504 Help Wanted Office-Clerical

A LEADER in disability insurance is seeking an experienced individual with a background in the disability insurance field The applicant for this office position must possess good organizational skills, along with computer & typing abilities The position has a large amount of exposure to policy holders and insurance professionals, and therefore good phone and interpersonal skills are required. Our company offers an excellent benefit package and the salary is commensurate with skills and experience. Call Carol at

Call 644-3148

APPLICATIONS BEING accepted for hotel sales secretary. Full or part time, hotel sales background helpful. Organization & attention to detail a must. Apply - Holiday Inn of Southfield, 26555 Telegraph

ASSUMPTION DEPT. seeking qualified applicant to take applications & process loans Experience required. Contact The Lomas & Nettleton Company

Call 254-2550

BILLING
ACCOUNTS RECEIVABLE
ACCOUNTS PAYABLE
Some experience necessary CHT helpful Call between 10-11, ask for Loretta,

557-1333

BIRMINGHAM ADVERTISING agency has opening for a receptionist with good typing skills. Salary negotiable. Call Specialized Communications, ask for Mary Ellen at

851-4250

BOOKKEEPER - Birmingham CPA firm, 3-4 days per week, experienced, thru trial balance & with payroll, payroll taxes, accounts receivable Work with pegboard & simple computer reports Call

646-5218

BOOKKEEPER/CLERICAL
Experienced with A/R, A/P, medical billing, payroll & general office procedures Must have good typing skills. Resume to Speech Language Health Services, 29275 Northwestern Hwy, Suite 218, Southfield, MI 48034.

BOOKKEEPER - EXPERIENCED
Full Charge, Payroll, Accounts Receivable, Accounts Payable, General Ledger thru Trial Balance, Quarterly Reports, etc. Mail resume: Southfield Association Architect's office.

358-3600

BOOKKEEPER for commercial and residential construction, minimum 2 years experience. Immediate opening Call Mr. Kaplan,

557-7200

BOOKKEEPER - full charge, minimum 3 yrs experience in all phases of accounting including financial statement preparation. Must have computer experience, send resume to: Box 30150 Telegraph, Birmingham, MI 48010

BOOKKEEPER - full charge, payroll, taxes, financial statements. Computer experience preferred in health field Good salary & benefits Royal Oak area.

288-5160

BOOKKEEPER

General contractor needs full-time bookkeeper. Experience in construction helpful. Southfield area.

353-7437

BOOKKEEPER needed full time for growing company located in Redford. Experience required, must be familiar with general ledgers, financial statement preparation, accounts receivable experience preferred. Experienced with computerized accounting systems preferred. Send resume to: Bookkeeper, 193 Ann Arbor Trail, Northville, MI 48167

BOOKKEEPER

Need Bookkeeper with typing ability to answer phones, post A/R and filing Pleasant Farmington Hills location Call for interview at

476-8472

BOOKKEEPER - PART TIME
Typing, light bookkeeping with a high degree of accuracy required. Flexible hours & a pleasant office atmosphere. Send resume to S.H.C. Inc., 1333 N. Woodward, Suite 209, Bloomfield Hills, Michigan 48013

BOOKKEEPER/SALES
Experienced - for Designer Store (room in the Design Center) Thru

648-4960

BOOKKEEPER/SECRETARY
Self-motivated person needed with bookkeeping and accounting experience to administratively run office of small manufacturing & years related experience, ability to learn data base computer and word processing a must. Send resume in Suite 214, 3210 W. Maple Rd., Troy, Mich., 48084

BOOKKEEPER
Thru trial balance for non-profit professional association. Small, busy office with lots of activity. Must be people-oriented. Computer being installed. Salary in the mid-teens. Please send resume to Oakland County Bar Association, Dept. 2, 1251 Telegraph, Suite 332, Pontiac, Mich. 48053

BOOKKEEPER
with full charge ledger experience Real Estate experience desirable. Rodney Lockwood & Co., 2128 Eastland Centre, Birmingham, Call

644-4258

BOOKKEEPING OFFICE CLERICAL
Experienced only. Will train. Full time. Permanent position Hills area. 9 Mile-Middlebelt area.

474-5190

504 Help Wanted Office-Clerical

HIGHLY capable Legal Secretary with MAXIMUM of 3 years experience, wanted for Birmingham law firm. Will train on Xerox Memorywriter. Call Margie between 8:30 & 5:30 pm.

