CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

BOOKKEEPER/CLERICAL
Enjoyable work at human service agency demands hard worker who is "computer literate, understands basic books-keeping and types. Call 453-3024. Send resume to: Accounting Department Box 115, Plymouth, MI 48170

BOOKKEEPER
Bookkeeper full time position available for an individual with a minimum of 1 year accounting related college coursework. Must understand a bookkeeper thru the general ledger plus data input processing experience required. Associates Degree in Accounting Desirable. Benefits include 40 hours overtime weekly, excellent benefits including medical, dental, life insurance, tuition assistance, pension and 401K. Reply to:
BOOKKEEPER
P.O. Box 2227
SOUTHFIELD, MI. 48037

BOOKKEEPER Part Time. Accounts Payable, Accounts Receivable, Payroll. Audit, Hotel experience preferred. Apply in person or send resume to: Sheraton Inn, 21250 Haggerty Rd., Romulus, MI 48174

CASHIER-SWITCHBOARD
Light switchboard. Bookkeeping experience preferred. For more information, call Mrs. Coleman, Controller, Orion Oldsmobile, Inc. 22325 Grand River, Detroit.

CLERICAL/RECEPTIONIST
Mature woman - 20 hours per week. Secretarial experience, appealing phone personality, typing & spelling skills a Must. Ask for ... Pastor Jay Hodges - 464-0990; eves. 420-3479

Clerical

A GOOD JOB ISN'T HARD TO FIND!

Just call Kelly Services. We offer good pay and benefits for the following positions:

- Word Processing Secretaries (WordPerfect & Lotus)
- Data Entry Operators (10 keystrokes/8000 + KPH)
- Typists (50 wpm)
- Receptionists (40 wpm)

Livonia 522-4020
Livonia 522-3922
Garden City 422-0269

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

Clerical Assistant/Part Time
For Art Auction Firm. Flexible hours. Computer experience necessary. Troy. 649-3380

CLERICAL
Full-time in Southfield. Property Management office. Bookkeeping experience helpful. Accuracy on calculator a plus. Good benefit package. Call Mon. thru Fri. 8am-5pm.
352-4042
An Equal Opportunity Employer

Clerical

GENERAL CLERICAL
Earn Quick cash doing general clerical work for small office. Duties include filing, mass mailing, variety of proofreading, collating and general clerical. Reliable transportation a MUST.
352-4042
- Choose long or short term assignments
- No typing or phone answering
- Good pay

For more information, call:
Troy 362-1150

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL HELP
Clerical people wanted full and part time, days/evenings, and weekends. Positions available throughout suburban Detroit. Apply in person: New Image Office Services, 27070 W 8 Mile, Southfield. Ask for Terri or Heidi.

Clerical

Homemakers
Kids at school?
Need cash?
Call Kelly!

Kelly Services can place you in an interesting assignment no matter what your skill level. Choose from these areas:

- Secretarial
- Clerical
- Bookkeeping
- Typists
- Word Processing

Call Kelly today and find out about our great benefits too.

Farmington Hills 471-2050
Southfield 552-6220

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
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Equal Opportunity Employer M/F/H

CLERICAL - part time position available. Head president & versatile applicant with good organizational skills. Call Erin Walsh Now!
356-7111

CLERICAL
Must be dependable, accurate with figures, have Word Processing knowledge & type minimum 60wpm. Salary commensurate with experience. Apply in person or send resume to:
Director, Administration
Trans Continental Airlines
839 Willow Run Airport
Ypsilanti, MI. 48198

CLERICAL/RECEPTIONIST Main, Grand River/Farmington Area. Mon. thru Sat. Position could lead to full time. Send resume & salary desired to: PO Box 52222, Livonia, MI 48152 or Call 477-8036 and 26

504 Help Wanted Office-Clerical

CITY OF NOVI
RECEPTIONIST
Permanent part-time receptionist position in the City Manager's Office. $6.00 per hour, Monday thru Friday, 10:00 a.m. to 2:00 p.m. with some flexibility in the working hours. Light clerical skills required. Obtain and submit application by Friday, September 22, 1989 at the Novi Civic Center, 45175 W. Ten Mile Road, Novi, in the City Manager's Office, M-F, 8 a.m. to 5 p.m.
The City of Novi is an
Equal Opportunity Employer.

Clerical

Kids at school?
Need cash?
Call Kelly!

Kelly Services can place you in an interesting assignment no matter what your skill level. Choose from these areas:

- Secretarial
- Clerical
- Bookkeeping
- Typists
- Word Processing

Call Kelly today and find out about our great benefits too.

