504 Help Wanted Office-Clerical

LEGAL SECRETARY

Troy law firm seeks highly motivated secretary with good skills and at least one year of litigation experience. 70 wpm typing. Word processing knowledge. Dictaphone.

Excellent benefits. Paid vacations and holidays. Salary commensurate with experience. Pleasant surroundings. Non-smoking environment.

Send resume to: Office Administrator, Franklin, Bigler, Berry & John, Inc., P.O. 1301 W. Long Lake Road, Suite 250, Troy, MI 48098

LEGAL SECRETARY

Highly respected law firm desires professional secretary with proven years experience and superior skills. Excellent salary and fringe benefits. Environment. Call Arthur Thomas Executive Search. 355-4140

LEGAL TEMP/PERM

Paralegal Professional needed. NonGen Must have heavy corporate expertise. Degree Solid benefits. Up $27,000.

Personal Injury, Litigation experience needed. Should be familiar with Wayne County Courts. Solid location. To $21,000

Accurate and fast typing. a Must. for this major downtown Detroit firm. Dictaphone a Must. Top benefits. To $24,000

Light Legal experience may qualify you for this large Detroit firm. Practice Wide Perfect training available. To $20,000

We have strong demand for Legal Assistants & Secretaries. Learn the diversity of short or long range assignments. Top pay. Outstanding expertise in demand. Top Rates!

SUBURBS - 358-0600
DETROIT - 964-2909

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
ONE FORD PLACE, SUITE 1633
DETROIT, MI 48226

LIGHT CLERICAL

Filing, typing, 10-key.
Afternoons Call Fran or Rita
459-5440

MAHLE, INC. SALES SECRETARY

A leading automatic manufacturing company with a sales office in Birmingham has an immediate opening for a permanent, full-time (potential full time) sales secretary.

Candidate for this position must have excellent typing skills, experience, word processing a plus but not mandatory.

Our salary & benefits package are very competitive.

Please send resume & salary history to:
Ralph Wolfe
4120 W. Maple Rd., #106
Birmingham, MI 48010
No telephone calls, please
An Equal Opportunity Employer

MANUFACTURER'S Representative Looking for secretarial support/customer service for sales projection. Typing 60 wpm, word processing, PC, Lotus/spread sheet experience a plus. Must be organized & grammar. Nice area. Great opportunity for right person. 349-0472

NEED A JOB?

Accounts Receivable Clerk, $6.50 Eligible Oakland County Southfield Call. 354-9187

OFFICE ASSISTANT - Mature individual for Farmington office. Typing, word processing helpful. Light bookkeeping for constitution firm. Call between 2-5pm 592-0402

OFFICE ASSISTANT

Immediate employment opportunity for motivated, dependable individual to perform general office duties for growing construction company. 20 hrs. per week, flexible hours. Non smoker. Call Linda 8am-3pm (Thurs., 8-12) 643-9395

OFFICE CLERICAL - Immediate opening for a person with Office Skills. Typing. 25860 Lahser, Southfield, Mi., 48034

OFFICE HELP-Full time Typing and light bookkeeping. Should have some computer knowledge. Light Typing. Boat Land. 8/Grand River/ 476-5740

OFFICE HELP - PART TIME

General office duties 10 AM - 2 PM weekdays. Perfect for student with school age children. Ask for person - See Irene. Tire Wholesalers, (9240 W 8 Mile, Southfield) 354-5644

OFFICE/LEASING CONSULTANT

Full time for apartment complex in Sun Enterprises. Ideal for individual, able to work weekends computer skills helpful. Apply at Huntington Club Apartments. 22123 Solomon Blvd., Novi, MI 48050

OFFICE MANAGER

Novi area. Fax resume to P.O. Box 698, Novi MI 48050

OFFICE MANAGEMENT

Experienced Office Manager needed for small oil company. Troy location. Strong accounting/bookkeeping abilities required. Competitive salary commensurate with experience. Excellent benefits. Call Bob appointment 324-4920