642-2644

HOUSE BUSY SALES OFFICE
Needs bookkeeper, 30-35 hrs, general office work; filing, typing etc. Excellent benefits. Send resume to: Personnel Manager, P. O. Box 71798, Madison Heights, Michigan 48071

CHOOSE A JOB!

- TYPISTS
- WORD PROCESSORS
- SECRETARIES
- DATA ENTRY
- PBX
- MEDICAL TRANSCRIPTIONISTS

Long and short term assignments are available now! NEVER A FEE.

Call 338-0710

Supplemental Staffing, Inc.

The Temporary Help People

STEEL WAREHOUSE CENTER has Clerical position open. Call 533-1100.

CLERICAL

Continued growth within our highly successful computer leasing firm has made it necessary to build our staff of clerical personnel. Current positions include:

- CLERK TYPIST

Detail-oriented individual with previous office experience to work in our accounting department. Minimum typing speed of 35 wpm. Pleasant telephone manner and the ability to follow directions is a must.

- REFUND CENTER CLERK

Organized individual to handle all paperwork for our recently opened Refund Center located in Pontiac Duties to include answering phones, general typing, filing and generating work orders.

Annual starting salary $5110 with a full benefit package, including dental. For consideration, please submit letter or resume to:

CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, MI, 48013

Equal Opportunity Employer M/F

CLERK/TYPIST
Good with figures & able to work under pressure Mail House experience helpful. Non-Smoker. Call 9-1 Mon. 218-3310

CLERK TYPISTS

Immediate, long term jobs available! A minimum of 6 months office experience is required and typing of 50 wpm plus. Call Julie for an interview.

CDI Temporary Services
352-1005

Closing Secretary

Fast Birmingham law firm (Telegraph) Experienced in real estate closings, mortgage or related experience, accurate data and typing required. Call Donna

540-1633

CUSTOMER SERVICE/Accounts Receivable. Experienced Data Entry Individual needed to start up and assume customer service/accounts receivable department of a new South-field Manufacturer. Please send resume to: Oakland County Bar Association, Dept. 2, 1251 Telegraph, Suite 332, Pontiac, Mich. 48053

BOOKKEEPER
with full charge ledger experience Real Estate experience desirable. Rodney Lockwood & Co., 2128 Eastland Centre, Birmingham, Call

644-4258

BOOKKEEPING OFFICE CLERICAL
Experienced only. Will train. Full time. Permanent position Hills area. 9 Mile-Middlebelt area.

474-5190

504 Help Wanted Office-Clerical

TEMPORARY ASSIGNMENTS

IMMEDIATE OPENINGS

SECRETARIES
(Shorthand/Dictaphone)
TYPISTS
(50 wpm)

KELLY The Kelly Girl People SERVICES, INC.

19668 W. 11 Mile Lathrup Village
Call for Appointment
559-0300

EOE - M/F/H

INTERESTING ASSIGNMENTS

Long and Short Term
Friday Pay - Benefits
(Minimum of 6 mos. experience)

SECRETARIAL

- Executive Secretary
- Legal Secretary
- Typists
- Switchboard
- Medical Secretary Trans.
- Word Processors
- Data Entry
- Proof Operators

LIVONIA	TROY	STFLD	TROY
464-8450	952-0621	354-0557	362-4800

OLSTEN Temporary Services

SAKS FIFTH AVENUE

has an immediate opening for an individual with excellent skills in typing, shorthand, compiling Statistics for reports. The ideal candidate works well with all levels of Management, has the ability to work within deadlines & has attention for details. If you are the individual we seek, please apply in person:

PERSONNEL
SAKS FIFTH AVENUE
2901 W. BIG BEAVER
(Somerset Mall)
TROY, MI

Saks Fifth Avenue
Equal Opportunity Employer

504 Help Wanted Office-Clerical

Clerk Typists
(45wpm)

Senior Typists
(60wpm)

Secretaries
(Type 50wpm)
(Shorthand 60wpm)

Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia, Farmington Hills area! Call for an appointment.

Somebody Sometime
Temporary Help

Livonia 477-0900

DATA ENTRY CLERK - IBM System 34/36. 1 year experience. Be a dependable self-starter for fast growing retail firm Living Lawns. Apply in person 8 30 AM-5 PM at Ann Waterbed Gallery, 32975 Schoolcraft, Livonia.

