504 Help Wanted Office-Clerical

CUSTOMER SERVICE Representative extensive telephone work, full time. Data entry helpful. Must have telephone etiquette & be dependable. Good salary & benefits package. Only qualified applicants apply. Send resume to: 8108 Fullerton, Detroit, MI. 48235, att: D. McFalls

CUSTOMER SERVICE
Good opportunity for a pleasant individual with data entry (3-4 mos exp.) taking orders, and, other office responsibilities, for a national distributor. Computer experience helpful. Send resume: Marketing, 25350 Heslip Dr., Novi, MI., 48053.

CUSTOMER SERVICE REP
Livonia based distributor of a multi-national company has an immediate opening in our Spare Parts Department (prior Parts Department experience, customer contact and assist with order entry. Good phone etiquette, typing and computer skills necessary. High school graduate and some college preferred. Benefit package includes medical/dental/life and disability insurance, profit sharing and paid vacations. Send resume and salary requirements to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/CLERICAL
Troy Office Staff needs reliable, pleasing salary, to: Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Troy based company looking for experienced data entry clerk for its high volume accounts payable department. Some accounting background helpful but not required. Non smoking only. Send resume with salary requirements to Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY CLERKS - Experienced with 38 wpm typing & clerical office work, good benefits. Send resume with wage requirements to Office Manager, 17200 Sears Ave., Livonia, MI., 48150.

DATA ENTRY
Experienced data entry operator needed for the accounting dept. for keying accounts information and posting on a personal computer. Good typing and adding machine skills. Salary dep. appt. after 8:30am
471-4000
Corrigan Moving Systems, 23923 Research Dr., Farmington Hills

DATA ENTRY - Farmington Hills office of major motion picture & video equipment rental firm needs self starting, detail oriented person to handle computerized billing, experience with balancing and to work with numbers a plus. Good communication skills a must. Call or send resume & salary history in confidence to VDL 25801 Industrial Pkwy Dr., Farmington Hills, MI. 48024471-1821

DATA ENTRY OPERATOR needed experienced only in a fast paced office for Farmington Hills beauty Spa. Call Debra at:
855-0478

DATA ENTRY PERSON for office computer. Part time afternoons. Some experience. Livonia area. Call Gloria after 5 pm: 422-7909

DATA PROCESSING
COMPUTER CLERK
Computers & basic office skills required. Typing & office machines a must. Southbend, & Pratt. Excellent wage & fringe program. Immediate openings. 9-5pm. Mike Hall Hazel Park ONLY. to: Attention: Jane Doe Hazel Park Metal Servicecenters, 1411 E. 9 Mile Rd., Hazel Park, MI. 48030

DATA PROCESSOR
Needed full time for wholesale distributor in Livonia. Experience preferred. $240 per week plus benefits. Ask for Larry
422-5587

DESKTOP PUBLISHING - computer literate writer. Varied, interesting PR work. Write: 199 Pierce St., Suite 204, Birmingham, Mich. 48009

ENTRY LEVEL CLERICAL Position: full time for car leasing company located in Southfield. Involves typing, filing, copying, general office duties. $5.00 per hour. Office hours 9am-5pm. Call Mon-Fri. 9am-4:30pm for interview appt.
642-2720
non smoker. 425-3612

ENTRY LEVEL Data Entry Operator(s) for temporary summer work, ideal for college &/or student. Must have excellent typing skills, accuracy & must. Homeworking environment. Call Diane, 10am-1pm, Mon thru Fri. 357-4483

ENTRY LEVEL - position in small manufacturing company, Plymouth/Schoolcraft area. Duties include light typing, filing, attention detail, general & order scheduling. Opportunity for advancement. Excellent benefits. Call 834-3990

EXCELLENT CAREER
Opportunity for part time Bookkeeper to handle Accounts Payable, Commissions & Monthly reports leading to full-time Book-keeping responsibilities. Very flexible hours. Please forward resume, for immediate review, to:
Midcom Communications,
27250 Haggerty Rd., Suite A-8,
Farmington Hills, MI. 48331
Attention: Ron Klein

