504 Help Wanted Office-Clerical

GENERAL CLERICAL
Entry level position available in our claims area as a support clerk. Previous experience filing a plus. Call personnel department at 967-1640
An Equal Opportunity Employer

GENERAL OFFICE. Full and/or part time. Must be a good typist (70wpm or higher). Knowledge of Tandy/Scrip-sit word processer helpful. Light bookkeeping. Salary commensurate with experience & capabilities. Southfield Service organization. Referen e required. Resumes to Box 424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
BUYERS ASSISTANT
DATA ENTRY OPERATOR
INVENTORY CLERK
Full time positions available in our Southfield office. Must have minimum 1 year office experience. Individual should be detail oriented, possess excellent math ability and communication skills. Call before 11am, 352-0379

GENERAL OFFICE/BOOKKEEPER
Position available for construction company in West Bloomfield. Salary commensurate with experience. Good benefits Call. 737-8800

GENERAL OFFICE - permanent part time. If your are dependable organized, have pleasant phone manner we want you. Southfield 569-1332

GENERAL OFFICE & Bookkeeping. Experienced. Math & organizational skills required. Farmington Hills 737-4450

GENERAL OFFICE ... Telephones, Computer. Send resume to. 175 Grosse Pines, Rochester, Mi. 48309, or call 652-9274 or 852-8600

GENERAL OFFICE PERSON needed. 8 Mile & Telegraph area. Computer experience helpful. Salary open 537-5488

GENERAL OFFICE-Various duties include phone, computer entry, customer service, & some errands. Will train. Call 9am-4pm, 356-6430

GENERAL OFFICE HELP WANTED
Computer data entry experience, typing and phone experience preferred. Small office located in Southfield. Full benefits 357-4714

GENERAL OFFICE DUTIES
Small office needs someone full time, for general office duties. Bookkeeping, answering phones and light typing. Must be over 21 and have some experience. For interview call. 471-5696

GENERAL OFFICE
Diversified duties includes typing, extensive phone contact, light bookkeeping and basic office machines. Modern office located near Livonia Mall. Send resume to Box 518 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for Troy Auto Dealer. Full-time 643-0900

GENERAL OFFICE
Good typist, 50 wpm. Pleasant phone manner. Berkley area. Benefits. Call for appointment 543-3340

GENERAL OFFICE HELP
Permanent Part-time position. Phones, typing & filing skills required. Call Linda or Bill, 642-9880

GENERAL OFFICE - light bookkeeping. Apply at Sunset Excavating, 12641 Stark, Livonia. No phone calls please
An Equal Opportunity Employer

GENERAL OFFICE
full time, typing, phones, filing, non smoker, computer helpful. $5-$6/hr, 8 Mile, Farmington Rd. Tupper Assoc 477-0600

GENERAL OFFICE - Answer phones, typing letters & memos, billing. Minimum 2 years office experience. Southfield area. Please call Shirley. 352-1566

GENERAL OFFICE
Southfield office needs self-motivated good speller and typist 50-60 wpm. For interview call Julie between 10-3 pm. 559-1466

GENERAL OFFICE, full time position, type 50+ wpm, data entry experience helpful, excellent telephone skills a must, bookkeeping skills helpful. Apply in person: P.C. Supply Co., 24175 Telegraph Rd., Southfield, behind 24151 Telegraph

GENERAL OFFICE
Full and part time. Some data entry and light typing. Livonia area. Start immediately. Call Pat 421-8811

GENERAL OFFICE
Full time position in our Corporate Credit Dept. Seeking individual with solid general office skills for variety of duties including typing, light bookkeeping, phone assistance and filing. Must be able to work Sat. mornings twice per month. Excellent benefits including tuition refund. Please call 644-5300, ext. 245
Erb LUMBER CO.
Birmingham
An Equal Opportunity Employer

GENERAL SECRETARY
Individuals with excellent secretarial & organizational skills desired for assignments in Southfield area. Must type 50 wpm. Word processing experience a +. Call today for an interview
ENTECH SERVICES, LTD.
Southfield 354-0500

GENERAL - secretry for major corporation in Birmingham, experience on Display Write 3 & 4, Multimate, Word Perfect or Microsoft very helpful. $17,700-$18,000. Call Holly at Uniforce 646-7663

GENERAL - typists (65 WPM) for major communication corporation in Southfield. Work 30-40 hrs per week. Some word processing very helpful, shorthand a plus. Areas - Livonia, Bloomfield Hills - Ren Cen. Call Mary Beth at Uniforce 357-0034

EXPERIENCED Telephone Receptionist with general clerical. Strong typing. Insurance agency, Livonia area Call 471-3500

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they seek new employees so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Call Ann Bell, 540-3355
- Mich. Ins. Personnel Service

INSURANCE AGENCY
Clerical Position. Personal Lines experience. Call after 3PM, ask for Ann 478-2004

INSURANCE AGENCY in Farmington Hills. Typing necessary. Great job potential. 37½ hours per week. Excellent benefits. 661-1330

INSURANCE agency in Garden City offering clerical position. General office skills required. Insurance background helpful but not required. Submit resume to P.O.Box 99, Garden City, MI 48135

INSURANCE AGENCY in Northville seeking experienced Commercial Lines CSR for part-time. Call 9-5 349-1454

Insurance-Experienced Only
AGENCY POSITIONS
• Southfield • Livonia • Troy
• Detroit • Dearborn • Farmington
• Commercial & Personal Lines
• CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INVENTORY CONTROL CLERK
Needed for growing Redford area company. Duties include: Data Entry, Typing, Filing, Phone Answering. Experience with Building Products desired but not required. Good pay and benefits. Mail resume to: Box 512 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
OFFICE CLERICALS
BENEFITS ANALYSTS
(Experienced)
Competitive salaries - 4½ day work week - company paid fringe benefits including health insurance, paid holidays & vacations
CALL 591-4690
Mon thru Thurs 7:30AM-4:15PM
Fri 8AM-12 Noon

INVENTORY CONTROL
We have an immediate opening for an inventory cycle taker for our midnight shift operations. The successful applicant should possess a high school diploma & preferably some college. Under general supervision, will be responsible for correct cycle & physical inventory of all merchandise stock & maintenance control & accuracy of all locations within the regional center. Familiarity with CRT & material handling equipment beneficial. Only qualified applicants need apply
UNITED STATIONERS
Personnel Dept.
32432 Capitol Dr.
Livonia, MI 48150
An Equal Opportunity Employer

