504 Help Wanted Office-Clerical

ATTENTION
Norrell Services Inc., the fastest growing temporary service specializing in word processing businesses nationwide, has openings for word processing professionals. We are looking for congratulations in the Dearborn/Detroit Metropolitan areas

If you are PC compatible/dedicated word processing professional, we are interested in talking to you. We offer profit sharing, paid vacation, holiday pay, stock option plan, and much more. If you are interested in working at the excellent company, please call us for an interview.

NORRELL SERVICES INC
593-3703

ADMINISTRATIVE SECRETARY - Long term Challenging assignments for individuals with excellent secretarial skills Word processing knowledge helpful

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

SWITCHBOARD/RECEPTIONIST - Outgoing personality needed to handle busy switchboard. Experience on any of the following Rolm, Dimension, Horizon, ITT, AT&T

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

IBM PC OPERATOR - training or experience required for various long term assignments Dependability a must!

MEDICAL 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 'Ahead of The Rest'.
NEVER A FEE.

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610

Ahead of The Rest

ADMINISTRATIVE ASSISTANT
Our Birmingham dealership is seeking an exceptional person who is warm, health centered, enthusiastic. We value superior oral & written communication skills, organization, & an aptitude for learning. While previous experience in dentistry is not necessary, experience in accounting, computers, & appointment control will be a plus. Please include with your resume a letter which will give us a petal of your individuality, values & aspirations. We look forward to your reply. Send resume to Box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING
Sales promotion, inside sales, must possess all other skills. Intelligent with good personality, a good opportunity, Farmington Hills area. 851-2590

ALARMING SITUATION - Needed 1 mature person for alarm company. Flexible hours, apply in person 11am-5pm 21615 W 9 Mile, 4 Mile E. of Lahser.

ALL CLERICAL SKILLS
NEEDED IMMEDIATELY
LONG & SHORT TERM ASSIGNMENTS AVAILABLE
BENEFITS
Call for appointment
NORRELL SERVICES INC.
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

AN IDEAL JOB
Immediate Openings
Secretaries
Word Processors
CRT Operators
Typists
Receptionists
You design your work schedule. Many long and short term assignments in your area. Top pay plus paid vacations.
CALL TODAY
353-4420

Personnel Pool
H & R Block Co.
NEVER FEE

ANN ARBOR PLYMOUTH
Secretarial openings.
● Top Salaries
● Outstanding Benefits
● Promotional Ability
ALL FEES PAID
PERSONNEL SYSTEMS 459-1164

ANSWERING TELEPHONES, light office and typing. Reliable, pleasant and bright. 4 days. Farmington Hills. 478-7121

A/P CLERK
Organized self-starter needed for checking invoices, coding bills, filing, and special projects. CRT experience required. Excellent compensation package. Send resume to: Marti Otto,
Michigan Bell Resources,
Village Green Management Co.,
30833 Northwestern Hwy., Suite 200,
Farmington Hills, MI 48018.

A/P-PAYROLL CLERK
FAST PACED ACCOUNTING firm, high tech manufacturing firm in Farmington Hills is seeking A/P Payroll Clerk. Desired qualifications are, 3 years experience in A/P & Payroll with computer experience. Prefer an associates degree with some college accounting. Send resume with salary requirements to, A/P Supervisor, P.O. Box 2579, Farmington Hills, Mich 48018.

APPLY TODAY
Word Processors
(All Kinds)
CLERK TYPISTS
55-3-wpm
SENIOR TYPISTS
45 WPM
Our service has immediate temporary openings in the Livonia, Farmington Hills & Southfield areas for these top monthly experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900
Southfield 272-8500

ATTENTION:
TYPISTS
SECRETARIES
DATA ENTRY
If your have experience -
We have Jobs!
Top Pay, No Fee
Downtown 963-5050
Southfield 569-1878
Pontiac 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

504 Help Wanted Office-Clerical

Are You Looking For A Job?
J. Martin Temporaries Plus
is Looking For You
Be first in line for the expansion creates new opportunities
IMMEDIATE OPENINGS
● Executive Secretary $22,000
● Office Coordinator $22,000
● Bookkeeper $19,000
● Personnel Assistant $18,000
● Marketing Secretary $18,000
● Sales/Data Entry $18,000
● Receptionist $16,000
● Collections $12,000
● General Office/Clerical $ open
Temporary/Permanent/Contract
Clerical & Professional Fields
CALL US TODAY
522-3580

