WIN TWO TICKETS!

Detroit Red Wings

TO WIN Send your name and address, on a postcard, to

RED WING TICKETS,
The Observer & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150

Then watch the classified section every Monday and Thursday. When your name appears, you're a winner!

(Due to high demand, we ask that there be only one entry per family)

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Detroit Theological Center seeks self-motivated individual with excellent organizational & word processing skills. Part time, $5 per hour. Resumes to Manager, ETC, 8425 W. Michoods, Detroit, MI 48221

CLERICAL ASSISTANT-PART TIME
For a private Southfield lab. Among varied duties will be filing & computer data entry. Full time may be possible after the year, individual must have a Elementary are essential. Mon-Fri. 2-4pm. Call 8:30-4:30, 354-4477

CLERICAL - ENTRY LEVEL
Professional firm in Southfield is looking for an enthusiastic individual to handle a wide range of duties: clerical, mail, photo, reception, etc. Requires good typing, grammar, and phone skills. Computer experience and WordPerfect 5.0 desirable. Nice offices with good benefits. Please send resume and salary requirements to: Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - ENTRY LEVEL OFFICE
Fast paced, high volume, typing and word processor experience necessary.
CLERICAL FOR MARKETING
Typing, filing, word processing. Candidate must be pleasant, outgoing, organized. Some word processing helpful. Apply at Bonal Technology, 2117E Bonaparte, Southfield.

CLERICAL
Major corporation looking for entry level secretary/word processor. Excellent salary and benefits. Send resume or call:
DIVERSIFIED RECREATERS CO
27780 Novi Rd., Suite 106
Novi, MI 48377-3419
Att Fees Ed Pat 344-8700

CLERICAL - Medium size company located in the Livonia area has an opening for a clerical person, 25 to 34 hours a week. Typing and word processing experience required. Must be flexible on hours. Please send resume to Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL PART TIME
General office skills required. Hours 1-5, Mon-Fri. Will be responsible to: Mr. Nault, Cadillac Plastic, 26580 W. 8 Mile, Southfield, MI 48040.

CLERICAL - part time to start, eventual full time. All around office, good typing, good phone manners, for small insurance repair contracting company. Good wages, vacation, 5 years experience. 533-7660

CLERICAL - Part-time experienced persons needed to supplement their income on their off hours for large apartment community in Farmington Hills. The individual hired must live on-site. Please send your resume to 36700 Grand River, Farmington Hills, MI 48335. Attn: Clerical

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a supervisory position in a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with supervisor, and have hands on computer experience. This position is for a commercial, hard worker who is willing to accept challenges. Position provides for a complete salary and benefits package. Qualified candidates forward resume in confidence to:
Clerical Support
P.O. Box 779
Detroit, MI 48231

CLERICAL - Typing over 45 wpm. Word processing. Window/Word. Accuracy, typing, numbers a must. Good phone skills. Send resume to: JD Power & Assoc., 911 W. Big Beaver, Ste 306, Troy, MI 48084.

CLERK TYPIST
CITY OF FARMINGTON HILLS

Currently accepting applications for full-time position of Clerk Typist II. Responsibilities include: Answer telephone and assist public, general typing and transcribing letters from dictaphone; filing and maintenance of files and office records. Required: Typing (45 wpm); Word-Perfect or word processing knowledge; excellent communication skills due to extensive public contact, high school graduate or equivalent with minimum of one year experience. Salary: $17,882 - $20,397 with full fringe benefits. Apply in person or in writing by February 25, 1991 to:
Personnel Department
City of Farmington Hills
31555 W. 11 Mile Road
Farmington Hills, MI 48336

An Equal Opportunity Employer

CLERK TYPIST - Full time. Wordprocessing experience required. Must enjoy working with public. Bills/ MAILBOXES ETC... 352-6968

CLERK/TYPIST
(Human Resources Department)
A manufacturing firm located in Livonia seeks an aggressive individual to work in our Human Resources Department. This individual will be responsible for performing a variety of confidential clerical duties.

This individual is to have word perfect, & Lotus 1,2,3 experience along with the ability to work in a fast paced environment plus a minimum of 2-3 years experience in a human resource department.

