504 Help Wanted Office-Clerical

COMPUTER PROGRAMMER ART
Southfield distributor seeks qualified individual to work Computer dept. CRT/Data entry experience. Computer or calculator skills Accuracy a must. Excellent benefits.
Call before 11am 353-4124

CITY DATA ENTRY CLERK needed immediately for part time position in Oak Park. Responsible for all payroll data & related other duties. Ideal for mature person who can work flexible hours evenings. Call 399-6788

CUSTOMER SERVICE
Customer Service Dept. for wholesale distributor in West bloomfield. Full time opening on the afternoon shift, 3:30 to midnight. We need mature persons with good general office skills and problem solving abilities. Must have excellent telephone manners and personality. Send resume with background information to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Customer Service Representative
Viasic Foods, Inc. has an opportunity for a Customer Service Representative. This entry level position involves telephone work with bakers, light typing and filing and CRT input. The ideal candidate will have prior customer service experience and numerical aptitude, be detail-oriented and be able to work in a busy environment at a 10-key adding machine, CRT, and TWX is beneficial, though not required. For consideration, please report in person between 9am and 4:30pm to:
Viasic Foods, Inc.
3300 W. 14 Mile Rd.
(Bet. Orchard Lake & Farmington Rds.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

DATA ENTRY
This is an exceptional position in the Customer Support Division of a major International Software Company. You need to be a goal oriented achiever with 3 extensive background in computer based data entry work and/or typing/typesetting. The hours are on the afternoon and midnight shifts and carry a very high shift premium attractive. We recently installed the latest word processing technology equipment to provide our employees with a state of the art interesting work place. Our pay plan is tailored to reward the achiever commensurate with ability. Variety of duties include - bursting, decollating, sorting of forms, etc. Full benefits. Send resume with background information to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA PROCESSING
Large Data Processing Dept. in West Oakland Mall area has opening for night shift. Variety of duties include - bursting, decollating, sorting of forms, etc. Full benefits. Send resume with background information to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA PROCESSING CLERK
Experienced. Responsibilities include posting invoices, cash receipts, and maintaining customer files. Small company, NW suburbs.
Competitive salary rate plus benefits. Reply Box: 473, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DESK CLERK
Experienced. 4PM-12Midnight shift. Apply in person: Howard Johnson's Motor Lodge, 28194 Northwestern Highway, Southfield.

DISORGANIZED BLOOMFIELD
HILLS law firm needs an organized legal secretary, word processing helpful, must be able to work 12 hrs. a day, 5 days a week, 8 hours overtime. Salary commensurate with God & clean all offices.
A good opportunity. 644-2600

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 as soon as possible:
IBM 5520, IBM DISPLAY WRITER/B
WANG, LANIER, NBI
MEDICAL SECRETARY
EXECUTIVE SECRETARIES
3 PHASE
Call 8AM-5PM
332-4350 568-5610
AHEAD OF THE RESTI

EXCELLENT Part Time Typist, to do contracts, must have own typewriter, business letters. Must be an excellent speller. Hours flexible. Can be over 40 hrs. Call Square Lake Woodward 646-7411 Denise Wakley, 681-9092

EXCITING ATMOSPHERE
Marketing long distance phone services. Mon. thru Sat. and afternoon shift openings in Birmingham. The offices are at 18 Mile & Telegraph. Good hourly plus flexible schedule. Ideal for students. Their training program will enhance your previous sales experience. For an interview call:
968-1870
STATE TEMPORARY PERSONNEL
The Pros

EXECUTIVE legal secretary, with shorthand. Must be experienced word processor. Troy Location. 524-3400

EXECUTIVE SECRETARY - Good typing & shorthand skills required. Word processing a plus. Exciting field for flexible individual. Send resume to: PO Box 686, Pontiac, MI 48056.

EXECUTIVE SECRETARY
Experienced, intelligent individual to assist President of a fast-growth Southfield firm. Excellent benefits, helpful, ability to handle pressure and possess excellent memory skills. Flexible working time. For immediate consideration, send resume to: Personnel, P.O. Box 200, Southfield, MI. 48037. Att: Ex.Sec.

