504 Help Wanted Office-Clerical

ASSIGNMENTS AVAILABLE

We need experienced:

- Sr. Clerks
- Typists
- Receptionists
- Secretaries
- Telemarketers
- CRT Operators
- Word Processing Oprs.

TOP PAY
BONUSES
BENEFITS
NO FEE

TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

Attention:

- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

BILLER NEEDED
Full time benefits plus in Canton area. Experience preferred. Call Theresa at: 455-7550

BLOOMFIELD HILLS
FEE PAID $16-$18,000
2 Legal Secretaries (Executive level) needed for prestige law firm. Will assist partners in corporate & in real estate. Both need previous secretarial experience (Legal is a plus). Full fringes! Call 644-8787. or 642-0545
DOROTHY DAY PERSONNEL, INC.

BOOKKEEPER
Experienced full charge bookkeeper for dealership. 1 Mile & Telegraph area. Call Theresa at 535-7848

BOOKKEEPER, experienced - capable of taking complete charge of books, payroll, and preparation of financial reports. Send resume. P.O. Box 712, Bloomfield Hills, Mich 48013.

BOOKKEEPER
Experienced (minimum 5 years). Computer knowledge helpful. Position available immediately. Send resume with salary requirements to: Mr. Mazzola, Perfection Automotive Products, 13145 Levan, livonia 48150.

BOOKKEEPER
for busy Oak Park Office. Heavy bank reconciliation. Experienced only need apply. Excellent benefits. Salary $14,000 to $18,000. Send Resume to box #318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, top pay and benefits.
Apply in person at World of Heirloom, 5775 Lilley Road, Canton.

BOOKKEEPER - Full time for growing, dynamic Plymouth Manufacturer. Must be a flexible person experienced in payables, receivables & invoicing with computer experience. 942-6333

BOOKKEEPER
Full time for drug store, experience required. Salary commensurate with ability, resume to: Thrifty Drugs, 160 N. Saginaw St. Pontiac, Mich 48058. No calls.

BOOKKEEPER
Full charge - for Travel Agency in W. Bloomfield. Call Sunday or evenings 334-9778

BOOKKEEPER - full charge, Farmington Hills Thru Total Balance. P & L & financial criteria. Good experience & computer exposure. Benefits. $17,000. Fee Paid.

SECRETARY - Southfield. Typing 65 WPM, shorthand, 80wpm. Typing proposals, letters & presentations. Benefits. $15,000. Fee Paid.

RECEPTIONIST - Southfield. Busy Medical office. Typing 50wpm accurately. Good personality & appearance. Benefits. $14,000.

Temporary long & short term assignments available

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

BOOKKEEPER/GENERAL OFFICE
Small established Livonia business seeks individual with experience in payroll, general ledger & taxes. Some typing required. Pleasant surroundings. Hours: 8:30am-3:30pm.
Send resume to D. J. Rudell, 31648 Bristol, Livonia, MI 48154

BOOKKEEPER, part time, 4 days, for Auburn Hills contractor. Some computer experience preferred but not necessary. 373-2100

An Equal Opportunity Employer

BOOKKEEPER SECRETARY for non-profit corporation. Full charge thru audit preparation, including payroll, taxes, budget reporting and projections, bi-monthly and quarterly deadlines. Secretarial including typing 60WPM, filing, newsletter, mailing, meetings, etc. Send resume and salary requirements to: Personnel Department, 12250 Beech Daly, Redford.

BOOKKEEPER - seasonal position, experienced in payroll, accounts payable & bank reconciliation helpful. Call 553-5463

BOOKKEEPER/SECRETARY - For Clinton Twp. furniture and design studio. Must have knowledge of furniture business. Salary commensurate with experience. Ask for Kathy. 286-5487

BOOKKEEPER/SECRETARY
Seeking bright individual for diversified duties including posting general ledger, bank reconciliation, payroll, accounts payable, typing and file maintenance. Experienced or will train. Hospitalization. Bonuses. Paid holidays. Reason to: Personnel, P.O. Box 5041, Southfield, Mich. 48076-5041

BOOKKEEPER - Temporary position for a small clinic in Farmington. Experience necessary. Call 474-6150

BOOKKEEPER to assist in accounting department. Will consider experienced person re-entering job market. Farmington area. 476-5400

BOOKKEEPER/CLERK
Needed for Farmington Hills office. Experience in trial balance required. Please send resume & salary requirements to: P. O. Box 5143, Farmington Hills, Mich. 48019

