504 Help Wanted Office-Clerical

- LEGAL SECRETARY
Law office dealing in general practice seeking bright, energetic people. Must have good telephone, communication & typing skills. Candidates must have previous legal experience. One position will be in our Ann Arbor office. The other positions will require traveling to & from offices located in Ann Arbor, Dearborn, Southgate & Westland. Must have reliable transportation & minimum 3 years experience. Excellent salary & fringe benefits. Send resume to: Susan Sweet, Hyatt Legal Services, 6006 No. Wayne Rd., Westland, MI 48185

LEGAL
WORD PROCESSOR
$16,500 FEE PAID
Word processing knows how and good proofing skills get you started. Full benefits. Good reviews. Call 649-5900.

SNELLING & SNELLING
OF TROY

MANAGERS SECRETARY
Large southern Oakland HMO seeks individual for a managers secretary position. Typing 50-55wpm, shorthand & knowledge of IBM personal computer. Minimum of 3 years experience in secretarial capacity. This position requires a highly organized individual with initiative & ability to work under pressure. Excellent salary & benefits. Respond in confidence to:
Manager, Administration/MSS
PO box 223
Southfield, Michigan 48037
An Equal Opportunity Employer

NORTHVILLE manufacturing firm has opening in customer service dept. Requires accurate typing, 70 wpm, order processing experience, data entry skills helpful. Call Denise 349-2910

NOVI
SECRETARY
SALARY $12,000
Excellent opportunity for your 2 years clerical experience. Typing 55wpm, word processing & phone skills. Company offers growth & excellent benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

OFFICE ADMINISTRATOR position in Plymouth. Applicant must be experienced in IBM-XT (Microsoft word, M3 DOS, Lotus, D-Base III), bookkeeping & general clerical tasks. Send resume to Director, 1126 S. Main, Plymouth, MI 48170.

OFFICE ASSISTANT - Clerical
Approximately 20 hours per week. Downtown Birmingham. $3.80 per hour. 646-4777

OFFICE CLERICAL - National Company seeking mature responsible person for general office duties, responsibilities include: accounts payable, purchasing & inventory control. Friendly communication skills & light typing required. Nice surroundings & many benefits. 722-4540

OFFICE CLERICAL - Full time City of Southfield. Familiar with calculator, good with figures, varied duties. Opportunity to learn basic accounting skills. Call 354-1114

OFFICE CLERICAL
Flexible hours while your kids are in school. Clerical assistance to handle multiple incoming order lines. Good communication skills, some typing. 10 Mile/Grand River area. Call between 6pm - 8pm: 476-8500

Office Clerical
Full-time person needed for busy purchasing office in Novi. Filing, typing, processing paper work and answering phones. Need good math aptitude and calculator skills. Excellent benefits. Call the Personnel Office at
349-3356

OFFICE CLERK
Medium size plant located in Livonia has an opening for an office clerk. Applicant must be able to type, be good at figures & be willing to learn to run a computer. This is an entry level position with good starting salary & benefits. Send resume including salary requirements to box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Farmington Hills. Degree preferred. General Ledger, payroll, accounts ground, good accounting skills. Supervisory ability. Will assist Controller. $15-20K. Full Fringe Benefits including Bonus & Dental. Fee Paid
B. HAMIL PERSONNEL
424-8470

OFFICE
MANAGER/BOOKKEEPER
We are a medium sized public accounting firm based in Troy with an immediate opportunity for an individual who has previous experience in a professional firm.

You'll be responsible for - reviewing and maintaining the firm's books & records; posting to a computerized time and billing system; preparing invoices, financial statements, and payroll tax returns and supervising office personnel.

Salary commensurate with experience. Personal computer experience is required. For confidential consideration, please forward a resume with a cover letter stating your salary requirements to:
Personnel Director
30100 Telegraph, Suite 231
Birmingham, MI 48010

OFFICE RUNNER/File Clerk wanted for Southfield office. Need reliable transportation, non smoker preferred. Light typing & good math skills a plus. $150 per week, probationary period required. 557-4000

OFFICE
SUPERVISOR
A progressive marketing corporation seeks an office supervisor for it's Plymouth facility. The ideal candidate will have at least 3 years experience managing a large clerical staff. Must have excellent organizational and communication skills and be detail oriented. Accounting background a plus. Minimal typing. Full benefit package. Qualified candidate send resume and salary requirements to:
ADISTRA CORPORATION
101 Union St., Plymouth, MI. 48170
Attn: Personnel Department

ORDER DESK/Sales
A clear speaking friendly fast learner is needed immediately. Good handwriting and phone experience a plus. Salary negotiable. Ask for Mrs. Broda, 533-5000.

