Win 2 Red Wing tickets

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

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

504 Help Wanted Office-Clerical

ACCURATE TYPIST with clear phone voice needed immediately for full time position in busy Northwest Detroit office. Some experience preferred but willing to train qualified individual. Call 537-5400

ADMINISTRATIVE ASSISTANT

Secretary needed to assist sales manager. Requirements include good organizational skills, excellent oral & written communication, skilled office experience, accurate typing, benefits. $19,000 Fee paid

TYPISTS - Southfield, 50 WPM, good phone ability, experience, benefits, $13,000. Fee paid

Long term assignment for national firm, good typing & phone ability. $6 per hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

Administrative Assistant

Qualified individual required to assume the position of Administrative Assistant for large office building complex in Southfield. Must have strong business education background with excellent written and oral communication skills, as well as strong accounting, secretarial and inter-personal skills and abilities. Salary commensurate with experience. For immediate consideration, please forward your resume and salary history to

GREGORY HARRIS, Manager
1st Center Office Plaza
16011 Northwestern Hwy., Suite 175
Southfield, MI 48034
352-1610

ALARM OPERATOR/DISPATCHER, LIGHT CLERICAL. Part time position, afternoon shift. Good phone personality a must. Experience preferred but will train right person. Must be located in Tory Area 352-3513

ANSWERING TELEPHONES
Light office & typing. Reliable, pleasant & bright. 4 days. Farmington Hills 478-7131

Anxious To Return To The Work Force?

We have long and short term assignments available. We need experienced:

- Clerks
- Typists
- Receptionists
- CRT Oprs.
- Stenographers (60-100 WPM)
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE

Troy 362-4650
Detroit 962-9650
Livonia 464-9490
S'fld 354-0555

Olsten Temporary Services

An Equal Opportunity Employer

ASSISTANT BOOKKEEPER Wanted for Birmingham retailer. Will report directly to corporate controller. Perpetuity experience required. Must have accounts receivable, accounts payable & general office skills. Call After 8am: 540-3441

ATTENTION

Secretaries, typists & word processors needed immediately for long & short term assignments.

CALL FOR APPT
PATNEL
TEMPORARY SERVICES 478-8707

504 Help Wanted Office-Clerical

APPLY TODAY

Switchboard (Columbus) (Horizon)

Clerk Typists (65-80 wpm)

Senior Typists (65 wpm)

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

Somebody Sometime
Temporary Help

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

Attention:

- Typists
- Word Processors
- Secretaries
- Data Entry

Now that the school year is beginning, moms think of yourself. Work as a temporary for S.S.I. and enjoy interesting assignments at top companies while you have flexibility your life style demands.

- BONUS PLAN
- NO FEE

Southfield	569-7500
Livonia	525-0330
Pontiac	338-0402
Dearborn	565-5060
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION

We need experienced Typists, Secretaries, and Data Entry Operators. Long and short term assignments.

Top Pay	No Fee
Downtown	963-5050
Southfield	569-1878
Bloomfield Hills	332-2633

VICTOR TEMPORARY SERVICES
M/F EOE

AUTO DEALER needs an experienced Auto biller & cashier. Excellent pay & benefits. Village Ford Inc. 23535 Michigan Ave, Dearborn. 945-3900

A WORD Processor - with academic experience needed for 11 month assignment with Fortune 500 company

BEGINNING - secretary for large Southfield company, type 65, shorthand 70-80, benefits needed immediately

SWITCHBOARD - operator with Rolm experience for large Fortune 500 company in Southfield. Temporary to go permanent

DATA ENTRY - typists, filing & accounting clerks

SR. TYPISTS - for large Birmingham company, type 65 WPM, must enjoy a challenge & people

SECRETARY - word processor for Fortune 500 company in Livonia. Hills distrib. center experience a plus, good telephone manner, must be able to work a most.

TOP DOLLAR PAID

Come & discuss your opportunities with our trained counselors
Word processing training
Never a fee - Benefits

UNIFORCE
S'THFLD 357-0034 | B'HAM 646-7660

BOOKKEEPER

For travel agency in Southfield. Experience helpful. 559-1911

CLERICAL POSITION
for scheduling customer service and other office duties. Plymouth Area 459-1561

CLERICAL POSITION - 1 girl office in Southfield. Typing, filing, phone answering, scheduling. Pleasant atmosphere. Call 10am-6pm 354-4300

504 Help Wanted Office-Clerical

SECRETARIES TYPISTS SWITCHBOARD

Call Manpower for your Temp assignment, we have immediate openings in the Madison Hts, Troy & GM Tech Center area. Please Call

