504 Help Wanted Office-Clerical

Accounting Clerk

We have an immediate opening for a Clerk in our Accounts Receivable Department. The successful candidate should have 1-2 years experience in clerical accounting or banking function, be detail oriented, attentive to detail, have experience meeting daily deadlines, have a strong numerical aptitude and will perform light typing. To be considered for this position, please send your resume to:

Vlasic Foods, Inc
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attention: Employment Assistant
An Equal Opportunity Employer

ACCOUNTING CLERK - Receptionist. Part-time. Rochester area. 656-0167

ACCOUNTING CLERK
Manufacturing firm located in Plymouth/Canton area is seeking a clerk to handle A/R and A/P. Should have 1-3 years accounting experience as well as ability to use System 36. Competitive salary & excellent benefits. Send resume including salary history to: P.O. Box 852, Plymouth, MI 48170

ACCOUNTS PAYABLE CLERK
Rochester Schools
Administrative Offices
Fourth & Wilcox
Please apply in person

ACCOUNTS PAYABLE CLERK - fast paced rapidly growing manufacturing firm in Farmington Hills is seeking an accounts payable clerk. The successful candidate has at least 3 yrs. of accounts payable experience with exposure to all aspects of accounting thru general ledger in a multi company environment. Exposure to external audit requirements is a plus. Please send your resume with salary requirements in confidence to Box 0219, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable & Payroll

Property management company seeks mature person with recent experience in Accounts Payable and Payroll. Must type minimum 40 WPM, be detail oriented and detail oriented. Will train on computer. Pleasant working conditions in Southfield. Call 559-3355

Accounts Payable

Complete responsibility for a computerized Accounts Payable system for a Farmington Hills company. 2 years minimum experience. Send resume and salary history to Box 316
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE/ GENERAL OFFICE
Entry level position for an individual with fast paced Southfield Property Management firm. Good math skills and accuracy typing required. Call between 1 and 4pm. 355-2530

ACCOUNTS RECEIVABLE SUPERVISOR

Aggressive person required for immediate opening. Must be well versed in the area of accounts receivable, credit & collection. Automotive related experience a plus. Diversity of duties with good benefits. Please send resume only to: Engineered Products Inc., 489 E. Huron River Dr., Belleville, MI 48111. ATT: H. Bradwood

AD AGENCY
Needs secretary, experienced, dependable, types 70 wpm. Southfield, benefits 557-7800

AD AGENCY SECRETARY
$15,000

No dull days here! You will love the atmosphere and the people in this fast paced company. You will need good skills and enthusiasm. Full benefits, top paid position. Call Bernice at 355-3200.

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
personnel to promote our fastest sales promotion agency. Applicant should have some college, sales or customer service experience, secretarial skills & the desire for advancement. Send resume, with salary requirement range to PMC, 2705 Coolidge, Berkley, MI 48072

ADMINISTRATIVE - secretary with or without shorthand for Farmington company, 32 to 18 mo. assignment

GENERAL OFFICE - typists, filing, accounting clerks, for long term 12 to 24 mo. project

CRT - operators (30), for Southfield & Troy locations, must be able to work 40 hrs. per week, 3-5 weeks perm.

RECEPTIONIST - for Fortune 500 company in Southfield. Holm, Dimension or Fortune experience. Temporary to go permanent in 90 days

Sign up now for our
Fall word processing classes
Paid vacation & benefits
NEVER A FEE

UNIFORCE

S'THFLD 357-0050 B'HAM 642-8505

AGGRESSIVE PERSON needed. Experienced & dependable! Excellent typing, filing, letter writing & customer skills required. Starting salary optional. Salary based on skills References. 932-5890

ALARM OPERATOR/DISPATCHER. LIGHT TYPING. Full time days, afternoons, 4-12pm, 3 days per week. Will train. Troy area. 362-3553

A NEW CAREER

Can be yours. Work in the Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford, Waterford Twp. and we are hiring. Come or are unemployed. Training offered in Troy for Legal and Medical Secretaries and Southfield for Legal Secretary. These positions are permanent sponsored and provide transportation allowance - call Ms Hudson at 645-9200 or 583-9200

ANSWERING SERVICE needs typist for part time midnights, overnights, part time weekends. Typing experience preferred. Also typist part time - flexible, for all shifts, previous phone experience preferred. Farmington 471-1081

APARTMENT COMPLEX OFFICE MANAGER
Requires extensive dealing with residents, employees, and contractors. Good typing required. Scheduling work orders, and light bookkeeping. Part time employees. Bookkeeping experience very helpful. Send resume with experience and salary required to: M. O'Brien, 31470 W. 8 Mile Rd., Farmington Hills, MI. 48024.

