504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Full time permanent position for Birmingham based property developer. General office & secretarial skills required. Some site research & deliveries. Must have own car.
Call Patty at 433-1100

CLERICAL ASSISTANT
Our company has an immediate opening for a well organized, self-starter. General clerical duties including accurate typing and computer experience necessary. Ability to handle multiple tasks necessary. Please send resume with salary requirements or apply in person
Human Resource Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI, 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL
Full time position with Troy insurance company. General office skills, telephone, typing and Word Perfect knowledge preferred.
We offer top wages, paid vacation in the first year, a liberal educational assistance program and numerous flexible benefits package that offers such options as the ability to pay for childcare expenses with untaxed dollars, a 401K & much, much more
Send resume in confidence to
Sue Martinez, Personnel Rep
ST. PAUL INSURANCE COMPANY
P.O. Box 3704, Troy, MI 48007
An Equal Opportunity Employer

CLERICAL HELP
Clerical help for carpet store. Plymouth location. Full time position. Flexible schedule. Days/evenings/weekends. Phone for appointment, ask for Stephanie. 522-3410

CLERICAL
Immediate Openings Available
• File Clerks
• Computer Operators
• Data Entry Clerks
• Typists (45wpm)
• Word Processors
Top Pay - Benefits - Long & short term assignments Call today!
VICTOR INTERIM SERVICES
474-8722
Equal Opportunity Employer M/F/H

CLERICAL
Innovative fast paced computer services company in Livonia has an immediate full time day shift opening for an Office Level Clerical Position. Duties include document handling, coding, highlighting, microfilming & batching. We offer paid pay holidays, excellent working conditions & plenty of room for advancement. For more information, call 261-8220

CLERICAL
Min. 1 yr. experience. 45-65wpm Word Processors, Receptionists, Data Entry Clerks (typists 50wpm) & short term assignments. Call now
MDS
23077 Greenfield, #182
Southfield, MI 48075
313-569-4848 or 313-552-1944
Clerical

Need cash? Call Kelly!
Kelly Services can place you in an interesting assignment no matter what your skill level. Choose from these areas
• Secretarial
• Clerical
• Switchboard
• Typists
• Word Processing
Call Kelly today and find out about our great benefits too
Southfield 352-5220
Farmington Hills 471-2050
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer

CLERICAL - part time. Assisting insurance agency, bookkeeper with various tasks. Duties include computer data entry, filing, answering phones, sending out mail and typing. Previous office experience required. Accounting skills or experience helpful. Applications available at Proctor Insurance Inc., 31100 W. Big Beaver Rd. Troy, MI 48084

CLERICAL PERSON
Needed for busy office of entity to account receivable, order entry & inventory. Must have previous computer experience. Typing & basic bookkeeping knowledge. Full benefits. Call 738-0600

CLERICAL POSITION, full time, good benefits, pay commensurate with experience
Call Cecelia, 557-3344

CLERICAL POSITION available in Wain Insurance Agency, Inc. of Southfield, mortgage banking firm. Experience preferred, will train if necessary. Call Tom Perryman 827-5390

CLERICAL SUPPORT
Corporate Relocation
Position available in Detroit's new center area in the fast paced field of corporate relocation. The ideal candidate will have some real estate knowledge, accurate typing & word processing skills, the ability to work well under pressure along with excellent interpersonal & organizational skills are a must. Some college preferred. Please submit your resume & salary requirements to Box 3200, Troy MI 48084
Attn D.L. Curtis

CLERICAL
To $17K
Beautiful corporate office seeking individuals with good experience to handle phone lines and clerical duties. Full benefits plus bonus. Send resume or call 344-6700
DIVERSIFIED PERSONNEL CO.
27780 Hotel Drive, Suite 104
Novi, MI 48050 All Fees Co. Paid

CLERICAL with accounting knowledge, full time, computer literacy, 10 key ability, detail-oriented for small industrial firm in Detroit. Call Carlene 697-8000

CLERK
Dearborn Office seeking individual with strong clerical ability, math knowledge, interpersonal skills, typing skills (45 wpm), and organizational skills. Great working conditions and benefits. For an appointment call Lisa 9-11am at
277-6671, ext. 314
An Equal Opportunity Employer

CLERK TYPIST - self starter for busy Southfield accounting firm. 45 wpm. Send resume to: Personnel Dept. 3000 Town Center, #2050 Southfield, MI 48075

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidates should possess a minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 778
Detroit, MI 48231

