504 Help Wanted Office-Clerical

INSURANCE INVESTMENTS office needs sales assistant. Telemarketing proposed position and typing at office work. Good phone sales necessary. Computer & word processing & plus. Insurance & investments background helpful. Troy location. Call Marian, 8:30am-2pm. 362-3422

I/O CLERK

Due to our fast growth, we have an opening for an I/O Clerk in the M.I.S. department of our Troy corporate office. Qualifications: IBM CRT experience, knowledge of computer center work procedures, ability to work independently & interact effectively with users required. Data entry experience a must. Submit resume with salary requirements to:

Arbor Drugs, Inc.
P.O Box 7039
Troy, MI 48007-7034

LEGAL PERM/TEMP

Have a WORDPERFECT background? This Southfield Manufacturer's client would like to talk to you
To $22,000

Small but busy Troy office is seeking some Word Processing experience. Real Estate helpful. Corporate litigation, a Plus To $25,000

Solid typing needed by this major employer. Word Processing, a Must. Word Processing, a Plus To $20,000

Large top twenty firm needs Word Processing skills. Strong typing & 2 or more years legal experience, a must To $22,000

We have lots of opportunities available for those seeking temporary assignments both long and short term are available. Top rates!

PERSONNEL AT LAW

3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060

One Kennedy Square, Suite 1632
Detroit MI 48226
964-2900

LEGAL SECRETARY - needed for Birmingham law firm. 2-3 yrs experience required. Knowledge of litigation & Word Perfect helpful. Good salary & benefits. Call Judy 540-5782

LEGAL SECRETARY - Immediate opening for general practice department, of defense litigation law firm in Farmington Hills. Word processing preferred. Excellent benefits. Please respond to P.O Box 3040, Farmington Hills MI 48018

LEGAL SECRETARY
Downtown, Typing and Word Processing. WordPerfect 5.0 preferred. 55 WPM. Accurate typing required. Good salary & benefits. 963-5090

LEGAL SECRETARY - full time, entry level position. Must have good secretarial experience, legal helpful but not necessary, must be reliable. Salary based on experience. Ask for Jan M between 9am-noon only. 647-6464

LEGAL SECRETARY, experienced for pleasant Southfield 9* firm. Word processing, excellent skills necessary. Salary commensurate with experience. Benefits. Send resume to Hadley J. Wine, P. O. Box 2207, Southfield, MI. 48037-2207 or call for confidential interview.

LEGAL SECRETARY- Part time (flexible hours) basis. Experience necessary. Near Inkster RD. Hours Perfect 5-0. 13 Mile & Northwestern area. Call after 6pm 356-3055 Northwestern Hwy. Suite 200, Farmington Hills, MI 48018
Attn Cheryl

LEGAL SECRETARY
Southfield law firm clientele preferred but required. Good typing & word processing skills. Position available immediately. 352-7755

LEGAL SECRETARY - 3 attorney law firm in present Farmington Hills office park. Prefer 2 years experience with typing of 60 plus wpm, word processing & PC experience. Salary $8.50 Hr. Ask for Therese 553-8010

LEGAL SECRETARY
experienced in probating computerized being system & WordPerfect. Good pay. Modern Troy real office building in Southfield. Non smokers. Call Pat 355-5000

OFFICE MANAGER

Pension & profit sharing sales & administration firm seeks well organized, detail oriented individual with accounting background. Must have a home computer experience.

Small, pleasant suburban office. Salary & benefits negotiable. Flexible hrs. possible.

