504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY: Bookkeeping, ... rewarded by this growing company. 65wpm, shorthand & computer background. To $22k +
NETWORK RESOURCES
Fees Paid 642-6530

EXECUTIVE SECRETARY
Non-profit organization, in downtown Detroit, seeks secretary for Executive Director. Must have excellent typing, word processing, dictation and supervisory skills. Salary negotiable, excellent benefits. Send resume to: P.O. Box 441667, Detroit, MI., 48224-1667.

EXECUTIVE SECRETARY
Needed for owners of manufacturers rep. Farmington Hills location. Good shorthand and typing a must. Word processing experience is helpful. Send resume with salary requirements to: P.O. Box 2034, Farmington Hills, MI 48018. Attention: General Manager.

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Send resume to: P.O. Box 500, Southfield, MI., 48037

EXECUTIVE SECRETARY ADMINISTRATIVE ASSISTANT
Take charge experience Secretary with positive mental attitude for dynamic full service leasing/finance co. Must have EXCELLENT COMMUNICATIVE skills including: word processing experience, typing 80wpm, shorthand 100wpm. Requires thorough understanding of the English language, self motivated, highly organized, detail oriented & perfectionist. Salary commensurate with attitude & ability. Company expanding to new offices in Farmington Hills. Resume & pay history care of Roger Sanford, 3150 Livernois, Ste. 235, Troy, MI 48083

EXECUTIVE SECRETARY
Experienced, mature for automotive sales office. Must have word processing and spread sheet proficiency, automotive background preferred. Non-smoker. Resume to: Office Manager, 24100 Southfield, Suite 200, Southfield, MI., 48075.

EXECUTIVE SECRETARY
Ambitious, outgoing, experienced in Word Perfect, Lotus, bookkeeping & shorthand. Typing speed 70 wpm or more. 5 years secretarial background. To work in development/interior architectural office in Birmingham. Contact Louise, 647-5900

EXECUTIVE - secretary - Southfield, typing 60 wpm, shorthand 100, people person, benefits. $19,000. Fee paid

RECEPTIONIST - secretary, Farmington Hills, good typing & some speed writing or shorthand, $12,500. Fee paid

WORD - processing openings on short & long terms temporary assignments

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED LEGAL SECRETARY for computerized billing system. Some word processing. Non smokers only. Law office located in modern Southfield high rise. Call Peter 355-5300

FARMINGTON HILLS Insurance Company has openings for the following positions: Clerk/Typist, must have skills of 45 wpm or more. File Clerks, Data Entry Clerks, Junior Underwriter (auto). Please contact personnel department if you possess any of these skills 737-7900 ext 246

FILE CLERK/MESSENGER
Prominent downtown law firm seeks reliable individual to assume daily filing responsibilities at various downtown courts. Reliable transportation and valid driver's license necessary. Salary negotiable. If you are conscientious and have a desire for a flexible part time work schedule, submit resume and a brief statement as to your desired working schedule to:
Office Manager
2300 First National Bldg.
Detroit, MI 48226
No phone calls, please!
An Equal Opportunity Employer

FILE CLERK/PART TIME
We are looking for a dependable, hard working part time file clerk, 15 to 17 hours per week - either mornings or afternoons. Extensive filing and photocopying and some light typing. Prefer at least 1 year experience. Please send resume to: Administrative Mgr., 26555 Evergreen, Suite 200, Southfield, MI 48076, or call Bobbie: 827-4400 ext 260
Equal Opportunity Employer M/F/H

FILE CLERK/TYPIST - a growing company is seeking an individual to work full time in our agency dept. Duties will include typing, data entry, filing, answering phones, switchboard relief, assisting in opening, sorting & distributing mail, previous clerical experience helpful. Hrs. M-F thru Fri. 8:15-4:30. Full benefits. Applications available at Proctor, Homer, Warren Inc. 2100 W. Big Beaver Rd. Troy

FINANCIAL SECRETARY
$16,800
Immediate opening working in nice surroundings in a team player atmosphere using your computer skills. Increase your salary in 6 months to $17,600. Benefits. Fee paid. Call Eleanore at 353-2090. After 5 PM. Appointments Available
SNELLING & SNELLING

GENERAL CLERICAL - to assist in finance and insurance dept. Accurate typist. Full time. For information, call Wendy between 8:30 & 5pm., Mon. thru Fri. 349-2500

GENERAL CLERICAL
For Farmington Hills office. Mon., Wed., & Fri., 12:30-6pm. $6 an hour. Duties include typing and answering phone. Experience helpful. For information, contact Dawn, between 1-4pm, at: 489-5840

GENERAL OFFICE
Variety of duties, excellent typing and math skills a must. Southfield based contractor, 2 girl office. Send resume and salary requirements to: Box 440 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Permanent position for person to do various office functions. Must be well organized & good with figures. 8 Mile - Lahser area. Mr. Carn, 353-0180, ext. 471

GENERAL OFFICE - Typing & receptionist skills required. Full time. Send resume to: Law Office, 3rd Floor, 300 E. Maple Rd., Birmingham, MI 48009.

GENERAL OFFICE
Part time. Typing a must. Pleasant phone voice. 2 days/week-Thursday and Friday. For further details call Miss Wyatt. 358-1090

GENERAL OFFICE
Expanding Birmingham co. has full time positions for general office procedures. Excellent office environment plus benefits. Call 647-0300

GENERAL OFFICE
Fast-paced Birmingham office needs individual, 30 hours per week. Typing 50 wpm, answering phones, computer entry, filing. Will train. Call Mon.-Fri., 9-5: 644-9247

GENERAL OFFICE
Farmington Hills company seeks reliable and hardworking individual to take phone messages and file. Must have good phone voice. Full time/benefits. Call: 553-6260

GENERAL OFFICE
A Novi based company is looking for general office help. Duties include light typing, filing, data entry & phones. Send resume with wage history & requirements to Knight Enterprises/Delta Fuels, attn. Shirley Parker, 40600 Grand River, Novi, MI. 48050.

