504 Help Wanted Office-Clerical

4 PART-TIME OPPORTUNITIES

Work for top notch companies in Farmington Hills! Data entry position available requiring at least 10,000 keystrokes/minute. Two word processing positions available requiring knowledge of any software. DisplayWrite 4 a plus. And a general clerical position available. Morning and afternoon shifts open. Please call today for details!

WE PUT EXPERIENCE TO WORK.

ENTECH SERVICES, INC.
737-1744

GENERAL ADMINISTRATION
Starting position. Please send resume & salary history to Michaels, 23351 Beech Dr., Farmington Hills, MI 48024.

GENERAL OFFICE with word processing experience for Farmington Hills manufacturing company. 478-6300

GET ON THE GROUND FLOOR
We are a young company that has developed a new product that will soon have the patent. We need an Office Administrator who is a "jack of all trades". This person should be mature with a minimum of 5 years executive secretarial experience, have accounting background, and experience, be an excellent typist, have computer experience, (Word, Lotus, dBase, EXCEL, WORD and/or Manuscript software is preferred) should be ahead of hard work, be able to work with little supervision and take on work hassle-free. Degree preferred. Speaking and/or reading knowledge of German and Italian is definite plus. Salary commensurate with experience and education. Non-smoking office. Send resume, with cover letter stating salary history to: 14777 Keel St., Plymouth, MI, 48170, Attention: Marilyn

GRANT WRITER
Wanted, experienced Research and writer of grants for a 501-C3 non-profit organization. Subject matter includes programs about wild animals and our national parks. Must be wanted, excellent typist
336-2924

HARD WORKING - friendly office help needed for busy knowledge service to accounting, shipping & data monor secretarial work 626 8282

INFORMATION SERVICE
Wright Watchers Headquarters in Farmington Hills is seeking a Service Representative to work in a high energy environment. Excellent opportunity for an individual who has 2 years of 1 year general office experience. An individual will attempt to resolve basic telephone problems/inquiries for customers in our organization, in a most direct and professional manner. Professional telephone/listening skills, & knowledge of computers are required. Position is full time with an excellent fringe benefit package which includes health, dental, life, LTD, & 401K/profit sharing. Ltm.) preferred. Send resume & salary requirements: ISR, P.O. Box 9072, Farmington, MI 48332-9072

INSIDE SALES SUPPORT/ CUSTOMER SERVICE
For our Novi sales engineering organization. Typing 60 wpm, word processing, PC, Lotus/spread sheet experience a must. Excellent typing & grammar. Great opportunity for right person.
349-0472

INSURANCE SECRETARY
Full time mature person with good phone manner. Westland. $5 per hr. Wal tram 261-1000

JOB HUNTING?
We are now personalized & welcome you to call us for a discussion of your needs. Extra Staff 645-0900

JUNIOR SECRETARY
$210. week No fee
Entry level position with major firm, very convenient Beautiful offices! Top benefits! Tuition Real advancement opportunity! Must know 50 wpm typing, some office experience and good typing skills.
RKG ASSOCIATES AGY.* 540-4130

JUNIOR SECRETARY
Full time Detroit location. Must have minimum 2 years previous office experience. Excellent typing & math skills required. Should have good organizational & proof reading skills. Salary commensurate with experience. Send resume including salary history to: Personnel Dept., P.O. Box 5091, Southfield, MI 48086

KEYPUNCH - Need steady data entry? Work in our Troy/Farmington offices. Full and part time. Good pay for good operators. Make up to $10/hr. Call today!
Ms Hardman 581-5151

LAW OFFICE
Secretary/Receptionist for small Southfield Plaintiff's firm 1-2 years legal experience required. 50 word processing helpful. 357-3550

LEASING AGENT, part time, including evening and weekends for West Bloomfield/Keego Harbor apartments. 682-2950

LEASING CONSULTANT - people person, marketing skills, previous experience required. $7/hr. plus commissions & benefits. Apply in person or send resume to Lincoln Park Apts., 3075 Honey Tree Blvd. Canton, MI 48187

LEGAL ASSISTANT/PARA LEGAL - To $30,000. Bachelor's degree, bankruptcy, litigation or environmental law experience. Major firm. Fee paid. Call Barb.

