504 Help Wanted Office-Clerical

RECEPTIONIST-DENTAL
Full time position available in friendly Dentist dental office. Must have knowledge working knowledge of word processor & computer. Excellent benefits & salary. Farmington area. An Equal Opportunity Employer. Please call between 9-5 Mon. & Tues. Ask for Carol Ann. 553-1500

HOME CARE COORDINATOR
To assess and evaluate home care cases. Previous home care experience preferred. Excellent salary and benefits. Advancement with a fast growing agency.
Midwest Home Care
373-1500

RN/LPN AFTERNOON SUPERVISION
Full and part time. Experience required. 3-11 hours. M/F 37.75 hours. Call D.O.N. for appointment. 649-4431
Westmore Lake Convalescent Center
An Equal Opportunity Employer

RNs and LPNs, days and afternoons. Full or part time. Mt. Clemens Nursing Center, 31119 Greenfield, Southfield. 557-0050

RN'S
Check us out!
The winning team!c

PRO CARE ONE
423-6500

RN's
Exceptional professional opportunities. Innovative developmental program working with multiple handicapped children and adult adults in Farmington Hills and Northwest Detroit areas. Full time, part time, afternoons and midnights. Salaries and benefits competitive. Call LEAM, Children's Developmental Program at 313-8488 or apply in person at: 14230 W. McNichols, Detroit.

RNs
Full time day and afternoons. Part time days and overall. Apply at
FRANKLIN MANOR
Convalescent Center
31600 Franklin Rd., Southfield.

RN'S - LPN'S - AIDES
For 58 bed basic nursing home in Livonia. All shifts. Apply or call between 9 & 5 PM. 29110 Plymouth Rd., 261-3970
LIVONIA NURSING CENTER

RNS & LPNS
PART TIME OR FULL TIME
Afternoon & Midnight Shifts
Apply CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia, 522-1444

RN'S LPN'S
Urgent: 3-11pm & 11pm-7am
Rediscover job satisfaction. Oakland Private Duty Registry. Call Mon., Tues Fri. 9am-3pm. 559-8077

RN'S - LPN'S
Want to use your nursing background? Become a Foster Parent for a non-ambulatory child with mental retardation. Work in your own home and earn $100 per month plus $450 per month room & board expense. Trailer home with 1st floor bedroom Call
HOMEFINDER 332-4110

RN'S
SIGN UP
BONUSES
PRO CARE ONE
423-6500

RN SUPERVISOR
Westland Convalescent Center is seeking an enthusiastic and cheerful leader of our Midnight staff. If you are interested in joining a team member at our award winning facility, please contact Sonia Gilbert, RN, Director of Nursing at 729-4100.

R.N. SUPERVISORS
A P.M.H.C., a full service home health agency, is seeking qualified R.N. Supervisors for our Livonia & Pontiac offices to perform patient and staff supervisory duties. Should possess home care & managerial experience. Full time, benefits. Contact Anna, Personnel at:
649-3244

SECRETARY & MEDICAL Assistant
Two (2) mature individuals needed for the position of Medical Assistant & Receptionist/Secretary to work in our Southfield Physicians' Office. Full or part-time positions available.
Send resume 22255 Greenfield Dr., Suite 215, Southfield, Mich. 48075

TALENTED FRIENDLY experienced dental assistant needed for growing metropolitan dental office. Salary & benefits will be discussed at time of interview. Please call 729-4787 478-8633

TRANSCRIPTIONIST
Suburban radiology practice. PC Computer experience a plus. 12 Mile & Telegraph Call
352-5220

VETERINARY ASSISTANT/Receptionist, part-time Must be mature, responsible Experience preferred. Wt. Bloomfield.
851-5083

504 Help Wanted Office-Clerical

SECRETARY - MEDICAL
Experienced. Typewriter, knowledge of medical terminology, transcription, office & phone experience. Will work with word processor & computer. Excellent benefits & salary. Farmington area. An Equal Opportunity Employer. Please call between 9-5 Mon. & Tues. Ask for Carol Ann.
METRO HOME HEALTH
314-6361
Non-Smokers Only

SERVICE COORDINATOR
To schedule cases for home health agency in Bloomfield Hills. Excellent clerical and communication skills required.
Midwest Home Care
373-2500

Ward Clerk/
Nurse Assistant
Nursing home experience preferred. Full time. Must be flexible. Contact, Linda Mlynarek at Farmington Nursing Home.
477-7400

X-RAY - BONE & JOINT
Part time, 2 days, 16 hrs. Mon. & Wed. Days. Convalescent Hospital. Apply 8am-11am: 23611 W. 12 Mile, Southfield

X-RAY TECHNICIAN
for Doctor's office.
Six Mile - Greenfield area.
537-1300

X-RAY TECHNICIAN
PART TIME
Available at Northwest Detroit. Weekends only. Call Hon. 533-4700, Ext. 543.

