504 Help Wanted Office-Clerical

LEGAL SECRETARY
Bloomfield Hills firm seeks a Secretary with at least 1 year litigation experience. Will train on State of the Art Word Processor. Salary commensurate with experience. Contact:
Janette, 335-8454.

LEGAL SECRETARY - small Birmingham law office seeks part time/full time secretary, typing 55WPM, shorthand, dictaphone & Xerox 850 memory writer experience preferred but will train the right person. Call Lisa from 2-3.30pm Mon thru Fri. 644-0061

LEGAL SECRETARY for Bloomfield Hills law litigation experience and strong typing skills required. Shorthand and Lanier word processing helpful. Excellent opportunity. Submit resume, with cover letter, salaries and salary history: Box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For Troy law firm. $340 per week plus excellent benefits including medical and sharing plan. Must have legal experience and shorthand skills. Excellent opportunity for the right person. Call the office manager at 524-9300 and type for an interview. Resume Mon. thru Fri. 8am-4pm at Krywoski & Rosenfeld, 2221 W. Big Beaver, Suite 70, Troy.

LEGAL SOUTHFIELD
FEE PAID - $16,900
Just 3 yrs experience in a legal atmosphere. Will train. Shorthand a necessity. No shorthand required but typing of 60 WPM is needed. Best in benefits. 443-0787

DOROTHY DAY
PERSONNEL, INC

LIFE INSURANCE Co. interested in a Secretary assistant. Will consider entry life insurance background & excellent secretarial skills. Career minded only need to apply. Send resume to box #174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL CLERK
North Woodward ad agency has immediate opening for a full time Mail Clerk. Duties include various driving assignments and internal messenger duties. Knowledge of Metro area and post office regulations helpful. $3.35 per hour. Call personnel 1pm-3.30pm. 646-1000
Equal Opportunity Employer M/F/H

MAIL CLERK
PART TIME
Our growing corporation is seeking an individual to work part time in our financial department. Hours are approx. 10am-1pm, Mon.-Fri. Individual will be responsible for mail duties including sorting and distribution of mail. Duties also include the receipt and distribution of supplies. Telephone backup may be required during lunch hours. Benefit package available. Interested applicants should apply Mon.-Fri. 8am-5pm. NO PHONE CALLS PLEASE.

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

MATURE PERSON with automotive training for part time position in Motion Control Manager. Typing and phone skills a must. Call after 10PM. 537-5900

MEDICAL BILLERS
Needed for fast-paced, congenial Birmingham office. Medical ability and accuracy essential. Previous experience preferred. Reply to: Box 235, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer

MERCHANDISING
CLERK
ENTRY LEVEL

Perform basic routine clerical functions related to the maintenance of advertising & merchandising record. Responsible for a combination of activities requiring typing, math & perfect clerical skills. We are looking for motivated applicants with general office experience, seeking part time work, need apply.

FOLAND'S
"The Alternative Department Store"
Corporate Office, 29753 Plymouth Rd., Livonia.

An Equal Opportunity Employer

MICHIGAN BELL Utility Co. has a part time position available for a student in the Detroit Metro Area. Applicant must be qualified for typing at 50 WPM & clerical ability at 80 - 100 WPM. Experience preferred, but will consider other factors, including educational qualifications & skills to box #248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE Assistant - part or full time. Typing, light bookkeeping, data processing on IBM system 34. Clerking and small manufacturing company - we will train. $3 hour to start. Send resume to Richard P. Madsen, 23 E. 22nd Michigan Ave., Dearborn, Mi. 48124.

OFFICE CLERICAL, part time. Some experience necessary, possible job opening. Call Debbie at 641-7010

OFFICE CLERICAL - Nationwide Detroit based company person with good typing ability (60-70WPM). Must be accurate & have good organizational skills, some filing & general office work. Should be able to work in a fast paced environment. Send resume to: Office Clerical, P.O. Box 58, Detroit, Mich 48231.

OFFICE CLERK
Excellent North suburban area. Beautiful office building. Typing, filing. Added responsibilities as person learns job. Fee paid. Call 399-3450.
SNELLING & SNELLING

OFFICE HELP NEEDED
Must be over 18 & have good singing voice. Phone sales experience helpful. Full & part time positions available. Call Eastern Onion, ask for Bob 559-6622

Office Manager/Administrative Ass't.
Manufacturers representative seeks experienced Secretary for total backup of one man office. Pleasant phone manner & standard office skills are required. Word processing with IBM PC is desirable. Salary based on skills & experience. Call 647-1767

OFFICE MANAGER. Fast-growing, high tech engineering firm seeks experienced, efficient office manager with excellent typing skills. Must handle all phases of account receivable, payroll preparation and personnel matters including administration of employee benefit programs. Send resume and salary requirements to Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/BOOKKEEPER
Career oriented. Minimum 3-5 years experience in all phases of bookkeeping. Must have above average people skills and be able to have, and maintain a general office staff. Computer oriented helpful. Salary & benefits. Call Mike, Mon.-Fri. 1-4. Waterford World. 891-1066

OFFICE PERSON-PART TIME
We need a part time person to assist our present office staff. Must have general office experience and good telephone skills. Call Patte Enchanters Inc. at 548-6719.

