504 Help Wanted Office-Clerical

DATA ENTRY
Assignments on Wayne County, 45 wpm. Good pay - no fee
ETD Temporary Service 425-6228
An Equal Opportunity Employer

DATA PROCESSING/Entry Person For National Food Commodity Manufacture. Entry level. Flexible shift assignments. Prefer applicants with 2 years history to: 29978 Freeway Park Dr., Farmington Hills, MI 48024

DESKTOP PUBLISHING
Great opportunities for those experienced on Desktop Publishing. Related skills positions offer excellent pay and benefits in the Detroit area. Call for an appointment!
WE PUT EXPERIENCE TO WORK.
ENTECH SERVICES, INC.
737-1744

DMC - WOODLAND HEALTH CARE CENTERS
ADMINISTRATIVE SECRETARY - 2 years experience in medical word processing experience necessary. Experience in health care setting a plus
EXECUTIVE ASSISTANT - 3-4 years experience required. Shorthand, word processing skills 3-5 years experience in health care setting a plus
Send resume to
Human Resources Dept.
41935 W. 12 Mile Rd.,
Novi, MI, 48050
Affiliated With
The Detroit Medical Center
An Equal Opportunity Employer

EDITORIAL SECRETARY
Technical society (Bell Redford area) is looking for an editorial secretary (non smoker). Requires ability to work independently, keeping track of work in progress. As department secretary, must be able to set up and prioritize. Requirements include excellent English, spelling & grammar skills, proficient in word processing, and typing 50 wpm or more. Send resume & salary requirements to: ACI Personnel Coordinator, P.O. Box 19346, Detroit, MI 48219-0346

ESCROW/PERSONNEL
National Title Company is to accepting resumes for new office in Livonia area effective immediately. Closing experience desired. Send resume to Box 4422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXECUTIVE LEGAL SECRETARY
For Detroit area law firm. Must have 5 years experience, articulate and well educated. Salary commensurate and overtime. Fax resume to Farmington Hills WordPerfect Top Salary Offer. 626-5000

EXECUTIVE SECRETARY
Birmingham Real Estate Group needs experienced professional with residential mortgage closing background and college level degree preferred. Skills Benefits included FEE PAID
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

EXECUTIVE SECRETARY
For a dynamic sales oriented investment counsel firm. Full time career position. High motivation and organization needed. Computer skills desirable. Send resume to Personnel Director, 3707 W Maple, Birmingham, MI 48010

EXECUTIVE SECRETARY
Immediate opening for detail oriented Secretary with background in retail skills including shorthand. Good communication and business minded. Word Processing experience necessary. We offer a competitive starting salary and a comprehensive benefit program. Send resume to: Salary Secretary to P.A.M., P.O. Box 306, Troy, MI 48099

EXECUTIVE - secretary, Troy, 5-10 yrs experience, typing 70 wpm, IBM Display Write, knowledge of word arrangements, self starter, benefits, $25,000 plus bonus

SECRETARY - Troy, 70 wpm - typing, leasing documents, phones, travel arrangements, benefits, $18,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED Secretary, unusually busy Bloomfield Hills office, WordPerfect 5.0, NBI 4000, Decmate, $17,537/mo Call Jerry at Merit, 646-7661

EXPERIENCED PERSON for 1 person office in Livonia. Send resume to: McLeod Wright, 31209 Schoolcraft, Livonia, MI, 48150

EXPORT DOCUMENTATION
Leading international trading company (import and export) is looking for an individual to handle the coordination of shipments from suppliers & the preparation of related export shipping documents, traffic functions, invoices & shipping documents. Forward resume & salary requirements to: Human Resources Dept., PO Box 985, Troy, MI 48099

FRONT DESK SECRETARY
$18,200
This "commonwealth-different" secretarial position offers people contact in an upscale retail setting
Call 353-2000
SNELLING & SNELLING

GENERAL OFFICE work - full time position, immediate opening, typing & light bookkeeping, good math skills necessary. Pleasant desirable, modern IBM Wheelwriter typewriters & computer. Office in Southfield. Ask Ellen 559-1160

GENERAL OFFICE
Full or part time, computer skill required, light typing, basic accounting office, Redford area. Call form 534-0144

GENERAL OFFICE/ COMPUTER OPERATOR
Full time position for young achiever working in busy office doing various office duties, typing, filing and bookkeeping. Experience in accounts receivable and payable on computer. Must be self-starter, work cooperatively. Nadine Austin, Palmer Floors, Inc. 1865 Telegraph Rd., Bloomfield Hills 353-4050
stu

GENERAL OFFICE
Part time. Experience preferred. West Bloomfield area 737-2250

GENERAL OFFICE clerks, will train switchboard, Farmington automotive, $667/mo. Call Jerry at Merit 473-2934

