504 Help Wanted Office-Clerical

GROWING FINANCIAL services company seeks an energetic office services clerk. Responsibilities include sorting mail, inventory control of office supplies, working with copy machines & typeters. If you would like to be considered for this entry level position, please send your resume and/or cover letter to: Personnel Manager, PO Box 7011, Troy, MI. 48007-7011

An Equal Opportunity Employer

HELP WANTED PART TIME

RECEPTIONIST wanted for fast-paced Farmington Hills Real Estate office. Excellent communication and typing skills required. Immediate opening for 2 evenings and every other weekend. Call 855-2000

HIRING NOW!

NORRELL SERVICES is looking for dependable employees for the following jobs:

+GENERAL CLERICAL
+CLERK TYPIST
+DATA ENTRY OPERATORS
+WORD PROCESSORS

CALL FOR AN APPOINTMENT

NORRELL SERVICES

553-5858

HOTEL SALES SECRETARY needed. Good typing skills. Experience required. Shift negotiable. Excellent benefits. 313-348-3010 Paul Thompson, send resume to: Gleason Hotel, 31525 Twelve Mile, Farmington Hills, MI 48018. Attention John Wise

INSURANCE SECRETARY/ASSOCIATE

Auto, life, health insurance. Prefer experience helpful. Normal office shifts necessary. Must be able to talk effectively in person, by phone and on the phone. We are a medium size agency in Berkshire, operating a nationally known company, looking for a dependable person to help support agent sales activities 533-1387

IN THIS Hourly evening entry level position, a detail oriented person with accurate processing of medical bills, utilizing published fee schedules/guidelines, attention to detail and double billing input, proofing system output & developing customer service skills with carriers/providers. Send resume to: Administrator, 300 E Maple Rd., Third Floor, Birmingham, MI. 48009

LEGAL SECRETARY

A successful law firm in beautiful offices, has an opening which includes job security.

WIDMAN PERSONNEL DIV
3137 Orchard Lake Rd., Ste. 109E
Farmington Hills, MI 48018
932-0950

We are a Permanent Placement Agency whose fees are always paid by the employer

LEGAL SECRETARY

Major corporation seeks Senior Legal Secretary with outstanding typing skills, creativity, litigation experience required. Send resume to

Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

1-3 years legal experience sought for prestigious law firm. Pleasant working environment and surrounding. Competitive salary plus comprehensive benefits

Send resume to:

Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

$25,000

This suburban law firm with a progressive atmosphere will appreciate your skills and experience. Don't miss out on this one! Call Mariam, 353-2090

SNELLING & SNELLING

LEGAL SECRETARIES: Large detroit law firm is seeking legal secretaries with experience in workmans compensation or domestic relations for its Bloomfield Hills location. Minimum 3 yrs experience required. Excellent benefits plan. Superior office automation equipment. Competitive salary. Send resume to Box 129 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY

Southfield law firm seeks mature energetic qualified secretary with several years responsible legal experience. A Dependable productive & pleasant surroundings are waiting for someone with attention to detail, grammar, word processing & organizational skills essential. Must have personal integrity, be professional & positive in demeanor & possess with good interpersonal skills. Communication communicate with qualifications. Will consider only qualified applicants with resumes Ask for Liz or Ruth 354-1140

LEGAL SECRETARIES

ALL POSITIONS FEE PAID

Litigation	$22,000
General	$23,000
Real Estate	$23,000
Corporate	$26,000

Many more positions available all with top firms, Southern and Downtown locations. Full benefit package. Call Sue 649-5900 or fax your resume 649-3520

SNELLING & SNELLING OF TROY

LEGAL SECRETARY Call Our Two Attorneys left extra forms to start their own need a full time legal secretary to help them build a business, commercial and complex product liability litigation practice. Promise excellent team work, professional relationship, bonuses, and fair rewards May lead to an office manager position. Mastery of Word Perfect 5.0, interest in computer software, good grammar and writing skills a must. Minimum 5 years experience in Business Law, Real Estate, or consumer litigation with high quality lawyers. Starting at $25-30,000 per year (or more depending on qualifications). Send detailed resume in confidence to H. Peter Galone, 30555 Southfield Rd., Suite 300, Southfield, MI 48076 (Moving shortly to Northwestern Highway, Farmington Hills)

Legal

SENIOR LEGAL SECRETARY

Defense litigation office of major insurance company is seeking qualified candidate with min. 3 yrs related experience, including 1 yr. legal typing 70wpm strongly preferred. Word processing skills a plus.

Citizens Insurance Company of America offers and excellent flexible benefit package including health, profit sharing, pension, and education reimbursement. Salary commensurate with experience.

