EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

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

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2180
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY for Farmington Hills & Livonia Law Firm. Experience preferred. Salary commensurate with experience. Call Nancy 453-3440

LEGAL SECRETARY with 1-2 years experience for Southfield Personal Injury firm. Immediate opening. Excellent salary. Call 559-5353

LEGAL SECRETARY
Experienced, for small pleasant Southfield law firm. General litigation experience required. Salary commensurate with ability. Please call 352-7580

LEGAL SECRETARY
Southfield Law Firm. Minimum (2) years litigation experience & familiarity with Court Procedure. Work for (1) Attorney. Salary & benefits commensurate with experience. 352-4518

LEGAL SECRETARIAL position immediately available in Prudential Town Center office for person with 5 plus years experience, typing 90WPM & dictaphone. Excellent typing & grammar skills. Word processing helpful. Contact Gloria Brand. 352-0620

LEGAL SECRETARY
Experienced. Must type 90WPM, non-smoking Southfield Area. Contact Linda 644-5410

EXPERIENCED LEGAL Secretary
With word processing experience and general office. 5-6 weeks. Full time. Ask for Gloria or Donna. 855-5350

LEGAL SECRETARY
Experienced with word processing equipment. Excellent salary & benefits. Please call 351-8000

LEGAL SECRETARY
Experienced, full time. Plaintiff litigation, small Troy office. Send resume to P. O. Box 83061, Troy, MI. 48084.

LEGAL SECRETARY
for medium-size Southfield Law Firm. 3 years litigation experience required. Excellent typing & dictaphone skills essential. New offices. Call 355-1800

LEGAL SECRETARY with word processing experience for law firm in Southfield. Immediate opening. Salary commensurate with ability. Call 559-3333.

LEGAL SECRETARY
Bloomfield Hills. Negligence, defense, law firm is seeking a legal Secretary with 1-3 years experience. Good typing skills required. Salary commensurate with experience and ability. Phone Denise at 858-2143.

LEGAL SECRETARIES

Experienced Legal Secretaries needed for permanent & temporary positions. All fees employer paid.

SearchAmerica
Legal Placements

23220 Southfield Road, Suite 101
Southfield, MI 48075 557-1004

LEGAL SECRETARY
Bloomfield Hills office. Legal experience and word processing experience required. Ask for Mr. Hanson 647-1900

LEGAL SECRETARY
Mornings or afternoons, permanent, Pleasant office. Word processing training important. Mr Burlingame 644-1881

LEGAL SECRETARY
Wanted with good typing skills & experience in personal injury & workmens compensation. Southfield law firm. Salary commensurate with experience. Call Erika: 557-5350

LEGAL SECRETARY
No experience necessary but excellent typing a must. Will train. Birmingham area. Call Kathy 642-6691

LEGAL SECRETARY
for Southfield law firm. Excellent skills required. Salary commensurate. 353-1631

LEGAL SECRETARY - 5 years experience in civil litigation. Seeking for small productive attorney in Southfield lawfirm. Good benefits. Salary commensurate with experience. Contact Judy 557-1155

LEGAL SECRETARY for Southfield law firm with 5-8 years experience in litigation and workers compensation. Good benefits, salary commensurate with experience. 353-9080

LEGAL SECRETARY with shorthand needed in Birmingham. Litigation background a must. $18,000 to $17,500 plus benefits. Call Rose Ann or Sue at 644-3393

LEGAL SECRETARY needed for expanding Birmingham personal injury law firm. 1-2 years experience preferred, but not required. Phone 642-3757

LEGAL SECRETARY with minimum 3 years experience in defense & plaintiff litigation, needed for Birmingham & Troy offices. Salary based on experience. Good benefits. Kathy 644-8801

LEGAL SECRETARY
Experience preferred, will consider others. Full time-part time possible. Good typing and dictaphone skills, salary commensurate with experience.
847-7279

LEGAL SECRETARY - immediate opening for mature experienced (minimum 5 years) individual. Knowledge of English language medical terminology, organizational skills & word processing experience desired. Troy area. Call Mrs Evans 362-6618

LEGAL SECRETARY
Large, Birmingham General Practice Law Firm has opening for an experienced Secretary. Challenging position in growing office. Must have excellent skills & administrative ability. Excellent benefits & salary commensurate with experience. 258-3014
An Equal Opportunity Employer

