504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS

A Kelly job helps you connect with OPPORTUNITY

If you have 10 key data entry skills, Kelly Services can help you at the keyboard right away. Our long and short term assignments lead with some of the best companies in town! Call today for an appointment:

Livonia . . . 522-4020
Garden City 422-0269
Rochester . 852-8800
Bloomfield . 642-9650
Berkley. . . . 398-7900
Troy 362-1180
Southfield . 352-5220

KELLY SERVICES

The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY OPERATORS
Computer services company in Livonia has immediate full time shift openings for CRT/data entry operators. Good typing speed with high accuracy rate essential. Attractive starting salary, paid holidays, etc & advancement opportunities are available to qualified candidates. For more information call 261-8220

DATA - entry operators (20) for major Birmingham corporation. 1 yr. experience. Good typing, high accuracy, enjoy tasking with people. $225 week

CLERK - with light typing, phones, copying, excellent opportunity in Troy area $225 wk

COLLEGE - students needed for clerical & light industrial jobs. Come see us today

NEVER A FEE
Livonia - 462-2740

UNIFORCE

ST'FIELD B'HAM
357-0034 646-7660

DATA ENTRY
to service operator with daily function of data processing department for Oldsmobile retail franchisor. Some data entry & general office experience required. Send resume to: J.C. Schneider, 31731 Northwestern, Suite 250, Farmington Hills, MI 48018

DEPARTMENT SECRETARY

Immediate opening for an individual to work at our corporate headquarters in Southfield. Requirements include 1-2 years of office experience, typing 50-55wpm, accuracy and knowledge of word processing. Have excellent telephone personality. Candidate will provide secretarial support for 1 individuals. It must have the ability to prioritize assignments. Strong telephone skills are a must. Excellent benefit package. If pleasing working environment. Send replies to:

DEPARTMENT SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

DETROIT Manufacturing company needs clerk-typist to payroll & payroll accounts payable. Must be familiar with all payroll functions. Must know computer experience desirable. Send resume to: P.O. Box 04206, Detroit, Mich. 48204

DO YOU LIKE TO WORK WITH FRIENDLY PEOPLE?
If so, Detroit Edison may have just the job for you. Duties will include Customer Service, credit adjustments, cashier & general office. Full or part time. Apply in person: 21100 W. 8 Mile, Southfield, MI., 48075

EARN TOP TEMPORARY WAGES
Typist/word processors, + computerized switchboard experienced need apply 541-2777 or 354-2466 Scott Group Inc.
Never a fee

EXCELLENT OPPORTUNITY for experienced word processor with some knowledge of accounting. Supervised duties with growth potential. Benefits & pleasant working atmosphere. Salary history to: APAI, 17340 West 12 Mile, Southfield, MI. 48076

EXCELLENT typist needed for busy Southfield law firm. Willing to learn fast typist as legal secretary. Non smoker. Call Lynn, 352-7300

EXECUTIVE SECRETARY needed for growing company. Word processing experience preferred. Call for interview & typing test. Ask for Pamela. 559-8040

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Send resume to: P.O. Box 3000, Southfield, MI 48037 or call 353-5311, Ext. 217

EXECUTIVE SECRETARY

Successful Detroit companies seeks executive and legal secretaries with excellent skills. 3-5 years secretarial experience. Legal experience a plus. Word processing and shorthand experience preferred. Excellent salary and benefits. Interested, please send confidential resume and salary requirements to: Mr. Stewart, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Part time, Magazine ad sales office, Woodward & Wattles area. Approx. 20 weekly with 4 full weeks in June & 2 weeks in August. Beginning at $5 per hour. 332-9349

EXPORT DOCUMENTATION
Opening available in international marketing & sales company located in Commerce Twp. for experienced export traffic & documentation clerk. Mail resume with salary history to:
PO BOX 81, Southfield, MI 48037.

FILE CLERK Entry level position. Noon for advancement. Some typing, reception and filing experience desired. 40 hour week includes alternate Saturday. Call Ann. 348-3980

FILE CLERK

Entry level position in Corporate Accounting Dept. Will train on switchboard. Full benefits with excellent benefits including profit sharing savings plan & tuition refund. Please call 644-5300, ext. 245

Erb LUMBER CO.