For confidential consideration send resume and salary requirements to

Citizens Insurance Company
Of America
Managing Attorney
17187 N. Laurel Park Dr.
Suite 265
Livonia, MI 48152

Equal Opportunity Employer M/F/H

Let Sterling Temporaries help you take your first step in the right direction for the 1990's.

RECEPTIONISTS
DATA ENTRY
SECRETARY
SWITCHBOARD
ACCOUNTING CLERK

CALL TODAY
653-8282
SNELLING
TEMPORARIES

LEGAL SECRETARY: For partners for mid-sized Southfield firm. Litigation experience needed along with ability to perform functions without supervision. Shorthand necessary. Pleasant surroundings in Town Center Bldg. Call Ann 358-2090

LEGAL SECRETARY for partner of Southfield defense firm. Excellent benefits. 355-4141

LEGAL SECRETARY - For Troy law firm. Excellent benefits. Litigation and corporate. Degree White 3 preferred. Please call Jan 643-9400

LEGAL SECRETARY - wanted, for sole practitioner, salary & benefits commensurate with experience. Great place to work 557-8590

LEGAL SECRETARY for medium size law firm in Southfield. WordPerfect knowledge and legal experience necessary. Strong typing skills a must! Excellent benefit package. Call Office Manager 358-4490

504 Help Wanted Office-Clerical

LEGAL SECRETARY

55 plus wpm, sterling salary $18,000 Excellent benefit package. Pontiac area. Send resume to: UAW GM Legal Services, 950 N. Cass Lake Rd #115, Bloomfield, MI 48054 Attn Miss Lackey

LEGAL SECRETARY

Next Personal Injury Firm
Great location
1-96 & Novi Rd

Opening for professional legal secretary with IBM PC Law & Data Pace. Willing to work hard in small pleasant setting. Must have 1 to 2 yr prior experience in Product liability & medical malpractice. Salary up to $20,800 Call 349-2653

LEGAL SECRETARY - For senior partner of personal injury law firm. Executive duties, top salary, fringes, future and security. 354-2500

LEGAL SECRETARY For 2 partners for mid-sized Southfield firm. Litigation experience needed along with ability to perform functions with out supervision. Shorthand necessary. Pleasant surroundings in Town Center Bldg. Call Ann 358-2090

LEGAL SECRETARY, experienced, wanted for busy downtown defense firm, excellent skills required, capable of making independent decisions. Good benefits, good pay, good people. Please send resume to Office Manager, 1700 Penobscot Bldg. Detroit MI 48226

Legal Secretary

$26,000

Executive office in Farmington corp. Will consider part legal if highly skilled. Real estate background a plus! Call Lori 358-2160

DAVIDSON LAHID & ASSOC

LEGAL SECRETARY

Prestigious law firm seeks Secretary who possesses 1-2 years litigation experience. Must be self-motivated, grammar and word processing skills. Send resume to: Administrator, 300 E Maple Rd., Third Floor, Birmingham, MI. 48009

LEGAL SECRETARY

A successful law firm in beautiful offices, has an opening which includes job security.

WIDMAN PERSONNEL DIV
3137 Orchard Lake Rd., Ste. 109E
Farmington Hills, MI 48018
932-0950

We are a Permanent Placement Agency whose fees are always paid by the employer

LEGAL SECRETARY

Troy Law firm needed for copying, filing, etc. Salary negotiable 641-9955 ext 325

OFFICE - detail oriented individual for busy insurance office. Accounts receivable, some data entry, people oriented, full time 525-3211

OFFICE HELP for local title insurance agency. Duties are To prepare and close Brokers closing packages. Ages Also, to do all phases of an Accurate Direct Experience and Resumes Fetra for interview. 421-0888

OFFICE HELP-Full or part time. Flexible working hours. Pleasant work environment and surrounding. Competitive salary plus comprehensive benefits

Send resume to:

Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

1-3 years legal experience sought for prestigious law firm. Pleasant working environment and surrounding. Competitive salary plus comprehensive benefits

Send resume to:

Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

$25,000

This suburban law firm with a progressive atmosphere will appreciate your skills and experience. Don't miss out on this one! Call Mariam, 353-2090

SNELLING & SNELLING

LEGAL SECRETARIES: Large detroit law firm is seeking legal secretaries with experience in workmans compensation or domestic relations for its Bloomfield Hills location. Minimum 3 yrs experience required. Excellent benefits plan. Superior office automation equipment. Competitive salary. Send resume to Box 129 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY

Southfield law firm seeks mature energetic qualified secretary with several years responsible legal experience. A Dependable productive & pleasant surroundings are waiting for someone with attention to detail, grammar, word processing & organizational skills essential. Must have personal integrity, be professional & positive in demeanor & possess with good interpersonal skills. Communication communicate with qualifications. Will consider only qualified applicants with resumes Ask for Liz or Ruth 354-1140