EXECUTIVE SECRETARY
Bloomfield Hills CPA firm is seeking a full time experienced executive secretary. Word processing experience and shorthand skills a plus. Salary open. 35 hour work week, paid overtime, bonus, fringe benefits. Excellent environment with experience.
Harry M. Cohen & Company 642-8733

EXECUTIVE SECRETARY
Challenge Past Success. Excellent benefits! Responsibility! All these plus an excellent salary! If you are a self starter, possess good skills and experience. Call Rita, 799-1010, ext. 2844.
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY
Highly motivated person for fast-paced office. Light typing, knowledge of High Fashion. Nail Knitting Yarns from France. Good phone, typing, organizational better communication skills; well-organized, detail-oriented, self-starter. Mon. thru Fri. 9am-5pm. Salary commensurate with experience and ability. Send resume to: Box 1, 29200 Northwestern Hwy., Suite 200, Southfield, MI 48034.

EXECUTIVE SECRETARY
Service or right arm to top executive in Southfield area. Must be self-motivated. Must have excellent shorthand skills & understand of the English language. Salary commensurate with experience. Call Mr. Ray Wilson, Brighton Industries, 559-5500.

EXECUTIVE SECRETARY
Full or part time opening in Birmingham for bright, pleasant, organized person. Must have good typing skills. Pleasant working environment. Call Mr. Ron Fox, 642-7700.

EXECUTIVE SECRETARY
Service or right arm to top executive in Southfield area. Must be self-motivated. Must have excellent shorthand skills & understand of the English language. Salary commensurate with experience. Call Mr. Ray Wilson, Brighton Industries, 559-5500.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
For full time employment in Birmingham area. Must be intelligent, experienced & have above average skills. Good working conditions & small fringe benefit package provided. Reply with resume, salary range required & availability to: Box 884, Observer & Eccentric News-papers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challenging opportunity for competent administrator of investment company. Electrical knowledge an need preferred, finance management and effective phone communication. Role administrative and clerical support for 1 principal. Send resume to 44 E. Long Lake Rd. Bloomfield Hills, MI. 48013 or call 642-8323

EXECUTIVE SECRETARY
For manufacturer. Minimum 3 years experience. Candidates must possess excellent written & oral communication skills, accurate typing (40wpm), shorthand, must have computer experience. Please send resume & salary history to: Vertex Company, Inc. 34765 Telegraph, Suite 115, Birmingham, MI 48010

EXECUTIVE SECRETARY
Administrative Assistant
TO $19,000
A responsible fast-paced position with a well established company. You will need excellent skills and experience for this full time.
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY
Corporate office of Fastener manufacturer located in Rochester, has an opening for an executive secretary. This is an excellent opportunity for a career oriented individual capable of performing administrative work for the President, in addition to routine secretarial duties, responsibilities include, preparation of monthly financial reports, appointments and making travel arrangements. Applicants should have a minimum of 5 years secretarial work & be a high school graduate, some secretarial or business education is desirable. Salary will commensurate with experience. Please send resume, in confidence, including salary listings to: Fastener Corp., 866 West University Drive, Suite 3 Rochester, MI 48063. Resumes without salary requirements will not be considered.

EXPANDING PACKAGE delivery company seeking responsible person to assist our heavy scheduled secretarial position in Livonia. This is a full time position. Responsibilities include customer service communication, billing. Must have light typing, etc.
Salary open. Call Mr. Appointment, contact Tracie at: 313-2300

EXPERIENCED Bookkeeper secretary for small growing business. Must have car for errands. Approx. 10 hrs. per week. Southfield, Troy/Birmingham area. Call after 6PM 649-8445

EXPERIENCED FULL-CHARGE Bookkeeper. Computer work involved. Apply at: 11300 E. 9 Mile, Warren.

EXPERIENCED Legal Secretary for Oakland County law office. Computer/word processing experience helpful. Salary DOE. Call 334-7700

EXPERIENCED, PERSONABLE Secretary for Southfield Manufacturer's Agent & Consultant. Light bookkeeping. 8:30am-4:30pm, Mon. thru Fri. Salary negotiable, based upon benefits. 948-2601

EXPERIENCED
STATISTICAL TYPIST
for busy CPA firm, in Southfield. Word processing knowledge helpful. Send resume with salary requirements to: Box 884, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FARMINGTON HILLS REAL ESTATE OFFICE in need of mature part-time clerical help immediately to work late afternoons, evenings and weekends. Send Resume to box #644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAST Growing Importer of high fashion knitting yarns has opening in its customer service department for sales oriented person with good telephone manner to handle a very busy telephone order line. Must have good typing and letter composition skills. Knitting expertise appreciated, but not necessary. Part time possibility. Pay plus benefits (full time). Send letter or hand written letter with salary requirements to: Amy Heller, Inc., 24778 Crestview Ct., Farmington Hills, MI. 48024.

