Win 2 Red Wing tickets

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150.

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

504 Help Wanted Office-Clerical

ASSIGNMENTS AVAILABLE

We need experienced

- Switchboard Op's
- Shorthand Secy's
- Word Processors
- Telemarketers
- PBX
- Secretaries
- Data Entry

TOP PAY
BONUSES
BENEFITS
NO FEE

TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp who are unemployed or underemployed This is an excellent opportunity to train for a rewarding career as a Medical Secretary or a Word Processing Secretary. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information call Ms Jones 343-9387

BE PART OF THE TEAM
IN A FAST PACED AD AGENCY
Southfield agency seeks a starting typing secretary with above average skills and the ability to handle a variety of assignments. Requires excellent communication & organizational skills. Accurate typing speed of 75wpm. We offer a competitive salary, benefits & pleasant surroundings. Ad Agency experience helpful but not required. Call 643-3020 Mon thru Fri

BILLING CLERK/RECEPTIONIST
for busy printing company in Dearborn Hts Experience preferred Start Mid March

DIP Inc.
24734 Van Born Rd.
Dearborn Hts Mi 48125

Birmingham Real Estate Office

Secretary - Prominent broker is seeking personable woman with many skills including typing & dictation, good filing & challenging work. To arrange a personal interview, call

Jerry Mc Keon 644-4700

BOOKKEEPER
ACCOUNTS PAYABLE
Small mfg company in Livonia area needs experienced individual in accounts payable position. Must have entry level position with growth potential. Qualified applicants should have 2 years accounting experience with transcript available. Typing required. Send resume to Box 410 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Challenging opportunity for bright, full charge bookkeeper to manage all person payroll functions and implement the transition to computerized accounting. Competitive compensation package. Requires minimum 3 years experience (thru trial balance) including payroll, preparation of financial statements and reports. Job is well suited for experienced manufacturing company. Send resume to Hamic Corp., 1493 Pemline Ave., Royal Oak, Mich. 48073

BOOKKEEPER-COMPUTER
Operator. Immediate opening. Must be experienced. Excellent salary, benefits & working conditions with progressive Southfield service firm Mr. Neil 559-3390

BOOKKEEPER/Executive secretary. Experienced preferred. Full time position Southfield area

352-3900

BOOKKEEPER - FULL CHARGE
9 Mile - Middlebelt. Full time With credentials. Manufacturing environment 476-9190

BOOKKEEPER - Full charge. 3 years experience Light Inventory. Statements Computer experience Send resume to Box 815, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - needed in Birmingham, must have 5 years recent experience, $17,000 plus benefits
Call Rose Ann 626-2350

BOOKKEEPER
needed ASAP for busy Southfield office. Must be experienced through trial balance, computer knowledge helpful, preferably AR/AP, payroll and revenue including reference & salary history. Resumes to P.O. Box 2068, Southfield, MI 48037

BOOKKEEPER-RECEPTIONIST, general office duties for veterinary practice, knowledgeable, pleasant manner, full benefits and competitive salary. Send resume to Gary Hill, Inc., 31900 W. 9 Mile, Farmington, MI 48024

An Equal Opportunity Employer

CLERICAL
TROY agency is seeking experienced individuals with entry level position. Must possess accurate typing, good filing organization skills, and be detail-oriented. Position offers liberal benefits and opportunity for career growth. Send resume to P.O. Box 32, Troy, MI 48099

CLERK TYPIST - Entry level position in Birmingham law office. Minimum 35wpm. No experience necessary, will train. Contact Judy between 8am-3pm at 540-7701

CLERK TYPIST
Good organizational skills, misc. office duties. Light typing & Xerox 12 Mile & Telegraph area. Call 557-0433

Clerk/Typist
Good typing skills, 40 hr. 40 wpm, and good communication skills required for this general clerical position. Qualified applicants only, apply at:

ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170

CLERK/TYPIST
Immediate opening. Full-time. Excellent company Benefits. Insurance Co. desires individual with good typing skills. Dictaphone skills helpful but not necessary. 12½ Mile & Telegraph area. Call Pleasant Operator, 557-9563

An Equal Opportunity Employer

CLERK TYPISTS
No experience. Must be excellent typist. Typing test required. Interviews between 2-4 pm daily. 560 N Woodward Suite 100, Bloomfield Hills

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COMPUTER OPERATOR
IBM System 3, 10-D, CCP, RPG II, experience & some college background preferred. Wayne location. Call Ms Fox for interview at 721-8777 W. Michigan Ave., Wayne, Mich., 48184.