MANPOWER
TEMPORARY SERVICES
585-5595

BEGINNING SECRETARY
For large Southfield firm, for short assignment, shorthand 70-80
Call Marilyn - 646-7660 -

BIRMINGHAM Interior Designer requires Secretary/Bookkeeper - part time, flexible schedule. Permanent position in deed with Suppliers & Clients. PDC Designs. 645-8915

BOOKKEEPER - Birmingham area. 25 to 30 hours per week. Through trial balance. Experienced in payroll, payroll taxes, pegboard. Light typing. Diversified duties. Must be detailed oriented. Pleasant working conditions. 644-5410

BOOKKEEPER - Full charge through financial statements for Birmingham accounting firm. Public accounting experience preferred. Flexible hours available. 258-9120

BOOKKEEPER-Head Bookkeeper, 19 to 19 hours per week in Farmington Hills office. Computer experience helpful. Contact Mr. Madison Co., P.O. Box 66, Bloomfield Hills, Mich. 48303

BOOKKEEPER, permanent position in interesting and diversified work with Sidney Kendall & Sons Jewelers of Troy. Must enjoy working with figures and detail. Responsibilities include accounts receivable, ability sales audit and computer input. Excellent benefits, plus, please call 362-4349

BOOKKEEPER/SECRETARY
Temporary ALF (5 yr) salaried position with benefits. Journalizing, posting, balancing. Typ 55 WPM, minimum 3 yrs exp required. 37½ hr. work week.
Lawrence Tech. 356-0200, ext. 2511

BOOKKEEPER/SECRETARY. Farmington Hills office. Full charge through financial statements. Payroll, taxes, computer knowledge, mature. Benefits Holly Jensen, P.O. Box 316, Novi, Mich 48050-0316

BOOKKEEPER - Should have knowledge of computer, paying bills, make deposits & bank recon. Send resume to 33935 Hamilton Ct., Suite 118, Farmington Hills, 47

BOOKKEEPER wanted for fast paced friendly ad agency. Must also be able to type. Send resume and letter to: Personnel Manager, 18711 Northwestern - 2154, Southfield, Michigan 48034

BOOKKEEPING ASSISTANT
Full time. With benefits. Must be good with numbers. Farmington area. Call Shirley 476-1133

BOOKKEEPING DATA ENTRY-EDP ACCOOUNTING

Looking for temporary and/or permanent employment? Accountemps specializing in all areas of bookkeeping, accounting and data processing. No application necessary for interview between 10am-3pm. Please bring copy of resume

Accountemps, Inc.
17515 W. 9 Mile, Suite 570
Southfield, MI 48075
557-8367

BOOKKEEPING POSITION open, light typing, experience preferred. Please call Mrs. Grace - Modern Office Inc. 642-5600

BOOKKEEPING
Westside department store has position open in accounting department, concentrating on accounts receivable & payable. Applicant for this position must possess knowledge of computerized accounting & familiar with accounting course with experience. Send resume with reference to Dept. RP, PO Box 2229, Redford, MI 48239.

BRIGHT, FLEXIBLE Person for varied Office Work, bookkeeping, banking, taking orders for Print Shop. Hours in Birmingham, 5 day week. 643-1313

BUSY PROPERTY management company seeks experienced motivated dependable receptionist/typist with good phone skills. Competitive salary, fringe benefits. Call 4-6pm 626-2350

CASHIER - Full time or Part time, for traditional menswear boutique in Troy store. Experience preferred. Apply between 10AM-4PM, Mon.-Sat. at the Claymore Shop, 723 N. Woodward, Birmingham

CASHIER Part time, good phone personality & math ability. For West Bloomfield retail store. Involves light bookkeeping & flexible hours. 855-6333 after 10:30 am.

CHECKER/ACCOUNTING PERSON
Part time only. Minimum work, no benefits, light duties, mostly clerical. Simple Math ability necessary. Must be able to familiar with tri-county area. 1 PM - 10 PM, and 11 PM - 7 AM. Holiday help only, but good possibility of permanent work. Send resume to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/Bookkeeper.
For Southfield CPA office.
Experience necessary.
Call for interview.
354-7600

CLERICAL - INDUSTRIAL Distributor needs fully a home a day to do general clerical with good typing skills. Could lead to full time. Call Mrs. Gilbert Cosmetics 30 Morgan Detroit, 34740 Commerce, Livonia, Mich 48150.