JR. SECRETARY Position, person should possess basic secretarial skills, 50 wpm typing, good organizational skills and word processing helpful. Candidates should like working in a variety of different areas and enjoy team work. Qualified candidates should contact Yvonne Mack at: 827-6946
An Equal Opportunity Employer

KEYPUNCH TRAINEES
If you type 60 WPM accurately and have 10 key calculator skills, we have a customer who is willing to train you as a keypunch operator. Earn while you learn! Call:
PARTNERS IN PLACEMENT
474-8500

LEGAL SECRETARY for senior partner in litigation firm. Very substantial salary, minimum 5 years experience 354-2500

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY/FULL TIME
Experienced Legal Secretary with word processing. Send resume to: Office Manager, 300 E. Long Lake Rd., Suite 300, Bloomfield Hills, MI 48013

LEGAL SECRETARY with 3-5 years plaintiff personal injury experience needed for Southfield law firm. Excellent salary, fringe benefits & working conditions.
Contact Marsha: 353-1550

LEGAL SECRETARY
Birmingham Law Office is seeking a person who possesses strong secretarial & organizational skills. Word processing & dictaphone experience helpful. Minimum of 1 yr. experience required. Send resume to: Law Offices, 300 E. Maple Road, 3rd Floor, Birmingham, Mich., 48011

LEGAL SECRETARY
$22,000
A nice opportunity to work for a friendly boss in a suburban law firm. Excellent typing skills and word processing experience. Good benefits, fee paid. Call Eleanor at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

LEGAL SECRETARY - Experienced with word processing for law firm. Send resume to Office Manager, 6905 Telegraph, Suite 215, Birmingham, MI 48010 645-5205

LEGAL SECRETARY - Experienced with Word processing, light bookkeeping. Attractive downtown Birmingham office. General practice. Good benefits. Shirley 642-5539

LEGAL SECRETARY
BLOOMFIELD HILLS
Litigation & Word Processing
Experience Required
Call Office Administrator: 642-7680

LEGAL SECRETARY
Growing two Attorney Civil Litigation Firm across from Somerset Mall. Excellent salary and fringe benefits. Para-legal and IBM word processing training helpful. Mail resume to: Franklin G. Koory, 3155 West Big Beaver, Suite 100, Troy, Mich., 48084

LEGAL SECRETARY EXPERIENCED
Novi personal injury firm
Salary to $20,000 for professional legal secretary with IBM PC skills & dictaphone willing to work hard in small pleasant setting. 4-5 years experience required. Great location, I-96-Novi Road. Call: 348-2653

LEGAL SECRETARIES
One Commercial Litigation & one bankruptcy secretary position available for law firm of Schlussel, Lifton located in Southfield. Positions require minimum 2-3 yrs. diversified legal experience, proficiency on word processing equipment (Wang preferred) & 70 WPM typing. Pleasant work environment & good benefit package. If interested, please send resume to P. O. Box #2589, Southfield, MI., 48034, Attention Tracy.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-6580

LEGAL SECRETARIES
Large Southfield law firm needs a commercial litigation Secretary for a partner and a bankruptcy Secretary for 2 associates. Qualified candidates must have 18 months legal experience, type 65 WPM accurately and have WP skills. WANG a plus. This employee-oriented practice has a very low turnover rate ... don't miss this chance to interview. No fees to you ... ever.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060 Detroit 963-4185

LEGAL - WORD PROCESSOR
Southfield law firm needs word processor, legal experience preferred. Send resume to Box 548 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVONIA Food Broker seeking Account Administrator. Duties to include processing orders, typing & mailing trade bulletins, customer & manufacturer contact. Must type 45 WPM, good math skills. Also must be organized & accurate individual. Previous food business experience a plus. Send resume to T.P.C., P. O. Box 3304, Livonia, Michigan, 48150, attention J. B.

LIVONIA INSURANCE AGENCY 11am-3pm. Light typing, filing, phone. $5 per hour. Call between 9am-11am. Metro 522-3900

LIVONIA Real Estate Office, needs full-time secretary. Real Estate experience helpful, but not required. Good typing skills required. Send resume & salary requirements to. Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAJOR FOOD BROKER looking for Account Administrator. Typing, computer & order placement experience. Salary, bonus & fringe benefits. Send resume to P.O. Box 37, Farmington MI 48332, attn Office Manager.

MANUFACTURING COMPANY in NW suburbs is looking for motivated individual for typing/word processing position. Salary range $10-$12 K. Good benefits, some experience required. Send resume to Box 520 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING SECRETARY
Large general contractor, located in Livonia, is looking for an energetic, enthusiastic secretary to work in its Marketing Department. Successful candidate will have IBM-PC experience (DW4 a plus), ability to work well under pressure and be available for occasional overtime. This position entails typing (70wpm accurate a must), correspondence and proposals, maintaining files and reports, answering phones and periodic switchboard relief. We are relocating to downtown Detroit at yearend. If you're looking for a challenging position, in an upbeat environment, reply now with resume and salary requirements: M.R.M.M., 38099 Schoolcraft, Livonia, MI., 48150.
An Equal Opportunity Employer

MATH WHIZZ?
ACCURATE TYPING?
Local distributor offers good opportunities. $10,400-$15,600 to start. Look into one of these:
BUYERS ASSISTANT
COMPUTER OPERATOR
INVENTORY CONTROL
DATA ENTRY
Call 353-2090
SNELLING & SNELLING

MICHIGAN'S #1 Dating Service looking for bright person with computer and public contact experience. Flexible hours. Call Aletha between 10:30AM-4:30PM 737-9680

MORTGAGE SERVICING & Foreclosure Clerk - Southfield area. Contact Maryann at 353-1830

OFFICE and inside sales help. Full time, Mon-Fri. Professional photo lab, Redford.
Call Roger 535-8880

OFFICE ASSISTANT - Part time, to answer phones, file, type. Some bookkeeping skills necessary. Southfield location. Call 358-3550

OFFICE CLERK - experienced Full time, Romulus area. 942-1600

OFFICE CLERK
Full time, good benefits, general office duties including payroll, some computer experience necessary. Send resume with references to. Office Manager, 12200 Sears, Livonia, Mi., 48150.