APPLY TODAY

Switchboard
(Dimension)
(Horizon)

Clerk Typists
(45-50wpm)

Senior Typists
(65wpm)

Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Call now for more information. Clerical Services. 573-7188

504 Help Wanted Office-Clerical

ASSIGNMENTS AVAILABLE

Long & Short Term
We need experienced.

- Switchboard Opr's
- Transcriptionists (60-80WPM)
- Stenographers (80-100WPM)
- CRT Operators
- Word Processors

TOP PAY BONUSES BENEFITS NO FEE

Troy 362-4650
Detroit 962-9650
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.

Southfield	569-7500
Pontiac	338-0710
Warren	977-5740
Livonia	525-0330
Dearborn	565-8060

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

AUTO DEALERSHIP in Farmington Hills is now hiring for an entry level secretarial position. Candidate must have strong clerical ability & be neat in appearance. We offer excellent pay, benefits & growth potential. Please call Peggy White at 471-5352

BILLER/PART TIME
Typing, filing, will train.
Birmingham area 647-5789

BILLING CLERK

for automotive related business located in Plymouth-Canton area. Familiarity with shipping procedures, good communication skills & ability to type required. Data entry experience on IBM System 36 a plus. Send resume & salary history to P.O. Box 452, Plymouth, MI 48170.

BILLING CLERK

Immediate full time opening for Billing Clerk with Bloomfield Hills ad agency. Must have basic accounting background, general office skills, good math aptitude, good oral and written communication skills, proficiency on calculator and good attention to detail. Call or send resume in confidence to Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

ACCOUNTING & Business Management. Service located in Plymouth seeks experienced full charge Bookkeeper for staff accounting position. Full time, excellent benefits, salary negotiable. Send resume, in confidence, to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER ASSISTANT
Immediate opening for a full time position. Knowledge of 10 key and bookkeeping skills. Take charge individual. Send resume to P.O. Box 2102, Farmington Hills, Mi. 48018.

BOOKKEEPER
Downtown Birmingham. Paid Blue Cross, dental insurance, holidays, vacation. Call 645-2550

BOOKKEEPER
For Accounts Payable, general office work. Experienced Preferred. Birmingham Area. Call 645-3723

BOOKKEEPER - full time bookkeeping position. Computer experience required. Reply to box 297, Pontiac Michigan, 48057

BOOKKEEPER, full charge, for construction firm. Prefer mature individual. Prior experience through Trial Balance, Job Costing, Payroll Tax Returns. Computer experience is desirable, but non-computer individual will be trained. This position requires an individual willing to work with the job is done. Submit Resume in Computer, box #164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Experienced through trial balance. Minimum 3 years experience. General ledger. Southfield area. 353-2350

BOOKKEEPER/SECRETARY
For 1 person real estate development office. Must enjoy a challenging position & be willing to accept responsibility. Knowledge of double entry bookkeeping required. Mr. Grossman 358-1343

BOOKKEEPER/SECRETARY
Small Livonia company seeks individual for full time position. Excellent typing, dictaphone, transcription and other secretarial skills required. Experience in bookkeeping and accounts payable is a must. Must be personable and able to deal with variety of individuals. Excellent benefits. Salary commensurate with experience. Send resume and salary requirements to Box 280, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING AND CRT, help needed, experience necessary. 20 hours per week, 10.00 - 2pm, per hour depending on qualifications. Send resume to: Bookkeeper, 30901 Five Mile Road, Livonia, 48154

BUYER ASS'T
Mature individual with wholesale/retail drug experience preferred. Must have excellent phone & calculator skills plus good aptitude necessary. Detail oriented. Call before 11am. 353-5370

504 Help Wanted Office-Clerical

CHILDREN BACK TO SCHOOL?
Return to work!
WE NEED
$ SECRETARIES
$ CLERK TYPISTS
$ DATA ENTRY OPERATORS
$ SWITCHBOARD OPERATORS

BENEFITS

Call now for appointment.
NORRELL SERVICES, INC.
Farmington 477-9840
Rochester 651-1500

CHILDREN BACK TO SCHOOL?
Return to work!
WE NEED
$ SECRETARIES
$ CLERK TYPISTS
$ DATA ENTRY OPERATORS
$ SWITCHBOARD OPERATORS

BENEFITS

Call now for appointment.
NORRELL SERVICES, INC.
Farmington 477-9840
Rochester 651-1500

PART TIME CLERICAL HELP
3 mornings a week in Orchard Lake/Southfield office. 557-5142.

