504 Help Wanted Office-Clerical

LEGAL SECRETARY
For 5 Attorney firm in Birmingham. Litigation/collection experience required. Send resume and salary requirements to:
Office Manager, Ste. 1,6595 Telegraph, Birmingham, MI 48010.
Or call 645-0306

LEGAL SECRETARY - full time position available for experienced legal secretary in Bloomfield Hills location. Word Perfect knowledge preferred. Send resume to: Avonne, 300 E. Long Lake Ste 300, Bloomfield Hills, MI 48013.

Legal Secretary
Plymouth
Part time. Sole/Hand received. Law office experience. Working with 1 attorney. Private office on Main Street.
Call: 459-8811

LEGAL SECRETARY
Senior partner in busy Southfield law firm needs experienced, self motivated secretary with excellent skills. Shorthand/speed writing required, personal, personable attitude mandatory, fast paced office. Send resume & salary requirements to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY: Full-time for Troy Law Firm. Up to 5 years experience in general practice law firm. Familiar with Word Perfect. Word perfect 5.0, 5.1 preferred. Salary commensurate with experience. Only legal secretary with excellent skills need apply. Non smoker preferred. Mail resumes to:
Michael J. Moran III, PO Box 1974, Troy MI 48099

LEGAL SECRETARY/PARALEGAL
For sole practitioner. Experience in probate/estate planning required.
Southfield 357-7778

LEGAL SECRETARY
Farmington Hills Law firm, defense, civil litigation, general business. Experienced, reliable & working self-starter. Competitive salary, variety, Word Perfect, challenge 626-5000

LIFE INSURANCE SECRETARY to major Producer. One Person office. Must be familiar with all insurance products. Prospecting, processing of applications, and follow-up. Salary Commensurate. Call 646-0600

LIFE INSURANCE: New business & Underwriting. Knowledge of Life Insurance and Estate planning only. Can handle multi-line coverage during new business transactions, transcription, client communication and home office liaison. Pleasant atmosphere. Friendly office. Good pay and benefits. Please send letter or resume to Miss Liz Carter at 100 Galleria Officentre, Ste 627, Southfield MI 48034.

LIVONIA area title company looking for experienced secretary. Knowledge of preparation, closing & disbursement of documents. Call 464-4177

MAIL CLERK - for fast paced Birmingham law firm. Good salary, benefits, and opportunity for advancement. Call Catherine 8am-4pm 645-2440

MATURE PERSON with good clerical skills to work in Title Office. Claims Department of a Southfield Insurance company. Must type 40 wpm. This is a part time position, 16 hours weekly. Call Mr. McDonald between 2-3 PM. 352-7500

NEED WORK???
We have immediate openings for:
Word Processors
Clerks
Accounting
Receptionists/Switchboard Opts
Medical/Legal Transcriptists
(experienced preferred)
Data Entry Operators
Shorthand/Speed Writers
Join the winning team and find an exciting career as a SNELLING TEMPORARY!
SNELLING TEMPORARIES
Call for an interview today
37625 Ann Arbor Rd.
Suite 101-A
Livonia, 464-2100
17200 W. 10 Mile
Suite 103
Southfield, 557-5700
NO FEE EVER!

NORTHWEST SUBURBAN firm seeks a dependable individual for the entry level position. Ideal candidates must be courteous & customer oriented with excellent telephone skills. Computer experience helpful. Word Perfect plus Will train. Excellent benefits. Send resume to box 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ADMINISTRATOR
For Birmingham sales agency. Must have strong organizational skills and IBM PC experience. Accounting skills helpful. Must have good phone manner, non smoker. Send resume and salary requirements to
1010 Brown Street, Suite B
Birmingham, MI 48009

OFFICE ADMINISTRATOR
Small, Southfield engineering firm seeks career minded individual with 5-10 years experience. Bookkeeping experience for non-smoking environment. Send resume and salary requirements to, or call Julie between 1pm-3pm at 626-8568

OATCHELL & ASSOC., INC.
28100 Orchard Lake Rd. Suite 108
Farmington Hills, MI 48018

OFFICE ASSISTANT - 20 hrs. per week. Varied responsibilities in busy Troy/Birmingham area office. Please call, if necessary leave message. 649-5885

OFFICE ASSISTANT-Novi area. Excellent benefits package. Excellent opportunity for growing company. Ask for Julie at 348-5640

OFFICE ASSISTANT
Must have strong computer skills. Apply in person: Wolverine Building Group, 27715 W. 7 Mile, Livonia.

