504 Help Wanted Office-Clerical

ACCOUNTING
FEE PAID TO $20,000
Southfield area? Opportunity open for an accounts receivable bookkeeper. Benefits paid. A permanent "career" agency since 1953
Dorothy Day Personnel of Troy, Inc
649-6797 fax 649-2496
DAY

ACCOUNTS Payable Clerk position. A multi state service company based in Farmington Hills is seeking a highly motivated experienced individual to join their Accounts Payable Dept. Requirements: minimum 2 years accounts payable experience, approving invoices for payment, excellent 10 key capabilities, sound LOTUS and PC skills. Platinum accounts payable software knowledge preferred. Stong interpersonal skills and telephone etiquette, familiarity with general ledger accounting, accuracy and the ability to follow through with detail is a must. Please send your resume and salary history to: Accounting Manager, 38345 W. 10 Mile Rd., Suite 100, Farmington Hills, MI 48335.

ADISTRA CORPORATION has openings for the following full-time positions:
ADMINISTRATORS
Types reports, processes orders, receives and investigates customer inquiries, PC data entry. Must be customer oriented and have excellent communication skills. Typing 40 wpm.
TELEMARKETERS
Solicits orders for merchandise or services over telephone. Must have excellent telephone etiquette. Previous sales experience a plus.
All positions include excellent benefits, including medical, dental, life and 401 (K). Please send resumes with salary requirement to:
ADISTRA CORPORATION
Human Resources
101 Union
Plymouth, MI 48101
EOE

A BONANZA OF OPPORTUNITIES
Assist the office manager $8.65/hr
Customer Service $8.00/hr
Data Entry $7.25/hr
General Office, variety $7.50/hr
Order Desk/Secretary $8.70/hr
Sales Secretary $8.50/hr
All require experience, good phone skills, references and good math.
DOROTHY DAY PERSONNEL
962-0565 or FAX 962-2571

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL
Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.
accountemps
Southfield — 357-8367
28588 Northwestern Hwy. #250
Southfield MI 48034
Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084
Vacation & Holiday Pay
Health Care Benefits Available. EOE

ACCOUNTS RECEIVABLES/ CUSTOMER SERVICE ENTRY LEVEL
A Wixom/Novi area service company is looking for a "team player" to join its Receivables/Customer Service Dept. You should be organized, ambitious & possess a pleasant personality. Call Personnel 347-3689

ADMINISTRATIVE ASSISTANT
Full time, W. Bloomfield.
WordPerfect 6.0 preferred.
Call 953-2000
Voice Mail ☎ 7137

ADMINISTRATIVE ASSISTANT
Part-time for busy non-smoking office. Word Perfect proficient. Respond with salary requirements/references: P.O. Box 812, Bloomfield Hills, MI. 48303

ADMINISTRATIVE ASSISTANT
Immediate opening for experienced individual with good math and computer skills. Must be proficient in Lotus & Word Perfect. Excellent pay and benefits. Resume to: P.O. Box 2480, Farmington Hills, MI 48333

ADMINISTRATIVE ASSISTANT
Growing, dynamic, high tech Livonia based firm seeking a detail oriented, personable professional with proven word processing and organizational skills. Some college preferred. Send resume with salary history:
S. Barna
P.O. Box 1095
Westland, MI 48185

ADMINISTRATIVE ASSISTANT
Part-time for small office. Some computer knowledge. Telephone, filing and limited secretarial duties. Opportunity to grow with business. For further information call:
313-981-1950

ADMINISTRATIVE POSITION
Outstanding, part-time, Mon.-Fri., 9.30-2.30. $9 per hour. Southfield Automotive Manufacturers Rep. Resume to: Personnel, 26800 Telegraph Rd., Ste. 208, Southfield, MI. 48034. Fax 810-799-3589

ADMINISTRATIVE ASSISTANT
Medical equipment company is looking for an experienced administrative assistant. Word Perfect 6.0 & 5.2 & Windows required. Please send salary requirements along with resume to: Human Resources, PO Box 1243, Dearborn, MI 48121.

ADMINISTRATIVE SECRETARY
Work in the exciting atmosphere of suburban ad agency. Word processing & secretarial skills are needed for this long term position. Excellent salary & benefits. Sloane 799-3948
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Benefit consultants needs computer proficient person with good phone manner to assist president with day to day activities. Must have insurance & or benefit analysis experience.
Call for appointment: 644-4815
BIRMINGHAM BENEFITS GROUP

ADMINISTRATIVE ASSISTANT
Expanding executive offices of major manufacturing firm needs experienced administrative assistants. Windows software and Harvard Graphics preferable. Excellent earning potential. Call Sharon 646-7661
Uniforce Temporary Services

ANOTHER TEAM MEMBER is needed with strong telephone skills, some PC experience, for data entry & word processing. Must be reliable and well organized. If this is you, call Mr. Fleener at 354-8590

ADMINISTRATIVE ASSISTANT/ SECRETARY - small architectural firm requires administrative assistant with minimum three years experience. Must be experienced on WP5.1 DOS, secretarial skills including minimum 60 wpm, bookkeeping and letter writing ability. Excellent communication skills essential. Please submit resume and salary requirements to Merritt McCallum Cieslak, P.C., 33750 Freedom Road, Farmington, MI 48335. No calls please

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm has Administrative Assistant position available. Candidate must have WordPerfect experience, transcription skills & excellent phone manner. Growth potential to Assistant Property Manager. Salary mid to high 20's. Please send resume stating available commencement date to: Ms. Logan, 250 Martin, Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Small Farmington Hills firm is seeking a experienced self starting individual with an excellent phone manner. Job responsibilities include travel arrangements, seminar planning, scheduling on Lotus 3.1 ordering products and other various office duties. Must have positive personality and good work ethic. Send resume and cover letter to Box 198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL Administration
• Typing & Reception
• Computer skills
• Report summaries
• Livonia area
• $7.60/hr.
• Benefits
MasterStaff
442-2255

ADMINISTRATIVE ASSISTANT
Organized, flexible individual with strong bookkeeping & secretarial skills. Responsible for detail support of fundraising events. Computer literate: WordPerfect, Quattro Pro, Q & A. Benefits. Send resume to:
Cystic Fibrosis
1133 E. Maple
Suite 201
Troy, MI 48083
No calls please

ADMINISTRATIVE ASSISTANT
Small firm seeks experienced individual to perform receptionist duties, typing, filing, & general secretarial. Applicants must possess strong written & verbal communication skills, exceptional grammar & be proficient in either Word or WordPerfect. Send resumes to:
L.E.S.
29261 Wall St.
Wixom, MI 48393
Attn: Business Manager

ADMINISTRATIVE/ BOOKKEEPING ASSISTANT
Self motivated, career minded person needed for detail oriented position. Computer experience & strong communication skills are necessary. Excellent benefits & attractive starting salary commensurate with experience. Send resume & salary requirements to: Administrative, 3720 S. Vency, Wayne, MI 48184.

