504 Help Wanted Office-Clerical

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
of Livingston County

APARTMENT LEASING AGENT
Full time for Southfield Community. Must know office procedures including 32-24d

APPLY TODAY

Major International Corporation will train a mature individual, typing, telephone & math skills necessary. $12,000 plus benefits. Write P.O. Box 784, Southfield, Michigan 48037.

APPLY TODAY

Word Processors
(All Kinds)

CLERK TYPISTS
(6-keyed)

SENIOR TYPISTS
(65 WPM

Our service has immediate temporary openings in the Livonia, Farmington Hills & Southfield areas. Must have 4 years experience. Call immediately for an appointment.

Somebody Sometime

Temporary Help

Livonia 477-0900
Southfield 272-8500

A/R CLERK

National real estate management company based in Farmington Hills, Michigan, needs organized self-starter to fill position in Accounting Dept. Duties include receivables, collections, monthly reports and special projects. Experience with CRT and/or Lotus 123 a plus. Send resume to

Alt. A/R Clerk, Mutil Ohio
Village Green Management
30833 Northwestern, Suite 200
Farmington Hills, MI 48018

Are You Looking For A Job?

J. Martin Temporaries Plus
Is Looking For YOU

Be first on our list as expansion creates new opportunities

IMMEDIATE OPENINGS
- Executive Secretary $22,000
- Office Coordinator $22,000
- Administrative Co-ordinator/Accountant $20,000
- Legal Secretary $18,000
- Personnel Assistant $16,000
- Bookkeeper $15,500
- Marketing Secretary $15,000
- Sales/Data Entry $14,000
- Receptionist $13,000
- Collections $ open
- General Office/Clerical $ open

Plus many others

Temporary/Permanent/Contract
Clerical & Professional Fields

CALL US TODAY
522-3580

504 Help Wanted Office-Clerical

ATTENTION
IMMEDIATE OPENINGS FOR SECRETARIES
WORD PROCESSORS
We have exciting top paying jobs at well known companies
FULL BENEFIT PACKAGE
Ask for Judy or Cindy
Technical Services Inc 540-0290

ATTENTION SECRETARIES

Growing suburban office needs easy going individual with solid office experience, great typing, and excellent communication skills. $13-$15,000 Fee paid. Call Kathy, 478-3300

SNELLING & SNELLING

Attention:

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

If you have the skills, we have the jobs! Let S.S.I. get YOU back to 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

ATTENTION:

WORD PROCESSING PROFESSIONALS

If you have experience on Xerox, IBM, Wang, CI-7, DecMate, and/or NBI word processors or experience on Wang, IBM or AT&T professional computers with Lotus Displawrite word perfect or multi plan software, can type a minimum of 55 wpm, we have great opportunities for you. We have assignments available in the Dearborn and Downtown areas. We offer profit sharing, stock pin and vacation pay as well as excellent pay. For more information, please call

Norrell Services Inc.
Office Automation Staffing Div.
593-5103

AUDIT CLERK
Self-Starter with good Math & Problem-solving ability. Calculator experience - A Must. Data Entry knowledge helpful. Southfield area. Good benefits. Call Kathy Hartman, 353-3000

AUTO CASHIER
Auto Dealership - full time Cashier. Cashier experience necessary. Please apply in person, at Holiday Chevrolet, 30250 Grand River, Farmington Hills.

BEGINNER - type 30wpm accurate. General office duties including CRT, phones & filing. #1 Personnel, 474-4330

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

504 Help Wanted Office-Clerical

AUTO DEALER - immediate opening for person with dealership experience, cashier and office clerical. See Diana in service office, Don Massey Cadillac, 40475 Ann Arbor Rd., Plymouth.

AUTO OFFICE MANAGER

If you have experience in a dealership office and interested in supervision you are an excellent candidate. Excellent benefits. Joe Patrick Chevrolet, 28111 Telegraph, Southfield. 353-1000

AUTO SERVICE DISPATCHER

Excellent opportunity for experienced individual. Large O.M. dealer willing to pay for right individual. Must have 3-5 Service Dispatching experience. Excellent benefit package. Please Apply in Person to Fred Vichert
JOE PANTAN CHEVROLET
28111 Telegraph, Southfield

AVAILABLE FREE Training

For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Auburn Hills, Auburn Hills, Auburn Hills, Waterford & Waterford Twp., who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in word processing, computer accounting or legal secretary at our Troy and Southfield locations. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ms Smith, at 335-9266

CALL IMMEDIATELY
CLASSES STARTING VERY SOON.

