MARKET PLACE

Observer & Eccentric

CLASSIFIED it WORKS

504 Help Wanted Office-Clerical

RECEPTIONIST
Full time for active veterinary hospital. Benefits included. Rochester. 651-0303

RECEPTIONIST - needed for month-long assignment, starting immediately. Ideal candidate will have experience, Confidential interview, call Ms. Mattila. 651-0029

RECEPTIONIST/TYPIST - Experience preferred. Accurate typing, pleasant phone voice. Royal Oak area. 399-0588

RECEPTIONIST/SECRETARY
Good typing & phone manners for small Troy firm. $4/hr. to start. Please call 649-8888

RECEPTIONIST
Immediate opening for Farmington Hills building company. Typing 55 wpm. Contact Cynthia at 851-8940.

RECEPTIONIST
Part time. Typing a must. Computer knowledge helpful. Send resume to PRP, P.O. Box 9202, Livonia, MI 48150. Attention: Lisa.

RECEPTIONIST - FULL-TIME
for Birmingham Property Management Firm. Must have good phone personality and typing skills. Call Joann 645-2111

RECEPTIONIST for export company. Good typing skills. Light bookkeeping. Full time days. Resume, including history, to Rochester, P.O. Box 721490, Berkley, MI 48072.

RECEPTIONIST
With clerical background. Including typing, for small company in Southfield. Experience required. Non-smoker only. 557-4620

RECEPTIONIST
With pleasant voice to answer busy telephones. Typing a must, misc office duties. Professional appearance. Troy area. Call 559-5610

RECEPTIONIST - Full or part-time Farmington Hills area. 12:15-5:15, Mon.-Fri. Busy switchboard, light typing, general office. Call Sandra 855-8450

RECEPTIONIST - Financial services agency in Troy seeking telephone receptionist. Duties include maintaining switchboard & light typing. Please call Terry Meier, for an appointment at 362-0633

RECEPTIONIST
Pleasant phone manner, accurate typist. Immediate opening. Hrs. 9am-5pm, Mon.-Fri. Apply in person or call 33900 W. 8 Mile, Farmington. 478-1000

RECEPTIONIST
Experienced receptionist to handle multi line switchboard, for busy law office. Must have excellent phone skills. Light typing & filing. Farmington Hills Area. Non-smoking.
Ask for Mark, 737-8400

RECEPTIONIST
Southfield recording studio looking for extremely outgoing individual to handle busy switchboard. Great personality a must. Typing and prior phone experience needed. Excellent benefits. Call 424-8200

RECEPTIONIST needed for busy Farmington Hills real estate office. Experience preferred. Will train on system is a plus. Must type 40 wpm. Ralph Maynard and Associates, Contact Janet Horner. 851-6172

RECEPTIONIST
Fast paced Southfield company seeks friendly person/General Office Clerk with pleasant phone manner and front desk appearance. Must resume to: P. O. Box 300, Southfield, MI 48037 or call 353-2311, Ext. 217

RECEPTIONIST/SECRETARY
Troy real estate company has immediate opening. Must be good with people, detail oriented & have typing skills. Experience preferred. Call Barbara for appointment at 526-0920

CENTURY 21 ADVANTAGE

RECEPTIONIST PART TIME
Ideal hours for the local college student. Hours: Mon-Thurs. 5-9pm; Sat. 8-5; Sun. 12-5pm. Must have good phone skills and typing ability. Call and ask for Susan. 421-5660.
HARRY S. WOLFE CO.
32098 FIVE MILE RD.

RECEPTIONIST - PART TIME
Ideal for student, flexible hours. Detail oriented person is needed with good filing capabilities, excellent phone personality & light typing skills. Send resume & cover letter to: Dawn & Associates, 900 W. Long Lake, Ste. #150, Bloomfield Hills, MI., 48013.

RECEPTIONIST/SECRETARY
A nationwide computer company seeking full time receptionist/secretary. Interesting position with varied duties. General office experience preferred. Send resume to: Personnel, Soltech, Inc., Suite 140, 31275 Northwestern Hwy., Farmington Hills, MI 48018

RECEPTIONIST/SECRETARY
A major Farmington Hills firm in the Southfield area has a full time permanent position available. Must have good communication skills & enjoy working with people. Knowledge of WordPerfect & Lotus required. Call for an appointment 334-5900

RECEPTIONIST
for Novi branch of private non profit agency. Typing required, minimum 45 WPM typing & 1 yr. of general office experience. Switchboard and/or word processing background helpful. Please forward resume to:
Personnel Office
Arbor Health
117 Turk St.
Pontiac, MI. 48053
An Equal Opportunity Employer

RECEPTIONIST
Advertising agency - Southfield. Excellent office environment, busy lobby. Responsibilities include answering telephones, handling guests with efficiency & light typing. Front desk appearance. Must be reliable. Non smoker. Benefits package. Send resume to Box 512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
We have an opening for a Receptionist with excellent voice communication and good typing skills. We are a real estate firm specializing in new and like listing of office properties. Successful candidate must type 50 wpm., be familiar with Wordperfect and have excellent telephone skills. Please call Morris & Moon Real Estate Group, Jan Lets at 540-0360.

