EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
ITT Commercial Finance Crop., the leader in inventory financing, has entry level opportunity for an Account Administrator.

Responsibilities will include processing credit applications to include the clearing of credit references, state UCC filing & renewals, and insuring completion of all credit lines.

Requirements for this position are at lease one year office experience, good figure aptitude, and typing of 50wpm. We offer an excellent salary/benefits package. Interested applicants should send their resume, with salary requirements, to:

ITT Commercial Finance Corp.
P.O. Box 1349
Troy MI 48099

NO PHONE CALLS
NO AGENCIES PLEASE
- Equal Opportunity Employer
Minority/Female/Handicapped/Vet
Minorities/Women
are encouraged to apply.

ACCOUNTING CLERK
Livonia engineering firm needs self-starter to work in accounting dept. Busy office.
Candidate needs:
Good typing skills
Good with numbers
Filing and data input skills

Full Benefit Package
ROUSH INDUSTRIES
11888 Market
Livonia, MI 48150
FAX - 591-4333
PHONE - 591-1010

ACCOUNTS PAYABLE $7 & UP
Long term assignments in Pontiac. Computer experience necessary. Call immediately for appointment.
ACRO SERVICE CORP.
591-1100

FULL TIME, Entry level, administrative position with small bio-technology company located in Rochester Hills area. Duties include: phone reception, order processing, preparing shipping documents, packaging customer orders & general clerical work. Computer literacy including familiarity with word processing a must. A science background helpful. Please call Mon or Wed., after 2pm, ask for Office Manager. 652-8815

ADMINISTRATIVE ASSISTANT, Part Time. Max & Erma's, Livonia location looking for weekend office help. Bookkeeping & computer experience a plus. Apply within at: Laurel Park Place Mall, 6 Mile & Newburgh, Mon.-Thurs., between 2-4PM if possible

ADMINISTRATIVE SECRETARY
For dynamic growing market research firm. Position requires solid word processing experience (Word-Perfect preferred), strong typing skills (70-80 wpm). Strong administrative ability a plus. The ideal candidate will have at least 5 yrs. experience in a fast paced environment & strong organizational skills. Interesting work in pleasant fast paced professional environment. Competitive salary & benefits. Opportunity for growth. Call Nancy at: 352-3300

ADMINISTRATIVE SECRETARY/ WORD PROCESSOR
We are seeking a bright energetic individual with a minimum of 3 years word processing (Word Perfect preferred) experience to join our pleasant but fast paced office. The appropriate individual must be able to effectively see a project through from start to finish (often under tight deadlines) while maintaining a high level of responsibility regarding all aspects of the office environment. Excellent salary for the highly qualified individual. Send resume to
Box 974
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT/ Data Entry Clerk - part time, for law office in Birmingham area. Call: 644-0880

ADMINISTRATIVE ASSISTANT
Part time, 6 hours per week with flexible hours. Bloomfield Hills, Woodward Ave. location. 645-7446

ADMINISTRATIVE ASSISTANT
World renowned engineering research firm in Auburn Hills has need for confident secretary. $9/hr.
Call Sally 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Choice opportunity with international leading firm. Wordperfect 5.1 with Windows. Lotus a plus. To $10/hr.
Call Sheila at 646-7662
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Birmingham investment firm is seeking detail oriented individual with excellent secretarial & communication skills to assist portfolio manager. Figure aptitude & security experience required. Resume to: P.O. Box 3043, Birmingham, MI 48012-3043.

ADMINISTRATIVE ASSISTANT
Birmingam Real Estate Development firm offers challenging opportunity for experienced individual with strong administrative skills & perserverance to achieve. Must retain excellent WordPerfect & dictaphone skills. Strong organizational aptitude & attention to detail a must. Growth potential with Property Manager responsibilities. Starting salary at $28K with benefits. Send resume stating professional goals & available commencement date to: Ms. Anderson, 250 Martin St., Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
- MicroSoft Word
- WordPerfect 5.1

Were looking for the best!

Call Today!
WOLVERINE STAFFING
358-4270

ADMINISTRATIVE SUPPORT
We are actively interviewing and seeking qualified applicants with experienced office skills. Disciplined individual dedicated to customer service and team work.

- Assistant to Human Resources Manager
- Automotive Sales Support
- Secretarial w/Excel experience
- Benefits Administrator

CORPORATE RECRUITING CONSULTANTS
CALL: 473-0540
(OR FAX RESUME TO: 473-0831

ALARM MONITOR
With clerical skills. Part time possible full time. Oak Park area. Must be flexible. 543-0000

AUTOMOBILE DEALER seeking bookkeeper/cost accountant. Dealership experience a plus. Full-time, Mon-Fri. Apply in person at: ERHARD BMW, 4065 Maple at Telegraph.

BILINGUAL FRENCH/ENGLISH Secretary. Experience with Windows, WordPerfect & Lotus. Send resume to: 2000 Town Center, Suite 1700, Southfield, MI 48075.

BILLING CLERK
Large, prestigious downtown law firm searching for a full time Billing Clerk: Computer experience required, accounts receivable and Barrister experience helpful.
Interested applicants please call:
B. Richey at 313-965-6940

APPLY NOW
WORD PROCESSORS
- WordPerfect
- Display Write
- Lotus 1-2-3

Benefits package offered. Call now for an appointment.

ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

AUTO DEALERSHIP in Northville, has immediate opening for full or part time general office clerk. Apply in the USED CAR office, corner of Northville Rd. & 7 Mile.

AUTOMOBILE DEALER Seeking Receptionist must be people oriented. Full time Mon-Fri. Apply in person at: Erhard BMW, 4065 Maple, at Telegraph.

COMPUTERIZED BOOKKEEPING
For small Livonia manufacturer, Full-time. Benefits. Minimum 3 yrs. experience. Future advancement to office manager/controller. Send resume to: P.O. Box 2158, Livonia, MI. 48151.

BOOKKEEPER/CLERICAL
Experienced in Bookkeeping and office operation. Variety of duties including: typing, computer, reception and phone skills. Send resumes to: FAS, 6600 Maple Rd., W. Bloomfield, MI., 48322.