LEGAL SECRETARIES

ALL POSITIONS FEE PAID

Litigation	$22,000
General	$23,000
Real Estate	$23,000
Corporate	$26,000

Many more positions available all with top firms, Southern and Downtown locations. Full benefit package. Call Sue 649-5900 or fax your resume 649-3520

SNELLING & SNELLING OF TROY

LEGAL SECRETARY Call Our Two Attorneys left extra forms to start their own need a full time legal secretary to help them build a business, commercial and complex product liability litigation practice. Promise excellent team work, professional relationship, bonuses, and fair rewards May lead to an office manager position. Mastery of Word Perfect 5.0, interest in computer software, good grammar and writing skills a must. Minimum 5 years experience in Business Law, Real Estate, or consumer litigation with high quality lawyers. Starting at $25-30,000 per year (or more depending on qualifications). Send detailed resume in confidence to H. Peter Galone, 30555 Southfield Rd., Suite 300, Southfield, MI 48076 (Moving shortly to Northwestern Highway, Farmington Hills)

Legal

SENIOR LEGAL SECRETARY

Defense litigation office of major insurance company is seeking qualified candidate with min. 3 yrs related experience, including 1 yr. legal typing 70wpm strongly preferred. Word processing skills a plus.

Citizens Insurance Company of America offers and excellent flexible benefit package including health, profit sharing, pension, and education reimbursement. Salary commensurate with experience.

For confidential consideration send resume and salary requirements to

Citizens Insurance Company
Of America
Managing Attorney
17187 N. Laurel Park Dr.
Suite 265
Livonia, MI 48152

Equal Opportunity Employer M/F/H

Let Sterling Temporaries help you take your first step in the right direction for the 1990's.

RECEPTIONISTS
DATA ENTRY
SECRETARY
SWITCHBOARD
ACCOUNTING CLERK

CALL TODAY
653-8282
SNELLING
TEMPORARIES

LEGAL SECRETARY: For 2 partners for mid-sized Southfield firm. Litigation experience needed along with ability to perform functions without supervision. Shorthand necessary. Pleasant surroundings in Town Center Bldg. Call Ann 358-2090

LEGAL SECRETARY for partner of Southfield defense firm. Excellent benefits. 355-4141

LEGAL SECRETARY - For Troy law firm. Excellent benefits. Litigation and corporate. Degree White 3 preferred. Please call Jan 643-9400

LEGAL SECRETARY - wanted, for sole practitioner, salary & benefits commensurate with experience. Great place to work 557-8590

LEGAL SECRETARY for medium size law firm in Southfield. WordPerfect knowledge and legal experience necessary. Strong typing skills a must! Excellent benefit package. Call Office Manager 358-4490

504 Help Wanted Office-Clerical

MAIL CLERK - GENERAL OFFICE. Full time for Southfield Synagogue, good typed, computer experience $5.50 hr., benefits after 90 days Send resume to Box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAINTENANCE SERVICE TECH Mechanical background. Must be had reliable & dependable. Troy area Call 9am-5pm 589-3310

MANPOWER

Needs typists immediately for long & short term assignments

Free of charge services available if qualified

Call for an appt

462-0024

MARKETING COORDINATOR
Secretary - Troy location
Phone presence, market research, clerical support. $20K minimum. Company benefits.

B. HAMIL PERSONNEL
424-8470

MEDICAL ASSISTANT
Full time position, medical practice Experience preferred. 474-2275 after 4:00 pm

NICE PLACE TO WORK!

Friendly people, good work environment. Pleasant office. Near Airport phones Also Sat work available. Bloomfield Hills, 334-4990

OFFICE ASSISTANT/FILE CLERK, full time. Various duties in busy law firm in Southfield. Easy to work, responsible and detail oriented person. Excellent benefits Call Office Manager at 358-4400

OFFICE CLERICAL - Permanent position for person to do filing and various other general office functions. Attention to detail & accuracy a must. Call Mike/Lenard at Fairway Meadows. 353-0160, Ext. 300

OFFICE CLERK
Part time or full time

Busy CPA firm in Southfield needs an energetic, perfect attendance & positive attitude to assist its file room, run errands, sign postage meter, sort office duties as requested. If interested please call Mary Ross at 355-1040

Fortner, Pudzienza & Co

An Equal Opportunity Employer

OFFICE CLERK

Troy Law firm needed for copying, filing, etc. Salary negotiable 641-9955 ext 325

OFFICE - detail oriented individual for busy insurance office. Accounts receivable, some data entry, people oriented, full time 525-3211