RECEPTIONIST
TO
DATA PROCESSING
Start this year with your choice of work hours. Long & short term assignments available now!
Call Carolyn,
EMPLOYERS
TEMPORARY SERVICE
425-5770

RECEPTIONIST/CLERICAL
position in Rochester. Please call Renee at 656-9000

RECEPTIONIST
Birmingham corporation. Typing, filing and phone skills. Competitive wage, benefits. Call: 647-4400

504 Help Wanted Office-Clerical

Receptionist/
Switchboard Operator
Full time entry level position is available at our Troy office. Candidate must have excellent communication skills and the ability and desire to work with the public. Excellent benefit package. Opportunity for advancement. Qualified candidate please call our Personnel Dept. at 362-5000. Ext. 218 during regular business hours.
Equal Opportunity Employer M/F

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

All Fees Employer Paid
NETWORK
RESOURCES, INC.
2290 Penobscot Building
Detroit, MI 48226
964-5500 or 442-2754

RECEPTIONIST/SWITCHBOARD OPERATOR. Downtown 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. Benefits package. 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/SECRETARY
Growing automotive supplier in Farmington area seeking multi-talented individual with excellent communication skills, data input and IBM/PC experience. Bookkeeping and light personnel related duties also required. Company offers excellent fringe benefits and wage package, including tuition reimbursement. If you are a non smoker, dependable, organized and able to work with minimal supervision, send resumes to: Forming Technology, 24701 Halwood Ct., Farmington Hills, MI 48331.

RECEPTIONIST SECRETARY
Retail/business service oriented organization needs Secretary with minimum 2 years experience. Candidate must be able to type with accuracy, be detailed oriented, organized & willing to assume various responsibilities including operation of multi line phone system, word processing, on Macintosh computer & general office needs. Ideal person will be self-motivated & have an outgoing personality. Hours are 8am-5pm, Mon. thru Fri. Competitive benefits package including hospitalization. Please send resume with salary history to:
RAINBOW COMPUTER
Personnel Manager
797 E big Beaver, Troy MI. 48083

RECEPTIONIST
Large suburban based HMO seeks individual for receptionist position. Includes responding to incoming telephone calls in a professional manner, directing visitors to their appropriate destination and light typing. Requires the ability to verbally communicate with all staff and outside personnel, set direct activities and establish priorities. Excellent salary and benefits. Respond in confidence to:
Human Resources/R
P.O.Box 222
Southfield, MI, 48037
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Livonia real estate office. Part time mornings and weekends. Typing and phone. 522-5000

RECEPTIONIST - Part time, mornings or afternoons, good typing skills, pleasant personality. Resumes to: LHL, 2155 Goodyear Hwy., Suite 206, Troy, MI. 48084. EOE.

504 Help Wanted Office-Clerical

RECEPTIONIST
Excellent front office opportunity for the right person! Receives appearance on a multi-line phone and light typing. Farmington Hills location. Long term position. Call today!

ENTECH
SERVICES, LTD.
737-1744

Receptionist/
Typist
If you have a pleasant voice and excellent phone skills, Kelly Services needs you. Receptionists and receptionist typists with typing skills of 35 wpm are needed to answer phones and perform general clerical duties. Assignments are generally short term.
For more information please call us:
Troy
362-1180
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONIST-Phone experience, light filing & typing. Full time for management office in W. Bloomfield. Call Tina 626-2078

RECEPTIONIST
For Farmington Hills Construction Co. Phone answering & filing. Good wages & benefits 659-1310

RECEPTIONIST/Telephone/Computer Invoicing. Southfield area. Offered. Full time or mornings. Telegraph Rd. in Southfield. 356-2929

RECEPTIONIST/SECRETARY - Full or part time. Some accounting and computer experience helpful. Royal Oak. Phone 435-2500

RECEPTIONIST- Chiropractors' office, Mon. Wed. & Fri. 2 hrs to 6 hrs minimum. Hours to increase later. Must be neat, clean & non-smoker. Plymouth. 459-0022

RECEPTIONIST/GENERAL OFFICE
Full time position for highly motivated person with computer experience and phone etiquette. Good benefits. Call Barbara 332-4443