BOOKKEEPER
Experienced individual needed to maintain books of several small corporations. Some training provided. Excellent benefit package available. Apply in person at Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

BOOKKEEPER, full charge, computer literate. Rochester location. Construction experience a plus. Resume c/o Fenner, Melstrom & Dooling, CPA's, 691 N. Squirrel, Ste. #250, Auburn Hills, MI., 48326.

BOOKKEEPER
Full time, for growing company in Oak Park. Call 543-2200

BOOKKEEPER FULL CHARGE $20,000
Like working on your own? Immediate opportunity for a well experienced Bookkeeper. Total responsibility to year end audit. One person office. Some Typing.
Call Bernice 464-0909.
SNELLING PERSONNEL SERVICES

BOOKKEEPER & GENERAL OFFICE
For small Livonia company. Permanent 2-3 days per week. Experienced only. Call 8:30am to 3:30pm, Mon. thru Fri. 427-4343

BOOKKEEPER NEEDED for busy Northville CPA firm. Pleasant & smokeless working environment. Permanent part time position, 2-3 days per week. Please send resume & salary requirements to: Scott Lowery, CPA PC, 422 E. Main St., Northville, MI 48167-1626

BOOKKEEPER
5 years experience. Must know payroll tax, sales tax, and double entry through trial balance. 581-6574

BOOKKEEPER - 6 years + experience needed. PC, Lotus 1-2-3 and WordPerfect a must. Some managerial background desired. Send resume to: 29350 Southfield Rd., Suite 33, Southfield, MI 48076, or may apply in person on Monday or Thursday.

CAR BILLER - Full time for Westside dealership. Experience preferred, but will train right individual. 534-7200

CLERICAL - aggressive, fast-paced distributorship looking for self-directed individual to manage major automotive account including customer service, accounts receivable/payable. Degree or equivalent experience necessary. Full benefits. Send resume to: Marilyn, P.O. Box 384, Farmington, MI 48332

CLERICAL
Builder/developer in Farmington Hills seeks clerical help. Must have Microsoft Word experience. Call Sheila Friday between 3-5 ONLY! 474-6500 or send resume to 27655 Middlebelt Rd, Suite 130, Farmington Hills, MI 48334.

CLERICAL HELP
A large metro Detroit dealership is seeking a part time Office Clerk. No experience necessary. Candidate must be able to work flexible hours. Perfect opportunity for a Homemaker. If interested, contact Allyn Campbell. 565-3900
An Equal Opportunity Employer

CLERICAL
Long term temporary positions in the Bloomfield Hills & Troy areas. $5.25-$7.50. Call for appointment
583-1919
NO FEES E.O.E. M/F/H
EmploymentGroup

CLERICAL, PART TIME
Ford Wixom area. Mature person needed. Some experience. Send resume to: P.O. Box 208, New Hudson, MI 48165

CLERICAL/PART TIME entry level, part time position available Mon-Fri, 8am-12pm. Good typing, organizational & filing skills a must. Possibility of becoming a full time position. Southfield. Call Toya 827-4300

Clerical - Part Time
Needed at Corporate Office in Birmingham. Individual must type 70 wpm, computer experience with knowledge of Lotus, accounting background, real estate background a plus, flexible hours.
Call 644-5300, ext. 295
Erb LUMBER CO.

CLERICAL POSITIONS AVAILABLE
18-21 years old federally funded work experience program. Must live in Oakland County & meet income guidelines. Call 354-9187

CLERICAL
Southfield based professional firm is seeking to hire a Secretary/Receptionist (typing speed 60 wpm) AND an Office Clerk. These entry level positions offer an excellent opportunity for a professional workplace & an exciting fast paced work environment. Please respond by resume or phone to:
Angela Casano 355-1109
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
P.O. Box 5004
Southfield MI 48086-5004
An Equal Opportunity Employer

CONTRACT CLERK
Service corporation seeks hard-working, self-motivated clerk to audit contract records. Excellent math skills & data entry. Experience preferred, computer or word processing experience a plus. Send resumes to:
Sandee Horsch
P. O. Box #300
Southfield, MI., 48037

COORDINATOR PART-TIME
Interim HealthCare has a part time client service position (Mon. - Fri. 2pm-7pm) available for a quick thinking, self motivated, organized and people oriented person to coordinate the schedules of nurses, patients and clients. Excellent phone etiquette, some general office and clerical skills necessary. Previous home health care coordinator experience a plus. Call or send resume to:
INTERIM HEALTHCARE
KIM NOSIS
26720 SOUTHFIELD RD.
LATHRUP VILLAGE, MI 48076
569-4600
An Equal Opportunity Employer

CLERICAL
TempExchange has expanded! Because of high demand we have a new office in Bloomfield Hills.
CLERICAL:
General office skills, light typing & filing.
For appt. please call:
TEMPEXCHANGE
332-8000

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage, $4.50/hr. with regular increases. 855-6562

CLERK/TYPIST, 30 hrs./wk. for mortgage department. 50 WPM, knowledge of real estate helpful. $7.97/hr. to start. Send resume to Telcom Credit Union, 21100 Northwestern Highway, Southfield, MI., 48075.

CLOSING COORDINATOR - career training for right individual to process real estate closings. Strong people/problem solving skills, detail oriented, typing 45 wpm., benefits.
Cheryl Beleel, 353-1800.
An Equal Opportunity Employer

COLLECTIONS/BILLING/SECRETARY
TARY - full time mature individual with 5 yrs. in medical billing & collection. Must be self-motivated and computer literate. Fax resume to Southfield: 313-569-5699

COMPUTER ENTRY
Attention to detail and 6,000 keystrokes are needed for immediate openings with this health care headquarters. $7/hr. to start.
Call Dana 646-8500
Uniforce Temporary Services

CUSTOMER SERVICE/ INSIDE SALES
Rep needed for a successful automotive related firm in Farmington Hills. $15/16K. Employer paid fee. Call OMS, 585-4200

CUSTOMER SERVICE ASSISTANT
Needed for established Window and Door company located in Southfield. Data entry experience necessary. Administrative/clerical background and typing skills of 60 wpm a must. Good pay and benefits. Please forward resume to 27204 West Eight Mile Road, Southfield, MI 48034. No telephone inquiries please.

