# EMPLOYMENT

Help Wanted
Dental-Medical

DENTAL & NURSE AIDES
Flexible hours, work close to home or dental home available call ...
734-7140

RNs & LPNs
Full or Part Time
Nursing Home
Near Metrocenter

Air Chaplains
Wayne Rd., Westland
Farmer & Middlebelt

RNs & LPNs
Full or part time
Days, Evenings, Nights
Apply in person

RNs
Full and part time positions available. For details call ...

DETROIT HOSPITAL
313-966-3147 ext. 237
An Equal Opportunity Employer

Operating room experienced RN surgery facility. Nice work schedule. Manager ...

CHESTER AREA
Professional Receptionist. Full time ...
371-7050

DENTAL Corp. seeks work oriented self motivated hygienist ...
Call Southfield area ...
352-3747

DENTAL TECHNICIAN
Full time. Very pleasant environment. For interview ...
352-1080

DENTAL COORDINATOR
3 years experience in Eleven Excellent benefits & bonus ...
Call Carole
273-2500

DENTAL WORKER BSW
Private regular care services & children services, in Detroit ...
Call Sandra ...
Detroit, MI 48211 Merriman Road ...
An Equal Opportunity Employer

STUDENT NURSES
Part time, top wages, flexible hours, several assignments available ...
Call Kathleen
354-1840

TEMPORARY PROFESSIONALS
Let us find you a good pay ... in the medical field ...

Have experience as a secretary ... medical background such as transcriptionist, call us today
478-6815

LABORATORY TECHNICIAN
Medical office experienced in ...
274-0350

PART PERSON
Experienced Apply at
Twin Arrow 14011 Ford Rd., Canton
Between 2-4PM

X-RAY TECHNICIAN needed, part time orthopedic office. Please ... P.O. Box 47236, Oak Park, ...

PHYSICIAN wanted for pediatric company. Must be registered ... Call Bernice ...
313-961-3300
SNELLING & SNELLING

X-RAY TECHNICIAN
Registered MD office, north Oakland. Take & develop chest X-rays. Salary above 25 hours per week. Apply Employer fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

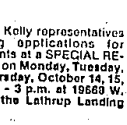
NIGHT, part time for medical Farmington Hills area. Call between 10am and 4pm. Mon ...
553-4669

Help Wanted
Office-Clerical

Accounting Clerk
... experienced accounting clerk ... Knowledge of accounting ... Accounting Clerks. You'll find this a challenging, interesting ... working and you'll also be ... and appreciated with the security of this highly organized ... Please apply only if you are ... with payroll experience and ... Payroll, Accounts Receivable ... Accounts payable and bank ... Call Carol Gaffney for further ...
851-5400

Help Wanted Office-Clerical

LEGAL SECRETARIES



Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for courteous, no fee, placement assistance.

PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
(313) 356-0060

KELLY SERVICES IS ON THE MOVE!

And we have immediate need for...

- Typists (50+ wpm)
- Secretaries (Experienced)

We offer...

- Vacation Benefits
- Merit Raises and Bonuses

To serve you better, Kelly representatives will be accepting applications for temporary assignments at a SPECIAL RECRUITING CENTER on Monday, Tuesday, Wednesday and Thursday, October 14, 15, 16 & 17 from 9 a.m. - 3 p.m. at 19569 W. Eleven Mile Rd. in the Lathrup Landing Shopping Center.

For more information and an interview/appointment, please call 352-5225.

KELLY The Kelly Girl People SERVICES, INC. Not an agency, never a fee. Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

ABILITIES ADD $$$$$

LONG SHORT TERM ASSIGNMENTS TO MEET YOUR SCHEDULE

- Secretaries
- Word Processors
- General Office
- Receptionists

Arbor Temporaries
Call 459-1166

Established in Ann Arbor in 1970. Now serving Oakland & Wayne Counties

ACCOUNTANT

Full charge bookkeeper for financial reporting. Minimum 3 years exp. in accounting, 3 years work experience, some supervisor experience helpful. Responsibilities include supervision of 3 accounting positions, handling 1 accounts payable, general ledger, payroll and some financial statements. Excellent opportunity for right person but not limited therein. Salary negotiable. Birmingham area. Call Mrs. Waterman.
642-7009

ACCOUNTING BOOKKEEPING
For excellent benefits. Full time year around employment. 3 yrs. minimum experience required. Typing ... knowledge helpful. Call Mr. ...
442-2412

