504 Help Wanted Office-Clerical

- MAINTENANCE CLERK
General for busy shop maintenance dept. to plan & schedule maintenance work, assign, coordinate work orders with back ordered materials, etc. Knowledge of OSHA, etc. codes/regulations. Computer keyboard ability. Ability to deal effectively for supervisor, be very organized & work on simultaneous assignments. Minimum two years experience.
Excellent salary/fringe benefit package.
Send confidential resume with salary history to:
BEAVER PRECISION PRODUCTS
Dave Van Aanrooice Dv. of Dana
1970 Dig Beaver Rd. Troy, 48083
Or call. Anne Dapolt between 1pm-4pm 680-7443
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

"LEGAL PLUS" Secretary for Birmingham office. Word Perfect 5.0 a must. Variety of law and duties. 3-5 years legal experience. Good communication skills required. Salary commensurate with experience. Excellent benefits. Send resume to: Hadley & Hadley, P. O. Box 2027, Southfield, MI. 48037-2207. All replies confidential.

LEGAL SECRETARY
Southfield negligence firm desires full time legal secretary. Minimum of 2-3 years Personal Injury. Flexible hours.
CALL PENNY 552-8500

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top rates.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY needed for downtown Detroit law firm. Personal injury Plaintiff firm. Experience necessary. Must know word processing. Salary commensurate with experience. Call Dawn, 647-6966

LEGAL SECRETARY
For a Livonia law firm. Legal experience, word processing & excellent skills necessary. Excellent benefits. Salary commensurate with experience. Call Mary, 261-2400

LEGAL SECRETARY
For a 2 attorney law firm. 70 wpm/IBM word perfect. Prior legal experience preferred. $19K + company benefits. Send resume to: Office Manager, 1727 Franklin Rd, Suite 1540, Southfield MI 48034

LEGAL SECRETARY for office practicing estate planning, probate, tax planning, minimum 75 wpm typing. Word Perfect experience & litigation attention. Birmingham. Send resume to Box 3587 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Immediate opening for a female, but well known, Farmington Hills firm. Good atmosphere. Relaxation of formality. Benefits. Pay commensurate with experience, and ability to type accurately. 214,000-$17,000 to start. Word Perfect 5.0 preferred. Call Mr. Smokers. Ask for Mary. 553-9100

LEGAL SECRETARY needed for Southfield law firm. Must have at least 3 years experience in collection/litigation. Word Perfect 5.0 preferred. Salary commensurate with experience. Call Donald Bentley & Associates, 353-0160, ext 471

MATURE INDIVIDUAL, with basic office skills, familiar with books keeping terms; knowledge of Data Entry helpful. Part Time, Central Office hours, for research located in Bloomfield Hills. Call Bernice, 258-5555

MATURE PERSON with good clerical skills for accounts receivable department of a property casualty insurance company. Must be able to type a minimum of 40wpm. Good working conditions and benefits package. Qualified person. Contact Bethany Ann Hall, 645 Donald Benchman and 3 pm at 352-7500

MEDICAL RECEPTIONIST, full or part time position for experienced, organized Medical Doctor's office. Communication skills, in Southfield, 350-1130

MICHIGAN DESIGN CENTER SHOWROOM seeks Receptionist/Clerical position. Must be neat, organized and detail oriented. Part time/flexible hours. $8.50/hr. Call 642-0333

MORTGAGE BANKING FIRM in Rochester, has immediate opening for a person with good communication skills, type 60wpm or better and is familiar or interested in mortgaging. Call Mon-Fri, 9-5. 656-1600

MORTGAGE CLERK TRAINEE
Basic office skills required. DMR Financial Services, Southfield. Contact Rick Smith or Ronnel Masterson 353-5590

NEWLY OPENED FUTURE FORCE CLERICAL DEPARTMENT Has Numerous Positions Available - NOW!
- General Clerical
- Accounting Clerk
- Receptionist w/switchboard
- Data Entry

All positions available permanent or temporary
Call NOW for an appointment

728-8770

OFFICE DISPATCH
Plymouth, Northville, Farmington Hills, Grand River & Haggerty, is looking for dependable, dependable person with a cheerful phone voice. No experience necessary, will train, full time position available. Monday thru shift 3-11pm. Thurs. thru Mon. Phone for appointment. 478-2300

PART-TIME Entry level position available for a motivated individual in a busy Farmington Hills Engineering Inc. office. Career opportunity, pleasant working environment. Excellent positive wages. Call Marti 477-8300.