LEGAL SECRETARY - To $24,000 Challenging and diversified position with well established Southfield firm. Friendly atmosphere, opportunity to advance. Excellent benefits. Fee paid. Call Kathy. 313-87000.
SNELLING & SNELLING

LEGAL SECRETARY
Southfield law firm seeks know WordPerfect Good telephone skills, 1-3 yrs experience. 352-3850

LEGAL SECRETARY
For a Livonia law firm. Legal experience, word processing & excellent skills necessary. 40 hrs/week. Salary commensurate with experience. Call Mary Ann 261-8000

LEGAL SECRETARY. Excellent typing skills essential. Word Perfect experience preferred. Pleasant location defense. Call Pam. 357-3910

LEGAL SECRETARY needed for Bloomfield Hills law firm. Word Perfect is a must. Some bankruptcy helpful. Call Ann at 540-5282

LEGAL SECRETARY/PARA
For Detroit law firm. 2 plus years experience with word processing. Send resume to Hall Bell Daly, Detroit, MI 48226, Attn: Dawn

LEGAL SECRETARY
For Troy law firm. Litigation or business law and word processing experience required. Salary commensurate with experience. Non-smoker. Send resume to: Secretarial Committee, P.O. Box 99484, Troy, MI 48099-9484.

LEGAL SECRETARY
4 to 5 yrs. Mon thru Fri. Word Perfect 5.0 required. 2 plus yrs. experience only! Call 855-5770

LEGAL SECRETARY
$28,500 +
Highly responsible position for competently organized person. Great Prestigious N.W. Suburban EXCEPTIONAL benefits including 401K, Call Lori, Davidson Laird & Assoc., Inc. 358-2180

LEGAL SECRETARY
Part time, for well established Southfield Pl. firm, experience required. Salary commensurate with experience. Call Bea. 352-4690

LEGAL SECRETARY
Experienced, for civil trial office, Southfield area. WordPerfect, non smoker, excellent salary. Call Mark P. 737-8400

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Farmington Hills Law firm, defense, civil litigation, general business. Excellent benefits & working environment. Competitive salary. Typing WordPerfect, challenge 626-5000

LEGAL SECRETARY - For 5 attorney Tem in Birmingham. General corporate practice. Experience required. Salary commensurate with experience. Send resume & salary requirements to: Office Manager, 8995 Telegraph, Suite 1, Birmingham, MI 48010, or call 645-0300.

LEGAL SECRETARY - for small Southfield firm. Proficient with Word Perfect. Salary commensurate with experience. Mary 827-4100

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

LEGAL SECRETARY for 2-3 attorney office in Westland. Typing speed 55wpm and secretarial experience needed. Wide range of responsibilities. Ask for Kim at 595-1915

LEGAL SECRETARY for Senior partner of Southfield firm. Personal injury. Defense. Legal experience and excellent typing skills required. PC and WordPerfect preferred. Call Donna 352-9580

LEGAL SECRETARY - Immediate Opening for Troy law firm. Must know word processing & type 65-70 wpm. Salary commensurate with experience, plus benefits. Non-smoker. Call Tracey 649-3850

LEGAL SECRETARY
Full time position available for experienced legal secretary in Bloomfield Hills. WordPerfect experience helpful. Send resume to: Avonne, 300 E. Long Lake, Suite 300, Bloomfield Hills, MI 48013

LEGAL SECRETARY
Permanent position for a mature person in a 2 attorney office, Downtown Farmington 30-35 hrs. per week, excellent typing and adding machine skills. 471-8100

LEGAL SECRETARY
SUBURBAN POSITION
Ultra professional, highly skilled litigation secretary sought by major corporation for this challenging position. Excellent salary and benefit package. Call Arthur Thomas Executive Search 355-4140

Legal Secretary Plymouth
Part time - 2-4 days. Shorthand required. Experience preferred. Working with 1 attorney. Private office on Main Street.
Call 459-8811

LEGAL SECRETARY
ENTRY LEVEL
6 months to 1 year preferred. One of Michigan's largest legal firms seeks strong candidate with typing skills for multiple positions within the firm. $15,000-$17,000 plus comprehensive benefits package. Call Arthur Thomas Executive Search 355-4140

LEGAL SECRETARY
$24,000 FEE PAID
Solid experience in real estate/litigation and probate. Great benefits. Super firm, 9-5 hours
649-5900
SNELLING & SNELLING OF TROY

LEGAL SECRETARIES - 2 positions currently available. Major area corporate law firm seeks polished legal secretary with minimum 3 years experience. (Commercial litigation preferred) Second position litigation/real estate. Strong word processing, & the ability to work independently mandatory. Excellent benefits. Salary to mid 20's. Call or send resume to: Rita Rosden, Nancy Barr & Assoc., 29533 Telegraph, Southfield, MI 48034 352-2810

LEGAL SECRETARY PARA LEGAL
For large Southfield Pl firm. Career opportunity for candidate with recent litigation experience, outstanding organizational skills and Word Perfect 5.0 experience. We offer competitive starting salary, medical and dental insurance, etc. and opportunity to work in attractive, modern office. Call Mrs. Reste 559-5353

LICENSING CLERK
Southfield Manufacturer company seeks organized self starter for an entry level clerical position. Licensing experience a plus. Excellent communication and writing skills required. Minimum typing of 40 wpm. Salary commensurate. Fax resume to: P.O. Box 300, Southfield, MI, 48037.