Clerical

HURRY!
Your Job Is Waiting
If you are a secretary, word processor, word processor call equipment, receptionist or keyboard operator, we have the job for you.
WE NEED YOUR SKILLS
Call Edie Brown today for appointment.
557-0490
Employers Overload
Temporary Service since 1967

CLERICAL
Light typing, shorthand helpful, payroll, accounts receivable. Hours 11 to 10 days Call Ann, Radford area 533-8453

504 Help Wanted Office-Clerical

ATTENTION:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION
We are looking for sharp, professional secretaries with 80 WPM shorthand, minimum 70 WPM typing. Word processing experience helpful. We have long term assignments in the Southfield area that must be filled immediately. For immediate appt. Call

Manpower
TEMPORARY SERVICE
SOUTHFIELD
353-8780

RED WING TICKET WINNER
Bill Jacovetti
26304 Cathedral
Redford

Please call the promotion department of the Observer & Eccentric Between 9 a.m. and 5 p.m., Tuesday, February 19, 1985, to claim your two FREE RED WING TICKETS.
591-2300, ext. 244

CONGRATULATIONS!

CLERICAL
Farmington Hills food broker has an immediate opening for billback clerk. Requires detail oriented person, ability to overcome resistance & to stay organized in a variety of tasks. An inquiring mind & 3 years office experience are the background helpful. Send resume in Personal to: J.C. Foods, P.O. Box 1600, Farmington Hills MI 48018

CLERICAL HELP- 3 days per week, typing, filing, light bookkeeping, temp experience Engineering firm, Southfield $5.25 per hr. Send resume to Elkert/Bryan Inc., Suite 200, 21540 W. 11 Mile Rd., Southfield, Mich 48076

CLERICAL HELP - Shipping merchandise, invoicing, phones, sending out literature and filing 8 AM-5PM. Minimum wage to start Benefits Southfield area 557-7330

Clerical Opportunities
Wide variety of clerical and receptionist jobs are available in Southfield and surrounding areas. Typing skills a must. Don't pass up this chance to start a new career. Pay to 24 mos $9,360 to $12,000 Fee Paid Call Kelly or Patti at

478-3500
SNELLING & SNELLING

CLERICAL - PART TIME
Southfield Office has immediate opening for 20 hrs per wk. Can flex to fit your schedule. Call & ask for Marilyn Senik 352-3750

CLERICAL - PART-TIME
Filing duties. Work close to your home. Hours to match your schedule. No weekends or holidays. Send resume to T. Francis, P.O. Box 36255, Grosse Pointe Farms, Mich. 48236

CLERICAL Position in custom drapery office. Calculator & Light typing. Permanent, full time Please Mr. Manlect Homemaker Shop, Southfield 557-2070

CLERICAL POSITION - Inside Insurance Claims adjustment experience desired Must Fri Schoolcraft/Farmington Rd. area. Send resume to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITIONS available on a full or part time basis, excellent training and working conditions. Good pay & benefits. Light typing and Troy area. Call for further information.
Clerical Temporary Services 573-7188

CLERICAL POSITION - Full time with previous Data entry experience. Filing, light typing and good phone manner, full benefits and competitive salary. Send resume to Gary Hill, Inc., 31900 W. 9 Mile, Farmington, MI 48024

An Equal Opportunity Employer

CLERICAL
Agency is seeking experienced individuals for entry level position. Must possess accurate typing, good filing organization skills, and be detail-oriented. Position offers liberal benefits and opportunity for career growth. Send resume to P.O. Box 32, Troy, MI 48099

CLERK TYPIST - Entry level position in Birmingham law office. Minimum 35wpm. No experience necessary, will train. Contact Judy between 8am-3pm at 540-7701

CLERK TYPIST
Good organizational skills, misc. office duties. Light typing & Xerox 12 Mile & Telegraph area. Call 557-0433

Clerk/Typist
Good typing skills, 40 hr. 40 wpm, and good communication skills required for this general clerical position. Qualified applicants only, apply at:

ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170

CLERK/TYPIST
Immediate opening. Full-time. Excellent company Benefits. Insurance Co. desires individual with good typing skills. Dictaphone skills helpful but not necessary. 12½ Mile & Telegraph area. Call Pleasant Operator, 557-9563

An Equal Opportunity Employer

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No experience. Must be excellent typist. Typing test required. Interviews between 2-4 pm daily. 560 N Woodward Suite 100, Bloomfield Hills

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COMPUTER OPERATOR
IBM System 3, 10-D, CCP, RPG II, experience & some college background preferred. Wayne location. Call Ms Fox for interview at 721-8777 W. Michigan Ave., Wayne, Mich., 48184.