OFFICE CLERICAL
Full-time. Good typing skills, filing and other office duties. Competitive salary and benefits. Apply in person to Mrs. Z at

ADRAY APPLIANCE
20219 Carlysle
Dearborn

OFFICE COORDINATOR
$30,000
Now is the time to be part of this progressive entrepreneurial firm that is growing. Challenge and opportunity. Utilize your creativity and office expertise. Fee paid. Call Melanie, 353-2090
SNELLING & SNELLING

PART TIME DATA ENTRY
ACCOUNTANT
30 hour week, Mon. & Tues. full days. Experience preferred. Send resume to: P.O. Box 725, Bloomfield Hills, MI 48303

PAYROLL SPECIALIST
Must have done payroll taxes, personnel ledger reports, & worker's compensation for several states. Benefits & $20,000. All fees paid by employer. Livonia area.
#1 Personnel Place
274-4230

PERMANENT PART Time positions available for receptionists in Birmingham salon. Summer or year round schedule. Times available:
Tues. 2-6pm, Wed & Thurs. 1-7pm Fri. 8:30am-5:30pm. Saturday 8:30am-3pm. Call Maxine, Peter's Place for Hair.

PERSONNEL - coordinator & supervisor, expanding temporary help franchise, 1-3 yrs experience.
Temporary Help, Box #403, Birmingham, MI 48012

PHONE OPERATOR - part time position, efficient, pleasant & fast paced phone operator wanted for an exciting & busy office. 4/hrs. per day, 3-1 p.m. Mon. thru Fri. Dependable. For more information call 433-2070

504 Help Wanted Office-Clerical

OFFICE/DATA ENTRY. Entry level, full time position for busy Livonia sales office. Mature, organized, good with figures. Call 525-2211

OFFICE MANAGER TRAINEE
Opportunity for well organized individual with good clerical skills to grow w/expanding co. 478-8500

OFFICE MANAGER/
LEASING AGENT
These positions (1 full time & 1 part time) involve leasing large 235 unit residential property in Oakland County. Applicant should have typing, organizational & marketing skills and good phone voice as well as 3-4 years experience in property management. Send resume to: Management Systems, Inc. 14201 W. 8 Mile Road, Detroit, MI 48235, Attn: Lita Johnson. 345-2118

OFFICE MANAGER - Take charge, for industrial sales representative. Duties vary greatly. Must be good on phone. Resume: F.H. Mason Co., 538 N. Mill, Plymouth, MI. 48170

OPPORTUNITY - Typing & provided interested in developing long term office position w/progressive co. Must have good typing 40 wpm, calculators & customer phone skills. Experience necessary. If the describes you call Shirley. 352-1566

PHONE RECEPTIONIST
Farmington Hills law office. 9am-5pm. 5 days. $4.25 to $5.75 depending on experience. 649-4150

PRODUCTION FORMAN
Must be experienced in all phases of automotive metal stamping & related SPC programs. Send resumes to: Box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING ASS't
Needed for pleasant Farmington Hills office. Must have strong follow-up & organizational skills. Computer entry experience a must. Call Stacie, 737-6900, for an interview.

PURCHASING CLERK
Wholesale distribution center in 12 Oaks area has an excellent opportunity for individual with at least 2 yrs experience in an office environment. Team work was essential. Must be well organized to assist in other purchasing functions where problem solving, planning & scheduling are critical. Word processor skill and seek responsibility. Fully paid benefit package and competitive salary. Send resume with salary requirements to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING CLERK
Get in on this entry level position! 3-5 years experience preferred. Must have good typing skills, will train on computer. Excellent opportunity for aggressive individual, temporary to permanent.
NO FEE! - TOP PAY
CALL NOW! - WORK AREA
Dorlis Services - 977-0450

PHONE RECEPTIONIST/
Secretary
Must have collections experience & be an IBM PS2 literate. Flexible 20-30 hours per week. Livonia. Salary plus bonus 422-6222

RECEPTIONIST. Immediate full time opening for busy Southfield law firm. Good typing skills required, non-smokers. Call Paul 355-5300

RECEPTIONIST/CLERICAL
Pleasant outgoing individual with telephone experience. Typing & filing skills required. 30 hours weekly. Send resume to: PLM, 23775 Northwestern, Southfield, MI 48075

RECEPTIONIST-Part time, 12:30-5:30pm. for Farington Hills food broker. Experienced applicants call 851-5700, ext. 317

RECEPTIONIST - Ambitious, dependable, accurate with numbers. Must have good phone skills. Plymouth area. Sue W. 455-4400

RECEPTIONIST - Growing company needs front desk person with good telephone etiquette. Must type 40wpm. Please apply in person: 3927 Fourth St. Wayne.

