504 Help Wanted Office-Clerical

A MEDICAL MANUFACTURING Company, located in Southfield, has an immediate full time opening for person with over 3 years medical general office experience and 55 WPM accurate typing. Prefer applicants who have professional phone manner, customer service experience and data entry experience. Fringe benefits included. Call Personnel, 353-3520

GENERAL OFFICE help needed in Farmington Hills. Challenging entry level position for beginner. Room for advancement in business. 855-0011

GENERAL OFFICE Hacheson Area contractor's office. Full time. Typing, filing, phone answering, public. 852-8850

GENERAL OFFICE
Small company, 10 hours per week, typing, bookkeeping, or like flexible. Inquire Ed & Schoolcraft area. 591-4700

GENERAL OFFICE, part time. Must be good typist and typist. Computer experience helpful but will teach. Hours 8am-5pm, Mon., Wed., Fri. In Troy. 524-3565

GENERAL OFFICE help needed Experienced, Salary commensurate. Computer experience helpful. Apply 8am-4pm at Eldridge & Industry, 31500 W. Pontiac Trail, Wixom.

GENERAL OFFICE
organized and efficient. Meticulous person with excellent phone manner, able to follow directions, 45-55 WPM typing. Good resume to - 8 Mile Hill Dr., Berkley, Mi. 48072

GENERAL OFFICE
General office position with Southfield company. Accounting background preferred with good typing skills. Typing 50 wpm. Able to deal with public and work in fast, minimum supervision desired. Send resume to: Personnel, P.O. Box 200, Southfield, Mi. 48037, att: GA/EC.

GENERAL OFFICE/RECEPTIONIST
Typing, filing, must be aggressive with good phone manner. Sales experience helpful. Southfield area. 557-8112

GENERAL OFFICE
Typing, filing, pleasant phone personality. Farmington Hills. 474-1100

GENERAL OFFICE - part time or full time. No experience necessary, but some not required. Reply to: PO Box 517, Garden City, Mi 48135.

GENERAL OFFICE
Need good typist. Data entry or word processing experience helpful. Birmingham area. Call Mary Allano between 9am-5pm week days 258-9500

GENERAL OFFICE - Medical Billing Department in Southfield needs experienced person for full-time permanent position. Medical terminology helpful, big salary $15.5. Homemaker Shops, Phone Mrs McDonald, 557-8112

GENERAL OFFICE
permanent position for small company in Decatur, must be able to take telephone, 5 days per week. Good wages & benefits. Resume to PO box 46374, Redford, Mi 48240

GENERAL OFFICE
Progressive Southfield firm in Rochester is looking for Clerical Assistant/Backup Computer Operator. Pleasant personality, good typing experience helpful. Flexible hours & work. Computer experience desired but will train good typist. Call 656-1600

GENERAL OFFICE
Full time position available for person with fast typing skills, light shorthand & telephone experience. Must be a self motivated person who works well under pressure. Please send resume to: Personnel, P.O. Box 151, Birmingham, MI 48012

HELP!!!
Birmingham Advertising agency needs sharp, smart person with a sunny disposition. Bookkeeping experience helpful. Start immediately. Salary negotiable. Call Linda 642-7557

INSIDE SALES/EXPEDITOR
Aggressive individual needed for a fast paced, growth oriented Construction Materials Distributor located in the Northfield. Knowledge of construction a plus but not a requirement. We offer a challenge and an extraordinary opportunity for that right person. Salary and benefits. Blue Cross/Blue Shield, life insurance, vacation, profit sharing. Send resume with salary history to Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSIDE TELEPHONE SALES/PERSON
Full time, mature, with some experience, excellent opportunity for possible advancement to supervisor. 532-1410

INSURANCE AGENCY located in West Bloomfield looking for experienced take charge person to handle our personal lines. Salary open
Call Pat Cummings, 855-3500

INSURANCE
Personal Lines person to work directly with clients & company. Agency experience & knowledge of auto & fire. Knowledge of homeowner & auto policies required Livonia
Insurance EXPERIENCED CLERK. Part time. General agency. Typing, filing, etc. Will train to learn Bloomfield Hills area. 644-7161.