RECEPTIONIST
for Law Firm. Highly motivated with ability to handle high volume of telephone calls. Pleasant and professional personality. Call 353-5500

RECEPTIONIST
Full and part time positions available for Optometrist Office in 12 Oaks Mall area - evenings and weekends required. Will train.
248-3590

RECEPTIONISTS - for Troy & Southfield. Experience on Dimension, Horizon, Word Perfect helpful. Work 40 hrs per week. $7-$9/hr. Call Lucile at Uniforce 646-6166

RECEPTIONIST
For general office work with good phone & typing skills. Apply at D. Moore, Progressive Mortgage, 27777 Inkster Rd., Suite 400, Southfield, MI 48034

RECEPTIONIST/SECRETARY
Good opportunity for right person with growing co. Good phone skills & typing are necessary. Some computer experience a plus. Resume to: G. L. Howard, Spearhead Co. 41211 Vincenti Ct., Novi, 48050

RECEPTIONIST - Full time position available with large medical laboratory in Southfield. Previous experience preferred. Benefits. Send resume to: Citation Lab, 23725 Northwestern Hwy., Southfield, MI 48075

RECEPTIONIST/TYPIST - Mature self assured person, accurate typist, pleasant phone voice, detail oriented, experienced with all office procedures. Full time position. Perfect non smoker, benefits. Send resume to: PO Box 5191, Dearborn, 48128

RECEPTIONIST/SECRETARY
for full or part time position. Great opportunity for a highly motivated and organized individual. Light secretarial skills with a excellent phone, etiquette. Financial planning firm on the Somerset Mall area. Call for interview call 649-3250

RECEPTIONIST/TYPIST
Dynamic Taylor Hardwood company requires a dynamic Receptionist with excellent communication & typing skills. Salary & benefit package commensurate with your abilities. Join a winning team.
291-9100

RECEPTIONIST/Dispatcher
Attention College Students or mothers with small children, 2 positions available for day shift hours only. Will be responsible for phone answering & dispatch of service clean for portable X-Ray Company. We will train the right candidate. For more information. 353-1155

RECEPTIONIST/Clerk Typist - Southfield based Mortgage Company seeks receptionist/clerk typist for busy front office position. Applicant should have excellent typing skills & be personable & experienced in a high public contact position. We offer an excellent salary & benefit package. Call 353-5700, ext. 153

RECEPTIONIST
Your first rate communication skills, personality & previous phone experience can lead to a permanent position in this Bloomfield Hills headquarters. Typing 35 wpm. Office experience is a must. Call today.

ONYX
Southfield 356-6699
Troy 649-5200
(Friday Pay the ONYX way)

RECEPTION/SECRETARY
Candidates should have 1 year secretarial experience with ability to type 50wpm. Good grammar & communication skills required. Word processing experience a plus. Send resume to Sandra Gardebring, 5800 Crooks, Ste 200, Troy, MI 48098. Attention: Ms. C. Swanson.

RELIABLE DATA ENTRY person experienced in payroll preferred input, through trial balance and financial statements, accounts receivable and time, and billing, to work full time for accounting firm in Taft/I-75 area. 645-2200

SALES
PERSON
Bright, professional individual needed to fill computerized payroll sales position with West Suburban banking. Hourly wage rate plus commission, after 90 day training period. Candidates must possess previous retail or customer sales experience. Please call for personnel interview:
MGM
OFFICE SERVICES INC.
474-7766

MAJOR SUBURBAN insurance co has an opening for a secretarial position. Good typing & telephone skills required. Computer training helpful. Varied responsibilities. Send resume to: Personnel Assistant, PO Box 33930-A, Detroit, MI. 48232
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SALES SECRETARY
Sheraton, Lehman, Hutton, Inc., a leader in financial services, seeks a secretary for a Southfield branch. Successful candidate must be highly organized, have excellent communication skills and the ability and desire to work with the public. Excellent benefit package. Opportunity for advancement. Qualified candidate please call our Personnel Dept. at 362-5000. Ext. 218 during regular business hours.
Equal Opportunity Employer M/F

SEASONAL EMPLOYMENT
Jan. 17 thru Apr. 15, inputers, editors, sorters, machine operators, assemblers, match checkers & expediters. Starting pay $4.00 a hour. Contact Hi & Hi Sales 473-9095

PART TIME 2-3 FULL DAYS
General office, typing & some word processing experience preferred. 8 Mile & Telegraph 647-8700

STATE FARM agent seeks full time Secretarial/sales support person. Experienced. Rochester Hills area. Call & ask for Mr. Beardsley at 852-0070