Attention:
● Typists
● Word Processors
● Secretaries
● Data Entry
● Clerks
If you have the skills, we have the jobs! Let S.S.I. get YOU into the work force now. We offer top pay and valuable work experience. Never a fee, bonuses.
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

A SECRETARY - word processor with IBM/Lexington writer or IBM 5520 experience for Milford area contract position, top skills/high pay 357-0034

AUTO BILLER
Experience preferred. Excellent benefits. Town and Country Dodge. Ask for Cheryl 474-4180

AUTO DEALER in Brighton area needs Cashier. Full-time. Experience preferred. Apply to Box 543, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AVAILABLE
FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp. who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career as a word processing secretary (Very special) in computer accounting (Southfield location. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ma Smith, at 645-3924
LAST IMMEDIATELY.
CLASSES STARTING VERY SOON.

BANKING/MORTGAGE BANKING
Southfield based mortgage company seeks experienced individuals with banking/mortgage banking background Call Paul Geyer 353-2136

BILLING CLERK - experienced, full time position for someone with clerical material handling distributor. Good typing skills a must. Salary commensurate. Resume to Ms. Neuman, P.O. Box 217, Dearborn, MI 48126

BILLING CLERKS
Temporary day positions available. For details call
GARDEN CITY HOSPITAL
421-3300 ext. 277
An Equal Opportunity Employer

BILLING CLERK, Part Time
Bloomfield Hills law firm needs sharp person for computer billing & greater office bookkeeping work. Some accounting background preferred Hours - 12:30pm to 5:30pm, Mon. thru Fri. 1?????? 610-9100, ext. 206

BILLING CLERK
Moving and storage company seeks mature individual to handle various accounting jobs such as petty cash, payroll and various other bookkeeping duties. Interested parties should send resume or call: Forrest Walker at
334-4180 39 Featherstone Rd., Pontiac, MI., 48054

BILLING DEPT. Moving & storage company is seeking an experienced person to handle billing in a busy office. Call and ask for Connie 398-8333

BIRMINGHAM LAW OFFICE
Typist/word processor. Full or part time. Will train.
Call 642-5474

BIRMINGHAM real estate development company needs Receptionist/Switchboard operator with typing of 45 wpm. Previous experience required. Contact Pat Wilkowski, 646-8700

BOOKKEEPER ASSISTANT
for Southfield law firm. Good typing skills needed. Contact Debbie Bradford at 355-1000

BOOKKEEPER ASSISTANT
Immediate opening in busy office for someone mature, experienced in bookkeeping, supervisory experience helpful, typing, good phone communication skills. Hours 8am-5pm, Mon. thru Fri. Benefits. For interview, call Diane at
Diversified Business Prod
26166 Haggerty Rd.
Farmington Hills, MI 48024
476-6655

BOOKKEEPER
Experienced full time for Troy area business. Candidate should be familiar with all aspects of a manual accounting system. Submit resume, along with salary requirements to Room 761, 13900 Walnut, Southgate, MI 48195.

BOOKKEEPER
Excellent position open for a qualified bookkeeper in well established construction firm located in Farmington Hills. Construction related experience in computer knowledge preferred. Will pay top salary, profit sharing & benefits. Call
THE GARLSON CO
478-3000

BOOKKEEPER for builder's office. Must be experienced in Payboard system, payroll, federal deposits, clerical, computer helpful. Good references, approximately 30 hours per week. Call after P.M., 1-4:30pm. 27565 Ford Rd.(and Inkster), Garden City.

BOOKKEEPER for law firm to organize and maintain computerized billing system. Experience required, data entry and typing skills necessary. Salary and hours negotiable. Send resume to: Sam Bernstein, 4000 Town Center, Suite 1400, Southfield, MI. 48075.