ACCOUNTING CLERK
Full time position at our Walled Lake Location. Duties include Daily Business Reporting & Some Accounts Payable. Excellent benefits. Call Mary Ott at 624-5100 ext. 551
EQUI-LEASE

Accounting Clerk
We have an immediate opening for a clerk in our Accounts Payable department. The successful candidate should have 1-2 years experience in clerical accounting or billing functions. We train oriented, attention to detail, have excellent math skills and deadlines, have a strong numerical aptitude and will perform light typing. To be considered for this position please stop by our office and ask for Personnel.
Viasic Foods, Inc.
30200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Ass-stant
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE CLERK - some computer experience helpful but will train. Some typing. General office work. Hours to permit. Stagecoach Electric, 18449 Stamford, Livonia 422-0120

ACCOUNTS RECEIVABLE CLERK
EXPERIENCED ONLY. Must have refrences. Southfield area. Please send resume to P.O. Box 2181, Southfield, Mich. 48037 Attn: Kelly

AD AGENCY BOOKKEEPER
This is an interesting position with a small progressive office. You will enjoy the atmosphere in their nice new offices. Several years of experience and good typing for this $14-$16 job. Call Bernice ...
313-961-3300
SNELLING & SNELLING

ADC & LOW INCOME
Housing Counselor. Help us tell you the things you want. If you are a resident of Oakland County except Pontiac, Ferndale or Royal Oak and 25 hours per week. Apply Employer fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

FRIGIDAIRE, part time for medical Farmington Hills area. Call between 10am and 4pm. Mon ...
553-4669

Help Wanted
Office-Clerical

Accounting Clerk
... experienced accounting clerk ... Knowledge of accounting ... Accounting Clerks. You'll find this a challenging, interesting ... working and you'll also be ... and appreciated with the security of this highly organized ... Please apply only if you are ... with payroll experience and ... Payroll, Accounts Receivable ... Accounts payable and bank ... Call Carol Gaffney for further ...
851-5400

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Position available for assist management team in Southfield headquarters of property management company. Some knowledge of building management & leasing helpful. A working knowledge of office procedures & secretarial skills required. Real estate license preferred. Good attitude essential. Respond to The Hayman Co. 31235 Greenfield, Suite 411, Southfield MI 48076, attn: FT

ADMINISTRATIVE ASSISTANT
Coordinator of Rental Assistant Program, assist with other Housing Programs. Approx 30 hour weekly. General Office skills required including typing, Math aptitude & good Public Relations. Gerontology & Computer experience helpful. Salary commensurate with experience. Submit resume to Housing Director, 401 High St., Box A, Northville, Mich. 48167
An Equal Opportunity Employer

ADVERTISING AGENCY HAS immediate position for Media Secretary. Must be experienced, dependable, type 70WPM. Benefits Southfield. 352-7050
An Equal Opportunity Employer

A GLAMOUR POSITION
$10,400-$12,000 FEE PAID
A growing suburban office is seeking an efficient receptionist. Good typing required. Excellent benefits. Full time year around employment. 3 yrs. minimum experience required. Typing speed and knowledge helpful. Call Mr. ...
478-3100
SNELLING & SNELLING

ANXIOUS TO WORK?

We have long and short term assignments available. We need experienced

- Sr. Typists (50 WPM)
- Stenographers (80-100 WPM)
- Transcriptionists
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE

Troy 362-4650
Detroit 962-9650
Livonia 464-9490
S'fld 354-0555

Olsten Temporary Services
An Equal Opportunity Employer

APPLY TODAY

If you have good typing, word processing & CRT skills or you are an experienced Real estate secretary, insurance secretary & need to supplement your income, work with other professionals on long & short term assignments, call temporary your home. We are a nationwide leader offering excellent pay, referral bonuses, lower a fee.