EXCELLENT OPPORTUNITY
Farmington Hills company has immediate opening for Reception/Clerical. Entry-level - full-time Non-smoker. Please send resume to: Midcom Communications, 27250 Haggerty Rd., Suite A8, Farmington Hills, MI., 48331

Executive Secretary
needed - excellent pay
for excellent skills
Call 425-6228
ETD Temporary Service

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 details. Send resume to P.O. Box 300, Southfield, MI., 48037

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
President of a rapidly growing firm needs a seasoned Assistant. Must have good communication skills, strong organizational ability & be able to handle confidential information. Macintosh Computer skills, a Plus. Minimum 5 yrs. experience. We offer a competitive salary & excellent benefits. Send resume & salary history, in confidence, to:
Presentation Products, Inc.,
6100 Hix Rd., Westland, MI 48185

EXECUTIVE SECRETARY
Full time for Associate Director of large non-profit organization. Must type 60 WPM & have a professional, mature phone manner. Word processing experience & shorthand a plus.

RECEPTIONIST-FULL TIME
For Director & Administrator. Must be dependable, organized & have excellent phone manners & light typing. Send resume & salary requirements for both positions to:
Administrator,
28555 Middlebelt Rd.,
Farmington Hills, Mich 48018

EXECUTIVE SECRETARY

Multi state sales organization with corporate offices in Farmington Hills seeks experienced Executive Secretary. Requirements include: professionalism, confidentiality, expertise, letter composition, shorthand, and outstanding people skills. Including telephone skills. This position is demanding, challenging and rewarding. Benefits include cash bonus, profit sharing, and insurance package. Send salary history and current requirements with your resume in confidence to: Personnel Department, KE, P.O. Box 1900, Farmington Hills, MI., 48333

EXECUTIVE SECRETARY: $26,000. Real estate investor. Must like computers & numbers. Growth profit sharing. Non-smoker. Send resume to 18447 Glenwood, Lathrup Village MI 48076

FILE CLERK - Immediate part time position for fast paced Southfield office. Day position, Mon.-Fri. Duties include typing, filing, & light clerical. Paulette Thurs. or Mon. at 352-0010

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
To President of 15 yr. old fast-growing financial corporation. Excellent typing & communication skills mandatory. Previous executive level experience necessary. Shorthand helpful. Good benefit package & competitive salary commensurate with experience. Resume to: Box 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary. Southfield, typing 70 wpm, good telephone ability & computer knowledge, able to compose letters, fee paid

SHIPPING - billing, heavy accounting work, computer experience, data entry, detail oriented, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
CITY MANAGER'S OFFICE
City of Novi
The City of Novi is accepting applications for the position of Executive Secretary to the City Manager's office. Salary range $20,000 to $22,000 with a comprehensive fringe benefit package. Qualifications required: ability to operate computer minimum typing speed of 60 wpm, and 80 wpm shorthand. 3 years previous secretarial experience. Candidate should possess strong verbal and written communication skills. Please submit application and resume by June 23, 1989, at:
CITY OF NOVI
Personnel Dept.
45175 W. Ten Mile Rd.
Novi, MI 48050
An Equal Opportunity Employer

EXECUTIVE VALET SERVICE
Looking for telephone receptionist & valet drivers. Detroit locations.
534-5333 697-9752

EXPERIENCED LEGAL Secretary for large downtown Detroit law firm. Minimum 3 yrs. of law firm experience required. Prefer labor law background, excellent benefits & environment, this you should be. Send resume to: Linda Moore, 1600 First National Bldg., Detroit MI 48226

EXPERIENCED life insurance agent's office needs career minded office worker with good skills. Wide variety of tasks. Insurance experience a plus. I-75 and Big Beaver location. Ray McCauley,
362-3422

FILE CLERK - Interested in the legal field? Ground floor opportunity. File clerk needed for law firm Northwestern Hwy. area. Prior working experience desired. Position requires good spelling, light typing, organization, ambition & common sense. 40 hour week, includes 9-12 on Sat. Call Anne 349-3950

DATA ENTRY OPERATOR needed experienced only in a fast paced office for Farmington Hills beauty Spa. Call Debra at:
855-0478