FAST PACED Southfield law firm seeking energetic person for File Clerk/Switchboard position. Ideal for mature person reentering job market with light secretary skills.
FILE CLERK
MAIL SORTER
8 hall days per week. Light typing. Birmingham area. 642-1440

FILING CLERK
for busy Computer firm. Experienced only need apply. Written replies only.
Mayo Tyler, Inc. 29200 Inkster, Suite 1511, Birmingham, MI 48070

FILM INDUSTRY EXECUTIVE needs Secretary, with potential to become Executive Assistant. Require ability to handle phones, type, order supplies, bookkeeping, light typing, phones, mail filing. Must be neat, well-organized with desire to learn & work with it.
Salary commensurate with experience. Please send resume to: Box 839, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME Secretary with excellent typing skills. Write letters, make phone calls, short hand and legal experience preferred. Ask for Barbara. 355-3738

GENERAL CLERICAL for manufacturing firm in Northwest Suburbs. Duties will include, typing (45 WPM), filing, Light Data Input & good clerical skills. Please send resume to box #844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - PART-TIME help needed in Royal Oak retail store. Base salary necessary. Call Dwight Sept. 11 to 6 Mon. thru Fri.
GENERAL OFFICE
Part time, for insurance Agency in Troy. Must be able to type and take shorthand.

GENERAL OFFICE - Excellent typing skills, computer, word processing & secretary experience required. Bookkeeping experience in Accounting field for varified duties for individual willing to learn Birmingham area.

GENERAL OFFICE
Excellent opportunity for a person with light office experience & good typing skills. Apply in person: 24400 W. 8 Mile, Southfield.

GENERAL OFFICE, full time, in Farmington Hills. Excellent typing skills 5 year, TS/36 word processing skills a plus, but not essential. Send resume & salary requirements to:
Personnel Manager, Research, Inc. 31733 Orchard Lake Rd., Farmington Hills, MI. Merit Pay plus other benefits.

GENERAL OFFICE - Troy publisher has opening for enthusiastic person with general office experience. Must have good typing, dictaphone & word processing skills. Pleasant telephone voice a must. 20 - 25 hours per week. Flexible schedule. Send resume to: Mr. Barlak, TDC, 2684 Industrial Row, Troy, MI 48083.

GENERAL OFFICE
Ready to join the work world? Tired of being the Chairman of all the school activities? 25 years an intelligent, pleasant good character, neat and above average math ability, we will train you for our purchasing department. Anyone opening. Reply to Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Interesting full & part time position for individual who prefers busy schedule & working with people. Varied duties include typing, calculator, credit work, computer CRT input, telephone, general office work, will train. Paid vacation, medical plan, profit sharing, life insurance. Apply in person: Mr. Ron Fox, Highland Appliance, 29200 Plymouth Rd. Livonia.
An Equal Opportunity Employer

GENERAL OFFICE
Experienced necessary, in resource management firm. Good salary negotiable based on Attendance & Loyalty.
200 Hilton, Ferndale 541-3232

GENERAL OFFICE - Immediate opening, full time & bonus office. Well organized, detail oriented. Typing, light bookkeeping, telephone, filing. Mon. thru Fri. 8:00 to 5:00. Salary commensurate with experience. Call 348-1000 for appointment.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Part time. Must type. Redford area. 525-1433

GENERAL OFFICE - full time, experienced in all phases of office work & full charge bookkeeper. Send resume to po Box 187 Farmington, Mich. 48332.

GENERAL SECRETARIAL
Main office of construction company. Light typing, accounting functions, variety varied duties. Send resume to: Edward Rose & Sons, P. O. Box 937, Southfield, Michigan, 48037.
Att. E. Brink.

GRAND OPENING
PATNEL TEMPORARY SERVICES
19922 FARMINGTON RD
LIVONIA, MICH 48152
Needed at once - Secretaries, Word Processors, Typists, Receptionists, Bookkeepers, Clerks. Please call Rose Anne or Judy at 476-0787

SECRETARIES - (3) for rapidly growing Troy company, type 55, shorthand 90, temporary to perm position, salary $15,000 to $18,000 plus benefits

EX. TYPISTS - 55 WPM & Jr. typists, 45 WPM, filing & accounting clerks for immediate assignments in Southfield, Detroit & Livonia

WORD PROCESSORS - all kinds, for 8-12 mon. assignment in Warren, Detroit, Birmingham & Southfield

GENERAL OFFICE - for permanent part time in Farmington Hills, light typing & good telephone manner

SECRETARY - permanent part time for Farmington 300 company in Southfield, type 55 WPM, work 20-30 hrs. per week

SECRETARIES - A general office for both long & short term assignments with Fortune 500 company in Livonia & Southfield

NEVER A FEE
Learn word processing training in our office for a nominal fee.
UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 645-7660

CLERK TYPIST - bright beginner for Troy company, type 35 to 50 WPM, 3 months will do most of the work. $4.00 hr.

