504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS
We are recruiting qualified personnel for long & short term temporary assignments in Livonia, Southfield & Warren areas. We offer top pay, short or long term assignments, paid holidays, health insurance. Call for an appointment.

CORPORATE PERSONNEL SERVICES
Detroit 965-0267
Livonia 478-1010
Warren 751-1070

DATA ENTRY operator needed in Plymouth area. Accounts receivable/payables. Must have 3-5 years experience in this field. Salary range $4-$5 hr. Full time plus benefits. Call Rose Ann at 678-6630.

DATA ENTRY people (2-8 mos. assignment) 10 needed for major Livonia & Plymouth area corporations, excellent pay & benefits, also top quality, $475/mo. Call Martha at Unitemp 477-2930.

DATA ENTRY PERSON
3 years experience, also able to type 50 wpm with telephone experience. Data Systems Analyst, Lake/Telegraph area. Ask for Liz between noon and 5 pm. $13,000.

DATA PROCESSING and general clerical clerk for accounting department in large health care facility. Must have excellent typing and good math aptitude. Full time position. Call Darlene Patterson 353-5800
An Equal Opportunity Employer

DEPARTMENTAL SECRETARY for agency serving children and families. Excellent typing skills. Familiarity with Word Star, Database, and dictation equipment preferred, competitive salary and fringe benefits. Resumes to: Personnel Department Supervisor, Methodist Children's Home Society, 20555 Eight Mile, Detroit, 48240. An Equal Opportunity Employer

DEPUTY COUNTY CLERK
35th District Court
Salary range $13,418 - $21,207 with comprehensive benefit package. Must have knowledge of modern office procedures, proficiency in business English and spelling along with excellent typing skills (70 words per minute. Data processing familiarity and court or legal experience preferred.

Send resume or apply in person to the 35th District Court, 660 Plymouth, Plymouth, MI 48170 Jan. 18, 1989. Marion Belding, District Judge
An Equal Opportunity Employer

ELECTRONIC - PC board assemblers, for major auto supplier, steady work 40 hrs. Apply Metalweld Labs, Farmington, Livonia location. Call Mon. to 4pm. 8 Mile/Lahser Jenks at Uniforce 357-0034

ENGINEERING
EXECUTIVE SECRETARY
$19,780
World class architectural engineering company offers a choice position in their executive area. Top skills and experience. Bonus, outstanding benefits, fee paid. Call Bernice, 420-2020.
After 5 PM. Appointments Available
SNELLING & SNELLING

ENTRY LEVEL OFFICE POSITION
Light typing and filing. Must be good with figures. Call Sue, Stevens Drugs, 477-6300

ENTRY LEVEL OPENING
For mail, copy, backup Receptionist and switchboard person. 40 hour week. Livonia area, benefits. Reply to: Box 496 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE ASSISTANT - Minimum 5 years experience. Downtown area. Needs strong communication & financial skills. Bonus, excellent benefits. Send resume with salary requirements to: Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Fast paced Southfield company needs secretary for president. Must be people oriented, have excellent typing skills, shorthand helpful. Ability to communicate with experienced executives. Salary commensurate with experience. Call Ann Arbor, 434-4020 Hywood, Plymouth, MI 453-6110.

EXECUTIVE SECRETARY
Needed to assist "perfectionist" president of Michigan Corporation, must be flexible on overtime and attention to detail. Word Perfect helpful. P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
For Birmingham based Real Estate Development & Management Company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits and salary. Send resume to: H. W. Goddard, P.O. Box 1120, Birmingham, MI 48012

EXECUTIVE
SECRETARY/ASSISTANT
National investment company, headquartered in Ann Arbor, is seeking an experienced person to handle administrative and secretarial skills, to assist the president. Qualified candidates must take shorthand at 120-150 wpm. Experienced word processing skills, be able to set priorities, organize tasks, work independently, communicate effectively verbally and in writing with a variety of people, and have some experience in working hours. The office hours are 8am-5pm. Candidates must be interested in a challenging position, send your resume to:
Personnel Director
McKINLEY ASSOCIATES
P.O. Box 1772
Ann Arbor, MI 48107-6649

EXECUTIVE SECRETARY
Aldenwood Apartments in Greater Ad Firm seeks experienced support staff with proven success record in ground. Exciting environment with good opportunities. Call 827-8341

EXECUTIVE SECRETARY
Immediate opening for experienced, mature individual with excellent skills in shorthand, typing, word processing, communication & computer. Pleasant personality, good attendance. Excellent benefits. Send resume detailing skills, along with salary requirements to:
Attention: Personnel
ROBERTSHAW CONTROLS CO.
3885 Telegraph Road
Suite 202
Bloomfield Hills, MI 48013
No Phone Calls, Please!