ORDER PROCESSING CLERK - Computer and clerical skills needed. Full-time. Ideal entry level position for self-starter. Farmington Hills. 471-5400

PARA-LEGAL
LEGAL SECRETARY
TYPIST - needed in fast-paced Rochester Law office. Must be energetic & well organized. Contact Jean. 852-4520

PARALEGAL Experience in litigation & divorce. Full-time. Resume: 30833 Northwestern Hwy. Ste. 214, Farmington Hills, MI. 48018

PART TIME POSITION to organize a small office in Oak Park. Flexible hours 258-8782

PART-TIME SECRETARIAL Position, 20-25 hours per week, evenings and daytime hours, 50 w.p.m. editing skills. Send resume to: R.C.C., 25845 W. 7 Mile, Redford Twp., 48240, Attn: Vera.

PAYROLL CLERK. Experience necessary. Some general office & typing. Computer experience a plus. Livonia area. Submit resume w/salary requirements to box 430 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK
Full time temporary position for 3 to 4 months. Assist in weekly preparation of computerized payroll for approx. 800 employees. Experienced with computerized payroll system and knowledge of payroll deposit requirements and quarterly payroll tax returns is necessary. Salary commensurate with experience. Please call 644-5300 or send resume with salary requirements to:
ERB LUMBER CO.
P.O. Box 439
Birmingham, Mich., 48012

PAYROLL CLERK
for general contracting firm. Duties will also involve typing & general office work. Send resume to: P.O. Box 328, Novi, Michigan, 48050.

PLASTIC SURGERY office - Southfield Surgery office - Southfield. Receptionist (full time & part time) with good clerical background. Good typing skills required. Pleasant. Good telephone manner. 3-5 years experience. Excellent salary & fringe benefits. Call 557-1958

PROFESSIONAL
RECEPTIONIST
$16,000 UP
An unusual opportunity with a specialty medical clinic. Top "People Appeal" and good typing for nice fee paid opportunity. Hurryl Call 352-2090.
After 5 P.M. Appointments Available

SNELLING & SNELLING

PURCHASING AGENT
Responsible, well-organized person, experienced in material handling & expedition of shop maintenance personnel. Apply in person between 8:30-11am. Modeer Mfg., 41725 Michigan Ave., Canton.

RECEPTIONIST WANTED - answer phones, light typing, bookkeeping & computer experience helpful. Northwest Detroit. For appt call between 1:30-3:30pm. 273-1700

RECEPTIONIST/TYPIST - we are looking for that special person to handle incoming calls & greet clients in a professional courteous manner. Typing 50WPM & other office duties required. Excellent Southfield location. Resumes only to: 24350 Telegraph Rd, Southfield, MI 48034.

RECEPTIONIST/SECRETARY - health care facility, entry level, transit provided, opportunities for career advancement. Medical billing, data entry a plus. Full & part time. Send resume to Oakland Psychological Clinic PC, Attn: Elizabeth, 2000 N. Woodward, #102, Bloomfield Hills, MI. 48013.
No phone calls, please

RECEPTIONIST - FULL TIME
Must type 5 & have pleasant phone manners, office experience necessary. Redford Twp. Veterinary Hospital. Send resume to Personnel, 25835 W. 8 Mile, Redford, MI. 48240

RECEPTIONIST/TYPIST
Light typing, some computer knowledge helpful. Pleasant phone manner. Hills. Ask for Nancy 471-5680

RECEPTIONIST/SECRETARY
Southfield. Full-time. Good Phone personality - A Must! Call between 3pm-6pm Only. 562-1521

RECEPTIONIST/Secretary for fast paced office in Bloomfield Hills. Type 55 wpm. Willing to work overtime. Computer experience helpful. 645-2222

RECEPTIONIST/CLERICAL
IMMEDIATE part-time in Farmington sales office. 20-30 hrs per week, flexible hours. Typing 60 wpm, busy phones, PC experience helpful. 471-0310

RECEPTIONIST
With good speaking voice, pleasant personality and neat appearance. Type 50 wpm., and be willing to commit long term. Call for appointment at 358-1900.