Clerical

504 Help Wanted Office-Clerical

CLERK TYPIST
$16,600
Major company offering full benefit package with dental, optical and company paid fee. Previous related background, type 55, dictaphone helpful.
855-7610
ALLEN PERSONNEL AGENCY

COMPUTER INPUT person to fill insertion & opening. Accuracy a must, typewriter knowledge helpful. Apply Mueller manufacturing 47723 Michigan Ave, Canton.

CO-OP
Very plush office has needs of your light experience or business schooling. Type 40wpm accurate, benefits, $12,750 salary. Always employer paid fee. Call for an appointment.
Adanac Personnel Service
649-1105

CUSTOMER SERVICE Representative-Career opportunity for self-motivated, conscientious person. Good communication & math skills along with light typing & some customer contact experience needed. If you are a person who takes pride in a job well done & helping others, please reply to Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/SECRETARY/BOOKKEEPER
For Farmington Hills CPA firm. Experience necessary 553-0333

DATA PROCESSING
Full time entry level position. Typing experience 375 preferred. Call Mr. Keul - 851-7700 Lifetime Doors, 30700 Northwestern, Farmington Hills 48018.

DESIGNERS & CHECKERS
Gages and fixtures.
Excellent benefits.
Call for appointment.

INTRA CORPORATION
WESTLAND, MICH.
728-7033

EARN $$$
CLERICAL SKILLS
- CLERK TYPIST (45 wpm)
- JR. TYPISTS (40 wpm)
- SR. TYPISTS (60 wpm)
- DATA ENTRY (Minimum 1 yr. experience)
- SECRETARIES/Shorthand

Temporary long and short term assignments. NO FEE, bonuses. Call now for appointment.
651-1500
NORRELL SERVICES, INC.

ENTRY LEVEL General office position. Day & afternoon shifts available Requirements Math aptitude, type 50 WPM. Send resume to Personnel, 31 P. O. Box 200, Southfield, MI 48037 Attn GO/EC

EXECUTIVE SECRETARY - Southfield agency. Must have excellent clerical & non-sexist secretarial duties. Busy office, previous job of your home is 14 Mile & Southfield area. Typing 60 wpm. Salary commensurate with experience & skills. Please bring resume. Call Joyce Lewis 352-3760

TEMPORARY 4-6 weeks top flight Executive Secretarial position. Big Beaver Rd., Troy. Good wages, excellent benefits. Contact Kathy Mon Fri Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
needed for prestigious Southfield office of fast growing franchise. Must have excellent secretarial skills. Immediate opening. Full time Must be perfectly correct. 644-5350

EXECUTIVE SECRETARY, experienced Non-Smoker. Salary low $20,000 with room to top efficiency of fast growth company. Call Mr. Mantlect Homemaker Shop, Southfield 557-2070

EXECUTIVE SECRETARY - Established Redford based company. Excellent administrative communication, typing skills required Excellent benefits, salary negotiable. Send resume to box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
$17,000
National firm Great benefits Advancement. Top-notch professional with excellent skills "Personality plus" Call now! FEE PAID Opportunity
SNELLING & SNELLING
399-3450

EXECUTIVE SECRETARY
$17,000 FEE PAID
Beautiful suburban office seeks professional Executive Secretary. Great hours, location, working conditions. Great fill benefit package. Your good shorthand and typing skills will lend you this position. Call Shirley now!
478-3500
SNELLING & SNELLING

EXECUTIVE SECRETARY
(Exclusive Order)
Automotive rep firm in Southfield area offers up to $17,000, excellent benefits & a challenging job. Typing 65wpm, shorthand 80, good oral & written communication skills, scheduling & coordination to interact with clients, organized & self motivated. Call immediately. Always employer paid fee.
Adanac Personnel Service
649-1105

EXECUTIVE
SECRETARY
Southfield professional needs super organized Secretary with excellent typing skills. Must have excellent telephone skills. Generous salary and benefit package. If interested, send resume or call for interview. Mr. Jefferson, P. O. Box 451, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY
To VP
Fast paced property development & management firm seeks top notch person with strong typing, shorthand, communication & organizational skills. Prior IBM PC & word processing experience a plus. Salary $17,000. Full Benefits. For more information on this & other fee paid positions call Sherri Hill
AMERICAN
PERSONNEL 355-5528

EXPERIENCED
LEGAL SECRETARY - for Southfield law firm. Salary commensurate with ability. Benefits. Call Nancy 557-1550

FACULTY SECRETARY
Challenging, diversified position for a mature, experienced secretary in the faculty in The School of Architecture. The successful candidate must have good communication skills, strong organizational ability, pleasant personality and the ability of dealing well with people.

