504 Help Wanted Office-Clerical

LEGAL SECRETARY
Troy law firm. Part time, experienced in bankruptcy & general practice. Word processing. Call Office manager. 362-1300

LEGAL SECRETARY - for corporate law firm, experience required, salary commensurate with experience. Please call between 10am-2pm. 553-6332

LEGAL SECRETARY
Bloomfield Law Office. Legal experience preferred but not necessary. Word processing knowledge required. Pay commensurate with experience. 332-0441

LEGAL SECRETARY for auto insurance company. Legal Department. Excellent benefits and work environment. Send resume to: P.O. Box 2068, Birmingham, MI 48012

LEGAL SECRETARY with 2 years minimum background for aggressive, growth oriented law firm with offices in Farmington Hills. Excellent salary opportunity for self motivated team player. 626-8000

LEGAL SECRETARY - Non-smoker, Southfield area. Minimum of one year's background with a large law firm. Excellent benefits. Call Mr. Zeidler 358-1106

LEGAL SECRETARY
Entry level firm has opening for person with 3-5 years experience in Estates & Probate. Send resume to Box 54, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

LEGAL SECRETARY - Minimum 3 years experience. Familiar with IBM word processor. Strong typing and detail oriented skills. Medium size firm, good benefits. Pleasant working environment. Call for appointment 354-2733

LEGAL SECRETARY
Entry level firm needs mature, experienced full time secretary. Bloomfield part time secretary. Good salaries & benefits. Write in confidence to: Box 54, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARIES
WORD PROCESSORS
CLERK TYPISTS
Needed for long or short term assignments. Top pay, weekly pay check, never a fee.

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Detroit 964-5570
Troy 879-8300

LEGAL SECRETARY TRAINEE
Beautiful opportunity for you to be the Front Desk Secretary with a nice suburban firm. Excellent benefits. 60 WPM typing and business skills are good. $13,000 to start. Fee paid by employer. Call Mary Ann Ferrara 644-0505. Appointments Available
SPELLING & SNELLING

LEGAL SECRETARIES WE NEED YOU
Personnel At Law is actively seeking qualified, top-notch, legal secretaries. We have outstanding career opportunities in the location of your choice. We pride ourselves on our thorough but perfect match between the needs of your new employer. Call us today for a confidential, no-cost, no-obligation personal approach to opportunity. Anything else is just a job.

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$6.87 TO $15 PER HOUR
Start on our payroll or work as an independent (no tax deductions) on our assignments. Will train based on your choice in hours. Work one, two, or three days a week, or more. The choice is yours. Work downtown or work in the suburbs ... the choice is yours. We specialize in short term assignments through us a profitable way to try a new employer. Call us today for information on flexible short and long term assignments.

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LEGAL SECRETARY for busy Bloomfield firm. Word processing helpful. Full time. 377-4000

LEGAL SECRETARY - Southfield law firm seeks good typing skills, telephone skills, and pleasant personality. Word processing helpful. Full time. Call Sally, 352-7800

LEGAL SECRETARY/PARALEGAL
Downtown Birmingham. No experience required. Will train. Excellent salary and benefits. Interested candidates call Jerome Cohen, Inc. Real Estate, 642-7700. Ask for Jerome.

LEGAL SECRETARY, experienced, full time, experienced with word processing, for Farmington Hills - West Bloomfield area law firm. Excellent working conditions and compensation. Send resume to Valerie Associates, P.O. Box 5767 West Maple Road, Suite 100, West Bloomfield MI 48033.

LEGAL SECRETARY For Southfield firm. 2-3 yrs. secretarial experience helpful. Good grammar & typing skills a must. Dbl-PC experience helpful but not necessary. Individual must be able to work under pressure. Send resume to: Managing Partner, 1100 American Center, Southfield, Mich. 48034

LOOKING for a capable person to handle general office duties for activity director. Must type 60 words accurately. Have pleasant phone manner. IBM PC/AT DVI knowledge helpful. Send resume to PO Box 2290, Farmington Hills, MI. 48018. Attn: Diane P.