GENERAL OFFICE - Full time for bookkeeping department. Duties including answering phones & typing. Experience helpful but not necessary. Benefits. Apply at: 22215 Gratiot, Exit 6 of I-96 between Telegraph & Beech Daly

GENERAL OFFICE POSITION available in busy Southfield property management office. Excellent filing & phone skills required. Word processing & knowledge helpful but not necessary. Send resume with salary history to: Lee Davis Office, P.O. Box 5071, Southfield, MI 48086

GENERAL OFFICE ASSISTANT
Position open for a closer/Secretary individual. Duties include setting up for office functions, dealing with attorneys, assisting the secretarial staff & switchboard relief. Hours: 11am-3pm. Salary negotiable. Send letter or resume to: Human Resources, 1675 W. Maple Rd., Troy, MI 48084

GENERAL OFFICE work. Mature person to train for busy Southfield office. Must be accurate typist, have dependable transportation for some delivery work & be reliable. Apply by mail only: Williams & Lipton Co., c/o Lee Brown, 17278 W. 12 Mile Rd., Southfield, MI, 48076. State date of availability & salary requirements.

504 Help Wanted Office-Clerical

GENERAL OFFICE/Secretary full time for pet product manufacturer in Southfield. Accurate typing essential with knowledge and experience in all office/clerical procedures. Professional phone manner with good grammar, vocabulary and shorthand skills a plus. Pleasant working conditions. Permanent position only. 559-6040

INSURANCE AGENCY: In Northville, needs mature, personal lines person. Must type. Call Jan.
349-3000 or 474-1810

INSURANCE CLAIMS CLERK
Branch claims office in Livonia has opening for an experienced claims clerk. Excellent typing and telephone skills required. Qualified candidates should submit their resume and salary requirements to:
Barbara Jenkins
Claims Clerical Supervisor
Lake States Insurance Co.
P.O. Box 52427
Livonia MI 48152-0427

INSURANCE CLAIMS CLERK
and
INSURANCE UNDERWRITING RATER
There is no better place to begin your career than with UNIVERSAL UNDERWRITERS GROUP. America's leading specialist in the auto motive industry. Our experience and outstanding reputation provide you a position to learn the business while earning a 35 hour week and earning a generous salary with excellent benefits
In this unique opportunity at our Michigan office, you will provide the full spectrum of clerical services. To quickly, you must have one year of office experience, excellent communication skills and initiative, along with general clerical & telephone skills. In addition, you must possess an aptitude for math and the ability to type (50wpm), file & work well with others. Knowledge of auto insurance claims would be a major plus. There is room for advancement in this position, for the right individual
For immediate consideration, please call Paul Bejzak at (313) 355-5530 or send your resume to
UNIVERSAL UNDERWRITERS GROUP
Claims Clerk
300 Galleria Officentre
Suite 107
Southfield, MI, 48034

INSURANCE - commercial lines CSR position open. Requires sound product knowledge, good communication & organizational skills. Must type 40 wpm. Salary open. Call Frank Hand Agency 478-1177

KEYLINER
Three yrs technical experience for computer publication
Call Allison 354-8800

KEYPUNCH OPERATORS
Established computer service firm in Livonia has immediate full time day & afternoon shift openings for experienced keypunch operators. We offer excellent working conditions, flexible hours, competitive wages, benefits & other incentives. For more information please call 261-8220

LEGAL ASSISTANT position available. Must have minimum 3 yrs plaintiff personal injury experience. Send resume to Patti Farrington, Bloom & Ravenaugh, 39040 W. 7 Mile, Livonia, MI 48152

LEGAL ASSISTANT - some law background & computer experience required. Small Southfield law office. Salary & benefits commensurate with experience & ability. For appt call 352-4341

LEGAL EXECUTIVES secretarial and other general office positions available
Temporary & Permanent Openings
CROSSMATCH PERSONNEL
PO Box 52159
Livonia, MI 48152
SANDY MONROE 462-1967
Fees company paid

LEGAL PERM/TEMP
Major Birmingham firm is seeking WORDPERFECT 5.0 expertise for its busy partner. To $22,000
Top Detroit practice needs a secretary with 5 years legal or corporate experience. Also needed is a secretary with a good corporate litigation background. Great benefits. To $24,000
Two degreed legal assistants are being sought by this mid sized law firm. Experience in municipal finance, corporate or real estate. Or of special interest: Full benefits. To $26,000
Busy personal injury defense practice needs two secretaries with solid typing skills. Must be detail oriented and organized. Legal experience may qualify. To $21,000.
Strong need exists for legal secretaries, word processors and legal assistants seeking short or long term assignments. Varied locations. Top rates.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2560
SOUTHFIELD, MI 48075
358-0000
ONE KENNEDY SQUARE
SUITE 1632
DETROIT, MI 48226
964-2909