BOOKKEEPER for Birmingham commodities management company. Immediate opening for self-starter in general office. Must be experienced in posting ledgers and preparation of month end financial statements. Salary $12,000 to start. Call Joann 645-2111

BOOKKEEPER - Full charge, experienced in accounts receivable, accounts payable, payroll & quarterly taxes for retail Ladies apparel shop in Northland. Immediate opening. 358-3016

BOOKKEEPER - full charge, 1 person office, small retail chain, full benefits. Call Judge Mon thru Fri. 569-1710

BOOKKEEPER/INSURANCE AGCY
Farmington Hills Casualty Agency is looking for a Bookkeeper with some insurance experience. SAP/PCO knowledge Systems desired. 37½ hours per week. $300. + Fringe. Send resume, with work history, to: Insurance Bookkeeper Position, P.O. Box 2434, Farmington Hills, MI 48018-0434

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge through Financial Statement. Experience must include Payroll, Taxes, computer systems and multi-ledgers for word processing professionals. We offer major congratulations in the Dearborn/Detroit Metropolitan areas

BOOKKEEPER
Looking for journal entry bookkeeper, particular speed is must, experience helpful. The C.A. MUER CORP. is a leader in the business and offers competitive salary & benefits, including dental benefits. We are looking for an individual who takes pride in their work. Apply in person or send resume:
MERIWETHER'S RESTAURANT
24105 TELEGRAPH RD.,
SOUTHFIELD, MICH., 48034

BOOKKEEPER NEEDED for Rochester industrial company. Qualifications are 5 years experience, accounts payable & receivable, payroll taxes, ledger & journal posting. Must be fast & accurate. Salary open. Please send resume & salary required to Sherwood Forest, 4981 Adams, Rochester Michigan, 48064

BOOKKEEPER
part time help needed for small steel co. in Dearborn. Strong bookkeeping skills required. Typing, filing & phone. Call between 3-5:30 pm. 313-5300

BOOKKEEPER - PART TIME
4 to 8 hours per month Private Garden City office. Must know how to balance. Pick your own hours. Send resume & hourly rate desired to: P.O. Box 39051, Redford, MI 48239.

BOOKKEEPER - part time. Busy Bloomfield Hills medical office has opening for an experienced bookkeeper to handle billings. Call Marie at 855-7900 or send resume to P.O. Box 39051, Redford, MI 48239.

BOOKKEEPER - sales trainee, needed for busy tire dealership, only a self motivated need apply. 9765 W. Maple, W. Bloomfield

BOOKKEEPER/SECRETARY
Experienced thru trial balance. Type 50 wpm, pleasant academic setting 37½ hour work week. Lawrence Institute of Technology. Southfield.
354-8100 ext 2306

BOOKKEEPER
Southfield construction firm seeks Full-charge Bookkeeper to work 20-30 hours per week. Must be willing to take on some clerical work. Small, pleasant environment, good compensation. Send resume in confidence to: Mr. Andrews, P. O. Box 691, Southfield, MI 48037

Plasta & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER thru trial balance, 1 person office. Duties will include typing and telephone work. Salary commensurate. 968-6061

BOOKKEEPER
3 days per week, full charge. Experience with computer. Office in Southfield. 354-2166

BOOKKEEPING/BILLING
Must have good skills in bookkeeping, typing and 10 key adding machine. Apply in person. Venoy Continuous Care Center, 1999 Venoy, Wayne, MI.

BOOKKEEPING/EDP. Permanent part time, evenings and Saturdays. Must have good transportation. Troy area. 649-0275

BUSY, professional ad agency is seeking a secretary who is career conscious to assist PR Director & Marketing Director. Advertising background helpful. Typing speed - 45-wpm or more & light computer background. Variety of work at a fast pace. Send your resume to box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER/CLERK
Full time. Above average starting salary. Apply: 7 Eleven store, 28195 Ford Rd., Garden City.

CATERING SECRETARY full time for Southfield Italian Restaurant. Must be self-motivated, detail oriented. Salary negotiable. Resume only to: Director of Catering, Southfield Italian, 17917 W. 9 Mile Rd., Southfield, MI 48075
No phone calls please.