LIFE SALES TECHNICIAN
The CHA Insurance Companies has an immediate opening in our Birmingham office for a Life Sales technician. This position will provide clerical and customer service support. Qualified candidates must be proficient in word processing (experience with Word Perfect systems preferred), typing and customer service. Knowledge of agents state licensing procedures and previous industry experience preferred but not required. Please send resume to: Bruce Morrell

CHA INSURANCE COMPANY
30700 Telegraph Rd. Suite 300, Birmingham MI 48010
CHA for all the commitments you make
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

LOOKING FOR A CHALLENGE?
Growing and fast paced title company needs a sharp closing assistant. Some knowledge of real estate and accounting helpful. Please respond between 8 30-10am., Monday thru Friday. 540-9620

MARKETING SECRETARY wanted for full time position. Applicants must have computer or word processing experience. Good typing, communication skills and good verbal skills. Please send resume or apply in person at: B & R Equipment Co. 31722 Grand River, Wixom, MI 48096. Attn: Ken Sullivan. Excellent benefit package.

MARKETING SECRETARY
FEE PAID TO $21,000
Director of Marketing/Advertising of major corporate headquarters needs a self-starter proficient on word processing (Word Perfect, Multimate). Shorthand NOT NECESSARY, but office experience and references required. Excellent benefits!
649-6797 or 962-0565
DOROTHY DAY PERSONNEL, INC.

MORTGAGE SERVICING
Part-time
Payoff/assumption clerk.
350-8710.

Network Analyst
North Woodward multi-national service company has an immediate opening for a Network Analyst in the Broadcast Department of Client Accounting. Suitable candidate will compare invoices to media schedules, price and revise pro-cessed invoices, review unbilled accrual, prepare special billings, communicate problems and solutions to other offices. Two years A/P experience, CRT experience, accurate keypunching skills and good organizational skills required. Salary commensurate with experience. Send resume with salary expected to Client Accounting Network Analyst, P.O. Box 811, Bloomfield Hills, MI, 48301.
Equal Opportunity Employer M/F/H

HOUSE AIDES
Experienced. Small basic care facility. Hours bonus. Limited positions available, on-call positions also available. Call Bobbye Kelly, R.N. Wayne area. 721-0740

OFFICE ADMINISTRATOR
Fast growing environmental service company needs flexible self-starter to handle administrative/secretarial function. Responsibilities will include organization of office, purchasing, data entry & other varied office duties. Word processing & accounting background is required. Salary offer a competitive compensation/benefits package. Send resume & salary history to: Dorothy Richard, Environmental Water Technology, Inc., 23833 Research Dr., Farmington Hills, MI 48024. No phone calls, please.
An Equal Opportunity Employer

OFFICE CLERK
Part time, general office duties. Some bookkeeping knowledge helpful. $4.50/hr. to start. Apply in person Mon.-Fri., 8am-5pm only. The Corporate Office, 3111 Telegraph Rd., Southfield, between B & B Mile Rd.

504 Help Wanted Office-Clerical

MEDICAL CLAIMS REVIEWER
Immediate full & part time positions available. Candidate will insure the accurate review & data entry of medical bills. Medical terminology, data entry & CPT-4 coding experience helpful. Send resume to:
Accumed, 5211 Central Park Blvd., Suite 500, Southfield, Mich. 48076, Attn: Cathleen Brooks.

OFFICE ASSISTANT
Excellent opportunity is available in growing professional office for an experienced dental bookkeeper & property management firm. Receives an experienced motivated individual with secretarial & general office skills including word processing. Send resume to Benefiks & Krue Development Group, 1600 No. Woodward Ave., Birmingham, MI 48009, Attention Marsha Glassman.
An Equal Opportunity Employer

OFFICE CLERICAL
Northwestern suburban firm seeks a dependable individual for an entry level position. Qualified candidates must have excellent telephone skills with excellent telephone skills.
Requirements include: Typing 1-2-3 & WordPerfect a plus. We have Excellent benefits. Send resume to Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL help needed for Birmingham retail store. No experience necessary, we will train you. For interview, Mr. Vega: 553-6510

OFFICE CLERK - for busy dental office. Some experience. Ideal for teen 16-21 yrs and live in Wayne County (not Detroit). $5/hr. Call 676-4125-1290

