504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY TO $19,000
Beautiful office and a professional atmosphere with a bench of a fortune 500 Company. Good skills a must. Call Bernice at 353-3900. After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
for Vice President in corporate headquarters of fortune 4000 company located in Bloomfield Hills. Immediate opening for accomplished individual with strong organizational, secretarial & communication skills. Excellent benefits. Forward resume & salary requirements to:
Personnel Manager
PO Box 2008
Bloomfield Hills, 48013-0120.

EXECUTIVE SECRETARY
Rapidly expanding company located in Livonia - seeks Top Flight Executive Secretary. We are looking for individual able to compose business correspondence, type 50-60 WPM, take shorthand; who has neat appearance & professional phone manner, organizational skills & ability to learn quickly. Salary & benefits commensurate with experience. Please forward resume to: Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

EXECUTIVE SECRETARY
Well established computer services company in Northern Suburbs is seeking a skilled secretary to the president & executive vice president. The ideal candidate should possess a minimum of 3 years secretarial experience, some college or an Associate degree, a minimum of 65 WPM typing, & shorthand skills. In addition to competency administrative reports, handling general correspondence, & maintaining confidential files, the position works closely with company officers, handles travel arrangements, schedules meetings & coordinates office administrative functions. We offer a salary commensurate with experience, excellent benefit coverage & the opportunity to acquire word processing/personal computer skills. To be considered, please send your resume to:
ADVANCED COMPUTER MANAGEMENT CORPORATION
3001 W. Big Beaver Rd., Su. 324
Troy, Michigan, 48084
An Equal Opportunity Employer

EXECUTIVE - secretary for Bloomfield hills law firm. Must type 60 wpm, shorthand 80, some word processing helpful. Legal experience not necessary, contract position, call Cynthia at Lawcom, 645-7662

EXECUTIVE SECRETARY
Permanent part time (M,W,F) for mature person in very small, pleasant office. Requires strong organizational & typing skills (accuracy, layout, Typing & light bookkeeping). Must have mini. 5 yrs. experience, be confident, self assuming, have references. Good starting salary. Located in Southfield. 948-8633

EXECUTIVE SECRETARY
for Southfield Medical supply company. Excellent opportunity for someone with outstanding secretarial skills and the ability to communicate verbally and in writing. Applicant must be experienced, business-like, self motivated & well organized. Base knowledge of word processing is helpful. The successful candidate will be working with top level management for this fast paced growing company. We offer a competitive salary & comprehensive benefits package & a pleasant working environment. Interested applicants, please send resume & salary requirements to: PO Box 935, Attention: K.P., Southfield, MI. 48037-0935

EXPERIENCED ACCOUNTING CLERK II
Blount Engineering, a growing AV Firm has an immediate opening for an experienced accounting clerk. The position requires 3 yrs. experience in payroll, accounts receivable, reporting, account reconciliation, cash and accounts payable. Light Steno. Familiarity helpful, excellent typing basic knowledge of accounting procedures required.
We offer a competitive benefit package & compensation commensurate with experience. Join a world wide leader. JOIN BLOUNT! For immediate consideration, forward a resume including salary history to:
Personnel Director
BLOUNT ENGINEERING, INC.
501 W. Fort St.
Detroit, Mich., 48226
An Equal Opportunity Employer

EXPERIENCED SALES ASST
Type 50 wpm - ability to deal with public. Good verbal/written skills. Flexible. Call Shawn, 644-5800

EXPERIENCED WORD PROCESSOR
Professional firm needs individual who likes to work in a fast paced atmosphere. Duties include typing and binding documents for client meetings, special mailings and seminars. 15/Bookkeeping. Salary commensurate to: 30215 Southfield, Suite 115, Southfield, MI. 48076.

FARMINGTON HILLS AREA
girl who in need of secretary with office experience. Must be organized, have good phone manners & general clerical skills. $225 per week. Call 553-4700

FRONT DESK person needed for fast growing property management company in Farmington Hills. Shorthand & computer a plus 655-1000

504 Help Wanted Office-Clerical

FILE CLERK
PART TIME
CIGNA is a leading provider of insurance and related financial services to businesses and individuals worldwide. Currently, openings exist in our Southfield office:

FILE CLERK
Position requires someone who is able to file accurately using numerical digit system. They will be responsible for filing attachments, pulling files and mail sort.
Starting salary is $5 hour. Work hours are Monday-Friday from 3 P.M. to 7 P.M. or 8 A.M. to 12 Noon.
If you are qualified, please call Annette, Court Assistant, Friday, July 18, 1986, from 9 A.M. - 12 Noon at 353-9800.
CIGNA CORPORATION
27777 Franklin Rd.
P. O. Box 5013
Southfield, Mi., 48086-5013
An Equal Opportunity Employer

