504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Looking for variety? Growing Southfield service firm seeks motivated individual. Will provide on-the-job computer training. Pleasant professional environment and excellent benefits. Send resume and salary history to:
Personnel Director
17117 W. 9 Mile Rd. Suite 700
Southfield, MI 48075
An Equal Opportunity Employer

OFFICE DISPATCH
Plumbing company in Farmington Hills is looking for mature, dependable person to work in a cheerful office voice. No experience necessary, will train. Full time position starting $4.50 an hour while in training. $5.00 an hour after training. Sat. Sun. 7am-3pm. Mon., Tues., Wed. 2-11pm. Thurs. & Fri. off. Phone for appointment.
478-7758

OFFICE MANAGER
A leading retail organization is seeking an office manager in our office. Responsibilities include overseeing a department of 5 individuals and staff supervision. Prefer previous supervisory and office work experience, a degree in business or accounting, have equipment expertise. Non-smoker. Must assume with salary requirements to:
Box 313, Dept. 38, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE OPENING/C

Must be dependable, accurate with figures, have word processing knowledge, type minimum 55 words. Extensive word it experience preferred. EOE. Apply in person or send resume to:
Director, Administration
Trans Continental Airlines
839 Willow Run Airport
Ypsilanti, MI 48198

ORDER ENTRY POSITION
with Wall Street firm. Good telephone & people skills required. Will train mature enthusiastic individual. Salary $250 plus excellent full benefits.
543-2712

PART TIME GENERAL OFFICE
For homemakers are wanting back into work force and parents with children in school. Light office hours & phone sales. We are willing to work around your schedule! Part time hours - 3 days per week. $5.50 per hour. Non-smoking office. Apply at Circuits EMA, 32900 Capitol (off Farmington Rd., Livonia. No phone calls.

PART TIME SECRETARY-Food service corporation located in Livonia seeks a motivated, organized individual for this position. Approximately 9-15 hrs. per wk. Responsibilities include typing, calculator and general office duties. Send resume to: Box 332 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TO FULL
Birmingham service group needs personable self motivated individual to work in our office. Part time can be full time 60-90 days. Call:
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

PAYROLL & CLERICAL
Looking for bright individual with some payroll experience. Excellent benefits and working conditions. Call Personnel, 261-1111 Brighton, Farmington.
355-1000

PERSONNEL/SECRETARY
Medium-size Southfield manufacturer near Metro Airport, with 180 employees requires a person to handle all personnel issues i.e. screening, testing, interviewing, time keeping, insurance, etc. Must have excellent professional attitude. Experience. Send resume with salary requirements, to:
Controller, 19636 Cardone Way, Detroit, MI 48203

PROFESSIONAL TEMPS
Call ETD Temporary Service
We put high quality temporary people to work immediately with top pay.
Call 425-6228

Professional Office Staff

Are you an experienced clerical candidate with marketable skills? We have placement opportunities for individuals experienced in:
- General Reception
- Data Entry
- Secretarial
- Typists

Earn top pay with NO FEE. Call our representative today for an interview.
TEMPRO
443-5590

PROOFREADERS needed on days, part time and full time, flexible hours. Livonia. For an appt. call:
525-4774

PURCHASING ASSISTANT
Entry level position. Clerical assistant. Requirements: good math aptitude. Previous experience helpful but not mandatory. Send resume to: P.O. Box 300, Southfield, MI. 48037.

PROFESSIONAL RECEPTIONIST
PLYMOUTH
Light typing, good math background, busy board. $16K range. Call counselor Mon. thru Fri.
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST
Novi based medical practice needs experienced individual for busy front desk. Salary & benefits. Call Janet Alberton between 9am & 12 noon
347-1000

RECEPTIONIST/FILE CLERK
Light typing. Birmingham law office. Will train. Salary negotiable.
258-6262

RECEPTIONIST
Immediate opening in Northville office. Hours 9am-5pm, Monday-Friday. $5/hour.
344-9700

RECEPTIONIST needed in Southfield area. Light typing, good phone skills necessary. $5.00 per hour.
354-1780