504 Help Wanted Office-Clerical

BOOKKEEPER
$10,000, FEE PAID
Friendly Detroit office. Excellent benefits! Good talent! Trial Balance experience a must! Final accounting a big plus. Great opportunity!
SNELLING & SNELLING
399-3450

BOOKKEEPER
$18,000
Troy area. Full charge to trial balance. Experience with a medium sized manufacturing company preferred. Excellent advancement potential with full benefit package. Fee Paid.
ALLEN PERSONNEL AGENCY

BOOKKEEPER - Experienced individual to assume control of bookkeeping office. Multi-state retail operation. Excellent opportunity for advancement. Headquartered at Square Lake & Telegraph Rds. Send resume to Total Assoc. Inc., 2072 Franklin Rd., Bloomfield Hills, MI 48013

BOOKKEEPER - 1 to 2 years experience, CPA office. Handle write up, payroll taxes. Salary $14,000. Fee paid. Associates in Personnel, 29350 Southfield, Southfield, Mich. 557-8370

BOOKKEEPER - 10 to 15 yrs. experience, part time, for Southfield Accountant's office. Computer knowledge necessary. Please call 4440 Lateral Club Circle, W. Bloomfield, MI. 48033.

BUSY Medical Clinic in Livonia looking for part time help. Experience: receptionist & Blue Cross/ Blue Shield important. Also will perform light duties. Call 464-8400 ask for Sheryl.

CAREER STARTER
SECRETARY
Plush suburban office! Good salary! Advancement! Good skills, friendly personality can lead this FEE PAID opportunity! Call now!
SNELLING & SNELLING
399-3450

CASHIERS - TROY (2)
FEE PAID $13-$14,000
Will work on "New Accounts", follow through on client documents, take payments & process paper work. (Type 45) Pleasant personality for dealing with public. Prefer maturity & stability. Benefits. or 962-0545
DOROTHY DAY PERSONNEL, INC.

CDI
Assignments available in your area for:
CLERICAL
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do" temporary now and register. Call 259-8484 or 353-1005

CLERICAL
A large mortgage banking corporation is seeking qualified individuals for immediate clerical openings. Individuals must possess a minimum of typing 45 words per (60 wpm aptitude & excellent written & verbal communication skills a must. The ability to work under pressure & overtime are musts. General office experience helpful. Mortgage banking experience a plus. (One position is for an administrative services area & will require 2 years recent general office experience. Individual will act as backup on our corporate reception desk). We offer a complete benefit package. We will be accepting applications Mon. thru Fri., 9-11am or 1-4pm. No phone calls please.

Manufacturers Hanover Mortgage Corp
27555 Farmington Rd.
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/Affirmative Action Employer M/F/H

CLERICAL
General office, typing, filing, phones, inventory, etc. Salary negotiable.
Call Mrs. Kletzi 557-4122

CLERICAL HELP wanted. Must have good typing & receptionist skills. Experience in bookkeeping & data entry desirable. Apply in person at 11800 Market St. in Livonia.

CLERICAL/PART TIME
Typing and filing skills required, no other experience necessary. Minimum 4 hours per day $3.15 hour. Apply in person between 9 & noon to:
INDUSTRIAL & AUTOMOTIVE FASTENERS
3200 W. 14 Mile, Royal Oak

CLERICAL PERSON needed to work in construction office. Answer phones, maintain records typing. Wixom area. 349-0500

CLERICAL RECEPTIONIST
Detroit area manufacturer of plastic - clerical receptionist to answer phones, type & make up shipping documents, good benefits. Send resume to Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Seeking part time person with light typing, filing, proof reading skills for general clerical position in Farmington Hills office. Hours 10am-2pm days. Write R. O'Brien, Central Credit Union of Michigan, P. O. Box 5110, Detroit, MI 48235

CLERICAL (2)
TO $13,000
Type 50, pleasant phone voice, general office duties for Vice President of partnership and supporting suburban companies. Fee Paid.
535-7870
ALLEN PERSONNEL AGENCY

CLERK
for ORDER DEPARTMENT
Typing, benefits. Located in Oak Park. $150 per week. 543-8045

CLERK MEMBERSHIP
Record Processing
Fitness Management Corp. has full-time entry level clerical positions open for individuals who excel in accuracy, are fast and enjoy working with detail information. Good starting salary with increases based on performance, full paid health and accident & life insurance plus paid holidays and annual vacations. Call Irene DeLine for a phone screen at: 557-7700. If you meet the stated qualifications, will lead to a personal interview.