OFFICE OPPORTUNITIES

Immediate Positions

Call
CONTEMPRA TODAY!
583-9500

OPERATIONS CLERK

Full time position available. Must be available at our bank in Troy. Qualified candidate must type 40 wpm and have good mathematical skills. This position is ideal for someone who enjoys a fast paced environment and can work with multiple priorities. Excellent benefit package. For consideration please call our Personnel Department at our regional business office Mon.-Fri. at 962-5000 Ext. 218

Equal Opportunity Employer M/F

OPTICAL

D.O.C. has immediate opening for Receptionist/Optician. Dispensing optician for its newly remodeled Tel-twelve mall office. Excellent salary & benefits with outstanding sales ability a must. We offer competitive salary & benefits. Call Ann for confidential interview call "Debe" 358-4540

PART-TIME SECRETARIAL

Good speaking, good phone manner, Birmingham-Troy area. 3 mornings per week. 645-5330

PART TIME SECRETARY, 15-20 hrs. per wk. Typing 85 wpm. Dictaphone experience, filing, dependable. Wordprocessing desirable but not necessary. Company paid benefits. Send resume in confidence to: Ms. Paula Martenet, 17370 Laurel Park Dr. North, Suite 320, Livonia, MI 48152

PATROL CLERK

Community EMS of Novi is seeking a part time patrol clerk. Mon-Fri, 4 hrs. a day. General office and payroll experience preferred. Contact Lisa for additional information at: 348-3380

An Equal Opportunity Employer

PAYROLL CLERK for local moving company. Experience with computers & union contracts preferred. Send resume to: Controller, P.O. Box 7068, Livonia, MI 48151

PERSONNEL COORDINATORS - for expanding, independent temporary help service. Best salaries. Temporaries, Box #403, Birmingham, MI 48012

504 Help Wanted Office-Clerical

OFFICE RECEPTIONIST: Established industrial company located in Plymouth desires experienced, full-time receptionist for its offices. The position requires pleasant and confident communication skills, along with the ability to work with people effectively. As an EQUAL OPPORTUNITY EMPLOYER, we encourage anyone desiring this position to send, in confidence, a detailed resume and a cover letter explaining how your experience matches our requirements to: Human Resources, 377 Amelia St., Plymouth, MI 48170

OPERATIONS ASSISTANT. Ground floor opportunity exists with a growth Southfield company. Call Full time. Responsibilities include inventory control, shipping/receiving, and data entry. Must have excellent phone and organizational skills. Salary commensurate with experience. An existing position that offers the opportunity to make a difference. PC Supply Co 353-0351

PERSONNEL SECRETARY

$18,000

Your bright energetic personality, 3 years office experience, good math aptitude, word processing & typing is needed for personnel director of suburban firm. Top benefits & advancement Call today.

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

PHONE OPERATOR

Looking for a person with pleasant phone personality, able to maintain composure in fast paced environment, & efficiency in handling of calls/messages. Hard work is need only apply. Send resume to Box 470 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

PHONE OPERATOR/TYPIST Expanding Redford firm. Reliable, committed, experienced top rate bonus 8:30am-5:30pm 534-0040

POSITION- Full time for bright person possessing excellent telephone, typing & organizational skills. Some basic background accounting. Salary based on skills & experience. Please call Mrs. Dowd 8:30-5pm 354-1558

PROOF OPERATOR

Positions available for Afternoon work, good with 10-key or numerical Data Entry. Immediate openings. Call 528-8100

PURCHASING CLERK II

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

Forward resume (no phone calls, please) to:

Human Resources
HORIZON Health Systems
P.O. Box 5153
Southfield, MI. 48086-5153
An Equal Opportunity Employer

REALESTATE ADMINISTRATIVE ASSISTANT for commercial firm in Birmingham. Mortgage processing, loan closings and land development. Self starter with word processing experience. Full benefits, non smoker. 540-6070

