EMPLOYMENT

504 Help Wanted Office-Clerical

AGGRESSIVE, growing company in Livonia seeks experienced Bookkeeper who is knowledgeable thru complete trial balance. Excellent benefits, salary commensurate with experience. Please reply to Box 418, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AN OPPORTUNITY YOU CAN'T PASS UP

WORK WHEN & WHERE YOU WANT - TOP PAY

CRT OPERATORS
BOOKKEEPERS
TYPISTS
SECRETARIES
WORD PROCESSORS

Long & short term assignments in your area. Immediate openings. Don't let your skills go to waste, have them work for you. Ask about our scholarship program

478-8350

Personnel Pool
NEVER A FEE

APPLY TODAY

Clerk Typists
(45-50wpm)

Senior Typists
(65wpm)

Switchboard
(Dimension)
(Horizon)

Our service has immediate temporary openings in the Livonia and Farmington Hills areas. Must have 6 months experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help

Livonia	477-0900
Madison Hts.	545-1700
Southfield	272-8500

ASSIGNMENTS AVAILABLE

We need experienced

- Sr. Clerks
- Typists
- Receptionists
- Secretaries
- Telemarketers
- CRT Operators
- Word Processing Oprs.

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

ASSISTANT rental agent wanted for large Westland Apartment complex. Must be good with people, accurate with numbers, some typing and knowledge helpful. Call 455-4350

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp. who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in 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.
355-9200

FULL TIME BOOKKEEPER needed for growing business. Please send resume to Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL charge for busy lawfirm. Must have pegboard experience. Please call Sandi 962-5383

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

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALER
Service Cashier needed immediately for rapidly growing dealership. Car dealership experience a must. We offer competitive pay plan, fringe benefits, congenial surroundings, 5 day week. Call for appointment. 851-7100
NUMZ BUICK, INC.
31500 W. 8 MILE ROAD
DETROIT, MICHIGAN

BOOKKEEPER - Full charge thru trial balance for CPA office, familiar with pegboard system, payroll, payroll returns. Salary and benefits commensurate with ability. Reply to Suite 111, Box 9052, Farmington Hills, Mich. 48018.

BOOKKEEPER/GENERAL OFFICE
AFTERNOONS
Commercial art studio seeks an individual with a working knowledge of basic bookkeeping functions & CRT experience to work afternoons. Send resumes to Detroit Art Services, Dept. A, 1699 Stub, Troy, Michigan 48084.
No phone call please.

BOOKKEEPER - Mature person with good typing skills, bookkeeping experience at balance, computer input and read-out experience, emphasis accounts payable, payroll taxes, purchasing. Troy. Send resume to: Box 8188, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/OFFICE MANAGER for Farmington Hills Real Estate Developer. Our rapidly growing dynamic company needs a full-over person that does bookkeeping thru trial balance, Accounts payable and payroll. Computer knowledge very helpful. Attractive setting with good working conditions. Non-smoker only. Call 851-8400

BOOKKEEPER
Part time. Responsible for payroll/billing, general ledger, taxes for home care agency. Excellent pay & benefits.
Mid West Home Care, 273-2500

BOOKKEEPER/SECRETARY
Familiar with construction.
Southfield area.
356-1150

BOOKKEEPER/
SECRETARY
$18,000
Troy location. Handle ledger, work up to trial balance. Detail oriented, organized person. Established company offering promotional opportunity and full fringe package. Fee Paid.
351-7870
ALLEN PERSONNEL AGENCY

BOOKKEEPER - thru trial balance with computer background for Auburn Hills Contractor. Part time could develope to full time. Call 373-3100
An Equal Opportunity Employer

BOOKKEEPER. EXPERIENCED qualified bookkeeper needed for Mountain Jacks Restaurant in Southfield. Excellent benefits. Apply in person 2-4pm at 24287 W. Warren.

BOOKKEEPING ASSISTANT with strong Receivable experience for downtown hotel apartment. Typing a must. Will train on CRT. Monday thru Friday. Pleasant surroundings. Ask for Mr. Figley
852-0671

BOOKKEEPING
Must be experienced in general bookkeeping procedures. Bank reconciliations, typing, filing and varied detail work. Willing to learn CRT. Applications being accepted between 4 & 5pm. Mon. thru Thurs. at
Jack Rabbit Western Hwy.,
Suite 718, Southfield

