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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

LEGAL SECRETARY
Full time-mixed Southfield law firm. 3 Years Litigation experience required. Excellent typing & phone skills essential.
New Offices. Call 353-1600

LEGAL SECRETARY
TOP $$$ FOR TOP SKILLS
Experienced, Exceptional skills, Work independently. Excellent working environment. Birmingham. Call Mr. Bernstein Mrs. Gold, 644-5511

LEGAL SECRETARY for Trey law firm with litigation and word processing experience. Call office manager at 363-1300

LEGAL SECRETARY, PI & part time position available. Well established office. General practice. Long term employee preferred. 646-9076

LEGAL SECRETARY, with 3 years litigation background, for aggressive trial, medical malpractice firm in Farmington Hills law firm. Opportunity to use and/or learn computers. 626-8000

LEGAL SECRETARY - Southfield law firm, prefer-real estate, word processing required. Salary commensurate with ability. 353-3000

LEGAL SECRETARY
for Southfield law firm. Willing to train. Excellent typing & English skills required. Call Nancy Hansen 262-2258

LEGAL SECRETARY
Openings for full time secretary. Position requires good typing & skills. Willingness to learn word processing. Downtown Detroit. Call Lorraine 963-1700

LEGAL SECRETARY
Southfield, Salary based on experience. Fringes. Send resume to:
Richard S. Kaplan, P.O. Box 2207, Southfield, MI. 48037-2207.
All replies confidential.

LEGAL SECRETARY - experienced, small personal injury firm. Good salary + benefits. Work processing experience offered. Reply in confidence and resume to Galbraith & Boome, 30777 Northwestern Highway, Farmington Hills, MI 48334

LEGAL SECRETARY - Southfield law office seeking full time secretary with good typing & dictaphone skills, willing to assume responsibility. Medical & dental available. Pay commensurate with experience & ability. 353-1070

LEGAL SECRETARY
Established law firm located in Birmingham has immediate opening for an experienced legal secretary (3-5 years civil litigation). Word processing & shorthand skills desirable. Willing to pay top salary. All inquiries will be kept confidential. Send resume to: Management Partner, 1300 Penobscot, Detroit, MI 48226

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

LEGAL SECRETARIES
TEMPORARY
PERMANENT
Can you use more money? Are you seeking new challenges? Would you like to see some new faces? Wish you worked closer to home?
Whatever your reason for seeking change remember that we are always searching for talented legal secretaries to refer to our broad array of attorney and corporate clients.
Whether you prefer permanent, full time employment or enjoy the variety of temporary assignments, we'd love to talk with you.
Call us ... we just might have you in a new permanent or temporary position by next week. Demand for secretaries is very high.
There is never a charge to you for our courteous and professional placement assistance. After hour appointments available.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4163

MAIL ROOM/
FILE CLERK
Organized, self-starter needed for Pleasant Ridge firm. Responsibilities include filing, mail distribution & maintenance of office supply inventory. Good telephone manner a plus. Send past job & salary history to:
VILLAGE GREEN MANAGEMENT CO.
30833 Northwestern Hwy.
Suite 205
Farmington Hills, MI. 48018
Attn: MARITOTTO

MARKETING CLERK
Assist marketing secretary. Typing, filing, general office work. Excellent fringe benefits. Company located in Novi. Call personnel. 478-8700

MEDICAL RECORDS TECHNICIAN
Small firm. Responsible for $$$. Some phone work. Close contact with medical staff. No experience necessary. 644-8000, Ext. 515.

