504 Help Wanted Office-Clerical

APPLY TODAY

SWITCHBOARD
(Hennepin)
(Horizon)

CLERK TYPISTS
45-3wpm

SENIOR TYPISTS
65 WPM

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

Somebody Sometime
Temporary Help
Livonia 477-0900

Are You Looking For A Job?

J. Martin Temporary Plus
Is Looking For YOU
Be first on our list as expansion creates new opportunities

IMMEDIATE OPENINGS
- Executive Secretary $22,000
- Office Manager $19,000 (Livonia)
- Corporate Bookkeeper $16,000
- Marketing Secretary $15,000
- Sales/Data Entry $15,000
- Receptionist $15,000
- Collections $13,000 (promotional opportunities-Dearborn)
- General Office/Clerical 5 open (Taylor)

Temporary & Permanent Placements
Clerical & Professional Fields
CALL US TODAY
313-994-1244
ART GALLERY
ASSISTANT ADMINISTRATOR
Must have strong art history and secretarial skills. Salary commensurate with experience Mr Henry, 963-3053

Assignments To Utilize Your Skills!

- Sr. Typist (with or without Shorthand)
- Jr. Typist
- Switchboard Oper. (all models)

Temporary Assignments in Livonia, Southfield & Plymouth
Call Now For Appointment

General Management Service
14700 Farmington Rd. Livonia
Heritage Commons
Suite 104
427-7660

ASSISTANT BOOKKEEPER-Must be familiar with all phases of bookkeeping and must have one year or more of experience. Must be able to type. Southfield area Call Sylvia, 966-3223

BIRMINGHAM based firm is looking for a Receptionist who is ambitious and can handle sophisticated office equipment. Please send resume to PO Box 46, Birmingham, MI 48012

504 Help Wanted Office-Clerical

ASSISTANT PROOFREADER
Requirement is for an individual with an excellent English grammar background to proof balance sheet, financial statements, proposals and special reports. Applicant should also have good organizational abilities, be willing to accept additional responsibilities, such as reconciling telephone bills, binding and distributing special reports and relieving on the switchboard/reception desk. Please send resume in confidence to P.O. Box 2236Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Affirmative Action Employer
An Equal Opportunity Employer

Attention:
- Typists
- Word Processors
- Secretaries
- Data Entry
- Clerks

Turn your skills into $$$ now. Working as a S.S.I. temporary can provide you with top pay, interesting assignments and valuable work experience. Immediate openings. Bonus plan.

- NO FEE
- CALL NOW

Farmington Hills	855-8910
Southfield	569-7500
Livonia	525-0330
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

ATTORNEY in Wayne firm with train secretary for his office. Prior experience not required, typing and spelling skills are Starting wage $4 per hour with regular increases in future. 525-4343

BOOKKEEPER/ACCOUNTANT
Accounting Firm seeks experienced full charge Bookkeeper. Bloomfield Hills. 338-5555

BOOKKEEPER - Archibald's Restaurant in Birmingham looking for an experienced bookkeeper. Call Paula between 8am-3pm. 642-9100

BOOKKEEPER ASSISTANT
Very fast-paced office in Farmington Hills. Mature, non smoker. Computer data entry. Excellent benefits. Send resume to Lanstaff, Inc., P.O. Box 242, Troy, MI 48099

504 Help Wanted Office-Clerical

BILLING CLERK/TYPIST
Excellent working conditions, in Troy
362-2610

BILLING CLERK
for automotive related manufacturing company in Canton. Full time entry level position in data processing/accounting department. Requires sharp initiative, detail oriented individual with good clerical skills. Will prepare sales billing & billing documents & perform general office & accounting activities. PM experience a plus. We programming required. Send resume & salary history to: Lindsay & Patrick Mfg Co., 8595 Ronda Dr., Canton, MI. 48187.