OFFICE PERSONS
Full and part time. Full time days, part time evenings and weekends and part time days. Must have good telephone skills, filing and record keeping skills. Call Mike, Mon.-Fri. 1-4. Waterford World 891-1066

504 Help Wanted Office-Clerical

OFFICE CLERK - PART TIME
Light typing, flexible hours. Transportation necessary. Livonia area. 478-3340

OFFICE POSITIONS
Busy Southfield Distributor seeks qualified individual for our small office position. Excellent calculator & math skills. CRT/data entry experience helpful. Accuracy a must. Excellent benefits.
DATA ENTRY/ORDER PROCESSING
TRAFFIC CLERK
INVENTORY CONTROL CLERK
Call before 11am - 352-0379

OFFICE SUPERVISOR
Wanted for all collection near the Pontiac Silver Dome. Good communication, organizational & secretarial skills required. Experience preferred or will train. Please send resume to Sovereign Plaza, P.O. Box 4377, Auburn Hills, Mich 48057.

An Equal Opportunity Employer

ONE PERSON OFFICE -light typing, pleasant phone personality & bookkeeping skills preferred. Madison Heights. Call 14mo-3pm Mon.-Fri. 585-5556

OPENINGS FOR a legal secretary & a receptionist in a law office - Village of Franklin. Good skills required. Call Nancy at 855-9200

OPERATOR-RECEPTIONIST
Auto dealer needs phone operators. Advantage is knowledge of Metro. Must have good phone personality & ability to handle switchboard. Will train the right individual. Call Elaine to arrange interview. 352-9350

ORDER ENTRY POSITION
We need an individual to join our expanding staff in our Order Entry Department. Good telephone, clerical, math skills. Very good benefits. Please call between 8 AM - 3 PM. 559-5150

PARTS SERVICE COORDINATOR.
Responsible for parts orders & invoicing. Good typing & math skills required. Excellent benefits. Send resume with salary requirements to Mr. Jack Webster, A. Uhlmann Co., 32350 Haggerty Rd., Farmington, Mi 48024.

PART-TIME CLERICAL
Filing, switchboard, mail processing & typing duties. Mon. thru Fri. 8.30am-3pm. Start immediately. Farmington Hills.

PART-TIME mornings. Mon. thru Fri. Light to medium typing. Good phone manner. Livonia area 425-8151

PART TIME office help, in Livonia area. 533-3950

PART TIME - phone answering & typing. Approximately 20 hrs per week. 478-5438

PART TIME Switchboard/Receptionist. 8am-1pm. Discussion system. Kindly send a brief outline of your background and experience to Mackenzie Office Products, 4200 Mr. Preston, 15122 W. Eight Mile, Detroit, 48237. No phone calls please. Fully accepted at this time.

PATIENT RELATION
Permanent position in business office of large group practice. Some medical billing experience or needs strong telephone work helpful but not necessary. Will train inexperienced, but promising, applicant. Attend Blue Cross, disability and life insurance. Semi-annual review. Full paid Blue Cross, disability and life insurance.
If you pick up the ball, run 2 weeks to caution after 1st year, 2 weeks during 1st year, 3 weeks and profit sharing plans, Medical, dental reimbursement plan. Convenient northwest Oakland County location. Send brief resume to: Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONAL SECRETARY
Part-time - Full benefits.
Secretarial skills necessary.
Position open immediately. • 591-1414

PERSONNEL SPECIALIST
Part-time contractural position in Northville to facilitate hiring process. Minimum of a Bachelor's Degree and 1 year experience required. Send resume to: R & D Enterprises, Dept. P.S., P.O. Box 2332, Northville, Mich. 48167.

PHONE OPERATOR/Receptionist/Cashier. Excellent opportunity. Full time. Start immediately. Call for an appointment. Sunshine Honda in Plymouth 453-5600

PROPERTY APPRAISER-Detroit area. Must travel 2, full time, available immediately. Typing 45WPM, computer helpful. Send resume P.O. Box 824, Westland, Mich 48185.