TROY CPA firm seeks a part time Secretary/Receptionist to work approx. 30 hrs. a week. Flexible. Applicants should have a pleasant telephone voice, good typing skills, word processing & computer experience, & a willingness to learn & take responsibility. Send resumes to: Mr. Kirouac at 901 Wilshire, Suite 455, Troy, MI 48084, or Call 362-5195

TROY ADVERTISING CO. seeks congenial secretary/typist. Word perfect 5.0 50-60 wpm, phone skills, and able to prioritize work. Send resume to Box 566 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
ADVERTISING
Major advertising agency has full time position available for qualified management office in W. Bloomfield. Call Tina 626-2078

We offer:
• Interesting work.
• Friendly atmosphere.
• Training program.
• Tuition reimbursement.
• Competitive salary/benefits.
We require:
• 2 yrs office experience preferred.
• Grown typing.
• Computer or word processing experience.
• Statistical typing experience a plus.
Send resume to:
D'arcy, Masius, Benton & Bowles
P.O. Box 811-TRL
Bloomfield Hills, MI 48303
An Equal Opportunity Employer

SECRETARY - PART-TIME
for continuing education department at Walsh College. Word Perfect and Dbase III skills preferred. Excellent communication skills required. must be well organized and detail oriented. Please send resume to:
Walsh College, Personnel Dept., 3838 Livernois, Troy, MI 48083
An Equal Opportunity Employer

SECRETARIAL/ADMINISTRATION
Full time, salary $6.50 - $8.00/hr commensurate with experience, yearly payed health & Pension. Small pleasant non smoking office of a growing equipment leasing firm. Contact Zac Dell 355-7600

SECRETARIAL
Immediate opening for secretary with accurate typing, light shorthand & bookkeeping skills. Small office in Troy. 30-40 hr. wk. Attractive salary & full benefits. For immediate call 643-8680

SECRETARIAL POSITION
Full-time. Light typing & clerical, receptionist duties. Permanent, long-term position. Farmington Hills area. Call Mrs. Walsh, 358-3290

SECRETARIAL POSITIONS
available in Operations & Leasing Depts. of real estate developer in Troy. Good organizational & typing skills a must. Min. 3 yrs. experience. Legal preferred but not required. Knowledge of Lotus, Word Perfect &/or Display Write 36 recommended. Competitive salary. Send resume & salary requirements to: Trizec Equity, 2600 Crooks Rd., Suite 400, Troy, MI 48084

SECRETARIAL
SKILLS
I need a dependable person with good typing skills, a word processing background, and solid work ethic. You will take over my department as of a departmental secretary for 1-2 months for this Farmington Hills firm. Excellent short term opportunity. Call Diane at 356-7083

SECRETARIAL
SKILLS
I need a dependable person with good typing & general office processing skills to complete a project that will take 1 to 2 months. If you do not have a resume, write a one page letter outlining your background. Reply to box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARIES - for major Fortune 500 company in Farmington, Southfield & Novi areas. Type 50-60 wpm. Light word processing helpful (4-8/mos) Call Helen at Uniforce 357-0648

SECRETARIES
Immediate short and long term positions available for experienced secretary and word processors. Excellent compensation in all pending local areas. 569-0500

SECRETARIES
Michigan National Bank is seeking ambitious & energetic individuals for positions in Farmington Hills and the Riverplace located in Detroit. Positions are ERISA to bid level & requires strong interpersonal skills, good verbal & written communication, knowledge with Displaywrite IV or equivalent word processing, and dictaphone experience.
Send resumes with location & salary requirements to:
Michigan National Corporation
Human Resources Division
26777 Halsted Rd., Suite 230
Drury Plaza, Dept. DL, Southfield MI, 48034
An equal opportunity employment

SECRETARIES
Our clients, multi-national and County corporations seek Secretaries with a minimum 2 years office experience for challenging fast paced positions. If you possess typing of 50 wpm, good organizational skills, we would like to talk to you. Starting salaries, $15-$24,000. To be considered call Susan Bender at Abilities Search Group, 851-2600.

SECRETARIES
PERSONNEL: $16-17.5K, Rochester, experience with insurance claims & personnel related matters
FINANCIAL: $18-20K, Bloomfield, financial experience. Working knowledge of Lotus
GENAL: $16-22.5K, Bloomfield Hills & Birmingham. Litigation or corporate.
Call Ruth at 643-4364
EXPRESS PERSONNEL SERVICES

SECRETARIES
TOP PAY
3 month assignment for secretary with 60 wpm typing & transcription as she is Dictaphone ready.
Long term assignment for financial secretary with 70 wpm typing & 80 wpm shorthand in Farmington area.
3 month assignment for secretary with good shorthand & typing. Includes some travel.

