504 Help Wanted Office-Clerical

FULL TIME PERMANENT FLOATER SECRETARY
$18,000-$20,000 FEE PAID
Large growing real estate development company of over 900 employees located in Farmington Hills, participating in a 401(k) plan, has immediate opening for a full time permanent floater secretary. Excellent benefits package including 37½ hour work week. A super way to learn the business as we cover for vacations and sick leave. You will be on the company payroll, receive paid time off, paid holiday time, 6 weeks to 6 months before you settle into the department of your choice. Call Shirley today, 851-5600.
SINGER & SNELLING FARMINGTON HILLS

WANTED FULL TIME - General office person for small Detroit based company to handle phone sales, accounts receivable/payable, light typing. Will train. For interview send name, phone number and salary requirements to: Distributing Co., P. O. Box 248073, Ferndale, MI 48332-8070

PART TIME - General office help wanted for summer hours. Typing, filing & good organizational skills needed. Apply in person Mon.-Fri. between 10am-4pm. 987 Manufacturers Dr., Newburgh/Cherryhill area, Westland.

GENERAL CLERK, PART TIME. The Chik Inn Restaurant company has immediate openings for the successful candidates who possess the following:
- Administrative experience
  - Cash register
  - Typing skills of 35 to 40 wpm
- Proven work ethic
  - communication skills
- CRT experience preferred

Duties to include, routine clerical tasks, filing, typing, customer contact, telephone inquiries.
Hours 9am till 2pm and 4pm till 8pm Mon. thru Fri.
If your qualified please contact our Personnel Director
CHA INSURANCE COMPANIES
30200 Telegraph Rd., Suite 320, Birmingham MI 48010 645-6940
CHA for all the commitments you make

Equal Opportunity Employer
M/F/H/V/D

GENERAL OFFICE - PART TIME with reliable transportation, flexible hours and good pay. Call Sally, West Bloomfield area. Call Lori, 851-6244

GENERAL OFFICE. Some Bookkeeping helpful, part time, Southfield architectural firm in Farmington Hills. Call.

GENERAL OFFICE - Permanent position for person to do various office functions. Must be well organized & good with figures. Call Mike Lipsitz, area. Mr. Cam, 353-0160, ext. 471

GENERAL OFFICE Clerk - full time. Must have typing skills. Computer knowledge & office experience helpful. Call Jack or Ann Crawford, Newton Furniture, 15950 Middlebelt.

GENERAL OFFICE PERSON with good phone skills, typing, filing, knowledge of bookkeeping and computer helpful. Hours negotiable. Salary negotiable. Dearborn area. 561-7900

GENERAL OFFICE - Self starter, pleasant organized person with good typing & telephone skills at small non-smoking Southfield consulting firm. Full time, no medical benefits, salary commensurate to skills & experience.
Ask for Pam 569-6161

GENERAL OFFICE
Variety of duties, excellent typing and phone skills in a major Southfield based contractor. 2 person office. Send resume stating salary requirements to: Box 642, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office

Full-time position for person with good office skills. Filing, typing, processing paper work and other duties as assigned. $6.00 an hr. to start. Company paid benefit package. Apply in person

Frank W. Korr
43155 W. Ten Mile, Novi

GENERAL OFFICE - Full time, 8 Mile, Telegraph area, average 15/hr per week. Flexible hrs. Ideal for a light typist. 534-8734

GENERAL OFFICE help full time busy office. Accounts receivable & payable experience helpful. Excellent benefits. Experience preferred. Good benefits. Apply in person 22223 Telegraph, Southfield.

GENERAL SECRETARY
for multi-million dollar company in Bloomfield real estate office. Prefer responsible, mature person. Salary open. Call Mr. Hodgson 642-6400

Grounds People

Hardworking, dedicated individuals needed to fill a full time, permanent position & a full time temporary summer position. Duties include maintenance of grounds, pool area & flower beds. Must be able to lift related duties. Qualified applicants apply in person Mon-Fri. 10am-3pm.
VILLAGE GREEN OF WATERFORD
850 VILLAGE GREEN LANE
PONTIAC

HOSPITAL BILLING CLERK - immediate opening at eye specialty hospital. Medical billing experience preferred. Will be responsible for preparing billing, follow-up of payments and AR follow-up. Candidate must demonstrate good communication skills and be capable of computer data entry. Strath Hospital, 23901 Lahser, Southfield.