Executive Secretary

The Financial/Personnel Dept. of a national consulting firm is looking for a secretary. We need a secretary who has strong shorthand and word processing skills.

Send us a resume and tell us about yourself and what other secretarial skills and work attitude you would bring to this position.

You should know that there can be no smoking in the work area.

We offer a very competitive salary and fringe benefits package.

Please send resume to: Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Male/Female/Handicapped

EXPERIENCED Cash Handler needed; hours flexible. Apply in person, Jensen Farm and Garden, 13250 Rotunda Dr., Dearborn. EOE

EXTRA CASH
It's time to start shopping for the holidays & we have the way for the starts, ends or weekends with heavy phone experience, word processors, executive secretaries, & 10 key operators.

Short Term - Long Term Your Terms

Temporary placement is our permanent concern. Please Call:

J Martin Victor Temporaries
(215 W 10 Mile, between Halsted & Hagerty, (north side of building w/ Wendy's)
477-8722

FARMINGTON HILLS INSURANCE, Agency needs experienced Personal Lines Person.
Call Annie after 6pm, 478-5004

FARMINGTON HILLS
THE JOB OF YOUR DREAMS
OFFICE ASSISTANT
$11-14,000. FEE PAID
Work for a growing company in a relaxed atmosphere. Some travel involved. Typing of 50 + and company will train on Word Processor. Great advancement opportunities.
Call today, 851-3000
SNELLING & SNELLING
FARMINGTON HILLS

FARMINGTON HILLS
COMPANY NEEDS
2 SECRETARIES NOW
$14-$17,000 FEE PAID
Plush fast growing Mortgage real estate office offers better than big 3, benefits including tuition reimbursement and flex time. If you are eager, type 55 and have some word processing experience. Come in today. Call 851-3000.
SNELLING & SNELLING

FARMINGTON HILLS
JANUARY CAREER MONTH
ALL FEED COMPANY PAID
Office Assistant. $17,000
Secretary. $15,000
General Office $16,000
Legal Secretary. $23,000
Receptionist Trainee $13,000
Want more money, better benefits and greater advancement potential. Look no further, we're now hiring. After hour appointments available. Call 851-3000.
SNELLING & SNELLING

FARMINGTON HILLS
WORD PROCESSOR
$13-$15,000 FEE PAID
Start a rewarding future in 1989 as a Word Processor for a growth real estate firm. Typing of 50 wpm, required but this position offers a challenging position. Room for growth, friendly co-workers and super benefit package. Call 851-3600.
SNELLING & SNELLING

FARMINGTON HILLS
SECRETARY
$16,000 PLUS FEE PAID
Come join a growing company that is looking for a Word Processor. Company offers excellent benefits, an attractive office environment and great advancement opportunities. If you need to typing of 60 and a nice smile. Call today, 851-3600.
SNELLING & SNELLING

FARMINGTON HILLS
ACCOUNTING CLERK
$14-$16,000 FEE PAID
Climb ladder of success in a new year at this growing, promote-from-within company. Salary reviews twice yearly, outstanding benefits and lots of advancement potential. A solid Accounts Receivable background is required along with computer experience. Call 851-3600.
SNELLING & SNELLING

FAST PACED office needs experienced person for data entry and with excellent communication skills. This is more than a 9-5 job. Plymouth area. 451-1177

FRONT DESK POSITION
at advertising agency. Some typing required. Call 644-5040

FRONT DESK POSITION
Challenging fast paced full time position available for a self-starter in our Southfield facility. Must have good phone skills and a pleasant personality. Excellent working conditions. 354-6200

FRONT DESK SECRETARY
For Farmington Hills Advertising firm. Good typing & English skills required. $1100-$1200. per month. Non-smoker. 561-5530

GENERAL CLERICAL
CPA office, flexible hours.
Call Tina
478-2300

GENERAL CLERICAL POSITION
For reliable non-smoker. Typing and other miscellaneous clerical duties. Dependability a must. Send resume to: 21455 Meadow, Suite 25, Southfield, MI 48075.