OFFICE CLERK/RECEPTIONIST
Troy area Call 649-8000 ext. 25 Monday thru Friday. Telephone, filing & typing (55 wpm), computer skills helpful. Send resume to: Detroit Baptist Manor, 30301 West 13 Mile Road, Farmington Hills, MI 48018

OFFICE MANAGER/ LEASING AGENT
Large Oakland County complex needs aggressive & bright person capable of doing office & clerical work as well as marketing skills. For more information call 345-2116

OFFICE MANAGER
$20,000
Excellent opportunity for experienced individual to work at busy Southfield pediatric office. Supervise a friendly staff in a pleasant atmosphere. Fee paid.
Call Sandi, 464-0909
SNELLING & SNELLING

OFFICE PERSON, phones, filing, light typing, vet train, benefits Redford area. 255-7280

OFFICE POSITION available with a growth oriented company seeking an individual with basic office skills and computer experience. Must have good telephone skills and be able to handle various duties. Part/Full time. Call 476-5777

OFFICE SERVICES SPECIALIST
Enter the exciting field of personnel. Strong communication skills, outgoing personality and sales flair required. Prior sales experience helpful. Full benefits, high commissions, bonus and small base salary. Full training. Call Jackie Cassell, Mark Boorman 649-5900
SNELLING & SNELLING OF TROY

OPEN HOUSE

ALL FEES PAID

Order Processor	$13,520
Legal Secretary	$18,000
Secretary	$17,000
Sales Secretary	$19,000
Medical Receptionist	$12,480
Medical Biller	$16,000
Sales Support	$14,000
Bankruptcy Legal	$24,000
Receptionist	$15,000
Medical Biller	$20,000
Account Admin.	$18,000

Want better pay, advancement opportunities and benefits? If you type 50 wpm, call us further! Call for an appointment. 851-3560.
SNELLING & SNELLING FARMINGTON HILLS

ORDER DESK POSITIONS
No experience necessary. 35 hours a week. Starting salary $5 per hour & benefits. Farmington Hills Manufacturing office. Apply in person at 28244 Ford Rd., Garden City, Michigan 48135
J.T.P.A. Funded

PACKAGING DEPT.
Fast growing company has full time office hours with immediate openings should be personable, Intelligent & able to lift up to 75 pounds. Although this is an entry level position, the right person will have the ability and desire to advance within our company. These are permanent positions offering competitive salary & a solid benefit package. Please apply in person or by resume to: Perychem Inc., 6980 Orchard Lake Rd., Ste 110, W. Bloomfield, MI 48322.

PART TIME RECEPTIONIST and Claims Processor for the insurance company. Individual should be neat and organized and possess typing skills (45wpm). Hours are Mon. thru Fri. Please send resume to:
MONY Financial Services, 3001 W. Big Beaver, Ste. 220 Troy, MI 48084
Att: Mary McElroy

PAYROLL CLERK
A major supermarket chain is seeking an individual with recent payroll experience with a knowledge of time clock auditing essential. Personal computer experience desirable, general office skills helpful.
Salary commensurate, full benefit package offered. Send resume in confidence to:
Director of Personnel
Farmer Jack/A & P Supermarkets
P.O. Box 33448
Detroit, MI 48232-5448
An Equal Opportunity Employer

PAYROLL
Motivated individual with 3 yrs. experience preferably with Central Data Corporation processing. Responsibilities of payroll distribution and reports. Send resume to: P.O. Box 300, Southfield, MI, 48037.

PBX RECEPTIONIST
Dimension 300. Insurance background a plus. $16-$18K range. Benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

PERSONNEL ASSISTANT
A large custom injection molding facility is seeking a personnel assistant for its personnel department. Qualified candidate must have excellent typing skills, good oral and written communication skills, experience in personnel and the ability to work independently. Word processing skills would be a definite plus. Please send resume along with salary requirements to:
Alva Plastics
40300 Plymouth Rd.
Plymouth MI 48170
Attention Personnel/P.A.

PLACEMENT COUNSELOR
Energetic person needed in our busy office to interview and place employees in temporary jobs. This is a career opportunity for someone who enjoys meeting and working with people.
Please send resume to:
Personnel Systems
8433 Haggerty
Plymouth, MI 48170

RECEPTIONIST/SECRETARY
word processing skills and some shorthand required. Pleasant telephone manner. Congenial sales office atmosphere in Southfield. Excellent benefits and salary. Equity software capability. Send resume to: PO Box 820 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

TRANSCRIPTIONIST
for outpatient orthopedic physical therapy office in Southfield. Full time, Mon.-Fri. with benefits. 1 yr. experience preferred. 557-7334

RECEPTIONIST/GENERAL OFFICE
Birmingham Miami Co seeking personable, bright, energetic individual for front office. Position requires typing, filing & assisting others & other office duties as needed. Excellent benefit package. Entry level position with potential for growth. Call Lori 647-0960