CLERICAL - FULL TIME
Afternoons for Receptionist & General Office duties for busy clinic. Typing 50WPM. Resume to: Office Help, 5321 Merriman Rd., Garden City, Michigan 48135.
An Equal Opportunity Employer

CLERICAL HELP
Invoicing, billing, typing, filing
Call Tracey for appointment
272-2600

CLERICAL
for Psychiatric Clinic in Southfield. Experienced in Insurance Billing. Permanent part time. 357-0220

CLERICAL HELP, computer knowledge. Minimum wage. Farmington Hills area. Call Alice, between 10am & 30pm 473-7300

CLERICAL, Permanent Part-time for from After Not Eve & Lilley Rd. Area 5 hours, no Saturdays, must like filing. Send phone no & qualifications to T. Francis, P. O. Box 36251, Grosse Pointe, MI 48236

CLERICAL POSITION FOR busy manufacturing firm. Dependable person with good phone manners and experience in general office duties required. Full time 8C/35. 16/Acor. Send resume to P.O. Box 2162 or call Paris, Mich. 49337

CLERICAL- Processing employee with good proof-reading skills & word processing experience for medium sized Southfield accounting firm. Call Kelly. 356-4411

CLERK
Construction material supplier, located in Southfield, has an entry level position available on their clerical staff. Typing ability with some previous office experience. Word processing & data entry knowledge helpful. Will train qualified individual. Starting date Sept. 1985. Send resume to: KDC, 22750 W. Eight Mile, Southfield, MI 48034.

CLERK - CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. No smoking. Send resume to Mrs. S. Jobar, Inc., 37150 W. 8 Mile, Southfield, MI 48034

CLERK

General clerical position available for someone who is reliable, a quick study and attentive to detail. Light typing required. Apply at

ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170

CLERK/SECRETARY
Experience required, typing a must. Data Entry experience preferred.
3-pm to 3-30pm at:
11845 Globe Rd., Livonia
An Equal Opportunity Employer

CLERKS
Southfield banking operation center seeks to hire Item Processing Clerks for part time positions. Recent banking experience or 10 key adding machine skills helpful. We offer a competitive salary. Qualified applicants should apply in person at:
Ms. Nelson between 8am-3pm 352-4022

CLERK TYPIST (EXPERIENCED)
FILE/MAIL DISTRIBUTION
Southfield C.P.A. firm has openings for applicants with experience for above positions. Good salary and benefits. Reply in confidence to Box 911, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Full time position for good typist with knowledge of or ability to learn word processing. Pleasant phone manner a must. W. Bloomfield 855-6477

CLERK TYPIST

Guardian Industries is looking for a typing and data entry typist in its Farmington office located in Novi. Major benefits package. Full time salary position include typing and filing. Good typing ability and prior office experience is required. Word processing and shorthand experience are helpful. Please send a letter or resume to: Robert Merrick

GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Mi., 48167
An Equal Opportunity Employer

CLERK TYPIST
National firm in Southfield has immediate opening for clerk typist with clerical duties. Entry level position.
Call Mrs. Weinberg 353-6300

CLERK TYPIST - part time, for transportation division. Excellent benefits. Please write EPB, 1825 S. Woodward, #202, Bloomfield Hills, MI 48013

CLERK - TYPIST - RECEPTIONIST
Type 40wpm. People oriented. CRT/computer experience helpful. Farmington Hills area. Send resume with salary required to box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTIONS CLERK

Large Property Management firm seeking part time individual. Experience with word processing, filing, & telephone contact helpful. Call 645-1300 ext. 390.
An Equal Opportunity Employer

Commission Clerk

For fast paced Livonia office to figure sales commissions. Individual must have experience on calculator and be accurate with figures. Benefits include insurance, paid holidays, etc. Apply in person at: 32975 Schoolcraft Rd., Livonia, between 8-30am and 1pm.