Send resume to: James A Chesa, Esbenco Administrators, Inc., 26105 Orchard Lake Rd., Suite 210, Farmington Hills, MI 48018

OFFICE POSITION

available in Birmingham for small retail chain. General office duties including light accounting. Must be good with numbers. This full time position includes a benefits package consisting of medical & dental insurance & employee discount. For further information, contact Carol at 851-7741

PART TIME OFFICE
Student for part time office position. Knowledge of computers, typing, filing & phones. Part time hours Mon-Fri. Sat. 9am-5pm. Approximately 20 hours per week. 16 Mile/Rochester Rd area. Please call Sharon at 528-3335

PART TIME OFFICE

MTS SYSTEMS CORPORATION seeking enthusiastic individual for answering phones, light typing, computer experience (WordPerfect), filing, etc. $8 to $8.50 hourly. Qualified candidates please contact Kathi Robinson for interview 334-2272

PART TIME SECRETARY
Troy area. Real Estate experience helpful. Call between 10am-4pm 641-4789

PAYROLL/BENEFITS SECRETARY
A corporation located in Troy, MI has an immediate opening for a full time Secretary in its payroll and benefit services department. The position will assist the payroll and benefit functions, input data, type and file related correspondence. Applicant must have experience with WordPerfect version, 5.0 and Lotus, must also be organized and detail oriented. Some accounting knowledge helpful. Qualified applicants only. Please send resume and salary requirements to: V. Cook, P.O. Box 7002, Troy, MI 48007-7002

PAYROLL CLERK
Large downtown Detroit firm is in need of a full-time Payroll Clerk to assist Payroll Manager.
Some duties will include:
* Preparing & processing Employee Time Sheets
* Manual Checks
* Adjustments
* Garnishments
* Loan processing phone
* Light typing & filing
Previous Payroll experience, a Plus. This position includes full benefits package. For consideration, send resume & salary history, to:
Payroll Clerk
P.O. Box 779,
Detroit, MI. 48231

PERSONNEL COORDINATOR
Knowledge and experience in benefits and personnel administration, must have minimum of an Associate Degree. Typing skills required. Successful candidate shall be computer, word processor-oriented. Send resume along with salary history and requirements to be considered to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROFESSIONAL RECEPTIONIST

$16,000
Switchboard & front desk experience required for this position with excellent firm in Wm auburn. Wonderful benefits & high tech environment. Call Today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9000
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY

For large Southfield PI firm. Candidate must have recent litigation experience and have outstanding organizational skills. Terrific opportunity with competitive starting salary and excellent benefits. 559-5353.

LEGAL SECRETARY
Established law firm seeks ambitious individual with sound secretarial skills to assist attorney in Southfield office. No previous legal experience necessary. Excellent benefits/working environment. For prompt consideration send resume to: Box 748 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate tax & business law necessary. WP 5.1 & PC experience required. Salary commensurate with experience & demonstrable, technical skills. Reply by resume only to: Pension Consultants, 2001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention: Carol.

LEGAL SECRETARY

Legal Secretary for growing, busy, suburban law firm. Must have minimum 3 years litigation experience and current WordPerfect 5.0 experience. Comprehensive benefit package. Send resume to:
Arthur Thomas & Associates
400 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

Excellent candidate opportunity for experienced secretary with minimum 2 years legal background. Must have excellent skills and professional image a must. Comprehensive benefit package. Send resume to:
Arthur Thomas & Associates
400 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL SECRETARY

$10 to $25,000
Two positions. Plan Com. Troy. Good organizational skills, experience in probate, trusts and wills, tax or litigation a plus. Pleasant working conditions. Free paid. 772-6760
SHELLING & SHELLING

OFFICE ASSISTANT
Computer company seeks an energetic person for order entry, light bookkeeping & other office duties. Resume to Microlab, 27751 Research Dr., Farmington Hills, MI 48024.

OFFICE ASSISTANT needed for growing Farmington Hills company. Must be organized and have general office skills such as typing, filing and word processing. Send resume with salary requirements to: Office Assistant, P. O. Box 5010, Farmington Hills, MI 48333-9076

OFFICE/CLERICAL - Small Livonia manufacturer needs person for data entry, receptionist & typing. Must have good computer skills & energetic attitude. 90-65. Ins, profit sharing, bonus. Please apply at: Ventura Industries, 11665 Globe Rd., Livonia, MI. 48150. 591-2053

OFFICE CLERICAL
Entry Level
A Walled Lake/Novi area service company has a full time entry level opening in its Customer Service/Clerical Department. Filing, customer contact & assisted other office functions. Opportunity for advancement. Call Barbara 347-3689