BILLING PERSON/TYPIST
Good math & calculator knowledge. 3-5 years experience. Typing 65 WPM. Good benefits. Send resume only to Associated Hospital Processing Facility, 416 Ottawa, 16665 Linwood, Detroit, MI 48235

RED WING TICKET WINNER

James Dermody
38675 Rhonswood Ct.
Northville

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, February 18, 1986 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

BOOKKEEPER full charge thru trial balance, payroll taxes. General office procedures. Part time. Farmington. Interior Design firm. Top wages. 626-7373

BOOKKEEPER
Fast-paced employee benefit administration organization seeking strong full charge bookkeeper. Birmingham location. Excellent benefits/salary commensurate with skills & experience. Send resume to Personnel Manager, 30700 Telegraph, Suite 4041, Birmingham, MI 48010

BOOKKEEPER
For Southfield CPA firm. Experienced in sales tax, payroll taxes & general ledgers. Call Jan 352-3220

BOOKKEEPER - FULL CHARGE
Computerized system, requires hard-working, self-motivated individual capable of seeing what needs to be done and doing it. Medical Office area. Call Jackie Still between 2 & 4pm. 641-6010

BOOKKEEPER FULL CHARGE
Full or part time, pay negotiable. Must be experienced with some computer background, payroll knowledge, accounts payable & receivable. Insurance agency experience most valuable. Send resume to Box 139, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Novi area manufacturer needs person experienced in A/R and A/P through trial balance, payroll and inventory. Computer experience a plus. Send resume and salary requirements to Mr. Brown, P.O. Box 767, Novi, Michigan 48050

BOOKKEEPER SECRETARY
Experienced through trial balance, administrative general 1 girl office, 3 - 4 days. Southfield. 351-2359

BOOKKEEPER/SECRETARY
For one person real estate investment office. Knowledge of pegboard system, varied & interesting work. Must be experienced. W. Bloomfield area.
Ms Stewart: 855-1545

504 Help Wanted Office-Clerical

BOOKKEEPER - Full Charge. Part time. Small office in Southfield. Experience with computer. Send resume to box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL-CHARGE
thru Financial Statements. Computer experience required. Requires sharp initiative, detail oriented individual with good clerical skills. Will prepare sales billing & billing documents & perform general office & accounting activities. PM experience a plus. We programming required. Send resume & salary history to: Lindsay & Patrick Mfg Co., 8595 Ronda Dr., Canton, MI. 48187.

BOOKKEEPER
Experienced in any phase of bookkeeping for temporary assignments. Good pay/close to home 967-4150
QUALITY PERSONNEL

BOOKKEEPER
Thru Trial Balance for Property Management Dept., downtown Detroit location. Some experience in computer helpful. Submit resume to M. Horstal, Lambrecht, 2300 Penobscot Bldg., Detroit, Michigan 48226.

BOOKKEEPER/TRAINEE
Manufacturing plant in Wayne is looking for dependable & very dependable person to train into bookkeeping position. One semester high school bookkeeping required. 326-1407

BOOKKEEPER. Full Charge through Trial Balance. Data processing & legal office experience preferred. Part time. Birmingham area. 333-7929

BOOKKEEPER, 30-40 hours. Payables, General Ledger. Entry-level. Farmington area. 476-7460

BUSY SOUTHFIELD OFFICE needs dynamic individual to fill clerical position. Good typing & experience is a plus. Good opportunity for self-motivated individual. Benefit package available. 827-7560

CALL US TODAY!

CRT OPERATORS
BOOKKEEPERS
CLERK TYPISTS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

Long and short term assignments in your area. Skills up benefits.

ENJOY TOP PAY
SCHOLARSHIP PROGRAM
PAID VACATION

Call today for more information

353-4420
Personnel Pool
NEVER A FEE

CAREER STARTER
100 year old firm seeking promotable people! Great benefits! Super location! Some office experience & plus. To $5.50 per hour to start. Fee paid. 399-3450.
SNELLING & SNELLING

CASHIER
National corporation needs Secretary to start immediately. Collections by phone and general office work - full time. 557-4733

CASHIER/RECEPTIONIST
Full time/part time for busy retail store in Birmingham 646-2103

CASHIER - Switchboard Operator. Experience preferred but not required. Please call for appointment, Jim Miller, Bob Jeannotte Pontiac, Inc. Plymouth. 453-2500

504 Help Wanted Office-Clerical

ELIAS BROTHERS

WORD PROCESSOR

Elias Bros. Restaurants, Inc. is currently seeking an experienced Word Processor for their main office legal department. Qualifications must include - typing 65 wpm, shorthand 60 wpm, and dictaphone experience. Knowledge of legal terminology and Lanier word processors is preferred. Salary commensurate with experience. Full benefit package is offered. Apply in person Mon. thru Fri., 10-4 p.m., or submit your resume for immediate consideration to:

ELIAS BROS. HEADQUARTERS
Personnel Office
4199 Marcy
(Ryan Rd., 1 block S. of 10 Mile)
Warren, MI 48091
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ATTENTION
DISPLAYWRITE I, II OR III WORD PROCESSING TYPISTS

One of our major customers in the Southfield area has an immediate need for 7 Word Processing Typists to work the afternoon shift (4pm to midnight). We also have 4 openings for the day shift.

If you have Displaywrite I, II or III Word Processing experience, please call Kelly Services in Southfield for an appointment/interview

CALL NOW!
352-5220
28222 Franklin Road
(The Courtyard with addresses 28202-28230)
Southfield

KELLY SERVICES — The Kelly Girl® People

Not an agency; never a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

ISN'T IT TIME FOR A CHANGE
THEN SWITCH TO SUPPLEMENTAL STAFFING, INC.
- TYPISTS • WORD PROCESSORS
- SECRETARIES • DATA ENTRY

We can offer you top pay, interesting assignments and valuable work experience. Don't settle for second best...call S.S.I. TODAY.

Never A FEE

Southfield 569-7500
Livonia 525-0330
Auburn Hills 373-9904
Detroit 963-2290
Sterling Hgts. 977-5740
Farmington Hills 855-8910

SSI SUPPLEMENTAL STAFFING, INC.
The Temporary Help People

504 Help Wanted Office-Clerical

SECRETARIAL OPPORTUNITIES

Coldwell Banker...America's largest full service real estate company is coming to Metropolitan Detroit. We currently have a Ground Floor Opportunity for two secretaries with real estate experience and the following skills preferred:

1. Advertising Lay Out and Design
2. Multi-office Bookkeeping Knowledge
3. Relocation Experience
4. Good Typing and Shorthand Skills

Please send resume in confidence to:

Terry Valente
Coldwell Banker Real Estate
400 West Maple, Suite 200
Birmingham, MI 48011

We offer base salary and full company benefits.

A MEMBER OF THE SEARS FINANCIAL NETWORK
COLDWELL BANKER
The Home Sellers
Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACRO Announces

CLERICAL OPPORTUNITIES IN THE LIVONIA AREA

ACRO is a leading supplier of technical personnel at G.M. We are proud to announce that our company now has temporary placement services to include long and short term positions are available NOW for:

- Clerks
- Typists
- Data Entry/CRT
- Word Processors
- Secretaries
- Bookkeepers
- General Labor

We offer:
- Top pay
- Benefits major medical
- Bonuses
- No fee

Call today for an appointment
591-1100

ACRO TEMPORARIES Ahead of the Rest

504 Help Wanted Office-Clerical

CAREER ORIENTED PEOPLE

Are you busy enough? Challenged enough? Paid enough? If you are presently a dissatisfied temporary, MANPOWER TEMPORARY SERVICES invites you to come by for a visit. You'll find more than one reason to make the switch to MANPOWER.

At MANPOWER you are never charged a fee or treated like (just another temp). You'll be treated with the respect you deserve as a professional office worker & not only receive free word processing & PC training but an extra top dollar for your skills while earning benefits. If you have experience in word processing, dictaphone, switchboard & data entry call us now.

MANPOWER
TEMPORARY SERVICES
Southfield - 353-8784
Job Line - 965-JOBS

SOUTHFIELD mortgage company has immediate need in our servicing department. Experience preferred. Call Gerry Barr. 355-9200, Ext. 233

CLERICAL

A growing mortgage corporation is seeking individuals for immediate clerical openings. Qualified candidates must have accurate typing skills, good math aptitude & the ability to operate a 10 key calculator. Previous general office and/or mortgage banking experience preferred. Positions are available at our corporate headquarters in Southfield Salary commensurate with experience. Excellent benefit package. For appointment call between 10am-3pm, 358-2300, or send resume to:

Bloomfield Mortgage Corporation
P.O. Box 02290
Birmingham, Michigan, 48012
Attention Personnel Department