IBM 5520 OPERATORS
Two positions for long term assignments. Must have knowledge of IBM 5520 word processing system. Located in 1 year experience. Most positions similar to 5520 word processing skills.
NORRELL SERVICES INC
Office Automation Staffing Div.
358-2233

INSIDE SALES/TRAFFIC
Previous inside sales experience with domestic and international traffic control desirable. Accounting experience helpful with experience in CRT input. International company in attractive Southfield office. Excellent benefit package. Send resume to: MOT Motion Center, Suite 2644, Southfield, MI 48075.

INSTANT WORK!
MEDICAL TRANSCRIBERS
(6 months experience required)
SECRETARIES
SENIOR TYPISTS
(60 wpm)
SWITCHBOARD OPERATORS
(Dimension & Horizon)
WORD PROCESSORS
(all models)
We have immediate long and short term assignments.
NEVER A FEE
Call ...

DEARBORN	565-8060
LIVONIA	525-0330
SOUTHFIELD	569-7500
PONTIAC	338-0710

(For jobs in the Rochester area)
Supplemental Staffing Inc.
The Temporary Help People

INSURANCE
COMMERCIAL UNDERWRITER
3 years agency experience. Exceptional office organizational skills necessary. Must be able to rate and market commercial business.
PERSONAL LINES RATER
3 years agency experience. Necessary skills to rate auto, boat and home owners insurance.
FINANCIAL DESIGNS INC., NOVI
348-8300

INSURANCE COMPANY
Located in Birmingham has openings for full & part time Typists & File Clerks. Please call Mary for appointment.
348-8300

KEYPUNCH OPERATORS
Part-time for Fastener Southfield area. Ask for Jackie.
355-7711

KEYPUNCH OPERATOR
Immediate position available for a person familiar with key to tape equipment (Mincom). Must be willing to work overtime on request and also have the ability to key a minimum of 10,000 strokes per hour. Excellent benefit package and pleasant working environment. Please send resume to:
P.O. Box 2327
Southfield, MI 48037
Equal Opportunity Employer M/F/H

LEGAL - part time, no evenings. Must have word processing experience & litigation experience. Prefer non smoker. Call Twelve Arts. 352-7757

LEGAL SECRETARY for Birmingham Office. Excellent skills a Must. Experience in Bankruptcy a Plus! Benefits. Contact Cheri. 644-5440

LEGAL SECRETARY - Experienced. Use your talents in downtown Birmingham law office. Will train on word processor. Excellent salary.
LEGAL SECRETARY - experienced for litigation firm in south & Oakland County law firm. Specializing in domestic & civil practice.

LEGAL SECRETARY, SOUTHFIELD
American Center. Experienced, for modern size litigation firm. Opportunity to learn IBM Word Processing. Excellent salary, full benefits. 354-7540

LEGAL SECRETARY
Experienced, for busy real estate office in Birmingham area. Must have good typing skills & working with people. Call Mr. Edwards between 9 and 5 pm. 644-1700

LEGAL SECRETARIES
For professional job placement service. Temporary or permanent. Never a fee now and get our experience and contacts to work for you.
ALL FEES EMPLOYER PAID.
HILLSTROM & ROSS AGENCY
626-8188

LEGAL SECRETARY
EXPERIENCED
Needed for Southfield Law Firm. Participating attorneys. Word processing experience preferred, excellent typing skills, medical, benefits. Call Mrs. Ackerman 559-2400

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
714 W. Big Beaver, Suite 200
Troy, MI. 48084
352-5230

LEGAL SECRETARY, downtown Birmingham, litigation practice. Experienced only! Word Processing helpful. Beautiful surroundings. 646-6411

LEGAL SECRETARY for partner in Oakland County law firm. Shorthand and excellent typing skills required. Good benefits. 343-2900

LEGAL SECRETARY, 1-3 years experience, for Southfield law firm. Excellent typing and English skills required. Call Nancy. 443-1100

LEGAL SECRETARY - Minimum 5 years experience. Excellent typing & dictaphone skills. Excellent salary & benefits. Southfield law firm. 353-3300