RECEPTIONIST - full time, entry level. Good office communication skills. Accounting helpful. Located near I96 & Southfield. Resume to: P.O Box 34577, Detroit, MI 48234

RECEPTIONIST - Good phone etiquette, mature person able to assume responsibility. Some computer knowledge. Call Wed., Thurs or Fri. Livonia area. 464-8656

RECEPTIONIST Position Available, full time & flexible. Busy typing & various other office tasks. Send resume only 38343 Abruzzi Dr., Westland, MI. 48185

RECEPTIONIST
For Southfield law firm. Dependable, experienced person for full or part time position. Excellent salary & benefits. 354-4030

RECEPTIONIST/
TRANSCRIPTIONIST
For outstanding orthopedic physical therapy office in Southfield. Full time. Medical benefits. Call Ann. Experience preferred. 557-7338

RECEPTIONIST
For busy professional office. Strong organizational skills and typing required. Send resume to:
Receptionist, 41700 Gardenbrook, Ste. 110, Novi, MI. 48050

RECEPTIONIST/SECRETARY
Part time help for property management company in Farmington Hills. 20-25 hours per week, flexible hours, salary negotiable. Please call Laura 489-1020

RECEPTIONIST
Hi-Tech co. Entry level front desk position. Must have good telephone communications, filing, typing & knowledge of word processing Macintosh. Possibility for advancement. Benefits. Pofty 471-6140

RECEPTIONIST
Full or part time receptionist needed in Pontiac Medical Clinic located in historical professional building. Duties include: answering phones, greeting patients & visitors, typing & filing. Prior experience & typing 35wpm of 45 wpm required. Call 332-2230 for appointment.

RECEPTIONIST - Pleasant Birmingham office needs receptionist to handle phones and light word processing. Must like phone work and pleasant work environment. Non-smokers only. Salary low to moderate based on qualifications + benefits. Send resume to: Retail Detail 133 N. Woodward, Birmingham, MI 48009. Attn: Receptionist.

RECEPTIONIST NEEDED to answer busy switchboard. Experience plus. Call Heidi at 352-3190

RECEPTIONIST for wild crazy office in Southfield. $225 per week salary. 569-3665

RECEPTIONIST needed for Farmington office, 4-8 and some weekends. Ask for Pat 661-8181

RECEPTIONIST/SECRETARY
Japanese sales office located in Farmington Hills, needs a bright energetic, mature individual to perform secretarial and receptionist duties. Must be able to type 50-55wpm, have a working knowledge of general office equipment, and a good grasp of the English language. Competitive starting salary and benefits included. Please send resumes & salary history to: Box 870 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

The Oxford Institute a substance abuse facility affiliated with St. John Hospital and Medical Center has an immediate opening for a part-time receptionist in our out-patient Rochester Hills facility. Job duties include: General reception of lobby area, switchboard functions, Excellent verbal communication skills a must.
Interested individuals please submit application to:
The Oxford Institute
828 W. Drahner Rd.
Oxford, MI 48051
An Equal Opportunity Employer

RECEPTIONIST
Typing not required. May need to run errands. Call Christine. 559-2828

RECEPTIONIST
For Home Health Agency in Farmington. Mon., Wed., & Thurs. 34 per hour. Call Suzanne at 548-2550

RECEPTIONIST-Must have friendly phone appearance and good phone skills. Call Kim, 645-5040
or Evenings 525-0290

504 Help Wanted Office-Clerical

RECEPTIONIST needed for rapidly growing company located in Plymouth. We are looking for a person with enthusiasm, great phone skills & word processing to work in our front office & to interact with other departments as well. Please call for appointment. 451-2211

RECEPTIONIST/
WORD PROCESSOR
Good typing skills, a go-getter to work in a smoke free environment. Opportunity for advancement, medical benefits. W. Bloomfield area. Apply between 3pm-5pm weekdays at 6348 Orchard Lake Rd., 1 block N. of Maple, suite 207

RECEPTIONIST
Pleasant professional to answer phones along with a variety of other duties. Excellent communication skills required. Type 45wpm. Resume with salary history to: UNUM, 2960 Crooks, Ste 207, Troy, MI. 48084. Attention Marilyn Meier.

RECEPTIONIST - part time needed, for large manufacturing company located in Plymouth. Typing & good organizational skills required. Must be able to learn new phone & telephone system. Please send resume or apply in person to: A-Line Plastics, 40300 Plymouth Rd. Plymouth, MI. 48170. Attn: Personnel/Receptionist

RECEPTIONIST - switchboard, typing, filing, light bookkeeping. Hours and hourly rate negotiable. Call Mary Ann at 557-7661

RECEPTIONIST - FULL TIME for busy Farmington office. Answering phones, light typing. $4.50-$5.00 per hour. 421-3337 or 425-3267

RECEPTIONIST for professional interior design firm. Must have pleasant professional phone voice. Excellent typing skills. Call Michelle 542-9430

RECEPTIONIST
Southfield corporate law firm desires Receptionist with excellent communication skills & good personality. Call Alexion 354-8600