CLERK-TYPIST for insurance office. Experience preferred. Send resume to: Personnel Dept., P. O. Box 5096, Southfield, MI 48076.

CLERK TYPIST
General office duties for newspaper office, north and Detroit. Type 50-60WPM, light typing, good phone manner required. Some accounting, word processing & computer knowledge helpful. Job requires use. References necessary. Reply to Box 502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST I
General office with public contact duties. Typing and filing skills required. Some office experience preferred. Starting at $5.13 per hour. City of Farmington Hills, 31555 W. 11 Mile Rd., at Orchard Lake Rd.
Equal Opportunity Employer M/F/H

Clerk Typist
Pyrotronics is a leading manufacturer of electrical protection systems. We have a diversified clerical opportunity in our sales office location in Livonia.

We require a minimum of 3 years general office experience, figure aptitude, good typing of 45wpm and a pleasant phone manner.

We offer an excellent salary, a full range of benefits and a congenial atmosphere. If interested call for appointment, Karen Duffy
(313) 591-8989, Pyrotronics, 12345 Farmington Rd., Livonia, MI
(Near Levan) An Equal Opportunity Employer, M/F/H

PYROTRONICS

CLERK/TYPIST - Southfield office needs person to work with flowers, must type 40 WPM. Must be detail oriented, skills, varied duties, flexible schedule. Available starting May 1st. 354-1595

COMPUTER HARDWARE Dealer in Farmington Hills looking for traffic coordinator. Some experience preferred in other operations Or inventory control. Send resume to P.O. Box 2041, Farmington Hills, Mich. 48018.

COMPUTER OPERATIONS
for local CPA firm. Must know bookkeeping. Experience required. Call Jan. 355-2330

504 Help Wanted Office-Clerical

Clerk-Typists
Immediate openings are available in work in our main office in Downtown Detroit. Candidates must type accurately in mid-40's WPM and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Monday, Mon.-Fri., main office. Personnel Dept. 5th floor.

First Federal of Michigan
1001 Woodward
Detroit, MI 48226
An Equal Opportunity Employer

Closing Secretary
For Leading Title Firm
EXPANDING STAFF
Experience in real estate closings or mortgage closings required. Birmingham Area. Call before 10am

540-1633

COLLECTION PERSON
Small manufacturing firm in the Livonia area is looking for a bright, ambitious individual to handle collection and follow-up. Resume with salary requirements to: Box 505, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Credit Clerk/Receptionist
Immediate opening at our Southfield office. Pleasant phone manner, good typing ability & math aptitude. Comprehensive benefit package. Send resume, with salary requirements to:
Bankers Leasing, 28355 Telegraph Rd., Suite 625, Southfield, MI 48075

CREDIT DEPARTMENT CLERK - Must have minimum of 3 years office experience. Typing and calculator experience essential. Keypunch helpful. Belleville, Romulus Area. For appointment call 697-2788
An Equal Opportunity Employer

CREDIT
IMPORT/GENERAL OFFICE
Responsible for applying cash to all accounts from daily deposits. Balancing accounts & some journal entries.

Import documents completing calculations, paperwork for United States Customs. Communicate with overseas suppliers by way of Telex. High math aptitude required. Type 45wpm. Good phone manner. Pleasant office & opportunity.

Personnel 626-8780 ext 372
Week beginning April 29, 258-3200

CREDIT UNION Loan Department, large West Center area Credit Union looking for a mature person with the ability to communicate effectively with members on the telephone. Clerical and typing skills needed. Previous experience in a financial institution a definite plus. Send resume to: Mr. E. Berlew, 8056 Cass Ave., Detroit, MI 48202
An Equal Opportunity Employer

CUSTOMER SERVICE/
GENERAL OFFICE
Small manufacturing firm in the Livonia area is seeking a highly organized individual to handle a variety of general office & customer service functions. Excellent math, typing, analytical & communicative skills required. Send resume, salary requirements to: Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE REP. for a cable TV firm. With typing, phone skills & scheduling experience. Send resume to: P. O. Box 01631, Troy, MI. 48084.

Customer Service
Coordinator
Applications are being accepted. Retail experience, great organizational skills, and telephone experience are necessary for coordinating deliveries and handling customer calls. Good pay and benefits. Immediate opening. Apply at: 23275 Schoolcraft, Livonia.