CLERICAL POSITION
for scheduling customer service and other office duties. Plymouth Area 459-1561

CLERICAL POSITION - 1 girl office in Southfield. Typing, filing, phone answering, scheduling. Pleasant atmosphere. Call 10am-6pm 354-4300

504 Help Wanted Office-Clerical

CLERICAL

Jobs available that require good clerical skills.

- Jr. & Sr. Typists (55-65 wpm)
- Data Entry Operators
- Switchboard Operators (Rolm, Horizon, Dimension)

DO YOU QUALIFY?
BENEFITS
Call Today:

NORRRELL SERVICE, INC.

Farmington	477-9840
Rochester	651-1500

CLERICAL-OFFICE. Filing, typing & knowledge of bookkeeping. Full time position. Laboer/S Hills area. 538-1448

CLERICAL - part time, for mature person. Typing 60-wpm, 20 hours per week, must be available for additional hours, if needed. Mon. thru Fri., 1pm - 5pm, 1 per hour. Rx Mile & Newburgh, Livonia. 591-7434

CLERICAL POSITION
Immediate opening for experienced in bookkeeping, typing & answering the phone. Salary plus benefits. Call 478-6455

Clerical Positions

PERMANENT, TEMPORARY, PART TIME

- Executive Secretaries.
- Legal Secretaries
- Accounting Clerks
- Typists
- Word Processors/Data Entry

ALL FEES PAID

PERSONNEL SYSTEMS
ANN ARBOR TEMPORARIES
9140 S. Main, Suite 183
Plymouth, MI 48170
459-1766

CLERICAL/SALES SECRETARY is need of a reliable, well-organized & conscientious individual to work in fast-paced Sales Office for Supplier to the automotive industry. Must be accurate, with good Math aptitude, outstanding filer, follow-up on Customer Orders, answer phone, Excellent typing skills, type 60 WPM minimum. Good Secretarial Package & normal work surroundings. Salary $1,000. to $1,200 per month. Please send resume to: Box 844, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK for Oak Park Wholesaler's office and warehouse. Some typing, 5 days. 541-1118

CLERKS - needed for the Rochester/Troy area. Light typing and dependability a must!

CLERICAL OFFICE - beautiful offices in Auburn Hills need general office help. Typing 40 WPM minimum. Pleasant telephone voice a must.

SECRETARY WORD PROCESSOR - needed for long term assignment at large corporation downtown. Shorthand helpful.

IBM PC OPERATORS - training and/or experience needed for this interesting assignment.

SWITCHBOARD - outgoing personality and knowledge of switchboard equipment needed for short and long term assignments.

DATA ENTRY - experienced Data Entry Operators needed for assignments in the Rochester/Troy area.

DECMATE WORD PROCESSOR - good secretarial a must for new offices in Troy. If you like a challenging assignment, call us first.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS

Call us now for an appointment. Ask about our new benefit package and find out why we're Ahead of The Rest.

NEVER A FEE

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 586-5610

Ahead of The Rest

CLERK TYPIST - Must type 55wpm with correct communication skills. Experience with dictating machine & 10-key adding machine helpful. Neat and punctuality a must. 945-3222

CLERK TYPIST Real Estate Consultants in the Bloomfield area has an immediate opening for a clerk typist. Good typing, math & telephone skills needed. This is a good entry level salary position beginning at $15 per hour. Call Sherry at 626-8000

COMPUTER DATA ENTRY - Part time. Experienced. Short resume to: HDT, 31543 Beaufort Court, Northville, 48167.

COMPUTER JOBS

Trio For
HIGH-TECH COMPUTER JOBS
Is no cost program, Government funded with training for Computer Jobs. Client Companies. Don't Delay! Call today
HALLMARK COMPUTER INSTITUTE
644-1818

COMPUTER OPERATOR
for eastside Suburban Detroit Church. Experience helpful. Pleasant environment & job requirements, to The Church of God, P.O. Box 236, Warren, Mich. 48090 - % of Sanford Mandell

CONSTRUCTION company needs person to assist in book keeping. Call for personal office duties. Good organizational skills a must. Call Brian.

504 Help Wanted Office-Clerical

COPY CLERK: Dary Birmingham Law Firm requires exch. reliable Copy Clerk. Sign in Spec. Familiarity provided. Call resume to Simpson & Morris, 155 S. Woodward, 4th Floor, Birmingham, MI 48011, Attn: Janet

CREDIT UNION CLERK

Position immediately available for an individual experienced in Credit Union Operations. Successful candidate will have experience operating terminal or calculator, knowledge of financial transactions desirable and ability to type 35 wpm and quick accurate 10-key adding machine skills. Attention to details. Excellent public contact skills and eligibility bonded essential.