RECEPTIONIST/TYPIST experienced with general office skills. Small construction oriented office in W. Bloomfield. Respond to: Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Fast paced, growing stucco office complex in Farmington Hills has immediate full time position available. Very pleasant atmosphere. The ideal candidate should have:
• Enthusiastic phone voice
• Typing 50 wpm
• Knowledge of office procedures
• Word processing experience a plus
Contact Mrs. Rubio at 855-8450

RECEPTIONIST
Farmington Hills based television production facility has a position for an experienced receptionist. Typing of 45 wpm & Rolm CBX (or equivalent) skills required. Direct interaction with clientele requiring friendly, professional attitude & front desk appearance. Send resume & salary requirements to Grace & Wild Studios, Inc., 23689 Industrial Park Dr., Farmington Hills, MI 48024

RECEPTIONIST
Part time, 16 evening hours per week for adolescent drug treatment program in Plymouth. Call 453-2610

RECEPTIONIST/PART TIME
Evenings & weekends. Farmington Hills area. Audio visual knowledge helpful. Good typing skills. 476-5010

RECEPTIONIST full or part time, for limosine service. Dearborn Hts area. Must be mature. Immediate positions open. 255-4517

RECEPTIONIST
for Farmington Hills law office. Must have good typing skills. Minimum 45 WPM. Please call 851-5000

RECEPTIONIST needed for Bloomfield Hills law firm. Must be non smoker, neat, well organized and conscientious. 333-7941

RECEPTIONIST - Part-time, experienced, for busy office. General office skills necessary. Livonia area. Contact Shelly. 591-3550

RECEPTIONIST - for international magazine, experience on Northern telecom, Rolm or Horizon, call Irene at Livonice 645-0648

RECEPTIONIST
Permanent, full-time position at Precision Tune of Farmington. Apply at: 32663 Grand River, Farmington.

RECEPTIONIST/SECRETARY
Full time position for Troy firm. Good phone and typing skills required. Excellent benefits. Call for interview 585-8141

RECEPTIONIST
Part time position in Troy CPA firm. 1pm-5pm, Mon. thru Fri. Receptionist, answering phone & typing. Call Phyllis at 879-5400

RECEPTIONIST, part time, for pediatric night clinic. 6PM-10PM, 2 nights per week. Will train. Send resume to K.C.C., 511 Pierce, Birmingham, MI 48009

RECEPTIONIST/FILE CLERK - law firm in Troy needs individual with good typing & dependable car. Full time position, with benefits. For interview 362-1000

RECEPTIONIST/TYPIST
Immediate opening for person (non smoker) to answer phone, type approximately 50 WPM & file. Call after 8am 646-5900

RECEPTIONIST TYPIST
Quality phone manner. Type 50-60WPM. Neat in appearance. Busy Troy office. Call between 9am-4pm. Ask for Connie. 589-0600

RECEPTIONIST/TYPIST
For investment advisory firm located in Southfield. Part time employment. Must type accurately 50wpm and have good phone skills. Contact Mrs. D. Rodgers. 358-1950

RECEPTIONIST/CLERK
Duties include: Answering telephone, filing, typing, some accounts payable/credit. Good benefits. Send resume to: W. H. I., 1458 E. Lincoln, Madison Hgts., MI 48071

RECEPTIONIST
Qualified individual required to assume receptionist position in Birmingham. Strong secretarial & interpersonal skills a must. Please call 433-1500

RECEPTIONIST - Person re-entering work force, good phone skills, accurate typing, some receptionist necessary. Send resume to: Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
needed for busy Southfield construction company. Good communication skills & typing are required. Must have car. Good benefit package. Salary commensurate with experience & ability. Call 358-5213

RECEPTIONIST - 30 hrs. week in Westland. Light typing, age 17 to 21. Eligibility requirements.
336-0120
Career Transitions is a no fee equal opportunity program. Funded thru WCPHC.

RECEPTIONIST/TYPIST
Dynamic individual to work in fast pace, i entertainment industry. Previous office experience a plus. Type 50wpm. Salary commensurate with experience. Send resume to:
Olympia Arena Inc., 800 Civic Center Dr., Detroit, MI., 48226.