RECEPTIONIST- Full time position w/brain trauma rehabilitation company. Responsibilities include: *typing & invoicing. Flexibility & another team work was essential. Contact Mr. Pearlman 350-3650

RECEPTIONIST
Front office position for busy Southfield architectural firm. Requires an efficient typist with professional phone manner. Call Neumann/Smith Associates, Inc. 352-8310

RECEPTIONIST
Major insurance brokerage co. seeks experienced person with good communication skills to operate switchboard. Pleasant fast paced office. Light typing may be required. Experience preferred. Mr. Sale 689-9870

RECEPTIONIST - Farmington Hills based company of approximately 15 employees. Need one person to answer phones & perform light clerical duties. Pleasant phone manner & personality needed, good working conditions, salary commensurate with experience. Mon. thru Fri. Call Susan 476-8400

RECEPTIONIST SECRETARY needed for Farmington Hills office. Must be capable of handling the phone calls & other duties on our busy office. A pleasant phone manner & accurate typing skills are required. Call Pat at smoking environment. Call Pat at 261-9010

RECEPTIONIST/SECRETARY. Immediate opening for small Birmingham law office. Good typing and telephone skills required. Word Perfect preferred, benefits, salary commensurate with experience. Send resume & salary requirements to: Jay S. Kalish, 30800 Telegraph Rd. Suite 2980, Birmingham MI 48010

RECEPTIONIST
Growing Livonia computer company needs person with excellent telephone manner, wordprocessing skills (Word Perfect 5.1) & clerical potential for rapid advancement. Insurance paid. APPLY EDI Systems 12197 N. Laurel Park Dr., Suite 201, Livonia, MI 48152

RECEPTIONIST - experienced person needed for busy Lathrup switchboard. This fast growing Livonia distributor offers excellent benefits, salary, benefits, 401K & bonus plan. Good opportunity for advancement. Send resume to: Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Data processing firm seeking articulate self starter for front office. Responsibilities include switchboard, typing and secretarial support. Part time, non-smoker. Full benefits and competitive salary. Send resume to: Box 873, Observer & Eccentric Newspapers, 36251 Schoolcraft Dr., Auburn Hills, MI 48057

EDI
RECEPTIONIST
Fast paced company has an opening for a front desk person who can answer phones, type 40 wpm, have a great voice. Must be able to work in a high volume office. We offer excellent telephone skills. Part time, flexible hours with room to full time. Livonia location. Applications by appointment.
474-7766

RECEPTIONIST/SECRETARY
Growing design build firm located in Southfield seeks mature professional individual with Receptionist/Secretarial experience including word processing knowledge. Macintosh experience a + but will train. Salary commensurate, comprehensive benefit package. Please send resume to: Office Manager, The Argos Group, 27777 Franklin Rd., Ste 875, Southfield, MI 48034

Receptionist

Thanks to MCI,
you've got one
satisfying opportunity

The third of competition. The satisfaction of meeting industry demands with smart, reliable, business English, & good telephone manners. Is your job not supplying you with outstanding professional opportunity and excellent compensation. For consideration, send your resume with salary history to: MCI Telecommunications, Dept. REC, 26913 Northwestern Hwy., 3rd Floor, Southfield, MI. 48034.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MCI
Let us show you.

RECEPTION/SWITCHBOARD
OPERATOR
Fast paced Southfield Co. desires receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Position requires varied hours. Send resume to: P.O. Box 200, Southfield, MI. 48037.

SALES COORDINATOR - rapidly growing domestic wholesaler has opening for sales coordinator, experienced desirable, Farmington Hills area. 478-7477

SALES SECRETARY
To work part time, Mon. thru Fri., 4 hours per day. Good typing & grammar skills necessary. Word processing experience helpful. Please send resume with salary requirements to: Vali, 2946 Waterman Dr., Rochester Hills MI. 48309. Attention Margie.

SALES SECRETARY
4 hours per day, flexible schedule, many misc. duties. Highly active position, $4-$5 per hour. Send resume or complete an employment application. Center Michigan Co. part of United Technologies, 33801 Schoolcraft, Livonia, 48150. Attention Coordinator Sales Management.
313-522-7227

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and ability to work well with others in a fast paced Southfield Company. Positive attitude and willingness to be a team play a must! Flexible hours available on weekdays & some and occasional Saturdays. Send resume with salary expectations to: P.O. Box 200, Southfield, MI. 48037

504 Help Wanted Office-Clerical

RECEPTIONIST
- MESSAGE CENTER -
Full time receptionist wanted for fast paced Southfield real estate office. Hours are 9am-5pm. Must be reliable, cordial and have pleasant telephone manner. Typing 35 wpm. Light typing required. Excellent benefits package. Please call:
357-6181