FREE TRAINING
WORD PROCESSING/Clerk Typist
DATA ENTRY
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call:
248-2550
FULL CHARGE BOOKKEEPER
Growing law firm in Bloomfield Hills needs bookkeeper able to computerize manual system to computer. Benefits, competitive salary. Send resume & salary requirements to: Erlene Blumen, 2050 N. Woodward, Ste 350, Bloomfield Hills, 48013.
GENERAL OFFICE help needed. Small friendly office, wide variety of work. 13 Mile & Southfield area. 2-3 days week. Call 540-8010
GENERAL OFFICE - 20 hrs. per week. Pleasant phone voice & accurate typing for Southfield court reporting firm. 557-9404
GENERAL OFFICE & CLERICAL
Southfield area.
Will train.
Call 353-1976
GENERAL OFFICE
Bookkeeping experience helpful. 20 hours per week. Afternoons. Call 559-6265.
GENERAL OFFICE & INVENTORY
Light Bookkeeping and Tax Form knowledge helpful. Full time.
Rochester Area 651-1336
GENERAL OFFICE
Excellent opportunity to grow with growing company. Typing & computer skills needed. Mail Boxes Etc USA 352-8968
GENERAL OFFICE
5 Days/week. Fringe Benefits.
Osmuns General Office
3401 Elizabeth Lake Rd., Pontiac
681-3993
GENERAL OFFICE/BOOKKEEPING
Dream Job for General Office Work. Some bookkeeping & use of CRT helpful. Full-time, $5.25 to start. Apply: G.S.T., Inc., 23850 Research Dr., Farmington Hills
GENERAL OFFICE
Entry level general office position available in Southfield office. Need good math aptitude and type 40 WPM. Send resume to: D. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 97
GENERAL OFFICE MANAGER for non profit Southfield organization. Must have computer skills, data base, word processing, be able to deal with the public & with volunteers. Good organizational skills a must. Salary plus benefits. Send resume and salary requirements to: PO Box 935, Attention: K.P., Southfield, MI. 48037-0935
GENERAL OFFICE - PART-TIME
Attractive positions available. Someone who enjoys working with people in a busy atmosphere. Nights and weekends. Positions include customer service, credit work, ordering and CRT data entry. Apply in person Monday thru Friday, 10 AM to 5 PM at:
HIGHLAND APPLIANCE,
23361 Telegraph Rd.,
Southfield, Mich., 48075
Equal Opportunity Employer M/F

GENERAL OFFICE
Dependable individual needed to answer busy telephones & do light typing for expanding company. Complete benefits, minimum 2 years recent office experience required. Send resume with salary history to: John Deitrich, Sales Mgr
SOUND ENGINEERING
12930 Farmington Rd.
Livonia, MI 48150
At Inquiries Confidential
An Equal Opportunity Employer
GENERAL OFFICE help needed for electronics firm in Northville. Typing, filing, answering phones, etc. Experience helpful. Call: 348-7313
GENERAL OFFICE/Clerical - strong typing & telephone skills a must, assorted office responsibilities. Send resume to: PAT, 2705 Coolidge, Berkley MI 48072.
GENERAL OFFICE Work/Sales - Must be experienced. Cashier, requires some retail selling. For Southfield retail jewelry store. Call 10AM-5PM. 358-7140

504 Help Wanted Office-Clerical

POSITION AVAILABLE - Insurance agency. General office work - Mail, file maintenance. Computer experience a must. Send resume to: John Gibson, c/o 1100 N. Woodward, Suite 100, Birmingham, MI 48011.
INSURANCE AGENCY - some commercial knowledge, 4 days, Birmingham/Bloomfield area. 644-7181
INSURANCE AGENCY, Southfield location - seeks experienced person for General Agency Office work. Salary commensurate with experience. Good benefits. Call. 559-4440
Birmingham insurance agency has immediate position for experienced personal lines service person. Position requires broad knowledge of homeowner/auto coverages plus clerical/typing skills. Call 540-4910
INSURANCE OFFICE in downtown Farmington, Pt needs Personal Lines Clerical Helper with filing. Call for appointment 10AM-4PM, 474-3311
INSURANCE. Experience necessary in processing life & health applications. Knowledge of group health benefits. Send resume to Union Mutual, P.O. Box 1227, Birmingham, MI 48012 or call 645-9220.
Equal Opportunity Employer 642-5868

INTERIOR DESIGNERS SECRETARY
Be the indispensable Secretary for a busy talented designer in Birmingham. $12,480 to start. Fee paid. Call 353-2090.
After 5 Appointments Available
SNELLING & SNELLING

INTERSTATE TITLE needs experienced closer & mortgage processor. Good salary & benefits.
525-7373

JR. SECRETARY - Birmingham. Diversified duties, typing 65 WPM, knowledge of word processing helpful. Will train. Benefits. $15,000. 642-7300