Farmington Hills 471-2050
Southfield 552-6220

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
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Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL/TYPIST
General office duties. Southfield insurance agency. Call June Brock 557-0700

CLERK/TYPIST - PART-TIME
Entry-level position for Southfield Law Firm. Word Processing skills helpful. Transportation necessary. Call 352-7660

CLERK TYPIST
Reliable, accurate, attention to detail, good telephone, typing skills. Send resume: Jobar, Inc-CT, 27150 W. 8 Mile, Southfield, MI 48034

CLERK/TYPIST
Detroit-based firm seeks Entry Level Clerk Typists. Candidates should possess a minimum typing speed of 40 wpm, good phone manner, a general clerical knowledge. Excellent advancement opportunity. These positions are full-time with complete benefit package. For consideration, forward a resume to:
Clerk Typists, P.O. Box 776,
Detroit, MI. 48231

COLLECTIONS/BILLING CLERK
Nationally known company needs one experienced collection & billing clerk with good references. Many benefits including free parking. Located in new center area.
Send resume to: Box 132 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Communications Secretary
Growing sales office needs your outgoing personality and word processing experience. $15,000 to start plus excellent benefits. Fee paid. Call Eileen at 353-2090.
SNELLING & SNELLING

CONSTRUCTION COMPANY in Southfield looking for experienced Secretary with accounts payable background. Excellent benefits. Immediate opening. For Interview Call
537-0466

CONSUMER LOAN CLERK
Full time entry level clerical position exists in our Farmington Hills office. Candidate must have a minimum of 1 year office experience with efficiency on all office machines, good typing skills and the ability to handle the pressures of daily responsibilities in a professional and demanding environment. This position offers opportunity for advancement with an excellent benefit package. Qualified candidates please call our Personnel Dept., during regular business hours at 362-8000, Ext. 218
An Equal Opportunity Employer

CORPORATE RELOCATION CLERICAL SUPPORT
Position available in the fast paced field of corporate employee relocation. The ideal candidate will have some real estate knowledge, excellent typing & word processing skills. The ability to work well under pressure along with excellent interpersonal & organizational skills a must. Some college preferred.
Send resume to: PO Box 3200, Troy MI 48084, Attn: D.L. Curtis.

COURIER - prestigious law firm, Birmingham, court filings, deliveries, etc. $800 a month plus .24 cents/a mile, plus benefits. Contact Ann or Mary Lou. 258-1818

CREDIT OFFICE
Full time opportunity for an individual with good telephone skills. Prior collections experience is not necessary. Excellent benefits include reimbursement for tuition & photo vending plan. Hrs. include no Sundays and only 1 or 2 nights a week even during the holidays. Apply in person to the Personnel Office
JACOBSON'S
336 W. Maple - Birmingham
An Equal Opportunity Employer

Customer Service Rep. Entry Level Order entry, assist customers, etc. Apply at: 11866 Hubbard (fmt Merman & Farmington, N. of Plymouth)

504 Help Wanted Office-Clerical

CREDIT REPORTING AGENCY
In Farmington Hills needs full and part time office help. Previous credit experience requested. All applicant's credit will be verified. Hours: 9-5. Call
477-8925

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Light typing. Salary commensurate. NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE/CLERICAL
Help needed for busy medical office, part time, 7 hrs. per day. Office experience helpful. Southfield Area. Call Kelly 351-8800

CUSTOMER SERVICE REP
Pleasant phone personality a must. Call for more information. Troy area.
528-1633

CUSTOMER SERVICE REPS - Numerical data entry, plus good communication skills for major Fortune 500 company. $15,000. Call Bridget at Unitorce 646-8501

DATA ENTRY CLERK
Entry level position for the billing department of a small company located at 13 Mile/Telegraph Rd. Successful candidate will be able to type a minimum of 45 WPM, be self-motivated & organized. College accounting or computer course helpful. Call Human Resources at 932-5050

DATA ENTRY/GENERAL OFFICE
Assistant to company accountant. Computer experience required. Knowledge of Macintosh preferred but not mandatory. Temporary full time. Possibly permanent. Livonia.
462-0770

DATA ENTRY OPERATORS NEEDED
Immediate long term temporary assignments available in Livonia and Southfield. Bomer experience required. High pay, benefits, bonuses. Join the Adia Professionals. Call today.
Livonia 525-0330
Southfield 358-8890
ADIA PERSONNEL SERVICES
EOE Never a fee.