REAL ESTATE SECRETARY
Experience preferred. Franklin Village location. 851-7500

REAL ESTATE SECRETARY
On Orchard Lake Road. Need energetic, person with good communication skills for high performance office. Many benefits including opportunities for a great career. Call J.J. Richter, Manager, to 661-4000.

RECEPTIONIST/SECRETARY trainee. Must have basic secretarial skills. Troy law firm. Send resume to: Attorney Zamplas, Johnson, Walker & Di Stefano, 751 W. Big Beaver, Suite 1416, Troy, Mich 48084.

RECEPTIONIST
SECRETARY
Leading Birmingham firm. Good typing and filing skills. Pleasant personality a must. Call between 10am and 1pm.
540-1633

RECEPTIONIST, for Southfield automotive repair shop. Responsible, energetic person. Sales experience helpful. 353-8410

RECEPTIONIST - Good phone personality, good typing skills & experience in general office work needed for Birmingham retailer. After 10am 540-3441

RECEPTIONIST Full time for Oakland County law firm. Some typing required. Excellent salary, non-smoker preferred. Call Linda at 334-5454

RECEPTIONIST POSITION
1PM-5PM. Birmingham law office. Must type & have phone experience. Gloria. 540-3100

RECEPTIONIST for Southfield CPA firm. Typing required, experience preferred. Send resume to: CPA's, 24677 Northwestern Hwy, Suite 200, Southfield, MI 48034

RECEPTIONIST-Settler's sales office. Must be dependable, neat, personable. Some typing. Mon.-Sat. 10AM. Thurs. 12-8pm. Send resume: 1913 Chalmers Dr. W. Rochester Hills, MI 48309

RECEPTIONIST - eager outgoing person for receptionist duties, must have own transportation & be willing to run errands as needed. Apply in person at 12000 W 8 mile, Farmington, between 8am-5pm

RECEPTIONIST/TYPIST
Detroit firm relocating to Rochester Hills is seeking dependable self starter for front office receptionist position. Must have phone personality, good math & typing skills required, fringe benefits. 364-8418

RECEPTIONIST
Mature person needed for busy Troy Insurance Agency. Good typing skills required. Send resume to Box #208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
SECRETARY
Real Estate office. Typing, filing, phones, part time evenings and weekends. Jay Hughes. 522-8000.

RECEPTIONIST
Need dependable person with excellent communication skills to handle busy switchboard & other clerical duties. Hours are 8:30am - 1:30pm. Mon. thru Fri. We offer a full benefit package & entry level salary. Send resume to: Manager, L & N, 20777 Telegraph, Suite 1138, Southfield, MI 48075

An Equal Opportunity Employer

RECEPTIONIST
CPA firm in Southfield. Phone, typing & light bookkeeping skills. Experience required. Full time. Call Ann 352-2320

RECEPTIONIST - Full time, free of smoke to answer phones and do various office jobs. Call for appointment, Miller American Express Inc. 353-5060

RECEPTIONIST WANTED
Full or part time available. Call 11 AM - 3 PM. Bloomfield Hills area. 6019 Middlebelt, Garden City. 425-3343.

RECEPTIONIST
Immediate opening. Experienced. Busy Southfield law firm. Call Ann. 353-1900

RECEPTIONIST/SECRETARY
Needed for busy office in N.W. District, Oakland County. Must have very important telephone skills, typing 45 WPM with accuracy. Call for interview 334-5156

504 Help Wanted Office-Clerical

RECEPTIONIST - part time, 16 hrs per week, dates to include primarily typing, filing & telephone answering. $5 per hr. Previous experience required. Logical Design Corp. 13915 Nevada Dr. Farmington Hills

RECEPTIONIST/TYPIST
Livonia city firm seeks individual with pleasant telephone manner & good typing skills (60 WPM). Send resume & cover letter to: Donna Tomatti, 33533 Schoolcraft, Livonia, MI 48150

RECEPTIONIST/STATISTICAL Typist for fast paced Southfield Accounting firm. Must have previous clerical and word processing experience. Call Elaine 357-1400

RECEPTIONIST- Light typing, clerical, receptionist, full time. Word processing. $4.50 per hr. to start with $0.10 per hr raise. Reply to: P.O. Box 67644, Canton, Mich. 48187

RECEPTIONIST WANTED for growing professional law firm. Hours 8:30-5:30. Light typing. Punctuality, reliability & friendliness essential. Call Mrs. Bennett 354-6030

RECEPTIONIST TYPIST, mature, able to pass in wpm typing test. Busy phones. Pleasant, Southfield office. Good salary, excellent benefits.