Birmingham
An Equal Opportunity Employer

INSURANCE
AGENCY CSR's

Michigan Insurance Personal 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 quality employees so we are EXPERIENCED commercial lines & personal lines CSR's. Professional Company. Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Call Ann Bell, 557-9000
Mich. Ins. Personnel Service

INSURANCE AGENCY
In Northville seeks experienced personal lines CSR.
Call 9-5. 348-1454

KEYPUNCH - KEYTAPE OPERATORS
Experience required.
Farmington area. 474-1136

KEYPUNCH OPERATOR
Our Troy facility has openings for experienced Keypunch Operators for the afternoon shift. Excellent salary and benefits for qualified employees. For an appointment, call between 9am & 3pm. Tues. thru Fri.
562-6129

504 Help Wanted Office-Clerical

GENERAL OFFICE
Flexible hours, good wages for person with typing, filing & basic office skills. Apply at Impressable Catalog, Inc., 12992 W. 8 Mile, Oak Park

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

GENERAL OFFICE, typing & math skills required. Small busy Southfield office. Prime Mortgage Corp. Ask for Mrs. K. 355-7550

GENERAL OFFICE full time. Answer phones, filing, typing and good basic math skills. Southfield area. Call 9AM-4PM: 353-1811

GENERAL OFFICE
Part time.
Typing required. Farmington area. 477-2200

GENERAL OFFICE CLERK
Maturity & dependability, 8 Mount typing, filing, telephone. Experienced $250 per week. Resume to: P.O. Box 309, Southfield, MI 48037

GENERAL OFFICE - person needed in Madison Hts. Duties include phones, order desk, typing & filing. Computer experience helpful. Full time, excellent starting salary & benefits. Call for appt. 548-7770

GENERAL OFFICE - Full time. Sign studio. Non-smoking. Experienced, typing, accounts receivable/payable. Bookkeeping, etc. Apply 9-1 AM. 33200 9 Mile, 600 ft. E. of Farmington Rd.

GENERAL OFFICE
Entry level general office position. Must be able to work flexible hours including some evenings for a fast paced Southfield company. Send resume to: P. O. Box 309, Southfield, MI 48037 or call 353-3311

GENERAL OFFICE
Prominent Rochester Real Estate company for individual with good typing and phone skills. Pleasant attitude. Trend ability to work independently. Experience preferred.
Call 852-9300

GENERAL OFFICE
We are now accepting applications for a reliable individual with good math & typing skills. We will train the right person for this entry level position. Come in for an interview at our Royal Oak office, please call week days, 7pm-4pm. 541-8850, ext. 942
An Equal Opportunity Employer

GENERAL OFFICE
We have a position with growth potential in our Accounting Dept. Responsible, mature, good typing, organizational & telephone skills for busy sales office. Send resume including salary & computer skills to: L. Starck, PO box #9069, Farmington Hills, MI. 48333

GENERAL OFFICE
FULL or PART TIME
COOLIDGE/8 MILE AREA
Must be accurate with figures and good typing to learn data entry and word processing by computer. Also, be flexible to do a variety of duties. Send resume and approximate salary requirements to: Personnel 2021 Industrial Row, Troy, MI 48084

GENERAL OFFICE

Fast growing company seeks well-organized, self-starter with solid grammar, must possess PC word processing, familiar with packages like Word Star & 1st Choice a plus, data entry a must, good communication skills, with pleasant telephone manner along with general office skills. Submit resume & salary history with cover letter explaining why you qualify.

MICRO ENGINEERING SOLUTION, INC.
32009 Industrial Rd.
Farmington Hills, MI. 48018

GENERAL OFFICE - full time Office Assistant with previous experience. Bookkeeping is a plus. Farmington area. Call Lori 477-2410

GENERAL OFFICE. Position with growth potential in downtown Farmington - 5 days a week, 9am-5pm. Heppard & Associates, 855-8570

GENERAL OFFICE - Part-time. Evenings & weekends required. Data entry experience helpful. Apply within: Art Van Furniture, 6300 Middlebelt, Westland

GENERAL office for Birmingham automotive supplier, type accurate 50 wpm, phones, dictation helpful, growth opportunity for right person. Call Wilma at Unifance 646-8501

GENERAL - office with word processing. Word Perfect, Multi Mate, Display write 3 & 4, data entry, type 50 wpm, some statistical, manufacturing jobs. Livonia/Redford area. Call Kate at Unforce 540-7663

GENERAL OFFICE - light phone work & filing, permanent, full time position. Pleasant working for Mr. Congress, #555, Murphy Bldg. (corner Congress & Shelby), Detroit on May 12 or 13, between 9am-11am

