504 Help Wanted Office-Clerical

INSURANCE SECRETARY
$16,000 FEE PAID
Good opportunity for the insurance lover who has good organizational skills. Full benefits. Call Donna at 649-5900.
SNELLING & SNELLING OF TROY

JOBS! JOBS! JOBS!
Would you like a regular weekly pay check? We have long and short term and temporary to permanent assignments waiting for you!
GREAT PAY
BENEFITS
BONUSES AND MORE
Now seeking:
- Word Processors
- Telecopier Operators Experienced preferred
- Typists
- File Clerks
- Data Entry Operators
- Receptionists

CALL TODAY:
37625 Ann Arbor Rd., Ste. 101A, Livonia
17200 W. 10 Mile, Ste 103, Southfield
557-5700
SNELLING TEMPORARIES
Never a Fee.

LEGAL ADMINISTRATIVE SECRETARY
Major Michigan Corporation seeks excellent communications skills and a strong supervisory plus background for a Banking/Real Estate Group. Comprehensive salary plus comprehensive benefits. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LICENSING
Dedicated, meticulous individual needed to process and update commission contracts and State Agency licenses. Experience very helpful but not essential. Send resume to P.O. Box 300, Southfield, Mi. 48037

MARKETING SECRETARY
$20,000
A great opportunity awaits you with this international company. Use your good secretarial skills, attend trade shows and do market research. Call Marlene at 353-2900.
SNELLING & SNELLING

MATURE INDIVIDUAL for part time general office work. Hamtramck location. Must be bookkeeping knowledge helpful. 875-7245

MEDIA SECRETARY
TO $25,000
Highly visible position with major advertising agency. Must be outgoing and professional. Good skills needed including shorthand. 35 hour week. Fee paid. Call Kathy, 772-6100.
SNELLING & SNELLING

MEDICAL ASSISTANT/Secretary. Mature 5 days per week job to help with general clerical duties. 12 Mile/Northwestern area 353-2166

MEDICAL RECEPTIONIST, for an extremely busy Southfield office. Must be experienced. Mon.-Fri. 559-3150

NATIONAL FIRM seeks permanent part-time Report Editor. Good grasp of grammar, english required. Call Sandy, 351-8505
An Equal Opportunity Employer

NEED EXTRA CASH?
Call
ExtraStaff 645-0900

OFFICE ASSISTANT-Plymouth based accounting firm has opening for bookkeeping and general office skills required. Reply to: P.O. Box 445, Plymouth Mi 48170

OFFICE ASSISTANT
Busy construction department needs full time office assistant with strong LOTUS skills. Other qualifications include good typing and some experience with accounting preferable. Fast paced environment also required. Flexibility and positive interpersonal skills. Applications will be accepted at:
McKinley Properties
520 N Main, Ste 400
Ann Arbor, MI
Or send your resume to:
McKinley Properties
Office Asst.Position
P.O Box 8646
Ann Arbor, MI 48107-8649

OFFICE ASS'T
Full time position available. Good typing & math ability necessary. Previous office experience required. Good communication skills a must. Salary to commensurate with experience. Send resume including salary requirements to: Attention Personnel, P.O. Box 5091, Southfield, MI 48086

Office Clerical
Position available immediately with our worldwide headquarters in Southfield for an individual with good all around clerical skills (typing 40wpm) individual must be people oriented plus possess a friendly pleasant phone manner. Excellent benefit package.
OFFICE CLERICAL
P-O-BOX 2227
SOUTHFIELD, MI. 48037

OFFICE CLERK
Leasing company needs general office person. Typing skills & phone etiquette required. Send resume to: LAC, Attn: Cathy, 30655 Northwestern Hwy., Farmington Hills, MI 48018

OFFICE CLERK-PART-TIME
Afternoons, some Sat. Farmington Hills Law Firm. Filing, typing, reception, relable, need car. Excellent job for student! 626-5000

OFFICE CLERKS
Progressive Insurance Company in Southfield is accepting applications for entry level clerical support staff. Accurate typing (35 WPM) is required. Prior office experience desired. We offer excellent benefits including medical, dental, life insurance and tuition assistance. Apply Mon. thru Fri. 12-4pm or send resume to:
Human Resources & Benefits
League Insurance Companies
15600 Providence Dr.
Southfield, MI 48075
No Phone Calls Please!