OFFICE CLERK
Full time, must type, basic office skills. Ask for Debby. 525-1990

OFFICE DISPATCH
Plumbing company in Farmington Hills, Grand River & Haggerty, is looking for mature, dependable person with a cheerful phone voice. No experience necessary, will train. Full-time position starting at $4.50 per hour rising $5.00 an hour after training. Hours are - Sat. & Sun. 7am-3pm Mon., Tues., Wed. 3-11pm. Phone for appointment at 476-7258

OFFICE MANAGER/BOOKKEEPER
For growing Contractor in Rochester Hills. Duties include data entry for accounts receivable, payable & ledger. Salary based on experience 852-6865

OFFICE MANAGER
Accounts payable/receivable, payroll, thru financial statements, handle other duties as assigned. Send resume to: MTOL, 1000 W. 8 Mile, Ferndale, Mich 48220

OFFICE MANAGER

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Small, pleasant suburban office. Salary & benefits negotiable. Flexible hrs. possible.

Send resume to: James A Chesa, Esbenco Administrators, Inc., 26105 Orchard Lake Rd., Suite 210, Farmington Hills, MI 48018

Legal Secretary

28,000
Executive office in prestigious corp. will consider entry level if right person. Real Estate/Tax background a plus! Call Ms. Lynn Hall 358-2160
DAVIDSON, LAIRD & ASSOC., INC.
Executive Search

LEGAL SECRETARY
For 3 attorneys in Birmingham. Collection litigation experience preferred. Will train right person. Call Ted Sesser for interview.
6895 Telegraph Rd., Ste. 1
Birmingham, MI 48010
or call 645-0306

MAIL PROCESSING CLERK
Southfield law office has an immediate opening for a mail processing clerk. General office skills required.
Call Ms. Dow at 358-2160
DAVIDSON, LAIRD & ASSOC., INC.
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Executive office in prestigious corp. will consider entry level if right person. Real Estate/Tax background a plus! Call Ms. Lynn Hall 358-2160
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DAVIDSON, LAIRD & ASSOC., INC.
Executive Search

MORTGAGE SERVICING positions open in foreclosure, tax, insurance & audit departments. Experienced preferred but not required 350-9710

LEGAL SECRETARY

$23,000 FEE PAID
Birmingham law firm has position for talented Secretary with good legal know-how. Real estate or probate. Celebrate this busy position! Excellent benefits including 401K. Call our Legal Department at 851-3600 or fax resumes to. 849-3326.
SHELLING & SHELLING OF TROY

MANPOWER

Needy Clients - $5-$8/Hr. Immediate positions available for long & short term assignments. Free word processing training. Positions available if qualified, call for an appt.
LIVONIA 462-0024
DEARBORN - 271-5210

MEDIA SECRETARY

To $19,000
Variety spot with prestigious firm. Some secretarial experience helpful. Opportunity to advance. Benefits include medical, life insurance, tuition, profit-sharing and more. Fee paid. 772-6760
SHELLING & SHELLING

MEDICAL OFFICE POSITIONS

Providence Hospital in Southfield and satellite locations have immediate full time, part time and contingent clerical openings.

Candidates must have a minimum of 1 year clerical experience in a medical office environment including medical terminology. (Medical terminology and typing tests will be given at time of application). Provide medical insurance, 3rd party payor and ICDA/CPT-4 coding helpful.

Excellent salary offered. Apply at our Employment Office, Monday - Thursday, 8 AM - 2:30 PM.