OFFICE HELP for local title insurance agency. Duties are To prepare and close Brokers closing packages. Ages Also, to do all phases of an Accurate Direct Experience and Resumes Fetra for interview. 421-0888

OFFICE HELP-Full or part time. Flexible working hours. Pleasant work environment and surrounding. Competitive salary plus comprehensive benefits

Send resume to:

Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

OFFICE MANAGER - very mature & reliable individual for rental leasing. Payroll, computer, much public contact. Send resume with salary to Office Manager, 6001 Northland Dr. West W. Bloomfield 48033

OFFICE MANAGER/BOOKKEEPER

Growing sales service company, looking for a people person to charge Office Manager. Send prior salary history & resume to

Mr. Green, P.O. Box 1005, Wixom, MI 48096

OFFICE OPERATIONS MANAGER for growing sales & service organization. Duties include phone work, typing, and general office operations. Dedication and experience are necessities. Reply to Box #7958 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE PERSONNEL in doctors office, typing, computer skills required. Send resume to 7788 Shelton Rd., Plymouth, MI 48170 920-0000

OFFICE TRAINEE good typing, PC computer familiarity, good w/math. Apply at Carpets of Farmington, 33001 Grand River, Farmington

OFFICE VARIETY

$14-$16,000 FEE PAID

Enjoy the pace, growing service industry offers this wonderful opportunity to join their staff. Great benefits including a paid holiday! Some background in office work and typing of 50 wpm will get you in the door. Call Rachel now. 851-3660

SNELLING & SNELLING
FARMINGTON HILLS

OPERATIONS CLERK

Full time challenging position is available at our bank in Troy. Qualified candidate must type 50 wpm and have good mathematical skills. This position is ideal for a person who enjoys a variety of responsibilities and can handle multiple priorities. Excellent benefit package. Send resume with salary to: Human Resources Dept., Mon-Fri during regular business hours at

Comerica Bank
242-5000, Ext. 218

Equal Opportunity Employer M/F

PARALEGAL FOR RENAISSANCE CENTER Law firm. Experienced in mergerlun and corporate areas. Optional ability to create and maintain computer data base of business cards. Send resume to:

Karin A. Rosina, Raymond & Dalton, 400 Renaissance Center, Suite 2370, Detroit, MI 48243

PARA-LEGALS

(3) positions open Experience preferred in Personal Bankruptcy, Real Call John Lange. 350-8220

PART-TIME Reception/File Clerk. Typing and word processing helpful. 20-25 hrs a week. Taylor area. Call Personnel Dept. 292-3805

PAYROLL CLERK

Troy based rehabilitation organization is seeking a full time payroll clerk to assist finance manager. Individual with 2 yrs business/accounting degree or equivalent experience will be considered. Competitive salary and benefits. Experience with computers a plus. For immediate consideration contact Sherry Piotrowski, Total Therapy Management Inc., 2701 Troy Center Dr., Suite 291, Troy 48084 or 244-8400

PAYROLL

Must have experience processing multi state payroll, payroll taxes & general ledger reports. Salary compensation & unemployment processing. 518-520,000 & company pays our fee.

#1 Personnel Place
274-4230

PHONE ORDER PROCESSORS

Heavy customer contact, light record keeping. Part time could lead to full time. Will train. The right person could make between $8-$7 per hour. Great position for students, homemakers, retirees. For directions call 476-7333

PRESTIGIOUS Birmingham law firm, full time. Phone, computers, general office. $900 per month plus benefits, to start. Contact Marylou or Teresa 258-1616

RECEPTIONIST - excellent opportunity for students, housewives to earn extra cash.

ETD Temporary Service 425-8226

RECEPTIONIST

Birmingham firm seeking sharp, mature person with excellent phone manners and typing skills. Knowledge of WordPerfect helpful, non smoker. Call 540-6070

RECEPTIONIST/SECRETARY with bookkeeping experience for steel company in Southfield. Adequate typing (numerical) and good phone personality necessary. General office duties. Excellent benefits, salary open. Call Sharon Smith for appointment 569-7110

RECEPTIONIST/TYPIST

For Birmingham law firm.

340-1232

RECEPTIONIST

Light filing, light typing, full time, benefits, reply: P. O. Box 03331, Detroit, 48203.