CLERICAL
An aggressive mortgage banker is seeking individuals for immediate clerical openings. Qualified individual must have good math aptitude, accurate typing skills and the ability to operate a 10 key calculator. Previous general office and/or mortgage banking experience preferred. Positions are available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. Send resume to:
Bloomfield Mortgage Corporation
24700 Northwestern Hwy., Suite 200,
Southfield MI 48075.
Attn: Personnel
An Equal Opportunity Employer

CLERICAL/BOOKKEEPER - experienced with IBM PC background, 20-30 hours per week. Responsibilities include setting up accounting procedures. Send resume in box 614 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Company located near downtown seeks person with good math & 35 WPM typing skills. Accounts receivable or payable experience helpful. Free parking, life insurance & blue cross. $250 a week to start with schedule increases. Reply to Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Financial Services
Full-time, day shift position immediately available in our cashier office for a person with 40 WPM, accurate typing skills and 1 year experience to include accounting functions, knowledge of 3rd-party insurance requirements, banking operations and/or billing procedures. Good public contact skills essential.

Contingent position also available for dependable individual interested in working a flexible schedule, to include weekends and holidays on the day shift plus the ability to take full-time days for 1-6 weeks required. Applications accepted Mon. thru Thurs., 9am to 3pm, Employment Office, Fisher Center.

PROVIDENCE HOSPITAL
21250 Hoover Dr.
Southfield, MI 48075
An Equal Opportunity Employer

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
Immediate opening for individual to work at retail office, 13 & Northwestern area, Farmington Hills. Must have good communication skills. Call for appt. ask for Louie. 851-7500

CLERICAL
Insurance agency in Southfield has full time position. Must have good typing & shorthand skills. Excellent benefits. Call 559-0600

CLERICAL PERSON
PART TIME
for Northwest Furniture. Apply in Person. 316 N. Hunter Blvd., Birmingham.

CLERICAL - - Plymouth office. Part time. Flexible person to perform various tasks in a fast paced office environment. Duties include telephone, word processing, etc. Typing 50WPM. Send resume to Wright & Alanor, 41567 Plymouth Rd., Plymouth MI 48170

CLERICAL POSITION - entry level, Southfield area. Typing & math skills necessary. Potential for advancement. Call Shirley. 353-1566

504 Help Wanted Office-Clerical

CLERICAL MANAGER
Retail/Manufacturing Office in the New Center Area is in need of a self motivated, creative, and under direcvidual able to handle administrative duties and supervision. Must have bookkeeping, typing and computer skills. Skills in a person managerial track record. Full benefit package. Send resume to Box 321 (Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/PART TIME
Farrelbell Jewelers personality, Clerical skills. Experience desired. Afternoon hours and some Saturdays. Must be Southfield resident Call 355-3070

CLERICAL
(PART TIME)
We are seeking individuals to work a flexible (9 hrs per week) in our Marketing Division. Responsibilities include numeric filing, computer data entry, typing, CRT input, record keeping & various other clerical duties. Candidates must possess accurate typing of 35-40 WPM, good math aptitude & excellent organizational skills.
NO PHONE CALLS PLEASE
Interested applicants should apply Mon. thru Fri. 9-11am or 1-4pm
Human Resources 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 open for good typist with general clerical duties. Work with insurance policies. Experience helpful

CLERICAL POSITION, full time for fast pace office. typing, filing, reproduction experience preferred. Excellent opportunity with growth potential. Apply in person at Gage Company, 11170 Globe, Livonia

CLERICAL POSITION at Cadillac dealership. 2 years office experience above average typing abilities. Work involves examining insurance estimates, completing warranty information forms. Reading & comprehension important. Salary negotiable. 591-1600 ext 271

CLERICALS
ARBOR TEMPORARIES
NEED YOU!
● Short/long term assignments
● Top pay
● Benefits
CALL 459-1166

CLERICAL/SECRETARIAL - Part-time position in small, friendly, multi-property management office in Farmington Hills. Call for interview 476-7235

CLERICAL
Worker needed full time work days, general office work, typing necessary. Call 313-4200

Clerical
$12,000/Fee Paid
Advance in 100 year old company! New officers! Great benefits! Need good office skills, computer experience.
Call Marion Kaleel
353-1943
An Equal Opportunity Employer

DOCUMENT PROCESSING assistant needed. Must be able to work in fast paced environment. Responsibilities include document preparation & indexing. Data & tele-communication for hi-tech development firm located in Mon thru Fri. 8:30-5:30pm. Send resume or resume to 1090 1st National Bldg. Detroit. 48226

DOWNTOWN
STATISTICAL CLERK
Excellent opportunity available for a person with excellent math aptitude and analytical skills. The ideal candidate must be a self-starter, able to work independently with good organizational skills and be highly detailed in their work. Will consider super sharp person with no experience.