MAIL CLERK/OFFICE CLERK
Needed for downtown law firm. Duties include sort & distribute mail, general office assistance. Send resume to Office Manager
1590 First National Bldg.
Detroit, 48226

MARCH AHEAD WITH
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- Secretaries
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needed immediately
Call:
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38215 W 10 mile Rd.
Farmington Hills, MI 48024

MARKETING
Group enjoying top of growth curve needs able typist, good typist, data, do-and-not type needs scheduling, order and travel support while you learn computer project presentation. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

MEDICAL ASSISTANT - Full-time Podiatric surgeon's office in Troy seeks a responsible individual with good personality to serve as a medical assistant. Will train based on experience. Medical benefits available. Send resume to Box 56, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER - Troy office. 543-8200

MORTGAGE CLOSER with minimum of 2 yrs experience in VA, FHA & Conventional loans. Typing & accuracy in math plus good communication skills. Good wages & benefits. Call 352-6040

MORTGAGE COMPANY needs responsible person to coordinate schedule. Must have experience in ordering & completing closing documents & knowledge of secondary accounts. Salary negotiable. 559-0600

MORTGAGE LOAN PROCESSOR
Career opportunity for someone with clerical skills, a pleasant personality & the desire to learn. Experienced processor welcomed, either mortgage experience is not required. Livonia area. Call John McFarland between 8:30 - 12 noon. 522-1800

MORTGAGE Loan Shipper - Consumer mortgage has an opening for experienced Mortgage Loan Shipper. Knowledge of CRMA helping required. Excellent growth potential and benefits. Call 855-4900

504 Help Wanted Office-Clerical

Conlempra

We have all types of clerical temporary assignments in the areas of Downtown, Detroit, Southfield and Troy.
- Switchboard
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- Word Processors
- Receptionists
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ADVERTISING DEPARTMENT
SECRETARY
Our Birmingham office is in need of someone with excellent typing skills and strong math ability. Must be able to deal with the public and handle pressures plus answer 10-line telephone. Previous office experience, program and fringe benefit package. Resumes and applications accepted.
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504 Help Wanted Office-Clerical

LEGAL SECRETARY, full time position, litigation experience preferred. Mon. thru Fri. 646-9076

LEGAL SECRETARY - Southfield law firm has opening for secretary with experience in first & third party personal injury. Excellent typing/communication skills a must. Contact Susan, 353-3600

LEGAL SECRETARY
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$6.87 TO $15 PER HOUR
Start on our payroll or work as an independent (no tax deductions) on our assignments. Will train based on your choice in hours. Work one, two, or three days a week, or more. The choice is yours. Work downtown or work in the suburbs ... the choice is yours. We specialize in short term assignments through us a profitable way to try a new employer. Call us today for information on flexible short and long term assignments.

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30400 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
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Group enjoying top of growth curve needs able typist, good typist, data, do-and-not type needs scheduling, order and travel support while you learn computer project presentation. FEE PAID.
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Troy ... 649-4144
Harriet Sorge Personnel

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MORTGAGE Loan Shipper - Consumer mortgage has an opening for experienced Mortgage Loan Shipper. Knowledge of CRMA helping required. Excellent growth potential and benefits. Call 855-4900

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Canton area, 8 hour phone system, typing 60wpm.
387-8944

RECEPTIONIST/9 - PART TIME
$4.00 per hr. Afternoons/Evenings/Weekends. Troy Area. Must have good phone voice. 362-5353

RECEPTIONIST NEEDED
Person needed to handle a very busy of duties-fast paced manufacturing company. Apply at: 8472 Holbrook, Canton, or call 455-9500

RECEPTIONIST - CLERICAL. Full time. Experienced. Typing, filing & phones. Pleasant work environment. Bel Air Center, Suite 2960, Southfield. Contact Beverly. 948-4410

RECEPTIONIST WANTED for answering phones, light typing, receive mail, light bookkeeping, work while kids are in school. Call for appointment 644-7820