DATA ENTRY OPERATORS
A Kelly Job puts your skills on-line. If you have strong computer skills Kelly Services can put you at the keyboard right away.
15 high input data entry operators needed for a special project. 4 hour positions available. You must have experience on 10 key style keyboard with 10,000 + keystrokes per hour
- 8 11am - 3pm
- 3pm - 7pm
- 7pm - 11pm

Livonia 522-4020
1-96 Chisholm
33133 Schoolcraft

KELLY TEMPORARY SERVICES
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"The First And The Best"
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Equal Opportunity Employer M/F/H

DATA ENTRY OPERATORS
We are recruiting quality personnel for long & short term assignments in the Detroit & Livonia areas. Top pay & benefits. Call today for an appointment.
CORPORATE PERSONNEL SERVICES

DETROIT	965-0267
LIVONIA	478-1010
PLYMOUTH	454-4618
TROY	362-7240
WARREN	751-1810

DATA ENTRY
We are an aggressive, fast growing company looking for a person 10 keys per hour, knowledge of basic data entry and Macintosh experience. Excellent compensation and benefits. Send resume to:
Management Recruiting Services
6100 Hix Rd.
Westland, MI 48185

DATA ENTRY/WORD PROCESSOR for Sales department. 18 Ft Co. in Bloomfield area. Full-time entry-level position. Some errand running involved. Must be a Team Player & take pride in a job well-done.
Call Lisa 683-2900

DETROIT lawfirm moving to Redford area needs general office person. Salary negotiable. Call Ms. Miller 835-1111

DOCTORS OFFICE: Full or part time. Mature people minded individual. Experience preferred. We train. Wages negotiable. 274-0941

DRAFTS PERSON/Engineering Assistant. Entry level position for somewhat experienced person, with an interest in pursuing a career with a small company. Basic drafting & desire to learn C.A.D. a plus. Will consider a person who has had a range of clerical duties. Financial aptitude for further education is available. Send resume or apply at: G.T. Specialty Fasteners, 3175 W. Maple, Walled Lake, MI 48088, or call
624-7500

Entry Level Accounting Clerk
Troy firm seeks entry level accounting clerk for immediate opening in billing. Applicant must have good math aptitude, be detail oriented and possess some computer experience. Send resume & salary requirements to: Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL
Entry level part or full time Typist/Receptionist position available at Farmington Hills Real Estate Development company. Good benefits. Non smoking environment.
Call Karen at: 851-8200

ENTRY ORDER CLERK
for our new Troy office. Pleasant personality. Apply in person: 1348 Rankin Dr. 345-0000

ESTABLISHED BIRMINGHAM RETAILER seeking individual for phone & office duties. Call Kathleen at 626-2548

EXCELLENT part time opportunity for retired Administrative Assistant. Non profit organization, computer knowledge helpful. Call between 10-3pm 354-6000

EXCITING CAREER OPPORTUNITY
Our rapidly expanding computer sales office in Farmington Hills is looking for a person that has minimum 3 years clerical experience with accounts receivable, billing, order processing. Growth opportunity. Good salary, benefits, and profit sharing. Non-smokers call 553-9250

EXECUTIVE OFFICE needs part time with excellent skills and typing, shorthand, word processing and handling phones. Send resume to: Box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE SECRETARY
for Plymouth Corporation. General office, organizational & clerical skills. Word Processing/Wordperfect experience required. Send resume to: Box 124 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ESTABLISHED FARMINGTON HILLS company looking for experienced full time Office Clerk. Pleasant person. Competitive salary and benefits. Must have knowledge of Unifiers Electric. 28926 Grand River, Farmington Hills, MI., 48024

EXCITING OPPORTUNITIES
Secretarial
Farmington Real estate development company seeks secretary with excellent typing skills, knowledge of telephone and shorthand also required. Good salary plus full benefits.
Large Southfield law firm seeks secretary with 3yrs. experience, Word Perfect 5.0 knowledge required. Legal background not required. Excellent salary plus full benefits.
Call Bart 865-89 10
ADIA
The Employment People
eoe no fees/no contracts

EXECUTIVE LEGAL SECRETARY
For Berkot partner of 25 person firm. Experienced, articulate & well educated. Corporate, real estate & probate. Demanding environment & supervision. Fabulous office in Bloomfield Hills. WordPerfect, top salary, full benefits. 626-5000

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to details. Send resume to: P.O. Box 300, Southfield, MI. 48037