MGM
Office Services, Inc.
One of the fastest growing Temporary Services in the Metropolitan area is expanding for Livonia, Southfield & Troy offices. We have positions available for Account Executives & Account Coordinators. We must be articulate, enthusiastic & professional. We pay top dollar plus an excellent benefit package. For a confidential interview, call
474-7766

PAYROLL/TYPIST - FULL TIME clerical position open for rapidly growing Bloomfield Hills distributor. $5+ to start. Call Jean Gerrick, 332-7700

MORTGAGE COMPANY based in Dearborn has an immediate opening for a person who enjoys a busy office with varied duties. Must type at least 60 WPM and answer phones. Excellent benefits package. Call 8AM-3PM for an appointment 943-4600

NOVI INSURANCE AGENCY
Needs individual experience in all lines of insurance underwriting, commercial, personal lines, life & bond. Call Mark for appt. 348-3200

OFFICE CLERICAL, part time position in Southfield for ambitious, self motivated individual who enjoys working with college students. Typing a must. Practice of good background points. Must be able stay or weekends until 10 on weekends. Call Debbie or Kris, 569-8320

504 Help Wanted Office-Clerical

OFFICE CLERICAL - Including computer input and all general accounting duties. Light typing. Call Marilyn, Mon.-Fri. 875-8048

OFFICE CLERK/PART TIME
Evenings & weekends. Good math skills essential. No phone calls. Apply in person: R.J. Lewis, 29659 W. 7 Mile, Livonia (Livonia Town Square).

OFFICE HELP WANTED
Experienced in payroll accounting, light typing & word processing. Birmingham, 644-1913

OFFICE MANAGER
BOOKKEEPER
SALES ASSISTANT
Busy Ford dealer requires full charge bookkeeper to maintain office, execute documents & be sales assistant. 1/2 Mile Southfield area. Send resume to: Lincoln Auto, 3900 W. 11 Mile, Berkley, MI., 48072.

OFFICE MANAGER
Knowledgeable of office procedures, accounting functions, personnel functions & requirements. Must be demonstrated manager with exceptional attention to detail, records & follow-up.

Position will require hard work & good organizational skills - offer excellent opportunity for advancement. Salary range to start $18,000 - $20,000. Submit resume to Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER - books/bookkeeper, full or part time. Star Builders, 26200 Greenfield, Oak Park. Apply after 12 noon 968-0200

OFFICE MANAGER
Bloomfield Hills firm has opening for office manager. Must have supervisory skills & be flexible to do many duties. Knowledge of word processing. Send resume to: TMP Associates, Inc., P.O. Box 2189, Bloomfield Hills MI 48303-0298
An Equal Opportunity Employer

OFFICE PERSON, full/part time, typing & phone skills necessary, must have own car. Livonia area. Call for appointment 525-3030

PACKAGING
National service company has part time entry level packaging position available. Afternoon/evening hours. Candidate must be flexible, organized, dependable and detail oriented. Applications will be taken Fri., Feb. 13 between 8am-11am & 2pm-4pm at 30777 Northwestern Highway, Farmington Hills.
For additional information please call 855-8600

PAYA-LEGAL - 1 to 4 years experience. Defense Law Firm. Non-smoker. Send resume to: 1189 W. Long Lake Rd., Troy, MI. 48098.

504 Help Wanted Office-Clerical

PARALEGAL - Corporate & real estate, downtown Detroit firm. Excellent oral communication & written skills, some math skills, organized, degree preferred. 1-2 years experience. Send resume to box 882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME CLERICAL, 8-10 hours per week, typing, filing, mailing. Respond to Mr. Gold, 33110 W. 12 Mile Rd., Farmington Hills, MI 48018

PART TIME OFFICE HELP
To perform various office duties including typing & filing. This position could lead to full time employment. Call between 10AM-4PM 737-8533

PAYROLL ADMINISTRATOR
$18-$22,000 FEE PAID
Large growing Southfield construction company seeks training benefits and advancement for 2 plus years experience in multi-union, multi-state job cost payroll. Call Shirley now, company is not to hire. 444-0606
SNELLING & SNELLING

PAYROLL CLERK
ADP Payroll System, experienced in time card calculations and various payroll duties. Full time, 8am-5pm. Southfield area. Call: 353-1906

PAYROLL CLERK
Super West Bloomfield company needs a Payroll Clerk with ADP and 401 K experience. Generous starting salary and benefits and nice atmosphere. If interested, send confidential resume to: Mr. Kraft, P. O. Box 661, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