RECEPTIONIST
Good typing, enthusiastic. Send resume to Detroit 48203 W. 8 Mile Rd. Suite 103, Livonia, MI 48152

RECEPTIONIST - Ad Agency. Word processing Experience. Light typing. Excellent salary and benefits. 552-7600
An Equal Opportunity Employer

RECEPTIONISTS & switchboard operators for two office locations. Must have 60 wpm typing speed. Call Uniforce
473-2930

RECEPTIONIST
Need pleasant and perky person for phone answering and light duties. Must provide a positive first impression of our company. Call Betty Lizzi before 2 for information at 422-1212

RECEPTIONIST FOR Troy law office. Call Sue
643-9706

RECEPTIONIST Part-Time. 3 days a week. Light area. 1-5. Please call after 1, fills
353-9710

RECEPTIONIST
Mature Receptionist wanted for part time position. Pleasant phone personality a plus. Hours are 1-5 Monday-Afternoon shift 12:30-5pm.
Call Jean.
535-1783

RECEPTIONIST
Switchboard experience, excellent phone skills, typing 40-50 wpm, knowledge of shorthand a plus. Word processing. Novi area. Call Kathy
347-2730, ext. 255

RECEPTIONIST
Real Estate business looking for a responsible individual to handle phones, light typing, errands & any other misc. duties. Salary commensurate with experience. Call Monica, Birmingham
642-1180

RECEPTIONIST/SECRETARY
Customer service opportunity with growing Dental equipment company in Livonia. Must be people oriented, enjoy client & selling to learn. Duties include phones, light typing, customer service & clerical, benefits & pleasant working environment. 344-8020

RECEPTIONIST/GENERAL OFFICE CLERICAL- Ann Arbor Manufacturing Company seeks full time permanent receptionist to handle a variety of office duties including telephone, typing, filing, order processing, mail processing. Qualifications: some prior experience, good typing speed required necessary. Send resume to: D.K. Lee, 120 Enterprise Drive, Ann Arbor, MI. 48103

504 Help Wanted Office-Clerical

RECEPTIONIST - PART TIME
In veterinary hospital. Over 18. Day & evening openings. Good phone voice. Light typing & filing required. After 1pm call
349-8505

RECEPTIONIST
Experience required, salary based on experience. Full compensation package offered.
477-3139

RECEPTIONIST
Full time with Maples experience, Machining Center Inc. 5992 Ford Ct. Brighton
229-9208

RECEPTIONIST/SECRETARY
Bloomfield Hills law firm. Responsible, detail oriented person. Typing 70 wpm, life, disability & medical benefits. Call Cindy
647-1213

RECEPTIONIST - 3-8 more experience, light typing, good telephone manner, professional appearance a must. Located in Southfield, Livonia, Novi. Salary open, call Diane at
357-0020

RECEPTIONIST - PART TIME Ideal hours for the local college student. Work 20 hrs. Monday-Friday 10-2 Monday thru Thursday 5-8pm. Saturday 9-5pm. Starting $3.75 hr. Must have good typing ability and phone skills. Call 421-5660 and ask for Susan.

THE PRUDENTIAL
HARRY G. WOLFE, REALTORS
32299 Five Mile Road

RECEPTIONIST/SECRETARY
Immediate opening at a Lake Farm. Call
963-1700

RECEPTIONIST/SECRETARY
for W. Bloomfield construction company. Computer experience helpful, typing. Please call Pat
855-0417

RECEPTIONIST for heating and air conditioning company. Basic office skills, good future and benefits. Full time.
335-4455

RECEPTIONIST - $6-$9/HR
Will train
Call Today 557-1200
Fee $95.00 JNI Agency

RECEPTIONISTS
Positions available full time, long term, light typing and filing. Call Arbor Temps
459-1166

RECEPTIONIST, Full-time, for busy dental oral surgery office. Plymouth area. Requires general office skills, typing, outgoing personality. Calls accepted Wednesday only 451-7650