EXECUTIVE SECRETARY for national real estate company in Southfield. Must be mature, experienced, able to work under pressure, have excellent word processing and secretarial skills, and display tact & proficiency. Occasional overtime. Some experience with Lotus Manager preferable. Real estate or related background preferred. Excellent salary and benefit package. Send resume to: Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Livonia based company needs top-notch person with WordPerfect and shorthand experience. Competitive salary and benefits package. Call Linda for interview. 591-1100

EXECUTIVE SECRETARY/ SALES OFFICE ASST.
For Southfield office. Must be experienced and efficient in general office work, word processing and telephone skills. Flexible hours, part time to start. 030, 6600 W. Maple, CCT, W. Bloomfield, MI 48322

EXEC. SECRETARY ASSISTANT
with computer background. Individual must be well organized & able to work effectively with minimum supervision. Excellent benefits package. Send resume to:
Cultural Market Insurance Group
Plum Arbor Corporate Division
15600 Providence Dr.
Southfield MI 48075
Attention Mr D. Cotter

EXPERIENCED COUNSELOR needed for temporary job office in Livonia. Duties include: Interviewing, screening applicants, testers, recruiting, typing, 45 wpm and maintaining calls in fast-paced office. Call today!
427-7580

FILE CLERK
$5-$.30/hr. Type 30 wpm
Call Jerome at 643-8300
EXPRESS SERVICES
Temporary & Permanent Personnel

FILING/CLERICAL
Administrative assistant, 2 yrs. per day, Mon thru Fri. Joe Pentan Chevrolet, 28111 Telegraph, Southfield.
355-1000

FILING/GENERAL OFFICE
Entry level position with a large property management company located in Southfield. Excellent opportunity for advancement for a bright hard working individual. Send resume to: Office Manager, P. O. Box 501, Southfield, MI 48076.

FULL TIME Office Position for busy Livonia office. General office background a pleasant phone manner necessary. Computer knowledge a plus. Compensation 416-420 a week
Call Tammy: 591-2244

GENERAL OFFICE - $8-$9/HR
Will train
Call Today
Fee $95.00 557-1200
JNI Agency

GENERAL OFFICE
Entry level position for clerk in Farmington Hills. Hourly rate with benefits. Some typing. Some errand running involved. Must be a Team Player & take pride in a job well-done.
Call Lisa 683-2900

GENERAL OFFICE DUTIES
Part time, secretarial/reception, Mon.-Fri. Experience required. Type 40 wpm. Light bookkeeping. 20 hours. Resume to: 1041 Starkweather, Plymouth, MI. 48170

GENERAL OFFICE
Southfield company has full-time, entry level position for reliable individual. Light office duties & GRT experience helpful but will train. Pleasant phone personality a must. Starting salary $5.00 hr. 559-5630

GENERAL OFFICE CLERK
(Personnel Trainee), light typing & filing experience a plus. Will be training on an IBM System 36. Busy office. Many benefits. Apply in person or send resume to: Waterbed Gallery, 32975 Schoolcraft, Livonia, MI 48150

GENERAL OFFICE
We are now accepting applications from mature individuals with good typing & excellent math skills. We offer a pleasant environment, full time, entry-level position. Arrange interview at our Bloomfield Hills office between 1-4pm. 335-6570 ext. 672
An Equal Opportunity Employer

General Office
Ideal part time position 3 days a week, approximately 15 hours per week. We require good communication skills, good math aptitude and typing. Call for more information at
353-1838

GENERAL OFFICE, answer phones, full time or Saturday only, both available. Bloomfield Hills.
334-4990

GENERAL OFFICE - Clerical/angle-type position, typing, filing, phone use. Some driving required. Contact Mr. Lee,
353-8000

GENERAL OFFICE CLERK
Seeking sharp individuals to handle mail, telephone & fees in our busy Southfield office. We offer good starting salary with substantial pay increases during first 18 months. Excellent benefits (including 100% tuition reimbursement). Please send resume or brief letter (no phone calls please) to: Metropolitan Life, Personnel Dept., 560 West Lafayette Blvd., Detroit, MI. 48202
An Equal Opportunity Employer

GENERAL OFFICE for manufacturer rep firm. Typing, data entry, word & sales order processing, computer, phone skills, detail-oriented, non-smoker. Mail resume to: Pioneer, 12792 Currie Ct, Livonia, MI 48150

GENERAL OFFICE - people & respectivate for major corp. in Southfield. Light typing, Word Perfect, Dimension or Horizon experience. Light bookkeeping. Call Ann, Cathy Louise at Unforce 357-0034 or Mary 473-2930