REAL ESTATE COMPANY needs on-site secretary to assist customers at model home in Farmington Hills. Pleasant personality & interpersonal skills important. Part time, afternoons. Call 988-1818

LIMOUSINE SERVICE seeks friendly, hardworking Receptionist to answer phones, dispatch, and assist in coordinating office. 626-8282

RECEPTIONIST needed full time. Light filing and typing. Must have dependable transportation. West Bloomfield area Call 737-7040

RECEPTIONIST

For fast paced W. Bloomfield beauty salon. Call for interview appointment Plymouth 455-7660

RECEPTIONIST/TYPIST

for office in Redford. Experience required. Call Joann 255-9350

RECEPTIONIST/TYPIST

Full time for law office
Please call
559-3830

RECEPTIONIST. For Birmingham office. Part-time Mon-Fri 9-3. Accounts Receivable. Light Typing. Boat Land. 8/Grand River/ 476-5740

RECEPTIONIST

Full or part time Phone answering. Typing. Typing. Very area.
Call 524-9609

RECEPTIONIST - Iconic seeks for Bloomfield Hills advertising agency switchboard a plus. $7/hr Call Rose at Unitone 646-6168

RECEPTIONIST

Must have good phone skills, typing experience a must. Some knowledge of bookkeeping. Call 10 to 4pm only. 626-1151

RECEPTIONIST/SECRETARY - for large computer firm, sales office experience desired, large switchboard experience a must, $1400-$1550/mo Call Unitone 473-2930

RECEPTIONIST/CLERICAL

Full & part-time positions available in Farmington Hills. Busy Switchboard. Light typing & general office. Call Judy. 855-6666

RECEPTIONIST/SECRETARY

General office duties required. Mon thru Fri, full time. Hourly rate negotiable. Benefits package. Apply in person Wabeek Country Club, 4000 Clubgate Dr., Bloomfield Hills

RECEPTIONIST needed for Farmington office to answer telephones and operate switchboard, greet visitors and customers coming into the establishment. Full time position - possible part time available. Please call 477-2122, Ext. 258

RECEPTIONIST-TYPIST

Small non-smoking office in Birmingham. Need telephone skills, accurate typing and filing ability. Word Star experience preferred. Mature persons welcome. Send resume and salary requirements to: P.O. Box 7381, Bloomfield Hills, MI 48302

RECEPTIONIST

Small law firm looking for a competent receptionist for full time position with legal/litigation experience. WordPerfect knowledge preferred. Salary commensurate with qualifications. Send resume to 344 N Woodward, Suite 302, Birmingham, MI 48009

RECEPTIONIST

Laurel Park Placement company seeks part-time receptionists and telephone answering secretaries for morning hours. 8:30am-1:30pm, Mon-Fri. Excellent communication skills and professional appearance a must. Salary commensurate with experience. Send resume to:

HOLLY Laurel Park Place,
17370 N. Laurel Park Dr.
Suite 400E, Livonia, MI 48152.
Attn. Mrs. Carlson

RECEPTIONIST

Full time in prestigious Farmington Hills location. Typing. Neg

828-9966

RECEPTIONIST - Switchboard background. Knowledge of computers a plus. Call Leonard & Associates 267-6020

RECEPTIONIST TO $8/HR

Will train
Call Today
Fee $95.00 Jill Agency 557-1200

RECEPTIONIST: Experienced, attractive person, full-time front desk. Light typing 45wpm, filing, greeting clients & scheduling. Communication/phone skills a Must. 357-4888

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

RECEPTIONIST- Needed for growing Southfield Co. Pleasant atmosphere, good benefits. Send Resumes to: Steve, 21455 Melrose, Ste 23, Southfield, MI 48076