GENERAL OFFICE CLERK
Proper candidate should be energetic, self-starter & team. Typing and good communication skills helpful. Experience not necessary, we'll train. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

GENERAL OFFICE
Mature responsible take charge person to handle a variety of office duties in a fast growing company located in Plymouth. Experience only & organizational skills a must. Call 459-0015

HENRY FORD HOME HEALTH CARE is considering secretarial candidates for its Dearborn office. Qualifications include typing 55 wpm, medical terminology, and typing, interpersonal/organizational skills. Salary commensurate with experience. Excellent benefits. Call Branch Manager for appointment, 582-6518

IMMEDIATE OPENING for motivated person with strong communication skills, light filing and typing a plus but not required, call
ASH-CON SERVICES INC. 422-3444

INFORMATION PROCESSING OPERATOR
A position is available for a permanent part-time Information Processing Operator in our Southfield Sales office.
Responsibilities include Data Entry & Customer Master File Set-up. Work with Sales Representatives, customers & support staff to review report information.
Candidates should have High School education with (1) year Office experience. Some college preferred. Typing skills of 50 WPM + with high degree of accuracy. Previous CRT experience, a Plus. Strong Math/Verbal skills & analytic ability. For interview appointment, please mail resume to:
Human Resources Forms & Systems Division, Attention: Personnel, P.O. Box 5026, Southfield, MI. 48086

PERSONAL LINES PRODUCER
Liberal base salary, plus commissions paid monthly on your business written. Liberal expense account. Good fringe benefits. Inside sales.
Call Pat Pisarkiewicz, 358-1100

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
18500 Middlebelt Rd. 478-2200

J MARTIN
knows that your time & skills are valuable. Let us prove it.
From file clerks to administrative assistants.....
IT PAYS TO CALL
J MARTIN
474-8722
NEVER A FEE

KEYPUNCH
Immediate openings for experienced keypunch operators day & afternoon shifts. Attractive hourly rate, excellent benefits, advancement opportunities, shift premiums & other incentives. Experience on RES/Prime or similar a plus. For more information call 261-8220

KEY PUNCH/KEY TAPE
Join the leaders. We are looking for experienced operators for our expanded Livonia operation. Call between 8am & 3pm for an appointment.
INFOTAB CORP. 422-8002

LAW FIRM in Bloomfield Hills seeks experienced Receptionist. General office skills and pleasant personality essential.
Call Fran 9AM-5PM: 335-5000

LAW FIRM
in Southfield, seeks a legal secretary with 1 year experience and a receptionist/typist. 569-2990

A LEGAL SECRETARY
$18,000 to $25,000
Southfield & Oakland County area offices. Excellent benefits, profit sharing. Wang helpful. Prepare for promotion. 2 yr. experience required. Compensation commensurate with experience & ability, at senior partners. Call Sue 851-7738, or send resume to: P.O.B. Agency, 2998 Moon Lake Dr. W. Bloomfield MI 48033.

LEGAL ASSISTANT
for Southfield Law Office - specializing in Bankruptcy. High Maintenance, call ahead & excellent written & oral communication skills required. 1-2 years of college preferred. Salary reviewed: 45 WPM typing. Successful candidates must be able to work without close supervision, exercise discretion & make responsible decisions. Salary negotiable, dependent upon experience. Excellent fringes. Send resume & cover letter to:
Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part-time or full time to assist fast paced office. Word Processing experience helpful. Salary commensurate with experience. Call 645-6236

LEGAL SECRETARY
Part-time, Mon. thru Fri., 1-5:30pm Law Office. Typing 50 minimum, dictaphone. Speak to Betty. 557-1588

LEGAL SECRETARY
Southfield law firm has opening for legal secretary with personal injury experience. Excellent skills required. Salary commensurate with experience. 353-3600

LEGAL SECRETARY - Experienced, for a defense litigation firm in Farmington area. Word processing. Wang experience preferred. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, 48333-0040.

LEGAL SECRETARY - Experienced for a defense litigation firm in Farmington Hills. Wang experience preferred. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills 48333-0040.