COMPUTER DEPARTMENT
Downtown Birmingham non-profit organization needs assistant. Computer knowledge necessary. 3 days per week. 644-5632

504 Help Wanted Office-Clerical

CLERK
Multi-state organization with corporate offices in Farmington Hills has a full time salary general office position available for an individual with some office experience. Position includes medical benefits. Successful applicants will have some computer and/or typing experience along with the ability to adapt to our office setting. Job responsibilities include, switchboard relief, mail room coverage, filing and some data entry. Send resume stating salary requirements to: Personnel Department MAIL, P.O. Box 1800, Farmington Hills, MI 48018

CLERK/TYPIST
We have both full time & contingent positions available at our private school medical health facility in WESTLAND. Requirements include: 55 wpm typing, familiarity with word processing & at least 2 yrs general office experience. To apply contact Recruiting
Michigan Health Care Corp.
7430 2nd, #500, Detroit, MI 48202
874-5043
An Equal Opportunity Employer

COMPUTER OPERATOR
For shipping department. Experience required. Send resume to Box 588 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Part-time to full time, experience preferred operating semi equipment. Contact Ron at 459-8700

CONTROL CLERK
Full time clerical position. Work for physicians in large medical group. Process admittance and discharge slips. Some clerical experience necessary, but will train. Good starting salary and benefits. 10 paid sick days per year, 2 weeks vacation during the first year. Pleasant working conditions. Dearborn location. Send resume to Box 606 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER - service rep for major company in Southfield. Good communication skills & typing 50 wpm preferred. Three 4 hr. shifts available. $4.31/hr. Call Allison at Uniforce 646-7664

Customer Service/Inventory Control
Older entity plus much more, heavy customer contact. Call Dawn Mon. - Fri. 9-5pm 358-0000

CUSTOMER SERVICE
FEE PAID - $25-$30,000
SOUTHFIELD C.S.R. experience in commercial property, casualty insurance. Great benefits
649-8942 or 962-0565
DOROTHY DAY PERSONNEL, INC.

Customer Service
Credit, Learning or Telecom background preferred by firm needing customer friendly person with strong phone personality and detail flair. FEE PAID
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CUSTOMER SERVICE REP
Our organization needs a self-motivated individual with a solid working background in a Customer Service Dept. Duties include processing phone, fax & mail-in orders, researching products & problem-solving. Computer experience preferred. Send resume & salary requirements to: Box 582 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Data Entry/Clerical
Growing, high-tech firm in Farmington Hills seeking individuals with experience in data entry and/or clerical skills. Candidates should be articulate, well organized and have a professional appearance. These positions require a take charge person who is highly motivated. Quick emphasis. We offer a salary reflecting your experience, comprehensive benefits, tuition reimbursement and an attractive environment. Send resume & salary requirements to:
PERSONNEL DIRECTOR
P.O. BOX 2909
FARMINGTON HILLS, MI 48333
OR CALL 553-8355
An Equal Opportunity Employer

DATA ENTRY CLERK
Personal computer, data entry person required at growing integrated medical administration firm. Typing equivalent of 50wpm with high level accuracy required. A/P & A/R experience desired with Lotus a plus. Excellent benefits. Applications/resumes are being accepted by Page, Ste 200, 30637 Orchard Lake Rd, Farmington Hills, Mich 48018
An Equal Opportunity Employer

DATA ENTRY-Individual needed for inventory control and data entry. Full time with benefits. Reply to Attn Marsha, Hercules Drawn Steel Co., 38901 Amrhein, Livonia MI 48150

DATA ENTRY OPERATOR
Progressive, high tech firm in Southfield, is seeking an individual for On-Line Computerized Data Entry. The ideal candidate will have recent Computer Data Entry experience. Word Processing experience is helpful but not a requirement. Send resume, including salary requirements, to Data Entry, P.O. Box 451, Lathrup Village, MI 48076

DATA ENTRY
Short and long term assignments in Western Wayne County
ETD Temporary Service 425-6226

DATA ENTRY OPERATORS
Immediate openings in Detroit and Suburban Areas. Must type a minimum of 35 wpm, and have excellent communication skills. Call BAM-3PM for appointment
METROSTAFF
Temporary Personnel Services
425-8368 569-8700
NO FEE EOE