GENERAL CLERICAL
$4-$7. Positions available in Southfield, Plymouth & Dearborn.
Call
CONTEMPRA
TEMPORARY PERSONNEL
TODAY!
563-5900

GENERAL CLERICAL. Full time position for customer oriented, detail minded, organized and dependable individual. Qualified applicant will be responsible for telephone manner, some office procedure knowledge and ability to work in a pleasant busy environment. Excellent benefits at the Farmington Hills business. Call Karen at 471-5353

General Clerks
Temporary full-time Clerks needed Feb. thru April 15. Varied clerical and light typing required. Individual must be highly organized. Send resume to: Mr. Pepper, P. O. Box 661, Southfield, MI 48037

An Equal Opportunity Employer

GENERAL OFFICE WORK
Computerized bookkeeping skills, 20-40 hrs. per week. Orchard Lake Area. Call 9am-5pm 682-2343

General Office
Beverage distributor needs person to control accounts receivable, invoices, other office functions and light typing. Full time/benefits.
Send resume and salary requirements to: P. O. P., 35801 Veronica, Clinton Twp., MI 48035

GENERAL OFFICE - experienced person for industrial office in Farmington Hills. Duties include order entry, inventory control, production scheduling, inside sales & customer contact. Useful Typing & use of computer required, good benefits & paid vacation provided. Salary commensurate with background. For interview call between 8am-3pm Mon. thru Fri. 471-2300

GENERAL OFFICE
Beverage distributor needs part time key punch operator, 20-25 hours per week. Flex hours. Experience required. Send resume and salary requirements for P. O. P., 35801 Veronica, Livonia, MI 48150.

IMMEDIATE OPENINGS
Kelly Services has immediate openings for Switchboard Operators. All types; ROLM, Dimension, Executone. Some flight typing is also required. You will also need good phone skills and a personable manner. Call Kelly Services at Southfield Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Male/Female/Handicapped

EXPERIENCED Cash Handler needed; hours flexible. Apply in person, Jensen Farm and Garden, 13250 Rotunda Dr., Dearborn. EOE

GENERAL OFFICE
Growing manufacturing company seeks team oriented individual with strong organizational & clerical skills. Computer entry experience preferred. Good benefits. Send resume & salary requirements to Brasco, Inc., 32413 Park Lane, Garden City, MI 48135.
An Equal Opportunity Employer

GENERAL OFFICE
Beverage distributor needs part time key punch operator, 20-25 hours per week. Flex hours. Experience required. Send resume and salary requirements for P. O. P., 35801 Veronica, Livonia, MI 48150.

Troy 362-1180

KELLY SERVICES
The "Kelly Girl" People
Hot An Agency; Never A Fee
Equal Opportunity Employer M/F/H

GENERAL SECRETARY for Troy law firm. Word processing & typing traditional skills essential. 1 yr. legal experience required. Send resume & salary requirements to: Office Mgr., 3290 W. Big Beaver, Suite 310, Troy, MI 48084.

LEGAL SECRETARY - Experience necessary for Birmingham attorney. Word processing essential. Please call, 540-5826

IMMEDIATE POSITION available for experienced person dealing with collections. Excellent tele communications skills required. We offer competitive salary with full benefit package. Retirement program after 1 yr. Serious replies only. Resume: Tru Green Corp. 10333 Fellane, Livonia, MI. 48150

INDIVIDUALS NEEDED for inventory control area assisting production manager and general office area. Accounting and computer background a plus. Full benefits. Livonia area. Send resumes to: Box 478 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY, specializing in the 8.00 hr. insurance, seeking individual with a minimum of 2 years experience in the life & health business. This position will require previous experience running company proposals and using a word processor. Reporting to the president candidate should have experience processing typical work generated in a life & health agency. The right person must enjoy customer contact, in addition to the above, the lucky candidate will have completed some life & health insurance courses and has worked in an agency dealing with group & ind. life & health insurance companies. Salary open. Excellent benefit package. Send resume to: P. O. Box 842, Birmingham, MI 48012

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:

Office Clericals Benefits Analysts
(Experienced)

Competitive salaries, 4% day work week, paid holidays, flexible hours, including health insurance, paid holidays & vacations. Call today.
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

LAW firm desires mature, dependable individual, with good common sense, to perform secretarial, filing and light bookkeeping duties. Good typing skills required. Computer experience a plus. Call D. Perry for interview/appointment, 278-1150

Legal
ACCENT THE NEW YEAR!

THE LEGAL PLACEMENT SPECIALISTS NEED YOU!
Downtown - Suburbs
Personal Injury To $25K
Med Mal To $21K
Legal Secy/Recept. To $16K
Corporate To $25K
Lit Paralegal To $23K
ALL FEES EMPLOYER PAID
NETWORK RESOURCES, INC.
2200 Penobscot Bldg
Detroit, MI. 48226
964-5500 or 642-2754

LEGAL PERM/TEMP
A call to Personnel At Law has been a part of New Year's Resolutions for 11 years.
We'd like to become part of yours - next year is if you are ready for new employment.
Turn your New Year's Resolution, to improve your career, into reality — call or write us this week.
When thinking of permanent or temporary work in the Legal Field, come in the leader in Legal placement - Personnel at Law.

PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI. 48075
358-0060
ONE KENNEDY SQUARE, Ste. 1532
DETROIT, MI. 48226
964-2909

LEGAL SECRETARY - Part time (2 days/week) or full time for Troy law firm. Word processing necessary. Knowledge of insurance helpful but preferred. Call 649-1330

LEGAL SECRETARY full time experienced with litigation experience, good pay and benefits. Send resume and salary history to: Robert Miller & Lamberg, PC, 30700 Telegraph, Ste.2501, Birmingham, MI 48010.

LEGAL SECRETARY - Birmingham. Flexible hours. Competitive pay, experience required. Ideal for new parent. 646-2760

LEGAL SECRETARY - For partner in Bloomfield Hills general practice firm. Word processing experience helpful. 644-1100

LEGAL SECRETARY
For plaintiff's personal injury attorney. Minimum 5 years litigation. Word Perfect. Southfield. 353-1566

LEGAL SECRETARY - With corporate/tax experience. Excellent salary and word processing experience required. Please send resume with salary requirements to: Personnel Manager, 3000 Town Center, Suite 1700, Southfield, MI. 48075.

LEGAL SECRETARY
Livonia law firm seeks secretary with experience preferred, benefits, salary commensurate with experience. Reply to: Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
Immediate openings. We are an established professional search agency with opportunities in the legal field. Salaries commensurate with experience. All fees employer paid. All contacts confidential. SPECTRA Professional Search, 244-9102

LEGAL SECRETARY
willing to train hard working, ambitious, career oriented person; please call 353-4800

LEGAL SECRETARIES
Needed for week-paying position with 4-attorney Farmington Hills firm. Call, 851-6770

LEGAL SECRETARY
Experience necessary. 12 Mile & Telegraph. Ask for Diane.
644-2213

LEGAL SECRETARY
Small Southfield law firm seeks experienced legal secretary. Hours & salary negotiable. 356-4433

LEGAL SECRETARY-For two attorney office in Southfield. Salary commensurate with experience. Call Lee Alpert, 354-6400

LEGAL SECRETARY TRAINEE
Southfield/Birmingham office seeks person with good typing and English skills, shorthand helpful. 540-4100

LEGAL SECRETARY - Experienced, for Southfield law office. Word Perfect computer experience preferred. Please call Karl, 358-8444

LEGAL SECRETARY needed for Birmingham personal injury law firm. 1 to 3 years experience and computer knowledge required.
642-5757

LEGAL SECRETARY
with 1-2 yrs. experience needed for full time Receptionist/Secretarial position with Clawson law firm. Contact Lynn at 588-7704

LEGAL SECRETARIES
Permanent & temporary. Many opportunities available. Professional, medical, litigation experience preferred. Please send resume to: Office Administration, Kress & Young, 2555 Coolidge, Troy, MI. 48084.

LEGAL SECRETARY/PARALEGAL - Mature experienced individual with some paralegal experience for Birmingham firm. Familiar with WordPerfect experience desirable. Excellent salary. 540-4290

LEGAL SECRETARY - for a member downtown Birmingham law firm. Needs experience in general litigation, shorthand, word processors, & dictation/typing skills. Refer Judy Wood. Call 647-9700

LEGAL SECRETARY
experienced paralegal for a litigation firm in Farmington Hills. Wang experience preferred. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, Mich 48332-3040

LEGAL SECRETARY
Needed by a medium size Southfield law firm. Also needs a Word Processor. Excellent salary and fringe benefits. Please send resume to: Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
Top pay for years of experience. Call today for a list of opportunities. For professional placement services, temporary or permanent, registration is FREE. THE agency for Legal Secretaries.
All fees paid by employer.
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Top pay for years of experience. Call today for a list of opportunities. For professional placement services, temporary or permanent, registration is FREE. THE agency for Legal Secretaries.
All fees paid by employer.
JOANNE MANSFIELD
Legal Personnel
Suburban Area 362-3430
Penobscot Bldg 961-8580

MAKE YOUR NEW YEARS RESOLUTION NOW!
Learn New Skills
Start a New Career
Be On-The-Road to Success
How:
Enroll in FREE clerical training
Call today at 595-2314
If you:
• are 18 years or older
• meet certain income guidelines
• Live in Wayne County (but not Detroit, Huntsville or Downtown communities)
Call 595-2314
An Equal Opportunity Employer

MANAGER/Part time - Downtown Detroit. Media/advertising experience, BBA, BS, basic bookkeeping, clerical, secretarial. Non-smoker. Mr. M. 259-8505

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
• Admissions
• Collections
• Hospital Billing
• Medical Reception
• Medical Transcription
• Physician Billing
Earn great pay with no fee. Call a Tempro Representative today for more information.