X-RAY TECHNICIAN
full time, for large medical facility in Detroit. Call Hon. 533-4700, Ext. 546.

X RAY TECHNICIAN needed. Immediate part time position available for mature, outgoing person in Southfield orthopedic office. Varied duties including Saturdays. Call Ann 851-Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ABOVE
AVERAGE
ASSIGNMENTS
Temporary positions with top notch companies
BENEFITS
Call immediately for appointment
NORRELL
SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500

ACCOUNTING ASSISTANT
Detroit based mortgage company seeks a person for accounting & office clerical work. Previous experience with accounts payable processing, account reconciliation & general entry preparation beneficial. Send Resume, in confidence, to: Lambrecht Co., 3190 Penobscot Bldg., Detroit, Michigan, 48226, Attn. Accounting Supervisor, or call 964-0323

ACCOUNTING CLERK
Progressive, rapidly expanding Birmingham Co. seeks an individual to manage Accounting functions. Responsibilities include processing Accounts Payable & Receivables, Payroll & light typing. Salary commensurate with experience. Full benefits.
540-5450

Accounting Clerk
Fast growing Birmingham based corporation seeks a bright, aggressive, self-starting individual as an entry level Accounting Clerk. Must possess a high school diploma. Send resume or letter to Accounting Manager, 32100 Telegraph, Suite 110, Birmingham, MI 48010

ACCOUNTING CLERK
Poland's, a growth oriented retail operation, has an immediate need for an accounting clerk in our corporate offices located in Livonia. The selected candidate will perform various accounting duties assisting the staff accountant, preparing management reports, assisting work papers & analyzing general ledger accounts.

An Associate's Degree & one year of related accounting experience required. Experience with an automated general ledger system & personal computers a definite plus. Send resume & salary requirements to

FOLAND'S
"The Alternative Dept. Store"
29733 Plymouth Rd., Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTING DEPARTMENT
of Southfield based mortgage company has immediate opening for Entry Level person with excellent typing skills & good math ability. Call Karen Turco, W. Bloomfield. 851-5083

504 Help Wanted Office-Clerical

ACCOUNTING dept clerk. West side medical. 1 year experience for fast pace office. 50 wpm typing, good organizational skills.
Operator/Receptionist mature individual to answer phones & greet public. Applications will be accepted for the above positions on Mon. Feb 10 between 2-6 pm. R.A. Demattia Co., 41541 Ilsen, 3 Miles & Sheldon rd Area.
No calls please

ACCOUNTS PAYABLE, 2 years experience, preferred. Send resume to Controller, Wellington Industries, 31401 Glendale, Redford, MI 48239.

RED WING
TICKET
WINNER
Jerry Everard
32950 Rosslyn
Garden City
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, January 14, 1986 to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

ACCOUNTS PAYABLE CLERK - full time. Entry level position includes filing, deposit verification, and evaluating merchandise Benefits include, medical & dental insurance, paid holidays and vacations. Apply in person between 8:30am and 5pm at: 27971 Schoolcraft Rd., Livonia

ACCOUNTS PAYABLE
Manufacturing company in Canton area has a full time position open for an experienced person. Must be able to process large volume of paper work. Ability to communicate well with others is essential. Call Lorrie between 8:30-11:30am for appointment. 455-5383

ACCOUNTS PAYABLE CLERK
34 Mile Oak Park Office to process utility bills. Property management experience helpful but not necessary. Excellent benefits. Send resume & salary requirements to: Box 873, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE - dealership experience necessary, excellent pay & benefits. Apply in person at: John Hayes Buick, 2335 S. Wayne Rd, Wayne, Mich.

ACCOUNTS RECEIVABLE position open at packaging company in Farmington Hills. Must be detail & accurate oriented, good typing skills & experience with 10 key adding machine. Ask for Kate 477-3910

ACCOUNTS RECEIVABLE
BOOKKEEPER
For private country club in W. Bloomfield. Typing & Computer experience desirable. Good salary, benefits & excellent fringe. Non-smoking office. Send resume to Personnel, 4036 Hardwoods Dr., W. Bloomfield, Mich. 48033.