SENIOR CLERK
This position requires excellent general office skills including typing of 55 wpm with experience on IBM PC preferred. Must be able to learn our fast paced billing system and have the ability to work without constant supervision. 2 years general office experience required.

Both positions are available in our downtown Detroit location. Excellent benefits including company paid parking. Interested candidates, should call for application.
965-8600 ext. 422
MICHIGAN
MUTUAL INSURANCE
An Equal Opportunity Employer

EARN TOP PAY!
GMS has immediate assignments for the following skills:
Cr. Typists
Data Entry Operators
Word Processors
Switchboard Operators
Temporary Assignments available in Canton, Livonia & Southfield.
BONUS PLAN
Call Now For Appointment
General
Management
Service
14700 Farmington Rd. Livonia
Heritage Commons
Suite 101
427-7660

ENERGETIC mail room clerk full time for large insurance brokerage in N.W. suburban area. Good typing skills, ability to lift 35 lbs. Excellent benefits, free reserved Mail receiver for Congressman Sander Levin. P.O. Box 2186, Southfield, MI 48086-2186, Att: Executive Director.

ENGINEERING CLERK
Automotive supplier looking for part time clerk to run blue prints, maintain files, light typing, answer the phones, handle the UPS & mail. Up to 6 hours per day, 5 days. Hours flexible.
Troy location.
Call Ms. Information contact engineering secretary at 643-8190

ENGINEERING SECRETARY
Must have excellent experience and skills. Short-hand preferred, engineering terminology and full charge bookkeeping plus. 18-25K. Benefits. Fee Paid.
BETTY HILL PERSONNEL
Southfield Rd. Lathrup Village
424-8470

EXECUTIVE SECRETARY
Immediate opening for experienced individual to work for President of Livonia based manufacturer. Candidate must possess good typing skills, word processing experience and 5 yrs. previous experience. Shorthand is a plus. Excellent pay and benefits. Send resume and salary history/requirements to: Personnel Department, 13600 Otterson Ct., 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 to work in the Birmingham, Bloomfield and Southfield areas.
• Wordstar
• Multimate
• Displaywrite 3
• Wordperfect
• Lotus
We offer TOP PAY, PAID VACATION and MERIT INCREASES. Please call for an appointment.
352-5220
28222 Franklin Road
(The Courtyard with addresses 28202 - 28230)
Southfield
642-9650/338-0338
2000 N. Woodward Avenue
Bloomfield
KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CRT TRAINEES - FEE PAID
Major Firm. Typing & previous experience required. Excellent benefits & growth potential.
Call Employment Center II 540-4150

DATA CLERK
For billing department. Prefer IBM system 36 or 34 experience on shipping and receiving. Good math aptitude. Growing company. Typing and good aptitude skills a plus. Excellent benefits. Reply to Box 2183, Redford, MI 48239

DATA ENTRY CLERK - downtown Detroit firm has opening for a data entry clerk. Computer or typewriter experience but not essential. The successful applicant should be willing to learn, accurate with figures, attention to detail, able to work with minimal supervision. Salary open. Send resume to Box 1090 First National Bldg., Detroit, MI 48226

DATA ENTRY OPERATORS - (30), for contract programming, Southfield area. Bloomfield Hills & Southfield Call Linda 646-7660

DATA ENTRY
We will train you on our IBM System if you are an excellent typist & understand a little accounting. Some experience preferred. Good benefits & opportunity to learn computer technique. Apply in person. 1990 Kirkway (off Field between Beech Daly & Inkster).