PART-TIME SECRETARIAL/Receptionist position for General Office experience in medical office operating with established Southfield firm. Secretarial duties include Telephone & WordPerfect Word Processing background preferred. Pleasant telephone communication skills essential. Call for interview 557-8200

- PAYROLL CLERK
$6.25 Per Hour To Start

ACHIEVEMENT oriented organization seeks a responsible self-starter for this entry level position in our Administrative Payroll Department.

Individual selected will have basic accounting skills, be accurate, organized and works well with others. Personal computer experience is a plus! —

Regular salary increases based upon performance, excellent benefit package and working conditions in our new convenient Northwest Detroit urban location.

Please call Theresa Skaggs between the hours of 8-10am or 2-5pm at 737-7200

FITNESS MANAGEMENT CORP.
7091 Orchard Lake Rd.
West Bloomfield, MI 48322

504 Help Wanted Office-Clerical

NURSING OFFICE SECRETARY
Qualified professional Secretary with excellent organizational and communication skills. Responsible for completing all nursing office secretarial and clerical functions, and assisting nursing management personnel in specific task completion. Familiarity with staffing functions, Dataphone and IBM/PC with Word-Perfect desirable. Pleasant work environment, competitive wage and benefit package. Please send resume to: Westland Convalescent Center, 36137 W. Warren, Westland, MI., 48185.

OFFICE CLERICAL - PART-TIME
For nationwide plumbing company. Benefits include medical & dental, could turn into full time. If interested in joining our twin grove team, call Joe Nugent to set up an appointment at 478-7758

OFFICE CLERK
Immediate opening evening, plus general office duties. Able to handle multiple priorities. Some accounting. Willing to work 40 + hours Mon.-Fri. typ. computer experience required. Overtime & benefits. Resume required 637-0600

OFFICE CLERK-Requires typing, math, alpha-computer and working with numbers on Dataphone in person. Apply at: 20390 W 8 Mile, Southfield 48075

OFFICE HELP
Full & part time. Great opportunity, nice atmosphere. West Bloomfield furniture store. Call 855-5777

OFFICE HELP WANTED, part time, from 2 to 5pm, Mon. thru Fri. Must have typing and filing experience. Starting at $5.25 an hour.
Ask for Robert 646-3732

ORDER PROCESSOR
$5-$6 an hr. to start. Entry level. Send resume to Mindscape, 23751 Research Dr, Farmington Hills, MI 48024

PAYROLL
Excellent position in payroll dept of large retail chain. Must be knowledgeable in payroll function. 8 Mile/Lahser area. Mr Clem 353-0160, ext 471

PAYROLL SERVICE

Seeking part time and full time staff. Requires good skills on calculator, typewriter and CRT. Must have good communication and spelling skills. Southfield location. Starting at $5.50 per hour. Part time staff work Mon., Tues., & Wed. Call Personnel Manager at: 552-8340

PERSONNEL coordinators & bookkeepers for expanding, independent temp service. Send resumes to: Competitive Advantage, Box #403, Birmingham, MI 48012

PERSONNEL
High energy, dynamic personality needed by growing niche/retail sales/marketing background. Strong communication skills, detail follow-up and professional appearance required. Telemarketing or general phone sales background a plus. Fee Paid.
St. Clair Shores 774-0730
Troy 649-4140
Harriet Sorge Personnel

PHONE OPERATOR/TYPIST. Expanding Redford firm. Reliable, conscientious and experienced person for late/bonus. 9am-5pm. 534-0040

PHONE ORDER PROCESSOR/CUSTOMER SERVICE REP
to handle large volume of incoming/outgoing calls for growing Southfield company. Requires strong organizational skills. Computer & other experience helpful. Immediate full time position available - day hours. Pleasant, non-smoking office. Above average earnings. Willing to train. Call Virginia, 9am-3pm. 353-1808

PHONE RECEPTIONIST
We are a growth oriented manufacturing firm looking for talented individuals to handle our incoming phone calls at our corporate office. Looking for 2 individuals; (1) to work 7am-4pm and (1) to work 10am-7pm. Please send resume and cover letter to:
Accounting Manager
P.O. Box 2500 C.
Plymouth, MI., 48170

PRINT ROOM CLERK-The position involves operating a Xerox 9400 (experienced in the reproduction and filing of engineering drawings and related documents. Send resume with salary requirements to: VDO Yazaki Corporation, 17123 Star-Batt, Rochester Hills, MI 48309