Equal Opportunity Employer

CLERICAL ASSISTANT
Farmington Hills
Small property management office. Call 476-7230

CLERICAL ASSISTANT - position currently available for a part-time clerical assistant in our sales office located in Birmingham. Responsibilities include - filing, handling incoming and outgoing telephone calls, assisting sales rep with order entry. Candidate should have good typing (40 + wpm) Requires 8 hours day, 5 days week. For interview appointment, please phone Betty, Moore Business Forms. 348-3050

CLERICAL
Company located in downtown seeks person with good math & 55WPM typing ability. Accounts receivable or payable experience helpful. Free parking, life insurance & Blue Cross. $200 a week to start with schedule increase. Reply to Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - ENTRY LEVEL
Fitness USA Health Spas Corporate Headquarters in Southfield has full-time clerical positions open for individuals who enjoy a accuracy, are fast and enjoy working with detail information. We will consider training. Good starting salary with increases based on performance. Fully paid health, dental & life insurance plus holidays and annual vacations. Call Ann, 557-4200

CLERICAL FOR BUSY OFFICE
Looking for well motivated person with flexible hours. Duties include; typing, filing & phone skills. Organization and accuracy are a must. Call between 8am - 4pm, Mon thru Fri. 425-2155

CLERICAL for growing Farmington Hills Insurance Agency. Strong knowledge of personal & commercial coverages. Benefits 626-9735

CLERICAL for small office. Answer phone, file, math, part or full time available. Ideal for homemaker. Apply Tues 1-3pm. 32614 Mill Rd. Madison Hts.

CLERK TYPIST
Experienced, excellent phone skills, for busy O'Leve, related to insurance industry. Typing 55-60 WPM, filing & general office skills required. Word processing/computer experience a plus. Pleasant phone manner. Send resumes to: Leslie Johnson Co., 755 W. Big Beaver, Suite #1215, Troy, MI., 48084.

CLERK TYPIST - immediate opening in W Bloomfield area. Excellent typing, math & communication skills. Starting salary $200 per week. Hours 8:30am-5pm. Call 682-0646

504 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) 358-0060

KELLY SERVICES IS ON THE MOVE!

And we have immediate need for...
- Data Entry Operators
- Switchboard Operators
- Word Processing Operators (experienced)
- Secretaries
- Receptionists
- Typists
- Clerks

Earn good pay and work the assignments of your choice at top companies.

Please call immediately for an appointment. Monday-Friday, 7:00am to 5:30pm.

642-9650/338-0338
2000 N. Woodward Avenue
Bloomfield

KELLY SERVICES, INC. — The Kelly Girl® People

Not an agency, never a fee.
Equal Opportunity Employer M/F/H

ATTENTION
TYPISTS 60+wpm

Kelly Services has immediate assignments in the Southfield area for accurate typists of 60wpm or more.

Work for a Top Fortune 500 Company!

Please call for an appointment/interview!

352-5220
28222 Franklin Road
(The Courtyard with addresses 28202-28230)
Southfield

KELLY SERVICES — The Kelly Girl® People

Not an agency, never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERICAL
General office experience. Typing 55 WPM. Farmington Hills. Call between 9am-3pm: 476-5700

CLERICAL
Growing wire and cable products fabrication requires liaison individual to work with Engineering and Purchasing. Requires knowledge of PC usage, able to set up and maintain engineering library, interface with vendors. Excellent opportunity and benefits. Send resume with salary requirements in confidence to: Box 976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP NEEDED

Put your clerical skills to work full time or part time. We have all phases of clerical assignments. Work in your area. TOP PAY!

Call:
Employers Temporary Service

No Fee
Ask for Debbie
425-2700

CLERICAL HELP, full time, needed for growing Southfield company. Individual should have good typing skills and be self motivated. Competitive salary and benefit package. 827-7340

CLERICAL HELP NEEDED

Put your clerical skills to work - immediate long and short term assignments available.