We offer a competitive salary & excellent fringe benefits. Please submit your resume with salary requirements to:
Clerk Typist
P.O. Box 51009
Livonia, MI 48151-5009
Equal Opportunity Employer M/F/H

COLLECTIONS - experience necessary, major Pontiac/Auburn Hills financial. 6-11:30pm. 373-7200. Call Lorraine at UNIFORCE 646-7664

COLLEGE GRADS
New management positions in expanding national company. Full training and promotions from within. 4 year business degree preferred. Duties also including marketing and customer service. Full benefits. $18,000, fee paid. Call 649-5900
SNELLING & SNELLING OF TROY

COMPUTER OPERATOR/Clerical
For Farmington Hills CPA firm. Accounting experience is a plus. Salary commensurate with experience. Contact Pat, 553-8704

CUSTOMER SERVICE REP. Mature, responsible person for customer service desk for wholesale building materials distributor located in Walled Lake. Duties include order entry, quoting special orders, purchase order entry & providing courteous customer service. Pleasant telephone manner & good typing skills required. For interview contact: Hansen Marketing Services 669-2323

CUSTOMER SERVICE REP
$18,200 PLUS
Successful suburban insurance company is seeking an experienced Customer Service Rep with commercial lines experience. Ideal candidate will possess knowledge of rating and filing. Excellent opportunity and benefits. Please call Carol at 649-5900.
SNELLING & SNELLING OF TROY

DATA ENTRY - accurate key strokes, fast paced environment, $6/hr to start. Call Sue at UNIFORCE 357-0644 area.

504 Help Wanted Office-Clerical

COMPUTER OPERATOR
for Bookkeeping Department. Light bookkeeping knowledge helpful. Part time, 20 hours a week in Southfield. 354-4044

CONTINUING PART-TIME CLERK TYPIST
Canton Township is accepting applications for the position of Continuing Part-Time Clerk Typist. Minimum 45 wpm, 20 hrs. per week. $7.49 per hour. Last date for filing: Jan. 25, 1991. Apply at Canton Township, 1150 W. Canton Center Road, Canton, MI.
An Equal Opportunity Employer

CUSTOMER SERVICE REPRESENTATIVE
Must be people oriented, energetic, articulate and a good phone voice. Typing skills a plus. 248-845-8220

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Customer Service, NEXXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY CLERK
Minimum 1 year data entry required; prefer medical background. Good accuracy, interpretation & keyboard skills (typing 50 wpm). Competitive salary, excellent benefits. Rehabilitation & Renaissance Health Care. 968-5300

DATA ENTRY
Experience necessary. Short and long term assignments. 464-7078
CLO Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Growing mail order company has position for motivated Data Entry personnel. Must type 65 wpm, familiar with wordprocessing software and general office duties a plus.
Call 948-9620

DATA ENTRY operator for diversified financial group. Novi and Farmington. $6.50/hr. Call Jack at UNIFORCE 473-2935

DATA ENTRY - top pay, pleasant work, 30 hours, $1200/mo.
Call Mary Jo at UNIFORCE 646-7664

DEALERSHIP EXPERIENCE ONLY
Candidates with Dealership Experience Only need apply within:
Stein Hickey Ford
Grand River at 7 Mile.
An Equal Opportunity Employer

DIVISIONAL SALES SECRETARY
$19,400 FEE PAID
Join this growing organization as one of their key employees. This team oriented company offers lots of variety in your day. Use your good typing skills, 50 wpm, and communication skills to advance within this growing firm. Flexible hours, and great suburban location. Call Joan at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

DOCUMENTATION CLERK
Brokerage firm needs responsible individual for general clerical & filing duties. This is a full time salaried position. Please send resume to:
Documentation Clerk
P.O. Box 779
Detroit, MI 48231

EARN EXTRA MONEY
Long & short term temporary assignments are available immediately in the Troy, Birmingham, Southfield and Madison Hts. areas. If you are an experienced:
• Clerk Typist
• Data Entry Operator
• P/C Operator
• Secretary
Call our office for an appointment today.
585-8260
AMI

ENTHUSIASTIC INDIVIDUAL needed for full time position at a leasing office, in Farmington Hills. Secretarial/Administrative skills a must. Knowledge of Wordperfect is required. Salary range, $14,500 to $17,500 depending on experience. Send resume to: L.A.C./P.O. Box 9065, Farmington Hills, MI 48333-9065. Attention: Bob

ENTRY LEVEL RECEPTIONIST/Client Coordinator for a unique financial services firm, Franklin area. Call Joan Tuee-Fri, 9-10am. 737-7090

EXCITING SECRETARIAL POSITION
$20-22,000 + FEE PAID
This fast growing suburban company offers a fantastic opportunity to work with their terrific staff. Fabulous benefit package plus advancement. If you type 50 wpm, call M J today at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE ADMINISTRATIVE ASSISTANT
Clerical and administrative support needed for automotive OEM manufacturer rep one girl Southfield office. Experienced, motivated and energetic self-starter with excellent organizational and communication skills. Computer experience required. Competitive salary. Send resume to: Box 992, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE LEGAL SECRETARY
With excellent typing, shorthand/speedwriting and transcription skills wanted for medium size professional practice. Non/Smoking area preferred. Knowledge of WordPerfect helpful. Organization, dedication, confidentiality a must. Call 348-3980