ADMINISTRATIVE ASSISTANT
If you possess strong organizational & word processing skills, work well *under pressure & have the ability to* assist technical staff with administrative tasks, we would be very interested in speaking with you. Please reply if you meet these requirements: advanced Word Perfect or Word, Lotus or Excel experience & 8 yrs of executive level secretarial experience. Excellent benefits package & wage to the right candidate. Send resume to: Human Resources, 44808 Helm, Plymouth, MI 48170.
An Equal Opportunity Employer

ADMINISTRATIVE SUPPORT
Olde Discount Corporation seeks clerical support persons for its rapidly expanding downtown Detroit operations department. Candidates should be detail oriented, self motivated with excellent communication and organization skills. College degree preferred. Excellent opportunities for advancement. Compensation includes full benefit package. For consideration send resumes to:
Olde Discount Corp.
Human Resources
751 Griswold St.
Detroit, MI 48226

ADMINISTRATIVE SECRETARY
Part-time (12 hrs. per week)
Mercy Health Services, is seeking an individual with 3 years' secretarial experience to provide administrative and secretarial support to the Mercy Women in Management Board of Directors as well as the general membership.
Stong knowledge of WordPefect, excellent communication skills required. Flexibility and compatibility are imperative. As well as the ability to use good judgement and operate independently. Send resume to Mercy Health Services, COHRS, 34605 Twelve Mile Rd., Farmington Hills, MI, 48331-3221, EOE.

CHALLENGING AND UNIQUE opportunity with busy limousine service. Answer phones, book runs, dispatch & minor secretarial duties. Resume to: 4772 Tara Court, W. Bloomfield MI 48323

ASSISTANT MANAGER TRAINEE
$1500 MO.
To help manage new office. Upbeat, youth-oriented atmosphere. No experience, we train. For interview call Susie: 647-0710

ASSISTANT
Well organized, highly motivated administrative assistant needed for Troy based national property management firm. Applicant must be detail oriented, a team player able to work independently, know advanced WordPerfect, advanced Lotus and machine transcription. Send resume with salary history to:
The Hayman Company,
PO Box 7777, Troy, MI 48007
No phone calls accepted.
Non-smoking building.

Attention!
SECRETARY
Your all around skills and experience are needed for long term opportunities with suburban firm. Candidates should have Word Perfect or Microsoft Word. Benefits and paid vacation. Call Sabrina 799-3946
Uniforce Temporary Services

BIRMINGHAM AREA CPA office needs part-time clerical help. Call Carole at: 647-4208

ONE PERSON OFFICE - Bookkeeping experience a must. Computers helpful. Send resume & salary requirements to: H & R Appliances, 32150 John R. Madison Hts, MI 48071, No phone calls.

BOOKEEPER: 3 days a week. Royal Oak family business friendly & smoke free. Seeks experienced take charge person responsible for day to day accounting: including accounts receivable & rental property. Compensation based on experience. Send resume & salary history: PO Box 1748 Royal Oak, MI 48068

BOOKKEEPER - Fast paced engineering firm has an immediate opening for a full-time entry level bookkeeper. Lotus & accounts payable experience preferred.

PART-TIME payroll benefits coordinator. Ideal candidate will be a mature individual with strong Lotus & communication skills. Flexible hours.
Send resume & salary requirements to:
ESG
34405 W. 12 Mile, Ste. 300
Farmington Hills, MI, 48331

BOOKKEEPER
Full charge bookkeeper needed with job cost experience. Good working knowledge of computers & Lotus. Send resume & salary requirements to: Attn: Debbie, P. O. Box 3089, Farmington Hills, MI, 48333-3089.

BOOKKEEPER
Full-time for CPA firm.
Ask for Janet:
352-3230

BOOKKEEPER - Full charge. Computer knowledge helpful. Small office. Mail resume to: P.O. Box 295, Clawson, MI 48017

BOOKKEEPER
Needed for small business, part time, flexible hrs. Computer skills helpful. Send resume to box #214.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - PART-TIME
for small business in Bloomfield Hills. Call Peter for interview.
810-540-2266

BOOKKEEPER - 30 to 35 hours for rapidly growing Bloomfield Hills factoring service. Computer experience preferred. 645-6660

BOOKKEEPER
Northwest Suburban contractor seeks individual with at least three years accounting work experience. Demonstrated ability to perform and/or manage billing, collections, accounts payable, payroll and general ledger functions. Construction accounting and P.C. network experience preferred. Excellent compensation and benefit package along with work environment offered. Please send resume along with salary requirements to: Box #258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
25-30 hrs per month. Weekly deposits on Mon/Tues, computerized accounting system, data entry thru general ledger/financial statements. Resumes to: Bookkeeper, 32473 Normandy Rd., Franklin, MI 48025.

BOOKKEEPER/ACCOUNTANT
Part-time, (2 wks. per Mo.) for small computerized accounting firm in Livonia. 3-5 Yrs. experience with posting, financial statements, sales tax, & payroll. Experience with Creative Solutions helpful. 261-3800

BOOKKEEPER ASSISTANT
Part time, to assist Bookkeeper with accounts receivables, accounts payables, misc. office duties, light typing required. Send resume or fill out application:
36880 Grand River
Farmington Hills, MI 48335

BOOKKEEPER - experienced, part time. Flexible work schedule, smoker welcome. Resume & salary requirements to: C. Flenberg, 28240 Franklin Rd., Southfield, MI 48034.

BOOKKEEPERS
CREDIT & COLLECTION
3 To 5 yrs. experience needed for this excellent permanent position with a national firm.
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Experienced people needed in all phases of bookkeeping for temporary and permanent positions.
QUALITY ACCOUNTING TEMPS
569-4580

BOOKKEEPER/SECRETARY
Part-time for Livonia CPA firm. CPA firm experience preferred. Some secretarial duties. Send resume to: P.O. Box 2134, Livonia, MI 48151.