CASHIER
Immediate opportunity in our Credit Collections Division for an individual to compile daily cash, verify checks, make daily bank deposits and phone calls to delinquent customers. The individual must type 50/55 wpm, have an excellent telephone personality and have an aptitude for figure work. One year's experience in Bank Accounting or Cashiering desirable. Excellent benefits and pleasant working environment. If interested, please send resume to:
Personnel Department
P.O. Box 2321
Southfield, MI 48037
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CASHIER/GENERAL OFFICE
for busy Men's store in Birmingham. Full-time. Experience helpful.
Call Edith, 645-1913

CDI
Assignments available in your area for:
CLERKS
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do It" company now and register. Call 559-5448 or 313-1005

CLERICAL
part time open in Novi to process sales orders, correspondence and light bookkeeping. Call 349-3300

CLERICAL, Part time. Typing & filing skills required. No other experience necessary. Minimum 4 hours day. 15-15 hour. Apply in person 27441 Hoover
Industrial & Automotive Fasteners
2200 W. 14 Mile Rd.
Royal Oak

CLERICAL
PART TIME
Several positions available for general office clerks, file clerks, typists and CRT operators for our Plymouth facility. Good communication skills helpful. Must be willing to work on an on-call basis. If interested apply at:
ADSTEEL CORP
101 UNION ST
PLYMOUTH, MI 48170
Attn: Personnel

CLERICAL
Person with experience in customer billing & accounting. Some CRT experience helpful, but not required. Good salary and employee benefits.
Call Mr. M. Cwik
Detrex Chemical Industries
358-5800
An Equal Opportunity Employer

CLERICAL - Seeking part time person with light typing, filing, proof reading skills for general clerical position in Southfield location. Hours 10am/2pm 5 days. Write M. O'Brien, Central Credit Union of Michigan, P. O. Box 5310, Detroit, MI 48235

CLERK - Personnel background a must for this long term position in Warren area. Must have typing skills and some computer or word processing background.

NBI WORD PROCESSOR - needed for position in New Center area. Long or short term available for top-notch individuals.

IBM PC - part time position in Birmingham for individual who works on the Lotus 1,2,3 software and is available on a part time basis.

SECRETARY - good typing and general office skills needed for long and short term positions in Warren, Pontiac, Troy, Southfield and Detroit area.

IBM 5520 OPERATOR - long and short term assignments available for experienced individuals. Must also possess good secretarial and clerical skills.

WANG WORD PROCESSOR - short term assignments available in the Troy area for trained and/or experienced individuals.

FOUR PHASE OPERATORS - long term position available in beautiful office for individual with four phase training and/or experience.

Don't you owe it to yourself to see what ENTECH SERVICES has to offer. Call Today for your personal interview.
NEVER A FEE

ENTECH
SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead Of The Rest

CLERK TYPIST for Birmingham lawfirm specializing in real estate. 55wpm, no experience necessary. Will train. Contact Judy 645-7781

CLERK TYPIST
Growing national financial company needs Clerk Typist to fill opening. Good typing skills, pleasant telephone voice and experience with shipping and receiving a must. Scott offers a competitive salary, profit sharing and a fun company benefits. Respond in writing, with salary requirements and job history, to: Scott Specialty Gases, 1290 Commerce, Troy, MI 48084

CLERK/TYPIST - Minimum speed 50wpm. No prior office experience required. Will train. Northwestern Hwy./Southfield area. $4.50 per hour to start. Call Mr. Kontner 851-7200

CLERK/TYPIST
Neat & accurate typist, good with figures. Plymouth area.

CLERK TYPIST
Wanted for sales office. Must be experienced in invoicing and record keeping. Call International Calculators, Southfield. 358-0410

COMPUTER OPERATOR accounting clerk. Experience preferred. Mon. thru Fri., 1pm - 10pm. Livonia area. Send resume to box 423, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
See our display ad in this section for
Credit Administrator
ESSEX
Chemical Corp.

504 Help Wanted Office-Clerical

CREDIT/COLLECTIONS CLERK
Worldwide headquarters located in Southfield has an immediate opening for an individual to make collection calls, and/or phone calls relating to financial statements, and to send out collection letters. The individual must type 55 wpm, have a good math aptitude and strong organizational skills. Minimum of 1 year experience in collections or credit department required. Excellent benefits and working conditions. Please send resume to:
Personnel Administrator
P.O. Box 2321
Southfield, MI 48037

CUSTOMER SERVICE/
GENERAL OFFICE
Small manufacturing firm in the Livonia area is seeking a highly organized individual to handle a variety of general office & customer service functions. Excellent math, typing, analytical & communication skills required. Send resume & salary requirements to: Box 443, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA CLERK
13 midnight to 8 am shift. 110-2000 service 44 stations. Pleasant work. Reply to: P.O. Box 39293, Redford, MI 48239

DATA ENTRY/GENERAL OFFICE
Good typing skills required. Full time. Birmingham area. Computer experience helpful.