504 Help Wanted Office-Clerical

RECEPTIONIST

Livonia CPA firm seeks experienced receptionist/secretary typing/word processing & general office experience preferred. Great salary & benefits. Send resume to Box 556, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, FULL TIME

Good typing skills. Pleasant voice a plus. W. Bloomfield Ask for Roberta at 626-3443

RECEPTIONIST FOR Birmingham law firm. Good phone skills & light typing required. Call Monday-Thursday, 9am-5pm. 540-7701

RECEPTIONIST

Southfield Engineering firm seeks Overstuffed duties $15K range Plus benefits. Fee paid

B. HAMIL PERSONNEL
424-8470

RECEPTIONIST - Growing national marketing company in Farmington Hills looking for bright, well groomed, articulate individual with a professional attitude. Light typing involved. Excellent salary/benefit package. Call Lee 473-7431

RECEPTIONIST/CLERICAL

needed for a congenial, fast paced office (Light typing). Only a data entry. Good communication skills. Ability to work under pressure. Non smoking office. Excellent benefits. Call Ford 937-4600

An Equal Opportunity Employer

RECEPTIONIST-full time needed for busy sales office. Immediate opening. Duties include typing, switchboard and general office duties. Please send resume to McWilliams Electrical Sales, Attn: Sherry 21250 Haggerty Park Dr., Farmington Hills, MI 48024. No calls please

RECEPTIONIST-Immediate opening for mature individual with experience in dealing with people. Pleasant phone console. Light typing, general office duties and operating switchboard required. Send resume to 7 W. Square Lake Rd., Bloomfield Hills 48013 or call Sandi between 2-3pm at 852-5580

RECEPTIONIST NEEDED

For inventory control & other duties

Entry Level Position.

Looking for more than a boring, outgoing, health conscious individual. Must have computer knowledge, good math skills & typing ability. Full time position 9am-5pm. Start immediately. Call Valerie 559-7288

RECEPTIONIST/SWITCHBOARD

Immediate opening for a Receptionist/switchboard operator. Ideal candidate will have Receptionist experience & be familiar with Meridian AT&T Console. Typing & filing skills required. Computer experience a plus. Send resume or apply at: Adamas Inc., 31000 Industrial Rd., Livonia, MI 48150

RECEPTIONIST

Southfield Property Management company seeks a people oriented, outgoing receptionist with 1+ years PBX experience or experienced switchboard. Some light typing. Excellent salary & benefit package. Send resume & salary requirements to Personnel Dept., Amurcon Corp., 26555 Evergreen, Ste 1300, Southfield, MI 48076

RECEPTIONIST

Fast-paced suburban office needs energetic, dependable individual to answer very busy multi-line phone system. Accurate typing skills and previous office experience is required. Company offers excellent benefits and advancement. $12,480 Fee paid Call Mary Ann 354-0909

SNELLING & SNELLING

RECEPTIONIST/ WORD PROCESSOR TO $16,000

Front desk position in the stunning surroundings of Troy office tower. Your professional image, mature attitude, good word processing & excellent typing skills will help you qualify. Call for more information:

RECEPTIONIST/CLERICAL

Immediate full time opening for receptionist clerical position in construction supply sales office. Duties include attending phone system, typing. Accounts Receivable knowledge, invoicing, contracting and miscellaneous general office. Salary $300 per week plus benefits

Call Jerry
P.O. Box 536, Novi, MI. 48050
An Equal Opportunity Employer

RECEPTIONIST/OFFICE MANAGER

Enthusiastic person with helpful customer service personality, strong organizational skills & accuracy. Computers & accounting a Plus. Challenging position with great opportunity in computer industry. Resume & salary requirements to: Yvonne Zeoli, 560 Kirts Blvd., Ste 105 Troy, MI. 48084

RECEPTIONIST/ SECRETARY

Full-time position with medical insurance knowledge. Must be able to type 45-50 wpm and have excellent telephone skills. Qualified applicants may contact

HORIZON Surgery Center
462-1888

An Equal Opportunity Employer

Receptionists

4 positions available with various companies in Farmington Hills! Individuals must have good communication skills and enjoy working. Multiline or Switchboard. Light typing. Excellent benefits and salary. Assignments available. Good pay offered. Please call today!

