504 Help Wanted Office-Clerical

FARMINGTON HILLS Blists. Farm Insurance Agency opening for Service Representative. General office skills required. Call ...

INSURANCE AGENT seeking multi-line part-time Marketing Assistant/Secretary. Mon. Wed., Fri. Livonia area. 525-3170

INSURANCE AGENCY in Southfield needs person with bookkeeping skills and other insurance experience. Part time, flexible hours. 358-1606

INSURANCE CLAIMS EXAMINER Medical & dental. Thirty party administrator needs a full time person. Send resume to: EOE, Box 2365, Farmington Hills 48333 or call Kay or Janet. 553-4107

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. Call Sheila Kelly-Kelly, paid holidays & vacations. Call:
591-4590
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE: Small, well established agency in Northwest Troy location, looking for customer service rep., experience in Property, Casualty and computers. Non-smoker preferred. Please call. 528-1658

INSURANCE REPORTING CLERK
Collect all information necessary to record job functions on proper forms for accounting. Verify worksheet counts against actual number of pieces produced. Qualifications include good Math, handwriting and organization skills. Aggressive and enthusiastic person and PC experience.

ACCOUNTS RECEIVABLE/PAYABLE
Record and maintain accounts receivable/payable records. Maintain regular contact with vendors and aggressively pursue past due accounts. Prepare monthly journal entries to record all sales and cash receipts. Qualifications include accurate and detailed record keeping. Good telephone manner and communication skills. General bookkeeping and accounting knowledge or experience. Energetic and aggressive attitude towards collections.
Send resume and salary requirements to:
ADSTRA CORPORATION
101 Union St.
Plymouth, MI. 48170

JOBS
JOBS
JOBS
METRO AREA
Clerical Secretaries
Receptionists Data Entry
Word Processors
Top PayVacation & Holiday
Bonus $$ All Areas

Our Farmington Hills office has extended its hours of Mon-Fri. 9-7:30 PM. Please feel free to stop by after work for an interview.

Top Pay - Bonus - Paid Vacation
TEMPORARY RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - Auburn Hills - Farmington Hills
An Equal Opportunity Employer

LEADING MICHIGAN communications company is seeking top quality individuals for the following positions:
Full time ADMINISTRATIVE CUSTOMER SERVICE REP to work with Fortune 500 clients. Excellent organizational, communication and data analysis skills required. Corporate collection experience preferred.

ADMINISTRATIVE ASSISTANT - Marketing Dept. Requires a high degree of organization, along with excellent organizational and communication skills. Will handle multi-function responsibilities. 1-2 years word processing experience required. Customer service experience a good helpful.

All candidates must be team players with a high degree of professional polish. Call Mrs. Rogers, Director of Personnel, 559-2000 or 559-5794.
569-2337
An Equal Opportunity Employer

LEASING CONSULTANT- summer part time position for luxury apt community in Farmington Hills area including weekends, sales experience helpful. Phone Mon-Fri. 10-5pm. 362-4082

LEGAL SECRETARY
Southfield Law Firm. Experience required in Probate, Wills, Trusts, P.C., Workout Experience. Excellent salary. Call Sharon 557-3350

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

Real Estate expertise for busy Associate. WANG & Plus. Pleasant surroundings. To $22,000.

Small General Practice in Southfield. IBM MICROSOFT. Light experience qualifies. To $19,500.

Top Twenty Law Firm needs WORD PERFECT Secretary. Location: Superb Benefits. To $21,000.

Temporary spots are available all over town. Let us know where and when you want work. Top rates! Call this week for long or short term work.

Both our offices represent all Detroit-area employers. Verify this with us. Contact the one most convenient to you ... regardless of where you work or live.

PERSONNEL AT LAW

3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060

One Kennedy Square, Suite 1632
Detroit, MI 48226
962-1917

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900,
Southfield, MI. 48075
SANDY MONROE 352-1967
All Fees Employer Paid

LEGAL SECRETARY
Growing Livonia/Farmington Hills firm is pleasant office, plus site needs mature, full time person with word processing proficiency. Salary $8.00 per hr. Call 653-8010

LEGAL SECRETARY
Permanent position, 35 to 5 hours daily. Experienced, pleasant, 9 Mile/Southfield area. 559-6100

LEGAL SECRETARIES

Experienced, for permanent & temporary positions.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL Secretary, Defense, Medical Malpractice experienced preferred. Bloomfield Hills law firm. Send resume to: Norma Butler, Positions Leader, 3883 Telegraph, Suite 103, Bloomfield Hills, MI 48013.