Flexible scheduling will be based upon the changing needs of our credit union. Must be available to train for a minimum of 2 weeks on a full time basis. Please apply in person between 9 AM - 2 PM, Mon. - Thurs., Employment Office.

PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, MI., 48075
An Equal Opportunity Employer

COLLATERAL SERVICES - is a fast growing consumer services company located in Southfield area. Is looking for a person for qualified applicants to fill both full/part time positions. Required skills include CRT experience beyond data entry, customer service experience, insurance background a plus. Send resume to: COA Collateral Services Inc., 31900 Greenfield Rd., Suite 118, Oak Park, Mich., 48237

CUSTOMER SERVICE Person needed for Supply House. Must be self motivated, dependable, have outgoing personality & good phone manners. Apply at: 28731 Plymouth Rd., Redford.

DATA ENTRY
A/P-A/P Data Entry Operator - must be fast and accurate at Alpha and Numeric keyboard. Filing and other clerical duties. Part time to full time employment. Send resume to Ann Mize, Box 846, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
needed by large Oakland County laboratory in Southfield. Must be accurate, type 60 WPM, reliable, intelligent, self motivated & personable. Room for advancement. Excellent position for recent high school grad. Starting rate $4 per hour plus benefits.
Call Phyllis 557-8660

DATA ENTRY
FREE TRAINING
For qualified low income Oakland County residents. Call 543-5383

DATA ENTRY/KEY PUNCH
Data Entry/Keypuncher needed for 3:30pm to 11:30pm, Mon. thru Fri. Good typing skills necessary. Experience helpful. Knowledge of general office procedures a plus. Please call between 9am and noon, (not Tues.) at:
355-2311, Ext. 17

DATA ENTRY/KEYPUNCH
Data Entry/Keypuncher needed immediately for our 4pm to 12 Midnight shift. Should be familiar with key to tape equipment (Nixdorf) and process 4 million keystrokes per month.
Must be willing to work overtime during peak periods. Excellent benefit package and pleasant working environment. Please send resume to:

Personnel Administrator
P.O Box 2068
Southfield, MI 48037

An Equal Opportunity Employer

DATA ENTRY OPERATORS
Professional person with accuracy and speed. Opportunity for advancement in expanding Livonia company. Immediate opening.
INDATA CORP. 422-4003

DATA ENTRY PEOPLE
For long term assignments
Call Ellen - 646-7660 -

DATA ENTRY PERSON
Familiar with bookkeeping, good typing skills a must, very diversified duties. Send resume to: PTRC, 30600 W. 12 Mile Rd., Southfield MI 48076

ELECTRONIC ENGINEER
We have an opening for a senior experienced electronic engineer to help us develop new products for use in the factory automation applications. The ideal candidate with have 3 to 8 years experience developing electronic-based products and some experience with factory automation systems such as, RS-232, etc. A background in the IBM PC and use of programmable controllers is required. We offer an excellent salary and a very competitive benefit package if you qualify. Please respond by resume to: PM Engineering Corp., 31850 Mayfield, Livonia MI 48150

ENTRY LEVEL POSITION
Part time, 25 hours, Mon. thru Friday. Redford Area. Call after 4 PM. 216-7325

EXCELLENT OPPORTUNITY for full time receptionist for Southfield Bookkeeping firm. Experienced in typing & knowledgeable in insurance. Benefits 352-4033

EXECUTIVE SECRETARY WANTED
Light bookkeeping, typing, shorthand, filing & light bookkeeping skills for Farmington Hills company. Salary commensurate with skills. Send resume to Box #878, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXECUTIVE SECRETARY
for Southfield based manufacturer of construction company. Must have experience with IBM PC System for word processing and spread sheet applications. Send resume to Box 876, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Mich., 48150

EXECUTIVE SECRETARY Wanted for Birmingham retail store. Must be out-going, pleasant personality.
Word processing necessary. Call After 8AM: 540-3441

EXECUTIVE SECRETARY for Birmingham insurance agency. Typing 55wpm. Computer and accounting experience helpful. Salary based on qualifications. Call Karen at 644-0414

EXECUTIVE SECRETARY
With 5 yrs. word processor experience, some knowledge of Total Typical Word Processor. Birmingham area. Call Bob at Kaufman, Birmingham, Michigan, 48011

EXECUTIVE SECRETARY, Birmingham Engineering Firm. 2-3 yrs. experience. Professional Secretarial Support. Typing 60 wpm min. Box 842, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
A Farmington professional association needs Executive Secretary.
Typing 60 WPM, Shorthand or WPM. Knowledge of a bonus.
Send resume to Box 893, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY.
Typing, computer experience helpful. Southfield is seeking a skilled individual in the Accounting Department. This position reports to the President and would be responsible for full secretarial duties. Especially important? is the position has organizational, and interpersonal skills. Candidates should qualify themselves based on their ability to work with individuals under pressure and socially. Resume should be sent to Personnel Director, Box 1004-J, Woodward Ave., Suite 124, Bloomfield Hills, MI. 48013.