504 Help Wanted Office-Clerical

FULL TIME position available for energetic self starter to handle mail distribution & file maintenance for corporate employee relocation department. The ideal candidate should have good typing, interpersonal and organizational skills along with some word processing background.
Send resume to: PO Box 3200, Troy MI 48084, Attn: D.L. Curtis

GENERAL OFFICE - Mature person needed for Bid Department. Fast paced office. Need to be self starter with good phone voice. Send resume: P.O. Box 5336, W. Bloomfield, MI. 48033

GENERAL OFFICE/PART-TIME
Ideal for working mom. Typing, filing, etc. Hours approximately 8-3pm. Send resume to M.B.E., P.O. Box 87, Farmington Hills, MI. 48331.

GENERAL OFFICE
A MOON'S NECESSITY DEVIABLE
Call Kathy for interview.
Crissman Lincoln-Mercury
Rochester Hills 852-4200

GENERAL OFFICE
Typing & math skills required. Some phone & computer work. Apply: 2000 Southfield office. Prime Mortgage Corp. Call Mr. B. 355-7550

GENERAL OFFICE
Expanding Birmingham company needs organized individuals to assist with various office & medical functions, excellent working environment plus benefits. 647-0300

GENERAL REPONSIBILITIES
Secretarial position in shared office facility. Mature person with pleasant phone manner. Word processing experience an important plus. Send resume to: Office Mgr., 39111 W. 6 Mile, Livonia, MI 48152

GENERAL SECRETARY
Leasing company needs general office person. Typing, filing & phone activities required. SEnd resume to: LAC, Attn: Cathy, 30955 Northwestern Hwy., Farmington Hills, MI 48018.

HOMEARAMA TICKET WINNERS
MARTHA SHORT
2457 Rod Maple
Troy
NADINE MARTENS
5520 Brookdale
Birmingham
ANTHONY & GERALDINE MAROK
Livonia
Livonia
Please call the promotion department of the Observer & Eccentric Friday, September 15, 1989 to claim your TWO FREE HOMEARAMA TICKETS.
591-2300, ext. 404
CONGRATULATIONS!

IMMEDIATE OPENINGS
Word Processors
Typists
Data Entry Clerks
Receptionists
File Clerks
Light Industrial
We are accepting applications Mon. - Fri., between 9-11 and 1-3 at 27725, 10 Mile, Suite 100, Southfield, between Southfield & Greenfield.
SNELLING TEMPORARIES
NEVER A FEE

IMMEDIATE POSITIONS available today, research questionnaires, notice office atmosphere in Southfield. Part time hours, 9am-3pm. Ask for Fran Sobel 637-2400, ext. 319.

INDEPENDENT insurance adjusting company seeking dependable self starter who can type 55 plus wpm, 10 keystrokes per minute a must, word processing helpful. Additional duties include phone, filing, and light typing. Send resume, salary requirements to: P. O. Box 2250, Farmington Hills, MI., 48333. Attn: Personnel.

INSURANCE AGENCY- (NOVI) Has opening for Bookkeeper. Applicant must have insurance experience, computer skills. 348-8200

INSURANCE - Experienced Customer Service Rep for Livonia insurance agency. Strong clerical & typing. Call 471-3500

INSURANCE
General insurance agency. Desirable candidate is looking for an advanced Personal Lines CSR. Please call Sally between: 1:30pm-4pm.
646-8105

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clerical
Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4660
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE OFFICE looking for temp. employee to work 20 hours per-time. No experience required. Times between: 9am to 5pm, Mon thru Fri. 559-7105

INSURANCE DEPARTMENT
Part-time for the right person. Insurance experience helpful. 3 days a week. Client service
422-3290

INTERNATIONAL PUBLISHING company seeks Administrative Assistant for its Troy office. Entry level position. Non smoker preferred. Send resume to: Box 144, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

JOBS AVAILABLE NOW
Word Processors
CPT, Wordperfect, Word Perfect
General Office Clerks
Switchboard Operators
Short Term or Long Term!
Your choice!
Locations throughout Tri-County Area. Competitive wages. Never a fee
SCOTT GROUP
542-9232 354-2466

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI. 48075. 351-2575

SANDY MONROE 482-1967
All Fees Employer Paid

504 Help Wanted Office-Clerical

INSURANCE
Southfield Agency seeks mature person to add to expanding sales team. Must have outgoing personality, good phone manner, & word processing experience. 354-8110

KEYPUNCH OPERATOR
A leading transportation company has permanent part time morning positions available. Min. requirements: 15,000 hr. accuracy, to be able to work accurately in a fast paced environment. Offers $4 an hr. to start with we provide excellent benefit package. Please call between 8am-5pm. 454-1740

LEGAL SECRETARY
Prestigious Bloomfield Hills law firm requires a fast & accurate typist. Multimedia & Plus. Farmington location.
Call Donna 352-9530

Mad & Insurance Defense firm in the RenCen is seeking a polished, educated Secretary with a stable work history. To $23,000.