RECEPTIONIST/TYPIST - Troy. 70 WPM accurately. Phone solicitations & Purchase Orders. Benefits. $16,000. Fee paid

SECRETARY - Birmingham. Typing; 50 WPM. Good telephone ability. Multimate Word Processing, dictaphone. Professionalism & experience required. $17,000. Fee Paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

JUNIOR ACCOUNTANT
Cable TV Company in Oakland County under Accountant to process bi-weekly payroll, Accounts Payable & advertising sales bills. Previous similar experience and/or related college courses required. Excellent benefit packages. Submit resume to: Junior Accountant, P. O. Box 1040, Farmington, MI 48332
Equal Opportunity Employer
Male/Female/Handicapped/Vet

KEYPUNCHER/Clerk
Big 8 CPA firm, located in Ren Cen Complex - part-time Keypunch/Accounting clerk for General Office Work. Some bookkeeping & use of CRT helpful. Full-time, $5.25 to start. Apply: G.S.T., Inc., 23850 Research Dr., Farmington Hills

LARGE SUBURBAN auto dealership has openings for full and part-time office help. Apply in person to:
GLASSMAN OLDS
25000 Telegraph Rd., Southfield.

LEGAL ASSISTANT/Filing Clerk for Downtown Detroit law firm. Medical knowledge and/or background & typing ability required. Salary commensurate with experience. Call Mrs. Gibbs, 964-2343

LEGAL SECRETARY, experienced, for Farmington firm. Generous benefits, salary commensurate w/ability. Call after 6PM: 478-8919

LEGAL SECRETARIES PERMANENT TEMPORARY
Outstanding permanent positions with temporary assignments also available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for an interview, no fee, placement assistance.
Suburbs: 358-0060 Detroit: 963-4155

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2560
SOUTHFIELD, MI 48075

LEGAL SECRETARY
Troy law firm, insurance defense work. 649-4366, ext. 23

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top pay.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Ponobscot Bldg 961-8560

LEGAL SECRETARY
For Birmingham plaintiff personal injury law firm. 1 to 2 years experience. 642-5737

LEGAL SECRETARY
Birmingham Law Firm. 2 yrs. Litigation experience. Word Processing not necessary. Benefits. 644-8900

LEGAL SECRETARY
For downtown law firm. Good typing skills required. Word Perfect a plus. Send resume to: Secretary, 3200 Penobscot Building, Detroit, MI 48226

LEGAL SECRETARY needed for busy Southfield law office. Some legal background preferred, but will consider extremely fast typist. Non-smoker. Contact Gail, 644-5410

LEGAL SECRETARY, experienced, for a defense litigation firm in Farmington Hills, Excellent benefits. Please respond to P.O. Box 3045, Farmington Hills 48018.

LEGAL SECRETARY - Southfield. Salary $147-223. Excellent benefits. Fringes. Send resume to: Richard B. Kapes, P.O. Box 2007, Southfield, Mich 48037-2207. All replies confidential.

LEGAL SECRETARY
Minimum 5 years experience. Plaintiff Injury litigation. Word processor, 1 year recent. Salary commensurate and set starter. Call for appointment 642-7222

LEGAL SECRETARY
Immediate opening. Will train.
Westland area 326-5030

LEGAL SECRETARY
Experienced, with good skills for Farmington Insurance counselor and law firm. 962-6400

LEGAL SECRETARY
Needed for Southfield law firm. For appointment call Sara between 9:30-4:30. 355-2770

LEGAL SECRETARY
experienced, for Southfield law firm. Good typing, transcribing & spelling skills a requisite. Word processing helpful. 356-6300

LEGAL SECRETARY for Northville Law Firm. Minimum 2 yrs. experience, dictaphone & excellent grammar skills are required. Resume to P.O. Box 400, Northville, MI 48167

LEGAL SECRETARY
with at least 3 yrs. experience. Word processing skills necessary. Must be willing to accept responsibilities. Salary commensurate with experience. Call 644-4433

LEGAL SECRETARY
For prestigious & growth Southfield firm. Excellent salary, office environment & benefits commensurate. Looking for team player with outstanding typing, word processing & secretarial skills. 354-4030

LEGAL SECRETARY
2 immediate openings for medium sized Southfield defense firm. 1 position in plaintiff area. Some word processing experience helpful. Benefits include health insurance, life insurance and profit sharing. Salary commensurate with experience.
Contact Ms. Hayes, 352-5490

LEGAL SECRETARY with 2-3 years experience in personal injury litigation for partner in Southfield law firm. Good skills. Excellent salary & benefits. 352-9680

LEGAL SECRETARY, experience needed for small Oakland County law office. Excellent typing skills essential. Word Perfect a plus. Call Mrs. Cate Ma Sara. 354-9550