DATA PROCESSING MANAGER
Needed to take charge of small EDP dept. for national marketing research firm. Experience & management, programming/hardware & software particularly IBM II preferred. Computer sciences degree not necessary. Unique career opportunity for the right person. Send resume to Box 8234 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DEARBORN ACCOUNTING FIRM seeking bookkeeper to handle multiple accounts. Should be experienced in general ledger, journal entries, financial statements and taxes. Prior experience with public accounting helpful. Send resume in Personnel Manager, Suite 1023W, 1 Parklane Blvd., Dearborn, Mi, 48126

DIGITAL
Word Processing Typists

Get hired immediately! We have current openings for all makes of Digital Word Processing Equipment Operators. You'll earn top pay and work at interesting firms. Call Julie to arrange a personal interview.

CDI Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

EASTERN ONION SINGING TELEGRAMS now hiring. Office position available. Must be experienced in telephone sales helpful. Full or part time positions.

532-8818

ENTECH SERVICES, LTD.

is now recruiting for experienced or inexperienced word processors. Must have any type of word processor skills, call us now and sign up.

AHEAD OF THE RESTI
332-4350 588-5610

ENTECH SERVICES, LTD.

is now recruiting for experienced office personnel. If you have any of the following skills, please contact our office for an interview. Call or stop by anytime:

MAG CARD I AND II

IBM 5520, IBM DISPLAY WRITERS

WANG, LANIER, NBI

MEDICAL SECRETARY

EXECUTIVE SECRETARIES

Call 8am-5pm, 588-5610
AHEAD OF THE RESTI

ENTRY LEVEL accounting position. Accounts payable experience helpful. Salary commensurate. Call 851-3311 An Equal Opportunity Employer

ENTRY LEVEL CLERK TYPIST. Maintain 40 wpm, pleasant clerical area, good benefits.

Call 353-3000

EXCELLENT OPPORTUNITY for hard worker with good typing skills. Must like detail work and be well organized. Nucleus a must. Full Time Call Frank.

357-5578

Excellent Work Oportunities FOR:

- IBM 5520
- IBM Display Writer
- Xerox 800-850
- CPT 8000
- Wang

Experienced Word Processing Operators call KELLY SERVICES for further details about the advantages of working on temporary assignments.

19668 W. 11 Mile Rd.
Lathrup Village
559-0300

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY- Pars-Legal Litigation & Patent experience relevant. Troy Law Office. Full-time.

649-3323

EXECUTIVE SECRETARY
Mature, experienced, fast-paced exec secretary is needed for fast-paced ad agency. Shorthand 90 WPM - typing 70 WPM. Full benefits. Send resume & salary requirements to: Ms. Gale Mariner, Hamano Kevin Inc., Suite 200, 2254 W. Big Beaver, Troy, MI 48084

EXECUTIVE SECRETARY

Versatile individual with accurate shorthand, typing, & organizational skills needed for job now.

MATCHMAKER
Office Services

Southfield	Troy	Detroit
569-8290	583-0515	963-5026

EXECUTIVE SECRETARY
Degree plus 3 or more years with organizational skills, typing, 55-70wpm. Excellent salary and benefits. Send resume and resume to Rick Rapp, Carrier Personnel Motor Freight, 4360 Rolling Pins Dr., W. Bloomfield, Mich., 48033.

EXECUTIVE SECRETARY

Chief financial officer of rapidly growing company is recruiting an executive assistant. Dominates Microsoft Word, Lotus 123, Typing, 60-70wpm. Shorthand, 80 - 100 wpm. Accuracy, attention to detail, mind important. Word processing, & financial experience helpful. Bachelors degree preferred, commensurate salary. Excellent compensation. Call Personnel at 313-478-3300, Ext. 2 Monday thru Friday.

EXECUTIVE SECRETARY

New Farmington Hills public relations firm seeks top notch individual with bookkeeping experience, excellent typing & organizational ability, to work part time. Computer knowledge helpful, but not required. Must be a professional who can work with everyone, position offers a lot of variety, pay with autonomy. Possibility of full time position in near future. Call Ms. Rights & benefits. Send typing speed & salary requirements to Box 8235, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
N.E. Oakland County Distributor desires an ambitious, mature individual. Must type 50-60 WPM, take Shorthand, have excellent phone etiquette, be familiar with all phases of office procedures. Excellent benefits & Pension Program. Salary commensurate with ability. Send resume & salary history to Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Outside position with division of national corporation. Candidate must possess excellent administrative, interpersonal, and organizational abilities. Typing, 70 wpm, dictation. Math aptitude required. Attractive salary and benefits. Send resume in confidence, care of:

P. O Box 875
Royal Oak, Mi, 48068

An Equal Opportunity Employer

EXPANDING COMPANY needs self-motivated individual. Pleasant office, phone aptitude & sales experience a plus! Call

559-2330

EXPERIENCED Bookkeeper Assistant with phone and customer sales. Ideal ground. More Upscale Florist, Birmingham.