BILLING CLERK
Requires typing, aptitude for figures, organization & timekeeping ability. *Send computer experience helpful but not necessary.* Reply to P.O. Box 29182, Redford, MI 48239.

BILLING CLERK
SMALL MFG. - WESTSIDE
No shipping. Bills of lading, prepaard. $160 per week. Good increase. Paid benefits. Call
BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

BILLING CLERK
Moving and storage company seeks mature individual to handle various accounting duties such as petty cash, payroll and various other bookkeeping duties 33.75-36 per hour. Interested parties should send resume or call Forest Walker at 231-4242. 290 Featherstone Rd., Pontiac, MI. 48058

BILLING CLERK
$13,500

Afternoon shift. Some related experience in 1947 power. Large Detroit establishment company. Full benefit package. Company paid fee.

ALLEN PERSONNEL
525-7870

BILLING CLERK

Entry level position in automotive related business. Must have data entry experience and knowledge of shipping. Good pay and excellent benefits including major medical, dental, vision and tuition reimbursement. Apply at
Lodica Industries
8595 Honda Dr., Canton

BILLING CLERK

Billing clerk wanted for an international architectural/engineering firm located in Southfield.

The qualified candidate must have at 30 hours per week for Trucking Agency. 3 years minimum experience. Seven Mile/Wyoming area. Call for interview appointment. 341-1355

BOOKKEEPER
Full time/full time through Trial Balance. Experienced people only. Send resume with salary requirements to: Box 8413, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield Real Estate Development/Management firm needs take-charge employee with experience in Accounts Payable and bookkeeping. Gen. General Ledger. Good typing skills a plus. Position available immediately. Send resume to: P.O. Box 70, Southfield, MI. 48037.

BOOKKEEPER
$20,000
FEE PAID

Well established firm desires a full charge Bookkeeper with construction experience preferred. Duties include profit sharing. Call Annette, 557-7010

SNELLING & SNELLING

BOOKKEEPER - 25 Hrs. per week. Computer knowledge essential. Apply:
Community Opportunity Center
31351 Schoolcraft, Livonia, 48150.
An Equal Opportunity Employer

BOOKKEEPING CLERK
Good typist, data entry experience preferred. 537-7860

BUSY Construction Co. in Farmington Hills looking for a person to answer the phone, some typing, filing & clerical skills. 1 yr. experience necessary. Send resume immediately to: C. C. C. 31747 Halsted Rd., Farmington Hills, MI. 48018.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER/ ACCOUNTANT

needed to join the professional staff of CPA firm's Southfield office & provide assistance to our clients who have limited internal accounting staff. We offer variety, flexible hours, a pleasant office atmosphere & the opportunity to advance in a rapidly growing department. Encourageable experience & college level accounting preferred, full cycle bookkeeping experience required. If interested, send resume in confidence to Mr. Lenard, P. O. Box 831, Southfield, MI 48037

An Equal Opportunity Employer

BOOKKEEPER ASSISTANT
Immediate opening in a busy office for bookkeeper. Must have experience in bookkeeping, supervisory experience helpful, typing, good phone communication skills. Hours 8am-5pm. Mon. thru Fri. Benefits. For interview call Diane.
Diversified Business Prod.
21150 Haggerty Rd.
Farmington Hills, MI 48024
476-6555

BOOKKEEPER/AUDITOR
Immediate full time opening in audit dept. of multiple location specialty retailer. Must have retail, bookkeeping/accounting experience. Knowledge of Lotus helpful, full benefits. Send resume to Box 784 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

BOOKKEEPER/CLERICAL
Experienced, for small manufacturing company. Full charge Accounts Payable & Accounts Receivable. Computer knowledge helpful. Call 851-1190

BOOKKEEPER
Consulting firm has a part time 24 hr/week position for full charge bookkeeper with PC computer based cost accounting & financial systems experience. *Single person department. Requires responsibility & excellent organizational skills.* Submit resume to The Hyten Group, 31313 Haggerty Rd., Suite 8320, Novi, MI. 48050.