INSURANCE. Will market agency accounts. Pay $18,000. Need auto commercial underwriting knowledge. No Fee Employment Corp's 348-7233

KEY PUNCH/KEY DISC
Full & part-time openings on all shifts - for experienced people. Good Pay & Nice location. 543-6210

KEYPUNCH KEYDISC
Wanted experienced operators for our Troy office. Full or part time. First & second shifts. Attractive salary. Call Chris. 9am - 5pm, Mon. - Fri. Friday. 689-9440

KEYPUNCH OPERATOR
Small service bureau has part time experienced Operators. Redford area. 532-1500

LARGE EXPANDING WHOLESALER
In Bloomfield Hills has immediate opening in substantial accounting department for Payroll Clerk. Duties will include: full bookkeeping responsibility, monthly financial statements, payroll taxes.
Ideal candidate will possess 1-3 years experience (some college preferred). Health and life insurance, 401K, incentive plan profit sharing included in fringe benefit package. Please send resume to:
PERSONNEL
206 Big Lake
Bloomfield Hills, Mich. 48013
An Equal Opportunity Employer

LEGAL SECRETARIES
For professional job placement services, temporary assignments. Register now and put our experience and resources to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the north & central suburbs. Call now or send us your resume.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-8255

LEGAL SECRETARY
for (1) Person downtown Birmingham Office. Experience preferred but not mandatory. 258-5015

LEGAL SECRETARY
Prestigious Law Firm in Southfield. Experience required. Good pay. Call Mr. Metter 357-2858

LEGAL SECRETARY
ResCon Law Firm seeking experienced Secretary, good benefits, pleasant environment, salary commensurate with experience. 356-7900

LEGAL SECRETARY
Experience necessary - for downtown Law Firm. Good typing skills required. Send resume to: Paul, Livonia or mail to: Ballard, 3246 Penobscot Bldg., Detroit, Mich. 48226 - Attention: Lisa.

504 Help Wanted Office-Clerical

LEGAL SECRETARY wanted. Must have at least (4) years Legal experience Knowledge of Lexis 930 Magnetic Tape Typewriter - very helpful. General Practice in Birmingham. Immediate commencement with experience. 258-5010

LEGAL SECRETARY position open in the Bingham Farms office complex for three years term. Prior law office experience required. Word processing background preferable with typing of at least 80wpm. Salary & benefits commensurate with experience. 644-4132

LEGAL SECRETARY
3 to 5 years experience with good communication, research & analysis skills, paralegal training helpful
- 30 hour week. Send resume to:
31731 Northwestern Hwy., Suite 284,
Farmington Hills, MI 48018-5577

LEGAL SECRETARY
Needed full time for Bloomfield Hills law firm. Minimum 2 years legal experience, excellent typing skills and dictaphone experience helpful, word processing experience helpful. Must be self motivated and able to work independently. Send resume and salary expectations to:
OFFICE MANAGER
505 Woodward Ave., Suite 3100,
Bloomfield Hills, Mich., 48013

LEGAL SECRETARY NEEDED
For small Birmingham personal injury law firm. 1-2 years experience.
Phone 642-3757

LEGAL SECRETARY needed for Southfield law firm. Experience in personal injury litigation, good benefits, pleasant surroundings, salary commensurate with experience. 352-9020

LEGAL SECRETARY
Need excellent plaintiffs' legal secretary, Troy Office permanently. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 05064, Troy, MI 48084.

LEGAL SECRETARY
For small Southfield law firm. Word processing experience preferred.
Call 424-8384

LEGAL SECRETARY
Troy law firm. Shorthand and word processing necessary. Good salary for qualified person. 649-3750

LEGAL SECRETARY
35-30 hours flexible, word processor, light bookkeeping, experienced. Competitive salary. Southfield. 353-6450

LEGAL SECRETARY with word processing experience 3 days per week, for Southfield law firm. Ask for Paula
354-3250

LEGAL SECRETARY
2-3 years experience
Pleasant suburban surroundings.
353-6600

LEGAL SECRETARY
for Bloomfield Hills law firm. Word processing & shorthand skills required. Call Mr. Black 645-7480

LEGAL SECRETARY
Experienced, 1 to 2 years for Bloomfield Hills law office. Send resumes to:
35 Martin St. Suite 100, Long Lake Pl., Ste 3,
Bloomfield Hills, Mich., 48013.

LEGAL SECRETARY experienced for Southfield law firm. Defense work and litigation experience helpful. Word processing experience preferred but not absolutely required. Excellent benefits, pleasant surroundings, salary commensurate with experience. Call 353-3500

LEGAL SECRETARY
For large downtown Detroit law firm. Litigation experience required. Typing 70wpm, shorthand 80wpm. Good benefit package including medical, dental and retirement. Reply to: Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Bloomfield Area. Salary commensurate with experience.
540-0233

LEGAL SECRETARY, experienced for Birmingham firm with corporate/securities background. Letter word processing skills helpful. Call Ellen. 645-3260

LEGAL SECRETARY - Suburban law firm. 1 year exp. & up. Learn Word Processing here.
Call Judy at Personnel at Law: 358-0060

LEGAL SECRETARY for Senior partner of active Bloomfield Law firm. Executive skills. Highly motivated, well organized individual. Reply: P.O. Box 606, Northville, MI 48167.