Data Entry Operators
A Kelly job lets you access opportunity
If you know your way around a computer, come to Kelly Services. We have long and short term data processing assignments available with some of the leading companies in the area.
With Kelly Services, you'll earn good pay, vacation pay and bonuses. And we'll reward you with help you upgrade your professional skills.
For more information on the advantages of being part of the company that's the number one name in temporary help, call the Kelly Services office closest to you
Farmington Hills 471-2050
Bloomfield 642-9650
Pontiac 338-0338
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY - 5 yrs experience necessary, all phases Wordperfect Wordstar knowledge.
565-5600

DOCTOR'S OFFICE: Full or part time. Mature positive minded individual. Experience preferred. Will train. Wages negotiable. 274-0641

504 Help Wanted Office-Clerical

DATA ENTRY/clerical person needed for a Temporary, full-time position of approx. 10 weeks beginning 12-4-89. Experience is required & must have excellent skills in Alpha/Numeric Data Entry. Other clerical duties will also be required. To apply, call between 3pm-5pm 479-1150
Data Entry

Don't be left out in the cold!
No matter what the season, Kelly Temporary Services always has plenty of temporary jobs to offer. Call to learn about pay and benefits and meet new people.
Word Processing Operators
• Data Entry
• Typists 1-2-3
• Dictaphone
Call us today for more information
Livonia 522-4820
KELLY TEMPORARY SERVICES
The Kelly Girl People
The First And The Best
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY
Full time position. Experienced in order entry in a manufacturing environment a plus, but will train the right individual. Call between 8:30am-1pm Monday-Friday 591-6222

DATA ENTRY
Invoicing and light filing. Some overtime required. Data entry experience a must. Submit resume and salary expectations to Box 879 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY person - with strong numeric experience, must be self motivated. Contact Ms. Leslie Wright at 661-89
26777 Haggerty Rd.
Farmington Hills, MI 48331

Applications will also be accepted from 1pm-3pm. No phone calls please
An Equal Opportunity Employer

FILE CLERK/TYPIST
Part time. Must have excellent typing data entry, filing, answering phones, switchboard relief, sorting and distributing mail. Previous office experience required. Applications available at Proctor Home Warren Inc. 2130 W. Big Beaver, Troy, MI 48084

FILING/ GENERAL OFFICE
Busy property management office in Southfield seeks energetic and detail oriented individual to maintain files and perform other office duties. Salary commensurate with experience including benefits. Forward resume to: Consumer Mortgage Corporation
Attn Mr. Lee Stevenson
31550 North western Hwy
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

FRONT DESK RECEPTIONIST
$18,720 FEE PAID
Large growing suburban corporation offers better than average benefits, ultra plush front desk, work area and regular pay raises. Your professional appearance and outgoing phone personality will enable you to meet and greet important clients. Hurry, call Shirley now! 851-3560
Your typing skills of 50 wpm
SNELLING & SNELLING
FARMINGTON HILLS

FRONT DESK
Word processing, light phone manner. Southfield, $7 per hr.
Liz Grant 645-0900

FULL TIME. Must have excellent phone skills and be a very accurate typist. Word processing skills a plus. Good benefits. Send resume, with salary requirements to: Box 882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

GENERAL OFFICE - phone & typing. Part or full time.
Pleasant Ridge 542-4700

GENERAL OFFICE - permanent part time. Word/Perfect experience preferred. 8:30am-5pm. 3 days a week.
549-8951

GENERAL OFFICE - Typing, filing & light bookkeeping. Over 1 year based clerk. Macintosh SE, will train. Send resume and salary requirements to: Apply in person to
Hammel Music, Inc. 15630 Middlebelt
Livonia MI 48154

GENERAL OFFICE
Part time, full time, excellent working conditions. Royal Oak Area.
Call Barbara 549-3000

GENERAL OFFICE
Experienced with payroll and accounts receivable. No evenings or Saturdays. Health insurance and 401k sharing available. 255-1150

GENERAL OFFICE - Livonia firm seeks full time person. Ideal candidate person with excellent typing skills, good telephone manner, knowledge of computer work. Job is diversified, must enjoy working with public. Call 476-7744

GENERAL OFFICE
Farmington Hills office, responsible, well rounded duties. Must have service and other related office duties. Prior experience preferred. Salary open. Entry level. Full time/benefits.
Call 553-8260

GENERAL OFFICE
Diversified duties include typing, phone contact, basic knowledge of machines. Modern office located near Livonia. Mail Reply to Box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Immediate opening in busy in-North, view sales office. Typing, filing, pleasant phone voice & numerical aptitude. Some computer experience helpful. Shorthand & plus. Send resume to:
Box 09229, Detroit, MI 48209