TEMPRO
443-5590

WALSH COLLEGE is seeking a part time (30 hrs) Office Assistant/Secretary. Duties include typing correspondence, filing, records management & various other duties. Qualifications include excellent communication skills, typing & office skills, with word processing experience. Salary commensurate with experience. Send resume to: Walsh College, Personnel Dept., 3838 Livernois, Troy, MI 48084.
An Equal Opportunity Employer

Typist
For advertising photography studio in Troy. Responsible for various office duties. Call Kristie for more information. 250-0640

OFFICE CLERICAL/RECEPTIONIST
Full time, Mon. thru Fri. 8-5. Perfect a plus. Salary negotiable. Farmington location.
Call 478-8500

OFFICE CLERK - For preparation of accounts payable. Duties include filing, sorting and matching. Candidate must have solid math skills and calculator experience. Applications may be filed at Personnel Dept., 28237 Orchard Lake Rd., Farmington Hills, Mon. thru Fri.

OFFICE CLERK - Must have experience in typing, billing, answering phones and working with customers. Full-time. Good pay, good benefits. Call, Lisa for Jeff, 453-2950

OFFICE CLERK. Mature individual. Part time. 1pm-9pm. Pleasant office environment. Must have own transportation. Oak Park. 398-1417

OFFICE HELP
Medium sized manufacturing plant in Livonia has immediate opening. You should be able to type 50 wpm, have good math aptitude, answering phones & general office duties.
Apply in person Mon.-Fri., 9am-4pm, 1331 Hix Rd., Westland

OFFICE MANAGER
For busy West Bloomfield retail store. Must be organized, have great phone skills and problem solving ability. Minimum 5 years office experience. All fees employer paid. Call Ann Arbor, 434-4020 Hywood, Plymouth, MI 453-6110.

OFFICE - part time while in training. Excellent phone skills necessary. Mac, dictation, transcription helpful a must for running errands. Canton 397-3367

OFFICE POSITION
ENTRY LEVEL
20-30 hours a week. Farmington Hills Group Insurance Agency. Variety of duties including accurate typing, filing, answering telephones. No experience with word perfect a plus. Call Jo for an interview appointment at 553-8130

ORDER PROCESSING CLERK
General office, typing 35 wpm, with good clerical skills, excellent phone manner, PC knowledge helpful. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037.

ORDER PROCESSOR
Requires excellent phone etiquette, typing, and attention to detail.

AREA COORDINATOR
Seeking individual with communication skills, detail oriented and ability to make decisions.

OFFICE ASSISTANT
Part time position with word, typing, filing, and word processing.

PC CLERK
PC experience, typing, and excellent communication and organizational skills.

Send resume or apply at:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn: Personnel

PART TIME OFFICE HELP
Computer knowledge, word processing, word processing and/or switchboard helpful. Flexible hours, approx. 20-30 per week. Start after 1st of year. Farmington area. Call Carole 478-0200

PERSONNEL ASSISTANT
Full time. Entry level position. Typed requested resume and cover letter. Send resume to Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL RECEPTIONIST
Outgoing person, full and part time. Screen applicants, various clerical duties. Word processing helpful. Personnel Systems 439-1168

PAYROLL ACCOUNTANT
$8.25 PER HOUR
3-5 year exp. required. ACHIEVEMENT oriented organization seeks a responsible self-starter for this entry level position in our Administrative Payroll department.

Individual selected will have basic accounting skills, be accurate, organized and able to work with others. Personal Computer is a plus!

We REWARD achievement with an excellent salary benefit package and working conditions in our two convenient Northwest Suburban locations.

Please call Mr. John Ouryback between the hours of 8-10am or 4-5:30pm at 737-7200

FITNESS MANAGEMENT CORP
7001 Orchard Lake Rd.
West Bloomfield, MI 48322

PAYROLL ADMINISTRATOR
Experienced person to manage payroll processing & quarterly tax returns. Excellent salary & benefit package. Call Nancy for appt. at 478-0500

PAYROLL CLERK
Highland Superstores, one of the Detroit area's fastest-growing Lenox's & Appliance Retailers in the nation, is seeking a full time Clerk for our new corporate office in Plymouth. Duties include processing Time Cards, input & analysis of Payroll Data for special Payroll Projects as assigned. Qualified candidates will have at least (1) year Payroll Clerk or Data Entry Clerk experience & Data Entry exposure. Accounting background helpful. We offer a competitive salary & excellent benefit package. Please send resume or apply in person, to:
Highland Superstores
Human Resources Department
909 N. Sheldon Rd.
Plymouth, Michigan 48170
An Equal Opportunity Employer

PERMANENT PART TIME
Flexible hours for students. Clerical, telephone, general office duties. Salary. Ask for Mr. Cone, 644-5545

PLANNING & ZONING
A part time position is available in the Northville Township Planning & Zoning Department. Responsibilities include record keeping, typing, assisting the Planning & Zoning Administrator in other related capacities. Position is 20 hours per week and includes Wednesday evenings. Application forms available at Northville Township Hall, 41600 8 Mile. Deadline for applications is Jan. 20, 1989.