504 Help Wanted Office-Clerical

PRODUCTION/INVENTORY CLERK

CITY OF ROYAL OAK

Salary $23,852 to $27,341 (currently being negotiated) Excellent fringe benefits and working conditions. Desirable candidate possesses good support local government information systems using a UNISYS mainframe, COBOL CANDE, COMS, Quick Write, LINC. Also utilize IBM compatible micro computers and a Novell network. Bachelor's degree in computer science or related field and a minimum of 1 year of full time work experience required. Copies of college transcripts necessary upon application. Must complete application at Personnel Department City of Royal Oak, Room 5, 211 Williams, Royal Oak before 4:30pm, Thurs., Jan 18th, 1990 For further information call 246-3237

An Equal Opportunity Employer

RECEPTIONIST- Needed for front office of a busy manufacturing co. Duties include answering multi line phones, logging 50 work greeting visitors. Pleasant personality & good attitude are a must. Prior exp preferred. Send resume to: Evertz, Unique Fabricating, 1801 W. Hamlin, Rochester Hills, MI 48309

RECEPTIONIST/SECRETARY

Troy area sales office. Answer phones, typing, filing & general office Experience preferred Call Mrs Ferguson at Department 246-5330

RECEPTIONIST/CLERICAL

Full & part time positions available in Southfield. Typing, filing, bulletin board, light typing and general office Call Judy 354-8450

RECEPTIONIST

Responsible energetic individual for fast paced Southfield office. Pleasant working environment. Light typing experience. Ask for Lori 626-9580

RECEPTIONIST

Part time 20-30 hrs per week Duties include answering switchboard, typing, light office work. Call Farmington Call Connie 478-0200

RECEPTIONIST

Entry level position for receptionist in Detroit law firm. Experience not required. Please send resume to: Personnel, P.O. Box 5085, Southfield, MI. 48086

RECEPTIONIST SECRETARY

Southfield advertising/public relations agency needs experienced or exceptional secretary. Salary negotiable with duties including light typing, answering, word processing & filing Send resume to: Hodge & Zolt, 26111 Evergreen, Ste 300, Southfield, 48075 Attn Pat Pawlak

RECEPTIONIST - manufacturers rep agency desires sharp individual with pleasant phone manner. Light office duties to answer phones. Excellent grammar & spelling skills necessary. Accurate typist immediate opening Call Esther at 335-4440

RECEPTIONIST

Full time, immediate opening, benefits. For Livonia based office, must be outgoing and WordPerfect 5.0. phone personality. Light typing required. Call Mr. Jackson at Jackson Automotive, 12445 Levan Rd., Livonia 48150

RECEPTIONIST

Livonia CPA firm seeks experienced receptionist/secretary. Typing/word processing experience required. Insurance preferred. Send resume to: Box#96 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Southfield proprietary company seeks a bright, professional, outgoing receptionist with 1 plus yrs. office experience to handle busy switchboard, some light typing, good benefit package. Salary package Send resume & salary requirements to Personnel Dept., 29535 Evergreen, #1300, Southfield, MI. 48076

RECEPTIONIST

The Charles Kent Beaver has a rare full time position greeting our customers, answering calls, making appointments, typing gem reports and working with people. Previous experience preferred but will train right person with good work ethic, good appearance, attractive speaking voice, able to work under pressure and can type 40wpm. Non smoker only. Call Mr. Lewis, Tues-Fri, 11:30-4:30pm at 557-4552

Receptionist/Clerk

Entry level, full time needed at Corporate Office. Must have excellent phone & organizational skills, be detail oriented, good typist, knowledge of 10-key & data entry. We offer excellent benefits. Call Rose 644-5300, ext. 351

Erb LUMBER CO.

An Equal Opportunity Employer

RECEPTIONIST - N.W. suburban area company has an immediate opening for a professional receptionist with good voice and telephone skills, level position with good potential. Apply as soon, computer literate, good benefits.

SECRETARY - two positions in Farmington Hills area. Light clerical secretaries, 50-70 wpm, computer literate, WordPerfect a plus. Good verbal communication skills. Salaries start at $15,500 - $17,000. Good growth potential and potential and excellent working atmosphere.

Will the new year bring career growth? Are you ready for a change? Several other opportunities also available Call Pam Kong, Personnel Consultants 533-2444

AMERICAN PERSONNEL

RECEPTIONIST/Secretary/Typist

Light typing, light filing, light receptionist to P O Box 823, Plymouth, MI 48170

RECEPTIONIST/TYPIST

Must be efficient & innovative, with excellent phone skills.