"The friendly staff gets you started"
Call for an appointment... 810-0376

Temp Force of Troy
Associated with Adecco Personnel

APPLY TODAY
Switchboard
(Downtown)
(Horizon)

Clerk Typists
(45-50 wpm)

Senior Typists
(65 wpm)

Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help

| | |
|---|---|
| Livonia Hts. | 477-0900 |
| Madison Hts. | 545-1700 |
| Southfield | 272-8500 |

ASSISTANT BOOKKEEPER-Accounting Clerk. Experienced in general bookkeeping & accounting clerical duties. Resume to P.A.S. 4500 Maple, West Bloomfield MI 48323

ASSISTANT to handle secretarial duties for busy life insurance agency. Good typing & organizational skills necessary. 24 plus hrs. per week. Southfield 557-9050

504 Help Wanted Office-Clerical

A SECRETARY - word processor with some Word experience, type 55 WPM, good telephone manner. Hours Mon-Fri 8-5. Temporary to go permanent, salary will be $18,000 to $20,000 with benefits.
Medical Coverage, Paid Vacations
Never a Fee

UNIFORCE
S'THFLD 357-0034 | B'HAM 646-7000

Attention:

- Typists
- Word Processors
- Secretaries
- Data Entry

Now that the school year is beginning, moms think of yourself. Work as a temporary for S.S.I. and enjoy interesting assignments at top companies while you have flexibility your life style demands.

- BONUS PLAN
- NO FEE

| | |
|---|---|
| Southfield | 569-7500 |
| Livonia | 525-0330 |
| Pontiac | 338-0402 |
| Dearborn | 565-6060 |
| Detroit | 963-2290 |
| Sterling Hgts. | 977-5740 |

Supplemental Staffing, Inc.
The Temporary Help People

ATTENTION TYPISTS SECRETARIES DATA ENTRY

If you have experience - we have jobs.

| Top Pay | No Fee |
|---|---|
| Downtown | 963-5050 |
| Southfield | 569-1878 |
| Bloomfield Hills | 332-2633 |

VICTOR TEMPORARY SERVICES
M/F EOE

AUTO DEALER Experienced Car

Biller to assist existing Biller. New car dealership. Switchboard, and F & I Department. Lots of variety. Call Sandi Tamarac/ Buick Honda
355-1300

AUTO DEALERSHIP
Experienced Car Biller with knowledge of all major forms. Excellent opportunity for right person. Good benefits. Livonia. Contact Mrs. Tennant425-3311

Auto-Office Mgr.

If you have experience in most of the jobs in a Dealership Office & interested in Supervision & Job Security you are a excellent candidate for this position. Excellent benefits & working conditions. Joe Passan Chevrolet, 28111 Telegraph, Southfield.
355-1000

BETTER YOURSELF
Looking for growth potential

Here's a company that pays the top pay, medical, generous vacation time. Work with public. Must have pleasant phone manner. Will consider interest in people. Knowledge of general office duties. Typing 50-60WPM required. Salary $16,000-$11,000. Call now.
478-3300
SNELLING & SNELLING

BILLING CLERK

Immediate full time opening with Bloomfield Hills ad agency. Must have basic Accounting background, general office skills, good math aptitude and proficiency on calculator. Starting pay, $750 per month plus good benefit package. Send resume in confidence to Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

BOOKKEEPER

Birmingham C.P.A. seeking full-time Bookkeeper with min. (3) years experience. Duties include: Internal Time & Billing Records, Accounts Receivable, Client & Internal Bookkeeping. Computer experience desirable. Respond in confidence to Marian Beal & Friend, 30600 Telegraph Rd., Suite 1121, Birmingham, Mich. 48010.

504 Help Wanted Office-Clerical

BIRMINGHAM OFFICE - receptionist, 3 to 5 days week, telephone answering, light clerical.
642-6741

BOOKKEEPER ASSISTANT
Part time, account Receivable, Accounts Payable, General Office Skills. Prefer someone a resident of West Area. Call 141-7.
477-3600

BOOKKEEPER
Birmingham area, 31 - 35 hours per week. Thorough trial balance experienced in payroll, payroll taxes, peg board, light typing, computer helpful. Must be detail oriented, pleasant working conditions.
646-5028

BOOKKEEPER
C.P.A. Firm needs individual experienced in General Ledger & Tax Returns. Send resume, with salary requirements, to 220 W. Bloomfield, Bert Brown Marting & assoc.