FARMINGTON-FARMINGTON HILLS
Person needed for part time duties at Veterinary Hospital. Pet information & customer care. Call between 9 & 12 A.M. Weekdays at 476-7066.

FAST PACED BIRMINGHAM OFFICE looking for experienced individual with good typing skills, experience on IBM PC preferred. Knowledge of word processing helpful. Ability to handle pressure & relative an energetic personality. Hours 8am for appointment Mon. thru Fri., 8-5. 642-9419

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Excellent opportunity for self-starter with dynamic, growing broadcasting firm in Southfield. If you have the following qualifications, we have a challenging and rewarding position for you. Minimum 5 years experience in a similar position, or executive secretary, at skills, including word processing, good verbal & written communication skills, common sense, a good understanding of business, savvy, and a non-smoker. Please forward a letter articulating your credentials, experience, goals and salary requirements to: Box 716, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED LEGAL Secretary, Southfield law firm. 45 WPM. Good benefits. Salary commensurate with experience. Box: 334-4144

FILE CLERK

Entry level, full time position, for a file & mail clerk. Benefits. 37 & 35 hour work week. Apply in person at McCallum, Horne Insurance Company: 677-3100

FILE CLERK - Farmington Hills insurance firm. Full time, entry level position with opportunity for advancement. Mr. Mayer, 851-7000

FILING CLERK/MESSENGER
Southfield law office. Part-time.
Car required. Call Pamela.
352-2540

FILING CLERK to provide clerical support for our Marketing & Promotion Department at our Livonia Office. Must have typing skills and familiarity with Word Processing.
Contact Mr. Gilbert, 261 S. Main, Plymouth, MI. 48170, no later than October 8, 1985.

The City of Plymouth is an equal opportunity employer.

JUNIOR ACCOUNTANT
Financial Institution seeks a self motivated individual with good figure aptitude & typing skills, accounting background preferred. Contact Ann Fallon at: 355-4400
An Equal Opportunity Employer

KEYPUNCH

Computer service company in Livonia has openings for experienced operators on afternoon & midnight shifts. Qualified applicants will receive an excellent starting wage, Blue Cross/Blue Shield medical coverage, and a bonus. It is an opportunity to grow with an organization which demonstrates a commitment to excellence & a dedication to employees. For an interview call personnel at: 591-8766

KEYPUNCH OPERATOR
Needed by Redford area service bureau. Experience required. Part time, days. 937-7180

GENERAL OFFICE - Some typing. 35-40 hrs/wk. Light bookkeeping, phone and pension plans. Apply 9 to 5.
Prof Products, 2060 Franklin Rd., 4 Mile No. of Square Lake Rd. 646-7200

GENERAL OFFICE
Responsible, dependable person needed for Southfield A/P & A/R. Phone and telephone skills required. See 557-3447

GENERAL OFFICE - Full time position in office building. Bookkeeping, Payroll and Purchasing. Computer knowledge helpful. Call for interview. 644-0157

GENERAL OFFICE/PART-TIME
Good typist, 30 to 35 hours per week. Typing/Telegraph area. Must have mobility. Call 643-1111

GENERAL OFFICE - full time, average 8 week hours. Apply at: Art Van Furniture, 34333 Plymouth Rd., Livonia

GENERAL OFFICE HELP wanted. Experience needed. 8am to 4.30pm Mon. thru Fri. Apply in person
Lady Sealy Mattress Company, 795 Auburn Ave., Pontiac 334-0034

GENERAL OFFICE - Knowledgeable typing skills, minimum 3 years recent experience. Diversified duties. Benefits package. Apply in person at Mr. Mac, Top of Troy Building, Troy. 643-1313

GENERAL OFFICE

Typing, filing, telephone answering, some bookkeeping. Diversified duties in several departments where necessary; ability to follow through independently; excellent letter composition. Qualifications: mature, pleasant manner; high school diploma or equivalent; 2 yrs. paid experience in office setting; 55-65 wpm, accurate typing; ability to establish good rapport with clients, customers; excellent spelling and grammar skills. Apply in person to Mrs. Van Wagoner, Ryan Homes, 30700 Telegraph, Suite 1500, Bloomfield Hills, MI 48025

GENERAL OFFICE - Wholesale window & door manufacturer needs a reliable person to handle office work. Work in a busy 3 person office.
Application taken 8am-5pm at 20610 Glendale, Redford.