Call Jo at 564-4066

RECEPTIONIST

Full time Excellent salary & benefits Royal Oak area. Call Sue 549-3000

RECEPTIONIST

Experience preferred, small, busy Southfield Law Firm. Call Lynn 350-4200

RECEPTIONIST/Phone Operator. Full time, full time skills should include typing 35 wpm, light bookkeeping. Call Jo, Joy from 9-3pm. 525-9010

RECEPTIONIST

Light typing, some computer skills, hours 8:30 am-1:30 pm, in Lathrup Village 478-7848

RECEPTIONIST/SECRETARY

Light typing, 35 wpm, no shorthand. Typing, 40 hours, Mon. thru Fri., Call Shirley at 464-8400

RECEPTIONISTS

Positions available full time, long term, benefits, work in Farmington Hills

ARBOR TEMPS 459-1166

RECEPTIONIST SECRETARY

for W. Bloomfield Real estate office for a motivated individual with a pleasant phone number in confidence to Box: 128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST/TYPIST

25 hours a week. Temporary position in CPA firm. From 1:40 PM to 4:15-30. Could lead to permanent part time. 652-1097

RECEPTIONIST/CLERK TYPIST

Type shippers, answer phone, direct calls, general office duties. Full time, Mon-Fri, 8:30-5:00 Call Mrs. Jones, Personnel after 11 AM. 354-2214

RECEPTIONIST

Ad agency, some typing experience a plus. Excellent salary, benefits. Southfield 557-7800.

An Equal Opportunity Employer

RECEPTIONIST

For high volume ad agency in Royal Oak. 2 yrs experience on PC and phones. Salary, 4 days wk. Call Ms. Wolfe at 288-9600

RECEPTIONIST/PART TIME

Excellent opportunity for individual re-entering business world. National company. 8am-1pm, Mon.-Fri. Light clerical duties. Salary negotiable. 851-6290

RECEPTIONIST/SECRETARY

Apply now for immediate full time opening in Farmington Hills office. Pleasant phone skills & good typing skills. Salary negotiable. 851-6290

RECEPTIONIST: General office duties, typing, answering phones, filing, sales & accounting assistance. Do some data entry. Call Mon thru Fri, 10am to 3pm. 348-5131

504 Help Wanted Office-Clerical

RECEPTIONIST

Leading national computer manufacturer needs an energetic, experienced receptionist. Excellent incentive salary. Immediate start time. Apply to: Mary Kessler, 23791 Freeway Drive, Farmington Hills, MI. 48024

RECEPTIONIST/SECRETARY

Immediate opening for full time position, with growing CPA firm. A top notch candidate should have good typing skills, knowledge of WordPerfect, telephone skills and clerical skills. Salary commensurate with experience. Send resume and salary requirements to:

Gambka & Bowsowe CPA's
30600 Telegraph, Suite 2125
Birmingham, MI 48010

RECEPTIONIST/DATA ENTRY

Full time with benefits. Accepting applications from 10am-2pm.

Starship of Detroit, 43418 N. I94 Service Dr., Belleville, MI. 48111

RECEPTIONIST NEEDED

We are looking for an individual who likes dealing with a variety, a lot type 50 wpm & has some computer experience. Interested? Please Contact Village Mortgage Co., 680-1750

RECEPTIONIST

Must be personable with very busy PBX switchboard. Must be cheerful and helpful. Salary open.

Office Manager, 21851 Melrose, Southfield, MI 48075

RECEPTIONIST/General Clerical. Small fast paced office located in Southfield needs cheerful, experienced phone operator. Good salary and benefits. Please call Mrs Kay between 9AM-12PM, Mon-Fri. 352-3190

RECEPTIONIST

Full time for auto supplier on Schoolcraft Rd in Livonia. Pleasant phone voice & some light typing required. $5.50 per hour plus benefits Backpaid a big plus. Contact Sandee Brooch 462-9300

RECEPTIONIST

Fast paced Southfield company seeks Receptionist/Accounting Clerk with pleasant phone manner and front desk appearance. Hours are 8:30-5:30 Call Personnel at P.O. Box 300, Southfield, MI., 48037

RECEPTIONIST

Manufacturer's representative in Southfield is looking for person to handle phones, light bookkeeping, typing with light typing and some phone experience. Send resume to: Personnel, P.O. Box 5085, Southfield, MI., 48086

RECEPTIONIST/WORD PROCESSOR needed for a 4 attorney law firm in Farmington Hills. Entry level position with duties including phone, answering, word processing & filing Send resume to: Personnel Dept. Please contact Kathy or Sheila for an interview at 489-8330

RECEPTIONISTS

Country Club located in W. Bloomfield seeks a receptionist for evenings and weekend shifts. Will train. Resume and/or letter of interest to: Country Club, 6951 Orchard Lake Rd., Suite 200, Southfield MI 48033

RECEPTIONIST

Growing company needs organized person for busy switchboard. Light and some typing. Full time position, great benefits Send resume & wage requirements to Box #898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-SECRETARY

Full time position available for Farmington Hills Tax Attorney. Good typing & spelling skills a Must. Accounting/Legal experience helpful. Will train. Must know Word Processing experience mandatory. Salary commensurate with experience. 737-8000