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

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Let our 25 years of service and assurance work for you. For personal placement services, temporary or permanent, register now with the agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-0188

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 258-2443

LEGAL SECRETARY - PART-TIME
3 days a week for Birmingham law firm. Some experience necessary. Knowledge of WordPerfect helpful. Call Pat, 642-2922

LEGAL SECRETARY
1-2 years experience for Farmington Hills insurance defense PI litigation law firm. Typing 50 words per minute. Train on Micro Soft Word 737-4747

LEGAL SECRETARY
Position for pleasant, personal injury attorney handling primarily product liability & medical malpractice. Firm entity located in downtown Detroit but moving to Birmingham in approximately 1-2 months. Excellent pay and benefits. 961-4206

LEGAL SECRETARY with experience in personal injury for Southfield firm. Excellent salary. Minimum of 2 years experience. Call 354-2500

LEGAL SECRETARY, Troy. Typing & word processing experience. Part time, 3 days, Thurs., 10noon-5pm. Begin: 5/1. Call 649-5223

LEGAL SECRETARY
Needed for Southfield law firm. Good typing. English & shorthand skills required. Word processing experience helpful. 540-1100

LEGAL SECRETARY
Experienced full time for Bloomfield Hills law office. Word processing necessary, salary commensurate with experience. Call 647-4343

LEGAL Secretary wanted full time, word processing necessary, 1-2 yrs experience for business & corporate attorney. Call Mr. Kohn or Marilyn, 9am-5pm, Mon-Fri 353-6500

LEGAL SECRETARY - Full time for personal injury defence firm in Troy. Word perfect experience preferred but not required. Send resume and salary requirements to: Law Firm, PO Box 394, Troy, MI 48084.

LEGAL SECRETARY needed for partner of Birmingham law firm. Must have legal & WordPerfect experience, type 80. Excellent benefits. Salary commensurate with experience. Contact Jan, 540-8282

LEGAL SECRETARY
Full time, experienced. Self motivated person need only apply. Must be able to start immediately. Send resume to 24100 W. Warren, Dearborn Heights, MI. 48127

LEGAL SECRETARY
Immediate opening. General practice attorneys. Some experience helpful desirable. Word processing helpful. Pleasant work environment in Plymouth. Call 454-0010

LEGAL SECRETARY: Small Birmingham law firm. Executive level, minimum 5 years experience. Excellent typing, word processing, and administrative skills.
Contact Ms. Captain at 540-5900

LEGAL SECRETARY
with excellent skills for Southfield Personal Injury Firm. Litigation experience required & knowledge of IBM PC using WordPerfect helpful.
353-7575

LEGAL SECRETARY EXPERIENCE to work with prestigious Livonia law firm in general practice. Must be highly motivated and organizable. Send resume to Box 578 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$22,000

A friendly midsize firm with an excellent reputation will appreciate your good skills. Nice benefits. Fee paid. Call Sue at 353-2090.
After 5 PM. Appointments available
SNELLING & SNELLING

LEGAL SECRETARY
Law firm in Westland/Livonia County is accepting applications from experienced legal secretaries. The successful candidate will have strong word processing, dictaphone and communication skills. Highly competitive salary and full benefits. Send your resume and salary requirements, in strict confidence, to: Box SECOBserver & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
for Southfield general practice, word processing helpful. Salary negotiable. 558-8700

LEGAL SECRETARY
Small downtown law office needs full time legal secretary with Word-Perfect experience. Salary and benefits commensurate with experience. 963-0570

LEGAL SECRETARY
WHO WANTS MORE FILE 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: Prestigious Bloomfield Hills firm, minimum 5 yrs. legal secretarial experience required. Word perfect experience helpful. Excellent pay and benefits for selected applicant. Please forward resume to Office Manager, Howard & Howard Attorneys, 100 Bloomfield Hills Parkway, Suite 110, Bloomfield Hills MI. 48013

LEGAL SECRETARIES
Our growing Southfield law firm has secretarial positions available in all departments. Positions require minimum 2-3 years legal experience, proficiency on word processing equipment (Wang preferred) and 70 wpm typing. We have excellent benefits and a friendly work environment. Interested applicants please send resume and salary requirements to: Adwena Detlef, Schulman, Lifton, P.O. Box 2349, Southfield, MI 48037-2569.

