EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER ACCOUNT REP
For Oak Park wholesale distributor beer dept. Excellent customer service skills required. Sales skills helpful. Start $250/week + incentives full benefits. Vacation & other benefits. Calls accepted Mon-Fri, 8am-10am ONLY 543-2712

CUSTOMER SERVICE
A leading distributor, in the picture framing industry, has a full time position available in our customer service department. Applicant must have experience in data entry, transcription, 10key, & must have good typing skills. Send resume to Box 722

CUSTOMER SERVICE/CLERICAL - Immediate positions needed for immediate entry level openings part & full time available. Send resumes only to: Credit Technologies Inc. 40480 Grand River, NW, Novi, MI 48375

CUSTOMER SERVICE position, full time, with benefits. Knowledge in spreadsheets, word processing, office equipment & procedures a must. Large benefit package & salary expectations or apply at Petrolane Gas Service, 1000 Auburn St. Detroit MI 48213 Equal Opportunity Employer

Customer Service
Part-Time/Full-Time

We are seeking individuals with previous banking or telephone customer service experience. Responsibilities involve responding to over 100 calls/voice mail/per day. Must be available to work flexible hours.

Schedule work hours will be

PART-TIME
Mon. Tues. Thurs & Fri. 1:30-7pm

Wed. Tues. Fri. 9am-5:45pm

FULL-TIME
Mon-Fri 11am-7pm

We offer a competitive benefit package. Interested individuals should apply Mon-Fri 9am-4pm

SOUNDE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills MI 48334

Please call our Job Hotline for other job opportunities

(313)488-7JOB

If you are hearing impaired please call for assistance

1-800-649-3777

EOE M/F/D

DATA ENTRY
Data Entry position available. Must have accurate typing skills. Be well organized and detail oriented, and have inventory control experience. Full time + benefits. Contact Mike at 354-7100 ext. 2275

Immediate openings - Experienced day and afternoon shift positions available for experienced data entry operators

WORDPROCESSORS
ADMINISTRATIVE ASSISTANTS
Immediate openings for experienced Word processors/administrative assistants. Must have experience using Word 5.0 or 5.1, Windows 3.0 and WordPerfect 5.1

PERSONNEL UNLIMITED
(313)751-9600
(FAX) (313)751-9815

DATA ENTRY
Manufacturing firm seeking a full time data entry operator. This position is responsible for keeping daily records & calculations. Apply in person at Circuits DMX, 32900 Capitol (north of 696) Farmington Hills

DATA ENTRY OFFICE CLERK
Needed for large furniture company. Must have 2 years experience using computer and typing. Many benefits. Full time. Apply at 32975 School craft, Livonia

DATA ENTRY
Person required with good office skills and phone work plus Excellent salary and benefits. Call Mr. Howard at 348-1142

DOWNTOWN office has a secretarial position open. Applicant must have WordPerfect 5.1 knowledge, in add'n to general secretarial duties including dictating abilities. Good telephone manner important. 1 yr. prior experience requested. Send resumes to Jack C. Trounce Marsh & McLennan 1 Woodward Ave. Detroit MI 48226. No telephone calls please. Equal Opportunity Employer M/F/H

Excellent Earnings
Regional offices of multinational corporation have openings for experienced word processors. Candidates must have 90+ w.p.m. Harvard Graphics and Lotus 1-plus. Top pay and benefits

UNIFORCE SERVICES
Southfield - 357-0036
Livonia - 473-2934
Birmingham - 646-7561

EXECUTIVE SECRETARY - Part time. Must be experienced & motivated with excellent phone skills. Call Mr. Gaines at Sargent, 32401 W 8 Mile, Livonia MI 48152

EXECUTIVE SECRETARY
Southfield location WordPerfect 5.1 a must. Light bookkeeping & transcription from dictaphone helpful. Call Robert Salomon 353-6655

EXECUTIVE SECRETARY
The Michigan Humane Society is seeking an EXECUTIVE SECRETARY. The qualified candidate should possess experience with WORDPERFECT, LOTUS QUATTRO PRO, Good typing & computer skills required. Knowledge of the responsibilities well organized. Experience in fund raising, advertising or public relations. Knowledge of animals is plus. 3 to 5 years secretarial experience required. The candidate chosen will find a stimulating, challenging and rewarding environment. Salary is commensurate with experience. Insurance offered. Submit resume with salary history to: Personnel Manager, The Michigan Humane Society, PO Box 214182 Auburn Hills, MI 48321

Has Apartment Hunting Become A Royal Pain?