LEGAL SECRETARY and Paralegal: Small Birmingham law firm seeks bright, college-educated person and help speed to Paralegal at Law School. Good pay. Call 645-0750

LEGAL SECRETARY desired for law firm. Excellent position with good time in fall. Pay commensurate with experience. Call for appointment and ask for Nancy, 642-7300

LEGAL SECRETARIES
Oakland/Wayne Counties
For a short-term temporary assignments available for experienced Legal Secretaries, Legal Word Processors & Receptionists. All qualified applicants are invited to send resume to:
Oakland County Bar Association
Placement Service
1200 N. Telegraph Rd., Suite 532
Pontiac, MI 48053
- or call for more information -
334-2100/338-0939
ALL FEES EMPLOYER PAID
Strictly Confidential Service

Legal Secretary Word Processor
Legal department of a Livonia insurance firm has immediate openings for Legal Secretary & Word Processor. Excellent benefits package including fully paid insurance package and 4% day profit sharing. For further information and appointment, call:
591-4692

MATURE, part time, light office work/receptionist. Pt to 25 hrs. Experience necessary. Troy area. 689-2315

MEDICAL SECRETARY - Medical terminology helpful but not necessary for large medical facility, contract position, call Carol at Lawcom 357-0641

PART TIME Secretary, immediate opening. Computer experience, word processors and data base operating skills. For appt. 968-3230

504 Help Wanted Office-Clerical

METROPOLITAN NAT'L BANK OF FARMINGTON NEW OFFICE
Immediate openings for the following positions:
Experienced Proof Operator - knowledge of IBM System 36 a plus
Accounts Processing - must have minimum 2 years experience in Accounts Processing Department of bank and be familiar with data processing functions.
Receipts/Switchboard - typing skills a must; dictaphone experience or shorthand helpful.
Pleasant work environment, excellent benefits, salary commensurate with experience. Call Joan Taylor for interview:
353-4200
An Equal Opportunity Employer

MORTGAGE CLOSER
Leading title company has an immediate opening for a full-time experienced Mortgage Closer. Please send resume to:
1600 N. Woodward
Birmingham, MI 48011
Attention: Betty Skubic
NEEDED IMMEDIATELY
Junior Secretary for Troy manufacturer Rep'. Excellent phone skills & typing ability a must. Temporary to become permanent. Call today.
556-1100
MGM
Office Services

NEWLY FORMED position to assist the president & vice-president of this growth company by exercising secretarial skills (typing, shorthand, dictaphone, word processing) and a pleasant telephone manner). Candidate must have math skills to perform simple financial analysis. Salary commensurate. Benefits. Full automotive fringe benefits. Please send resume and salary requirements to: Key Mtg. Group, Inc., P.O. Box 2007, Southfield, MI 48037.

OFFICE HELP
Intelligent, industrious person with secretarial skills needed. Both full-time and part-time may apply. Troy area. 689-8543

OFFICE HELP with accounts receivable experience. State salary requirements. Send resume to: Mc Donald's & Associates, 24155 Drake Rd. ste. 204, Farmington, 48024

OFFICE - part time person to work 20 hours a week in the tax department of a local CPA firm handling correspondence, light typing and duties. Must be mature, responsible & have good written communication skills. Flexible hours, may be full time college student or other qualified person. Send resume to: D.K.S.S. 3001 W. Big Beaver, Suite 500, Troy, Mich 48084, Attn: Laura.

OFFICE PERSON needed for home improvement company. Evening hours from 4pm-8pm Mon-Fri, Thurs.; Sat., 9am-5pm. Experience preferred but not necessary. Call ask for Ken 559-5446

OFFICE STAFF
for office in Livonia. Need to be aligned in typing, light bookkeeping, & general office operation. Part time days. Call director, 10am-2pm, at 464-0020

ALLESON HOMES, INC.

OFFICE WORKER - Immediate opening for small family office. Lots of phone work, data entry and 10 key experience preferred but will train. Send resume: P.O. Box 240, Plymouth, MI. 48170.

OFFICE TEMPS Position. Need an organized outgoing person to handle customer service, order processing, telephone sales. Need good speaking technique & must. Computer experience helpful. Salary. Call between 9-4PM 356-8430

PART-TIME CLERKS
Standard Federal Bank, a savings institution, has an immediate opening for part-time clerks in its rapidly expanding consumer loan division. The qualified candidates will possess typing skills of at least 35 wpm, be familiar with general office procedures, possibly with consumer lending documents & plus. These positions offer approximately 20 hours work each week.
Apply in person Monday - Friday, from 9:30 a.m. - 3:30 p.m. at:
STANDARD FEDERAL BANK
Savings/Financial Services
2401 W. Big Beaver Rd.
Troy, MI 48084
Equal Opportunity Employer M/F/H/V