RECEPTIONIST
Needed for small Birmingham law firm. Must be well spoken, have excellent language skills & pleasant phone voice. Call 644-8666

RECEPTIONIST/TYPIST - Full time. Non-smoking for real estate and construction company. Knowledge of word processor. Bookkeeping skills available immediately in Troy at Big Beaver/Livernois area. 362-4646

RECEPTIONIST
Southwest Oakland County law firm, 60 wpm typing, 10 key calculator, telephone systems & general office duties required. Call Erin 348-3980

RECEPTIONIST
Excellent phone manner's a must! Accurate typist. Full benefits. Will discuss salary. Mon.-Fri., 8:30am-5pm. Oak Park area. Call Pam between 10am-12:30pm. 968-0300

RECEPTIONIST-9am-3:30pm. Professional appearance and telephone manners are a must. Light typing data entry. Pleasant work place. Send resume to: M48 Inc., 33 W. Huron St. Pontiac 48054 Attn: Teri

RECEPTIONIST/CLERICAL
Good typing, use of calculator, good phones, like to deal with people. 8-5pm Mon-Fri. Apply in person: Farmington Hills Country Club, 27700 Haggerty Rd.
Farmington Hills.

RECEPTIONIST - for a consulting firm in Farmington Hills. Applicants should have pleasant, professional telephone manner and light typing ability. Full benefit package. Call Mr. Bernstein, P.O. Box 384, Birmingham, MI. 48012.

RECEPTIONIST
Small law firm seeks an individual with at least 2 years office/clerical experience. Pleasant phone manner and excellent typing skills required. If you would like to keep busy and would like to work for an engineering retail company, apply at: 32975 Schoolcraft, just E. of Farmington Rd., Livonia or call, ask for Personnel. 427-9080

RECEPTIONIST/SECRETARY
A major computer software company is looking for an energetic professional to run our front desk. Parkland Sales office. This take charge person should possess an excellent phone manner, very good typing skills. A be detail oriented. Excellent benefits. Salary commensurate with experience. Reply to Box 268 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Light typing skills
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Wanted. Evenings & Saturdays.
Ask for Patty 549-0101

RECEPTIONIST - Full time position with Troy law firm. Variety of duties. 643-5410

RECEPTIONIST - PART TIME
for busy Farmington Hills chiropractic office. Insurance knowledge helpful. Call, 471-0443

RECEPTIONIST/TYPIST
2 days, few hours in the Prudential/Town Center. Light typing necessary. Hours flexible. $4 per hour or better. Call Sheily, 358-4345.

RECEPTIONIST - Busy Office. Full time. Answer phones, typing, filing, light bookkeeping. Pleasant. Send resume to: Fontanesi & Kavin, 13380 Capital, Oak Park, Mich. 48237

RECEPTIONIST - Full time position for busy Farmington Hills distributor. Immediate opening for aggressive, self-starter with must-like people, Benefits. 464-2111

RECEPTIONIST - Good on phone & meeting people. Light typing & filing. Benefits. Livonia area. Call Ms Christensen, 464-3300
An Equal Opportunity Employer

RECEPTIONIST - for Troy Fortune 500 company. Some Rolm board plus data entry helpful, type 60 wpm. Salary $15-$17K. Call Wendy at Uniforce 646-5500

RECEPTIONIST/PHONE
for busy Denton pediatric office. Insurance & Medicaid billing helpful. Full time, possible full time. Salary negotiable. Call Sandy 557-7600

RECEPTIONIST/TYPIST
Needed for busy, professional, industrial engineering firm in Livonia area. Opportunity for advancement. Call Kathie Bolger 525-0727

RECEPTIONIST/SECRETARY
PART TIME
Approx. 20 hours per week. Flexible hours. Answer phone, some light bookkeeping, must be an accurate typist. Pleasant work place. 557-1200

RECEPTIONIST/GENERAL OFFICE
with experience & good typing skills. Fringe benefits. Call 476-3180

RECEPTIONIST
For busy Southfield Freight Broker's office. Must be able to handle 12 lines, be able to work with a variety of people plus benefits. Call after 4 PM. Louis 353-1901

RECEPTIONIST wanted for busy print shop, answer our phones, greet our customers, light typing of duties & typings skills required. Full time position, apply in person at Sun News Printing Inc. 560 S. Main St. Northville.