GENERAL OFFICE position available for Farmington Hills sales office. Permanent, part time. Call Barbara for an interview: 855-6433

GENERAL OFFICE - Instant printing business seeks bright individual with good clerical skills and willingness to learn. 478-9029

GENERAL OFFICE WORK - Redford area, full time, must have good telephone personality, contact Mr. Roberts between 10-6 535-0638

504 Help Wanted Office-Clerical

GENERAL OFFICE
$950/Month
($5.50/Hour)
Typing, filing, & answering phones. Benefits plus excellent working conditions. Post Products, 2065 Franklin, (¼ mile N. of Square Lake Rd.). Apply 9am-4pm. 858-7240

GENERAL OFFICE clerks, type 50-55 wpm, telephones, light data entry experience, work in Livonia, Novi, Farmington, Southfield, $693-$1225/mo. Call Annie at Uniforce 357-0034

GENERAL OFFICE people. Type (45-55 wpm), data entry, 6-9 mos. word processors (light experience) for Farmington, Livonia companys. $5.50-$6.50/hr. Call Marie at Uniforce 473-2930 or Gloria 357-0034

GENERAL OFFICE - people. (Type 45-55 wpm), data entry, 6-9 mos. word processors (light experience) for Farmington, Livonia companys. $5.50-$6.50/hr. Call Marie at Uniforce 473-2930 or Gloria 357-0034

GENERAL OFFICE CLERK
Light typing and filing experience a plus. Free training on a IBM System 36. Busy office, many benefits. Apply in person or send resume to: Waterbed Gallery, 32975 Schoolcraft, Livonia, MI 48150

GENERAL office clerks, (type 45-55 wp, 3-6 mos. office experience). For major advertising agency in Oakland County. Knowledge of word processing, bright beginner spot, $6-$9/hr. Call Mary at Uniforce 646-6163

GENERAL OFFICE
Seeking responsible and motivated individual to work in our Accounting area. Candidate should have a minimum of 5 years general office/accounting experience, be able to type 50 wpm., and possess good organizational, math and communication skills. Send resume and salary requirements to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING - A reliable energetic person to manage Telefax service. No experience necessary. 15-20 hours per week, 12-4pm Mon thur Fri. $4 per hour. Please contact Becky Henning 338-2100

INSURANCE CLERK
Southfield mortgage company seeks experienced hazard insurance clerk. Knowledge of credit life & disability, PC/CRT experience helpful, mortgage background necessary. Excellent salary and benefits. Experienced only need apply. Call 353-5700

INSURANCE
Home office of Livonia Insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4600
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE OFFICE ASSISTANT
Southfield location. Office experience required. Property/casualty, experience a plus. June 557-0700

JOBS - JOBS - JOBS
METRO AREA
Clerical / Secretaries
Receptionists / Data Entry
Word Processors
Top Pay / Vacation & Holiday
Bonus $$ / All Areas
Top Pay - Benefit Package
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - Ann Arbor - Farmington Hills
An Equal Opportunity Employer

KEYPUNCH OPERATORS
1 year minimum experience. We have several openings at our Livonia office for day & night shifts. Full time days, full & part-time nights. Premium pay for midnights. Benefits. Good typist may be considered.
INDATA CORP., 422-8002

SOUTHFIELD LAW FIRM needs legal secretary. Experience required in PI-general practice, IBM, PC, word perfect, excellent salary. Call Steve at: 353-3850

LEGAL ACCOUNTING FILE CLERK
Experienced, Full or part time. Start $5.00 per hour. Call Scott between 10am-2pm Mon. thru Fri. 647-4400

LEGAL PERM/TEMP
Spring is here and new job opportunities are blossoming!
Demand for experienced legal secretaries, legal word processors and legal assistants is very strong throughout Detroit and suburbs. If you are thinking of new employment ... get in touch with us by phone or mail this week.
For those of you interested in the variety of temporary work ... call us now! We can have you working when and where you would like. Our rates are solid! Call for details.
Both our offices represent all Detroit and all suburban openings ... contact the one most convenient to you ... regardless of where you wish to work.
PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060
One Kennedy Square, Suite 1832
Detroit, MI 48226
964-2909

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI., 48075
SANDY MONROE 462-1967
All Fees Employer Paid

LEGAL SECRETARY
Growing 3 attorney Farmington Hills firm at pleasant office park site needs mature, full time person with word processing proficiency. $6.50-$8.00 per hr. Call 553-6010

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8500

LEGAL SECRETARY: Small Birmingham law firm. Executive level. Several years experience. Excellent typing, word processing, and administrative skills. Contact Ms. Caplan at 540-6900

LEGAL SECRETARY
13 Mile & Northwestern. Medium size, expanding law firm. Minimum 2 years litigation experience. IBM computer. Full benefit program. Opportunity. 626-5000

LEGAL Secretary. Defense, Medical Malpractice experience preferred. Bloomfield Hills law firm. Send resume to: Norma Butler, Portnoy & Leader, 3823 Telegraph, Suite 103, Bloomfield Hills, MI 48013.

LEGAL SECRETARY, Troy law office, word processing, excellent typing skills required, District Court experience helpful. 643-4444

LEGAL SECRETARY
Position for plaintiff, personal injury attorney handling primarily product liability & medical malpractice. Presently located in downtown Detroit but moving to Birmingham in approximately 1-2 months. Excellent pay and benefits. 661-4203

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY: For 2 attorney office in Birmingham. Word perfect preferred. Competitive salary. Call 258-8877

LEGAL SECRETARY - experienced, needed for plaintiff personal injury law firm. Computor experience required. Phone Diane at 642-0757

LEGAL SECRETARY
with 1-2 years experience needed for full time receptionist/secretarial position with Clawson law firm. Contact Lynn at 588-7704

LEGAL SECRETARY
with 1-3 years experience, wanted for Bloomfield Hills Law firm. Word processing experience necessary. Phone Denise at: 858-2443

LEGAL SECRETARY - PART-TIME
3 days a week for Birmingham law firm. Some experience necessary. Knowledge of WordPerfect helpful. Call Pat, 642-2992

LEGAL SECRETARY
1-2 years experience for Farmington Hills insurance defence PI litigation law firm, 70wpm, dictaphone. Will train on Micro Soft Word. 737-4747

LEGAL Secretary-Experienced, full time, word processing necessary for busy attorney with 6 person Southfield law firm. Call Mr. Kohn or Charlene, 9am-5pm, Mon-Fri 353-6500

LEGAL SECRETARY for Senior partner. Wang experience, 100wpm. Shorthand or speedwriting, 120wpm. Salary commensurate with experience. Send resume and salary requirements to: L. Kystad, 3000 Town Center, Suite 2600, Southfield, MI 48075

LEGAL SECRETARY
WHO WANTS MORE FREE TIME
Permanent position with 2 or 3 mornings off per week. Business oriented attorney in downtown Birmingham. Experienced and good organizational skills. Word processing skills desirable. Call 258-1511

LEGAL SECRETARY
Aim for the top!
Experience in all areas of law for several top firms. Salaries from $17-$22K. CALL NOW!
NETWORK RESOURCES
All Fees Paid 642-6530

LEGAL SECRETARIAL POSITION
available with law firm located in the Tel-Twelve area. A variety of responsibilities are included in this challenging and rewarding position. Word Perfect at an minimum of 70wpm is required and data management skills preferred. Contact Debby 645-1700