642-2300

EXPERIENCED Switchboard Operator/Receptionist in fast paced office. Typing required. Apply in person & salary requirements to Personnel, P.O. Box 5088, Southfield, Mich., 48086

FALL IS UPON US

Experienced secretaries and all clerical personnel with good skills, apply today for short and long term temporary assignments in Troy and surrounding suburbs. Evening and Sat. appts. available for your convenience.

PRO TEMPORE INC
528-0702
A Temporary Service - Never a Fee

FAST PACED Highland Park manufacturing firm seeking highly organized person to handle payroll and customer service functions. Excellent math, clerical, typing and communication skills a must. Must start immediately. Call Donna,

865-7450

FITNESS - Health Spas Accounts Receivable Office has immediate career opportunity in the following position

Clerical - Accounts Receivable (Entry)

We will completely train. We offer competitive salary, deluxe working environment in Southfield, fully paid medical insurance, vacations, and much more. If you are eager to learn and enjoy working in an aggressive office atmosphere, call 8AM-12 Noon, ask for Jean at

642-4190

FULL TIME- Experienced legal secretary, over 35 preferred, for Birmingham Non-smoker. Typ area.

Call Betty 332-1200

GENERAL OFFICE
PART OR FULL TIME
9 A.M. - 2 P.M. or 3 P.M. - 9 P.M. or both. $4 per hour. Apply 9-5 P.M., 5665 N. Woodward, Royal Oak (Across Crooks Theatre) Ask for Ann or Jean at

642-4190

GENERAL OFFICE/STENO
Expanding mortgage company Birmingham Hills building company. Good Shorthand and typing skills required Benefits. Call 9am-1pm.

855-4343

GENERAL OFFICE - Full time - and some computer work. Must be organized, neat figure aptitude and experience on 10-key. Apply at 41175 East Huron River Dr., Belleville,

697-1010

GENERAL OFFICE/FULL TIME
Experienced in all phases of office work, full charge bookkeeper. Send resume to P. O. Box 169, Farmington, Michigan, 48331

General Office

Typing, filing, light bookkeeping work. Applications being accepted between 10-4 daily.

24901 Northwestern Hwy
Suite 712, Southfield

GENERAL OFFICE WORK - part time, for insurance firm. Southfield area, Novi area. Call Ann

348-1150

GENERAL OFFICE - PART-TIME
Permanent position available. Experience preferred.
Livonia area

478-8960

GENERAL OFFICE/Claims Processor. Full time position. Experienced in handling medical claims. Experience on IBM or compatible word processor is preferred. Call Mrs. Self, Lathrup Village, Mich 48076.

GENERAL OFFICE position open in Southfield. Typing, good telephone skills & math aptitude required. Bookkeeping experience a plus. Send resume with salary history to Box 8232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Immediate full time position open for person with good organizational skills and minimum typing speed of 45 WPM. Benefits include paid holidays, vacation, etc. Adding machine or calculator experience a "plus". Accepting applications on Friday, Aug. 24 8AM-5PM at 23975 Schoolcraft Rd., Livonia.

GENERAL OFFICE

Immediate full time opening in Southfield location. Some previous office experience required. Excellent benefits. Salary by interview. Call Friday morning for salary requirements to P.O. Box 890, Southfield, Michigan 48037.

GENERAL OFFICE

Growing business in Livonia is seeking a personable, skilled, highly organized individual to join our staff. The position offers a variety of responsibilities including customer service and phone contact with our suppliers.

Excellent math and communicative skills are needed. Light typing ability required to facilitate training on our computer system. Salary commensurate and fringe benefits. Send resume to Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION

ADMINISTRATIVE - secretary for Oak Park firm, type 65, dictaphone, busy, fast paced office. Temp to go permanent. Salary $15,000

EXECUTIVE - secretary for subsidiary of large international manufacturer in Southfield, type 65, plus dictaphone, temporary to go permanent, salary to $18,000

PERMANENT - part time work, 15 to 20 hrs per week for Fortune 500 company in Southfield

IMMEDIATE - assignments available for experienced interesting people, 3 shifts available.