Please Job Setting
Excellent Fringe Benefits
Academic Pay & Work Schedule

Call for telephone interview, followed by submittal of resume.
596-3119 -

SCHOOL OF ARCHITECTURE
Lawrence Institute of Technology
Southfield, Michigan
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

FAST TRACK
SECRETARY
Like to be busy and look forward to advancement? Then you will like the opportunity with this Southfield based company. Good skills and experience for this $18,000. Fee Paid Call Barbara
SNELLING & SNELLING
353-2090

FILE CLERK & MICROFILM
Full time, day position, 8 hours, 10 key adding machine experience helpful Light duties. Apply in person to PSI Hydraulics, 11600 Mayfield, Livonia, between 9-11am, 2-4pm.

FREE TRAINING
Word Processing, Clerk Typist
Excellent opportunity for qualified low income Oakland County residents to receive training at no cost. This program is sponsored by a government agency and provides transportation allowance. For more information call Sandy at 515-5393

FULFILLMENT awaits a happy person as Financial Secretary for a growing, respected, health-centered dental practice. Light bookkeeping desired and usual secretarial skills necessary. Send resume in confidence to Box 2, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL-TIME RECEPTIONIST. Typing, filing & General Office Work. Hours 8am-4:30pm. Mon-Fri. Near Redford area. Resume in Box 841, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Including claims handling
Farmington Hills area
476-5227

GENERAL OFFICE - part time. Approximately 25 hours per week, flexible, dependability & enthusiasm a must. Bloomfield area For appointment call 335-0005

GENERAL OFFICE
Pleasant telephone personality, typing & knowledge in the insurance field helpful. Apply in person. 1700 Stutz Dr. Suite 15 Troy.

GENERAL OFFICE, full time, good secretarial skills. Shorthand not necessary. Will train on bookkeeping. Must be willing to travel. Plymouth area.
459-0313

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear phone voice, detail oriented person. Will train. Call Helene, 8-5 1am. 357-0711

GENERAL OFFICE
Receptionist for 1 girl office Good typist, personal computer experience preferred, telephone, a variety of other duties Write Suite 1100, 27777 Franklin, Southfield, Mi., 48034.

GENERAL OFFICE - Must have good math aptitude. Experience in bookkeeping & accounting helpful. Redford area Please call 531-5720

GENERAL OFFICE, permanent full time, good typing & good phone skills required. Hours are Thurs & Fri & every other Wed. Northville-Livonia 464-6117

GENERAL OFFICE
Clerical, Typing, Light Bookkeeping
Recent high school graduate preferred. Salary commensurate with experience. Please bring resume. Call Anne Marie 352-5960

GENERAL OFFICE - Mature person, full time. Good typing skills, pleasant Cross/Fine Shield helpful Apply Fri 10-12, 24700 Fri Plymouth Diplomatic, 35902 Michigan Ave., Wayne

GENERAL OFFICE CLERK
Livonia manufacturer has office opening. Starting salary $4.50 per hour. Reply P.O. Box 2068, Southfield, MI 48037.

An Equal Opportunity Employer

GENERAL OFFICE, hours 9-3, flexible for homemaker. Farmington area. Reply Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE part time, to handle telephone, typing, filing, etc. Apply in person Tues., Feb. 19, 2pp Manufacturing, 31550 Glendale, Livonia, W. of Stark between Plymouth Schoolcraft

Equal Opportunity Employer M/F

GENERAL OFFICE Must type & have Business Math aptitude. Accounting helpful. Entry-level job with a great future for the person who is ready to work. Good benefits including Impro-Share & Blue Cross. Call Mrs. Ryan, 8 Tuesday & 3pm, and ask for Mary. 477-1291

GENERAL OFFICE
Northwest Detroit Sales office has immediate opening for general office. Must be excellent typist and have experience using calculator. Word processing experience helpful. Please send resume or letter with pertinent qualifications and salary requirements to Box 2068, Southfield, MI 48037

