504 Help Wanted Office-Clerical

FRONT OFFICE RECEPTIONIST

Experienced individual is needed to run a very busy switchboard in Southfield corporate office. Required are general clerical duties including: 40-45 WPM typing skills. Telephone to perm position with benefits. Call now for an interview.

ENTECH SERVICES, LTD.
Franklin Center, Southfield
354-0500

GENERAL CLERICAL
Flexible hours for A/P, A/R, accounts payable invoice, filing, payroll input, follow up on problems. Approximately 20-30 hours per week. Telecopier/10 key skills are. Please call Rochelle at 557-9000.

GENERAL CLERICAL - Full-time. Excellent benefit package. Advancement opportunities. Apply within: Art Van Furniture, 27775 Ford Rd., Novi

GENERAL CLERICAL for insurance agency in Birmingham. Typing required. Excellent benefits and work atmosphere. Send resume to: P.O. Box 822, Birmingham MI 48012

GENERAL OFFICE

Full time, Person needed for fast paced office in Farmington. Call Kevin. Excellent phone manner, light typing and filing. Salary, 5 day week, health and pension plan. Hours 9AM-5PM. Foreign National Area. Send resume to: P.O. Box 5336, West Bloomfield, Mich., 48033

GENERAL OFFICE - entry level to experienced needed immediately. call Future Force 523-9191

GENERAL OFFICE - Perfect for student. Experienced Self-Starter, detail-oriented (good eyesight), a Must; lots of mail. Salary commensurate. Benefits held. Hours: 11am-3pm, Mon-Fri. Paid Holidays & Vacation. 352-3890

GENERAL OFFICE
We are seeking a mature go-getter to fill the position of receptionist/general office. Position demands strong office & business machine skills. Typing 50wpm, minimum. Excellent starting salary & fringe benefits. Submit resume and salary requiring salary requirement to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE & Word Processor Secretaries needed for immediate positions in Southfield, Farmington, Troy & Southfield. Shorthand helpful. Call...

CONTEMPRA
Temporary Personnel
Today!
583-4858
BENEFITS NO FEE

General Office

Professional Southfield firm seeking articulate full-time person to coordinate mail, phone, receipt and distribution for busy switchboard. Excellent grammar and communication skills a must. Will train if prior office experience. Excellent benefits, starting salary. Send resume to: Ms. Evans, P. O. Box 691, Southfield, MI 48037.

GENERAL OFFICE Experienced Filing & typing. Full or part time. Livonia. Call 478-8866

GENERAL OFFICE
Southfield - Pleasant phone voice, full time, light typing, $5 per hr. Please call Ann 557-7888, Temps & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

Permanent part time, 3 days per week, 8:30-noon for responsible mature person. Small office - Plymouth area. Primarily phone work, taking phones & varied duties, strong organizational skills. $5 an hr. Call for appointment 455-5780

GENERAL OFFICE

Part time position in our main office, 25 flexible hours per week. Duties include word processing (letters & forms), copying and distributing information and filing. Must have good typing ability and be detail oriented. Excellent opportunity for student. Please call 644-5300.

Erb LUMBER CO.
Birmingham

GRADUATING? Learn while you assist Accounting Manager in Office, calling in Livonia, seeks entry level clerk for immediate opening. Applicant must have good math aptitude, be detail oriented and be willing to learn computer data processing. Call 9-10-4 pm. 968-1900

ADM SYSTEM 34
DATA ENTRY OPERATOR
Full time permanent position available. Experienced operator preferred. Salary commensurate with experience. Send resume to: Box 960, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING
Day & evening positions available for Receptionists in the Birmingham area. Must have pleasant voice, outgoing personality, be able to make firm appointments. Mon-Fri, 9am-5pm. Sat. 10am-2pm & Mon-Fri 3pm-9:30pm. No typing required. Remuneration commensurate. Please send written resume to P.O. Box 3275, Detroit, MI 48235.