IBM 34 36 - display writers, Lanier word processors, 9 to 12 hrs. assignments

GENERAL OFFICE - type 55 WPM, file clerks, CRT operators, accounting machine operators, short & long term assignments.

Never A Fee

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

EXECUTIVE SECRETARY - for large international company in Troy. Must like busy shifting positions. Type 55-60 wpm, shorthand, word processing & type 65, shorthand 80, basic bookkeeping, salary $13,000 to $15,000.

Pat Gray & Assoc.
646-7663 357-0034

LEGAL SECRETARIES

Full time, Birmingham law firm has immediate openings for permanent, temporary or part time positions. Experienced only. Call Kathy for interview and appointment.

ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY
626-8108

504 Help Wanted Office-Clerical

IBM
Word Processing Typists

We have immediate, long-term openings for your skills! A minimum amount of experience is required. We offer excellent pay and a choice of work assignments. Please call Julie to arrange a personal interview.

CDI Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

LEGAL SECRETARY for Southfield Law Firm. Experience required in Real Estate, Bankruptcy & Litigation. Immediate opening. Salary commensurate with ability. Area. 355-5353

LEGAL SECRETARY/Word Processor/Law Firm. Day shift. (1) Year Legal and/or (1) Year Word Processing experience. Minimum typing - 50 WPM. Interviews scheduled daily. Call trial secretary at 355-8 Woodward, 5th Floor North, Birmingham, Mi. 48011 - Attention: Carole.

LEGAL SECRETARY wanted for the law firm of Krandle, Thompson & Mier. Must have experience and excellent skills. Call Carole

477-8333

LEGAL SECRETARY for Birmingham office. Excellent skills a Must! Experience in bankruptcy a Plus! Benefits. Contact Cathy

644-8500

LEGAL SECRETARY - Southfield. Small, pleasant office. General Practice. Must have (3) years experience. Salary commensurate with ability. Immediate position.

355-8400

LEGAL SECRETARY
For medium - sized Southfield law firm. 3 yrs legal experience required. Excellent typing & dictaphone skills essential. Benefits. Salary negotiable. Call.

352-1500

LEGAL SECRETARY
for DOWNTOWN LAW FIRM
Excellent skills, with substantial corporate or litigation experience required. Word processing desired. Full fringe benefit package including profit sharing. Contact Kimberly S. Marrow

963-2200

LEGAL SECRETARIES

Experienced legal secretaries needed for permanent or temporary assignments in the metro & suburban areas.

Call now or send one year resume.

JOANNE MANSFIELD LEGAL PERSONNEL

TOP OF TROY
756 W. Big Beaver, Suite 209
Troy, MI 48084
643-8430

LEGAL SECRETARIES TEMPORARY PERMANENT

Strong demand exists for experienced legal secretaries seeking permanent positions or temporary assignments. Openings exist throughout the tri-county area. The time to telephone or mail your resume is now. Variety abounds. There is never a charge to you for our courteous and professional placement assistance. Call law firm specialist at

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075

358-0060

LEGAL SECRETARY
experienced, full time, word processing helpful. Bloomfield Hills.

646-2525

LEGAL SECRETARY
1 Yr. experience, Excellent typing. Word processing helpful. Send resume to: 5110 N. Main, Ann Arbor, Mich 48104

LEGAL SECRETARY/Receptionist needed for Troy law office. Word processing preferred/will train. Call

818-8678

LEGAL SECRETARY for partner in Oakland County law firm. Shorthand and excellent typing skills required.

350-2520

LEGAL SECRETARY
Full time Farmington Hills law office. Personal injury experience preferred. Call Nancy

553-3150

LEGAL SECRETARY - experienced with machine size Executive Memorywriter Contact Inspection Firm, Hazelquote, opportunity to have 2001 travel promotion. Excellent salary, benefits. 355-7550

504 Help Wanted Office-Clerical

LEGAL SECRETARY wanted for Southfield personal injury law firm. Send resume to Dugan & Dugan, 23300 W. Warren, Suite 101, Westland, MI 48185

LEGAL SECRETARIES
Experienced legal secretaries needed for temporary and permanent positions. Call now or send your resume.
ALL FEES EMPLOYER PAID
SearchAmerica - Legal Placements
33425 Southfield Rd., suite 101
Southfield, MI 48075
557-1661

MANAGER
Person to manage wholesale operation for import company. Sales & inside sales experience required. Must undergo training period. Tremendous opportunity for right person. Send resume to American Nexus, Inc. Northland Center, Rd. N. Southfield, MI. 48075.