RECEPTIONIST
with excellent telephone skills & light typing needed immediately for fast paced auto leasing firm located in Southfield. Salary $150 plus bonus & incentive program. 354-2166

RECEPTIONIST - Fantastic opportunity exists with a rapidly growing Lease Company for someone to handle phones, typing & misc. duties. Competitive salary & benefit package offered. If interested, call Kim at 471-4044

RECEPTIONIST
Livonia office needs an organized, responsible individual with an outgoing pleasant personality to service our busy phone receptionist 533-9510
An Equal Opportunity Employer

RECEPTIONIST-Great position for sharp individual, must type 50 wpm and have good phone manner. Nice atmosphere and great benefits. All fees company paid.
Jack Young Personnel 559-3300

RECEPTIONIST/TYPIST
for Southfield Architectural firm. Need responsible person with strong typing & telephone skills, full time, $3.5-$.50per. Neumann, Gregory & Associates.
533-4310
An Equal Opportunity Employer

RECEPTIONIST needed with general office experience including typing to work full-time in a rehabilitation clinic in Royal Oak. Excellent benefits. Send resume to: Betty Jones & Associates, 101 W. fourth St, Suite 130, Royal Oak, MI 48067. Attention: Lisa Pendolino

RECEPTIONIST
For CPA office, 9-5 PM. Excellent for Homemaker while children are in school. Maple & Telegraph area. Typing and general clerical duties. Must have professional phone manner. Mature, non-smoker. 643-1060

RECEPTIONIST- PART TIME
Bloomfield law firm seeks shady individual with good phone manner for receptionist work, mail processing and other office responsibilities. 13 - 17PM. Salary commensurate with experience. 645-8400, ext 212

RECEPTIONIST needed immediately for busy office located in Farmington Hills. Must have typing skills. Previous office experience required, with good references. Word processing experience helpful. Full time. Benefits. Please call Marci 10AM-4PM at 471-4345

RECEPTIONIST
Farmington Hills based medical supply firm seeks a mature, dependable person to receive customers and handle busy switchboard. The ideal candidate will have recent receptionist experience, typing skills and a desire to interact with the public. Good salary and benefit package. For appointment call 478-1900

RECEPTIONIST
Previous experience would be helpful.
TITLE CLERK
No Experience necessary will train right person. Livonia Area. Call Dave for interview 261-0500

TRANSAMERICA
TITLE INSURANCE COMPANY
Equal Opportunity Employer M/F

RECEPTIONIST/SWITCHBOARD
A leader in an exciting new High Tech field is seeking someone for a busy receptionist position. The ideal candidate will have previous experience, be a fast paced time phone system, in addition to excellent typing & organizational skills. Articulate, enthusiastic person with pleasant personality & the ability to interact with the public, if desired. Good salary & benefit package offered. Call Joan D'Angelo at 557-9500

RECEPTIONIST
Switchboard Operator
$13,921
Division of Big Three seeks professional, poised, Receptionist to hand Director System and direct clients. Your experience will lend you a position in this contemporary W. suburban office. This company offers a full benefit package including cost of living and career advancement. Call now, this one will go fast! Ask for Shirley, 478-3900.
SNELING & SNELLING

504 Help Wanted Office-Clerical

SECRETARY/OFFICE MANAGER
needed for new sales company, September 16. Must be able to handle secretarial duties for manager and have primary responsibility for bookkeeping and billing, handle phone calls and deal with customers. Good typing skills required and PC experience preferred. Good all around one-person office skills necessary. Experienced applicants only. Send resume and salary requirements to

Box 232
36251 Schoolcraft
Livonia, Mich. 48150
Equal Opportunity Employer

SECRETARY
-Southfield Opportunity-
If you are an energetic, personable individual who enjoys a fast-paced environment, you may qualify to join our well-known company.
We seek a self-starter to answer phones, greet visitors and provide administrative support to our sales staff. ACCURATE typing of 60 WPM, at least 1 year secretarial experience and excellent spelling, editing and formatting abilities are requirements. Applicants should have a positive attitude as you will interact with sales personnel as well as a heavy volume of client incoming and outbound calls.
Candidates with prior experience in a sales office environment are preferred. Background with a Memory typewriter helpful.
We provide a salary in the low to mid teens, comprehensive company benefits and a congenial work environment. If interested in being on our team, send resume in confidence to:

AMERITECH
MOBILE COMMUNICATIONS
1501 Woodward Rd., Ste. 200E
Bloomfield Hills, Mi 48304-2050
Attn.: Recruitment Coordinator
Principals Only - No Phone Calls Please
equal opportunity employer m/f

504 Help Wanted Office-Clerical

RECEPTIONIST
Fast-paced property management company needs a person with good people skills. Professional appearance and light typing skills. Must present a good appearance. Good transportation. Pleasant Southfield working conditions.
Call Mike, 569-5555.