Then our Classified Real Estate section is the place to look, whether you need something regal or regular.

Every Monday and Thursday we offer an impressive number of listings that cover a large suburban area. You're sure to find that special place among the large number of listings in

The Observer & Eccentric Newspapers

591-0900
644-1070
852-3222

504 Help Wanted Office-Clerical

LAW OFFICE DATA ENTRY
10,000 + key strokes, part time, day time hours only. Livonia area. Call Mon-Fri. 9-5 464-8734 or send resume to: Manager, P.O. Box 32074 Detroit MI 48232
An Equal Opportunity Employer

DATA ENTRY OPERATOR
Focus Home Care a growing affiliate of Horizon Health Systems, has a full time position available in data entry related to health insurance billing and other assigned responsibilities. Data entry experience required. Medical terminology skills. Call Carol Williams, Competitive wages and benefits. Please contact Kathy Sporaski 548-9800 between 8am-2pm

FOCUS HOME CARE
29657 Woodward Ave
Suite 100
Huntington Woods, MI 48070
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Immediate opening for a well organized, detail oriented person for a fast paced firm. Responsibilities include word processing, purchasing and mail, administrative tasks. Knowledge of WordPerfect a plus. Must work well with people. Call Maria at 828-3290 ext 453

EXECUTIVE SECRETARY
Personal Assistant to owner who needs another right hand. Applicant must possess good communication skills both verbal & written, the ability to plan & oversee business & administrative functions, hands on direction. Shorthand & 10 yrs. experience required. Salary range $30,000 to $33,000 per year. Send resume to Box 748
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
$25,000
A well established suburban engineering firm offers a challenging position for a career Secretary who is seeking indispensable. Call 464-0909
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
needed for the top-flight west suburban firm. Both excellent skills and experience required for this confidential position. WordPerfect a must, shorthand or speedwriting a big plus. Long term, top pay. Call today for an interview time

425-9090
BENCHMARK
Temporary Help

EXPERIENCED CLERK TYPIST - 50 wpm. non-smoker. Livonia office computer knowledge $12,000 per year. Call 9-5. 427-7200

FAST PACED office needs diversified person to file invoices, answer busy phones, do incoming & outgoing mail & other duties. Please send brief resume to 12561 Inkster Rd Redford, MI 48239

FEDERAL SR. AIDES PROGRAM - 55 & over, must meet federal income guide lines. 20 hrs per week. 21yr program. Paid vacation & holidays. Basic office skills including typing, apply in writing by Aug. 17 1992. Oakland County Center for Open Housing 30600 Telegraph #1233 Bingham Farms MI 48025
An Equal Opportunity Employer

FILE CLERK
Full time 8AM-5PM. Mon-Fri. $200 per week benefits. Send information Art Personnel P.O. Box 8071 Troy MI 48376-8071

FRONT DESK
Marketing division of leading international company has position for receptionist with all around skills to 37 hr. Call Rebecca at UNIFORCE 357-0648

GENERAL CLERICAL/MAIL CLERK
Part time position involving variety of duties. Flexible hours and excellent working environment. Please send resume to P.O. Box 9066 Farmington Hills MI 48333-9066

GENERAL OFFICE duties. cheerful attitude and good phone skills a must. Computer knowledge helpful. Oak Park area 542-5530

GENERAL OFFICE HELPER
Typing 40 wpm, good handwriting, calculator and accounting experience helpful. Apply 8140 Fox, West Bend, Monday-Friday, 8am-3pm

GENERAL OFFICE
Clerical position for Westland firm 729-2770

GENERAL OFFICE
Good typist, legible handwriting, good phone skills, computer smart. 8:30-2pm. Locations in Sylvan Lake or Livonia. Pat 738-8930

GENERAL OFFICE - Excellent opportunity. We are looking for entry level office & general office clerical assistants for positions in the west suburbs. Experience is not necessary but helpful. Pay rate based on skill level. For an appointment call 528-8100

HOUSEKEEPER/BABYSITTER
Dependable area 12 noon/1pm. to 6pm. 2 children ages 7 & 4. Must have own auto. References 964-3300, 334-8333 ask for Dawn

