word processing and organizational skills needed. Introductory a plus. Full benefits. Birmingham location. Call 649-5900
SNELLING & SNELLING
OF TROY

GENERAL OFFICE/
TYPIST
TO $18,000
Mature self-starter needed for growing company. Must have 3 years office experience, type 50 wpm, good phone skills and be detail oriented. PC experience a plus. Excellent benefits package offered. Fee paid. Call Sally at 454-0909
SNELLING & SNELLING

GENERAL OFFICE
$15,000
Great opportunity for upward mobility in a secretarial position. Must have typing of 50wpm and at least 2 years stable permanent work background. Variety position requiring flexibility. Call Bernie at
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505

General Office
Clerk/Typist
27 of North America, Inc., the fastest growing subsidiary of ZF-AG and an international Fortune 500 Company, currently seeks a dependable individual to join its Sales Operation located in Farmington Hills.
You will provide a variety of general office support requiring accurate typing skills. Familiarity with office equipment is helpful. Handle several assignments simultaneously and expediently.
Interested and qualified candidates should call or forward a resume or letter of interest to our Corporate Headquarters in Illinois
Personnel Dept.
ZF OF NORTH
AMERICA, INC.
Farmington Hills Operation
500 Briarley Blvd.
Lincolnshire, Illinois 60069-9446
312/634-3500, ext. 169
Equal Opportunity Employer M/F

GROWING ORGANIZATION - needs individual that is a non smoker with general clerical experience with some phases in bookkeeping. Send resume to Mary, 21415 Meyers #23 Southfield MI 48075.

HOMEMAKERS - RETIREES
CLERICAL - TO $5.00
Have a few extra hours a day? Would like to make extra pay? Come down and see us today. TEC has immediate openings for:
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS
GENERAL OFFICE
At TEC we give extra attention to finding the right assignment to fit your schedule. We offer permanent salaries/benefits and most of all exceptional service to our clients. Call us today to start work tomorrow. For top pay call us.
THE EMPLOYMENT CONNECTION
(313) 425-2020
(313) 425-3900

IMMEDIATE
OPENINGS
Kelly Services has immediate openings for Secretaries, Word Processors, ROLM, Dimension, Executive. Some light typing is also required. Typing and word processing skills & a personable manner for this executive office position. Both long & 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

INSIDE SALES/
CUSTOMER SERVICE REP
Distinct sales office moving to Farmington has immediate opening for experienced person. Duties include order entry, word processing, heavy telephone customer contact & good math skills. Send resume with salary requirements to Lifetime Doors, Inc., 17251 W. 12 Mile Rd., Suite 205, Southfield, MI 48076. Cold phone calls will not be accepted.
An Equal Opportunity Employer

INSURANCE AGENCY. (Property Casualty) has immediate opening for Secretary/Receptionist. Dictaphone, word processor, who also has insurance (preferably Personal Lines) and/or secretarial background. Salary commensurate with experience. Call West Bloomfield location. Salary open. Full or part time. 851-0043

INSURANCE AGENCY in Southfield has a full time position available. Must have good typing skills and mathematical skills. Excellent benefits. Part-time positions considered. Call 559-0600

INSURANCE CLERK - Type 50wpm minimum, good math skills, good communication skills, knowledge of personal lines coverages desirable. Send resume to: Mr. Bill Ryan, Alexander & Alexander, 700 Tower Bldg, Southfield, MI 48075. An Equal Opportunity Employer

INSURANCE - Commercial Assistant, 1-2 years experience, basic communication skills, typing a must. Call Dave, 537-7147

INSURANCE: Experienced personal lines CSR. Send resume with salary requirements to: Personnel, PO Box 5400, Northville, 48167

INSURANCE for Personal Lines Customer Service. Some experience preferred. In Redford area. Call Dave 537-7410

INSURANCE - great opportunity for self starter with knowledge of expanding brokerage operation. Varied duties include, running illustrations, and processing applications. Typing and word processing helpful. Looking for detail oriented self starter with ability to deal with experts as well as others. Nice office, free covered parking, good benefits, salary commensurate with experience. Send resume to: Peg, 26533 Evergreen, Suite 815, Southfield MI 48076

INSURANCE
Home office of insurance insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 41/2 day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 1:30am-4:30pm
Fri. 8am-12noon

504 Help Wanted Office-Clerical

INSURANCE
Southfield based TPA looking to hiring File Clerk. Must have good math aptitude & typing skills, computer experience helpful but not necessary. Call Joanne Cameron at 353-5800, ext. 231