LEGAL SECRETARY
Wanted for Downtown Detroit law firm. Our firm values legal skill with processing experience. Contact Ms. Ann Dawn 963-1700

LEGAL SECRETARY - For small Southfield firm. Proficient with Word Perfect. Salary commensurate with experience. Mary, 827-4100

LEGAL SECRETARY
Personal injury and general only. Southfield office. Full or part time. Non-smoker. 358-4477

LEGAL SECRETARY
for Southfield law firm, corporate & litigation. 5 years experience required. Wang word processing preferred, excellent salary & benefits 354-4030

LEGAL SECRETARY
3 yrs. experience. Skilled in WordPerfect, 9 Mile/Southfield, 20-30 hours weekly. 559-8100

LEGAL SECRETARY with WordPerfect experience for senior partner in a Southfield law firm. Call Christine 358-0080

LEGAL SECRETARY - Experience required. Word perfect. Offices in Plymouth and Troy. Part and full time. 459-0062

LEGAL SECRETARY, experienced needed for Birmingham law firm. Excellent benefits in fun surroundings. Please call Firm Administrator at 645-0100

LEGAL SECRETARY
A sharp individual with excellent office skills including: shorthand, bookkeeping, billing, word processing and grammatical skills is needed at a Livonia law firm. 953-2000

LEGAL SECRETARY, 2-3 years personal injury experience necessary. Knowledge of Word Perfect, 9-3:30. Southfield Area. Call, 354-2460

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE Society for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

504 Help Wanted Office-Clerical

LEGAL SECRETARY/PARALEGAL
For plaintiff personal injury firm in Southfield. Experienced in area of medical malpractice, products liability, auto negligence. Knowledge of word perfect & excellent skills desireable. Call Barbara 552-1000

LEGAL SECRETARY-Experienced Legal Secretary with word processing, shorthand, excellent typing and organizational skills for growing Southfield law firm. Benefits and excellent working conditions 358-4900

LEGAL SECRETARY
Experienced for busy Southfield law firm. Excellent benefits. Legal background can be experienced claims clerk. Excellent typing and telephone skills required. Qualified candidates should submit their resume and salary requirements to:
Barbara Jenkins
Claims Clerical Supervisor
Lake States Insurance Co.
P.O. Box 52427
Livonia MI 48152-0427

LEGAL SECRETARY
Birmingham personal injury law firm. Good salary, paid hospital, competitive salary and benefits
Exceptional work environment
Contact Sharon 644-3566

LEGAL SECRETARIES
Experienced, for Dearborn & Livonia locations. Permanent positions
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LOAN PROCESSOR
$18,000-$20,000 Plus Benefits
is seeking an experienced loan processor. Requires knowledge of FHA, VA, & conventional processing. Competitive salary & benefits available. Please submit resume & salary requirements to
D & N MORTGAGE CORP.
Attn: Chris Smith
3901 Highland Rd.
Radcliff Place, Pontiac, MI 48054
EOE M/F/H

MAIL CLERK
For fast paced Birmingham Law Firm. Part time morning hours $5 per hour. Ask for V.T. 645-2440

MAIL SERVICE CLERK
Masco Corporation, a Fortune 500 manufacturing company, has a full-time opportunity available in our Mail Services department.
The responsibilities of this entry-level position include processing Fed Ex, United Parcel Service and the fax machine, plus switchboard relief when necessary.
The ideal candidate should possess good speaking and communication skills combined with typing at 50 wpm
If you meet these qualifications, an attractive salary, excellent and competitive salary, and excellent benefit package are just a few of the rewards. For prompt, confidential consideration, please forward your resume to
Masco Corporation
Personnel Dept - SMC
21001 Van Born Road
Taylor, MI, 48180
An Equal Opportunity Employer

MARKETING ASSISTANT
To help sales staff. Full-time. Benefits. Call Linda 557-5200

MARKET RESEARCH
Part time evenings & weekends available to do survey research (interviewing, coding, & light clerical). Convenient Bloomfield Hills location. Excellent compensation & work environment. Typing, PC experience required. Call Dawn. 332-5000

MEDICAL BILLING POSITIONS
Internal Medical Company, must type 45-50 wpm. Part-time/full time available. Send resume & references to P.O. Box 2519, Southfield, MI. 48037

MEDICAL MANAGEMENT SUPPORT PERSON
Outgoing, dependable person to add support medical office staff. Must have experience in medical insurance billing and knowledge of computer systems. Some travel required. In addition we are seeking Telemarketers with similar experience. 258-4535

MEDICAL TRANSCRIPTIONIST
Dearborn hospital, $1472/mo. Call Peggy at Uniforce 473-2533

MEDICAL WORD PROCESSORS
For Detroit & suburban hospitals, $1200-$1600/mo. Call Lynn at Uniforce