INSURANCE AGENCY in Troy looking for part time CSR for both commercial and personal lines. Bookkeeping experience preferred. Excellent benefits and salary available. Call 649-5800

INSURANCE
AGENCY CSR's
The Independent Insurance Agents of Michigan has over 30 positions available. If you are an experienced commercial or personal lines CSR or a sales person we can help you find a new position.

Call Ann Bell 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY in Southfield currently seeking:

PERSONAL LINES PERSON
2 years minimum experience with homeowners & auto coverages

COMMERCIAL PERSON
Prefer experience in commercial auto, GL & property casualty

Computer experience helpful
Opportunities for growth. 355-4400

INSURANCE BILLING CLERK

Part time, experience & maturity a must. Call 453-2610

Insurance-Experienced Only
AGENCY POSITIONS
Southwest - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's - Sales, Training, Management
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

JR. SECRETARIES - needed for Southfield, Livonia & Dearborn. Automotive & Insurance. Great opportunity, call Myra at Uniforce 352-5220

Keypunch Operator
Immediate opening for 11 pm. to midnight shift. Key to tape experience desired. Full time position. Health, life dental. Qualified candidate must assume with salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

LEGAL/Real Estate Secretary. Speed, accuracy and experience required. Word processing and dictaphone skills. Non-smoking law firm in Farmington Hills. Call Marilyn 855-0066

LEGAL SECRETARY with minimum 3 years experience needed for Southfield defense firm. Excellent typing and English skills required. For interview call 352-2555

LEGAL SECRETARY
WORD PROCESSOR
For Troy law office. Excellent opportunity. WORD PERFECT experience a plus. 643-6960

504 Help Wanted Office-Clerical

Keypunch Operator

North Woodward multi-national service agency has immediate opening for a Keypunch Operator in the corporate accounting department. Individual will be responsible for keypunching invoices via a CRT. Candidate must have good keypunching skills and general office experience. Send resume in confidence to: Corporate Accounting, P.O. Box 811, Bloomfield Hills, MI 48303.
Equal Opportunity Employer M/F/H

LEASING CONSULTANT
Luxury apartment community in Troy has full time position available. Secretarial & sales experience preferred. Please send resume to: OMC, 4154 Three Oaks Blvd., Troy, MI 48006

LEGAL SECRETARY
Southfield Law Firm looking for unsupervised Legal Secretary possessing excellent skills & ability. If you are ready for a change to a challenging position in a congenial work environment, call 356-4900

LEGAL SECRETARY for senior partner in Southfield law firm specializing in real estate. Shorthand required, excellent working environment. 354-5000

LEGAL SECRETARY - Expanding Birmingham Law Firm desires experienced person for fast paced specialty practice. Experience with word processor 630 Memory. Writer helpful. Excellent hours, benefits. Salary negotiable. Call Catherine Moseley before 4PM 645-2440

LEGAL SECRETARY wanted for small, busy, personal injury firm in Southfield. Minimum 2 years legal experience necessary. Call 647-0944.

LEGAL SECRETARY-Experienced personal injury/malpractice. Exceptional skills required, ability to compose legal documents. 851-8780

LEGAL SECRETARY
For Troy law firm with WordStar 2000 capabilities. Send resume to: 144 I E. Maple, Ste 307, Troy, 48083

LEGAL SECRETARY for medium-sized Southfield law firm. (3) people. Litigation experience required. Excellent typing & dictaphone skills are essential. New offices. 262-1800

LEGAL SECRETARY
Experienced for busy Birmingham law firm. Word processing & law office duties for 2 attorneys. Call Karen or Shelly, 9 to 5 PM at 644-8910
35251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Southwest Oakland County law firm, full-time. Strong typing, secretarial experience and organizational skills required. Litigation experience helpful. Call Anne or Beth 249-3800

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

LEGAL SECRETARY-Growing law firm in the Troy area, needs experienced legal secretary. Must have litigation background and working knowledge of all equipment, from IBM Mag Card thru P.C. display writer 3. Please send resume and salary requirements to:
3001 West Big Beaver, #704,
Troy MI 48084.