BOOKKEEPER/ SECRETARY
$24,000 FEE PAID
Busy computerized position if you are full charge with accurate word processing skills. Nice benefits and professional office. Suburban location. Call Mark at:
649-3330
or FAX resume to 649-FAX-2
M.BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES
PERSONNEL SERVICES

BOOKKEPPER/SECRETARY
Birmingham Architect/Developer needs full-charge person with computer skills. 647-5600

BRANCH SECRETARY
Growth oriented plumbing wholesaler seeks experienced individual for Ypsilanti Branch Operation. Strong computer aptitude and organizational skills a must. Please send resume to: D & C Supply Company, Jeff Petrul, P. O. Box 1445, Ann Arbor, MI. 48106-1445.
An Equal Opportunity Employer

BROKERAGE ASSISTANT
For finacial services company. Securities, annuity and insurance experience required. Send resume and salary requirements to:
Office Manager
31780 Telegraph Rd., 2nd Floor
Bingham Farms, MI 48025

BUSY AIR FREIGHT trucking company seeking experienced Collection and Customer Service Clerk. Please forward resumes to: Attn: Office Manager, P.O. Box 42491, Detroit, MI 48228

CAREER POSITIONS
WE HAVE THE JOBS YOU HAVE BEEN APPLYING FOR. LET US WORK FOR YOU!
Many Temp to Permanent Positions
• Data Entry
• Word Processors
• Secretaries
• Receptionists
Free Word Processing Training Available
For those who qualify
IMMEDIATE OPENINGS!
Livonia 261-3830
Southfield 557-7444
Pontiac 682-4510
Interim Personnel
NEVER A FEE E.O.E.

CAREERS!
SALES ASSISTANT: $18,000
50+ wpm typing, math aptitude & customer service experience needed. Exciting opportunity with large firm.
WORD PROCESSING SECRETARY: ($20,000)
Professional team player with typing 60+ wpm. Stable work history needed to handle variety of duties.
COMPANY PAID FEE
PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

CLERICAL OPENINGS
Ferrellgas, a privately owned marketing company and a recognized leader in our industry, has several openings for our customer service center located in Farmington Hills, Michigan.
BATCH/AUDIT CONTROL CLERKS
Full time and Part time
Responsibilities include: to audit daily invoices; to prepare customer payments for data entry; and open incoming mail. Candidates must possess 1± years accounting experience or equivalent coursework; attention to detail; and 10-key by touch. PC experience helpful.
CUSTOMER SERVICE REPRESENTATIVES
Part Time
Responsibilities include: handling customer service requests and concerns. The successful candidate will have 2+ years customer service experience, excellent communication skills, problem solving abilities; and a genuine commitment to providing superior customer service.
DATA ENTRY ASSISTANTS
Part Time
Responsibilities include: entry of daily transaction receipts, posting of payments, and updating customer maintenance. The successful candidate will have 2+ years data entry experience, 40+ wpm typing, 10 key by touch, and PC exerience. Math aptitude helpful.
GENERAL CLERK/RECEPTIONIST
Full Time & Part Time
Responsibilities include: to field incoming calls; manage office supply inventory; manage all mail room functions; distribute/send fax transmissions; and assist with computer reports. Candidate must possess superior telephone skills; excellent organizational skills; have 2+ years switchboard experience; PC skills; typing skills; accounting experience; and be a team player.
Day and evening shifts available. Interested candidates should apply in person, send or fax resume or call for more information
FERRELLGAS
38345 W. 10 Mile, Suite 290,
Farmington Hills, MI 48335
Fax 313-615-4711
call 313-615-4700
EOE/AAP
We encourage applications from minorities, females, veterans and the disabled.
No agencies Please

CLERICAL ASSISTANT
Good phone etiquette, computer experience necessary. Benefits. Salary negotiable. Please call Kelly: 981-1515

CLERICAL OPPORTUNITIES
We are seeking energetic, enthusiastic individuals with previous office experience for our fast-paced working environment. Proficiency with typing, 10-key calculator or data entry is required. Availability to work some overtime is a must!
We offer a competitive benefit package (medical, dental, life, pension, ESOP, tuition reimbursement and generous vacation). Qualified candidates should apply Mon-Fri 9am-4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334
(corner of 12 Mile)
Equal Opportunity Employer M/F/D

CLERICAL - PART TIME
applications being accepted for candidates with general office experience, 3½ hrs per day (mornings). Good phone skills & typing essential. Computer entry helpful. Smoke free environment. Apply at: 12380 Beech Daly, Redford

PERMANENT PART TIME SERVICE CASHIER
Needed Immediately
Hours 3-8 PM., Mon. - Fri.
7:30-1 PM. Saturday
Apply Marty Feldman Chevrolet
42355 Grand River, Novi

CASHIER/WARRANTY CLERK
Auto dealer needs full-time Cashier/ Warranty Clerk. Dealership experience preferred. Apply in person at: Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

LOCAL SALES OFFICE - of nationwide companys is looking for a clerical assistant. Recommended skills include: intermediate Word Perfect 5.1, general adaptability to new computer applications, phone experience, detail oriented and desire to work in a small office setting. Interested applicants should send resume to: Office Administrator, 32969 Hamilton Ct., Suite 115, Farmington Hills, MI 48334.

CLERICAL/BOOKKEEPING
FULL TIME position available in Bloomfield Hills. Accurate Typist necessary and computer skills helpful. Qualified candidates should send resume to: BAS. 390 Enterprise Ct., Bloomfield Hills, MI., 48302.

CLERICAL, full-time position available immediately. We are looking for a responsible, dependable & hard working person. Evenings & weekends required. Apply in person at: Scott Shuptrine, 4110 Telegraph, Bloomfield Hills, MI. 48302.

CLERICAL INDIVIDUAL needed for Southfield law firm. Accurate typing skills, 50-60wpm a must. 40 hours a week. Please send resume with salary requirement to: Collins, Einhorn, Farrell & Ulanoff, 4000 Town Center, Su. 909, Southfield, MI 48075.

CLERICAL PART-TIME
Mon-Tues & ½ day Wed. General office with good phone skills & ability to use 10 key calculator. Southfield area. 569-4560

CLERICAL POSITION, part time *Mon.-Fri., 12PM-5PM,* with occasional extra hours. Cheerful personality for busy, non-smoking office. Minimum 2 years experience in filing, WordPerfect 5.1, Lotus & telephones. Send resume, with salary requirements, to: P.O. Box 1603, Troy, MI 48099.