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Experienced. Must type 90WPM, non-smoking Southfield Area.
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505 Help Wanted Food-Beverage

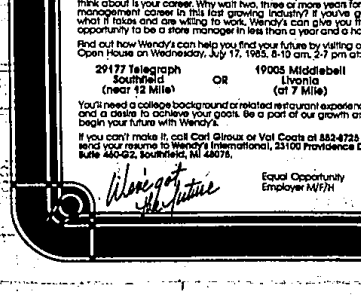
MAMA & PASTA'S

A Chuck Muer Restaurant is looking for energetic and enthusiastic workers to join our team for the following positions.

- Hostperson - Bus person
- Runners - Pantry & Prep Staff

We will be accepting applications between 2 p.m. and 4 p.m., Mon. thru Fri.

35111 Michigan Ave., Wayne
No phone calls please.



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An Equal Opportunity Employer

LEGAL SECRETARY
Experienced. 65 plus wpm. Word processing. Fee paid.
SNELLING & SNELLING

LEGAL SECRETARY - Minimum of two years experience in litigation, defense oriented. Knowledge of court procedure; type 60wpm, word processing helpful. Must be well organized and non-smoker. Salary negotiable. Blue Cross Blue Shield. Send resume to: Jameson, Zampiah, Johnson, Walker & DeMaine, 748 N. Big Beaver, Suite 1010, Troy, MI 48084.

MAIL CLERK
NORTH WOODWARD AD AGENCY has immediate opening for full time MAIL CLERK. Duties include various driving assignments and internal mail service. Knowledge of Metro area and postoffice regulations helpful. Pays $150 per week plus benefit package. Call Personnel between 10am-11:30am or 1pm-3:30pm. 646-1000
An Equal Opportunity Employer

MANAGER TRAINEE
$15,000
One of the nations top retailers. Rapid advancement for ambitious beneficial. Must have 4 year degree in marketing, management, fashion merchandising and be willing to relocate. Call 799-2434.
SNELLING & SNELLING

MATURE PERSON for full time secretarial position in property management office. Shorthand, typing experience & references required. Southfield area. Mon. to Fri. 10 am to 5 pm. 353-9433

MATURE SECRETARY needed for executives of busy 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 8153, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER/OFFICE CLERK
Birmingham Law Firm. Must have car, able to do various Clerical tasks & assume responsibilities. Call 645-5009
An Equal Opportunity Employer

MORTGAGE COMPANY - Southfield. Servicing Department has expanded, has immediate opening for assumptions clerk, tax clerk, foreclosure clerk & collection clerk position. Experience required in Servicing area. Salary commensurate with ability.
352-3200, ext. 129.

504 Help Wanted Office-Clerical

NORRELL
Has Openings For:
- JR. & SR. TYPISTS
- DATA ENTRY OPR'S
- SWITCHBOARD OPR'S

(Holm, Dunsmore, Horton)

Benefits include - vacation pay, health insurance and referral bonuses. Call today for appointment.

NORRELL SERVICES, INC.
Farmington 477-0840
Rochester 651-1500

OFFICE ASSISTANT to direct patient care. No experience necessary. Southfield area. Send reply to box 431 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERK
Filing, Typing & Record Keeping Duties. Part time position.
Come in Or Call
33461 Industrial Park Dr.
Farmington Hills - 474-4100
An Equal Opportunity Employer

OFFICE HELP NEEDED. Must be over 18 & have good singing voice, phone sales experience helpful. Full & part time positions available. Call: Eastern Union Singing Telegrams. Ask for Carol 532-8487

OFFICE HELP part time - Fast paced sales office needs energetic person. Flexible hours, good salary, benefits necessary, typing, dictaphone, word processor helpful. 381-0970

OFFICE HELP - part time, needed immediately Livonia area. For appointment call 464-1444

OFFICE MANAGER - CPA FIRM in Southfield. Must have stat typing & administrative skills. Reply to Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITIONS
Available. Apply in person at Holiday Convenience, 20340 Grand River, Farmington Hills.