BOOKKEEPER
Experienced IBM-PC. Applications, accounts receivable & general ledger. Part or full time. 732-1200

BOOKKEEPER - EXPERIENCED
Hire trial balance for property management company. Flexible hours. Call Sara, 354-1706

BOOKKEEPER
Experienced for small Livonia/Northville based construction co. Full time. Approximately 40 hours per month. 464-3660

BOOKKEEPER for double entry system. Full time. Amerman Lumber & Supply Co. Belleville.

BOOKKEEPER - for restaurant office, full & part time. Send resume attention Jane Thomas, 215 S Eaton, Birmingham, Michigan, 48008

BOOKKEEPER/OFFICE MANAGER
For small retail chain. Knowledge of accounting experience necessary. Farmington Area. Write with Accounts Receivable Clerk, Cost and Development. Reply to Box 733 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER part time for Southfield business. Must have data entry experience and knowledge of shipping. Good pay and excellent benefits including major medical, dental, vision and tuition reimbursement. Apply at
Lodica Industries
8595 Honda Dr., Canton

BOOKKEEPER/EXPERIENCED
Hire trial balance for property management company. Flexible hours. Call Sara, 354-1706

BOOKKEEPER/SECRETARY
Full time/Full time. Trial Balance. Experienced people only. Send resume with salary requirements to: Box 8413, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield Real Estate Development/Management firm needs take-charge employee with experience in Accounts Payable and bookkeeping. Gen. General Ledger. Good typing skills a plus. Position available immediately. Send resume to: P.O. Box 70, Southfield, MI. 48037.

BOOKKEEPER
$20,000
FEE PAID

Well established firm desires a full charge Bookkeeper with construction experience preferred. Duties include profit sharing. Call Annette, 557-7010

SNELLING & SNELLING

BOOKKEEPER - 25 Hrs. per week. Computer knowledge essential. Apply:
Community Opportunity Center
31351 Schoolcraft, Livonia, 48150.
An Equal Opportunity Employer

BOOKKEEPING CLERK
Good typist, data entry experience preferred. 537-7860

BUSY Construction Co. in Farmington Hills looking for a person to answer the phone, some typing, filing & clerical skills. 1 yr. experience necessary. Send resume immediately to: C. C. C. 31747 Halsted Rd., Farmington Hills, MI. 48018.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BUSY, professional ad agency is seeking a secretary who is career conscious to assist Director & Marketing Director. Advertising background helpful. Typing speed - 55 wpm or more & light computer background. Variety of work. Call Ms. Gilbert for resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER-MINDED, organized office coordinator needed for a dental office in Birmingham. Excellent benefits preferred. Contact Kathy or Carol Mon-Fri 8am-5pm at 646-8383

CASHIER

Permanent position in business office of large group of physicians. Days, 2 to 3 years bank teller experience helpful. Excellent benefits. Good fringes. Send brief resume to Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER/SWITCHBOARD
Entry level position available for both full & part time positions. Must be good with figures & enjoy working with people. Apply in person
Farmington World, 31600 W. 8 Mile Rd. (Near Farmington Rd.), Farmington Hills, MI.

CHIROPRACTIC ASST./Receptionist. Must be good typist. Full or part-time. Apply 30195 W. 13 Mile, Farmington Hills or call 478-5281

CLERICAL/BOOKKEEPING
Southfield law office, 35 hrs. per wk. Accounts Receivable & Payable. Light typing, some data entry knowledge desirable. Call Connie 352-8200

CLERICAL/ENTRY LEVEL
Fitness U.S.A. Health Spas corporate headquarters in Southfield has full time clerical position open for individuals who excel in accuracy, are fast and enjoy working with detailed information. We will completely train. Good starting salary with increases based on performance. *Fully paid health, accident and life insurance, plus paid holidays and annual vacation.* Call Ann 642-4290

CLERICAL
ENTRY LEVEL Opportunities

CMI Corporation world headquarters, located in Southfield Hills has immediate openings in variety of positions.

ACCOUNTING CLERKS
•General bookkeeping & data entry on standard IBM equipment.
•1-2 years experience.

CLERK/TYPIST
•General clerical duties including filing & typing 50 wpm.