INDEPENDENT INSURANCE Adjusting office seeking dependable self starter with typing 55 + wpm. Dictaphone experience a must. Word processing helpful. Additional duties will include, phone back up & data entry/bookkeeping. Salary commensurate with experience. Send salary history to: Adjusters Unlimited, Inc., P.O. Box 2250, Farmington Hills, MI 48333. Attention: Pete Hoadley

FARMINGTON HILLS State Farm Insurance Agency opening for Service Representative. General office skills required. Call 471-5050

INSURANCE CLERK/TYPIST
Southfield location. Office experience required. Typing 50 wpm. Insurance experience a plus. June 557-0700

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 & vacation.
591-4600
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-noon
Ask for Ann

INSURANCE - MATURE CSR for Birmingham agency, excellent opportunity, salary commensurate to: PO Box 183, Franklin MI 48025

INSURANCE - Southfield insurance agency is looking for a experienced full time personal lines person, knowledge of quotes, rating, claim handling & typing is a must. Some word processing skills are helpful but not required. Good salary, bonus & profit sharing program. Please contact Bill Fletcher or Bob Wolf. 557-2130

JAPANESE BILINGUAL
TECHNICAL/Engineering Documents Translator, to $35,000 per year.
TRANSLATORS - to $14 per hour
EXECUTIVE Secretaries
ADMINISTRATIVE Assistants
All fees company paid.
Personnel Systems/Ann Service
459-1166

LEASING CONSULTANT for a subsidiary of Fairlane Ownership in the Dearborn Heights area. 562-3088

LEGAL PLACEMENT
Temporary & Permanent
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI 48075
SANDY MONROE 462-1907
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. $4.50-$5.00 per hr. Call 553-8010

504 Help Wanted Office-Clerical

JOIN A LEADER
In the Temporary Help field. Immediate openings for Word Processors and Secretaries with experience in the following areas:
- Word Perfect 5.0
- Decimate
- Lotus
- Shorthand

Top pay, benefits and more!

TR
Temporary Resources
737-1711
Southfield, Livonia, Taylor, Troy, Ann Arbor, Farmington Hills, St. Clair Shores
An Equal Opportunity Employer

LEGAL PERM/TEMP

Livonia firm needs WORDSTAR. Heavy divorce work. Good benefits. $18-$20,000.

Work at one of the Big Three as a Legal Assistant. Must be certified & experienced with mortgage loans, foreclosure & real estate matters. Great benefits. Top Rates! Indefinite assignment.

WANG expertise sought by this solid Southfield firm. Real Estate, a Plus. Busy office. $20-$22,000.

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

Both our offices represent all Detroit and all suburban companies ...
contact the one most convenient to you ... regardless of where you wish to work

PERSONNEL AT LAW
3000 Town Center, Suite 2590
Southfield, MI 48075
358-0060

One Kennedy Square, Suite 1632
Detroit, MI 48226
964-2909

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Punobscot Bldg 961-6580

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
with 1-2 years experience needed for busy Farmington Hills attorney's position with Clarenon law firm. Contact Lynn at 848-1700

LEGAL SECRETARY with experience in personal injury for Southfield firm. Salary commensurate with experience. Call 354-2500

LEGAL SECRETARY
Needed for Birmingham law firm. Good typing, English & shorthand skills required. Word processing experience helpful. 540-4100

LEGAL SECRETARY needed for partner in Bloomfield law firm. Must have legal & WordPerfect experience, type 60. Excellent benefits. Salary commensurate with experience. Contact Jan. 540-0262

LEGAL SECRETARY: Small Birmingham law firm. Executive level. Several years experience. Excellent typing, word processing, and administrative skills.
Contact Ms. Caplan 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
Law firm in Western Wayne 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 5960Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY: Prestigious Bloomfield Hills law firm seeks 3 yrs. legal secretarial experience required. Word perfect experience helpful. Excellent pay and benefits package. Call Jill Hoffman, Personnel Director, 332-5928.