RECEPTIONIST
Type, file, phone, at front desk. Close to home, $200 per week.
Call 399-3450
SNELLING & SNELLING

RECEPTIONIST - Progressive high tech firm in Southfield is seeking an individual for our receptionist position, the ideal candidate must have recent receptionist experience preferably on Rolm or computer console equipment. Also required are good typing skills & the desire to interact with the public. Good salary & full benefit package. Send resume including salary requirements to: Receptionist, PO Box 8431, Livonia Michigan 48151

RECEPTIONIST/SECRETARY
SALARY TO $18,500
National manufacturer with plush suburban offices needs outgoing professional receptionist with good typing and light shorthand skills. Great management opportunity and excellent benefit package. Company paid fees. Call Mickelly for a personal interview.
Allen Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-2020
TROY 362-4900
SOUTHWEST SUBURB 334-2178
ST. CLAIR SHORES 296-6400

RECEPTIONIST
$4.75 per hour. Excellent opportunity for mature, individual returning to work full time. Professional appearance important.
Call Sharon Cordell at 553-0773

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

RENTAL AGENT
Needed for new luxury complex in the West Bloomfield area. Experience a must. Looking for mature, self-starting individual. Salary is a week, bonus, Blue Cross, 3 P M to 7 P M, Sat. and Sun. from 12 Noon to 7 P M, with Thurs. off. Excellent salary.
Please call Marlene Hamilton, 645-6444

SALES SECRETARYS
Experienced only. Typing 55 plus accurate. Immediate openings. Long term. Troy and Southfield areas.
Temporary Specialists. 334-3811

SECRETARIAL
Office Assistant
Full-time position available for all-around Office Clerical/Secretarial position. We are seeking a highly motivated, self-starting, detail individual. Typing required - 60 WPM. Paid benefits. Send resume to: P.O. Box 307, Whitlock, Farmington Hills, MI 48024

SECRETARY
Permanent, full time position. 32 hrs. 8am-12pm. Typing 75 WPM, shorthand helpful. Salary commensurate with experience. Excellent benefits. Send resume to McGraw Commercial Equipment, 7200 E. 15 Mile Rd., Sterling Heights, Mi. 48077, Attention: Personnel.

SECRETARIAL
Permanent, full time position 40 hours, 8-5. Typing 70 WPM, heavy telephone, pleasant telephone voice required. Minimum 3 years experience. Salary commensurate with experience. Please send resume to
McGraw Commercial Equipment
7200 E. 15 Mile Rd., Sterling Heights, Mi. 48077, Attention, Personnel.

SECRETARIES
(with shorthand)
If you enjoy downtown and have 3 months experience, your skills are worth more than ever before! Enjoy a healthy paycheck, year'round bonus, flexibility and exposure to many interesting companies. Many assignments are also available throughout Metro Detroit.

SOUTHFIELD	569-7500
LIVONIA	525-0330
PONTIAC	336-0402
DEARBORN	565-8060
DOWNTOWN	963-2290
WARREN	977-5740

Supplemental
Staffing, Inc.
The Temporary Help People

EXPERIENCED
MEDICAL SECRETARY
Transcribing and insurance forms. Full time. Southfield Orthpedic office. 557-8113.

504 Help Wanted Office-Clerical

RECEPTIONIST
Manufacturers Hanover Mortgage Corp. is seeking an individual with a pleasant personality, light accurate typing skills and good math required for our receptionist position. The entry level position involves operation of our computerized switchboard, greeting clients and light typing. Switchboard and general office experience a plus. A weekly salary of $176-192 is being offered. We offer a complete benefit package. We will be accepting applications from 9am-11am & 2pm-4pm. NO PHONE CALLS PLEASE.

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

REGISTRATIONS SECRETARY
To assist with EPA registrations, full time in Plymouth. Typing 50 wpm, communication skills required. Background in chemistry a must helpful.
Send resume to Mr. Atlas, 443 Amelia St. Plymouth, Mi 48170

SECRETARY
ADMINISTRATIVE ASS'T
Professional environment, large size area. Shorthand word processing. Experienced Secretary needed. Call 261-100 Farmworth, Detroit, MI 48202.