COMPUTER COMPANY
FRONT DESK $10,600

An outstanding opportunity with a progressive company. Strong typing and an outgoing personality needed for this one. Fee paid. Hurry! Call Rita. 353-2090.
SNELLING & SNELLING

COMPUTER DATA entry persons - full/part time, afternoons. Starting salary $5.50 1 65 per hour. Send resume to 700 E Maple, Ste. 401, Birmingham 48011

CUSTOMER SERVICE - Accounts Receivable. Must type 50 wpm., $180 week. Redford area.
353-7500

CUSTOMER SERVICE REP
MEDICAL/SURGICAL
Write orders placed in by customers, followups and problem solving. Medicare 3rd party billing, maintain files, records and authorization codes. Experience required. Will provide additional training in right individual. Send resume to: Mr. Hill, P.O. Box CN2333, Livonia, Mich. 48151.

504 Help Wanted Office-Clerical

COMPUTER OPERATOR
we are looking for a dedicated person with interest who is detail oriented, who wants to work & learn. Job entails data entry, information retrieval, maintenance of computer programs, knowledge Lotus 1-2-3 spread sheet & word processing. Knowledge helpful for bookkeeping experience helpful. Firming, hard to work. 644-6414

COURIER - Dependable person needed for long term assignment. Must have excellent driving record, chauffeur's license preferred.

IBM PC OPERATOR - If you have training and/or experience on the personal computer, call us today for an interview.

IBM 5520 or IBM DISPLAYWRITER - experienced individual needed for long term assignment. Top pay.

SECRETARY - beautiful offices in the Troy area, seeking good all around secretaries.

CRT OPERATORS - if you have any data entry experience, call today for an interview. Short and long term assignments available.

DECMATE WORD PROCESSOR - long and short term assignments available for individuals with training and/or experience on the Decmate Word Processor. Good secretarial skills a must.

TYPIST - long and short term assignments throughout the area for individuals with typing of 65 WPM or more.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS

Call us now for an appointment. Ask about our new benefit package and find out why we're 'Ahead of The Rest'.
NEVER A FEE

ENTECH SERVICES, LTD.

777 Chicago Rd.,Troy
332-4350 588-5610

Ahead of The Rest

CUSTOMER SERVICE REP
Career opportunity for a well-motivated, aggressive person. Excellent communication skills and previous experience needed for handling customer orders by phone. If you are sales-oriented, enjoy people and can type 35 wpm, send resume and salary requirements to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
Career opportunity. National corporation, headquartered in Southfield and attractive Southfield location has openings for part-time and full time, Entry level positions. Flexible hours, days and evenings, with weekend work a must. Full benefit package for full time and work and attractive starting salary. Please call Mrs. Green at 948-0414 ext 3

DATA ENTRY CLERK - IBM System 38. Willing to train a dependable, self-starter for full time position in Livonia. Apply in person 8.30am to 5pm at: Waterfall Gallery, 32975 Schoolcraft Rd., Livonia

DATA ENTRY/KEYPUNCH
Data Entry Keypuncher needed for 1:00pm to 10pm, Mon. thru Fri. Good typing skills necessary, experience helpful. Must be able to follow written procedures & plus. Please call between 9am and noon. 353-3311, Ext. 17

Employment Opportunities Available
● Executive Secretaries
● Accounting Clerks
● Typists
● Word Processors/Data Entry
Your skills can help you obtain a full time position that will provide a generous salary.

ALL FEES PAID
Send resume in confidence to:
PERSONNEL SYSTEMS
8105 S.Main, suite 102
Plymouth, Mi. 48170

ENGINEERING SECRETARY
Growing Livonia Technical company has excellent opportunity for aggressive, experienced (5 yr. min.) Secretary for the Engineering Department. Diversified job for person with excellent shorthand (80-100 WPM), typing, word processing a plus, with excellent communication skills and the ability to follow through. If qualified, send resume with salary requirements to:
Froude Engineering, Inc.
35525 Schoolcraft
Livonia, MI 48150
Attention Mrs. Hickson

ENTRY LEVEL PROOF OPERATORS
Part time. Michigan National has openings for individuals with previous proof or adding machine experience or experience to work an afternoon schedule, Mon. thru Sat. in our Troy and Livonia locations. We offer incentive pay and an 8% shift premium. Qualified applicants should apply in person on Wed. Sept. 4, 9 am to 3 pm, at 19111 W. 8 Mile, corner Greenfield & Southfield in Detroit