Distribution
Secretary
$13,500/Fee Paid!
North suburb! International client! Must speak/write German! Strong office skills, go-getter. 399-3450
SNELLING & SNELLING

DIVERSIFIED POSITIONS
AVAILABLE
RECEPTIONIST
Good telephone manner, neat appearance, 45-50 WPM.
TYPIST
50-55 WPM, detail oriented.
BOOKKEEPING ASSISTANT
Good math skills, 50 WPM, knowledge of office machines.
CLERICAL
45-50 WPM. Good math skills and phone manner, detail oriented.
All positions are full time. Benefits available. Local Southfield location.
Call Marion Kaleel
353-1943
An Equal Opportunity Employer

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General
Management
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Troy location.
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BETTY HILL PERSONNEL
Southfield Rd. Lathrup Village
424-8470

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AT THE
Contemporaries
We have all types of clerical/temporary assignments in the area of Downtown Detroit, Southfield and Troy.
• SWITCHBOARD
(Rolm & Dimensions)
• RECEPTIONISTS
• STENOGRAPHERS
• TYPISTS
• WORD PROCESSORS
• KEYPUNCH
• PERSONNEL Secretary
BENEFITS NO FEE
583-4858
Subsidiary of Dorsey Business School

COURIER
$9,500
Major suburban law firm requires person with good driving record to act as full time messenger. Gas allowance provided. Full benefits. Call Fee.
ALLEN PERSONNEL
525-7870

CRT OPERATOR/SECRETARY
40-wpm typing, some courses in computer science & business. 1 year data entry experience, excellent verbal communication & public relations skills. Responsibilities to take on heavy work load. Must record, verify, enter & update data for mortgage records. Must have good judgment & judgement in searching, interpreting, selecting & coding items entered or extracted from computer. Excellent benefits. Growth potential. Provide some secretarial duties for department. Salary open. City of Detroit residency preferred but not mandatory. Excellent salary, benefits. Please send resume or call for appointments to confidence in box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE/SECRETARY
Excellent opportunity for well organized person. Primary duties include responsibility for assisting and educating customers in the surgical implant equipment business. Must enjoy learner who enjoys 8 fast-paced at work. Accounts typing skills required. New office located in Livonia at Jefferson. Immediate opening. Call Mon., Wed., Fri. 261-6968
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXPERIENCED Accident & Health Insurance Claims Adjuster
Call between 9AM-3PM.
352-8490

EXECUTIVE SECRETARY - type 65 WPM, an shorthand for Birmingham firm, some personnel experience helpful. Call Cathy 646-7660

EXECUTIVE secretary - type 65 WPM. Shorthand helpful, career opportunity, excellent benefits, contract position, salary open. Call Helen 646-7660

EXECUTIVE Secretary to Assistant Superintendent, Farmington Schools. Word processing and/or computer skills preferred. Typing and shorthand required. Call for application and testing by March 14, 1986. 471-6325

EXECUTIVE SECRETARY
Individual to assist president of fast-paced insurance company. Ability to handle pressure sensitive & multi-task. Please call between 9am and noon (no fee) 355-3311, Ext. 17

EXECUTIVE SECRETARY - Livonia based company is seeking an individual who has excellent secretarial skills, meets the public well & is organized. Typing 50 WPM, shorthand helpful, required to function as the assistant to the CEO of a fast paced growing firm. Qualified applicants should send a confidential resume to Box 1, Dept. Crash Inc., 12345 Levan, Livonia. 48150

EXECUTIVE SECRETARY
Immediate need for secretarial skills for mature, organized, experienced individual. Knowledge of word processing, dictation equipment, transcription, filing, typing 50 wpm. Live Vice President. Exposure to accounting/purchase orders desirable. Salary $15K plus with attractive benefits package. Vacation & current salaries will be considered. Forward resume to Personnel Manager, Dept. First National Monetary Corp., 31815 Northwestern Highway, 5th floor, Southfield, MI 48034.

FINANCE COMPANY needs person for credit investigation, processing documents, *typing & various office duties. Excellent benefits, salary commensurate.* Send resume to L.A.C. 20000 W. 12 Mile, Southfield, Mich 48076. Attn: Personnel Mgr.