CUSTOMER
SERVICE
A nationwide distributor is seeking responsible individuals for challenging positions in our customer service department. Qualified candidates must possess excellent written & verbal communication skills, good math aptitude, accurate typing of 40-45-wpm & be able to work effectively in a fast paced environment. Mortgage banking background is a must. Over time is required. CRT experience is helpful.

ESCROW REPRESENTATIVE
Position involves preparation & explanation of the escrow analysis to our customers. Excellent math & analytical skills required. Working hours for this position are 11:45am - 8pm.

PHONE REPRESENTATIVE
Position involves extensive telephone contact with our mortgagors. Individual will answer approximately 100 calls per day. Knowledge of mortgage is helpful. Working hours for this position are 8:30am - 5pm.

A complete benefits package is offered. Qualified candidate should apply Mon. thru Fri. 9-11am or 1-4pm. No phone calls please.

Personnel Department
Manufacturers Hanover
Mortgage Corp.
27555 Farmington Rd.
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/Affirmative Action Employer M/F/H

DATA CLERK
12 midnight to 8 am shift. HP-3000 series 44 experience preferred. Reply to: P.O. Box 32333, Redford, MI. 48239.

DATA ENTRY - full time
Experience helpful. 8 Mile & Lahser, Mrs. Gitlin 559-2140

DATA ENTRY/General Office. Full-time temporary - 3 months. Apply in person, 8 am - Noon, weekdays. 27150 W. 8 Mile, 5 blocks E. of Inkster.

DATA ENTRY
OPERATOR
(TEMPORARY)
Our growing corporation is seeking a dependable individual with at least 3 yrs operator experience on the Hitachi Data Entry System. Qualified candidate must be experienced in alpha/numeric keying. This temporary assignment will last approximately 6 mo. Position will be on the afternoon shift. Possible overtime on the weekends. Benefits. We will be accepted applications - Pri. 8-11am or 1-4pm. No phone calls please.

Personnel Dept.
Manufacturers Hanover
Mortgage Corp.
27555 Farmington Rd. (corner 12 mile)
Farmington Hills, MI 48018
An equal opportunity/affirmative action employer M/F/H

DATA ENTRY
PART-TIME
There is a part-time opening for a Data Entry Operator who can key a minimum of 10,000 KPH and who is able to work approximately 24 hours a week. This person will also work to cover vacations, holidays, and absence as needed. Experience on a Data Entry System is desirable. To be considered, please contact Employment assistant

Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
851-9400
An Equal Opportunity Employer

DINING ROOM SET - Thomasville, hutch/wood, original price $2,000. Sell $800. 8 caneback chairs, china cabinet, $500. 661-0266

DIVERSIFIED general office position. Must be able to type 50wpm accurately & have excellent communication skills for heavy phone work. Good company benefits. Salary commensurate with experience. Apply in person Tues. April 23 between 9am-3pm, at 30111 Evergreen Suite 330, Southfield between 10-11 mile road.

ESCROW CLERK TYPIST
experienced, flexible hours, Southfield area. Call Becky, 358-0440

EXECUTIVE SECRETARY - Part time with background in Sales or Sales Support. Pleasant skills required. Orchard Lake area. 682-4118

EXECUTIVE SECRETARY-Bookkeeper. Troy based company, 3 years experience. Full medical benefits. 528-7030

EXECUTIVE SECRETARY
For Canton Township Supervisor. Typing minimum 60 WPM, shorthand minimum 80 WPM. Must be Canton resident. $18,000 year. Apply: Personnel Department, 1150 S. Canton Center, 1150 S. Canton Center Rd., Canton, MI 48188.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE/ADMINISTRATIVE SECRETARY
Position immediately available for the person meeting the following qualifications:
1. 3-5 Yrs. Experience
2. Secretarial School Graduate or Equivalent
3. Excellent Typist
4. Telex Operation Experience
5. Administrative Experience Helpful & Skills Required
Company is located in Troy & is the headquarters for a London, England based conglomerate. Full company benefits. $18,000-$17,000 per year. Based on qualifications. Send complete resume to qualify for an appointment to:
DUNLOP LIMITED
AUTOMOTIVE PRODUCTS GROUP
911 W. BIG BEAVER SUITE 311
TROY, MICHIGAN 48084

EXECUTIVE SECRETARY
Non smoker. Shorthand & 3 years minimum experience. Resume & salary to: Mr. Peter, P.O. Box 2040, Suite 400, Southfield, MI 48034

EXECUTIVE SECRETARY
To General Manager. Must have good typing and shorthand skills, good personality and able to work with the public. Send resume to: Artcraft Manufacturing, 16400 Plymouth Rd., Ann Arbor, MI. 48105

Executive Secretary
To $18,700
A well known suburban company offers an attractive package including retirement benefits. Your prior typing and executive level experience will be appreciated here. Hurry for this fee paid position. Call today.
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY
Exceptional opportunity.
Do you like working for the top man? Are your typing, shorthand, communication & organizational skills top notch? Then this local property management & development firm offers a career spot for you. Salary $18,000, full benefits. Call Sheri Hill, Burnham Inc. for information on this & other fee paid positions.