OFFICE CLERK
Mature self motivated person, part time, approximately 20 hours per week, evenings & weekends, flexible hours. No office experience or skills needed. Students and homemakers welcome! Call Mon.-Fri, 9AM-5PM 334-8860

OFFICE CLERK
Person to process work orders. Must be accurate & neat. Good phone manners. Ful or part time. Farmington Hills area. Call Mrs. Gold 855-3110

OFFICE CLERK ... Typing, phones, filing experience. Full-time. Apply at: Extended Health Care, 26901 Southfield Rd., Lathrup Village.

OFFICE HELP
Medium size manufacturing plant looking for full time office help. Should be able to type 50WPM, have some computer experience. Job requires filing and phone work. Apply in person Mon. thru Fri., 9AM-4PM, 1351 Hix Road, Westland

OFFICE HELP
No experience required. Must have clear speech & good phone voice. Job consists of answering phones, order-taking, dispatching & general office work for Sales & Service Co. $4./hr. + Medical plan, paid vacation & holidays. 525-9130

OFFICE MANAGER needed for busy production company. WordPerfect & Lotus 1,2,3 experience mandatory. Must also have some accounting background. Salary commensurate with experience. Send resume in confidence to: Personnel Dept, 31500 Northwestern Hwy, Farmington Hills, MI 48018.

OFFICE MANAGER - Administrator, General Clerk, Accounting, computer, typing, word processing, communicating skills. Desired non-smoker, Full time permanent at-will contract. Superior fringe benefits. Detroit manufacturing location. Write Administrative Manager, Box 5083, Suite 300, Southfield, MI 48086

OFFICE MANAGER POSITION
Strong bookkeeping necessary. Apply in person: 14411 Livernois, N. of Davison.

OFFICE PERSON needed for General Office work + Showroom Sales. P.C. experience preferred. 566-2411

OFFICE PERSON needed, 25 to 30 hours per week in busy W. Bloomfield office. Light typing skills & good phone personality required. Call Lisa. 851-2403

OFFICE RECEPTIONIST
Full time for fast paced insurance office in Farmington Hills. Good typing, 35wpm and phone skills.
Call April 851-2250

PARTS/SERVICE COORDINATOR, responsible for parts orders & invoicing. Good phone personality, typing & math skills required. Word processing helpful. Excellent benefits. Send resume to: Connie Farkas, 23550 Haggerty Rd., Farmington MI 48024

PART TIME help needed, $4/hr. Simple, clerical work in Southfield office. Flexible hrs. No typing or filing required. Apply in person 21287 Hilltop, Bridge Industrial Park, 8 Mile just west of Telegraph

PART TIME - LEGAL SECRETARY - needed for Farmington Hills firm. Litigation experience required, contact Karen 855-2110

PART TIME RECEPTIONIST
Good office skills needed for front desk position, 26 hours. Birmingham. 647-0030

PART-TIME SECRETARY
Permanent 25 hour week position with financial planning firm in Troy. Can turn into full-time. If you are an excellent typist, take shorthand and are good on the telephone, call for an interview. PC experience helpful. Non smoker preferred.
Ask for Mr. Hepner. 643-8926

PART-TIME TELEMARKETING REPRESENTATIVES
Advertising agency, Lintas:Campbell Ewald, a major advertising agency located in Warren, is looking for part time telemarketing representatives. Background in telemarketing helpful - pleasant telephone manner a must. Interested applicants may send their resume to:
Katherine A. Sztaz
Clerical Recruiter
Lintas Campbell Ewald
30400 Van Dyke, Warren, MI 48093
E.O.E.

PAYROLL ASSISTANT
Birmingham location of a major health care corporation seeks payroll assistant. Part time, flexible hours with benefits. 2-3 years of experience required. Responsible for confidential information and payroll procedures. Associate degree or accounting background preferred. Excellent salary and growth opportunity for experienced individual.
Send resumes to: Fairlane Health Svc. Corp., 31780 Telegraph Rd., Ste. 200, Birmingham, MI 48010.
Attn: Robyn Victor.

PAYROLL/BILLING
Busy Southfield based headquarters needs good typist with payroll and billing experience to start immediately. Computer print-out knowledge helpful. Benefits. Resumes to: F.MacFarland, P.O. Box 207LV, Lathrup Village, 48076

PERSONNEL RECRUITER
A fast growing service company has an exciting position for a Personnel Recruiter with 2 years experience. Candidates must possess good communication skills. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

PAYROLL CLERK
Engineering & Design firm seeks a team member with one year payroll experience. ADP experience preferred. Light typing, switchboard duties required. Great benefits. Excellent surroundings. Send resume to. Mark Dunning, P.O. Box 7, 21550 Telegraph, Southfield, MI 48037 or call 444-4411

PERSON FRIDAY
Full Time - Contractor's Office
Apply Mon thru Fri
25396 5 Mile, Redford

PERSONNEL
Communications, marketing, sales education or experience needed for trainee position in personnel generalist area. Outgoing personality, people and detail flair and clerical skills required. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

PLANNING ASSISTANT-Mon.-Thur., 9-3 pm. Good math & typing skills. Telegraph/15 Mile. Career oriented. $5-$6 hr. Kathy 644-2706

PLEASANT Speaking Receptionist-Secretary, needed for local builders office, in Farmington Hills. 12 line phone system, some secretarial skills required, Word Perfect. Mon-Fri, 8:30 to 5pm. Call Helen. 661-5100

PROFESSIONAL OFFICE - Experienced secretary of high quality and performance for one girl Birmingham office. Some bookkeeping helpful. Only well qualified need apply. Call 540-7247

PROGRAMMER
Entry level position available for ambitious programmer. This positions involves operation & maintenance of leasing accounting system. Experience in basic & financial application preferred. Degree desired. Send resume to: FFRC, 30955 Northwestern Hwy, Farmington Hills, MI 48018, Att: Programmer.