EXECUTIVE secretary with word processing for dynamic suburban executive. $9.50/hr. Call Irene at UNIFORCE 357-0035

EXECUTIVE SECRETARIES
Southfield service company seeks mature, bright, hard working individual to assist president. Career orientated candidate willing to commit hours as required. Excellent secretarial skills required. Duties will be varied and challenging. Qualified candidates must be energetic, willing to work flexible hours, be self motivated, and organized with attention to details. Non smokers only apply. Send resume to Executive Secretary, P.O. Box 300, Southfield, MI. 48037.

FILE CLERK
Mature, responsible person for Southfield physician's office. Full or part time, will train. 354-9668

FIT MODEL
(PART TIME)
Work Mon.-Fri., from 10am-3pm, at our Plymouth headquarters, modeling size 10 garments in our merchandising division. If you have an outgoing personality & a "pitch, in" attitude, we'd like to talk with you. To explore further, call
Mrs Mann at: 451-5225
Winkelman's
An Equal Opportunity Employer

FRONT DESK Clerk, mornings & Saturdays, fill out application at front desk Birmingham YMCA, 400 E. Lincoln, Birmingham

GENERAL OFFICE - Experience required. Knowledge of Bookkeeping necessary. 40 hr. week. Livonia Call 442-0120

504 Help Wanted Office-Clerical

FRONT DESK PERSON
part time office clerical, flexible hours including weekends. Apply in person. South Shoreline Furniture Store in Novi across from Twelve Oaks Mall. Apply in person, 43 W. Lake Drive.
348-0044

FULL TIME help needed for busy Law Firm. Legal experience helpful but will train right person. Typing 60 wpm, very pleasant office, nonsmoker only. 350-1290

FULL TIME position in fast paced design firm. Need detail oriented person with professional telephone manner and good sense of humor to perform diverse duties. Benefit options available. Call 454-0371

GENERAL OFFICE
Typing 50 wpm, filing, pleasant phone voice, some computer experience helpful. Nonsmoking office. Apply in person Nation Tool & Die Welding 13340 Merriman Rd., Livonia, between 1-96 & Plymouth.

GENERAL OFFICE Clerk/Computer Operator. Well established Manufacturing Company requires full time person to complete three person office staff. Person to handle a variety of office duties including order processing, mail, filing, & telephones. Computer experience required. Please send resume & salary requirements to: Wolverine Tube, Graphic Manufacturing Company, 27774 Cheney Drive, Farmington, MI 48336, attention Cheryl

GENERAL OFFICE Clerk/Computer Operator. Well established Manufacturing Company requires full time person to complete three person office staff. Person to handle a variety of office duties including order processing, mail, filing, & telephones. Computer experience required. Please send resume & salary requirements to: Wolverine Tube, Graphic Manufacturing Company, 27774 Cheney Drive, Farmington, MI 48336, attention Cheryl

GENERAL OFFICE - part time, typing knowledge of Macintosh helpful, good communication skills necessary. Mon thru Fri. 12-5 pm. Office at 12 Mile & Northwestern Hwy. 350-9110

GENERAL OFFICE
National microcomputer mfgr seeks an individual to assist customers w/ order entry & other general duties. Strong computer skills and excellent typing and land this one. 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
$14-$15,000
FEE PAID BY COMPANY
Energetic team player will love this Company. Computer experience and typing of 45 a must.
Call 399-3450.
SNELLING & SNELLING

GENERAL SECRETARY
$18,000
International company offers exciting variety. Good math and typing skills. Call at 851-3660.
SNELLING & SNELLING

INNERGETIC OFFICE assistant needed for law firm in Birmingham. Must type 50wpm. No legal experience necessary. Call 642-2515

INSURANCE SERVICE - Commercial Service Representative (CSR) with possibility of some sales. Experienced. Non Call Mr. Tappen, Sr. between 8:30-10:30am. 344-2500

INSURANCE- Established Farmington Hills agency looking for experienced personal lines CSR. Send resume to: P.O. Box 3139, Farmington Hills, MI. 48333

INSURANCE
Farmington agency seeks full time person for clerical & in-office sales, experience preferred, or will train.
478-7010