PROGRESSIVE is a growing financial services company with immediate openings in our Livonia office.
We are looking for highly motivated individuals to perform a variety of clerical duties including processing correspondence, phone contact, dealing with customers from customers, banks and agents.
We look for:
- High school graduate or GED
- Math aptitude and organizational skills
- Record of dependability
- 9-12 Months prior office experience
- Excellent communication skills

We offer excellent benefits including vision and dental care. For more information, please call Susan Clowe TOLL FREE at 1-800-235-2820, Ext. 8144.
THE PROGRESSIVE CORPORATION
17177 N. Laurel Park Dr.
Livonia, MI., 48152
An Equal Opportunity Employer

PURCHASING DEPT. SECRETARY
Fast paced office requires someone with excellent typing & phone answering skills. Typing minimum 70 WPM. 644-0500, ext. 205

RECEPTIONIST - experienced. Typing 50 wpm, filing and answering phones. W. Bloomfield area. 661-1593

RECEPTIONIST needed for Service Company. Individual must be Take-Charge & have strong office experience. Call 9am-3pm. 642-7648

RECEPTIONIST- with organizational skills for busy Dr. Bloomfield Chiropractic Health Center. Part time afternoons/evenings. 681-7445

RECEPTIONIST
Experienced & excellent phone manners, typing skills required. Farmington area. 478-0104

RECEPTIONIST
needed. Redford office. Starting Date: 8-1-86. Call: 582-3952

RECEPTIONIST
Typing required. Dutch Brothers Ford, Westland. Call Norm Augustine. 421-1300

RECEPTIONIST - mature person needed for large medical clinic. Experience preferred. Call Sandee, am only. 358-8151

RECEPTIONIST
Must be responsible, pleasant and personable. Light clerical duties. Farmington Hills area. Call Jean Massaal for appointment. 477-1850

RECEPTIONIST/ASSISTANT, for optometrist office. Full time, experienced. Only motivated, hardworking individual need apply. Walled Lake area. Call for interview, 624-1707

RECEPTIONIST/TYPIST
Part time Call. Park for collection agency. Must be responsible & appearance. $5.50/hr Call Mon-Fri 8-5 Fresen 10-3. 398-9002

RECEPTIONIST/Typist needed for manufacturing rep company in Troy. Must have strong interpersonal skills, pleasant personality & typing speed of 50WPM. Excellent benefits package. Call 362-4720

504 Help Wanted Office-Clerical

RECEPTIONIST - Part time, 9am-3pm weekdays. Willing to learn Machine Home Business. Room for advancement. Call Dan at Central Outlet, Inc. 697-4700

RECEPTIONIST
Answering phones and light clerical work for a Southfield office of financial services industry. Salary $12,000 per year, full benefit package. Contact Jackie 625-1011

RECEPTIONIST
4pm-9pm, Mon-Fri. & Saturday. Accurate typist with clear phone voice required immediately for busy Northwest Detroit office. Some typing experience preferred but willing to train qualified candidate. 837-1800

RECEPTIONIST
Livonia-Redford area. Real estate office seeking evening and weekend receptionist. Flexible hours. Basic typing skills and emphasis on accuracy & attitude. 538-2000

RECEPTIONIST
Professional firm needs enthusiastic receptionist. Will handle incoming calls, greet clients and perform light clerical duties. 50wpm. 15/ Southfield. Send resume with salary: Manager, 30215 Southfield, Suite 115, Southfield, 48076.

RECEPTIONIST - RenCen area firm has immediate need for Front Desk receptionist. Previous experience in reception area - desirable. Competitive salary & benefits. Ideal individual. Please send resume to: 600 Renaissance Center, 13th Floor, Detroit, Mich. 48243
Attention: Gerald Brags

RECEPTIONIST/SECRETARY
Rapidly growing Southfield graphics firm looking for dynamic, mature person who promotes strong communication & organizational skills. Min. 65 wpm with both typing & shorthand skills. Must be a self-starter with a strong sense of professional image. Begin immediately. Send resume/salary history to: Office Manager, PO Box 905, Troy, MI 48099

RECEPTIONIST/CLERK TYPIST
Regional consulting firm has a full time position available for a person with a professional appearance. Duties include: answering telephone, greeting clients, typing and maintaining office environment. Salary commensurate with experience. Send resume and salary requirements to: Personnel Manager, P. O. Box 7007, Bloomfield Hills, MI. 48302-7007

RECEPTIONIST/
SWITCHBOARD OPERATOR
Full-time entry-level position available for our offices in Troy. Candidate must have excellent communication skills, good typing ability and a desire to work with the public. Excellent benefit package.
Send resume, in confidence, to:
PERSONNEL DIRECTOR
PO Box 5823, Troy, MI. 48007-5823
An Equal Opportunity Employer

RECEPTIONIST
Prestigious law firm in Northern suburbs needs enthusiastic, professional receptionist. Duties include: Answering telephone, light typing and assisting with billing. Excellent opportunity. Send your resume in confidence to: Box 1, Dept. P, O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

RECEPTIONIST
Light typing, good telephone abilities, $4 per hour, full time. Southfield area. 569-6922

RECEPTIONIST - Part time wanted Mon., Wed. & Fri., 9am-5pm for busy Southfield optical office. 569-6922

RECEPTIONIST/SECRETARY
For large Farmington Hills medium. Salary commensurate with experience. Call Betty 9-5 PM, 851-1100.