ONYX
Southfield 356-6699
Troy 639-5200
(Friday Pay the ONYX Way)

504 Help Wanted Office-Clerical

Secretaries/
Word Processors
WORD STAR, WORD PERFECT, LOTUS 1, 2 & 3
Immediate long and short term assignments available in downtown Detroit and suburban areas. Must type a minimum of 55 wpm. Medical background a plus! Call 9AM-5PM for appointment 569-8700
METROSTAFF
Temporary Personnel
No Fee EOE

SECRETARIES
WORD PROCESSORS
● GOOD PAY
● HOLIDAY PAY
● SAME WEEK PAY
● INSURANCE
IMMEDIATE OPENINGS
JOIN THE BEST
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY
Advertising agency needs a secretary who has the ability to work in a team environment. Self starting, demonstrated ability in WordPerfect a must. Those serious & qualified for this challenging position call today. Immediate opening. Southfield. Benefits package. Send resume to Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
for 1 Person office. General Office duties, payroll, accounting, invoicing, etc. Farmington Hills. 653-4441

SECRETARY
Chemical distributor in leading company needs full time person for one girl office. Experienced with office procedures including Multi-Mate/Lotus 123 desirable. Medical, dental benefits and company profit sharing. Only those with excellent qualifications will be considered. Send resume to: 27200 Haggerty Rd., Suite 05, Farmington Hills, MI 48331.
An Equal Opportunity Employer

SECRETARY/CLERICAL needed for small Livonia firm. Typing 40 wpm. Call now to 17200 Naples Dr., Plymouth, MI 48170

SECRETARY - Entry level, 50 wpm typing required. Pleasant telephone manner. Farmington Hills. Call between 2 & 5 pm. 851-2700, ext. 405

SECRETARY - entry level word processing secretarial position available for a person with good typing skills, with very good typing skills, we will train you on our computer using Word perfect to type financial statements, correspondence & reports. If you have some office experience, a positive attitude & a desire to learn hard & smart work, excellent opportunity to develop your secretarial skills for Southfield, please send your resume & salary requirements to Sandra Gardebring, Rudzewicz, 26200 American Dr. #500, Southfield, MI. 48034

SECRETARY
Excellent opportunity to begin your career with this growth oriented company. Must have word processing knowledge, type 5 wpm accurately & excel at secretarial skills.

ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday pay the ONYX way)

SECRETARY - Experienced in all phases of office procedure with word processing, knowledge Full time, Southfield area. Call Peggy. 557-2545

SECRETARY
Filing, bookkeeping, typing, computer. Small office in Farmington. 540-7700

SECRETARY - for Troy law firm, experience preferred, 1 year. 100 wpm typing, word processing experience, proficient with dictaphone. Non-smoking environment 641-1600, ext. 100

SECRETARY for Southfield area law firm, no experience necessary. Call Kim 557-6400

SECRETARY
for property management firm. Farmington Hills area. Typing background, some computer experience. Non-smoking environment, excellent benefits. Call 356-1998

SECRETARY- For busy, friendly Commercial real estate office in Southfield. Typing 65 wpm., 2 years office experience. Need a detail-oriented person with some computer experience. 353-9628

SECRETARY
for busy medical dental office. Duties include receptionist, typing, filing, and insurance billing. Opening for an organized mature person. Salary negotiable, benefits. Troy area. Ask for Eric at: 280-0630

SECRETARY
for Farmington office. Excellent salary and benefits for experienced person with good organizational skills & some computer experience. Send resume to: Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time position. Must have experience in word processing and shorthand. Come in or call. Star Cut Sales, Inc., 23451 Industrial Park Drive, Farmington Hills. 474-8200
An Equal Opportunity Employer

SECRETARY - FULL TIME
Typing 50 wpm, phone skills required. Knowledge using MS DOS systems a plus. 464-1967

SECRETARY
Full time entry level position available immediately. No experience necessary, although good public relations helpful. Our firm's business is mission & full benefits. Please call 274-8002

SECRETARY-Full time position available for Southfield based Leasing Company. Must have good typing and phone skills. Please forward resume to: Personnel Manager, 20733 Greenfield Rd., Suite 104, Southfield, MI 48075

SECRETARY
Growing property management company has an opening in its downtown Birmingham office. Ability to type 55-65 wpm is required. Word processing and computerized spreadsheet experience is necessary. If qualified, send resume with salary requirements to:
MCKINLEY PROPERTIES
Beaver Creek Plaza
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Growing design/construction firm seeking responsible secretary for word processing and general office duties. Minimum 2 years secretarial experience required. Successful candidate must have IBM Wordperfect experience. Salary commensurate. Comprehensive benefits package. Send resume to: Office Manager, The Argos Group, 27777 Inkster Rd., Suite 675, Southfield, MI 48034.

