504 Help Wanted Office-Clerical

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SECRETARIES
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Long and short term assignments in all areas. Immediate openings. Top pay. Paid vacation. Call today for more information.

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LAW FIRM
Lab. Employment Administrator
Major Downtown law firm seeks an experienced Lab. Employment Administrator for a full-time position. Some of the major responsibilities will include day-to-day operations and support of IBM PC/2 microcomputers, providing support to the attorneys, paralegals and staff training. Specifically, the individual should have one years practice working with IBM or IBM compatible microcomputers, good working knowledge of the MS/DOS operating system, the ability to analyze and diagnose problems, good flow at workable solutions, and strong written and human resource skills. We offer an excellent benefit package. Please send resume to L. Wright, c/o Reinhardt Law Firm, P.O. Box 43126, Detroit, MI 48243

LEASE DOCUMENT PROCESSOR
for expanding Leasing company. Office experience required. Good typing & Must Resume to Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL ADMINISTRATIVE SECRETARY
Major firm seeks 4-5 years litigation experience for highly administrative position. Excellent organizational skills a must. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY
BLOOMFIELD POSITION
Strong financial, banking or corporate legal background for Secretary to Partner. Salary based on experience. Send resume or call
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY
LABOR/LITIGATION
1-3 years legal experience sought for Labor Department of prestigious firm. Competitive salary + benefits. Send resume or call
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY
LABOR/LITIGATION
1-3 years legal experience sought for Labor Department of prestigious firm. Competitive salary + benefits. Send resume or call
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY
$25,000 FEE PAID
Outstanding career and opportunity for sharp legal secretary. Good word processing and organizational skills required. Excellent benefits. Call 313-459-5900 or fax your resume to 649-3526.

SNELLING & SNELLING
OF TROY

LEGAL SECRETARY
FORTUNE 100 COMPANY
$20,000-$23,000
Fortune 100 Corporation seeks 1-3 years litigation experience for Southfield position. Major Medical, Dental, Retirement, and Deferred Compensation package.
Send resume or call:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

Like To Work With People?
Busy Birmingham real estate office specializing in upscale residential property is now interviewing for full-time secretarial person. Looking for sharp, enthusiastic "detail oriented" individual with good typing and communicative skills. Real estate experience a definite plus. Call office manager for appointment. Call for interview and ask for Jennifer.
Hiller, Inc. Realtors
2511 W. Maple
(at Cranbrook)
646-6200

LODGING FOR A CHANGE!
Southfield Law Firm seeks a energetic self-starter for Litigation and Workers Compensation. Salary commensurate with experience. Gary Eisenberg, P.C. 357-3550

MAINTENANCE SUPERVISOR
Seeking multi-oriented supervisor looking for an opportunity in Sales. Experience in Plant Apt. Industry & Sales helpful. Salary + benefits. Send a cover letter and/or resume to:
P.O. Box 2125, Farmington Hills, MI. 48333 - Att.: Sales Manager

MANAGER TRAINEE
FEE PAID
National company expands sharp outgoing college grad for their management program. Business degree required. Full benefits and training program. First year is $20,000. Great advancement potential. Call 649-5900.
SNELLING & SNELLING
OF TROY

MARKETING/SALES REP
In Canton insurance agency. Part time, will train, possibility for full time. 455-3229

MATERIAL CONTROL CLERK
Experienced in all aspects of inventory control. Must have solid typing, data entry and mathematical skills. Pleasant phone manner, some filing. Full time position with full benefits. For immediate consideration send resume with cover letter to:
Mona Grail Inc., Personnel Dept.
41107 Jo Dr., Novi, MI 48050.

MEDICAL ASSISTANT
Full time position for general practice. Experience preferred.
Call 10am-6pm 474-2275

FAST PACED private investigation office seeking an energetic office assistant to perform various tasks, including word processing. Position offers good potential for growth. Contact Margie 557-2020

OFFICE ASSISTANT
Full time Southfield location.
Previous office experience necessary. Good typing and phone skills required. Must be detail oriented and have excellent organizational skills. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI. 48086

OFFICE CLERK
Bookkeeping and general office work. Computer experience, non-smoker preferred. Apply in person 30643 W. 8 Mile Rd, Livonia