DATA ENTRY OPERATOR
Key to tape. Part time, afternoons 3:30pm - 7:30pm. Livonia, 525-8200, ext. 236.

DATA ENTRY OPERATOR
We are seeking an ambitious individual to work as a data entry operator on our accounts office. Any related experience helpful but not necessary. Must type at least 45wpm. This is full time, plus overtime. Please send resume to P.O Box 618, Detroit, MI 48231

DATA ENTRY
OPERATOR
(temporary) Our growing corporation is seeking a dependable individual with at least 1 yrs operator experience on the Nixdorf 600 Series data terminal. Knowledge of accounts receivable preferred in alpha/numeric keying. This temporary assignment will last approximately 5-6 mos. Position will be on the afternoon shift. Possible overtime required. No benefits. We will be accepting applications Mon. - Fri. 9-11am or 1-4pm. Personnel Dept.
Manufacturers Hanover
Mortgage Corp.
27555 Farmington Rd. (corner 12 mile)
Farmington Hills, Mi. 48018
An equal opportunity/affirmative action employer M/F/H

DATA PROCESSOR/WORD Processor for Southfield Dental Office. Minimum 1 year computer experience and knowledge of software application, preferred terminology helpful. Send resume and salary requirements to: JRP, 26261 DP/DP, 28211 Telegraph, Suite 111, Southfield, MI 48034

DO YOU LIKE VARIETY?
Daren's Dags needs all-around person for a wide variety of office-related jobs. One full time (34-40 hours) & one part time afternoon position available. Data entry can be part of this job if you want. Drop off resume to Sandy M between 10am-2pm weekdays. 15080 Inkster Rd., Redford.

ENTRY LEVEL - Typing, filing, telephone. Full-time. Birmingham area. 644-8250

EVENING SECRETARY
Secretary needed for evening part time work, 3pm - 9pm, Mon., Wed., & Fri. eves. Should be able to type well & take dictation. Word processing experience desired. Excellent opportunity for homemaker/Secretary seeking school family income. Academic atmosphere & pleasant job setting. Call for telephone interview. 354-3410, School of Architecture, Lawrence Institute of Technology, Southfield, MI
An Equal Opportunity Employer

EXECUTIVE SECRETARY, immediate opening for Secretary to C.E.O. of Troy firm handling life, group, health & disability insurance, as well as pension funds, tax shelters and discount brokerage. Please call Betty, 362-8100

EXECUTIVE SECRETARY with background in Sales or Secretaries. Organization skills imperative. Part time/full time. Orchard Lake area. 682-6112

EXECUTIVE SECRETARY
Non smoker. Experience & 3 plus minimum experience. Resume & salary to: Mr. Peter, 37777 Franklin Rd., Ste 600, Southfield, MI 48034

EXECUTIVE SECRETARY
Southfield area. Good telephone manner, written & oral communication skills, type 55wpm & use dictaphone equipment. Shorthand & knowledge of engineering terms a plus. Send resume & salary requirements to box 499, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
$13,000 FEE PAID
Suburban location has 500 company seats individual with executive secretary skills. Fast-paced environment, variety, and challenge. Benefits include dental, vacation and tuition reimbursement. 649-1900.

SNELLING & SNELLING

EXECUTIVES of large & fast growing company are looking for experienced Secretary. Good typing & shorthand skills required. Full time position. Attractive salary and fringe benefits. Call Kim, 532-8700.
J & L Industrial Supply Co.,

504 Help Wanted Office-Clerical

EXPERIENCED LEGAL Secretary for mid-size law firm located in Southfield, needs assistance in litigation or litigation. Pleasant office surroundings. Call Kim

EXPERIENCED WORD PROCESSOR $12,500 to start plus benefits. Send resume by April 19, to Senior Alliance Inc., 3250 Second St., Suite 160, Wayne, MI 48184

FARMINGTON HILLS insurance agency needs aviation insurance person. Full time. Includes typing & calculator. No aviation experience, will train person with insurance background. Non-smoker. 855-2333

FARMINGTON
SECRETARY
Typing 60 & dictation 80 WPM to work for several sales people to growing industrial firm. $15,000 & company pays our fee.