504 Help Wanted Office-Clerical

PERMANENT POSITION for mature, dependable person with office experience, to work in Payroll Dept. of large retail chain. Call Mr. Cline 353-9100

PERSONNEL ASSISTANT
$20,000 FEE PAID
Large growing suburban company offers good benefits and a very friendly life in this fast paced fun position. If you can type 50wpm and have some word processing experience, they will also train you on their system. Any interviewing or payroll experience is a plus but not required. Hurry call Shirley today!!! 851-3560
SNELLING & SNELLING FARMINGTON HILLS

PHONE OPERATOR/TYPIST. Experienced only. References. Stable, committed, loyal. Redford area. Hrs. 8am-5pm, full time. Sadie 261-0040

PHOTOGRAPHY ASSISTANT
Two years experience is necessary. Requires typing, knowledge of Quark, HAP & profit sharing. Send resume to Box 737, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST needed part time, Mon. thru Fri., 9am-noon for Physical Therapy facility in Novi. Light typing required. Call 476-6140

RECEPTIONIST
Full or part time, flexible hours for Birmingham salon. Light typing. Ginger Group. 645-2767

RECEPTIONIST-Residential home care office seeks a self starter receptionist. 1 to 6 daily except Thurs. Light typing. Call 471-2451

RECEPTIONIST - Word Star experience, 45 wpm plus, auto leasing firm, excellent benefits. Call Ruth. Call Alice at Unforce 646-8501

RECEPTIONISTS - typists. Word-Perfect preferred. Troy automotive office. $320-$400/wk. Call Penny at Unforce 362-0036

RECEPTIONIST
Fast growing Southfield law firm is looking for a pleasant, eager and well organized individual. Light typing experience preferred. Light typing helpful. Ask for Ms. Fairchild. Call 350-3000

RECEPTIONIST for large property management office, people person with light typing and some office experience helpful. Excellent pay, company benefits. Send resume to box #738 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
TELEPHONE OPERATOR
Mid size manufacturing firm has an opening for a telephone operator. Ideal candidate will have 1 year experience, common manners and proper speech. Must be proficient on computer data entry system. Light typing helpful. Send resume to: Dept. W, P.O. Box 5001, Farmington, MI 48050

RECEPTIONIST
Full time needed to work our 8:30am-5:30pm and/or 11:30am-8:30pm shifts. Familiarity with Centrex helpful. Our phone systems require. Must have pleasant phone personality, good typing skills. Light typing. Please send resume to: Box 726 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
We are looking for a friendly, warm individual to work as a Receptionist in our skilled nursing facility. Our ideal candidate will have a pleasant & benefit package, along with excellent growth potential. Please apply in person to University Convalescent Center, 25350 Five Mile Rd., Livonia. 427-8270
An Equal Opportunity Employer

RECEPTIONIST
ENTRY LEVEL POSITION
To answer busy telephone system, filing, typing, light bookkeeping duties skills are needed. Computer knowledge is plus. To work in a friendly atmosphere full time 8am-5pm. Salary commensurate with experience. For a personal interview call Ms. Carolyne at 559-7110

RECEPTIONIST For Southfield computer co. Salary plus benefits. Send resume to: Sarb, 24660 Lahser, Southfield, MI. 48034

RECEPTIONIST secretary - light typing, some word processing, medical billing helpful. Farmington Hills $13,000. Call Unforce 473-2931

RECEPTIONIST PART TIME
Sat. 9:30-5pm, Sun. 12-5pm for Birmingham Oriental Rug Showroom. Call Mr. Zadeh 645-3311

RECEPTIONIST-Temporary typing & filing required. Apply 613 Manufacturers Dr, Westland, MI

729-5700

RECEPTIONIST/SWITCHBOARD
Operator - Days. Birmingham area. Call 9am-5pm 644-4111

RECEPTIONIST WANTED: For fast paced office. Must be organized. Light Typing a plus! Troy location. Please contact Barbara 362-0500

RECEPTIONIST - for photographers studio in Redford. Full time, Mon. thru Sat. - Palmer Studio, 23230 Ford Rd. 532-5113

RECEPTIONIST
Full time to answer phones and perform data entry. Please send resume to Karen Kraft at 31255 Five Mile Rd., Plymouth, MI 48170

RECEPTIONIST/BOOKKEEPER
Experienced with telephone & office procedures. Excellent wages & benefit package. Murray's Auto Stores, Redford. Call Bob at 937-9150

RECEPTIONIST - Full or part time for busy phone at 45 hole golf course and driving range. Must be friendly and out-going. Fox Hills, Plymouth. 453-7272