BOOKKEEPER, experienced, for an 8 million dollar credit union. Salary commensurate with experience. Full benefits. Send resume & salary requirements to Credit Union Manager, PO Box 2325, Livonia, Michigan 48150

BOOKKEEPER, experienced, able to direct accounting operations for small retail chain. Payable experience a must. Suburban Oakland county. Excellent salary, fringe benefits & working conditions. Send resume with salary requirements to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for Bookkeeping Company servicing other companies. Part time, flexible position. Call
835-1080

BOOKKEEPER - Full charge through financial statements for Birmingham accounting firm. Excellent benefits. Experience preferred. Flexible hours available.
258-9220

BOOKKEEPER
Full charge capacity. Computer affinity essential. Position includes full charge responsibilities for manufacturing plant office. Lotus, Word Processing and supply company experience preferred. Livonia. Box 475, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Growing property management firm, seeks bookkeeper. Experienced making deposits, reconciling accounts & disbursement, data entry. General ledger experience helpful. Send resume, with salary requirements to J. Hickman, 4000 Town Center, Suite 180, Southfield MI 48075

BOOKKEEPER - Immediate opening for a bookkeeper at an expanding medical firm. Responsibilities include order entry, posting, follow-up & computer experience. Minimum 2 years working experience necessary. Salary commensurate with experience. Please send resume or call for appointment. Mr. Ross 22200 Farmington Rd. Livonia. Mich 48152

BOOKKEEPER - Immediate opening in Birmingham area some experience preferred. Math aptitude. Good fringe benefits & working conditions. 642-1940

BOOKKEEPER - Must be experienced. Full charge thru trial balance including profit & loss statements, bank reconciliation, accounts payable, accounts receivable. Good pay and fringe benefits. Apply: R. Crane, McIlroyden Shoes, Northland Center.

BOOKKEEPER - PART TIME
FINANCIAL Institution in Wayne area, seeking experienced Bookkeeper to help ... Bookkeeping firm General Ledger. Send resume to P. O. Box 979, Southfield, MI. 48037.

BOOKKEEPER/ RECEPTIONIST

$13,000. Fee paid. North suburban company! Keeping books, answer phones, computer helpful. Call Nina.
SNELLING & SNELLING
399-3450

BOOKKEEPER/SECRETARY
for one person office for approximately 4 months, now thru February. Apply: Jayhard Automatic, 34214 Glendale, Livonia, off Stark Road, between Plymouth and Schoolcraft.
421-2519

BOOKKEEPER/SECRETARY
full charge thru financial statement for Southfield accounting firm. Payroll taxes & computer experience quite necessary. Must type & have pleasant phone manner. Salary open. Apply to: PO Box 5328, Southfield, 48037

BOOKKEEPER/Secretary. Part time. 25 hours per week. Call Mr. Bernard. Church in Birmingham. Experience, trial balance, payroll taxes, light typing, computer knowledge helpful. Pleasant working environment. Fringe benefits. Please call between 9am-1pm week days.
258-5440

BOOKKEEPER. Sharp, assertive individual needed as sole provider for well established growing innovative product company. Must have strong general ledger background for multi divisional operation. Full knowledge of manual systems. Management potential for right individual. Salary commensurate. Forward resume with salary requirements to P O Box 2044, Southfield, MI 48036

BOOKKEEPER
UNIQUE OPPORTUNITY

Permanent career opportunity for rapidly expanding Accounting Services Department of large, well-established Southfield CPA firm. Successful applicant must have experience through monthly financial statements and enjoy dealing with and assisting a variety of clients in a critical professional environment. Salary commensurate with experience, competitive benefits, flexible hours. Send complete resume including salary requirements in confidence to Mr. Evans, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

BOOKKEEPER
with computer programming experience, for an Oakland County Human Services Agency. Send resume to 366 W. Big Beaver, Suite 1416, Troy MI 48084

504 Help Wanted Office-Clerical

BUSY PROPERTY management company seeks experienced motivated dependable receptionist/typist with good phone skills. Competitive salary, references. Call 4-5pm
646-1550

CALL US TODAY

CRT OPERATORS
BOOKKEEPERS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

Long & Short Term Assignments in your area. Immediate opening Top pay plus benefits. Call for more information.