SECRETARY/ASSISTANT
High technology Southfield firm is seeking an individual for entry level secretarial position to work approximately 30 hours per week. Applicant must have accurate typing ability and frontline telephone skills. Previous word knowledge helpful. Excellent opportunity for ambitious self-starter. Send resume on an IBM PC. P.O. Box 1011, Lathrup Village, MI 48076

SECRETARY/BOOKKEEPER
Computer service company seeks experienced person with multiple office skills. Duties to include word processing, bookkeeping through trial balance, receptionist, telephone, shipping. Send resume & salary requirements to: Computer Lease, 31445, Grand Lake Rd., Farmington Hills MI 48018.

SECRETARY
Church in Troy has immediate opening. Bookkeeping and secretarial duties. Hours - flexible 9am to 1pm. Mon. thru Fri. $4.25 per hour. Send resume to: Box 224, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERICAL
person needed for small construction office. Typing required. Livonia area. 261-0130

SECRETARY
Enjoy top salary working in large firm offering zoom for 2 dictaphone specialists. Strong personality some top benefits and bonuses. YES PAID
649-4144
Harriet Sorge Personnel

SECRETARY
Excellent opportunity available for individual with top-notch skills. Typing 60-65 wpm, also transcribing dictaphone. Great location. Good benefit package. Salary $12,000-$14,000. Fee paid. Call Jan. 476-3300.
SNELLING & SNELLING

SECRETARY
Farmington area. Good typist, light bookkeeping. No heavy telephone. Benefits. Experience with distributorship helpful. Pleasant office environment.
478-0100

SECRETARY FOR sole practitioner attorney in Hadford Township. Will train. 20 hours week. Must have good typing skills. 533-7050

SECRETARY for four person New England Life Insurance Company office in Dearborn area. Must be accurate typist, have good typing speed, good telephone skills, word processing knowledge a plus. Excellent employee benefits including 5 day week, 35 hours. Salary commensurate with experience. Send resume to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Southfield CPA office. Typing, filing, receptionist, IBM PC computer helpful but not necessary. Call Renee 353-8550

SECRETARY
For large corporation
shorthand helpful
Call Gina 357-0034

SECRETARY for New & Upcoming Mortgage Company. Experience necessary. Call Dan Gilbert, Rock Mortgage Corp. 354-3434

SECRETARY - for one person office, to work with two executives, handle all secretarial, answering phone, filing & typing. Farmington Hills 855-8650

504 Help Wanted Office-Clerical

SECRETARY for automotive manufacturers Rep office. Full time position. Typing, shorthand helpful. Excellent benefits. Call between 8:30 A.M. - 4 PM.
540-5653

SECRETARY for Troy law firm. Some legal experience, but will train super right person. Typing 50 wpm, with accurate skills. Duties will include phone and filing. Good salary, benefits. Call Dolores (18AM-3PM only) at 649-3784

SECRETARY
for growing retail firm. Exciting opportunity to assist with PR & advertising while utilizing excellent typing & organizational skills. Shorthand a plus. Send resume to: Box 253, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For marketing consulting firm with strong shorthand skills. Interesting job in friendly surroundings. Experience in word processing or will train.
Southfield area.
Call E. Rose
559-2100

SECRETARY -Full time, Lake Orion area. Must have typing & shorthand skills. Pleasant personality & phone manner a plus. Call Jeanne for interview. 373-3300

SECRETARY/GENERAL CLERK
General clerical and secretarial duties. Must type 35 wpm, some previous experience a plus, pleasant telephone voice and personality. Salary commensurate. Mr. John Torr, Allied Fiber Scientific, 24441 Halsted Rd., P.O. Box 2248, Livonia, MI. 48151.

An Equal Opportunity Employer

SECRETARY
Good Opportunity for the Right Person
NW Detroit manufacturer has opening for experienced worker in a type girl position. Must have good typing skills. Must be able to take dictation and process on IBM PC. Call Mr. Weather. Also, must handle phone/receptionist duties and be able to work for several people. Co-Tech or some college preferred. Aptitude for figures and ability to learn. 10-key adding machine a must. Job to start October 1.

Company paid benefits. Salary commensurate with experience and skills. Send resume to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

Immediate position with real estate investment company. Full time position involves typing, telephone contact, physical meet be articulate, possess excellent communication skills. Typing 55 type 60 wpm. Word processing & shorthand a plus. Must approximately 25 years old and have car. Will train for legal work. Full time, 9am to 5pm. Benefits available. Days, 646-1000 or eves, 644-4360

SECRETARY/OFFICE MANAGER
Need a able to handle secretarial duties for manager and have primary responsibility for bookkeeping and billing, handle phone calls and deal with customers. Good typing skills required and PC experience preferred. Good all around one-person office skills necessary. Experienced applicants only. Send resume and salary requirements to Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY - PART-TIME
Mature Adult, must type but have phone experience. Send resume to:
10139 Freedom, Livonia, Mich., 48150.