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional staffing with experience to carry or permanent, register now with TOP Secretaries for Legal Services.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Birmingham. Will train bright college person who wants paralegal or legal secretary career. Excellent benefits. Pay, hiring place. Start now. 645-0750

LEGAL SECRETARY
Growing law firm in Civil Litigation Firm across from Somerset Mall. Requires sales and high people benefits. Pers-legal and IBM word processing helpful. Send resume to: Frankin G. Koory, 3155 West Big Beaver, Suite 100, Troy, Mich. 48084

LEGAL SECRETARY
for Sr. Partner in Litigation firm. Very substantial Middle Eastern 2 years experience. Call: 354-2500

LEGAL SECRETARY

Birmingham law office seeking secretary who possesses 1-2 yrs. litigation experience plus word processing & Dictaphone skills. Send resume to: Law Office, 3rd floor, 300 E. Maple Rd., Birmingham MI 48011

LEGAL SECRETARY
Farmington Hills location. Must have at least 1 year experience in a law office. Salary commensurate with experience. 851-8888

LEGAL SECRETARY
One man law office in Southfield. Plaintiff's PI, specializing in motor vehicle accidents. Experienced; IBM-PC necessary. 334-2477

LEGAL SECRETARY, minimum 2 years litigation experience necessary, for established medium size Farmington Hills law firm. Word processing, equipment, variety, full benefit program. 626-5000

LEGAL SECRETARY - part time, Mon. thru Fri., 1-8:30pm, for downtown Birmingham law office. Experience in word processing required. Will consider training experienced secretary in legal. Please call Dawn Berryman 647-6866

LEGAL SECRETARY-Plymouth law firm is interviewing for a legal secretary. Applicants should have prior experience in the legal field & should be capable of operating word processing equipment. Salary plus full benefits. Please send your confidential resume & salary requirements to: Box 763 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

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

LEGAL SECRETARY
Troy, small firm, word processing necessary, litigation experience helpful. 643-6419

LEGAL SECRETARY, experienced, for defense oriented law firm in Southfield. Word processing experienced. Salary commensurate with experience. Ask for Judy. 352-7980

LEGAL SECRETARY - Residential practice and personal injury. Word-Perfect. Benefits. Salary commensurate with experience. Non-smoker. Contact: Judith 644-2066

LEGAL SECRETARY
with knowledge of IBM PC. Mon.-Fri., 9am-5pm. Troy office with celeb. Wang in building. Please call to arrange for appointment, ask for Barbara. 643-7480

LEGAL SECRETARY

$23,000

Work with the Senior partner and use your good skills and experience to gain prestige in this fast paced firm. Ies paid. Call Marie 353-3000.
ATTY & PAR. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Defense litigation office of major insurance company seeks a candidate with minimum 2 years related experience. Typing 70wpm strongly preferred. Word processing skills a plus. Flexible hours. Pleasant working center. Salary commensurate with experience. Possible relocation to I-275 corridor.
For confidential consideration, send resume & salary requirements to: Gary R. Schelhase, Esq., Citizens Insurance Company of America,
35 W. Wacker Dr., Suite 300,
Pontiac, MI 48058.
Equal Opportunity Employer M/F

LEGAL SECRETARY (Experienced)
For Bloomfield Hills Law Firm, excellent typing, shorthand & language skills required. 645-1450

LEGAL SECRETARY
Part-time, 20 hours per week required. Computer experience helpful. Southfield area. Call Diane 355-3300

LEGAL SECRETARY
Full or Part Time
Experience Necessary
Southfield area: 350-6420

LEGAL SECRETARY - Personal injury, Farmington area. Wang system in Farmington Hills, experience & top skills required.
Call Coleen 651-9138

LEGAL SECRETARY
needed immediately. Reliability with experience in Litigation, Workers' Compact Processor preferred. 1 Attorney - Tel-Twelve area. 547-2233

LEGAL SECRETARY
Telegraph & 13 Mile Road. Legal experience required. Wang helpful. Compensation experience helpful. Blue Cross benefits. Ask for Diane or Kathy. 644-2213

LEGAL SECRETARY
established Southfield law firm + will train. Salary commensurate with experience. Typing 60wpm. Excellent benefits. Flexible work schedule between 7am-4pm. Call 353-1333

LEGAL SECRETARY for Birmingham law firm specializing in litigation. Experience required. Salary commensurate with experience. Send resume to: Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

BIRMINGHAM LAW firm needs real estate, probate, litigation secretaries. Wang helpful. Salaries to $21,000.

SMALL SUBURBAN practice is seeking labor law & tax expertise, Detroit area. Will be paid to $20,000.

INSURANCE DEFENSE needed by Detroit area firm. 2 years legal needed. To $20,000.