Major firm needs two (2) secretaries, Litigation and/or Real Estate, a Plus. WordPerfect preferred. To $21,000.

Receptionist & two (2) Legal Secretaries are needed by this RenCen firm. Professional demeanor necessary. Salaries range from $18,000 to $19,000. Secretaries to $25,000.

We are representing a wide range of legal and accounting positions in staff. We might be representing one just right for you. Call or mail your resume this week. No fees or charges to you ... ever.

PERSONNEL AT LAW
3000 Town Center, Suite 2560
Southfield, MI. 48075
358-0060
One Kennedy Square, Suite 1632
Detroit, MI. 48226
964-2909

LEGAL SECRETARY
For expanding Troy insurance defense law firm. 2 years experience. Call 649-1330

LEGAL SECRETARY - full time, Livonia. Domestic relations experience helpful. Please submit resume & salary requirement to Law Offices, 33150 Schoolcraft, Suite 206, Livonia, MI. 48150.

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary at expanding South Oakland Corporate Law Firm. Duties include preparing/correspondence, familiarity with court filing procedures. Detail oriented, excellent grammar/spelling ability. Salary commensurate with ability.
Call Jan 644-4433

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

LEGAL SECRETARY for personal injury firm in Downtown Birmingham. Word processor. Salary commensurate with experience. 258-8200

LEGAL SECRETARIES - experienced. Barber & Tolleson. Send resume to: Employment, 30100 W Big Beaver, Ste 200, Troy, MI 48084

LEGAL SECRETARY
For partner in Southfield defense firm. Excellent typing skills. Primarily litigation work. Call 355-4141

LEGAL SECRETARY for Bloomfield Hills law firm with word processing/dictaphone experience. Word perfect a + . Excellent salary & benefit package. Call Linda, 644-3300

LEGAL SECRETARY
Experienced, full or part-time, for small Southfield firm. Salary commensurate with experience. Call Mary 827-4100

LEGAL SECRETARY
For medium-sized Southfield law firm. Litigation experience required. WANG word processing. Excellent salary & benefits. 354-6020

LEGAL SECRETARY - Temporary assignment for partner of Southfield law firm. Minimum of 5 to 8-10 weeks. Experience necessary. WordPerfect preferred. Call Jan 557-9090

LEGAL SECRETARY for Troy area sole practitioner. Legal & word processing experience necessary. Salary commensurate. Call Chris, Mon.-Wed or Fri. at 649-9700; or Tues & Thurs. at 477-4420

LEGAL SECRETARY
for Livonia law firm. Legal experience, WordPerfect 5.0 knowledge, excellent skills necessary. Excellent salary & benefits commensurate with experience. Contact: Mr Young or Mary Maher. 261-2400

LEGAL SECRETARY - for Troy law firm. Litigation experience preferred. Word processing required. Salary commensurate with experience. Send resume to: Secretarial Committee, P.O. Box 99484, Troy, MI., 48099-9484

LEGAL SECRETARY - Experienced Part-time/Full-time for busy Troy Personal Injury firm located in historic home in Livonia. Salary commensurate with experience. Send resume to: 30040 W. 7 Mile, Livonia, MI. 48152. Call Carol at Fax: 464-1700

LEGAL SECRETARY
Prestigious Bloomfield Hills law firm requires experienced secretary for immediate opening. Excellent salary, benefits & working conditions. Requirements: Typing, dictaphone, word processing 70wpm plus & dictaphone. Send resume in confidence to: Box 106 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, full time for small Farmington Hills office. Excellent typing skills. Word processing experience required. 553-2300

LEGAL SECRETARY with Collection position. Non-smoking environment. Non-smoker preferred; for small, pleasant Birmingham office. 644-2300

LEGAL SECRETARY - Experienced individual for Southfield firm. Excellent typing skills. WordPerfect a plus. Pleasant work atmosphere.
Call Donna 352-9530