N E E D WORK???
WE HAVE
IMMEDIATE OPENINGS FOR
Collections (3-4 yrs. experience)
Word Processors
Clerks
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(Experienced preferred)
Data Entry Operators
Come join the winning team and find an exciting career as a SNELLING TEMPORARY!
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TEMPORARIES
Call or an Appointment Today!
37825 Ann Arbor Rd.
Suite 101-A
Livonia, 464-2100
17200 W. 10 Mile
Suite 103
Southfield, 557-8700
NEVER A FEE

OFFICE DISPATCH
Plumbing company in Farmington Hills, Grand River & Haggerty, is looking for mature, dependable person with a cheerful phone voice. No experience necessary. Will train. Full-time position available. Evening shift 3-11pm. Thurs. thru Mon. Phone for appointment. 478-7758

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield law firm seeks mature energetic qualified secretary with several years experience. Must enjoy service. A Dependable productive & flexible person for diverse responsibilities with attention to detail, grammar, word processing & organizational skills essential. Must have personal integrity, be professional & positive in demeanor & possess strong interpersonal skills. Compensation commensurate with qualifications. We consider only qualified applicants with resumes. Ask for Ruth 354-1140

LEGAL SECRETARY
Two Attorneys left extra firms to start their own need a full time legal secretary to help them build a business, commercial and corporate practice. Ability litigation practice. Promise excellent team work, professional relationship, bonuses, and fair remuneration. Must be an office manager position. Master 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 complex litigation with high quality lawyers. Starting at $25-$30,000 per year (or more depending on qualifications). Send detailed resume in confidence to N. Peter Antone, 30555 Southfield Rd., Suite 300, Southfield, MI 48076 (Moving shortly to Northwestern Highway, Farmington Hills)

LEGAL SECRETARY
LABOR/LITIGATION
1-3 years legal experience sought for labor department of prestigious firm. Competitive benefits.
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY
BLOOMFIELD POSITION
Strong financial, banking or corporate legal background for Secretary to Partner. Salary based on experience. Send resume or call
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL ASSISTANT
Large downtown law firm is seeking qualified legal assistant pursuit with for a challenging position in litigation. High level organizational skills, diversity. Entry level or experienced. Bachelor's degree preferred. Please send resume to Ms. Roush, Kitch Seutner, One Woodward Ave. Detroit, MI 48226

LEGAL PROFESSIONALS

LEGAL SECRETARY - To $26,500
Corporate/labor experience. Work for 6 partners.

LEGAL SECRETARY - To $24,000
Corporate banking experience. Major Bloomfield firm. Benefits

LEGAL SECRETARY. To $23,000
Litigation experience and good organizational skills. Troy area.

LEGAL SECRETARY TRAINEE
Work for Dir. Partner. Good skills needed. Lots of variety and client contact. To $22,000

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772-6750
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LEGAL SECRETARY
for Southfield law firm. Litigation experience preferred, a word processing background. Excellent salary & benefits.
Call 354-4030

LEGAL SECRETARY - With 1-2 yrs experience needed for Clawson definite law firm. Salary commensurate with experience. Non smoker preferred. Call Lynn at 588-7704

LEGAL SECRETARY
55 plus, warm, starting salary $16,000. Excellent benefit package. Plymouth office. Send resumes to UAW GM Legal Services, 950 N Days Law Rd #115, Pontiac, MI 48054. Attn. Miss Lackey

LEGAL SECRETARY - For several partners in Farmington Hills. Executive duties, top salary, fringes, pleasant surroundings. 553-2300

LEGAL SECRETARY to work in Southfield office, full time, experience required. Pay negotiable. Call evenings at Mary Hartman, 737-9103

LEGAL SECRETARY or Secretary/Typist. Experienced in personal injury, divorce, or general practice. Good benefits. Pay commensurate with experience 553-1664

LEGAL SECRETARY
Full-time. Legal experience preferred. Good salary & benefits. Must Salary commensurate with skills Call Leslie, 645-1003

LEGAL SECRETARY
Bloomfield Hills litigation firm seeks individual with at least 1 yr. of legal experience. Must possess excellent typing & grammatical skills.
Please call 645-1450

LEGAL SECRETARY
Small general practice. Some digital experience a plus. Southfield suburban resume & salary requirements to 27337 Pontiac Trail, Farmington Hills, MI 48154

LEGAL SECRETARY
Part time position for law firm in Farmington. Use of IBM equipment and WordPerfect Compensation negotiable. Must have excellent references. 553-2300

LEGAL SECRETARY
Full or part time for general law practice. Experience required. Excellent salary & benefits. Typing skills necessary. Non-smoker. Southfield Ask for Diane. 355-3300