CLERICAL POSITIONS-PART TIME
for mental health clinic, Payroll/ Benefits Clerk - 20 hrs per week. Medical Records Transcriptionist - 15 hrs per week. Call or send resume to: Suburban West Community Center, 11677 Beech Daly, Redford, MI 48239 937-9500
An Equal Opportunity Employer

CLERICAL
Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has entry level position available for a LOBBY RECEPTIONIST at our Farmington Hills location. The successful candidate will possess an energetic, cheerful, and professional image. For full-time or part-time consideration, please send resume and cover letter with salary expectations to:
Human Resources (Rec)
Republic Bancorp Mortgage Inc.
31155 Northwestern Highway
Farmington Hills, MI., 48334
An Equal Opportunity Employer

CLERICAL
Retail office in need of full time clerical person evenings & weekends who enjoys working with people. Apply within:
Art Van Furniture
6300 Wayne Rd.
Westland, MI., 48185

CLERICAL & STOCK WORK
Novi distributor. Full time, Mon.-Fri., 9-5.30, no weekends. Will train. 810 380-8260

CLERICAL SUPPORT
Olde Discount Stockbrokers has immediate opening in our Livonia office. Candidates should have good phone manner, strong organizational skills, and general clerical knowledge. Position offers $1000 monthly, and a full benefit package. Forward resume to:
Olde Discount Corporation
Clerical Support
751 Griswold St.
Detroit, MI 48226

CLERK - PART-TIME
(Tues., Thurs). Law and rental office (Detroit houses). WordPerfect, Quicken. Auto needed. 626-1200

Clerks, Clerks, Clerks
File Clerks & Data Entry Clerks needed for assignments in Livonia & West Bloomfield. Call for more information!
591-1100
ACRO SERVICE CORP

CLERKS NEEDED
• Filing
• General
• Typing
Call Now!
WOLVERINE STAFFING
Troy: 879-9070
Southfield: 356-4270

CLERKS/TYPISTS TELEMARKETERS
Permanent positions opening in the Plymouth area:
• Full time hours
• $8.00/hr. to start
• 50-55wpm (FOR TYPIST)
Corporate Personnel Services
953-4190
eoe no fee

CLERKS
WE NEED YOU NOW!
Start work immediately!
TODAYS TEMPORARY
649-4455
EOE

CLOSING SECRETARY
for real estate company, experienced in processing deals from start to finish. Comfortable working atmosphere in Western suburbs. Call Doug Hardy 538-2000

COMMERCIAL INSURANCE CUSTOMER REPRESENTATIVE
Capable of handling small and medium sized accounts. Excellent salary and benefits plus bonus based on growth.
LADEMAN & YOUD OF MICHIGAN
PHONE: 284-7500
An Equal Opportunity Employer

CUSTOMER SERVICE
Inside sales order desk for T-shirt advertising specialty company. Various office duties. Experience only. Send resume to: ASL, 24435 Halsted Rd., Farmington Hills, MI 48335

CUSTOMER SERVICE REP
To $18,000 per year with an excellent benefit package. This full time position requires excellent phone skills & a good computer background. If you are looking for a position with a challenge and a future call 522-1350 ask for Tom or Bus.

CUSTOMER SERVICE
Bloomfield Hills Advertising Specialty Firm seeks individual to work 30-40 hrs./wk. Outgoing, friendly personality to handle customer service. Must have a pleasant phone voice & problem solving abilities. Typing & computer skills a plus. Starting pay commensurate with experience & ability. Call Jay at: 253-1980

C.E.O. SECRETARY
FEE PAID TO $35,000
Executive officer needs a secretary. Shorthand and P.C. skills required. Benefits paid. A permanent "career" agency since 1953
Dorothy Day Personnel Of Troy, Inc.
649-6797 fax 649-2496
DAY

DATA ENTRY CLERK needed for fast growing finance company. Must type 70+ wpm with accuracy. Excellent pay & benefits package. Send resume for immediate consideration to: GN-ROS, P.O. Box 10, Southfield, MI 48037-0010

CUSTOMER SERVICE/CLERICAL
National Food Service Distributor has an opening in the Administrative Department. We are seeking a candidate with excellent communication and time management skills. One plus years, sales and/or clerical experience. Hands on PC knowledge with micro-soft windows and 10 key, required. We offer a competitive compensation and benefit package. Please submit resume and salary history to: CBR, 8979 Samuel Barton Drive, Belleville, MI 48111.
Equal Opportunity Employer M/F/H

Customer Service Rep
Part-Time
Entry level position, flexible 5 hour shifts between 8am & 8:30pm (approximately 24-38 hours per week which includes Saturdays. Position requires typing and 10-key pad production for order entry, pleasant phone manner & customer contact experience a must. Apply in person Mon-Fri between 8:30am & 12:30pm ONLY.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150.
Equal Opportunity Employer M/F/H

CUSTOMER SERVICE Representative needed full-time for busy professional office. Must have good communication & organizational skills. Must be able to work a flexible schedule. Salary & benefits. Apply in person at: 30785 Grand River, Farmington Hills. 478-7030

CUSTOMER SERVICE
Clerical person needed to schedule drapery installers. Must have knowledge of Detroit metro area. Professional phone manner, multi task oriented and a good attitude towards customers. Full time benefits. Call for more details 455-4400

CUSTOMER SERVICE
International auto related supplier has unique long term openings for your recent experience. This special opportunity available up to $9.50/hr. College degree preferred. Call Corinne 646-7664
Uniforce Temporary Services

CUSTOMER SERVICE
Progressive company seeks a career minded individual for customer service/order entry. Must possess computer skills and problem solving ability. Strong communications and desire to be a team member.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
FEE PAID $14 TO $21,000
TRAINEES! Suburban Manufacturer adding to staff. Sales personality. Promotable opportunity. Full fringe benefits.
649-6797 fax 649-2496
Dorothy Day Personnel of Troy, Inc
DAY

DATA ENTRY CLERK - Self motivated person needed for growing investment management firm. Computer and 10-key experience, detail oriented with good math skills. Non smoking office. Resumes only to: Personnel Director, 3883 Telegraph, #100, Bloomfield Hills, MI 48302

DATA ENTRY - experienced person for busy accounting department. Accounting background needed. Looking for a dependable person with good attendance & is use to a fast paced work environment. If qualified call. 543-5100

DATA ENTRY/ FRONT OFFICE
Full-time, entry-level position. Seeking dependable individual with data entry skills. Pleasant environment. Call between 9am-12pm: 665-6173

DATA ENTRY
Full-time clerical position. Computer literate. General office duties. Will train. Pay commensurate with experience. No calls. Resume to: Header Heat Treat, 35815 Clinton Ave., Wayne, MI 48184. Fax# 721-6908

DATA ENTRY
Immediate assignments available in Livonia, Plymouth & West Bloomfield for candidates with 7000± keystrokes. All shifts. More $$$'s for WordPerfect background. Call for more information:
591-1100
ACRO SERVICE CORP.