ACT NOW!
& Start Work Now!
Consider a career as an Olsten temporary in 1986. Long and short term assignments available for:
- Receptionists
- Switchboard Oprs.
- Sr. Typists
- Stenographers
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S'fld 354-0555
Olsten
Services
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AD AGENCY
SECRETARY
A choice position in the marketing department of a major agency. Lots of interesting jobs for the skilled Secretary. $16,000, fee paid. Call Bernice. 313-2300
SNELLING & SNELLING

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We have temporary assignments for
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WORD PROCESSORS
SWITCHBOARD OPERATORS
STENOGRAPHERS
Benefits No Fee
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Clerk
Employee Benefits
Position with large retail food company. Should have at least (2) years in administration of employee benefits, computing, preparing monthly insurance premium reports, processing accident and sickness claims, and maintaining employee benefit records. Should type 60 wpm.
We offer an outstanding company paid benefit program including life, hospitalization, dental and prescription insurance. Call between 9-4 pm.
270-1296
Farmer Jack Supermarkets
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY - long term Challenging assignment for individuals with excellent secretarial skills. Word processing knowledge helpful.

IBM 5520 OPERATOR - long and short term assignments available for experienced individuals. Must also possess good secretarial and clerical skills.

SWITCHBOARD/RECEPTIONIST
Outgoing personality needed for a busy switchboard. Experience on any of the following: Mitel, Dimension, Horizon, ITT, ATT or PBX.

GENERAL OFFICE - must have typing of 50 WPM and be able to work on long or short term assignments. Previous general office experience helpful.

WORD PROCESSORS - if you have experience on the Wang, Lanier or Four Phase, DecMate, NBI, CPT or Xerox word processing, we can find you a long or short term position immediately.

IBM PC OPERATOR - training or experience needed for various short term assignments. Dependability a must!

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PAID HOLIDAYS
WORD PROCESSING TRAINING

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.

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SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5810

Ahead of The Rest

ADMINISTRATIVE ASSISTANT
for fast paced 3 girl insurance office. Good typing, figure aptitude and organizational skills necessary. Must be mature and self-motivated. Previous insurance experience helpful. Start immediately. Contact Marian at 851-1515

ADMINISTRATIVE SECRETARY
To $20,000
FEE PAID
Cordial suburban office. Excellent personality. Strong shorthand skills required. Call:
Arthur Thomas & Assoc. 355-4140

ADMINISTRATIVE SECRETARY - Minimum two (2) years experience for large advertising agency in Ren Cen area. Type 75 WPM. Want IBM Display, CPT a plus. Salary $14,500, benefits, free parking & free paid
Pat Gray & Assoc.
646-7663 357-0034

ASSISTANT BOOKKEEPER
Experience necessary. Must have numerical aptitude. Call before Feb. 17, 1986. Call 352-3017

AUTO BILLER - Familiar with all phases of automobile dealership billing. Fast, accurate typist. Farmington Hills location. 478-8200

504 Help Wanted Office-Clerical

ASSISTANT Office Administrator
American Banker's Life, Bloomfield Hills, is seeking a qualified with excellent secretarial, math & communication skills. Underwriting, claims/insurance experience preferred. Call:
855-0155

ASSISTANT OFFICE MANAGER, Rapid advancement for the right person. Some bookkeeping experience needed. Northwest Detroit Area. Send resume to Box 816 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

ASSISTANT RECEPTIONIST needed in our newly established Canton office. Position ideal for early-aging, friendly person, capable of dealing with public, as well as having pleasant phone manners. Duties will entail answering switchboard, greeting visitors, distributing mail, typing and other general office duties. Accepting applications Mon., Jan 13 thru Fri., Jan 17 at:
AMERICAN STANDARD
6700 HAGGERTY ROAD
(Haggerty and Warren Rds. Area)
CANTON, MICHIGAN

ATTENTION
SWITCHBOARD
OPERATORS
If you have experience on a cordless system such as the Horizon or Dimension, we have jobs for you. Turn your skills into $$$ while working a variety of assignments. NO FEE.
Southfield 569-7500
Sterling Hgts. 977-5740
Livonia 525-0330
Detroit 962-2290
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Staffing, Inc.
The Temporary Help People

Attention:
- Typists
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- Secretaries
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- Clerks

Let your skills and experience help pay off your holiday bills. Working as a S.S.I. temporary can provide you with top pay, interesting assignments and valuable work experience. Immediate openings. CALL NOW.
- BONUS PLAN
- NO FEE

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Livonia 525-0330
Auburn Hills 373-9904
Detroit 962-2290
Sterling Hgts. 977-5740
Supplemental
Staffing, Inc.
The Temporary Help People
ATTENTION:
WORD PROCESSORS
Large Troy corporation needs many experienced Word Processors. All equipment accepted. Also need Secretaries. Health insurance plus vacation bonus. We pay $1 per hour over your present wage.