#1 Personnel Place
846-7280

FAST paced Video production group seeking full time experienced word processor. Must be people oriented, hard working, enthusiastic & loyal. Send resume to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIELD SERVICE SECRETARY
Growing medical X-ray service company seeking experienced person with good communication skills for new position. Must have aptitude for detail, basic secretarial skills necessary and bookkeeping background desirable. Starting rate $5 hour plus benefits.
AMERICAN MEDICAL SYSTEMS
Livonia, Michigan
261-7575

FILE CLERK
Full time, 8 to 5. Apply in person to:
H & Electronics
30440 Schoolcraft Rd., Livonia.
An Equal Opportunity Employer

FILE CLERK - some experience helpful, good salary, benefits, fee paid. Berry Personnel, 24661 Coolidge, Oak Park. 543-2054

Financial Clerk
Must have accounting background, typing and calculator skills. Mature individual desired. Apply Mon. thru Fri. 8:30am to 3:30pm.
Pinkterton's, Inc.
15565 Northland Dr.
Suite 208 E, Southfield
An Equal Opportunity Employer

FULL Time Medical biller needed: experienced with Blue Cross, Medicare & private insurance billing. Flyhealth. For appointment: 559-3113

FULL TIME SECRETARIAL position, general office skills required.
Rochester area. 853-2011

GENERAL CLERICAL, typing, some small computer input. Light telephone style. Downtown, Semis stop 1 block. Call Mrs. Smith. 962-0452

GENERAL CLERICAL - Typing 50 wpm. Southfield area. Excellent company, good salary, benefits, fee paid. Berry Personnel, 24661 Coolidge, Oak Park. 543-2053

GENERAL INSURANCE OFFICE
Good telephone voice, accurate typist, insurance experience in Home Owners & Auto helpful. Southfield.
Call Mrs. Smith. 962-0452

GENERAL OFFICE - full time, 8-5pm. Must be flexible. Capable of filing typing answering phones. Salary commensurate. Send resume to P.O Box 3338, W Bloomfield 48033

GENERAL OFFICE - must enjoy working with people. Light essential for operation of computer. Lots of customer contact. Pleasant working & clerical position. Oak Park area 399-8181

GENERAL OFFICE - Part-time. Varied work hours, weekends. Typing, record keeping and switchboard. Apply Mon. thru Fri. Farmer Jack, Arnold Normandale Plaza, 18320 W. 7 Mile.

GENERAL OFFICE - Mature person to work in Troy office. Flexible hours & responsibilities. Some knowledge of office procedures.
644-6400

GENERAL OFFICE - Full or part time work for mature person. Mon.-5pm. flexible scheduling possible. Some bookkeeping necessary. Call 633-4100

GENERAL OFFICE
Answer phones, typing, transmit information over cable radio. Farmington Hills. Call 626-0406.

GENERAL OFFICE, full time. Telephone, typing & some bookkeeping. Medical business center. Troy area. Call 9:30am-5pm 362-5232

GENERAL OFFICE/Bookkeeping position. Must be hardworking with hands on double entry bookkeeping experience. Autocraft Investments.
591-1963

GENERAL OFFICE part time, approximately 20 hours per week. Weekends and weeknights. Previous experience necessary. Apply in person at J.L. Furniture, 29515 Plymouth Rd. Livonia

GENERAL OFFICE
Typing, filing, CRT experience helpful. Must be good at detail work. Applications being accepted between 10am and noon only.
21901 Northwestern Hwy.
Suite 712, Southfield

GENERAL OFFICE
General office position with Southfield company. Accounting background helpful. Must have secretarial skills. Typing 50 wpm. Able to deal with public and work with minimum supervision. Send resume to: Personnel, P.O. Box 2002, Southfield, MI. 48037, etc. OA/EOE or call 355-3211 ext. 17

IMMEDIATE OPENING - Part time, in growing office, for an individual who is flexible in hours. Must be able to handle deadlines. Good typing and calculator skills a necessity. Apply in person, 30445 Northwestern Hwy., at 14434 Plymouth Rd., Livonia.

504 Help Wanted Office-Clerical

GENERAL OFFICE - PART TIME
Mature person must be experienced in office procedures, fast & accurate typist. 20-30 hours per week based on 8 hours per day. May lead to full time. Send resume to:
PETER BLOM INDUSTRIAL SALES
29214 Orchard Lake Rd. Ste 100
Farmington Hills, 48018

GREAT JOB for the right 3 year experienced secretary who likes diversification. Answering phones, typing, high-speed word processor, collecting, mailings and greeting the public are some of the duties involved. You must have good typing skills, a pleasant personality, a telephone voice and be able to handle varied responsibilities. We are located at the Town Center complex in Southfield.
Ask for John Mason 355-5560

INSURANCE AGENCY Northwestern/11 Mile Rd. requires part time Filing Clerk & Typist. 12 hours per week.
Call Marilyn 355-2727

INSURANCE AGENCY seeking full time A/P, A/R payroll person. Knowledge of commercial/personal lines necessary. Send resume to Insurance Management, 26300 Northwestern, Southfield MI 48076