DATA ENTRY
New full/part openings with major Livonia corporation. Steady long term opportunities for your attention to detail and 8,000 keystrokes. Two shifts. Call Dana 473-2932
Uniforce Temporary Services

DATA ENTRY OPERATOR
First American Real Estate Tax Service, Inc., national leader in state-of-the art tax processing, has an immediate opening for a Data Entry Operator in our Livonia, Michigan office. Requirements include: 6 to 12 months data entry experience; 9,000-12,000 IBM keystrokes per hour.
In addition to a competitive salary ($8.36 per hour), we offer an attractive benefits package.
To apply, send or fax resume to:
First American
Real Estate Tax Service, Inc.
P.O. Box 531270
livonia, MI 48153-1270
Fax Number: (800) 421-7868
An Equal Opportunity Employer

DATA ENTRY OPERATORS
• Immediate part time positions available
• 9,000-10,000 key strokes
• Livonia area
• Flexible hours
BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

DATA ENTRY PERSON
for a manufacturer of consumer products who is team orientated. Accounts receivable and cash posting experience preferred. Please send cover letter addressing experience, salary history and resume to: Linda Tuffs, Credit Manager, Arden Companies, 26899 Northwestern Hwy, Suite #201, Southfield, MI 48034. Phone calls not accepted.

DATA ENTRY POSITIONS
Full-time, Southfield location. Must have excellent math & 10 key calculator skills. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI. 48086.

DATA ENTRY
START IMMEDIATELY!
Must have minimum of 7,000 key strokes or more. Call today!
TODAYS TEMPORARY
649-4455
EOE

DICTAPHONE/TYPIST needed for fast paced Birmingham law office. Good benefits. Ask for Mike Muller, 645-2440

ENTRY LEVEL
Full and part-time positions in our sales department. Duties include typing insurance certificates and binders and some use of CRT. If you have good skills we can offer top pay and benefit package including medical, dental and profit sharing. No experience necessary. Advancement opportunities. Send resume or stop in to complete application.
Liberty Mutual Insurance Group
Attn: Dept. 02, 26200 Town Center, Ste. 200, Novi, MI 48375-0001.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
2 positions—suburban & downtown. Banking, real estate or legal background a plus. Good experience and top notch skills required. To $32K.
DOROTHY DAY PERSONNEL
962-0565 or fax 962-2571

Executive Secretary
LOTUS/EXCEL
Excellent opportunity for sharp individual with Lotus, Excel, WP 5.1 & Symphony. Report directly to VP of internationally renowned company.
Call OFFICETEAM today!
358-0222 Fax [illegible]
26555 Northwestern #230,
Southfield, MI 48034 E.O.E.

EXECUTIVE ASSISTANT
full time salaried position with full benefit package for the individual with WordPerfect 5.1, Quattro Pro 3.0 (or equivalent spreadsheet package,) & shorthand experience. Position requires an outgoing professional attitude from a non-smoking individual with an eye for detail. Please send cover letter with salary requirements & resume to: Executive Assistant, LPR Land Company, 17199 N. Laurel Park Dr., Ste 20, Livonia, MI 48152.

EXECUTIVE ASSISTANT
Chief executive officer of influential Detroit financial services firm requires experienced assistant. MS Word and Excel. $25,000 - $27,000/ year to start. Call Sloane 646-7662
Uniforce Temporary Services

EXECUTIVE'S ASSISTANT
2 positions. Both Fortune 500 companies. One in Detroit, one in Suburbs. Be the director's right hand. WordPerfect, Lotus and other computer's required. To $35K.
DOROTHY DAY PERSONNEL
962-0565 or fax 962-2571

EXECUTIVE SECRETARY ($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. No fee. Temp to perm
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY with legal experience for busy developers office in Troy. Must be experienced & proficient in Word Perfect, Shorthand & preparation of documents. Send resume & salary requirements to:
Box #270
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXPERIENCED - mortgage closing person for Livonia area title company. Needed immediately. 464-4171

FARMINGTON HILLS advertising company has positions available for:
FRONT-DESK SECRETARY: Requires word processing and good telephone skills.
CLERICAL: detail-oriented person for traffic/billing department.
$1300 - $1400/month
Non-smokers, Benefits 661-9032

FILE CLERK
Fast-paced office looking for a file clerk able to work a switchboard and to use own transportation for errands. Must be able to lift heavy hooks and files. If interested, please send resumes to: Box #274
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK
Novi based company needs 2 persons to fill entry level positions. Responsibilities include: filing, organizing, copying & various office duties. Strong opportunity for advancement. Contact Steve or Tim, Prefer Personnel Inc, 810-244-8500

FILE MAINTENANCE
First American Real Estate Tax Service, Inc., a national leader in state-of-the art real estate tax processing, is seeking a File Maintenance person for our Livonia, Michigan office. Minimum requirements include: 6 months clerical experience, preferably within a high volume production environment; excellent alpha/numerical filing skills; clear, legible handwriting; and previous CRT experience. The selected candidate will also possess good verbal communication skills and the ability to work overtime with limited notice.
In addition to a competitive salary ($8.36 per hour), we offer an attractive benefits package.
Interested candidates submit a resume, with salary history to:
First American
Real Estate Tax Service, Inc.
P.O. Box 531270
Livonia, MI 48153-1270
Fax Number: (800) 421-7868
An Equal Opportunity Employer

FRONT DESK RECEPTIONIST
Temp to perm position in Southfield. Must be computer literate. Duties include typing, data entry, ordering supplies, mail, etc. Great pay & benefits.
CONTEMPRA
583-9500

FRONT DESK "SPARKLER"
Wanted team player with good phone skills. Be that "important" first contact for solid tool supplier. Variety including typing. Good benefits. $18,640. Call Diana, 484-0909.
SNELLING PERSONNEL SERVICES

FULL-TIME position available immediately. Experience in manufacturing environment required. Must have good organizational skills & ability to work with minimum direction. Computer experience preferred. Good starting salary.
Send resume to: P.O. Box 476
Northville, MI. 48167

GENERAL OFFICE/PART TIME
5-7 hours per day. Customer service/sales-type mature rep needed. Westland. 261-1000

GENERAL OFFICE
Permanent position with large retailer. Must be good with figures. 8 Mile/Lahser area. Mr. Carn, 353-0180, Ext. 471

GENERAL OFFICE
Excellent opportunity. Seeking positive self-starter. Computer entry, filing, some accounting helpful. Good pay & benefits. Send resume or apply at: 12380 Beech Daly, Redford, MI 48239.