LEGAL SECRETARY
For busy Canton law firm. Word Perfect and dictaphone experience necessary. Please send resume to:
Office Manager, 44245 Ford Rd.
Canton, MI 48187

LEGAL SECRETARY-PART TIME
Seeking a self motivated individual with litigation & computer experience to work after business hours for Troy firm. Salary commensurate with experience.
Call 641-0955, ext. 311

LEGAL SECRETARY
Prominent firm, Troy area offers up to $24K with legal experience. Typing, dictaphone and word processing. Excellent perks and all jobs fee paid.
Gleissner Employment Services
776-0560

LEGAL SECRETARY
Prestigious law firm seeking secretary who possess 3-4 years of litigation experience, plus excellent grammar and word processing skills. Send resume to: Law Office, 3rd Floor, 300 E. Maple Rd., Birmingham, MI 48009

LEGAL SECRETARY
Experienced for Oakland county firm, 2 years experience required, typing skills, non-smoker. Ask for Linda. 355-5555

504 Help Wanted Office-Clerical

LEGAL SECRETARY: For Southfield law firm. Minimum 2 yrs. experience. For interview call 352-2555

LEGAL SECRETARY - part or full time for Farmington Hills attorney. Word processing experience required. Flexible hours. 626-9070

RECEPTIONIST
Downtown Detroit law firm seeks experienced Legal Secretary. Salary $20-25K. Reply to Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL WORD PROCESSOR
Prominent Southfield firm seeks word processor with experience in negligence and/or workers compensation. Typing 70 plus words per minute and knowledge of word perfect necessary. Firm offers a very liberal benefit package including 14 personal days/year, 2 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

LIFE INSURANCE office in Troy looking for clerical person with typing, communication & attention to detail skills. Must be self-motivated, organized, energetic individual. Excellent pay & benefits package offered. Call Mrs. Littell 649-1577

LIGHT OFFICE DUTIES-Some errands. Mon.-Fri., 9-5 Pm., noon-4pm, Mon-Fri. Southfield area. 352-0930 for area.

MANAGEMENT TRAINEE
Position open for telemarketing manager. Must be able to travel and relocate. Salary and benefits negotiable. Send resume to Box 6240Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON for an exceptionally busy Receptionist position. Must have excellent phone skills. Call Elaine or Joe Durso, 261-1407

MATURE PERSON For full time Receptionist, small fast paced office in Livonia. Calls should include typing, knowledge of phone/phone skills a must. Call Sharon 522-0731

MATURE RESPONSIBLE PERSON, needed for receptionist position for busy Farmington Hills office in Troy. Duties include answering phones and typing (55 wpm). Hours M-F Mon-Fri. Please send resume with wage requirements to: Box 6258 Van Dyke, Suite C, Utica MI 48087

MEDICAL BILLERS

Detroit Osteopathic Hospital Corp. is looking for experienced hospital Medical Billers. Up to 35 hours per week flexible hours. Please send resume to:
26100 American Dr.
P.O. Box 5153
Southfield, MI. 48086-5153

MEDICAL INSURANCE BILLER needed full time position in Ambulance billing office. Some experience preferred, please send resume to: Community EMS, 22575 Heslip Novi, MI 48050. Att: 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 representative today for more information:

TEMPRO
443-5590

MUST TYPE at least 50wpm and have a good working knowledge of office procedures. Excellent opportunity for a self motivated individual. Pleasant work environment. Salary commensurate with experience. IBM Wordprocessing a must. Call Debbie 425-0256

OFFICE ASSISTANT
Growing commercial real estate company. Mature organized person with word processing experience & familiarity with computers. Good phone skills. West Bloomfield law firm. Part time/full time. Call 855-9676

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

OFFICE ASSISTANT

A variety filled general office position. Data entry, typing and telephone contact included in this immediate position. $15,600. Good benefits. Fee paid. Call Denise at 353-2090.

SNELLING & SNELLING

OFFICE CLERICAL
Ambitious, outgoing person, accurate with numbers, for order department. Plymouth area. Call Susie at: 453-4400

OFFICE CLERK - full time, typing, good telephone manner. Excellent benefits. Classic Interiors, 20222 Mooney, Southfield.

OFFICE MANAGER
Needed by GAYLORD MICH for a fast paced, growth oriented office. Should have supervision/secretarial background. Salary $18, to $20,000 plus benefits. Call Howard Altman, 100 Bloomfield Hills Parkway, suite 110, Bloomfield Hills, MI 48013

LEGAL SECRETARY for 3 attorney office in Southfield. Real estate conveyancing experience preferred. Call Mr. Alpert. 354-6400

LEGAL SECRETARY
Experienced, for small Birmingham law firm. Telegraph/13 Mile area. 647-8650

LEGAL SECRETARY
Experienced, minimum 1 year, Southfield law firm. Call Marilyn, 358-1960