LEGAL SECRETARY, two attorneys, Troy office. Excellent typing skills required. Word processing experience preferred. Please call 643-9444

LEGAL SECRETARY
Must be experienced in defense litigation. Southfield area. Call Mr. Lindhagen. 352-7300

LEGAL SECRETARY with IBM Display Writer experience for partner in insurance area Live Oak, Farmington area. Salary commensurate with ability & experience. 477-5455

LEGAL SECRETARY, Experienced. Needed for Troy Defense firm. Dictaphone and excellent typing skills essential. Please send resume to: 2200 W. Big Beaver, Suite 434, Troy, MI 48084

LEGAL SECRETARY
Southfield firm specializing in business matters. Word processing skills required. Excellent salary and benefits to the right person. Call Mrs. Ackerman 352-5300

LEGAL SECRETARY - full-time, for Southfield Law Firm. Experience in Personal Injury. Salary commensurate with experience. Call between 1-4pm. 540-5151

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 is ripe to make that your resume is now. Variety abounds. There is never a charge to you for our assistance...often law firms assume all fees.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 1580
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY
Minimum one year experience. Good opportunity for advancement. Pleasant office, Southfield. 424-5440

LEGAL SECRETARY
for DOWNTOWN LAW FIRM
Excellent skills, with substantial corporate or litigation experience required. Word processing knowledge. Full fringe benefits package including profit sharing. Contact Kimberley K. Marrow 963-2300

LEGAL SECRETARY
Insurance Company needs full time position with minimum 5 years experience in claims. Must have good typing and letter composition skills. Knitting expertise appreciated, but not necessary. Part time possibility. Pay plus benefits (full time). Send letter or hand written letter with salary requirements to: Amy Heller, Inc., 24778 Crestview Ct., Farmington Hills, MI. 48024.

LEGAL SECRETARY
for busy CPA firm, in Southfield. Word processing knowledge helpful. Send resume with salary requirements to: Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING/ADVERTISING SECRETARY
needed by growing Birmingham realtor. Good typing, communication telephone manner and organizational skills required. Word processing experience helpful but not necessary. Pleasant working environment. Salary commensurate with experience. Call Marketing Director, Mr. Hoover for Appt. Office. P.O. Box 987, Novi, Mich. 48050. Attention: Hoover.

MARKETING/ADVERTISING SECRETARY
needed by growing Birmingham realtor. Good typing, communication telephone manner and organizational skills required. Word processing experience helpful but not necessary. Pleasant working environment. Salary commensurate with experience. Call Marketing Director, Mr. Hoover for Appt. Office. P.O. Box 987, Novi, Mich. 48050. Attention: Hoover.

MATURE PART TIME Secretary. Manufacturer North Troy/Troy area. Hours 1pm - 5pm. Mon thru Fri. Typing, some bookkeeping, phone. Can start. Call from 9-5pm. 674-7130

MATURE reliable individual needed for busy office located in 7 mile South-field area of NW Detroit. Minimum 3 years office experience to include good typing & phone skills. Able to work without supervision in noisy factoid environment. Knowledge of Word Processor a plus. Salary commensurate with experience. Excellent benefits package. Send resume with salary history to: Box 863 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE SECRETARY
TEMPORARY PART TIME
Exceptional English skills required.
476-7737

MEDICAL ASSISTANT/Receptionist
Pediatric surgeon's office in Troy seeks a mature responsible individual with a medical background. Medical Assistant/Receptionist. Will train qualified individual. Send Resume to Box #119, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL OFFICE in Center needs full time experienced receptionist, filing, etc. $200/ week. Resume: 7324 Haddon Rd., Canton, Mi., 48187.

MEDICAL - Salary Position
Billing & bookkeeper, receptionist position available for mature experienced person to handle busy office. Contact Total Foot Care Center, 41732 W. 10 Mile Rd., Novi, Mich. 48050

MENTAL HEALTH CLINIC, Northland area, needs medical biller trainee/secretary. 2 years office experience and excellent typing required. 4 or 5 days per week. 557-1841

NEW TEMPORARY SERVICES AGENCY needs qualified typists/secretaries for full & part time assignments. Never charge for our services. Call Renee in: P. O. Box 13194, Birmingham, Mi., 48012

OFFICE CLERK - part time, 20 - 25 hours per week includes weekends & holidays. Apply in person: Mr. Ron Fox, Old Cat's Restaurant, 30130 Schoolcraft Road, Livonia.