PUBLIC EMPLOYEE UNION needs general all around office worker. Full and/or part time. Good typist. Familiarity with grievance/union activities helpful. Salary commensurate with experience. Reply to: Box 426 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PUBLIC RELATIONS FIRM SEEKS SECRETARY - FULL TIME
good starting salary, benefits, must type 60WPM.
ACCOUNTING CLERK - PART TIME
Flexible hours, permanent position, must have experience. Downtown Detroit location. Call
277-2720
JTPA

REAL ESTATE CLOSING SECRETARY WANTED. Experienced and accurate in all aspects of real property closing paperwork. Needs mathematical ability, common sense, and word processor skills. Positive, active, friendly, business-like downtown Birmingham company. Call 644-5574.

RECEIVABLES CLERK
Full time entry level position for firm at 13 mile & Telegraph. Responsible for; monitoring customer accounts, collections, & deposits. Successful candidate will be organized, possess communication skills & be able to type. Call Scott Parish, 642-5050

RECEPTIONIST - Part Time. Cashier experience helpful. Call for appointment Mon. thru Fri. 9am-4pm, Eaton Nursery, W. Bloomfield. 851-5440

RECEPTIONIST needed for aggressive independent insurance agency. Computer and Wordperfect experience helpful. Please call, 553-2260 after 5:30 weekdays, leave name and number on recorder.

RECEPTIONIST
Rapidly growing company needs experienced person to handle reception/switchboard and light typing duties in our Canton Twp. office. Please call Al or Bonnie at 397-1030

RECEPTIONIST
Ren Cen Law Firm seeks sharp individual to handle front desk receptionist duties. Experience preferred. Send resume to Box 476 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Mortgage Processor for major lender. Opening in Farmington Hills. Call 277-3900

RECEPTIONIST - Full-time. Typing, heavy phone work, Farmington Hills area. Call 1-800-834-8714

RECEPTIONIST - PART TIME
General clerical duties. Troy Area. Call 641-5940

RECEPTIONIST ... Part or full-time position in busy Chiropractic office for people-oriented person. Willing to train. Benefits. 644-9495

RECEPTIONIST/General Office
8am-5pm, Rochester Hills area.
Call between 10am-3pm: 852-8910

RECEPTIONIST/SWITCHBOARD OPERATOR - Full time.
Southfield area.
Contact Maryann at 353-1830

RECEPTIONIST Needed to answer phones; some typing, some bookkeeping, general office help. Non smoking office. Novi. 471-4500

RECEPTIONIST/TYPIST
Full time position requires good phone skills. Will train right person. Livonia based company, 261-9033

RECEPTIONIST
for law firm, IBM PC experience helpful. Send resumes to: 27777 Franklin Rd., Suite #1100, Southfield, MI., 48034-2384.

RECEPTIONIST/Dispatcher - must have knowledge of general office procedures. Please send resume to: O/E Service, 21133 Bridge St., Southfield, MI 48034

RECEPTIONIST for busy Southfield law firm. Experienced with typing background helpful. Must be dependable & possess initiative. 354-4030

RECEPTIONIST - Professional full time job for dependable, organized person with experience at a busy Southfield travel agency.
Call Rochelle 353-8600.

RECEPTIONIST - pleasant phone skills a must. Typing, filing and general office skills, 5 day week, 8:30 to 5 pm. Call between 10-1pm. 349-2500

RECEPTIONISTS
Mature persons wanted for part-time positions in Optometrist's Office in Sterling Hts. & Novi.. Some eves. & weekends required. Will train. 349-3377 or 247-3900

RECEPTIONIST/SECRETARY
Entry-level position with Bloomfield Hills law firm. Typing 60 wpm+, word processing experience helpful. Medical benefits.
Call Joyce Luzon: 647-1212

RECEPTIONIST/SECRETARY wanted immediately, light office, good telephone manners, pleasant outgoing personality, Mon-Fri, 8.30 to 4.30, Troy office, $220 weekly.
Call, 524-9702

RECEPTIONIST
Expanding Mail Order Co. needs a person to answer calls for Custom Decorating Product. Fun & challenging position! Excellent office environment. Call 647-0300

RECEPTIONIST/TYPIST
Good telephone personality, all around office help. Immediate opening. Southfield. Reply to box 494 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Assistant to vice president, highly qualified, mature person with figure skills, typing 60 wpm, permanent position. Salary $15-$16,000.
Send resume to PO Box 314, Walled Lake, MI. 48088

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST
Be a team player in this large successful dental office. We need people ability and phone experience. Salary to $18,640 plus uniform allowance and benefits. Fee paid. Call Eleanor at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

RECEPTIONIST/SECRETARY
Full-time, multi duty position with busy publishing company. Excellent verbal, typing and spelling skills required. Experience with IBM-630 Memorywriter a plus. Send resume to. Betty Nolan, Performance Resource Press, 2145 Crooks Rd., Suite 103, Troy, MI 48084.

RECEPTIONIST
Shearson Lehman Hutton has an opening for a receptionist. Individual should be bright, detail oriented & interested in client services in the brokerage industry.
Qualified candidates should be well organized, have excellent oral and written communication skills & work well under pressure. Send resume to Personnel, P.O. Box 5016, Rochester, MI, 48308-5016, or call 652-3886

RECEPTIONIST - a progressive accounting & consulting firm in Southfield needs a motivated individual to handle reception/switchboard duties. Successful candidate must possess a pleasant personality & some clerical skills. Persons interested in this challenging & rewarding position may send a resume to.
Mr. Tom Stevenson
Rehmann Robson & Co.
25901 W 10 mile
Southfield Mich. 48034

RECEPTIONIST
A & W Restaurants, Inc. has an immediate opening for a full-time Receptionist. Requirements include:
• Excellent communication skills
• Professional demeanor
• Accurate typing skills (50 WPM)
• IBM P.C. experience, a Plus
We offer a competitive benefit package & growth environment.
Please send your resume, in confidence, to:
A & W RESTAURANTS, INC.
One Parklane Blvd.
Suite 500F
Dearborn, Mi., 48126
Attn: Human Resources Dept.