LEGAL SECRETARY
Full time for law firm in Troy.
Typing, word processing experience necessary. Call 649-5223

LEGAL SECRETARY ... Experience required. Small office. Opportunity for advancement. Pleasant surroundings. Mr. Garber, 961-3030

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

LEGAL SECRETARY for medium size corporate law firm in Southfield. Litigation skills and word processing background desired. Pleasant working conditions, competitive salary and benefit package. 354-4030

LEGAL SECRETARY
For busy Canton law firm. Word Perfect and dictaphone experience necessary. Please send resume to:
Office Manager, 44245 Ford Rd.
Canton, MI 48187

LEGAL SECRETARY-PART TIME
Seeking a self motivated individual with litigation & computer experience to work after business hours for Troy firm. Salary commensurate with experience.
Call 641-0955, ext. 311

LEGAL SECRETARY
Prominent firm, Troy area offers up to $24K with legal experience. Typing, dictaphone and word processing. Excellent perks and all jobs fee paid.
Gleissner Employment Services
776-0560

LEGAL SECRETARY
Prestigious law firm seeking secretary who possess 3-4 years of litigation experience, plus excellent grammar and word processing skills. Send resume to: Law Office, 3rd Floor, 300 E. Maple Rd., Birmingham, MI 48009

LEGAL SECRETARY
Experienced for Oakland county firm, 2 years experience required, typing skills, non-smoker. Ask for Linda. 355-5555

504 Help Wanted Office-Clerical

PAYROLL CLERK
Detroit-based company seeks detail-oriented individual for Payroll Clerk position. Previous experience is desirable. Excellent opportunity for the right individual. Salary negotiation includes full benefits. For consideration, please send resume to:
Payroll Clerk
P.O. Box 779
Detroit, MI 48231

PAYROLL COORDINATOR

Successful Staring Hills, engineering firm seeks experienced individual 3-5 years of payroll experience needed. Knowledge of computers helpful. Competitive salary and benefits. If interested, please send complete resume and salary requirements to: Ms. Glass, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

PERSON NEEDED - Part time evenings and weekends in a retail office. Experience helpful but not necessary. Apply in person only at:
Lady's Furniture, 29053 Plymouth Rd., Livonia.

PERSONNEL

High energy, dynamic personality needed for a self motivated individual as sales/marketing background. Strong phone skills, detail follow-up and good attitude are important requisites. Previous experience a plus. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Employment

PERSONNEL SUPERVISOR

Growing national personnel company needs a high energy, dynamic personality with strong phone skills, detail oriented, organized, high performance. Excellent ground floor opportunity. Please send resume to: Express Services, 3221 W. Big Beaver, Suite 204, Troy, MI 48084

PERSON WANTED FOR Smoke-free Rochester Hills office:
Light bookkeeping & computer skills in accounts receivable necessary.
Call Mrs. Gaudreau 852-8300, 852-2611

PHONES, TYPING, word processing, misc. duties. Salary & benefits based on experience. P.O. Box 32351, Livonia 48152

PLYMOUTH MANUFACTURER is expanding its Customer Service department. Bilingual Customer Service Dept., 14555 Jib Dr., Plymouth, MI 48170.

PRESCREENER/Data Processor
Non Profit Agency
Position requires experience helpful in word processing, record keeping & filing systems. Knowledge of phone & viewing skills essential. Experience in Human Service Agency preferred. Opportunity to be part of a fast & growing program. Resume by May 5 to: P.O. Box 8212, Wayne, MI 48184

PROPERTY MANAGEMENT CO. seeking experienced person familiar with Apple. Good working knowledge. Livonia-based. For interview, contact Ann Arbor, 313-677-1200

Real Estate Office looking for a receptionist with good typing ability. Pleasant phone voice. Ask for Barbara 474-3300.

TWO OPENINGS AVAILABLE.
For Receptionist & Customer Service, Full Time. For printing co. Must have excellent telephone manner & good typing skills & know the fast paced office. Some computer work required. Monarch Printing, 41750 Michigan Ave., Canton. Call Barbara at 397-5035

RECEIVABLES/
COLLECTION CLERK
Large Livonia manufacturer of custom capital equipment, has an immediate opening for a person to be responsible for:
- Accounts receivable collection function.
- Letter of credit processing.
- Cash monitoring, reconciling and reporting.