RECEPTIONIST
Fast paced Southfield company seeks receptionist/general office clerk with pleasant phone manner and hard working appearance. Hours are 7:30am to 4:30pm M-F. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

RECEPTIONIST WANTED for Bloomfield Hills lawn firm. Neat appearance and pleasant phone manners. Must have a car, some errand running, light typing, filing and sweeping required. Hourly rate plus mileage. 10AM-5PM. Monday-Friday. Please call Lisa Poore at 642-1100

RECEPTIONIST
A first job opportunity with a highly respected residential builder of luxury homes. Will train for advancement. Position requires interpersonal, good typing skills and the ability to work well with people. Please call Mrs. Pinto, for an interview. 625-3500

RECEPTIONIST
Modernized Southfield office looking for very sharp person for telephones & Misc. office support. Fisher Building. Excellent salary & benefits. Paid parking. Send resume to Leastaff, Inc., P. O. Box 362, Troy, MI., 48099 or call between 9am-1pm 543-3387

RECEPTIONIST
Circuit Board Manufacturer seeks office help. Good math, typing, & phone skills necessary. Word processing experience helpful. Non smoking office. Paid hospitalization life insurance, vacation, holidays, & profit sharing. $3/hr. with review. Apply in person before 11:30am or after 1:00pm at: 32900 Capitol, off Farmington Rd., Livonia.

Receptionist-Switchboard
Mature individual with experience and personality for lobby area. Switchboard and general office duties. OTD-120, Dimension or similar PABX experience. Excellent benefits for this full-time position in Novi. *Call the Personnel Department,* mornings only at
349-3356

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
Equal Opportunity Employer M/F

SECRETARIAL
SKILLS
needed for beautiful corporate offices. To $16,000, fee paid. Many benefits. Call 399-3450.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERK
X-RAY DEPARTMENT
Seeking individual who functions well in a fast paced work environment. Duties to include typing, filing, screening phone calls, greeting visitors and patients. Must type approximately 40-45 WPM. Previous related experience necessary, preferably in a hospital setting.

We offer a competitive wage and benefit program, as well as pleasant working conditions. For details contact:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 217
An Equal Opportunity Employer

Receptionists
Kelly Services has short term assignments available (long term assignments are also available but the immediate need is short term) for receptionists. Experience is a must. We are seeking people with or without typing skills.

We offer competitive pay, merit increases and vacation pay. Please call for more details:
553-7820
Farmington
352-5220
Southfield
KELLY
SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

SALES
SECRETARY
$17,000 FEE PAID
Wide variety of duties, big 3 contact. Great location and superior benefit package. Call 649-5900.
SNELLING & SNELLING
OF TROY

SECRETARIAL, part time, word processing, typing & phone answering skills required. For appt call 528-0101

SALES SECRETARY
Immediate opening in Southfield office for qualified sales secretary with professional sales organization. Excellent typing & word processing skills required, shorthand preferred, competitive salary & excellent benefit package. Call Ms. Lane at:
423-1000
GUARDIAN ALARM CO.

SALES SECRETARY - Rapidly growing distributor of hi-tech computer equipment located in Southfield area has immediate opening for Sales Secretary/Clerical position. Must have at least 2 years office experience. Computer knowledge preferred. Typing 50 Wpm, minimum. Strong telephone communication skills required. Salary commensurate with qualifications. Send resume to: P.O. Box 790, Southfield, Mich., 48034-0790

SECRETARIAL
Telephone Positions
Day and evening shifts.
Will train, Southfield area.
Call 557-5958

SECRETARIES
TYPISTS
$12-$16,000 FEE PAID
Treat yourself to a new opportunity to prosper. Suburban companies are looking for your skills. Typing 65 wpm., shorthand. Computer skills a plus. Call Lorraine 464-0909.
SNELLING & SNELLING

REAL ESTATE
CLOSING SECRETARY
Experienced or will train. Downtown Plymouth location. Send resume: Weir, Manuel Snyder & Rankle Inc. 498 S. Main St., Plymouth, MI., 48170.For Interview. 455-6000

A GREAT
COMPANY!
Excellent benefits. Secretary - $18,000. Fee paid. Beautiful location. Wonderful people. *Solid* opportunity. Call now 399-3450.
SNELLING & SNELLING