ENTRY LEVEL Receptionist, 35-40wpm typing, 10 key adding machine, light office type 40 WPM. Please call between 8am and noon. 353-2311, Ext. 17

ESTABLISHED Redford Packaging Firm has immediate opening in our accounting department for a CRT operator experienced. Salary based on experience & qualifications. Reply to P. O. Box #32114, Redford, Mich. 48239

EXECUTIVE SECRETARY - Wayne State area. Experienced with excellent organizational & typing skills. Full time. Contact: Michigan League For Handicapped 557-7822

EXECUTIVE SECRETARY

For diversified position in general manager of large suburban hotel. Excellent benefits. Salary commensurate. Must be a well organized person. Hotel experience helpful. Resume only to:
Ramada Hotel
24275 Telegraph Rd. Southfield Mi. 48034
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Part-time. We are seeking a personable experienced and efficient Secretary to handle all secretarial responsibilities for regional management located in the Livonia area. Excellent typing, shorthand, dictaphone, computer experience and initiative necessary. Call Paula at 464-7500

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Southfield location has immediate opening for Executive Secretary in Corporate Marketing Department. Excellent shorthand and organizational skills required. Word processing a plus. Salary commensurate with experience. Please send resume to Secretary, Box 2000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Can you handle 3 phone calls at one time and keep them all happy? Can you read an executive air guide and find the best direct flight? Can you file papers and find them again within a reasonable time? Do you have a smile on your face and a pleasant voice? Are you reasonably good at typing, shorthand and have some knowledge of word processing? If so, we offer a beautiful Development and Promotional Office needs you. Call 352-0525

EXECUTIVE - secretary, Southfield, typing 60 WPM. Dictaphone, 2 years experience in property management, benefits. 557-1000

SECRETARY - Livonia, take charge mature person, typing 65 WPM, shorthand 80, dictaphone, benefits. $10,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED Bookkeeper through trial balance for Farmington Hills Office in Farmington Hills. Knowledge of computer desired. Send resume to box 295, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED, Mature word processor & computer operator; part time, non-smoker. Southfield area.
355-5500

FARMINGTON-FARMINGTON HILLS Person needed for secretarial duties in terms & weekends. For information please call Karla between 9 & 10 a.m. Weekdays at 476-7090.

GENERAL OFFICE
Experienced & dependable person needed for Michigan Bell telephone demonstations Corp. Call Ms. Enger. 471-1820

504 Help Wanted Office-Clerical

FARMINGTON HILLS Mortgage Company needs sharp person banking or finance background helpful. Typing, good office procedures a must. 615-9054

FAST PACED Farmington Hills property management company, front desk person. Computer a plus call a 1 p.m. 855-1090

FILE CLERK

Full time, for Bloomfield Law firm.
644-5800

FILING CLERK
Southfield Law Office.
Immediate opening.
Call: 354-3500

FREE COMPUTER TRAINING

BETTER SKILLS - BETTER JOBS
Government funded program for qualified low income Oakland County residents. Limited seats.
Don't Delay!
Call today! Ma Dee, 966-1919

FREE TRAINING

WORD PROCESSING, CLERK TYPIST
Excellent opportunity for qualified low income Oakland County residents to start a rewarding career. This program is sponsored by a government agency and provides transportation allowance. For more information, call:
949-5363

FULL TIME Clerical for Birmingham Law Firm. Must have own transportation for errands. Ask for Carole.
642-4543

GUARDIAN INDUSTRIES has a general office opening at its glass distribution center located in Farmington Hills. Responsibilities include heavy order taking, processing invoices and inventory control. Prior office experience in data entry is required along with strong communication skills. We offer a good starting wage, and a comprehensive employee benefit package. Interested applicants may send a letter or resume to:

Mike Shuppe
GUARDIAN AUTO GLASS
24150 Haggerty Rd.
Farmington Hills, 48018

GENERAL CLERICAL - Permanent part time position for person living down Detroit law firm in Xerox/Itapro equipment. Hours are Mon. thru Fri. 8:30am-12:30pm. Must be able to work accurately in a fast paced environment. Salary negotiable. Send resume to: Personnel, 1600 First National Bldg., Detroit, MI. 48226.

GENERAL OFFICE WORK
25 hours per week. Typing, filing and light bookkeeping. Rosedale Park Area. Phone 538-6345

GENERAL OFFICE HELP
Typing & general insurance background preferred.
Call 349-1434, 8-5 PM.