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 who can work independently yet take direction as necessary. Starting salary is $18K per annum, plus excellent benefits. Start date May 1, 1989. Send resume to: Office Manager, Pewsey & Pewsey P.C., 27777 Franklin Rd., 1540 American Center Building, Southfield MI. 48034

LEGAL WORD PROCESSOR
Prominent downtown Detroit 16 attorney plaintiff law firm seeks word processor with experience in negligence and/or workers compensation. Typing of 70 plus words per minute and knowledge of word perfect necessary. Firm offers a secure liberal benefit package including 14 personal days/year, 3 weeks vacation after one year, medical, dental, optical, prescription, life and long term disability insurance, pension plan, tuition reimbursement, and parking stipend. Salary negotiable. Send resume to:
Office Manager
2300 First National Bldg.
Detroit, MI 48226
No phone calls, please
An Equal Opportunity Employer

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 Janet.
HANNETT, INC.
REALTORS
646-6200

LIVONIA AREA order desk receptionist, good benefits, some experience preferred.
525-8300

504 Help Wanted Office-Clerical

LOAN INTERVIEWER/TELLER
Full or part time position available. Send resume & salary requirements to: Personnel Manager, Federal Credit Union, 32916 Plymouth Rd. Livonia, MI. 48150. Attn: Fred Schuster

LOOKING for dependable & knowledgeable seasonal office assistant to help individual irrigation/landscape co. Filing, light typing & other office duties. Computer knowledge a plus. 358-2062

MAIL ROOM
Needed for Troy publisher. Duties include full mail room, using PB 5630, general office duties, errands & company car. Back up for switchboard. Must be self-starter, have good attitude, good memory. Minimum 2 yrs. experience. Salaried position with excellent benefits. $18,000. Resumes to: Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANY POSITIONS AVAILABLE

Whatever you skill level, Kelly services has the job that is right for you!

Call today for any of those jobs!

- Receptionist
- Secretary
- Typists
- Word Processing
- Data Entry

Apply at the Kelly office nearest you today.

Southfield.....352-5220

KELLY TEMPORARY SERVICES

The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

MARKETING TRAINEE - Your professional skills position with a fast rewarding career in residential and commercial real estate. Bayview leads, flexible hours, $40,000 plus incentives and a secure future. Call about our CAREER SEMINAR Saturday, January 21. 478-5008

MATURE RESPONSIBLE PERSON needed to fill receptionist position for busy real estate office in Troy. Duties include answering phone and typing (55 wpm). Hours 1-6 Mon-Fri. Please send resume with wage requirements to: Theresa, 30258 Van Dyke, Suite C, Utica MI 48087

MEDICAL INSURANCE BILLER needed now. Full time position in Northwest Detroit. Medical insurance experience preferred, please send resume and salary requirements to: Box 2365, Farmington Hills 48333, Attn: Rita

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 Temporary Resource live today for more information.

TEMPRO
443-5590

MEMBER SERVICE Representative needed for Credit Union in Livonia area. A full time position utilizing telecommunications and other office skills at entry level. No selling. Opportunities for growth and advancement. Liberal benefits. Send resume and salary requirements to: Central Credit Union of Michigan, 30095 Schoolcraft, Detroit, MI 48235 Attention Ms. Drake.

MESSENGER/FILE CLERK
for Farmington Hills accounting office, full or part time. Call Ms. Karla 851-3300

MORTGAGE COMPANY EXPANDING
Because of our great sales, organization we now are in need of experienced people for the following positions:
- Processor - minimum 2 years experience
- loan officers - experienced with a following;
- Branch Managers - for new areas.

Call Liberty Mortgage Corp.
358-2345

Mortgage Loan Processor

We have an excellent opportunity available for an experienced FHA, VA & Conventional Mortgage Loan Processor. Responsibilities will include compiling necessary information for obtaining loan approval; contacting builders, brokers & applicants daily; and maintaining filing of processed applicants. Please forward resume to: Office Manager, Howard & Howard Attorneys, 100 Bloomfield Hills Parkway, Suite 110, Bloomfield Hills MI. 48013

MEDICAL RECEPTIONIST
Busy Birmingham office needs receptionist, good phone manner and typing skills. Flexible hours. Call Kathy at 555-5370 or 645-5282.

OFFICE HELP/PART TIME
Good phone manner and typing skills. Flexible hours. Call Kathy at 555-5370 or 645-5282.