This position requires 2 years computer experience (an Associates Degree in Accounting is a plus). If you are an energetic, detail oriented, motivated individual, please submit your resume with salary requirements, to: Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Good phone voice, mature, neat. Work assistant to the president of R & R TEMPORARIES. 569-1706

RECEPTIONIST/SECRETARY - employment agency. Light typing. Call today for appt. 425-6226
ETD

RECEPTIONIST - Farmington. Immediate opening. 9-5. Pay $3.75 per hour. Heavy telephone traffic. Light typing & data entry. Pleasant Friendly atmosphere. 474-9670

RECEPTIONIST/Secretary, 1 person office, good typing & phone skills, typing & bookkeeping experience. Good salary & benefits. Send resume to 27225 Harvard, Southfield MI 48076

RECEPTIONISTS - typists, type 40-55 wpm, data entry helpful, some experience on Motion Computer or equivalent, many locations in Novi, Farmington, Southfield. $1000-$1225/mo. Call Maureen at Uniforce 357-0034

RECEPTIONIST
Receptionist/Medical Office Operator needed for commercial leasing company. Secretarial skills helpful. Must be professional & personable. Send resume with salary requirements to: Hwy, Farmington Hills, MI 48018. Attn: Receptionist.

RECEPTIONIST - data entry operators, beginning word processors for major corp. in N. Oakland area. Full time, excellent benefits. Call Mrs. Somers, Executives Helpful, Free service. Call today.

RECEPTIONIST
Needed immediately for Birmingham property management company. Must possess good phone voice for Receptionist position. Opportunities for real estate broker possible with growth dynamic organization. Please send resume to: Personnel Director, P.O. Box 39220, Detroit, MI 48239

RECEPTIONIST Word Processing Specialist. Expanding co. in need of an individual to handle light typing & phone skills. Prior experience word processing software a plus. Salary $5.00 per hour to start. Ward Star Program a plus. Send resume to: Human Resources Department, Test Equipment Dist. 1370 Rochrest, Troy, MI 48083-6298

RECEPTIONIST/SECRETARY
Full time position offering variety within a small Southfield office in Downtown Birmingham requires a personable enthusiastic individual who shows average skills in typing, spelling, grammar, & telephone etiquette. Entry level position. Call Pat at: 646-1150
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY - A non profit dispute resolution organization seeks competent, professional, self/secretary with good organizational and people skills. Word processing background essential. Complete benefit package. Send resume with salary to: Office Employer, PO Box 5101, Southfield, MI 48086-5101.

RECEPTIONIST

Pleasant personality is a must greets all local retirement village. Full time, Mon. thru Fri. Beautiful office at Greenfield & 12 Mile. Must be immediately available. Non-smoking environment. Apply in person: Cardinal Retirement Village, 26530 Grand River Ave., Farmington Hills.
An Equal Opportunity Employer

RECEPTIONIST-PART TIME
Computer service company looking for a responsible person with academic and research skills of the University of Michigan, including career opportunities in technical typing. Many full and part time openings. Benefits include 11 paid holidays, 6 of them during Christmas season, annual accrual of 12 vacation days, group insurance and HMO options, a fully vested retirement plan, and more.

CALL
764-6580

Or visit us at SOI, Personnel Service Center, 1000 USA Bldg., 500 S. State St., Ann Arbor, MI., Monday-Friday 8:30 AM - 5:00 PM. Also check our job listings. Refer to job #2010P. A non-discriminatory, affirmative action employer.

Secretaries
Typists
CRT Operators
Word Processors

Ideal positions at major companies, flexibility of hours, top pay. Call for more information

353-4420

Personnel Pool
NEVER A FEE

SECRETARIES
TYPISTS
WORD PROCESSORS

TOP SALARIES
FOR TOP SKILLS
- EXCELLENT PAY
- HOLIDAY PAY
- CASUAL DRESS
- INSURANCE

IMMEDIATE OPENINGS
Long/Short Term
557-7700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARIES
WORD PROCESSORS
Farmington, Livonia
Detroit, Southfield

EARNING WHAT YOU'RE WORTH?
YOU WILL WITH US!