OFFICE ASSISTANT
Manufacturers Rep with home office requires permanent part time help. Good phone skills a must. Some computer and typing. Flexible hours. Non-smoker 644-7383

OFFICE ASSISTANT - Newly established Interior Design firm in Keego Harbor needs a person to assist with typing and knowledge of computer systems. Some travel required. In addition we are seeking Telemarketers with similar experience. 258-4535

OFFICE ASSISTANT - full time for Livonia based medical equipment company. Must have accurate typing & organization skills. Mature attitude & professional appearance a must. Willingness to learn & grow with our company. Call Mon.-Fri. 591-9158

OFFICE ASSISTANT
International Corp. has position available for part time Office Assistant. We are seeking an individual with strong organizational abilities & variety of clerical skills. Duties include computer entry, typing, invoicing, receivables & other administrative functions. Pleasant phone manner a must. Opportunity to grow to a full time position. Please send resume: Kone Cranes, 40000 Grand River, Suite 100, Novi, MI 48050. Attn: Donna Chambio. No phone calls.

OFFICE CLERICAL - 10-4 Mon. - Fri. Experienced typing and communication skills needed. Southfield area. Call between 4-5PM. 358-3290

OFFICE HELP-Part time for Wholesale florist in Detroit. Contact Lenny or Jan at 992-0632

OFFICE MANAGER Understudy. Secretarial & computer skills, professional office in downtown Detroit Financial District. Send resume to: PO Box 1321, Detroit, MI 48231.

PART TIME, flexible hours for small office. Clerical, typing, general office skills. Call: 491-0550

PAYROLL CLERK
A prestigious downtown club is seeking a payroll clerk to process payroll for 200 employees. Applicants are required to have 1-2 years payroll experience. Good benefits, salary commensurate with experience. Please call Mrs. Malcolm at 962-5900

PERSONNEL COORDINATOR - expanding, temporary help franchise, experience necessary, write Temporary Help, PO Box 6403, Birmingham, MI 48012

PROMINENT AREA BUILDER: Seeks outgoing person to greet visitors at luxury model homes, in Rochester and or Bloomfield. Hours 12 to 6, every day except Thursday. Career potential for willing hard working individual. Call 851-3434

REAL ESTATE Closer/Secretary For Title insurance company. Must have similar experience & communication. Salary commensurate with experience. Phyllis area. 622-2070

REAL ESTATE OFFICE MANAGER
Major real estate developer is looking for Manager with strong property management experience. Must be experienced in projection analysis for prospective development. Cash flow analysis, leasing management reporting & computers. Send resume to: Leddis Development, 6600 19 mile Rd. Sterling Hts. Mich. 48078
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ORDER ENTRY PROCESSOR
Farmington Hills sales/manufacturing company seeks Part Time Order Entry Processor. High individual drive, conscientious, reliable and detail oriented. Hours 8:30-3:30 Mon. thru Fri. Call Debbie Clark 478-1800

PURCHASING CLERK
Physical distribution company is in need of a Purchasing Clerk with good word processing skills for growing distribution center. Ideal candidate would be detail oriented, high individual. High school education required with 1-2 years of clerical experience a plus. Compensation is commensurate with experience. Full benefits package offered. If interested, please send resume with salary requirements to:
Pyler/Grace
Attn Purchasing Clerk
28990 Wixom Rd
Wixom, MI 48393
An Equal Opportunity Employer

REAL ESTATE
CLOSING SECRETARY WANTED
Knowledgable, mature and accurate person to assist in closing transaction procedures. Needs mathematical skills and word processor skills. Will train. - Extremely detail oriented a must. Salary commensurate with experience.
Weir, Manuel, Snyder, Rankie
851-5500

REAL ESTATE OFFICE MANAGER
Major real estate developer is looking for Manager with strong property management experience. Must be experienced in projection analysis for prospective development. Cash flow analysis, leasing management reporting & computers. Send resume to: Leddis Development, 6600 19 mile Rd. Sterling Hts. Mich. 48078
An Equal Opportunity Employer

RN: International Manufacturing Corporation seeks to fill the following position for its Livonia facility
RECEPTIONIST
Responsibilities to include Operating switchboard, receiving visitors, handling mail/packages/courier mail, general secretarial duties.
The successful candidate must possess Previous receptionist experience. Good typing skills. Word Processing experience a plus. Knowledge WordPerfect 5.0 is a plus. Salary & benefits commensurate with qualifications. Send resume to: 37584 Schoolcraft, Livonia, MI 48150. Attention: Human Resources. An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Outgoing individual is looking for responsible position including handling switchboard, receiving visitors, light duties. Good typing skills, data processing helpful. Farmington area. $14,000 - $16,000 plus Art. benefits & many extras. 478-0200