552-9675

MATURE Organized SECRETARY for Novi Law Firm. Immediate. Executive for WP34, plus shorthand. 35 hrs. per week. Insurance & Pension experience helpful. Send Resume to G. Pertmeiter, 30600 Northwestern Highway, Suite 210, Farmington Hills, MI. 48018.

MATURE SECRETARY needed in Southfield between 25 & 35 hours per week. Accounting background helpful but not necessary. You pay no fee. Pilar Office Services

356-2358

MEDICAL ASSISTANT
Pediatric Surgeon's office in Troy seeks a mature responsible individual with a good personality to serve as a Medical Assistant. Pediatric experience preferred. Send Resume to box #2150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Mich. 48150

MEDICAL TRANSCRIPTIONIST
$14,500 FEE PAID

Move up to this choice position in a growth oriented Medical Transcription firm. Call Rita now.

SNELLING & SNELLING
353-2690

MICHIGAN NATIONAL BANK DETROIT
is accepting applications for:
SECRETARIAL
CLERICAL
PART TIME TELLER
Positions for immediate and future openings throughout Greater Detroit locations. Previous work experience is required for all positions. Applications will be accepted in person only on Fri. Aug. 24, 1984 from 9:00 a.m. to 2 p.m. at our branch located at
1345 W. Maple Rd. E. of Lahser
An Equal Opportunity Employer

Supplemental Staffing Inc.
The Temporary Help People

INSURANCE AGENCY needs part time help, typing, filing & answering phones in Birmingham area. **540-0444**

INSURANCE
Position open for Typist with entry level computer experience. Accounts Center Building, Southfield.
Call Mrs. Wick,

334-0400

Lanier
Word Processing Typists

We have immediate, long-term openings for your skills A minimum amount of Lanier word processor skills are required. We offer excellent pay and a choice of work assignments. Please call Julie to arrange a personal interview.

CDI Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

LEGAL SECRETARY for Southfield Law Firm. Experience required in Real Estate, Bankruptcy & Litigation. Immediate opening. Salary commensurate with ability. Area. 355-5353

LEGAL SECRETARY/Word Processor/Law Firm. Day shift. (1) Year Legal and/or (1) Year Word Processing experience. Minimum typing - 50 WPM. Interviews scheduled daily. Call trial secretary at 355-8 Woodward, 5th Floor North, Birmingham, Mi. 48011 - Attention: Carole.

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477-8333

LEGAL SECRETARY for Birmingham office. Excellent skills a Must! Experience in bankruptcy a Plus! Benefits. Contact Cathy

644-8500

LEGAL SECRETARY
Some experience necessary. Word Processing helpful Maple/Telegraph area.

645-1090

LEGAL SECRETARY - Southfield. Small, pleasant office. General Practice. Must have (3) years experience. Salary commensurate with ability. Immediate position.

355-8400

LEGAL SECRETARY
For medium - sized Southfield law firm. 3 yrs legal experience required. Excellent typing & dictaphone skills essential. Benefits. Salary negotiable. Call.

352-1500

LEGAL SECRETARY
for DOWNTOWN LAW FIRM
Excellent skills, with substantial corporate or litigation experience required. Word processing desired. Full fringe benefit package including profit sharing. Contact Kimberly S. Marrow

963-2200

LEGAL SECRETARIES TEMPORARY PERMANENT

Strong demand exists for experienced legal secretaries seeking permanent positions or temporary assignments. Openings exist throughout the tri-county area. The time to telephone or mail your resume is now. Variety abounds. There is never a charge to you for our courteous and professional placement assistance. Call law firm specialist at

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075

358-0060

LEGAL SECRETARY
experienced, full time, word processing helpful. Bloomfield Hills.

646-2525

LEGAL SECRETARY
1 Yr. experience, Excellent typing. Word processing helpful. Send resume to: 5110 N. Main, Ann Arbor, Mich 48104

LEGAL SECRETARY/Receptionist needed for Troy law office. Word processing preferred/will train. Call

818-8678

LEGAL SECRETARY for partner in Oakland County law firm. Shorthand and excellent typing skills required.