- GREAT PAY
- HOLIDAY PAY
- INSURANCE
- CHALLENGING POSITIONS

WORK WHEN YOU WANT
WORK WHERE YOU WANT

557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY
Accounting office seeking experienced secretary. Light bookkeeping and typing skills. Pleasant office. Full benefits. Send resume with salary to: Box 1040, Southfield, MI 48075

SECRETARY/ADMINISTRATIVE
Assistant to sales director. Duties include word processing, phone answering, occasional mailing. IBM PC experience. Full benefits. Pleasant non-smoking Birmingham office. Salary open to the top. Please send resume to Retail Data, 132 N. Woodward, Birmingham, Mi., 48009, attention D. Hill.

SECRETARY
Advertising Agency

Lintas:Cacao Communications, a subsidiary of Lintas:Campbell-Ewald, has an immediate opening in our office in Troy. Qualified candidate must possess excellent secretarial experience, be able to type 60wpm and have word processing experience, good grammar skills. Interested candidates should call or send their resume to:

Ms Katherine A. Spike
Clerical Pool Manager
Lintas Campbell-Ewald
3400 Van Dyke
Warren, MI 48093
764-6580
An Equal Opportunity Employer

SECRETARY-Architectural office. Word processing and bookkeeping experience helpful. Keeping of Bid Excellent benefits. 683-3833

SECRETARY
Auto repair - Bumper help only. Westland. 721-5610

SECRETARY
Birmingham CPA firm needs a conscientious, motivated individual who is seeking a challenging position which offers variety, responsibility and opportunity for growth. Qualifications: must be dependable, willing to learn and a team player. Send confidential resume or note to Miskin & Assoc., P.O., Attn: Jackie, 401 B. Woodward, Suite 457, Birmingham, MI, 48009

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER
needed for an accounting services firm. Experience preferred in word processing, typing, filing, phones, basic bookkeeping & organizational skills. Please forward your resume with a cover letter stating your salary requirements to:
Personnel Director
30100 Telegraph Rd., Suite 403
Birmingham, MI 48010

SECRETARY
COMMERCIAL REAL ESTATE
Commercial Lease in Troy has an immediate career opportunity for an experienced Secretary. Candidate should possess professional customer relations and organizational skills. Knowledge of mortgage loan processing helpful, however, but not required. Salary commensurate with experience. Send resume and salary history in confidence to:
HUMAN RESOURCES - 50E
P.O. Box 5032
Troy, MI. 48007-5023
Equal Opportunity Employer M/F

SECRETARY
Come join the fun at Bowling Toys R Us team. We are currently looking for energetic individuals possessing good secretarial skills. Typing 50 wpm & a pleasant phone voice. Must be able to work independently. This full time position includes benefits after 90 days and competitive wages. Please send resume with salary history to:
TOYS R US
7900 Haggerty, Canton, MI. 48187
An Equal Opportunity Employer

SECRETARY
CPA firm looking for career construction secretary for established customer base. Must be able to cover for client, with 8 person office, doing industrial air conditioning and mechanical work. Knowledge of word processing, figure work, office supervisory skills, plus experience with construction and customer contact will be helpful in determining the starting position. Non-smokers only. Duties will include typing, filing, helping company officers in preparing proposals and processing contracts through completion. Salary based on client salary and full benefits. Send resume with salary history to: Ellen Mullner, Franey, Matthews & Charlotte, 24901 Northwestern, Suite 200, Southfield, MI 48034.
An Equal Opportunity Employer

SECRETARY
Dependable, hard working. $5-$7 per hour. 30-40 hours per week. Westland. 427-6370

SECRETARY
Detroit-based Financial Institution has an opening for a full-time hard-working self-starting person with accurate typing skills (50 WPM) and Word Processing experience (Wordstar, a Plus). Person should have the ability to take on various assignments and be a good consultant phone manner. Candidates will have the potential for advancement in the financial industry. For consideration, send resume to:
Personnel Director
P.O. Box 776
Detroit, MI 48231

SECRETARY
Development Firm in Birmingham seeks individual with excellent typing skills, dictaphone & computer experience. Challenging opportunity with great benefits. Ideal candidate individual should send resume stating salary requirements to: Personnel Director, 999 Haynes, Ste. 383, Birmingham, MI 48009.