RECEPTIONIST/SECRETARY
Small, Troy area, professional firm. Light typing, phone, filing. Must be excellent phone manners. Light typing. WordPerfect experience helpful. Benefits. $6.50/hour. Forward resume to: Box 4380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - wanted with typing & computer skills.
Morgans Artcraft 833-6656

RECEPTIONIST ALES
Answer phones, take orders, light typing, filing, etc. 427-4112

RECEPTIONIST
Southfield marketing firm excellent communication and good personality needed. Call Barbara 354-8800

RECEPTIONIST
Hair Salon in Novi. Part time
Confidential, ask for
Karen 344-9944

RECEPTIONIST-SUMMER
Livonia office. Send resume to
Attn Receptionist 31001 Veronica,
Livonia, MI 48150

RECEPTIONIST
Modern dental office in Canton needs full time front desk person. Dental experience helpful but not necessary. Call 981-4040

RECEPTIONIST/Admitting Officer
Full time. Some evening & weekends. Typing required. Apply, Ardmore Center, 19810 Farmington Rd., Livonia, Mon-Fri 9-4

RECEPTIONIST/TYPIST needed for busy Southfield Insurance Agency. Call 354-6110 for appointment.

RECEPTIONIST - Are you poised, pleasant, have a composed voice, mind reader, a good sense of humor and have experience as a receptionist? If so, we need you for our law office. Call Firm Administrator at 645-0100

RECEPTIONIST
Experienced Mature, reliable Good telephone skills Non smoker. Send resume to: Box 4378 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST with a pleasant personality needed for high finance company in Rochester Hills. Job entails phone, greeting customers, light typing & general office duties. Full time Benefits. 852-0300

RECEPTIONIST
position for well established Troy law firm, offering competitive salary & excellent benefits. Send resume to Office Manager, P.O. Box 828, Bloomfield Hills, MI 48013

RECEPTIONIST - Dave's floor service is now accepting applications for front office receptionist. Experience in telephone techniques, appointment scheduling and chart relations is desired. Call for interview 478-9444

RECEPTIONIST CLERICAL
Mastaclefty Fitter. Must type accurately. Computer & phone equipment experience helpful. Will train. Complete benefit package. Please respond to: Personnel Dept. 28453 S Mile, Livonia, MI, 48154

RECEPTIONIST/ SWITCHBOARD OPERATOR
Fast paced Southfield Company desires Receptionist with superior telephone manners and a pleasant front desk appearance. Also a pleasant switchboard. Position requires typing 35 wpm. Benefits. P.O. Box 300, Southfield, MI, 48037.

RECEPTIONIST
Bertsch Corporation, a leading supplier of pipe valve fittings & industrial supplies, is looking for a mature, pleasant & capable receptionist. Duties include: greeting vendors/customers, answering telephone, some data processing & light secretarial work. Experience preferred but we are willing to train the right person. Must have good typing skills, neat appearance & pleasant personality. Send resume or complete application in person or send resume & cover letter to:
Bertsch Corporation, 22475 Heslip Drive, Novi, MI 48050

RECEPTIONIST
Part time
$7/hour
We are seeking an enthusiastic, business like individual to handle phone receptionist for evenings & weekends. Must be a conscientious self starter with excellent telephone manner who enjoys a fast paced environment.
APPLY IN PERSON TO:
Karin Stam
National Credit Corp
7091 Orchard Lake Rd.
West Bloomfield, MI

RECEPTIONIST, part time evenings 4 till 9 and some Saturdays. Typing skills necessary. Troy office.
Contact Cathy Baxter 362-8000

RECEPTIONIST SECRETARY
25-30 hours. Typing, word processing, WordStar preferred. Benefits. Salary negotiable. 258-1610

RECEPTIONIST/SWITCHBOARD
Operator, light typing, phones. Equal opportunity employer.
350-9710

RECEPTIONIST - general office, phone, typing, 50 wpm, some bookkeeping & telephone experience helpful. $1126/mo. Call Walter at Uniforce 648-8500

RECEPTIONIST/CLERK-Need sharp person for front desk. Good typing skills and PC experience required. Part time now, possible full time later. Call 454-4200

RECEPTIONIST - Full Time, Eves., 4pm-1a. Must work rotating weekends & all holidays, some bookkeeping duties, good pay & benefits. Call Diane 851-2230

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Dearborn College has an opening for a full time Receptionist/Switchboard Operator. Position requires excellent interpersonal skills, as well as ability to type 40 wpm. Attractive salary & benefits package included. Interested candidates to schedule a personal interview send resume to: 471-5880
Mary Jo Happsey, Detroit College of Business, 4801 Oakman Blvd., Dearborn, MI 48126 An Equal Opportunity Employer