BENEFITS

Call TODAY for Appointment

NORRELL SERVICES, INC.
Temporary Help Specialists
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

CLERICAL - PART TIME
12-15 hours per week. Telex, phones, typing and filing. International traffic export & import. Southfield 559-0350

CLERICAL
PART TIME

Our growing corporation is seeking an individual with excellent communication skills, accurate typing of 50 plus wpm and good spelling ability, to work part time in our corporate offices. Duties include receptionist duties, typing of letters, memos, etc., filing and various other general clerical assignments. A familiarity with a Wang processor is a definite plus. Benefits are included. We are offering flexible hrs. between 8:30am and 5:30 pm Mon. thru Fri. Qualified candidates should apply Tues. thru Thurs. 9-11 am or 1-4 pm at:

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL POSITION. Garden City. Answer phones, accurate & neat typing, strong spelling. Bookkeeping helpful, will train. Call Mon thru Fri. 531-8340

CLERICAL/RECEPTIONIST
Full time position in fast paced, congenial office for organized person. Good office skills, some computer knowledge helpful, excellent benefits, must be experienced. Oak Park area. Call Barbara at: 398-4543

CLERK TYPIST
Excellent opportunity for 1 intelligent Clerk Typist for Michigan and California foreclosure sections of Birmingham law firm. Word processing experience helpful. Good typing skills required. Immediate openings. Call 540-3701

504 Help Wanted Office-Clerical

CLERICAL/ SECRETARIAL Positions Available

Turn your valuable skills into top pay. We offer the kind of experience that can get you that top job. Work at different medical facilities throughout the Metropolitan area.

If you're interested in "getting ahead" and have typing skills of 45+ WPM, call us today!

TEMPORARY PROFESSIONALS
443-5590
NO FEE/BONUS PLANS

CLERICAL Work - Part time, typing, filing, phone. Flexible hours, office experience helpful. Send resume to P O Box 334, Novi, MI., 48050.

CLERICAL - 2 POSITIONS
One Part-time, another full-time preferred. The other is Filing & Legal Clerical, part-time/full-time. Good working conditions. Dearborn. Call Jim, 643-9440

CLERK

Position available for our general services department. Duties will include processing and delivering mail, distribution of supplies, and a good record keeping for Metro-area delivery. Starting wage of $4 hour.

We offer a comprehensive benefit package, including dental insurance. Interested candidates should submit letter and/or resume to:

BOX 392
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft
Livonia, Michigan, 48150

An Equal Opportunity Employer

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
Challenging position for individual who has 1-3 years experience in general office work. Typing speed of 50-60wpm. Good communication skills & strong figure aptitude.

Position offers a good starting payrate and many company paid benefits including free parking & merchandise discount. Qualified applicants should call Mrs. Mizes at 832-6404

Winkelman's
An Equal Opportunity Employer

CLERK/TYPIST
Position available full time. Good telephone manner essential. Reply to: Palmer Moving & Storage Co., 1900 Stephenson Hwy., Troy, MI 48083

COLLEGE TRAINED part time clerical help wanted, typing & telephone skills required, must be available to work days, evenings & weekends. Southfield area. 569-5310

Contemporaries

We have all types of clerical temporary assignments in the area of Downtown, Detroit, Southfield and Troy.

- SWITCHBOARD
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS

BENEFITS NO FEE
583-4858
Subsidiary of Dorsey Business School

CUSTOMER SERVICE
We are looking for a well-organized, self-motivated person. Good communication & math skills needed. Minimal typing common sense & desire to work independently - more important than experience. Reply to: Box 316, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE REPRESENTATIVE

Excellent opportunity with growing co in the reprographic industry. Primary duties will be telephone customer contact & order entry. The right candidate must have good telephone & secretarial skills. Must be flexible with the ability to adapt to priority demands. Excellent benefits package. Apply in person at:

Precision Coatings Inc.
9120 Goddie, Walled Lake.

DATA ENTRY/CLERICAL CRT Operator for workers comp. claim office. Some clerical work. Good benefit. Southfield area. Call Kathy Hartman, 355-3000

DATA ENTRY OPERATOR - full time position, excellent benefits. Utica area. 254-1810

DATA ENTRY - Part-time, days or evenings on an IBM PC XT accounting system. Birmingham location. Call Anthony Tragas. 258-2700

DATA ENTRY - PART TIME
Will train. Typing experience necessary. Top furniture store located in Southfield. For appointment. 355-4180

DATA PROCESSING/KEYPUNCH Operator for Birmingham CPA firm. Some accounting experience helpful. Competitive salary, excellent benefits. Reply in confidence to: Hermes, Allen & Latka, 30200 Telegraph Rd., Suite 165, Birmingham, MI 48010

DATE INPUT CLERK
For Southfield law firm. General office experience required including switchboard relief. 355-1611

504 Help Wanted Office-Clerical

DICTAPHONE TRANSCRIBER
Excellent Benefit program. Southfield area. Ohio Casualty Insurance Co., call Mr. Nagy, 948-1916.