GENERAL OFFICE/CLERICAL
Significant customer service phone work involved. Must also have good math & filing skills to work in busy Southfield office. Good compensation, insurance & benefits. Send resume to: Dennice Haslett 19100 W 8 Mi Rd. Southfield, MI 48075

GENERAL OFFICE
Part time, to assist in Production Office, light typing required. Duties include processing, receiving, shipping documents. Send resume or fill out application:
38880 Grand River
Farmington Hills, MI 48335

GENERAL OFFICE
Vandeveer Garzia is accepting applications for part time general office personnel in its Birmingham law office, and full time general office personnel in its Detroit office. Send resume to: 333 W. Fort St., Su. 1600, Detroit, MI 48226, Att: Human Resources.

GENERAL OFFICE
$18,720
Wanted "Take Charge Person" for solid manufacturing company. Good chance to use your varied skills including word processing and good communication skills. Benefits. Call Diana, 484-0909
SNELLING PERSONNEL SERVICES

GROWING SOUTHFIELD manufacturer is seeking a friendly, outgoing person for order entry/receptionist position. Duties include order entry, answering telephones and filing. Experience necessary. Knowledge of Microshop helpful. Please send resume to: Poly Flex, 19860 Eight Mile Rd., Southfield, MI 48075. Attn.: Vicki.

HELP!
DATA ENTRY OPERATORS NEEDED
• Long and short term assignments
• Livonia/Plymouth area
• $8.00 to start
Call for more information & to set up an appointment today.
Corporate Personnel Services
953-4190
NO FEE E.O.E.

IMMEDIATE OPENING FOR DATA ENTRY OPERATOR SHIPPING/BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM. Westland area. Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

GENERAL OFFICE
Candidates for this desirable position need recent office experience and be detailed oriented. Filing, opening mail, etc. Advancement opportunity., Call Ginny 357-0646
Uniforce Temporary Services

GENERAL OFFICE - Wixom manufacturer needs energetic person for front office/warehouse position. Answer phones, UPS up to 50 lbs. & clerical. Willing to train on computers. $6/hr. to start. Review after 30 days. Senior citizens welcome. Call Metal/Coolant Merchants, Personnel Dept.: 810-347-4444

GENERAL OFFICE/ RECEPTIONIST
Fast paced department of suburban Fortune 500 company needs a general office person. Interact with clients and use your prior experience with multi line phones, computer entry and typing. Paid vacations and benefits. Call Gloria 799-3947
Uniforce Temporary Services

Immediate openings
DATA ENTRY
Both part/full time. Answer this call to use your 9,000+ keystrokes and attention to detail for steady long term assignments with expanding firm. Training. Two shifts. If you are looking for excellent hourly pay call Doris 646-7664
Uniforce Temporary Services

INSURANCE AGENCY in Northville needs Customer Service Rep, Full-time. Non-smoking office. Call for appointment: 349-2000 or 474-1810

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $38K
Part Time Positions to $10/Hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

INSURANCE - Farmington Hills. Seeking a full-time commercial lines CSR. Must have word processing & insurance experience. Non-smoking office. Ask for Don: 553-7333

JUNIOR SECRETARY
Exciting atmosphere of suburban advertising agency needs your recent office experience and excellent people skills. Light typing, paid holidays. Call Rita 646-6168
Uniforce Temporary Services

LAW FIRM IN SOUTHFIELD
Seeking SECRETARY with excellent typing skills. No previous legal experience necessary. 355-2044

LAW OFFICE requires experienced legal secretary/receptionist for extremely busy general practice firm in Southfield. Send resume to: 28411 Northwestern Highway, Ste. 740, Southfield, MI. 48034 or Fax to 313-352-4495

LEGAL! LEGAL!
Secretaries and Word Processors. Downtown & suburban locations to $27K plus benefits.
DOROTHY DAY PERSONNEL
962-0565 or FAX 962-2571

LEGAL SECRETARY
For Southfield law firm. Experience in insurance defense and WordPerfect. 80 WPM. Call Sylvia 352-9580

LEGAL SECRETARY - Minimum 3 yrs. experience. Medical malpractice and personal injury. Benefits & substantial salary. Call 354-2500

LEGAL SECRETARY
Part time (Mon.-Wed.-Fri.). Southfield law firm. Legal and WordPerfect experience necessary. Mail resume to: Box 194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Flexible hours. Downtown Birmingham. Full time or part time. Excellent wage package. Call Eric at 543-6120

LEGAL SECRETARY
Full time for large suburban defense firm. 3-5 years litigation experience. Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, 48333

LEGAL SECRETARY - Full time for Farmington Hills law office. Must have good word processing/typing skills. Will train. Interested applicants call Jeffrey Weisberg, 9:30am-6pm, Mon.-Fri. 932-0630

LEGAL SECRETARY - for busy Southfield defense firm. 3 yrs. experience. WordPerfect 5.1, excellent benefits. Please send resume to Collins, Einhorn, Farrell, Ulanoff, 4000 Town Center, Suite 909, Southfield MI 48075.

LEGAL SECRETARY
with worker's compensation and litigation experience. Knowledge of WordPerfect 5.1 desired. Send resume and salary requirements to:
Office Manager, Law Offices,
2701 University Drive, Suite 223,
Auburn Hills, Michigan 48326.

LEGAL SECRETARY
Southfield personal injury office looking for part time Secretary. Flexible hours. Must have at least 2 years experience personal injury and WordPerfect. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI., 48075.