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504 Help Wanted Office-Clerical

GENERAL OFFICE - Dependable worker for Dale Park manufacturing company. Duties include typing, posting accounts receivable & payable & errands. Computer experience necessary. Shorthand helpful. Good benefit package & competitive salary commensurate with experience. Resume to: Box 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE people, file clerks (3-5 mos experience), typists (50 wpm), data entry (3-4 mos experience), word processors (4-6 mos experience) for major company in Livonia, Plymouth, Canton, Farmington. 937S-91516/Inc. Call Lore at Unitrace
473-2930

INSURANCE
Birmingham P&C office has an opening for an experienced Person at Lines customer service representative. Minimum 3 years experience. Non-smoker. Salary open. For personal and confidential interview call:
647-4705

INSURANCE - Experienced Personal Lines Underwriter needed for small agency in Farmington Hills.
855-1500

INSURANCE
Home office of Livonia insurance company has immediate full time opening for 2-3 years experience.

Office Clericals Benefits Analysts

(Experienced)

Competitive salaries, 4% day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4000
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE OFFICE - Part time. Mature person to assist sales people. Some personal lines and telephone experience helpful but not necessary. Minimum typing. Send resume & telephone number with salary expectations to:
Insurance Office, 28410 Five Mile, Livonia, MI 48154

INTERNATIONAL
SALES SECRETARY
Stable suburban company offers a challenging position in a pleasant environment. Use your word processing and good telephone manner interacting with customers. Excellent benefits. $17,000 to start. Fee paid. Call Eleanor at 352-2090. After 5 PM. Appointments Available
SNELLING & SNELLING

KEYPUNCH OPERATORS
We are currently hiring full time experienced operators for all shifts. We offer good benefits and working conditions. Call today for an Appt.,
INDATA CORP., 422-8002

LANDSCAPE CO. Seeks secretary. 30 to 40 hrs weekly. Salary is negotiable. Westland area. Call 427-9420

LAW FIRM of Barber & Tobeson, has openings for the following positions: 2 floating receptionists, 4 file clerks, 2 word processors, 1 litigation secretary, 1 clerk typist. Positions available in Troy & Downtown Detroit. Send resume to: Jane Hartnett, 2020 Buhl Bldg., Detroit, MI 48226

LAW OFFICE SECRETARY
2 attorneys. Immediate opening. Flexible hours. Typing experience required
533-7188

REPRESENTATIVE
Established 40 year firm seeks an experienced Legal Secretary. Able to work with minimal supervision for a sole practitioner in a general practice and collection firm in Southfield. Must be experienced with word processing. Call Jeff Fried or Beth at:
354-1505

CLERICAL - Small Law Office, must be able to type, hours flexible, salary negotiable. Call
471-4030

LEGAL PERM/TEMP

Great spot for Wang expertise. Must be polished, articulate & presentable. Beautiful Troy location. To $22,000.

Receptionist needed at this major Detroit bank. Must be able to type, have good phone skills. Full benefits. To $13,500.

Paralegal Professionals with good word processing and/or general litigation skills needed. Certification & degree requested. To $24,000.

Smart suburban firm seeking Medical Malpractice Litigation experience. To $18,500.

We are actively recruiting legal typists, legal secretaries, legal word processors and legal assistants for a variety of local employers. Assignments are varied. Hours, long & short term are available right now. Top Rates!

PERSONNEL AT LAW

3000 Town Center, Suite 2380
Southfield, MI 48075
352-8060

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

LEGAL PLACEMENT
Temporary & permanent openings

CROSSMATCH PERSONNEL

2000 Town Center, Ste. 1900,
Southfield, Mi., 48075. 351-2675

SANDY MONROE 452-1947
All Fees Employer Paid

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-6500

LEGAL SECRETARY
for 5 member, downtown Birmingham firm. Requires experience in general litigation, shorthand, word processing, answering telephones and excellent typing skills. Parking provided. Call 647-8700

LEGAL SECRETARY
For personal injury firm in Birmingham. Must have at least 10 years experience. Benefits, salary commensurate with experience. WordPerfect a plus. Mr. O'Bryan: 258-6262