POSITION available immediately in Accounting Personnel dept. for self starter & fast learner. Well System 38 training available. Vacation, benefits. Apply in person or send resume to: Waterbed Gallery, 32975 Stockbridge Lyndon, 48150

PURCHASING CLERK - Entry level position. Medical products company needs self motivated individual for our purchasing department. Knowledge of receivers & invoices which must be reconciled. Problem solving skills, expediting & damage to items with our carriers & manufacturers. Learn many areas of purchasing. Fasing a computer applications. Send resume with salary requirements to: Box 508 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For busy West Bloomfield real estate office. Some typing and light bookkeeping duties. Salary commensurate with experience. Call, ask for Florence Abel. 855-9100

Receptionist
Kelly Services is seeking individuals available both long and short term to answer 5 line phones. You must be personable and have excellent phone skills. Light clerical duties also involved.
For more information about going to work for America's number one name in temporary help, please call:
Troy 362-1180
KELLY SERVICES
The "Kelly Girl" People
Hot An Agency; Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST
For Southfield law firm. Previous experience helpful. Looking for dependable and bright individual. Excellent benefits. 354-6030

RECEPTIONIST - Insurance Agency in Farmington Hills has opening for Receptionist with excellent secretarial skills, professional mannerism and willingness to work in busy Lines Insurance. For confidential interview call Jeanette, 476-8080

RECEPTIONIST typist, full time, good pay. New Hudson. 525-4300

RECEPTIONIST/Order Processing. Entry level, we will train. Plymouth area. 451-7500
An Equal Opportunity Employer

RECEPTIONIST
Bloomfield Hills law firm. Typing, filing, etc., word processing experience helpful. Call Barbara 644-2800

RECEPTIONIST
for Southfield textiles. Must have good phone skills & typing ability. Ask for Gina 353-3850

RECEPTIONIST/TYPIST
Word processor experience preferred. Lots of details. Start immediately. 569-0105

RECEPTIONIST - needed for busy Livonia office, general office backup duties, typing 35 wpm, phone skills necessary. Non smoker preferred. Call 478-1825

RECEPTIONIST - Looking for experienced full time receptionist with good telephone and communication skills. Light typing. Apply in person, 9-5, 29800 Orchard Lake Rd., Farmington, Suite 135, Farmington, MI 48018. 626-3420

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office person. Must have good phone skills and front desk appearance. Must respond to fast paced, fast growing environment. Call 559-5025

RECEPTIONIST/SECRETARY
Birmingham CPA firm needing well qualified individual to answer multi-put line phone and perform light typing and word processing (WordPerfect). Some overtime, good pay and benefits for right person.
Call Kate at: 433-3100

RECEPTIONIST
One of the largest office equipment dealers in S. E. Michigan is looking a responsible, dependable receptionist, professional phone personality and professional appearance preferred, typing required. We offer great benefits and room for advancement. For interview call Kathleen 476-8653
An Equal Opportunity Employer

RECEPTIONIST
Fairlane Health Services Corp. (a subsidiary of Henry Ford Health Care Corp.) is seeking an experienced receptionist to fill an entry level position. Must have excellent communication skills, professional manner & light typing required. Full time days with excellent benefit package. Send resume to: Fairlane Health Services, 19855 W. Outer Drive, Dearborn, Ste 200, Birmingham MI 48010. Attention Robyn Victor.

RECEPTIONIST/SWITCHBOARD OPERATOR - Detroit-based firm seeks a well-organized, dependable individual for an entry level position. Qualified candidates must be courteous & business-like with excellent phone skills. Switchboard experience preferred but not necessary. Excellent opportunity for advancement in our growing firm. This position is full time with a full benefit package. For consideration, please send resume to: Receptionist/Switchboard Operator P.O. Box 779 Detroit, MI. 48231

RECEPTIONIST PART TIME
Excellent position with Southfield corporation. Light typing, artistic talents helpful. Must be experienced with multiline phones and general office procedures. Hours are Noon-5pm. Call now!