SECRETARY- Part & full time. Must have basic office skills, typing, filing, pleasant phone voice, good math skills with computer skills helpful. Call Marie at United Gas Corp. 358-1366

SECRETARY
PART TIME
Mature self-starter who enjoys working with public, experienced & good secretarial skills. Pleasant working environment. Birmingham location. Call after 6 PM.
647-0877

SECRETARY - part time for Livonia engineering office. Familiar with IBM PC & Word Star. 591-8228
After 7pm 338-1818

SECRETARY - PART TIME
Southfield - real estate company needs experienced secretary with good basic skills to work 3-4 days per week for top executives. Call Mrs. Layne 355-2997

SECRETARY - Permanent part time. Small, growing Birmingham ad agency seeks secretarial assistant with some last skills for diversified job - no shorthand. Half days, 5 days a week to start. Send resume to: P. O. Box 13, Franklin, MI 48025

504 Help Wanted Office-Clerical

SECRETARY
Part time, Insurance office, in Bloomfield. Fee employer paid. 626-2662

SECRETARY/RECEPTIONIST
Part time, 12PM-4PM weekdays. Typing and transcribing. Architectural firm. Maple/Telegraph area. 644-6220

SECRETARY/Receptionist. Must have typing and transcribing skills. Pleasant phone manner. Call 537-4150
An Equal Opportunity Employer
Affirmative Action Employer

SECRETARY/RECEPTIONIST
Farmington Hills office needs person with computer experience for order entry & invoicing. Familiarity with or office procedures is necessary. 477-3300

SECRETARY/RECEPTIONIST
for small Rochester law office. Typing & light bookkeeping. Will train. Excellent potential. Needed immediately. Send resume to PO Box 6407 Auburn Hills, Michigan. 48057-6407

SECRETARY/RECEPTIONIST
Fast growing Birmingham based advertising agency needs someone with proficient typing, word typing, and people skills. Call Beverly between 2 & 3 pm., Mon. thru Fri. 540-7347

SECRETARY/RECEPTIONIST
Mature, reliable, accurate, attention to details, experienced. Good telephone voice, skills in smoke free office. Send resume to Mrs. R. Jaber, Inc., 37150 W. 8 Mile, Southfield, MI 48076

SECRETARY/RECEPTIONIST
Busy Farmington Hills manufacturer needs person with good typing skills. Must type 55 wpm and be accurate. Must be able to handle phone & do other light work. Benefits include Blue Cross, life insurance, Kaiser Dental. Call 471-2300

SECRETARY/Receptionist for Livonia office to work 44 hours per week. Excellent telephone skills. Must have typing skills. Must have bookkeeping experience plus a knowledge of general office procedures. At least 2 years office experience required. Send resume to: Uhlmann Eye, 5 Corporate Hendmarters, 4444 Bennett Rd. Toledo, Ohio 43615.

SECRETARY
Shopping Center developer located in Southfield is seeking a sharp individual with excellent shorthand and typing skills. Lots of variety, prestigious office and good benefits make this a desirable position.
8:30am-5:30pm 827-4600

Secretary
Some people are just "looking for a job". Others are looking for something more - a company that's a source of pride or satisfaction, a company, a good place to grow and advance.

The growing team at Xerox needs qualified secretaries to provide the support needed to operate effectively, efficiently. That's where you fit in. We require a minimum of 1 year of secretarial experience as well as excellent typing skills and word processing experience. You'll be called upon to produce typed material from transcribing copy or dictated material using a Xerox Word Processor.

Join the team at Xerox and enjoy challenge, responsibility, and an excellent salary and benefits program. Qualified candidates should send resume with salary history to:

Box #248
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150
Xerox is an equal opportunity

SECRETARY - Southfield area. Mon. thru Fri. 8am to 5pm. Good typist, light shorthand, to handle varied assignments. Small, pleasant office environment. Experience preferred. Call 357-4436

SECRETARY - Southfield. Electronics manufacturer has firm needs bright person. Typing 60 wpm. Desire dependable and team oriented person with good skills and good attitude. Fee paid. Appointment call Mon. - Fri., 8 AM - 5 PM. 443-0600

SECRETARY
TO $19,000
Experienced is legal for large north suburban law firm. Requires 5 years experience, typing 60 WPM with new word processing and shorthand a plus. Full benefit package. Fee Paid.
Call Mrs. Layne 355-2997
ALLEN PERSONNEL AGENCY

504 Help Wanted Office-Clerical

SECRETARY
Typing and shorthand skills required. Medical skills helpful. Farmington Hills. 855-5860