Customer Service Rep
Part Time
Entry level position, flexible hours (approximately 20-30 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 2 years prior customer service experience, pleasant phone manner, typing and 10-key pad production for order entry. Applicants may apply Mon-Fri between 8:30am & 12:30pm only.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F/H

PART TIME DATA ENTRY position open to person during normal business hours. Typing, WordPerfect and Lotus, 1,2,3 skills required. Send resume to: 44800 Helm St., Plymouth, MI., 48170.

DATA ENTRY CLERK
Troy based computer company looking for a person with excellent data entry skills. Must also have good written & verbal communication abilities. Prior data entry a must. Send resume to: Attn: Data Entry Clerk, Box 960,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Full time position with fast paced company. Must have WordPerfect &/or Foxpro experience. Must also have knowledge of spread sheets. Send resume to: MBS, 28411 Northwestern Hwy, Ste 1350, Southfield, MI. 48034

DATA ENTRY CLERICAL
Full/part time
Long Term Positions
Livonia, Detroit, Southfield
Call Today!!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

DATA ENTRY
Expanding Farmington Hills corporation has openings for 6,500 minimum keystrokes. $7/hr.
Call Doreen at 473-2933
Uniforce Temporary Services

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International client needs your 10,000 keystrokes and recent experience for fast paced position. To $7/hr. Call Deidre 357-0644
Uniforce Temporary Services

DATA ENTRY
No types just great jobs available. Afternoon shifts. Minimum 7,000 keystrokes. Call now for an appointment.

ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

DATA ENTRY OPERATOR
Part-time nights, Mon-Fri. 6 mos. operations experience. Livonia area. Call between 9am-4pm,
591-3232 Ext. 325

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed & accuracy. Full time day & afternoon shift positions available. Good pay & benefits await qualified candidates. For more information please call after 2pm at 261-8220

DATA ENTRY - part time afternoons, Mon. thru Fri. Computer experience necessary, $6.50/hr. Send inquiries to: 31762 Enterprise Dr, Livonia, MI 48150

DATA ENTRY/ PART TIME
needed for Troy sales office. Flexible hours. Computer experience a must. $6-$6.50/hour. Call for interview. 585-4200

DATA ENTRY PLYMOUTH AREA
A large national corporation needs data entry clerk for indefinite temporary position. $7/Hr. for accurate typist.

ARBOR TEMPS 459-1166

DATA ENTRY
We are looking for a detail oriented individual to use our Desk Top computer for data entry. Position is for a self-motivated person who will inter-act with sales reps. Must have 2 years general office experience and ability to handle multiple responsibilities. Good benefits and pleasant working environment.

Send resume to:
VAL-PAK ADVERTISING
28180 Schoolcraft Rd.
Livonia, MI 48150

DATA ENTRY CLERK
Must type 50-60 wpm., 10 key experience. Full-time including Saturdays. Livonia area. Must be dependable. Apply in person at:
Tradin' Times, 33523 W. 8 Mile Rd.
Northridge Commons Center.

DATA ENTRY CLERK
Specialist to enter medical/treatment orders into computer systems. Full time position with benefits. Hours are 8:30 am to 5 pm.
- Minimum 1 year office experience
- One year medical terminology and IOC-9 coding experience preferred
- Computer knowledge mandatroy
- Ability to type accuratey 60-65wpm

To apply, send resume to:
United Home Health services
Data Entry Position
2200 Canton Center Rd., #250
Canton, MI 48187

DATA ENTRY
Southfield law firm accounting department needs experienced data entry person to input attorney time sheets. Excellent working conditions and benefits. Send resume to:
K.M. Richner
3000 Town Center, Suite 2800
Southfield, MI 48075

DATA ENTRY
With some general office. Full time for Westland office. Computer experience required, Lotus 123 experience preferred. Send resume to:
Box 908,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
With some general office. Full time for Westland office. Computer experience required, Lotus 1,2,3 experience preferred. Send resume to:
Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DICTAPHONE TYPIST
Permanent part-time position in our typing pool. Experience preferred. Good typing and spelling skills required. Macintosh/Microsoft Word skills helpful.

25-30 hours, Mon-Fri. We offer paid vacations, holidays, company profit sharing program and a medical plan. Stop in between 8:15am-4pm to fill out an application or send resume to:

26200 Town Center Dr.
Suite 200
Novi, MI 48376-8001
Attn: Department 014

Liberty Mutual Insurance Group
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has opening for executive secretary with WordPerfect and Lotus experience. To $9/hr.
Call Stacey 357-0036
Uniforce Temporary Services

Executive Assistant
Full time needed at Corporate Office in Birmingham. Individual must have Degree in Business, plus 5 years real estate background. Must type 60 wpm, knowledge of Lotus 123, Displaywrite, WordPerfect and dictaphone. Offer excellent benefits.
Call 644-5300, ext. 295
Erb LUMBER CO.

EXECUTIVE SECRETARY
For automotive component sales office in Canton, with excellent communication & organizational skills. Must have experience in shorthand, WordPerfect & Lotus. Ability to work well under pressure.
Send resumes to: Box #956
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
International technology firm needs your Macintosh skills. $9/hr. to start
Call Sophie 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY - national health care financial consulting firm has full time position for executive secretary in Bloomfield Hills area. Strong Apple Computer & page maker skills. Prior health care experience preferred. Competitive salary & benefits. Resumes to: Box 126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY - national health care financial consulting firm has full time position for executive secretary in Bloomfield Hills area. Strong Apple computer & page maker skills. Prior health care experience preferred. Competitive salary & benefits. Resumes to: Box 126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Four month assignment at large Ann Arbor Bank reporting to Chief Administrative Officer interacting with top level executives. Requires excellent skills, professionalism. Proficient on Word for Windows (IBM/Mouse) Excel.

ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
For non profit organization. Proficient in all office procedures and secretarial skills including shorthand and word processing (Word-Perfect desirable). Good organizational ability. Send resume to: American Diabetes Association, Clausen Building, N. Unit, Suite 400, 23100 Providence Dr., Southfield Michigan, 48075, by January 25, 1993 or 313-552-0480.