AMERICAN
PERSONNEL 355-5520

EXECUTIVE SECRETARY - work available in beautiful offices for large corporation. Top pay. High math aptitude required. Type 45wpm. Good phone manner. Pleasant office & opportunity.

Personnel 626-8780 ext 372
Week beginning April 29, 258-3200

FAST paced Video production group seeking full time experienced word processor. Must be proficient in Wordstar, working multi-user & local. Send resume to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK
Permanent part time position with Troy location. Flexible hours. Send resume to: Personnel Department, Home Office Manager, 755 W Big Beaver, Suite 1400, Troy, Michigan 48084

FINANCIAL Services Organization in Troy is seeking an experienced secretary with excellent communication & typing skills. Must be capable of organizing work flow, handling clients, typing proficient proper business letters and proposals. Pleasant office environment. Hours are 11:45am - 8pm.
Call 619-4000 for interview.

FLEX HOURS
Strong organizational skills plus ability to handle confidential material a must for this job. Flex schedule offered for this fancy, spot.
FEE PAID
HARRIET SORGE PERSONNEL KD

FREE TRAINING
CLERK TYPIST CLASS
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a government agency and provides transportation & childcare. For more info call 545-3345

FRONT OFFICE PERSON
for busy pediatric office in Southfield, experienced. 358-0420

FULL TIME Person for Retail and Clerical. Call for an appointment.
Call 559-9200

FURNITURE STORE CLERK
Weekends and weeknights. Experience preferred, but not necessary. Apply in person at Lasky Furniture, 19035 Plymouth Rd., Livonia

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear phone voice, good typing and math skills, strong organizational skills, real estate or related field helpful. Full benefits. Salary $15,000-$18,000 plus benefits. Birmingham area. 642-8464

GENERAL OFFICE CLERICAL
Immediate need in Southfield corporate office for a mature individual with strong clerical skills. Responsible for the following:
- Good verbal/written communication skills
- Organizing & completing assignments under general supervision
- Typing/word processing
- Ability to interact with respect to entry/level bookkeeping.

Please resume stating current salary will be considered. All replies held in strict confidence. Reply to Box 483, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Full/Part-time. Typing a must. Farmington area. Call after 1pm. 478-8324

GENERAL OFFICE
with good secretarial skills, shorthand dictation, typing required. Call 557-6066

GENERAL OFFICE - 2 days per week, experienced in accounts payable helpful, general office duties, filing, & collating. Call Donna between 11am-2pm. 476-8400

GENERAL OFFICE- Counting suggestion boxes seeks experienced person with 10 years of office work. Plus PR background a plus. Call Newark & Frost Corp. 399-0655

GENERAL OFFICE
Typing, filing, CRT experience helpful. Must be good at detail work. Applications being accepted between 10am & noon only at:
31690 Northwestern Hwy.
Suite 710, Southfield

504 Help Wanted Office-Clerical

GENERAL OFFICE - HAMTRAMCK
Interested person with excellent typing, figure aptitude - handwriting. To 1150 per week plus Benefits. Fee Paid.
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

GENERAL OFFICE
General office position with Southfield company. Accounting background preferred with good math skills. Typing 50 wpm. Able to deal with public and work with multi-million dollars. Send resume to: Personnel, P.O. Box 300, Southfield, Mi. 48037, Att: GA/EC.