SECRETARY
Typing 60wpm, part time benefits commensurate with experience. Start NOW. Southfield area. Convenient to I-696. Travelers Tower, Southfield, Mich. 48075 or call 352-9090

SECRETARY
- WITH EXPERIENCE -
Ferndale Industrial area.
- TOP SALARY -
547-6200

SECRETARY with some bookkeeping experience. 1 girl sales, construction & engineering. Farmington Hills. 851-8752

SECRETARY
$14,560 FEE PAID
Fantastic position for an energetic flexible person in a large suburban company. Great opportunity, great benefits. Your good typing and knowledge of word processing will be the diversified position. Call Shirley Mon. - Fri.
SNELLING & SNELLING

SMALL office requires accurate typist with general office experience. Responsibilities include typing, filing, phones. Send resume to Box 321, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD based property management company needs a bookkeeper/secretary or person desiring to return to work on maintenance of rental units. Must have part phone and communicative skills. Hours - 8am - 1pm Fri. - 8am - 5pm. Resume to: Personnel, P.O. Box 1178, Berkley, Mich. 48072.

SOUTHFIELD CPA FIRM has immediate opening for full time receptionist. Good telephone manner a must, some typing & light bookkeeping. Send resume to Box #218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD
RECEPTIONIST
TO $15,600 FEE PAID
Glamorous front desk position at this prestigious Southfield firm. Good communication skills and a sparkling personality will get you hired. Light typing and word processing required. 443-4044
SNELLING & SNELLING

SOUTHFIELD INSURANCE AGENCY Seeks experienced casualty person. Call 352-5454

SUPER SALES SECRETARY
STARTING SALARY $15,000
Automotive OEM company needs experienced sales secretary to work in diversified and stimulating position. Good growth potential and benefits. Call to arrange interview about these and other interesting positions
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 353-2020
TROY 362-4900
SOUTHWEST SUBURB 334-2178
ST. CLAIR SHORES 296-6400

SWITCHBOARD
OPERATOR
Immediate opening for switchboard operator in Livonia. Must have experience, type 45 wpm. This is a long term temporary assignment.
Call Gina
SOMEBODY
SOMETIME
477-0900

SWITCHBOARD/Receptionist. Experienced on company 12 line system, type 55WPM. Northland area. Good starting salary & benefits. Call Mr. Cert.
847-3400

TELEPHONE RECEPTIONIST/Typist. Part time. Full time, experienced. Good telephone skills necessary.
Livonia area.
353-5158

TITLE COMPANY expanding, virtual Closing, Recording, Final and Order Department. Typing 50 WPM. Must have excellent telephone skills. 535-7373

Transcriptionist
Must have good skills including typing of 60 wpm, excellent grammar & spelling skills and training on transcription equipment. Experience not necessary but you must meet the above qualifications. Please call Lorraine Young for an application between 9 am & 11 am.
477-3300
MICHIGAN MUTUAL INSURANCE
An Equal Opportunity Employer

TYPIST or typist on word processor. Bloomfield area. Call Mr. Lewis 626-7878
Please call Delores after 5PM 355-9660

504 Help Wanted Office-Clerical

TYPIST
Part time, 12 or 17hr to 5PM, 5 days a week. Must have typing skills. Redford area. 536-7070

TYPIST, PART TIME
New Birmingham based company. Must type 45 wpm plus. Advertising or marketing background preferred. Great Opportunity. Send resume: Professional Image, Inc., Dept. P.S., 1000 Oakland Plaza, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST/RECEPTIONIST plus various office duties. Some accounting. Immediate opening. Equestrian boutique. Very open. Farmington area. 476-6400

TYPIST
with word processing experience & bookkeeping background needed for busy CPA firm. New office with friendly environment. Send resume & salary requirements to: K.V. Pickel Co. PC, 5600 Livernois, Suite 2, Troy, MI 48098.

TYPIST 55WPM. Salary to $15,000. Fee paid. Southfield/Lathrup Village area. Good benefits. No Fee Employment Opportunities. 946-7230

TYPIST
WANTED
ONE RESPONSIBLE
person with basic office skills
part time and full time. 540-9671

WORD PROCESSOR
To work full-time for fast paced Southfield law firm. Must have 2 years WPM required. Please call between 8am and 5pm. 352-7900

WORD PROCESSORS
Needed immediately. Experienced only. Call Temporary Plus, Bankside and Durham. Long and short term. Word Processing Specialists. Temporary Specialists. 354-3811

WORD PROCESSORS
CDI
Temporary Services, Inc.
HIRING YOU