EXECUTIVE SECRETARY
Immediate opening for an executive secretary to the marketing & financial officers of a communication firm. Successful candidate will possess excellent technical skills including shorthand, word processing (WordPerfect 5.1), letter composition & statistical word processing. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K & much more. Only qualified candidates need apply. Send resume with cover letter & salary history to:
V.P. OF OPERATIONS
P O Box 71043
Madison Heights, MI 48071-1907

EXPERIENCED WORD PROCESSOR
We are in need of skilled personnel willing to work temporary assignments. One client, a Fortune 100 company, is in need of qualified personnel for short & long term positions. We want to talk to you if you are dependable, motivated & proficient at any of the following:
- MultiMate
- WordPerfect
- MS Word
- Microsoft Excel
- Receptionist

Call for appointment
TEMPORARY RESOURCES
737-1711

FILE CLERK, part time. $5.25/hr. Mature preferred. No fee.
BETTY HAMIL PERSONNEL
424-8470 • FAX 424-8536

GENERAL OFFICE - Part-time, versatile position. Collections, filing, special projects. Hours flexible. Send resume to: Mike, P.O. Box 384, Farmington, MI 48332

GENERAL OFFICE
Typist - Cashier - File Clerks
Those interested in full time positions, send resume to: G.C.I., PO Box 225A, Royal Oak, MI 48068

HELP WANTED
For Farmington tax firm. Full and part time. Limited tax and/or computer skills required. 473-5300

EXECUTIVE SECRETARY
A Troy based client firm is seeking a sharp individual for a long-term, contract position. Must have experience working in an Automotive Company with strong PC skills to include: Word Perfect, Lotus, and Freelance. Please call or send resumes to: TECHNICAL ENGINEERING CONSULTANTS, INC., 391 Airport Industrial Dr., Ypsilanti, MI 48198, or call 1-800-999-7910, or FAX 1-313-485-4219

FREE COMPUTER/OFFICE TRAINING & JOB PLACEMENT!
You must be between 17-21 years old and a resident of Western County (not Detroit). Call for more information 464-1860
An Equal Opportunity Employer

GENERAL OFFICE - Part time for home office. Typing, filing & sorting. Must have own typewriter. Evenings, $5.25/hr. Message: 471-9233

HUMAN RESOURCES SUPPORT
Downtown Detroit company needs a full-time support individual for the human resources department. Candidates should be hard-workers, self starters with accurate typing skills (45wpm) and a previous word processing experience. We are willing to train the right individual in personnel administrative duties. This is an entry level positon. Position offers complete salary and benefits package. For consideration forward resume in confidence to:
Human Resources Support
P.O. Box 779
Detroit, MI 48231

HYGIENIST NEEDED
Mon. & Fri., Dearborn area.
313-695-5300 or 517-321-4993

IF YOU'RE A HOMEMAKER, with kids in school, looking for "pin money", here's an opportunity. Prepare bulk mailings. Prefer someone in Birmingham/Royal Oak area. Call 643-4883, ask for Carole.

INSURANCE agency in Macomb needs customer service rep, will train. Please send resume to PO Box 180461, Utica, MI 48318-0461

INSURANCE AGENCY in Southfield looking for non-smoking Administrative Assistant. Experience with Group Health Insurance a must. Knowledge of WordPerfect preferred. Send resume to:
Pete Mendler, 2000 Town Center, Suite 2260, Southfield, MI 48075

INSURANCE-CUSTOMER SERVICE
Representative-Commercial Lines
Must have experience in small to mid-size accounts. Benefits. EOE.
Leslie Hacker 948-5661

INSURANCE
Farmington Hills insurance agency is seeking you if you have commercial lines CSR experience of at least 2 years. Must have good typing, word processing rating & communications skills. Call 553-7333

INSURANCE
National Troy agency seeks in-house personal lines sales. Property/Casualty experience required. Salary, benefits. L. Kruse 641-0900

INSURANCE
TYPIST & RATER
Michigan based property and casualty insurer is seeking the following EXPERIENCED candidates:

TYPIST - Commercial Lines preferred, MANUAL typing of policies and endorsements, individual must have excellent grammar, punctuation and spelling.

RATER - Commercial Lines, Computer rating experience REQUIRED, individual must be self-reliate and willing to learn other duties.

Please send resume and salary requirements to:

MS. PATRICIAN FINTER, CPS
LAKE STATES INS. CO.
P. O. Box 530669
Livonia, MI., 48153-0669

JUNIOR SECRETARY/ RECEPTIONIST - Major Southfield manufacturing headquarters needs your enthusiasm & general office experience. To $7/hr.
Call Terri 357-0641
Uniforce Temporary Services

JUNIOR SECRETARY
Needed for this long-term temporary position at a Troy based corporate headquarters. Duties include alpha and numeric data entry and phone work. Come explore this career opportunity with us. Call today for an interview appointment

473-2111
N S SERVICES

LAW OFFICE experience required for this Receptionist/File Management position in Southfield.
Please call 356-1220

LEGAL SECRETARY/ASSISTANT
must know Word Perfect 5.1. Farmington area. Send resumes to:
PO Box 820, Novi, MI. 48376-0826

LEGAL SECRETARY
Experienced legal secretary with excellent word processing and grammatical skills needed for Farmington Hills personal injury law firm.
Please send resume to:
Office Manager
31700 Middlebelt Road, Suite 240
Farmington Hills, MI 48334

LEGAL SECRETARY
Small Troy law firm looking experience person with word processing background. 548-2654

LEGAL SECRETARY - Troy, Insurance defense. Send resume and salary expectation to: Administrator, PO Box 394, Troy, MI 48099.