INDEPENDENT Insurance Agency seeking to fill a front desk position. Responsibilities include excellent typing skills, pleasant phone voice, dictaphone/shorthand. Personable & communicated client handling if you are qualified contact Carol at 647-2147

INSIDE REPS
PART-TIME
10 new part-time positions available at our world headquarters in Southfield. Duties include phone contact with customers & order taking. Individuals must have professional phone presence, be team players, & possess strong desire to succeed. Previous sales/service experience a plus. Excellent hourly rate, + incentive program. Hours 1:30-8:30pm or 2:30-9pm (4 days per week), or 4-8pm (5 days per week). Please indicate your preference in work hours & send resume to:
INSIDE REPS
P.O. BOX 2227
SOUTHFIELD, MI 48037

INSURANCE AGENT looking for an energetic person with property & casualty experience to assist agent in a Southfield State Farm agency. Ask for Agent 353-1400

KEYPUNCH OPERATOR
Top dollar for the right operators. Experienced, minimum 16,000 spm. Days & midnight shifts, full time & part-time, in Southfield. 532-0227

LEGAL SECRETARY - Experienced WordPerfect 5.0/5.1 & dictation. Salary negotiable. Call 9-30AM-3PM, Farmington Hills 851-7054

LEGAL SECRETARY
Legal/Administrative Secretary with minimum 3 yrs. experience for Plymouth Corporate office. Must be able to work flexible hours as necessary. We support Corporate Counsel and Vice President. Ideal candidate possesses superior organization, interpersonal, written & verbal communication skills. Computer fluency, word processing skills (type 70 wpm +) and shorthand required immediate vacancy. Compensation commensurate with experience. Send resume and salary history to HR/LS, P.O. Box 5545, Plymouth MI 48170
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Professional corporation in Bloomfield Hills has an opening for a full time secretary. Preference will be given to applicants with 5-7 years legal office experience. Strong typing and secretarial skills, strong organizational skills, PC/computer experience, word processing, litigation experience in Microsoft Word, Word Perfect, excellent telephone skills, dictaphone transcription experience, the ability to handle pressure, hourly wage and benefit package. Please send resume to Box 744
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LOOKING FOR Accounts Receivable experienced professional person that is well motivated
Please call Sharon between 8am-11am 458-2006

Mortgage/Processor/ Underwriter
TO $30,000 FEE PAID
Growth position for you in now hiring mortgage company in Farmington area. Must have processing experience. Call Sandy Bell at 476-5060 or FAX 649-3334
SKILLING PERSONNEL SERVICES OF TROY

MORTGAGE SPECIALIST
(Clerical)
Seeking individual with 2+ years mortgage experience. Must be particularly in closing or processing. Excellent verbal communication skills, emphasis is on quality, attention to detail and adaptability to fluctuating workload functions are necessary. Responsibilities includes reviewing & processing loan packages during the banking process/setting up loan data on computer/generating closing documents throughout our entire origination network & monitoring processing loans. One year is required to meet critical deadlines. Interested candidates please send resume, stating salary requirements or apply in person. Equal Opportunity Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

NINE ATTORNEY LAW FIRM
With pleasant working conditions, seeks legal secretary with minimum of 5 yrs. legal experience. Must be excellent typing, grammar, & proof reading skills as well as professional appearance & ability to relate well to people. Salary commensurate with ability. Contact Diane 649-1100

NOW HIRING
OFFICE PERSONNEL
Top pay for your office experience. Immediate full and part time openings in all areas for the following skills

WORD PROCESSORS
FILE SUPERVISORS
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
LEGAL SECRETARIES
MORTGAGE PROCESSORS
2 Years Experience
Temporary to Permanent
We offer TEM-PORARY INSURANCE
HOLIDAY PAY,
BONUSES Call today for an appointment

LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500

NEVER A FEE
SNELLING
TEMPORAIES

OFFICE ADMINISTRATOR
Needs sharp individual for Livonia sales office of large financial corporation. Individual must be professional, be able to work well under pressure, highly organized and have good phone skills. Must have proficient experience in Dispatch software, Lotus 1-2-3. We have daily contact with sales people, customers and company's administrative staff. We work daily with Vice President. Resume & references required. Call for appointment

MANPOWER
462-0024

OFFICE ASSISTANT/PART TIME
25 hours per week. Possibly working into full time. Job pay based on mature, reliable, motivated and have good office skills. Send resume and references to Murdock 24600 Northwestern Hwy., Southfield, MI 48075. No phone calls or walk-ins