PAYROLL CLERK
National supermarket chain located in Southfield needs an experienced payroll clerk. Must be proficient in use of a CRT & calculator. Competitive salary & comprehensive benefit package offered. Reply in confidence to box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL SPECIALIST
National payroll company has full time entry level positions available. Ideal candidate should possess a good math aptitude and customer service related background. Applications will be taken Mon., Feb. 16 between 2pm -4pm, 30777 Northwestern Highway, Farmington Hills.
For further information 855-8600

504 Help Wanted Office-Clerical

PERSONNEL - executive secretary, 5 yrs. experience in interviewing & employee benefits. Excellent typing, 60 wpm. Lotus word processor, benefits, $20,000. Fee paid

EXECUTIVE - sales secretary, Farmington Hills, 3 yrs. experience, typing 70 wpm, 10/44 PC - Display Writer, self starter & organized, excellent benefits, $17,000. Fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PROJECT COORDINATOR. Full time for small non smoking friendly office. 13 Mile/Southfield area. Food industry related business. 540-9010

RAM COMMUNICATIONS

CUSTOMER SERVICE REP
Will take sales inquiry calls, some typing, clerical duties.

CLERK TYPIST
Diversified duties including accurate typing, self starter, organizational skills a must.

CASHIER/TYPIST
Perform store cashiering functions, including related clerical & typing duties.

559-2337
Ask for ext. 468

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Ask for ext. 468

RECEPTIONIST
Busy Southfield law firm needs experienced mature Telephone Receptionist. Other clerical duties and light typing required. Salary commensurate with experience. Contact Cindy at 353-1500.

RECEPTIONIST/SECRETARIAL
Typing required. Send resume to: Receptionist, 30987 Industrial Rd., Livonia, MI 48150

RECEPTIONIST
Part time, 8 AM. - 1 PM. Some typing and record keeping. Downtown Rochester. Call 9-12, 651-9622.

504 Help Wanted Office-Clerical

RECEPTIONIST SECRETARY for Real Estate finance & management company. 10M PO experience necessary. Bloomfield Hills. 646-0100

RECEPTIONIST wanted. Telephone, filing, typing. Part time/full time. Steve, A Butcher Construction Co., Auburn Heights.
Call Kim 9AM-5PM: 852-8865

RECEPTIONIST/CLERK
Part-time. Requires pleasant phone personality with typing & light bookkeeping skills. Farmington area. 477-3230

RECEPTIONIST & Lease Renewal Clerk needed for large Farmington area apartment complex. Must have pleasant personality & work accurately. 471-5800

RECEPTIONIST
Full time position available in Southfield law firm. Typing skills and good telephone manner necessary. Call Carol between 10am-3pm, 559-2828

RECEPTIONIST/FILE CLERK
Full time position in insurance agency. Good typing & telephone skills required. Prior office experience helpful. Some Evenings & Saturdays required. Call Mr. K. between 10am-12Noon. 532-5521

RECEPTIONIST
For non-profit agency in Novi. Interesting work in a pleasant environment. Must type at least 40 WPM. Please forward resume to: Personnel, 117 Tark St., Pontiac, MI 48053
An Equal Opportunity Employer

RECEPTIONIST - for real estate developer-construction firm in Southfield, light typing & bookkeeping skills required. Good appearance & personality. Send resume to Box #884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY
Growing Plymouth company in need of mature responsible person to handle receptionist & secretarial duties. Good typing & telephone communication necessary. Send resume to Allback & Co. 377 Amelia St. Plymouth, 48170

RECEPTIONIST. Ideal hours for the college students. 4 evenings, 8-8 plus Saturday and Sunday. Possibility of career hours for the ideal person. Good telephone manners, typing important, sheer bubbly personality. Harry C. Wade Co., 32588 Five Mile, 421-0460. Ask for Kim.