RECEPTIONISTS/ SWITCHBOARD OPERATORS
Enjoy working with people? Call Kelly!
Let us put you to work right away. You'll meet new people and earn good pay and benefits. Right now we have IMMEDIATE long and short term assignments.
Call the office closest to you for an appointment:
Livonia . . .522-4020
Garden City 422-0269
Rochester .852-8800
Troy 362-1180
Bloomfield .642-9650
Berkley. . .398-7900
Southfield .352-5220
Farmington 471-2050
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST/TYPIST
Southfield office. Good phone skills, accurate typing.
Call 9am-5pm. 559-1224

RECEPTIONIST to answering phones, part time, 8:30AM-1PM or 1PM-5:30PM, Send resume to: 33975 Autry, Livonia, Mich., 48150

RECEPTIONIST - full time, typing required. Apply in person Crimbok Nursery, 50145 Ford Rd., Canton (4 miles W. of I-275)

RECEPTIONIST
Full or part time
Photography studio in Redford 532-5113

RECEPTIONIST for downtown Farmington optometrist. Full or part time. Office skills necessary. Phone Dr. Stickler 476-6277

RECEPTIONIST - for Fortune 500 Company in Troy. Super Lanier No Problem word processer helpful, but not necessary. $1125/mo. Call Alice at Uniforce 646-8500

RECEPTIONIST position available, in a fast paced and rapidly growing Southfield company. Phone experience and pleasant personality required. Send resume to: 21760 Melrose, Southfield, MI 48075.

RECEPTIONIST/TYPIST, Growing manufacturing company needs person with pleasant personality to answer phones, greet vendors. Also good typing skills for light typing. Send resume to: MWC, 10181 Capital, Oak Park, MI. 48237

RECEPTIONIST
Work weekends in busy Real Estate Office. Duties include answering phones, setting appointments & light typing. If you have a pleasant personality & are articulate, call: Reliant Realty. 661-5100

RECEPTIONIST, Southfield company seeks person to handle busy phones. Typing & phone experience preferred. We offer excellent benefits & advancement opportunity. Apply in person: 26400 W. 8 Mile, betw. Beech Daly & Inkster

RECEPTIONIST
Clawson firm has immediate opening. Professional attitude, good communication skills, attention to detail/follow-up, 50 WPM are requirements. Send Resume to: Office Manager, P.O. Box 195, Clawson, MI. 48017

Receptionist/Secretary
BIRMINGHAM
Prestigious Real Estate Company needs person with general office skills. Phone manners, and typing experience a must. Call 644-3500 for interview appointment.

RECEPTIONIST
Birmingham/Southfield area professional office is seeking an additional mature, bright, personable individual to handle appts. & financial arrangements at The Front Desk. Part-time/full-time position for someone who thrives on direct contac with people. Generous salary & benefits. Call Natalie 357-3109

RECEPTIONIST/SECRETARY
Real estate property management firm in Southfield has an opening for an experienced Receptionist/Secretary. This position requires a cheerful personality and the ability to handle a busy phone. Previous Receptionist experience a must. Please send resume and salary requirement to 29548 Southfield Rd., Suite 200, Southfield, MI 48076

RECEPTIONIST
Immediate Opening at local manufacturing company. Duties will include answering switchboard, greeting visitors, typing a variety of correspondence and statistical information. Experience with computers is a must. For an interview contact Jim Francis, H. R. Krueger Machine Tool, Inc., 31506 Grand River, P.O. Box 310, Farmington, MI 48332-0310 477-8400

RECEPTIONIST
Experience required for permanent, full time Receptionist position in Farmington Hills office. Must handle switchboard for office of 25 employees as well as light typing & general office duties. Excellent phone manners & social skills are a plus. Good wage & benefits. Please send resume to Personnel Coordinator, 34405 W. 12 Mile Rd., SUITE 240, Farmington Hills, MI, 48331.

RECEPTIONIST - Troy administration office of multi - plant company has open, full time position for receptionist/general office clerk. 2-3 yrs. office experience including switchboard & word processor required. Ability to work with others, pleasant personality & well groomed appearance are requisites for this position. Competitive wage & fringe benefit package offered. Please send resume & salary requirements to Box #430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST
Fast-paced marketing services firm, in Bloomfield Hills, seeks an experienced receptionist to operate multiple line telephone system with display board.
Strong communication skills desired to direct visitors and callers, including use of an overhead paging system. Professional and courteous interaction with clients a must.
Benefit package includes: 401K plan, paid medical insurance and liberal vacation policy. Pay beginning at $6.00 per hour. Send resume to:
Manager of Personnel
P.O. Box 7105, MW488
Bloomfield Hills, MI., 48302

RECEPTIONIST
We are seeking a cheerful, outgoing and personable individual who will be responsible for handling multi-line switchboard, greeting clients and light typing. Switchboard experience is preferred.
We offer competitive salary and benefits. Please call Kathleen Mattson at 244-9500 or send resume to:
AMPRO SERVICES, INC.
2690 Crooks Rd.
Suite 307
Troy, MI., 48084
An Equal Opportunity Employer

REDFORD COMPANY has a full time position available for person with good general office skills including typing, computer entry and light bookkeeping. 255-0050

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work flexible hours for fast paced Southfield company. 45 wpm typing, math aptitude and organizational skills required. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

BUSY TROY OFFICE needs dependable and experienced Secretary. Type 55 plus, good spelling and grammar. Must be organized and capable of handling a variety of office duties. Mon. - Fri., 9-4:30. Submit salary requirements and resume to: 1700 W. Big Beaver, Suite 245, Troy, MI., 48084.