Financial Secretary
$15,600-$16,640
FEE PAID
International fast growing co. with great suburban location offers advancement, plush surroundings, friendly co-workers and a fantastic benefit package. Your good typing & word processing skills will be put to use. Don't this will go fast! Call Shirley, 478-3150
SNELLING & SNELLING

FREE TRAINING
WORD PROCESSING/CLERK TYPIST
DAY OR EVENING CLASSES
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information, call 645-5165

FRONT DESK RECEPTIONIST
Leading sporting goods distributor Customer Representative seeking self motivated, dependable person to handle a variety of responsibilities for busy two girl office. Send resume to Box 614 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK - R.O.I
FEE PAID - $12,000
Great firm needs "front & greet" person (non smoker, please). Some working experience needed & a typing of 50 Benefits. 649-6787

DOROTHY DAY
PERSONNEL, INC.

FULL TIME EMPLOYMENT position available at Farmington Bloomfield office. Duties consist of inventory control, general customer service, order processing, on-sale repairs, typing, and word processing a plus. Call Mrs. Ann-1?? 557-1993

FULL TIME - entry level position open for accounting assistant - duties include payroll on IBM System 34, misc. clerical duties, 10 key calculator, some typing. Excellent benefits. Call Mrs. Ann-1?? Farmington & Greenfield area, 35 - 37 per hour. 442-4437

GENERAL LEDGER ACCOUNTANT
Fast growing Birmingham based corporation seeks a bright organized individual as a bookkeeper with general ledger experience. Send resume to Controller, Accounting Manager, 23100 Telegraph, Suite #110, Birmingham, MI. 48010.

ANNOUNCING an opening in a rapidly expanding Southfield medical health office. We seek a qualified individual who can handle accounting, excellent typing & calculator experience with accurate attention to detail. Data entry experience helpful. Excellent benefits. Monday through Friday. Send resume to box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - looking for an assertive individual to work in the office. Good phone manner, typing skills needed, some computer experience preferred. Send resume to H. W. P. P.O Box 102, Northville, Mich 48167.

GENERAL OFFICE - furniture retail store needs office person. Must have some typing, filing & have good phone manner. Hours are 9-5 Mon. thru Sat. Salary negotiated. Will train. Summer full time Part time in fall. Call Mary Anne 352-1060

GENERAL OFFICE WORK
Full time. Career seeking person for more life time employment. Fun to work with 3 other office people. Must be able to do variety of tasks. Experience preferred but not necessary. We train the right person. Good pay & benefits. Salary and benefits negotiable. 10% Sick and Everyegreen holidays. Call Sandy Kelley, 8 24-hrs 3-pm. 354-5500

GENERAL OFFICE
Busy office needs person for time keeping, typing & filing. Requires good math skills. Typing 40 wpm. Pleasant working helpful. Looking for energetic fast learner. Hours are 8-5 Mon. thru Friday, please send resume stating qualifications and salary requirements to Box 4614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, part time, Mon thru Fri. Good secretarial skills. 12 mile & Telegraph area. Call 645-5455

GENERAL OFFICE
Typing required. Mature person. 25 to 40 hours per week. Randazzo's Tuxedo, Livonia Area. 525-9070

GENERAL OFFICE. Experience helpful but not necessary. Mon. - Fri. 1-5pm. $3.35 per hour.
Call for Kim, 338-3318

TROY, GENERAL OFFICE
Part Time
Call between 12-5PM
528-1877

GENERAL OFFICE person for Troy publishing firm. Answer phones, moderate typing (35 WPM), light bookkeeping knowledge. Salary & benefits
Mrs. Pfrimer 528-9540

GENERAL OFFICE
Large apartment complex in Farmington Hills needs quick learner to handle general office skills, good communication, is organized, accurate & adaptable. Full time. No benefits. For appointment call 471-6400

GENERAL OFFICE
Position in Southfield company. Bank teller background preferred, with good secretarial skills. Typing 60 WPM. Able to deal with public and work with minimum supervision. Please call between 9am and noon (no Tues.)
352-3311, Ext. 17

GENERAL OFFICE
Immediate, full-time opening in rapidly expanding rehabilitation agency. Central & light bookkeeping. Must be organized, dependable & efficient. Northwest Detroit Suburb Metro Area. Salary: $10,400. Send resume to:
Medical Arts Rehabilitation, 24 Big Beaver, Suite 404, Troy, Mich. 48084