P. OFFICE HELP part time - Flexible hours. Send resume with ability to: Box 10711 W 10 Mile, Southfield, 48075.

OPERATIONS MANAGER
For a manufacturing firm, a Middle-sized marketing research firm seeking for a person to manage & monitor work in accounting, data & word processing.

Must have at least 5 years experience in a mental research firm, management training, experience with computer operations, bugging & data processing. Must have a working knowledge of word processing & be capable of a B.A. or equivalent. A mature career minded individual with good communication. Send Resume to Surveys & Forecasts, Inc. 29777 Telegraph Rd., Suite 2244, Southfield, Michigan, 48075

PART TIME help for small office in Farmington.
Call after 6PM, 471-1310

PART TIME OFFICE HELP, billing & bookkeeping required. Southfield area. 352-2881

PART TIME Troy office of major life insurance company. Hours flexible, 20 to 30 hours per week. Send letter with resume, salary requirements to: Box 1, 29200 Northwestern Hwy., Suite 200, Southfield, MI 48034.

PART TIME
1-4 PM. General office/Light Bookkeeping. Must have experience. Call Ann. 626-2400

504 Help Wanted Office-Clerical

PATIENT RELATIONS
Permanent position in busy office of large group practice. Some medical billing experience, and typing required. Light work helpful but not necessary. Will train an inexperienced individual. Hours are 8:30 to 5:00 Monday thru Friday. Salary commensurate with experience. Excellent benefits and life insurance. 10 paid sick days per year, 10 paid holidays per year, 2 weeks during 1st year, Pension and profit sharing plan. Medical, dental reimbursement plan. Pleasant working conditions. Interested applicants send letter or resume to Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK - part-time. Experienced preferred. Responsibilities for Payroll, Report Preparation & filing of Personnel Data. Payroll or Accounting experience helpful. 10 to 20 hrs. per week.
Call Cathy, 471-6700 ext. 257; Personnel Department, Secure Data Corp., 5000 Crooks Rd., Troy, MI. 48098

PAYROLL CLERK
Immediate opportunity for a payroll clerk. Responsibilities include:
• High School Graduate
• Minimum 6 months experience with computerized payroll system
• Excellent Clerical & organizational skills
Primary responsibility is processing hourly payroll information & generating checks. Job includes wide variety of clerical duties.
Send resume & salary requirements to:
VALASSIS PRINTING CO.
Attention Margaret Hennessey
33845 Schoolcraft
Livonia, Mich. 48150
An Equal Opportunity Employer

PERMANENT, part-time Word Processor for Insurance Adjustment firm. Only Entry Series 34 Experience Need apply. Call Mrs. Lambert 354-8040

PERMANENT PART-TIME
Payroll Clerk/Bookkeeper
Minimum 2 years experience. Dales Report Forms. 3 Days a week, 8 hours. Pay, $5 & Up. 36.50 an hour.
Plymouth. 459-4313

PERSONAL SECRETARY
with good typing & receptionist skills. Light bookkeeper experience desired. Send resume or apply in person:
854 Vinsetta, Plymouth, Mich.

PETRO-CHEM EQUIP CO.
wants a sharp, responsible secretary for our Troy Office. Good typing skills, bookkeeping & typing skills required. Call Mrs. Fred Sharp 362-2211

PLASMA TIME needs person with experience for general office. Mon. thru Fri. 8 to 5. Call immediately. Farmington area. Call Fred 477-1119

PLYMOUTH INSURANCE AGENCY looking for an individual with good clerical skills to assist in customer service department. Full time. Send resume to Box 68, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POSITION for Supervisor in Troy automated insurance claims operation. Responsible for staff training and supervision. Insurance background helpful. Salary commensurate with experience. Submit resume to: M. A. Cahill, Manager, Group Fields Operations, Blue Cross Blue Shield Insurance Co., 1228 Chicago Drive, Evanston, Illinois, 60201

RECEPTIONIST
Part time
for the sales office
in Troy. Hours, 9am - 3pm. Send replies to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Type 55 WPM accurate. West Bloomfield CPA firm. Send resume: Box 2, Suite 100 W. Maple, Suite 201, West Bloomfield, Mich., 48322.