WE PUT EXPERIENCE TO WORK

ENTECH SERVICES, INC.
737-1744

SALES REPRESENTATIVE Branch coordinator. National staffing co. seeks experienced outside sales person. Potential for $50,000 and above after 2-4-48 mo. Call 471-9774

SALES SECRETARY

Entry level position for mature individual with good math aptitude and ability to work well with others in fast paced office environment. Positive attitude and willingness to be a team play a must! Flexible hours including one evening a week and occasional Saturdays. Send resume with salary expectations to P.O. Box 300, Southfield, MI. 48037

SALES SERVICE/OFFICE

Established Livonia based forms distributor seeking career minded individual to assist salesmen in customer service, order entry, & general office duties. Computer experience helpful. Send resume to Advanced Systems & Forms, P.O. Box 9185, Livonia, MI 48151

SAY GOODBYE TO ROUTINE

$12,480 FEE PAID

National company will offer salary increase within 90 days, 6 months, 1 year, then yearly to you for your pleasant telephone voice and general office skills with typing of at least 50 wpm. Immediate hire! Call Arlene at 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

GENERAL SECRETARY

Salary to $16,000

Immediate opening in a fun office for a secretary with 2 years work experience, excellent typing & sales personality. Benefit package included. Qualified candidates must pass testing. Call today.

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Livonia 591-2221
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONISTS

Dean Witter-One of the nations leading investments firms, has 2 immediate openings for part time receptionists to work in its Southfield office. As an EQUAL OPPORTUNITY EMPLOYER, we encourage anyone desiring this position to send, in confidence, a detailed resume and a cover letter explaining how your experience matches our requirements to: Human Resources, 377 Amelia St., Plymouth, MI 48170

OPERATIONS ASSISTANT. Ground floor opportunity exists with a growth Southfield company. Call Full time. Responsibilities include inventory control, shipping/receiving, and data entry. Must have excellent phone and organizational skills. Salary commensurate with experience. An existing position that offers the opportunity to make a difference. PC Supply Co 353-0351

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$18,000

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PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
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HORIZON Health Systems
P.O. Box 5153
Southfield, MI. 48086-5153
An Equal Opportunity Employer

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RECEPTIONIST/TYPIST

for office in Redford. Experience required. Call Joann 255-9350

RECEPTIONIST/TYPIST

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Please call
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RECEPTIONIST

Must have good phone skills, typing experience a must. Some knowledge of bookkeeping. Call 10 to 4pm only. 626-1151

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17370 N. Laurel Park Dr.
Suite 400E, Livonia, MI 48152.
Attn. Mrs. Carlson

RECEPTIONIST

Full time in prestigious Farmington Hills location. Typing. Neg

828-9966

RECEPTIONIST - Switchboard background. Knowledge of computers a plus. Call Leonard & Associates 267-6020

RECEPTIONIST TO $8/HR

Will train
Call Today
Fee $95.00 Jill Agency 557-1200

RECEPTIONIST: Experienced, attractive person, full-time front desk. Light typing 45wpm, filing, greeting clients & scheduling. Communication/phone skills a Must. 357-4888

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RECEPTIONIST- Needed for growing Southfield Co. Pleasant atmosphere, good benefits. Send Resumes to: Steve, 21455 Melrose, Ste 23, Southfield, MI 48076

504 Help Wanted Office-Clerical

SECRETARY - full time, 35/hr. work week for Non-company near Farmington Hills. Seeking responsible, friendly individual, should know WordPerfect 5.0. Typing, filing & general phone manner.