LEGAL SECRETARY wanted for small Birmingham law firm. At least three years experience necessary. Excellent typing, general office duties and IBM Word Perfect experience preferred. Contact Laurel at:
540-5900

LEGAL SECRETARY needed for partner in Bloomfield law firm. Must have 2 - 3 years experience, knowledge of computers & Word Perfect 5. Some bankruptcy helpful. Excellent benefits. Call Judy

LEGAL SECRETARY - PART TIME
For attorney in Farmington Hills. Experienced, good English skills. Call Cressang David Gaberman, 855-5770

LEGAL SECRETARY
Experienced Secretary. Computer skills essential, liberal benefits. Small general practice
537-4422

LEGAL SECRETARY
Experienced in Litigation. Family Law Farmington Hills.
Competitive salary. 851-8787

LEGAL SECRETARY - For Troy law firm. Experience essential. Litigation and corporate work. Write to: Interested Please call Jan 843-7480

LEGAL SECRETARY - needed for Downtown Birmingham, personable party plaintiffs firm, experience necessary. Word processing (Word Perfect preferred). Salary commensurate with experience Call Amy 647-6966

LEGAL SECRETARY
Word processing & data entry. Must know Wordperfect. Experience with computerized billing. Modern Southfield, high-rise. Non-smokers only. Call Ellen 355-5300

LEGAL SECRETARY
for Birmingham area law firm. Word perfect skills required, experience required. Dictaphone. Competitive salary, pleasant office setting.
540-0677

LEGAL SECRETARY
For 8 attorney specialty firm located in Troy. Competitive wage and excellent working conditions with full computer support. Litigation experience necessary. Send resume and salary requirements to: 2290 W. Big Beaver, Suite 310, Troy, MI 48084, Attn: Kaile

LEGAL SECRETARIES
For large downtown Detroit law firm. 3 yrs experience in corporate defense, litigation & labor law required. IBM PC experience preferred. Excellent salary & competitive salary. Send resume to: Personnel Manager, 1000 Maccabees Building, Detroit, MI 48226

LEGAL SECRETARY
for mid-sized Southfield law firm. Word processing necessary. 3 yrs. legal experience required. Excellent salary & working conditions; benefits included. Send resume & salary requirements to: Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MEDICAL TRANSCRIPTIONISTS
Detroit & suburbs, medical terminology helpful. Call Marty at Unidirect 357-0038

MOVE UP?
WE CAN HELP YOU
Want to spice up your life? Work a variety of challenging assignments? Join the largest independent temporary help firm in the area
• Secretaries
• Word Processors
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Resources
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Livonia - Farmington Hills

Typist
Troy 552-0319
Troy 588-9210
An Equal Opportunity Employer

NEED A PERSON with automated word processing skills Wednesday & Friday. $5 per hour. Call Kathy 652-7176

OFFICE ASSISTANT TO $14,500
Some office experience, nice phone manner, accurate typing, word processing a plus. Fee paid. 772-6762
Snelling & Snelling

OFFICE HELP. Mature organized individual for busy office. Must work well under pressure, computer experience preferred. Full time $6/hr. Available now. Call or stop by. One On One Athletic Club 626-8860

OFFICE MANAGER - Mature person. Accounting experience and secretarial skills. Call Mr. Bell at Psychological Service office in Livonia. Hours Mon.-Thurs 2-9pm, Sat. 10am-2pm. Familiarity with insurances desirable Salary negotiable 462-1150

OFFICE MANAGER/RECEPTIONIST
Medical office in Troy. Wang Word Processing experience a plus. Workload: typing, phone work, ordering supplies, dealing with vendors. Full benefits/competitive salary. Please call daily. 641-0880

OFFICE MANAGER for Evangelical Presbyterian Church. Word processing, accurate, energetic, confidentiality, initiator, self generator. Benefits. Send resume to Grace Chapel, 23333 Grand Rd., Farmington Hills, MI. 48024

OFFICE MANAGER
Growing company looking for a capable, energetic person with management and executive secretarial skills. Must be assertive and able to work under own supervision. Send resume to Mr. Wright, 2075 W. Big Beaver, Suite 501, Troy, MI 48084

OFFICE MANAGER
Marketing research company seeks computer literate individual with strong bookkeeping/accounting skills and ability to supervise 3 to 5 person general office staff. Salary commensurate with experience and qualifications. Send resume & salary requirements to: Box 194 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITION, Full-time. Good hours. Great opportunity. Pleasant working condition. West Bloomfield manufacturer. 855-1100