PROPERTY MGMT. SECRETARY
Excellent opportunity for an experienced secretary for a Southfield real estate development, in property management company. Must have excellent Letter & word processing experience with superior organizational skills. Please send resume with salary requirements to: Equities Management, Inc., 29100 Northwestern Hwy., Suite 250, Southfield, MI 48034.
Attention: Pam Gaberman

PURCHASING CLERK
Fast paced machining facility in Southfield has immediate opening in the manufacturing setting. Under-hire, Bachelors degree preferred, basic accounting skills a must. Positive communication skills with brokers, inter co., purchasing agents. Ability to retrace manuals helpful. Excellent benefits & competitive wages. Drug free environment. A company committed to continuous improvement! Co.
Please send resume to:
Personnel Manager, P.O. Box 45595, Detroit, MI. 48245

RECEPTION/General Office Responsibilities include typing, order entry, filing, etc. 30-40 hrs./wk. Send resume to: 25907 Trowbridge, Inkster, MI 48167, Attn: Brenda

RECEPTIONIST - Excellent typing skills. Computer data entry for auto mail order accounting system on Apple. Call Kathy, 1-4pm 322-9332

RECEPTIONIST SECRETARY
Benefits, Apply within: J. D.
45657 Ford, Plymouth 451-3300

RECEPTIONIST/Clerical. Full time. Telephone experience & light typing required. Randolph Travel & Tours Birmingham. 645-5050

RECEPTIONIST. Royal Oak Moving Co. needs receptionist for 40 phones and general office duties. Entry level position. Call Ms. Jackson for interview. 1825 Bellair, Royal Oak, MI 48067.

RECEPTIONIST
Immediate opening/Royal Oak. Must have phone experience. Ability to work with numbers and relate well to diversified staff/clientele. Salary negotiable. Call Ms. Jackson, Office Services.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Position requires answering phones, light typing & filing, data entry & general office duties. Ideal candidate will have 1-2 years exp. in a fast paced, Good working conditions & benefits. Please apply in person between 9am & 4pm. Great Lakes Boat Top Co., 200 N. Industrial Dr., Plymouth, 459-8080

RECEPTIONIST: Immediate opening! Corporate Headquarters located in Bloomfield Hills seeks mature individual to present that crucial first impression of our company. Ideal candidate possesses excellent phone skills and a professional, outgoing personality. Duties include typing 50 wpm, greeting visitors, sorting delivery mail. Send resume to: BGE, 2555 B. Telegraph Rd., Suite 400, Bloomfield Hills, MI 48013, Attn. Dawn.

RECEPTIONIST - an immediate opening exists at Plymouth Ct. Health Care, a long term, skilled nursing center. Entry level position. High school education required. Typing, filing & preparing reports. Some medical record experience desired but not essential. Hrs 8:30am-5pm Mon. thru Fri. Pleasant manner with visitors, staff & residents, congenial working atmosphere. For immediate consideration apply in person only to Plymouth Ct. Health Care, 105 Haggerty Rd., Plymouth, MI.
An Equal Opportunity Employer

RECEPTIONIST
Fast paced firm located in Farmington Hills is in search of a full time Receptionist with some experience to fill a front desk position. The applicant must have typing & word processing skills, excellent phone etiquette, professional appearance, & own their own transportation. Please call or submit your resume to:

CERTIFIED REALTY, INC.
Receptionist Position
38345 W. 10 Mile Rd
Suite 300
Farmington Hills, MI., 48024
471-7100

504 Help Wanted Office-Clerical

PURCHASING CLERK II

Primary responsibilities include typing of purchase agreements and general correspondence, as well as computer entry of all purchase orders. Good typing skill (60 wpm) required, computer data entry experience helpful. Other responsibilities include filing and relief of Receptionist/Clerk Operator. Good diction and communication skills essential.