LEGAL SECRETARY
Experienced person to run small friendly office of Attorney, in Town Square, Bloomfield. Shorthand helpful. Variety of duties. 258-3350

LEGAL SECRETARY NEEDED for Farmington law firm. Minimum requirements 3 year litigation experience & typing skills of at least 50wpm. Computer experience helpful. Salary commensurate with experience. Call Penny at 338-4455

LEGAL SECRETARY. Experienced preferred. Small Southfield litigation firm in Bloomfield Hills. Word processing experience helpful. Send resume & salary requirements to: Box 878,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
Experienced, for tri-county area.
Permanent & temporary positions available. All fees employer paid.
PEG LEGAL SUPPORT
& EMPLOYMENT SERVICES
258-5118

MAIL CLERK
Collect and distribute mail, apply postage, knowledge of rates and mail with special projects. Switchboard or phone experience helpful. Light typing. High school graduate preferred. Salary $12,025 to $13,713. City of Farmington Hills, W. 11 Mile, at Orchard Lake Rd.
Equal Opportunity Employer M/F/H

MATURE ambitious Secretary to work in busy manufacturers rep office in Southfield. Must have good typing skills, 65/70. Dictaphone and good communication skills required. Computer knowledge helpful and must be reliable and a self-starter. Send resume and salary requirements to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON for General office work, light bookkeeping, computer entries, typing, etc. Full-time. Livonia area. 591-1233

MATURE PERSON for clerical and showroom sales. Requires typing and filing. Full-time. Livonia area. Call 471-1540

MATURE PERSON - for 1 girl office, bookkeeping knowledge a must, non smoker, apply Aluminum Construction Co. 2051 Woodward Ave. Berkley

MATURE person with flexibility to handle duties in a local insurance/investment office. Telephone, typing, shorthand and record keeping skills and willingness to learn. Computer experience helpful. Opportunity for conscientious person to grow with firm. Salary commensurate with experience. Write P.O. Box 8317, Orchard Lake, Mi. 48033. Or call Pat 681-9250

MATURE SECRETARY needed for active or part time real estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manner and be interested in learning the real estate business, word processing experience helpful. Please send Resume to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDIA SECRETARY
A famous ad agency offers an immediate opportunity for you to use your good typing skills and experience. Competitive salary, free paid. Call Bernice.
SNELLING & SNELLING
353-2090

NATIONAL TITLE INSURANCE CO. has an immediate opening for an escrow closer/processor. Individual must have good secretarial skills, an aptitude for figures & be detail oriented. Experience in handling real estate transactions preferred. Great opportunity for career minded individual. Please contact Mr. Forster 645-6300
An Equal Opportunity Employer

ALL PURPOSE OFFICE HELP
Age no barrier. Send resume or reply to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL/DATA ENTRY
Immediate opening for full time office position. Responsibilities include, general office duties and data entry on CRT. Pleasant working conditions. Salary commensurate with experience. Apply in person at Hadley Auto Sales, 12345 W. Eleven Mile at Southfield Rd.

504 Help Wanted Office-Clerical

OFFICE, CLERICAL, Secretary - Southfield Campus. Experienced typing, Word Processing and light bookkeeping helpful. Excellent phone skills a requirement. Call 356-7460

OFFICE HELP - part time, Mon. thru Fri., 11 to 2 pm. Filing, telephone, errands, etc. Southfield area.
Carol 557-7417

OFFICE SECRETARY - Typing, dictation (preferable but not necessary) Filing, general office help. Temporary, part time to permanent job. Redford area. Good starting pay. (girl office. Call 8am-5pm 255-9454

PART-TIME clerical position available for 1pm-5pm shift. Requirements: Math skills, typing 40 WPM. Send resume to: Personnel, P.O. Box 200, Southfield, MI 48037, Attn: PE/EEC.

PART-TIME Office Help
Thurs. thru Sat. 9:30am-5pm, 84 hrs. to start. Plymouth area. Call 8am-5pm: 316-9167

PART-TIME PERSON to help bookkeeper with Collection & filling in a CPA firm. Approx. 20 hours a week. Send resume for Mary Ann, 2001 W. Big Beaver, Suite 600, Troy, Mich. 48084.