LEGAL SECRETARY
For Southfield law firm. Litigation & WordPerfect 5.1 experience necessary. Send resume & salary requirements to: Box #240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY: securities and contract law. 2 years legal. WordPerfect 5.1. Timeslips billing program experience. Salary negotiable. Send resume to: Office Manager, Simon & Associates, P.C.,
1533 N. Woodward Avenue, Ste. 315, Bloomfield Hills, MI 48304

LEGAL SECRETARY needed for Birmingham law firm. Litigation experience necessary. WordPerfect 5.1 experience desired. Good salary and benefits. Resumes to Box 226.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY
3-5 Years of legal experience required to work for two partners in a mid-size Troy law firm. Corporate & litigation experience preferred. Excellect pay & benefits. Send resume and salary requirements to: Box 210
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Experienced needed, for busy Insurance Defense firm in Clawson. Contact Lynn at: 588-7704

LEGAL SECRETARY
Bloomfield Hills with WordPerfect 5.1 and Timeslips experience preferred. Please call Jenifer 334-7787

LEGAL SECRETARY - Part time, Mon.-Fri. 1-5pm. Excellent typing. Send resume to: 33150 Nankin Blvd., Ste 102, Westland, 48185

LEGAL SECRETARY TRAINEE
Good typist. Downtown Detroit. Start $6.00 per hour. Full or part time. 963-7755

LEGAL SECRETARY
For Birmingham law firm. 80 WPM. WordPerfect and litigation experience required. Call Beth, 258-1100

LEGAL SECRETARY for Southfield medium sized law firm. Excellent WordPerfect skills and legal experience necessary. Good salary and benefit package. 358-4460

LEGAL SECRETARY
Small Southfield firm. Minimum requirements: Word Perfect, excellent typing, strong organizational ability, 2 years legal experience, non-smoking. Contact K. Mann at 353-4400

LEGAL SECRETARY CORPORATE LAW
Solid work experience sought (some legal) for administrative/legal position. Full benefits. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield MI 48075 356-4140

LEGAL SECRETARY
Experienced legal secretary needed for Farmington Hills Law Firm. Must have excellent organizational skills and knowledge of Word Perfect 5.1. Commercial & corporate litigation experience preferred. Salary commensurate with qualifications. Contact Kim: (810)442-0510.

LEGAL SECRETARY
1-3 YEARS EXPERIENCE
We are seeking legal secretary with strong grammar and spelling skills for partner position, [illegible], retirement and disability. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075 356-4140

LEGAL SECRETARY
Southfield plaintiff personal injury firm requires secretary with WordPerfect and plaintiff experience preferred. Good benefit package, salary commensurate with experience. Please respond to: Box 262
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY, $27,000
Corporate/real estate experience needed. Work for Senior partner. Major firm. Opportunity to advance. Full benefits. Quick hire!
LEGAL SECRETARY, $24,000
Permanent suburban firm, friendly atmosphere, medical malpractice experience needed. Lots of variety. 35 hour week. Dependent coverage. Immediate opening! 772-6780.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Excellent opportunity to work for General Counsel of expanding World Class National Manufacturing Firm. Strong contract law & litigation experience required. Must have superior organizational & communication skills & be detail/deadline oriented. Salary & fully paid benefit package provided including 401K. Send resume, apply in person or call: LETICA CORPORATION
Personnel Department
1800 W. Hamlin Rd.
Rochester, MI. 48309
(810) 656-0700 Fax: (810) 656-9848
EOE - M/F/D/V

LEGAL SECRETARY
THE UNIVERSITY OF MICHIGAN office of the General Counsel is seeking qualified candidates for the position Legal Secretary. Responsibilities for this position encompass preparing, finalizing, and filing motions, briefs, and other legal pleadings and preparing post-judgement legal documents including writs of garnishment, execution, and subpoenas. Additional duties include scheduling motions, hearings and meetings.
Necessary qualifications include an Associate's degree in Legal Secretarial Science or an equivalent combination of education and experience, two years of secretarial experience, reasonable knowledge of court rules and procedures, considerable knowledge of legal terminology, ability to type 60-80 wpm. with accuracy, considerable knowledge of the operation and application of automated office text and data processing systems.
Please submit (2) two copies of your resume by January 21, 1994 to:
THE UNIVERSITY OF MICHIGAN
Employment and Staff Planning
2031 "LSW"
Administrative Services Building
12008 Greene Street
Ann Arbor, MI., 48109-1432
A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

legal
SELF-MOTIVATED, career-minded individual with superior mathematical, analytical and communicative skills needed for high volume, detail-oriented position. Successful applicant will have primary responsibility for Chapter 13 Bankruptcy case review and analysis. Professional challenge and opportunity for self-direction abounds. Southfield office, but frequent Detroit Bankruptcy Court appearances required, so reliable transportation is essential. Computer and legal background are also necessary. Excellent benefits and competitive salary.
Send resume and brief (one page maximum) narrative describing your qualifications to: Box 238
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL TEMPORARY
Legal and word processing experience required. Westland area. 326-2580

LEGAL
3 LONG TERM TEMPS
3-6 months assignment available March 1. We seek strong typing skills plus some legal experience. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075. 356-4140

LITIGATION SECRETARY
Bloomfield Hills. Minimum 4 years experience. Accounting/payroll required. Good proofreading & language skills. Familiar with WordPerfect & Windows. Good working knowledge of computers necessary. 2 attorney office. No reception duties. Competitive salary & benefit plan. Ask for Martin Baum 647-6890

MEDICAL RECEPTIONIST
Chiropractic Receptionist needed part-time. Must have office skills. Farmington Hills. 474-4383

MEDICAL RECORDS
Entry level position available with a Dearborn based medical equipment company. Full-time or part-time positions available. Send resume to: Human Resources, PO Box 1243, Dearborn, MI 48121.

MEDICAL SECRETARIES
Candidates must have knowledge of medical terminology and 1-2 years' secretarial and/or transcription experience and the ability to type 60 wpm, accurately. IBM PC and Dictaphone skills required. You will assist our busy physicians in this high-tech academic environment.
ONLY THOSE CANDIDATES WHO MEET THESE REQUIREMENTS WILL BE CONSIDERED.
We offer a competitive salary and an excellent benefit plan. Qualified candidates apply in person, send resume, or call Judy White, Human Redsources, at (313) 745-8123.
HARPER HOSPITAL
Human Resources
3990 John R.
Detroit, MI., 48201
Member of the DMC
An Equal Opportunity Employer

MESSENGER - Birmingham law firm seeks full-time messenger. All applicants must have reliable, insured transportation, be able to drive throughout the metro area with ease & have an excellent drivers record. The position includes salary, travel & expenses with full insurance benefits. Send resume & salary history to: Carson, Fisher & Potts, 300 E. Maple Rd., Birmingham, MI 48009.