RECEPTIONIST
Mature person needed for part time position. Must be bonded. Hours are Monday thru Friday. Apply in person at Rochester Hills Apartments, 1000 Rochester Rd., Rochester. Applicants should be pleasant and enjoy working with people. Call 651-0200

RECEPTIONIST
Positions available for long and short term assignments. Light typing and computer helpful.
Call Joyce at
ARBOR TEMPS 459-1166

RECEPTIONIST NEEDED
Good typing & communication skills required. Part time. Must be bonded and available to start immediately.
MMD Real Estate Corp.
13600 Merriman Rd.
Livonia, MI 48150

RECEPTIONIST
For structural steel distributor. Duties include: Light typing, filing and phone work. Experience preferred. Send resume to: Inter-Metals Corp., 23035 W. 9 Mile Rd., Farmington Hills, MI 48331

RECEPTIONIST - TYPIST for Livonia based manufacturer. Requirements: Basic computer knowledge helpful, but not required. Excellent company benefits. Reply in confidence to:
P.O. Box 5188, Livonia, MI, 48151.
An Equal Opportunity Employer

RECEPTIONIST-FILE CLERK.
Full time, Law office downtown Birmingham. Salary negotiable. Light typing. 258-6262

RED ROOF INN
Immediate openings for a part-time weekend night auditor position in Dearborn and weekend housekeeping scrapes from Oakland Mall. Please apply in person at 32511 Concord in Westland.

No phone calls please.

RECEPTIONIST
Immediate opening for busy Livonia office. Good typing and communication skills. Good benefits & pleasant surroundings.

ACCOUNTING SUPERVISOR needed immediately. Well rounded background with experience in supervising preferred. Good benefits & competitive salary.

Send resume or call:
Personnel Sales, 38200 Amrheim, Livonia, Attn: Vicki, 464-0002

SALES SECRETARY
$18-320,000 FEE PAID
Do you want to be part of a company to climb the ladder of success with a fast growing suburban company. We are looking for a team player with typing at 50 and an outgoing personality. Telephone skills are the job too good to pass up. Call Ann at 851-3560.
SNELLING & SNELLING
FARMINGTON HILLS

504 Help Wanted Office-Clerical

PURCHASING AGENT
3 years experience in manufacturing conveyor systems. Send resume to: Personnel Office, Box 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
10 Mile & Southfield area. Energetic Receptionist/Secretary, needed 25 hrs. thru 40 hrs. Ability to answer telephone & do light typing. Pleasant to permanent full time position. Salary Bonus & good sense of humor. Call Dan at 442-2630

RECEPTIONIST
Southfield property management company seeks a professional outgoing receptionist with some office experience to handle busy switchboard & perform light secretarial duties. Need sharp individual who is a fast learner to become part of our team. Excellent salary & full benefit package. Send resume & salary requirement to: Personnel Dept., 29777 Telegraph, Suite 2000, Southfield, Suite 1300, Southfield, MI 48076

RECEPTIONIST/CLERK
Computer literate, dependable to work in flexible schedule on the medical/dental office. Knowledge of Lotus preferred. Previous clerical experience PC and Word Perfect a plus. Pay according to person or send resume to:
GARDEN CITY HOSPITAL
Outpatient Services
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

Receptionists
WE NEED YOU
Kelly Services is currently looking for receptionists. No typing required. Transportation is necessary. For more information on this exciting opportunity, please call
Troy 362-1180

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

SALES CORRESPONDENCE
For Automotive Sales Office in Farmington Hills. Duties are diversified, good organizational skills, telephone & typing skills and purchase orders Word Processing a plus. Excellent benefits. Send resumes to Department 1-A, PO Box 707, Southfield, MI 48034.

SALES SECRETARY/SUPPORT
Modern Sales Office of one of the least largest full-service retailers of cellular mobile telephone equipment is seeking a person with excellent typing skills, knowledge of Lotus and command of the english language to support the retail sales & service department. Individual must have at least 1 year of experience in an office environment. The position provides excellent salary & benefits. Apply in person or submit resume to:
Mobilnotrex Inc.
Attention Y P of Operations
31075 John R
Madison Heights, MI 48071

CHURCH SECRETARY - 20 hours per week, light typing, annual salary $6,000. Contact St. Martin's Episcopal Church 533-3600

SALES SECRETARY
Typing, calculator, 2 years office experience. Send resume to: Mower Window Center, 8178 Cooley Lake Road, Union Lake, MI 48085. Or call, 8 30am-12 00. 363-6175

SECRETARIAL/CLERICAL
Experience helpful. Part/permanent. Part time/full time, for Farmington office. Call 645-5557