OFFICE HELP
needed. Misc. duties & filing.
Rochester Office. 656-0070

OFFICE HELP needed for mini storage facility. Flexible hours. 25 to 35 hours per week. Rawsonville area. Call: 540-6280

OFFICE MANAGER
for Farmington Hills CPA firm. Min. 5 years experience, including bookkeeping, WordPerfect; previous CPA experience, a Plus 626-2400

OFFICE MANAGER
$15-$20,000, FEE PAID
Rapidly expanding construction firm in NW suburbs is hot to hire energetic professional to keep their busy work place organized. If you are in search of a fabulous opportunity - this is the one you have been looking for! Great pay, advancement potential and good benefits are just a few of the things this exciting job has to offer! If you possess good skills and can type 50 wpm, call us now at 851-3560. Evening appointments available.
SNELLING & SNELLING
FARMINGTON HILLS

PART TIME FOR insurance agency. Must have good communication skills and some typing experience. Mon.-Fri. 8-5/hr. 347-4565

PART TIME GENERAL OFFICE
For homemaker seeking back into work force and parents with children in school. Light office help & phone sales. We are willing to work around your schedule! Part time hours - 5 days per week, $5.50 per hour, Non-smoking office. Apply at Circuits Unlimited, 32900 Capitol, off Farmington Rd., Livonia. No phone calls.

PART TIME-Legal secretary for Birmingham law office. Must have word processing experience. Mon-Fri, 1-5. Som. Call Denise 647-6966

PART TIME POSITIONS available for Telemarketing or general office work. Stanley H. Kaplan Educational Center, 16250 Northland Dr., Southfield, or call 569-5329.

PART TIME SECRETARIAL position, approximately 25 hrs. per week; good typing & phone skills a must. 7 Mile & Middlebelt area. Call Kary 478-0050

PART TIME SECRETARY
Must have word processing experience. Typing speed 70 wpm. Call Fred 840-0344

PAYROLL & CLERICAL
Looking for bright individual with some payroll experience. Excellent benefits. Light typing. Convenient Joe Franklin Cleaners, 24111 Telegraph, Southfield. 355-1000

504 Help Wanted Office-Clerical

LEGAL SECRETARY
$24,000
Prestigious law firm offers growth, $, benefits and pleasant surroundings. Call Lynn today 358-2150
Davidson Laird & Associates
Executive Search

LEGAL SECRETARY
TO $24,000
Challenging and diversified position with major suburban law firm. Good organizational skills. Legal experience helpful but not a must. Full benefits. Call 772-0760.
SNELLING & SNELLING

LEGAL SECRETARY PATENT
Our client, a prestigious suburban firm is looking for a secretary who has 2-3 years patent experience and who can type 65 wpm + . A person who wants a permanent position and enjoys working in pleasant surroundings. Salary based on experience. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

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Dedicated, meticulous individual needed to process and update commission contracts and State Agency licenses. Experience very helpful but not essential. Send resume to P.O. Box 300, Southfield, Mi. 48037

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Afternoons, some Sat. Farmington Hills Law Firm. Filing, typing, reception, reliable, need car. Excellent job for student! 626-5000

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Human Resources & Benefits
League Insurance Companies
15600 Providence Dr.
Southfield, MI 48075
No Phone Calls Please!