INSURANCE AGENCY in Southfield - needs experienced Homeowner Secretary. Call after 6pm. 626-0066

INSURANCE AGENCY seeks experienced secretary. Insurance background experience either staff servicing property-casualty lines or underwriting property-casualty lines with experience. Southfield.
354-6110

INSURANCE OFFICE in Troy needs excellent typist, 60wpm, with good English skills. Computer knowledge helpful. Salary commensurate.
An Equal Opportunity Employer

INSURANCE
SECRETARY
Large suburban insurance company needs your good secretarial experience. Excellent benefits & rate calculations. Outgoing personality a must for heavy client contact. Starting salary $17,000 & good benefits. Our fees are always company paid.
PERMANENT STAFF
Livonia 591-2321
Southfield 352-9520
Troy 362-4044
Southwest Suburb 584-3170

INSURANCE
Southfield law firm opening in personal lines department to service accounts alphabetically. Agency experience preferred. Knowledge of coverages & rating helpful. 355-4100

INVESTMENT CLERK
Experienced Investment Bookkeeper desired. Send resume to: Personnel, P.O. Box 300, Southfield, MI 48037, Attn: IC/EC or call 353-3211 ext. 17

INVOICING
SECRETARY
TO $12,000 FEE PAID
Prestigious law firm seeks dynamic individual with accounts payable and receivable, data processing and good typing skills. Excellent advancement opportunities with great benefits. Word processing training offered. 649-1900.
SNELLING & SNELLING

JOBS
JOBS
JOBS
Now is the time to register, whether you are employed or unemployed, for good opportunities. Registering for temp jobs too. Must have experience & good skills to qualify for the following:
Receptionists
Secretaries
Legal Secretaries
Salaries vary depending on position from $15,500 to $25,000 plus good benefits. Call for an appointment
Adanac Personnel Service
649-1105

JR. EXECUTIVE
SECRETARY
Some word processing experience and your ingenue outlook will land you the job of a life time with this well established 190 company. Complete benefits and starting salary to $15,000. Don't miss this FEE PAID career move.
Call Jan, 478-3500.
SNELLING & SNELLING

LANIER & WORD STAR
WORD PROCESSORS
Needed for long and short term assignments. Excellent pay, paid vacations and bonuses.

PTS
PATNEL TEMPORARY SERVICES
478-9707

LEGAL
SECRETARY/RECEPTIONIST
For small Law Firm in Southfield. Full time. Call ext for duty 827-4100

LEGAL SECRETARY
Congenial office, Bingham Center, Birmingham. Salary open. No shorthand. Medical typing helpful.
645-1766. After 6pm 255-7284

LEGAL SECRETARY
Challenging position available in Southfield law firm for experienced Legal Secretary with managerial experience. Excellent typist at 65 wpm, knowledge of word processing, Wordstar helpful, range $18,000/$22,000. Position available immediately. Send resume to: P.O. Box 5068, Southfield, MI. 48086-5068.

LEGAL SECRETARY
Part time position in Southfield. Call Carole. 352-8300.

LEGAL SECRETARY: Experience & knowledge of Probate required. Excellent Salary negotiable. Franklin Village. Call Nancy at 851-8100

LEGAL SECRETARY - Bloomfield Hills law firm, experienced in defense litigation, word processing desirable. Call Mr. Slash 645-7880

LEGAL SECRETARY
Typing, word processing, will train. Simple bookkeeping. 2 years experience required. Call Nancy for appt. 313-0168

LEGAL SECRETARY - mid sized Bloomfield Hills law firm seeks experienced full time legal secretary. Word processing, competitive salary & benefit package 644-5300

LEGAL SECRETARIES
Prestigious Southfield law firm needs Legal Secretaries. 4 years experience in Bankruptcy preferable. Word Processing. Salary $17,000. Excellent benefits. Contact
PEG LEI CONSULTING
& EMPLOYMENT SERVICES
254-5118

LEGAL SECRETARY
Immediate opening for experienced personal injury legal secretary. Position involves working for staff counsel of a national multi billion dollar property/casualty insurance company. Word processing experience helpful. The position is located in our Troy office (Northeast Financial Building). Call Grand Rapids Personnel office toll free at 800-632-1911 or send resume to: Home Insurance Co. Personnel, 3000 Cleystone St. SE, Grand Rapids, Mich 49546.
Equal Opportunity Employer M/F

LEGAL SECRETARY - 3 years experience needed for small litigation firm in Southfield.