LEGAL SECRETARY for Birmingham firm. Requires minimum 3 to 5 yrs recent litigation experience involving pleadings & word processing skills. Full benefit package. Salary commensurate with experience.
540-5900

LEGAL SECRETARY
1-2 yrs. experience for Farmington Hills insurance defense & P.I. litigation law firm. 70 WPM, dictaphone, will train on microsoft word processor. Ask for Liz
737-4747

LEGAL SECRETARIES

1st 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 - bored, unappreciated, desire challenge? Motivated person with experience needed. Southfield.
353-4600

LEGAL SECRETARY - Experienced, dependable. Computer and administrative skills required. Good salary. West Bloomfield area.
683-3880

LEGAL SECRETARY experienced, for high volume Southfield firm. Both corporate & litigation experience a must for this position to perner & associate. Short hand desired. Call Kim between 10am & 5pm.
358-2090

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Part/full time. Southfield law firm. Experience desired but not necessary.
557-6200

LEGAL SECRETARY - 2 positions available. Must have firm. Experience required for one of the positions. John Lange.
352-4470

LEGAL SECRETARY TRAINEE for Farmington Hills law firm. Excellent typing skills required. PC experience preferred.
626-2440

LEGAL SECRETARY, part time, flexible hours, full time position possible, excellent skills required. 12 Mile & Telegraph area. Contact Gail Brisbois & Dooms
357-3910

LEGAL SECRETARY, corporate, civil litigation, defense experience, IBM equipment. WordPerfect, Farmington Hills, full benefits. Competitive salary.
626-2440

LEGAL SECRETARY
For Southfield Insurance Defense firm. Must have 3 years exp. Perfect helpful. Pleasant work atmosphere. Call Donna,
352-9580

LEGAL SECRETARY - Birmingham Plaintiff Litigation firm. Word processing, typing necessary, shorthand preferred. 2-3 years experience, competitive salary & excellent benefits. Call Karen - 645-1003

LEGAL SECRETARY for 19-attorney firm. Experience preferred for Appeals Department. Lexner word processor. Good benefits, open salary. Call Jean Schmidt at:
433-1414
or Send resume to:
Lacey & Jones, 1000 S. Adams,
Birmingham 48009

LEGAL SECRETARY

Southfield personal injury firm seeks a secretary with outstanding skills. Must have previous legal experience. Excellent starting salary & benefits. Call Marsia 559-5353

LEGAL SECRETARY for defense law firm in Northwestern suburb. Work for one partner in a close atmosphere. Excellent typing skills, word processing and dictaphone experience necessary. Competitive salary & fringe benefits. Please fax resume to: Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$23,000

An immediate opportunity! Work for one partner in a close atmosphere your own benefit plan. Hurry! Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY/EXPERIENCED with word processing, for Birmingham law firm. Call 645-5205.

LEGAL SECRETARY
Experienced. Southfield area. IBM Word Perfect. Farmington Hills office. Marsha 855-8410

LEGAL SECRETARY
part-time, experience necessary, salary negotiable. Farmington Hills area.
489-4111

LEGAL SECRETARY: $24,000. Prestigious suburban firm. Ready to hire. Call today. Ruth, 643-8590
EXPRESS PERSONNEL

LEGAL SECRETARY
With minimum 3 yrs. experience. Word processing a plus. Send resume and salary requirements to: M. Gram 35700 Van Dyke, Suite 200 Sterling Hts., MI 48310

Legal Secretary

For real estate development office in Birmingham relocating to Rochester Hills. Minimum requirements: 2 year degree, organizational skills and proficiency in word processing. Experience with Lotus, DBASE and DOS a plus. Non-smoking office. Call Karen 646-2280

LEGAL SECRETARY
Troy firm seeks Secretary/Assistant to handle clerical and organizational skills to work with attorneys specializing in Patents, Trademarks, Copyrights, and related litigation. Skills in legal experience preferred. Please send resume to:
Office Administrator,
Krass & Young,
2855 Coolidge, Troy, MI 48084

LIGHT INDUSTRIAL

- Top pay
- Cash Bonuses
- Flexible hours
- Holiday pay

We have immediate openings in all areas. If you have reliable transportation, we have jobs for you. Must be serious about working. We are accepting resumes. Friday, June 9, 37625 Ann Arbor Rd., Suite 101A, Livonia Bet. Ann Arbor Trail & Newburgh.