ENTECH SERVICES, LTD.
737-1744

Receptionist - Typist
Part or full time. Permanent position. Call Mr. Cone, 644-5545

RECEPTIONIST/TYPIST
Part or full time. Permanent position. Call Mr. Cone, 644-5545

RECEPTIONIST/DATA ENTRY
for Northville direct mail firm. 30-40 wpm typing. 20 hour, Evening, Saturday. Apply at Mail Shop, 401 W. Main, Northville. Call Mrs. Rauch, Manager. Well equipped Lettershop.

RECEPTIONIST
Professional business office. Computer skills helpful. Responsibilities include Insurance Associates, 3023 Wayne Road, Wayne.

RECEPTIONIST/TYPIST for busy real estate office. Temporary from first week in April. Call typist at 420-1000. Ralph Manell Assoc., West Bloomfield. Contact Janet Horner. 851-6172

RECEPTIONIST
8 to 30 hours per week in Livonia area. Word processing preferred, salary negotiable. Call for interview, 422-6390

RECEPTIONIST - PART-TIME
Mon.-Fri. 8:00 am - 5:00 pm. Non-smoker. Phones, typing, filing, letter quality. Livonia/Farmington area. Call Perry Health. 478-7840

RECEPTIONIST - No experience necessary. Must be mature & willing to learn. Full or part time. Advancement opportunity. Southfield.
Call for appointment, 559-7900

RECEPTIONIST
Needed for Farmington Hills insurance agency. Typing, filing, and word processing a must! Salary commensurate with experience. Call Lori 851-3066

RECEPTIONIST/typist for busy Southfield law office. Must have excellent phone skills, type 50 wpm. Speed writing a plus. Please send resume to: Personnel Enterprise Ctr., Bloomfield Hills, 48013; Attn: Jeff.

RECEPTIONIST
Full time for major dept of advertising agency. Great environment with lots of contact. Must type 45-50 wpm accurate & sold phone skills.
Call Mary Ann at 827-6241

RECEPTIONISTS - for major Southfield firm in Troy, Southfield & Detroit, some switchboard experience preferred, skills entry level, type 45-50 wpm accurate, $8.50-$7.50/hr. Call Mary Ann at Uniforce 644-8188

RECEPTIONIST - (1) for major firm company in Livonia, type 50-60 wpm, good communication skills & pleasant manner, some word processing helpful. $8.50-$7.50/hr. Call Leslie at Uniforce 357-0034

RECEPTIONIST & TYPIST
Work in beautiful Farmington Hills. Good benefits. Send resume to: Box 508 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
A nationwide computer company seeking full time receptionist/secretary. Interesting position with varied duties. General office experience required. Farmington Hills.
Call Cynthia Lee 855-6141

RECEPTIONIST
Part time. Organized individual needed, must have experience with phones, filing and word processing. Bloomfield area. Manufacturing industries, 1700 Maplelawn, Troy, MI. 48084. Attention Janice. 646-5210

RECEPTIONIST
Growing company in Farmington has immediate opening for career minded individual. Good telephone & typing skills a must. Call Mr. Elke for an appointment at
478-0213

RECEPTIONIST
Full time position with Southfield office. Must have good voice and telephone skills. Pleasant office & high entry level, non smokers only. Call Mr. Lewis Thursday thru Fri., 11am-4pm.
557-4553

RECEPTIONIST/SECRETARY
In Farmington Hills. Pleasant telephone manner, typing 35 wpm required. Word processing skills a plus. Non-smoker preferred. Send resume to: Fabez Inc. 27950 Orchard Lake Rd., Suite 101, Farmington MI 48018.

RECEPTIONIST - for ultra modern health club in Farmington Hills area. Dynamic person with general office experience & knowledge of appointment books. Hours: 7:30am-2:30pm; Sun 11:15am-3pm. Brief resume to: Health Club, P.O. Box 35303, Detroit, MI. 48235.

RECEPTIONIST/SECRETARY
Required by Corporate office of a plastics automotive parts manufacturer in Troy. Light typing, filing, finance and pleasant personality are essential. Send resume to:
Personnel Director, Suite 155, Troy, MI. 48084.