Forward resume (no phone calls, please) to:

Human Resources
HORIZON Health Systems
P.O. Box 5153
Farmington Hills, MI 48334-5153
An Equal Opportunity Employer

RECEPTIONIST - suburban professional firm requires person with telephone skills and some typing. Send resume to: D. Gruen, 23315 Kenwick, Southfield MI 48034

RECEPTIONIST/Mature woman for small insurance office located at Woodward/Long Lake. 9am-5pm. $5 per hr. Call between 9.30am-3.30pm. 540-4958

RECEPTIONIST
Entry level position. Must be patient and energetic for our customer service department. Apply to: Magic Motor Sports, 32443 Ford Rd, Garden City

RECEPTIONISTS/SWITCHBOARD
with Clerical, for Front Desk of Country Club in W. Bloomfield.
Full-time, Mon. thru Fri., 8am-4pm or 1pm-9pm. Call weekdays, 10am-2pm. 855-1000

RECEPTIONISTS

3 positions offering excellent pay area available in Farmington Hills! Individuals must have at least 6 months experience on Multiline or Switchboard. Long term employment. Please call us today!

WE PUT EXPERIENCE TO WORK.

ENTECH SERVICES, INC.
737-1744

RECEPTIONIST
Full time, law office. Please call 359-3830

RECEPTIONIST/SECRETARY
Light typing, answering phones, some computer experience. Write land 595-6324

RECEPTIONIST with clerical being part of a team. Light typing, mail, page, profit sharing. Birmingham Physical therapy 645-9177

RECEPTIONIST - Full time for cabinet shop in Livonia. Typing, answering phones, filing. Mon.-Fri., 8-4. $4.50-$5.00 per hr. 421-3322

RECEPTIONIST - front desk, for large Bloomfield Hills insurance agency. Switchboard a plus, $7/hr. Call Rose at Unforce 646-6166

RECEPTIONIST
Part-time, possible full time. Misc duties, computer knowledge helpful. Southfield area. Typing 353-8456

RECEPTIONIST - part time. Some computer experience helpful. 20-25 hours per week. Woodside Animal Clinic, 410 N Woodward, Royal Oak. Resumes welcome.

RECEPTIONIST
$5-$6 an hr. to start. Entry level. Send resume to Mindscape, 23751 Research Dr, Farmington Hills, MI 48024

RECEPTIONIST/TYPIST
with word processor experience for general contractor. Reply to:
Personnel Department, PO Box 684, Birmingham MI 48009

RECEPTIONIST/Secretary. Farmington Hills CPA firm. Excellent 5-0 experienced in the reproduction and filing of engineering drawings and related documents. Send resume with salary requirements to: VDO Yazaki Corporation, 17123 Star-Batt, Rochester Hills, MI 48309

RECEPTIONIST-SECRETARY
Established Downtown Birmingham real estate seeks mature receptionist. Some secretarial skills required. Salary commensurate. 642-7000

RECEPTIONIST/SECRETARY
General office duties required. Mondays thru Fri., full time, flexible hours available. Benefits package. Apply in person: Great Lakes Country Club, 4000 Clubgate Dr., Bloomfield Hills.

RECEPTIONIST
To answer phones in busy Southfield Property Management office. Clerical experience helpful. Full-time and good benefit package. Call Mon thru Fri 9am-5pm. 352-4043

RECEPTIONIST/Clerical. Full time. Telephone experience & light typing required. Randolph Travel & Tours Birmingham. 645-5050

RECEPTIONIST. Royal Oak Moving Co. needs receptionist for 40 phones and general office duties. Entry level position. Call Ms. Jackson for interview. 1825 Bellair, Royal Oak, MI 48067.

RECEPTIONIST
Immediate opening/Royal Oak. Must have phone experience. Ability to work with numbers and relate well to diversified staff/clientele. Salary negotiable. Call Ms. Jackson, Office Services.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Position requires answering phones, light typing & filing, data entry & general office duties. Ideal candidate will have 1-2 years exp. in a fast paced, Good working conditions & benefits. Please apply in person between 9am & 4pm. Great Lakes Boat Top Co., 200 N. Industrial Dr., Plymouth, 459-8080

RECEPTIONIST: Immediate opening! Corporate Headquarters located in Bloomfield Hills seeks mature individual to present that crucial first impression of our company. Ideal candidate possesses excellent phone skills and a professional, outgoing personality. Duties include typing 50 wpm, greeting visitors, sorting delivery mail. Send resume to: BGE, 2555 B. Telegraph Rd., Suite 400, Bloomfield Hills, MI 48013, Attn. Dawn.