RECEPTIONIST
needed to answer phone & to perform light clerical. Part time, flexible hours, non smoking office. Please call Sue, Mon. - Wed. at: 476-8833

RECEPTIONIST - FULL-TIME
Some light typing. Pleasant personality & good communication skills. Apply in person. P.O. Box 19336, Detroit, MI. 48219
Attn: Teacher, at
356-5200

RECEPTIONIST- Full time position, experience in phone communication, typing & adding machine required. Good salary & benefit package. Southfield, Westland. Call 729-0550

RECEPTIONIST for growing sales organization in Farmington Hills. Duties include answering phones, light typing, computer keyboard experience a plus. Part or full time. Call Judy at
855-8450

RECEPTIONIST
Afternoons, 12:00-5:00 - good communication skills and strong typing or data entry ability. Davis Auto Care, 807 Doheny Dr., Northville
349-5115

RECEPTIONIST/GENERAL OFFICE
Full time for 1 clerk office in downtown Farmington insurance agency. Will train. Position requires good phone skills and dependability. Call for appointment
477-6082

RECEPTIONIST/DATA ENTRY/GENERAL OFFICE duties, light bookkeeping, 2 yrs. office experience necessary. Non smoker. Send resume + salary history to: 32969 Hamilton Court, Farmington Hills, 48018

RECEPTIONIST/SECRETARY
Mature individual with telephone & typing experience. Salary based on experience. Send resume to:
Terry Carroll, 5905 Belleville Rd., Belleville, MI 48111
An Equal Opportunity Employer

RECEPTIONIST for family counseling agency in Royal Oak. Full time Monday thru Friday, pleasant personality and flexibility a must. Resumes to: Andree Kaiser, 1424 E. 11 Mile, Royal Oak, MI 48067
An Equal Opportunity Employer

RECEPTIONIST/TELEPHONE
Experienced for growing Livonia firm. Bookkeeping and computer knowledge a plus. Apply in person between 9am and 4pm. 30930 Industrial Rd., Livonia. Between Middlebelt and Merriman.

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and friendly basic appearance. Send resume to: P. O. Box 300, Southfield, MI. 48037

RECEPTIONIST/SECRETARY
PVH is seeking a Receptionist/Secretary for its Corporate Office in Southfield. Pleasant phone personality, typing, word processing & filing skills, organizational skills required. Please send resume to: Marilyn Kaplan, 24300 Southfield Rd., Suite 300, Southfield, MI 48075

RECEPTIONIST/Switchboard Operator. Need bright individual with phone experience to handle in-coming calls for administration. Excellent customer relation skills & phone courtesy a must. Salary in person at: Jewish Apartments, 1300 Delemere Blvd., Royal Oak, Mich. Mon. thru Fri. 8am-3pm.
An Equal Opportunity Employer

RECEPTIONIST
$17,000
Local real estate publication relations specialist is needed by an upscale suburban Detroit firm. Some typing responsibility included. Hurry for this choice fee paid position.
Call Bernice
353-2090
SNELLING & SNELLING

RECEPTIONIST/CLERICAL
Busy Southfield Real Estate Property Management company seeks full-time permanent Receptionist to handle a variety of office duties including telephone, typing, filing, customer service. Applicant must have professional appearance & attitude. We offer a competitive salary & benefits. Please send resume & salary requirements, to:
29548 Southfield Rd., Site 200,
Southfield, MI 48076

RENTAL CONSULTANT for large apartment community. Salary, commission, plus benefits. Submit application to Honeytree Apts., 6175 Honeytree Blvd., Canton, MI 48187. Mon. Thru Fri., 10-5pm.

RECEPTIONIST
Full time position available at our Farmington Hills office. Must possess strong telephone skills and be capable of handling a large volume of calls. Light typing and good math skills. Also, required to handle miscellaneous office procedures. Excellent health/benefit package. Please apply at:
MELODY DISTRIBUTING
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

Receptionists

Great opportunities for sharp individuals with solid communication skills in Farmington Hills. Call now for one of these assignments.
- Part-time, indefinite opening. Work 1 pm - 6pm, Monday - Friday.
- Full-time openings, Monday - Friday. Short and long term available.