MAJOR FINANCIAL institution needs Legal Secretaries with solid skills. Wang helpful. Outstanding benefits. To $20,000.

PERSONAL INJURY expertise is needed by this mid-size law practice. Work for the senior partner. To $22,000.

FAMILY LAW practice in Farmington area, with partner who is a Legal Secretary with legal experience. Med mal a plus. To $18,000.

THIS REN CEN law firm needs a WP professional with at least 70-80 wpm. 2 years legal needed. To $18,000.

2 LEGAL SECRETARIES with workmen's comp experience are needed by this law practice. WP skills desired. To $18,000.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield/Detroit 358-0060 963-4165

LIVONIA PRESCRIBER
Seeks part timer with strong word skills, able to work independently to take charge of office & clerical. Resume: Library Medical Building, 29200 Plymouth, Suite 100, Livonia 48150.

LIVONIA Real Estate Office, needs full-time Legal Secretary. Real Estate experience helpful, but not required. Top typing skills required. Send resume & salary requirements to: Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL CLERK
Opening, opportunity for strong high volume mail. Must be reliable, willing to work to handle heavy fast-paced but repetitious job. Full-time, with benefits. $4.25 per hour. Southfield area. Call Phyllis, 569-8700

MAIL/FILE CLERK needed for busy, fast paced Birmingham law firm. Responsible position for motivated individual. Good salary, excellent benefits. Call Sandy at Unforce 645-2440

MARKETING SECRETARY
A unique opportunity to work for an international firm. A busy position for a self-starter. Typing & word skills will be appreciated here. To $18,000 plus benefits. Call Marie or Eleanor at 353-3000.
ATTY & PAR. Appointments Available
SNELLING & SNELLING

MARKET RESEARCH
Assistant Telephone Supervisor. Opportunity for motivated individual capable of supervising a staff of 20 telephone interviewers. Market research experience helpful but not essential. Requires responsible, quality oriented individual. Must be willing to work flexible hours. Mon.-Fri. 9am-5:30pm. Garden City 425-8150

MEDICAL SECRETARY
Small dental office in Birmingham seeks an accurate typist, with good skills and desire needs individual with to do general office work. Will train bookkeeping. Send resume to: Box 830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE PROCESSING CLERK
Some experience preferred. Call Sue Rock 855-5590
DMR Financial Services, Inc., Troy

MORTGAGE SERVICING CLERK
We are seeking a clerk for our servicing department. Candidate has strong mathematical & organizational skills. Some typing is required. Call if you are interested in this job opportunity, please send your resume and salary history or apply in person:
Consumer Mortgage Corp.
Human Resources Dept.
31550 Northwestern Hwy.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

OFFICE/CLERICAL - Immediate opening in local office, of national manufacturer of high-tech equipment. Dearborn Hts. for a people oriented person, must be mature and dependable. Light typing required. Call Mon thru Fri. 292-3550

OFFICE CLERK - full time, Oak Park area. Light general office duties, computer experience necessary. Send resume with salary requirements to: Office Manager, 12200 Marlee, Detroit 48150.

OFFICE CLERK NEEDED
Mature, responsible, reliable person for part time work in Beverly Hills, Berkley area. Hours flexible. 10010 Telegraph Road, Redford.

OFFICE HELP
Mature dependable. 8-5pm. Plymouth area. Call Mrs. Roth between 7-9pm. 455-7960

504 Help Wanted Office-Clerical

MORE PROFESSIONALS FIND JOBS WITH PERMANENT STAFF BECAUSE.....
• 7 CONVENIENT LOCATIONS
• 27 YEARS OF SERVICE
• ALL FEES COMPANY PAID

SECRETARY/RECEPTIONIST ($14,000)
Suburban client is seeking sharp candidate with minimum 2 years stable secretarial experience. Typing of 50wpm, computer or word processing a must.

BUYING ASSISTANT $14-15,000
Join the team with this fast paced position. Excellent math aptitude, attention to detail, computer experience & good communication skills.

LEGAL SECRETARY $15-18,000
Utilize your good typing, word processing & legal secretarial experience & excellent communication skills working with high level executive.