OFFICE POSITION - ENTRY LEVEL
Full time to perform various office duties for small office. Must be able to work Saturdays. Call for appointment. Nadine Austin, Farmer Jackson, Inc., 1665 Telegraph Rd., Bloomfield Hills, MI 353-4050

OFFICE SUPPLY
Experienced person for office supply store in Livonia, must have 1 year experience. Good pay & benefits. Call Mr. Bell 261-0220

PART-TIME Clerical in accounting office, experienced. 267-2130

PART TIME DATA ENTRY help needed in Farmington Hills. Light typing and accounting experience preferred. Will train. Five night people. Flexible hours, 4 days a week for growing company. 555-0630

PART TIME - FLEXIBLE TIME
EARN FULL TIME PAY
FOR PART TIME WORK.
This is a "Dream Job" if you love your Rochester, Bloomfield office people, and are highly sales oriented. You will take incoming phone calls, set appointments, and make new leads. No high pressure sales. Good hours, no weekends, no evenings or lead. Day and evening positions available. Call Mr. Stamer for an appointment. 656-6565 Ext. 103

PART-TIME OFFICE HELP
Person for part-time office position. Knowledge of computers, typing, filing and phones. Part time hrs. Mon. thru Fri. Sat. 9am to 6pm. Approximately 20 hrs per week. Big Beaver/Rochester Rd. area Please call Sharon at 528-3535

PAYROLL CLERK
Full-time in Southfield, property management office. Computerized payroll experience preferred. Good benefits package. Call Mon. thru Fri. 9am-5pm 352-7015
An Equal Opportunity Employer

PAYROLL CLERK
A major supermarket chain is seeking an individual with recent payroll experience. Personal computer experience desirable. General office skills helpful. Competitive salary & full benefits package offered. Send resume in confidence to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PERSON knowledgeable in general office procedures, telephone, light figure work. Apply at Sterling Bonnert Tener, 2701 W. Big Beaver, Troy, MI 48084 643-9100 Ext 1401
An Equal Opportunity Employer

PERSONNEL SECRETARY
TO $19,200
Be the right hand to the Personnel Director handling employee & employee fees. Good skills needed including word processing. Excellent benefits. Call Eleanor at 353-2090.
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PERSONNEL
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AATEC SERVICES
We have many positions available, short and long term, for people who can work in Western Detroit, Livonia, Plymouth, Westland and Farmington Hills. We are looking for employees with above average skills to fill the following special jobs for our most discriminating clients:
• Secretaries
• Receptionists
• General Office Skills
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• Typists
• Word Processing
• Light Industrial
Not an agency/never a fee
Call for an appointment:
261-6222
AATEC SERVICES
20500 S Mile Rd.
Livonia, MI 48154
An Equal Opportunity Employer

PREPPERS & FILMERS
no experience necessary.
Call between 7-30am & 3pm.
562-8157

BUTLER PAPER, a Fortune 500 company, offers a competitive wage and a mature Receptionist. Duties will include typing, invoice auditing & filing. We offer a competitive salary & excellent benefits. Please send resume in confidence to: Butler Paper Company, 38100 Plymouth Rd., Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST
Livonia DFA firm seeks experienced receptionist/secretary. Typing/word processing and general office experience preferred. Send resume to: Box#998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONISTS
Country Club located in W. Bloomfield seeks receptionists, days, evenings and weekend shifts. Will train. Resume and/or letter of introduction to box 108, Observer & Eccentric 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

PHONE ORDER PROCESSORS
Heavy customer contact, light record keeping. Part time could lead to full time. Will train. The perfect persons could make between $6-$7 per hour. Great position for students, homemakers, retirees. Call Gordon's Lock 476-7555

PHONE RECEPTIONIST

Farmington Hills sales/manufacturing company needs person to operate switchboard part time, 4 hours - 3 days a week, flexible schedule, light typing. Call Judy 478-1900

Receivables Processing Clerk
Part time days and Mondays

COMERICA INC., located in the Operations Center in Auburn Hills (Hamilton and Walton Roads) has immediate openings for part-time Receivables Processing Clerks to process payment made to P.O. Boxes

Candidates must be dependable. Previous work experience with 10-key adding machine or balancing experience preferred. A high school diploma or equivalent is required. Competitive salary as well as flexible benefits are offered.