GENERAL OFFICE - Farmington area. Answer phones, type approximately 35 wpm, filing, some sales. Ability to work with customers. Immediate position. Call between 3-5PM. 476-8850

GENERAL OFFICE - Typing 50 wpm. Good office procedures, typing 40-60 wpm minimum 3 years experience. $5.00 Resume and salary requirements to: 3819 Wolcott, Ferndale, MI. 48220.

GENERAL OFFICE
Bookkeeping experience, full time for small Birmingham office. Good working conditions & benefits. Reply to: Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, full time. Fast paced busy computer firm needs industrious, bright, teen minded person to answer phones, type, interface with Sales Reps, etc. Send Resume to General Systems Corporation, P. O. Box #490, Franklin, MI. 48025.

GENERAL OFFICE
Immediate opening. Typing 50 WPM. 40 hour week. Good benefits. Call for appointment. Mr. Gaudio, D. Byrd Industry a must. Full or part time. 649-1560

GENERAL OFFICE Help for small Farmington Hills company in Southfield. Must have good typing/computer keyboard skills & math ability. 553-7376

GENERAL OFFICE, mature experienced office assistant, full time. Typing, computer data entry. Troy, Call between 9-11am 362-0028

GENERAL OFFICE/PART-TIME
Typing/dictaphone experience. Mon. thru Fri. 8am to 1pm. Birmingham area. Call 645-3111

GENERAL OFFICE- Part Time, 10am-1pm. Mon. thru Fri. Filing, posting, answering phones, some computer entry. Southfield area. 557-5776

GENERAL OFFICE - for highly motivated mature person with good office skills. Computer knowledge helpful. Full time. Call Carol 557-5376

GENERAL OFFICE - Full time. Mature, responsible person for Bloomfield Hills area. Non smoker. $5.00 per hour. 8 Mile Rd./Farmington Hills. Send resume to P.O. Box 2162 or call Paris, Mich. 49337

GENERAL OFFICE - Full time, to work with job costing figures and other clerical duties. Some experience necessary. Call Miss Austin for appointment. Romeo Plastics. 852-6056

GENERAL OFFICE HELP - Typing of 65wpm, shorthand helpful. Full time position. Light bookkeeping, posting, answering phones, some computer entry. Farmington area. 553-7376

GENERAL OFFICE, for small Farmington Hills, Southfield area firm. Typing, filing, posting, answering phones, some computer entry. Pleasant working conditions. Call Mrs. Gold 851-2110

GENERAL OFFICE - full time, Bookkeeping, typing, filing, posting, answering phones. Farmington Hills. Send resume to: Box 311, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office

Filing, typing, etc. for Southfield Property Management Office. References. Call Mon. thru Fri. 9am to 1pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE

Assist Bookkeeper with daily sales reports, accounts receivable, invoicing. Full time, excellent benefits. Walled Lake location. Call

Main Office, 624-8100, ext. 351

ERB LUMBER CO.

GROWING ECO Construction Co. has a secretarial position open. Experience preferred - willing to train. Good clerical skills. Submit Resume to: Atlas Construction Inc. 6948 Crooks Rd., Troy, Mi., 48084.

GROWING FARMINGTON HILLS firm seeks individual person to help distribution with an extensive client mailing list. Running of other mailing & form equipment is required. This is a steady position with full fringe benefits. Send resume to Jerry Brohart, 28000 Franklin Rd. Southfield, MI 48034

HIM DISPLAY WRITER
with legal experience for Farmington Hills location. Excellent benefits. Respond to: P.O. Box 8040, Farmington Hills, MI 48018-8040

IMPORT COMPANY, with wholesale & retail operations, needs general secretarial, sales, shipping, etc. 36 40 hours per week. Send resume to: Jerome W. Fox Mfg. Co., 900 Wolcott, Highland Park, MI 48203.

INCOME TAX PREPARER - experienced
644-5225

504 Help Wanted Office-Clerical

SECRETARY/OFFICE MANAGER
needed for new sales company, September 16. Must be able to handle secretarial duties for manager and have primary responsibility for bookkeeping and billing, handle phone calls and deal with customers. Good typing skills required and PC experience preferred. Good all around one-person office skills necessary. Experienced applicants only. Send resume and salary requirements to

Box 232
36251 Schoolcraft
Livonia, Mich. 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

INSURANCE AGENCY - Southfield location seeks individual with property casualty knowledge. Must have car. Contact Mrs. Rubin. 352-2700

INSURANCE AGENCY needs part time experienced secretary for phone & typing duties. Call Mr. Reisner for Box 116, Dearborn Heights, Mich., 48127.