ENTECH
SERVICES, LTD.
737-1744

SALES SECRETARY
Enjoy a fast paced environment dealing with international clients. Word processing needed. Outstanding benefits.
Fee paid.
$17,000 to start. Call Eleanore
353-2090
SNELLING & SNELLING

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Full-time position with Southfield Accounting firm. Best suited for a pleasant telephone manner, a must. Typing 45-50 WPM. Excellent wage & benefit package. Send resume to: P.O. Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Duty Farmington Hills office needs a receptionist for its corporate headquarters. Responsibilities include answering phones, greeting visitors and related duties. Pre-employment duties are organized & professional individual. We offer a complete benefit package. Call
553-2290

RECEPTIONIST
This Livonia firm seeks a mature minded professional to answer phone. Light volume switchboard. Accurate typing, good phone etiquette and pleasant personality a must. Excellent benefits. Salary $14,400
Fee Paid. Call Ellen
464-0909
SNELLING & SNELLING

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Full time position available at our Farmington Hills office. Must possess strong telephone skills and be capable of handling a large volume of calls. Light typing and good math skills. Also, required to handle miscellaneous office procedures. Excellent health/benefit package. Please apply at:
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An Equal Opportunity Employer

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$17,000
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Fee paid.
$17,000 to start. Call Eleanore
353-2090
SNELLING & SNELLING

504 Help Wanted Office-Clerical

SECRETARIAL position in a Patent Law Firm. Must be outgoing, reliable, & professional. Type at least 50 wpm. WordPerfect experience desirable. Send resume to: P. Wheeler & Assoc., P.C., 3000 Town Center, Suite 2700, Southfield, MI 48075.

SECRETARIAL POSITION
Several $ telephone/secretaries needed in major downtown advertising agency. One Sr. level position requires shorthand & one requires statistical typing experience. All other Jr. & Sr. level positions require excellent typing, phone manner & communication skills. All applicants should have a minimum of 1 - 3 years office experience and/or business school training. Please send resume & salary requirements to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST - Part time position - media department - in Southfield. Must have word processing (Word-Perfect) a plus & typing experience. Dependable, phone & people skills. Interesting work in a fast paced environment. Non-smoker. Benefits package. Send resume with salary requirements to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Advertising agency, Southfield needs a secretary who enjoys a fast paced, variety of responsibilities in an excellent office environment. We offer a competitive salary & excellent benefits package. Send resume to: Box 310 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY ASSISTANT
To public relations of large health organization. Excellent office skills including some computer knowledge. Medical knowledge a plus. Send resume to: Public Relations Director, E. 28250 Southfield Rd., Suite 42, Southfield, Mich. 48076

SECRETARY - BLOOMFIELD HILLS
Real estate management experience, Lotus-spreadsheet. $21K range. Benefits Fee Paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Bloomfield Corporation, Personnel Division. Shorthand required. Word processor. $23,500 annual range. Full corporate benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY - computer data entry. Accounts payable & receivable & payroll. Accounting degree. Livonia
421-7612

SECRETARY
Commercial Mortgage firm has an immediate career opportunity for an experienced Secretary. Qualified candidate should possess excellent customer relationship skills, strong typing and written communication skills. Banking and knowledge of loan documentation preferred but not required. Excellent benefit package. Please send resume and salary history in confidence to:
HUMAN RESOURCE DEPT. - SOE
P.O. Box 5823
Troy, MI. 48007-5823
E.O.E. M/F

SECRETARY - Detailed, organized for The Troy financial planner. Typing, computer, grammar & communication skills preferred. Salary, benefits, bonuses. Call Jeanette 362-1230 days. Resume to Metro, 6780 Rochester Rd. Suite C, Troy, MI 48098

SECRETARY
Detroit based financial institution seeks person for 1 clerk office. Hard working, self starting person with accurate typing skills (50 wpm) & word processing experience (Wordstar a plus). Person should have the ability to take on various responsibilities & have an excellent phone manner. Candidates see self have the potential for advancement in the financial industry. For consideration send resume to:
P.O Box 779
Detroit, MI., 48231