GENERAL OFFICE
No experience necessary. Entry level position. Ideal candidate will be a high school graduate. Must be pleasant, fast paced. Part and full time. Apply in person: Interiors By Gardner, 35373 Plymouth Rd., Livonia

GENERAL OFFICE
Fast growing company in need of professional, organized, detail oriented skills. Must have switchboard experience, willing to learn active switchboard. Full time, days, 8:30 to 2pm, or 2pm to 8pm. Call Ginger Owens, weekdays, 8:30 to 4:30.
553-4100

GENERAL OFFICE - Alpha & numeric. Fee Paid. This is a full time position located in Novi. You will be working in an extremely friendly facility doing general filing, light typing, and other office related duties. Must be a high school graduate. Prior office experience is preferred but not necessary. Salary commensurate with experience, full benefits provided. Respond in confidence to:
344-4148

GOOD PLACE TO WORK!
Nice atmosphere, great people. Ground-floor opportunity. Benefits. Shipping & receiving. Full-time, Mon. - Fri. Apply in person. Also available part-time phone answering.
Bloomfield Hills 334-4990

GREAT EXPERIENCE for excellent student with good typing skills, speed & accuracy. Good English & math, must have own transportation & be able to pick up & deliver. Southfield, 11 Mile area, great opportunity for student with afternoons free.
646-7332

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Looking for mature person with organizational skills experienced & adjusted for executive assistant position. Starting pay $25,000 + benefits. Business located in Waterford area. Please send resume to Daniel Milkeal, 6441 Ranch Estates, Clarkston, MI 48016

Executive Legal Secretary
$25,000 No fee
Prestigious Troy law firm offers top benefits, beautiful environment and career growth for experienced Legal Secretary. Need excellent typing, word processing & some 3 years in real estate law helpful
EMPLOYMENT CENTER 540-4130

EXECUTIVE SECRETARY
To $25,000 Major Bloomfield Hills firm. Good communication skills a plus. Excellent benefits. Fee paid in advance. Fee paid. Call Barbara 772-6700 Evening & Sneering

EXECUTIVE SECRETARY/ WORD PROCESSOR
Lotus 1-2-3
Displaywrite III & IV
Wordperfect
Immediate openings in Downtown Detroit & Northwest Suburbs. Minimal experience manners and excellent phone skills required. Must type 60 wpm, shorthand a plus. Call/send 3pm-5pm for appointment
METROSTAFF
Temporary Personnel Services
425-8368 569-8700
No Fee EOE

FILE CLERKS
Full time positions available in our Accounting Department for five people. High school graduate preferred, organized and detail-oriented with good typing and math skills. We offer competitive salary and benefits. For consideration, please send resume to:
Vlasic Foods, Inc.
Human Resources Dept.
30725 Metro Drive
Farmington Hills, MI 48331
An Equal Opportunity Employer

FILE CLERK/TYPIST
Part time. Must have good typing, data entry, filing, answering phones, switchboard relief, sorting and distributing mail. Previous office experience required. Applications available at Proctor Home Warren Inc. 2130 W. Big Beaver, Troy, MI 48084

FILING/ GENERAL OFFICE
Busy property management office in Southfield seeks energetic and detail oriented individual to maintain files and perform other office duties. Salary commensurate with experience including benefits. Forward resume to:
Consumer Mortgage Corporation
Attn Mr. Lee Stevenson
31550 North western Hwy
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

IT'S GREAT TO BE A SNELLING TEMPORARY
Long or short assignments. All areas. Top pay, incentive bonuses, holiday and referrals bonuses. Work for the best companies including Big 3 automakers
• Word Processors
• Data Entry
• Clerical Secretaries
• General Secretaries
• Receptionists
• Data Entry
SNELLING TEMPORARIES
CALL TODAY
Troy Detroit
528-5122 871-2700

JOB OF THE WEEK
TO $15,600 FEE PAID
Interested with Livonia? Not "stuffy" atmosphere is looking for someone with initiative. If you have 3 years and 50 wpm typing, looking to make a career move, call ASAP. Secretary - Entry to 25K
Ask Cathleen 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

KEYPUNCH KEYTAPE
operators. Experience required. Day shift. Afternoon shifts open. Entry position area
474-1136

KEY TAPE/DATA ENTRY
Experienced preferred. 1st, 2nd & 3rd shifts, full & part time. 12 mile & Vandyke.
573-8310