PROVIDENCE HOSPITAL
16001 W. 9 Mile
Southfield, MI. 48075
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART-TIME RECEPTIONIST/Clerical, potential full-time. Answering phones & light typing. Computer experience (WordPerfect) helpful. $6-$6.50 hrly. Send letter & resume to: PLL Inc., 2285 Franklin Rd., Ste. 150, Bloomfield Hills, MI. 48013

PART TIME SWITCHBOARD
12:30-5:30pm. Mon. thru Fri.
Construction office. Congenial atmosphere. Call Joanne 344-1200

PAYROLL CLERK

We have an immediate opening in our computer generated payroll department. This position requires typing and 10 key adding machine skills. 748 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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* Loan processing phone
* Light typing & filing
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Payroll Clerk
P.O. Box 779,
Detroit, MI. 48231

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PROFESSIONAL RECEPTIONIST

$16,000
Switchboard & front desk experience required for this position with excellent firm in Wm auburn. Wonderful benefits & high tech environment. Call Today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9000
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST
Mature person needed immediately for light office work. Part-time 3 days per work leading to full time. Must have pleasant phone voice and light typing. $5 per hr to start. Ann Mold Incorp. Detroit. Call Carol for appointment 532-0090

RECEPTIONIST/TYPIST
An environmental laboratory has an opening for a receptionist/typist. Candidate must have a pleasant phone manner and good typing skills. Switchboard experience is desirable. Send resume and salary to: Mrs. D. Purvey, Clayton Environmental Consultants, Inc., 22345 Roethar Dr., Novi MI 48050. No phone calls please EOE/M/F

RECEPTIONIST/SECRETARY
needed for a receptionist/typist. Candidate must have a pleasant phone manner and good typing skills. Switchboard experience is desirable. Send resume and salary to: Mrs. D. Purvey, Clayton Environmental Consultants, Inc., 22345 Roethar Dr., Novi MI 48050. No phone calls please EOE/M/F

RECEPTIONIST/SECRETARY
needed for light office work in growing firm. Excellent telephone, typing and people skills required. Minimum 2 yrs. experience in a professional office setting required. Must be conscientious and detail oriented. Salary commensurate with experience. Mail resume to:
Rubenstein & Associates, PC
3000 Town Center
Ste. #1101
Southfield, MI 48075
Confidential Barbara

RECEPTIONIST
For beauty salon. Full time. Call Gertands in Franklin 855-5468

RECEPTIONIST for busy dental office. Must be pleasant & have phone presence preferred. Part-time. 10-4 Mid-Southfield area. 443-2300

RECEPTIONIST
Light typing and filing. Experience not required. Will train right person. Call Linda or Rosalyn. 418-5042

RECEPTIONIST
Part time for Birmingham Law Office. 13 Mile/Telegraph. Read & write English. Non smoker. 540-6460

RECEPTIONIST - $16-$18K
No experience needed
Call Today 557-1200
Fee $675.00 Job Agency

RECEPTIONIST/SECRETARY
Computer firm in Southfield seeks a versatile individual to handle light phone manners & computer experience. Call 423-7200

RECEPTIONIST - Part-time opportunity of full time in Southfield area. Typing, phone, and clerical skills needed. Flexible hours. Call Beverly. Mrs. Gennette 569-1960

RECEPTIONIST
Position available with construction company in Novi. Individual must possess pleasant personality & be board telephone answering experience. Typing skills helpful. Call between 8am-5pm 478-5303

RECEPTIONIST/SECRETARY
Fast paced Southfield art gallery in Bloomfield Hills. Seeking a dedicated individual with good organizational skills who deals well with the public. Excellent typing skills required. Call Pamela 642-7500

RECEPTIONIST/SECRETARY
Birmingham CPA firm looking for secretary/receptionist. Must have phone. Typing and filing skills necessary. Pleasant personality and atmosphere. Salary commensurate with experience. Fringe benefits. Call Kathy for appointment.
Fogel, Kahn & Co. 540-2700

RECEPTIONIST/TYPIST
For law firm. Must be research firm. Must have previous reception experience and typing abilities of 50wpm. Word processing skills a plus. Will not required. Send resumes to: Box 726 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150

RECEPTIONIST—Cashier, full time, Monday-Friday, 8am-5pm, experience mandatory, immediate opening, pay based on experience and ability.
Hines Park Lincoln/Mercury
453-2400
EXT. 222
Ask for Mary