RECEPTIONIST/SECRETARY
Full time, requires 50wpm, dictaphone & executive type.
643-8773

RECEPTIONIST, full time for busy law firm in Livonia. Must have typing skills, good telephone manner & be neat & pleasant. 421-1288

RECEPTIONIST/SECRETARY
Bloomfield Hills Area.
Good typing skills.
Call: 646-6230

RECEPTIONIST
Birmingham law firm requires individual to assume receptionist & general secretarial duties. Typing skills required & additional secretarial skills preferred. Minimum 1 yr. experience. Pleasant working conditions.
Call Melissa, Saul & Pryor 642-1250

RECEPTIONIST
Will train capable intelligent individual for Reception and telephone in prestigious Southfield law firm. Excellent compensation. Must possess excellent typing and telephone skills. No experience. Send resume in cover letter to F. Sesnovich, P. O. Box 5340, Farmington Hills, Mich., 48018.

RECEPTIONIST/TYPIST
For Southfield CPA firm. Typing required. Experience preferred. Send resume to: CPA Firm, 26877 Northwestern Highway, Suite 200, Southfield, Mich. 48075.

RECEPTIONIST, part time, for Troy Insurance firm. Professional phone manner, typing skills a plus. Call Office Manager, Mr. Edwards, Secretary & Executive Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY
for health agency in Southfield. Must have experience with Word Processing system. Good typing & clerical skills required. Excellent benefits. Send resume to: G Dalzer, 29400 Southfield, Southfield, Michigan 48076

RECEPTIONIST/TYPIST
Part evening Southfield advertising firm needs person with excellent telephone appearance and ability to deal with people. Opportunity to learn word processing. Typing skills a could be helpful between 5:15-12 noon.
644-4443

RECEPTIONIST with experience for busy law office. Light typing. Salary commensurate with experience, excellent benefit package. Send resume, Detroit Bar Association, 1049 Penobscot Bldg., Detroit, Michigan 48226. 11211 "G" 10 mile, Southfield, MI.
An Equal Opportunity Employer

RECEPTIONIST - long term health care facility needs mature person for receptionist duties including switchboard, typing, some duties. Knowledge of Medical terminology helpful. Salary commensurate with experience. Salary. Apply in person: Oak Hill Care Center, 29175 Northwestern Highway, Southfield, Mich. Mon thru Wed from 9am - 3pm.
517-7373

RECEPTIONIST
Looking for a hard worker with pleasant phone personality for busy sales office. Light typing, filing, and other duties. Learning all accounting calls to appropriate departments. Will train to successfully handle & trying experience. Apply in person: Mon. thru Fri. 9 to 5pm at Kenco Industries, 23414 Minor Park Dr., Garden City, MI

Receptionist/Typist
Immediate opening for Receptionist/Typist. Experienced with good office skills. Must have pleasant phone voice. Call Mr. Ron Fox, Highland Appliance, 29200 Northwestern Hwy., Suite 200, Southfield, Mich.
An Equal Opportunity Employer

RECEPTIONIST
Southfield law firm needs full time receptionist who is enthusiastic, well organized and professionally oriented to enjoy detail work. Great for someone seeking a career. Office experience helpful. Salary, 15 MDs/Southfield Bar Association. Call Ms. Ackerman, Southfield, Suite 115, Southfield, Michigan, 48076.

RECEPTIONIST

Expanding Troy computer firm in need of Receptionist. Pleasant phone, presence, good clerical skills and light typing a must. We offer an excellent benefit package. Salary commensurate with experience. Interested applicants send resume to:
MERIT SYSTEMS, INC.
5700 Crooks Rd., Suite 219
Troy, Mich. 48098
Att.: Gayle Hadya

LOOKING for mature part time person, full time, some weekend shifts, light duty, pleasant working conditions. Apply in person: Mr. Ron Fox, Old Cat's Restaurant, 30130 Schoolcraft Road, Livonia.

504 Help Wanted Office-Clerical

Receptionist
Switchboard Operator
Our expansion & move to Farmington Hills create an opportunity for a Receptionist/Switchboard Operator.
Searching individual with excellent communication & clerical skills & typing minimum 45WPM. Experience as receptionist or switchboard operator helpful.
Send resume & salary requirements to:
GFV Communications
Attention M.N. Hennessy
29444 Schoolcraft
Livonia, Mich. 48150
An Equal Opportunity Employer

Attention:
Rochester Area Residents
KELLY SERVICES has opened an office at:
2565 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)
• Word Processing Opr's
• Secretaries
• Typists
• Switchboard Opr's
• Data Entry Opr's
• Clerks
• Light Industrial Workers
For temporary assignments NEAR HOME, call for appointment, Mon. thru Fri., between 9 am & 3 pm.
852-1511
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SALES ASSISTANT
Michigan Regional Sales Director for Well established Vocational Trade School is seeking a Professional Assistant to provide administrative support for Field Sales Force. Must have minimum of 3 years Secretarial experience (Typing - 70 WPM & transcribing skills required). Non-Smoker preferred. Excellent salary and benefits package. Send resume with references & salary requirements, in confidence to: Michael Hoffman, Regional Sales Director, 30195 Telegraph Road, Suite 364, Birmingham, MI. 48010.