RECEPTIONIST - part time, Birmingham real estate office needs receptionist with real estate office experience preferred. Must have excellent phone manner & word processing skills. Call Sandra Lyons 645-8700

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Full time position. Southfield. Typing necessary and IBM PC a plus. Call Ms. Gerard 548-5000

Receptionist
For Residential Real Estate Company. Good typing and, happy personality a must. Call between 10am and 3pm.
540-1633

RECEPTIONIST
Immediate opening for experienced receptionist. Must have pleasant phone presence, type accurately, be well organized and have work processing experience. Pleasant Farmington Hills office.
Call Jerz, 477-7700

RECEPTIONIST
Out-going personality to operate Switchboard & perform variety of Office duties. Excellent company. Must type 35 WPM. $7.00-$7.50/hr. Call Mr. A-1 Benefits, Call Dorothy 473-2200. Or send resume to: Lee Hackett Co., 23600 Haggerty, Farmington, MI 48024

RECEPTIONIST
Mature individual needed for full time Life & Accident Insurance. Must have previous switchboard experience. Pleasant phone manner and personal appearance. Excellent salary and benefit package. Send resume including salary requirements to: Attention Personnel, PO Box 5061, Southfield, MI 48086

RECEPTIONIST/TYPIST
Immediate opening for mature, experienced receptionist. Pleasant professional telephone manner & good typing skills required, excellent benefits and working environment. Human Symmetries, 39619 Plymouth Rd., Plymouth, Mich. 48170 P.O. Box 578. Call Jerene at 459-7700 for an interview call Jerene 459-7700

RECEPTIONIST Wanted for the Southfield branch office of Prudential Life & Accident Insurance. We are a brokerage operation for disability insurance working with independent insurance agents. Call Metro Brotsch. We need an experienced receptionist who can handle busy phones - light typing required. Competitive salary & benefits. Call Kathleen at: 827-2570

RECEPTIONIST
needed for immediate employment for property management company. Pleasant environment. Call Mr. Professional telephone etiquette is a must. 6:30 to 5 p.m. thru Fri. Salary is $3.00 an hour. Pleasant environment and people. Convenient location. Call Jerome Johnson, Tuesday, Wednesday, Thursday between 11 AM and 2 PM only, ask for Pat. Non-smokers preferred.

Receptionist/ Security
CBS FOX VIDEO is seeking a receptionist to join our Security Department. The successful candidate will be responsible for monitoring activity at the main desk in the lobby, employee movement, security measures and programs, operating the Rolm phone system and handling clerical projects as assigned.
Requirements include a high school diploma, previous security experience, a professional manner and appearance and the ability to type 40-50 wpm. Previous security experience preferred. Punctuality and attendance are extremely important. If you possess these qualifications, please submit your resume and salary requirements to confidence to:
CBS FOX VIDEO
Attn: Human Resources
39000 W. Seven Mile
Livonia, MI 48152
An Equal Opportunity Employer

RECEPTIONIST, Full-time position to answer phones for Rolm PBX and light filing, good working conditions and benefits. Please apply within, between 8 a.m.-4 p.m. Great Lakes Boat Co., 200 E. Ann St. at Dr., Plymouth. 454-8080

SALES COORDINATOR
Aggressive service company seeking individual to assist sales manager & estimate sales leads, communicate leads to coordinator to create paper work. Must be organized, self starter, good typing skills, detail oriented. Phone experience helpful. Pleasant office, good benefits package. Reply to Box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES/OFFICE
Inside sales, telephone and office duties are part of this Sales Secretary opportunity. Requirements include 50 WPM typing, ability to good math skills, and the ability to work under pressure. Located in Bloomfield. Some travel to Ann Arbor. Sales or customer service experience. Send resume in confidence to: Office Printer, Pulse Window & Door Co., 2000 Haggerty Rd., W. Bloomfield, MI 48033.