SECRETARY - immediate opening in W Bloomfield sales office. Responsibilities include general office, order processing, some word processing. Contact Barbara for interview. 855-8433

SECRETARY/LEGAL
Full & part time, Livonia. Small, modern, well equipped law office seeking in general practice attorney. Bright, energetic and organized person possessing good typing, speaking & proofreading skills, ability to greet clients & pleasant telephone voice. Opportunity to develop word processing & legal secretarial skills. Send resumes to: William J. Liston, Esq., Hyatt Legal Services, 18778 Middlebelt, Livonia, MI. 48152.

504 Help Wanted Office-Clerical

SECRETARY
Immediate position available for assertive person. 50 + wpm a must.
For more information about going to work for America's fastest one name in temporary help, please call:
Farmington Hills
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

SECRETARY - Livonia general contractors company seeks a secretary who has good phone manners and promotes a professional image and knowledge of Lotus 123 required. The successful candidate will have experience on IBM PC equipment, prepare invoices & checks, and manage a constant work flow, secretary for 3 departments. Call if interested, call Esther.

SECRETARY - Marketing Research firm needs Secretary skilled in Word Processing (WordPerfect preferred). Good spelling & grammar required. Salary based upon ability. Please call only: to: The Creative Group, Inc., 31800 Northwestern, Ste. 350, Farmington Hills, MI 48018

SECRETARY needed part time now, full time later. Farmington Hills based non profit agency. Must have experience person to handle all general office duties. Must have typing of 50WPM, have excellent oral & written communication skills, experience with DisplayWrite/Lotus, shorthand helpful. Please send resume no later than December 15th to: Independence For Life, 27777 Inkster Rd, Farmington Hills, MI 48018.

SECRETARY needed, requires light bookkeeping, typing skills, & small business knowledge. Pleasant phone manner. Must be dependable. Ask for David or Kim 478-0618

SECRETARY
Needed to handle phone work, light bookkeeping, typing & general office duties. Must have some experience. For interview call: 471-5698

SECRETARY WANTED
Must know Word Perfect 5.0. Pleasant phone manner and professional appearance. Real estate experience helpful. Call Karen for confidential interview.
641-1650

SECRETARY
Southfield company needs an energetic, highly experienced secretary, able to work alone when needed, with administrative capabilities, knowledge of computer/word processors, and strong organizational skills. Good benefits package. Please send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-2311, Ext. 217

SECRETARY
Typing, filing, phone, word processing. Knowledge of Wordstar experience helpful. Farmington Hills area. Send resume to: Grimi, Inc., 23093 Commerce Drive, Farmington, MI., 48024-1037. Attn: Deptyr

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

SECRETARY - part time, computer experience necessary. Typing 50 wpm. To start immediately. Northwestern area. Call for appt. 318-8228

SECRETARY PART-TIME
Duties will include typing, bookkeeping, etc. Approx. 20 flexible hrs. wk. Send resume to: 17209 Francavilla, Livonia, MI 48152

SECRETARY
PART TIME
Days, for Southfield law firm. Mr. Liggitt 357-0002

SECRETARY - part time, data entry, good typing skills, will train, 15-25 hours per week. Livonia area store. Call Jim 522-9206

SECRETARY - PART-TIME
Typing and dictation. Send resume to: National Standards, 877 S. Adams Rd., Suite 200, Birmingham, MI 48009.

SECRETARY - Part time, for Southfield brokerage firm. Experienced, pleasant, detail oriented person to office skills. Requires typing, 55 wpm, and basic knowledge of word processing. For information call, ask for Jan: 358-1181

SECRETARY
Position available for experienced secretary with Animal Health Supply full-service real estate company. We need an individual with good math, typing skills, excellent english/grammar & ability to pay attention to detail. Fun working environment in Farmington Hills location. Send resume with salary requirements to: Attention Diane
Coldwell Banker
31500 W. 13 Mile, Suite 130
Farmington Hills, MI 48018
A Member of the Sears Financial Network.

SECRETARY
Prestigious Downtown law firm seeking part time personal. Legal and PC word processing experience helpful but not mandatory, proficiency with electronic typewriter a must. Send resume only including salary requirements to:
Clerical Position, 500 Ren Cen Center, Suite 1400, Detroit MI 48243

SECRETARY/
PROCESSOR
Mortgage company in Troy has an excellent career opportunity for an entry level secretary. Candidate should possess professional customer relations, typing ability, and excellent oral and written communication skills. Mortgage experience preferred, but not required. Advancement opportunities for the right individual. Excellent benefit package. Please send resume with salary history to:
HUMAN RESOURCES - SPOE
P.O. 5823, Troy, MI., 48007-5823
Equal Opportunity Employer M/F

SECRETARY/RECEPTIONIST
Principal of suburban sales agency needs an ambitious/hard working individual for light dictation, typing, lots of phone, taking care of phone messages, and other details straight. Some experience a plus, salary commensurate. Age not a factor; enthusiasm, sense of humor are. Modern office, small friendly social staff. Send letter and resume to: Mr. Gregory, 44792 Helm St., Plymouth, MI 48170.