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Rochester Office. 656-0070

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$15-$20,000, FEE PAID
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FARMINGTON HILLS

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PART TIME SECRETARY
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PAYROLL & CLERICAL
Looking for bright individual with some payroll experience. Excellent benefits. Light typing. Convenient Joe Franklin Cleaners, 24111 Telegraph, Southfield. 355-1000

504 Help Wanted Office-Clerical

Part-time clerical/aid for in-plant education program. Mon-Thurs. 11:30am-4pm. Send resume to: Mary M. Mc Gowan, Executive Director, Wayne/Westland Community Schools, 36745 Marquette, Westland, MI 48185
An Equal Opportunity Employer

PAYROLL/BILLING
Rapidly expanding Southfield corporate headquarters needs experienced payroll representative for a large computerized payroll & A/R system. Good typing a must. PC experience helpful. Send resume to: F. MacFarland, P. O. Box 207 LV, Lathrup Village, Mich. 48076

PAYROLL CLERK
Processing payroll for 520 employees thru ADP includes income taxes, vacation, sick time accruals & posting. Strong with accounting degree. This is a fast paced demanding position which requires someone who enjoys fast paced work environments. ADP payroll processing experience, 3-5 yrs. computer experience, 5 yrs. payroll experience and analytical ability. Send resumes to: Personnel, NTCC/Thermal, 2741 Elliott, Troy, Mich. 48083

PAYROLL CLERK
Time keeping experience needed for Livonia based company. Must have calculator and computer skills
PARTNERS
IN PLACEMENT
474-8500

PBX OPERATOR/RECEPTIONIST
Position ideal for someone who is active. Good speaking ability, outgoing personality and professional appearance are required. Full-time only. Benefits. Livonia. Call 421-9300, Ext. 300

PERMANENT Full time position. Duties include typing, answering phone, data entry, etc. Salary negotiable. Fitz Troy area. 588-1353

PERSONNEL RECEPTIONIST
Due to recent promotion we have fast paced personnel service representative position available. Duties include typing reception lobby, dealing mature, professional candidate and phone working with people! Competitive wages and benefits. Remington
The Employment
Connection
425-3220

PERSON with outgoing, positive attitude to set up appointments, customer follow up & basic office duties. Salary negotiable, part time can work into full time. Ferndale area. Contact Mr. Hallman 548-1180

Phone Order Processors
Heavy customer contact. Light record keeping. Part time evenings/sat days & sun days. Part time 30 person could make $6-$7/hr. Great position for students, homemakers, retirees. Will train the right persons. For directions call 476-7355

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 100 pay with NO FEE. Call a representative today for an interview.
TEMPRO
443-5590

PROOFREADERS needed on days, part-time and full-time flexible hours. 12/Hubbard, Livonia. For an appointment, call 525-4774

PURCHASING ASSISTANT
Entry level Purchasing Assistant. Requirements good math aptitude. Previous experience helpful but not mandatory. Send resume to: P.O. Box 300, Southfield, Mi. 48037.

Purchasing Assistant
Full time needed at corporate office. Must be good with numbers, have excellent typing, phone, communication skills. Be aggressive and able to handle pressure and fast pace. Offer excellent benefits.
Please call 644-3300 ext 351

ERB LUMBER
An Equal Opportunity Employer

PROFESSIONAL RECEPTIONIST
PART-TIME - 12:30 to 5:30 PM. 5 days. Excellent opportunity for a
B. HAMIL PERSONNEL
424-8470

PROFESSIONAL RECEPTIONIST
PLYMOUTH - Excellent back-ground, busy board. $10K range. Full corporate benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST/TYPIST
Full time position available. Southwest Accounting firm. Neat appearance & pleasant telephone manner, a must. Typing 45-60 WPM. Excellent wage & benefit package. Send resume to: Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time with Mapics experience. Leasing Center Inc. 5937 Ford Ct. Brighton 229-9208

RECEPTIONIST - FULL-TIME
Some light typing. Pleasant personality & good communication skills. Resumes to: P.O. Box 19336, Detroit, MI. 48219 or call Mr. Teetzel, at 356-5200

RECEPTIONIST
part time, for Southwest Suburban
OBGYN office.
Call 353-0334

RECEPTIONIST/SECRETARY
immediate openings
Call 425-8228
ETD Temporary Service

RECEPTIONIST for building complex in West Bloomfield area. Hours: 11-5, Mon. - Fri. Good phone skills & light typing. $5/hr. 855-4447

RECEPTIONISTS - 3-6 mos experience, professional appearance a must. Locations in Southfield, Livonia. Now. Many open, call Diane at Temporary Plus, 559-5460

RECEPTIONIST - part time needed to work Sat-Sun evenings at private country club, some office experience helpful but will train. $5.75 per hour. Apply in person after 5pm, Grand High Tavern, 14000 Kinloch, Redford, 5 Mile/Beech.