353-4420

Personnel Pool
Temporary Help since 1948
Never a Fee

CASHIER - PART-TIME
Good phone personality & math ability. Fee W. Bloomfield retail store. Involves light bookkeeping & flexible hours. Call after 10 Sam.
855-8333

CLERK HELP NEEDED
Call for appointment
Ask for Phil
431-0010

CLERICAL OPENING

In Southfield office, general office skills, typing 55 wpm, good math ability.
Call Ms. Kaloot 353-1045
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Wide variety of clerical receptionist jobs are available in Southfield & surrounding areas. Typing skills 40-60WPM. Must Don't pass up this chance to start a new career. Call at least $10,000 to $15,000 Fee Paid.
Call Mary 478-3300
SNELLING & SNELLING

CLERICAL/PART TIME
A Distributing Co is seeking a part time Clerical person. Work schedule will be 1-4PM Mon thru Fri. Applicant must be detail oriented & have a pleasant phone voice. Typing of clerical experience is necessary. Typing speed 45-55WPM. Send resume to
Personnel Director
P O. Box 2341, Livonia, Mich. 48150

CLERICAL

WE are seeking individuals to work a flexible 18 hours per week in our Marketing division. Responsibilities include numeric filing, copying, accurate typing, CRT input, record keeping and various other office duties. Qualified candidates must possess good typing of 50 - 60 wpm, good math ability and excellent organizational skills.
NO BENEFITS
Interested Applicants should apply Tues., Oct. 8 - 10am and 1-4pm.
The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27333 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL POSITION
Immediate opening for someone experienced in cookkeeping, typing & answering the phone. Salary plus benefits
Call 478-6415

CLERICAL
(TEMPORARY)

Our growing insurance co. is seeking experienced individual for immediate temporary opening. Qualified individuals must possess accurate typing of 60-80 wpm, excellent verbal and written communication skills, good math aptitude and be able to operate a calculator efficiently. Individual must be able to work under pressure and independently with little supervision. Prefer one general office and/or mortgage clerical experience and/or insurance. Full time is required. (These temporary assignments can last anywhere 6 months or longer). NO BENEFITS.
Interested Applicants should apply Tues., Oct. 8-11am or 1-4pm at.
The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27333 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERK - CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. No smoking. Send resume to Mrs. S., at Jobar, Inc., 27160 W. 8 Mile, Southfield, MI 48040

CLERK - Travel company in Southfield has position for detailed oriented office Clerk, type accurately, good handwriting & math aptitude. Light typing. Call Ms Harman.
737-4030

CLERK TYPIST
Full time clerical position available in Birmingham. Various duties include typing, minimum 45WPM, filing & light bookkeeping. CRT training helpful. If qualified call Great American Insurance Co. 642-9500 ext. 18.
Equal Opportunity Employer M/F/H

CLERK TYPIST
REAL ESTATE consulting company in the Bloomfield area has an immediate opening for a Clerk Typist. Good typing, math and communication skills necessary. This is an entry level salaried position beginning at $500 week.
Call Sherry at
642-0440

504 Help Wanted Office-Clerical

Immediate Openings

DATA ENTRY OPERATORS

- High inputting skills, 5,000 keystrokes and up
- Able to input alpha and numeric data
- Day and afternoon shifts available

Call for an appointment 7am to 5:30pm:

642-9650 or 338-0338
2000 N. Woodward, Bloomfield Hills

KELLY The Kelly Girl People SERVICES, INC. Not an agency, never a fee. Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERK/TYPIST
RECEPTIONIST

Fast paced position with larger suburban company. Great career opportunity. Super benefits. Typing skills 55-WPM. $18K - $19K Fee paid.
Call Ann 478-3100
SNELLING & SNELLING

COMPUTERIZED DATA ENTRY
General Office Work. Full time position in non smoking environment. Will train. Write Data Entry, P. O. Box 8351, Northville, Michigan 48167.

COMPUTER JOBS
Train For
HIGH-TECH COMPUTER JOBS
A no cost program, Government funded for qualified low income Oakland County residents. Don't Delay! Call today: HALLMARK COMPUTER INSTITUTE
642-1919

CONGENIAL PROFESSIONALS seek addition to staff with emphasis on customer service, light but precise typing & light clerical work. Happy office environment. Ideal situation for ambitious, career minded people with a pleasant, Suburban Oakland county, & financially in the rapid growing commercial furniture industry. Good benefits & excellent working conditions in the Bloomfield Hills Dealership. Mon.-Fri. 8am-5pm. Salary commensurate with skills & experience. Send resume & references to Dutwin & Associates, 30400 Telegraph Rd., Suite 76, Troy, MI 48084. attn. of S. Dawson

CONSTRUCTION company needs person to assist in bookkeeping, typing and general office duties. Good organizational & typing skills a "must".
Call Brenda
478-3100

CONSTRUCTION COMPANY in South field has opening for general office person. Typing, filing, etc. Good office phone skills necessary. Good insurance benefits.
258-5313