SECRETARY/BOOKKEEPER
Light bookkeeping, general office, typing. Need self-starter, one girl office. 464-4004

SECRETARY
BOOKKEEPER
Southfield based property management company seeks bright hard working individuals. Secretary must possess accurate typing skills, 60-65 wpm., pleasant phone manner and general office skills. Word processing skills helpful, but not necessary. Bookkeeper must have 1 year accounts receivable experience. Computer experience helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY N DAYS
Experienced, typing, bookkeeping in Town Center Southfield. Call Mon-Fri 9am-1pm. 353-4545

SECRETARY - busy Southfield office seeking secretary with good word processing & administration skills. Salary negotiable, excellent benefits. Respond to Box 435, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
CDS/FOX VIDEO, a leader in the rapidly growing home entertainment video products industry, is seeking an experienced Secretary to report to the Director of Manufacturing Operations.

The successful candidate will possess two years of secretarial experience as well as typing skills of 60 wpm and shorthand of 60 wpm. Excellent grammatical skills are a must.

This is a challenging opportunity to work in a dynamic organization that offers a competitive salary and benefits package. For consideration, send resume and salary requirements to:
Ms. Blair Harris
Human Resources Department
CBS/FOX VIDEO
39000 W. Seven Mile
Livonia, MI 48152

Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY
Corporate headquarters of automotive group needs organized self-starter with strong typing skills. Outstanding personality a must/top benefits. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

SECRETARY - experienced, must be good typist. Filing, phones and all around secretarial skills need. Southfield. Call Maryann 352-8760

SECRETARY
Experienced, mature, 15-20 hrs. per week for Southfield Insurance Agent. Shorthand required. Top pay. IBM PC computer experience a plus. Call Mr. Matson:
352-9220, ext. 838

SECRETARY - experienced on IBM PC with Display Write 3 or Lotus 1, 2, 3 for Troy corporation. Must be people and be willing to train for advancement. Excellent benefits. Salary commensurate with experience. Send resume to: 23045 W 7 mile, Livonia, 48152. Attention Mary.

SECRETARY Farmington Hills sales office. Excellent opportunity for assertive dependable individual with good typing skills. Pleasant work environment. Competitive salary & fringe benefits. Call Betty Mc Nally for interview. 476-2080

SECRETARY
Financial columnist seeks organized, reliable, experienced secretarial skills. Word processing & bookkeeping experience helpful. Resume & salary experience to: PO Box 175, Farmington, MI 48024.

SECRETARY
for Southfield law firm. Must have good typing & receptionist skills. Call 358-4055

SECRETARY - for elementary school, interesting, diversified duties, must be flexible, congenial individual. Typing 70 wpm, shorthand or speed writing 90 wpm required. Competitive starting salary, plus excellent benefit package. No phone calls accepted. Send resume to: Alcona Elementary, Birmingham Public Schools, 550 W. Merrill, Birmingham, MI. 48012.
Equal Opportunity Employer M/F

SECRETARY
For a burglar alarm company. Light office. Detroit area. Call 532-4066

SECRETARY, full time. Typing, bookkeeping, shorthand, telephone skills. Salary & benefits.
Paul 649-0500

SECRETARY, full time, experienced with good typing, shorthand and front desk appearance. Shorthand helpful. Mon. thru Fri. 8 to 5:30. Call for interview 851-9881

SECRETARY
General typing and filing. Mon. thru Fri. 9am to 5pm. Rochester area. Call Jim Girardot, Girardot, Inc. Realtors. 651-5005

SECRETARY
Human Resources
We have an interesting and challenging opportunity for a secretary to work a temporary assignment in our Human Resources Department. The ideal candidate will have 3-5 years secretarial experience in a busy office environment, excellent written and verbal skills, and the ability to discreetly handle confidential material. Wang word processing experience and knowledge of a personal computer would be beneficial. We are located in a pleasant Northwestern suburb and offer an attractive working environment. To be considered for this temporary assignment, please apply in person Mon. thru Fri., between 8am and 3pm, or send your resume to:
Employment Assistant
Viasic Foods, Inc.
33200 Fox Hills Rd.
(Bet. Orchard Lake & Farmington)
West Bloomfield, MI 48033
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Insurance company in Southfield seeks a secretary for the Vice President of Finance. 3-5 years secretarial experience and accurate typing (60-65 wpm) required. Excellent figures, detail work and strong statistical typing skills a must. Shorthand and personal computer background desired. Excellent benefits package. Send resume including salary requirements to: Personnel, P. O. Box 5310, Detroit, MI 48235.