IT'S TAX TIME
Accountants/ Bookkeepers
With experience in Accounts Receivable/Accounts Payable and Income Tax Preparation
Call WOLVERINE
358-4270

JANUARY 1991 OPENINGS
2610 - Receptionist, $12,300
2611 - Lotus Clerk, $13,500
2621 - Word Processor, $15,500
2313 - Bank Rec experience, $18,000
2618 - General Secretary, $18,600
2622 - Executive Secretary, $20,000
Large firms offering great opportunities plus benefits if you have related work experience, we're waiting for your call.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Livonia: 591-2221
An Equal Opportunity Employer

LEGAL SECRETARY, experienced. For pleasant Southfield Personal Injury firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to Hadley J. Wine P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential

LEGAL SECRETARY
for Birmingham Law Firm. Legal experience and Microsoft Word experience required. 258-0600

LEGAL SECRETARY
Experienced WordPerfect. General practice in Birmingham, 13 & Telegraph area. Full time. 540-8311

LEGAL SECRETARY NEEDED
for 2 partners. Mid 15 Attorney Southfield Law Firm 3-5 yrs. experience in business litigation & knowledge of WordPerfect helpful. Preferred Word Perfect Software in use. Salary & benefits negotiable. Please call Lori 353-5500

LEGAL SECRETARY
growing mid sized Birmingham PI firm, looking for a non-smoking legal secretary with personable skills & pleasant attitude. Word Perfect experience & a desire to join a winning team. Excellent provide paid on site parking, medical benefits & a competitive salary to right candidate. Call Judy 647-9700

LEGAL SECRETARY
Immediate opening for full-time experienced litigation secretary willing to work flexible hours. Be self motivated, and organized with attention to details. Non smokers only apply. Send resume to Executive Secretary P.O. Box 300, Southfield, MI. 48037.

LEGAL SECRETARY
Southfield plaintiffs law firm seeks responsible, enthusiastic & experienced legal secretary. Word perfect 5.1 background needed. Full time position with benefits, salary based on experience. Call Miss Fairchild at 352-3200

LEGAL SECRETARY/PARA-LEGAL
Southfield insurance company seeks hard-working, bright, career motivated individual to assist corporate counsel. Candidate must have 1 yr. legal experience. Insurance background preferred. Non smokers only apply. Forward resume to Personnel Department, P.O. Box 300, Southfield, Mich., 48037

LEGAL SECRETARY
CORPORATE/REAL ESTATE
Prominent legal firm seeks 2+ years experience and superior skills for partner position. Shorthand a plus. Salary open. Comprehensive benefit package. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2353, Southfield, MI 48075 or call
355-4140

504 Help Wanted Office-Clerical

LEGAL SECRETARY
SMall downtown defense litigation firm needs legal secretary. Spelling/accuracy imperative. WordPerfect training beneficial 964-0150

LEGAL SECRETARY
Full time position in Birmingham. Bankruptcy/litigation experience necessary. Salary commensurate with ability. Send resume and salary requirements to: Office Manager, Box 606, 380 N. Old Woodward, Birmingham, MI 48010.

LEGAL SECRETARY for small person firm. Approximately 25 hours per week. $8-$10 per hour depending on experience. Word Perfect experience preferred. No smokers. Ask for Mike, 553-9100

LEGAL SECRETARY - Bloomfield Hills law firm needs experienced secretary with estate planning & trust administration background. Heavy paralegal responsibilities. Accurate typing 50 wpm, good benefits, salary commensurate with experience. Phone 645-9400 ext 150

LEGAL SECRETARY/ WORD PROCESSOR
Needed by small Troy Law Firm. Must type 60 + wpm (WordPerfect 5.0), use dictaphone & have excellent communication & organizational skills. Salary commensurate with experience & benefits.
Please call Bonnie at: 524-2870

LEGAL SECRETARY
For Troy office. Must have 2 years experience. Contact Office Manager. 649-1300

LEGAL SECRETARY - Experienced for Southfield defense firm. WordPerfect a must. Salary commensurate with experience 352-7580

LEGAL SECRETARY
ENTRY LEVEL
Major corporation desires legal secretary for entry level position. Excellent salary/benefit package. Comprehensive training. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL SECRETARY
$24,000 FEE PAID
Busy litigation position with Christmas bonus, benefits and stability. Good word processing and organizational skills needed. Call 649-5900 or fax resume to 649-5900.
SNELLING & SNELLING
OF TROY

LEGAL SECRETARIES

Litigation, major firm	$26,000
General Legal, Northern	$25,500
Medical Mal., Southfield	$25,000
Real Estate, N. Suburb	$22,000
Corporate Estate	$22,000
Med Mal, 1 yr. exp.	$20,000

Many more positions available. All fees company paid. Call 772-6260 or send resume to: Snelling & Snelling, 16500 Fraser, Roseville, MI 48066 or Fax resume 772-1811. Evening appointments available.