RECEPTIONIST/CLERICAL
Ideal for College student-part time-Livonia. Perfect position for the student. Hours are Mon. thru Thur. 5 to Pm, Sat. 9 to 5pm, Sun. 12 to 5pm. Looking for the bubbly personality-must have good typing skills, phone & people skills. Permanent position, more hours in the summer. Call ask for Sandy 427-5600

RECEPTIONIST
Farmington Credit Union has immediate opening for a friendly and pleasant personality to greet & assist our members. Light typing. Ideal candidate will be a quick learner & enjoy working off an office clerical field. Send resume by mail or fax to:
Personnel Dept.
32981 Farmington Rd.,
Farmington, MI 48024

RECEPTIONIST
TO handle very busy 8 line phone switchboard. Light typing required. Must also have experience with light office work. Typing speed of 40 wpm skills. Typing of 50 wpm. We offer an excellent benefit package, interested applicants please send resume, salary history and salary requirements to: Controller, P.O. Box 304, Novi, MI 48050

Receptionist

Architectural firm in Bloomfield seeks an energetic person to answer phones, greet clients and do light typing. Computer skills and pleasant demeanor are a plus. Excellent benefits package. $14,000. Fee paid. Call Melody, 464-0909
SNELLING & SNELLING

First Property Management, a national real estate company, has an opening for a receptionist in our Southfield property. If you enjoy greeting people and can type between 45-55 wpm, this job is for you. Company offers competitive compensation package. Apply in person, 25800 Northwestern Hwy., Suite 200, Southfield, MI 48034.

RECEPTIONIST

Receptionist with professional and front desk image with excellent communication skills. Experience preferred but will train the right person. Should be able to type minimum 55 wpm. Excellent salary & benefits package for right person. Send resume to:
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

RECEPTIONIST
Farmington Hills Consulting Engineers has an immediate opening for a receptionist to assume telephone switchboard operations, answer incoming calls and other related duties. 2 to 4 yrs. office experience required. Typing skills preferred. The position offers a competitive salary with an excellent benefits package.
Call Human Resources at 553-6300

NTH Consultants Ltd.

RECEPTIONIST

Insurance company is seeking a Receptionist to assist in insurance claims as a Receptionist or directly related experience. Contact the public. Accurate typing, 55 wpm, and software for word processing required. Excellent benefit package, competitive salary. Please indicating salary requirements to:
Human Resources & Benefits
P.O. Box 33030
Detroit, MI, 48232-5430

ROYAL INSURANCE is seeking a full time receptionist for our Southfield Service Central vacancy in Livonia. Duties include: Ability to type 50wpm accuracy; computer experience preferred; ability to work in a Liberal fringe benefits. For appt. call Mrs. Rose, Mon.-Fri., 8:30-2:30PM.
261-2020, ext. 313
An Equal Opportunity Employer

SALES ADMINISTRATOR
We are a leader in the medical interiors industry seeking an individual to support our Southfield sales staff. Qualified candidates will possess strong interpersonal, organizational skills, figures, and ability to problem solve. Will have clerical or sales support experience. Knowledge of IBM computer experience a plus. Please send resume with salary requirements to: Contract Interiors, #10 Oak Hollow, Southfield 48034

SALES ASSISTANT

STOCK BROKERAGE
Leading NYSE Member firm has an immediate opening for a Sales Assistant in its busy Farmington Hills office.

Excellent typing and communication skills are required. Previous Brokerage experience is a plus. If you'd like an opportunity to advance with a growing company, call Sherry, Roney & Co., at 855-3177

504 Help Wanted Office-Clerical

RECEPTIONIST
Prestigious private bank in Bloomfield Hills, seeks an experienced part time receptionist. Excellent telephone, typing and communication skills. Many varied and interesting responsibilities in beautiful surroundings. Salary negotiable. Send letter to:

Republic Bank S.E.
Attn: Personnel Officer
1700 N. Woodward Ave.
Bloomfield Hills, 48013
Fax 433-5305

RECEPTIONIST
An important front desk position offered. Seeking an individual who functions well in a fast paced work environment. Successful candidate will possess initiative and ability to work under pressure, a desire to work with the public and friendly communication skills. Duties include: Greeting visitors, screening phone calls, greeting visitors and light typing. Previous related experience is ideal. Excellent benefits package. Non smoking office, competitive wage and many other benefits. Apply in person: Lincoln Park Highway, Suite 109E,
Farmington Hills, MI. 48018
932-0990

We are a permanent Placement Agency. Applicants see are always paid by the employer.