SALES OFFICE needs mature reliable individual to assist customer service department. Pleasant phone manner and experience in word processing skills required. Full time call Sonia, 626-8150

SCHEDULING MANAGER for small growing service business in Birmingham. Position requires organizational skills, phone work and customer relations. Typing 35 wpm. Hours: 8:30 to 5:30 per hour. Send letter or resume to Box 184, Birmingham, MI 48012

SECRETARY for health agency in Southfield. Must have excellent typing skills & general office experience. Light bookkeeping. Call Mrs. Ackerman, 559-2400 Southfield, Southfield, Michigan 48075

SECRETARIAL ASSISTANT/sales for vast medical equipment company. Typing, some experience helpful. Full time. Overtime, some available. Call now: 348-1427

Secretarial
REGIONAL SECRETARY
We are seeking an organized, reliable professional with good communication skills to assume secretarial duties for our Regional Agency Director. You will be responsible for the processing of licensing & contracting on newly appointed agents, for screening & requesting changes on currently active agents, & for acting as liaison between the field & home office in regard to the status of pending cases. Other duties include running ledger proposals on an IBM PC & handling a variety of secretarial functions. Including telephone communications. Typing of 50-60 WPM is essential; a knowledge of shorthand will be helpful; & your good communication skills will be relied on.
We provide a stimulating environment conducive to professional growth, & we offer an attractive salary & benefits package. For consideration, please forward your resume to:
Jerry Margolis
SUMMIT NATIONAL LIFE INSURANCE CO.
P.O. Box 43
Royal Oak, MI. 48068
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARIAL HELP
Needed for Southfield health agency. Flexible hours, R.W. Detroit. 341-8005

SECRETARIAL POSITION, Birmingham office. Responsibilities include: Bookkeeping experience needed, telephone, typing, filing, word processing, phone, Lotus, personnel benefit package. Salary commensurate with experience. Call Mary Ellen 645-0118

SECRETARIES
Temporary, Permanent, Part time, Full time, Variety of duties with many typing speeds. Call Kelly Services in P.O. Box 5187, Livonia, MI 48150.

SECRETARY - Senior in Finance, 45 years of work. Long & short term assignments available immediately. Reliability a must. 477-8049

TYPIST - temporary, Typing, 60 words, Southfield area. 559-2420

Word Processing Operators
Discovery, Xerox Sys & 6th, DDC. Many, DPT. Must test 35 minutes. Temporary-to-perm opens now. Temporary assignments also available immediately. Reliability a must. 477-8049

TYPIST - Senior in Finance, 45 years of work. Long & short term assignments available immediately. Reliability a must. 477-8049

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Word Processing Operators
Discovery, Xerox Sys & 6th, DDC. Many, DPT. Must test 35 minutes. Temporary-to-perm opens now. Temporary assignments also available immediately. Reliability a must. Call Rita, 799-1010, ext. 2844.
NORRELL SERVICES INC
Office Automation Staffing Div.
358-2233

504 Help Wanted Office-Clerical

SECRETARY/Receptionist Coordinator for professional consultation firm in Southfield. Must have excellent typing & word processing skills (WP 5.0 Preferred) and have distinguished personal appearance. Salary $18,000 to $20,000 depending on experience. Benefits for full time employee. Send resume to: Box 5187, Birmingham, MI. 48012

SECRETARY RECEPTIONIST/TYPIST
& other work. Excellent typing skills.
354-6454

Secretary Receptionist
To handle phone & general office work. Light typing required. Call 644-4743, 644-4744

SECRETARY/RECEPTIONIST - Incoming office needs person able to handle variety of duties with heavy typing. Send resume to P.O. Box 5187, Livonia, MI 48150.

SECRETARY RECEPTIONIST for insurance office. Good clerical skills, typing 35WPM. Pleasant telephone voice. Call Mrs. Ryan 557-2337

SECRETARY - Senior in Finance, 45 years of work. Long & short term assignments available immediately. Reliability a must. 477-8049

TYPIST - temporary, Typing, 60 words, Southfield area. 559-2420

Word Processing Operators
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NORRELL SERVICES INC
Office Automation Staffing Div.
358-2233

SECRETARY/RECEPTIONIST
Bloomfield Hills area. Good typing skills. P