SECRETARY/RECEPTIONIST
Experience needed on typing, filing, word processing. Benefits. Southfield 354-0448

SECRETARY RECEPTIONIST
Full time to executive suite. Fast growing advertising specialty firm. Call Gayle 234-0000

SECRETARY/RECEPTIONIST
Must type 55 wpm, with working knowledge of word processing. A pleasant and enthusiastic manner is also a must. If interested call Pam Johnson, Real Estate One Commercial 353-4400

SECRETARY/RECEPTIONIST
Needed immediately for busy Southfield office. Must possess excellent telephone skills, typing, proofreading and word processing abilities. Must be dependable and organized. Uniracom Inc., ask for Vicki 350-2020

SECRETARY/RECEPTIONIST
Good phone & clerical skills necessary. Good pay with benefits. Send resume to Tyndell Photographic, a national wholesale distributing company, 13035 Wayne Rd., Livonia, MI. 48150.

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST needed for growing fast paced market research firm. Located in Tiffani Plaza, Ford & Telegraph area. Front desk position for person with excellent oral communications & professional manner. Must be able to type accurately 50-60 wpm & have some experience in office background experience working in a professional business environment preferred. Benefits & growth potential offered. 352-3300

SECRETARY/RECEPTIONIST
Experienced IBM Word Processor to work for prestigious downtown Detroit art gallery. Excellent salary & benefits 963-2350

SECRETARY/RECEPTIONIST
Part or full time. Please mail resume and salary requirements to: Real Estate Associates, 30261 12 Mile, Suite 207, Southfield, MI 48034.

SECRETARY/RECEPTIONIST
Needed for growing company. Must have pleasant phone manner, typing 35 wpm, and a good attitude. Experience, be able to take customer orders over the phone and have a neat appearance. Please call after 11am. 355-2000

SECRETARY/RECEPTIONIST - Birmingham - Southfield firm has immediate, full time opening for secretary/receptionist. Some bookkeeping experience required. Some light typing. Excellent benefits package. Send resume with salary requirements to: Box 8446 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Seeking front desk professional for rapidly expanding hi-tech automotive manufacturer. Facilities located in Livonia. Accurate typing a must, telephone orders & telephone. Good telephone manner required. Salary commensurate with capabilities. Please send resume to 35367 Schoolcraft, Livonia, MI. 48150, Attn: Pat.

SECRETARY
Responsible for general secretarial duties including typing & receiving telephones. Individual must be proficient in the Multi-Mate Word Processing Program.
We offer a superior benefits package including company paid life and medical insurance, and a tuition reimbursement program. We are an Equal Opportunity Employer.
Please send resume to:
COMAU PRODUCTIVITY SYSTEMS
ATTN: HUMAN RESOURCE DEPT.
456 STEPHENSON HWY.
TROY, MI 48083-1165

SECRETARY
ROCHESTER AREA
Must have typing skills, pleasant phone manner and professional appearance. Real estate experience helpful. Call Karen for confidential interview.
641-1650

SECRETARY
Southfield company needs an energetic, highly experienced secretary, able to work alone when needed, with administrative capabilities, knowledge of computer/word processors, and strong organizational skills. Good benefits package. Please send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-2311, Ext. 217

SECRETARY
Typing, filing, phone, word processing. Knowledge of Wordstar experience helpful. Farmington Hills area. Send resume to: Grimi, Inc., 23093 Commerce Drive, Farmington, MI., 48024-1037. Attn: Deptyr

SECRETARY/TYPIST FOR CPA firm. WordPerfect word processing experience required. 13 Mile & Telegraph area. Excellent benefits. 642-5824

SECRETARY
Vlasic Foods, Inc., America's #1 producer of pickles, has an opportunity for a top-notch professional secretary to work at their corporate headquarters.
If you have 2 to 4 years basic secretarial experience, you may be qualified for this position. Word Processing/PC skills are beneficial, excellent verbal and written communication skills are a must.
In addition to a pleasant working environment, we offer a competitive salary and an excellent benefits package. For consideration, please send resume with salary requirements to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48322
Attn: Human Resources - SOE
An Equal Opportunity Employer
Pre-Employ Only Please

SECRETARY - wanted for busy Birmingham area real estate development offices. Duties include typing (at least 60wpm), phone reception & general office duties. Real estate experience necessary. Excellent benefits. Send resume & salary requirements to: Office/Personnel Position, 4530 W. Maple Rd., Suite 103, Birmingham, MI 48010

SECRETARY
With general office experience to work in W. Bloomfield medical office. We also will do all personnel functions for director. Call 855-9450

SECRETARY with excellent skills. Full time for Bloomfield Hills office. Please resume to: 2 Parkland Plaza, Woodward, Ste.100, Bloomfield Hills, 48013.