PART TIME POSITION available. Tues & Wed., 8:30AM-4:15PM. Clerical type responsibilities in advertising department of publishing company, filing of small illustrations & flats. Please send resume, in confidence, to: M Wray, P.O. Box 2600, Troy, Mich., 48007.

PART TIME
receptionist for Troy Law Firm.
Afternoons. Call Betty at
852-1300

PART-TIME SECRETARIAL, 13/ Northwestern. Shorthand & good typing skills. Word processing helpful. Hours 8:-16:30 - 8/hr. 855-1010 ext. 232

PART TIME typist for Attorney's Office in Livonia. Salary and hours negotiable. Call 477-6448

PAYROLL CLERK. Entry level. full time working position.
Holloway Construction Co.
Call for appt. 218-4927
An Equal Opportunity Employer

Payroll Coordinator
Immediate full-time opening. 2-3 years experience in all phases of payroll and related reports. Light typing skills required. Some experience with computer helpful. Dearborn location. Send resume to:
Kasle Steel Corp.
P. O. Box 536
Detroit, MI 48232
An Equal Opportunity Employer

PERMANENT part time clerical support is needed in our expanding Southfield office. This position will start at approx. 20 hours per week with the potential for full time. We are looking for an individual with good typing skills as well as some computer experience. Shorthand is desirable but not mandatory. We offer a competitive salary, pleasant surroundings and a competitive salary. If interested please submit your resume or call. Ryan Homes, 31700 Northwestern Highway#860, Southfield, 48075 559-7871

PURCHASING CLERK
For Drapery Fabric Warehouse located in Troy. Some office experience helpful. Excellent opportunity. 362-3010

REAL ESTATE RECEPTIONIST - in busy Livonia branch office. Must have good phone habits with experience in real estate or related business helpful.
Elaine 261-4100

RECEPTIONIST
part time, afternoons - 12:30-5:30 pm. 5 day per week. 84 per hr. In Bingham Office Center Area 644-0880

RECEPTIONIST for Southfield orthopedic medical health clinic. Part time, some evenings. Booking appointments, answering phones & typing from clinic phone. Send resume to G.L.M., P.O. Box 2434, Southfield, MI 48037

RECEPTIONIST - Part time
Doctor's office, in Novi, 14 hours per week 348-7830

RECEPTIONIST
Part time for Bloomfield Hills law firm. Typing required. Call Mr. Barnes 642-7848

RECEPTIONIST
Southfield mortgage company. Typing & telephone experience required.
Mr. Flanigan 353-7050

RECEPTIONIST NEEDED with pleasant personality and some typing skills. Some bookkeeping knowledge a plus. Salary per hour. Call Mon-Fri. 8 10AM-4PM. 548-1742

RECEPTIONIST/Secretary position. Perfect for law firm. Light typing. Call Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
To handle busy phones and general clerical responsibilities. Excellent benefits. Call Ms. Wilson, 616-1577.
Equal Opportunity Employer M/F

RECEPTIONIST SECRETARY
Immediate opening for an experienced Secretary with excellent organizational skills and the ability to type 70 WPM. Call Mr. Yan 557-7600

RECEPTIONIST-TYPIST
Mature, responsible person for fast pace office. Insurance experience preferred. Send resume to: Dealers Financial Service, 660 Griswold, Suite 100, Northville, Mi 48167, Attn: B. Melnik.
348-1400

RECEPTIONIST - Established Troy branch exchange firm seeks responsible front desk receptionist. Requires good typing skills, pleasant telephone & client contact position. Letters to:
Personnel Dept. KEAC Inc., 3290 W. Big Beaver, Ste. 444, Troy, Mich., 48084

RECEPTIONIST/SECRETARY
Immediate opening for recent high school graduate with pleasant personality, good typing skills & some shorthand. Light office work. Hours 8:30-5:30 pm. Good benefits & pleasant office atmosphere. Joe Naples Chevrolet, 28111 Telegraph, Southfield.
Call for appointment. 355-1000

RECEPTIONIST-TYPIST
Professional person needed for busy service company. Must be able to handle a variety of phone answering. Good typing skills, general office and data entry experience. Detroit area. Good working conditions and benefits. Send resume to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Hour 11:30, Day 40 hours Monday thru Friday. Typing is essential. Apply in person.
Ardmore Acres Hospital
19610 Farmington Rd.
Livonia