LEGAL SECRETARY - 1-3 years experience. Personal injury lawfirm. Word processing helpful. Call Karen, 843-8580

LEGAL SECRETARY - Farmington Hills. Experienced, full time. Word processing helpful. Salary commensurate with experience. 855-8070

LEGAL SECRETARY
At least 1 yr. experience. Excellent typing & communication skills required. Bloomfield Hills Area.
540-0014

LEGAL SECRETARY
Experienced, Word processing helpful, expanding Birmingham firm. Good benefits. 540-0011

504 Help Wanted Office-Clerical

LEGAL SECRETARIES. Exp. & Trainees. Excellent typing & shorthand, dictaphone helpful. Fee Paid Employment Center II. Agency 816-4130

LEGAL SECRETARY
Experience necessary. For downtown law firm. Good typing skills required. Send resume to J M & B, 3166 Penobscot Bldg., Detroit, Mich. 48226.

LEGAL SECRETARY for personal injury & general practice law firm located in Southfield Town Center. 3-5 years experience preferred & work well in a fast paced environment. Salary & benefits commensurate with experience. Call Robin 354-8080

LEGAL SECRETARY - Experienced in litigation to work for busy senior partner. Word processing experience preferred - Word Star would be a plus. Liberal benefits, salary open. Please call in confidence, Mrs. Gibbs 540-1060

LEGAL SECRETARY TRAINEE
Here is your chance to enter the legal field. Paid secretarial experience gives you a foot in the door. Fee is $14.00 an hour.
SNELLING & SNELLING
Roseville, 772-8760

LEGAL SECRETARY position open in the Bingham Farms/Birmingham area, 3 to 5 years exp. Prior law office experience required. Word processing experience preferred with typing of at least 60wpm. Salary & benefits commensurate with experience. 644-6424

LEGAL SECRETARY
for Negligence Defense. Bloomfield Hills Law Firm. Excellent benefits. Prefer Word Processing experience. Knowledge of County Procedure a Must. No Shorthand. Salary commensurate with experience. Call Mrs. Bender, Bell Dentzer, 858-3415

LEGAL SECRETARY, experienced with well starting ability, shorthand required. Applicants must be familiar with Xerox 850 or similar word processing equipment. Southfield law firm. Call. Qualified applicants, Call Ms M. Gilbert of Rice, Rice & Gilbert, 943-7770 and submit a written resume with salary requirements prior to interview.

LEGAL
SECRETARIES
Permanent and temporary positions available immediately. Never a fee to you for our courteous and professional placement assistance.

PERSONNEL
AT LAW
2000 TOWN CENTER, SUITE 2140
SOUTHFIELD, MICHIGAN 48075
358-0060

LEGAL
SECRETARIES
WE ARE IN OUR BUSIEST SEASON
Job orders are streaming in for experienced temporary & permanent legal secretaries. ALL legal candidates are invited to call or write:

JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 109
Troy, MI 48084
Days, Eves & Weekends (313)343-9430
ALL FEES EMPLOYER PAID

LET OLSTEN
PUT YOUR
SKILLS TO WORK

- Top Pay
- Bonuses
- Benefits
- No Fee

Long & Short
Term Assignments

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

OLSTEN
Temporary Service
An Equal Opportunity Employer

LEVEL - entry secretary, beautiful Birmingham office, good typing skills, 55wpm, light word processing, benefits $14,000, fee paid

SALES - secretary, Southfield, typing 70 WPM, dictaphone, sales background helpful, excellent benefits and salary, $15,000, fee paid

PART TIME - CRT operator, experienced, good typing, 4 days per week, $5.50 per hr. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

LIFE INSURANCE BROKERAGE firm seeking responsible full time receptionist/secretary position. 3-5 yrs. previous experience, need resume with salary requirements to: Harlan Hansen, PO Box 7897, Troy, MI. 48007

LIGHT TYPING, invoicing, good telephone voice, 20 hours a week, to fit into full time. Dearborn Heights. Call between 8am-5pm

LIVONIA PRINTING BUSINESS needs a responsible clerk with secretarial skills and ability to work with customers. Flexible part time hours could grow into full time. 476-8180

MATURE SECRETARY needed for expanding law firm in Bloomfield Hills/Farmington Hills. Must be a self starter - good typist, have a pleasant phone manner and be interested in learning the real estate business, word processing experience helpful. Please send resume to box 8364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Mortgage Processor
Prefer experience on residential real estate background. Regularly examining local mortgage banker. Please call:
Mr. Polick or Mr. Brie
Liberty Mortgage Corp.
358-2345

NORTHVILLE LAW FIRM
needs individual with good typing & secretarial skills. Send resume to:
PO Box 648, Northville, MI 48167