DISPACH CLERK
Needed for afternoon shift. Presently 2:30pm-10:30pm, 40 hrs. 11 pm. May become full time. Must have excellent calculator skills, accurate, detailed clerical ability preferable. Referral fee if necessary. Apply at 7 UP, R.C. Cola, 5301 Allen St. (corner of Detroit), 12201 Beech Daly Rd., Redford. No phone calls please.Equal Opportunity Employer M/F/H

DISPATCHER/SECRETARY
Growing company seeking mature individual for dispatcher with computer experience. Requirements are: excellent phone communications, typing & filing skills, self starter, hardworking, motivated, knowledgeable of Detroit Metro area. Hours 8am-5pm, Mon thru Fri. We offer excellent benefits plus busy cheerful environment. For interview please call Diane at:
Diversified Products, Inc.
26144 Haggerty Rd
Farmington Hills, Michigan 48024
476-6455

DO YOU NEED A JOB?
We need 30 clerk typists. Changing long & short term assignments, some overtime during peak periods. These assignments are located in Southfield, Royal Oak, Auburn Hills, Troy & Pontiac. Merit increases plus bonuses plus call for a personal interview.
SOUTHFIELD
PONTIAC 559-1878 333-2433

VICTOR
TEMPORARY SERVICES
M/F EOE

EARN GOOD PAY THE KELLY WAY!

Kelly Services, a proven leader in the temporary help industry, has immediate assignments in the following areas:

- Secretaries (with/without shorthand)
- Word processing Operators (experienced on Wang or IBM PC, any software)
- Data Entry Operators
- Typists (45wpm)
- Receptionists
- Switchboard Operators

Kelly is ready to put you to work on both long and short term assignments. Right now we have assignments in the Farmington, Farmington Hills and Novi areas. For further information, please call:

553-7820
34115 W. Twelve Mile Rd.
Suite 155
Farmington Hills

KELLY SERVICES — The "Kelly Girl" People

Not an agency; never a fee.
Equal Opportunity Employer M/F/H

ENTRY LEVEL CLERK
Fast growing leasing company in Livonia seeks individual for busy credit department. Position requires good telephone skills with heavy customer contact. General knowledge of office procedure helpful. Competitive salary & good benefits. For consideration, please send resume to:
J. Egan, 17921 Stark Rd., Livonia, Michigan 48152. (No phone calls please.)

ENTRY LEVEL CLERICALS
$10-$13,000 FEE PAID
Suburban companies have openings for Receptionists, Typists, and General Office. 1 year office experience and typing of 55 wpm. required. Shorthand, word processing or computer a plus. Top benefits and good advancement opportunities. Call Mary, 478-5060.
SNELLING & SNELLING

FARMINGTON-FARMINGTON HILLS
Person needed for secretarial duties at terncons & weekends, for information please call Karla between 9 & 10 a.m. weekays at 476-7900.

FILE CLERK - Birmingham law firm, some office experience preferred. Full time. Full benefits. 644-5800

FILE CLERK
Busy Southfield Law Firm
Minimum Wage
Carol 352-1552

FILE CLERK
Desired for our worldwide headquarters located in Southfield to file order forms and maintain files. The individual will also assist in other areas in cases of backlog or emergency situations. The position requires an individual with the ability to work in a fast paced environment and type a minimum of 30 wpm. Excellent benefit package. Please send resume to: P. O box 2327, Southfield MI 48037

FILE MAINTENANCE CLERK
Troy law firm. Part time position. Mon. thru Fri. Must have office experience. Send resume & salary requirements to: PO Box #334, Troy, MI. 48099

FINANCE CO. needs person for Credit Investigation. Processing, some data typing & various office duties. Salary commensurate with experience. Send resume to: A.A.C., 32900 W. 12 Mile, Southfield, Mich. 48076 - Attention: Personnel