LEGAL SECRETARIES
Permanent & Temporary positions available immediately. Never a fee to you for our services. Call and discuss your professional placement assistance

PERSONNEL AT LAW
(FAX) 358-0235
SOUTHFIELD OFFICE
3000 Town Center, Suite 2580
Southfield, MI 48075
and
DETROIT OFFICE
One Kennedy Square, Ste 1632
Detroit, Michigan 48226
964-2909

MACINTOSH for Microsoft Word Libretto, Start at $7.50/hr
Call Loraine at UNIFORCE 473-2934

MAINTENANCE SECRETARY
For large apartment community in Farmington Hills. Requirements include typing, word processing, detail oriented. Must be able to work under pressure. Maintenance and plumbing knowledge a plus. Send resume to: Independence Green, 30700 Orchard Lake Rd., Farmington Hills, 48335. Attention Becky

MATURE PERSON needed as Personnel Manager. Must be experience in interviewing, and counseling job employees. Reply and state to type: Gee Mr. Berger, Westland Concessionaire Corp. 31731 Plymouth Rd., near Joy Rd., Westland

MEDICAL RECEPTIONIST - full time for busy Ophthalmologist practice. Experience preferred. Great benefits & salary commensurate with experience. Send resume to: M. Wright, attention Beth, 5813 W Maple Rd., Ste 137, W Bloomfield, MI 48322

MORTGAGE SERVICER/ PROCESSOR
Nice professional atmosphere in a plush suburban office. Use your good organizational skills here. Excellent benefits, generously rewarded. Call 353-2090
SNELLING & SNELLING

NEW YEAR! NEW JOB!
Start the year with a new job. Office positions available for the following skills
Customer Service/Inside Sales
Receptionist/Switchboard
Data Entry
Medical Billers and Transcriptionist
Legal Secretary
Word/Processors
Clerk Typists
Southfield, 352-1300
Livonia, 464-2100
SNELLING TEMPORARIES

NEW YEAR

Secretary	$18,400
Legal Secretary	$17,000
Receptionist	$12,000
Administrative Assist	$27,000
Full charge Bookkeeper	$20,000
Clerk Typist	$13,500
Word Processor	$15,000
Clerk	$10,400
Front Desk	$14,000

Ready to make a change for the New Year? Look no further, we have more full time positions than anyone else. Call for an appointment, 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

OFFICE CLERK-full time entry level. Previous office experience required. Must have excellent math skills. Experience with fax machines helpful. Call Deborah at 352-0378

OPERATIONS ASSISTANT
Looking for a highly motivated self starter with excellent typing and spelling skills, at least 1 yr. office experience. Must have computer experience, microsoft word and pagemaker a plus. Send resume to: Michael Kaye, Kaye Group Inc., 29777 Telegraph, Ste 2455, Southfield, MI 48034

PAINTERS - Full time, experienced for large apartment community in Farmington Hills area. Preferably hired will be required to live on-site. Please send your resume to: 36700 Grand River, Farmington Hills, MI 48335. Attn: Painters

PARA-LEGAL - Immediate opening in Bloomfield Hills medical malpractice firm for experienced para legal (with training). Must have Word-Perfect experience, excellent communication skills, desire to assume significant responsibilities in this busy law practice. Competitive salary and benefits 258-6020

PAYROLL CLERK
Large downtown Detroit firm is in need of a full time Payroll Clerk to assist Manager. Some duties will include
• Preparing & processing employees payroll
• Manual checks
• Garnishments
• Garnishment reviews
• Light typing & filing
Previous payroll experience a plus. This position includes full benefits package. For consideration send resume & salary history to
Payroll Clerk
P.O. Box 779
Detroit, MI 48231

PHONE RECEPTIONIST - 2 - 3 days. First Center, Southfield. Quality division of cleaners person with good telephone voice & skills. Prime surroundings. Ideal for job executive. Call Marge at 262-1400

PLYMOUTH AREA company seeking individuals for fast-paced accurate typing skills required. Computer skills are a plus. Data entry necessary. Benefits, 401K. Please call 454-0565

PROFESSIONAL, highly motivated office person needed, must know WordPerfect & Lotus. Full time position with benefits.
Able Personnel Services 362-2342
Farmington

PURCHASING CLERK
Immediate opening for a full time entry level purchasing clerk with some secretarial skills. Full benefits, nonsmoker. Please call for an interview or apply at
FERRIS & ASSOC
24700 Crestview Ct
Farmington Hills, MI 48335
Att K. Logan
477-2700
An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including handling switchboard & variety of duties. Good typing skills. Farmington area. $14,000-$16,000 plus A-1 benefits & many extras. Call Connie 478-0200

RECEPTIONIST - ENTRY LEVEL
Phone/clerical. Big Beaver & Coolidge. Fast paced environment. Typing 35 wpm. Send resume to P.O. Box 1321 Troy, MI 48099

RECEPTIONIST- Temporary for 6 wks to 3 mo. Light receptionist & secretarial. Flexible hrs. Good phone manner. Call Kelly Services, 645-9220

RECEPTIONIST wanted for Bloomfield office. Must have professional phone and typing experience. Call Kim day or evenings 335-0260

RECEPTIONIST - for advertising agency. 35-50/hr. Call Doreen at UNIFORCE 646-8501

RECEPTIONIST- Word processing & help in front office type. 8:30-5:30 Farmington Hills area. Call Lou 855-4666

RECEPTIONIST TOP busy Farmington Hills law firm. Maturity, experience, pleasant telephone manner. Advancement & benefits. Multiple lines, computers. 626-5000

RECEPTIONIST/PART TIME
A Career position available for energetic, CHIROPRACTIC Patient as Receptionist in wholistic clinic. Part time, PM hours. 474-3970

RECEPTIONIST/SWITCHBOARD operators with experience for expanding high tech company. Up to $320/wk. Call Margie at UNIFORCE 646-8501

RECEPTIONIST/CLERICAL
Wixom area. Full time position. Typing & computer skills required. Apply at Sterling, Inc., 30687 Beck Rd., ask for Tom. 478-2115

RECEPTIONIST - Full time for Southfield service oriented company. Responsibilities include switchboard, back up to other clerical duties. Call Mr. Leonard, 354-5090

RECEPTIONIST - Entry level. Must possess excellent skills. Must also have WordPerfect computer knowledge & skills. Hours are 8am-5pm. Mon-Fri. Long Lake/Telegraph Rd. area 646-2500

RECEPTIONIST
Immediate opening for fast paced market research firm. Must have 2 years professional phone experience, 50 wpm. Send resume to: 30300 Telegraph, Suite 1475, Southfield MI 48076, attn Sue

RECEPTIONIST/SWITCHBOARD
Opportunity for an experienced typing person with phone experience. Knowledge of Macintosh like & IBM Personal 2 computer. Knowledge of transportation industry a plus. Qualified applicants should send resume along with salary requirements to: American President Automotive Distribution, Suite 200, 17197 North Laurel Park, Livonia, MI 48152, attention Yvonne Krause. Please no phone calls or walk-ins.
An Equal Opportunity Employer

RECEPTIONIST
Part of part time for Livonia health club. Day shift. Clerical duties desired. 591-1212

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
In Farmington Hills. 10-2 daily. Good communication & PC skills needed. Jerri, 553-7710

RECEPTIONIST Part-Time
For busy front desk position.
Call Cathy Sharpe
464-8800

RECEPTIONIST/CLERICAL
Some experience, light computer. Full time, benefits. Walled Lake area 624-0088

RECEPTIONIST CLERICAL
Mortgage Company located in Troy. Hours 8-5:00.
244-8080

RECEPTIONIST
Mature person needed full time for a busy private club. Pleasant phone manner and light typing. Bloomfield Hills area 644-3450

RECEPTIONIST/TYPIST
Bloomfield Hills law firm is seeking to hire entry level, full time position. Will train as Secretary. Contact Office Manager 335-5450

RECEPTIONIST - Farmington Hills Corporation needs to fill full time position immediately. Please send resumes to: Personnel Director, 24555 Hallmark Court, Farmington Hills, MI 48335.

RECEPTIONIST - Vet Assistant. Friendly, outgoing individual likes people & animals. Some computer experience helpful. Apply at Animal Clinic, 410 N. Woodward Royal Oak.

RECEPTIONIST - FULL TIME. Will learn all aspects of a small business including job costing, inventory control and light bookkeeping. Health & dental insurance. System Contractors 464-3293

RECEPTIONIST/FRONT DESK
Troy. Light experience. $6 or up, depending on experience. Paid days. Call Ms Hofer
B. HAMIL PERSONNEL
524-8470

RECEPTIONIST
For medium sized Southfield Corporation. Must have light typing. Experience in Word Perfect 5.1 a plus. Competitive salary & benefits. Call Personnel at 352-8456. Lathrup Village, MI 48076 - 0458

RECEPTIONIST
PERSONNEL AIDE
Major corporation seeks 6-12 months assignment. Superior skills and outgoing personality. Benefits include dependent coverage and tuition reimbursement. Call Arthur Thomas Executive Search. 355-4140

Receptionist/Part Time
To $5.00 per hr. No fee
Beautiful, friendly offices of growing Farmington Hills CPA firm. Excellent opportunity for accounting student! Mon, Wed & Sat., 9am-5pm. Need good phone skills, office experience and front desk image.
RBS ASSOCIATES ADV 540-4130

RECEPTIONIST
To handle 10 line phone system in Rochester Hills law firm. Must be able to type. Typing a must. P.C. experience is a plus. Would be willing to train the right person. Hours 9am-3:30 with flexibility. Salary commensurate with experience. If you enjoy a fast pace and enjoy meeting a variety of people, send resume to N. Zell, 7845 Locklin, Union Lake, MI 48085

RECEPTIONIST
PART-TIME
Rapidly expanding customer injection molding facility seeks an experienced, mature individual for a busy 24-hour operation. Hours: Mon thru Fri. 12:30pm-5:30pm and alternating Saturdays mornings. Should have the flexibility to work Mon thru Fri mornings as needed.
Typing/filing skills a plus. Submit resume or letter with qualifications to
HR/Receptionist
A-LIN PLASTICS
40300 Plymouth
Plymouth, MI 48170

RECEPTIONIST
Switchboard
Novi office has immediate opening for experienced receptionist to manage busy switchboard and handle receptionist duties. Requirements include a professional, pleasant telephone manner, outstanding people skills, and basic clerical skills. Excellent benefits package. Generous benefit package. Send resume, with salary history, in confidence to Mr. N. Gerlanga, Clayton Presentation Products, 22345 Roethel Dr. Novi, MI. 48375
Equal Opportunity Employer M/F

RECEPTIONIST/TYPIST
Are you interested in filing in the middle of your weekday while talking on the phone? Are you ambitious to our small & growing manufacturing firm near Plymouth? We have an immediate opening, approximately 9-3, Mon-Fri for someone to function as receptionist, answer multi-line telephone & perform light clerical duties & occasional errands. If you are qualified & interested in working with our friendly team, please send letter or resume to: AWTEC, 14920 Keel St., Plymouth, 48170. Attn Ms Jordan
An Equal Opportunity Employer

RECEPTIONIST
ISM COMPUTERS is looking for a full time Receptionist with time management skills.
Excellent communications and phone skills. Ability to work closely with sales personnel and customers is a plus. Pleasant environment. Order entry processing and being knowledge needed. Excellent opportunity for growth in our mid-western regional office immediate opportunity. Please send resume in complete confidence to:
ISM COMPUTERS INC
Attention Patti Hershey
12250 Belden Court
Livonia, MI 48150

RECORDS CLERK Needed for insurance office in Farmington. Various clerical duties plus including switchboard relief. Call is necessary. Salary best office runs $5-$6/hr with benefits 473-2474

SALES SECRETARY
National Medical sized Birmingham has an opening for an efficient, experienced, well organized Secretary/Assistant for Marketing Services Manager. Their Troy Office Excellent typing, 50 words minimum is required. Word Processing experience helpful. Salary commensurate. Excellent benefits offered. Send resume & salary history to: Box 992 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SALES SECRETARY
Small Manufacturer's rep office is seeking an experienced sales secretary. Must be a mature, committed individual with strong organizational skills. Experience in computer, word processing, telephone and phone manner, math skills and an operative attitude are essential. Salary & benefits are commensurate with qualifications & experience. Send resume to: Box 1000, P.O. Box 5032, W Maple Rd. Suite 504, W Bloomfield, MI 48322

SALES SECRETARY
Part time. Mon thru Fri., 10am-3pm for automotive supplies sales office in Southfield. Call Marlee with good typing skills & pleasant phone manner. Word processing & spread sheet experience preferred. Send resume & salary requirements to: H-000 W Maple Ste 510, Southfield MI 48075

SECRETARY/RECEPTIONIST
To $22K for 3 man Southfield sales office. Type 70wpm, prepare sales reports. Non-smoking office. Drug screening required. Send resume to: Box 992 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BRANCH RECEPTIONISTS
Manufacturers Bank has an immediate opening for Branch Receptionists. Duties include maintaining safe deposit accounts, typing correspondence, greeting customers and other clerical duties

Qualified candidates must have an accurate typing skill of 40 wpm, and previous office experience. Excellent verbal and written communication skills are required.