OFFICE SECRETARY
experienced for 1 girl sales office in Plymouth. Must be reliable & possess good typing, pleasant telephone manner & IBM PC skills. Non smoker. Send resume in confidence with salary requirements to: WPD/DI, Po box 95, Plymouth. 48170

OFFICE WORKER, phone receptionist. Busy office seeking someone to answer phones, taken service calls and do light office work. Good benefits. For interview apply at 30483 W. 8 Mile, Livonia.
An Equal Opportunity Employer

OFFICE WORK
Microfilming documents, temporary full time or regular part time. Call Roxanne 549-7979

OPENING for accounting & light secretarial skills. Position will be full time with benefits. Send resume to: 633 S. Eton, Birmingham, MI 48009.

ORDER PROCESSING CLERK
Southfield Distributor seeks entry level order processing clerk. Excellent calculator & typing skills a must. Good math aptitude required. Full time with benefits. Call before 11am. 353-8379

ORDER-SERVICE DEPT.
Responsible person with recent experience to handle phone, type & file. Send resume to: Office Manager, 12890 Freeway Park Dr., Farmington Hills, Mich. 48331

PARALEGAL - Corporate & employment relations - Downtown Detroit firm. Excellent oral communication & written skills, organized. Degree preferred. 1-2 years experience. Send resume to Box 149, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARALEGAL - Corporate & litigation. Downtown Detroit firm. Excellent oral communication & written skills, organized. Degree preferred. 1-2 years experience. Send resume to Box 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARLEZ-VOUS FRANCAIS?
Your French is needed for this front desk position in our lovely, plush, 4 concept, will train on our computer. Salary to $14,000.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-9520
TROY 362-4004
SOUTHWEST SUBURB 284-2178
ST. CLAIR SHORES 296-6600

PART TIME & Full Time positions available. Clerical work assigned immediately for fast-paced OEM office. Must be skilled with 10-key calculator, be able to accurately transcribe large pages of figures and be willing to work unscheduled overtime. Light typing and good communication skills also required. We offer full benefits for full time employees and room for rapid advancement for the right people. Applications being accepted between 8:30AM-4:30PM, Mon-July 17 at:
AMERICAN WARNER CORP.
32700 Capitol, Livonia
(Plymouth & Farmington Rds. Area)

PART TIME OFFICE HELP WANTED
Leader in the financial services industry seeks energetic individuals to assist in the communication process with new and key accounts. Good phone utiliser a must. Typing and related clerical background full help. Call 9-5 PM. 540-4398.

PART TIME Positions available, answering telephones & typing. 2:30pm-6pm daily. Architectural firm, Farmington/15 Mile area. 644-8230

505 Help Wanted Food-Beverage

504 Help Wanted Office-Clerical

PAYROLL CLERK

Immediate opening for an experienced Payroll Clerk, familiar with automatic systems. The successful candidate must be a fast learner, capable of working independently, well organized & have a background in Taxes. Associate Degree preferred. Please send resume to:

Ann Fiso
PERRY
Drug Stores, Inc.
5400 Perry Dr.
P.O. Box 1957
Pontiac, Michigan 48056
An Equal Opportunity Employer

Payroll-Personnel
Manufacturing company seeks individual to assume full responsibility for payroll & full line personnel functions. Must be able to work independently and have experience in computerized payroll systems, employee benefits & personnel administration. Send resume & salary requirements to: Personnel Dept., Interchem Inc. 33231 N. Avis Dr., Madison Heights MI 48071

POSITIONS AVAILABLE
IMMEDIATELY
Part time & full time positions needed. Some other general office duties will be included but primary responsibility will be as a typist. Typing 45 wpm minimum. Part time hours are flexible.
Call Linda at 355-3973

PRODUCTION TYPIST
Position available with a growing management company. Typing experience necessary, word processing experience a plus, excellent benefits available. If interested please send resume to: Mrs Gerber, 31313 N. Western Terrey Hwy, Ste 107, Farmington Hills, 48018
An Equal Opportunity Employer

RECEPTIONIST - Temporary, part-time, Wed., Thurs. 1 to 9pm. Sat. 9am-1p noon. Bloomfield area. Call Joyce at 335-9500

RECEPTIONIST for growing Redford Dental Office. Experience necessary. Pleasant personality & pegboard accounting system. Call Sharon, 255-9801

RECEPTIONISTS
If you have experience on a cordless system (such as Horizon or Dimension) we can turn those skills to $$$. Call us for a variety of interesting assignments.