GROWING COMPANY
Has 3 immediate openings for:
(1) Receptionist Secretary
(2) Administrative Assistant
(3) Accounting Clerk
Call Vicki or Sherree at 553-3753

HIGH SCHOOL Graduate. Good Organizational skills. Accounts Payable, Receivable, typing/filing. Auto Parts Office. Pleasant working conditions. Salary experience helpful 816-7131

INSURANCE AGENCY located in West Bloomfield needs receptionist. Some typing, filing. Insurance experience helpful. Call Pat Cummings. 855-5300

INSURANCE AGENCY
in Southfield has opening for clerical position in our commercial department. Rating background a good typing skill required. 355-4400

INSURANCE AGENCY
Personal lines office needs customer service reps. Experience with home owners & auto policies helpful. Call Ann Computer input experience helpful. Salary commensurate with experience. Southfield location. 355-4400

INSURANCE AGENCY
Southfield agency seeks a career minded individual for commercial underwriting position. Minimum 5 years experience. Strong property casualty marketing background Must type. Send resume to P. O. Box 064, Southfield, Mich. 48037.

INSURANCE AGENCY in Northville seeks Commercial Underwriting person. Call 8AM 5PM 348-3033

INSURANCE PERSON
Must have knowledge of casualty & property agency experience. Complete application and processing positions. Salary $350 weekly. Interviews guaranteed. Call Ms Fox 721-8777

INSURANCE PERSON. Part time Hours vary. Bloomfield Hills area office. Call 338-7477

INVENTORY CLERK WANTED
Experienced, full time Resumes to P.O. Box 2068, Southfield, MI 48037

KEY DISC OPERATORS
Experienced operators for our Troy office. Full time or part time. Day or night time. Choose your hours. Top wages for top operators.
649-9660

KEYPUNCH KEYDISC
Full and part time openings on all shifts. Experienced typists. Salary commensurate with experience. Troy.
643-8319

KEY PUNCH OPERATORS
fall time, 8 to 4 or afternoon shift, 3 yrs. experience on CRT & 816 Mohawk 12 Mile area. 647-6443

KEY-TAPE OPERATORS
Full time, Permanent positions. Top rate Tax season. Good pay, plus bonus. Day shift. Plymouth Area. Call Ms Fox 10am-4pm. 455-8150

LEGAL RECEPTIONIST/TYPIST.
Experience & shorthand preferred. Good skills required. Pleasant personality. Call Nancy at 855-5300

LEGAL SECRETARY
Needed excellent plaintiffs legal secretary. Typing office primarily. Personal injury law. Must have excellent skills and requirements for Legal Secretary. P. O. Box 63064, Troy, MI. 48084

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full Time for small Birmingham law firm. 5 years experience. Good typing, telephone manner, ability to handle many assignments with supervision. Salary commensurate with experience. Contact Jennifer at 258-5900

LEGAL
SECRETARIES
PERMANENT
TEMPORARY
Tremendous demand exists throughout the tri-county area for legal secretaries seeking full time permanent positions or temporary assignments. Permanent positions are offering starting salaries between $18,000 and $20,000 a year. Temporary assignments offer a variable rate per day depending on experience. A number of exceptionally attractive positions are available in those with word processing experience. Telephone this week for details on these opportunities.

PERSONNEL
AT LAW
2000 TOWN CENTER, SUITE 2150
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY - Birmingham law firm. Experienced only. Litigation, personal injury, defense & plaintiff. Two attorney firm. 644-1160

LEGAL SECRETARY
For busy Southfield law firm. Must have 3 years plaintiff personal injury experience, shorthand required. Please call 351-2121

LEGAL SECRETARY
Personal injury & word processing experience necessary. Southfield law firm. Salary commensurate with ability. Benefits. Call Nancy 352-1550

LEGAL SECRETARY - Experienced, for a lawyer firm in the Tel-Twelve area. Word processing experience preferred. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 641-4112

LEGAL SECRETARY
for medium-sized Southfield law firm. 3 years recent experience required, excellent typing and Dictaphone skills essential. Fringe benefits. Salary negotiable Call 355-1600

LEGAL SECRETARY - Experienced, full time work. Good typing, background, transcribing skills, salary negotiable. Send resume to Howard & Gidon, 19675 W. 10 Mile, Suite 410, Southfield Mi. 48075