RECEPTIONIST - switchboard, general reference, interest in word processing. $7.50/hr. Call Gene at Uniforce 649-8501

RECEPTIONIST/Typist/Clerical
needed for small Southfield office of approx. 25 people. Light typing. Contact Ms. Evanie Weild, P.O. Box 2345, Livonia MI 48151

RECEPTIONIST
Permanent part time needed for Farmington Hills law firm. Prior secretarial experience preferred. Hours 1pm-5:15pm, Mon-Fri
Call
RECEPTIONIST - MAJOR Distribution company in Farmington Hills seeks individual with pleasant personality to greet our customers. This position is exceptional. It is the heartbeat of our operation. Hourly benefits. Apply in person or call 471-2211

RECEPTIONIST - Livonia Outpatient Substance Abuse & Mental Health Facility. Part time Receptionist Hours 10am-3pm Mon-Fri. Must be able to days. Good telephone manners, typing, computer skills. Experience only. Call Regina. 425-4070

RECEPTIONIST/ACCOUNTS RECEIVABLE CLERK. Full time Downtown Birmingham Property Management office seeks responsible individual with computer experience. Some typing and receptionist duties. Call 647-7182

RECEPTIONIST
Seeking bright, outgoing & energetic person for busy office. Pleasant phone voice & friendly personality a must. Requires good typing, organizational & communication skills. Please contact Debbie Martorella at 729-7700

RECEPTIONIST
Immediate opening 35-40 hour week. Non-smoking office. Pleasant phone manner, typing 50 wpm. Misc. duties, typing, filing, preparing catalogues, mailings & some accounting functions. Benefits Profit sharing. Send resume with salary history and occasional Saturdays. Send resume: Box 306, Southfield, MI, 48037

SALES SECRETARY
$20,000
International manufacturing company offers challenge and growth potential. Your word processing and deskjet skills will be appreciated here. Excellent benefits, call Deanore at 353-2090.
SNELLING & SNELLING

SALES SECRETARY/Assistant
Answer phone, data entry, sales reporting, etc. Full time. Livonia office Jim 464-8282

REAL ESTATE OFFICE in Rochester Hills is looking for a full time Secretary. Experience in secretarial work is required. Real estate knowledge helpful but not necessary. Salary commensurate with experience. Call Kathi T. at 851-2600, 9am-5pm
An Equal Opportunity Employer

RECEPTIONIST
July thru January work assignment. Pleasant working conditions. Troy location close to expressways. Word Perfect 5.0 knowledge, good communication skills, pleasant phone person. Resume to Box 478 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Light accounting, filing, typing, 5 days, 9am to 4pm Monday thru Friday. Mature person. Call Ann at
Ask for Nancy, 644-7000

SECRETARIAL - PART TIME
Pleasant Rochester area retail chain. General office, experience preferred. Hours: Monday thru Thursday, 9am-3pm. 546-5793
An Equal Opportunity Employer

SECRETARIAL POSITION
On-Site Instruments. Apply expanding environmental instruments company has immediate opening for full time secretarial position. Office experience preferred.
On-Site Instruments offers a wide range of benefits, a good salary and a challenging professional working environment. If interested, please call between 8am-5pm. 473-5228

SECRETARY
Part-time, Monday-Friday mornings. Call Bob Hoskins 646-5000

SECRETARIES
Temporary assignment. Must be highly proficient in WordPerfect and demonstrate strong skills. Call Ann at
MICHIGAN TECHNICAL SERVICES
32781 Middlebelt, Suite D
Farmington Hills, MI 48334

SECRETARY/ACCOUNTING - General office work. Some typing, 1 girl office. Must have good references. Call for appointment 422-7090

SECRETARY - Advertising agency in Troy, seeks individual to provide administrative support in busy office. Applicant must be self organized, self motivated and a team player. Excellent typing skills, (word processing Macintosh a plus). Excellent compensation and benefit package. For consideration send resume and salary requirements to Office Manager, 199 E. Long Beaver, Suite 200, Troy, MI 48083.

SECRETARY - FULL time for Livonia Corporation. Good typing skills. Enjoy working with figures, knowledge of 10 key calculator. Heavy phone work. Must be a self starter. Call Diane 478-9700

SECRETARY for full time position in high volume OEM Automotive Manufacturing Company. Must be located in Rochester. Must have excellent typing & shorthand skills, general bookkeeping skills and good knowledge of IBM PC and Related software. 5 yrs sales office experience preferred. We are looking for a mature, well organized individual with pleasant personality and good telephone manner. Must be willing to handle a variety of related aspects of a busy sales office. Salary commensurate with experience. Send resume to Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time position for Livonia company. WordPerfect experience helpful. Work long hours. Professional appearance and good organizational skills a requisite.
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