Above are just a few of the current positions in our offices. Call or send resume to:

PERMANENT STAFF
26200 Orchard Lake Rd.
Farmington Hills, MI 48016
737-5750

911 W. Big Beaver
Troy, MI 48084
362-4004

OFFICE IN Plymouth seeks person with strong organizational aptitude & with computers & plus. Full time, $5 per hr. Call 459-0111

OFFICE MANAGER
seeks assistant with good communication, light bookkeeping & word processing skills. Non smoking firm. $6 per hr. 569-8161

OFFICE MANAGER NEEDED to assume all administrative aspects of dental office. Need strong interpersonal and organizational skills. Must manage most business and personnel issues of office. Reply to:
Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Experienced with sales support background. Requires secretarial and bookkeeping skills, computer experience helpful. Resume & salary expectations. 559-8588

OFFICE PERSON - must be able to type 35 wpm. Call Mr. Ferguson 29820 W. 8 Mile, 1½ blk. W. of Middlebelt, Farmington Hills.

PART TIME - approximately 20 hours per week. Light typing required for filing a general office work. Marylin Mitchell Associates Corporation, Wayne Plymouth, Call Lynn. 459-8100

PART-TIME
GENERAL SECRETARY
NEEDED
For 2 Person office
28-30 hours/week
6 months or more - good Pay
Pleasant working conditions
TSI
OFFICE SERVICES
Farmington Hills 489-8990
An Equal Opportunity Employer

PART-TIME
RECEPTIONIST/SECRETARY
Large Real Estate Company in Farmington Hills. Entry level position available. Good typing, good math skills, excellent phone manners required. Individual should be organized and work well with others. Call Darlene Diamond for an confidential interview. 453-8800

SCHWEITZER REAL ESTATE
BETTER HOMES & GARDENS

PART-TIME
General Office skills & good typing, a Must. W. Bloomfield area. Call Mr. Southfield Corporation, 661-2000

PAYROLL CLERK - Experienced with office background. Only qualified people apply. Wang helpful. Hrs. area. Benefits. Send resume to: Personnel Department, 3500 W. South Blvd., Rochester Hills, MI 48309

PAYROLL CLERK
Some experience preferred. Familiar with computerized payroll system. Wang helpful. Send resume to: Personnel Department, 14814 Cloette, Allen Park, MI 48101.

PAYROLL SPECIALIST
Needed for national payroll company located in Southfield. Employee benefit aptitude skills and a strong background in people customer satisfaction. Knowledge of payroll and payroll related taxes and forms helpful. Minimum of 10 key experience a must. Please send resume to:
Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT - PART TIME
Front desk, optical office, Farmington Hills. 626-2111

PERSONNEL CLERK - PART TIME
Medical dept. of a long term health care facility is looking for someone to work Monday, Thru Friday, 3pm. Candidate should have at least 1 year experience in a clerical setting or equivalent training & a high school diploma or GED. Light typing & shorthand experience desirable but not required. Call Personnel at 557-1700 Ext. 2200, Mon. thru Fri. 632-7112
Jewish Home for Aged, Detroit Michigan.
An Equal Opportunity Employer

PHONE RECEPTIONIST
Part-time, Salary plus bonus
Livonia. 422-8225

Purchasing Clerk

Wholesale distribution center in Northwest area needs individual with 2 years experience in an office environment where team work was essential. Must be self-motivated to assist in daily purchasing functions and Data Base Management where problem solving, planning and follow-up are important. Applicants must be self-confident and seek responsibility. Excellent benefit package. Call Personnel Dept. at

349-3356

REAL ESTATE OFFICE in Plymouth needs relative person for part-time evenings and weekends. Duties include answering phones, light typing and filing. Call Barbara. 459-3800

RECEPTIONIST CLERK
Entry level, typing 55wpm. Farmington Hills lawfirm. Contact Kathy 626-3448

RECEPTIONIST/HAIRDRESSER
Full time position for Canton funeral home. Some typing required. Call for interview appointment. 422-8712

RECEPTIONIST - Part time, afternoons from 1 to 5:30 pm. Law office, Bingham Office Plaza. $5 per hour. No benefits. 644-2933

RECEPTIONIST, full time for Bloomfield Hills mortgage company. Must have Experience and resume required. Light typing. Call 645-2000

RECEPTIONIST - for national mail order company. Requires presentable appearance. Full time, full benefits. Apply at: 34380 Glendale, Livonia. 422-1200

RECEPTIONIST - full time position available for mature person with typing & computer skills plus general office experience. Call Barbara 478-8130

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Immediate opening for people oriented individual with good typing skills, filing and telephone skills. Excellent benefits. Call Mr. Ballogh, 348-9100

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 353-3300

RECEPTIONIST for downtown area needed to perform office duties including phone coverage, greeting visiting visitors, typing, filing & phone coverage. High school diploma or GED needed. Apply in person at 27493 Schoolcraft, Livonia.