504 Help Wanted Office-Clerical

OFFICE CLERK

for miscellaneous duties. Typing skills required. Payroll experience required, some bookkeeping experience helpful. Good benefits. Salary position.
Farmington area 471-1504

OFFICE HELP - experienced. Full time. Filing, general posting and typing. Help with incoming phone calls. Computer experience helpful. Apply in person: 30400 Grand River Ave., Farmington

OFFICE HELP/FULL TIME
Mature, articulate person needed to work in 1 person office. Computer knowledge helpful. Accurate typing a must. Pleasant telephone manner is essential. For interview call 453-5317

OFFICE HELP NEEDED
15-20 hrs. per wk. Experience with 10 key adding machine & typewriter required. Apply at: Ramchangers Automotive, 36534 Plymouth Rd., Livonia.

OFFICE MANAGER
small Troy firm seeks office manager to oversee all aspects of business. Bookkeeping & computer experience a must. Call 524-2220

OFFICE MANAGER for Southfield law firm. Experienced individual to handle direct supervision of support personnel, bookkeeping, payroll, computerized billing, group benefits and insurance. Salary commensurate to Managing Partner. 18161 W. 13 Mile Rd, Southfield, MI 48076

OFFICE PERSONNEL
Full time, Typing skills. Canton area. Send resume to: 7287 Lilley Rd., Canton, MI 48187, or call 453-8222

OFFICE POSITIONS
Southfield area. Must possess qualified individual for entry level office positions. Excellent clerical, typing & math ability necessary. We provide excellent benefits & working conditions. Call before 11am. 352-0378

OPERATORS
Metagram America, an expanding telecommunications company located in Troy, is seeking qualified telephone operators for full time/part time positions. Requirements include:
- professionals
- typing/PC skills
- excellent grammar and spelling
- pleasant, enthusiastic phone voice

Positions available for our 24 hour, 7 days/week operation. We offer excellent benefits and opportunity for advancement. Interested applicants please call 560-1000. EOE

ORGANIZED, MOTIVATED, executive secretary with strong background, bookkeeping, word perfect, and knowledgeable to work for Birmingham Real Estate Developer. Salary & benefits are negotiable. Call ask for Mike 647-8210

PART-TIME EXECUTIVE Secretary 1 person Southfield office. Duties include: payroll, taxes, payables, receivables, union benefits 357-3333

PART TIME General Office, mature person in commercial real estate. Bayview leads, flexible hours, $40,000 plus incentives and a secure future. Call about our CAREER SEMINAR Saturday, January 21. 478-5008

PART-TIME, Mon.-Fri. 1:30-7:30pm. Duties include: cash verification, entering sales receipts. Must have work well under pressure and enjoy people. Southwest Livonia Office. Call Beth 591-3232

PART TIME

Permanent part time position for a transcriptionist in our central steno department. Experience, good typing and spelling skills required, no shorthand needed.

You may work the 20-25 hours weekly on a flexible schedule and choose to work 3,4, or 5 days Mon.-Fri. Part time benefits include paid vacation, holidays and participation in company profit sharing plan. Apply Novi Town Center location. Call Vicki Sale 348-8000
Liberty Mutual Insurance Group
An Equal Opportunity Employer

PART TIME RECEPTIONIST
for general office work, 3-5 days per week. Must be willing to work flexible hours and learn new product. $5 per hour to start. call Gina at: Eccentric Newspapers, 362-3300

PART TIME RECEPTIONIST
10AM-3PM, Mon.-Fri. Beautiful Farmington Hills location.
851-1444

PAYROLL position with general ledger experience required. Call Livonia/Plymouth area, familiarity with union reports is necessary. Experience with payables is a plus. Please send resume to: Box 2365, 14400 King Rd. Riverview, MI. 48193

PERMANENT Part Time - Morning & Afternoon hours available. Clerical, telephone, duties - contact & sales ability. Call Al Cone, 464-6843

PERSONNEL

Growing international company needs Executive Secretary & Personnel Assistant to assist manager & V.P. of Human Resource Department. Must have strong interpersonal & typing skills. Excellent benefits & salary.
Fee Paid
Call Kathy 965-3230
Or resume to:
CAREER CONNECTION AGENCY
1870 PENDBSCOT BLDG.
DETROIT, MICH. 48226

PERSONNEL

High Volume, dynamic personnel needed by personnel group interested in expanding their clerical background. Strong phone skills, clerical support and good personal appearance required. Salary commensurate with experience.
FEE PAID
St. Clair Shores 774-0720
Troy 649-4144
Harriet Sorge Personnel

PHONE ORDER DEPARTMENT
Full time, Monday-Friday, 8-5pm. Diversified duties include answering phones, filing, pleasant phone manner, typing. 472-1 & 8 Mile area.