RECEPTIONIST for private country club. Advance typing and communication skills. Excellent benefits. Two months paid on the job training, full time beginning Dec. 1, 1989. Apply in person at 405 E. Long Lake, Bloomfield Hills.

RECEPTIONIST
Birmingham insurance agency has opening. Applicant must be professional and friendly in dress, manner & speech, light typing and basic office skills required. Excellent benefits. Please call Lori for
interview 540-2500

RECEPTIONIST - Law firm. Send resume to: L.H.P., Suite 200, 19176 Deq Beaver, Suite 200, Troy, MI 48084.

RECEPTIONIST/TYPIST needed for small Bloomfield Hills office. Excellent telephone manner & good typing skills a must. Call: 540-4960

RECEPTIONIST/FILE CLERK
Part time. Southfield office.
Call 354-6644

RECEPTIONIST. Experienced part time for Farmington Hills Accounting Firm. Flexible hours.
Ask for Karla at: 851-3300

RECEPTIONIST
Southfield insurance agency needs receptionist. Duties to include telephone answering & light typing. Contact Office Manager. 557-8822

RECEPTIONIST for Royal Oak law firm, immediate employment, family atmosphere, light typing, if interested and qualified call Ann R. Perry Realty. 478-7840

504 Help Wanted Office-Clerical

RECEPTIONIST FOR Medical fitness Center. Must be personable, outgoing, and enthusiastic. Full or part time positions available. Contact Suzie or Tom 425-3544

RECEPTIONIST
For NW suburban law firm. Answer phones, light typing and misc clerk tial duties. Competitive salary and fringe benefit. Call Peggy 356-3660

RECEPTIONIST/PART TIME
For fast-paced Southfield office. 8 hours a day, 5 days a week. Excellent phone skills and computer experience a plus. Nancy at 354-3050.

RECEPTIONIST - PART-TIME
Evenings & weekends. Ideal for student. Clean Alan Diabetics, 15700 Middlebelt Rd., Livonia 261-7780

RECEPTIONIST - $15,000
Fast-paced Birmingham firm. Type 50. Nice phone manner. Professional appearance. Call Ann 772-6700.
SNELLING & SNELLING

RECEPTIONIST/OFFICE POSITION
for motivated person. Must be willing to learn & be dedicated to quality work. Send resume to: Virginia Tile Co., 22201 Telegraph, Southfield, MI 48034

RECEPTIONIST/ORDER ENTRY
response. Send resume, with salary history/requirements, to: Personnel, Richard J. Miller, General Manager, 28284 Abruzzi Dr., Westland, MI. 48185

RECEPTIONIST - PART TIME Ideal hours for the local college student with a good personality. Hours - Monday thru Thursday 3-9pm, Saturday 8-3pm, Sunday 12-5. Must have good typing skills and good phone skills. Call 421-5660 and ask for Susan.

THE PRUDENTIAL
HARRY LEE ROBERTS
32395 Five Mile Road

RECEPTIONIST/SECRETARY
Seeking bright individual with excellent receptionist/secretarial duties. Must have good communication and comprehensive aptitude
• Skills to include typing 40wpm,
• 10-key proficiency, filing, computer desired
• Strong communicative
• Excellent benefits package
• Growth potential for individual who can join the team of Michigan Rent-To-Own by calling 313-534-7440 or send resume to 34567 W. 8 Mile, Livonia, MI 48152

RECEPTIONIST
COUNTY MORTGAGE CORPORATION, a subsidiary of First Federal of Michigan, is looking for a person to fill its expanding operation at its office located in Birmingham off Woodward. In 180 Oakland.
QUALIFICATIONS:
- Ability to deal well with others
- Good telephone and in person
- Accurate typing ability
- Familiarity with computer machines & office procedures

Position offers competitive salary and benefits. Apply in person 10am-2pm, Mon thru Fri:
COUNTY MORGAGE
CORPORATION
180 Oakland Ave.
Birmingham, MI 48009
An Equal Opportunity Employer

SALES ORDER CLERK. Immediate position available for individual with math aptitude, data entry, and computer skills. We are a major distributor of oil products and offer a competitive benefits package. Please forward resume and salary requirements to: O.E. PO Box 575, Southfield, MI 48037.