SECRETARY
• General office duties, shorthand/dictaphone a plus, but not required

WORD PROCESSER
•WANG word processing equipment
•6 month experience
•32 hours to 6pm daily.
Salary commensurate with background, outstanding benefit package & progressive work environment. Qualified candidate should send salary history & resume to

Judith T. De Vore
Human Resources
Representative
CMI CORPORATION
1500 Telegraph Rd.
Bloomfield Hills MI 48015
E.O.E. M/F/H/V

CLERICAL
Farmington Hills mortgage company seeks entry level clerk. Some typing experience necessary, typing a must. 855-3900

CLERICAL - FULL TIME
With a long established Southfield firm. Some typing required. Mon. - Fri., 8-12 PM. Starting salary $3.50 per hour. Benefits available. Call for appointment, 352-8100

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 HELP
Dispatch clerk needed for afternoon shift. Prevously employed person in 21 yrs., may become full time. Must have excellent calculator skills. Excellent benefits. Background & light desirable. References necessary. Apply at 7 Dip, INC. Canada Dry, 12201 Beech Daly Rd. Redford MI. 48239 No phone calls please

Equal Opportunity Employer M/F/H

CLERICAL - Insurance agency looking for secretary for its Southfield office. Will train, were working conditions. Perfect re-entry position. Send letter to Farmington Insurance, 31231 W. 14 Mile, Birmingham, 48009.

CLERICAL POSITION - Part Time in Fleet Distribution Department, must be able to work well under pressure & supervise group of people. Computer experience helpful but not necessary. All interested people apply Monday thru Friday between 10am - 5pm in Avis Rent-A-Car, Detroit Metro Airport, at car return area, Detroit.

504 Help Wanted Office-Clerical

CLERICAL

Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing of 40-50 wpm, calculator skills, and verbal communication skills, good math aptitude and be able, willing to operate a calculator efficiently. Individuals must be able to work under pressure and be independently with little supervision. Previous accounting office and/or mortgage banking experience is preferred. Overtime is required. We have 1 position on our afternoon shift from 11:30am-5pm; 2 positions on our evening shift from 5:30pm-1:30am. We offer a complete benefit package. Qualified candidates should apply Tues.-Thurs. 9-11am or 1-4pm at:

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL - PART-TIME
for busy Restaurant Office in Farmington Hills. Prepare Deposits, record Sales, General Ledger. Some Accounting Ability. Mon-Fri, 9-1 hours. Call Karen, between 1-4pm ONLY, 851-4094

CLERICAL (PART TIME)

We are seeking individuals to work a flexible 15 hours per week in our Marketing Division. Responsibilities include numerical filing, copying, accurate typing, CRT input/output, telephone & various other office duties. Qualified candidates must possess accurate typing of 50-60 wpm, good math ability & excellent organizational skills.

NO BENEFITS

Interested applicants should apply Mon. thru Fri. 9-11am or 1-4pm

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL - PART-TIME/AVAILABLE
part time in Farmington Hills area for outpatient mental health clinic. Must be able to work evenings & Saturdays. No experience required. Call Cindy for appointment.

CLERICAL POSITION
at Cadillac dealership. 2 years office experience required. Good writing ability. Work involves examining insurance estimates, completing warranty information forms. Reading & comprehension skills.
CALL JOHN KESSEL 531-1600 Ext. 271

CLERICAL POSITIONS
open in Southfield Publishing Co. Full & Part time. Typing & File Clerk positions. Call for appointment, 559-6321

CLERICAL POSITION
Full time. Apply Monday Only: George Malick Chevrolet, 11001 Telegraph Rd., Redford, MI. 48239

CLERICAL POSITIONS now available if you live in Oakland County. 25 hour per week. Call Southfield Community Placement, 557-7010

CLERICAL POSITION - Must be responsible well organized & have excellent clerical skills for fast paced office. Apply in person. Bearing Service Inc. 15400 Schoolcraft, Livonia

CLERICAL/RECEPTIONIST
Non Smoker. Experienced, for fast-paced, computerized office. Typing, filing, phones & alphabetizing. Excellent benefits. Mon. thru Sat. Oak Park area. Call Barbara, 399-4560

CLERICALS
ARBOR TEMPORARIES
FREE TYPING
• Short/long term assignments
• Top pay
• Benefits
CALL 459-1160

CLERICAL SKILLS NEEDED

Long & Short Term Assignments

BENEFITS

Call IMMEDIATELY
NORRELL Services, Inc.
Farmington Hills 553-5858
Rochester 651-1500

CLERICAL - Southfield Firm seeking energetic person to fill a full time clerical position. Office experience preferred. Call Mr. VanKeory 557-1420

CLERICAL - temporary help - approx 2 months. Light clerical duties with general office knowledge. Troy area. 362-2064

CLERICAL
Typing & telephone experience required. Square Lake & Southfield area. Call 858-2377

COMPUTER ACCOUNTING CLERK
1-2 Yrs. Recreatable & Payables. Light Typing. Excellent salary & benefits. Employment Center II. 540-4130

COMPUTER COMPANY
MARKETING SECRETARY
Exciting atmosphere in this regional office of a national firm. This is a challenging job for a skilled Secretary. 31,000 wpm, plus complete benefit package. Fee paid. Call Denise at 353-2090.