PHONES, TYPING, Word processing, misc. office duties. Salary & benefits negotiable to: P.O. Box 52351, Livonia, MI 48152

PRUDENTIAL INSURANCE Co. of America has an opportunity for clerical staff person. Some computer knowledge needed. Responsible for entry insurance knowledge desirable but will consider clerical background, employment, pleasant working conditions, 4 day week, paid vacation, excellent benefits package. Please call 541-1680
An Equal Opportunity Employer

PURCHASING/PRODUCTION CONTROL CLERK
Manufacturing firm seeks detailing individual with minimum of two years experience in purchasing or production control. Requirements include IBM data entry and knowledge of production scheduling. Ability to type. Should possess excellent written and communication skills and interface effectively with others and be well organized and detail oriented.

Excellent benefit package and working conditions. Send resume to:

MARKETING DISPLAYS, INC.
24430 Indoplex Circle
Farmington Hills, MI 48331
Attn: Manufacturing Dept.

AUTO DEALERSHIP now accepting applications for full time Receptionist. Must have pleasant phone voice & able to type 40 wpm. Apply at Gray Chevrolet, 30250 Grand River, Farmington

DO YOU LIKE CARING FOR PEOPLE who like caring for people in a professional atmosphere? Beacon Receptionist for our Home Vet Care Centers. Apply at: 24429 Grand River, Detroit, 532-4000

MORE THAN A RECEPTIONIST
Outgoing personality required for temporary position. Light typing, operating switchboard & variety of office duties, good typing skills. Farmington area, $19,000-$18,000 plus A-1 benefits and many extras.
Call Connie 478-0200

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

RECEPTIONIST/CLERK - temporary, full time position, thru mid August for fast paced office in Redford. Experienced with medical record phones a must. Light typing, send resume to: R & D Enterprises, PO Box 5380, Northville, MI. 48167

RECEPTIONIST needed immediately. Full time. Pleasant personality to answer phones, light typing and filing. Hours 9-5pm. Farmington Hills area. Ask for Phyllis or Pat.
489-9300

504 Help Wanted Office-Clerical

RECEPTIONIST: Troy Distributor needs receptionist for fast paced office. Good phone manner, and some typing required. Good salary plus benefits. Send resume and salary requirements to: Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SWITCHBOARD OPERATOR — Downtown Detroit-Renaissance Center. Experienced, dependable individual for an entry-level position. Outstanding candidates must be courteous & business-like with excellent phone skills. Switchboard Operator experience helpful but not required. Salary commensurate. Apply for interview in our growing firm. This position is full time with a full benefit package. For consideration, please send resume to: Reception/Switchboard Operator
P.O. Box 779
Detroit, MI. 48231

RECEPTIONIST
Good phone voice, mature, neat, well also handle general office duties. R & R TEMPORARIES, 569-1708

RECEPTIONIST/SECRETARY - employee relations office in Southfield. No sales. Call today for appt. 425-6225 ETD

RECEPTIONIST - Experienced for professional office. Southfield. Call 559-9130

RECEPTIONIST
And general office work for Farmington Hills insurance. Mature, responsible. Full time. 855-0503

RECEPTIONIST WANTED for pleasant modern office in Southfield. Light typing, pleasant telephone voice. Call 358-0613

RECEPTIONIST/SECRETARY: One girl office, some computer, bookkeeping, typing, telephone. Good opportunity for right person. 476-2666

RECEPTIONIST
Full time. Southfield, Livonia area. Send resume and salary history to: 30001 Venoka, Livonia 48150.

RECEPTIONIST with good telephone, typing & 10-key skills. Our office is a pleasant place to work, and we offer a pleasant work environment. Please call Marti at: 355-2222

RECEPTIONIST
With typing skills for progressive plastic company. Paid benefits. 35 hr/wk. Please send resume to: Box 2365, 14400 Suver, Troy, MI 48084

RECEPTIONIST/ADMITTING Clerk - Full time, Days, Evenings and weekends. Typing required. Apply: Farmington Hills Rehab. Hospital, 9am-4pm 19810 Farmington Rd., Livonia

RECEPTIONIST - fast paced office, phones, filing, typing & data entry. Pleasant surroundings. Full time, non smoking office. Apply: Wolverine Insurance, 24340 Capitol, Redford, MI. 532-5600

RECEPTIONIST - Immediate opening for busy Birmingham office. Phone system, daily mail, use of fax machine. Light typing & data entry. Business forms distributor located in Southfield. Call 354-0700