GENERAL OFFICE
Firm with thin N. Schoolcraft company. Opportunity for someone with good math aptitude, excellent worker, positive attitude. Phone, typing, filing. To $11,000 plus good benefits.
SNELLING & SNELLING
399-3450

GENERAL OFFICE - PART TIME
Mature person, must be experienced in office procedures, fast & accurate typist. 25 hours per week based on 4 hours per day. Hours lead to full time. Send resume to:
PETER BLOM INDUSTRIAL SALES
33310 Grand River, Suite 200
Farmington Hills, 48018

GROWING Company needs clerical help. Days & Midnight Shifts. Auburn Hills area. Excellent benefits. Top pay rate. Call Nancy between 8am-Noon 852-7785
An Equal Opportunity Employer

HELP!!
Secretaries needed now! Good skills. Several positions in suburban area. Fee Paid.
SNELLING & SNELLING
399-3450

HOTEL SALES SECRETARY
Southfield Sales office for resort hotel. Typing 60wpm plus shorthand to phone manner, priorities. Part time Tues. & Thurs. Call
316-2384

HOUSE OPENING - Part time, in growing office, for an individual who is flexible in hours. Must be able to handle multiple phones, typing & telephone skills a necessity. Apply in person, Mon. thru Fri. 9-4PM, at 35154 Flynn, off Mt. Livonia.

IMMEDIATE OPENINGS

Great opportunity to work around your family schedule.

- Afternoon & Midnight shifts
- Excellent benefits package
- Career growth potential
- No fee to you

- Keypunchers...Experience keypunchers able to do 10,000 strokes per hour.

- Accounting Clerks...Good math aptitude, typing, calculator & proof reading experience.

PERMANENT STAFF
Livonia 591-2121
Southfield 352-2505
Troy 362-4060
Southwest Suburb 254-2170

INDIVIDUAL WITH Insurance Claims background, excellent typing skills to offer. Ask for Linda. Southfield area. 944-3410

INSURANCE AGENCY has opening for part time receptionist, IBM Mergerwriter. Farmington Hills. Ask for Lynn. 553-2345

INSURANCE - Commercial lines packages or fire rater. Farmington Hills area. Salary negotiable.
Call 553-2345

INSURANCE OFFICE
Needs Full Time Secretary
Insurance background preferred. Farmington Hills Area. Call Lesky Mon. thru Fri. 9-5pm.
553-8443

INSURANCE SECRETARY
Mature, experienced person, general office work. W. Bloomfield area.
626-2652

INSURANCE
Southfield agency has opening in personal lines department to service accounts. Typing 50 wpm. Minimum 2 years office experience. Knowledge of coverages & rating helpful.
353-4100

INVENTORY SYSTEMS
COORDINATOR
Highly motivated person to coordinate inventory for stock transfers and deliveries. While accurately maintaining inventory and inventory system. Prior experience with purchasing, shipping & receiving procedures. Strong meeting deadlines is necessary. Good salary & benefits commensurate. Interested applicants should apply at: 23275 Schoolcraft Rd., Livonia

JUNIOR SECRETARY
To $13,000, Fee Paid
Set your sights on this job in this fine Fortune 500 Company. Cosmopolitan location, outstanding advancement & stock options. Excellent typing and shorthand plus a desire to advance required. 644-4410
SNELLING & SNELLING

KEYPUNCH OPERATOR
Small company has been hiring part time experienced Operators. Redford area. 937-1180

LEGAL SECRETARY
Typing, word processing, will train. Simple bookkeeping. 2 years experience recent and neat. Call 559-9200

LEGAL SECRETARY - 3 years experience needed for small litigation firm in Southfield.
Call 353-8420

LEGAL SECRETARY
Experience necessary - for downtown Detroit law firm. Good skills required. Send resume to: F.M. & B. 1246 Penobscot Bldg., Detroit, Mich. 48226.

LEGAL SECRETARY position open in the Bingham Farms office complex for one attorney. Prior law office experience required. Word processing background preferable with typing of 60 wpm. Salary commensurate with experience. 644-6133

LEGAL SECRETARY, experienced with real estate ability, shorthand preferred. Applicants should be familiar with Lawyers Title forms. Salary commensurate with experience. Downtown Detroit location. Qualified applicants, call Attn: W. Gilbert of Rice, Rice & Gilbert, 963-7770 and submit a written resume stating salary requirements prior to interview.