Midnight candidates must be able to work Sunday and two other nights. Day candidates must be able to work Monday and Friday and two other days during the week.

If interested send application to:

COMERICA
INCORPORATED
Dept. LO
Detroit, MI 48275-2203

An Equal Opportunity Employer

RECEPTIONIST - excellent opportunity for student. Flexible hours, extra extra cash.
Call Temporary Service 425-6228

RECEPTIONIST/WORD PROCESSOR needed for a 4 attorney law firm in Farmington Hills. Entry level position duties include greeting, answering, word processing & filing. Hours 8-4pm daily.
Please contact Kathy or Sheila for an interview at 489-9330

receptionist/secretary
typing filing shipping & receiving, computer experience helpful. Call 371-8322

RECEPTIONIST - experienced, full time for Farmington Hills DFA firm. Telephone, light typing, filing. Salary negotiable. 661-3500

RECEPTIONIST/TYPIST
For Birmingham law firm.
Call 540-1232

RECEPTIONIST/Word Processor
Full-time. WordPerfect experience necessary. Fast-paced office.
Call Joanne, 433-2070

RECEPTIONIST, part time (midday), 25 hours weekly. To handle phone and take care of incoming customers. Farmington Hills. Call, 477-1850

RECEPTIONIST
Experience preferred. Small, busy Southfield Law Firm. Call:
Ms. Gaines 350-8220

RECEPTIONIST with clerical duties. Must be able to handle busy phones & various clerical duties. $5.50 an hr. with benefits. Call 473-2474

RECEPTIONIST needed for Birmingham interior design firm. Must have typing and fax experience.
Call 642-7110

RECEPTIONIST/SALES ASS'T
for national window & door manufacturer. Competitive salary & extensive benefits. Apply in person at: Weather Shield, 830 Plymouth Road, Plymouth 459-6911

RECEPTIONIST
For fast-paced Farmington Hills office. Phone duties (50%/75%) Education & typing skills required. Immediate opening for 3 days a week other weekend. Call Joan 855-7000

RECEPTIONIST
Bloomfield Hills law firm seeks energetic individual with professional appearance for last minute, part time, Light typing required. Please call 645-7450

RECEPTIONIST/SECRETARY
available. Typing 50 wpm. Some computer experience necessary. Pleasant office in Troy area. Salary + single bound for busy construction system. Call Mr. Stamer for an appointment. 656-6565 Ext. 103

RECEPTIONIST - EXPERIENCED
Immediate opening for fast paced Southfield property management company. Must have typing, filing & phone skills. John P. Carney Company 352-8550

RECEPTIONIST - secretary, light typing, 40 wpm plus. Southfield law firm seeks person with good word processing qualifications $12-$1400/mo. Call Rose at 559-7000
357-0037

RECEPTIONIST
for rehabilitation facility. Full time position requires good clerical, communication & typing skills. Call Mr. Fleischman at 350-3650, 9am-noon.

RECEPTIONIST
Leading metal fabrication manufacturer needs an energetic, experienced person for reception. Full time, salary, immediate start time. Call Mr. Fleischman, 27825 Beech Daly Drive, Farmington Hills, MI 48024

RECEPTIONIST/
SECRETARY
Looking for great communicator who enjoys working with the public. Must be well organized, with good basic skills. Pleasant office. Salary negotiable. Southfield office. Call between 10-12noon. 358-7727

RECEPTIONIST/CLERK-needed for a full time entry level position. Basic typing skills and a pleasant phone manner. Knowledge/data entry helpful. Starting salary range $4-$5/hr. depending on experience. Benefits. Please send resume in confidence to: Personnel, 32884 Abruzzi Dr., Westland, MI 48185

RECEPTIONIST/CASHIER NEEDED
Call 10am-6pm 474-2275

RECEPTIONIST
Bloomfield, 32 hours per week and alternate Saturday mornings. Good computer experience a plus. Salary & benefits commensurate with experience. Please send resume to: Alsergy Associates, PC., 6330 Orchard Lake Rd., Suite 110, West Bloomfield, MI. 48322

RECEPTIONIST, full time position for 8 to 12 weeks then position will become part time. Must be capable of handling multi line ringing in busy non profit agency in Livonia. Mon. thru Fri. 8:30 to 5pm. Salary commensurate with experience. Spectrum Human Services.
464-3344
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
WordPerfect 5.0 required. Detail oriented individual is needed to answer phones, type and respond to general office needs, for busy Birmingham Property Management/Mortgage Co. Salary commensurate with experience. Must be available to start immediately. Send resume and salary requirements to: Receptionist/Secretary, 30150 Telegraph, Suite 371, Birmingham MI, 48010.