RECEPTIONIST
Good people skills and general office experience & plus. Good typing skills and experience with insurance forms required. To $14,500. Benefits. Fee paid. Call Eleanor at 353-2090.
After 3 PM. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

RECEPTIONIST
Troy based ad agency seeks a mature, dependable person to handle low volume activity. Position requires pleasant, outgoing personality, bright telephone manner & a regard to personal appearance. Experience helpful. Please send resume to Traffic Manager, Kolon, Inc. 1000 Deerpond, Inc., 100 E. Big Beaver Rd., Suite 1000, Troy, Mi. 48083.

RECEPTIONIST
Part-time (Lunch time hours) entry level position available for our office in Troy. Candidate must have excellent communication skills, good typing ability, and a desire to work with the public. Send resume to:
PERSONNEL DIRECTOR, ROE
P.O. Box 5825
Troy, Mich., 48007-5825
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Fast paced growing shared office complex in Farmington Hills has immediate full time position available. Very pleasant atmosphere. The ideal candidate should have:
• Enthusiastic Phone voice
• Type 50wpm
• Knowledge of Office Procedures
Word processing experience a plus
Contact Miss Rubini
855-8450

RECEPTIONIST TYPIST
Well established diversified contracting firm located in Troy has an immediate opening for a receptionist/typist. The individual we seek should possess good organizational skills, ability to work in a fast paced environment, outgoing personality with good phone etiquette & ability to type 60WPM. Company offers a competitive salary with excellent benefits. To arrange for an appt call Mary Ann Davis, Office Manager between 3-5pm. 362-3230

RECEPTIONIST
for Southfield law firm. Typing required. Call Nancy Iveson, 352-2533

RECEPTIONIST
FULL OR PART TIME
Optical office, N. Farmington Hills Area. Call 626-8020

RECEPTIONIST - Immediate opening. Experienced on 34. 1 Phone line. Excellent benefits. Livonia area. Please call 953-5640, Ext. 406

RECEPTIONIST - expressively 30 hours per week, Thurs., Fri & Sat. No experience required. Apply at: Van Born Chiropractic, 23610 Van Born, 3 blocks E of Telegraph.

RECEPTIONIST/Typist
Duties include answering busy phone for magazine publishing company in Livonia. Contact Carmen 477-6650

504 Help Wanted Office-Clerical

RECEPTIONIST/Legal Secretary
Trainee needed for Oakland County law firm. Good typing skills. Word processing helpful. Phone Denise at 858-2443

RECEPTIONIST with office skills for small Non-Certified area company. Apply in person for appointment & interview between 8:30-4pm at 872 Woodbridge - 2nd floor.

RECEPTIONIST - Full time for busy headquarters. Pleasant helpful. Hours - 8:30am to 5:30pm. Send resume to: Linda Bolzer, 32100 Telegraph, Birmingham, MI 48010

RECEPTIONIST - Full-time with secretarial experience. Opportunity to learn computer skills. Livonia area. Call - The Lube Centers. Thurs. 3:30pm to 8pm. Fri. & Mon. 11am to 6pm only. 421-6224

RECEPTIONIST/SECRETARY
Young growing company seeks aggressive, dependable individual for the full time position in Romulus. $3 to $4 per hour plus benefits. Call between 3-4:30pm. 663-7300

RECEPTIONIST - Ad agency in Southfield. Full time. Excellent typing & phone skills required. Computer experience helpful. Send resume to: P O Box 2110, Southfield, MI 48037

RECEPTIONIST for 1 person Southfield Office. Part time, 25 hrs. Hours are Mon thru Thurs, 1pm-8:30pm & Sat 9am-1pm. Light typing, phone experience required. Interest entry level position. $4.35 per hour. Call Gary after 6pm. 357-4118

RECEPTIONIST - Fast growing mortgage company in Southfield is seeking experienced person with computer, typing, telephone answering and filing skills for fast paced position. Call for appointment. 358-5550

RECEPTIONIST SECRETARY to grow with expanding steel company. Good telephone skills, typing, 10 key & basic computer entry a must. $3 per hour plus benefit. Apply in person Mon thru Fri 2-5pm. Laurel Steel Inc, 29659 Milford Rd, New Hudson, MI.