OFFICE ASSISTANT Entry level general clerical duties. Good phone skills. Typing a plus. Call Hoey at 649-1200

OFFICE/CLERICAL
Northville office has experienced bookkeeper with excellent communication and clerical skills. Ideal candidate for general office duties. Send resume
CES
6400 Schoolcraft
Northville, MI 48167

OFFICE CLERK
Entry level, self motivated, full time, non-smoker needed for retail office in Farmington area. Must have typing and phone skills. Basic computer experience a plus. Pleasant working areas helpful. Organized & dependable individual need only apply for this fast paced & challenging position. Submit resume with salary requirements to D.C. 2345 Motheway, Farmington Hills, MI. 48335

OFFICE HELP/ERRANDS - part-time to follow regular real estate office. Should possess car (or dad willing to loan car for errands & should be familiar with the Birmingham/Bloomfield area. Call Gayle at High School Cougar Student $5/hour. 644-5570

OFFICE HELP
wanted - Dealership experience preferred. Full and part time. Top compensation. 338-2100

OFFICE MANAGER needed to oversee clerical staff & perform most office duties. Candidate must be a well organized self starter with good written & verbal communication skills. Send resume to ACD, P.O. Box 8147, Livonia, MI 48151, attn Carmen Dostal

OFFICE MANAGER
Regional advertising sales office, for a major national publishing company, has an immediate need for a 3 person Office Manager. Please, professional & good office skills required. Will be responsible for Convenient Birmingham location
Thomas Register - 646-6535

OFFICE PERSON
With good typing and 10 key skills. Must be a people person. Weekdays Lake area (313) 626-2400

PARALEGAL/SECRETARY. Must be detail oriented, computer friendly, reliable. Self starter preferred. Southfield location 557-3737

PARALEGAL - Southfield insurance company seeks experienced professional career motivated individual to work with corporate counsel involves research, preparing court pleadings, working closely with executive management. Excellent salary. Send resume to Personnel, P.O. Box 300, Southfield, MI 48037

PART-TIME, flexible, some full time, mature responsible person with good phone voice for general office duties. Southfield area. Between 2-4 Mon-Fri. Call 569-3684

PART TIME OFFICE WORKER
Mature person with good clerical skills including computer experience & organizational ability. Approx 10-12 hours per week. Contact Candy Hatcher, ECODA 261-3780

PART TIME SECRETARY with pleasant phone manner. Typing & bookkeeping skills required. Computer knowledge helpful. Send resume to State Control Corp. 4224 Market Rd. Wakefield MI 48390

504 Help Wanted Office-Clerical

OFFICE POSITIONS
Temporary and Permanent positions available
• GENERAL CLERKS
• DATA ENTRY
• RECEPTIONIST
Experience a plus
Call today for an interview
WOLVERINE
Staffing Services
358-4270

ORDER CLERK/SECRETARY
Typing, dictaphone, basic computer knowledge, client contact. Pleasant phone manner a must. Call before noon for personal interview
540-1633

PART TIME clerical position with Westland company for person with good skills & knowledge of Word Perfect. Send resume to Differential Manager, P.O. Box 8573 Westland, MI 48185-0723

PROPERTY MANAGER
Expansion of residential property management company requires addition of experienced multi site Manager. Candidate must have proven record of strong administrative skills & knowledge of Word. Excellent growth opportunity, salary & benefits. Resume to Box 754
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

REAL ESTATE
Closing Secretary, experienced, for high volume Brighton real estate office. Excellent salary & benefits. Resume to: Realmark, 9-2000 Tax Graph, Ste 210, Bingham Farms, MI 48025

RECEPTIONIST NEEDED for national leasing company. Extremely busy switchboard requires an efficient, pleasant individual. Some light clerical duties. Previous switchboard experience helpful. Please respond to T.H., P.O. Box 8066, Farmington Hills, MI 48333-9066

RECEPTIONIST - With typing skills for Livonia area builder. Experience necessary. Full time. Pay fully commensurate with experience. Start Aug. 17th. Send resumes to box 684
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST - wanted for Bloomfield Hills law firm. Typing 50 wpm. Benefits & salary commensurate with experience. Send resume to Linda, P.O. Box 6335, Bloomfield Hills, MI 48302