JOHN CASABLANCAS MODELING
Secretary needed. Office experience and good typing skills required. Ask for Rochelle 583-2097

EXCELLENT POSITION available for an ambitious, hard working secretary/word processor. Up beat, busy Birmingham office-amiable staff. Minimum typing speed 70wpm, good grammar, and proof reading skills necessary. Salary commensurate with skills and experience. Call Ann 646-7701

SECRETARIAL/Office Assistant
Full-time position for all around office/clerical/secretarial position. WordPerfect/Lotus 1-2-3 experience helpful. Paid benefits. Livonia area. Send resume to: Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL POSITION
Part time position, small company, Oak Park/Ferndale area. Typing, word processing p.c. skills, pleasant phone voice a must. 541-2363

SECRETARIES
Our client companies which are major corporations, large legal firms, top advertising agencies and public relation firms need experienced secretaries with shorthand & word processing a plus. We have more jobs than qualified people! Call today for a confidential interview.
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PERMANENT STAFF
Southfield 353-0505

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ADMINISTRATIVE ASST.
ADVERTISING
Birmingham Advertising Agency seeks competent mature person who can take charge of all administrative functions. Only secretary in office. Must have excellent typing and good bookkeeping skills. Immediate availability an asset. Please dont apply unless competent. Call 645-9550

SECRETARY
• Advertising Agency •
Lintas: Campbell-Ewald, a major advertising agency located in Warren, is seeking secretaries with 3 or more years experience. Qualified candidates will be able to type 60wpm and have excellent word processing skills. Applicants may send resumes to:
Ms. Katherine A. Sztaz
Clerical Recruiter
LINTAS: CAMPBELL-EWALD
30400 Van Dyke, Warren MI 48093
An Equal Opportunity Employer

SECRETARY
An OEM manufacturer that supplies the automotive industry has a need for an Entry Level Secretary. Good office skills including shorthand are essential. Office located in Southfield. Send confidential resume to: M. Jones, P. O. Box 46334, Cincinnati, Ohio, 45246.
An Equal Opportunity Employer

SECRETARY/ASSISTANT
Southfield area office is seeking candidate for secretarial position. Applicants must have the ability to use an electronic typewriter, possess clerical and organizational skills. IBM PC word processing a plus. Call Mr. Leonard 968-3223

SECRETARY/ASSISTANT, for Plymouth financial services firm, accurate typing, computer skills helpful. Must be personable, able to deal effectively with clients on the phone & in person. Salary commensurate with experience. Send resume to: PO box #675, Plymouth, MI. 48170

SECRETARY/BOOKKEEPER-For one girl office. Must have typing skills and previous experience with payroll and invoicing. Great Plains Accounting experience helpful. Own transportation a must. Non-smoker. Apply in person at: 5555 Treadwell, Wayne, off of VanBorn Rd.

SECRETARY - Excellent organizational, typing, phone, word processing, filing and dictaphone skills needed. Shorthand helpful, not required. Southfield. Call 8:30-11am 352-6363

SECRETARY BOOKKEEPER, part time, 1 person office. Bookkeeping & typing experience, aggressive & good organizer, Livonia. 278-4611

SECRETARY
Detroit-based financial institution has an opening for a full time, hard working and self-motivated person. Candidate should possess accurate typing skills, 50 wpm minimum, and word processing experience (Wordstar a plus). The person should have the ability to take on various responsibilities and have an excellent phone manner. Candidate will have the potential for advancement in the financial industry. For consideration please send resume to: Secretary, P.O. Box 1049, Detroit, MI 48231

SECRETARY
Enjoyable work environment in corporate office. Experience required. Full benefits Good communication, grammar & typing skills a must. Respond with salary requirements to:
Michigan Rent-To-Own
21655 Telegraph Rd.
Southfield, Mich. 48034
Or Call Jeff Metz: 354-7440

SECRETARY-Entry level for national health agency located in Livonia. Typing, shortand, general office. Excellent benefits. Please call between 9-5 for interview. 478-2920

SECRETARY- Executive or Legal background. Perfectionist with excellent typing & phone skills. Flexible hours. Southfield, 352-2040

SECRETARY - Experienced for appraisal office in Birmingham. Real estate & computer knowledge helpful - Must know DOS. Good typing skills a must.
Call mornings, 540-4053

SECRETARY for property management office adjacent to Twelve Oaks Mall, requires highly developed telephone skills, accurate typing & word processing. Send resume to Bruce A. Lloyd, 27760 Novi Rd., #100, Novi, MI. 48050

SECRETARY
For well-established, 5 secretary Bloomfield Hills law firm. Word Processing skills, a Must. No previous legal experience required. 647-5111

SECRETARY
For Livonia law office, (7 Mile/I-275 area). Legal experience necessary, excellent typing, IBM PC experience helpful. Position available 5-16-88. Send resume with salary requirements to Mary, 39040 W. 7 Mile, Livonia, MI., 48152.

SECRETARY for Southfield lawfirm part/full time position. Must have excellent typing & word processing skills. Will train if necessary. 352-0266

SECRETARY - for Farmington Hills finance company. Must be personable & have excellent typing skills & exceptional personality. Salary approximately $18,300. Send resume to Personnel, 40420 Ivywood, Plymouth, MI. 48170.

SECRETARY - full time, 8:30am-5.00pm, for small shop, in Troy. Must have experience. $6 hour to start. 689-3730

SECRETARY
Full time, experienced, typing 50wpm, shorthand a +, must possess good telephone skills. Livonia area. Resume to: Office Mgr., 11845 Mayfield, Livonia 48150.

SECRETARY
Full or part time, Troy.
Call 8am-12:30pm. 583-7780

SECRETARY
Full time for insurance office. Send resume to: P.O.Box 834, Novi, MI 48050.

SECRETARY
Full time. Good typing & phone skills, front desk appearance. Shorthand preferable. Farmington Hills. Call for appointment: 851-9881

SECRETARY/INSURANCE
Farmers Insurance Agency located in Southfield looking for that certain male or female person. Must be experienced in all phases of insurance work. Call for interview, 355-5666

SECRETARY
Leasing company needs person with excellent typing skills, shorthand a plus. Must be personable. Salary commensurate with experience. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, 48018, Attn: Secretary

SECRETARY
Leading commercial real estate firm based in Southfield seeks capable individual with excellent typing & telephone skills. Please call & ask for Jeanette: 356-6000

SECRETARY/Light Bookkeeper, Part time, flexible hours. Start $6/hour. 12 Mile/Orchard Lake.
Call Mon 9AM-11AM: 553-3900

SECRETARY
Needed for busy cardiology office. Experienced in pegboard, typing, all phases of office work, Shelby area. Call Mrs Harrison 651-9200

SECRETARY needed for non-smoking office in Livonia. Typing, answering phones and general office experience required. Pay commensurate with experience. Call 591-7911

SECRETARY
N. Suburban Automotive Supplier is seeking a Secretary for the Engineering Dept. Mature individual must have hands-on knowledge & experience in the Automotive Engineering field. Word Processing & knowledge of Lotus, a Plus.
Please send your resume & salary history to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY/Office Manager for growing Medical Company. Good typing, phone & organizational skills required. Farmington Hills. 477-6880