RECEPTIONIST with switchboard experience. Light typing. Full or part time with benefits. Call Market Place, 352-0490 ext 13

RECEPTIONIST
For busy Southfield law firm. Experienced only. Must be quick & able to work in a fast paced office.

RECEPTIONIST/CAREER Opportunity. Full time, good office & phone skills. Send resume & salary to: Appraisal Corp., 30700 Telegraph, Suite 3436, Bingham Farms, 48025

RECEPTIONIST/GENERAL OFFICE
Some experience in accounts payable/receivable, knowledge of computer required. Excellent benefits. Call Millie, 458-8353

RECEPTIONIST/PHONE
Must have pleasant personality and good telephone skills. Hours flexible. $4.25 to start. Call Ann 626-2078

RECEPTIONIST
needed in Bloomfield Birmingham Real Estate office. Mon. thru Fri. 9am-7pm. Weekends possible. Call 644-8700

RECEPTIONIST/TYPIST - part time for construction firm in Rochester area. Flexible hrs. are available to the right person. Call Ms. Gordon or please send resume to: P.O. Box 1837, Rochester, MI 48306

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Farmington Real Estate Office has long for dependable, mature, part-time person; Wed.,Thurs.,Fri. 8-5. Non-smoker preferred. $5./hr. Call: R. Perry Realty, 478-7840

RECEPTIONIST/GENERAL OFFICE
with experience & good typing skills. Fringe benefits. 4 Lee Engineers Inc., 42000 9 Mile, Novi, MI 48050 347-3300
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Handle a variety of administrative duties. Typing and busy phones in a fast paced Southfield office. Must be able to handle details accurately. Smoke-free environment.
Call Kathy, 557-9961

RECEPTIONIST - manufacturing company desires sharp individual with pleasant personality for fast paced office in Livonia. Must have excellent grammar & spelling skills necessary. Typing test. Immediate opening. Call Esther at 335-4440

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
To $18,500 - Large Co. seeks a motivated individual for administrative & interpersonal skills. Must type 50 w.p.m. Co. willing to teach word processing skills. Call Ann 525-7870

RECEPTIONIST
Progressive engineering firm seeks experienced individual for reception duties. Computer experience helpful. Fax Send resume to:
Avis Engineering Inc., 37000 Grand River Ave., Suite 284, Farmington Hills, MI. 48024.

RECEPTIONIST
Dynamic Southfield company seeks exceptionally organized, professional manner and professional appearance. Hours are from 10:00 a.m. until 7:00 p.m. Mon.-Fri. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST/SECRETARY
Professional Veterinary Hospitals is looking for a self motivated individual for its corporate office in Bloomfield. Good processing, good phones, typing, word processing and organizational skills required. Please send resume with salary requirements to: Personnel Held Pd., Suite 300, Southfield, MI. 48075.

RECEPTIONIST
Full time permanent position available with Bloomfield Hills Insurance Agency, Monday thru Friday. Good telephone & filing skills needed. Some light typing or data entry required. Benefits. Apply in person: 28244 Ford Rd. Garden City, between 9am-4pm, Mon-Fri.
JTPA FUNDED

RECEPTIONIST
Up to $7.00/Hour
Long term, full time or part time positions available

WOLVERINE TEMPORARIES

RECEPTIONIST
A front desk position especially coupled with the variety and desire to handle busy phones. Excellent typing skills presently needed for an impressive Southfield location. Including Term. WordPerfect a plus.
WIDMAN PERSONNEL DIV.
31731 Northwestern Hwy, Ste. 105E
Farmington Hills, MI. 48018
832-0400
We are a Permanent Placement agency. Placement fees are always paid by the employer.