350-2520

LEGAL SECRETARY
Full time Farmington Hills law office. Personal injury experience preferred. Call Nancy

553-3150

LEGAL SECRETARY - experienced with machine size Executive Memorywriter Contact Inspection Firm, Hazelquote, opportunity to have 2001 travel promotion. Excellent salary, benefits. 355-7550

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Mainland Mayflower, Southfield Advertising Agency. Full time.

557-8400

RECEPTIONIST - Good on telephone for busy Southfield property management company in the Northland area. Light typing. Call Mike.

948-3355

RECEPTIONIST - Typing 50 wpm. Computer/Term. Farmington Hills. 9-5 weekdays. $3.35 hour, non-smoker.

553-3307

RECEPTIONIST/SECRETARY
wanted for Detroit Real Estate Office. Typing required. Days, 9-5pm. Call Kim, 9-5pm.

537-5000

RECEPTIONIST
for progressive Walled Lake office. Pleasant phone personality a Must. Typing 35 WPM. Office experience required. Call

363-3197

RECEPTIONIST/CLERICAL
National Industrial firm in Southfield has full time position for mature clerk-receptionist who has recent typing. CRT typing experience. We offer salary, benefits & opportunity for advancement. Please contact Mr. James at

353-4422

RECEPTIONIST - to answer phones. Hours 8 am. to 1 pm., hour lunch. Apply in person. 827 Manufacturers Dr., Westland (Cherry Hill & Newburgh Rds).

RECEPTIONIST
60 WPM, excellent phone skills & personal appearance, high profile position.

Call 559-5320

RECEPTIONIST for law office. Some typing. Hours 12:30 PM to 5:30 PM, 5 days. $4 an hour.
Birmingham area.

644-2122

RECEPTIONIST/TYPIST
Immediate opening for person (non-smoker) to answer phone, type approx. 40 WPM and do light A/R. **948-8400**

RECEPTIONIST for Southfield law firm. Experience required. Executive system. Salary commensurate. Call Receptionist Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
for Southfield Law Firm. Full time position. Light typing & bookkeeping skills required.

559-7575

RECEPTIONIST - for Southfield chiropractic office. Knowledge of pegboard, insurance helpful. Hours 9-5 Mon., Wed & Fri 9-1. Sat. **548-3458**

RECEPTIONIST/TYPIST
Immediate opening for person (non-smoker) to answer phone, type approx. 40 WPM and do light A/R. **948-8400**

RECEPTIONIST for Southfield law firm. Experience required. Executive system. Salary commensurate. Call Receptionist Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
for Southfield chiropractic office in Southfield. Good typing & phone skills required. Knowledge of Real Estate a Plus! Call

353-4400

RECEPTIONIST/SECRETARY
Needed for Birmingham title company. Good typing speed with pleasant personality.
Call Donna after 10AM. **540-1633**

RECEPTIONIST
At Private Country Club
Part time, Sat. & Sun. 7AM-5PM, could become full time in Summer. Call Mon. thru Fri., between 1-4PM. Presidential.

851-2300

RECEPTIONIST
For Pilasses Exercise Co., part time, weekend, day & evening hours. Experience necessary. Light bookkeeping. Call for appointment, 9-12 or 4-8 30.

546-2512

RECEPTIONIST needed full time for Troy area business. Some typing & clerical skills required. Send Resume & salary history to box #181, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
for busy Bloomfield Hills Real Estate office. Excellent phone personality. Typing required. Hours, 9am - 5pm. Mon. thru Fri., Ask for Ginny Hawks.

313-5300

TEMPORARY FULL-TIME
RECEPTIONIST
Needed for busy real estate office in Birmingham. Must be able to handle multi line Telephone, and some light typing. Position available for Sept. & Oct., possibly longer.

647-5300

RECEPTIONIST needed for Troy Law Firm. Must be mature, have office experience, be well groomed, have pleasant telephone voice. Ideal for person re-entering Job Market. Send resume, including salary requirements to P.O. Box 9116, Troy, Mi. 48099.

RECEPTIONIST
Experienced, pleasant, front desk appearance & continuous speaking voice. Typing 35 wpm & Approximately 40 wpm typing. Apply in person 8 - 1pm., No phone calls please. Dyna Power Corp., 29190 Orchard Lake Road, Farmington Hills.

NATIONAL CPA firm seeks receptionist for its Bloomfield office. Good typist, dictaphone, filing capabilities are necessary. Will train on phone systems. Send resume to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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KELLY SERVICES has opened an office at:
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(suite 107A)
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- Switchboard Opr's
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SECRETARY - BOOKKEEPER
Part Time, Plymouth/Canton Area
Call For Appointment:

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SECRETARY Experienced, good personality. Typing 50 WPM, some professional ability, bookkeeping, small office, good benefits helpful. Farmington Hills area.