SECRETARIAL
Full-time, Entry Level Position.
HIGHLAND SUPERSTORES has immediate Temporary, full-time Work Assignments available at rid rate/competitive rate in Plymouth. We are currently seeking individuals with excellent knowledge of Secretarial Skills, Word Processing, Data Entry, Lotus 1-2-3 preferred. Please send resume or apply at:
HIGHLAND SUPERSTORES
Corporate Human Resources-T
908 N. Sheldon Rd.
Plymouth, MI. 48170

SECRETARIAL OPPORTUNITIES
$15-$18,000 FEE PAID
An exciting, fast paced company needs your good secretarial skills. Great benefits, pleasant, friendly atmosphere and customer contact. Company is growing rapidly! Lovely offices and good benefits. Good customer service and solid typing of 50 wpm, are needed. Call Barb at 851-3560.
SNELLING & SNELLING
FARMINGTON HILLS

SECRETARIAL - Part-time General Office duties, book-keeping, advancement opportunity for fast learner. Call Kathleen 835-5532

SECRETARIAL POSITION
A challenging position for mature person. 50 hour week. Must have 2 years experience required. Send resume to: Box 1023, Wixom, MI 48096-0103. Attention: Dorothy.

SECRETARIES/PART TIME
Wanted for Bloomfield Hills company. Flexible hours. 60wpm, WordPerfect preferred, nonsmoking office
352-7666

SECRETARY
Accurate typing 60 wpm, plus a true customer service attitude for a growth oriented company. Excellent opportunity to work in a great place. Salary open for bonuses. Fast paced office needs organized, self-starter, non-smoker. Benefits include Blue Cross, life, LTD, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BILLING CLERK
Must type 60 wpm.
Computer experience helpful.
Call Barb at 641-7800

SECRETARY/BOOKKEEPER
Mature responsible person available person for full time Southfield Manufacturer. Must type 50 wpm, word processing knowledge helpful, good phone and math skills. Light maintenance with experience. Call Production Manager for interview 8 30am-5pm 353-9787

SECRETARY
For sales executive of Fortune 500 company. Typing, dictaphone, Display Write 4 and Lotus helpful.
Farmington Hills 478-7433

EOE

SECRETARY - Financial/Development office of property management company looking for individual with statistical, word processing skills, dictaphone knowledge and a pleasant and outgoing telephone manner. Knowledge of Lotus would be helpful. Good benefits. Brighton area. Mail resume to: Office Administrator, P.O. Box 810, Brighton, MI 48116

SECRETARY
For Farmington Hills law firm with minimum 3 years experience. Good typing, word processing, organization and communication skills needed. Knowledge of Word Perfect, Lotus, legal or WordPerfect experience a plus. We offer attractive offices and a friendly atmosphere. Send resume and salary history to:
P.O. Box 5067,
Farmington Hills, MI 48333.

SECRETARY - full time. Excellent written & verbal skills. Minimum typing 70 wpm. Maximum computer skills helpful, but will train. Must be people oriented, references. Southfield area. Send resume with cover letter & salary requirements to:
Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARIAL HELP needed Publications representative firm, in Auburn Hills, seek a competent individual with telephone word processing & computer skills. Knowledge of auditing helpful. Please call Mrs. Wymstock Associates 373-1026

SECRETARIES
Southfield area firm in need of executive secretaries with Macintosh, word processing experience. Top pay, benefits & more. Call now for an appointment.

TR
Temporary Resources
737-1711
Livonia - Farmington Hills

Ann Arbor 769-0924
Southfield 552-0319
Toledo 531-9100
An Equal Opportunity Employer

SECRETARY for Southfield law firm. Legal experience not required. Gentleman preferred. Word processing skills WANG word processing preferred 354-4030

SECRETARY
For now area firm. Good typing and math skills required. Prefer non-smoker or flexible hours. Contact Stevekate 397-7600
An Equal Opportunity Employer

SECRETARY - full time, 8-5. General office duties, answer phone, write orders, etc 729-5505

SECRETARY
Growing Southfield company needs office help. Responsibilities include answering phone and general clerical work, typing and minimal computer input. Must have competitive wage, excellent benefit package, easy going office environment. Non smoking office. Please send resume to: Scott W. Kelley,
17276 W. 12 Mile Rd. Suite 200,
Southfield, MI 48076

SECRETARY - Insurance office, 9am-5pm. $4 starting wage. Must have good overall office skills. Southfield area 350-9840

SECRETARY - international computer firm. Xerox 6085, Office Writer, Word Perfect, Lotus 1-2-3 plus $340/wk. Call Jane at Unforce
646-6168