LEGAL SECRETARIES
Large Detroit Law Firm is seeking experienced Legal Secretaries. Requirements include a minimum of 1 year litigation experience, typing 65wpm, professional demeanor. State of Art Automation & Communication equipment, Comprehensive Benefit plan & a Competitive salary, commensurate with background & experience. Send resume to: J. A. Jabara, Plunkett & Cooney PC, 900 Marquette Building, Detroit, MI., 48226-3260
An Equal Opportunity Employer

LEGAL SECRETARY/Office Manager. A sharp individual with excellent office skills including: shorthand, bookkeeping, billing, word processing, spelling & grammatical skills is needed to act as full time Office Manager & Legal Secretary at a Plymouth lawfirm. 455-8200

LEGAL SECRETARY
Downtown Detroit law firm, competent, word processing knowledge helpful, excellent typing skills required, must have 2 years legal experience. Resumes to: Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - for a corporate and estate planning law firm consisting of 2 attorneys and a 3 person support staff. 70 wpm and IBM word perfect skills required. Very pleasant working environment. Ideal position for organized individual able to work independently yet take direction as necessary. Starting salary is $16K per annum, plus excellent benefits. Start date May 1, 1989. Send resume to: Office Manager, Pavlock & Pavlock P.C., 27777 Franklin Rd, 1540 American Center Building, Southfield MI, 48034

LIGHT TYPIST/RECEPTIONIST: Southfield area. Full time. Ideal for High School graduate or mature housewife. No benefits. 559-6720

LIKE TO WORK WITH PEOPLE?
Busy Birmingham real estate office specializing in upscale residential property is now interviewing for a part time receptionist/secretary. Looking for sharp, enthusiastic person with good typing and communicative skills. Real estate experience a plus but not essential. Nice office atmosphere! Ask for Jenifer.
HANNETT, INC.
REALTORS
646-6200

LIKE TO WORK WITH PEOPLE? Busy Birmingham real estate office specializing in upscale residential property is now interviewing for a part time receptionist-secretary. Looking for sharp, enthusiastic person with good typing and communication skills. Real estate experience a plus but not essential. Nice office atmosphere! Ask for Jenifer.
HANNETT, INC., REALTORS
2511 W. Maple, Birmingham
646-6200

LOAN INTERVIEWER/TELLER
Must have credit union background. Send resume & salary requirements to: Livonia Parishes Federal Credit Union, 32516 Plymouth Rd. Livonia, Mich. 48150, Attn: Fred Schuster

MANAGEMENT OPPORTUNITY
THE MEDICALL TEAM, a certified home health agency and staffing organization is looking for an experienced administrator, to fill the #2 position in our busy Southfield office. Must have a track record of successful people/project management. Appropriate education and work history required. Health care background a plus, but will consider all candidates. This position may turn your hair gray but we promise you, you will never be board.
Send resume to:
Katherine Tomlinson/MSH - The Medical Team, 24901 Northwestern, Suite 502, Southfield, MI 48075.

MANAGEMENT POSITION available for experienced Secretary with nursery and landscaping experience preferred. 347-4820

MARKETING
Students - Homemakers - Retirees
Telemarketers needed part time afternoons & early evenings. Novi & Farmington Hills. Good phone voice. $5.00 an hour. Call today.
TEMPORARY RESOURCES
737-1711
An Equal Opportunity Employer

MATURE INDIVIDUAL needed for general office work. Must have good grammar, spelling & math skills. PC literacy & experience essential. Good pay & benefits. Call Mr. Mays, 522-6636

MEDICAL INSURANCE BILLER
needed for full time position in Ambulance billing office. Some experience preferred, please send resume to: Community EMS, 22975 Heslip, Novi, MI 48050. Att: Rita

MORTGAGE PROCESSOR
Experienced in FHA/VA & Conventional. Call Pat or Mark, 646-5510
An Equal Opportunity Employer

OFFICE ASSISTANT
Looking for mature person to assist in small office. Pleasant surroundings and working environment. Clerical experience helpful, but outgoing personality most important. Call Ms. Murphy evenings. 697-4553

504 Help Wanted Office-Clerical

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
- Admissions
- Collections
- Hospital Billing
- Medical Reception
- Medical Transcription
- Physician Billing

Earn great pay with no fee. Call a Tempro Representative today for more information.
TEMPRO
443-5590

MEDICAL SECRETARY
Full or part time in top Dermatology office in Farmington Hills. Must have a least 1 yr. experience or training & type at least 50wpm. Call 553-2962

MEDICAL SUPPORT STAFF
VNHHS currently has a full time opening for a support staff in our Westland office. This position is ideal for the individual who is self directed, organized, & enjoys problem solving. Qualifications for this position include some experience with & knowledge of medical insurance, orders & terminology, & a typing speed of 40wpm. Full benefit package is offered. If interested please call: Visiting Nurse Home Health Services, Detroit, MI 48202. 876-8516
An Equal Opportunity Employer

MEMBER SERVICE Representative with business or financial experience. A full time position utilizing telecommunications and data entry skills at entry level. No selling. Opportunities for growth and advancement. Liberal benefits. Send resume and salary requirements to: Central Credit Union of Michigan, P. O. Box 5210, Detroit, MI 48235. Attention Ms. Briggs.

OFFICE ASSISTANT
Full time position available. Southfield location. Individual must possess excellent communication & organizational skills. Prefer individual BiLingual in Spanish. Good math ability, calculator skills necessary. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI 48086

OFFICE CLERICAL
Ambitious, dependable person accurate with numbers for order dept. Plymouth area. Call Sue V. at 455-4400

OFFICE CLERICAL
Manufacturing company has opening in corporate headquarters for full time office clerical. Must type 50-55wpm. Good typing skills and familiarity with data entry. We offer competitive salary & benefit package. Send resume with salary history & requirements to: Box 452 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERK/RECEPTIONIST
Needed in suburban Nursing home, competitive wages paid. Send resume or apply in person to: Administrator, Oak Hill Care Center, 34225 Grand River, Farmington, MI 48024

OFFICE CLERK TYPIST
Growing organization seeking full time individual who is flexible & personable. Good communication skills & phone etiquette is essential. Word processing experience preferred. We offer an excellent benefit package & opportunity for career growth. Please call or submit resume to:
GUARDIAN ALARM CO.
20800 Southfield Rd.
Southfield, MI. 48075

OFFICE COORDINATOR
Needed for insurance/marketing firm. Full time, Mon-Fri, 9am-5pm. Health/life benefits included. Call Employers Health Insurance Co., 647-9240

OFFICE HELP - experienced. Full time. Filing, general posting and typing. Help with incoming phone calls. Computer experience helpful. Apply in person: Mon. thru Fri., 9-5 pm., 13000 Inkster Rd., Redford, just S. of Jeffries.