INSURANCE - TPA seeking full time health claims analyst. Minimum 2 years experience. Immediate opening 353-5800, ext. 319

IT'S ABOUT
TIME...
That you started working for the best and earning top dollar. We offer the best benefit package in the industry including holiday pay, health insurance and tuition reimbursement. We need:
SECRETARIES
TYPISTS
CLERKS
DATA ENTRY
TRANSCRIPTIONISTS
Call Ada today for your immediate interview.
855-8910
ADIA
Personnel Services
An Equal Opportunity Employer
No fee

JR. SECRETARY
$14,560 FEE PAID
Employer oriented, suburban firm seeks a detail-oriented professional to handle their purchasing department. Minimum typing 50 wpm, with word processing experience a plus. Excellent benefits. Call Teri now at 484-0909
SNELLING & SNELLING

KEY PUNCHER
key punch operator for growing company in Southfield. 8000 key strokes per hour, minimum 10 key calculator and basic math knowledge. Call Carol Shields between 8am-4:30 625-8200 ext 273

LARGE INSURANCE FIRM
Needs Medical Claims Exp.
Minimum 1 year experience. Authority to pay and reject claims. Excellent benefits. Growth potential. $18,000 fee paid. Call 399-3450.
SNELLING & SNELLING

LEASING CONSULTANT, for weekends & evenings, needed for a leasing office. Opportunity in the Dearborn Heights area. 562-3988

LAW FIRM in Bloomfield Hills seeks part time secretary for afternoons. Call Cheri 644-8056

LEGAL ASSISTANT
Entry level position. Eight Attorney firm. Litigation P.I. Call Cora Webb 541-3500

LEGAL - CONTRACT WORKER sought for indefinite period - weekdays, 8-5. Prefer someone who can work on their own, familiar with updating legal files, putting case history in sequence, filing briefs, desk-to-desk, job entails some photocopying & typing. Law Clerk or experienced General Legal Clerk preferred. $10/hr. Call 3-20. Downtown area. Non-smoking building. No Fee!
JOAN MANSFIELD
Legal Personnel
362-3430 or 961-8580

LEGAL
PERM
TEMP
Success in our business is based on our ability to attract talented legal secretaries to legal firms that each feel is the perfect place for them to work 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 personally discuss the wide variety of positions we are representing that fit your background and desires. You decide who you want to work for. You decide which offer of employment ... temporary or permanent ... is right for you. When you work with Pleasant Temporary work in the legal field, come to the office that is the Pleasant Personnel At Law. No fees to you ... ever.
PERSONNEL
AT LAW
3000 Town Center, Suite 2580
Southfield, MI. 48075
358-0060

ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-2909

LEGAL SECRETARY
For sensitive position in Litigation Law firm. Substantial salary, fringe benefits. Minimum 5 years experience.
354-2500

LEGAL SECRETARY - part time. Experienced Word Processing Operator for law firm in Farmington Hills. Part time night shift. Please reply to: P.O. Box 2040, Farmington Hills, MI 48333-0040

LEGAL SECRETARY
Experienced in Corporate litigation firm in Farmington Hills. Wang experience preferred, excellent benefits. Please respond to: P.O. Box 2040, Farmington Hills, MI 48333-0040

LEGAL SECRETARY for 18-attorney Southfield firm. Litigation Law firm. Word processor. Will train for Appeals Department. Good benefits. Top salary. For appointment, call Jean Carmichael at 433-1414, 30 days notice required. 30445 Northwestern Hwy., Farmington Hills, MI 48334-3427.

LEGAL SECRETARY
For Southfield law firm. Corporate and real estate background required. Word processing experience preferred. Excellent working environment, including weekends. Typing skills, knowledge of computers and salary requirements to: Office Administrator, P.O. Box 215, Southfield, MI 48037.

LEGAL SECRETARY-For law firm in Southfield. Real estate background required. Experience with Word Perfect helpful. Call Pat 642-2922

LEGAL SECRETARY
Top skills needed for position with small Farmington Hills Law Firm. 851-8770

LEGAL SECRETARY: Seeking individual with some experience in litigation law office, willing to train right person. Resume to P.O. Box 2040, Farmington Hills MI 48333-0655

LEGAL SECRETARY - Southfield, salary based on experience. Resume to: Personnel Director, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY, excellent salary, need individual with minimum prior litigation experience. Respond with resume to: P.O. Box 653, Bloomfield Hills MI 48303-0653

LEGAL SECRETARY
Experienced who has paralegal background in litigation. Shorthand and word processing a must. The position which requires professional and knowledgeable person. For 5th floor Law firm, Bloomfield Hills. Call Kim between 2-5pm 358-3080