SALES SECRETARY
Southfield company Entry Level job for sharp individual who wants to work in fast paced sales department. Excellent typing and organizational skills required. Send resume to P.O. Box 300, Southfield, MI. 48037

EDUCATED, part time secretary, preferably happy & energetic, for typing, computer data inputting, carpooling shoes, for one surgeon in Troy. Flexibling hours OK. Flexible hrs. Lisa 362-4262

BLOOMFIELD insurance office looking for individual with good general secretarial skills. Ideal candidate handle people well in a fast paced environment & good communication skills. Word processing & Dictaphone experience required. Call Cheryl between 2-3 at 737-4727-4100

ADMINISTRATIVE SECRETARY
for multi state environmental firm located in Troy. Must have good range administrative and word processing responsibilities, client billing, Accounts Receivable, knowledge of Wordstar 2000, 65 + wpm, accurate typing, knowledge of 10-key, experience in professional office Excellent benefits package including profit sharing benefits. Resume to IEC, 17187 N Laurel Park Dr., Ste. 323, Livonia, MI. 48152. EOE
An Equal Opportunity Employer

SECRETARIAL ASSISTANT
part time, Bloomfield Hills. Some phone work, light typing.
Call Linda at Gallery. 427-8990

SECRETARIAL/OPERATIONS OFFICE, 32 hrs. plus benefits, payroll experience helpful, send resume & salary requirements to
1519 Middlebelt, Livonia, MI. 48154

SECRETARIAL/RECEPTIONIST
Full-time. Now area. Call Betty, between 10 and 2
344-1578

SECRETARIAL SUPPORT POSITION
$16,000 fee paid. Excellent benefits. Modern suburban office needs word processing team player. Call Ann at
SNELLING & SNELLING

SECRETARIES - for major advertising agency. Word Perfect, Office Writer or Display Write 4, 8-10 mos. experience, top dollar, will train qualified people. $9/hr. Call Diana at Uniforce 357-0034

SECRETARIES
HIGHLAND SUPERSTORES is one of the largest growing Electronics & Appliance Stores in the Midwest. Within our corporate headquarters, we have immediate openings for individuals with at least 2 yrs. Secretarial experience. Excellent starting dates and possess P.C. knowledge, strong clerical & excellent communication skills. Knowledge of Word Perfect or PSF Write or Lotus 1-2-3, a plus.
We offer a competitive salary & excellent benefits package. Please send resume or apply in person to:
Highland Superstores
Human Resources Dept.-S
801 W. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

SECRETARIES
Several Southfield offices are in need of your sharp secretarial skills. Minimum typing of 50wpm, word processing experience and knowledge of shorthand a plus. Salaries from $18,000 - Dorne Personnel. Employers pay fee. Call Terri at 424-6000
SNELLING & SNELLING

SECRETARIES
We are now interviewing for one of our most prestigious clients in Farmington Hills. Candidate should have excellent typing & shorthand skills along with impeccable English, grammar and spelling knowledge. Professional demeanor a must.
Widman Personnel
3121 Northwestern Hwy., Ste. #109E
Farmington Hills, MI. 48018
932-0980

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Widman Personnel
3121 Northwestern Hwy., Ste. #109E
Farmington Hills, MI. 48018
932-0980

SECRETARIES(2)
for Birmingham law firm. At least 1 yr worker's comp. experience required. Please call Sandy, 433-7414.

Construction/Insurance Auditing firm. For general office duties. Some typing. Flexible hours. Call Sandy, 433-7414.