Top Pay	No Fee
DOWNTOWN	963-5050
SOUTHFIELD	569-1875
PONTIAC	332-5920

VICTOR
TEMPORARY SERVICES
M/F FEE

AUTO DEALER
BOOKKEEPER
Experienced in all phases in dealership accounting. Royal Oak Ford. Ask for Office Manager, 549-4100.

BILLING CLERK
For Southfield hospital; must be familiar with hospital billing forms & basic computer operations. Prior experience required. Call 357-3156, ext.181

BILLING CLERK
Troy ad agency has entry level position available in billing department. Must be detail-oriented and be good with aptitude. Basic clerical skills and light typing required. Will train on computer. Send resume and salary requirements to:
Personnel Dept.
Kelson, Bitner & Desmond
100 East Big Beaver
Troy, MI 48083-1277

BILLING CLERK
Third party administrator located in Southfield is in need of a full time Billing Clerk.
Ability to type, run a calculator and work with figures is mandatory.
Medical company experience would be helpful.
If qualified, please call:
MIDWEST BENEFITS
548-8100

BOOKKEEPER/CLERICAL
PART TIME
To help in 3 girl office, flexible hours. Southfield. 354-0940

BOOKKEEPER
Experienced data base balances. Computer experience desired. construction back ground helpful.
Call for appointment. 855-0560

504 Help Wanted Office-Clerical

BIRMINGHAM Car dealer needs person with at least 1 year bookkeeping experience. Good math skills. Apply at Jim Norman, Birmingham Motors, 775 S. Woodward.

BOOKKEEPER
ADMINISTRATIVE ASSISTANT
If you like challenges & have strong bookkeeping, plus good communications & secretarial skills, take charge of accounting system for small leasing company. Report to Vice Pres., minimum 5 years experience. Call Joan Schoenherr 851-5742. Salary commensurate with experience. To start now Call Mr. Wolfe 358-6742

Bookkeeper
Auburn Hills manufacturer needs entry level person to learn and work with all aspects of our accounting system, much of it computerized. This is an excellent opportunity for person with little or no experience to be trained as a full charge bookkeeper/accountant or for someone wanting to be a future CPA. Pleasant working environment. Excellent math and communication skills required. Will train. Salary commensurate with experience. To start now Call Sue 852-3400

BOOKKEEPER - full charge thru trial balance, for Oakland County textiles. Send resume for 10 Yr Box 406, Northville, Michigan 48167

BOOKKEEPER, full charge, Payroll, Accounts Receivable, A/R, A/P, general ledger, bank rec. & tax experience. Southfield area. Please call Sharon 352-3566

BOOKKEEPER
Full time position, full time or part time payroll. Call
533-1020

BOOKKEEPER
Immediate position available. Troy area. 3 yrs. minimum experience in both accounts payable & accounts receivable. Payroll, some computer background helpful. Send resume to Box 8488 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate position available, Troy area. 3 yrs. minimum experience in both accounts payable & accounts receivable. Payroll, some computer background helpful. Send resume to Box 8488 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Insurance agency in Livonia seeking full time bookkeeper. Insurance background helpful.
Call 464-5744, ask for Ron: 261-2700

BOOKKEEPER/OFFICE MANAGER/SECRETARY. Mature, dependable person for small office in Rochester. Must have excellent office skills, accounts receivable, accounts payable, payroll, bank reconciliation, federal and state tax reports, computer skills. Permanent position. Send resume, references and salary expectations, to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Office in Farmington Hills. 2 to 3 day week. Call Ellen.
552-7333

BOOKKEEPER - opportunity for full charge to upgrade skills with Plymouth CPA firm. Send resume to Box 8445, Plymouth, MI 48170

BOOKKEEPER
Part time. Livonia Area. Excellent salary & working conditions. Call Barbara
554-2691

BOOKKEEPER/PART TIME
Office automation firm needs experienced individual to assist accountant. Personal computer experience necessary. Send resume & salary requirements to: Robin Kirschley, 29500 Northwestern Hwy., Suite 401, Farmington Hills, Mich 48018.