LEGAL SECRETARY
Westland/Canton law office. Criminal & civil dockets. Word Perfect.
Reply to: Box 962
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Injury litigation experience. Salary commensurate with experience. Call for appointment & send resume: Michael G. Kalman, 30833 Northwestern Hwy., Suite 206, Farmington Hills, MI 48334. 855-0100

LEGAL SECRETARY/Word Processor for Birmingham law firm with a minimum of 2 yrs. experience. Must be self starter who is able to accept responsibility and function as an integral part of a professional team. Excellent skills required. Non-smoker. Call Andi 647-1127

LEGAL SECRETARY
Experienced, for small law firm. Word Perfect experience, full or part time. 642-1555

LEGAL SECRETARY'
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidate must demonstrate min. 60 wpm accurate typing. WordPerfect proficiency, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resumes to:
Hiring Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY for Southfield law firm. Personal injury/medical malpractice docket. Experience & knowledge of Word Perfect 5.1 required. Call Leslie Schafer358-0100

LEGAL SECRETARY - Medical malpractice, personal injury, 2-3 years experience, must know WordPerfect 5.1. Call for interview: Fieger, Fieger & Schwartz 355-5555

LEGAL SECRETARY
Well known small Southfield firm. Experience in plaintiff medical malpractice/personal injury, Word Perfect 5.1. Non-smoking office. Call 355-1727

LEGAL SECRETARY - Troy law firm seeks experienced mature Legal Secretary for 4 days per week. Flexible hours. Send resume to:
Office Manager, 801 W Big Beaver Rd. Ste 500, Troy, 48084

DOWNTOWN DETROIT LAW FIRM
seeks legal secretary with strong litigation and minimum of 3 yrs. legal experience. Must possess excellent typing, communication & organizational skills. WordPerfect a plus. Good benefits. Send resume to:
Box 990,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - experienced for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Gail 569-7700

LEGAL SECRETARY-Part time
For Westland law office
1-5pm, Mon. thru Fri.
Excellent typing skills required
422-4868

LEGAL SECRETARY - Experienced. Litigations defense firm. Salary commensurate w/experience. Send resume to: 33742 W. 12 Mile Rd., Farmington Hills, MI 48331

LEGAL SECRETARY
Experienced for busy Southfield insurance defense firm. Excellent computer skills and WordPerfect 5.1 a must. Full time. Good benefits.
Call Office Manager: 358-4490

LEGAL SECRETARY
Experience required. WordPerfect 5.1, flexible hours. Southfield sole practitioner. 357-7778

LEGAL SECRETARY
Part time 10-15 hours per week. Must know WordPerfect. Flexible hours. Send resume to: Alexander & Angelas PC, 29777 Telegraph, Ste 2500, Southfield MI 48034-1368. No calls please.

LEGAL SECRETARY part time wanted for small labor/litigation law firm. Min. 2 yrs. experience. Must know WordPerfect 5.1. Hrs. of work flexible. Send resume and/or response to, P. O. Box 711, Birmingham, MI 48012

LEGAL SECRETARY PART-TIME
For small Farmington Hills general practise law firm. Legal experience preferred. Word Processing and dictaphone skills required. Salary negotiable. Please Call...
JOEL KAUFMAN at 851-2860
For An Appointment

LEGAL SECRETARY/OFFICE ADMINISTRATOR for small firm in Bloomfield Hills. 10+ years experience in litigation. WordPerfect 5.1, bookkeeping and payroll/tax experience necessary. Challenging, fast paced, very congonial environment, Benefits and excellent salary.
Call Jan 335-9432

LEGAL SECRETARY - FULL TIME, for commercial practice with emphasis in mergers, acquisitions, real estate & estate planning. High energy level with excellent communication skills. WordPerfect proficiency required. Send resume with salary requirements to:
Law Offices, 3000 Town Center, Ste. 2690, Southfield, MI 48075

LEGAL SECRETARY LITIGATION SUBURBAN POSITION
Michigan Corporation seeks 2 years litigation experience for key partner position. Strong skills required. Outstanding salary/benefits/environment. Call or send resume to Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075 355-4140

LEGAL SECRETARY TO $27,500
Challenging and diversified duties. Litigation experience. Good organizational skills. Opportunity to advance. Beautiful new offices. Full benefits. Call 772-6760.
SNELLING PERSONNEL SERVICES
Evening & Sat. Appts. available

LEGAL SECRETARY LITIGATION DOWNTOWN/PARKING PAID
Prestigious firm seeks 2 years litigation experience and strong administrative skills for fast-paced key position. Outstanding salary/ benefits/environment. Call or send resume to Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075 355-4140

LEGAL SECRETARY
TO $28,000
National firm, defense litigation experience. Lots of variety, interesting case load. Excellent work environment. Benefits include: medical, dental, 401K, profit sharing, dependent coverage. Call 772-6760.
Evening and Sat. Appts. Available
SNELLING PERSONNEL SERVICES

MACINTOSH EXPERIENCED Word Processor needed for a national marketing research firm located in Troy. Temporary position, 40 hrs. per week. Requires 60wpm.
Send resume to:
Maritz Marketing Research
3001 W. Big Beaver Rd., Ste. 500
Troy, MI 48084
Attn: K. Coppinger
NO PHONE CALLS

MARKETING SECRETARY
Suburban advertising agency needs your word processing and all around skills. Harvard Graphics a plus. To $10/hr. Call Sylvia at 357-0037
Uniforce Temporary Services

MEDICAL SECRETARY
Executive headquarters of major hospital needs candidate with Macintosh experience. Medical terminology a plus. To $9.50/hr.
Call Meredith 646-7664
Uniforce Temporary Services

MEDICAL SECRETARY
Part time, assistance to top executives of major hospital 3 days/wk. Medical transcription and shorthand. $11/hr.
Call Mary at 646-7661
Uniforce Temporary Services

MEDICAL SECRETARY
Major medical facility has need for your recent experience. Candidate is expected to be proficient in Word Perfect. Shorthand a plus. $11/hr.
Call Marie at 357-0036
Uniforce Temporary Services

NATIONAL LEASING company seeking energetic, hardworking individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

OFFICE ASSISTANT for small, non-profit agency in Plymouth. Part-time Mon.-Fri., 10am-2pm. Must have excellent organizational skills, typing & filing required. Good phone & people skills a must. $5.50/hr. to start. Call Community Programs & Services to schedule an interview.
454-4440
An Equal Opportunity Employer