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

SALES ASSISTANT. Well established national company needs mature sales assistant to work with management. Customer service, typing, filing, word processing, telephone skills. Call between 10 & 3pm 940-1120

SALES/SECRETARY
Farmington Hills builder needs person with sales & secretarial skills in office management. Afternoons & weekends. Optimum Development 661-2000

MAJOR FOOD COMPANY located in Farmington Hills seeking permanent ideal candidate with excellent typing and general office skills. Basic computer knowledge is also a plus. Please call to arrange an interview.
Dorlis Services 977-0450

ENTRY LEVEL Secretary position available. Send resume to:
S & K Products, 29800 Beck Road, Wixom, 48096. Attn: Ken. No phone calls please.

SECRETARIES - $8.50/hr. Full time. Basic computer skills, light typing and pleasant phone voice. 8:30am-5pm 352-0090

SECRETARIES

Sinai Hospital is seeking experienced Secretaries for our clerical resource pool effective immediately. Administrative support throughout our health care delivery system.

Requirements include: 1 year recent secretarial experience, proficient in typing, typing of 50 wpm, and proficiency in Microsoft PC and WordPerfect or Displaywrite software. Knowledge of medical terminology and shorthand/speedwriting and dictaphone skills are strongly desired.

Qualified candidates will be assigned to provide coverage during vacation absence, and with special projects. Assignments will vary in duration from 1 week to several months.

For immediate consideration, please respond with resume to:

EMPLOYMENT OFFICE KB
SINAI
HOSPITAL
6767 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

SECRETARY/BOOKKEEPER
Orthopedic company located in Troy seeks an experienced individual for full time employment. Company offers comprehensive health & profit sharing benefits. Please send resume & salary requirements to: PO Box 2029, Attn: Office Manager, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Development firm in Birmingham seeks a motivated individual who is seeking a challenging position with growth potential. Word Perfect & dictaphone experience preferred. Good salary & benefits package to: Office Manager, 993 Haynes, Suite 385, Birmingham, MI 48009

SECRETARY
Fast growing real estate development company located in Farmington Hills, seeks a full time secretary w/1-2 years secretarial experience. Great opportunity for recent high school graduate! Word Perfect 5.0 knowledge or speed-writing are required. Benefits include paid holidays, dental, life & disability insurance. Pleasant working environment. Please send resume & salary requirements to: Westheimer/Walzer Development, Inc., 28211 Orchard Lake Rd., Ste 2299, Dept K, Farmington Hills, MI 48333

SECRETARY
For service station/office work. Prefer experienced individual. Hours flexible. Apply at Telegraph & 12 Mile Motor of Call Dave 356-7781

SECRETARY for Southfield law firm. Legal experience not required. Candidate should possess excellent skills. WANG word processing preferred. 354-4030

SECRETARY
For Medical Equipment Co. Good organization and initiative required. Word processing experience. Farmington Hills. 477-5680.

SECRETARY
For Novi area firm. Good typing and math skills required. Seasonal or full time position available. Contact Steelcraft 349-7600
An Equal Opportunity Employer

SECRETARY - Full time
Excellent opportunity in fast paced manufacturing office. Successful candidate will possess secretarial experience, be self motivated, be able to work accurately, knowledge of office practices, have math aptitude, business English, & good telephone manners. Word processing experience helpful. Send resume, in confidence to: Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Livonia based manufacturing company seeks experienced secretary. Must have good typing and knowledge of organizational skills. Salary commensurate w/ability. Please send resume to: Box 869 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - New Farmington Hills company seeks individual with good typing skills. Bookkeeping a plus. 478-7600 ext.104

SECRETARY - N.W. suburban firm looking for a personable, self starter with good skills to handle a busy office. Requires word processing (Wordsmyrnite) & ability to control a 25 extension phone system and several calculators. Good benefits including 401K plan. Salary commensurate w/ experience.
Call Pam Dale for initial interview
American Personnel Services
553-2444
Fee paid by employer

SECRETARY/OFFICE MANAGER
Needed for small company in Livonia area. Word Perfect knowledge & some bookkeeping, call
ETD Enterprises 425-6226

SECRETARY
(Non Smoker) for Engineering Department of N.W. Detroit organization. This position requires an individual who can assume responsibility with little supervision and take initiative necessary for efficient secretarial duties, recognizing deadlines. Requirements include typing proof reading letter and agenda composition and other secretarial duties, well as possess excellent English, communication skills. Must be willing to work over-time when necessary. Pc experience desirable. Minimum six salary requirements to Personnel Co-ordinator/ E.B. Amsden Inc. 19500 Hoover, Detroit MI. 48212 8-9150.