RECEPTIONIST

Growing Property Management/Real Estate firm in Farmington Hills has immediate opening for receptionist. This entry level position is available for motivated individual seeking to gain experience in variety of fields including Word Processing, Bookkeeping and correspondence. The successful candidate should have good typing skills, excellent phone manner, good spelling and grammar skills, ability to work independently and be willing to learn. Salary commensurate with experience and given their own transportation. Please call or apply to:
CERTIFIED REALTY, INC.
Receptionist Position
36343 W. Twelve Mile Road
Suite 300
Farmington Hills, MI., 48024
(313)471-7100

SALES SECRETARY
If you possess a pleasant attitude & desire a diversified position we want to hear from you. Duties exist light typing, phone answering & sales support. Bottom line... if you need a challenge and want to be a successful secretary - give us a call. Salary plus bonuses. Medical, March Program, Golden City.
425-5287

SECRETARIAL
Position in a Plastic Surgery Firm. Must be outgoing, reliable, and professional. Must have Word Perfect experience desirable. Send resume to: I Werner & Associ. P.C., 29101 Greenfield, Suite 2100, Southfield, MI 48075

SECRETARIAL, typing, invoicing, filing, must be accurate. Pleasant office to Ad Gift Co., 5767 W. Maple, W. Bloomfield. 851-0414

SECRETARIES, RECEPTIONISTS, DATA ENTRY, ACCOUNTING CLERKS
Christmas shoppers - what better way to extend your holiday budget than to earn extra spending dollars working as a temporary. Packages of jobs waiting for you:
Receptionists
Switchboard
Word Processors
Clerks
Data Entry
Short & long term assignments available Call today
The Employment Connection
405-3900

SECRETARY WANTED
for 4 major hospitals in Detroit & Southfield. Medical terminology helpful but not required. 6 mos. to 1 yr. word processing & must. $9-$10/hr. Call Employers Group 357-0038

SECRETARY
Detroit-based Financial institution has an opening for a full-time, hard-working, detail-oriented, with accurate typing skills (50 WPM) & good math skills. Experience preferred (WordStar, a Plus). Persons should have the ability to take on some responsibilities & have an excellent phone manner. For consideration, send resume to:
SECRETARY
P.O. Box 779,
Detroit, MI. 48231

SECRETARY
ENTRY LEVEL

Duties include filing, typing and data entry. Experience helpful but not required.

Full benefit package includes: health care coverage, life insurance, paid vacations & holidays, tuition reimbursement program and free health spa membership.

CALL MR. ROBERT HEWLETT
737-7200

SECRETARY: Entry level needed for small but fast paced Southfield manrep office. Located in Lathrup Village. Minimum typing 60 wpm, filing, copying, answering phones. Good math aptitude. Salary commensurate. Hours 8:30-3:30pm, with flexibility.
Call Joe at 569-8240

SECRETARY
Experienced business mature person needed for Southfield secretary to vice president of construction company in Southfield. Word processing, good phone skills necessary. Salary Benefits included. Please send resume and salary requirements to: Office Manager, P.O. Box 806, Franklin, MI 48025-0806

SECRETARY
Experienced secretary needed for busy office. Must be self starter, must be able to type 60-70 wpm. Word processing and spreadsheet experience required. Macintosh Word and LOTUS background preferred. Salary commensurate with experience. Excellent interpersonal skills are required. Excellent benefits package. Competitive salary. If interested send resume and salary requirements to:
McKINLEY ASSOCIATES
Searches
P.O Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Fast paced Rochester Hills office seeking the organized, self motivated individual for the full time position. Must have knowledge of bookkeeping & billing skills. Notary public required. Salary negotiable. Send resume to: Management Search, Mail, 82 N. Adam, Rochester Hills, MI. 48309 or call 375-8531