LEGAL/CORPORATE
Temporary & permanent openings
ADMINISTRATIVE SECRETARY
18-21K. Permanent. Will temporary to permanent available!
LEGAL SECRETARY - Entry to 25K
SALES SECRETARY - 18-20K
Fee paid. Call Ginger Owens
PERSONNEL SUPERVISOR
23-30K. Large lawfirm
Above openings located in Detroit, Southfield, Livonia, Farmington. If Troy are just a few of the opportunities we have offered thru
CROSSMATCH PERSONNEL
25100 Evergreen, Suite 212
Southfield, MI 48075
352-7555

SANDY MONROE 462-1967
All Fees Employee Paid
Legal

504 Help Wanted Office-Clerical

GENERAL OFFICE
Clerical position available for a responsible, qualified individual. Responsibilities very diversified & include typing, filing, telephone orders, data input & word processing. Previous office experience & good typing skills required. Computer background helpful. We offer competitive salary & excellent benefit package. Very pleasant working conditions. Please send resume to: Computer Specialist, P.O. Box 453455, Livonia, MI 48150

Great Opportunity
For Secretary/Receptionist with front desk image and professional style. Typing skills needed. To $19,000. Fee paid. 399-3450.
SNELLING & SNELLING

HOLIDAY MONEY
Earn extra CHRISTMAS MONEY while gaining office skills. Immediate openings for full and part time days
• Data Entry
• Receptionists
• Switchboard
• Word Processors
• Typists
• Clerks
• Telemarketers
(Experience preferred)
• Accounting/Bookkeeper
Call Today - Work Tomorrow
SNELLING TEMPORARIES
37625 Ann Arbor Rd
Suite 101-A
Livonia, MI 48150
477-2100
17200 W. 10 Mile Rd
Suite 103
Southfield 557-5700
NEVER A FEE

INSURANCE AGENCY in Northville Downtown area. Typing experience helpful. Must type. Call Jan, 349-2020

INSURANCE AGENCY - REDFORD
Personal Lines CSR
Full or part time
537-7410

INSURANCE AGENCY
has immediate openings for full time data entry person. Accuracy & speed a must. 1-800-828-0759

INSURANCE AGENCY in Novi has opening for Health Insurance Service Rep. Excellent organizational skills required. Benefits. 1-800-828-0759

INSURANCE Agency located in Birmingham has full time opportunity for an experienced Personal Lines Customer Service Representative. Candidate must have leadership qualities. Excellent benefits and salary negotiable. Contact Chuck Williams 645-6200

INSURANCE
Knowledgeable, experienced and commercial. Full time
Bloomfield Hills 644-6981

INSURANCE
Small agency in Bloomfield Hills industry must. Previous office experience required. Applications available at Proctor Home Warren Inc. 2130 W. Big Beaver, Troy, MI 48084

INVESTOR ACCOUNTING TECHNICIAN
Farmington Hills based mortgage banker seeks an experienced investor accounting technician. Must have 1-2 years related work experience and be familiar with investor requirements. Qualified applicants should forward resume to:
Consumer Mortgage Corporation
Attn Mr. Lee Stevenson
31550 North western Hwy
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

IT'S GREAT TO BE A SNELLING TEMPORARY
Long or short assignments. All areas. Top pay, incentive bonuses, holiday and referrals bonuses. Work for the best companies including Big 3 automakers
• Word Processors
• Data Entry
• Clerical Secretaries
• General Secretaries
• Receptionists
• Data Entry
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CALL TODAY
Troy Detroit
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Ask Cathleen 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

KEYPUNCH KEYTAPE
operators. Experience required. Day shift. Afternoon shifts open. Entry position area
474-1136

KEY TAPE/DATA ENTRY
Experienced preferred. 1st, 2nd & 3rd shifts, full & part time. 12 mile & Vandyke.
573-8310

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Temporary & permanent openings
ADMINISTRATIVE SECRETARY
18-21K. Permanent. Will temporary to permanent available!
LEGAL SECRETARY - Entry to 25K
SALES SECRETARY - 18-20K
Fee paid. Call Ginger Owens
PERSONNEL SUPERVISOR
23-30K. Large lawfirm
Above openings located in Detroit, Southfield, Livonia, Farmington. If Troy are just a few of the opportunities we have offered thru
CROSSMATCH PERSONNEL
25100 Evergreen, Suite 212
Southfield, MI 48075
352-7555