GENERAL OFFICE CLERK - experienced typing, 40 WPM, but have typing & word processing. Great opportunity to learn interesting advertising business in small Southfield office. Full time.
353-8184

GENERAL OFFICE

Large expanding Wholesaler in Hamtramck area seeks organized person with Math & Typing Skills. Typing 55 WPM. Benefits. Please call 893-1000 Personnel Dept. 313-1396 ext. 372

GENERAL OFFICE
Typing, filing, telephone answering, some bookkeeping. Diversified duties in several departments where necessary; ability to follow through independently; excellent letter composition. Qualifications: mature, pleasant manner; high school diploma or equivalent; 2 yrs. paid experience in office setting; 55-65 wpm, accurate typing; ability to establish good rapport with clients, customers; excellent spelling and grammar skills. Apply in person to Mrs. Van Wagoner, Ryan Homes, 30700 Telegraph, Suite 1500, Bloomfield Hills, MI 48025

GENERAL OFFICE
Accounting, computer experience, non-smoker, Dearborn area. 562-6200

GENERAL OFFICE/TYPIST - for one person Southfield organization. Must have good typing skills & ability to work with numbers. 352-4033

GENERAL OFFICE high speed, some bookkeeping, typing etc. Full time. Troy area. Call Mr. Parker for appointment 680-1161

GENERAL OFFICE
Only those with a chance of advancement and growing company need apply.
Call Phil, 631-8610

GENERAL OFFICE, Experienced, full typing, typical, varied duties. Farmington Hills area. Call between 1-3 pm. 476-1313

GENERAL OFFICE, Entry level position in survey department. Growth potential for right person. Apply Gold Eagle Appliance, Orchard Lake 682-6800

GENERAL OFFICE
General office position in busy area for insurance manufacturing company. Immediate full time position with advancement. Non-smoker. Send resume to P.O. Box 80063, Troy, MI 48099.

GENERAL OFFICE

General office position in Southfield company. Credit Insurance or accounting background preferred, with good secretarial skills. Typing 50 WPM. Able to deal with public and work with minimum supervision. Call between 9am and noon, (not Tues.) at
353-3311, Ext. 17

504 Help Wanted Office-Clerical

GENERAL OFFICE

Birmingham area, full time. Must be good with figures, some office experience preferred. Send resume & salary requirement to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL SECRETARIAL SKILLS - Eccentric Typing, IBM PC Knowledge helpful. Flexible travel. Dearborn area. Ask for Marie 846-8732

GRAND OPENING

Join us at CONTEMPORARY FITNESS & travel free for your service.

We offer benefits, including:
PAID VACATIONS
MEDICAL INSURANCE

We need temps who will work in Troy, Birmingham, Southfield, & Downtown.

Call for appointment:
683-4858
Ask for Gloria Martin

IMPORT COMPANY with wholesale & retail needs office manager for merchandisel, sales, shipping, etc. 30/40 hours a week. Salary commensurate with experience. Send resume to 28816 W. 13 Mile Rd., 48033, Farmington Hills, MI 48018.

INSURANCE - EXPERIENCE Personal Lines Customer Service Representative for P & C Agency Bloomfield Hills, Bloomfield area. With good Auto & Homeowner Rating & Carrier knowledge. Skills. Call 646-6610

INSURANCE - General Insurance agency needs help. Minimum 2 years experience. Must type.
Farmington Hills 855-3323

INSURANCE Secretary
Experience preferred but not necessary. Personal lines. Full time. Farmington. 476-8884

JOB ANNOUNCEMENT

A part-time Clerk/Typist position is available in the City Manager's Office of the City of Plymouth, Michigan. No prior experience is desirable. Must type 45 words per minute, have good phone and telephone skills and be well organized. Rate of pay is $4 per hour. Hours are from 1-4 PM, on Monday through Friday. If interested, please submit resume to Cynthia Kreger, Director, City of Plymouth, 201 S. Main, Plymouth, MI. 48170, no later than October 8, 1985.

The City of Plymouth is an equal opportunity employer.