LEGAL SECRETARY-part time for Bloomfield Hills Law firm. Bankruptcy, and computer helpful. Hours flexible. 341-0800

LEGAL SECRETARY-Full time position available immediately for Southfield Attorney. Good typing & word processing. 352-4880

LEGAL SECRETARY
with 1-3 yrs. experience for plaintiff personal injury law firm. Computer experience necessary. Telegraph & 13 Mile Rd. Phone 642-8187

504 Help Wanted Office-Clerical

LEGAL SECRETARY TRAINEE
Excellent typing, Wordperfect word processing, dictaphone experience. $15-18K range, benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

LEGAL SECRETARY - commercial litigation. Minimum 2 yrs. experience. Strong typing & word processing. Downtown & suburbs. Great benefits. To $23K
NETWORK RESOURCES AGY.
964-5300 or 642-5400 Fees Paid

LEGAL SECRETARY
To $24,000 No fee
Work with senior associate in top suburban firm! Excellent benefits, friendly, professional atmosphere! Need mature professional with 3 or more yrs. law office experience.
EMPLOYMENT CENTER 540-4130

LEGAL SECRETARY for business litigation firm. Excellent salary and benefits for experienced person with good organizational skills. Shorthand not necessary. Computer experience helpful. Downtown Farmington location. Send resume to Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Legal Secretary
Posh suburban firm seeks secretary with good organizational skills for senior partner. Shorthand and strong administrative skills required. Comprehensive benefit plan. Salary - $25,000 range. Call Ann Ryan or Susie to Rite Rosden, Nancy Barr & Associates, 29836 Telegraph, Southfield, MI. 48034 352-2810

LEGAL SECRETARY

LEGAL SECRETARIES
Great opportunities with major law firms in the Metro area. Let the school graduate Secretarial course do the perfect job for you. Feed Paid
NETWORK
RESOURCES
DOWNTOWN 964-5300
SUBURBS 642-5400

LEGAL
SECRETARY
$22,000 FEE PAID
Small Birmingham law firm needs 4 years secretarial experience in litigation. Excellent benefits including shorthand. Good typing and word processing needed. Call Mark at 649-5900
SNELLING & SNELLING
OF TROY

LEGAL SECRETARIES
Legal Secretarial positions available in Southfield and Farmington. Positions require minimum 2-3 years legal experience. Proficiency on Word Processing equipment (Wang preferred). Will consider Word Perfect experience with equivalent. Good benefit package. Salary commensurate. Interested candidates should send resume with cover letter and salary requirements to: Advertising Department, Box 142, P.O. Box 2589, Southfield, MI 48037-2589

LEGAL
SECRETARY
TRAINEE
$17,000 FEE PAID
Bloomfield Hills law firm desires some legal experience. Excellent Secretary with 2 years plus office experience. Good typing and word processing skills required. Full benefits. Call 649-5900
SNELLING & SNELLING
OF TROY

LEGAL WORD PROCESSOR - Word Perfect experienced for law firm in Farmington. Great benefits. To $20K
NETWORK RESOURCES AGY.
964-5300 or 642-5400 Fees Paid

MANAGER
TRAINEE
$15,000 FEE PAID
4 year degree, willingness to work hard and motivated. Tray location, management training program of 6 months. Great benefits. Lots of advancement opportunity.
Call 649-5900
SNELLING & SNELLING
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MARKETING
Sales assistant needed by Telemarketing Director of expanding firm. Move from other telemarketing or sales training and clerical support exactly to this position. Leadership territory. Free Paid.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

MEDICAL BILLER needed, full time, for a Novi-based ambulance company. Medical billing, typing, basic general office duties in an 11 - person office. For an interview, call Ron at 357-8300

ONE PERSON Office for construction company; book keeping experience. Expert at Lotus. Send resume to: Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPEN HOUSE
ENTECH
SERVICES, LTD.
Farmington Hills
Office
WEDNESDAY
MARCH 8, 1989
9am - 4pm
737-1744
Please join us for refreshments to discuss career opportunities! We have positions open for the following:
● Secretaries
● Typists
● Administrative Assistants
● Clerks
● Data Entry
● Word Processors:
Displaywrite 3 & 4
Wordperfect 5.0
Lotus 1-2-3
Macintosh
We offer long and short term assignments, good pay, benefits, perks and TRUE word processing training in state-of-the-art facilities. Call today to schedule an appointment!