SANDY MONROE 462-1967
All Fees Employee Paid
Legal

Executive Legal Secretary
ITT Automotive, a leading global supplier of parts, components and systems for the automotive industry, has a highly challenging opportunity for an Executive Legal Secretary.
Working at our new headquarters in Auburn Hills, you'll bring 8+ years of related experience, as well as proficiency in Word Perfect (10/wpm) and typing (60wpm). You'll also possess a professional demeanor and be poised, patient, persevering, personable and productive.
ITT Automotive provides an excellent salary commensurate with experience, and a competitive benefits package, and attractive working environment. Please send resume in strict confidence to:
Employment Manager-ELS
ITT
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48057
An Equal Opportunity Employer

LEGAL SECRETARY
full time, must have some secretary experience, legal experience helpful but not necessary, typing 65 wpm. Ask for Lorraine between 9am & 12 noon.
353-1333

LEGAL SECRETARY for senior partner in Livonia. Executive duties, high salary, fringe benefits & security. Call
334-2500

LEGAL SECRETARY-Birmingham area. 0-1 yr. experience. Salary commensurate. Call Katrina,
645-0539

504 Help Wanted Office-Clerical

LEASING/MANAGER
New 120 unit apartment complex in Rochester Hills area needs Leasing/Manager. Salary plus commission. Send resume to P.O. Box 3078, Farmington, MI 48009 or call Pam at 433-1100

LEGAL SECRETARY, will train 1 year experience, for small Troy law firm. Knowledge of WordPerfect preferred. Please send resume to: Office Manager, 3221 W. Big Beaver Ste 222, Troy, MI 48084

LEGAL SECRETARY
For litigation partner. Must possess strong organizational skills. Excellent salary and benefits 354-4030

LEGAL SECRETARY
experienced in personal injury, computer used billing system & word perfect. Good pay. Modern high rise office building in Southfield. Non smoking. Call Pat. 355-5300

LEGAL SECRETARY for Oakland County law firm. Must be experienced in WordPerfect. Non smoking office. Call Leslie 355-5525

LEGAL SECRETARY
For Royal Oak personal injury law firm. Must have knowledge of word processing & medical terminology & must. Ask for Ms Wade 541-3500

LEGAL SECRETARY
Southfield law office. Experience preferred but will train right person. Word processing experience helpful. Salary, non smoker. 358-4477

LEGAL SECRETARY, experienced for pleasant Southfield office. Word processing & excellent skills necessary. Family oriented community with experience. Excellent benefits. Send resume to Hadley Wren, P.O. Box 2097, Southfield, MI 48037-2097. All replies confidential

LEGAL SECRETARY - Full time position. Experience required.
357-7778

LEGAL SECRETARY - For litigation practice in Farmington Hills. Minimum 1 yr. experience. Salary negotiable. Call between 9-11am 851-2500

LEGAL SECRETARY
for Troy insurance defense law firm. Must have 3 years experience and word processing. Call 649-1330

LEGAL SECRETARY for Southfield firm. Excellent benefits, excellent typing skills & PC experience necessary. Word Perfect 5.0 preferred. Salary commensurate with experience. Call 352-9580

LEGAL SECRETARY
Experienced, full time, Southfield. Prominent with World Perfect. Salary commensurate with experience. Call Mary. 424-4100

LEGAL SECRETARY - Full time Livonia. Domestic relations experience helpful. Please submit resume & salary requirements to Law office, 31150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY
for business law & corporate law firm. Located at 13 Mile & Telegraph. 3 yrs. secretarial experience required (with 5.0). Salary commensurate with experience. 646-0300

LEGAL SECRETARY, must be experienced in real estate law. Must know in detail real estate law, be independent & self starter. Good salary & benefits with excellent working environment. Call 354-6644

LEGAL SECRETARY
ROCHESTER HILLS - work for head counsel of corporation. Shorthand required. $25K range, full corporate benefits. Call
B. HAMIL PERSONNEL
424-8470

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate tax & business law necessary. Word & PC experience required. Salary commensurate with experience & demonstrable, technical skills. Reply by resume only to Powers, Chapman, 3001 W. Big Beaver, Suite 154, Troy, MI 48084. Attention: Carol

LEGAL SECRETARY
TO $20,000
Two positions available. Troy, Birmingham. Litigation/real estate experience preferred. Word perfect 5.0. Some word processing, 35 hour week. Excellent benefits. Fee paid. Call 772-8710
SNELLING & SNELLING

LEGAL SECRETARY
Prestigious law firm, is looking for a Legal Secretary with current litigation experience. Secretary Must be able to type 65 wpm + and have working knowledge of a dictation machine or shorthand. Excellent benefit package. Evening & weekend hours available for interviews
Human Resources
MORTGAGE CORPORATION
27315 Trolley Industrial Dr.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