LEGAL SECRETARY-Bloomfield Hills area. Preferred candidate should have 3-5 years experience in personal injury and worker's compensation. Must be able to type 60-70 w.p.m. and perform varied secretarial duties. Word processing is helpful. Qualified applicants should send resume to: Susan Carlton, Home Insurance Co., 3331 Clay, at the B.E. Grand Rapids Branch 49508.An Equal Opportunity Employer

LEGAL SECRETARY
Hard-working, fun-loving, dynamic duo husband & wife attorney team seeks person who is a professional secretarial/word processing skills who enjoys her/his free time as much as she/he does. Professional skills are what we require. Interests (children, school or other) & wishes to supplements her/his income in an exciting environment. Excellent salary: 20-30 hours per week. Afternoons only. 632-2100

LEGAL SECRETARIES
wanting change of pace...work for major development firm with opportunity to advance and great benefits. Bring your legal experience and real estate knowledge to land one of these exciting positions:

EXECUTIVE ASSISTANT
Assist the Chairman of the Board. Heavy legal experience & real estate knowledge required. Typing 3 short hand a must. $16,000-$22,000.

SECRETARY TO THE PRESIDENT
Work directly for the president. Legal experience & real estate experience required. Typing 3 must, shorthand a plus. $18,000-$20,000

LEASING SECRETARY
Work in the fast paced leasing dept. Some legal experience and real estate knowledge required. Quick, accurate typing. Shorthand a plus. $16,000-$20,000
ALL FEES EMPLOYER PAID
WELSH-TWITTY
Personnel Consulting
3000 Town Center, Suite 732
Southfield
354-3330

LEGAL SECRETARIES TEMPORARY PERMANENT

If you are an experienced legal secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.

If your prefer permanent, full time employment, you will be happy to know we have a diverse range of permanent positions always available.

At one meeting we can show you all the many varied opportunities available to you right now ... on either a temporary or permanent basis. Call this week for full particulars.

PERSONNEL AT LAW

30000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4165

LEGAL SECRETARY needed in Southfield. Salary $18,000 to $18,000. Should have litigation background. Call 879-4550

LEGAL SECRETARY
Needed for Southfield P.I. Law firm. Top pay/full benefits. Call 559-4210

LEGAL SECRETARY - Experienced, for a debt-free litigation firm in Farmington Hills. Excellent benefits. Salary commensurate. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333-0400.

LEGAL SECRETARY, part time, 10-20 flexible day time hours with a friendly hard-working trial lawyer in Birmingham. Word processing experience & accurate typing required. 642-1811

LEGAL SECRETARY for auto insurance company. Legal Department. Litigation experience required. Excellent benefits and work environment. Send resume to: P.O. Box 522, Birmingham, MI 48012

LEGAL SECRETARY
Troy law office: general practice experience and exceptional typing skills required; word processing helpful; salary commensurate with ability. Call MJ. Gorman or MJ. Minsk 643-4444 or 549-1900

LEGAL SECRETARY
Full time position in Southfield law firm. Litigation background helpful. Word processing and organizational skills are a must. Send resume and salary requirements to: Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LOOKING FOR intelligent & enthusiastic person with good phone disposition. General office work, good organizational skills, typing. Part time, flexible hours, 20 hrs. per week. Possible full time increase. Plymouth Call Megan 459-8190

504 Help Wanted Office-Clerical

MARKETING OFFICE MANAGER
We need a marketing person to help with the salesman, handle the customers, talk, transcribe & type. Regional office of national company. Corporate accounting department. Individual will be responsible for keypunching invoices via a CRT. Candidate must have good keypunching skills and general office experience. Send resume in confidence to: Corporate Accounting, P.O. Box 811, Bloomfield Hills, MI 48303.
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504 Help Wanted Office-Clerical

Full time for Bloomfield Hills architectural firm. Call between 8-5pm 647-7499

RECEPTIONIST
Interior Design & Drawery Studio. Monday thru Friday, daytime hours. 647-5337

RECEPTIONIST - needed full time for Farmington CPA firm. Personable, pleasant voice, good typing speed. Will train. 478-7642