Non smoker. $10,000 plus medical/dental benefits. Send resume to: Joann Lloyd, Meadowbrook Apartment, Inc. 27780 Novi Rd. #100, Novi, MI 48050

SECRETARY- Individual with strong skills sought to assist Operations Manager in Farmington Hills office. Type 50 wpm. Responsible for preparation of reports, maintenance of personnel records & other administrative functions. Math skills, accounting, personnel, payroll, word processing (WordStar or WordPerfect) helpful. Call 471-2700 ext. 218 for service. Send resume & salary requirements to: Confidential Operations Manager, 29744 W. 8 Mile, Plymouth, MI 48170 An Equal Opportunity Employer

SECRETARY/OFFICE MANAGER

For real estate firm in Farmington Oakland County. Experience and excellent typing skills required. Knowledge of real estate, title company knowledge and title work helpful. Must be organized, mature, high energy professional. Salary commensurate with experience. Call 937-1000 Ask for Kathy T. EDE

SECRETARY/OFFICE ASSISTANT

Energetic, personable, well organized to work in Troy Law Office. Must have excellent secretarial skills and proficiency in Word Perfect. Responsible for office organization. Pleasant working environment. Send resume to: Catalog Media Corporation, 2700 Lake Angelus Shores, Pontiac, MI 48054

SECRETARY - PART TIME

Reliable conscientious person to assist President of Firm. 2-3pm. Typing, answering phones, filing, etc. Call 535-1140

SECRETARY - PART TIME

4 hours per day, 5 days per week, Type 65 words per minute. Send resume to: Ashton & Co., 30800 Telegraph, Ste. 1901, Birmingham, MI 48010

SECRETARY, PART TIME, for Southfield law office. Flexible hours. Excellent typing and filing required. Call 357-0005

SECRETARY/PART-TIME

Flexible Hours. Typing and Good Phone Skills Needed.
Birmingham area
258-9111

SECRETARY part time Phones, light typing, filing for Novi real estate office with friendly atmosphere. Prior secretarial experience required. Must have strong telephone skills. Salary commensurate with experience. Knowledge of Hartford/substance abuse outpatient clinic, good typing skills & computer entry experience helpful required. 3rd party billing experience helpful. Send resume to M. Hanelitt, Eastwood Clinic, 26905 Grand River, Redford, MI 48240

SECRETARY (Part Time)

Masco Corporation, a Fortune 250, diversified manufacturer, has an immediate part-time opportunity available for an experienced Secretary. The hours for this permanent, part time position are 3pm-8:30pm and require flexibility.

Working in our Corporate Legal Department, the ideal candidate should have good typing, speeding and organizational skills. PC and Word Perfect experience, as well as shorthand are a plus.

This position is accompanied by a competitive salary, please send your resume or contact:

Human Resources - Dept. SE
MASCO CORPORATION
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

SECRETARY - PLYMOUTH

Pleasant office, good benefits, starting salary $20K range. Full corporate benefits. Fee paid

B. HAMIL PERSONNEL
424-8470

SECRETARY/RECEPTIONIST

For small manufacturing agency. 15 hours per week.
Oakland County Center
For Open Hearts 459-1750

SECRETARY/ RECEPTIONIST

Farmington Hills real estate office has immediate opening for a full time salaried position. Call Linda at 737-9323.

SECRETARY/RECEPTIONIST

Demanding position for 1 girl office. Good typing, filing & books keeping skills a must. 5 years experience necessary. Call 261-0100

SECRETARY/RECEPTIONIST- For Manufacturing plant in Garden City. Excellent personality & hard worker a must. Word perfect & Lotus 1,2,3, experience a plus. 427-8700

SECRETARY/RECEPTIONIST

for Commercial Photo Studio. Part-time. Must have Organizational, bookkeeping, computer skills. Resumes to 326 E. 4th St., Royal Oak, MI 48067

SECRETARY/RECEPTIONIST

Immediate opening with Farmington Hills commercial real estate firm. Candidate must possess good phone, typing, bookkeeping, and general office skills. Microsoft Word a plus. Call Gail 661-3000