New Opportunity
DATA ENTRY
Major suburban corporation has immediate short and long term needs for experienced data entry operators with 9,000 key strokes and attention to detail.
Excellent earning potential.
Call Donna 799-3947 or 646-7663
Uniforce Temporary Services

GROWING medical equipment company seeking 2 full time candidates for office/clerical work.
Openings are newly created positions where you will process orders from hospitals, clinics and doctors offices. Candidates must have pleasant phone manner, as well as typing skills. You must be detail oriented and an independent thinker and worker.
Both applicants must work well with people, have excellent communication skills and good attitude.
Great opportunity to grow with young aggressive company. Benefits package available.
Qualified applicants only - mail resume with salary history to:
Metro Medical Equipment, Inc.,
[illegible] Wayne Rd., Livonia, MI 48150
No phone calls, please.

OFFICE ADMINISTRATOR
For litigation firm - 7 lawyers. Emphasis on financial administration, and also personnel and general office management. Experience and degree in accounting preferred. Please send resumes in confidence to: Box 244
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT for fine jewelry office. Some bookkeeping, reliable, references, full-time/flexible hours. [illegible] or 474-[illegible]

MEDICAL SECRETARY
LONG TERM Positions available in Southfield.
• Knowledge of WordStar 6.0 or WordPerfect 5.1
• Medical Terminology or Medical Billing a must.
• Type 50 wpm
DON'T MISS THIS OPPORTUNITY!
TODAYS TEMPORARY
649-4455
EOE

NEW OPENINGS!
WORD PROCESSORS
Prestigious national service firm Detroit headquarters has many temp-to-perm openings for your WordPerfect 5.1 or MS Word and Lotus skills. Top pay and benefits.
Call Sylvia 646-7661
Uniforce Temporary Services

AUTOMOTIVE SALES AGENCY
in Birmingham seeks energetic, competent, computer literate, well rounded Office Manager. Ability to wear several hats & be a team player absolutely necessary. Send resumes to: W.A.A. Specialty Vehicles, 1010 Bowers, Ste B, Birmingham, MI. 48009.

NATIONAL PARAMEDICAL company seeks Office Coordinator for local branch office. $1,200 per month salary. Applicants must have excellent phone and communication skills. Send resume to: Portamedic, P.O. Box 286, Southfield, MI 48037, Attn: Glenn Poker
Equal Opportunity Employer M/F

OFFICE ASSISTANT
Part-time. Basic secretarial skills, 2 full days a week, 8:30 to 4:30, offers future possibilities. Please contact Aimee, 1-800-837-0446

OFFICE ASSISTANT - Part-time. Property management experience preferred with bookkeeping and computer skills. Farmington Hills area. Call: 661-6111

OFFICE CLERICAL - Must have accounts payable & receivable skills with knowledge of billing. Computer skills necessary. Send resume: P.O. Box 531117, Livonia, MI 48153.

OFFICE/CLERICAL
Full time. Typing skills required, all around office duties. Must have tool shop experience. Benefits, retirement. Apply within: Acme Carbide Die, 6202 Executive Dr. East, Westland, MI 48185.

Office Clerical Needed!
DATA ENTRY
LOTUS 1-2-3
WORD PERFECT
Farmington Hills, Livonia Areas
Evaluation Hire
CALL:
EXPRESS PERSONNEL SERVICES
Farmington Hills, 474-5000
Troy 643-8590

OFFICE COORDINATOR
Busy Southfield employment agency seeks motivated, hi-energy support person. Duties include: front desk, customer service, some bookkeeping, data entry, and administrative support of sales people. Position has high potential for growth. Experience preferred, but willing to train in some areas. Salary to high teens. Call Ms Snow.
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy., Ste 202
Southfield, MI 48075
agency fee paid

OFFICE MANAGER- Dearborn Hgts. heating contractor seeking bright, energetic person to run all aspects of office. Duties include: phone management, dispatching, client contact, payroll & overall office management. Salary negotiable. Call: Climate Control, Ask for Bob: 730-8500

OFFICE MANAGER
Needed working Office Manager. Applicant must possess the following skills:
• Ability to hire and train staff
• Client service oriented
• Excellent computer skills and knowledge
• Excellent inter-personal skills
• 3 years managerial experience
Successful candidate will be a dedicated employee who wants to secure their future through working hard. Salary commensurate with experience. Excellent benefit package. Send resumes to:
Office Manager Position
P. O. Box 02133
Detroit, MI., 48202

OFFICE MANAGER
Livonia firm is hiring a motivated, full time person to run busy CPA office. Applicant should have strong telephone, organizational and computer skills. Previous experience working with CPA is helpful but not required. Send resume and salary requirements to: P.O. Box 9532, Livonia, MI 48151

OFFICE MANAGER
$25-$30,000
FEE PAID BY COMPANY
This growing company has much to offer an experienced professional. Knowledge of a variety of software packages helpful. Call 644-4600 for more information.
SNELLING PERSONNEL SERVICES

OFFICE
NOW HIRING!
• Word Processing Secretaries
• Data Entry Operators
• Receptionists
• File Clerks (experienced)
• Computerized Accounting
Excellent assignments at leading companies. All applicants must have 6 months recent clerical experience & be available to work 40 hrs. per week, Monday thru Friday.
522-4020
Kelly Temporary Services
Equal Opportunity Employer M/F/D

OFFICER HELPER
Part time, Tues.& Thurs. office helper needed for growing medical practice in Bloomfield Hills. General office duties include filing, light typing & errands. Good organizational skills required. Call Cindy 333-2500

OFFICE SUPPORT needed for Farmington Hills insurance district office. Duties would include assisting Office Manager. Some computer knowledge & office experience required. An insurance background helpful. Benefits included. Annual salary in high teens. Contact Patti at: (313) [illegible]

PART-TIME ACCOUNTING CLERK
The Resource Recovery and Recycling Authority of Southwest Oakland County is accepting applications for a part-time accounting clerk in our [illegible] office. This is a temporary position in our billing department assisting with general office duties, data entry, and basic accounting functions. Work hours are [illegible] Mon-Fri. Some knowledge of accounting helpful. Computer experience desirable. If interested please contact [illegible] at [illegible] or complete an application at [illegible], Novi, MI 48375.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet