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Busy Southfield real estate office is looking for an experienced Executive Secretary with a professional image and

Please call 557-5167.

As a leading service-based company with a regional scope, we have a unique opportunity available for a mature-minded, career-driven Executive Secretary. A highly professional

We will reward your efforts with an excellent compensation and benefits package in a promotion, dynamic work environment for

Box 506
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

Id. Chief Financial Officer/Director of
Marketing—Requirements—Include
excellent shorthand, dictaphone,
typing, computer word processing
skills. Accurate record keeping
abilities are essential. Experience
with financial spreadsheets will
be beneficial. Successful candidate
will be able to perform well under
time deadlines, have a keen eye for
detail & enjoy a wide variety of as-

RECEPTIONIST for Bloomfield Hills Insurance Agency, 5 days, full or part time. Must have experience in switchboard, computers, & typing. 333-6490

INTERVIEWING

We are seeking motivated, part-time interviewers for all shifts: DAYS, EVENINGS and WEEKENDS. Qualifications are excellent phone skills, computer and/or typing skills, useful for homemakers, students, retirees, those re-entering the job market and individuals seeking extra money for the holidays.

Two years of experience preferred.
Apply in person at:
MOUNTAIN JACK'S.