SALES TELEMARKETING Assistant
Major national subsidiary has immediate openings for sales support assistants. Responsibilities include pleasant telephone personality, good typing skills, attention to detail, credit evaluation or finance education. Salary to 30 hrs. Benefit package available. Reply to box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL/GENERAL OFFICE
Pulse Window & Door, 2000 Haggerty W., Bloomfield sales office. Immediate opening. Salary commensurate with experience. Please call 852-8400

SECRETARIAL HELP
Newly established Farmington Hills company is looking for several qualified people to round out the office staff: Secretary/Bookkeeper, Receptionist/Typist. Excellent Great opportunity to succeed with a growing new venture. Generous salary and benefits. If interested, send complete resume to: Mr. Sanders, P. O. Box 681, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARIAL One-person office with two secretaries needed. Light varied office skills. Shorthand not required. Hospitalization & dental benefits. Salary commensurate. Call an hour to start. Rochester 852-3331

SECRETARIAL POSITION
With major firm
Excellent benefits
Salary negotiable. 433-8832

SECRETARIES
Needed for Bloomfield & Farmington communities. Must have good generic office skills and work ethic. Salary range $12,000 to $18,000 and full benefits. Also available temporaries for our active clients. Call today 353-3960. No fee.

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SUITE 2580
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Up To
$8.00 PER HOUR
BENEFITS
We have ...
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Permanent
...Positions
474-8722
J. Martin Temporaries
38215 W. 10 Mile Rd.
Farmington Hills, MI 48024

504 Help Wanted Office-Clerical

TWO MAN LAND DEVELOPMENT & Builders Office needs experienced secretary. Must have knowledge of bookkeeping, all phases of construction, real estate, etc. Excellent salary commensurate with ability. Send resume to: Lahogh Homes, 30500 Northwestern Hwy., Suite 300 Farmington Hills, MI. 48018

SECRETARY/ASSISTANT
Needed for small Birmingham real estate development firm expanding its operations. Knowledge of real estate, construction and development helpful, more a plus, but not required. Bubbly personality a must.
AMERVEST PROPERTIES, INC.
30777 Northwestern Hwy., Ste. 300
Farmington Hills, MI. 48018

SECRETARY/BOOKKEEPER - Bel Air Center area. Immediate opening in small office in Florida General Contractor's office. Light typing & filing. Experience preferred. 334-5331

SECRETARY/BOOKKEEPER
Needed for Birmingham Accounting & Tax firm. Permanent part/time position. Call between 9-11AM. 644-0404

SECRETARY BOOKKEEPER
growing Real Estate firm, Plymouth area, needs person to handle bookkeeper. Good typing, telephone skills, 10 key calculator required, salary negotiable. For appt call 7-9 455-3000

SECRETARY
Bright efficient person needed for 4-man insurance agency in downtown Farmington. Must be neat, dependable and a self starter, insurance experience helpful but not necessary. Must enjoy working with the public. Hours Mon.-Fri., 9-4PM. Call Mr. Bach for appt. - 553-3700

SECRETARY
Busy Southfield office needs an excellent typist with a friendly phone manner. Good typing and dictation skills a must. Excellent benefit package. If interested, send complete resume to Mr. Blade, P. O. Box 661, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY - ENTRY LEVEL position. Type 50 wpm, other computer skills, excellent spelling & organizational skills. Pleasant working environment. Excellent benefits. Call Stephenson. Currently located near Plymouth & Greenfield. To schedule an interview call 532-5400

SECRETARY
Established real estate investment & property management firm seeking an opening for a bright & organized individual to fill challenging front desk position. Applicant must possess excellent telephone & typing skills. Word processing experience a plus. Benefits, $15,000.
Please send to: P.O. Box 2187, Southfield, MI 48037.