RECEPTIONIST - an immediate opening exists at Plymouth Ct. Health Care, a long term, skilled nursing center. Entry level position. High school education required. Typing, filing & preparing reports. Some medical record experience desired but not essential. Hrs 8:30am-5pm Mon. thru Fri. Pleasant manner with visitors, staff & residents, congenial working atmosphere. For immediate consideration apply in person only to Plymouth Ct. Health Care, 105 Haggerty Rd., Plymouth, MI.
An Equal Opportunity Employer

RECEPTIONIST
Fast paced firm located in Farmington Hills is in search of a full time Receptionist with some experience to fill a front desk position. The applicant must have typing & word processing skills, excellent phone etiquette, professional appearance, & own their own transportation. Please call or submit your resume to:

CERTIFIED REALTY, INC.
Receptionist Position
38345 W. 10 Mile Rd
Suite 300
Farmington Hills, MI., 48024
471-7100

Receptionist/ Clerk Typist

Immediate openings in Downtown Detroit and Southfield for Areas for receptionist with switchboard experience and excellent communication skills. MUST type 40-45 wpm, with good filing skills. Call 9am-4pm for appointment.

METROSTAFF
425-8368 569-8700
NO FEE EOE

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
General Contracting company located in Farmington Hills is seeking a special individual with an outgoing personality to work in a fast-paced office. Duties include experience in multi-phones, good verbal skills, typing 50wpm, and computer exp. for Lotus. Salary commensurate with experience. Resume required. Fewport Construction 489-0205

RECEPTIONIST/TYPIST
General office work for medium-sized engineering/manufacturing firm located in Livonia. Send resume to Box 378
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RED WING TICKET WINNERS

WALTER BILYK
23536 Merritt
Westland

DEBORAH O'ROURKE
4020 Clippert
Detroit

TOM COLEMAN
32534 Nettlehead
Farmington Hills

DAWN SCHACHT
47578 Katherine Ct.
Plymouth

TODD STOREY
1368 Smith
Birmingham

Please call the promotion department of the Observer & Eccentric before 4pm, Friday February 9, 1990 to claim your TWO FREE RED WING TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

SECRETARIAL POSITION
Rewarding and gratifying secretarial position for growing and fast paced real estate office in Farmington Hills. Must be organized and detail oriented. Ask for Georgia. 478-2200

SECRETARIAL
1 person office. Hours are 12 mts & Beck Rd area. Needs secretary for general but detail work. Must have good typing skills. Hours can be flexible from part-time to full time. Send resume with salary requirements to P.O. Box 90024, Wayne, MI 48184
An Equal Opportunity Employer

SECRETARIES

- EXECUTIVE SECRETARY to $22K
- SECRETARY TO V.P. to $20K
- RECEPTIONIST to $15.5K

PERSONNEL SYSTEMS
459-1156

SECRETARIES

EXECUTIVE SECRETARY

This full-time position requires an individual with strong organizational skills, preferably with an accounting background. Candidate must meet 50 wpm typing speed, have statistical typing skills and 80 wpm shorthand. Should be able to operate a Personal Computer (Lotus 1-2-3, Word Perfect programs). This individual should be a high school graduate, with 3 years secretarial or clerical training preferred. Five to seven years secretarial experience required.

SECRETARY

This candidate should have strong organizational skills and the ability to put together large projects with minimal supervision. Must have General typing of memos and correspondence. We provide secretarial support for the entire accounting function area. This position requires a High School Graduate with three to five years secretarial experience. Thorough knowledge of Word Perfect and Lotus 1-2-3, and ability to learn and track programs through a spreadsheet. 50 wpm typing ability required, shorthand a plus.

Excellent salary and benefit package.

Please submit resume, salary history and requirements to:

KELSEY-HAYES COMPANY
Professional Recruiting, Room M
38451 Huron River Dr.
Romulus, MI 48174
Equal Opportunity Employer M/F

SECRETARIES
Our expanding company is in need of professional, experienced, word processing secretaries. Must know Display Write 4 or Lotus. Excellent Typing/Grammar skills. 528-6100

SECRETARY - busy Livonia real estate office. Responsible position with opportunity for advancement. Outstanding deal is a written commission sales required. Knowledge of Word Perfect or other word processing programs desired. Own transportation. Salary based upon experience. Light typing & bookkeeping. Non smoker. Reply to: K. W. 31153 Plymouth Rd., Suite 104, Livonia, MI 48150

SECRETARY
experienced, part time to 2 days or for law office. 13 & Telegraph area. 258-5959

SECRETARY

ADVO System, Inc., the nation's leader in Direct Mail Advertising, is seeking a career-minded, dedicated individual who is looking for a career in a sales and advertising organization.