SECRETARY
Financial division of Fortune 200 company has immediate opening for a Secretary. Ideal candidate will have 3-5 years secretarial & communication skills. Be proficient in Lotus or Symphony & WordPerfect & be an energetic, motivated self starter. Salary commensurate with experience. Excellent benefits package. Send resume to: Personnel, P.O. Box 7011, Troy, MI 48007-7011
An Equal Opportunity Employer

SECRETARY
FOR ADVERTISING AGENCY

$16,000. Nice benefit package. Large plush office. Fee paid. 399-3450.
SNELLING & SNELLING

SECRETARY
Full time position available evenings, plus Southfield location. Excellent typing skills required. Shorthand helpful. Must be able to work independently. Excellent opportunity for the right individual. Salary to commensurate with experience. Send resume including salary requirements to: P.O. Box 5061, Southfield, MI 48086

SECRETARY/LIGHT BOOKKEEPING: Flexible hrs. for small building office. In Southfield.
Call 353-0278

SECRETARY needed for light typing, light clerical, some computer knowledge, general office clerking, 40 hours +. 695-6324

504 Help Wanted Office-Clerical

SECRETARY/GENERAL OFFICE
Livonia area firm seeking self-organized individual to handle a variety of General Office Secretarial & Data Entry functions. Applicant should possess pleasant phone manner and typing skills. Rate $6.50 per hr. +
Overtime. Flexible hours & salary requirements, to: Box 683, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY III
(Full-Time/Temporary)
CITY OF LIVONIA

The City of Livonia is seeking qualified DACs and other interested applicants as well as white applicants for temporary employment. This is an opportunity for the position of Secretary III in the Law Department, to begin in January for an estimate two month duration.

$11.29/hr. Applicants must Be U.S citizen or resident alien with the right to work in the U.S.; have high school diploma or equivalent certificate, and have had a minimum of four years of clerical experience. Secretarial or stenol experience taking dictation and typing from stenotype transcription is not acceptable. Typing minimum 50 wpm, shorthand 90 wpm

Apply no later than 5:00 p.m., Friday, December 15, 1989 to: City of Livonia, Human Resources, 33000 Civic Center, Fourth Floor, 33000 Civic Center Dr. (5 Mile & Farmington Rds.), Livonia, MI 48154, 421-2000, Ext. 294

NO RESUMES ACCEPTED
Equal Opportunity Employer M/F/H

SECRETARY
INSURANCE AGENCY

$16,000 PLUS
If variety is the spice of your work day, this choice position is for you! Light typing, filing & phone skills! will be appreciated here
Call 353-0278
SNELLING & SNELLING

SECRETARY

Multi-state sales organization with corporate offices in Farmington Hills has an immediate full time position available for a secretary in the retail department. Ideal candidate could phone manner, typing 50wpm, statistical typing helpful, organization and interpersonal skills Word processing required. At least 2yrs. clerical experience necessary. Benefits include cash bonus, profit sharing and insurance benefits. Send resume with salary requirements in confidence to:
Personnel Department-RTL
P.O. Box 5010
Farmington Hills, MI 48018

SECRETARY

Must type 60 wpm accurately, word processing and PC experience are mandatory. Medical terminology skills required. This job requires a person with good attendance and can work with relatively little direction. Excellent benefits package. 9am-5pm.
MANDLEKOW COMPANY
500 KIRTS BLVD., TROY
(1st stop light N. of 15 Mile
W. of Livernois)
An Equal Opportunity Employer
Female Employees Only

SECRETARY - Needed for Construction Co. on site trailer. Believe to be part time. Call Mr. Bell for interview. 348-4110

SECRETARY

Needed for a growth Southfield office must have good typing, verbal & written communication skills, word processing experience. Starting wage $6.50-$7 per hour with health benefits. Interested applicants call 8:30-3:30