RECEPTIONIST

People person needed for long term assignment in Plymouth. Applicant must have 3 years, typing 55 wpm. Knowledge of WordStar, a plus. Opportunity to advance. Call for immediate appointment

ARBOR TEMPS 459-1166

RECEPTIONISTS - needed to join our team. Must have previous experience with telephone phones. We offer long short and temp-to-perm assignments with excellent pay. ETO Temporary Service 476-7078
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PROGRAM ADMINISTRATOR
Responsible for setting appointments over telephone. Maintaining files logs and follow up. Extremely professional phone skills personal style very organized. 30 hours per week. Apply in person at
North Brighton Ford
33300 Ford Road, Westland

SUNSHINE HONDA is looking for a cheerful energetic person to handle Telephone Receptionist/Cashier duties on a full time basis, 8am-6pm, Mon thru Fri. A pleasant phone voice & positive attitude a must if you quality & enjoy working with people we offer a friendly working environment, competitive pay & benefits. Our customer satisfaction is number one. Call for an interview appointment 453-3600

ASAP
Receptionist
MULTI-LINE - Long Term
Data Entry
800 KPH - Livonia location
WORD PROCESSORS
All software needed
Long & short term assignments available now! PAID BENEFITS
Call for an appointment
261-3830
INTERIM PERSONNEL
33300 Five Mile, 2/N
Jack & R Block Co
Never a fee EOE

TROY FINANCIAL PLANNING firm seeks a mature receptionist/secretary for full time position. Starting salary $15,500, full benefits provided. Call Mary at 649-7474

RECEPTIONIST/SECRETARY for growing suburban accounting firm. Computer knowledge helpful. Typing necessary. Send resume to G.E. P.O. 3234 Southfield, MI 48037.

RECEPTIONIST/CLERICAL
Must have multi-line phone experience. Various clerical duties. Heavy typing, good oral & written communication skills required. Good benefits. Please send resume to ASL, 24435 Halsted Rd Farmington Hills MI 48335

RECEPTIONIST/PART TIME
Weekends & evenings for large apt complex in Southfield. Southfield Call 10am-4pm Mon-Fri 356-8020

RECEPTIONIST - full or part time for busy Birmingham law firm. Front desk appearance and good communication skills required. Call Mr. Jenkins at 647-6700

RECEPTIONIST/SECRETARY
Needed for an architectural office in Livonia. Experience and references required. Call 591-3737

RECEPTIONIST
Looking for responsible person to fill receptionist position in hair salon. Hrs negotiable. Call 358-2722

RECEPTIONIST
For Bloomfield Hills law firm. Experienced preferred. Salary & benefits. Call Ms. Fritz 540-3333

RECEPTIONIST: Responsible person for fast paced office. Typing, typing word processing & experience preferred. Salary commensurate with experience. Send resume to Receptionist 19840 Haggerty Rd. Livonia MI 48152

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST needed for Southfield's office in the DMC. Must be proficient in Word Perfect 5.1 Hours Mon-Fri 9:30-5:30. Benefits included. Salary dependent on qualifications. Call Lisa from 9-1 Mon-Fri at 832-0324

RECEPTIONIST/SECRETARY
For private club. Excellent spelling and grammar skills required. Microsoft Word experience helpful. Should have typing speed over 50wpm. Send resume to Controller, P.O. Box 823, Northville MI 48167

RECEPTIONIST
Part time position available for energetic, self-motivated person. General office & extensive phone skills mandatory for Farmington Hills Real Estate office. Call Robin Bettelheim 9am-3pm 737-6818

RECEPTIONIST - part time real estate office in Bloomfield Hills seeking mature established with excellent phone voice, multi line phone system experience and typing skills necessary. Weekends & flexible week day hours.
Ask for Linda 646-6000

RECEPTIONIST
Apartments. Unlisted Southfield and Novi. Two part time Marketing Associates. Receptionist 20-25 hours a week. Requires highly organized enthusiastic, articulate and emotional person. Excellent phone skills a must. Call Lisa or Judy between 2-7PM at 313-348-0540

RECEPTIONIST/TYPIST
Leading sales & service distributor seeking entry level receptionist/typist. Good communication skills. Participation in Experience program, but motivated trainee will be considered. Send resume to
Personnel Manager
31611 Schoolcraft Rd
Livonia, MI 48150
Or call 458-2393