- 1-2 years secretary experience
- Excellent typing skills.
- IBM PC experience preferred (Lotus 1-2-3 required)
- Ability to professionally interact with both advertisers and sales executives
- Outstanding communication ability
- Must be able to organize projects and follow through on assignments

POSITION OFFERS:

- Good starting salary and fringe benefits
- Professional work environment

To arrange and interview, please call between 8:30 and 4 PM., 425-8190 or submit your resume with salary history and requirements to: L. Andreani, ADVO-System Inc., 12052 Merriman, Livonia, MI. 48150.

An Equal Opportunity Employer

SECRETARY
Dynamic insurance agency in Southfield is now interviewing for a diversified and career oriented secretary. Position offers lots of growth and a great work environment.
WOMAN PERSONNEL INC.
31731 Northwestern Hwy. Ste. 109E
Farmington Hills, MI. 48018
642-0080
We are a Permanent Placement Agency where fees are always paid by the employer.

SECRETARY-ENTRY LEVEL
Typing 50-60 wpm. Computer literate, word processing, shorthand helpful. Send resume with cover letter and salary history to: Office Manager, 390 Enterprise Ct., Bloomfield Hills, MI 48013.

504 Help Wanted Office-Clerical

Secretaries
WE NEED YOU!!!

If you're an experienced word processor or secretary, we can put you to work today. Or, if you have good basic clerical skills, Kelly Services offers you the help you need to pace with a rapidly changing work place.

Training and cross training available on:

- Multimate
- Displaywrite IV
- Word Perfect
- Word Star
- Apple/Macintosh
- And more!

We offer excellent pay, holiday pay, vacation pay and the opportunity to work for some of the best companies in town.

For details, call:

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 M/F/H

SECRETARY
Bright person for entry level position. Will train as Legal Secretary. Excellent typing with good phone skills. Send resume to: Leo Office, Attn: Office Manager, 30833 Northwestern Hwy., Suite 302, Bloomfield Hills, MI. 48025

SECRETARY
Douglas & Lemason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening for a Secretary. The position is located at the Corporate Office in Farmington Hills. The position requires basic secretarial duties, some travel & transportation arrangements, planning of meetings and corporate activities including annual quarterly reports. Along with being a self-starter, the successful candidate must have the following experience: ability to type 50 wpm, knowledge of word processing, strong organizational skills; and good communication skills. Qualified candidates should send a resume to:
Douglas & Lemason Company
Personnel Department
Farmington Hills, MI 48331
An Equal Opportunity Employer

SECRETARY - ENTRY LEVEL
for private foster care agency. Typing skills of 40 wpm required. Excellent grammar & organizational skills. Word processing experience helpful but not required. Excellent benefits. Please send resume to: 91 S. Telegraph, Pontiac, MI 48053

SECRETARY
Excellent position available in Oakland City, for an experienced Secretary. Must be flexible, will work in many departments. Strong typing skills & knowledge of several software packages required. 528-6100

SECRETARY
Full time position for OA Dept. of a health care management (insurance) company. Requirements include: ability to organize & maintain department records. Excellent communication & management skills. Ability to work independently. Secretarial experience. Salary commensurate with experience. 559-2579 or send resume to: PO Box 547, Lathrup Village, MI. 48076

SECRETARY - For Birmingham law firm. Intelligent, dependable & personable. Word Perfect 5.0 experience preferred. Varied duties. Call Mon-Fri 9-5pm. 540-7701

SECRETARY
For Birmingham tax orientated law firm. Excellent typing & Word Perfect training. Send resume to:
Kevin Bannon, 700 E. Maple, Suite 200, Birmingham, MI 48009

SECRETARY for special events dept. of statewide health organization. Must be organized and able to work independently. 3 yrs secretarial experience required. Word processing experience essential. Submit cover letter & resume to:
Personnel Director, P.O. Box 160, Lathrup Village, MI 48076

SECRETARY for lady insurance executive. Permanent position. Mon. Thurs., 9-4pm. Computer knowledge, knowledge of Word Perfect preferable not necessary. Resume to: P.O. Box 214, Troy, MI 48099

SECRETARY for Southfield CPA firm seeking a responsible experienced individual. Part time, part time employment in tax department during busy season. Ideal candidate must possess excellent typing, administrative & general office skills. Send resume to: Attn: Office Manager, Charlton, 25912 Northwestern Hwy., Suite 400, Southfield, MI. 48034