WARREN	977-5740
SOUTHFIELD	569-7500
DETROIT	963-2290
TROY	528-6330
DEARBORN	565-8060

SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

RECEPTIONIST
Word processing experience helpful. Apply in person at 30761 Grand River, Farmington Hills, Mich.

RECEPTIONIST/SECRETARY
Professional Person needed for busy Service Company. Dependable & able to enjoy nominally high volume of phone ringing. Good typing skills, general office & Data Entry experience. Good working conditions & salary. Send resume to: Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150.

RECEPTIONIST
Professional office with pleasant surroundings seeks receptionist with pleasant telephone manner. Ability to deal with people, professional appearance & good typing skills. Prefer Word Perfect & Finger Spelling. Send resume to: Fulmer Underwriting & Co.
30115 Schoolcraft, Livonia, MI 48150
or call Linda Parvin at 645-3600

RECEPTIONIST for Farmington Hills law firm. Must have minimum 2 years experience, good typing & grammar skills, light bookkeeping, pleasant personality, able to handle organization, time management & telephone. Non-smoker. Suzanne 851-2646

RECEPTIONIST
Vic Tanny has immediate opening for a mature responsible person to be Receptionist at our Farmington Hills club during the hours 8 AM. - 5 PM. Call for appointment. 615-8290.

RECEPTIONIST/SALES SECRETARY
Several senior & junior positions. Attractive offices Northwestern Hwy. & 12 of 12 Mile. Experienced or capable individuals with good calculator, typing, reading & typing skills. Entry level 10K; experienced to $15K. Apply in person at: Lifetime Learning, 27300 Northwestern Hwy., Farmington Hills. Permanent full time only need apply.

RECEPTIONIST-SECRETARY
Temporary, full-time. $4.50 an hour. Troy area. Call between 9am 5pm 362-3522

RECEPTIONIST for lively, sophisticated office. Well groomed and able to handle light typing. $400 per month. Call Bob Manaster. 851-4990

RECEPTIONIST NEEDED
Must have good phone voice. Typing skills a plus. Birmingham. Call Mrs. Moran 645-5600.

RECEPTIONIST/TYPIST
Showroom Sales Office. Near West Bloomfield area. Call Mr. Roberts 855-0683

RECEPTIONIST - for Southfield CPA office. Duties include answering telephones, filing, light bookkeeping, typing 45 wpm. Call Mrs. Ellis 557-1040 for full time permanent position. Call 547-6388

RECEPTIONIST "For Excellence"
Artistic, personable individual, accurate - for Silk Stocking Troy Law Firm. Motivation taking a skill. Fee paid.
Joanne Mansfield Legal Personnel
643-3434

RECEPTIONIST
Must be experienced in screening and directing calls in a firm public pleasant home general office setting. Salary will commensurate with ability. Call Carole between 10-1 only. 543-1351.

RECEPTIONIST - For small but growing ResCon law firm. Excellent telephone manner and typing skills. Law or lab grammar required. IBM, PC, Display Writer experience helpful. Contact: Mis Brunson, 645-1788.

RECEPTIONIST/ TYPIST
Must be bonded, neat appearing, with good phone manner and excellent typing. Full benefit package. Send resume to American Ball Screws, Inc., 31525 Mayfield, Ste 101 or call Ann McLachlan, 261-6318

RECEPTIONIST
Suburban located auto leasing firm. Experience preferred. Typing skills required. Send resume to: Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 !

RECEPTIONIST/TYPIST
Commercial art studio seeking switchboard receptionist/typist with strong sense of telephone presentation & good typing skills. Interested applicants should send resume to: Detroit Art Services, Inc., P.O. 1000 Stark, Troy, Michigan 48084. No phone calls please.

RECEPTIONIST
Full-time or part time for high rise complex. Mon. thru Fri. 8am to 4:30pm. Apply in person to: Manager, Mon. thru Fri. 8am to 5pm. North Park Towers, 16666 N. Park Dr., Southfield, Northland Mall area.

RECEPTIONIST
Immediate full time opening for a Bloomfield Corporation Office for a person motivated. Telephone experience is a plus. Excellent benefits.
Call 644-5400, ext. 261
ERB LUMBER CO.