MAIL/FILE CLERK
Large international insurance brokerage needs mail/file clerk to pick-up, sort, distribute incoming mail, copy and process outgoing mail. Keep supplies, maintain mail order and pick-up files and refile as necessary. Must be able to lift packages and boxes, and to pass light typing (30wpm) and good organizational skills are a must. Knowledge of a canine. Send resumes only to Mrs. Boyd, 7000 Penobscot Building, Detroit, MI 48202 An Equal Opportunity Employer

MARKETING ASSISTANT
Needed for Canton Insurance Agency. Part time. Will train.
459-2023

MARKETING SECRETARY
$18,000 + + +
An excellent opportunity waits you with a dynamic, international firm. Utilize your secretarial and computer skills in this fast paced marketing background. Mariam, 353-3200
SNELLING & SNELLING

MONEY-MAKING OPPORTUNITIES
CALL NOW
ALL FEES PAID

Sales Secretary	$16,600
Receptionist	$14,500
Executive Secretary	$18,000
General Clerk	$12,480
Secretary	$18,000
Administrative Assist	$15,500
Sales Clerk	$14,500
Entry Level Programmer	$18,000

Better pay, advancement potential and great benefits! Sound inviting? Call now and we will help it happen. We have more full time openings than anyone. Call now for details. Must be able to type 50 wpm. Need no further call. Call 851-3550 or fax your resume to 851-2598.
Evening appointments available
SNELLING & SNELLING
FARMINGTON HILLS

MOORE BUSINESS FORMS
Has 2 openings in their Southfield office. One is part time, flexible for mail, typing & filing. Requires attention to detail & the ability to perform tasks efficiently & effectively.
Secretary part time, 10am to 5pm, Mon. thru Fri. Responsibilities include, typing, filing, & phone. Requires typing speed of 60 wpm with knowledge of computer experience. If interested please designate position desired & send resume to: Moore Business Forms, PO Box 5028, Southfield MI 48086-5028, Attn: B. Wade

OFFICE & CLERICAL WORK, full or part time. Experience required. Apply 8am-5pm at Ford Lumber, 38450 Ford Rd., between I-275 & Newburgh, Westland.

504 Help Wanted Office-Clerical

MARKETING COORDINATOR/ SECRETARY - TROY LOCATION
Press releases, market research, clerical support. $20-$25K range. Degree in Marketing or Journalism required. Benefits Fee Paid
B. HAMIL PERSONNEL
424-8470

MEDICAL RECEPTIONIST/SECRETARY Family practice office in Westland. Full or part-time Call 522-2424

NATIONAL LEASING CO seeks a full position for Credit Investigator with good typing and administrative skills. Emphasis on typing & communication skills. Send resume to: Americorp, 27777 Franklin Rd., Southfield, MI 48034

OFFICE ASSISTANT-Full time good typing skills, computer experience helpful. General clerical work. Good opportunity for advancement. $5.6 per hr to start. Call 682-0365

OFFICE ASSISTANT
A growing Farmington Hills service organization seeks an energetic full or part time Office Assistant. Candidates must be organized and possess excellent communication skills. Duties include typing, business correspondence and general office duties. Shorthand or typewriting a definite plus. Please send resume to: Office Assistant, P.O. Box 9022, Farmington, MI 48332-9022

OFFICE CLERICAL-Person part time work in leasing office. Light clerical duties. Call Joe Hoot. Please call for an appointment 476-7444

OFFICE CLERICAL
40 hours per week. Duties include: Calculator of working in sequence, ability to meet deadlines, filing, organization of work, 10 key adding machine, 40-45wpm, bookkeeping, computer background helpful. Call Grace. Prior experience helpful. Call Grace for interview between 9 and noon. 353-7623

OFFICE CLERK
Leasing company needs generalist receptionist. Typing skills & phone etiquette required. Typing 35 wpm. Call Ann at 30505 Northwestern Hwy. Farmington Hills, MI 48018

OFFICE CLERK PART-TIME
Approximately 20 hrs per week. Various duties. 10 M-F & Saturday mornings. 358-5590

OFFICE MANAGER TOP 2 attorneys. 15 staff. Office of Pontiac. Excellent management skills. Computer literate. Strong interpersonal skills. Reply w/ confidence, with resume and salary requirements to: Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
One person office. Interior design studio. Bookkeeping background. Various duties. Excellent benefits. Non-smoking environment. No calls. Resume only to: Interior Design, 6421 Inkster, Suite 200, Garden City, MI 48135