SECRETARY - One person office. Experience with commercial construction helpful. Computer, typing and accounting skills necessary. Hartford Twp./Pontiac area. Call evenings. 238-3370

SECRETARY-PART TIME for patent law firm. Troy location. 362-5620

SECRETARY - Part time position. Flexible hours, quiet environment, must have WORD PROCESSING experience. 981-1007

504 Help Wanted Office-Clerical

SECRETARIES
We have several openings for skilled, clerical workers. Must have excellent phone skills, type 50wpm, know how to use a computer, have short term positions to fill your schedule in Southfield, Troy & Farmington areas. We offer competitive wages & the opportunity to work at top companies. Call now for personal interview.
MGM
Office Services
474-7766

SECRETARY
Full time. Must possess excellent typing, math, communication skills & be self motivated & detail oriented. Excellent benefits - vacation, health, retirement savings, etc.
THE GROUND ROUND
Regional Office,
33101 Woodward,
Royal Oak MI 48073
Send resume or call
Mon. or Fri. 9-5pm
549-3945
An Equal Opportunity Employer

SECRETARY/PART TIME
1 person office. 3 days/week 8am-12noon. Light typing. Knowledge computer a plus. Redford 535-0990

SECRETARY - part time, 56 per hour. Responsibilities include typing, answering, filing, organization & adaptability. Call between 9-12 ask for Jo 31

SECRETARY-part time, 2 days per week, engineering office, Farmington area. Must have typing 50-55 wpm, Perfect. Deity or Sharon, 553-2550.

SECRETARY
Professional Medical firm seeks secretary to provide personal & administrative support to top executive. Ideal candidate will be self motivated, detail oriented and a team player. Responsibilities include: word processing and word processing assistance. Generous salary & benefits. If interested please send resume & salary requirements to: Box 871, PO Box 691, Southfield MI 48037

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST-full time position for small engineering company. Farmington Hills location. Typing 40 wpm, good phone manner, filing and basic computer skills. Salary $250/weekly. 626-1818

SECRETARY/RECEPTIONIST
Full time. Typing, phones, fast-paced office.
Hours: 9 a.m. time hours 12:30-5pm
Mon-Fri. Call Kathy 647-7960

SECRETARY/RECEPTIONIST.
Looking for mature person who will have thorough knowledge of Word-perfect 5.0 plus Lotus spreadsheets. Typing and filing required. Full time, 40 hrs. Call Jerry at Office Assistance. Location with free parking. $18,000 to $20,000 per yr. Call between noon and 3 pm. 661-6451

SECRETARY/RECEPTIONIST
Small real estate office in Plymouth seeking pleasant, responsible person to handle a variety of clerical & light bookkeeping duties. WordPerfect 5.0 knowledge helpful. Computer helpful. Competitive salary & benefits. $20,000 to per yr. Call for appointment between 2pm & 5pm. 451-6451

SECRETARY/RECEPTIONIST
Rapidly growing company requires two highly motivated individuals to perform clerical functions.

ENGINEERING SECRETARY
This position reports to the V.P. of Engineering and will assist engineers with reports, proposals, and correspondence. 45 wpm, with word processing experience.

RECEPTIONIST
Reception for professional engineering company. Light typing and administrative duties. Word Perfect skills required. Must type 45 wpm.

Send resume with salary requirements to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Reliable person for commercial position. Must type minimum 55wpm with accuracy. Word Perfect knowledge preferred. Salary $14,000 based upon experience & qualifications. Benefit package included. Call for resume to: Theresa Sanders, Lutheran Social Services of Michigan, 25800 Oak Park, MI. 48237.
An Equal Opportunity Employer

SECRETARY - Southfield's GPA firm seeking highly motivated, organized individual with good typing & interpersonal skills. Will train on new computer system. Salary commensurate with experience & abilities. Send resume to: Rubenstein & Associates, 26555 Evergreen, Suite 1101, Southfield, Mich. 48075.

SECRETARY
To $22,000
Sharp individual needed for fast-paced environment. Word processing, excellent skills, and organizational skills a great benefits. Call or send resume: 344-5700
DIVERSIFIED RECRUITING CO.
27750 Novi Rd., Ste. 124
Novi, MI 48050 347-6410 Co. Paid

SECRETARY WANTED
Experienced secretary sought by lawyer. Applicants should possess good verbal & phone skills. Must be able to type 50 wpm accurately. Shorthand preferred. Excellent benefits. Salary commensurate with experience. Please send resume to: Rubenstein & Associates, 26555 Evergreen, Suite 1101, Southfield, MI 48075

SECRETARY
WORD PROCESSOR
WORD PROFILE
Growing service organization seeks an individual who demonstrates exceptional skills, attitude & attention while completing secretarial duties. Ideal candidate will have 2 years transcription experience helpful. Excellent benefits package and compensation package. Call 423-1000

SECRETARY/
WORD PROCESSORS
Immediate openings in Downtown Detroit and Suburban areas. Professional environment. Must possess excellent phone skills required. Typing 60-65 wpm. Word processing experience required. Word Processing experience required. At 1st have over about office experience. NO FEE. EOE.