COORDINATOR OF TEMPORARY SERVICES
Non-smoking office. 22 days per year holiday & personal business day benefit. Salary commensurate. Must have good organizational skills & telephone manner. Small pleasant modern office in the Birmingham-Bloomfield area. Call For Interview
540-7290

CREDIT INTERVIEWERS
Experienced & evening part time evenings & weekend hours. Call today for details.
Household Retail Service Inc
32100 Greenfield Rd. Suite 60
Oak Park
967-4100
An Equal Opportunity Employer

CREDIT OFFICE CLERK
Full time. Experience preferred.
Apply Mon. thru Fri. Set Mitelfeld's, 310 Main St., Rochester

CUSTOMER SERVICE. 8"11-10K/VR. For 55 wpm. Previous experience required. Livonia area. Call Polly/Sue, IMPERIAL
419-7100 313-2323

C.P.A. Firm needs part-time
SECRETARIAL HELP
in our Troy Office.
Umlauf, Arvai & Nowak.
649-3822

DATA ENTRY/CUSTOMER SERVICE
Full time position soon in Novi Sales Office. Requires good phone manner with Data Entry experience. Send resume to Box 2341, Livonia, Mich. 48150, Attention: Personnel

DATA ENTRY
FREE TRAINING

For qualified low income Oakland County residents. Call 543-3333

DATA ENTRY & General Office, full or part time, for soon to be Southfield CPA firm. Send resume to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/KEY PUNCH
Data Management Specialist needed for 3:30pm to 12am. Mon. thru Fri. Good typing ability necessary. Experience helpful. Knowledge of general office procedures a plus. Pleasant office between 8am and noon, (not Tues.)
313-3311, Ext. 17

DATA ENTRY OPERATORS - Southfield area. Full time. Key to disk experience necessary. Call Nina between 8AM-11AM
353-3311

DATA ENTRY PERSON wanted part time for Birmingham law firm. Accurate typing experience required. Prefer experience on IBM System 34 or System 38 or equivalent. Free parking. Call Kathy for appointment.
641-4330

DEPENDABLE PEOPLE - needed for various temporary assignments in the Oakland County area. Typing skills a plus. Top paying clerical assignments for individuals with previous office experience
SENIOR TYPIST - Must be able to type minimum of 55 WPM. Experience on a memory typewriter a plus.

CLERKS - needed for the Rochester/Troy area. Light typing and dependability a must.

GENERAL OFFICE - beautiful offices in Auburn Hills need general office people. Typing 40 WPM minimum. Pleasant telephone voice a must.

SECRETARY WORD PROCESSOR - needed for long term assignment at large corporation downtown. Shorthand helpful.

IBM PC OPERATORS - training and/or experience needed for this interesting assignment.

SWITCHBOARD - outgoing personality and knowledge of switchboard equipment needed for short and long term assignments.

DATA ENTRY - experienced Data Entry Operators needed for assignments in the Rochester/Troy areas.

DECMATE WORD PROCESSOR - pool secretarial a must for new offices in Troy. If you like a challenging assignment, this is the job for you.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

Call us now for an appointment. Ask about our new benefit package and find out why we're Diamond Stars!
NEVER A FEE.

ENTECH SERVICES, LTD.
77 Chicago Rd., Troy
332-4550 588-5010

Ahead of The Rest

DO YOU LIKE PEOPLE? If so, there may be a part time position for you in the office of a retail furniture store located in Southfield. Duties include cash register, telephone, filing, etc. Apply in person: Harvey's Harvey White Furniture, 31190 W. 8 Mile Rd., Southfield.

EMPLOYEE
FRINGE BENEFIT PERSON
Experienced, self motivated individual with office skills including computer. CRT knowledge. Requires experience in policy/procedures of health, life, spinal, LTD, dental insurance and workers compensation. Apply at:
PLYMOUTH-CANTON SCHOOLS
454 S. Harvey, Plymouth

EMPLOYMENT CONSULTANT/
INSURANCE SALES SPECIALIST
We are looking for a highly motivated, outgoing candidate to be part of our office services division. This position requires excellent interviewing and accurate record keeping. The ideal candidate will have sales experience, degree and prior secretarial background. Salary plus commission, plus benefits. Call Mr. Mark Bordogna.
810-2400
SNELLING & SNELLING