RECEPTIONIST
for Westland medical office full or part time. Call Mon, Wed, or Fri between 10am-1pm 261-4522

RECEPTIONIST - FULL TIME
8-4:30pm-5pm. Telephone, typing, filing. Call Mrs. Gilbert, Southfield. Call Personnel 358-2282

RECEPTIONIST/SECRETARY
For busy Southfield Insurance Agency in Westland. Full time days. $4.25 hour up, plus benefits.
721-2700.

RECEPTIONIST
for Veterinarian Hospital. Full time position available for conscientious, outgoing individual. Farmington area. Call between 1pm-4pm. 646-1689

RECEPTIONIST/WORD PROCESSOR
Bloomfield Accounting firm seeks person with previous office experience. Send resume with salary requirements to Personnel, 21850 Wyoming Place, Oak Park, MI. 48237.

RECEPTIONIST/SECRETARY
Full time position in Legal Dept. Excellent typing skills. Good personality necessary. Send resume to: R. Vail, 635 East Maple, Birmingham, MI 48011.

RECEPTIONIST-
ACCOUNTING CLERK
Entry level position in computer firm in Rochester. Experience and computer knowledge helpful.
254-2850

RECEPTIONIST/GENERAL OFFICE
Large construction company in Farmington Hills has an immediate opening for a Receptionist. Must type 35 wpm. Call Anita between 9:30-4:30. 851-8940.

RECEPTIONIST/SECRETARY
Busy switchboard & sales office requires outgoing personality with typing skills. Send resume to: J. Lee Hackett Co., 23550 Haggerty Rd., Farmington, MI 48024.

RECEPTIONIST/Billing Typist wanted for Downtown Detroit law firm. Good with figures, typing 50 WPM, neat appearance, congenial phone manner. Pleasant working atmosphere. Referred. Carol: 964-2343

RECEPTIONIST/SECRETARY for growing medical software sales company. Requires pleasant phone manner, typing and filing experience. Ability to follow thru on details a must. Word processing experience helpful. 427-5633

RECEPTIONIST
Experienced PBX receptionist needed for busy Nord based corporation. Accurate typing of 50 WPM with excellent grammar skills needed. For more information and to apply call:
471-0000

RECEPTIONIST
for busy office in Novi. Must have General Office experience & type at least 40 WPM. Telephone & Word Processing experience helpful. Please forward resume, to: Personnel, 117 Turk, Pontiac, MI. 48053.
An Equal Opportunity Employer

RECEPTIONIST - SECRETARY
needed immediately for busy office located Farmington. Full-time. Previous office experience including word processing necessary. References required. Call 476-8000 today to start. Benefits. Please call Karen between 10am and 4pm. 471-4349

RECEPTIONIST/SECRETARY
Health care corporation. Entry level training provided. Opportunity for career advancement. Medical billing, data entry a plus. Part time leading to full time. Send resume to: Oakland Psychological Clinic, PO. Box 2074, Southfield, MI 48037. Ground floor, ste 102, Bloomfield Hills, 48013. No phone call please.

RECEPTIONIST/Switchboard Operator - Summer position. Immediate opening during the balance of the Summer & possibly September for non profit professional association. Personnel experience may assist additional clerical responsibilities. Individual should have pleasant telephone etiquette & pleasant phone manners. Send resume to: EBD, Personnel-NJH, 100 Farnsworth, Detroit, MI 48202

RPM PIZZA, Domino Pizza's Largest Franchisee
is seeking an aggressive highly motivated individual for an administrative position. Responsibilities include: Management, administrating construction & maintenance & assist Director of Real Estate & Construction. Send resume to:
RPM PIZZA, INC.
Attention: Store Services
36777 S Mile Rd., Suite 202
Livonia, MI 48152

504 Help Wanted Office-Clerical

RECEPTIONIST
Big 8 CPA firm, located in Ren Cen, has immediate opening for experienced receptionist. Must have good typing skills, ability to handle high dimension call director & take accurate messages. Professional, front desk appearance a must. Qualified applicants submit resumes that include salary history. Send resume to Box 209 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

RECEPTIONIST
If you enjoy excitement, you will like our office. Have fun in a relaxed division to research & find products & pricing. Typing - a Plus. Pleasant phone voice. $225-250 weekly. Send resume to: IMP, Marketing, 18777 W. 10 Mile, Ste. 100, Southfield, MI. 48075.