OFFICE CLERICAL
Downtown Detroit Firm needs office help. Good typing skills. Will train on job. All benefits. For appt please call Ms. Ellis 961-8770

OFFICE CLERK
We are seeking a general office clerk to work in our furniture office. Responsibilities will include filing, pertaining to a other clerical work. Any office experience helpful but not necessary. Great opportunity. This is a full time position. Send resume to P.O Box 64, Dearborn, MI 48121

504 Help Wanted Office-Clerical

MAIL CLERK
(Part time). Our growing corporation is seeking an individual to work part time in our financial division. Working hours will be approximately 16am-1pm. Mon. - Fri. Individual will be responsible for mail duties including sorting & distribution of mail. Position also involves light clerical duties & distribution of supplies. Telephone backup may be required during lunch hours. Benefits not included. Interested applicants should apply Mon. thru Fri. 9-11 or 1-4pm.
Personnel Dept.
Manufacturers Hanover
Mortgage Corp.
27555 Farmington Rd. (corner 12 Mile)
Farmington Hills, Mi. 48018
An equal opportunity/affirmative action employer M/F/H

MATERIAL COORDINATOR. HVAC contractor requires experienced material coordinator. Priority is to expedite clerk. Good starting salary & fringe benefits. Heartland area.
Call Mr. Carr 547-3440

MATURE PERSON - experienced in typing, record keeping & phone work for manufacturer representative office in Southfield. Call Ms Goldberg 569-3880

OFFICE HELP - Order processing & invoicing. Part time thru full time position available. Approx. $4.50 per hr. Lorenz Food West of Northville. Call R.V. Wholesale 349-1955

OFFICE MANAGER POSITION
Large national contractor type firm in office location seeking the following skills: Word processing & data entry skills, good figure aptitude, experienced with Memory typewriter, good shorthand & typing skills a plus. Must possess good communication skills. Excellent starting salary & benefits. Send resume to: Sealed Air Cleaning Contractors, Tower 600, Ste. 2275 Renaissance Center, Detroit, Michigan 48243

OFFICE POSITIONS
busy Southfield distributor seeks qualified individuals for entry level office positions. Excellent calculator & math aptitude required. Excellent entry-level opportunity. Accuracy a must. Excellent benefits. Data Entry/Order Processing
Customer Service Clerk
Call before 11am 353-0379

PART TIME CLERICAL
Sales office in Birmingham (Fortune 500 Co.) is seeking a mature personable individual to handle heavy phones & typing. Approximately 20 hrs. per week (Mon.-Fri.). Must be flexible in order to work flexible hours occasionally. Rate negotiable, depending on experience. Position could develop into full time. Screening thru Paul 644-5600
Southfield Personnel Agency
PART TIME - FILE CLERK - approximately 16-20 hrs. per week, flex. flexible. Other office skills helpful. 8 Mile/Lahser area. Mrs Cotta 352-8160

PART-TIME LEGAL
Secretary for downtown Birmingham Law Office. Litigation experience preferred. 540-7060

PART TIME - manufacturer firm in Livonia has an opportunity for a part time typist/receptionist. 1 hr. per week. 12:30-4:30 pm. $4.75 per hr. Applicants should have a minimum of 2 years office experience. Call between 10 & of 50 WPM. Please send resume to Box 4158 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL/Accounts Payable Clerk. 6 months prior experience handling payroll & accounts payable in a computerized environment. Some college preferred. Effective team member required. Send resume with salary desired. Excellent salary & fringe benefits. Submit resume only no phone calls accepted to: Valerie A. Gamble, Asst. Executive Director, Detroit Institute of Arts, Human Resources, 5200 Woodward Ave., Detroit, MI 48202.
An Equal Opportunity Employer

PAYROLL
ASSISTANT
$12,500
Process time cards and benefit information in personnel department for large expanding company. Some payroll or related experience needed. Full benefit package with dental plan and Christmas bonus. Fee Paid.
351-7870
ALLEN PERSONNEL AGENCY

PAYROLL CLERK - General office & typing. Must have pleasant personality & phone manner. Call Mrs. Cotta 644-8015 or apply in person at 1313 No. Woodward, Bloomfield Hills.

PAYROLL
CLERK
Bloomfield Hills company needs an experienced Payroll Clerk with good typing skills. Excellent benefits and salary. Send confidential resume to: Mr. Unger, P.O. Box 631, Southfield, MI 48037

Plante & Moran, an employment agency, recruiting for an equal opportunity employer

PERMANENT/PART TIME
Still time, Inc. Southfield, 357-4794. Mon.-Fri. Clerical secretarial job, requires client contact, strong telephone voice, is very busy hectic office. Also knowledge of IBM-PC necessary. If you are hard-working, cheerful and enthusiastic, send resumes to:
P.O. Box 215, Bloomfield Hills, Mich. 48302-0215, Att: L. Stalberg.