SECRETARY
Dynamic Bloomfield Hills Company seeks professional individual to assist 2 executives. Responsibilities include: Word Perfect software, typing 60 wpm, organizational skills; and ability to work independently. Shorthand a plus. Resume immediately to: Office Manager, 2000 N. Woodward, Ste 130, Bloomfield Hills, Mich 48013

SECRETARY
Electronic rep firm has immediate opening for a Secretary in Southfield sales office. Must type 50wpm, have good communication & organizational skills. Excellent opportunity for individual seeking a secretarial experience. Will train on Word Perfect. Non-smoking office. Send resume to: R. O. Whitesell Associates, 18444 W. 10 mile, Southfield, Michigan. For immediate consideration call 557-2554

SECRETARY/ENGINEERING
ITT Teves America is seeking an experienced secretary to support our engineering department in Farmington. The qualified candidate will possess 1-2 years experience as a secretary, preferably in an engineering or engineering environment. Typing speed of 60wpm and PC word processing skills a must. We offer competitive salaries and a comprehensive benefit package including: Company paid, please direct your resume, including salary requirements to:
Personnel Administrator
ITT Teves America
1290 Maplegrove, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY/Receptionist
For fast paced office. Mature, reliable, accurate, attention to details, experienced. Good secretarial, typing skills. No smoking. Send resume to Mrs. S. at Jobex, Inc. 27150 W. 8 Mile, Southfield, MI 48034

SECRETARY/ EXECUTIVE ASSISTANT

Position involves assisting of sales group reporting to V.P. Sales. Interesting Excellent opportunity for well organized, self starter - Duties will be diversified and challenging. Will consider training energetic person with strong skills and potential. Send resume with work history and salary requirements to:
Perfection Automotive, 12445 Levan Road, Livonia, MI 48150

SECRETARY - Experienced, with good typing and organizational skills for consulting engineers. Basic essential. Call after 9 am: 559-5260

SECRETARY
for CPA firm located in Walled Lake. Word processing skills required. Send Resume to: Box 6241 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for senior partner of Birmingham law firm. Will train someone with word processing skills. Contact Ann between 9am-3pm. 642-7844

SECRETARY for shipping department. Full time, benefits. $5 per hour. Apply at: 24830 M. Aquarial Dr., N. of Grand River, between Haggerty and Meadowbrook.

SECRETARY For Farmington Hills insurance firm. Good clerical skills. Some computer knowledge helpful. Call Janet 855-0080

SECRETARY
for W. Bloomfield office. General skills, computer experience preferred. Full or part time. 851-4014

SECRETARY - Law firm consisting of 2 attorneys and a 3 person support staff. 70 wpm and IBM Word Perfect. Excellent salary, pleasant working environment, ideal position for someone who is organized and able to work independently yet take direction & accepting. Starting salary is $18K per annum, plus excellent benefits. Please fax law firm experience helpful, but not required. Send resume to: Office Manager, Petrovich & Petrovich P.C., 27777 Franklin Rd., 1540 American Center Building, Southfield MI 48034

SECRETARY - full time, computer knowledge required, typing 60 plus words, filing, good phone & telephone skills. Farmington Hills whole sale Florist Company. 553-0461

SECRETARY - full time. Good clerical skills, typing. 8.30-5pm. Mon thru Fri. send resume to: Hospice of Western Wayne County, 8701 Hamilton, Garden City, Mich. 48135

SECRETARY
full time secretary needed with excellent typing, knowledge of Wordprocessing and good phone etiquette. Must process strong interpersonal skills. Apply at: Northwest Blueprint Company, 13450 Farmington Rd., Livonia. (Farmington at Schoolcraft)

SECRETARY

General office, phones, computer experience, knowledge of Wordperfect, full time, Berm-5pm. Benefits, retirement. Northville area. Reply to: PO Box 4509, Northville, MI 48167

504 Help Wanted Office-Clerical

SECRETARY - Good shorthand, typing and word processing skills required for Troy real estate development firm. Construction background helpful. Work hard, work hard. Send resume to Box 632, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Growing Farmington representative & distributor of industrial instruments & valves seeks individual for full time position in order department. Technical typing skills & aptitude to work with people desired. Excellent benefits. Send resume to Box #512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - immediate opening, 2 or 3 days/week in Southfield. Mature, experienced secretary. Must be flexible & like people, good grammar, typing & general office skills. Salary commensurate. Call Ms. Jennens 351-2602

SECRETARY - Immediate position available in Southfield. Individual must be enthusiastic with a pleasant phone personality. Duties include data entry, record keeping, filing & phone answering. Accuracy is extremely important. Data entry experience helpful. Background in bookkeeping helpful skill. Call for interview. 471-2923

SECRETARY -leasing company needs person with excellent typing skills & phone etiquette required. Send resume to: Personnel Director, 30655 Northwestern Hwy., Farmington Hills, Mich 48018. Attn: Cathy.