EXECUTIVE SECRETARY
Rapidly growing security service company located in the Southfield area has an immediate need for a full time individual with proven secretarial skills, excellent communication and have previous experience. Apply Mon. thru Fri. between 9 & 3:30, 27601 Southfield Rd., Lathrup Village corner 11 Mile & Southfield

504 Help Wanted Office-Clerical

ENTRY LEVEL DATA ENTRY
Will train. Fast growing Publishing Co. in Southfield is looking for person who can type 55 WPM accurately.
Call for appointment
819-6130

ENTRY LEVEL!
FEE PAID - $12000
Bloomfield area offers opportunity too grow. Will start out in general office duties (type 45) & relieve the receptionist. Should be eager to learn & trainable.
649-8777

DOROTHY DAY PERSONNEL, INC.

EXECUTIVE ASSISTANT
Do you have excellent secretarial skills, the ability to write, and like fast beats? President of fast-paced Southfield company needs you. Please call between 8am and noon (no fee) 423-3333, Ext. 17

EXECUTIVE LEGAL SECRETARIES
SALARIES TO $22,000
70 words minimum typing. Top paying jobs. Call today.
LEVOLL
SOUTHFIELD 352-3121
352-5595
351-4064
SOUTHWEST SUBURB 334-3170
FT. CLAIR SHORES 296-6300

EXECUTIVE SECRETARY
Typing, dictaphone, shorthand, light bookkeeping required. Salary commensurate with experience. Send resume to Dalloch Mortgage & Realty, 27777 Franklin Road - #400, Southfield 48034

EXECUTIVE SECRETARY - 3-5 years experience. Excellent typing, bookkeeping and shorthand required. Birmingham location. Call Ginny 540-7400

EXECUTIVE SECRETARY for fast growing Troy based company. Report to C.E.O. Duties include typing, reporting, mergers, acquisitions, executive recruiting & word processor. Salary open. Benefits. Send resume to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Expanding company needs responsible person to assist executive personnel in public relations, EEO/AA experience in typing and bookkeeping required. Send resume and salary requirements to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Fast growing company needs reliable person to run a girl office. Light typing, payroll and basic accounting knowledge. Benefits included. Apply Mon-Fri 8-5, 36040 Industrial Rd., off Levan in Livonia.

GENERAL OFFICE
Part-time position in Birmingham Law Office over forming varied duties such as filing, light typing, Data Entry on CRT, etc. Experience not necessary. Hours flexible. Ideal for Student or Home Maker.
646-7701

GENERAL OFFICE
Immediate full time position opening in Southfield location. Previous office experience required, excellent benefits. Reply by letter or resume (include salary requirements) to PO Box 890 Southfield Michigan 48037

GENERAL OFFICE - Fast paced, light typing skills 35 WPM + Pipers spreadsheet. Some experience helpful. Must work flexible hours. Call Mrs. Gaffney. Send resume to Box 475, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Oil product distributor requires responsible person for office position. Duties include, pricing invoices, invoice control, customer file, typing & phone etc. Good math aptitude, attention, letter writing. Computer experience useful. Associates degree or equivalent in business or related areas required. Salary negotiable based on experience. Send resume to Prime Sales Corporation, 8988 General Drive, Plymouth 48170

FARMINGTON FARMINGTON HILLS
Person needed to secretarial duties in Livonia & weekends. For information call Mrs. Ellis between 8 & 10 a.m. Weekdays at 476-7900.

FARMINGTON HILLS Business Forms Distributor is seeking a mature & responsible individual for part time clerk. Hours are flexible, approximately 20 hours per week at $3.75 per hour. Applicant should possess typing skills & math aptitude. For interview call Mary
476-6430

FILE CLERK, full time, 8am-5pm. Apply in person, RS Electronics, 30145 Schoolcraft, Livonia.

FILING DUTIES, part time, several hours available in Troy. Prefer Oakland & Northville areas. Hours to match school schedule Mon thru Fri. No evenings, weekends, holidays. Send resume to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

FORECLOSURE CLERK
Law firm located in Birmingham seeks intelligent, energetic individual with excellent typing skills. Familiar with Legal forms preferred but not necessary. Mortgage experience - A Plus. Word processing experience helpful. Call 645-1140 or fax resume to 645-7291.