504 Help Wanted Office-Clerical

RECEPTIONIST needed by manufacturing company. Good typing & general skills required. Send resume to Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
IN-Patient clinic located in Westland has immediate, part time opening for individual who possesses 1 year plus experience. Applicant must have good organizational ability and typing skills of 50wpm. Starting wage of $6.13 per hour. Benefits available. Call Mrs. Dookes Mon.-Fri., 8AM-12noon 731-8311
An Equal Opportunity Employer

Receptionist/Switchboard

CPHA, the leader in health information systems, has an opening for a part time Receptionist (hours 12:30 to 4:30pm). Applicants must have previous experience with a multi-line phone system, good typing skills, and excellent communication skills. We offer a competitive salary and an excellent benefit package. For consideration, apply in person to:

CPHA
3601 Plymouth Rd.
Ann Arbor, MI
E.O.E. M/F/H/V

RECEPTIONIST/ GENERAL OFFICE

CBS/FOX VIDEO, a rapidly expanding leading producer of video software, seeks bachelor trained and motivated people for a variety of office positions.

You will receive and route incoming calls for the Commercial Products Division, greet all incoming visitors, handle clerical assignments for them, and provide back-up support when needed. Also, you will handle mailings and other duties for related departments.

Requirements include high school diploma, approximately one year receptionist or general office experience, and typing 50 wpm.

We offer a competitive salary and attractive benefit package. For immediate consideration please submit resume or apply in person to:

Mark Purcell
Human Resources Dept.
CBS/FOX VIDEO
23250 Commerce Drive
Farmington Hills, MI. 48024

E.O.E. M/F/H/V

SALES OFFICE SECRETARY
Kennedy Business Forms in Auburn Heights has an immediate opening for service representative. Duties include backup telephone & order processing, phone, typing, filing, some light bookkeeping. 853-3575

RECORDS CLERK needed for large insurance company. Benefits, Typing 45wpm. Please contact Mrs. McCallum, Home Insurance Co., Troy. 879-2400

SALES SECRETARY
Run a casual friendly office. Strong phone skills, typing. Order entry a plus. Good benefits. $13,000. Fee paid!
Call 399-3450.
SNELLING & SNELLING

SECRETARY
Real Estate closing. Person experienced in preparing & processing real estate closing packages. Must be able to work independently & have good communicate with everyone 353-7373

SECRETARIAL Position & Evening Receptionist Position available.
Requirements: Math aptitude, type 40 WPM. Southfield area. Please call Pam to Home.

SECRETARIES
We need typing skills of 50 WPM plus. Data processing experience. Pleasant voice a must. If you have these qualifications, please call for appointment. No fee.

VICTOR
TEMPORARY SERVICES
Bloomfield Hills 332-2633

EXPERIENCED and mature Office Secretary. Manager for a Company office in Telegraph - Maple area. Knowledge of word processing and light bookkeeping. 40 hours per week in a pleasant office. Send resume to: Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A MAJOR LEGAL FIRM
Desires Secretary, Type 70WPM, Shorthand a plus. Will train in legal. Fee Paid Employment Center II. 646-6110

SECRETARY/ASSISTANT
Southfield-based Southfield firm is seeking an individual for entry-level secretarial position to work approximately half time for one attorney. Applicants must have accurate typing ability and frontline desk experience. Word Perfect knowledge helpful. Excellent opportunity for someone self-starter. Send resume to: Personnel, P.O. Box 451, Lathrup Village, MI 48076

SECRETARY
Attractive opportunity in Executive office. Superb environment and compensation. Manager for a growing office in Telegraph - Maple area. Knowledge of word processing and light bookkeeping. 40 hours per week in a pleasant office. Send resume to: Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Attractive opportunity in Executive office. Superb environment and compensation. Manager for a growing office in Telegraph - Maple area. Knowledge of word processing and light bookkeeping. 40 hours per week in a pleasant office. Send resume to: Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Temporary assignments available
Long and short term

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARY/BOOKKEEPER
Full time position. Southfield area. For appointment, call: 948-8675

SECRETARY/BOOKKEEPER
Aviation business requires an individual with strong all around duties including secretarial and bookkeeping skills. Knowledge of radio communications equipment helpful. Call Wed. between 2-4 pm. 538-5380

SECRETARY
Farmington general dentistry & orthodontic practice has exciting growth opportunity for motivated individual. Responsibilities include patient scheduling, typing, grammar and light bookkeeping skills. Dental experience helpful. Salary commensurate. Send resume to Cambridge Commons, 33026 Grand River, Farmington, MI 48024