RECEPTIONIST
Busy realestate office, Southfield area. Telephone, some typing. Flexable hours. 569-0070

RECEPTIONIST - Mature person with some typing skills. (60wpm). Light typing. 15 Mile & Dequindre area. Send resume to: P.O. Box 314, Walled Lake, 48088

RECEPTIONIST/TYPIST wanted for Southfield Property Management Co. Good phone skills, filing, detailed and dependable. Call 352-8550

RECEPTIONIST TYPIST - Entry level position, must type 55wpm. Mature individual able to handle busy phones, excellent benefits. Pleasant Southfield office. 557-5100

RECEPTIONIST for Novi office. Opening for sharp individual with pleasant phone voice. Light typing. Calculator skills necessary, will train on PBX switchboard. 349-9300

RECEPTIONIST
Experienced. Mature, reliable. Good telephone skills. Non smoker. Send resume to: Box 1, 41 Jobar, Inc. NEXtus of Mich. & Ontario, 27150 W. 8 Mile, Detroit, MI 48219

RECEPTIONIST CLERK TYPIST full time for growing adolescent drug treatment program. Must be mature, a good typist & able to handle a high office. Competitive salary & fringes. Call Pat 453-2610

RECEPTIONIST
for busy Southfield office. Experience in typing, phones & general office work required. Computer experience helpful. Salary commensurate. Call Fairway Ridge Co., Mr. Weiner, at M.I. 48033.

RECEPTIONIST/TYPIST
Experienced Receptionist/Typist needed for growing Birmingham Pension firm. Attractive, professional office & excellent benefits. For personal interview, call Sandra, at 647-2212

RECEPTIONIST
Opportunity for outgoing, well spoken individual who enjoys dealing with the public, some office experience desirable. Light typing, office assignments including receiving incoming customer calls. Pleasant Bloomfield area, starting an entry level receptionist position. Light or moderate office activities. $300 per week to start, future salary to be based on merit. Send resume to: MDC/FFI, 31500 W 13 Mile Rd., Ste. 133, Farmington Hills, MI 48018.
An Equal Opportunity Employer

RECEPTIONIST - BILINGUAL
Wanting challenge in a fast paced level position open for receptionist with following requirements:
• French/English fluency.
• Typing 50 wpm.
• Some accounting exposure preferred.
Complete benefit package offered. Send resume to: Personnel Mgr., P.O Box 215, Lathrup Village, MI 48076

RECEPTIONIST
Well established company seeking to fill receptionist/general office position. The successful candidate must have strong office & business machine skills. Accuracy of utmost importance. Excellent starting salary & fringe benefits. Submit detailed resume including salary desired to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Experienced receptionist/telecommunications expeditor/receptionist required for a progressive mid-west manufacturer of fine furniture. Mature, reliable, energetic people-person with an outgoing, speaking voice & phone manner, will be offered a competitive wage & fringe benefit package. Send resume to Novo Box 8041, Livonia, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionists Legal

We are looking for several receptionists with good appearance, voice and communication skills and typing ability for law firms located in Bloomfield Hills, Southfield & Downtown Detroit. Legal experience not mandatory. Great opportunity to advance in the legal profession. Starting salaries from $11,000 - $13,000. No fees ... ever.

PERSONNEL AT LAW

30000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4165

RECEPTIONIST - no experience necessary, $4/hour. Rainbow Foods, Troy. 528-2630

RECEPTIONIST for Southfield law firm, previous telephone experience required. Salary commensurate. 353-1811

RECEPTIONISTS - Part time, Monday, Tuesday, Wednesday and Friday. Must have real estate or title co. experience. Be detail conscience & highly organized with light typing. Bloomfield Hills area. Call Lakeshore Inc. Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Farmington Hills location seeks full time Receptionist/Typist/File Clerk. Salary based on experience. 557-7000
Call Lori, 851-3066.