RECEPTIONIST/clerical part time, 15hrs. per week. Duties include answering phones & filing. Must have friendly voice and pleasant phone. Perfect for mother with children in school. Knowledge of Word Perfect a more information or apply at Artic Window 522-4440

RECEPTIONIST
Space Heaters School of Broadcast Arts, Ltd. in Bloomfield Hills has a romoana with good math, communication and typing skills. Word processing helpful. Hours 1PM-10PM. Call Jack Gordon at 540-0101
An Equal Opportunity Employer

RECEPTIONIST
SECRETARY IN TROY
Mature lady with good with people and pleasant phone manner, typing accuracy more important than speed. We will train you to use WordProcessor. No experience needed but reliable bookkeeping. Full time. Mary Kay 362-1120

RECEPTIONIST/Administrative Assistant - Interesting for an active lady with excellent writing skills - for a non-smoking Public Relations office. Requirements include a polished manner to handle phones, clients & the unexpected. If you're strong on following through, like people & handling pressure, call Apex Computer, call Ery, 540-5960

RECEPTIONIST/Telephone Operator - Busy Southfield office seeks person who requires a friendly, outgoing individual. Light typing required. Word processing skills desirable. Send resume & salary requirements to: Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST/
DATA PROCESSING
CPA firm is seeking a conscientious individual with good clerical skills. Candidate should have a speaking personality. Accurate typing a must. Computer literate a plus. Send resume with salary requirements to: Ken Gerbitz, Gerbitz, Moen & Sharer, 27777 Franklin Rd., Southfield, MI 48034.

RECEPTIONIST
GROWING Southfield Automotive marketing firm requires individual with good telephone skills and PC experience, for data input. Non smoker and professional appearance a must. We offer a pleasant working environment and a staff committed to quality. Salary commensurate with skills and experience. Respond with resume to: MM, 29777 Northwestern Hwy., Suite 48, Southfield, MI 48075.

RECEPTIONIST
An opportunity is available immediately with a development/investment builder & property management firm. This individual should have good typing & telephone skills & be able to handle a variety of general office duties.
Please call 642-6638
Berkshire & Kruse Development Corporation, 1550 W. Woodward Ave., Birmingham, MICH 48009
An Equal Opportunity Employer

RECEPTIONIST
Needed for NE suburb branch office of major bank. Typing of 45wpm plus prior receptionist experience necessary. To $14K.

All Fees Employer Paid
NETWORK
RESOURCES, INC.
2280 Penobscot Building
Detroit, MI 48226
964-5500 or 642-2754

RECEPTIONIST - Birmingham, greeting public, telephones, typing 50 wpm accurate, mail, scheduling appts., letters, billing, pleasant professional, recent experience required. $15,500. Fee paid plus benefits
Call Diane, 647-7600

SECRETARY - Farmington Hills, good typing, Wordperfect word processor, good computer, experience, benefits, to $13,000. Call Ann

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST - PART TIME
Advertising Agency
Linitas: Camden-Ewald a major advertising agency is looking for a part time Receptionist for our Auto Group in Troy. Hours are from 1pm-6pm, Mon-Fri. Qualified candidates have typing speed of 40 words per minute, switchboard experience a plus. Applicants must be able to send their resume to:
Ms Katherine A. Szisz
Clerical Recruiter
Linitas Camden-Ewald
30400 Van Dyke
Warren, MI 48093
An Equal Opportunity Employer

RECEPTIONIST/ SECRETARY
Astec Resources, a fast growing service company has a Receptionist/Secretary position available. We are seeking an individual with an outgoing personality, good typing skills and enjoy working with people in a fast-paced office.
For a confidential consideration, call or send resume with salary requirements to:
Aatec Resources
29588 Five Mile Rd.
Livonia, MI 48154
Not an agency, never a fee
EOE

RECEPTION/SECRETARY with typing proficiency. Typing speed at least 55wpm. Word Perfect experience a plus. Merle Norman Systems. Pleasant personality. Good phone & typing skills. Salary commensurate with skills. Send resume to:
Merle Norman Cosmetics, P.O. Box 42385, Detroit, MI 48242.

RENTAL CLERK - full time for automotive rental and leasing company. Dealership location in Southfield. Apply in person: Stark Hickey West Lease, 25645 Grand River, Redford MI. No phone call please!

SALES OFFICE SECRETARY
Sharp individual to setup appointments & perform general office duties. IBM PC proficiency helpful. Salary, bonuses, benefits. Reply to: 15718 Farmington Rd., Livonia, MI., 48154.

SALES SECRETARY
Large national communications company interviewing for a good typist with Macintosh. Customer service skills. Great advancement possibilities. $14,000 to start. Excellent benefits, fee paid. Marie, 353-2000.
After 5 PM. Appointments Available
SNELLING & SNELLING

SALES SECRETARY - Needed full time for State Farm Insurance office in Bloomfield area. Computer experience helpful. 851-2757

SECRETARIAL/CLERICAL for W. Bloomfield area accounting office, full time permanent. Must be familiar with computers. Accounting knowledge helpful. Send resume to: S.H., Box 3238, Southfield, MI 48037.

SECRETARIAL
Position available in Southfield adventurous sales office.