SECRETARY for Farmington Hills CPA firm. Individual must be able to type financial statements & have prior general office experience.
Call Mr. Ellis 626-2323

SECRETARY
For Real Estate Office
Must have real estate experience. Full time. Call Bill Zeller 261-3000

SECRETARY for all around office help. Must have bookkeeping experience & good phone personality. Good salary, paid vacation. Must be experienced. Call Sam-Ann for appointment. 537-6301

SECRETARY - Full time to work in Farmington Hills office. Typing 45 wpm. Send resume to 7500 Rondale St., Canton, Mich., 48187

504 Help Wanted Office-Clerical

SECRETARY - Full time for Livonia engineering firm. Engineering secretarial skills required. Salary commensurate with experience required. Typing 45 WPM necessarily, highly varied position for take charge self starter, some overtime required. 591-2371 ext 6

SECRETARY
Full time entry level position at our Birmingham Corporate Office. Must be organized, detail oriented, with telephone experience. Excellent benefits. Call 644-5400, ext. 261
ERB LUMBER CO.

SECRETARY
General Contractor
Must have shorthand 80wpm, typing 60wpm, should possess pleasant personality & the ability to work well with others. State salary requirements & experience. Only resumes considered. No phone calls, please. Send resume to A. Z. Homes & Sons Co., 31731 Grand River, Farmington, Mich. E. J. Fallon
Equal Opportunity Employer M/F

SECRETARY - part time, knowledge of word processing, bookkeeping skills and computer experience a must. Could lead to full time. 557-1010

SECRETARY - PART TIME
10 hours per week. No shorthand. Interesting, varied duties. Hours are flexible. $4.50 per hour. Jewish Community Center of West Bloomfield
Call Bruce, 541-1000 ext. 219

SECRETARY, Part Time, "In-Home Temp" for successful service. Approximately 18 hrs. per week, flexible. Excellent typing, 60 wpm, word processor. Will train on word processor. Resume to Box #904, Bloomfield Hills, Michigan, 48013

SECRETARY - Part-time (full-time potential) with previous office experience. Pleasant office & typing skills a must. Dependable individual to learn office procedures. Knowledge of word processing skills. Send resume and salary requirements to: JAH/DR-CSI, 24681 Telegraph, Suite 111, Southfield, MI 48034, Attn: Sue

SECRETARY
Person needed for typing, filing, screening calls & general office procedures for automobile dealership Executives. Applicant must be pleasant, neat & organized. Call Bob Lewis or Peggy White or Debbie Sanchez at Leo Adler "LA" Nissan at 471-3333.

SECRETARY
Poise, personality & performance head the list for this unique communications spot involving the executive director. Memory typewriter experience & bookkeeping skills helpful. Some public relations sales promotion & administrative duties offer. Call Marie Morgan for more information & a personal interview.
557-3700

SECRETARY/RECEPTIONIST position available immediately with established Plymouth Realtor. Weekdays from 1 to 5. Reply to box 4146, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Immediate full time position with Birmingham CPA firm. Pleasant personality, General office & typing skills a must. Word processing experience helpful, or will train. Pleasant atmosphere, benefits, salary commensurate with experience. Call 646-6858

SECRETARY/RECEPTIONIST
Typing 50wpm, 10-key pad, 2-4 years experience desired. Construction Billing experience helpful. Send resume to: 3070 Cherry Ruff, Livonia, Mich. 48154.

SECRETARY/RECEPTIONIST
handle mail, data entry, switchboard. Must be versatile. Typing minimum 40wpm accurate. Please call Cora 855-7100

SECRETARY/RECEPTIONIST
Livonia firm seeks individual with pleasant phone manner, accurate typing skills (70 WPM) & bookkeeping background. Word Processing helpful but not necessary. Minimum (3) years Accounting Interested Candidates, send resume to Mrs. Lewis, 27113 Schoolcraft, Livonia, Mich. 48154.

SECRETARY/RECEPTIONIST
Minimum (3) years experience. Various duties including typing, calculator, Telecopier, answering phones, filing. Ideal person will have outgoing personality, neat appearance, accurate. Salary negotiable. Immediate opening. Please send resume to Rainbow Corporation, 619 E. Big Beaver, Troy, Mich. 48083.