RECEPTIONIST/OFFICE CLERK
Fast paced Livonia video duplication company needs sharp, personable individual to perform general secretarial duties, light bookkeeping and answer phones. Professional phone manner, accurate typing (60-80wpm), shorthand required. Previous experience with electronic typewriter helpful. Send resume, including salary history to: Box 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
EVENING
If you are looking for a part time position between the hours of 4:30 P.M. - 7 P.M., we have the job. Join the Merit Systems Inc., Corporate Headquarters staff as we move into our new building in Troy.
You should have excellent and personal presence, typing of 40 wpm, and one year general office experience. Join a new team and be a part of one of the fastest growing segments of the economy. Send your resume to:
Lori Rescorla,
Merit Systems Inc.
5700 Crooks Rd., Suite 210
Troy, MI, 48098

RECEPTIONIST
knowledge of receivables, light typing, good with math. Excellent benefits. Call Joe Carlisson, 644-3400

RECEPTIONIST
Part time, pleasant phone manner.
Bay Birmingham Clinic.
Call Beverly, 644-7877

RECEPTIONIST - Full time for Birmingham professional office. Pleasant phone manner & good typing skills desirable. Call Debbie: 258-4500

RECEPTIONIST. Well groomed person with outgoing telephone personality for busy psychiatrist. Must enjoy people. Typing 50WPM. Southfield. 948-1300

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Need intelligent, phone and communication skills, accurate typing & general office experience. Non-smoker. Call Jackie 356-7460

RECEPTIONIST/SECRETARY
Immediate openings of 2 positions, 8 am to 5 pm, & 12 pm to 4 pm. Apply in person: May 20, 21 & 22, between 1 & 5 pm. Metropolitan Contract Services, 31003 Plymouth Rd., Livonia, Mi.

RECEPTIONIST/Typist, full time. Capable, experienced typist who can handle personality are prerequisites for a position which offers job security and full benefits for the right person. Livonia area. Call Mon. Wed. Thurs 1?to5. 261-8400

RECEPTIONIST
FULL TIME
CAREER OPPORTUNITY
National corporation headquartered in construction and attractive Southfield location has an opening for an experienced receptionist with good general office procedure background, typing skills and a pleasant personality. Attractive starting salary with full benefit package.
Please call Mrs. Green, 569-1448

RECEPT./LEGAL SECRETARY
Full-time position available for new Association in Farmington & Birmingham area. Call 8am-5pm. 855-5570

ROCHESTER AREA - Small manufacturing company seeks W/M, college graduate, detailed person. Must have typing and excellent math aptitude. Bookkeeping/accounting inventory experience a definite plus. Call Nancy or Kathy between 9-11am 852-7431

SALES ASSISTANT
Dean Witter Reynolds,
Southfield, Michigan.
Not a sales position, customer service, telephone & writing responsibility in highly motivated, fast-paced environment. Require polite manner, accurate typing, detail and organizational ability. Will consider applicant with task completion skills, strong work ethic and ability to satisfy person who thrives on plain hard work. Send resume to: 27200 Northwestern Hwy., Suite 278, Southfield, 48076.
Or call & ask for Miss Kelly 637-2470

Sales Secretary
For fast growing company at Telegraph/Jeffries X-way area. New building, fully paid benefits, good conditions. Must have pleasant phone voice, like HIGH ENERGY office, be accurate, flexible and cooperative. Typing soon to Wixom area. Send resume to:
Secretary, P. O. Box 20134, Redford, MI 48239

SALES SECRETARY
For photography & Graphic Arts Business requires pleasant personality, typing, telephone and organizational skills. Tues thru Sat. Corbett Studio, 625-8484

SALES SECRETARY
For busy Farmington Hills office. Industrial Electrical experience a plus. Shorthand required. Send resume with salary requirements to: Box 3099, Farmington Hills, Mich. 48018

SALES SECRETARY wanted for repair & service company. Shorthand & office experience preferred. Send resume to Dan Dirnsel, Leonard Hvac, Moving & Storage Co., 1782 E. Maple, Troy, Mich. 48083

Sales Secretary
Medium sized company, located in Livonia, has an opening for a Sales Secretary. Good starting salary and fringe benefits. Send resume to Box 844 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL ASSISTANT needed by Bloomfield Hills law firm. Typing hours, Errands, light typing. Call Mrs. Fisher 642-7480

SECRETARIAL ASSISTANT
Birmingham law firm. Typing hours, Errands, light typing. Call Mrs. Fisher 642-7480

SECRETARIAL/Administrative Assistant for Birmingham property management firm. Must be self-starter, detail oriented at Spellbinder word processing software, organized, detail oriented, able to type 35 wpm. Knowledge of O.M.C./SAA/E, 29829 Telegraph, #105, Southfield, Mi 48034 352-8000