SNELLING TEMPORARIES
NEVER A FEE

LOAN CO-ORDINATOR
SECRETARY
Prestigious bank in Bloomfield Hills seeks an assistant for the Chief Loan Officer. Responsibilities include loan documentation, file maintenance, some typing. Salary DOE. Send resume & salary requirements to: Houbac Bank, B.E., 1700 N. Woodward Ave. Bloomfield Hills, 48013. Attention Personnel Director.

Marketing Assist

Expanding team for/has needs customer service/inside sales type willing to promote full range of products and improve sales techniques. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

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 SUPPORT STAFF
VNA of Southfield has 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 typing of 40wpm & medical terminology preferred. Full benefit package is offered.
If this is what you are looking for:
Visiting Nurse Home Health Services, 7700 Second Ave.,
Detroit, MI. 876-8318
An Equal Opportunity Employer

CREDIT CENTER OPERATOR
$5.00 per hour, full time, hours 11am-8pm. Experience helpful. Organized & have good phones. Send resume to: Linda Gruber, American Speedy Printing, 2555 Telegraph Rd., Bloomfield Hills, MI 48013

MORTGAGE PROCESSORS

An aggressive Mortgage Banker is looking to expand it's staff with experienced Mortgage Processors. Quality candidates must be familiar with all phases of mortgage processing. Opportunities available in Wayne and Oakland Counties. Salary commensurate with experience. Excellent benefit package included. Send resume to:
Human Resources Dept.
BLOOMFIELD MORTGAGE CORPORATION
26500 Northwestern Hwy.
Suite 200
Southfield, MI 48076.
An Equal Opportunity Employer

OFFICE HELP
No experience necessary. Excellent compensation. Call Steve at 645-4370

504 Help Wanted Office-Clerical

PERMANENT Part Time - flexible hours. Clerical, telephone, public contact & sales ability. Southfield/13 Mile. Call Mr. Cone 644-8848

PERMANENT POSITION for person to do various office functions. Must have typing, general office duties, payroll experience helpful. 8 Mile/Lahser area. Mr. Cain, 353-0100, ext. 41.

PRINTING
Cutter, folder operator, experienced, dependable. Excellent benefits. Redford area.
255-2228

Ready To Work? Call Kelly.

Immediate Openings

Kelly Services has immediate openings for Bench/Board Operators. All types, ROLM, Dimension, Executone & Meridian. Full time hours required. You will also need good phone skills as you will be answering for this executive office position. Both long and short term assignments are available.

Please call today for more information.

Troy
362-1180

KELLY · TEMPORARY SERVICES

The "Kelly Girl" People
"The First And The Best"
Not An Employment Agency
Equal Opportunity Employer M/F/H

RECEPTIONIST/SECRETARY
Employment Opportunity
Available - No Fee
Call Gail Mon-Fri
425-6228
ETD Temporary Service

RECEPTIONIST needed for real estate firm in West Bloomfield. Experience necessary with good typing skills. Benefits. Send resume to Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Prestigious Farmington Real Estate firm seeks receptionist for weekend employment. Call Nancy Adams at
644-3500

RECEPTIONIST

Retail office is seeking an energetic sales person to share the job of receptionist with the opportunity for a possible permanent. Filing & light typing is required along with a good personality & a positive attitude. Be part of a team of professionals & become part of a fast growing communication company. For information please call 597-7960 or apply in person at 32625 Northwestern Hwy., Farmington Hills.