BOOKKEEPER'S ASSISTANT
Full time with benefits. Some Bookkeeping experience necessary. Apply or send resume to Livingston, Oakland Counties' Federal Credit Union, 2112 Liberty, Livingston, Mich. 48201 - Attention: Personnel

BOOKKEEPER'S ASSISTANT
Part time, flexible hours, rate negotiable. Northland Center.
569-4808

BOOKKEEPER/SECRETARY
Part-time 20 to 30 hours. (1) Girl office. Small Payroll. Experienced Only!
354-1664

BOOKKEEPER
Service company seeks bookkeeper; Accounts receivable, Accounts payable orders, data entry & typing. Please send resume to: Bookkeeper Inc., 21355 Research Drive, Farmington Hills, Mich. 48024

BOOKKEEPER/SECRETARY. Immediate opening for an experienced person for Bloomfield Hills general contractor. Call 644-1212, 12:30-4pm. 642-7711

BOOKKEEPER/SECRETARY Experienced, for independent accountant's office. Permanent full time. Resumes to Box 1427, Royal Oak, MI 48068

BUSY SOUTHFIELD office has immediate opening for an advanced bookkeeper to assist controller. Must know bank reconciliation, general ledger control and 8/34/37s computers. Non smoking office. Send resume with salary requirements to: Controller, Huber Enterprises, 21293 Telegraph Road, Southfield, michigan 48034

CALL
US
TODAY!
CRT OPERATORS
BOOKKEEPERS
CLERK TYPISTS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS
Long and short term assignments in your area. Sign-up bonuses.
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SCHOLARSHIP PROGRAM
PAID VACATION
Call today for more information:
353-4420
Personnel Pool
NEVER A FEE

CATERING SECRETARY
Full time for Southfield Hilton. Typing 70 wpm. Benefits. Salary negotiable. Resumes only to Director of Catering Southfield Hilton
17017 W. Nine Mile Rd.
Southfield, MI 48075

CLERICAL HELP with office and IBM/PC word processing experience. Position to start at part-time with hours to suit candidate. Office located in Troy. Please call Ms. Spotger between 12 Noon and 3. 588-8244

504 Help Wanted Office-Clerical

CITY OF BIRMINGHAM
SECRETARY
BUILDING DEPARTMENT
Full time position. At least one year Secretarial experience. Responsible for typing and supervisory duties. Acts as secretary to 3 City Boards. 4 evening meetings per month. Must be able to type at least 50 wpm and take shorthand or operate a stenotype 80 wpm. Full benefit package. Salary range, $7.63-$9.35. Apply in person Parks Director, Barbara Little, Personnel Office, City of Birmingham, Municipal Building, 151 Martin St., Birmingham, MI.
An Equal Opportunity Employer

City of Westland
Administrative Secretary
Immediate opening for an exp. zeased individual with strong secretarial and administrative skills.
Must type accurately. Minimum 60 wpm with good grammar and language skills. Some shorthand skills preferred. Computer knowledge and/or word processing required. Position offers competitive salary and excellent benefits. Interested applicants should send resume to Al Jalan, Labor Relations Director, 36601 Ford Road, Westland, MI. 48185 or call 467-3235.
An Equal Opportunity Employer

CLERICAL
A growing Mortgage Corporation is seeking individuals for immediate full time openings. Qualified individuals must have good Math aptitude, accurate typing skills & the ability to operate a 10-Key Calculator. Previous Construction and/or Mortgage Banking experience preferred. Positions are available in our Corporate office located in Southfield. Company commensurate with experience. Excellent Benefit Package. Call
Bloomfield Mortgage Corporation
P.O. Box 12100
Birmingham, Michigan 48012
Attention: Personnel Department
An Equal Opportunity Employer

CLERICAL and diversified duties for self starter for pleasant busy medical office. Eve. Hours Required. Call 557-2411 W. 12 Mile, Southfield MI., 48034

CLERICAL/
CONSTRUCTION
Experienced individual needed for medium sized Detroit area Construction Co., responsible for Contract & T. & M. Billings, Sub-Contractor Payment Reports, Payroll Computer Reports, Recording Hourly Payroll Time Sheet, Supervision of Part Time Accounts Payable/Payroll Clerk. Full benefits. Send resume to Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Immediate full time position - may lead to full time - 30 hours per week. Livonia area. Requires mature person with accurate typing, good telephone skills, filing & general office experience. Salary 15 per hour. Call
CLERICAL/No typing, also 10 Key adding machine operators positions available. Jan-April in the Plymouth area. 455-8550