SECRETARY - experienced, small Southfield law firm seeks self starter. Note building in beautiful setting. Good benefits. Reply to Box #09229, Detroit, MI. 48229

SECRETARY
Experienced, full time typing firm. Typing 60 WPM and dictaphone. Experience a must. Call between 8am-1pm 557-7600

SECRETARY - EXPERIENCED
Excellent word processing & dictaphone skills. Pleasant background helpful. Resume to: B. Ranzin, P.O. Box 2068, Detroit, MI 48012

SECRETARY, experienced. Professional consulting firm, fast-paced office, Southfield area. Light typing, word-processing & excellent communication skills a must. 540-7676

SECRETARY, Southfield area. Fast pace, must have phone, typing and people skills. Small growing company. To $15,000. Reply with resume to: Gloria, Box 3486, 19777 12 Mile Rd., Southfield, MI. 48076.

SECRETARY flexible hours, part time work to begin. Must be bard worker, fast be detail motivated. Should have reasonable typing speeds, knowledge of word processor, Computer & light bookkeeping experience helpful. Gardner Sales Co. Call between 9-5 pm 231-2740

SECRETARY for 1 person office with experience. Apply: 13300 Hamilton, Detroit

SECRETARY for life insurance agency. Experience required. Salary commensurate with qualifications. Excellent benefits. Send resume to: Marshall Berger, 30700 Telegraph, Suite 3500, Birmingham, MI 48010

SECRETARY - For one girl sales office located in Birmingham. Typing, shorthand, filing, some computer knowledge helpful. 642-7500
An Equal Opportunity Employer

SECRETARY
For law firm in Renaissance Center. Good typing & transcription skills required. Word processing and/or shorthand helpful. Excellent benefits. Salary & benefits commensurate with ability. Send resume to: P.O. Box 441780, Detroit, MI. 48244

SECRETARY - Friden Alcatel, a leader in the mailing & shipping industry, has a part time position available. Responsibilities include private typing, Accounts Receivable and other duties as assigned. Excellent skills. We offer an excellent benefit package including 11 paid holidays. Please send resume to: Friden Alcatel, Attention Barbara, 24863 Halstead, Farmington Hills, MI. 48018.

SECRETARY
Full time position for a busy manufacture rep in Bloomfield Hills. Good shorthand, typing & telephone skills. Call 332-5630

SECRETARY - FULL-TIME
Excellent typing, dictation & organizational skills. Bookkeeping helpful. Send resume to Director in-Home, 4420 W. 14 Mile Road, Royal Oak, MI. 48073

SECRETARY - Full time position. Must have good typing skills, accurate typing, spelling skills and good telephone manner required. Must have strong organizational skills, habits and be a self-starter. Word processing experience a plus. Non-smoking office. Resumes to:
CENTEL BUSINESS SYSTEMS
31313 Northwestern Hwy., Ste. 113, Farmington Hills, MI. 48018
Equal Opportunity Employer M/F

SECRETARY
Highland Superstores has an immediate opening for a Professional Secretary in our corporate office. Currently located in Taylor, this position will be moved to Plymouth. Qualified candidates will have extensive secretarial experience, strong typing, Word Perfect background and excellent communication & organizational skills. Dictaphone experience is desirable. Knowledge of Lotus 1-2-3 and Word Perfect a plus. We offer an excellent benefit package including 401K and growth environment. Please respond with resume and salary history, in confidence to:
HIGHLAND SUPERSTORES, INC.
Human Resources Dept.-T.J.S.
22625 Dunkin Road
Taylor, Mich. 48180
Equal Opportunity Employer M/F

SECRETARY, highly organized with computer experience, for insurance office. Farmington Hills Area. Call 626-2778

SECRETARY - IBM PC with Display Write III, MultiMate, Word Perfect & Memory or Personal typewriter. Will train on Personal for major advertising company. Call Mary Kay at Uniforce 557-0648

SECRETARY
Immediate position in Livonia available for individual with 2-3 years secretarial experience. Shorthand, typing, 10 key calculator required. Must have excellent problem solving ability. Word processing experience a plus. Good benefits and salary. Resume to: P. O. Box 2481, Livonia, MI 48151.