NATION WIDE SECURITY
23800 W. 10 MILE RD
SOUTHFIELD, MI
355-0500
An Equal Opportunity Employer

SECRETARY - PART TIME
3 days a week in Bloomfield Center, Southfield for mature, experienced secretary. Word processing & typing must. WordPerfect 5.0 required. Call Carol at 642-2902
An Equal Opportunity Employer

SECRETARY PART-TIME
Manufacturer rep firm seeking well organized individual with good communications & typing skills, word processing a plus. Non-smoker. Pleasant office. Please submit resume to: Sales Manager, P.O. Box 102, Bloomfield Hills, MI 48013

SECRETARY

Rapidly growing sales representative consulting firm has opening for self-motivated, professional with minimum of 3 years office experience. Applicant must be well-organized and detail oriented, possess excellent typing, grammatical, and math skills, and be computer literate with wide variety of duties with minimal supervision. Pleasant telephone manner and excellent written and oral communication skills also required. Experience with inventory control/purchasing, as well as accounting/bookkeeping & business machines a plus. Knowledge of Lotus and Microsoft Word on Macintosh computer preferred. Send resume to: Ms. K. Ferris, Dayton Environmental Laboratories, 22345 Roethar Dr., Novi, MI 48050. No phone calls please.
Equal Opportunity Employer M/F

SECRETARY/RECEPTIONIST - computer, typing, filing, 10 phone lines, typing, & resume to C.F.O., 10700 Capital Ave., Oak Park, 48237

SECRETARY/RECEPTIONIST
typing, filing, light bookkeeping desired. Excellent opportunity & benefits. Call Jerrie, 354-4044

SECRETARY/RECEPTIONIST
for Southfield office. Must have typing, phone, filing experience & like working in small office. Salary & benefits, immediate opening. Call for appointment 557-1200

SECRETARY/RECEPTIONIST
Aggressive, growing real estate firm in Farmington Hills seeks a motivated individual to handle a variety of professional outgoing person. Must be knowledgeable, WordPerfect a plus. Full time position with benefits package. Call Pam at 476-3700

SECRETARY - SALES OFFICE
Immediate part time opening in the Farmington Hills area for an enthusiastic individual with good telephone personality and organization skills. Light typing, filing, & phone. Shack's regional computer manufacturing office, you will enjoy working our sales and support staff, customer and top company management. Light typing required. 35 - 40 hrs. per week. Prior experience helpful, working knowledge of computers helpful, extra pay/sick available.
Call 737-7700 Ask for Sandy or send resume to:
David Lynchmyer
Director of Marketing
31500 W. 13 Mile Rd. Farmington Hills MI 48018

SECRETARY - Southfield, excellent typing, shorthand 100, professional appearance, good phone manner, experience required. $20,000 plus benefits. 557-1200

SWITCHBOARD - good experience on Rolm, some typing, benefits, $16,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY STATISTICAL TYPIST
Seeking a mature individual for full time hourly position with CPA firm. Good communication skills, accurate typing & well organized. Excellent fringe benefits program. NW Hwy & Lahser area. Farmington Hills. For interview call Terri 737-4994

SECRETARY
TO $24,960 FEE PAID

Growing firm has immediate position for Secretary with medical transcription experience. Full benefits including paramedical dental coverage will be fast, accurate and know medical terminology. Call 649-3400.
SNELLING & SNELLING OF TROY

SECRETARY/TYPIST
Troy advertising company seeks congenial individual. WordPerfect a plus. Must have phone skills and able to prioritize work.
Call Joyce 641-0400, ext. 188

SECRETARY - Word processors for advertising agency. Excellent typing, organizational skills. Lanier, Microsoft Word, or Word Perfect experience. $18-$20,000. Call Jill at Uniforce 948-1000

504 Help Wanted Office-Clerical

SECRETARY

Successful Birmingham commercial real estate developer seeks professional, self-motivated and enthusiastic Secretary to provide support to 2 project managers in addition to assisting other office support staff. Ideal candid