OFFICE MANAGER
Advertising, photography, studio needs person with strong skills, interesting and varied responsibilities. Duties include: accounts payable, billing, light bookkeeping, typing and office management. Must be personable and able to work without supervision 588-1030

OFFICE PRODUCT COMPANY is looking for a full time receptionist. Dependable, good phone manner and typing skills required. Full benefit package. Please send resume to:
Michigan Business Systems
24707 Northwestern Hwy. Suite 400
Southfield, MI 48034

PART-TIME OPPORTUNITIES
Build Your Career
With EDS
At EDS, our clerical support staff plays a critical role in the success of our dynamic computer and communications services corporation. We have immediate openings for part time 3rd shift openings at our Livonia and Troy facilities.
• MAIL OPENER EQUIPMENT OPERATORS
• ENCODING OPERATORS
ENTRY-LEVEL positions are available. 10-key experience a plus.
EDS offers competitive salaries with career advancement opportunities. If you are interested in one of these positions, please send your resume today to
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38777 Six Mile Rd.
Suite 100, Dept. 9QJ3039A
Livonia, MI 48152
Equal Opportunity Employer
Minority, Female/Handicapped/Vet

PART TIME SECRETARIAL position, 24 hrs per week, near Ann Arbor & Middlebelt area. Good phone voice & typing skills required. Call Ann at 420-1000

PAYABLES CLERK/ACCOUNTING
Minimum 2 years experience. Accounting degree preferred. Typing skills, and telephone manners. Full time position, excellent salary and benefits. Resumes to Callerd 27903, Detroit, MI 48227

PAYROLL & ACCOUNTS Receivable Clerk. Full time less than 30 hours per week. Send resume & salary requirements to Box 624 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

PAYROLL CLERK
Total Therapy Men's Health, (TTM) a leader in the field of brain injury rehabilitation has immediate part time opportunities (15-20 hrs) per week available. Experience preferred. For consideration please forward in confidence to: D. Piotrowski, Director of Human Resources, 275 Cousino, Detroit, MI 48201

PERSONNEL ADMINISTRATOR
PART-TIME position available at Troy based firm for convenience of individual to perform payroll and personnel functions. Approx. 20 hours per week. Salary commensurate with experience. Interested parties call to setup an appointment 435-6141

PLYMOUTH based accounting firm has opening for an office assistant. Statistical typing & general office duties required. Reply to PO box #45, Plymouth, MI 48170

PRESIDENT'S SECRETARY
$18,000 FEE PAID
Prestigious, fast paced, expanding firm is a very desirable location needs your sparkling personality and strong organizational skills to act out a key role as his Assistant. Your typing speed will definitely advancement potential, great pay and benefits. Call Ann Marie at 851-3560 or fax your resume
Att: Karen, 851-2598
SNELLING & SNELLING
FARMINGTON HILLS

BIRMINGHAM APPRAISAL company seeks Receptionist. Growth oriented individual with good typing & good communication skills. Call 647-9292

PART TIME RECEPTIONIST, mature individual with typing skills & multi phone experience. Mon-Thurs 9-6, Sat. 9am-12. Send resume to 111 S. Woodward, Ste 250, Birmingham, MI 48011

PROFESSIONAL RECEPTIONIST
PLYMOUTH/TROY - Executive background, busy board. $16K range. Full corporate benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST/TYPIST
Some word processing. Must type 45 least 60-80wpm. 20 hrs/wk. Call Mary at 981-7000

RECEPTIONIST/SECRETARY
Birmingham. 13/Telegraph office. Seeking sharp individual with excellent phone manners and typing skills. Must have IBM/Word Perfect experience, non smoker. Fax resume, Attn. Carol Mary at 540-8070

504 Help Wanted Office-Clerical

PERSONNEL
SECRETARY
Our company is in the fast growing service industry. We are looking for a bright person with an outgoing personality, excellent communication skills and typing. We guarantee that there will not be a dull moment in our office. Duties include greeting visitors, answer the phone, type, etc. Call for a confidential interview
261-6222
AATECO SOLDINGES
29590 5 Mile Rd
Livonia, MI 48154

RECEPTIONIST/SECRETARY
Full time. Looking for that special person to fill an immediate opening in activity group in Farmington. Computer company in Farmington Hills. General office skills necessary with word processing a plus. Call Nora at 615-6140 or send resume to
SOTTECH
31275 Northwestern Highway
Suite 140
Farmington Hills, MI 48018

RECEPTIONIST
Growing Property