LEGAL SECRETARY
to Sr. Trial Attorney in Farm. Litigation experience desirable. Good computer skills required. 851-1313

LEGAL SECRETARY - Bloomfield Hills Strong shorthand, word processing, typing, bookkeeping Flexible work assignment. Mr Blatnik, 642-7880

LEGAL SECRETARY - Troy firm seeks person with legal experience Must be proficient with dictaphone & type 70WPM Good fringes, salary open. 879-3110 ext. 11

LEGAL SECRETARY, experienced in personal injury litigation, full time, for growing law firm. Good benefits. Salary commensurate with experience & skills. 353-5720

LEGAL SECRETARY
3 years experience in civil litigation. Knowledge of word processing. Good typing skills. Salary commensurate with experience Contact Judy at 557-1155

LEGAL SECRETARY
Ideal for Mature resident $15K min range Benefits Fee Paid
BETTY HAMIL PERSONNEL
Southfield Lathrup Village
424-8470

LEGAL SECRETARY for Plymouth law office. Qualifications must include: good typing, good transcribing, good word processing. Send resume to 4 Top Tips & Office & Secretarial Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Troy law firm seeks top notch person with strong secy skills & data. Legal exp. Must have 1 yr. in personal injury. Salary $18K+ Full benefits Call Thai one won't last. Call Sherri Hill Today!
AMERICAN
PERSONNEL 355-5528

LEGAL SECRETARY needed for Southfield law firm. Minimum 3 years experience. Light bookkeeping responsibilities include maintaining office, handling payables, correspondence, and word processing. Resumes to Jenaria Send resume & salary requirements to Peg Lee, Consulting & Staffing Services, 21700 Northwestern Hwy., Suite 109, Southfield, Mich. 48075

LEGAL SECRETARY
ADMINISTRATIVE OFFICE
Something different for an experienced person who has to be where the action is. Deal with personnel and contracts matters. Good skills a must for this $17,000 Fee Paid Call Bernice Now!
SNELLING & SNELLING
353-2090

LEGAL SECRETARY - or para legal. Litigation experience at least 3 years office, real estate a must, benefits $20,000, fee paid

TYPIST - Troy, type 70 WPM. Hourly phone work, typing, proofing, filing. Great Sesh positions, benefits, $11,700

FULL - charge bookkeeper. Farmington Hills, typing 55 WPM, accounts payable, receivable, payroll, posting line items, $18,000 Fee Paid

Temporary assignments available Long & short term

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

LIFE INSURANCE CLERICAL
Southfield based insurance company is seeking an individual with 1 to 3 years Life insurance service experience, strong accounting background, typing 45WPM and good communication & organizational skills. Classes preferred Salary $360 weekly. Interested parties should mail resume only to: Human Resources Dept, P.O. Box 313, Southfield, Mich 48037.

Equal Opportunity Employer M/F/H

MATURE, experienced person with degree, general office knowledge, typing, good phone manner. Call Ann Berlethi. Send resume to PO Box 275, Royal Oak, MI 48068

MEDICAL RECEPTIONIST
Permanent, part time position available in downtown Rochester for a mature, non smoking individual. 20 hrs. 1pm-6pm, 4 days/week. Call 856-3723

Mortgage Processor
Prefer experience or residential real estate background. Rapidly expanding local mortgage banker. Please reply in confidence to:

Mr. Pollick or Mr. Britz
Liberty Mortgage Corp.
31461 Plymouth Rd.
Suite 150
Southfield, MI 48076
358-2345

NATIONAL LEASING COMPANY seeking an office service clerk who is organized and has good communication skills. Experience with computer operations a plus, but not a must. Responsibilities include: inventory control, micro filming of documents, working with mail machines & barriers, some filing and switchboard relief.
Send resume to:
Personnel Administrator
PO Box 7011, Troy, MI 48007-7011

504 Help Wanted Office-Clerical

NEW OFFICE COMPANY - needs sharp typist for invoicing, computer input & enjoys greeting people.
For more information call 435-5445

NON-SMOKER
Top notch experienced transcription typist. Superior speller, pleasant, outgoing manner for a busy medical legal southfield office. Word processing/computer knowledge a plus. Send resume & salary requirements to: Box 6170 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT, part time, for Southfield office, evenings, weekends, 15-25 hours week. Excellent phone skills, ability to work with the public, college background required. Apply in person, Professional Office Center, 16430 Northland Dr., Suite 007, Southfield, MI 48075