SECRETARY
(JUNIOR)
Immediate opening for an individual with previous purchasing procedures background plus a minimum of 1 year general office experience. Typing 50wpm, word processing desirable. Excellent benefits package including medical, dental, prescription & life insurance. Reply to:
PERSONNEL ADMINISTRATOR
P.O. BOX 2227
SOUTHFIELD, MI 48037

Troy law firm needs legal secretary with at least 3 years experience. Knowledge of Word Perfect helpful. Collection and P.I. necessary.
Call Joyce 362-1000

SECRETARY
Multi-state sales organization with corporate offices in Farmington Hills has an immediate full time position available for a Secretary in the Sales Department. Responsibilities include good phone manner, typing 50wpm, statistical typing, organizational and interpersonal skills. Word processing experience, at least 2 years clerical experience necessary. Benefits include cash bonus, profit sharing and medical/dental package. Send resume with salary requirements in confidence to:
Personnel Dept. RTL
P.O. Box 1600
Farmington Hills, MI 48018

SECRETARY - Must have knowledge of Word Perfect, Lotus 1-2-3 & computer. Must also be reliable. Reply to Box 754 Observer & Eccentric Newspapers, P.O. Box 2227, Southfield, Livonia, Michigan 48150

SECRETARY
Needed for Southfield Construction Co. Typing & filing. Troy area
Call Steven, 8-11. 689-6200

SECRETARY - Needed for 1 girl office. Must have have WP5.0 experience. Good typing skills and be able to handle responsibility. Call Tina at Unforce 442-2330

SECRETARY - Wanted for immediate part time position. 25-30 hrs. Mon.-Fri. Word processing and computer background helpful. 557-1181

SECRETARY, part time for Southfield insurance agency. Secretarial skills required. Will train.
Ask for Mary 357-5670

SECRETARY - PART TIME
needed Mon-Fri 9am-1pm. Light experience. Accuracy is extremely important. Call Mr. Martin. Call for interview. 471-2924

SECRETARY - Part Time. Should be paced with a lot of word processing & typing accurately. Good salary, commencurate with experience. Convenient office location. Call Ray, Mr. Dow at 559-3900 between 3pm-7pm 352-1430

SECRETARY
Part time - top pay for dependable mature person with good secretarial skills. Farmington Center Southfield. Call Mr. Matson 352-0620

SECRETARY/PART TIME. Word processing, Individual handling insurance agency. Life insurance experience not necessary. Basic math skills required. Must be a self starter, independent worker & a quick learner. Call Connie, between 10-30am at 356-7900

SECRETARY/RECEPTIONIST
Full time position for progressive commercial real estate firm. Skills to include Word Perfect, Lotus 1-2-3, typing and phone. Competitive compensation. Respond with resume and salary requirements to: Box #596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Part time, 25 hrs. per week, for Bloomfield Hills office. 50 wpm typing required. Light bookkeeping. Call Mary Ann at 626-8649

WORD PROCESSING OPERATOR
DATA ENTRY
FILE CLERKS
LIGHT INDUSTRIAL

MGM Services, one of the fastest growing temporary help companies is in need of people for the above positions. Short & long term assignments, benefits available.

Discover the MGM Difference

MGM
Troy/Livonia 689-9660/474-7766
EOE Never a Fee

SUPPLEMENT YOUR FAMILY INCOME
We have a variety of long term and short term assignments available that will help make ends meet a little easier. Plus, a local staff will help you gain valuable experience and learn new skills.
The following positions are available right now:

Secretaries with:
- Display Write IV
- WordPerfect 4.2, 5.0, 5.1
- Multimate
- Microsoft Word
- WordStar
- Apple/Macintosh
and more!

Call immediately for more information.

Farmington Hills 471-2050
Southfield 352-6320
Bloomfield Hills 643-9650
Pontiac 338-0338

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARY
Growing Property Management Company is looking for an experienced secretary for its corporate office in downtown Ann Arbor. Candidate should possess a minimum of 2 years secretarial experience with excellent communication, organizational and interpersonal skills. Word processing and spreadsheet experience required. Microsoft Word and LOTUS background preferred. Salary is a professional, responsible individual, please send resume and salary requirements with a cover letter to
MCKINLEY PROPERTIES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
IBM 5520 experience a must
Lotus plus
Pontiac area
Engineering firm
Time Engineering, Inc.
1522 E. Big Beaver, Troy, MI 48083
528-1490, fax 528-2054
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST - immediate opening for Troy law firm. Type 65-70 wpm, word processing experience preferred. Must be well groomed with pleasant speaking voice, able to communicate with experience plus benefits, non-smoker. Call Tracey. 649-3850

SECRETARY to VP of Construction. Must be accurate typist (55 wpm). Personal computer and/or word processing experience required. Construction background & purchasing experience prefer