SECRETARY - Experienced, with WordPerfect - Latest software. Ability position in lovely environment, 3 days/wk, First Center
Call for appt 262-1400

SECRETARY for medical equipment firm. Good typing and organization skills required. 3 yrs min. experience preferred. Salary open. Call Ann at 477-5880

SECRETARY For Farmington Hills Law Firm, with minimum 2 yrs experience. Must know Word Processing, organizational and communication skills needed. Plus a pleasant personality. Fringe benefits. Perfect experience & pluss! We offer attractive offices and a friendly atmosphere. Send resume and salary history to Box 9057, Farmington Hills, MI 48333

SECRETARY - Full time. Typing, filing, & answering phones. Farmington area Call Patsy. 644-3790

SECRETARY - general office, for Dearborn, light typing, computer, word processing a plus. $1400/mo. Call Jay at Uniforce 646-7561

SECRETARY-law office. Intellectually stimulating. Must have Word Processing skills and typing. Excellent. Some shorthand preferred. Detailing equipment. Salary open. Joseph Lewis PC, 4000 Town Center, Suite 1900, Southfield, MI 48075. 353-6585

SECRETARY
Major international high tech firm has full time sales secretary. Good typing ability and PC knowledge are prerequisites. People skills, organizational skill and initiative required. Salary commensurate with experience offered. Career opportunity. Livonia 462-4900

SECRETARY
Marketing research firm located in Bloomfield Hills area has a challenging, bright, energetic individual with strong typing skills at 70-80wpm to work in a fast paced environment. Must have ability to handle a variety of duties. Word processing experience a plus. Benefits and growth potential. Please send resume and salary requirements. To: Administrator Roberta Rosen, Market Mind & Associ., Inc., 27300 W 11 Mile, Su 500, Southfield, MI, 48034

SECRETARY

Masco Corporation, a leading diversified manufacturer headquarted in Taylor, MI, has an interesting and challenging position available immediately for a top-notch, polished individual.

The ideal candidate should have a minimum of 10 years experience combined with excellent typing (65 wpm minimum), speaking and organizational skills. PC and shorthand experience a plus

In addition to an attractive working environment, we offer an excellent salary and benefit package. Please send resume in confidence to

MASCO CORPORATION
Personnel Department - SES
21001 Van Born Rd
Taylor, MI 48180
An Equal Opportunity Employer

SECRETARY
Medium sized engineering firm seeks computer literate secretary to do public environmental & engineering reports on word processor. (60 wpm). Word Perfect experience preferred. Excellent compensation & benefit package offered to successful candidate. Conveniently located in Farmington. NOA, 41000 Glendale Ave., Livonia, MI 48150 EOE

SECRETARY needed for fast paced office, must have experience & type 75 wpm. Computer experience is necessary. Apply in person or send resume to 4290 Hannan, Canton, MI 48188

SECRETARY. New position in growing Law Firm, across from Somerset Mall. Excellent salary and fringe benefits. Word processing experience and skills required. Fax resume to Legal training helpful. Mail resume to Farmington Hills, 31555 W. 14 Mile, Beaver, Suite 100, Troy, MI 48084.

SECRETARY
Phone, filing, light typing, 50 hr. Salary open. Apply at 28244 Ford Rd., Garden City, Mon.-Fri., 9-4
JTPA Funded

SECRETARY
Real estate company seeks an entry level secretary with typing proficiency for recent high school graduate. Will train. Must possess good speedwriting pre requisite. Ability to project a dynamic front desk image is a plus. Excellent starting salary for the right person. Benefits include health & life insurance, tuition assistance & vacation. Please send resume to PO Box 07475, Detroit, MI 48207

SECRETARY - receptionist, telephone, typing, word processing. $1313/mo. Call Alice at Uniforce 473-2931

SECRETARY/RECEPTIONIST - Must have good typing, phone manner and transcription skills. Pleasant appearance. Salary open. 243-0070

SECRETARY/RECEPTIONIST for small law firm. 2 yrs experience preferred. Phone manner and knowledge of WordPerfect 5.0 357-3550

SECRETARY/RECEPTIONIST
For fast growing company. Medical, dental, life insurance & paid vacation. Salary commensurate with experience. Livonia area.
Call Ed at 462-9455

SECRETARY/RECEPTIONIST
Responsible individual needed for department of administration office. Previous experience in a health care setting preferred. Word processing a plus. Must have excellent typing skills, good phone manner, organized and self-directed. Apply at: Wayne County Community College, 26137 W. Warren, Westland, MI, 48185.