SECRETARY-OFFICE MANAGER
For local CPA firm in West Bloomfield. Experience preferred. Send resume to: 7125 Orchard Lake Rd., Suite 108, West Bloomfield, Mich. 48033. 851-7303

SECRETARY-Part time, flexible hours, experience preferred. Pay negotiable. Respond to: Box 528 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Part time, experienced necessary, Troy.
583-4170

SECRETARY/Public Relations Assistant. Tues. & Wed., permanent part time. Send resume or letter of qualifications to: James P. Chapman, 411 S. Woodward, #624, Birmingham, MI. 48011

SECRETARY/RECEPTIONIST
Bookkeeping required, answering phones, typing. Apply at V.I.P. Floor Covering, 24385 Halstead, Farmington Hills or call 478-6606

SECRETARY/RECEPTIONIST - Part time for general office duties. Afternoon hours 15-20 hrs per week. Birmingham/Southfield 642-2277

SECRETARY/RECEPTIONIST
For Southfield company. Shorthand & typing required. Word processing helpful. Send resume to: Office Manager, 28400 Northwestern Hwy., Suite 210, Southfield, MI 48034; or call 354-6200

SECRETARY/RECEPTIONIST
needed for Novi Manufacturer's Rep. Must have professinal phone manner, 70 WPM+ typing; both Alpha & Numeric; Dictaphone & Word Processing experience. Send resume, with salary requirements, to:
Miltimore Sales,
22765 Heslip, Novi, MI. 48050

SECRETARY/RECEPTIONIST
Inalsa Hollandia Inc., an international automotive related company, has an immediate opening for a Secretary/Receptionist in our Walled Lake facility. This position represents an excellent opportunity to enter the fast paced & challenging atmosphere of our growing company. Qualified candidate must possess excellent work habits, typing, organizational & interpersonal skills. Please send resume and salary requirements to: Inalsa Hollandia Inc., 3285 Martin Rd., N101, Walled Lake, MI., 48088, Attention: Scott.

SECRETARY/RECEPTIONIST
Small office in Southfield. Minimal experience, typing a must. $5.25/hr., full benefits, full time. 559-1230

SECRETARY/RECEPTIONIST
For a busy Southfield land developer. Send resume with salary requirements to: P.O. Box 1026, Birmingham, MI 48012

SECRETARY/RECEPTIONIST
For busy ad agency. Typing required. Salary plus fringe benefits. Send resume to: TAP, P.O.Box 2117, Farmington Hills, 48018

SECRETARY/RECEPTIONIST
Typing, good phone manner & organizational skills. Light bookkeeping. Benefits. Send resume to:
Mr. Dutz, 19675 W. 10 Mile Rd., Suite 309, Southfield, Mich. 48075

SECRETARY
Rochester real estate office needs secretary. Related experience a must. Typing, processing listings, and general office duties. Fantastic location in new luxury facility. Apply in person with resume and references. Century 21, Town & Country, 722 W. University Dr., at Ludlow.

SECRETARY/RUNNER
Swimming pool building contractor seeks energetic, well organized person to coordinate general office duties with outside errands now through November 15th.
Call Carol 851-1510

SECRETARY - Service Coordinator, Position available in property management division. Typing of 55 wpm and good skills required. Experience helpful. Send resume to: Lambrecht Co., C/O M. Hornfeld, 3300 Penobscot Bldg., Detroit, MI 48226.

SECRETARY
Shorthand and typing, minimum 60 wpm. Word processing a plus. Troy area. Call Pam 362-7663

SECRETARY
Small business in Troy area needs a person with good office skills. Shorthand 90 to 100wpm, typing 60wpm, excellent vocabulary, aggressive & able to work on own. Excellent medical & dental benefits. 15K. Ask for Jacki or Colleen, 583-0550

SECRETARY
Suburban client is seeking sharp entry level candidate. 2 years stable clerical experience, typing of 50wpm a must, computer or word processing a must.
Salary $14,000 + benefits.
ALL FEES COMPANY PAID
Please call or send resume to:
PERMANENT STAFF
911 W. Big Beaver, Suite 310
Troy, MI 48084
362-4004

SECRETARY to independent registered investment advisor. Experienced in word processing, securities & insurance. No sales work. Salary based on experience. If you are desirous to work in an independent & comfortable environment please call Bill Abbott between 9am-4pm at 461-1655.

SECRETARY to Program Director for national non-profit health organization. Must have excellent office and interpersonal skills necessary to work with public and volunteers. Willing to assume additional responsibility. Excellent benefits. Send resume and salary history to: Program Directory, 29500 Southfield Rd., Southfield, MI 48076

SECRETARY - Versatile position. Northwestern and 10 Mile area. 8:30-4:30pm, 5 days. Pleasant, congenial atmosphere. Position requires dictaphone experience and excellent typing skills. Benefits include medical/profit sharing.
Please send resume including minimum salary requirements to: Branch Secretary, Gallagher, Bassett, Svc. Inc., P.O box 5136, Southfield, MI 48086-5136

SECRETARY/WORD PROCESSOR
An ideal opportunity for a mature, responsible and experienced professional who has excellent communication, organization, typing, word processing, spelling, grammar & bookkeeping skills. A professional appearance is a must. Salary commensurate with experience. Farmington Hills location. Call 851-3600

SECRETARY/
WORD PROCESSSING OPERATOR
RECEPTIONIST
Architectural/Engineering firm seeks experienced individuals full time. Candidates should indicate experience in typing, word processing, written & verbal communication. Minimum 3 yrs. previous experience required. Salary commensurate with experience full benefits. Send resume with salary requirements to: Hoyem, Basso Associates, 3150 Livernois, Suite 300, Troy MI 48083 Attn: J. Horner. An Equal Opportunity Employer

SECRETARY - word processor for busy office in Troy. Wang, IBM PC experience, salary $17,680. Call Amy at Uniforce 646-8501

SECRETARY/Word Processor - Advancement potential for responsible, speedy typist, good English, phone skills, WordPerfect a plus. Transcription helpful. Benefits. Resume: TWI, 7001 Orchard Lake, #420C, W. Bloomfield, MI. 48322.