OFFICE MANAGER
small Troy firm seeks office manager to oversee & control all facets of business. Bookkeeping & computer experience a must. Chris 585-2222

OFFICE MANAGER wanted for Educational Center. College degree required. Marketing experience and flexible schedule preferred. Send resume to: RMI 18250 Northland Dr. Suite 007, Southfield MI. 48075

OFFICE MANAGER/BOOKKEEPER
Experienced in computer Lotus a must. P&LF, insurance, quarterly tax reports, sales tax. Send resume to: 25511 Southfield Rd. Suite 116, Southfield MI. 48075

OFFICE MANAGER
Health Care Provider needs an all-around Office Manager. Duties include Payroll, Billing & Client Communications. Outgoing personality more important than experience. Call Miss Murphy, days, 848-2550 eves. 852-4538

OFFICE MANAGER
Farmington Hills office has an immediate opening for a qualified individual to perform general office duties. The position requires a self-motivated individual, typing 70 wpm and word processing skills. Should have at least 2-3 years experience. Salary based on qualifications. Full benefits. Call Susan at 489-5440

OFFICE MANAGER
Proprietary career school is looking for cracker jack organizer. Established business in expansion & growth mode needs working office manager. Position requires speed & accuracy to deliver service to our clientele. Must be experienced manager. Excellent benefits for the right super star. Send resume to Box #500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER TRAINEE
Seeking well organized individual with good clerical skills to grow with expanding company. 478-8150

OFFICE MANAGER - experienced in word processing, good phone habits, must be people oriented. Send resume to: 785 Auburn Rd, Pontiac, MI 48058

OFFICE MANAGER/SECRETARY
Fast paced and growing Real Estate partnership desires person who can take charge, type and has bookkeeping expeience. Send resume to: 7459 Middlebelt Rd, Suite 3, West Bloomfield, MI 48233

OFFICE MANAGER for Southfield lawn firm. Experience individual to handle direct supervision of support personnel, bookkeeping, payroll, computerized billing, group benefits and insurance. Send resume to: Managing Partner, 18161 W. 13 Mile Rd, Southfield, MI 48076.

OFFICE PERSONNEL
Expanding national company in Livonia has a need for Data Entry Operators & Clerk Typists. Accounting knowledge helpful. Send resume to: Send resume to:
1408 Allen, Troy, MI. 48083

OFFICE PERSON needed part time for answering phones, typing, filing & other misc. office duties. Must be mature, responsible & willing to work some Sat. Please submit letter of application to:
Patio Enclosures. 40480 Grand River Ave., Suite A, Novi, Mich. 48050.
Or Call Laura Diedrich: 473-3980

OFFICE PERSON, minimum $250 a week. Send resume to: Personnel 26847 Grand River, Suite 25, Redford MI. 48240

OFFICE POSITIONS
Southfield distributor seeks qualified individual for entry level office positions. Excellent calculator & math ability necessary. We provide excellent benefits & working conditions. Call before 11am 352-0379

ORDER DESK CLERK for office supply equipment company. Reliable and energetic person needed. Competitive wages & excellent benefits. Apply in person only, Gregory & Leonard, 2546 Elliott, Troy.

ORDER PROCESSOR
Experienced for food broker in Birmingham. Oversee order desk, accurate typing, good people skills. Food broker experience preferred. Full major medical, dental and other fringes. Contact Cary, Bob Arnold & Assoc., 646-0578

504 Help Wanted Office-Clerical

PARALEGAL - Entry level position for Southfield Defense Firm. Excellent benefits. Call Lori 356-4141

PART TIME flexible days & hours, for insurance agency located in Southfield. Experience preferred. 559-5810

PART TIME - office help needed: filing, typing, answering phones. 3 hours per day. Private school. Rochester area. 375-1700

PART TIME - permanent office help, Mon.-Fri., 10am-3pm. Troy area. Call between 9am-11am. 546-6543

PART TIME SECRETARY
For law office. Will train in legal. Flexible morning hours. Call Sarah: 642-4149

PART TIME TYPIST
U of D, downtown campus. Hours negotiable. $5.50 per hour. Call, 927-1501

PART-TIME - 3 days - Tues. thru Thurs. 8am-4:30pm. General Office for mfgr. Plymouth-Canton area. Light typing, will train. Please call Sherry for appointment. 453-1199

PERMANENT Part Time - Morning & afternoon hours available. Clerical, telephone, public contact & sales ability. Call Mr. Cone, 644-6343

PERSON FRIDAY
to answer phones in my casual office. Please leave message - if tape answers. 443-5613

PERSONNEL CLERK
3 to 4 month temporary position. Experience preferred. Call:
J Martin Victor Temporaries
38215 W. 10 Mile, Between Halstead & Haggerty, (inside Suburban Medical Building)
474-6722

PRODUCTION CONTROL CLERK
Troy based manufacturing company seeks self starter with 2-3 yrs related experience in manufacturing environment, must have strong data entry & communicaion skills, attention for detail & math aptitude. Salary $17-$21,000. Full benefits.
Fee paid. Call Sheri Hill for more details
AMERICAN
SCI 649-2010

PUBLIC SERVICES/HOUSING SPECIALIST
The City of Wayne is accepting applications to establish a public services/housing specialist eligible list based on competitive examinations.

Starting salary $21,100 to $25,013 depending on experience or qualifications. High school diploma or GED, supplemented by typing/computer operations, bookkeeping/accounting and/or other commercial subjects is required. Must pass typing test at 45 wpm minimum, must have considerable knowledge of public housing administration. Must possess & maintain a valid Michigan drivers license.

The City of Wayne is an equal opportunity employer & minority candidates are encouraged to apply. Applications are available at the personnel department, City Hall, 3355 So. Wayne Rd., Wayne, MI 48184. Completed applications must be recieved in the personnel department by April 27, 1989.

RAPIDLY GROWING equipment leasing company in Southfield needs experienced documentation credit assistant. Immediate opening. Please call: 352-8460

Ready For A Career Change?
ENTECH SERVICES, LTD. provides FREE evening training on popular software to qualified applicants. Must be proficient on at least 1 PC wordprocessing package. Call us if you are interested in long or short term word processing assignments in the Farmington Hills area.
ENTECH SERVICES, LTD.
737-1744

FRANKLING SAVINGS BANK
has a full time Receptionist position available at our main office. Applicants should be mature an friendly. PC skills helpful. Please send resume to Personnel, P.O. Box 5006, Southfield, MI., 48086 or fill out an application at 26400 W. 12 Mile Rd. in Southfield.
An Equal Opportunity Employer

RECEPTIONIST - must be able to type & do clerical work. Machining Center, 5982 Ford Ct. Brighton. 1-229-6208

RECEPTIONISTS - W. Bloomfield Nursing Center near Maple & Drake needs Part Time 9am-2pm, Sat. & Sun. & 2pm-8pm Sat. & Sun. Please call Jack Bell for further information 661-1600

RECEPTIONIST
Entry level position.
Birmingham Law firm.
646-7177

RECEPTIONIST - fast paced office, phones, filing, typing & data entry. Experience preferred but will train, non smoking office. Apply: Wolverine American, 24540 Capitol, Redford, MI. 532-5600

RECEPTIONIST
Fast paced steel warehouse seeks personable person to answer phones, do light filing & some typing. Send resume to: Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST: Immediate opening for qualified receptionist, with a Fortune 500 Firm located in Livonia. Must have excellent telephone manners, and good typing skills, for a fast paced office. Salary commensurate with background. Send resume to Personnel Department: Tillinghast, 38705 Seven Mile Rd. Suite 450, Livonia MI. 48012-1005.