SECRETARY
Leading national restaurant equipment manufacturer/supplier seeks the dual and Parker Buildings seeks Sales Secretary for our Farmington Hills office. Must have computer and word processing experience. Top pay. Excellent benefits and secretarial pleasant working environment. Send resume to: Sales Secretary, P.O. Box 2068, Birmingham, 48012-2068

SECRETARY - Manufacturer's Rep. Part time, typing, shorthand/speedwriting not necessary. Wage negotiable. Southfield area. 353-7377

504 Help Wanted Office-Clerical

SECRETARY needed, full time for rapidly growing Southfield CPA firm. Experienced word processing & typing skills necessary. Pleasant working office experience helpful. A great opportunity. Call 865-4800

SECRETARY/SERVICE MANAGER
Pleasant working conditions in small office. Public contact, typing & some bookkeeping required. Need a take-charge type who can work with minimum supervision. Good benefits and salary commensurate with ability. Call Jerry at Uniforce, 2510 S. Telegraph Rd., Bloomfield Hills, Mich 480 U.

SECRETARY - PART TIME
To start immediately. Have some Word Perfect experience. Pleasant environment in the future. Light typing. 35-40 words. Flexible hours. Call Mrs. Ferrell, 559-7200

SECRETARY - Typing 50 wpm. Phone manner important. Call between 9-11 PM, Mon.-Fri., 67 per hour. Michele & Associates, 2 Executive Group Inc., Conduct Marsha, 640-1000

SECRETARY
Phone & typing skills, good for fast-paced office, Plymouth area. Full time, immediate opening. Please call for appointment, ask for Chuck: 451-1279

SECRETARY - rapidly growing national manufacturer's rep firm in Farmington Hills, seeks individual with good spelling and organizational skills. Applicant must be accurate typist and have experience in shorthand, or dictaphone work. Good telephone skills and computer experience necessary. Bookkeeping experience helpful but not necessary. Salary commensurate with experience. Benefits package. Call Mr. Schuchmann at 553-1000

SECRETARY
Bright efficient person needed for 4-man insurance agency in downtown Farmington. Must be neat, dependable and a self starter, insurance experience helpful but not necessary. Must enjoy working with the public. Hours Mon.-Fri., 9-4PM. Call Mr. Bach for appt. - 553-3700

SECRETARY
Busy Southfield office needs an excellent typist with a friendly phone manner. Good typing and dictation skills a must. Excellent benefit package. If interested, send complete resume to Mr. Blade, P. O. Box 661, Southfield, MI 48037.

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SECRETARY/RECEPTIONIST
2 years experience required to handle WPM. Good communication skills, ability to work in fast paced environment. Send resume to I.J.K., Inc. 130 E. 9 Mile, Ferndale, MI 48220

SECRETARY, RECEPTIONIST - full time. Seeking individual with pleasant phone manner & front desk experience for busy Southfield law firm. Typing skills necessary. Hours Mon thru Fri, 8:30-5:00pm. Call

SECRETARY/RECEPTIONIST/OFFICE MANAGER for law office Woodward & Maple Rd. Salary negotiable depending on skills & experience. 641-0300

SECRETARY/RECEPTIONIST - 20 hours per week. Typing, data processing. Phone, communication & organizational skills. Pay $5 per hour. Call 661-1000, ext. 343

SECRETARY/RECEPTIONIST
For Farmington Hills CPA. Good typing skills & telephone voice required. Computer experience helpful. Non-smoker preferred.
Call Ms. Schuchman 851-9070

SECRETARY/RECEPTIONIST
Expanding Livonia based manufacturer is seeking an experienced secretary with pleasant telephone manner and maturity. Candidate will have a minimum of 5 years experience, with word processing (IBM XT and Wordstar), and social background a plus. This is an outstanding opportunity for the right candidate. This individuals interested in challenge and growth are requested to submit resume including salary earnings, to: Mrs. D. Hickson, Frouge Corporation, Inc., 35629 Schoolcraft, Livonia, MI. 48150.