DEPARTMENT SECRETARY
Department Secretary desired for our women's medical practice located in Southfield. This position requires excellent organizational and interpersonal abilities. The qualified candidate will have a minimum of 2-3 years office experience and typing of 60-65 wpm. Word processing experience, shorthand & dictaphone a plus. Must possess a high degree of efficiency & accuracy. Excellent fringe benefit package & pleasant working environment. Send resume to:
P.O. Box 2227
Southfield, MI. 48037.

SALES SECRETARY - for N. Oakland County firm, 3 yrs. previous experience, 15WPM, Pleasant phone voice, Call Mr. Ryan, 332-5700

SALES SERVICE REPRESENTATIVE
Experienced person for inside phone work with customers. Sales assist with salesmen, production, shipping, etc.
CRT experience very helpful. Send resume to:
5400 Harper Ave., Detroit, MI 48213, Attention Sales Service Manager.

SECRETARIAL ASS'T.
for Realtor, Medical Center, Rehab corporate offices in Farmington Hills. Interior office hours, medical benefits. Ask for Billie 422-8020

SECRETARY
Management consulting firm has immediate opening for a self-starter with excellent skills in word processing, dictation and word processing. Pleasant interior and working conditions. Write only qualifications and salary requirements: Polocek & Richard, 26032 3 Mile, Redford, MI 48239

SECRETARY
Multiple Technologyn Corporation (MTC), a leader in the Data Processing industry, is currently recruiting for a experienced, highly motivated secretary. If you possess the following qualifications please contact us.
- Strong Customer Service Attitude
- Good Communication Skills
- Minimum 2 years Secretarial Skills
- Strong desire to succeed.

Please send resume to: Multiple Technologyn Corporation, 30500 Northwestern - #306, Southfield, MI 48018 or contact Nancy Malonis at 355-2000

SECRETARY
Neat individual for busy sales office. Typing 50 WPM, Data Entry 10 key (65wpm). Word processing/IBM PC experience required.
Comprehensive company paid benefits. Convenient location in Northern Suburbs. Send resume to:
Mc Donald's Employee Relations
A subsidiary of Ex-cell-O Corp.
2855 W. Grand Blvd.
Detroit, Michigan, 48202
Equal Opportunity Employer M/F

SECRETARY - PART-TIME
Flexible hours. Typing, filing, phone. Call AUTOMATION TEAM
Farmington Hills
Contact Ms. Collins at: 471-2944

SECRETARY/
PARA-PROFESSIONAL
The Birmingham office of Pannell, Kerr, Forster, International CPA and Consulting firm is seeking a Secretary/Para-Professional. Candidate qualifications include:
- 2 years minimum recent related experience.
- Excellent word processing, typing, filing, and telephone skills.

Compensation commensurate with experience. Please send resume including salary history in confidence to:
Personnel Director
500 Davis Bldg.
Detroit, MI. 48226
Box 6
An Equal Opportunity Employer

SECRETARY, part time, will train for Bloomfield Hills law firm. Some secretarial experience helpful but not necessary. Salary, no benefits. Call 851-8100

SECRETARY PART-TIME
This position is for an experienced secretary who wishes to work only a few hours per week. Flexible hours are available. Duties include: Typing, Word Processing, Telephone Support, Mail Supply. 1800 Thunderbird, Troy Michigan 48084. 362-1560

TYPIST - Birmingham law firm generates dictaphone typist. No legal experience necessary. Salary $4.00 per hour. Call Mr. Thompson: 645-2440

TYPIST
for appraisal office. Can be done at the office or in your home.
Call Jim at 348-4033.

TYPIST/RECEPTIONIST
Outgoing person needed to answer telephones & do general office duties. Must type 35-50wpm. Good benefits. Salary based on experience. Call Ann for appointment. 642-1560

TYPIST/RECEPTIONIST
Entry level position. Growing Company seeking person with minimum 1 years experience in General Office Work; good speaking essential. Only a 5 minute drive from Lake Area. Send resume stating required salary to: L.S. Management, Inc. Box 8068, West Bloomfield, 48304

Typists & Word Processors!
WE NEED YOU!
Work when you want. You want. Vacation and benefits. Call today for appointment.
STAFF BUILDERS
Temporary Personnel
425-TEMP

TYPIST
60 wpm, accounting & construction-related experience, please forward resume to: P.L. Whitt, 38480 North Line Rd., Romeo, Mi. 48174, Mark-Personal & confidential.