RECEPTIONIST/TYPIST: Full time. Bloomfield Hills Architectural firm. 334-5000

RECEPTIONIST
Full time for downtown Birmingham salon. 646-1060

RECEPTIONIST/SECRETARY: One girl office, some computer, bookkeeping experience. Excellent opportunity for right person. 476-2866

RECEPTIONIST
Full time, benefits. Livonia area. Send resume and salary history to: 35501 Veronica, Livonia 48150.

RECEPTIONIST
Must type 45wpm.
Some clerical experience.
Call Steve at 667-7909

RECEPTIONIST
needed for Birmingham Industrial Shop to start immediately. 646-8000

RECEPTIONIST - FULL-TIME
Reliable individual to assume daily Office responsibilities. Previous experience preferred. Call 547-4400

RECEPTIONIST
Full-time Entry level position for Troy printing company. Duties would include clerical, word processing and working with customers. Willing to train. 528-1183

RECEPTIONIST: Full time position available for person with good phone skills. Typing a must, 40-60 wpm. Send resume to Office Manager, PO Box 29, Plymouth MI. 48170.

RECEPTIONIST/GENERAL OFFICE
Entry level position available for person with good clerical skills, typing ability and pleasant phone manner. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST
Part-time and full time available in busy Westland office. Must be organized and have neat appearance as well as courteous phone etiquette. No experience. Must be 18. Call Lauren at: 427-9335

RECEPTIONIST/CLERK - temporary, full time position, May thru August for fast paced office in Redford. Experienced with switchboard phones a must. Light typing, send resume to: R & D Enterprises, PO Box 5390, Northville, MI. 48167

504 Help Wanted Office-Clerical

RECEPTIONIST/EXPERIENCED
For small, corporate headquarters office. Secretarial, word processing and light bookkeeping experience helpful. Send resume and salary requirements to: Liz Hatch, P. O. Box 2589, Southfield, MI., 48037-2589.

RECEPTIONIST
For Madison Hts. office with excellent typing, spelling, and outgoing personality. Company benefits. $6 per hour. Mail resume to: P. O. Box 83154, Troy MI 48083-3154

RECEPTIONIST
Needed immediately for Birmingham property management company. Must possess good typing & math skills, growth potential, non smoker, excellent benefits. Please call Bob at 647-0980

RECEPTIONIST
Receptionist/Switchboard Operator needed for commercial leasing company. Secretarial skills helpful. Must be professional & personable. Send resume to: ILL 30055 Northwestern Hwy, Farmington Hills, MI 48018. Attn: Receptionist.

RECEPTIONIST
For busy Southfield CPA firm. Good typing skills and professional phone skills required. Word processing experience helpful. Send resume to: Receptionist, 26877 Northwestern Hwy., Suite 200, Southfield, MI 48034

RECEPTIONIST/TYPIST
Busy Southfield consulting firm needs a bright, dependable, pleasant self-starter to handle the front desk. Typing accuracy more important than speed. Duties include computer input. Will train. Call Tina at 356-4410

RECEPTIONIST SECRETARY
Suburban Real Estate Office needs 1 full-time and 1 part-time secretary receptionist. Accurate typing skills a must! Experience preferred. Call
Century 21
Today 538-2000

RECEPTIONIST: Troy Distributor needs receptionist for fast paced office. Good phone manner, and some typing required. Good salary plus benefits. Send resume and salary requirement to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-CLERICAL, part time employee, Mon., Wed., Fri., 10am-3pm, Tues. & Thur. 9am-3pm. Duties include answering phones & filing, must have friendly voice. No pressure job. Perfect for mother with children in school or senior. Call for more information or stop by to fill out application. Artic Window, 33712 Ford Rd, Westland 522-4440

RECEPTIONIST/SWITCHBOARD OPERATOR
For retail distribution center, full time. General office skills, typing and telephone skills required. CRT and PC experience a plus. Apply in person: Spartan Stores, 9075 Haggerty Rd., Plymouth, Tues.-Fri., 8AM-4PM.
An Equal Opportunity Employer

RECEPTIONIST FULL TIME
Pleasant outgoing personality a must. Basic filing, typing and phone skills required. Generous benefit package. Apply in person 8am-4pm.
Moeller Mfg Co
12173 Market St
(W. of Levan, N. off Plymouth Rd)
Livonia, Mich
591-6222

RECEPTIONIST/SECRETARY
Due to rapid expansion, Farmington Hills engineering firm requires a Receptionist Secretary. Experience with computer, typing,& general office duties. Excellent benefits & 401K pension plan. Please send resume including salary requirements to: Director of Administration, 27200 Haggerty Rd., Ste B-12 Farmington Hills 48331

RECEPTIONIST
FULL TIME
Well established firm in W. Bloomfield offering an excellent working environment and benefits, is seeking an individual with excellent telephone, communication skills, general clerical abilities with previous switchboard experience preferred. Call Mon-Fri, between 1-5pm only. 737-7060, Ex-202

RECEPTIONIST
Immediate opening for energetic and outgoing individual for modern proprietary school. Typing and IBM PC experience preferred. Please send resume to Box #490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Immediate opening for experienced candidate for front desk position. Duties will include answering phone, typing correspondence, filing, general office duties. Accurate typing, Wordperfect experience, and a willingness to co-operate as a team member a must. Company paid benefit package. Salary commensurate with experience. Please send confidential resume to:
Carol Wooster, 31555 14 Mile Rd., Ste 310, Farmington Hills, MI 48018

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 is full-time with a full benefit package. For consideration, please send resume to:
Receptionist/Switchboard Operator
P.O. Box 779
Detroit, MI. 48231

RECEPTIONIST
Immediate full time temporary position available in Farmington. Good communication skills necessary. Must have own reliable transportation. $6.00 per hour. May result in permanent position. Call today!
CORPORATE PERSONNEL SERVICES
Livonia 476-1010
Plymouth 454-4616