CLERICAL OFFICE WORK in small Burroughs area. Accounts payable, accounts payable & general office. 30-35 hours/week. Call Ellen. 358-5669

CLERICAL PART TIME. Must be experience & flexible. Some knowledge of automotive engineering helpful but not necessary. Ideal for mom with children in school. 25 per hour. Send resume to Box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART-TIME
Position available in Bloomfield Hills Insurance Agency. Experience helpful but not necessary. Call Judy, 540-1020

CLERICAL - Person Friday. Good access to phone with word processor experience. Pleasing phone personality for small mortgage company. Typing & filing essential, mortgage, collections, some bookkeeping helpful. Must be reliable with dependable transportation. No fringes. Reply to Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITIONS available through April 15 in Plymouth area. All jobs pay $5.00 per hour, plus bonus. Apply jobs bonus Apply in person, Mon. - Sat. 10 AM. - 5 PM., now through Jan. 26.
DYNATAX
800 Plymouth Rd.,

CLERICAL/RECEPTIONIST
Finance company needs person for credit investigation, processing documents, typing & telephone office duties. Salary commensurate with experience. Gross Pointe/Grosse Woods, 48236. Ms. Southfield, Michigan, 48076.

CLERICAL/SECRETARY
Immediate position available for rapidly growing firm. Duties include computer data input, record keeping, light typing & filing. Must have good accuracy with figures & a pleasant phone personality a must. Experience in college background in bookkeeping helpful. Call Turi Pro Industries for an interview. 313-939-3970

CLERICAL - to work in Ren Cen Center. Part time, mornings. Good communication skills. Parking allowance. Phone Sue Kelly. 567-7700

CLERICAL WORK - part time in the Troy Motor Mall area. Livonia, Plymouth & Farmington Rd area, Southfield, Telegraph & 12 Mile area. Typewriter Exp. Flexible hours, no Saturdays, must like filing, send phone number & qualifications to: T. Francis, P.O. Box 36335, Grosse Pointe Woods, 48236.

CLERICAL - CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate. Attention to details. No smoking. Send resume to Mr. R. at Jobar, Inc., RE:XLUS of Michigan & Ontario, 27155 W. 8 Mile, Southfield, MI 48033

CLERK
Marketing services corporation has immediate clerical openings
- Telemarketing Clerk
- Data/Program Administrator
- CRT Operator
- Order Processor

Must have strong communication and organizational skills, good math aptitude and typing (65 wpm). CRT experience a plus. Qualified candidates send resume with salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel

CLERK TYPIST
Mature, self-starter, person, accurate typist, pleasant phone voice, detail oriented, experience in general office procedures. Full time position. Preferably non smoker. Send resume to P.O. Box 8191, Dearborn, MI 48126. Applicants only.

504 Help Wanted Office-Clerical

CLERK/RUNNER for downtown Detroit Law Firm. General Office duties, filing, light typing, running errands. Pleasant working conditions for non-smoker. 963-2500

CLERK/TYPIST
Our Farmington Hills facility is looking for a responsible individual with a high school diploma or equivalent, at least 45-50 wpm typing ability, clerical experience in a general office/customer-oriented environment, knowledge of various clerical/telecommunication duties. These duties will include answering phones, distributing mail, maintaining office supplies and running Telex and taped tax equipment. We offer a competitive salary and benefits package. For a confidential interview, please send your resume to our suburban Chicago corporate headquarters:
JOSEPH BANDYK
ROBERT BOSCH
CORPORATION
P.O. BOX 4601
North Suburban, IL 60187
Equal Opportunity Employer M/F

CLERK TYPIST part time. Approximately 20 hours per week. Requires Secretarial graduate with some experience, and typing ability of 45 WPM. College business courses are a plus. Involves typing, filing, and phone work. Send resume to Mr. Wayne Karsh Fisher Center, 27600 W. 12 Mile Rd., Farmington Hills, MI 48018

CLERK/TYPIST - Full time for mature, responsible individual who is able to type 50wpm, has experience with handling telephones and is a self starter who is familiar with office procedures. Competitive salary & benefits. Send resume to Manager Administration, 6000 Lola Center, Ste. 1700, Southfield, MI., 48075.