RECEPTIONIST
Bloomfield Hills C.P.A. firm needs a self-assured individual with typing skills, multi-line phone answering experience preferred. Please send resume to Jackline, Magnus, Cole & Carroll, 2605 Woodward Ave., Suite A, Bloomfield Hills, MI 48013; Attn: K. Cline

RECEPTIONIST/SECRETARY
For Rochester Real Estate Office. Mature individual with Professional appearance, pleasant telephone voice, typing 55 w.p.m., good organizational skills. Word Processing skills. Non-Smoker only need apply. Call Dorothy Lou Mammone at: 851-3330.

504 Help Wanted Office-Clerical

RECEPTIONIST SECRETARY
aggressive dependable individual for full time position, requires typing of 50-55 WPM, professional phone manner, business-minded and well organized. Good pay, overtime and benefits. Send resume to: Metro Communications, 24350 Capitol, Redford, MI 48239, Attention Carolyn.

RECEPTIONIST/SECRETARY
Prestigious computer consulting firm in Birmingham needs a Receptionist/Secretary. Candidates should be well groomed and have good phone personality. Typing and word processing skills required. 2 years experience, preset. Good salary and benefits. Call or send resume to: Bret Mitzer, 540-4440, Analytical Technologies, 30500 Telegraph Rd., Suite 194, Birmingham, MI 48010.
An Equal Opportunity Employer

RECEPTIONIST
Fast growing leasing subsidiary of Fortune 500 company seeks full time dependable person to answer phones, greet visitors, handle mail & perform a variety of functions including light typing. Professional, friendly manner essential. Please send resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONISTS
SNELLING TEMPORARIES
Needs experienced Phone Operators on the Dimention, Horizon, Rolm and Executone.
CALL SNELLING TEMPORARIES 557-5700

RECORDS CLERK
Part time work in educational environment. Hours: Mon thru Fri. 8:30-12:30pm. Associate Degree or 1-2 years secretarial experience required. Knowledge of Word Star & Lotus application required. Mail resume to: Director of Records, PO Box 7006, Troy, Michigan 48084-7006

RENTAL AGENT for major apartment development, must have prior experienced & references. Call Ms. Moore at: 835-9066

504 Help Wanted Office-Clerical

SALES COORDINATOR
Aggressive service company seeking inside Sales Coordinator to organize & schedule sales leads, communicate leads to salesman and handle paper work. The right person will have strong secretarial skills with a desire/experience for direct sales work. Send resume to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES ORDER CLERK
Sales orders by phone, pleasant manner, detail oriented, type 40 wpm accurately, general office experience helpful, minimum 2 years experience, references. Apply in person, Call for directions Mon.-Fri. 11am-5pm. 874-3127

SALES SECRETARY - 1 person office. Novi area. Good phone, typing, punctuation & letter composition skills, shorthand or speed writing helpful. Excellent benefits. Send resume & salary requirements to: P.O. Box 841, Novi, MI 48050.

SALES SECRETARY/
OFFICE MANAGER
Automotive manufacturers rep. 3 man office in Lathrup Village needs person to coordinate between customer and principal. Familiar with computer, type 60 wpm, accurate speller. This person will run office and must be able to work efficiently with minimum supervision. Maturity, loyalty and initiative essential. Send resume to: Easton-Kinzie Associates, 23400 Southfield Rd., Suite 202, Lathrup Village, Mi., 48076.

I NEED YOUR HELP
Can't see over the pile of papers on my desk. Need an organized, experienced secretary with good administrative skills. Excellent typing, grammatical skills with positive attitude a must. Please send resume to: S. Barnett, American Express, Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARIES, TYPISTS & Word Processors (Xerox 820, 830 & 860). Top wages. MGM Office Services, Southfield 557-0040

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