SECRETARY - Word processing operator with strong typing skills of 70wpm wanted to become a valued member of a dynamic team. Highly professional market research firm seeks pleasant, challenging but pleasant atmosphere. Interesting work environment. Ideal candidate will have at least 2-3 years experience in a fast paced environment. Competitive salary & benefit package offered. Send resume to Yee/Minard & Associates, 27300 W 11 mile, Ste 500, Southfield, MI 48034

Secretary/
Word Processor
Typing 70wpm, dictaphone, Displaywriter IV experience preferred. Salary commensurate with experience.
Call Carol 344-6700

SENIOR CLERK
Provides clerical support for Graduate Degree Program office. Education equivalent to completion of High School & at least 2 yrs. qualifying work experience. Accurate typing, excellent communication skills & a demonstrative ability to deal with the public required. Excellent fringe benefits. $6.24/hr. Some local travel & occasional work at other area offices. Send resume & cover letter by Jan. 20, 1989, to:
DC-1
Central Michigan University
2075 W. Big Beaver
Ste. #200
Troy, MI. 48084
An Equal Opportunity Employer
Affirmative Action Employer

STATISTICAL TYPIST
With an aptitude for figures and pleasant telephone voice. Salary commensurate with experience. Excellent benefits. Call Anne 9-3pm. 491-8778

504 Help Wanted Office-Clerical

SR. SECRETARY
Downtown insurance company has opening for motivated, energetic individual with good management & interpersonal skills & the ability to work with little supervision. Excellent word processing/communication skills & computer experience required. Send resume to Linda Gemuend, Marsh & Mc Lennan, 1 Woodward Ave., Detroit MI 48226. No phone calls please.
An Equal Opportunity Employer

STENOGRAPHER
Full Time. Mature, accurate office skills necessary. Own transportation. Call for appointment 569-1933

TELEPHONE RECEPTIONIST
mature person needed 2 or 3 days per week to answer telephones in plush offices at Liberty Center in Troy. Must be flexible. Light typing. Call Carol 680-6001

TELLER
Full time. Must be an experienced teller with good balancing record for Bingham Farms office. Fringe benefits include life insurance, paid vacations, & attractive starting salary. For an appt. contact 281-5342.
SECURITY BANK & TRUST
16333 Trenton Rd Southgate, 48195
An Equal Opportunity Employer

TOP TYPIST
Word Perfect experience To be responsible for all correspondence. Non-smoker. Ask for Mark: 737-8400

TRANSCRIPTION TYPIST needed, small office in Southfield. Competitive salary & benefits package. Send resume to Rosko & Assoc. 26555 Evergreen, Southfield, MI 48076

TROY AREA FIRM Wanting person, typing, computer and communication skills. Will train for advancement in inside sales. Total package $25,000 - $30,000 Call 362-2050

TYPING, FILING, light bookkeeping, phones, flexible hours, mature person, non smoker. Start at $5 per hour. Available immediately. Call for an appt. ask for Susan or Jeanette 354-2080

TYPIST
Immediate opening for experienced, accurate typist. Knowledge of Construction Engineering and industrial appraisal helpful. Birmingham/Bloomfield/Southfield area. Send resume to: Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST
Kelly Services is seeking a typist whose is available for a long term assignment. 50 + wpm and accuracy a must.
For more information about this position, please call:
Farmington Hills
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

TYPIST
Needed at Livonia printing company for CRT production typing. Must type at 55 wpm. Pleasant working environment, approximately 28 hours weekly, starting at 8 am. to end at 1 pm. Good starting wage and clean friendly environment. Call Mr. Bernstein, Monday-Friday, 9 am to 3 pm: 525-6422
DELUXE CHECK PRINTERS, INC.
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
for Farmington co. Part & full time. $5-$6 per hr. 476-7666

TYPIST/RECEPTIONIST
For Livonia based company. Full-time position. Typing 50 wpm. Immediately. Mail resume to: P. O. Box 5200B, Livonia, MI 48152

TYPIST/RECEPTIONIST
Needed for marketing Services