CLERK TYPISTS
Secretaries - General Office, Symphony & IBM Word Processor needed for temporary assignment in Troy & Birmingham areas. Please call:
MANPOWER
TEMPORARY SERVICES
569-5595

CLERK. Southfield laboratory has full time opening for computer data entry position on the Electronic unit. Data processing and typing experience a must. Send resume to: Ellen Coffman, 17117 Southfield Rd., Southfield, MI 48075
Equal Opportunity Employer M/F

Closing Coordinator
Opening for Southfield title insurance agency, good math aptitude, typing 50 WPM, will train. Call:
Marion Kaloci
353-1945

CLOSING
SECRETARY
Career opportunity for qualified person experienced in preparing real estate closings. Salary commensurate with ability, Bloomfield Hills area. 338-9650

COLLECTOR - Articulate performer needed by large communications company. Experienced only. Competitive salary, comprehensive benefit plan and excellent working atmosphere. Contact Janet Foreman 633-7000

COLLECTORS
Progressive toy firm offers fantastic office environment for pro credit/collection experience. Super benefits, competitive salary, guaranteed. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

COMPUTER OPERATOR
with Secretarial Skills. Immediate opening for full-time position. Apply at: Mr. Ronald Ziegler, 30 Gerdes, Mt. Clemens, Mich. 48043. 313-319-0375
An Equal Opportunity Employer

COPYING, coordinating & binding document books, mail, some phone, other office duties for busy Southfield law firm. Ideal for evening student or mature person re-entering job market. Call Helen at 353-9500

CRT TYPISTS needed - afternoons. Troy area. Part time hours, 2-7 pm and others. Typing ability of 45 wpm. Excellent part time job. Call: Citation Services. 852-7184

DATA ENTRY - Office Clerk
Full time afternoons. 2 years experience. Some advanced education. Send resumes to Office Manager, 12200 Stearns Rd., Livonia, MI., 48150.

DATA ENTRY - Part-time
for Lathrup Village C.P.A. Firm. Send resume to 24031 Southfield Rd., Suite 190, Lathrup Village, Mich. 48076.

DATA ENTRY PERSON
Prefer familiarity with IBM PC. Plymouth area. Call 9am-5pm. 459-1330

DATA ENTRY, 9 Mile-Greenfield area. Part or full time. Minimum 40 wpm. Typing a must. Self-starter needing little supervision. Experience with IBM PC desirable but not necessary. Call Tom 1-3pm. 559-3777

DIVERSIFIED computer operations secretarial & sales support position with established growth oriented industrial distribution firm. 11 Mile/Greenfield area. No smokers. Resume to: Box 814 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCELLENT
WORK
OPPORTUNITIES
Temporary Assignments For:
TYPISTS
SECRETARIES
SWITCHBOARD
OPERATORS
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PROCESSING
OPERATORS
RECEPTIONISTS
DATA ENTRY
OPERATORS
We offer:
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KELLY
SERVICES
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EXECUTIVE SECRETARY
Must possess excellent typing, organizational and people skills. Call Metro at 533-8000

EXECUTIVE SECRETARY needed in Southfield. Must type 50 wpm, take shorthand at 100, computer and heating background helpful but not necessary. Salary $17,500 plus benefits. Call Rose Ann at 354-2359

504 Help Wanted Office-Clerical

EXECUTIVE
SALES SECRETARY
Diversified, challenging position opening at Southfield or Farmington sales office of a major automotive supplier. Pleasant personality, above average typing, filing, phone and other clerical skills required along with ability to handle administrative duties. IBM PC and dictaphone knowledge a plus, as will typing. Good salary, benefits and working conditions. For confidential interview send resume to Cherry Automotive Products, 31540 W. 11 Mile Rd., Suite 217, Southfield, MI 48076, attn Don Hayden.

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
for national firm. Typing 65wpm, dictating equipment. 2-4 years experience. Attractive salary & benefits. Confidential position. References required. Send resume to P.O. Box 5004, Belleville, Mich., 48111.
An Equal Opportunity Employer

EXECUTIVE SECRETARY - Southfield AD Agency has opening for well-organized Secretary with 3-5 years of experience. Must be willing to work overtime, possess good communication and basic math skills and enjoy typing figures. Typing 70+. Shorthand 90. Please send resume with salary requirements to: Personnel, P. O. Box 419-A, Detroit, MI 48232.
An Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Real Estate investment firm located in Southfield seeking a skilled individual as Executive Secretary. This position reports to Chief President and would be responsible for full secretarial duties. Candidate should possess a degree in business, legal, verbal and written communication skills. Candidates should qualify demonstrate based on their ability to function with initiative, under pressure and flexibility. Resume and salary requirements in confidence to:
1994-A Woodward Ave.
Bloomfield Hills, MI 48013