SNELLING & SNELLING

504 Help Wanted Office-Clerical

CLERICAL

- Clerks
- Receptionists (Typing 45 wpm)
- Switchboard Operators

We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Rochester areas. We need reliable individuals with the skills listed above.

You will earn top pay, merit increases and vacation pay. Call us Mon-Fri, 9 a.m.- 5 p.m.

362-1180
TROY

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

CLERKS

Victor Temporary Services needs several men and women with clerical skills for challenging long and short term assignments. You'll work weekdays or have flexible overtime during peak periods. These assignments are located in the Detroit area as well as Detroit. Please call the office nearest you today or Top pay, no fee.

SOUTHFIELD	948-1878
PONTIAC	333-2433
DETROIT	963-9050

VICTOR
TEMPORARY SERVICES
M/F . EOE

CLERK TYPIST
Desired for Purchasing Department of Birmingham law office. Minimum 55 wpm, word processing experience a plus. Immediate opening. Call 649-7781.

Clerk/Typist

Immediate opening for individual to work at our office located in Farmington. Hours are 12 noon to 6 pm daily. Candidates must type accurately minimum 50 wpm and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Mon. thru Fri., 10am thru 4pm.

First Federal of Michigan
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST
The Prudential Insurance Company in Birmingham has an opening for full time employment. Pleasant working conditions. 5 day week. Paid vacation. Excellent employee benefits
Contact Addresse at 540-9622
An Equal Opportunity Employer

COMPUTER OPERATOR/TYPIST
10 to 20 hrs per week. Farmington based property management office. 476-7660

COMPUTER Operator/Keypuncher
Position for 3pm to 10pm, Mon. thru Fri. Good typing skills necessary, experience helpful. Southfield area general office procedures a plus. Call between 7am and noon (no Tues.) 353-5211, Ext. 17

CONFERENCE ASSISTANT

Unusual opportunity for an outgoing Secretary who likes lots of public contact! Professional association offers pleasant atmosphere and great benefits. Good typing. $12,000 up.
Call 353-2090.

SNELLING & SNELLING

CONSULTANT
Challenging position for an assertive individual with excellent accounting skills. Experience in defined benefit and 401K pension plan administration preferred. Excellent benefits, salary & incentive plan. Send resume to:
Personnel Director, Suite 190
5445 Orchard Lake Rd. West Bloomfield, Michigan, 48033.

Contemporaries

We have all types of clerical temporary assignments in the areas 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

CPA FIRM in Southfield looking for Sr. Accountant. Minimum 3 yrs. experience. Reply to Box 771, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CRT OPERATOR
needed for fast growing computer service company located in the Southfield area. We are looking for qualified applicants to fill both full/part time positions on the day/afternoon shift. Required skills include CRT experience beyond data entry, customer service experience, note taking ability and a plus. Send resume to TGA-6, Collateral Services, 31900 Greenfield, Southfield, MI. 48076

CUSTOMER SERVICE Department needs persons with strong customer contact experience and light clerical skills. Must be able to work flexible hours and overtime. Starting pay $5.75 to $6.00 a hour depending upon experience. Apply Tues thru Fri. North American Photo, 27451 Schoolcraft, at intersection of Levan.

DATA ENTRY, full time. Typing 60 WPM. Send resume to: Data Processing Director, P.O. Box 748, Bloomfield Hills, Mich. 48302-0748

DATA ENTRY, full or part time. Must type approximately 50 WPM. Also full time clerical positions available. Troy area. 649-1900

DATA ENTRY OPERATOR
Next company needs experienced data entry operator. Hours 8am-4.30pm. Excellent fringe benefits. Call Anita for appointment. 478-8156

DENTAL RECEPTIONIST. Part Time
Seeking energetic, self-starter able to work in harmony with others. Must be personable, conscientious and interested in dealing with people. Bookkeeping, appointment scheduling, insurance and other responsibilities. Minimum 50WPM, & 2 year track record. Full benefit package. 673-6620

504 Help Wanted Office-Clerical

DIRECT MAIL CLERK
Full time, accepting applications between 8:30am-1:30pm Mon. thru Fri. March 24 thru 28, Home Finance Co. 23781 Research Dr. corner Research & Commerce. Farmington Hills Freeway Industrial Complex.