Sales Representative, Insurance Company. P.O. Box 3228, Farmington Hills, MI. 48333

504 Help Wanted Office-Clerical

SECRETARY Administrative Assistant - immediate opening. Fast growing Livonia based direct mail company seeks self starter to grow with business. Fast paced. Hectic and fun. Learn the business of direct mail marketing. Grow your position. Office equipment, heavy telephone helpful. Phone Mr. Dale. 427-9444

SECRETARY/ASSISTANT
Full-time position with international variety working for busy executives in Southfield. Must possess good figure, experienced secretary with good basic skills and word processing. Send resume with salary requirements to: Secretary, 2000 Town Center, #1900, Southfield, MI 48075

SECRETARY - BLOOMFIELD HILLS
Real estate management experience. Lotus-spreadsheet. $21k range benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Established firm is looking for a secretary who can type 65 wpm + knowledge of dictating machine or shorthand a plus, and any previous exposure to legal environment helpful. Competitive salary. Comprehensive benefits package. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

SECRETARY
Experienced Secretary needed for downtown Ann Arbor investment firm. Must have good typing skills and able to type 70-80 wpm. Word processing experience helpful but not necessary. Microsoft Word & Lotus knowledge helpful. Must be self-starter, secretarial experience & excellent communication skills required. Competitive salary & benefits are offered. Please send resume & salary requirements to:
McKINLEY ASSOCIATES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Farmington Hills Challenging and diversified temp. Telephone experience necessary. 553-9389

SECRETARY. For electronic office supply. Our Livonia based potential candidate must have good typing required. Full-time Call 342-9014

SECRETARY for food manufacturing company. Must have good typing, PC knowledge useful. Farmington area. Call Audra 553-8549

SECRETARY FOR FAST growing metals corp. Full time knowledge of computers, word processing, typing, telephone skills. Send resume to Personnel Director, 30760 Greenfield, Franklin MI 48025

SECRETARY for bookkeeper, accounting firm. Must have good typing, good phone personality. Word processing experience helpful. Send resume to Personnel, 2000 Town Center, Su 2050, Southfield MI, 48075

SECRETARY
for exciting and growing Retailer. Top candidate will be organized, self-starter with good administrative skills. Phone, computer & typing a must. Salary will be a plus. This is a ground floor career opportunity. Call Barbara at 425-4020

SWITCHBOARD OPERATOR
CASHIER
We are looking for a cheerful and energetic person to join our team. We offer excellent benefits and an opportunity for advancement. If you project a smile in your voice and attitude come in for your personal interview.
ALAN FORD
1845 S Telegraph
Bloomfield Hills

SWITCHBOARD/ RECEPTIONIST
$12,400. Fee paid. Good benefits. Nice office. Nice phone voice and light typing. 399-3450.
SNELLING & SNELLING

Switchboard
Ready To Work? Call Kelly.
Immediate Openings
Troy
362-1180
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Here's A Fee
Equal Opportunity Employer M/F/H

TELEPHONE ANSWERING, handle calls in a busy office, type letters and send out resumes, send out invoices & statements. Send your resume to P.O. Box 8149, West Bloomfield, MI 48304-8149

TELEPHONE RECEPTIONIST
Large real estate investment company has an immediate opening for experienced secretary. Applicant must have excellent skills in typing, typing and dictaphone skills (Fast Elite) and good phone skills. Excellent salary and benefit package. Please send resume to: PO Box 8149, West Bloomfield, MI 48304-8149

TELEPHONE RECEPTIONIST
Large Southfield office in Troy has full time salaried position for person with general office skills and good telephone manner. Excellent benefits.
Call Mrs Littlef 649-1577

TELEPHONE RECEPTIONIST
Magazine Publisher in Southfield looking for secretary with good office skills, light typing experience. Qualified candidate must have good work record & pleasant phone manner. Excellent benefits. Send resume & references to
D. Dodd, P. O. Box 02899, Detroit, MI 48202
An Equal Opportunity Employer

SECRETARY- new Farmington Hills law firm seeks bright individual with word processing skills. Bookkeeping a plus. Call Dorothy at 768-1440

SECRETARY
Most based company is seeking a self-organized individual for Secretarial position. Duties include dictation, typing, & phone. Send resume in length. Applicant must have strong typing skills. Word processing experience helpful. Salary commensurate with experience. Ask for Denise or Joan 649-2832