RECEPTIONIST/TYPIST Needed for thriving sales related office. Must be cheerful with excellent phone skills, clear speaking voice and a pleasant attitude with the public. Accurate typing skills (60 wpm). Must be self motivated, who functions under guidance in lieu of direct supervision. Non smoker preferred. Call Mr. Lake weekdays between 9AM-4PM at 569-0060

RECEPTIONIST/TYPIST
Full time entry level position in a medium sized manufacturing environment. Good typing skills & a pleasant telephone manner required. Pleasant working conditions in a professional atmosphere. Opportunity for advancement. Non-smoker preferred. Mail resume to Metal Work, Inc., 12940 Burt Rd., Detroit, MI. 48223, Attention: Controller.

RECEPTIONIST/Light Sundery
Worker needed at Print Shop.
Will train Call 538-1100

RECEPTIONIST plus typing, $9,000-$12,000 plus benefits. Videotab Inc. Royal Oak. 542-4848

RECEPTIONIST Typist, with good typing skills, mature person for 3 days a week. Law office, in South-field. 569-2200

504 Help Wanted Office-Clerical

RECEPTIONIST - PART TIME
for real estate office. Ability to handle multiple calls & possess front desk personality. Flexible hrs. Non smoking office. Ask for Mary or Kathy at 647-3400

RECEPTIONIST/TYPIST - Experienced, pleasant voice, good typing necessary. Small construction oriented office in West Bloomfield. Send resume to Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
For Medical Internal medicine office. Typing skills, typing speed & medical insurance billing experience are required. Medical transcription & medical statistics helpful. Please send resume to: Box 1, 41 Jobar, Inc. 27150 Tyler, Suite 721, Detroit, MI 48201

RECEPTIONIST - full & part time for retail optical offices in Ann Arbor, Livonia & Westland. Experience preferred but will train, advancement opportunity. Pleasant working. Apply in person at: Hu-Vision, Briarwood Mall, Ann Arbor, Westland Mall, Livonia or at 10 N. Washington St, Ypsilanti.

RECEPTIONIST

Farmington Hills office machine dealership seeking a mature receptionist with minimum 1 year experience preferably with Perception System. Typing 50wpm, knowledge of 10 key, light typing & filing. Mon. thru Fri., 8am-5pm. Benefits.
Call Diane 476-8655

RECEPTIONIST/TYPIST
Immediate opening with Farmington Hills real estate investment & investment company. Non-smoker, neat appearance, good phone skills and excellent typing. Resume with salary requirements to: Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST part time for retail organization. Detail-oriented, organized, good typing speed. Duties will include general office, operating a multi-line phone system, word processing and filing. Will train. This position is available approximately 25 hours per week including Saturdays. Immediate opening in Troy. Please call and ask for Sheron: 828-3535

RECEPTIONIST

Immediate opening for part time, temporary to permanent in small office in Livonia. Duties may include typing, phone, filing, light bookkeeping as well as administrative & marketing duties. For further information call

MANPOWER, INC
478-1130

RECEPTIONIST/SECRETARY
Fairlane Health Services Corp., a subsidiary of Hyatt Medical Care Corp. is seeking a full time receptionist/secretary. The successful candidate will have previous office experience. Word processing on the IBM-PC. Knowledge of Lotus is required. Must have ability to deal effectively with people. Send resume to: 31780 Telegraph, Suite 200, Birmingham, MI 48010
ATTENTION: P. Senburn.

RECEPTIONIST/CLERK
Northern suburban manufacturing division of publicly held company has an immediate opening for receptionist/clerk. Pleasant personality will have switchboard experience (Inscriber preferred), average typing skills and basic math skills.

Company provides excellent benefits and good working conditions in a progressive environment. Please resume to: Newtowne Metal Products Co., 24242 Hallwood, Royal Oak, MI 48073. Att: Personnel.