LEGAL SECRETARY/PART-TIME For law firm in Birmingham.
3 days a week, 9-2pm.
Must have Word Processing experience. Word-Perfect helpful.
Call Pat 642-2992

LEGAL SECRETARY- part time for Farmington Hills area specializing in litigation. Must know WordStar. Salary commensurate with experience.
Call 555-0770

Immediate openings. Some experience necessary. Moving to W. Bloomfield mid-October. Fringes benefits. Call Bob 626-2037

LEGAL SECRETARY - Farmington Hills 12 attorney law firm has immediate opening. Excellent working conditions & competitive salary offered. Requirements are 4-5 years legal & computer experience. For further information call 851-4111

LEGAL SECRETARY
Excellent secretarial skills required by downtown Detroit law firm, related setting to W. Bloomfield. Dec. 1989. Word processing required. 2-5 yrs. litigation experience. Non smoker. Send resume to: Office Manager, 400 Buhl Building, Detroit, MI 48226

504 Help Wanted Office-Clerical

LEGAL SECRETARY for firm in Birmingham/Southfield area. Mon.-Fri. 8am-5pm. Legal experience necessary. Word processing & bookkeeping experience helpful. Health benefits available. Ask for Diane. 644-2213

LEGAL SECRETARY
Farmington Hills Corporate, tax, estate planning firm. Secretarial experience preferred with word processing skills. Excellent time position. Call Beverly for interviews. 553-6170

LEGAL SECRETARY - Immediate opening available for Legal Secretary at south Oakland County firm. Word processing essential. Experience preferred. Contact Jennifer Gutka 963-0700

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

LEGAL SECRETARY - Birmingham litigation firm. Word processing, typing 70 wpm necessary. Shorthand preferred. 2-3 yrs. experience. Competitive salary & excellent benefits. Contact Leslie 645-1003

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments in Detroit.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 382-3430
Penobscot Bldg 961-8580

LEGAL TEMPS
We are actively recruiting for Legal Typists, Word Processors, Legal Word Processors & Legal Assistants for a variety of local employers.
Experience in one of the following is very desirable: DECMATE, WANG, DISPLAYWRITER, XENIX & IBM/ P.C. AT/XT. Assignments are varied, flexible & short term are available right now. Top rates!!
Call this week!
PERSONNEL AT LAW
3000 Town Center, Suite 2560
Southfield, MI. 48075
358-0060
One Kennedy Square, Suite 1632
Detroit, MI. 48226
964-2909

LIBRARY AIDE needed for Southfield Ad Agency. Responsibilities include: Clipping articles, filing, ordering & receiving copies of radio/T.V. commercials. Excellent phone skills a plus. That full time position is a great one for Retiree or Mom. Full benefits. For consideration call from 8am-5pm 627-8449
An Equal Opportunity Employer

MANAGER/COORDINATOR
Self motivated, mature person, able to offer administrative & clerical support. Excellent communication skills, typing and management of busy Southfield office. Send resume and salary requirements to: X-RAY, 20950 Westchester, Southfield, MI. 48076.

MANPOWER
Steady hours, $5-$6/hr. Immediate positions available for light & short term assignments. Free word processing training available.
Call today for appt.
LIVONIA - 462-0024
DEARBORN - 271-5210

MEDIA SECRETARY
A dynamic opportunity is a waiting you at this major organization. Excellent skills are a Must. Non-smoking environment. Good typing skills a must. $14,2-$17,000 DOE. Call Mariam at 353-2900.
SNELLING & SNELLING

MEDIA SECRETARY
TO $25,000
Lots of glamour and excitement with prestigious advertising agency. Top skills needed including word processing. Fee paid. Call Kathy, 772-6760.
SNELLING & SNELLING

MESSENGER CLERK. To file documents for Detroit area courthouses. Full-time. Excellent surroundings. Call 557-9090

OFFICE ASSISTANT NEEDED
Part time, hours 8am-2pm. Must be motivated, organized, detail oriented. Southfield area. Call Michele at: 559-7954

OFFICE/CLERICAL
Excellent benefits. Full-time. Federal Fireplace, Southfield. Call Kathy 557-3344

OFFICE CLERICAL POSITION. Two year minimum experience. High volume, color coding, numerical filing system. Full time. Must have own transportation. Farmington Hills location. Call Pat for interview M-F:
845-6380

OFFICE CLERICAL
Part time for outpatient mental health clinic in Dearborn. Experienced only. Contact Barbara, psychiatrist. Call Regina 425-4070
An Equal Opportunity Employer

OFFICE CLERK, EXPERIENCED
Prepare shipping documents, inventory control, typing, typing. Come in or call: Star Cut Sales, Inc., 23481 Industrial Park Drive, Farmington Hills. 474-6000
An Equal Opportunity Employer

OFFICE CLERKS
Progressive Insurance Company in Southfield is seeking clerical positions for entry level clerical support staff. Typing 35 wpm and 10 key skills required. Prior office experience desired. We offer excellent benefits including tuition reimbursement, assistance and tuition assistance. Apply Mon. thru Fri. 8:30am or send resume to:
Human Resources & Benefits
League Insurance Companies
15600 Providence Dr.
Southfield, MI 48075
No Phone Calls Please!