504 Help Wanted Office-Clerical

ELIAS BROTHERS
RESTAURANTS

EXECUTIVE SECRETARY

Elias Bros. Restaurants, Inc. is currently seeking an Executive Secretary for our main office. Qualifications must include - typing 65 wpm, shorthand 60 wpm, good organizational skills, pleasant professional phone manner. Secretarial experience and word processing is preferred. Salary will commensurate with experience. Full benefit package is offered. Apply in person Mon. thru Fri., 10 a.m. to 4 p.m., or submit your resume for immediate consideration to:

ELIAS BROS. HEADQUARTERS
Personnel Office
4199 Marcy
(Ryan Rd., 1 block S. of 10 Mile)
Warren, MI 48091
Equal Opportunity Employer M/F

CLERICAL

Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing of 40-50 WPM, excellent written & verbal communication skills, good math aptitude & the ability to operate a calculator efficiently. Individuals must be able to work under pressure & independently with little supervision. Previous general office and/or mortgage banking experience is preferred. Overtime is required. We have 2 positions on our afternoon shift (from 11:45 a.m.-8 p.m.). We offer a complete benefit package. Qualified candidates should apply Tues. thru Thurs. 9-11 a.m. or 1-4 pm. at:

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018

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

504 Help Wanted Office-Clerical

Excellent Opportunities
For
- Clerks
- Data Entry Operators (10-key pad style)
- Typists (50 to 60 wpm)
- Receptionists
- Recepticionists
- Switchboard Operators

Immediate Openings

Kelly Services would like to show you the many advantages of joining our team. If you are interested in working temporary assignments in the Livonia, Westland and Plymouth areas, call today!

522-4020
Livonia
522-3922
Livonia
453-2211
Plymouth
729-1040
Westland

KELLY SERVICES — The "Kelly Girl" People

Not an agency; never a fee.
Equal Opportunity Employer M/F/H

FREE TRAINING

WORD PROCESSING/CLERK TYPIST
LEGAL OR MEDICAL SECRETARY

Excellent opportunity for qualified low income Oakland County residents in trials for a rewarding career. For more information, call: 645-5353

FULL TIME Billing person for busy Westland clinic. Full fringe benefit package. Salary commensurate with experience. Send resume only to General Manager, Box 256, 29214 Orchard Lake Rd., Farmington Hills, 48018

FULL TIME - entry level position open for accounting assistant - duties include payroll on IBM System 34, misc. clerical duties. 19 Mile & Inkster, some typing, etc. Farmington Hills area 471-1366

FULL-TIME POSITION
Publishing Co. seeking a reliable person to train for Mail Room Operation. Typing experience necessary, will train for Data Entry. Good benefits. Apply Typing, ex: 29614 Southfield Rd., in Woodfield Office Park (N. of 12 Mile Rd).

FULL TIME position available in our Engineering Department. Position will involve typing, entering data into our computer system and general bookkeeping. Willing to train individual. Must be detail oriented. Accepting applications Monday, Feb. 17 thru Wed. Feb. 26 at:
AMERICAN VAZAKI CORP.
5700 HAGGERTY ROAD
(Haggerty & Warren Rds. Area)
CANTON, MICHIGAN

IMMEDIATE OPENING
Entry level clerical position consisting of heavy typing, verbal, general office duties. Send resume to: Office Manager, P. O. Box 5471, Southfield, MI. 48086.

GENERAL OFFICE DUTIES
With some computer knowledge. Experienced. Full time. Southfield Area. Ask for Harry Kessler: 352-1066

GENERAL OFFICE POSITION
Full & part time. Apply mail, general. Mon-Sat at Mitsubishi, 313 Main St., Rochester.

GENERAL OFFICE - Sharp individual for busy & productive office. Good general office skills & customer interaction desired. Please respond, with resume, to: General Manager, Scout Co Equip, P.O. Box 1272, Auburn Hills, MI. 48057

GENERAL OFFICE POSITION for fast growing agency full time Mon. thru Fri. Must be flexible, have good communication skills, typing, word processing ability & able to work independently. Good benefits. Send resume & salary requirements to Diane, P O Box 1127, Berkley, MI 48072
An Equal Opportunity Employer

This Classification continued on the First Page of Section D