JUNIOR ACCOUNTANT
Financial Institution seeks a self motivated individual with good figure aptitude & typing skills, accounting background preferred. Contact Ann Fallon at: 355-4400
An Equal Opportunity Employer

KEYPUNCH

Computer service company in Livonia has openings for experienced operators on afternoon & midnight shifts. Qualified applicants will receive an excellent starting wage, Blue Cross/Blue Shield medical coverage, and a bonus. It is an opportunity to grow with an organization which demonstrates a commitment to excellence & a dedication to employees. For an interview call personnel at: 591-8766

KEYPUNCH OPERATOR
Needed by Redford area service bureau. Experience required. Part time, days. 937-7180

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Top pay.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
362-3430

LEGAL SECRETARY
Southfield Law Office. Experienced, speed & typing required. Salary commensurate. Ask for Linda 352-4000

LEGAL SECRETARY with experience & good skills for Birmingham bankruptcy practice. Short hours available. Will train on Word Processor. Call 642-7515

LEGAL SECRETARY, Town Center Office responsible, self-motivated individual with word processing skills. Salary commensurate with experience. Contact either Gloria or Laura 356-0630

LEGAL SECRETARY
Immediate opening for a person to work for partner. Must have 1-2 years legal experience. Medical malpractice defense. Pleasant working environment. Salary commensurate with skills. 540-3355

LEGAL SECRETARY
Birmingham Law Firm. Litigation, Workmen's Comp., Defense & Plaintiff. 2 Attorney Firm. Private building. 646-1640

LEGAL SECRETARY
for Southfield personal injury firm. Excellent skills required 532-7175

LEGAL SECRETARY
Experienced, permanent, part-time. Top pay! pay $. Call Bookkeeper. 559-6100

LEGAL SECRETARY with litigation experience. Law firm at Northwestern & 13 Mile Rd. Excellent benefits for advancement & opportunity to use/learn word processing. Pleasant work program, excellent salary. 626-5000

LEGAL SECRETARY with minimum 3 years experience needed for small Southfield firm. Corporate background. Real estate litigation necessary. Excellent benefits. Salary commensurate with experience. Reply 352-3662

LEGAL SECRETARY
for 3-Man Southfield Office. 1-2 years litigation experience required. Word processing experience preferred. Salary commensurate with experience. Excellent benefits. Please call Mrs. Gelmann 352-7020 & Fri.

LEGAL SECRETARY
Defense oriented litigation. Top wages for experienced & highly skilled. Southfield. 644-0444

LEGAL SECRETARY - divorce litigation. Immediate opening. Full time position, shorthand required. Ann Spenger & Crick. 644-5331

LEGAL SECRETARY
Experienced with Probate
Birmingham Law Office.
Call Barb at 258-0644

LEGAL SECRETARY
Part time (p.m.) Prefer Word Star experience but will train. Call Pat Pressley, Atty. Corr, 468 West Maple, Suite 104, Birmingham, MI 48011. 258-8225

LEGAL SECRETARY-Bloomfield Hills law firm. Corporate experience. Need secretary with legal experience & shorthand. If you work deadlines for quality excellence, & you are interested in a challenging position, Call Gloria at schedule an interview. 644-0774

LEGAL SECRETARIES
Full-time positions available at our Sterling Hts. & Waterford area offices. Previous experience helpful but not necessary. Excellent telephone & typing skills. Pleasant working environment.
Apply Mon. thru Fri. 9am-5pm
Kelly Legal Services, 43630 Van Dyke, Sterling Hts., Mich. 48073.

LEGAL SECRETARY
Experienced with good skills for Southfield Law Firm. Good salary & benefits. Position available immediately. If you do not type, word processing we will train for you. Call Pam 213-3232

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

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

Secretarialnca
Legal Placements
25258 Southfield Rd., Suite 101
Southfield, MI 48075 557-1994

LEGAL SECRETARY - part time with some paralegal skills. Mature, experienced individual for 3 woman Birmingham office. Flexible hours. 646-1560

LEGAL SECRETARY
Experienced, trained. Good typing skills. Personal injury and social security helpful. Call Jan 354-7400

LEGAL SECRETARIES

Experienced, for Tri-county area.
Temporary and temporary positions available. All fees employer paid.
PEO LEI CONSULTING & EMPLOYMENT SERVICES
258-5116

LEGAL SECRETARIES

For professional job placement services. Permanent, temporary positions in our new and per our experience and contacts in area for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LIABILITY & PROPERTY CLAIMS
Rapidly growing Farmington office. Minimum 2 months experience. Send resume to: Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVONIA Manufacturing Firm has need for experienced individuals in the following areas:

KEYPUNCH OPERATOR
Looking for a Keypuncher with Lotus 1,2,3, & Dbase II experience. Job will spend 90% of their time on the micro and 10% on the mainframe.