RECEPTIONIST
Full time for busy front office. Experience in using telephone system helpful. Typing. Neat, computer knowledge a plus. Benefits included, health insurance, paid sick & vacation days. Pleasant suburban office, some with hand-written cover letter to
Receptionist Position
21555 Melrose Avenue, Suite 24,
Southfield MI 48075

RECEPTIONIST

Leading Design/Build Development firm seeks full-time or two part-time (half days) experienced energetic, Receptionist/Typist for fast-paced Plymouth office. Knowledge of Word Perfect 5.1 preferred. Along with voice mail, a professional attitude and manner, and excellent communication skills are helpful. Send resume to

R.A. DeMattia Company
Human Resources Department
43501 Harm Street
Plymouth, MI 48170

An Equal Opportunity Employer

RECEPTIONIST
One year experience necessary. Call 8am 637-7113

RECEPTIONIST - assertive, intelligent person with excellent clerical skills (55-60 wpm) & 1 yr computer experience needed for busy Birmingham office. Must be personable & professional. Attention to detail is a must. Start at $7 per hr. Resumes only. PO Box 2719, Farmington Hills 48333

504 Help Wanted Office-Clerical

RECEPTIONIST NEEDED - 30-40 hrs/wk. Telephone skills, word processing experience preferred. Pay negotiable. Call 462-4200

RECEPTIONIST/SWITCHBOARD
Join the creative atmosphere of this advertising agency. Room preferred. Call Rita at UNIFORCE 646-8301

RECEPTIONIST Part-time Mon-Fri 9am-3pm. Answering phones, typing. Some computer experience required. Warm area 624-4430

RECEPTIONIST
Busy portrait studio needs receptionist. Math skills helpful
313-522-1199

RECEPTIONIST - part time permanent position as a receptionist for large Birmingham beauty salon. Experience preferred. Please call Barbara 642-3315

RECEPTIONIST NEEDED for small Bloomfield Hills office. Pleasant phone voice. Typing skills & dependability a must. Call - ask for Pat 543-4360

RECEPTIONIST - part time for busy Farmington Hills attorney's office. Mon. thru Fri. 11:30am-3:30pm. Professional appearance desired. Ask for Adrienne 932-8100

RECEPTIONIST WANTED
Full time for veterinary clinic. Some computer & light book keeping skills required. Call, ask for Dorothy or Candy 453-3571

RECEPTIONIST/SECRETARY
Part time, mornings or afternoons. Seeking personable, presentable individual. Experience preferred, but motivated trainee will be considered. Send resume to
Personnel Manager
31611 Schoolcraft Rd
Livonia, MI 48150
Or call 458-2393

RECEPTIONIST, 2 yrs. clerical experience preferred. Typing & Word-Perfect 5.1 helpful. Call Mary. Send resume to 1220 W. 13 Mile Rd Madison Heights, MI 48071
Attention Personnel

RECEPTIONIST/SECRETARY for real estate office in Farmington Hills. Good appearance and typing 35 hours per week. Call Barbara Wahnsiedler 474-5300
ERA COUNTRY RIDGE REALTY

RECEPTIONIST Franchise realtor has job available for hard working, dependable, cheerful & enthusiastic send resume to P.O. Box 250010, Franklin, MI 48025-0310. Preference given to sales office background

WANTED SUPER SECRETARY
Large Southfield law firm seeks hard working WP Plus Excellent benefits Resume to Box 782
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Must be proficient in MicroSoft Word. Knowledge of Lotus 1-2-3 & Symphony. Excellent long term assignment in Canton. Call for appointment

ARBOR TEMPS 459-1166

SECRETARY RECEPTIONIST
Commercial Real Estate firm in Farmington Hills seeks individual for general office duties. WordPerfect, 50 plus wpm & ability to handle busy phone system. Salary $500-$750 plus benefits. Please send resume to: Loz, 31555 W. 14 Mile Rd. Ste 100, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

RECEPTIONIST
To $18,000
Major company seeks receptionist/secretary for great clients & perform clerical duties & word processing in this important front desk position.
Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST/ASSISTANT
Unique opportunity for resourceful individual with excellent organizational skills, typing 50 wpm, must have pleasant phone voice & enjoy variety. Excellent experience for career. Excellent salary & benefits. Resume to Michigan Design Center, 1700 Stutz Dr. No. 25, Troy, MI 48084. Attn: Office Assistant