EXECUTIVE secretary to work for Director of Personnel for large international corporation in Bloomfield Hills. Must be mature, flexible, type 60 WPM, shorthand helpful. Some Dictaphone Writer III experience a plus.
Call Linda 646-7560

EXECUTIVE
SECRETARY
Opportunity to work for top level management in executive capacity. Word processing and computer knowledge a plus. Call Sue for secretarial office in your area for this wonderful opportunity.
MGM
OFFICE SERVICES
Troy 362-3580
Southfield 557-0410

EXECUTIVE SECRETARY
A Service Organization, located in New Hudson, is currently seeking an Executive Secretary who would report to the Director of Finance & Administration. Requirements include: Good shorthand, typing 55-60 WPM, Shorthand - 80-100 WPM & 2-3 years Secretarial experience. Responsibilities include typing (including financial statements), filing, logging purchase orders, screen & direct phone calls, meeting & travel arrangements, & provide administrative support for Director & staff. Qualified applicants submit resumes, in confidence, to: Supervisor of Administration (241) 57 Grand River, New Hudson, Mich. 48165.

EXECUTIVE - secretary to work for Director of Personnel for large international corporation in Bloomfield Hills. Must be mature & flexible. Type 60 WPM, shorthand helpful, some IBM Display Writer III experience a plus. Temporary to go permanent. Salary will be $21,000 plus benefits.

GENERAL - office, file, typists & accounting clerks for 24 mo assignment

LIBRARY - Assistant for research organization in Oak Park, degree preferred or currently enrolled in program. 12 - 20 mos. assignment

DATA - entry people, for long term assignment

TELEMARKETING - positions, all shifts available. Top dollar paid.

Paid Vacations - Benefits
Word Processing Training
NEVER A FEE
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

EXECUTIVE SECRETARY, experienced, must have word processing and computer experience desired. Full time position with tractor dealer. 533-1900

EXPERIENCED OFFICE ASSISTANT for Farmington Hills Child Psychiatrist Start at $5.00 plus fringes, negotiable Must want to adjust to growing practice; do and/or supervise all operations: Payroll, receivables, receipts, schedule, transcriptions, liaisons. Consideration given to top applicants for shorthand and office management experience. Please send resume to Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED
TYPISTS AND
SECRETARIES
* IBM PC *
We are in need of experienced typists and secretaries with any of the following software experience.
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- Wordperfect
- Lotus

We offer TOP PAY, PAID VACATION and MERIT INCREASES. Please call for an appointment.
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(The Courtyard with addresses - 28202-28230)
Southfield
KELLY
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FARMINGTON-FARMINGTON HILLS
Person needed for secretarial duties afternoon & weekends. For information, please call Karla between 8 & 10 a.m. Weekdays at 476-7900.

FAST GROWING company has challenging office position with wide variety of duties. Good math skills a must. Desktop publishing background a plus, plenty of room for advancement. Apply between 8am and 5pm at 13280 Beech Daly

FILE CLERK/RECEPTIONIST
Southfield law office.
Very light job.
354-6641

FILE CLERK
Typing, filing, phone work, flexible hours, car necessary.
646-3500

FREE TRAINING
WORD PROCESSING/CLERK TYPIST
DATA ENTRY
LEGAL OR MEDICAL SECRETARY
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information, call: 545-5380

This Classification Continued on the First Page of Section D

504 Help Wanted Office-Clerical

INSURANCE
CUSTOMER SERVICE TRAINEE
Our expanded home office is seeking qualified individuals to be trained in issuing & servicing a variety of insurance products. These non sales professionals interact with both agents & policy holders thru correspondence & the telephone as well as in person.
We require excellent interpersonal, analytical, math & communication skills. College course work, customer relations or insurance experience is helpful.
Maccabees Mutual offers a starting salary of $10,700 with programmed advancement to the mid-teens plus excellent benefits such as paid health care & tuition assistance. If interested send your resume or apply to Personnel Manager
MACCABEES MUTUAL
LIFE INSURANCE COMPANY
25800 Northwestern Hwy.
Southfield, MI 48037-2165
Equal Opportunity Employer

SECRETARY
Guardian Industries is seeking a Secretary for its corporate offices. Responsibilities are diverse and include heavy typing of Administrative correspondence and technical specifications and standards, expense report analysis, filing, and other administrative assignments.
Applicants must have several years of secretarial experience. A word processing background is required. For confidential consideration, please forward a resume and salary requirements to Robert Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI 48167
*An