SECRETARY
Established firm seeks entry level secretary with 2 yrs exp. Position involves shorthand at 80 wpm + . Excellent benefits. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 570
Southfield, MI 48075
Or Call
355-4140

SECRETARY
Ethical, growing service firm seeks telephone, typing & general office secretarial skills. Word processing experience helpful, but not required. Pleasant office atmosphere, excellent benefits. Send resume and salary history to:
Personnel Director
17117 W. 9 Mile Rd Suite 700
Southfield, MI 48075
An Equal Opportunity Employer

SECRETARY
Exciting opportunity exists in our Southfield office for a self starter, individuals looking for entry level secretarial jobs that offers great growth potential. We need bright, hard working, ambitious people with excellent typing & communication skills. Not necessary but dependable Excellent benefits. Interested applicants can send employment history to:
FOLLMER, RUDZEWICZ & CO.
26200 American Drive
Suite 205
Southfield, MI. 48034

SECRETARY for Fund Raisers is a non-profit Medical agency. Experience should include Word Processing, typing 50 WPM & basic bookkeeping. Salary commensurate with experience. Southfield. Call Cindy,
352-0440

SECRETARY - Full time, word processing, invoicing, filing, etc. Must be accurate. Send resume to: Jennine & Assoc., 5787 W. Maple, W. Bloomfield, MI 48322

SECRETARY
Full time needed for small South field sales office of Fortune 200 company. Typing & computer literacy required. Shorthand helpful. Ideal candidate should be self-motivated & able to work with little or no supervision. Must be dependable & personable. Salary based on productive salary & benefits. Send resume to: Box 1, P.O. Box 784, Southfield, Mich. 48037

SECRETARY
Full time, Accounts Receivable, billing, typing, receptionist and general clerical. Send resume to:
PO Box 658, Pontiac, MI 48056
Or call for interview
338-9271

SECRETARY
Full time position available. Must have excellent typing & phone skills, minimum typing speed, 60wpm. Must be detail oriented, have excellent organizational skills, able to work independently, know calculator skills. Send resume, in confidence, with salary history to: P.O. Box 5091, Southfield, MI 48086

SECRETARY
Growing organization seeking full time individual who is flexible, personable, and enjoys working with the human resource dept. Must have 1 year of word processing (word perfect) experience, good typing skills, and pleasant telephone phone etiquette. We offer an excellent benefits pack-age and opportunity for career advancement. Submit resume to:
Guardian Alarm Company
20800 Southfield Road
Southfield, Michigan 48075
423-1000

SECRETARY
Growing Commercial Finance company in Farmington Hills seeks bright enthusiastic individual for entry level secretarial position. Candidate must have pleasant phone manner, typing skills, be organized & be willing to learn. Salary & benefits.
Call Mary,
851-7996

SECRETARY
If your versatile, organized, like to be busy, type 60 wpm, have excellent phone manner, we need you. We're a growing Southfield research company. Non-smoking office.
352-7966

SECRETARY
Mature person with good organizational skills and excellent typing skills to work as secretary to owner. Some contact with the public in customer service counter. Accounting background helpful as well as strong typing or data entry skills. Top pay and benefits for career minded person. Call Carla, 807 Doheny Dr., Northville.
349-6116

504 Help Wanted Office-Clerical

SECRETARY
Experienced Secretary needed for downtown Ann Arbor investment company. Candidates should be able to type 70-80 wpm. Word processing & spreadsheet experience necessary. Microsoft Word & Lotus background preferred. 4-5 years secretarial experience & excellent interpersonal & telephone skills are required. Competitive salary, 8 paid holidays, 401K, excellent benefits.
Mail to:
MICHIGAN ASSOCIATED
Secretary Position
P.O. Box 9649
Ann Arbor, MI 48107-9649

SECRETARY
Immediate opening. Non smoker. Entry level position for Livonia State Farm Agent.
422-6780