INSURANCE AGENCY
in Southfield seeks full time person for general clerical duties. Will train
356-4010

INSURANCE AGENCY in Plymouth seeks experienced, mature person. Personal lines, accounting and general clerical skills. 453-4030

INSURANCE AGENCY Seeks individual with minimum of 2 yrs current experience for all types of general agency office work. Southfield location. Benefits. Salary based on experience. Call Lori: 559-4440

INSURANCE AUTO RATER
Call
Westland office. 425-1707

INSURANCE COMPANY in Southfield is looking for a mature person with good clerical skills to work in the salary Department of our property casualty insurance company. Must type a minimum of 50wpm. Good working conditions and benefit package to qualified person. Call Mr. McDonald 352-7500

INSURANCE - EXPERIENCED ONLY
Small Southfield Agency. Automobile agency including accounting, typing, phones, etc. Send qualifications and salary requirements to Box #138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE - Part time Secretary, Small Southfield Agency. Automobile H.O. experience preferred. Can train right person. 557-7822

INSURANCE - position available for experienced commercial lines person, Farmington Hills agency. Resume required. Call Steve Bogaler for appt. 855-0900

INSURANCE

Property and Casualty agency in Southfield. Opportunity in Commercial Department for a Rate Clerk experienced in General Liability, Commercial Auto and Property. Opportunity for growth. 557-1400

INVENTORY CONTROL person for retail office. Experience preferred. CRT and typing required. Good benefits. Call: 358-1490

JOURNAL ENTRY & PAYROLL CLERK
For fast going, exciting, restaurant company. Light typing, calculator skills helpful. Apply in person Mon. thru Fri., 10-5, Diggers Restaurant, 30555 Grand River, Farmington.

KEYPUNCH/KEYDISK
Data Entry Operators. Positions available for all shifts. Must be experienced. Southfield/Farmington areas. 476-1136

KEYPUNCH OPERATOR
Needed by Southfield Law firm. Skill. Experience required. Full or part time. Medical care. 557-1180

KEY TAPE OPERATOR
- Experienced, Days and afternoons. Full or part-time. Benefits. Farmington area. Call 476-1844

LAW FIRM in Southfield has opening for Receptionist - Must be experienced on multi line phone system, have good typing & organizational skills.
Call Barbara 557-1000

OPPORTUNITY for career oriented LEGAL SECRETARY. Professional environment. Must have college degree, or equivalent. Farmington Hills law firm. Chance to learn word processing. New building. Full benefits, excellent salary. 626-5050

LEGAL SECRETARIES

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LEGAL SECRETARY, experienced, for defense litigation firm, needed for Farmington Hills location. Excellent benefits. Send resume to P. O. Box 2015, Farmington Hills, MI 48018-8018

LEGAL SECRETARY - Troy Law firm specializing in insurance defense litigation needs secretary with a minimum 2 years legal experience, knowledge of court procedures and typing speed 45 WPM. Salary commensurate with experience. Call Teri Friedman at 649-1330

LEGAL SECRETARY - Experienced. Farmington 12 Mile area general practice law firm. Requires typing speed of 80 words a minute, 40 WPM. Excellent working conditions and fringe benefits. 553-2520

LEGAL SECRETARY, Town Center Office, responsible, self-motivated individual. 3-5 years experience in Probate, Estate commensurate with ability and experience. Sept. 9th opening. Contact Albert Grant at Laura 358-0420

LEGAL SECRETARY
Downtown law firm has an opening for experienced real estate legal secretary. Administrative, bookkeeping or word processing experience required. Excellent opportunity for responsible person. Salary negotiable. Send resume to
F. Johnson, 1300 Penobscot Building, Detroit, Mich. 48226

LEGAL SECRETARY

Bloomfield Hills law firm seeks legal secretary. Call 647-3900

LEGAL SECRETARY

Part time, Flexible hours, salary negotiable. Lahser Five Mile area. 855-1613

LEGAL SECRETARY
For Southfield law firm. 3 years experience necessary. Contact Mrs. Beard.
444-4848

LEGAL SECRETARY
Bloomfield Hills firm seeking a Secretary with at least 1 year litigation experience. Will train on State of the Art Word Processor. Salary commensurate with experience. Contact:
Annette, 335-8450.