SECRETARY
(1 mo. minimum-Maybe permanent) Help us open our personnel services office in Southfield.
We need your excellent typing, word processing, telephone, & evaluation skills for 1 or 2 months during the exciting period of a new office being opened. Salary is open. Your personality, enthusiasm, & flexibility is what we are looking for. If the skill/job match is good, it could be a permanent job. Call Bob Stevens, 356-6699

SKILLED NURSING HOME
In Livonia area, is seeking a full time Accounts Receivable Bookkeeper. Competitive salary, excellent working conditions & benefits. Please call Administrator for personal interview, Mon. thru Fri., 9am-5pm. 478-0550. 29270 Morlock, Livonia

SOUTHFIELD firm seeking experienced secretary as an assistant to president for a manufacturer's agency. Send resume to: 24901 Nw Hwy. Southfield, Michigan 48075

SOUTHFIELD OFFICE needs all around person. Experience in typing, posting accounts payable and general office procedures. Apply: 22108 W. 8Mile, Southfield.

SR. ACCOUNTANT
Bachelors degree in accounting or business administration. Minimum of 2 yrs. experience in double entry systems & fund accounting. Supervisory experience, payroll, finance systems & property management. Beginning salary $22,600. For more information call Wayne Metro CSA at 843-2550
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SWITCHBOARD, Experience preferred. Part time with full time possible in the future. $4.15 to start. Some benefits. Afternoon shifts. Interview Mon. thru Thurs., 10am-3pm. 11700 Merriman, Livonia.

SWITCHBOARD OPERATORS
Any switchboard experience will qualify you for top paying temporary assignments. Call:
PARTNERS IN PLACEMENT
474-8500

SWITCHBOARD OPERATOR/ RECEPTIONIST
CIS Corporation, a leader in the field of leasing and marketing capital equipment, has an opening for a Switchboard Operator/Receptionist for their Bloomfield Hills location.
Qualified applicants must have at least one year switchboard experience, AT&T Dimension preferred and excellent interpersonal and communications skills. General duties will include greeting and receiving visitors and operating a multi-line telephone console. Will also perform various related clerical duties including filing, photocopying, maintaining logs of deliveries, etc.
Salary commensurate with background. Full benefit package in a preferred, modern environment including an on-site nautilus workout center. Excellent advancement opportunities.
Qualified applicants may submit their resumes and SALARY HISTORIES in confidence to: Judy DeVore, Human Resources Representative, CIS CORPORATION, 2600 Telegraph Road, Bloomfield Hills, MI. 48013.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SWITCHBOARD/RECEPTIONIST, very busy board, Mitel system. Friendly cheerful voice and personality a must! Must be able to start immediately. Call between 8-5pm and ask for Elizabeth, (Southfield) 353-8480

TYPISTS - (55 wpm), data entry operators, Jr. & Sr. secretaries for major Fortune 500 company in Southfield & Farmingotn Hills, top dollar, call Sheri at Uniforce 357-0034

SWITCHBOARD/Word Processing. Large sales-oriented business looking for someone special to handle our busy switchboard. Entry level position. Word processing skills and ability to handle busy switchboard a must. Benefits. Wages based on experience. Send resume to: S.B.S., Attn S. Haley, 3221 W Big Beaver, Suite 120, Troy, MI 48084. Or call Doris Munro: 649-9675

TELEPHONE SURVEYORS
IMMEDIATE OPENINGS
Are you interested in evening and weekend work? Are you politically in tune? If so, we have 50 immediate openings for conducting political surveys. No selling involved. Must have transportation and the gift for gab. Good phone technique and manners are a must. Must apply Thurs., & Fri. Call 557-5700.
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SOUTHFIELD
RECEPTIONIST - typing 50 wpm, answer phones for media company
DATA INPUT - IBM PC, experience on IBM - will train on their software
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

CLERK TYPIST
Immediate opening for part time Clerk Typist who can type 50 to 55 wpm to work in our market research dept. Office located in N.W. section of Detroit. Hours are 10 am to 2 pm. Wages $5 hour. For further information, call 270-1295.
BORMAN'S, INC.

TYPING & SHORTHAND
Excellent skills required. Immediate opening Southfield. Reply to box 494 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - Accurate with numbers for CPA firm in suburban Detroit area. Some knowledge of bookkeeping helpful. Full benefits, Salary commensurate with experience & ability. Send resume to Suite 111, P O Box 9053, Farmington Hills, MI 48333

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If your typing speed reaches 35wpm or better, Kelly Services can offer you great pay and benefits. Right now we have a variety of long and short term assignments available.
Call the office closest to you for an appointment:
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Garden City 422-0269
Troy 362-1180
Southfield .352-5220
Ann Arbor .761-5700
Rochester .852-8800
Farmington 471-2050
Bloomfield .642-9650
Berkley. . .398-7900
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TYPISTS - (55 wpm), data entry operators, Jr. & Sr. secretaries for major Fortune 500 company in Southfield & Farmington Hills, top dollar, call Sheri at Uniforce 357-0034

VIDEO SERVICES COMPANY
is looking to fill the following positions.
CLERICAL/BILLING, accurate typing of 45wpm, good math and grammar skills along with a pleasant phone personality required for this new office position. Computer experience helpful, trascription skills a plus. Full benefits and excellent starting salary.
CLIENT SERVICES, Individual with excellent math aptitude, people skills and out going personality, needed to work with our clients and develop new clients. Excellent starting salary and benefits along with bonus program.
MONITORS, part time positions with flexable shifts available, for 5 individuals to join our monitoring department. Must have neat handwrighting and be able to type 40 wpm. We will train on our computer system. Starting rate of $5 per hour and a possibility of full time within 6 months.
Phone Mr. Budzisz: E&G, 844-1001

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Find it at Kelly Services! Our jobs pay well and offer benefits. We now have IMMEDIATE long term assignments available for Word Processing Operators in Pontiac, Troy, and Rochester with experience on:
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• Lotus 1-2-3
Call for an appointment:
Bloomfield .642-9650
Berkley. . .398-7900
Troy 362-1180
Rochester .852-8800
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

WORD PROCESSORS
Livonia law firm has openings for experienced word processors. Word Star experience helpful. Salary commensurate with experience. Send resume to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150