SECRETARY
Mature, responsible, excellent typing, speaking & grammar skills. A real "people person". Human Services organization - send resumes to: 10811 Puritan, Detroit, MI., 48224.

SECRETARY NEEDED for fast growing company. Typing 55wpm & must. Filing, phone and general office duties involved. Competitive salary and benefits. Resume to:
Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Office & Clerical skills needed. Typing. Flexible hours. Southfield Area.
422-8968

SECRETARY, part time, for busy distributor's office located in Farmington Hills. Must able to handle multiple tasks and relate well with people. Hours negotiable. Must have the right person with good skills. Knowledge of accounting helpful. Send resume & salary requirement to P.O. Box 193, Novi, MI 48050.

SECRETARY - PART TIME
Fast - paced marketing & promotions firm seeks secretary with excellent typing skills. Shorthand & word processing a plus. Hours negotiable. Reply to:
Director of Personnel
P. O. Box 7105
Bloomfield Hills, MI., 48302

SECRETARY/PERSON FRIDAY
References & experience required. Call between 1pm-4pm ONLY.
482-1168

SECRETARY - Plymouth. Will work for accounting supervisor, bookkeeping a plus. Good skills. $15K min. Fee. Full benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Professional firm moving to Birmingham needs individual who would enjoy a busy & challenging position. Duties include typing correspondence & short documents on word processor. Good opportunity to gain experience in the legal field. 13 Mile/Southfield. Send resume to: 30215 Southfield Rd., Suite 115, Southfield, Mich. 48076.

SECRETARY
Rapidly growing Southfield firm looking for full time Secretary with room for advancement. 557-1955

SECRETARY RECEPTIONIST
Good typing and communication skills. Non-smoker. Farmington Hills. 553-3307

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
For fast paced office. Mature, reliable, accurate, attention to details, experienced. Good telephone, typing skills. No smoking. Send resume to Mrs. B. M. Usher, Inc., 27150 W. 8 Mile, Southfield, MI. 48034

SECRETARY/RECEPTIONIST
needed for Wayne Manufacturing company. Send resume to:
P.O. Box 8, Wayne, Mich. 48184.

SECRETARY/RECEPTIONIST
Mental health Agency. Over 55, eligible for Senior Aide Program. 20 hrs. per week, including 2 evenings. $3.60 an hr. plus benefits. 433-0830

SECRETARY/RECEPTIONIST
for full time position. General Office work. Typing, 50 wpm, accurately. Immediate opening. $5.50 per hour to start. Great benefits. Metalfac Steel Abrasive Co., 41155 Joy Road, Canton 459-7900

SECRETARY/RECEPTIONIST
for new, rapidly growing Livonia office. Qualified candidate must possess excellent communication skills, 50wpm typing, be detail oriented & deal effectively with the public. Excellent working conditions. Full benefit package. For details & interview call 474-7766

SECRETARY/SALES
Group Travel & Incentive Co. seeks experienced, outgoing person possessing strong written & verbal skills, ability to work well with others under pressure & excellent typing skills. Word processing experience is must. Great benefit package. Send resume & salary requirements to: Patricia Brasch, Sales Administrator, American Express Group & Incentive Services, 4000 Town Ctr., 8th Floor, Southfield, Mich. 48075.

SECRETARY
Secretary needed in the Birmingham Claims Dept. of a growing Medical Malpractice Insurance Co. Excellent typing/dictation skills, proficient speller & a professional attitude a A Must. Medical Terminology a Plus. If interested, please send resume, to:
Stratton-Cheesman
Management Company
P.O. Box 1563
E. Lansing, Mich. 488256563