Receptionist/Typist
This long term assignment requires typing 35-40 WPM and some phone experience. Southfield location. Call now!
ENTECH SERVICES, LTD.
737-1744

RECEPTIONIST - light clerical, 3 days a week, Mon, Wed, Fri. Southfield area. 353-2250

RECEPTIONIST - full time summer position. Light clerical skills required, Northville. Call between 6pm-8pm, Mon.-Fri. 344-4884

RECEPTIONIST - Entry level. Full time for Rochester Hills firm. Respond to: P.O. Box 1890, Troy, MI 48099 or call 853-2520

RECEPTIONIST/BOOKKEEPER
Benefits. Plymouth area. Send resume to 39550 Schoolcraft, Plymouth, MI 48170

RECEPTIONIST needed for Farmington Precision Tune. Outgoing personality with good telephone & math skills. Call Kirk at 476-8863

RECEPTIONIST - Full time. Duties will include answering phones & light typing. Please call Shayne at 855-6300

RECEPTIONIST/GENERAL OFFICE work, part time, 2pm to 6pm. For Insurance Agency in Rochester Hills. Call for appointment 853-7005

RECEPTIONIST
Full time, self starter, Multi-line phone skills. Call for interview 349-6350

RECEPTIONIST
Full time receptionist with a fast paced company. Start immediately. Call Gayle 258-0000

RECEPTIONIST/SECRETARY
Good people skills needed for entry level position in Troy. Will train. 828-3290

504 Help Wanted Office-Clerical

RECEPTIONIST
Good phone voice, mature, neat. [illegible]
R & R TEMPORARIES, 569-1708

RECEPTIONIST
For photographic studio. Requires all around office skills. Royal Oak area. Call: 545-0973

RECEPTIONIST FOR Troy advertising company. Needs to be congenial, dependable, with good phone voice. Call Joyce 641-0400, Ext. 185

RECEPTIONIST
for dermatologist office in Redford. Must have good phone skills, typing, etc. Please call 737-7111

RECEPTIONIST
full time position available, for mature person with typing & computer skills plus general office experience. Call Diane 478-8130

RECEPTIONIST with excellent telephone skills. Livonia based communications company. Assist customers, direct phone calls, keyboard experience preferred.
Call Barbara Davis 522-7163

RECEPTIONIST
Busy front desk in a rapidly growing Birmingham firm. Experience required. Professional phone manners, light typing & Misc. office tasks. Full time with benefits. Call 647-8200

RECEPTIONIST POSITION
Rapidly expanding Southfield company needs outgoing and organized person, previous experience helpful but not required, competitive wages and benefits. For interview schedule call 353-8510

RECEPTIONIST/TYPIST
Bookkeeping & computer skills a plus. Full-time with excellent benefits. Livonia. Send resume to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate opening for a highly organized individual who has good phone and typing skills. Excellent opportunity for a self-motivated person with a positive attitude.
For a confidential interview, call: 489-0148, Ext. 229

RECEPTIONIST to answer multi line phone, have good typing skills & to help with other general office duties. Good chance for advancement. Busy, pleasant office environment. Apply in person only. Contractor Steel Co. 36555 Amrhein, between Levan & Newburgh, Livonia.

RECEPTIONIST/SECRETARY
TROY FULL TIME
Mature, reliable, good with people & pleasant phone manner. Good typing skills. Knowledge of WordStar helpful, or we will train. No experience needed for simple bookkeeping. Call Mary Kay 8 to 3. 362-1120

RECEPTIONIST/SECRETARY
Full time. Basic secretarial skills needed. Willing to train on computer. Full medical/dental. $8.25/hour. Advancement. Send resume to:
Auto-trol 24800 Denso Dr.,
Suite 150, Southfield, MI 48034
Or call Vicky for interview 352-9100

RECEPTIONIST/CASHIER
Do you have a pleasant phone voice & a cheerful attitude? That's all you'll need for this entry level position. Apply in person Mon.-Fri., 10am-6pm:
Action Oldsmobile
33850 Plymouth Rd.
Livonia, MI., 48150

RECEPTIONIST/SWITCHBOARD OPERATOR
International CPA firm is looking for a receptionist with experience on a multi-line switchboard. Full time. Dependability a must. Downtown location. Send resume & salary requirements to: L. Parvin, 500 Buhl Building, Detroit, MI 48226

RECEPTIONIST immediately wanted for evenings. Ideal for mature homemaker seeking a permanent evening position. Excellent salary, pleasant office surroundings. Must have pleasant voice, able to make appts and decisions. 7 Mile & Southfield area, Mon thru Fri, 4pm-8:45pm. Send brief resume to: Evenings, P.O. Box 35275, Detroit, MI 48235.

RECEPTIONIST
A dynamic high-energy sales office in Troy is seeking a professional, enthusiastic individual who also has some secretarial skills. Excellent environment & a positive fast paced day. Hours are flexible. To $6.50/hr. Call Thurday afternoon or Friday between 8am-11:30am.
OM5 585-4200

RECEPTIONIST/SWITCHBOARD. Automotive manufacturing supplier seeks skilled receptionist for Southfield Corporate Headquarters. Experience required: 1 yr. minimum on switchbord, type 50wpm, proficient with word perfect. Excellent communications skills. Excellent wage and benefit package offered. Send resume and salary requirement to Box 452 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
If you are interested in working in the corporate headquarters of a dynamic, hi-tech, fast paced company, in the Troy area, and realize the true importance of a receptionist position as we do, then we may be the company for you

If you have a good phone voice, a cheerful disposition, a positive attitude, a desire for extensive contact with the public, the skill to type 50 accurate wpm and are self motivated, please send your resume and salary requirements for confidential consideration to:
CITY ANIMATION CO.
57 Park St., Troy, MI 48083-2783
An Equal Opportunity Employer

RENTAL AGENT - Bright cheerful person, experienced in apartment retnal needed. General office skills. Call. 721-8111

RETURN
To general office work. 20 flex hours weekly. PC & word skills a must. $8 an hour. Send resume to: McPhail PR-Publishing, 32233 Schoolcraft, Livonia 48150

SALES SECRETARY - growing industrial distributor looking for experienced person to handle 5 outside salespeople. 268-1717

SALES SECRETARY
Must be neat with good phone manners. Main duties include; order entry, phone orders and walk in orders, for full service glass shop. Send resume or apply in person: Acme Glass Co., 60 Ecorse, Box 298, Ypsilanti, MI 48197.