DISPATCHER
For Welsco Sales Institute & Service Co., located in Farmington. Outgoing & energetic personality with the ability to relate to all types of personalities necessary. Must enjoy working with customers via the telephone. Must be organized & have some previous clerical experience. Full time, good benefits. $750. week starting salary. Please Call Marti to arrange an interview. 471-4343

DIVERSIFIED POSITIONS AVAILABLE

TYPIST
50-55 WPM, detail oriented. Word processing knowledge.

CLERICAL
45-50 WPM. Good math skills and phone manner, detail oriented.

Positions are full time. Benefits available. Located in Southfield.

Call Mrs. Raisel
352-1915
An Equal Opportunity Employer

DOCTORS OFFICE
You'll enjoy these flexible hours in office suburban dental office. Enter billings on a CRT and some typing. To $13,500 to start. Call 355-2090.

SNELLING & SNELLING

EARN TOP PAY!

GMS has immediate assignments for the following skills:

Sr. Typists
Data Entry Operators
File Clerks
Switchboard Operators
Temporary Assignments Available in Canton, Livonia & Southfield.

BONUS PLAN

Call Now For Appointment

General Management Service
14700 Farmington Rd. Livonia
Hartland Commons
Suite 104

427-7660

EASTSIDE personnel lines agency looking for customer service, data entry, claim handling, company and client personnel contact. Salary open. Please contact Pat Cummings. 839-4110

EFFICIENT TEMPORARIES, INC

We are currently seeking for the following: Typists, word processors, secretaries, light industrial & general labor. Please call our office today.

544-2950
NEVER A FEE

ENTRY LEVEL CLERICAL

$12-$15,000 FEE PAID

Schoolcraft companies needs your skills. Typing 50 wpm, great benefits and advancement opportunities. Call Mary 478-3300

SNELLING & SNELLING

EXCEPTIONAL OPPORTUNITY
$13,000

Bright, detail-minded Secretary needed to handle a variety of duties. Typing, shorthand a plus. Fresh offices. Immediate. Start today! Call Marge
Call 399-3434
SNELLING & SNELLING

EXECUTIVE SECRETARY

President of Fortune 500 company in Southfield, Michigan has immediate need for an experienced, executive secretary, functioning at most as well as good organizational & communication skills. Attractive salary & benefit package. Please submit resume including salary history to: Box #714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Farmington Hills real estate developer and construction company needs experienced Secretary. Excellent typing, shorthand, filing and some word processing. Please call 855-8700

EXECUTIVE SECRETARY
Immediate opening for an executive secretary, report to the president of a very based Preferred Typesetter Organization (PTO). Ideal candidate will possess typing speed of 65 WPM, shorthand of 80 WPM or Speed writing. Minimum of 3-5 yrs. executive secretarial experience required & word processing preferably Display Write 3, high school graduation plus 1 yr. college or equivalent training composed of business or secretarial courses. Excellent communication skills & ability to deal effectively with people at all levels a must. Competitive salary & benefits package. Please submit resume with salary requirements to: Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Word Processing experience, shorthand. Seeking sharp individual for fast-paced office environment. Need references. 313-981-8170 Gayle. 313-1860

EXECUTIVE SECRETARY
Part time eve. position for individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Please call between 8am and noon (no Tues) 433-5211, Ext. 17

EXECUTIVE SECRETARY
$17,500-$19,500

A respected leader in the field of computer technology offers excellent benefits and a challenging role office to the secretary skilled in typing and shorthand. Call Jim Gardner, Arthur Thomas & Associates, 355-4110

EXEC. SECTY'S - (2)
FEE PAID $18-20,000

1 yr. experience preferred, for the president & 1 for the executive VP in the investment division. Fantastic opportunities require good skills (typing, shorthand, & experience). Bloomfield & Birmingham. 642-8797

DOROTHY DAY PERSONNEL, INC.