OFFICE ASSISTANT - Farmington Hills kitchen & remodeling company needs full time, dependable office help for word processing, light computer, bookkeeping, answer phones, etc. Sales experience helpful. Send resume to Box #964
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Part time for self-motivated individual with good typing & computer skills in WordProcessing & Lotus 1-2-3 computers. Must have excellent communication skills both verbal & written and be capable of handling busy telephone lines for multi Company/Industries, 15/Telegraph area. This is an independent contractor position. Call, 540-3093 days or 338-0958 evenings or Send Resume to:
BOX 978
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE HELP NEEDED SECOND SHIFT & THIRD SHIFT
We need several energetic people to handle mail, & several people to input data into our computer. Must type 55-65 wpm. Two shifts available. 5.30pm-12.00am or 12:30am-5.00am. Very nice office setting in new building in Walled Lake. This temporary assignment could lead to future assignments for you. Call Ruby between 8am-4pm. 669-0458

NEEDED IMMEDIATELY
People with excellent phone voices & outgoing personalities to do telephone surveys. NOT A TELEMARKETING POSITION. Day & evening hours available. Call:
DYNAMIC PEOPLE
464-6500

OFFICE ASSISTANT-PART TIME REGION SALES OFFICE
A major National Consumer Products Manufacturer is seeking a part time office assistant for our Region Office in Farmington Hills. Responsibilities include various clerical duties, answering telephones, filing, copying and light typing. Position involves 15 to 20 hours per week (week days with some flexibility in hours). Qualifications: General office skills, light typing, and good communication skills. An attractive hourly wage is offered. Send resume to: Box 120
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK needed, part time. Temporary position, 3 days a wk. Good organizational skills required. Contact Supervisor, 591-0847

OFFICE PERSON
Light typing & other general office duties. Part-time. Will train. Plymouth area. 455-5566

OFFICE PERSON needed for automotive repair center. Accounting & ledger skills necessary plus customer write-up skills. For information call Dave 273-5022

OFFICE, TYPING, & FILING, part time for CPA. 9 hours per week through April, great for students. $5/hour. 855-0510

OPPORTUNITY KNOCKS
Put your experience to work and earn top pay:
- Word Processors
- Secretaries
- Legal Secretaries
- Data Entry Operators
- Typists (50wpm)

SNELLING TEMPORARIES
Detroit 871-2700
Troy 362-5090

ORDER ENTRY RECEPTIONIST
For headquarters of national door manufacturer in Farmington Hills. Good telephone voice and manners. Excellent data processing skills and proofreading required. Please call Mrs. Sharp for interview 851-7700

ORDER/SALES DESK
Livonia company seeks order/sales desk person. Experience with CRT & office work preferred. Salary, benefits and good working conditions. Send resume to: Box 990
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME CLERK
Local college needs clerk on part time, flexible basis with the possibility of future early evening hours. Duties include: data entry, filing, general office work & phones. Some computer literacy & prior office experience preferred. Send resume to: Walsh College, PO Box 7006, Troy, MI 48007-7006. EOE

PART-TIME office position available with small publishing company in Canton. Ideal for dependable college or co-op student. Must have dependable car to run errands. Afternoons. Call 981-4600

Part-time secretary for growing church in Novi. 5 days/wk. 29 hrs., flexible. Please call 349-5666

PAYROLL CLERK
Our Payroll Dept. is seeking an individual with 1-2 years payroll experience through a processing bureau. Individual must be proficient in the PC environment, detail oriented, & have excellent communication skills. Experience with Lotus, Professional Write, Professional File, good typing & math aptitude a must. Individual must be able to work under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates should apply Mon-Fri 8am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

PAYROLL/CUSTOMER SERVICE
National payroll company headquartered in Royal Oak is interested in discussing employment opportunities with motivated individuals desiring to work in payroll data entry and customer service under a team approach. Practical experience with payroll and personal computers preferred. Send resume to P.O. Box 154, Royal Oak, MI 48067

PC PROGRAMMER
Entry level position with new company in Livonia area. Documentation & flow charting skills needed. Should be familiar with quick basic, C or Pascal. Knowledge in computer graphics beneficial. Call Norma, 591-6141

PC PROGRAMMER/ANALYST
New company in Livonia area seeks individual experienced in tele-communications networking & quick basic. Send resume to: Custom Coupon Vending, 38281 Schoolcraft Rd., Suite H, Livonia, MI 48150. 591-6141

PSYCHOLOGISTS seek person with outgoing personality for 25 to 30 flexible hours weekly. Must have experience in computer insurance billing, WordPerfect & be efficient at office management & client telephone contacts. Send resume to: Office Manager, 31584 Schoolcraft, Livonia, MI 48150

PURCHASING ASSISTANT - Two years experience with manufacturing firm preferred. Job requires strong phone skills & the ability to work independently. Send resume w/salary requirements to: P.O.Box 47436, Oak Park, MI. 48237

RECEPTIONIST
Weekends-Must type.
851-6700

RECEPTIONIST/SWITCHBOARD
Part-time for Troy office. Experienced, mature front desk person for multi-line phone system. Must possess excellent people skills and have professional phone manner. Position includes other general office duties. Hours Mon-Fri, 12-5. Please call 680-4670

RECEPTIONIST/TYPIST
Phone answering and word processing utilizing WordPerfect 5.1. Medical/dental benefits. Farmington Hills area. Send resume to:
Varitemps Corporation
Attn: Personnel
1750 S. Telegraph, Suite 300
Bloomfield Hills, MI 48302

RECEPTIONIST
Experienced, front desk for CPA office. Excellent professional telephone skills, strong inter-personal skills, word processing, type 40wpm, computer data entry, general office duties. Non-smoker. Send resume including salary requirements to: Personnel Manager, P.O. Box 701422, Plymouth, MI 48170

RECEPTIONIST (part-time) -High tech network systems integrator desires a professional, dynamic, & self-motivated individual. Must have excellent phone & communications skills. Duties include light word processing, spreadsheet & filing. Six month experience a must. Will provide opportunity to work with state of the art computers & software & excellent work setting. Contact Chris Kroll 482-3600

RECEPTIONIST/CLERICAL
Fast paced international transportation company in Troy requires reliable person with pleasant phone personality for an entry level position. Varied duties include reception & clerical back-up/interaction with various departments. Typing & data entry capabilities required. Background in steamship industry a definite asset. No phone calls. Send resume to: Receptionist/Clerical, Canada Maritime, 3001 W. Big Beaver Rd., Suite #208, Troy, MI., 48084.