RECEPTIONIST - mature person needed. Warren area, phones, light typing & filing. 8am-4:30. $5/hr. Call Mrs. Ferguson. Must be dependable. Valid drivers license required. Call between 10-4
824-9500

RECEPTIONIST/GENERAL OFFICE
Entry level position for person with good clerical skills, typing and pleasant phone voice manner. Must be able to work flexible hours. Send resume to: P. O. Box 2365, Farmington Hills 48333

RECEPTIONIST needed immediately for expanding company. Person with telephone experience required. Experienced in bookkeeping & office work helpful. Send resume and salary requirements to: Box 2365, 14400 Suver Road, Livonia, Michigan 48150

RECEPTIONIST - mature person needed. Warren area, phones, light typing & filing. 8am-4:30. $5/hr. Call Mrs. Ferguson. Must be dependable. Valid drivers license required. Call between 10-4
824-9500

RECEPTIONIST/SECRETARY
We are seeking a dynamic individual to handle receptionist tasks for our client based, sales driven company. Excellent communication skills, typing & organizational skills are a must. Salary commensurate with experience. Call Ms. Gail 254-8500

RECEPTIONIST SECRETARY
Southfield law firm seeks a full-time secretary receptionist. Accurate typing skills a must! Call

Century 21 today
538-2000

RECEPTIONIST - Full Time
For printing company. Must have pleasant telephone voice, good typing skills & be flexible. Pleasant surroundings. Call Mr. Ron Schorsch at: Ad-Vance Printing, 30777 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Telephone and sales. Small manufacturer dealing with the Big 3. Communication skills, clerical and personal skills helpful. Straight salary. 35 hrs. Fri. 8am-3pm. Send letter of introduction to:
Personnel Department, PO Box 161, Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST-CLERICAL, part time, 20-25 hrs. per week, Mon.-Fri. 10am-3pm, Tues. & Thur. 8am-3pm. Duties include light typing, filing, mail filing, must have friendly voice. No pressure job. Perfect for student with children in school or senior. Call for more information and to fill out application. Artic Windows, 33712 Ford Rd, Westland 522-4440

RECEPTIONISTS - Rochester Hills - Part time and full time receptionists. Pleasant speaking voice, good typing, good filing and data entry. Experience preferred but will train. Call Ann, or someone rentering the job market. Non-smoking office. Call new office. Send resume to: H. Hall, Lake Leasing Corp., P. O. Box 5017, Rochester, MI 48308-5017

RECEPTIONIST
Southfield property management company seeks an experienced, outgoing receptionist with 1 plus year's experience. Must be organized, detail oriented, and have pleasant telephone voice. Excellent benefits; convenient Southfield location. Send resume to Box #564 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Growing, large national personnel firm in Southfield seeks hard-working individual for entry level office. Duties include phones, reception, light typing, and general office duties. We are looking for an outgoing professional who is flexible to overtime. Willing to work hard. Excellent pay, benefits and SALARY HISTORY to
R S 23233 Farmington
Farmington Hills, MI 48024

RECEPTIONIST - general office full time. Pleasant telephone voice. Typing or advertising background.
768-0480

RECEPTIONIST part time for doctor's W. Bloomfield office. Some typing. Duties skills needed. Ask for Marie Gaster 626-8999

RECEPTIONIST-TYPIST full time for busy Madison Heights office. Must have pleasant phone manner. Call: 583-7290

RECEPTIONIST - Part time. Light typing, filing, date/rate entry. Must have reliable car. $3/hr, plus mileage. 348-8210

RECEPTIONIST - full time for busy Farmington Hills accounting firm. Experienced only. Call & ask for Karla 851-3300

RECEPTIONIST
For busy Southfield law firm. Excellent pay and benefits. Must have experience. 352-1552

RECEPTIONIST
Southfield Law Firm. Good phone skills, light typing. Experienced preferred. Call Elaine at:
352-1552

504 Help Wanted Office-Clerical

RECEPTIONIST - full time. Pleasant personality, answer phones & light typing. Hours 8.30-5pm. Full benefits. Southfield area. Ask for Kathy
353-4300

RECEPTIONIST NEEDED - full time, days or week. Must have good speaking voice. Will train. Work with others. Call between 3pm & 5pm 535-3307

RECEPTIONIST
For busy Livonia office. Must have good telephone skills and general office experience. Typing a must. Call
462-3133

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

RECEPTIONIST-Farmington area. Light typing, phone, filing. Hours 8-5. Pay $5.75 per hour. Heavy telephone traffic. Clerical duties, filing & data entry. Friendly atmosphere. 474-9670

RECEPTIONIST/Secretary, 1 person office. Typing 50 wpm. Phone skills, typing & bookkeeping experience. Good salary and benefits. Send resume to 27225 Harvard, Southfield, MI. 48034

RECEPTIONIST - PART TIME - Ideal hours for the local college student. Hours Monday-Friday 5-9 pm, and Sunday 12-5pm. Must have pleasant phone voice. Typing ability. Call 474-5700 and ask for Sue.