RECEPTIONIST
Part time/Full time. Lindsay & Pavlich, a leading plastic parts supplier, has an immediate opening for a receptionist. For the right candidate, we can accommodate full or part time employment. The ability to handle multiple incoming telephone lines in a professional manner is necessary, along with light typing and general office duties. Applicants may send their resume or fill out an application by Jan. 19, 1990.
Lindsay & Pavelich
8595 Ronda
Centerline, MI. 48187
Attention: Personnel

RECEPTIONIST - secretary, Bloomfield Hills, well groomed, strong typing, good phone, filing, word processing experience, benefits, $19,000. Fee paid

SECRETARY - Southfield, typing 65 wpm, word processing, $20,000 + benefits, Bloomfield, $20,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST
For the corporate office of a national asbestos abatement contractor located in Livonia, Michigan. 3 years experience in a busy office. Typing & accuracy for receptionist and general office duties, accurate typing 60 rate of 60wpm; proficient in grammar, spelling, and punctuation; background in WordStar 4.0 helpful, but not necessary. Salary commensurate with experience. Excellent benefits package. Please submit resume to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for busy non-smoking office in Farmington. Mature, organized, typing skills. Ask for Wendy 476-1600

RECEPTIONIST/SECRETARY
Manufacturing company. Experience in word processing (word star a plus), typing, telephone, computer literate, good interpersonal skills. Please submit resume to: Box 108, Observer & Eccentric Newspapers, 35205 Glendale, Livonia MI 48150

RECEPTIONIST
for medical equipment company. 3 yrs minimum office experience. Farmington Hills. 477-5880

SECRETARY for general contractor Southfield area. 27651 Research Park Blvd. Full time. Typing, telephone experience, filing. Mary 377-2600
An Equal Opportunity Employer

SECRETARY
for well established, 5 secretary Bloomfield Hills law firm. Typing (50 wpm) and word processing skills (WordPerfect 5.0 preferred). Legal experience required. 647-3111

SECRETARY
for busy home furnishings. Organizational skills a must. Mature, self-motivated person. Ability to work accurately type 50wpm & handle busy phones in a professional manner. Knowledge of computers & good math skills helpful. $15,000 a year to start with excellent benefits as a benefits. UHHS 451-2256
An Equal Opportunity Employer

SECRETARY - Full time, Southfield, small Southfield office. Typing & phone skills a must; WordPerfect. Call Dave 358-5240

SECRETARY
Full time experienced office person with typing, word processing, telephone. Benefit package available. Send resume to: Attn: Peth, 29080 Southfield Rd., Southfield, MI 48076

SECRETARY - full time, 55wpm, varied office duties. Farmington Location. 471-0510

SECRETARY
Full time entry level position available. Good typing skills required. Shorthand helpful, but not necessary. Work independently. Excellent opportunity for self starter with strong desire to demonstrate with experience. Send resume including salary requirements to: P.O. Box 5081, Southfield, MI. 48086

SECRETARY - Immediate opening in Southfield, 2-3 days per week for Realtors association. Typing 50 wpm, mac & office skills. Llona 1,2,3, & 5.0 experience a must. 262-1400

SECRETARY
Immediate opening Southfield setting. Great organizational skills will help you land this position in an exciting field. We're looking for you to come in, take charge and organize your new office. Must enjoy working independently in a fast paced environment. Word Perfect, Lotus 1-2-3 word processing experience (Word-Perfect). Benefit package. Send resume to Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - large Real Estate Investment Company has an immediate opening for experienced secretary. Applicant must have excellent typing skills, typing 50 wpm, telephone skills, Real Estate background a plus. Excellent salary & benefits package. Send resume to: P.O. Box 5148, West Bloomfield, Mich 48324-5148

SECRETARY/Manager, take charge person needed for collections/litigation company, 4 day week, $350 plus medical. After 7pm. 471-3088

SECRETARY - Needed for busy office. Emphasis on order processing and typing. Send resume to: P.O. Box 2865, Livonia, MI 48150 or call for appointment 522-1806

504 Help Wanted Office-Clerical

RECEPTIONIST
For the corporate office of a national asbestos abatement contractor located in Livonia, Michigan. 3 years experience in a busy office with responsibility for receptionist and general duties. Accurate typing at rate of 60wpm, proficient in grammar, spelling and punctuation, background in WordStar 4.0 helpful, but not necessary. Salary commensurate with experience. Excellent benefits package. Please submit resume to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Human Resources Administrator
Burdco Environmental Inc
PO Box 1064
Traverse City, MI 49685
EOE/AA

INSURANCE & INVESTMENTS office needs Sales Assistant non smoker. Telemarketing experience, service & general office. Good phone skills necessary. Computer & word processing a c. Insurance & investment background helpful. Hours negotiable. Troy location. Mon-Fri 8:30am-3pm. 362-3422