METROSTAFF
Temporary Personnel Services
Livonia 425-8368
Lathrup Village 559-5400

SECRETARY/WORD PROCESSOR
In Southfield, experienced, part time 20-25 hrs. full time, minimum 55 per hour. Call 313-569-5393

SECRETARY
$18,000
Fast paced diversified position in busy research department. Desk top publishing. Word Perfect 5.0 knowledge. Call Ms. Dow 358-2160
DAVIDSON, LAIRD & ASSOC.

SECRETARY - $260 to start. Fast growing Southfield office. 60wpm & Word Perfect 5.0 knowledge a must. Send resume to: PO box 1161, Birmingham 48012

SECRETARY. Must be proficient in transcription, typing speed of at least 65 wpm with accuracy and phone appearance. Send resume and salary requirements, letter to: Work Reconditioning Systems, 29800 Telegraph Rd Suite A, Southfield, MI 48034

SERVICE DISPATCH
Novi business systems dealership is seeking an experienced service associate to add to our Service Dispatch Department. Good phone techniques, typing skills & data entry a must. Benefits. Call Kay for an interview at 474-0900

SHIPPING ACKNOWLEDGEMENT CLERK
Farmington Hills wholesale hardware and appliance distributor seeking office clerk for data entry and general office functions.
Department Manager
Management Supply
P.O. Box 2125
Farmington Hills, MI 48333-2125
Or call: 471-5300

SOUTHFIELD - TPA has immediate opening for enrollment, billing, and processing. Requires excellent math & typing skills. Call Darlene: 353-5800, Extension 5658
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Standard Federal Bank, one of the nation's largest savings institutions, is in need of a Secretary to work in its management development office in Troy. The qualified candidates will possess accurate typing skills of 60 wpm, experience in the use of dictaphone and well-developed verbal and written communication skills required. Shorthand a plus. Two years previous secretarial experience is required.

We are prepared to offer a competitive salary including a complete flexible benefits package. Please send your resume in confidence to the Human Resources Department

STANDARD
FEDERAL BANK
Training & Development
2000 W. Big Beaver Road
Troy, MI. 48084

An Equal Opportunity Employer

SMALL ASPHALT CO. needs receptionist/typist. Hours vary. Call 525-0144. Send resume to: 8510 Northwest Drive, Plymouth 48237

SPECIAL PERSON
Busy fast-paced Clawson firm seeks a dependable, self starter, self motivated individual full time.
Pleasant phone voice, good communication skills necessary. Strong organizational and speaking skills required. Light typing 35-45 wpm. Send resume plus salary requirements to: Box 872, Observer & Eccentric, 195, Clawson, MI 48017.

SUMMER SECRETARY
Weight Watchers of Farmington is looking for a secretary to work in our office for approximately 2-3 months. Ideal position for someone who is going to come during the summer. Responsibilities are administrative secretarial type duties including 75-75 wpm typing & phone skills; organized & professional individual. Experience with WordPerfect & shorthand a definite plus. Please send resume & salary requirements to: TEMPORARY, Box 872, Farmington Hills, MI 48333-9072

SWITCHBOARD/CASHIER - We are in need of a take charge individual who can keep up with a busy & fast moving dealership. If you are an ambitious, hard working individual with past experience in handling cash & switchboard, this could be the perfect position for you.
Farmington Chrysler Jeep
478-8200

SWITCHBOARD
Southfield organization seeks experienced switchboard operator, for busy office. Pleasant phone voice who might be re-entering the workforce and has 1 yr. of office experience. Excellent telephone communication skills. Light typing & salary & benefits. If interested please send resume & salary requirements to Ms Silver, PO Box 691, Southfield MI 48037

An Equal Opportunity Employer

TAKE CHARGE Supervisor for a 10 person Jewelry Manufacturer. Communication skills & customer relations are a must. Salary $20,000 per yr. Call Diane, 1046 Benstion Rd, Ste 108, Warren MI 48089

TELEMARKETERS
Want a nice place to work? Work with friendly people. Telemarketer needed to set demonstrations on industrial equipment. No selling. No experience needed. Good pay plus commissions & bonuses. Benefits included. Call 352-4720

TELEPHONE OPERATOR
Excellent opportunity, will train. Southfield area. Day hours, no midnight shift. 557-5956

TELEPHONE RECEPTIONIST-Some typing required. Pleasant office. Congenial. High school graduate or GED. Opening for 2 persons. 1 for Orchard Lake Rd, Pontiac, MI 48053