SECRETARIAL POSITION available with a large investment firm in Birmingham. Call 645-6400

SECRETARIES
Advertising Agency has immediate openings for top-notch secretaries. Must be able to work under pressure. Salary commensurate with ability. Resume to: Personnel, PO Box 425-A, Detroit, 48232
Equal Opportunity Employer M/F

EXPERIENCED SECRETARY
For small Law office in Southfield. Call 557-3322

SECRETARY - a large regional stock brokerage firm is looking for an experienced Secretary. Applicant must be typist at least 50 wpm and past experience in a brokerage firm or the securities industry is preferred. No shorthand is required. Limited but pleasant & competitive salary. Please send resume and salary history to: Personnel Dept. KEAC Inc., 3290 W. Big Beaver, Ste. 444, Troy, Mich., 48084
No telephone inquiries will be accepted.

SECRETARY - A1 shorthand, light typing, Bookkeeping. Hours 8AM-5PM, five days. 559-0233

SECRETARY. Birmingham publisher willing to train on computer. Call 642-7480 Send resume to: Secretary, Suite C, 717 S. Eton, Birmingham, Mich. 48009

SECRETARY - challenging position for a candidate with excellent typing skills (55 net) plus some shorthand. Good salary plus benefits. Salary up to $16,000, send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY & Executive Secretary to 2 attorneys, Farmington Hills. Typing 60 wpm. Call 476-8300

SECRETARY - Experienced Industrial Marketing Research Firm in Birmingham area is looking for an experienced Secretary with typing (70 WPM) & dictaphone experience, word processing skills preferable but will train for a challenging & diversified position. Salary commensurate with experience. Send resume to: Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for busy high school administrative office in Orchard Lake. Typing required. Pleasant phone & adaptability necessary. Position included secretarial duties. Hourly, Call Mrs. Gedeski 682-0300

SECRETARY - for Troy Fortune 500 company - to train on word processor, 1-3 yrs experience

WAND - word processor for Bloomfield Hills/Southfield, must be able to work for long period of time. 626-8188

MAG CARD - operator for Pontiac area, some legal helpful, could be short or long term

GENERAL OFFICE - typists, 40-50 WPM, filing, accounting clerks, for Southfield, Birmingham, Livonia & Farmington

SECRETARYS - (11), for long term project, needed in Southfield, Birmingham, Troy. Start immediately, short hand helpful

50 TELEMARKETING people to start immediately in Southfield area.

Word processing taught in our offices

NEVER A FEE
Students - Teachers - Homemakers
Earn Vacation Money

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

504 Help Wanted Office-Clerical

SECRETARY for ad agency's fast paced, exciting media department. 3 years minimum experience including stat typing. Good benefit package. Send resume to Lora Shannon, fax# 313-350-9130 W. Big Beaver Rd., Troy, MI 48084

SECRETARY for small Bloomfield Hills office. Light typing & transcription skills. Call between 13 noon-3pm. 647-2600

SECRETARY - for small office. Lawyer involving, trial balance, minimum typing. Telegraph & 8 Mile. Call between 9 & 6 pm. 557-7100

SECRETARY - full or part time, with sales ability for modern home dealership in Canton. Accurate typing and bookkeeping experience required. Must enjoy working with people. Flexible hours. Male/female. 981-0410

SECRETARY, full time. Regional office of major life insurance company is seeking full time secretary. Knowledge of word processing a must. Call Mrs. Ward, 559-9000 ext. 2 between 9 am & 3 pm.
SECRETARY
Light bookkeeping, office work.
30 hours per week.
Temple Rel Assn 661-0050

SECRETARY - must be accurate typist, word processing helpful and have good telephone manner. Salary negotiable. Southfield area. Call 8 to 11 am. 357-1884

SECRETARY/OFFICE MGR
Growing company has 3 positions available - Birmingham & Troy locations. Candidate must have accurate typing, detailed with excellent secretarial & grammar skills. Expertise 2 gal staff. Word processing a plus. Send salary requirements to: Personnel, 29200 Northwestern Hwy., Suite 100, Southfield, MI 48034

SECRETARY - PART-TIME
Shorthand, 3 days a week (Mon., Wed., Fri.) 9:30 a.m. Downtown Birmingham. Call 645-2050

SECRETARY
Part-time, 25 hours into full-time. Varied duties including reception & typing. Birmingham area. Call Mrs. Gedeski. Apply in person: 29777 Telegraph, Suite 1166, Southfield.