WORD PROCESSING Secretary with IBM PC DWIB word processor experience for Southfield & Dearborn area. 45 wpm and 6 months word processing experience. Call Normal Services, Inc.
833-3232

WORD PROCESSING OPERATORS
2 Wang Operators needed for word processing center. Excellent benefit package. Salary $1/HR. Possibility of permanent position. Temporary to start of January, 1987. Call Personnel Office for an interview. Normal Services, Inc.
358-7253

WORD PROCESSING - Part-time. Southfield law firm. Must have legal & IBM PC typing & speech skills. Call
833-1552

WORD PROCESSOR
Blount Engineers, Inc. has an established engineering unit of Blount, Inc., a Fortune 500 Engineering International organization, is accepting applications for a Word Processing Operator. Word Processing Operator. Minimum 2 years experience. Minimum 60 WPM required. CP-80 Word Series and Phoenix Jr. equipment experience preferred. We offer a competitive benefit package & compensation commensurate with experience.
Join a world wide leader! JOIN BLOUNT! For immediate consideration, forward a resume including salary history in confidence to:
Personnel Director
BLOUNT ENGINEERS, INC.
501 W. Fort St.
Detroit, Mich., 48226
313-2300
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Dependable person for full time position in small Troy office. Must be able to handle phone inquiries and sales orders. Accurate typing and math aptitude required. Non-smoker. Excellent medical/dental benefits. Please submit resume and salary requirements to:
PERSONNEL DEPARTMENT
Box 250, Troy, Mich., 48099.

SECRETARY/
RECEPTIONIST/
BOOKKEEPER
Small manufacturer has a good looking for responsible person with a strong aptitude for bookkeeping and computers. Some college education preferred. $17,000 and good benefits. Send resume to Box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST
AMBITIOUS PERSON needed for busy Birmingham Real Estate Development office. Minimum 2 years secretarial experience needed to handle phones, light typing (50 WPM), word processing knowledge and telephone personality a must. Salary negotiable based on experience. Medical benefits. Non-smoking office.
CALL KATHY. 646-2230

SECRETARY
Sharp individual with initiative and excellent secretarial skills to work closely with attorney representing the president of fast paced Southfield law firm. Salary $18,000 - 35 hours. Call Bernice, Southfield, MI 48037 or call 353-3311, Ext. 17

SECRETARY - Secondary knowledge of word processing, typing, good phone skills. Send resume to: 37501 12 Mile Rd., Farmington Hills, MI. 48018, Attention Mary.

SECRETARY - shorthand helpful. Sheperd and have Mitral computer experience with word processing and data base. Good benefits. Contract positions, call Glenna at Uniforce 357-0649

SECRETARY/Typist for data entry. Min. 40 wpm. Only good typing skills needed. Must be accurate, competitive pay & benefits. Call Cathy for appointment & interview. 559-4330

SECRETARY - Will train a mature, responsible person for Southfield Law Office. Good typing skills. Shorthand a plus. Salary commensurate with experience 577-3450

SECRETARY with IBM PC DWIII skills. Interior office hours. Work for Southfield & Dearborn area, 55 words and 6 months word processing experience. Call Normal Services, Inc.
833-2253

SECRETARY/WORD PROCESSOR
Part-time in Southfield. Pleasant surroundings plus variety & challenge. Need a responsible, mature person with good grammar and secretarial skills. Call Mrs. Lange
352-1400

STENOGRAPHER needed for fast-paced office. Inkster Rd./Maple Rd. area. Must have good shorthand and spelling. English skills a plus. Please call Fay Eisen between 9am and 5pm at
626-6241

STRAITH CLINIC, SOUTHFIELD
1 Twice Weekly Secretary with clerical background, including typing, word processing, and a pleasant good telephone manner, 2-3 years experience. Excellent salary. Call 837-1958

TELEMARKETING
Long term assignment could lead to permanent. Sales skills plus commission. Must be extremely articulate, self starter and very outgoing.
Call Now For Appointment
General Management Service
14700 Farmington Rd. (Levan)
Heritage Commons
Suite 104
427-7660

TELEPHONE WORK. Livonia doctors office. Light typing, 20 hrs. Mon-Thurs. 4-9pm, $3.35 per hour. Reply P.O. Box 1358, Southfield, MI. 48075. 248-8000

TRANSCRIPTION TYPIST
Part time position requires experienced transcriptionist. Work under pressure. 80-70WPM, variable schedule. Mon-Fri 24 hours weekly. Standard wage plus performance incentive. Contact Personnel Office, 1000 Bloomfield Hills location. 840-6177

TYPING and PHONES in Southfield office. Some experience helpful but not critical. Permanent position. Call Felicia 557-7480

TYPING, general office & phone skills preferred. Full time. Excellent working conditions. Apply 9am-12 noon. Call Mr. Gaudreau, Insurance Supply, 1800 Thunderbird, Troy Michigan 48084. 362-1560

TYPIST - Birmingham law firm generates dictaphone typist.