RECEPTIONIST - Must have good typing skills and pleasant phone personality. Starting July 1. Southfield area. Benefits. Call
358-5044

RECEPTIONIST/SECRETARY for legal office. Salary commensurate with experience. Call ask for Ann:
559-3940

RECEPTIONIST- promotional company in Livonia needs light clerical person. Entry level, chance for advancement. 9am-5pm.
477-7388

RECEPTIONIST/TYPIST
Needed for construction company. Please call for appointment.
652-3232

RECEPTIONIST/General Office
Help needed for Plymouth office, Canton area. Flexible hours, could be full time in future.
455-8000

RECEPTIONIST/SWITCHBOARD
Operator for Troy office. 12 incoming lines. Minimal typing. Previous experience desirable.
528-3814

RECEPTIONIST
Experienced receptionist needed for a Southfield optical company.
375-0022

RECEPTIONIST-SECRETARY
Immediate opening. Will assist with accounts payable, typing, computer data entry. Experience preferred. Southfield.
752-7375

RECEPTIONIST - wanted part time, 12 noon to 4:30pm for law firm. Light typing, answer phones, filing. Please send resume to 30777 Northwestern Hwy. #101, Farmington Hills, MI. 48018

RECEPTIONIST - private professional Southfield firm seeks full time receptionist. Light bookkeeping, phone, mail, etc. Pleasant office. Call Mary
355-0280

RECEPTIONIST - part time, Birmingham insurance company needs experienced receptionist to handle captionist, light typing, mail, miscellaneous duties. 12:30-5pm. Call for appt
540-8300

RECEPTIONIST
for mature individual to handle busy switchboard in fast growing insurance agency. Typing and dictaphone required. Farmington Hills. Ask for Mrs. Rhanour
471-0970

RECEPTIONIST
Cheerful Lobby Receptionist needed. Full-time, at our Livonia office on Schoolcraft & Newburgh Rd. Primarily phone only, with occasional typing. $5 per hour. Contact: Sandee Branch,
464-0100

RECEPTIONIST & Word Processor, 2 immediate openings. Permanent part time, 6 days - 6 hours per day, good starting salary. Please send resume to: Office Manager, 27400 Northwestern Hwy., Suite 401, Southfield MI 48034

RECEPTIONIST/PART TIME
For Northville insurance agency. Must have excellent communication skills, typing, word processing and phone skills. Please send resume to: CES, 560 Griswold, Northville, MI. 48167

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
GENERAL OFFICE

Enthusiastic person needed for busy office located in Plymouth. Must possess excellent telephone manner, typing & general office skills. Word processing ability helpful. Non smoker. Send resume to: 377 Amelia, Plymouth, MI 48170

RECEPTIONIST
Well established firm offering excellent benefits and pleasant working environment seeks full time Receptionist. Position requires excellent telephone communication skills, good attitude, typing and filing skills, previous switchboard experience preferred. Please send resume with salary requirements to: P.O. Box 8715, W. Bloomfield, MI., 48324

RECEPTIONIST/SECRETARY
TRO CPA FIRM has an immediate opening for a energetic self-starter for Receptionist. 2-4 years experience in a professional environment, with excellent typing and communication skills. Must type 50wpm and have basic knowledge of IBM PC, able to handle multiple tasks. Excellent opportunity for advancement in a growing and expanding firm. Call C. Mullins between 9AM-4PM only.
680-9060
An Equal Opportunity Employer

RECEPTIONIST needed, part time for Bloomfield Hills law firm.
644-6666

RECEPTIONIST - Birmingham clinic, 2 part time positions available for day/evening hours. Excellent typing skills required.
647-0020

RECEPTIONIST
Typing and filing for financial planning firm. Light computer. Southfield. Full or part time. Call
559-3120

RECEPTIONIST. Immediate opening part time, light typing, answering phones, filing. Call between 9 and 4pm
542-7200

504 Help Wanted Office-Clerical

RECEPTIONIST
With typing experience for Birmingham CPA firm. Full time. Call Barbara
642-5824

RECEPTIONIST/SECRETARY position available. Part time. Livonia area. Secretarial skills necessary. 50wpm minimum. Call Linda Boyle for interview at:
525-0400

RECEPTIONIST/SECRETARY for a Birmingham real estate office. Neat appearing, dependable, and personable with typing skills. Inquire at 647-1900 Mr. Bornstone.