Secretary
Part time position
that may lead to full time.
CIS/POX VIDEO, a leader in the rapidly growing home video industry has product integrity, is seeking an experienced secretary to join our Human Resources department.
The successful candidate will prepare correspondence, memos, and reports from dictation, typing and other staff professionals. Additional responsibilities include organizing and implementing office procedures and assisting in employee benefits administration.
Requirements include the ability to type 45 wpm, a high school diploma, plus secretarial training and experience. Two to two years of secretarial experience, knowledge of IBM PC, good telephone, interpersonal and organizational skills. Experience working with employee benefits and using a word processor and CRT preferred.
For immediate consideration, submit resume including salary requirements, or apply in person to
Mark Purcell
Human Resources Dept.
CBS/FOX VIDEO
31210 Cedar Valley
Farmington Hills, Mi. 48024
E.O.E. M/F/H/V

SECRETARY
Prestige magazine needs front desk greeter with strong typing skills and good phone manners. Great location! FEE PAID. Call
HARRIET SORGE PERSONNEL
644-7700

SECRETARY/Administrative Assistant for Birmingham property management firm. Must be self-starter, detail oriented at Spellbinder word processing software, organized, detail oriented, able to type 35 wpm. Knowledge of O.M.C./SAA/E, 29829 Telegraph, #105, Southfield, Mi 48034 352-8000

SECRETARY/RECEPTIONIST
Mature, responsible person for assistance to details, experienced. Good telephone, typing skills. No smoking. Send resume to: Box 1, 29115 Greenfield, Southfield, MI 48076

SECRETARY/RECEPTION
Light secretarial responsibilities in 8 person office working for executive search firm. Typing & telephone skills required. Starting Salary, $15,000-$16,000 for bright, self-starter. Send resume and salary to: 31731 Northwestern Hwy., Suite 410C, W. Bloomfield Mi., 48033.

SECRETARY/RECEPTIONIST
Farmington Hills location. Competitive Salary. Benefits includes Blue Cross, Dental Plan & Life Insurance.
Opportunity for promotion within firm. Applicant must have excellent typing & telephone communication skills. Experience - A Plus.
Please, with present salary & requirements, to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Immediate opening for mature person Shorthand & bookkeeping helpful. Noncsmoker preferred. Call Mrs. Ward, P.O. Box 2033, Southfield 48037.

SECRETARY/
RECEPTIONIST
Excellent opportunity and benefits for the self-starter with 3 years general office experience. Knowledge of word processing helpful (preferably Wordstar) and bookkeeping a plus. Send resume to:
O'Connor
Consulting, Inc.
30100 Telegraph Rd., Suite 479,
Birmingham, Mich. 48010

SECRETARY
Rochester area. Typing & Light Bookkeeping required. Full time position. Call 852-8515

SECRETARY
To support legal staff. Some legal experience required. Send resume to Personnel Director, 29200 Northwestern Hwy., 21190 Telegraph, Birmingham, MI 48010, Att: Mike Polczyn.

SECRETARY
with word processing and specifically IBM Displaywriter experience. Send resume to American Speedy Printing Centers, Inc. 31100 Telegraph, Birmingham, MI 48010, Att: Mike Polczyn.

SECRETARY/WORD PROCESSOR
Large Southfield manufacturer has opening for a secretary who is well organized, accurate in their work & who is interested in being a part of a growing company. FEE PAID. Please send resume to: Box 1, 29115 Greenfield, Southfield, MI 48076.

SECRETARY - Send resume to: Office Manager, 30315 Southfield, Suite 100, Southfield, 48076.

SOUTHFIELD based mortgage company has opening in their tax department. Experience preferred. For interview call 352-8700

SOUTHFIELD LAWFIRM looking for experienced full time person for secretarial position. Call 559-2090

SPECIAL SECRETARY
Small Birmingham business is hiring a responsible person with good organizational skills, typing and the ability to take dictation. Flexible part time hours. An interest in plants is a plus. 642-7310

STATISTICAL TYPIST - SECRETARY
Seeking a mature individual for a full time secretarial position with a CPA firm. Good communication skills, accurate typing, & math aptitude needed. Fringe benefit program. Southfield location. Contact Mrs. Bergman & 696. For interview call Mr. Polsinn 353-1130

STENO-TYPIST
Full time position with small firm in Novi. Must be excellent accurate typist with knowledge of shorthand, good secretarial skills a must. Must be reliable & a self starter. Send resume to: Personnel Department, P. O. Box 8317, Northville Mi. 48167

SWITCHBOARD/RECEPTIONIST - experienced on Comdial system, must be able to type 50-60 WPM. Northland area. Excellent starting salary
347-3400