SECRETARY
Large mortgage banking office in Troy is seeking a secretary to the area Vice president of loan operations. Requires knowledge, skill, and mental development equivalent to completion of a 4 year high school with specialized training in secretarial skills. Qualified candidates will have 1-2 years of secretarial experience. Competitive salary and benefits available. Please submit resume with salary requirements to: Box 334 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECRETARY - Mature experienced for growing mfgrs rep. able to run office w/ little supervision. Assume duties as job grows. Such as, meeting buyers, and delivering quotes. 20hrs to start, probably becoming full time. Word processing experience a must, computer literate, salary commensurate with experience. Send resume to: P.O. Box 512, Rochester, MI. 48308-0342.

SECRETARY NEEDED - Life insurance company requires mature person with general office skills, including basic computer experience. Pleasant environment & fringe benefits. Resumes to: P.O Box 723, Southfield, MI 48037.

SECRETARY
Novi based company is seeking a seasoned organized individual for a temporary position. Duties include dictation, typing, filing. Send resumes to: Knight Enterprises/Delta Tools, 40600 Grand River, Novi, MI 48050. Attention: Sherry Hendricks

SECRETARY
One person office. Minimal typing, no bookkeeping. Bert starter for sales office in Troy. Salary commensurate with qualifications.
Ask for Lori at
545-8890

SECRETARY/PART TIME
3-4 days per week. Typing, filing, phone, some computer work. Must be quick, accurate & well organized.
Call Jeanette
737-7000

SECRETARY - PART TIME - 2 or 3 days a week in Southfield. Must be organized, able to work with good grammar, typing and general office skills. Call Mrs. Jensen 353-2602

SECRETARY - Part time, 20 hours. Experience in word processing and typing required. Excellent pay. Resume and salary requirements to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
One part office. Phone etiquette, typing, filing, and general office work. Salary open. Call Mrs. Jensen at Southfield area. Send to p.o. Box 340.

SECRETARY/RECEPTIONIST
Busy Farmington Hills CPA firm has opening for a person with basic typing, filing and general office duties. Attention to detail and excellent telephone manner a must. Ideal 2-3 years experience. Competitive salary plus benefits. Send resume and salary history to: Box 336, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
for employment agency in Farmington Hills. Resume efficient and outgoing individual capable of wide variety of responsibilities including typing, bookkeeping, data entry, taking phones along with heavy people contact. This position reports directly to the president and is ideal for a self starter looking for a challenging job. Send resume in confidence or call:
852-0980
Widman Personnel Division
31731 Northwestern Highway
Suite 111
Farmington, MI., 48018

SECRETARY/RECEPTIONIST
Busy Oakland County real estate office require experienced person capable of typing 50 wpm, good phone work, computer experience a plus. Call Ann Sharry
631-9700

SECRETARY/RECEPTIONIST
Needed for market research and consulting firm. Front desk position with excellent or all other communication. You must be able to type accurately (50wpm) and have experience working in a professional business atmosphere. Benefits and growth potential offered. (11 Mile & Orchard Ridge)
352-3300

SECRETARY- Self motivation & organizational skills are key elements to this diversified career position. Marketing & sales. If you possess excellent typing, word processing experience, professional phone sales & enjoy a moderate paced environment office, mail resume with salary history to: General Manager, Advertising, 1204 E. Maple, Troy, Mich. 48083

SECRETARY

SONY'S Consumer Sales Division is looking for a Sales Support Secretary who possesses communication skills, attention to detail, good organizational and correspondence skills.

Salary commensurate with experience. Interested applicants please send resume in ATTN: HUMAN RESOURCES FAIRLANE PLAZA, SONY CORPORATION OF AMERICA, 26200 TOWN CENTER DR./STE. 300, NOVI, MI 48050

We are proud to be an EEO/AA employer M/F/H/V. Also, we maintain a drug free workplace and require a pre-employment substance abuse testing

SONY

SECRETARY TO P. O. SALES
Career opportunity in automotive fabric supplier sales office. Experienced individual with knowledge of retail sales. Type minimum 60 WPM, word processing & Lotus experience required. Salary & fringe benefits commensurate with ability. Send resume to:
Joan Automotive Industry, 2211 W. Maple, Suite 2216, Troy, MI., 48084.