RECEPTIONIST
Busy Birmingham office seeking responsible person with good secretarial skills. Full benefits, non smoker. Call Mary
540-2817

RECEPTIONIST - private professional Southfield firm seeks full time receptionist. Light bookkeeping, phone, mail, etc. Pleasant office. Call Mary
355-0280

RECEPTIONIST
for small Office in Plymouth. Typing & phone skills. Resume to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Southfield law firm. Full or part time available. Looking for dependable individual with initiative & experience. Send resume to: Office Manager, Box 215, Southfield, MI 48037

504 Help Wanted Office-Clerical

RECEPTIONIST - Mature persons needed for full and part-time positions at a busy medical hospital in Rochester. Applicant should be pleasant and enjoy working with people. Light typing ability. 651-0303

RECEPTIONIST for leading Fortune 500 computer corp. in Oakland County, experience on Rolm, Dimension or Executone helpful. $1223/mo. Call Luconia at Unitrace
646-6156

RECEPTIONISTS - hypers for many large companies in Livonia, Troy, Farmington, Detroit. Type 40-50 wpm accurate. Board experience on Dimension, Horizon & plus. $1225-$1400/mo. Call Louise at Unitrace or Berry 473-2930, 357-0034

RECEPTIONIST
Full time position available in outpatient mental health clinic in Farmington Hills. Must have 6 months office work. 8 hours 2pm-6pm, Monday-Friday and Saturday, 8am-1pm. For appointment call between 9-5.
478-4411

SECRETARIAL CLERICAL position with construction sub contractor. Knowledgeable, organized, dependable, experienced. 569-2449

504 Help Wanted Office-Clerical

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Personnel Department
GHAFARI ASSOCIATES, INC.
14147 FARMINGTON ROAD
LIVONIA, MI 48154
FAX # 313-421-4220

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A large, diversified manufacturing company has several openings at its headquarters in Southfield for top-notch secretaries and clerical support staff.

Secretarial candidates will have at least two years secretarial experience, with one year of specific experience in either employee benefits or a sales environment. They will possess excellent typing, dictation and word processing skills, and will have a working knowledge of DisplayWrite 4 or WordPerfect 5.0, or Lotus 1-2-3.

Clerical candidates will have at least one year of office experience and will possess accurate typing skills and a working knowledge of personal computers and various software packages (WordPerfect 5.0, Lotus 1-2-3, Data Base III). Exposure to personnel field or commercial insurance will be an asset.

Our employees enjoy a competitive salary and benefits package including 401-k and tuition reimbursement, and an environment which offers opportunities for personal and professional growth.

For confidential consideration, please submit your resume, with salary requirements to:

Personnel Dept. - KT
P.O. Box 999
Southfield, MI 48037
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OFFICE AUTOMATION

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522-4020

WORD PROCESSING SECRETARY
Secretary needed to work on IBM Officewriter for an Engineering firm.
CALL MARY
ROCHESTER
852-8800

DATA ENTRY OPERATOR
Data Entry position for Insurance co. Must have previous Data Entry experience.
CALL MARY
ROCHESTER
852-8800

WORD PROCESSING SECRETARY
NEW secretary for advertising agency in Birmingham. Typing, answering phone.
CALL KELLY
BLOOMFIELD
642-9650

SWITCHBOARD OPERATOR
Plymouth manufacturing co. needs receptionist for busy sales department. 10 incoming/25 extensions. Typing of 45 wpm required.
CALL LINDA
LIVONIA
522-4020

SENIOR TYPIST
Typist, 60+ wpm familiar with electronic typewriters. Transcribing experience helpful.
CALL PAULETTE
SOUTHFIELD
352-8220

CLERICAL

SWITCHBOARD OPERATOR
Switchboard operator needed for busy message center. Phone experience a plus, plus light typing on a CRT. 3 month + assignment.
CALL PAULETTE
SOUTHFIELD
352-8220

SWITCHBOARD OPERATOR
Fast paced office needs 30 incoming lines 195 extensions. Light typing, sorting mail.
CALL JOE
FARMINGTON
471-2050

TYPIST
Short term assignment typing letters, memos, forms, filing and answering phones.
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FARMINGTON
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