OFFICE Immediate opening for Secretary/Typist/File Manager. Southfield area. Must have background helpful. Non-smoker preferred
Certified Reality
538-5100

OFFICE MANAGER
Full time position Apply at:
Wayne/Westland YMCA, 827 South Wayne, Westland Call 477-6019

OFFICE MANAGER with new car dealership experience. Apply in person Bloomfield Village Chrysler AMC Jeep, 444 S. Woodward, Birmingham

OFFICE MANAGER ASST.
Southfield based distributor needs mature, detail oriented individual to assist office manager. College & personnel experience preferred. Good typing, telephone, computer & calculator experience required. Accuracy a must. Good benefits. Call before 11am 352-6324

OFFICE PERSON - Part time. Bookkeeping experience helpful, typing necessary, some filing. 1-5pm 5 days. $4.50 to start. Farmington Call 477-4019

OFFICE PERSON - with experience, steady, immediate opening, references. Call before 10 AM Mr. Gabor. Interviewing between 9am-12 noon

OFFICE POSITION
Immediate opening for full or part time person. Accurate typing skills, phone manner a skillful, general office responsibilities and a pleasant voice are very negotiable. For interview. 542-1663

OFFICE POSITIONS
Temporary assignments distributor seeks qualified individuals for entry level office positions Excellent calculator & math skills, typing 35 wpm, prior experience helpful. Accuracy a must. Excellent benefits. Call today
- Data Entry/Order Processing Clerk
- Inventory Control Clerk
- Accounts Payable Clerk

Call before 11am 352-6324

ORDER DESK
Aggressive steel company looking for someone with pleasant phone voice, phone manner for inside sales position Some light blueprint reading & clerical skills helpful Will train with proper background. Redford
537-3570

PART TIME Mornings, evenings and weekends for Northwest Detroit Real Estate Firm. Typing and good phone voice a must. Ideal for college student. Call Sandy 537-8500

PART-TIME SECRETARY, desiring to work out of your home in 14 Mile & Southfield area. Typing from dictation for manufacturer. Light typing. Salary negotiable preferred but not required. Send information to P. O. Box 161, Birmingham, MI 48012

PART TIME SECRETARY
for Birmingham law firm involved in bankruptcy & general practice. Legal experience preferred, but will train the right person. Approx. 15 hours per week, Mon.-Fri. Typing 45-70 wpm, dictation, good math aptitude. Experience preferred if interested, please call 644-0094

PEOPLE PERSON
Our expanding firm seeks a staff coordinator who enjoys working with people. Possess typing skills, spoke phone manner, good phone voice & organizational skills. Call Ms Fox
TEMPORARY RESOURCES
356-1616

PURCHASING AGENT - office supply experience, in purchasing, inventory control. Salary commensurate with experience Send resume to: PO Box 507, Walled Lake, Mich. 48390

PURCHASING CLERK
Purchasing electrical parts & equipment for growing manufacturer in Farmington area. $3 per hr. & company paid fee for your purchasing & CRT experience

#1 Personnel Place
846-7280

RECEIVABLES CLERK/TYPIST
Position involves posting, invoicing, filing, other accounting duties. Good entry level job for recent grad or bookkeeper with 2 years machine experience. Farmington Hills area. Send resume to box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST typist, good math aptitude, pleasant phone personality. Full time, Lathrup area. Call 559-6720

RECEPTIONIST for Chiropractic Plymouth office. Part time (30 hours), typing required, neat, clean, friendly, non smoker. 459-0700

RECEPTIONIST
Some experience helpful. Full time Livonia area. Reply to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, part time, doctor's office. Light typing, telephone, phone transcribing, figure aptitude. Ability to work in a non-smoke minded reliable person. Plymouth area. Call Mrs. Kaplan today 453-7100 ext. 1 Call for an appointment after 4pm 416-2800

RECEPTIONIST
Farmington Hills computer service vendor is seeking qualified candidate for a receptionist position. Applicants must type at least 50 wpm, have 1-2 years experience (experience preferred with GTE PBX System) & excellent phone skills. Interested candidates should have the above qualifications who seek an excellent salary & benefit package send resume (RESUME & SALARY REQUIREMENTS to:
Center, Inc.
P.O Box 670, Farmington 48024
An Equal Opportunity Employer

RECEPTIONIST/PART-TIME
Tues., Wed., Fri., 9 to 5. Some typing. Southfield Call: 355-5250