SECRETARY
Well organized, dedicated to work in a small branch sales/service office of well established Manufacturer. Product line is fire alarms & plant protective systems. Diversified work, answer phones, type, word processing (Wordstar) & light bookkeeping. Call in Livonia, MI. Send resume to: Autocall, Inc., 39201 Schoolcraft, Suite 367, Livonia, MI 48150.
An Equal Opportunity Employer

SECRETARY - Well known industrial distributor seeks secretary for answering phones, word-processing, (multi-mate a plus) & general clerical work. Send resume to Box #368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
With word processing experience, knowledge of: TSI, 28380 Van Born, Dearborn Heights, 48125.

SECRETARY with some experience. Answering phones, some bookkeeping for cabinet maker shop. Redford area. Call 255-1230

SECRETARY - with 2-3 yrs recent experience, detail oriented, bookkeeping & general office duties a plus. Send resume to Office Manager, imperial Industries, 6450 Sheridan, Detroit, MI. 48211

SECRETARY - word processor for major financial corp. in Fern Creek area. Office hours are 8 plus. Word Perfect or Display Write 4, $1800/mo. Call Lorraine
475-2930

SECRETARY/WORD PROCESSOR
Southfield CPA firm looking for reliable, self-motivated Individual. Good typing, organizational and phone skills required. Knowledge of computer operating systems, a must.
358-0300

504 Help Wanted Office-Clerical

SECRETARY
We are seeking an experienced individual with excellent secretarial skills to work in our contingency administration area. Qualified candidate must be capable of operating an IBM Word Processor, personal computer or something comparable. Solid typing ability, knowledge of and handle diversified secretarial, clerical & administrative duties, some of a confidential nature in support of several major managers. We offer a competitive benefit package, qualified candidates should send their resume with salary requirements or apply Mon Fri, 9am-4pm to:
Human Resources
FIRLAND'S LIFE
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

SECRETARY
$18,000
Lots of variety with this Bloomfield Hills firm. Good communication skills, word processing, typing, shorthand experience. Fee paid.
Call Cathy
737-4760
SNELLING & SNELLING

SECRETARY
$20,000
Fast paced position for busy department. Light typing, phone, filing, including some supervisory. Congenial environment. Excellent benefits.
Call Lynn
358-2100
DAVIDSON, LAURD & ASSOC
Executive Search

SOUTHFIELD Insurance agency seeking profiler experienced in personal lines C.S.R. Must be familiar with Michigan automobile coverage. Salary tied to experience & ability. Contact Personnel Director Mary Ann
313-557-6822

Switchboard Operators

If you have previous switchboard experience, call us today to find out about several openings available now

- you will work on ROLM, Horizon, and Merlin phone systems
- convenient Farmington locations
- choice hours, full time or part time assignments
- typing is helpful but not necessary
- professional manner is required

These positions offer pleasant work environments with top companies. Call Kelly today.

Farmington Hills 471-2950

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

Switchboard Operator
Excellent opportunity for a Switchboard operator seeking full time, part-time in an insurance environment. Light typing experience and excellent communication skills required. Telephone Sales phone System experience desired. Flexible day shift hours. Call Sandra Hayes, Mon. thru Fri. 12-4pm.
CUNA Mutual Insurance Group
Human Resources & Benefits
15800 Farmington Rd.
Livonia, MI 48154

Switchboard Operator/
Receptionist

Farmington Hills Mfgr. offers a PART-TIME position as Switchboard Operator/Receptionist. Good communication skills and some typing experience required. Send resume to:

BOX 374
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150

Switchboard

Ready To
Work?
Call Kelly.

Immediate
Openings

Kelly Services has immediate openings for Switchboard Operators. All types ROLM, Dimension, Executive. Some light typing is also helpful. You will also need good phone skills and a pleasant manner for this executive office position. Both long and short term assignments are available. Reliable transportation a MUST.