GENERAL OFFICE

504 Help Wanted Office-Clerical

Exciting position for recent High school grad who would develop a career. Must have bad accounting course and type 35 WPM. Full time, excellent benefits and working conditions.
Joe Fusan Chevrolet, 32111 Telegraph, Southfield. 355-1600

GENERAL OFFICE position for fast paced Pontiac office. Full time. Typing 35 Must be flexible, have good communication & writing skills. Typing, word processing ability & be able to work independently. Good benefits. Send resume & salary requirements to Diane, PO Box 1187, Berkley Michigan, 48072
An Equal Opportunity Employer

HEAD BOOKKEEPER - Machine tool bookkeeper seeks full charge bookkeeper or "hands-on" controller to perform bookkeeping responsibilities & supervise all accounting systems. Conversion from IBM System 34 to System 36 Pc. requires self motivated person who is able to train other accounting staff & works independently. Salary commensurate with experience & ability. Submit resume to Alpha Industries Inc. 81750 Heath, Navi, 48050

IBM DISPLAY WRITER OPERATOR
Secretarial, for a deliver litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3049, Farmington Hills, 48018-8049.

IMMEDIATE NEED for a sharp Office Manager in a fast-paced, professional office. Some experience is required, extensive training program provided. Excellent salary and benefits. Call:
459-1166
Personnel Systems

IMMEDIATE OPENINGS for Clerical including CRT positions available now and other positions to begin in several shifts. Must be available weekends, and full time. Located in Livonia. 12345 Hubbard. Call 525-4775

IMMEDIATE OPENING
for Receptionist/Typist. Challenging career position available for a candidate who possesses an interest in the mortgage banking company. Experience helpful. Call Jeff Jones 15 W. 10 Mile 355-9300, ext. 318.

MANAGER for 2 person office in Garden City. Excellent secretarial skills necessary. Call Kim between 12 & 1 422-7174

Marketing Secretary
Computer Company
Advancement opportunities with this distinct sales office of a large company. Good typing and an enthusiastic attitude needed here. $14,000 to start plus top benefits. Fee paid. Hurry!
Call 355-1090

SNELLING & SNELLING

MORTGAGE LOAN PROCESSOR. Farmington Hills office. Needed immediately! Experienced preferred. Excellent salary/benefits. Call for appointment. 855-0911

NICE NORTHWEST suburban area needs 2 Assistant Principal Secretaries. Experienced in A/P, A/R, Payroll or similar duties. Call for interview. 851-7700

OFFICE ASSISTANT
Troy ad agency seeks individual for entry level position to process Want ads, organizing personality & a quick thinker. Will train. Ad agency experience in manufacturing firm. Must have typing 60 & a shorthand of 80. Benefit package.
649-6787

DOROTHY DAY
PERSONNEL, INC.

POLICY HOLDER position for insurance agency, experience preferred. Duties include - typing, filing, calculator, computer, phone and public contact. Salary commensurate. Available immediately. Contact. Keith.
353-5400

POSITION AVAILABLE at this property management firm. Typing 45WPM, Statistical typing, figure aptitude, experience preferred. Protection Mutual Insurance Co. 4000 Town Center, Southfield, MI. 48075

Programmer Analyst
NOMAD 2
Top NY consulting firm needs senior people for immediate local assignments.
Vectron Systems Inc.
(212) 239-4750
818 Ave. of Americas, NY, NY, 10018
An Equal Opportunity Employer

PURCHASING CLERK
needed for rapidly growing, high tech firm located in Farmington Hills. Experience in purchasing preferred but not required. Knowledge of IBM PC a must. This position requires a person who is self-motivated, detail oriented, able to handle a fast paced environment. Dental, medical benefits. Send resume with salary history in confidence to box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PURCHASING - TROY
FEE PAID - $18,000
Will deal with purchasing orders, reports, and follow up. Ages (purchasing background ideal). Will take up to 2 months if need. Great benefits 649-6787
DOROTHY DAY
PERSONNEL, INC.

RECEPTIONIST
part time. Bloomfield Hills Mfg co. is seeking a full time receptionist with a pleasant phone demeanor & typing experience. Competitive wages & benefits. Reply to PO Box 5367, Berkley Michigan, 48072