RECEPTIONIST NEEDED - Light typing skills necessary. Birmingham area. Please call Mrs. Moran, 8am-11am. 642-5600

RECEPTIONIST/CLERICAL
Part time. Private Club. Bloomfield Hills area.
644-3450

RECEPTIONIST
Experienced, full time. Peg-board and typing essential. Huntsville area.
349-1199

RECEPTIONIST
Answering phones and good typing skills required.
Call 8am-1pm. 731-4400

RECEPTIONIST/SECRETARY - non smoker, good entry level position. Good typing & salary requirements to 629 E. Commonwealth, Troy, MI. 48083

RECEPTIONIST needed for regional Livonia office of fast growing franchise. Must be able to greet customers, answer phones. Light typing. Call 464-1440

RECEPTIONIST
PART TIME
Telephone and counter reception, plus typing, filing and general clerical duties. EEO/AA employer. City of Farmington Personnel Office.
474-5500

504 Help Wanted Office-Clerical

RECEPTIONIST
Perfect spot for energetic person experienced with heavy telephone. Light typing & bookkeeping skills preferred. Oakland Mall area. 853-1122

RECEPTIONIST/TYPIST
In assist in Outpatient Mental Health Clinic. Decipherer & telephone skills required. Hours: Mon. thru Thurs., noon-7pm & Sat., 8 10am-1pm. $4.75 per hour. Contact Joan. 247-3338

RECEPTIONIST/ Secretary, full time for Farmington Hills office of Fuller Co. Inc. Outgoing personality, pleasant telephone manner, good typing skills & previous experience a must. For appt call Pam Domestrio 553-6400

RECEPTIONIST ASSISTANT for Chiropractor's office. Must have basic clerical skills and excellent personality. Previous experience helpful but will train qualified person. Apply in person Mon-Tues-Wed-Fri., 9-11:30 or 3-7PM. 27440 W. 7 Mile Rd.

RECEPTIONIST
Professional office has immediate opening for full time receptionist. Must be enthusiastic, well organized and has professional appearance. Office experience helpful, 50 WPM, good benefits. 12 Mile & Telegraph area. Send resume to Office Manager, 30215 Southfield, Suite #115, Southfield, MI. 48076

RECEPTIONIST/SECRETARY
Full time position available in fast-paced office. Excellent phone manner with typing of 55 WPM accurate and some word processing experience a plus. Start mid March. Send resume and "Salary Requirements" to
21250 Hall Rd., Suite 114, Southfield, MI 48034. Attention Office Manager

RECEPTIONIST
Join the Corporate Headquarters staff of an expanding Troy data processing consulting firm. We are looking for a dynamic individual to work as the Corporate Receptionist. Prior telephone experience, good clerical skills and light typing a must. We offer an excellent benefits package. Salary commensurate with experience. Interested applicants send resume to
MANAGEMENT SYSTEMS INC.
5700 Crooks Rd., Suite 219
Troy, MI 48098
Att: Gale Hedges

Receptionists
Do you want more flexibility? A chance to work at top companies, while improving your skills? If you type a minimum of 30 wpm and are interested in working on temporary assignments in the Farmington Hills and Troy area, call us for more information.
We offer top pay, paid vacations and merit increases.
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34115 W. 12 Mile Rd.
Suite 155
Farmington Hills
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ROYAL OAK/Berkeley area - typing, filing, light bookkeeping 8am - 5pm. Excellent opportunity 415-1558

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Robert Bartos, Director of Sales,
Computer Power Electronic Service, 4000 Town Center, Executive Services, 4000 Town Center - 5th Floor, Southfield, MI. 48075-1505

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SECRETARY
A personable and highly efficient secretary needed for Livonia based automotive supply company. Ideal candidate will possess excellent typing, grammar and communication skills. Shorthand not necessary.
Please respond with resume to
P O Box 1045, Livonia, Mich. 48151

SECRETARY/RECEPTIONIST
Engineering firm has an immediate opening for secretarial/bookkeeping position. Ability and desire to learn word processing and computer based accounting systems a definite plus. Experience desirable but not mandatory. Good salary and fringe benefits. Ideal candidate must personally resume to: Lombardo & Associates, P.O. Box 4128, Auburn Hills, Mich 48057.

SECRETARY/COLLECTOR
for Southfield law firm. Collection experience helpful. Phone ability. Benefit package. 559-9360

SECRETARY
Company in Troy Area needs accurate and fast typist and excellent spoller with knowled