EXPERIENCED CLERICAL/CLERK
Fast pace retail manufacturing company in New Center area. Detroit seeks a people person with a good figure aptitude & office experience. Typing 50WPM, & 3 year track record. Full benefit package. 873-6620

504 Help Wanted Office-Clerical

EXECUTIVE secretary, Detroit. Challenging position in dynamic personality, excellent typing, shorthand & compositional skills, benefits $19,000. Fee paid

TYPISTS - secretaries & word processors for permanent & temporary positions, salary open. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

EXPERIENCED DATA ENTRY
person needed - part time, on a call-in basis at progressive marketing firm in Rochester. Call 331-2317

EXPERIENCED EXECUTIVE SECRETARY needed. Type 85, dictation and filing experience required. Call for interview. 352-8600

FARMINGTON SWIMMING POOL co seeks a secretary/coordinator. Office & field responsibilities. Only a self motivated, well organized person need apply. 851-1310

FILE CLERK
Southfield business looking for a bright, aggressive person. Office experience preferred. Monday-Friday, (8:30AM-5PM. Salary commensurate with ability. Contact 352-8410 Ext. 352
An Equal Opportunity Employer

FILE CLERKS: Southfield law firm has immediate opening for 2 full time file clerks. Looking for mature individuals to do filing, organization of documents & errands. Own car a necessity. Health insurance & other employee benefits provided to qualified individuals. Send response to 17077 Franklin Rd. ste 1100, Southfield Michigan, 48034

FILING & DATA ENTRY
For accounts receivable and payable. Should be able to type and operate adding machine. Some experience helpful. Call George. 971-8115

FILING

Mature individual to handle filing system. 3 hours per day, Mon thru Fri. Joe Thomas Chevrolet. 28111 Telegraph, Southfield. 355-1000

FULL TIME employment position. Office equipment repairs and installation in expanding Southfield office. Other duties consist of inventory control, general customer service, order processing, typing and other duties as assigned. Call Steven between 8AM-12, 557-1993

FULL TIME - entry level position open for accounting clerk. Duties include payroll on IBM System 34, misc. clerical duties. 10 key calculator, some typing, etc. Farmington Hills area 477-1200

GENERAL OFFICE - full time position. Typing 50wpm. Downtown Birmingham/Clinic. Helpful to PO Box 738 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, mature part time position, clerical, administrative assistant, bookkeeper. Modern beautiful Farmington Hills doctors office. Flexible hours. Perfect for new mother, recently single or retiree. Send resume to Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Part Time. Mature individual. Livonia area. Call. 425-3500

GENERAL OFFICE - Sales office in Birmingham needs qualified person (18 to 25 hours per week). Experience necessary. Call Barton 540-4468

GENERAL OFFICE. Versatile person with light experience and good phone manner. Small mail order publishing firm. Farmington area. 476-8760

GENERAL OFFICE person for Troy publishing firm. Answer phones, moderate typing (35 WPM), light bookkeeping knowledge. Salary & benefits. Mrs. Frisel: 362-9340

GENERAL OFFICE. Accurate typist, bookkeeping knowledge, filing & record keeping, etc. For Southfield property management firm. Preferred Call Mon thru Fri 9AM-3PM. 353-2815
An Equal Opportunity Employer

GENERAL OFFICE - Bookkeeping experience required. Good typist. Pleasant phone manner. Must have professional attitude, resume and good references. Salary commensurate to the right person. For interview call 478-6250

GENERAL OFFICE

Excellent opportunity for recent high school graduate who has some typing experience. Must be able to type 45WPM and good figure aptitude. Excellent benefits & working conditions. Joe Patrick Chevrolet, 28111 Telegraph, Southfield.

353-1000

GENERAL OFFICE

We are a major commercial financial services organization, seeking a qualified person to handle clerical duties in our Southfield office. This position is responsible for processing credit investigations & other general office responsibilities. Typing knowledge of computers is preferable. Typing speed 35wpm required.