Please call today for more information

Troy
362-1180

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TEMPORARY
SERVICES

THANK
YOU

TEMPORARY RESOURCES would like to thank our temporaries for NATIONAL
TEMPORARY HELP WEEK
to tell our employees how much we value & appreciate them.

National Temporary Help Week
Call Today

TRAFFIC ASSISTANT
Full time entry level position available. Sub-contract position available for previous experience in traffic/transportation. Must have good math skills and calculator skills necessary. Send resume stating salary requirements to: Attn Personnel, P.O. Box 5091, Southfield, MI 48086.

ADVERTISING AGENCY seeking a person to assist accountant positions available. Typing 50-60wpm. Bachelor degree preferred. Knowledge of NBI word processing experience preferred but will train. Heavy typing, filing, copying, excellent phone skills and organizational skills required. Some overtime. 1st Twelve are free. Good starting salary/benefits. Call Nancy Hoffman at 642-8170
An Equal Opportunity Employer

TYPIST PART-TIME
Dynamic health care services located in Redford has an immediate opening for an experienced Typist. Applicants must type 50 wpm, have organizational skills and enjoy working with the public. Starting at $4.50 per hour. Interested applicants call Jan Brown at
937-8550
An Equal Opportunity Employer

WALSH COLLEGE has the following part-time secretarial openings: Mon. thru Thurs., 5:30 pm to 8.30 pm. Mon. thru Thurs., 8 am to 2 pm plus every other Sat. morning. Requirements include word processing skills with knowledge of WordStar (Series 44 and a min. of 2 yrs. secretarial experience. Send resume to: Personnel, 4701 Cass, Detroit, MI 48202, 3838 Livernois, Troy, MI., 48084.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Switchboard
Operators

If you're an experienced switchboard operator, we have a position for you. Experience is required on any of the following:

- Horizon
- Dimension
- Rolm
- PBX
- Mytel

Call now for a great opportunity! We offer great pay and benefits!

ENTECH
SERVICES, LTD.
588-5610

TYPIST/RECEPTIONIST
for estates, disposition and small CPA office in Southfield. Excellent working conditions. Computer experience helpful but not necessary. Good pay plus Christmas bonus. Reply in writing only stating salary requirements to: 31711 W. 10 Mile, Ste. #116, Southfield, MI., 48075.

WANG OPERATORS
Several immediate and on-going assignments available! Wang Operators to work on-site at major automotive firms. Top wages for candidates possessing excellent over-all clerical skills. Prior experience a plus. Long term assignments available. Please call:
The Employment
Connection
485-3900 425-3220

WELL ESTABLISHED
Firm looking for a secretary with word processing skills. Plush suburban office. To $17,000.
Benefits. Fee paid.
399-3450
SNELLING & SNELLING

Word Processing-General Office
Part time hours, 2 days a week, Monday, Sat. Word perfect 5.0 experience required. Margaret 362-3120

WORD PROCESSOR - for major pharmaceutical corp in Oakland County. Work for VP, will work on IBM equipment, some experience on Microsoft Word, Display Write or Professional Write. 1-2 yrs. $1475-$1575/mo. Call Brandi at Spherion
644-7604

WORD PROCESSOR
needed 1pm-6pm, Mon.-Fri. for busy Southfield law firm. Wang VS system. Min. 3 yrs experience in corporate & real estate law a plus. Immediate opening. Resume and salary requirements to: Sandra Dertch, E1 M, 29911 Northwestern Hwy., Suite 400, Southfield, MI 48034. Attn. Office Manager

Word Processors

Temporary & permanent positions available. Earn up to $10 per hour. Experience with WordPerfect or Macintosh Microsoft Word needed immediately. Please call
338-4270

WOLVERINE
TEMPORARIES

WORD PROCESSOR
Immediate opening for experienced word processor using Word Perfect. Accurate typing. Bloomfield Hills Engineering office. Non-smoking. Birmingham/Southfield area. Send resume to: Box 356, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD
PROCESSORS

LOTUS 1-2-3
DISPLAYWRITE III & IV
WORDPERFECT