SALES SECRETARY
Wanted for automotive manufacturing company which works with the Big 3. Requirements: typing 60wpm, knowledge of quotations and P.O.'s helpful; shorthand and general administrative skills desired. Please send resume & salary requirements to: Regional Manager, 3883 Telegraph Rd., Suite 201, Bloomfield Hills, MI 48013

SALES SECRETARY
Busy Wayne office, has immediate opening for experienced full time secretary to handle typing, phones, paper work, processing, project, etc. Must be enthusiastic, quick learner, type 65wpm, be organized & accurate. Salary negotiable plus benefits. Please Call Kyle 729-8200

SALES SECRETARY
Needed immediately for small manufacturing firm. Steady job, excellent benefits package. $6/hr starting pay, non smoker wanted to work in pleasant office surroundings. Phone, computer work, and plenty of customer contact. Experience preferred but will train. Apply in person only at Hydro Craft. 1821 Rochester Industrial Dr., Rochester Hills, Located 2 Blks W. of Livernois, N. off Hamlin

SALES SECRETARY
A major industrial electronics distributor has an immediate opening for an experienced secretary to support our busy sales department. We are looking for a mature and highly motivated person who must possess excellent organizational and communication skills. Typing and word processing skills are a must. This is a challenging position for those who can handle a diversified amount of tasks. Position offers competitive wages, excellent benefits, profit sharing and advancement opportunities. Send resume in confidence to: Laura O'Neil, Pioneer Standard Electronics, 13485 Stamford, Livonia, MI 48150. An Equal Opportunity Employer

SECRETARIAL/CLERICAL, part time position, 9am-1pm daily. Typing, filing, bilingual (Spanish) preferred. Hourly ± benefits. Southfield Law office. 358-4105

504 Help Wanted Office-Clerical

MON-FRI 1:30pm To 7:30pm, time will vary. Must enjoy people, work well under pressure, 10 key by touch, variety of duties, including: cash verification, data entry, answering phones. $5.50 per hour. Ask for Beth before noon only. 591-3232

OFFICE MANAGER/SECRETARY
for small contractor. Take charge of billing, job costing, payables, receivables, light bookkeeping, typing. Good phone voice. Computer experience helpful. Good benefit package. Send resume and salary requirement to: Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL
Good communication and office skills for printing firm located in Redford. Full time position. Will train, but prefer experience. Immediate opening. 532-6626

SECRETARIES
Must have varied word processing experience, type 60 WPM, have good phone voice. Many long and short term assignments available in western suburbs. Call Linda:
ACRO SERVICE CORP., 591-1100

SECRETARIES
WORD PROCESSORS
Immediate positions available
Livonia - Farmington
Southfield - Detroit
Wang, Wordstar
Word Perfect, DW3-4
Lotus 1-2-3, Micro Soft Word
WORK WHEN YOU WANT
WORK CLOSE TO HOME
- GREAT PAY
- HOLIDAY PAY
- CASH BONUSES
- CHALLENGING POSITIONS
- INSURANCE

JOIN THE BEST!
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/ADMINISTRATIVE ASSISTANT - for small growing company. Must have excellent oral & written communication skills, duties include typing, correspondence, data entry, billing, answering telephones, filing & light bookkeeping. Must be a self starter & quick learner. Send resume & references to: T. Mines, The Mines Graphic Arts Co. Inc. 30600 Telegraph Rd. #1150, Birmingham, MI. 48010

SECRETARY-All purpose secretary for exciting real estate development company. Need mature, organized person skilled in IBM word processing, shorthand, and with good telephone skills. Call 332-0550

SECRETARY
A SOUTHFIELD located major insurance company is seeking a good typist for a secretarial position in our employee benefit department. If you type 55wpm. Utilize a transcribing machine, have excellent spelling, grammar & punctuation skills and love a challenge, we would like to talk with you. The position requires good oral skills. Strong mathematic skills, general office skills, and the ability to work under the pressure of deadline. Excellent benefit package. Please call Classie Hushaw for an interview at: 423-2003
eoe m/f/h/v

SECRETARY/BOOKKEEPER
(Administrative Assistant)
Full time temporary position with long term potential for the right individual. If you are well organized, have a strong sense of responsibility, excellent communication & telephone skills & a full range of general office capabilities, this may be the position for you. Will be working without direct supervision; handle, distribute & file correspondence, receive orders & prepare invoices. Computer skills needed. This position which is available immediately will include some on-site training. For confidential consideration, please send employment & salary history to: Administrative Assistant, P. O. Box 320, Plymouth, MI 48170

SECRETARY
Chief Executive of property management group needs independent project person able to handle detail, large volume correspondence and create tracking system. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Serge Personnel

SECRETARY
COMMERCIAL REAL ESTATE
Commercial bank in Troy has an immediate career opportunity for an experienced Secretary. Candidate should have knowledge of mortgage loan documentation, professional customer relation skills and excellent typing ability. Salary commensurate with experience. Send resume and salary history in confidence to:
HUMAN RESOURCES - SOE
P.O. Box 5823
Troy, MI., 48007-5823
Equal Opportunity Employer M/F

SECRETARY
Corporate department has opening for secretary with 60 wpm typing skills. Full benefits include 401K and tuition. Call: 344-8700
or send resume to: Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050.

SECRETARY
Due to expansion, an experienced Secretary is needed for downtown Ann Arbor investment company. Candidates should be able to type 65-70 wpm. PC experience is necessary with Microsoft Word and LOTUS background preferred. Excellent interpersonal and telephone experience is necessary. If interested, send resume and salary requirements to:
McKINLEY ASSOCIATES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Entry level position available. Attractive benefit package. Fun atmosphere. Inquire within or send resume to: The Barclay Inn, 145 S. Hunter, Birmingham, Mich. 48009
Attn: Ann

SECRETARY/Entry Level - needed for growing Farmington Hills firm. Responsibilities include - basic typing, filing, telephone answering, copying and assistance to administrative staff. Send resume to: P.O. Box 120, Franklin, MI 48025.

SECRETARY
Excellent opportunity for student or 1 yr. experience.
939-0780 or 858-7730

SECRETARY/Executive Assistant
For fast paced office. Mature, reliable, accurate, attention to details, experienced. Good telephone, typing skills. No smoking. Send resume to Mrs. B., at Jobar, Inc. 27150 W. 8 Mile, Southfield, MI 48034

SECRETARY
EXPERIENCED
Good secretarial skills and word processing essential. Immediate Opening. Competitive salary and excellent company paid benefits. New offices in Southfield. Send resume with salary requirements to Box 238 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - experienced, with good typing and organizational skills for consulting engineers. Basic knowledge of word processing essential. Call after 9 am. 559-0290

SECRETARY
Experienced, to work in small Southfield sales office. Duties include customer client phone contact, typing, record keeping, filing, accounting. PC experience helpful. Send resume to: Tichenal Associates, P.O. Box 443, Southfield, Mich 48037.