LEGAL SECRETARIES
WE ARE IN OUR BUSIEST SEASON
Job orders are streaming in for experienced legal secretaries & permanent legal secretaries. ALL qualified candidates are invited to call or write:
JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
Days, Evos & Weekends (313)643-5130
ALL FEES EMPLOYER PAID

LEGAL SECRETARY, excellent typing skills required, 60 wpm. Salary commensurate with ability. Southfield - Birmingham area. Call 540-3344

LEGAL SECRETARY - experienced in general practice, shorthand required, excellent typing skills required. Call Linda Wiebrg 851-9500

LEGAL Secretary for busy law office. Excellent typing skills, word processing experience preferred. Salary commensurate with ability. Call Arlene 851-1070

LEGAL SECRETARY for downtown law firm. 2 years legal experience. Call Alice Bonnett 963-7510

LEGAL SECRETARY - experienced on IBM Display writer, good typing & dictation required, excellent benefits. Farmington Hills area. Call Linda Wiebrg 851-9500

LEGAL SECRETARY
Experienced with word processing equipment, able to work independently. Excellent salary & benefits. Also needed: Word Processor with legal experience, flexible hours. Farmington Hills location. Please Call 851-8000

LEGAL SECRETARY
Experienced with word processing equipment, able to work independently. Excellent salary & benefits. Also needed: Word Processor with legal experience, flexible hours. Farmington Hills location. Please Call 851-8000

LEGAL SECRETARY, some experience required, must be able to handle volume typing. Send resume and salary requirements to: Box 500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Need excellent qualified legal secretary, Troy Office primarily. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 02064, Troy, MI 48084.

LEGAL SECRETARY
Experienced, well qualified, pleasant personality, attorney office. Personal injury. 6 Mile/Telegraph area. Excellent salary for right person. Start immediately. Call Shirley T. Barnicki 255-8400

LEGAL SECRETARY - experienced bookkeeping skills required. Northwest area. Apply: Mr. Gordon 356-1440

LEGAL SECRETARY needed for general practice firm. Word processing experience required, pleasant surroundings. Call
553-4040

LEGAL SECRETARY with 3 years experience needed for a Southfield, house of counsel office. Prefer a person with IBM displaywriter's skills. 552-8454

LEGAL SECRETARY - Experienced in litigation. Word processing experience preferred - Word Star would be a plus. Salary commensurate. Open. Please call to conference, Mrs. Gitlin. 540-1080

LEGAL SECRETARY for Farmington Hills Attorney. 30-40 hours. Experience with probate and estate planning helpful. Call Sue, 644-7788, Farmington Hills, MI

LEGAL SECRETARY - for Southfield law firm to work on word processor. Word processing experience preferred, but we will train. If you have good legal background. Call
353-1060

LEGAL SECRETARY
Farmington Hills personal injury firm seeks experienced secretary with excellent typing & dictation. Word processing skills helpful. Salary commensurate with experience. Call Nancy: 553-2410

LEGAL SECRETARY - litigation experience necessary, word processing experience preferred. Excellent benefits. Salary commensurate with experience. Send resume & salary history to: P.O. Box 12078, Birmingham, Mich. 48012

LEGAL SECRETARY
Challenging position available in Southfield law firm for experienced Legal Secretary with minimum 5 years experience. Salary range at $5 wpm, knowledge of word processing helpful. Salary range $18,000/$22,000. Position available immediately. Please contact: P.O. Box 5049, Southfield, MI 48038-5049.

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This could be your opportunity to enter the exciting profession of law. Large, well respected firm offers a friendly atmosphere and opportunity for growth. Your good secretarial skills could hold the key to a bright future. $12,000 plus fee paid. Call Hilia today.
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We are looking for a Legal Secretary with client contact in a fast-paced atmosphere. Must be "Top Notch" Secretary with at least 5 years legal background. Excellent typing & shorthand. Exceptional benefits!
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Commercial bank requires an individual with experience in processing loans. Knowledge of loan policies, procedures, call bank or savings & loan. Salary commensurate with experience. Please call:
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Southfield, MI 48037
552-7564
An Equal Opportunity Employer

LOCAL REAL ESTATE INVESTMENT GROUP has an immediate position available. Applicant must have experience with real estate, closings, title and accounting. Must be flexible, self motivated, able to work with people. Please submit Resumes & job references immediately to Unipropp, 464 Pierce, Birmingham, Mich. 48009, Attn: Dean Pastor. Interviews will start immediately.