SECRETARY
Rochester Hills office needs secretary with word processing experience. Familiarity with Multinational plus Full time position in a pleasant office setting. Salary $15,000-$17,000 based on qualifications. Call Jocelyn 853-5700

SECRETARY
Short & long term assignments. Strong word processing a plus. Good pay - no fee.
ETD Temporary Service 425-6228
An Equal Opportunity Employer

SECRETARY - Southfield automotive headquarters, DM4 Ottawa, 1205-3300/hr. Call Beverly at Uniforce 357-0037

SECRETARY to grow with company. Must have a positive attitude and excellent rapport with people. Birmingham area. $5.50/hr. 642-6110

SHIPPING/INVOICING CLERK
Lindsay & Pavelich, a leading automotive supplier, has immediate opening for a shipping/invoicing clerk. This position offers flexible, non-stress hours. Responsibilities include shipping, billing & MRP activities. Candidate should have previous computer/data entry experience. IBM 34 experience is a plus. Excellent stable environment with competitive salary & benefits. Send your resume with salary requirements to:
LINDSAY & PAVELICH
8395 Ronda Dr.
Canton MI 48187
451-1971

TYPIST - ENERGETIC
For Birmingham Law firm. Must type 55 wpm. Be self-motivated.
Call between 8-10am, or 4-5pm.
642-2518

504 Help Wanted Office-Clerical

SECRETARY/TYPIST needed for Small Dearborn CPA firm. Computer and telephone skills required. Please send introduction letter with salary requirements to: P. O. Box 4027, Dearborn, MI, 48126

SERVICE POSITION-FULL TIME
Someone to assist in Service Department of busy Sport Shop. Some experience necessary. Must be able to deal with people in relating to service equipment. Typing, filing, computer will be required. Call for appointment. Nadine Austin, Palmer Floors, Inc., 1865 Telegraph Rd., Bloomfield Hills 353-4050

SWITCHBOARD RECEPTIONIST
Immediate opening with a small growing co. Located in Novi, near Haggerty. Requires excellent telephone skills, pleasant & helpful. Responsibilities include greeting people, taking telephone messages, typing & other office duties. Nice salary with benefits & opportunity for advancement. Send resume to: Box 458 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE OPERATOR
Excellent opportunity, main Southfield area. Day, evening or midnight shift. 557-5956

TYPIST & clerical work, part time. Experience necessary. Good phone manner. Call Lathrup Village 557-2660

TYPIST - CPA firm requires statistical full time typist with word processing experience. Send resume to: Box 2515 Kenwyck Southfield, MI 48034

TYPIST, fast-accurate, on-call basis. MAC experience preferred. Call 10-12, 29226 Orchard Lake Rd., Suite 283, Farmington Hills, MI 48018

TYPIST/RECEPTIONIST - Full or part time. Accurate typing and overall skills a plus. Plymouth area. 9am - 5pm weekdays. 459-8790

WORD PROCESSING
Must have working knowledge of Word Perfect. Typing speed 60 wpm. Exile - I-275 area. Call Maureen 459-4150

WORD PROCESSING OPERATOR
Position available for an individual with typing skills of 55 wpm and word processing experience. IBM personal computer, Word Perfect and transcription experience is preferred. Requires excellent spelling, grammar, punctuation and proofreading skills. Must be able to work overtime during peak periods as need apply and we are a substance abusing company. Send resume with salary requirements to
Alexander Hamilton Life Insurance Co. Of America
Attn Human Resources
30045 Northwestern Hwy.
Farmington Hills, MI 48018
An Equal Opportunity Employer

WORD PROCESSOR
Experienced preferred. Word Perfect, Data Conversion knowledge a must. Call Susan 557-9500

WORD PROCESSOR/DATA ENTRY
person required for full time position in Birmingham office. Salary based on experience
Call Andrew 642-0220

WORD PROCESSOR - Experienced
Excellent benefits and hours. 12 Mile & Telegraph area Please fax Mrs Fields 557-0500
An Equal Opportunity Employer

WORD PROCESSOR
Short & long term assignments 45 wpm - will cross train
Plymouth Area
ETD Temporary Service 425-6228
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

Accepting applications
Bakers Square Restaurant
● COOKS TO $8/HR
● SERVERS TO $12/hr
● DISHWASHER TO $8/HR
● JANITOR TO $9/HR
● MANAGERS $21,000 +
Apply in person at the following locations:
Birmingham - 825 Bowers
Canton - 5148 Lilyknoll Rd.
Oak Park - 20600 Coolidge
Warren - 13602 14 Mile

ACCEPTING applications for Day Chef, Pizza Cooks & Salad Prep person. Dishwashers, day & night. Bus persons. Part time bus person & waiter. Apply at: Mc Kinnon's, 120 E. Main St., Northville

APPLICATIONS are being accepted for all positions, full and part time work in Plymouth. Lenny Bates, 1393 Farmington Rd., corner of Schoolcraft.
425-8569

Assistant Food & Beverage Manager, Thurs. - Sun. Evening Dishwashers, $5.35 per hour.