422-7300
An Equal Opportunity Employer

RECEPTIONIST - PART TIME
Bloomfield Hills Estate Development Firm, in Birmingham, seeks individual with excellent office skills & phone manner. Management responsibilities include: Payroll, Bookkeeping & payroll requirements to: Office Manager, 107 Bloom & Home, Suite 107, Birmingham MI 48011

RECEPTIONIST PLUS
Full time office person for busy front desk position. Typing 50 wpm. Office skills required. Must be self starter, able to accept responsibility and work independently, relate well to residents. Yiddish helpful but not required.
Jewish Federation Apts.
967-4240

RECEPTIONIST/Word Processor
Needed immediately for rapidly growing Ann Arbor area. Market research firm. Knowledge of Word Star a plus. This is a salaried position with benefits & bonus potential. Company will provide training for the right candidate. Please send resume with salary requirements. 2010 Hogback #1, Ann Arbor Michigan, 48105. Attention M A Winter.

RECEPTIONIST Immediately wanted for Birmingham area. Ideal for mature homemaker seeking permanent part time employment. No typing required. Pleasant office surroundings and casual dress. Must have good phone voice. Should be able to make appointments and decisions. Mon. thru Fri. 10 AM. - 3 PM., Sat., 10 AM. - 1:30 PM. Send a brief hand written resume to: P. O. Box 35303, Detroit, Mi. 48235.

RECEPTIONIST
needed in Child Welfare Agency, located in Oakland County, to provide telephone coverage, filing & light typing. Must be organized, pleasant manner & organizational skills with high school diploma required. Some office experience preferred. Excellent fringe benefit package. Send resume & salary requirements to: Receptionist, Suite 392, 19827 West 12 Mile Road, Southfield, MI 48076

RECEPTIONIST/BOOKKEEPER

Full time position with engineering firm located in Farmington Hills. Typing, phones, accounts payable & accounts receivable. Must have 1-2 years experience required. Non-smoking office. Excellent benefits. Salary plus bonus. Send resume with salary history to: Personnel Department, 14814 Cloette, Allen Park, MI. 48101.

RECEPTIONIST
to work 2 days per week on the day shift as needed to greet people, answer phones & maintain surgical nursing area. Good typing skills are required. Schedule will involve working every other week and a holiday. Flexibility is a must. For further information please contact
Personnel
GARDEN CITY HOSPITAL
Garden City
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4377
An Equal Opportunity Employer

RECEPTIONISTS/
TYPISTS

A Kelly Job is money in the bank

If you're looking for a way to add to your paycheck, a Kelly job may be the perfect answer. We have long and short term assignments for skilled typists with or without typing skills.

Call today for an appointment:

Farmington 471-2050
Livonia . . 522-4020
Garden City 422-0269
Rochester . 852-8800
Troy 362-1180
Bloomfield . 642-9650
Berkley. . . 398-7900
Southfield . 352-5220

KELLY SERVICES

The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST/TYPIST
Good phone skills, typing and filing. Competive wage and benefits.
Call 557-5700
SNELLING
TEMPORARIES
NEVER A FEE

RECEPTIONIST - Part time, afternoons from 1 to 5:30 pm. Law office, Bingham Office Plaza. $5 per hour. No benefits. 644-2933

RECEPTIONIST, full time for Bloomfield Hills mortgage company. Must have Experience and resume required. Light typing. Call 645-2000

RECEPTIONIST - for national mail order company. Requires presentable appearance. Full time, full benefits. Apply at: 34380 Glendale, Livonia. 422-1200

RECEPTIONIST - full time position available for mature person with typing & computer skills plus general office experience. Call Barbara 478-8130

RECEPTIONIST/SECRETARY
Mature and responsible. Good typing skills. Benefits after 3 months. Southfield Area. Non smoking. $6 per hr. Thelma 827-7720

RECEPTIONIST/TYPIST- Full time. Non-smoker for real estate & construction company. Knowledge of word processing helpful. Benefits offered immediately in Troy at Big Beaver & Livernois. Call 362-4006

RECEPTIONIST - FULL TIME
Paid medical, dental, life insurance, $210 to start plus paid holidays, special profit-sharing plan available. Must know how to type, light typing and filing. Send resume to: P. O. Box 2188, Orchard Lake Rd., West Bloomfield, MI., 48322.