We offer a good starting salary & comprehensive benefits. Submit your resume & salary history, in confidence or call:
Associates Commercial Corp. 24001 Greenfield Rd., Southfield, MI 48075
557-1515
Equal Opportunity Employer M/F

GENERAL OFFICE
Bookkeeping and secretarial experience necessary. Call
Liberty Massage
352-2315

GENERAL OFFICE for resale development. Maple & Haggerty area. Real estate experience helpful.
Call: 533-9855

GENERAL OFFICE
Some Secretarial, Word Processing, 2 years experience necessary. Full or part-time. Dearborn area. 563-5400

GENERAL OFFICE
Typing, bookkeeping, good phone manner, computer knowledge helpful. Southfield area. 355-8776

GENERAL OFFICE assistant for Import/Export company. Forwarding experience preferred. Part time, may grow to full time. Flexible hours in Franklin.
Mr. Katz 851-5410

GENERAL OFFICE/PART TIME
Small growing business needs person with good typing skills (must be in Wayne).
Wayland. 595-0720

GENERAL OFFICE-PART TIME
Evenings and weekends. Approximately 19-25 hours per week. Apply in person. Lady Furniture, 29033 Plymouth Rd., Livonia.

GENERAL OFFICE & phone receptionist, applications being accepted Mon. Mar. 25 only, 11:00 Market St. Livonia. 1 block W. of Levan, off Plymouth Rd.

GENERAL OFFICE
Part time. Must be energetic and dependable. Duties to include answering phones, typing, filing and running errands for fast-paced office in Franklin. 626-8003

GENERAL OFFICE - PART-TIME.
Mature person for small sales office with excellent typing skills (50 WPM). Some dictaphone and pleasant phone manner. Shorthand helpful. 3 days per week. Southfield. 358-3358

GENERAL OFFICE - Full time help, needed for busy level company in Dearborn. Phones, typing, filing & strong math aptitude required. Submit resume with salary requirements to:
P. O. Box 1359, Dearborn, MI. 48126

GENERAL OFFICE - Mature individual needed to perform accounting and assistance on a part time basis for sales office in Royal Oak. Duties include invoicing, typing, filing & some knowledge of computer would be helpful. Call 543-8100

TYPISTS SECRETARIES WORD PROCESSORS

Put your skills to work. Assignments available. Earn benefits while working long or short term jobs. Call today.

- Technical Services, Inc.

Southfield	948-8290
Troy	362-8515
Detroit	963-9050

An Equal Opportunity Employer

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES

Maccabees Mutual will soon move into its expanded Southfield headquarters. We are seeking additional employees to carry on our tradition of service & excellence.

Currently we are accepting applications for:

- *CUSTOMER SERVICE*

A non sales training program requiring strong math, english & analytical skills. Some college or experience preferred.

- *CLERK TYPIST*

An entry level position with exceptional advancement opportunities. Good math, english & clerical skills required. 50 wpm typing preferred.

- *WORD PROCESSING TRAINEE*

For candidates with 65 plus wpm, strong english & a desire to learn, we offer a word processing training program, IBM PC experience preferred.

We offer outstanding benefits such as health care & tuition assistance plus competitive salaries & advancement potential. If interested send your resume or apply to Personnel

MACCABEES MUTUAL LIFE INSURANCE CO.
25800 Northwestern Hwy.
P.O. Box 2165
Southfield, MI 48037

Equal Opportunity Employer

KELLY "SPELLS*SUCCESS"

Clerks, Typists, Secretaries, Bookkeepers, Receptionists, Data Entry, Word Processing and Switchboard Operators needed!

Now through June 7, 1986, the more you work, the better your chances to win a CRUISE TO HAWAII or one of 700 other valuable prizes. Immediate short and long term assignments available in Livonia, Plymouth, Westland, Farmington Hills and Novi area at top companies. We also offer:

- Excellent starting pay
- Merit increases
- 2 Week paid vacation

Call for an appointment today!

Livonia 33133 Schoolcraft Road	522-4020
Livonia 29449 W. Six Mile Road	522-3922
Westland 34240 Ford Road	729-1040
Farmington 34115 W. Twelve Mile Road, Suite 155	553-7820

KELLY SERVICES The Kelly Girl People

Not an agency; never a fee

Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY

Flakt, Inc., a major supplier of sophisticated paint systems, is seeking an individual to assume responsibility for executive secretarial support of our Sales and Estimating Departments. Specific duties will include, but not be limited to preparation of proposals, customer contact, scheduling appointments, and making travel & meeting arrangements.

Candidates will be team-oriented and have prior secretarial experience. You must be experienced in word processing equipment (IBM Displaywrite II preferred); and have typing and shorthand skills of 70-80 wpm. Our rapidly growing international corporation offers you a competitive salary and an excellent benefits program. For confidential