SECRETARY
Reliable individual needed for Royal Oak financial institution. Accurate typing skills, knowledge of bookkeeping & office machines, as well as, banking experience preferred. Call between 10AM-2PM 544-2999
An Equal Opportunity Employer

SECRETARY
SALES
CORRESPONDENT
Automotive leasing firm offers an immediate opportunity. Good organizational and interpersonal skills the key for the choice fee paid position. $18,000 to start. Call 313-399-3000
SNELLING & SNELLING

SECRETARY
Small W. Bloomfield firm looking for secretary to report directly to owner. Accounting experience preferred but not necessary. Excellent benefits. Send confidential resume with personal information to Box 833, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - small West Bloomfield law firm. Typing 60wpm, will train on word processor. Good benefits & salary. Good spelling essential. 626-9075

SECRETARY
Small Sales Office. Varied Office duties. Heavy Telephone Contact. Office experience required. Salary commensurate including Dental. Resumes to: Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/TYPIST
for Farmington Hills CPA firm, full time position. Ask for Marianne 855-8227

SECRETARY
With shorthand for Southfield area. Resume to: P. O. Box 9038, Livonia, MI 48151

SECRETARY
With experience in shorthand and typing for small office in Ferndale. Top wages. 547-6398

SECRETARY
$12,480
work in a modern office at a good location. Typing, communication skills, ability to learn. Good benefits.
Fee paid. 399-3450.
SNELLING & SNELLING

SECRETARY
$14,000
Ideal situation for someone returning to work force. Vice President of sales has a very light workload consisting of typing 40 WPM and light dictaphone. Excellent benefit package including dental and optical. FEE PAID
ALLEN PERSONNEL AGENCY 535-7070

SECRETARY - $16,000 plus. Realtor seeks strong independent worker with 1 to 3 years secretarial skills. PC/Wordstar Word Processor a plus. Fee paid. Contact Sheryl Hoover for Job #45 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY TO DIRECTOR
Office management and strong secretarial skills. Salary $13,000-$15,000. Temp Center Plus, Lawrence Tech Center, 21100 E. Nine Mile, Southfield, MI 48075, Ask for Judy Ann, 559-5400

504 Help Wanted Office-Clerical

SECRETARY
Top Exec needs Assistant - able to deal with Top Level Personnel. Excellent salary, strong typing, good reception, excellent organization, good salary, great benefits. Full time.
Call: 649-4144
HARRIET SORGE PERSONNEL

SECRETARY to the president of Southfield company. Invoicing, typing, light bookkeeping, telephone, must have good speed writing necessary. This is a full time position with benefits and room for boss 540, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SMALL Computer firm, in the Birmingham area, seeks a typist who can also perform general clerical, telephone & receptionist duties. Must type 45wpm using an electric typewriter & be willing to learn to use a word processor. Hours 8am - 5pm with starting salary of $5.50 per hour. Send resume to Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD law office, seeking part time secretary 30 hours per week, flexible hours. Must have 5 years recent general office duties, must be good typist. Call for appointment. 353-8686

STATISTICAL TYPIST, full time, for Birmingham area CPA firm. Experience in CPA firm preferred. 647-4400

STATISTICAL TYPIST
Small office in Birmingham seeks a responsible individual with accurate typing skills. Knowledge of typing on a computerized medical billing. Will train qualified person. Send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Statistical Typist
60-70 wpm., and word processing. $12-$15,000. Fee paid. Call 399-3450.
SNELLING & SNELLING

SUBURBAN SECRETARY
SALARY TO $14,500
Large growing suburban financial company needs enthusiastic secretary with good skills, non year secretarial experience & a desire to learn for a diversified position. Excellent benefits & growth potential. Call us today to get on a career path.
All Our Fees Are Company Paid
PERMANENT STAFF
SOUTHFIELD 591-2221
Livonia 591-2221

SWITCHBOARD
Must have some experience and type 45 wpm. Fringe benefits. Pleasant Clarendon, 28111 Telegraph Southfield 355-1000

SYSTEM 34 OPERATOR
Data Entry, Month-end Reports. Immediate opportunity. Experienced preferred. Please call 399-5200

TELEPHONE SALES MANAGER
for growing Livonia company
Eight Mile, Ev