851-8780

SECRETARY - Farmington Hills. 5 yrs experience, 1 person office, good shorthand, typing. Good bookkeeping, Lotus, word processing, good organizational skills, benefits, $13,500, fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY
Full time, permanent position in Southfield area. Must have excellent typing skills, plus some exp. in bookkeeping. Pleasant office, Nice benefits. Call Mrs. Ellis

557-3300

SECRETARY - Experienced, good typing skills, 60 wpm, WP experience, organizational ability, bookkeeping, small office, good benefits helpful. Farmington Hills area.

851-8780

504 Help Wanted Office-Clerical

SECRETARY
for Southfield Law Firm. Excellent skills required. IBM display writer. Experience helpful.

352-1212

SECRETARY for busy executive of large commercial travel agency located in Troy. Must be available for evening & weekend meetings in addition to 40 hrs. minimum hours. The person for this job will be mature & well organized with good secretarial skills. Shorthand a plus. Salary commensurate. Call for appointment, call Nadra at

649-3350

SECRETARY
Full time. Bookkeeper knowledge. Must have good organizational skills, typing & filing.

851-4150

SECRETARY

Jewish religious school seeks mature, patient, charismatic person. Must be good typist, shorthand helpful. Enjoy giving resumes of skills, work experience and salary expectations to Box 8233, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary

Large Southfield law firm has a newly created position available immediately. High volume work load including extensive "dictation". Previous experience required. Excellent secretarial experience is most set in dependable immigration does relocation to Farmington in January 1985. Position requires people orientation and flexibility.

We offer excellent salary and fringe benefit package. Interested applicants may submit a resume to:

BOX 402
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft
Livonia, Michigan, 48150

An Equal Opportunity Employer

SECRETARY - Law office, Town Center, Southfield. Good typist, intelligent, self-motivated. No legal experience necessary. Salary $200. Call:

353-4777

SECRETARY, marketing. Business Administrator. Strong typing skills. Growing firm located in Redford looking for flexible person with good typing, filing and phone skills. Must be able to work quickly and apply knowledge to new situations. Good communication skills. Must either be experienced or have people-skills that enhance marketing and business administration. Must be able to communicate ideas clearly. Must be a self-starter. Salary $200 - $250 a week. Call Mr. Brosnan,

532-2337

SECRETARY - Mature & experienced needed for small manufacturers rep firm in Birmingham. Full time position.

644-8411

SECRETARY - Must be good at typing and math. Livonia Furniture Manufacturer. Please send resume to P. O. Box 362, Farmington, MI 48024

SECRETARY NEEDED for sales department. Applicant must offer minimum 40wpm typing. Experienced on Lanier display writer, cost phone machines. Successful candidate must be organized, well spoken, able to take function professionally in a fast paced environment. Salary commensurate, company paid benefits. Plymouth/Canton area of Detroit. For interview call personnel at

459-4400

SECRETARY needed for growing fast paced Livonia marketing public relations firm. Good phone & typing skills. Experience with memory typewriter. Send resume to Box 8231, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Nice suburban office. Super employer. Assertive personality and good skills hold the key to an exciting career. $14,500. Fee paid. Call Jeff.
SNELLING & SNELLING
353-2090

SECRETARY - part time to handle the office of a small manufacturer. Typing & bookkeeping necessary. Schoolcraft & Evergreen area. Call for appt. 471-2669

SECRETARY
Part time. 25 to 30 hours per week. In - home office. West Bloomfield area.

661-6409

SECRETARY - permanent part time, must have good organizational skills, typing, can do a good knowledge of all office working. Southfield area. Please call to set up an appt.

559-9188

SECRETARY/RECEPTIONIST
General office skills needed, typing 50 wpm, phone experience. Insurance background a plus. Send resume to 6964 Crooks, Suite 3, Troy 48098

SECRETARY/Receptionist - Without; reliant typing skills for Southfield firm. Good opportunity for advancement plus benefits.

559-2020, 569-5118

SECRETARY/RECEPTIONIST
Must have excellent typing skills, experience with word processing, proofreading & excellent phone personality. Send resume to: Speech Language Health Services, 29275 Northwestern Hwy. 208, Southfield, MI. 48034.

SEC