SECRETARY
Farm Bureau Insurance Group has a secretarial opening in our Birmingham office. Hours are 8:30am - 5pm Monday-Friday. Duties include public contact, filing, typing, and computer terminal work. Typing ability and previous clerical and public contact experience required. Microcomputer and insurance knowledge beneficial. Qualified candidates send resume to:
Farm Bureau Insurance Group
4178 Highland Road
Pontiac, MI 48054
681-6181
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY for 1 girl office for construction company. Good communication skills, typing & light bookkeeping. Full time position, good working conditions. 855-2000

SECRETARY
for glass shop, full time. Farmington area. 847-1214

SECRETARY
for venture capital group. Must have excellent phone skills, must type, 30/hrs per week, $4.50/hr 258-6630

SECRETARY - For 1 person Southfield office. Experience with bookkeeping, payroll, union benefits. Part time position. 357-3333

SECRETARY for Birmingham office, computer skills important, venture experience desireable. Write: Mr. M, 2441 Yorkshire, Birmingham, 48009.

SECRETARY - for senior partner of Birmingham law firm. Will train someone with word processing skills. Contact Ann between 9am-Noon 642-7844

SECRETARY - Full time in Troy Area. WordStar experience preferred. Type 45-65 WPM, Non smoking office. Donna 879-7070

SECRETARY - full time position in Southfield for mature, experienced secretary with good basic skills. Much variety & challenge working for busy executives WordPerfect a plus, salary $18,000.
Send resume to Secretary, 26911 Northwestern Hwy. #300, Southfield, MI. 48034

SECRETARY/GENERAL OFFICE
excellent typing skills and phone personality. Growth opportunity. Resume and salary requirements to: Delta Advertising Specialties, 16445 W. 12 Mile Rd., Suite 106, Southfield, MI 48076

SECRETARY
Growing Farmington Hills computer consulting firm has an immediate opening for a full time secretary to perform various office duties. Strong office skills and a minimum of 1 yr. WordPerfect or PC experience required. Ideal candidate will be able to work independently & possess a strong desire to learn new skills. Please send resume in confidence to: Thomas Computer Consultants, 33333 W. 12 Mile Rd., Ste. #101 Farmington Hills, MI., 48018.

SECRETARY - Growing suburban Co. Excellent entry position with great growth potential. Some computer experience helpful. 255-6228

SECRETARY - Immediate opening, 2 or 3 days/week in Southfield for mature, experienced secretary who likes variety, must be flexible & like people, good grammar, typing & general office skills a must. Wordperfect helpful. Call Mrs Jennens 351-2602

SECRETARY
Individual needed for major corporation n Farmington Hills. 5 years secretarial experience & a banking or finance background helpful. Must have the ability to type 70wpm, Lotus & Displaywrite IV desirable. Excellent salary & benefits.
Call Christine at DPR, 443-0511
or send resume to Suite 149, 19827 W. 12 Mile, Southfield, MI 48076.

SECRETARY - manufacturing office in Farmington Hills seeks bright, alert person with some knowledge of production scheduling, inventory or labor planning Or must be willing to learn. Computer background is required. Call Mon. thru Thurs. between 9-3 471-2300

SECRETARY - Mature person with good organizational skills. Typing accuracy. Wordperfect experience & phone skills. Apply Mon-Fri, 9am-4pm at Embassy Suites Hotel, 28100 Franklin Rd., Southfield.

SECRETARY
National Health Agency requires good communication & office skills, steno, typing and filing. Excellent benefits. Send resume with salary requirements to: Box 520 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

SECRETARY - needed with excellent secretarial skills and willing to grow with new company. Novi area. Call and ask for Mr. Purther, 347-2424

SECRETARY/OFFICE MANAGER
For national construction firm opening office in Farmington. Word processing, computer and general office skills required. Call weekdays, 8am-5pm 478-0400

SECRETARY
Our company is one of the top 10 fastest growing companies in Michigan. If you are flexible, professional & enjoy secretarial work, we have unique employment opportunities awaiting you. Send resume to:
1403 Allen Dr., Troy, MI. 48083

SECRETARY/PART TIME
Non-smoking, 2 positions 1 Novi & 1 Plymouth. 347-4100

SECRETARY - Position for Southfield-based group insurance & managed healthcare marketing organization: Word processing & general office experience required. Starting salary up to $18,000. Excellent benefits. Send resume or letter to Box #414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Professional Southfield CPA firm seeks dependable, hardworking & enthusiastic Secretary for Personnel Dept. Successful candidate will be self-motivated, well-organized & a Team Player. 2-3 yrs. Secretarial & Word Porcessing experience, a Must. Personnel experience, a Plus. Generous salary & benefits. If interested, please send resume & salary requirements, to: Ms. Eaton, P.O. Box 891, Southfield, MI., 48037
An Equal Opportunity Employer

SECRETARY RECEPTIONIST - weekend position, Sat 9am-5pm, Sun 10-5pm. Must have good telephone skills and typing ability, W. Bloomfield area. Call Liza. 683-2900

SECRETARY/RECEPTIONIST - Farmington Hills borkerage firm seeks secretary/receptionist for busy office, will train. Salary commensurate with experience.
Call Marilyn, 737-2600

SECRETARY/RECEPTIONIST - growing company needs person with strong organizational, shorthand, phones & word processing skills. Must be able to work effectively with others. Send resume & salary requirements to Personnel, 32255 Northwestern Hwy., #180, Farmington Hills, MI, 48018

SECRETARY/Receptionist needed for general contractor in Farmington Hills. Full or part time. Please call, 553-8485

SECRETARY/RECEPTIONIST for management office. Light bookkeeping, phone, typing, non-smoker, Southfield area.
Call: 352-1811

SECRETARY/RECEPTIONIST
Immediate full time position for experienced receptionist/secretary. Typing and phone skills a must. $12,000 plus benefits. Send resume to: CDPA, 3000 Town Center, Suite 1515, Southfield MI. 48075
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST — Sharp person with good personality needed for front desk position with manufacturing firm in Livonia. Good typing, math & phone skills a must. Some experience in data entry required. Bookkeeping skills a plus. Apply in person, 9am-4pm, Mon.-Fri.: 32874 Glendale, E./Farmington, between Plymouth & I96. 261-4400

SECRETARY/TYPIST
Full time position available in estimating department. Word processing experience is required.
CENTURY SPRAY CORP.
39001 Schoolcraft
Livonia, MI 48150
464-0100 ext. 200

SECRETARY
Western Wayne County. Word processing & dictaphone experience needed. Excellent salary & fringe benefits are available. Reply in confidence to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with construction background to manage small office. Billing and scheduling experience necessary. Full time employment. Call between 9AM-3PM 646-7770

SECRETARY: With good typing skills and office manner needed for Northwest Detroit office. Must be reliable. Reply PO Box 8046: W. Bloomfield, MI 48304