RECEPTIONIST SECRETARY

Typing 45-50 wpm, good organization skills, switchboard, good phone voice

SALES SECRETARY

Typing 55-60 wpm, good organization skills, word processing experience, Lotus 1-2-3 and excellent phone manner. Call Helene 851-3000

RECEPTIONIST - Consulting firm needs full time receptionist. Must be person with a professional appearance. Duties include: answering phones, data entry, typing, filing and maintaining the office atmosphere. Salary commensurate with experience Send resume & salary requirements to: Personnel Dept. P.O. Box 9075, Farmington Hills, MI 48333

RECEPTIONIST - CLERICAL

COLLEGE STUDENT

PART TIME Excellent position for the local college student. Monday thru Thursday, 5-9 PM. Saturday 9-5 and Sunday 12-5. Looking for the bubbly personality - must have good typing and phone skills. Permanent position - more hours in the summer. Call 421-5000 and ask for Susan.

RECEPTIONIST

TO $16,640 FEE PAID

Great location, great pay, great job! This position requires excellent people skills and typing of 50. Come in now to our office and apply for this position and many more. Call Kathie, 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST

A temporary service in the Livonia area is looking for an receptionist. Responsibilities include interviewing applicants & scheduling employees for jobs. Must have 1 year office experience. You must have excellent communication skills & be comfortable with people. This is a permanent position for an early bird. Call for an interview. 477-0513

RECEPTIONIST

Roeing, suburban Detroit, Detroit is currently accepting applications for a full time telephone Receptionist. This position requires excellent people skills and typing of 50. Come in now to our office and apply for this position and many more. Call Kathie, 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST

A temporary service in the Livonia area is looking for an receptionist. Responsibilities include interviewing applicants & scheduling employees for jobs. Must have 1 year office experience. You must have excellent communication skills & be comfortable with people. This is a permanent position for an early bird. Call for an interview. 477-0513

RECEPTIONIST

Roeing, suburban Detroit, Detroit is currently accepting applications for a full time telephone Receptionist. This position requires excellent people skills and typing of 50. Come in now to our office and apply for this position and many more. Call Kathie, 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST

Entry level position in busy law office in Troy (Mon.-Fri. from 10am-7pm). Candidate must have excellent communication skills and the ability and desire to work with the public. Excellent benefits package. Please call our Personnel Office during regular business hours.

Equal Opportunity Employer M/F

RECEPTIONIST/
MAIL ROOM CLERK

2 full time positions available which required typing skills, good telephone manner. Must have experience, ability to interface with all types of individuals in our reception area. Must have good communication in Auburn Hills, along with computer company paid benefits and pay. Must salary of $17,000. Please send resume with salary requirements & phone number in confidence to Box: 128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RESTAURANT

Management Trainee positions available. Good starting pay and fringe package. Call Carol, 482-4438

SALES ASSISTANT
STOCK BROKERAGE

Leading NYSE Member firm has an immediate opening for a Sales Assistant to work in its busy Farmington Hills office.

Excellent typing and communication skills are required. Previous Brokerage experience is preferred, but you'll be an opportunity to advance with a growing company. Contact:

Gail Thierry, Sales Mgr. 855-3177

SALES SECRETARY

Part time, needed for Office Automation Company. Responsibilities include typing 45-50 wpm, pleasant phone voice, computer literate, approx. per week. Salary commensurate with experience. Send resume to: 29800 Grand River, Suite 303, Farmington Hills, MI 48024

SECRETARIES needed for insurance company in Farmington Hills. Must have recent experience, type 50 wpm, good telephone manner, work well under pressure and knowledge of word processing Lotus 1-2-3 and desk top publishing helpful. We offer a competitive salary and good working conditions. Please call Sue at 489-8336

504 Help Wanted Office-Clerical

RECEPTIONIST

Up to $7.00/Hour

Long term, full time or part time positions available

Call
358-4270

WOLVERINE TEMPORARIES

RELOCATION FIRM

ACCOUNT MANAGER

Well-established, growing company seeks individual to manage corporate accounts & handle relocation process. Individuals applying should have:

- 1-3 yrs Employee Transfer/Relocation or Real Estate experience
- Excellent communication & people skills
- Leadership qualities

Ability to multitask & handle details. Excellent salary & rewarding career opportunity. Send resume to: Box 8127, W. Bloomfield, MI. 48304

SALES SECRETARY

For Southfield Stockbroker small fast paced insurance & investments nonsmoking office. Telemarketing, customer service, typing 50 wpm. Good phone skills necessary. Computer & word processing a + Insurance & investment background helpful. Hours are 9-5 Troy location Mariam 8 30am-3pm 362-3422