SECRETARY - Sales department of World leader in fluid handling & finishing equipment has excellent position available. Typing 60 wpm, word processing personnel with correspondence, knowledge of filing, detailed quotations & general office duties. Knowledge of IBM PC/XT, Microsoft Word desirable. Excellent benefits. Salary commensurate. Equal Opportunity Employer. Qualified applicants may contact Mrs. Carol Ann Ferguson, 456 Farmington Rd., MI. 48333-0456. Attention Personnel

SECRETARY

Southfield Law Office
Wordstar, IBM-PC experience preferred.
352-9040

SECRETARY

Southfield/Birmingham law firm requires individual with good typing & English skills, shorthand & word processing helpful. 540-4100

SECRETARY

Southfield corporate office seeks an energetic, organized individual to support a small professional staff. Good dictaphone transcription skills required. Will also help out with receptionist duties. Call Kim 9 am to 5 pm at 827-7720

SECRETARY TO THE PRESIDENT

$21,000

Executive secretarial position with an upscale suburban firm. If nice people and beautiful surroundings are important to you, call Marcia at 355-3090

SNELLING & SNELLING

SECRETARY - The City of Wayne Building and Engineering Department is accepting applications for a part-time (30 hours per week) secretary. $6.00 - $7.00 starting wage. Must possess good secretarial skills, typing, 45-50wpm), communication, telephone skills are a must. Shorthand job. The City of Wayne is an Equal Opportunity Employer and minority candidates are encouraged to apply. Applications are available at the Personnel Department, City Hall, 3355 S. Wayne Rd., Wayne, MI 48184. Completed applications must be returned to Personnel Department by March 9, 1990.

SECRETARY/ WORD PROCESSOR

$18,000 FEE PAID

Fast-paced busy position with growing division of well known company. Great benefit package, lots of variety and nice people to work with. Must be take-charge person. Call 649-9300.

SNELLING & SNELLING
OF TROY

504 Help Wanted Office-Clerical

SECRETARY

Farmington Hills health care home seeks Secretary to provide clerical support in a 2 person office. Responsibilities include filing, light typing & answering the phone. Ideal candidate will be well organized, self-motivated and a team player. Word processing experience a plus. Will train right individual. If interested please send resume & salary requirements to: Box 472, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

Plante & Moran recruiter for An Equal Opportunity Employer

SECRETARY - OEM in Novi area. Seeking bright, versatile person to assist Purchasing Department in a fast paced environment. Telephone skills requires. Some experience with word processing & Lotus 1-2-3 a plus. Will train right individual. Send resume to P.O. Box 94, South Lyon MI 48178

SECRETARY - Southfield. Fluent Japanese & English, good typing. Display. Write computer experience helpful

RECEPTIONIST - Bloomfield Hills typing, good phone ability, benefits. $14,500. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

SECRETARY - Word processor, DW Type & Transcription. Real estate, national institution. Typing 55 plus wpm. Benefits. $1475/mo Call Janet at Unitone 646-6168

SECRETARY/WORD PROCESSOR

Looking for energetic person with excellent skills (60wpm). Must be service oriented, have a positive attitude, and a desire to get ahead. Hard workers need only apply. Send resume to Box 494, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST

Pleasant phone voice, light typing required, to provide for a large Southfield firm. $900-$900/mo. Call Fee paid at Unitone 357-0037

SWITCHBOARD RELIEVE OPERATOR

The Charter Township of West Bloomfield is accepting applications for a part-time switchboard relief operator to work 10am-3pm. Duties include filing, light typing, some typing, mailroom & general duties. Starting salary is $8 per hour. Applications will be accepted until March 9, 1990 at the Personnel Dept., West Bloomfield Township, 4550 Walnut Lake Rd., P.O. Box 5400, West Bloomfield, MI 48033

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