SECRETARY
Full time position available. Must have excellent typing & shorthand skills. Word processing speed 60wpm. Must be detail oriented, have excellent organizational skills, must have excellent math ability & calculator skills. Send resume, including salary requirement to P.O. Box 5091, Southfield, MI 48086

SECRETARY
Full time. Will be processing a mail Typing, filing, telephones. Southfield office Diane Kelly 358-5240

SECRETARY
Full time secretarial position in Southfield. Typing, and computer competent. Must work well with public. Pay commensurate with experience. Call 624-6282

SECRETARY
Full time/part time, "person Friday". Word processing experience with at least Perfect preferred. Send resume to: P.O. Box 1148 Rd., Suite 207, Southfield, MI 48034

SECRETARY
Full time. Good typing skills with knowledge of WordPerfect. Send resume to: Personnel, 26777 Halsted, S Woodward, Ste #20, Bloomfield Hills, MI., 48013

SECRETARY
Full time. Administrative duties include answering phones, filing, typing and other duties as assigned. Salary approx. $6.00-$8.00 per hour commensurate with experience. Ask for Denise or Joan 649-2832

SECRETARY
Full time. Great opportunity to join a quality, team-oriented company. Duties include typing, filing, etc. Future 200 company. Typing & computer experience needed, shorthand & clients. Duties include: light typing, distributing & collecting various forms, assist in lead generation & responsible. Non-smoker. Competitive salary & benefits. Send resume to OP, P.O. Box 254, Southfield, Mich. 48037

Home improvement company in Southfield seeks experienced secretary with good typing, telephone & math skills. Good salary & benefits. Bobson Construction Co 357-1240

SECRETARY
Immediate opening for experienced Secretary with knowledge of Lotus & IBM PC Software. 2 Openings in Troy & Southfield. Call Nancy 1408 Allen, Troy, MI. 48083

SECRETARY
Large real estate investment company has an immediate opening for experienced secretary. Applicant must have excellent skills in typing, typing and dictaphone skills (Fast Elite) and good phone skills. Excellent salary and benefit package. Please send resume to: PO Box 8149, West Bloomfield, MI 48304-8149

SECRETARY/RESERVE office in Troy has full time salaried position for person with general office skills and good telephone manner. Excellent benefits.
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SECRETARY
Most based company is seeking a self-organized individual for Secretarial position. Duties include dictation, typing, & phone. Send resume in length. Applicant must have strong typing skills. Word processing experience helpful. Salary commensurate with experience. Ask for Denise or Joan 649-2832

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Full time position available. Must have excellent typing & shorthand skills. Word processing speed 60wpm. Must be detail oriented, have excellent organizational skills, must have excellent math ability & calculator skills. Send resume, including salary requirement to P.O. Box 5091, Southfield, MI 48086

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SECRETARY
Full time secretarial position in Southfield. Typing, and computer competent. Must work well with public. Pay commensurate with experience. Call 624-6282

SECRETARY
Full time/part time, "person Friday". Word processing experience with at least Perfect preferred. Send resume to: P.O. Box 1148 Rd., Suite 207, Southfield, MI 48034

SECRETARY
Full time. Good typing skills with knowledge of WordPerfect. Send resume to: Personnel, 26777 Halsted, S Woodward, Ste #20, Bloomfield Hills, MI., 48013

SECRETARY
Full time. Administrative duties include answering phones, filing, typing and other duties as assigned. Salary approx. $6.00-$8.00 per hour commensurate with experience. Ask for Denise or Joan 649-2832

SECRETARY
Full time. Great opportunity to join a quality, team-oriented company. Duties include typing, filing, etc. Future 200 company. Typing & computer experience needed, shorthand & clients. Duties include: light typing, distributing & collecting various forms, assist in lead generation & responsible. Non-smoker. Competitive salary & benefits. Send resume to OP, P.O. Box 254, Southfield, Mich. 48037

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Magazine Publisher in Southfield looking for secretary with good office skills, light typing experience. Qualified candidate must have good work record & pleasant phone manner. Excellent benefits. Send resume & references to
D. Dodd, P. O. Box 02899, Detroit, MI 48202
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