SALES SECRETARY

For Rochester Hills Manufacturer Rep office. Requires good typist, pleasant phone voice, computer literate helpful. Hours approx 28 per hours week Call for interview 852-7843

SALES SECRETARY

Challenging and rewarding opportunity for advancement is offered. Enjoy working with clients and using your good math and computer skills. $14,560 to start with fast increases based on ability. Experience not necessary at $33-290

SNELLING & SNELLING

SECRETARIAL/BOOKKEEPER

For advertising specialty company, computer experience necessary. Troy area 362-3422

SECRETARIAL/CLERICAL

Looking for a challenging an rewarding position? Manufacturer is seeking persons to operate local office individual need to possess effective communication skills, strong figure aptitude, ability to operate machine money efficiently, type 40-50 wpm, professional appearance & attitude. Salary commensurate with exp. Send resume to United Insurance Co of America, 30077 Greenfield, Ste 315, Southfield, MI. 48075 or Call Ms. Kelsey between 10-12am daily. 557-8790

Equal Opportunity Employer M/F

SECRETARIES

After New Years already?

... and you're still at the job you quietly laid last year? If you are able a well versed, experienced Secretary with knowledge of Word Perfect 5.0, Lotus 1-2-3 and Excel, we have secretarial positions waiting for you today could have you starting out the New Year right.

THE EMPLOYMENT CONNECTION
425-3220

SECRETARIES

Full & Part-Time

A leading national property management firm, headquartered in Detroit's northwest suburbs, has openings for secretaries. Both positions require minimum 65wpm typing & knowledge of Lotus & Wordperfect in a fast-paced environment. Both positions require occasional dictaphone use. Please send resume with salary history & requirements to: Box 119, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer m/f/h/v

SECRETARIES

Leading Detroit area law firm in need of experienced secretaries with strong word processing skills. Salary range 20-30. Positions open in both downtown & Southfield locations. Call Ann at Exceptional benefits! Call 352-2810 Ann Arbor area to Nancy Earl & Associates, 29535 Telegraph, Southfield, MI. 48034

SECRETARIES - word processors for national construction company, Southfield area. Call Ann at bulletin board a plus. $360-$400/wk Call Carol at Unforce 646-7662

SECRETARIES - word processors, WordPerfect, Display Write, Multimate, Word Star, Decmate, medical terminology a plus. $8-$10/hr Call Marian at Unforce 357-0037

secretary

Administrative Secretary

Kelly Temporary Services is a leading temporary help service and the company that is experiencing continuous growth. We are currently expanding needs of the business community. We have a full time career position available for an Administrative Secretary in our Service Department.

Three to four years related experience within a fast-paced corporate environment. Must possess good interpersonal computer experience. The ideal candidate will possess excellent organizational skills and be highly organized, courteous, analytical and a team player. The ideal candidate must have experience working with both departmental and

We offer competitive salary and benefit package. If you are qualified and interested in this opportunity please forward your resume to us on Friday between 8:30 a.m. and 4:00 p.m. at:

Kelly Services, Inc.
Employment Representative
999 West Big Beaver Road
Troy, MI., 48084

An Equal Opportunity Employer

SECRETARY/BOOKKEEPER

Farmington Hills Real Estate Office. Experience preferred. Livonia Elks Club. Call Ann 476-7300

SECRETARY/BOOKKEEPER

For Bloomfield Hills office. Ability to type 45wpm accurately.

Ask for Lori 540-8322

SECRETARY/BOOKKEEPER for Troy Manufacturer. Must have experience, salary negotiable. Send resume with salary requirements. 6330 14 Mile Rd, Warren, MI 48092

SECRETARY/CLERK TYPIST

Northwestern Hills office. Must have excellent typing skills, verbal, clerical & telephone skills. Knowledge of basic association or business service work a plus. Very little weekend work required. Please submit resume & salary history to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Experience necessary for computer, financial statements, payroll, payables, receivables, typing, general office duties. Qualified applicants should call for appointment 343-3110

SECRETARY

Detroit-based Financial Institution has an opening for a full-time, hard-working self-starting person with strong skills in Lotus, (SAMPLE) & Word Processing experience (Word Star & Plus). Person should have the ability to plan and various responsibilities & have an excellent phone manner. Candidates will have the potential for advancement in the financial services. For consideration, send resume to:

SECRETARY
P.O. Box 779
Detroit, MI. 48231

SECRETARY

for well established Troy & secretary Bloomfield Hills law firm. Typing (55 wpm) and word processing skills (WordPerfect) a must. No previous legal experience required. 847-8111

SECRETARY FOR WEST side luxury condo development. Word processing, typing, bookkeeping skills necessary. Send resume to: box 930 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Secretaries/ Word Processors

Work for reputable firms in Farmington Hills as