SALES SECRETARY
Fast paced office needs permanent position in busy Radford distrib. Pleasant phone voice, office skills needed, word processing knowledge a plus, good job for recent graduate, nice location, good benefits. Call for appt. 538-0200

Sales Secretary

Fast-paced 3 girl sales office in Troy, Michigan, is looking for a full time Sales Secretary. Wide variety of duties are involved, including phones, preparing quotes and typing. Require 2 - 7 years secretarial experience, good communication, typing 50 wpm and good organizational skills. DataStyle Corp. has a good compensation package including profit sharing and a challenging environment. If interested, please send resume to: DataStyle, ice at DataStyle Corp., 14960 Industrial Rd., Minnetonka, Mn. 55343.
An Equal Opportunity Employer
A wholly owned subsidiary
of Allen Bradley Co.

SALES SECRETARY
Entry level. Candidates will have initiative, good communication & typing skills. Full-time position for a fast paced office. Send resume to: Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL POSITION
In busy Southfield Personnel Office. Pleasant working environment, pleasing, organizational skills & stability to work in a fast paced office are essential. Excellent benefits including Major Medical, Dental & Profit Sharing Plan. Mail resume, in confidence, to: Source EDP,
Attn: Personnel, Suite 1540,
Southfield, MI. 8076

SECRETARIAL position with sales office. Good opportunity for person with some office experience, typing, phone, filing, experience necessary. Call 737-0175

SECRETARIAL POSITION for Troy ad agency. Typing 55wpm., 2 yrs. experience required. Word processing helpful, send resume to: Personnel, Ste. 2500, 755 W. Big Beaver, Troy, MI 48084. An Equal Opportunity Employer

SECRETARIAL POSITION for growth oriented corporate office. Good typing skills, minimum 2 years experience (3-5 years). Call Linda Snieder at 851-3433 or send resume to Attention: Linda Snieder, American Beauty Printing Centers, Inc., 32100 Telegraph Road, Bimingham, MI 48010

SECRETARIES
WORD PROCESSORS
KEYPUNCH OPERATORS
Your skills are in demand!

NDI
LASER
IBM 5520
DECMATE
WORDSTAR
MULTIMATE
WORD PERFECT
DISPLAYWRITE I,II,III

Become a professional by joining the Snelling Temporaries team. We offer top benefits, diversified and challenging positions and same day assignments. Please share your skills in the above areas.....

CALL
557-5700
SNELLING
TEMPORARIES
Licensed by Snelling & Snelling Inc.

SECRETARY/ ADMINISTRATIVE ASSISTANT

Troy based ad agency has immediate opening for experienced (min-mum 2 years) person with excellent typing & clerical skills. Must possess strong organizational skills, be detail oriented & have a regard to personal confidentiality. Secretarial & plus. Responsibilities include typing, keeping records & frequent telephone contact. Good organizational skills a must. Salary $14,000. Qualified candidate should send resume to: Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
An opportunity to join a friendly office environment in Plymouth MI. Must have accurate typing skills, excellent phone manner, good organizational appearance & pleasant personality. Word processing skills helpful but will train. Wide range of company paid benefits. Send resume with salary requirements to: N. W. Harvey Co. P.O. Box 825, Plymouth, MI., 48170 Attn: Ms. Lovina.

SECRETARY/BOOKKEEPER
for Venture Capital Firm. Bookkeeping, G. & General Secretarial experience required. Send resume to: Box 1, 41 Jobar, Inc. 27150 Tyler, Suite 301, Birmingham, MI. 48011

504 Help Wanted Office-Clerical

SECRETARY/ASSISTANT
Southfield company needs dependable, experienced secretary, able to work long hours as needed with administrative capabilities, knowledge of computer/word processors and strong communication skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

SECRETARY/BOOKKEEPER
With good people skills to assume full responsibility for clerical and bookkeeping duties of executive housing company. Experienced. References required. Immediate opening. Call Terry at 540-8200

SECRETARY - challenging, fast paced full time position for individual with minimum of 3 yrs. legal experience. Detail oriented. Must have excellent telephone, typing & word processing skills. Pleasant Southfield salon package available to qualified person. Call Jeanette at 557-7700 or Farmington Rd., W. Bloomfield, MI. 48033