OFFICE HELP
Part time, clerical experience helpful. Rochester area. After 5pm 375-2153

OFFICE HELP
2 or 3 days. Typing, 50 wpm bookkeeping, good phone manner, pleasant personality. Call 533-1234

OFFICE MANAGER - for educational service business. Marketing experience & typing skills, professional appearance, and well organized. Word processing. Send resume to: R.M.I. Inc., 5577 Northcote Lane, W. Bloomfield, MI 48322

OFFICE PERSON
needed for real estate appraisal office. Full time. Accounts Receivable experience required. Will train on computer systems. $5.50/hr. plus benefits. Interested parties contact Stacey at

OFFICE POSITION for competent, experienced person. Must have good typing skills and knowledge of office procedures. Excellent growth potential in this growth company environment. Send resume to: Box 98-L, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITION available in Dearborn for small real estate firm. General office duties. Must be good with figures and detail oriented. Salary & fringe benefits. For further details contact Cindi at: 561-7741

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
If you are a mature, experienced person, Dr. Linoul in Livonia, is interested in you. Individual should be self motivated with good communication & organizational skills. We provide excellent advancement opportunities. Excellent salary. Salary to commensurate with experience. Fringe benefits. Salary requirements to:
Box 7260Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL, full time position. Duties responsibilities include typing (50 wpm), filing, telephone reservations. Opus One Restaurant. Please call Toni Singer. 961-7766

OFFICE MANAGER
Needed for Canton Insurance agency. Duties will include marketing, service & sales. No experience necessary, will train. Call 459-0023

OFFICE & SALES, full & part time, experience necessary. Southfield area. Call, ask for Mrs. Rosen.
559-5329

OFFICE STAFF for educational service co. Daytime, evenings & weekend hours available. Apply or send resume to: Bisness Plus, 30 Kercheval on the Hill, Detroit, MI. Southfield 48075 or call 569-5320

OPERATOR/CASHIER
GENERAL OFFICE
Must have excellent communication skills & work well with others. Some experience preferred. Position includes light typing & filing. Call Nancy Major 649-5688

RECEPTIONIST with light typing skills needed for Troy title company. Full time. Real Estate experience helpful. Benefits.
362-5880

RECEPTIONIST-PART TIME
Farmington Hills Real Estate Century 21 MLC Corporate Transferee Service. Call Staci or Terri 851-8700

RECEPTIONIST/CLERICAL - needed for busy sales office. Position requires typing, filing and other clerical duties. Send resume to: PO Box 40752, Redford MI 48240

RECEPTIONIST - PART TIME
Livonia sales office needs outgoing person, 8am-3pm., Mon. thru Thurs. with light typing & phone helpful.
Midwest Group. 471-6550

RECEPTIONIST/SECRETARY
For Farmington Hills insurance firm. Good clerical skills & some computer knowledge. Call Jull Reed.
655-0080

RECEPTIONIST - Mature with excellent typing skills. Light bookkeeping skills. Must be dependable, $5 an hour, 40 hour week. Rochester 377-3300
Equal Opportunity Employer

RECEPTIONIST - Full and part time positions available for optometrist's office at Towne Square Oak Mall. Flexible hours, some weekends and evenings required. Westland 349-3377

RECEPTIONIST
Full or part time. Days & evenings. Must have clear speaking voice and pleasant phone personality.
Call Mon-Fri, 2-6pm 535-3307

RECEPTIONIST: For Southfield Law Firm. Duties include: Reception for dependable and responsible person. Experience preferred. Excellent benefits.
354-4030

RECEPTIONIST-PART TIME
For Bloomfield Hills law office. 13 Mile/Telegraph. Light typing required, non-smoker. Experience preferred. 626-4060

RECEPTIONIST/GIRL FRIDAY
Full-time entry-level position with benefits. Salary based on job accuracy. Comput