ORDER PROCESSOR: Order Processing Clerk for Novi based company that is relocating to Livonia, seeks a person who is detail oriented, with a (can do) attitude. Call experience helpful. Excellent opportunity for advancement. Please send resume to: Order Processor, P.O. Box 2020, Bloomfield Hills, MI. 48303-2020

PART-TIME CLERICAL POSITION available for growing Bloomfield Hills company. Flexible hours. Filing and basic computer skills required. Pay not required. Ask for Jenna.
8am-5pm, 827-7580

PART-TIME
RECEPTIONIST/SECRETARY
Farmington Hills' construction firm seeking a person with good phone manner, typing 40 wpm, hours, 3-3 days a week. Call
The Gordon Company
478-3000

PART TIME TELLER. Monday, Tuesday and Friday all day. Will train. Call 535-4115

PERMANENT/PART TIME clerical position in active Westland real estate office. Accurate typing skills required. Mature person. Call Carol Cat Ted Martin or Diane Orr, Red Carpet Kerm 728-2500

504 Help Wanted Office-Clerical

OFFICE ADMINISTRATOR
Rapidly growing software development company in Farmington Hills seeks administrator. Excellent benefits & environment. Send resume & salary history to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Office Assistant/Leasing Agent
Large residential complex in Wayne has immediate opening for a mature individual to fill position of Office Assistant/Leasing Agent. Successful applicant will have experience with Public Relations, telephone sales, typing, filing, familiarity with computers & HUD requirements. Excellent Salary commensurate with experience. NO Phone calls, submit resume to:
Certified Realty, Inc.
38345 W. 10 Mile Rd., Ste. 300
Farmington Hills, MI. 48024

OFFICE ASSISTANT
needed for a rapidly growing Novi company. Word processing experience preferable. Please send resume & salary history to Subtronics, Inc., P. O. Box 40, Novi, MI. 48050, attn: Sue Gardner

OFFICE ASSISTANT
Retail furniture company seeks dependable individuals for immediate full time and part time office/clerical positions. Requires motivated self-starters, good organizational abilities, and experience in basic office skills. Some math skills are required. Apply in person weekdays 9:00 a.m. - 5:00 p.m. Furniture Shoppe, 27734 Novi Rd, Novi MI

OFFICE ASSISTANT
Busy CPA firm in Southfield seeks an energetic person with a positive attitude to assist in tax room, run errands and perform office duties as required. Organized and detail oriented but not required. If interested, please send resume and a cover letter to: Huey Greiner
Fleming, Hudzinski & Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

OFFICE CLERICAL: Redford area. Entry level position for interesting mature, individual to re-entering workforce. Who is self starter and high school graduate. Send qualifications for interview. Box 122, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL
A local company looking for person with pleasant phone voice, answering phones & wholesale appointments. No experience necessary. Part time, working into full time position.
Stanley Steemer, 24404 Catherine Industrial Dr., Sui 316, Hwy. near 10 Mile & Novi Rd. 345-4400

OFFICE HELP NEEDED
15-20 hours per week. Experience with 10 key adding machine and typewriter required. Apply at Ramchargers Automotive, 36534 Plymouth Rd., Livonia

OFFICE HELP - responsible person for fast paced office. Data entry experienced preferred. Apply to 12300 Mermuc, Livonia

OFFICE JOBS
● Receptionist
● Typist
● General Office
● Accounts Payable
Other jobs available too!
Call:
J Martin
Victor
Temporaries
35215 W 10 Mile, between Halstead & Haggerty, (next door to Wendy's)
474-6722

OFFICE MANAGER to work in women apparel business on a part time basis 3 days a week. Must be organized, have strong phone capabilities and perform general office duties. Hours 9-2. Call for appointment Call 358-5757 967-1770

OFFICE PERSON experienced, assist for data entry, answering phones, typing. Start at $6 per hour. Room for advancement. Call Ben 12 noon. 534-4044

OFFICE POSITION. For small retail furniture store. Full time. Livonia area. 474-9724

OFFICE
POSITIONS
Southfield based distributor seeks qualified individuals to fill entry level positions. Knowledgeable in Word Perfect helpful. Previous office experience preferred. Excellent benefits.
DATA ENTRY OPERATORS
INVENTORY CONTROL ASS'T
TRAFFIC CLERK
Call Ms. Bailey 557-9500

OFFICE RECEPTIONIST. Michigan Business magazine, a Southfield a suburban Detroit publication, has a full time receptionist. Duties include answering phones, typing, filing, some general office duties in an 11 - person office. For an interview, call Ron at 357-8300

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