RECEPTIONIST/SECRETARY
Experienced in any of the following
• WordPerfect 5.1
• Lotus 123
• Good phone & typing skills
Call 362-4233
IPO SERVICES CORP
900 Wilshire, Ste. 115
Troy MI 48084
FAX 362-4042

RECEPTIONIST
Farmington Hills headquarters seeks a professional individual to answer busy phones & greet people. Non smoker call 489-0555

RECEPTIONIST
Successful Southfield company seeks a professional individual to provide receptionist/switchboard duties in addition to other general office responsibilities. Good fundamentals will be well organized, have excellent communication skills & possess at least 2 yrs. of office experience. Word Processing experience a plus. Generous salary & benefits. If interested, please send resume to Ms. Nash, P.O. Box 891, Southfield, MI 48037.

Plante & Moran recruiter for an equal opportunity employer. Candidate

SALES SECRETARY
Full time secretary for fast-paced regional sales office of major distributor of consumer products firm. Competitive salary offered for your strong organizational skills, proficiency on WordPerfect & Lotus. Shorthand a plus. Ability to be hardworking, dependable, cheerful & enthusiastic send resume to P.O. Box 250010, Franklin, MI 48025-0310. Preference given to sales office background

WANTED SUPER SECRETARY
Large Southfield law firm seeks hard working Ph.D. Must have 6 years plus legal, and able to type 50 wpm. Excellent benefits. Call Wang WP Plus. Excellent benefits. Resume to Box 782
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Must be proficient in MicroSoft Word. Knowledge of Lotus 1-2-3 & Symphony. Excellent long term assignment in Canton. Call for appointment

ARBOR TEMPS 459-1166

SECRETARY RECEPTIONIST
Commercial Real Estate firm in Farmington Hills seeks individual for general office duties. WordPerfect, 50 plus wpm & ability to handle busy phone system. Salary $500-$750 plus benefits. Please send resume to: Loz, 31555 W. 14 Mile Rd. Ste 100, Farmington Hills, MI 48334

WIN FOUR TICKETS

To The Michigan State Fair

The Fair = Families + Fun!

M·I·C·H·I·G·A·N STATE FAIR
AUG. 28 · SEPT. 7 1992

The whole family can "Be Country Cool" from August 28th to September 7th at the 1992 Michigan State Fair. Just look at what's in store for you and your kids:

- The Country Life Festival will feature live barn demonstrations and activities including barn building, corn husking and butter making. Folk music entertainers will perform every day at noon and 6:00, and square dancing will be held daily.
- Fun-filled events include amazing alligator wrestling, radical racing pigs, a frantic truck barrel show, and a logrolling lumberjack spectacular.
- A stilt walker, juggler, and balloon sculptor will be on hand daily to entertain and amuse.
- The Childrens Theater — always a favorite — will be performing the classic fairytale Hansel and Gretel, twice daily.
- There are loads of other activities, too: like puppet shows, animal exhibits, children's workshops, and different contests every day!

If your family is looking for fun, the solution is simple. Check out the Fair!

Buy one — get one free advance tickets courtesy of Kroger at Kroger stores August 10-27, or at TicketMaster outlets, or call-for-TIX (313) 643-6666.

Kroger

TICKETMASTER
CALL-FOR-TIX (313) 643-6666

Here's how you can win 4 passes to the Fair

Send your name and address — including your zip code — on a postcard addressed to:

STATE FAIR
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road, Livonia, MI 48150

Only one postcard per family please

We'll immediately draw names for winners from your entries. Watch your hometown newspaper Classified sections, where we will print winners' names.

If you find your name among the classified advertisements, call 953-2153 and claim your State Fair passes. It's as easy as that!

Monday winners must call by 5 p.m. Tuesday. Thursday winners must call by 5 p.m. Friday.

Passes will be mailed to all winners.

The 1992 Michigan State Fair
Location: State Fairgrounds at 8 Mile and Woodward Ave., Detroit
Hours: 10 a.m. to 10 p.m. daily
Admission: Adults $5.00
Children 6-11 $2.00
Under 5 free
Plenty of lighted, secure parking available for just $4.00.

Observer & Eccentric
CLASSIFIED ADVERTISING
644-1070 OAKLAND COUNTY
591-0900 WAYNE COUNTY
852-3222 ROCHESTER-ROCHESTER HILLS

Deadlines: 5 p.m. Tuesday for Thursday edition
5 p.m. Friday for Monday edition