504 Help Wanted Office-Clerical

SUBURBAN
SECRETARY
Challenging position in a choice location. Pleasant co-workers and a rapidly growing company for the professional secretary with good skills and no telephone responsibility. To fill the job call Julie now! 353-7090.
SNELLING & SNELLING

SUMMER HELP
Immediate openings for a full time accounts receivable clerk in the Farmington Hills/W. Bloomfield area. Experience preferred, perfect for college student, non-smoker, file/send by sending resume to Box #826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SUMMER JOBS
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SECRETARIES (Executive)
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TYPISTS (45 + wpm)
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TELEPHONE COLLECTOR
Growth oriented insurance corporation has immediate opening for a new office in Dearborn. Experience required. Excellent salary, benefit package and advancement opportunity.
Call Mr. Ferguson 218-4450

TEMPORARY full time assistant needed immediately to provide clerical assistance in Bloomfield area. Will be in insurance organization. Duties include: answering telephones, accurate typing (50 wpm), filing and other basic office procedures as needed. Salary range $4-$5 hr. DOE based on experience. Submit resume to: Kendra Kokelaar, Executive Director, Bloomfield Hills Insurance Organization, Southeast Regional Office, 40500 Ann Arbor Rd., Suite 200, Plymouth, MI 48170

THOY LAW OFFICE seeks experienced person for secretarial duties. Light typing (loo duties. Familiarity with computers helpful. Call Marjorie Atanty 343-4440

TYPIST/CLERK
For Southfield CPA firm. 60 wpm., 35 hours per week. Hours: 8:30 AM to 5:00 PM. Darb or Cheryl. 353-0117.

TYPIST needed for Construction company in the New area. 55wpm. Salary and benefits. Please send resume to: PO Box 689, Novi, MI. 48050
An Equal Opportunity Employer

TYPIST
Part time, national food chain with office in Southfield is looking for a part time experienced typist 3 days per week. Must type 35-40 WPM & have good organizational ability. Call for interview appt. Pri bet ws 9am-12 noon 647-2015

Typist/Receptionist
Outplacement clinic located in Wayne has immediate part time opening. Applicants must type 50wpm, have good telephone manner, be able to work with the public. Excellent opportunity for student or individuals looking for return to work. 30 hours per week, some evenings. Competitive wages. Call Cheryal at 345-7577
An Equal Opportunity Employer

TYPIST
To double as Receptionist/Messenger, for law firm. 398-9200

WANTED, Part-time secretary for busy office. Typing & telephone answering skills necessary. Call Darlene Shemanski at 415-5400.
Schweitzer Real Estate
Better Homes and Garden

Two IBM Displaywriter word processing Secretaries needed for long term assignments in Farmington area starting as soon as possible. Benefits include vacation pay, holiday pay, merit increases based on performance, quarterly bonus based on company profitability sharing and a medical plan you can afford.
Nowak Services, Inc.
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PROCESSORS
CPT, IBM Displaywriter and NBI. If you have word processing experience designate for you. Please call:
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Troy Livonia
565-5590 478-1130

LEGAL WORD PROCESSOR
Xerox, Wang or Display Writer experienced. $16,000-$18,000.
Call Judy at Personnel at Law: 358-0060

W. BLOOMFIELD
PRIVATE COUNTRY CLUB
3 Positions available:
SECRETARY, experienced, mature, organized, able to type from rough, able to newsletter/board minutes necessary. Good salary plus benefits.

SWITCHBOARD OPERATOR, will train, full time position available for summer season, off during Winter. Salary plus benefits.

OFFICE CLERICAL, typing necessary. Full time during Summer season, off during Winter. Salary plus benefits.

Non-smoking office. For interview call Mrs. Ward, P.O. Box 2033, Southfield 48037.

YOU HAVE HAD at least 3 years experience in a mfg office situation. YOU HAVE dealt with persons involving customer contact, sales secretarial activities & customer service type functions. YOU CAN SHOW a track record of responsibility. YOU HAVE good typing skills starting capability & goal dedication.
YOU WANT a fast paced high visibility position offering fair compensation & benefits. If you are for other, call Pat, Hurst, Signals & Systems. 885-0600

YOUNG DIVERSIFIED International company is seeking to fill a highly visible slot reporting to our marketing department. Required skills are as follows: Shorthand 100 WPM, typing 70 WPM, word processing, excellent verbal communication skills, computer literacy, and a desire for career growth. Involving, light bookkeeping. Full benefits provided with compensation to be commensurate with experience.
Send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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