RECEPTIONIST/SECRETARY
FARMINGTON HILLS Real Estate firm. Full time position, strong phone and typing skills. Self motivated individual preferred but will train. Call Debbie 553-5568

RECEPTIONIST/TYPIST
for long term temporary assignment. Experienced, with good figure aptitude & good phone manner. Apply in person: 24777 Telegraph Rd., Southfield.

RECEPTIONIST - typists, type 40-55 wpm, data entry helpful, some experience on Rolm, Dimension or Executone, many locations in Novi, Farmington, Southfield, 10000-81225/mo. Call Macro and Lynda
357-0034

RECEPTIONIST
Excellent communication skills. Friendly, professional office. Full or part time. Some evenings & Sat. Salary based on experience. Apply in person: 31205 5 mile, Livonia.

RECEPTIONIST

Needed immediately for Birmingham property management company. Must possess good typing & telephone skills. Pleasant phone voice, smoker, excellent benefits. Please call Bob at 647-0580

RECEPTIONIST
Receptionist/Switchboard Operator needed for commercial leasing company. Secretarial skills helpful. Must have good telephone manner. Send resume to: ILI, 30955 Northwestern Hwy, Farmington Hills, MI 48018. Attn: Personnel Dept.

RECEPTIONIST

Look forward to going to work! Great opportunity with advertising company. Desire immediate candidate. Call 244-8100 or send resume to: Personnel Department, 7887 W. Novi Rd., Suite 104, Novi, MI 48050.

RECEPTIONISTS - data entry operators. Temporary assignments for major corp. in N. Oakland area. (4-8 mos. experience). Type 50-60 wpm. Call Kelly Services, Dimension, Rolm, Executone helpful. Free training. Call Kelly Services today. 1-800-521-1775/355-1775. Call Marie at 1-800-521-1775/355-1775

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 great career position. Salary commensurate with background. Send resume to: Personnel Department, Tabinghast, 39705 Seven Mile Rd., Suite 450, Livonia, MI 48152-1005.

RECEPTIONIST
Busy Southfield eye clinic seeks energetic, friendly receptionist/optometrist with great communication skills. Candidate must possess high typing speed and good telephone voice. Send a resume and a letter in their own handwriting indicating why other want this position to P.O. Box 37116, Detroit, MI. 48237

RECEPTIONIST/TYPIST
Employment opportunity for a rapidly growing, dynamic personnel firm located in Livonia. Applicants should have a pleasant phone voice, new and accurate typing skills. Salary commensurate and resume and cover letter benefits are included. Send resume to: 35367 Schoolcraft Rd., Livonia, MI. 48150

RECEPTIONIST/SECRETARY
Growing design/build firm, located in Farmington Hills, seeks mature professional individual with receptionist/secretarial experience. Ideal candidate will have good word processing knowledge, telephone skills, and typing 50 wpm. We will train. Salary commensurate and comprehensive benefit package. Please send resume to: Office Manager, Argee Group, 27777 Franklin Rd., Suite 675, Southfield, MI 48034.

RECRUITING ASSISTANT
Challenging position with growing company. Must be highly skilled, internally motivated and like to work with people. Prior experience in a personnel area is helpful. Very fast-paced environment. Must be organized and have excellent verbal communication skills. Salary commensurate. Send resume, cover letter and salary requirements to: Ms. Duhart, 1408 Allen, Troy, MI. 48083

RETAIL OFFICE POSITIONS available. Both full and part-time evening hours. Call Mr. Mayer, Mon-Fri, by in person: Art Van Furniture, 29778 Gratiot, Woodward Ave. between 13 & 14 Mile

SALES ADMINISTRATOR
Dedicated based firm in the office interior industry is looking for an individual to support a high volume sales department. Must have excellent communication skills and a degree in Business Administration. Qualified candidates with 3-5 years experience in sales administration experience. Please call Lisa Anne at 358-2000, Fri., before 12 Noon.