504 Help Wanted Office-Clerical

LEGAL SECRETARY needed for 1 girl general practice law firm in Old Redford. Word processing experience helpful. Please call 533-8455

LEGAL SECRETARY wanted. Full time. Must have some word processing experience. Downtown Birmingham. Donald Cadotte 540-6160

LEGAL SECRETARY - part to full time for 1 man Farmington Hills firm. Some administrative duties. Will train on word processor. 851-4851

LEGAL SECRETARY
Experienced and computer knowledge necessary. Send resume to:
Phillip Huggett, 34700 Van Dyke,
3200 Sterling Heights, MI 48077.

LEGAL SECRETARY - 3 to 5 years experience in civil litigation in expanding Southfield law firm. Good benefits. Salary commensurate with experience. Contact Judy 557-1155

LEGAL SECRETARY

Wanted for Southfield law office. 3 year minimum experience. Will type 50 wpm word processing. Good benefits. Call Kathy 354-0111

LEGAL SECRETARY
Typing 50wpm, pay and benefits commensurate with experience. Start Sept. 9. Plaintiff's personal injury firm. Send resume to 1320 Travelers Tower, Southfield, Mich., 48075 or call 358-3000

LEGAL SECRETARY - small Birmingham law office seeks part time/full time secretary, typing 50WPM, shorthand, dictaphone & Xerox 620 memory typewriter. Knowledge helpful but will train the right person. Call Lisa from 3-5:30pm Mon thru Fri. 646-0094

LEGAL SECRETARY

For Troy law firm. $360 per week plus excellent fringe benefits including profit sharing plan. Must have 3 years experience and excellent skills. Excellent opportunity for the right person. Call the office manager at 649-5100 or apply in person with resume: Mon. thru Fri. 8am-5pm at Keywell & Rosenfeld, 2221 W. Big Beaver, Suite 300, Troy.

LEGAL SECRETARY - part or full time. Southfield law office, 4 attorneys. Word processing experience. Excellent benefits available. 358-5700

LEGAL SECRETARY - Full or part time for litigation firm. Typing, dictaphone transcription, and filing to train in legal. Pay based on experience. 557-7370

LEGAL SECRETARY - PART TIME
For Farmington attorney, approximately 20 hours per week. Hours to be arranged. Call Mary. 476-7367

LEGAL SECRETARY
3 years experience. Litigation/corporate. Birmingham firm. Benefits.
644-8800

LEGAL SECRETARY - 1 year experience required, salary commensurate with experience. Southfield office. Call Jeff. 557-1000

LEGAL SECRETARY - Bloomfield Hills law firm. Strong secretarial skills required. Word processing experience helpful, excellent opportunity for qualified person. Call Gloria. 644-0250

LEGAL SECRETARY & PARALEGAL
Birmingham law firm is willing to train bright, college-educated person who desires to go to Paralegal or Law School. Nice place. Good pay. Call: 645-9750

LEGAL SECRETARY with minimum of 3 years experience. Knowledge helpful for Birmingham Law firm. Excellent typing & language skills a must. Word processing helpful. Salary based on experience. Kathy 644-8651

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SOUTHFIELD, MICH. 48075
358-0060

LIFE INSURANCE Co. interested in a brokerage assistant. Will require broad secretarial skills. Career minded only need to apply. Send resume to box 4171, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Immediate opening for Southfield Law firm. Must have minimum 1-2 years of litigation experience & excellent typing skills. Salary commensurate with experience. Benefits included. Call Ms. Ann Marie at 557-7000

MATURE PERSON with automotive releasing background, to assist Production Control Manager. Typing and phone skills a must. Call after 12PM. 537-9900

MEDICAL BILLERS
Needed for fast-paced, computer Birmingham office. Numerical ability and accuracy essential. Previous experience preferred. Reply to: Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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Interesting and diversified position in Pathology Department for experienced individual who welcomes challenge and responsibility. Duties will include transcribing, hematology, cytology and surgical records as well as other secretarial functions. Position offers excellent salary and benefit program. For details contact
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Perform basic routine clerical functions related to the merchandising, advertising & merchandise buying records. Responsible for a combination of activities, some of which are repetitive. Excellent clerical skills. Only self-motivated applicants with general office clerical experience, seeking part time