MAIL CLERK
(Part time). Our growing corporation is seeking an individual to work part time in our financial division. Working hrs. will be approximately 10am-1pm, Mon. - Fri. Individual will be responsible for mail duties including sorting & distribution of mail. Position also includes ordering & distribution of supplies. Telephone & typing skills are necessary for such hours. Benefits not included. Interested applicants should apply Mon. thru Fri. 9-11 or 1-4pm.
No phone calls please.
Personnel Dept.
Manufacturers Hanover
Mortgage Corp.
27555 Farmington Rd (corner 12 Mile)
Farmington Hills, MI. 48018
An equal opportunity/affirmative action employer M/F/H

MATURE SECRETARY needed for experienced of legal and estate office in Farmington Hills. Must be a self-starter, organized, have a pleasant phone manner and be interested in learning new computer systems. Salary commensurate with experience. Please send Resume to box 0365, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER & GENERAL office for Southfield law firm. 18 years & over. Must have vehicle in good working order. Pay is based on the various jobs done. $4 per hour plus 20 cents per mile. Call Mrs Goldstein, Mon., Wed. & Fri. 352-7520

Mortgage Processor
Prefer experience or residential real estate background. Rapidly expanding local mortgage banker. Please call:
Mr. Polick or Mr. Brie
Liberty Mortgage Corp.
358-2345

504 Help Wanted Office-Clerical

MISC. OFFICE WORK - filing, mail, some computer, must be able to handle heavy phone work. Send resume with salary requirements to: Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEW & USED CAR BILLER!
Experienced only in auto dealership. Apply in person 8-5. Lincoln Chrysler Plymouth, 32777 Plymouth Rd.

OFFICE CLERICAL
A growing manufacturing company in Livonia has immediate openings for career-minded individual. Good telephone and typing skills. Full time. Benefits at 175-3130 or send resume to Operations, P.O. Box 499, Farmington, MI 48024

OFFICE CLERK - With typing skills required individual will do general office duties. Filing experience helpful but will train. Call Berkoz. 553-0235

OFFICE CLERK, Southfield area. 2-3 days per week. Typing (45-55 WPM) & filing skills required. 424-6844, ext. 16

OFFICE COORDINATOR
Versatile position for a mature career minded individual with a fast growing marketing firm. Must be a self starter with strong typing skills and have a penchant for details. Opportunity for advancement. Salary commensurate. Reply to Box 501, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP needed for phone work & various office duties. Prefer some experience. Hours are flexible, allowing time to start developing to full time. Salary is person. 981 Ludlow, Birmingham (Cherry Hill & Newberry Rd)

OFFICE MANAGER with accounting experience for D.E.M. Company. Light general office skills. Light typing. Some bookkeeping. Reply to P.O. Box 876, Royal Oak, Mich. 48068

OFFICE POSITION available, receptionist, some typing, good organization & skills, flexible hrs. Livonia.
Call Jole 421-3850

ON CALL general clerk to work in the accounting department. Hours are needed. Flexible hours, must be available to cover for vacations, typing, filing, record keeping, computer entry, telephone, etc. Duty means, responsibility. Reply to Annette Henderson, Medford General Hospital, 18000 Dexter Ave. Detroit, 48203 Grand River Ave, Farmington Hills, 48024. No phone calls please.

OPERATOR
We are in need of a Communications Operator with excellent interpersonal skills. Experience with Prime Computer System or PBX Console System preferred.

Part-time position/swing shift. Good salary and benefits. Send resume or apply in person to:
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MERCY HOSPITAL
Employment Services Dept.
14745 W. McNichols
Detroit, MI. 48235
Equal Opportunity Employer M/F

ORDER ENTRY/Billing Clerk
Prepare invoices, post cash, process memos. Maintain daily control system/monthly reports. Min. typing 50 WPM, detail oriented, computer exp. pr., exc. benefits. Call Karen 10AM - 3PM. 313-6460

ORDER PROCESSING
CLERK
Large expanding wholesaler, in Bloomfield Hills has immediate opportunity to process orders. Person will also work with the sales department, providing for accurate order entry, telephone & phone attitude. No typing necessary. Good benefits including profit sharing. Call for appointment, 338-8790, ext.73.

PART TIME for accounting office to write up books for small business. Typing & some experience necessary. Approximately 12 days per month, from 4th to 22nd of each month. Ideal for mother with children in school. Please send resume with salary requirements to Box 543, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
GENERAL CLERK
Our growing corporation is seeking an individual to work part time in our Mortgage Clerking Department. Previous mortgage clerking experience preferred; recent experience balancing bank accounts and balance sheets would be helpful. Qualified candidate must possess good communication and math skills and be able to operate a calculator and CRT proficiently. Responsibilities include preparation of payments and balancing of checks for bank deposit. Working hours will be 4 hours a day 24pm thru 8pm. We offer a complete benefit package. Qualified candidates should apply Mon. Fri. 9-11 am or 1-4pm. No phone calls please.

The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
31135 Farmington Rd.
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equ