SECRETARY CLERK/TYPIST CLERKS

Holy Cross Hospital currently has several jobs in the Medical Records/Clerical openings in various department locations. Some of the clerical positions include typing speed of 60wpm and shorthand of 70 wpm. Candidates must possess high school or PC preferred. Our Clerk/Typists positions require typing of 45-50wpm. Medical terminology is a plus. We offer competitive salaries and comprehensive benefits program. Interested candidates may call our recruiter or apply directly to Personnel Services:

Holy Cross Hospital
4777 E. Outer Dr.
Detroit, MI 48234
An Equal Opportunity Employer

SECRETARY

Computer Consulting Firm
Farmington Hills
2 years experience, IBM Word Processing, good typing skills, phone answering, independent worker. Call The Roetzel Company 851-9164

SECRETARY/CUSTOMER SERVICE REP., should know the proper use of office equipment, be willing to learn internal procedures quickly; some computer experience helpful; benefits. Send salary requirement resume to: Box 926 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY- EXPERIENCED
Excellent part time position, IBM PC required, Lotus helpful. Farmington Hills location. Excellent salary. Send resume to: Cecil Gilliam, Regional Director, The New England, 2100 N. Woodward, Suite 161, Bloomfield Hills, Mich. 48013

SECRETARY

Experienced, type 55 wpm - no shorthand. Will make travel arrangements, answer phone, typing. Temporary to go permanent. North Livonia location. Call immediately. Call Judy 3am-3pm.

EMPLOYERS TEMPORARY SERVICE
425-5770 425-2700
NEVER A FEE

SECRETARY - for Southfield 1 girl office. Typing 50 wpm, 2 yrs. exp. must, full time Sept. on. Salary commensurate with experience. Call weekdays 9am-4:30pm. 557-4860

SECRETARY
For manufacturer of top office, type 60 wpm, shorthand a plus, IBM Memory typewriter. Salary $17K

UNIFORCE
646-7650

SECRETARY

Fortune 500 company seeking a secretary for long term to indefinite assignment. Must possess typing skills & dictaphone experience. We offer top pay & benefits.

MANPOWER
TEMPORARY SERVICES
353-8780

SECRETARY
Full time for sales office. Answer phones, type, light bookkeeping. Farmington area. 553-3240

SECRETARY full time, wanted for small office. Must have 3 manufacturers representatives. Call between 9am-5pm. 478-8410

SECRETARY - full time for busy Southfield CPA office. Diversified duties, typing 50 wpm, pleasant phones, word processing helpful. Excellent benefits. Send resume to: Box 978, Observer & Eccentric Newspapers, Suite 100, Lathrup Village, MI 48076

SECRETARY - immediate opening, 3 days/wk. in Southfield for mature, experienced secretary who is selfstarter. Must be flexible, able to handle pressure, have good typing, grammar, typing & general office skills a must. Word processing helpful. Call Shelly at 352-2901

SECRETARY - mature, experienced individual needed to run office. Typing 65 wpm, good telephone, bookkeeping a must. Send resume & salary requirements to R & B, 24133 Northwestern Highway, Suite 100, Southfield, MI 48075

SECRETARY - Mature individual needed for busy Royal Oak contract furniture dealer. Light typing, good service skills a must. Hospitalization and profit-sharing. Send resume to: P. O. Box 422, Royal Oak, MI. 48068.

SECRETARY NEEDED for fast-paced Southfield office. Good typing, skills, phone manner and computer experience in Lotus. Call for interview. Maggie. 626-2776.

SECRETARY NEEDED for CPA firm in Farmington Hills. Should have at least 2 years experience. Salary $18,000 to $20,000. Call 679-6630

SECRETARY-OFFICE ASSISTANT
Small Office, Southfield. Good letter know-how, phone skills. Experience helpful or will train sharp person. Grad. Resume: TWI International, 7001 Orchard Lake Rd. #420C, W. Bloomfield, MI. 48322.

SECRETARY - Part time, morning. Small office, Farmington Hills area. Bookkeeping a must. Send resume & salary requirements to R & B, 24133 Northwestern Highway, Suite 100, Southfield, MI 48075

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