FREE TRAINING
WORD PROCESSING, CLERK TYPIST
Immediate opening for low income Oakland County residents to train for a rewarding career. This program is sponsored by Jobsource, an agency and provides transportation allowance. For more information call
645-5363

FULL TIME POSITION
Typing, telephone answering, knowledge of office procedures, Novi location. Call 1-4pm
348-4280

GENERAL CLERK & STOCK HELP

for national optical distributor, 8 Mile/Telegraph area.

CLASSIC OPTICAL INC
31177 Hilton Drive
Wedge Industrial Park
Call for appointment,
358-5895

General Clerk

Detail-oriented individual needed for this 6 month temporary full-time assignment with Insurance Company. Duties include coordinating mail and contracting information from hard copy and information files. Candidate must be comfortable with detail, routine and repetitive work. No benefits included. Apply: Mon.-Fri. 9am-4pm.
League Insurance Co. 15600 Providence Dr.
Southfield, MI 48075
(Across from Americana Theatre)

Please Do Not Call

GENERAL OFFICE Phone orders, typing, filing, light bookkeeping. United Timber Supply Co., 18444 Fitzpatrick Ave., Detroit, MI 48228
273-2210

GENERAL OFFICE - Part-time. Variable hours, flexible schedule. Light typing, record keeping and switchboard. Apply Mon. thru Fri. 9am to 4pm. Arnold Nursing Home, 18330 W. 7 Mile, Detroit.

GENERAL OFFICE
Firm located in N/W suburbs needs individual with strong clerical skills to work in it's shipping department office. Must be detail oriented, average typing & math skills. Send resume to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typist, telephone, light bookkeeping, answer phone, filing. 24/Beach Daily area. Call for interview.
536-5150

504 Help Wanted Office-Clerical

GENERAL OFFICE for mfg firm. Full time. Phone, data entry, customer service, filing. Apply at 21500 Link, N of 8 mile off Telegraph.

GENERAL OFFICE
Job entry level. Accounting, computer experience. Non-smoker. Dearborn area.
581-6264

GENERAL OFFICE
Full time openings with full benefits. Must have basic Bookkeeping, typing experience & pleasant phone voice. Part time positions also available. Call Karen at:
273-2400

GENERAL OFFICE
Birmingham area, full time. Must be good with figures, some office experience preferred. Send resume & salary requirements to Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE needs reliable person to run 1 girl office. Light typing & basic accounting knowledge.
Please call
851-8755

GENERAL OFFICE POSITION available evenings and weekends. Full-time. Apply at Art Van Furniture, 35325 Plymouth Rd., Livonia

GENERAL OFFICE
Troy-based International firm. Misc. diversified duties. Typing required-Word Processing helpful. $18,000 plus ext. FTS

GENERAL OFFICE
Experienced person for busy office. Phones, typing, misc.
357-3400

GENERAL OFFICE PERSON
Bookkeeping experience required, computer experience helpful. Apply in person: Bellaire at Security Services, 31517 W 10 Mile Rd., Farmington

GENERAL OFFICE, part-time, for pleasant Bloomfield Hills office. Telephone experience & accurate typing required. Please apply: 30150 Telegraph, Suite 105, S. of 13 Mile, East entrance.

GENERAL Office Assistant to type and word process for mail order business. Desire capable, fast, accurate person, 3-4 hours per day. No experience required. Birmingham area. Call Ginny 540-7400

GENERAL OFFICE
Moving to Farmington next month. Typing, filing, order processing, light phone, computer data entry, $ days. Benefits. Experienced Only!
661-3000

GENERAL OFFICE LICENSE
Will be performing general office functions with emphasis on accounts payable some knowledge of accounts payable/receivable preferred. Southfield company.
354-8113

GENERAL OFFICE - PART TIME
8AM-11AM. Mon thru Fri. Typing, daily receiving, filing, computer operation. Keypunch experience helpful but not a must. Apply in person: P.B.S., 33355 Dixie Hwy., Lathrup Village
851-8055

GENERAL OFFICE
Fast growing company needs reliable person to run a girl office. Light typing, payroll and basic accounting knowledge. Benefits included. Apply Mon-Fri 8-5, 36040 Industrial Rd., off Levan in Livonia.

GENERAL OFFICE
Part-time position in Birmingham Law Office over forming varied duties such as filing, light typing, Data Entry on CRT, etc. Experience not necessary. Hours flexible. Ideal for Student or Home Maker.
646-7701

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