TELLER - PART-TIME
If you enjoy customer contact & a neighborhood environment, apply for a part time teller position with First of America Bank. Busy branches are based on experience with 1-3 years preferred. Ideal candidate is Michigan's second largest banking organization with a strong commitment for advancement. Apply at 535 So. Main, Plymouth, MI.
An Equal Opportunity Employer

TYPIST
Busy industrial sales co. in Wixom/Milford area. Needs sharp, energetic person. Full time. Good typing skills. Will train. Handle busy telephones. 684-1200
An Equal Opportunity Employer

TYPIST/GENERAL OFFICE
Part time for busy Southfield construction firm. Must type 5wpm, 30 hrs/wk. Call Mary at 358-4410 or send resume to 3000 Town Center, Ste 2350, Southfield, MI 48075.

TYPIST - Part time experienced with good telephone skills, for 3-4 day week, may expand to a full time position. High school education required. Call Barbara Schulte for an appointment 871-3100

TYPIST RECEPTIONIST
computer knowledge helpful. Mail resume. David, 765 Wing Street, Plymouth, MI 48170

Typists
Word Processors

Excellent opportunities with top-notch companies in Metro area. Qualified individuals! Locations are in the Farmington Hills area. Long and short term available. Typists must type 50 wpm. Word processors must have experience on Macintosh, Sanna, Word Perfect or Lotus 123. Office experience necessary. Please call today for an appointment!

WE PUT EXPERIENCE TO WORK.

ENTECH
SERVICES, INC.
737-1744

UNDERWRITING
CLERK
Large Montgomery County office in Troy is seeking an Underwriting Clerk. Position requires 1 year of general clerical experience including some light typing. Competitive salary & benefits available. Please submit resume & salary requirements to:
D & N MORTGAGE CORP.
ATTN: UNDERWRITING MANAGER
3331 W. Big Beaver Rd.
Troy, MI 48084
EOE M/F/H/V

WORD PROCESSING trainee, international ad agency. DW4, micro soft on Macintosh. Call Greta at 642-8661
646-8561

WORD PROCESSING
DATA ENTRY
RECEPTIONISTS
CLERICAL

50 anticipated openings in the Southfield/Farmington area. Must be professional & dependable. Word processing training available for qualified applicants.

Great Jobs! Great Pay!

Call for appointment
NORRELL
SERVICES
553-5861

WORD PROCESSOR - short and long term assignments in Wayne & Oakland counties.
ETD Temporary Service 425-6226
An Equal Opportunity Employer

WORD PROCESSOR
Immediate opening for a Word Processor proficient in Word Perfect 5.0, data entry, & General Office duties must. Livonia area. 528-8100

WORD PROCESSOR/PART TIME
Great opportunity for someone getting back into the work world. Flexible hrs. 30wpm. WordPerfect experience a plus. $8.50 per hr. Call Pam at ext. Call Amy at 292-0707

504 Help Wanted Office-Clerical

WORD PROCESSOR - secretary, international automotive, Wordperfect 5.0. Farmington Hills. $17,500-$19,000/yr. Call Barbara 476-8220

WORD PROCESSING secretary - DW4, type 50 plus, automotive industry, Farmington Hills. $16-$19,000-$21,000 Call Kim at Uniforce 646-7662

WORD PROCESSOR/TYPIST
General office. Full or part time
12 Mile / Southfield area
559-1650

WORD PROCESSOR
Mature, reliable typist/processor needed for fast paced Southfield Co. Wordperfect 5.0 experience required. Machintosh also helpful. Typing, minimum of 60 wpm. Ability to work under pressure. Good accuracy, willingness to flex hours a must. Send resume to: P.O. Box 300, Southfield, MI. 48037.

505 Help Wanted Food-Beverage

ABSOLUTELY THE Freatest pizzeria bar & grill around, needs good helpers, waitstaff, bartenders, host/hostess & servers. Excellent pay, will train, must be 18 years of age. Chit Chat Bar & Grill, 22641 Inkle Ave. & Bite E. of Telegraph

AFTERNOON MANAGER - family style dining. Excellent wage & benefits. 6 day, 50 hour work week. Call 459-2212 for interview. Farmington's Restaurant, 24 hour.

A GREAT INCOME OPPORTUNITY
Enjoy the benefits of a well trained service staff. Full time personal benefits, free meals, discounted meals, discounts, with family health insurance available. For Day Server positions apply in person.
The Ground Round
17050 Laurel Park - South,
LIVONIA

A NEW
Silverman's Restaurant
is opening at 14 Mile & Haggerty. Accepting applications for all positions. Apply in person at the new Silverman's, 28000 14 Mile & *Meadowbrook or 12 Mile & Orchard Lake.* 459-0022 / 489-0