SECRETARY. Full-time, computer knowledge required. Typing 60+ wpm. Filing, data entry, and phone skills. Farmington Hills wholesale horticulture business. 553-0647

Full time - fast paced office. Must have WordPerfect 5.0. Typing 60+wpm. Filing & basic math experience. Good benefits/pension. Profit sharing. Salary based upon experience. Contact: Ms. Ismith, between 8-5pm 645-5735

SECRETARY
Good shorthand, typing and word processing skills required for Troy property management firm. Organizational skills, with ability to work in a fast paced environment. Demonstrative & general office skills. Send resume to: Office Manager, Charlton, 25912 Northwestern Hwy., Suite 400, Southfield, MI. 48034

SECRETARY. Full-time, computer knowledge required. Typing 60+ wpm. Filing, data entry, and phone skills. Farmington Hills wholesale horticulture business. 553-0647

Full time - fast paced office. Must have WordPerfect 5.0. Typing 60+wpm. Filing & basic math experience. Good benefits/pension. Profit sharing. Salary based upon experience. Contact: Ms. Ismith, between 8-5pm 645-5735

SECRETARY
Good shorthand, typing and word processing skills required for Troy property management firm. Organizational skills, with ability to work in a fast paced environment. Demonstrative & general office skills. Send resume to: Office Manager, Charlton, 25912 Northwestern Hwy., Suite 400, Southfield, MI. 48034

SECRETARY - manufacturing company located in Hunter House area is seeking a motivated individual with a flair to handle telephone, have good typing skills, knowledge of Lotus. Hours 8:30am to 4:30pm Mon.-Fri. Call for an interview.
Mr. Brackel Co. 347-2424

SECRETARY NEEDED for Farmington Hills law firm. Word Perfect experience preferred. Hours 11am-5pm., Mon.-Fri. Call Carolina Torres at 851-5433

SECRETARY - Part time for Redford law office. Typing from dictation, telephone answering & general office duties. 533-1300

SECRETARY - part time, excellent typist to begin early March. Knowledge helpful. Approximately 20 hrs. per week. Blue Cross area. Call Mrs. Town Center, Suite 560, Southfield MI 48075

SECRETARY - part time Farmington office. Accurate typing, good phone voice. Northland & Greenfield Italian skills. Call Lisa 646-5522

SECRETARY
Part time. Direct Mail Firm. Computer knowledge, typing skills helpful. Send resume to: P.O. Box 410, Birmingham, MI. 48012

SECRETARY - part time for Livonia patient law office. Receptionist, light typing & filing. Submit resume to: Office Manager, 33150 Schoolcraft, Suite 207, Livonia, Mich. 48150

SECRETARY
Professional Real Estate Appraisals, located in Farmington Hills, is seeking full/part time secretarial help. Strong typing skills and word processing knowledge required. Familiarity with FNMA appraisal form and real estate terminology helpful. Pay commensurate with skills and experience. Prepare resume and call 851-2975

SECRETARY/RECEPTIONIST
Entry level position for fast growing company. Must possess good phone skills, type 50 wpm and handle general clerical duties. Full time, great benefits. Call Jennifer 355-1980

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST for Real Estate Appraisal office, part time. Resume knowledge of Word-perfect 5.0/Lotus, good typing & grammar skills, non smoker preferred. Responsibilities and include typing letters, reports. Send resume to B. Hanton, 3291 W. Big Beaver, Qna 114, Troy, MI 48084

SECRETARY/RECEPTIONIST
Real Estate office needs weekend receptionist to do clerical work. Call Tomorrow. 626-8700

SECRETARY (SALES)
High tech firm in Southfield is seeking a responsible individual for busy sales department to greet visitors, direct telephone calls and word-process a variety of business correspondence. The ideal candidate will possess previous secretarial experience, word processing and typing skills and a pleasant personality. Experience with client contact helpful. Good opportunity for self-starter. Salary and benefits. Please send qualifications to Secretary (sales), P.O. Box #451, Lathrup Village, MI 48076

SECRETARY - small southfield law firm has an immediate position for a Secretary. Experience preferred but not necessary. Pleasant working environment with excellent benefits. Salary commensurate with experience. Please send resume to: Attorney Harris, P.O. Box Mile, Site 200, Southfield, Mich 48034 or phone 352-5040