PERSONNEL SECRETARY - full time position available in our Southfield office. Good secretarial skills who can take dictation at a minimum of 60 WPM. Good typing ability, 55wpm. Good starting salary, liberal vacation & paid holidays, outstanding employee benefit, pleasant Farmington working hours. For immediate consideration call 8.30am-5pm Mon. Fri. Mary Sadler 553-2540
Metropolitan Life Insurance Co.
An Equal Opportunity Employer

PERSONNEL
SECRETARY
Major Detroit company needs your good secretarial & people skills to work for our VP of Personnel. Excellent advancement opportunities in this career position. Starting salary at $11,500 plus excellent benefits. Our fee is always company paid. Call today!
PERMANENT STAFF
Livonia 591-2321
Southfield 352-9520
Troy 362-4044
Southwest Suburb 584-3170

PLEASANT PERSONALITY to fill entry level position in Personnel Dept. Next area. Customer service rep with phone office skills. Knowledge of printing business helpful. Call Mrs. Brown 476-3680

RECEPTIONIST
Part time Doctor's Receptionist. Good opportunity to learn. No experience necessary - will train on job. Secretarial skills imperative. Part time only. Reply to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/BOOKKEEPER
Pleasant voice. Immediate opening. Southfield area. Call Mr. Mandel 352-3277

RECEPTIONIST-Oakland County needed for small Oakland County law firm. Full time position. Excellent typing skills necessary.
Please call 852-3200 daily 855-4630

RECEPTIONIST
Southfield law firm seeks receptionist, experienced preferred. Excellent typing skills. Excellent salary and benefits.
358-1333

RECEPTIONIST
Pleasant telephone manner a must. Some light typing experience. Start immediately. Call Jackie 661-4144

RECEPTIONIST/SECRETARY for Detroit office. Excellent benefits. Call Peggy Morgan & present Hudson, PO Box 1967, Troy, MI. 48007

SALES AUDIT
CLERK
Immediate opening for Sales Audit Clerk who have work experience in sales audit, preferably with 10 key adding machine. Must be good at figures and spelling. Must be able to audit check sales reports from our retail outlets.
We offer an outstanding company paid benefit package including life, hospitalization, dental and prescription plan.
Call
270-1286
Farmer Jack Supermarkets
An Equal Opportunity Employer

SALES OFFICE
SECRETARY
Be part of a growing dynamic team with the well known company. If you enjoy dealing with people and have good typing skills, this could be the position you have been looking for. $15,000. Fee Paid.
Call Ann
SNELLING & SNELLING
353-2090

504 Help Wanted Office-Clerical

RECEPTIONIST for small Switchboard. PART-TIME - Sat. and Sun. evenings only. Apply in person, Mon. thru Sun 9-4pm. Manager's Office, North Park Towers, 15240 North Park Dr. Southfield.

RECEPTIONIST NEEDED for northern Oakland County law firm. Excellent telephone & typing skills a must. Send resume and salary requirements, P.O. Box 68001, Pleasant Ridge, Mich., 48069-0001

RECEPTIONIST
Part time, dental office. Maple - Telegraph area.
426-8184

RECEPTIONIST/SECRETARIAL position for mature, experienced person. Full-time. Detroit area. 544-1200

RECEPTIONIST SWITCHBOARD operator. Typing required. Send resume to: Imperial Certis, 801 W Big Beaver, Ste 470, Troy, Michigan 48084

RECEPTIONIST wanted. Permanent, full-time position available. Light typing required. Call 852-3179

RECEPTIONIST - PART TIME
Birmingham, Mon. thru Fri., 12 Noon-3 PM. Must be professional looking, pleasant, general office duties, pleasant personality. Call
540-5588

RECEPTIONIST/TYPIST
Farmington Hills. Nice phone manner, typing skills required. Salary open. Part Time. Good typing skills.
354-2311 Temporary Specialists.

RECEPTIONIST/SWITCHBOARD
Southfield Insurance Agency. Must have pleasing telephone manner, good typing skills, previous experience. Send resume to P. O. Box #2004, Southfield, MI., 48037.

RECEPTIONIST/SWITCHBOARD
Advertising agency, Troy. Intelligent, pleasant personality, organized, responsibility. Send resume to:
Sonia Weiner, 2250 W. Big Beaver, Troy, Mi. 48084

RECEPTIONIST. Front office position