We offer a competitive salary and flexible benefit package to the successful candidate.

Please send your resume to D. Kendall, Manufacturers Bank, 411 W. Lafayette, Detroit, MI. 48226. Human Resources.

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RECEPTIONISTS
CLERKS
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Immediate short term positions available in Farmington area! 1 year office experience preferred. Good pay! Call today

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SALES ASSISTANT/SECRETARY
needed for fast-paced office. Motivated, energetic, IBM/PC experience a plus. Salary, benefits, bonuses and more. Reply to: 15716 Farmington Rd., Livonia, MI, 48154

SECRETARIAL BOOKKEEPING
Payroll, full time position, experienced only, Birmingham area. Good pay, benefits. Send resume to: PO Box 1037, Birmingham, MI 48012-1037

SECRETARIAL Livonia chemical lawn care company needs full time help. Responsibilities include phone answering, computer data entry, customer relations, accounting, word processing. Applicant should have good typing skills & excellent phone communication skills. Please call to arrange an interview, ask for Mr. Boyd or Mr. Bogart. 522-1155

SECRETARY- Above average skills, 55 wpm, good phone personality, accounting office experience preferred. Send resumes to: 3000 Town Center, Ste 2030, Southfield, MI 48075

SECRETARIAL
Full Time Temporary Opportunities
Highland Superstores has full time temporary opportunities available at its Corporate office in Plymouth. We are currently seeking individuals with Secretarial background or related experience. Word Perfect experience. Knowledge of WordPerfect and Lotus 1-2-3 preferred.

We offer an opportunity to work in a dynamic, fast paced environment. We also offer a generous employee discount plan. Please send resume or apply in person to

Highland Superstores
Corporate Human Resources
909 North Sheldon
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SECRETARY
Company will train in Legal
$16-$20,000 PAID
Farmington Hills law office offers stability and good benefits for the right person. Do you know that legal is the highest paying field for Secretaries? If you have computer experience and typing of at least 70 wpm, then call us today to find out the exciting career area
851-3660
SNELLING & SNELLING
FARMINGTON HILLS

SECRETARY - Excellent typing & phone skills. Real estate/title company in Southfield. Word processing skills necessary. Non-smokers preferred. Send resume with salary requirements to Shelley, 23410 Industrial Park Ct., Farmington Hills, 48335

SECRETARY/BOOKKEEPER
Immediate & permanent position available for a well organized, conscientious person. Flexible hours. Experience with Wordperfect & Peach tree preferred. Send written response to: 21130 Bridge, Southfield, MI 48034

SECRETARY
Busy engineering firm in Livonia needs a self-starting, energetic secretary. WordPerfect and spreadsheet experience necessary. Good phone manner. Lots of customer contact
ECS/HOUGH
11885 Market Street
Livonia, MI 48150
591-4352

SECRETARY - CPA firms seeks person for full time Secretarial position. Season flexible, part time hrs., balance of yr. Send resume to 23917 Farmington, MI 48335

SECRETARY, excellent typist needed for Birmingham Healthcare facility. Prior Physician experience a must with knowledge of general office procedures. Salary commensurate with experience. Send resume to Arbors House, 2100 East Maple, Ste. 300, Birmingham, MI 48009. Att: Carol

SECRETARY
Busy Southfield Law Firm needs a self-starting, energetic secretary. Word Perfect and spreadsheet experience necessary. Good phone manner. Lots of customer contact
ECS/HOUGH
11885 Market Street
Livonia, MI 48150
591-4352

SECRETARY - CPA firms seeks person for full time Secretarial position. Season flexible, part time hrs., balance of yr. Send resume to 23917 Farmington, MI 48335

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SHIPPING/RECEIVING CLERK
STEEL WAREHOUSE
Immediate opening on the afternoon/midnight shift for persons with experience in dealing with steel manufactures and trucking companies. Qualified applicants must have computer experience. Must be able to work reasonable overtime and weekends as needed. Benefits. Send resume to: Department AF, 6637 Wyoming, Dearborn 48126.

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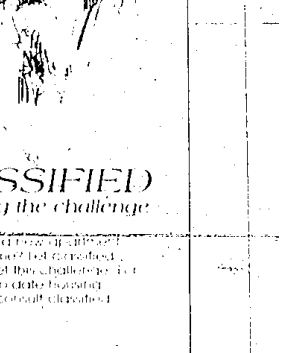

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