SECRETARY
Small firm needs Take-Charge type of person to run our office. Experience with IBM PC equipment is required to run our Accounting & Word Processing. This is a full-time position for a person who has a strong background & desire a career with growing business. Salary open & depends on experience & talent. Word have Medical Insurance & transportation. Call for interview.
GROUND ANCHORS, LTD.,
9119 General Court
Plymouth, MI 48170
454-9507

SECRETARY - Sterling Northville real estate & Beck Rd area. 260-hr. responsibility. Computer experience helpful. Call 348-5100

SECRETARY - small Troy manufacturer of repair firm seeking experienced, full time Secretary needed immediately. Candidate must possess excellent communication skills, an adaptation to typing & the ability to work with large accounts, a knowledge of word processing & the ability to use Wordperfect 4.2 or 5.0 would be a plus. Excellent working conditions, benefits & salary. Please send resume to: Attn: Personnel, 2666 Industrial Row, Troy, MI 48084

SECRETARY
Southfield/Lathrup area law firm requires individual with good typing & phone skills. Shorthand & word processing helpful 540-4100

SECRETARY: SOUTHFIELD, prestigious, well established, growth oriented Office Manager type efficiency, office professional. Top salary & benefits package. Responsible person seeking security. Flexible hours. Pleasant working environment. Commensurate. Send resume to Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Southfield office. Typing & general office duties. Knowledge of medical bills. Call Jeanne for appt. 354-4044

SECRETARY to the owner of an Executive Search firm and a 32 unit apartment complex located in Troy. This is a 2 person office. You will be dealing with people at all levels in business. You will be typing, filing, answering phones, some research, liaising with Corporate Executives and the Executive Search portion of the job requires traveling apartments. You must have a sales personality and be a highly motivated individual. Send resume and income requirements to P. O. Box 4684, Troy, MI 48099

SECRETARY TYPIST
Troy advertising company seeks conpanial secretary. Typing 60 wpm + plus Must have phone skills & able to prioritize work. Call Ann 641-0400, ext. 185

SECRETARY
Wanted for fast paced office located in Troy. Must have excellent typing skills required. Please call Ann Marie at 362-3291

SECRETARY/WORD PROCESSOR
for Southfield accounting firm. Excellent pay. Call Ann Marie at Call Elaine 357-2400

Secretary/
Word Processor/Supervisor
"Hands on" role for secretarial professional to assist in management. Interpersonal skills, accurate & timely technical reports. Minimum 8 years experience with 3 years in supervision to guide & direct word processing. Salary mid 20's. Call Ms. Sumner excluding salary requirements to Human Resources Department,
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Affirmative Action Employer

SECRETARY/WORD PROCESSOR
National education organization seeking a self motivated individual with strong skills in communications & marketing. Must be able to organize, have excellent business & communication skills, pleasant telephone manner, word processing (WordPerfect preferred) & dictaphone experience. Send resume & salary requirements to: Personnel Director, P.O. Box 1680, Southfield, MI 48037-1680

SECRETARY/WORD PROCESSOR
Professional Real Estate Appraisals, located in Farmington Hills, is seeking full/part time secretarial help. Strong typing skills and word processing knowledge required. Familiarity with FNMA appraisal form and real estate terminology helpful. Pay commensurate with skills and experience. Prepare resume and call 851-2975

SECRETARY/RECEPTIONIST
Entry level position for fast growing company. Must possess good phone skills, type 50 wpm and handle general clerical duties. Full time, great benefits. Call Jennifer 355-1980

TYPING
FILING
Some Computer Experience Helpful. Call Ann 478-8410

TYPIST - part or full time needed for work on computer, 50wpm, W. Livonia office. Call Janice 462-2666

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Full time Southfield location. Must have previous shipping & receiving experience. Excellent benefits. Send resume to: Attorney Harris, P.O. Box 5091, Southfield, MI 48086

WARRANTY CLERK needed for large GM dealership. Salary commensurate with experience. Reply to: 346, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSING trainee, international Detroit ad agency, DW 4, will train 50 wpm. 871-4100/Ms. Call Wanda at Unforce 646-7663

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WORD PROCESSOR - Rochester Hills employer has full time position available in the Word Processing Dept. for a mature individual with 5-10 yrs experience in a small situation. Position will be multi faceted & will be paid accordingly. Selected candidates must type a minimum of 65 wpm, have excellent grammar & communication skills. Knowledge of Word Perfect 5.0 helpful. Engineers, Supervisor Word Processing, P.O. Box 57004, Auburn Hills, MI 48057
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