SALES ASSISTANT
Great Lakes Design Supplies, a rapidly growing distributor of Artists' supplies, has an opening for a Sales Order Desk person. Please apply in person at:
Great Lakes Design Supplies
13445 Stamford Ct., Livonia

SALES SECRETARY
Must be able to handle phone manners. Main duties include: order entry, customer service, follow up on orders, for full service glass shop. Send resume or apply in person: Ann Arbor Glass, 1 Lorelei, Box 299, Ypsilanti, MI 48197.

SALES SECRETARY
Small Livonia based manufacturing company which works with the Big 3. Company relocating to Plymouth Area. Requirements: typing 60wpm, knowledge of standard office and P.O.'s helpful, shorthand and data entry experience helpful. Please send resume & salary requirements to: Regional Manager, 3583 Telegraph Suite 201, Bloomfield Hills, MI 48013

SALES SERVICE COORDINATOR
Responsibilities of this position include processing and coordinating orders from receipts through delivery and customer service related records, providing product information to customers and answering telephone. Also responsible for clerical support to sales people. Qualifications include 2 years experience in customer service or a similar position, knowledge of office procedures and general clerical skills including typing, math, phone and computer literate skills. Non-smoking office. Glen-Gary offers a competitive salary, medical insurance, company paid medical, dental, life and disability insurance coverage plus a pension plan. A 401(K) Plan is available. Qualified applicants may send their resume and salary requirements to: Glen-Gary Corporation, 37850 Interchange Drive, Farmington Hills, MI 48331.

RECEPTIONIST/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. Minnis, The Minnis Graphic Arts Co. Inc. 30600 Telegraph Rd. #1150, Birmingham, MI. 48010

504 Help Wanted Office-Clerical

Lead Secretary

The Oxford Institute, a substance abuse facility, affiliated with St. John Hospital and Medical Center, is seeking a Lead Secretary to coordinate our secretarial pool.

The selected candidate will have typing skills of 60 wpm, a knowledge of insurance and medical terminology. PC skills preferred.

This full time position is accompanied by an excellent benefit package. Qualified candidate please send resume in confidence to:

The Oxford Institute
823 W. Drahner Rd.
P. O. Box 429
Oxford, MI 48051-9020

An Equal Opportunity Employer

SECRETARIAL ASSISTANT to job employees. Responsibilities also include coordinating Board scheduling & invoicing. Call for interview: Powered Platforms, Mfg. 261-1770

SECRETARIES

FULL & PART TIME
Pleasant Southfield office seeks experienced Secretaries for full time positions. Mature with good letter composition skills, strong sales abilities include, typing, word processing, and telephone. Will train. Send resume with salary history and requirements to: Hiring Enterprises, 24203 Telegraph Road, Southfield, MI. 48034

SECRETARIES
J. Walter Thompson Advertising Agency has openings for Junior to Senior Secretaries. Applicants should have minimum 1 yr. Experience & good typing skills. Word Processing skills a plus. Good typing skills and WordProcessing skills required. Please send resume and salary requirements in confidence to:
Personnel Department
J. Walter Thompson
600 Renaissance Center
Detroit, MI 48243
An Equal Opportunity Employer

SECRETARIES
TYPISTS
WORD PROCESSORS
TOP DOLLARS
FOR TOP SKILLS
- EXCELLENT PAY
- HOLIDAYS & VACATIONS
- CASH BONUSES
- INSURANCE

IMMEDIATE OPENINGS
Longterm Assts.
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Secretaries Word Processors

Looking for an enthusiastic individual to step into a challenging assignment in the Southfield area. If you are proficient on Lotus 1-2-3, dBase, and Word Perfect on WordPerfect. Call now for this chance to advance!

ENTECH SERVICES, LTD.
737-1744

SECRETARY
Above average typing skills and 2 years data entry experience required. Large Southfield company paid liberal fringe benefits. Send resumes with prior salary history or apply in
Michigan Tractor & Machinery Co.
24800 Novi Rd., Novi, MI. 48050
An Equal Opportunity Employer

SECRETARY/ADMINISTRATIVE Assistant to a Team Player. Duties include word processing, phone answering, occasional mailing. IBM PC experience helpful. Position is non-smoking Birmingham office. Salary to be mid to high teens. Send resume to Retail Detail, 132 N. Woodward, Birmingham, MI., 48009, attention D. W.

SECRETARY
Development Firm in Birmingham has opening for a Secretary with bookkeeping skills, dictaphone & computer experience. Ideal candidate is a strong organizational skills