RECEPTIONIST/TYPIST - part time position; answering phones, typing, filing & working with computer. Must be mature, dependable, non-smoker, pleasant area. Please call Ann between 1-3pm. 626-0004

RECEPTIONIST/TYPIST
Diversified industry has qualified person in insurance office located in Rochester. Pleasant phone & typing a must. Position also requires accurate typist. Call 852-9300

RECEPTIONIST
Expanding mail order company needs a person to answer calls for customer ordering products. Fun & challenging position! Excellent office environment. Call 647-0306

RECEPTIONIST
Non-smoking Birmingham real estate office is seeking a pleasant, reliable person for answering phones, making appointments, light typing and other related duties as needed. Ask for Kathy at 647-6400

RECEPTIONIST - Patent lawfirm located in Troy requires full time receptionist/Typist. Prior experience preferred. Must have some knowledge of word processing. Excellent fringe benefits. Salary commensurate with experience. Call Cathy 8:30-5pm 649-0990

RECEPTIONIST/TYPIST
Bloomfield Hills law firm seeks a personable & dynamic individual to handle the front desk. Varied duties including accuracy more important than speed. Excellent potential for advancement. Please call Mary. 338-4410

RECEPTIONIST/GENERAL OFFICE
Overall office support position includes answering phones, light typing & making customer calls. Office experience preferred. Immediate opening. Send resume and salary requirements to: Mortgage Corp., P.O. Box 8245 C, Plymouth, MI 48170 459-8245

RECEPTIONIST/SECRETARY
Permanent part time position. Responsible applicant must have good telephone manner, typing accuracy, good grammar & math skills, knowledge of computer knowledge with emphasis on word processing. Pleasant phone voice. Resumes can be mailed to 23014 Commerce Dr., Farmington Hills 48024

RECEPTIONIST
Immediate opening with Farmington Hills CPA firm. Duties include typing, light office, light typing & filing. Excellent telephone manner and pleasant appearance. Salary is critical. Send Resume to Box #866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
For fast-paced Ann Arbor advertising agency. Receptionist duties must be mature & professional with a pleasant telephone manner & ability to handle calls from clients. Requires accurate typing at 50-60 wpm. Secretary duties include typing, telephone system & a knowledge of word processing (WordPerfect a plus). Send resume to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
MAINTENANCE
Full time position available for detail oriented individual. Duties include: Light/Maintenance Assistant for our collection department. Other duties include typing, word processing, cashiering, telephone and answer customers service inquiries.
• 40 hour flexible schedule.
• Excellent benefit package.
• Paid vacations.
• Excellent working conditions.
NATIONAL CREDIT CORPORATION
Orchard Lake & 14½ Mile Rd.
Apply in person or call: 855-1555

RESTRANT Office Assistant - Bookkeeping experience preferred. Flexible hours. Downtown Birmingham Stuberg & Assoc. for an appointment. 642-9650

SECRETARY - Full time for 3 man 2 secretary office located in Southfield. Should have proficiency in typing, filing, typing from dictation tapes & other duties as assigned. Long term employee sought. Please submit resume & as much personal information as possible: Box 2188, Orchard Lake & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time, small office, Troy area must have typing. 689-3730

SECRETARY
Full time, Mon.-Fri., 8-7 plus to start, Farmington. John Hancock. 691-1414

SECRETARY, general office skills required. $5 per hour. Call for handwriting & math ability, non smoking. Berkley. Schoolcraft-Evergreen area. Call 8-10am Only. 835-7390

SECRETARY - GENERAL OFFICE
Southfield area. Pleasant, focused speaker. Type 50-60wpm. Full time position. For interview appointment call Julie between 10-2pm. 559-1468

SECRETARY needed to provide Administrative support for Social Services Director, in Child Welfare Agency, located in Oakland County. Public School diploma and 2-3 years secretarial experience required. Must have good shorthand, speaking & word processing skills (65-70wpm). Excellent benefits. Salary commensurate. Excellent salary & benefits. Call 8-10am Only. 835-7390

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SECRETARY - Sales Administrator. Personnel Agency. Typing, filing, typing, stand & some electronic data processing. Knowledge of Lotus & Fortune 500 Company. Salary commensurate with experience. Reply to Box 830 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-Office Assistants
Word processing, travel schedules. Full time. Excellent benefits