SALES ASSISTANT POSITION
Major Brokerage firm, in Birmingham, looking for full-time Sales Assistant Betty Bennett
433-8532

SALES
SECRETARY
AUTOMOTIVE SUPPLIER
$20,000
A choice position with a leading company offering challenge, security and good benefits. Fee paid. Call Bernice at 353-2090.
SNELLING & SNELLING

SECRETARIES
Large Metro corporation in need of experienced secretaries with strong word processing skills. Shorthand a plus, typing minimum 60. Positions open in both downtown & Southfield. Salary $17,000-$20,000 depending on experience. Call 352-2810 or send resume to: Rita Roecker, Salary Sect. & Employment, 1249 Telegraph, Southfield, MI., 48034

SECRETARY - busy Livonia real estate firm. Immediate position with opportunity for advancement. Outstanding job skills & communication skills required. Knowledge of word processing & spread-sheet programs helpful. Own transportation, salary negotiable. Light typing & bookkeeping. Call Mrs. Ann Ryan to arrange an interview. 31157 Plymouth Rd., Livonia, MI 48150. 591-2400

SECRETARY/CLERK TYPIST
Northwest Metro area. Individual possessing typing, filing, verbal, clerical & telephone skills. Knowledge of trade association or customer service work a plus. Very little weekend or overtime work. Please submit resume & salary history to: Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERK
Experienced typing & phone skills for Novi based ambulance service. Flexible hours. Accurate typing, word processing & filing. Strong organizational skills required.
Contact Lisa at 344-1990

SECRETARY
Computer, Wordprocessing, typing, telephone experience. Professional skills or letter to: AFC Roofing, 13101 Eckles Rd., Plymouth, MI 48170

SECRETARY
Computer knowledge with typing & phone experience. 5 Mile & Beech Daly area. Hrs 8-4:30pm. Good pay, health benefits possible 255-1360

SECRETARY
Detroit Center of Business - Dearborn has an opening for an administrative secretary. Great personality, strong organizational skills and good word processing skills are required. Please send resume to: Administrator, 4601 Oakman Blvd., Dearborn, MI 48126

SECRETARY
Detroit-based Financial Institution has an opening for a full-time, hard-working self-starting person with accurate typing skills (50wpm), full Word Processing experience (Word Star, 4 Plus, or Wordperfect) and the ability to take on various responsibilities & have an excellent phone manner. Please send resume & the potential for advancement in the Financial Industry. For consideration, send resume to:
SECRETARY
P.O. Box 775
Detroit, MI. 48231

SECRETARY - Excellent typing & computer skills needed. Word perfect 5.0 experience preferred. Light office experience required. Send resume with salary requirements to: HLD, PO Box 340, Wayne Mi. 48184
Equal Opportunity Employer M/F

SECRETARY
Experienced in inside sales industrial parts atmosphere. Wayne area 729-3660

SECRETARY
for busy real estate office in Farmington. Mature, organized, typing skills. Ask for Wendy 476-1600

SECRETARY - Manufacturing company. Experience in word processing (word star a plus), typing, telephone, computer literate, good interpersonal skills. Please submit resume to: Box 108, Observer & Eccentric Newspapers, 35205 Glendale, Livonia MI 48150

SECRETARY for medical equipment company. 3 yrs minimum office experience. Farmington Hills. 477-5880

SECRETARY for general contractor Southfield area. 27651 Research Park Blvd. Full time. Typing, telephone experience, filing. Mary 377-2600
An Equal Opportunity Employer

SECRETARY
for busy home furnishing. Organizational skills a must. Mature, self-motivated person. Ability to work accurately type 50wpm & handle busy phones in a professional manner. Knowledge of computers & good math skills helpful. $15,000 a year to start with excellent benefits as a benefits. UHHS 451-2256
An Equal Opportunity Employer

SECRETARY - Full time, Southfield, small Southfield office. Typing & phone skills a must; WordPerfect. Call Dave 358-5240

SECRETARY
Full time experienced office person with typing, word processing, telephone. Benefit package available. Send resume to: Attn: Peth, 29080 Southfield Rd., Southfield, MI 48076

SECRETARY - full time, 55wpm, varied office duties. Farmington Location. 471-0510

SECRETARY
Full time entry level position available. Good typing skills required. Shorthand helpful, but not necessary. Work independently. Excellent opportunity for self starter with strong desire to demonstrate with experience. Send resume including salary requirements to: P.O. Box 5081, Southfield, MI. 48086

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