OPTOMETRIC OFFICE
Energetic, efficient "people person" wanted for Receptionist position. Patient service, telephone, clerical responsibilities, and optometric experience in professional office a plus. Full time. Private office Downtown Farmington. 477-1868

RECEPTIONIST NEEDED for busy law firm. Light typing, filing & light accounting, professional atmosphere. Send resumes to: 200 N. Center St., Northville, MI 48167

RECEPTIONIST - Permanent, part time. Afternoons, 1-5:30pm. Prestigious, friendly Birmingham law office. Excellent salary. Non-smoker.
Call Gloria 9am-1pm 644-2833

RECEPTIONIST, full time, with enthusiasm and experience, needed for busy professional office. Applications being taken Mon-Fri. 1pm-4pm. 30785 Grand River, Farmington Hills 478-7030

RECEPTIONIST
Part time
Farmington Hills
661-6674

RECEPTIONIST NEEDED- Opportunity for future secretarial position. Attractive Bloomfield Hills location. Please send resume to: P.O. Box 1139, Bloomfield Hills, MI. 48302.

RECEPTIONIST for busy Southfield office, answer multi line phones, greet visitors, light typing, send resume to: Accounting Dept. 20475 W. 10 Mile, Southfield, MI 48075

RECEPTIONIST - Evenings & weekends, Tel-Twelve Mall. Typing, filing, answering phones, etc. Between 5-15 hrs. per week. Hours flexible. Call between 5pm-9pm, 354-0002 or stop by mall office to fill out application. $5/hr.

RECEPTIONIST: 3-5 years experience. Typing skills required, WordPerfect 5.1 helpful. Submit resume:
CAMPBELL/MANIX INC.
21520 Bridge Street
Southfield, MI 48034
Att: President

RECEPTIONIST
Large suburban based HMO seeks individual for Receptionist position. Includes responding to incoming telephone calls in a professional manner, directing visitors to their appropriate destination, and light typing. Requires the ability to verbally communicate with all staff and outside personnel, self-direct activities and establish priorities. Typing 40-45 w.p.m. Excellent salary and benefits. Respond in confidence to:

Human Resources/R
25925 Telegraph
P.O. Box 5043
Southfield, MI 48086-5043

An Equal Opportunity Employer

RECEPTIONIST
Bookkeeping & typing skills. Front desk Southfield dental office. Excellent opportunity. 353-5010

RECEPTIONIST - Small office in Plymouth, light accounting, Lotus 1-2-3, $7/hr. Reply to P. O. Box 701386, Plymouth, MI 48170

RECEPTIONIST/SALES
Must have accounts receivable bookkeeping experience. Full or part time. 326-5444

RECEPTIONIST TYPIST
Livonia area. 9am-5pm. Salary $15,000. Computer experience, typing 50 w.p.m. 427-7200

RECEPTIONIST/Word Processor
for Southfield architectural office. WordPerfect experience a must. Great environment, excellent benefits. Salary to $18,000. 352-8310

RECEPTIONIST
Join the creative atmosphere of this fast growing advertising agency. $7/hr. Call Ruth at 646-6168
Uniforce Temporary Services

RECEPTIONIST/CLERK
Fast-paced law firm seeks full time Receptionist/Clerk to answer telephones and perform various office duties. Call 274-9403.

RECEPTIONIST
Must have good typing skills, word processing & enjoy answering the telephone. Immediate. 30150 Telegraph Rd. Suite #300, Birmingham, MI., 48025.

RECEPTIONIST
Your people skills and two years experience on multiple line phone system are needed for this position.
To $7/hr. Call Rene at 357-0648
Uniforce Temporary Services

RECEPTIONIST - FULL TIME. Excellent phone manner, accurate typing necessary, will train on computer, salary open, excellent benefits. Apply in person at Michigan Business Systems, 24399 Telegraph Rd., (between 9 & 10 Mile), Southfield.

RECEPTIONIST: Needed for Farmington Hills CPA firm. Hrs 1-5pm. Good phone skills a must! Light filing & photo coping. Resume & salary requirements to Zipser & Yellin CPA: 29912 Orchard Lk. Rd. Farmington Hills, MI. 48334.

RECEPTIONIST
Insurance office needs an experienced individual able to handle a multi-line switchboard in a busy office. Accurate typing a plus. Full-time. Excellent benefits and wages. 352-1155

RECEPTIONIST - Immediate opening for experienced receptionist. Duties include: answering phones, typing, filing & general office work. Must be good typist. Apply in person 8am-5pm at The Monarch Press, 41750 Michigan Ave., Canton. 397-5035

RECEPTIONIST: For busy Investment Management Firm. Self motivated person with excellent telephone skills and WordPerfect 5.1 experience, in non Smoking office. Resumes Only To., Flexible Plan Investment: 3883 Telegraph Rd. Ste. 100, Bloomfield Hills. 48302.

RECEPTIONIST
Temporary Receptionist in general office position with Livonia area CPA firm. Some statistical typing & word processing. Send resume with salary requirements to: Box 108,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST SECRETARY
Entry level position in Troy. Phones, much filing, light word processing, greeting people, switchboard relief for breaks.