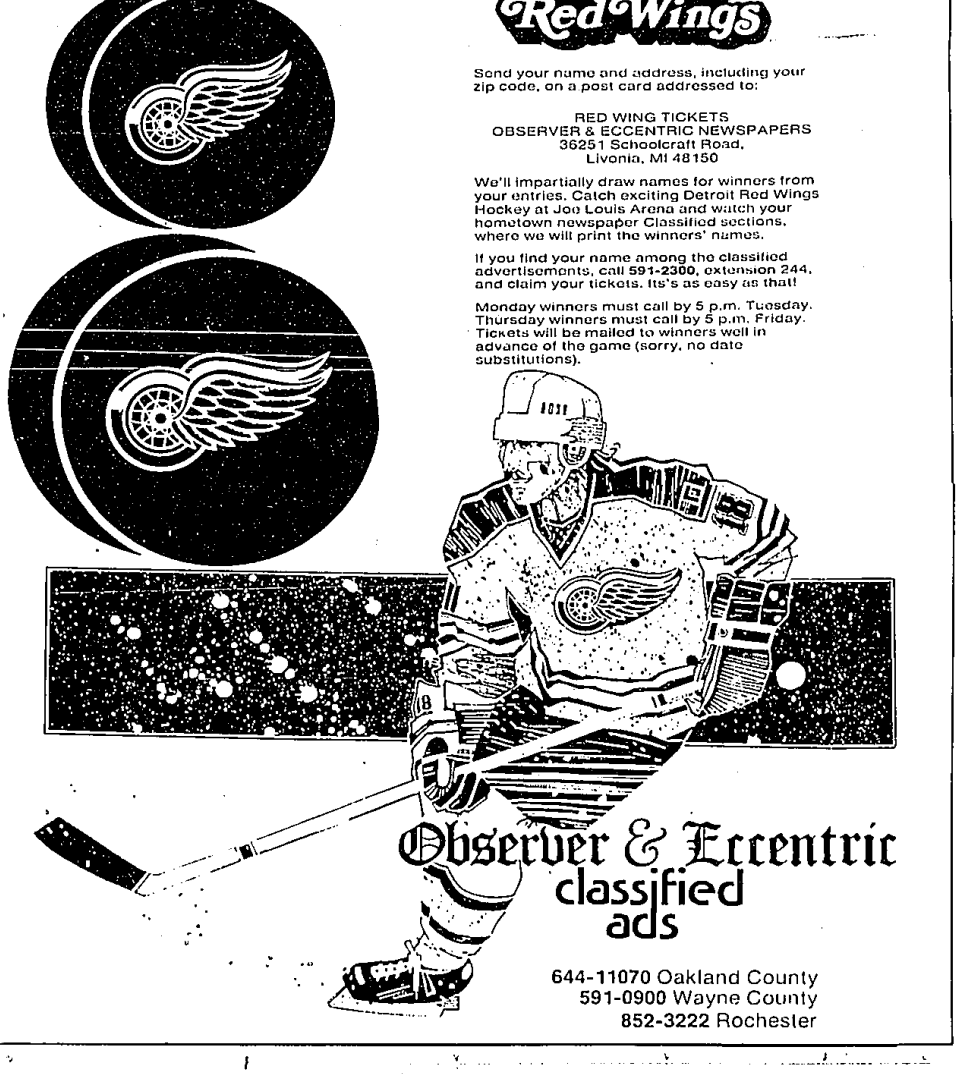
Attn.: Personnel Administrator

An Equal Opportunity Employer

SECRETARY - Small architectural firm seeks person with book keeping, typing & general office skills. Very pleasant working environment in W. Bloomfield area. Send resume to: Michael Weiner Architects, 1650 Cass Lake Rd., W. Bloomfield, MI. 48033 683-3933

This Classification continued on the First Page of Section D

WIN TWO TICKETS TO THE Detroit Red Wings



Send your name and address, including your zip code, on a post card addressed to:

RED WING TICKETS
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road,
Livonia, MI 48150

We'll impartially draw names for winners from your entries. Catch exciting Detroit Red Wings Hockey at Joe Louis Arena and watch your hometown newspaper Classified sections, where we will print the winners' names.

If you find your name among the classified advertisements, call 591-2300, extension 244, and claim your tickets. Its's as easy as that!

Monday winners must call by 5 p.m. Tuesday. Thursday winners must call by 5 p.m. Friday. Tickets will be mailed to winners well in advance of the game (sorry, no date substitutions).

Observer & Eccentric
classified
ads

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591-0900 Wayne County
852-3222 Rochester