SECRETARY - manufacturing office. Immediate opening for energetic individual at downtown Detroit corporate office of manufacturing service company. Position requires business like speaking skills, pleasant disposition & 50-55 wpm. Full administrative ability, excellent wages & benefits. Call 961-2300 for interview send resume to Receptionist, Human Resources Department, 433 E. Larned, Detroit, MI 48226

TECHNICAL SERVICES ASSISTANT

This position provides clerical support to the Engineering Quality Control and Manufacturing Departments. Bachelorette degree, 2 yrs. secretarial experience preferably in a technical environment. Duties include data entry, preparing various reports, typing 50 wpm, typing technical information for management review and decision making, and other engineering department secretarial activities. For confidential consideration please resume to Box 810 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

TELEPHONE ANSWERING
Presentable, friendly person with good phone communications skills. Hours vary. 737-6118

TELEPHONE INTERVIEWING
Part-time hours, Monday-Friday, no sales. Evenings and weekends. Excellent income supplement for professional people. WW Utah.
Call Barbara Miller at: 827-2400

TROY BASED independent insurance agency looking for full time insurance receptionist. Must be self starter, motivated, has some experience required. Send resume to: Box 598 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TR
Temporary Resources
Clerical Positions available
737-1711
An Equal Opportunity Employer

TWO POSITIONS OPEN
For Farmington Hills Warehouse Co.
#1: Experienced Bookkeeper. Computerized Accounting helpful. Must be able to follow up past-due invoices.
#2: Secretary. Answering phones with some clerical work. Excellent knowledge is helpful. 489-8908

TYPIST - EXPERIENCED
Familiar with data entry. Also required clerical duties. Southfield area. Call Carol at 557-2557

TYPIST

Immediate opening. Western Wayne County area. Full time position. Typing for busy health services corporation. Must type 50 wpm. Good math & organizational skills and previous office experience $5.62/hour to start. Call Ellen Tom-Jones, Mon. thru Fri. 721-6100
An Equal Opportunity Employer

TYPIST - nationwide company looking for someone who has good office experience, good typing speed of 50 wpm. Must have attractive phone voice, position located in Southfield. Call 557-5527

TYPIST NEEDED
by clear Bloomfield office.
Must be experienced.
373-8033

TYPIST - PART TIME
Troy publishing company has immediate opening for part time Typist to type pieces for already work. Early morning for an interview. 524-4887.

TYPIST/Receptionist/Secretary
Typing speed for already work. Farmington area. Call 478-3603

TYPIST/RECEPTIONIST
Part time/flexible hrs. for continuing education. Typing speed of 50 WPM, word processing, & phone skills are important. Ability to read intercom. 25816 Orchard Lake Rd., Farmington Hills, MI, 48018. 476-1820

TYPIST/RECEPTIONIST
Recford location. Flexible hours, 20-30 hrs per week, $5. per hr. Send resume to: 29777 Greenfield, Suite 214 Avon Place, Southfield, Mich. 48075

UNDERWRITING COORDINATOR - Challenging clerical position covering a variety of duties requiring the understanding of our life and disability insurance operations. Looking for enthusiastic new team member skills send a resume and salary history to: Work effectively with clients as well as outside agents. Typing skills helpful. Ins insurance background preferable. Nice Southfield location with free covered parking. Good benefits. Salary commensurate with experience. Send resume to: Ann, 26333 Evergreen, Ste. 515, Southfield, MI. 48076

WANTED.....
Someone who can THINK, to assist construction executive. Looking for experienced construction company, preferably experienced in the real estate field. Call Ms. Georgia, 478-2200

WORD PROCESSING
Long & short term assignments available. Must have excellent professional firms in Detroit, Dearborn, Southfield. Must type 50wpm + & any of the following:
- Wordperfect
- Digital Decimate III
- Multi-mate
- Wordstar
- Lotus Manuscript III & IV.

CONTEMPRA
563-5900 563-5920
Excellent Benefits

Word Processing Typists

We are a fast paced exciting organization in the Fairlane area actively seeking candidates for full time and temporary positions in our word processing department.

We offer a competitive starting salary with a fully paid benefit package.

Interested candidates should send their resume and salary requirements to:

Human Resources Department
Society of Manufacturing Engineers
P.O. Box 930
Dearborn, MI 48121
An Equal Opportunity Employer