MICRO COMPUTER OPERATOR
We are looking for a person with 1 year graduate engineering in computer science. Must have 1,2,3 & D Base II, IV/II II, R/II III and be able to figure salary commensurate with experience. Send letter or resume to Jerry Lewis Park Dr. Suite #236, Livonia, MI. 48152.

REAL ESTATE Development and ready-mix concrete company in Troy looking for Secretary to answer phones, take inquiries, type letters, Vice President & Treasurer is 4 person office. Send resume to Box 64, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE Sales & property management firm. Apts. going condos, condominiums, sales & property management. Some real estate (no license required) experience & secretarial skills helpful. Occasional Sat. or Sun. work. Call between 9-6 except Thurs. 626-2350

RECEPTIONIST/SECRETARY
Southfield Law Office.
Non Smoker.
Call for appt. 644-3418

RECEPTIONIST/SECRETARY
BUSY REAL ESTATE office in Farmington Hills needs individual for part-time Receptionist/Secretary for Commercial Department. Must be an excellent typist & an outgoing, pleasant personality. Send resume to: Box 4, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY Typing for fast growing manufacturing company in Troy. Telephone skills, should possess excellent phone skills, typing 50 WPM and be able to handle various special projects. Salary open, commensurate with ability. Excellent benefit package. Call Ms. Ferrel, 22811 Howard, Madison Heights, MI 48071

RECEPTIONIST for busy Southfield office. Some experience preferred, but will train. Immediate opening! Apply in person, only.
21215 Northwestern Hwy., Southfield

RECEPTIONIST
Full time, experienced only.
Call: 543-5600

RECEPTIONIST: some steno experience necessary/pleasant professional phone manner/light typing/full benefits/Birmingham area. Call 642-7660 for further information contact.

NATIONAL CORPORATION, located in Oak Park, is looking for a person to generally instructed to fill Clerical positions. Must be responsible & have good figure aptitude & typing skills.
Call Mr. Bell 968-6444
An Equal Opportunity Employer

NIGHT AUDITOR

Experienced only. Apply in person. Best Western Coach & Lantern Motor Inn, 32256 Grand River, Redford, MI.

OFFICE ASSISTANT for Birmingham financial planning/insurance/securities organization. Must possess excellent administrative abilities and word processing skills. Will offer a competitive benefit package, salary based on experience. Please send to Mr. Ad Service, 2656 Telegraph Rd., suite 236, Birmingham, MI 48010.

OFFICE CLERICAL
Part time, Birmingham area. Some experience necessary. Please call 644-7514

OFFICE MANAGER/Word Processor/Receptionist needed for new Southfield facility. Must have experience with word server & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER needed for Birmingham doctor's office. Experience preferred. Send resume to Birmingham Office, 2000 Maple Rd. Pierce, Birmingham, Michigan, 48009

OFFICE POSITION available in insurance agency. Must be organized, self motivated individual. Good typing & math skills required. Salary & benefits commensurate with ability. Call Diane 338-6466

RECEPTIONIST FULL-TIME

Needed for Birmingham area Realtor. Professional, good, good telephone manner, good typing and typing speed. Prefer non-smoker. Includes Medical, Dental, Life Insurance, Paid Holidays, Vacation, Profit Sharing. Send Resume to: P. O. Box 2 Bank, Birmingham Bldg. 48012. Merrill Lynch Realty, 1440 N. Woodward, Birmingham, MI 48011.

RECEPTIONIST/WORD PROCESSOR
Immediate opening for Receptionist/Word Processor. Candidate must be reliable, with excellent telephone & typing skills. Be available for overtime & shifts of 8 hrs. Excellent benefits package. Contact Personnel Department at 1-696-1000 for interviews and an application and an application mailed to you. If you meet these qualifications, please call Mr. Ad Service, 2656 Telegraph Rd., suite 236, Bloomfield Hills, MI 48010

RECEPTIONIST
SWITCHBOARD OPERATOR
Part time position distributing an intercom system for a person who is hearing impaired & has great telephone skills. A minimum of 1 year telephone experience required. Knowledge of Hearing Aids & Hearing Impairment skills. A minimum of 1 year telephone experience required. Knowledge of Hearing Aids & Hearing Impairment skills. A minimum of 1 year telephone experience required. Knowledge of Hearing Aids & Hearing Impairment skills. A minimum of 1 year telephone experience required. Knowledge of Hearing Aids & Hearing Impairment skills. A minimum of 1 year telephone experience required. Kn