ET SERVICES & SYSTEMS
(313) 589-8428

RECEPTIONIST
CLERICAL
National manufacturer, Nice non smoking office. Must have excellent phone skills. Also mail, filing, data entry experience. Good start salary, to sharp, detail oriented person. Send resume to Ms. Walker:
VAN MARK PRODUCTS
24145 Industrial Park Dr.
Farmington Hills, MI. 48335

RECEPTIONISTS
Immediate openings
- Temporary to permanent
- Dearborn, Troy & Detroit
- AT&T System 75
- Dimension
- Horizon
- Rolm
- Other Modern Systems

Call today & work tomorrow!
SNELLING TEMPORARIES
Detroit 871-2700
Troy 362-5090

RECEPTIONIST/ SECRETARY
National real estate firm seeks highly skilled Receptionist/Secretary for fast paced office. Must be proficient in Word Perfect, prefer Lotus. Typing, 65 wpm accurately, 2-3 years experience preferred. Professional appearance a must. Send resume to: Kelli Dube, Axiom, 2000 Town Center, Suite 2280, Southfield, MI., 48075.
An Equal Opportunity Employer

RECEPTIONIST
$300/Week NO FEE
Beautiful Troy offices of major company! Top benefits! Advancement! Need good phone & clerical skills, 1 year office experience.
RBS ASSOCIATES AGENCY
540-4130

RECEPTIONIST - Busy Southfield based office seeks individual with pleasant phone and WordPerfect skills. Position requires working 4 days a week plus one afternoon shift. Reply to: Receptionist, P.O. Box 760207, Lathrup Village, MI 48076

RECEPTIONIST
Automotive publication company located in Dearborn is seeking a professional, reliable individual to perform receptionist duties. Main responsibilities include answering phone, greeting clients and typing. Reply to P.O. Box 2444, Dearborn, MI 48124, Attn: Account Support.

RECEPTIONIST/SECRETARY
Experienced in answering multi-line telephone and Word Perfect. Must be dependable and possess good verbal skills. Busy office located in Farmington Hills area. Full time position. Non-smoker. Send resume to: Anne Downey, 35998 Dartmoor, Farmington Hills, 48331.

RECEPTIONIST
Michigan's largest volume Ford Dealership is looking for an ambitious, people-oriented individual to greet customers and answer sales department phones. Contact: John McLellan, Varsity Ford, 3480 Jackson Ave. Ann Arbor. 996-2300 x213
An Equal Opportunity Employer

RECEPTIONIST
Republic Bancorp Mortgage Inc. is seeking a receptionist for our busy main office in Farmington Hills. The person we are looking for must have experience on a busy switchboard and be outgoing and upbeat. We offer an excellent benefit package. Please send resume to:

P. Goldman
Republic Bancorp Mortgage Inc.
37899 W. 12 Mile Road, Suite 100
Farmington Hills, MI. 48331

RECEPTIONIST
To work full time 8:30am to 5pm Monday through Friday. Must have one year of secretarial experience and excellent phone manner and be able to use a multi-line phone system. Must also have word processing experience. Responsibilities include phone coverage, faxing, filing, photocopying, mail distribution and light typing projects. Interested individuals should forward their resumes and cover letters to:
Square Lake Corporation
1750 S. Telegraph, #200
Bloomfield Hills, MI 48302
Attn: Tammy Helm
SQUARE LAKE CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

RECEPTIONIST
Position available Feb. 1st. Do you know WordPerfect 5.1 & Lotus? Can you do more than one thing at a time without getting distracted? Do you have an upbeat disposition & enjoy being busy? Do you have an eye for detail? Our firm is looking for a Receptionist with experience who can recognize frequent callers voices & take accurate messages, while working on documents or completely other various clerical & administrative tasks. Applicants must know the software & will be tested during interviews. Salary range $18,000-$21,000 depending upon experience & talents. We have a loaded benefits package & are an Equal Opportunity Employer. Please send resume & cover letter to: Box #136
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SALES SERVICE/OFFICE - established Livonia business forms distributor seeking career minded individual to assist sales people in customer service, order entry and general office duties. Computer experience helpful. Send resume to: Advanced Systems & Forms, P.O. Box 9105, Livonia, MI 48151.

GROWING Baptist Church in need of secretary. Good skills. Negotiable salary. Experienced only need apply. Call between 9-5. 532-4400

SOUTHFIELD LAW firm seeking secretary with experience in plaintiff Personal Injury area. Full benefits, salary commensurate with experience. Send resume in confidence to Box 128:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL: Good Office Skills. Full-time. Oak Park area. Send Resume to European Creations; 21610 Wyoming. Oak Park.

SECRETARIAL HELP with computer input capacity. Full time. Southfield area. Resumes to: 3689 Brookdale, Waterford, MI. 48328.

SECRETARIAL OPEN HOUSE
We are looking for dependable people with reliable transportation to fill positions in the Western Suburbs.

If you have a minimum of six months experience in any of these areas:
- DATA ENTRY OPERATORS
- SECRETARIES
- RECEPTIONISTS
- CLERKS

Or, no experience required for these positions:
- PHONE SURVEYORS
- TELEMARKETERS

PLEASE JOIN US ON TUESDAY JANUARY 19 FROM 11AM - 4 PM AT 38701 W. 7 MILE, SUITE 195

(7 Mile crossing at I-275. 1st. floor, right hallway...last office on the left)

Bring picture ID, social security card and three work references.
No appointment needed.
For information call:
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

SECRETARIAL POSITION
Full time, 8.30-5:30 Mon-Fri. Word-Perfect 5.1, general office & good phone skills, and ability to work well with people. No benefits 464-2771

SECRETARIAL/TYPIST
Full or part time position in Birmingham law firm. Must have strong typing skills, 75 wpm., Word Perfect 5.1. Send resume to: Simpson & Berry, 555 S. Woodward, 5th. Floor North, Birmingham MI., 48009, Att: Jackie

SECRETARY/ASSISTANT
Property management firm seeks enthusiastic, dependable, self motivated person with strong secretarial, organizational, and communication skills. Proficiency with WordPerfect 5.0 and Lotus required. Send resume to:
31500 Northwestern Hwy. Suite 199
Farmington Hills, MI 48334

SECRETARY/BOOKKEEPER
Experienced in all phases of office work. Some bookkeeping. Send resume to: P.O. Box 5008, Wixom, MI 48393.

SECRETARY - EXPERIENCED
Part time afternoons. Excellent typing, 70wpm, proof reading, transcription, telephone skills. No benefits provided. Non-smoking office. Mail resume and references to: AES, 26555 Evergreen Rd., Su. 120, Southfield, MI 48076.

SECRETARY
Farmington Hills Attorneys seek experienced Secretary with Word-Perfect skills. 489-8787

SECRETARY - fast paced professional nonsmoking office. Word Perfect a must. Lotus a plus. Experience required. Send resume to 29100 Northwestern Hwy, Ste 200 Southfield MI 48034. Attn: Cindy.