SECRETARY
SALES/CUSTOMER SERVICE
Experienced team who uses assertiveness and teamwork to run this inter-departmental procedures, PC experience, excellent typing skills & a good attitude are further requirements. Full benefits. Send resume to: Robbie Pierce Co., P.O. Box 2784, Livonia, MI 48151.

SECRETARY
Secretarial position available for sharp individual with initiative, excellent typing (50 wpm) and good communication skills. Must be able to deal with the public and work with a minimum of supervision. Good salary for P. O. Box 300, Southfield, MI 48037, or call 353-3311, Ext. 217

SECRETARY
Southfield real estate development/management firm needs experienced full time Secretary. Excellent skills include typing, 10 key, word processing and shorthand preferred. Send resume to: P. O. Box 70, Southfield, MI. 48037.

SECRETARY
Southfield based property management company requires hard worker with accurate typing (60 wpm) and accurate filing and other general office skills. Word processing skills helpful. Send resume to:
P. O. Box 5071, Southfield, MI. 48086.

SECRETARY
TO THE PRESIDENT
$18,000 PLUS
Real right at home in this large suburban office. Must have 5 years of experience secure this key position. Full benefits are paid. Call Colleen at 353-2090.
After 5 PM. Appointments Available
SPELLING & SNELLING

SECRETARY TO the General Manager. Southfield based automotive supplier has an immediate opening for an experienced Secretary responsible to the General Manager of Mold & Die Division. Minimum requirements are excellent written and oral communication skills, 50 wpm typing, shorthand a plus. Prefer manufacturing background. We offer a competitive benefit package and salary to commensurate with experience. Interested candidates forward resume to: Human Resources Department, 4420 W. 14 Mile Road, Royal Oak, MI. 48073

SECRETARY/TYPIST
12 & Woodward travel agency.
Call Mrs. Wright
645-0710

SECRETARY - Type 65 wpm, shorthand 80-90, Transcribe or 10 key word processor, plus personnel background, good typing and phone skills, for large Troy company. Salary $15-$22K. Call Eunice at Uniforce 646-7564

SECRETARY
Typing & shorthand, general office duties. Full benefits. Great company to work for. Farmington Area. Please call Mike 851-8480

SECRETARY with excellent typing & shorthand skills. Bloomfield area. Secretary with 1 to 3 years experience. Call Nancy 644-8801

SECRETARY. Newspaper advertising sales office, Birmingham Southfield area. Typing & telephone skills required. Benefits, salary commensurate. Send resume to: Box 302 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY wanted for Southfield General Practice Attorney's. No legal experience necessary. Light typing and office skills required. Benefits. 559-4210

SENIOR SECRETARY
Excellent opportunity for an individual with at least 5 years solid secretarial experience. Requirements include excellent typing skills 60-65 wpm, shorthand 80 wpm & word processing experience. Superb organizer, neat & efficient. Must be trustworthy to handle confidential material. Competitive salary with excellent benefits including medical, dental, prescription & tuition reimbursement. If you meet these qualifications send resume to:
SENIOR SECRETARY
P.O. Box 2227
Southfield, MI. 48037

SOUTHFIELD Public Schools is seeking substitutes secretarial applicants. Good clerical/typing/word processing skills required. Pay-$7.00 per hr.-If interested, send personal resume to: Personnel office, Southfield Public Schools, 24661 Lahser Southfield, MI 48034.
Southfield Public Schools is an Equal Opportunity Employer.

STAFF ACCOUNTANT
$30 to $24K. Young, aggressive construction company in Warren needs your accounting skills. Only financial statement. Call Mr.
ACCOUNTANTS UNLIMITED
354-2410

STATISTICAL - typists for accounting firm in Southfield. Call Cindy at Uniforce 646-7661

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