504 Help Wanted Office-Clerical

R.N.
Expanding home care company seeking full time Nurse for multi-faceted position including - policies relation duties and hands-on patient care. Excellent opportunities to grow with the company. Excellent hours, benefits. Send letter or apply in person at: 15044 Michaels Road, Suite 200, Redford, Suite 110, Birmingham, MI 48010

R.N. - Part-time position available for Home Care Nurse servicing western Oakland County. Prefer B.S.N. and/or Community Health experience. Must have own car. Please call 574-0900

SOCIAL WORKER MSW
Use your skills in a professional atmosphere where our geriatric residents are your prime concern. Apply in person at: Vernon Nursing Center, 26715 Greenfield, Southfield, MI.

WANTED
Medical Assistant, Internists office. Must have experience. EKG's & X-rays not an not by. Excellent salary & benefits. Southfield. 559-6660

WARD CLERK
Part time midnight position in the Emergency Department. Previous related experience preferred. Strong medical terminology skills a must. For details contact:
GARDEN CITY HOSPITAL - Osteopathic
6245 N. Inkster Road
Gardens, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

WOULD You like to become part of the medical field? Certification classes for Nurse Assistants will be given at Canton Care Center with opportunity for employment following successful completion of classes. Please call for schedule of classes.
397-0500

X-RAY TECH NEEDED for portable x-ray service. Must be registered or registrate. Apply in person. For information call Mary or Valerie at 559-9845

X-RAY TECHNICIAN
PART TIME
For Novi office. Woodland Medical Center. Must be registered. Only reasonable weekends and holidays. Shift of Fridays, Saturdays, and Sundays. Call Ron Mon. - Fri., 538-4700, Ext. 589.

X-RAY TECHNICIAN
Registered. For busy Garden City clinic. Part time.
421-8463

X-RAY TECHNOLOGIST
The Health Alliance Division of Health Alliance Plan is seeking an experienced X-ray technologist at our Westland location. Individual must be ARRT certified and be able to demonstrate knowledge of routine diagnostic procedures. We offer a competitive salary and challenging work environment. Interested applicants please apply to:
The Health Facilities Division
Health Alliance Plan
28303 Ann Arbor Rd.
Westland, MI 48185
An Equal Opportunity Employer

X-RAY TECH - Part-time
Support busy Madison Hts. G.P. office. Must be available 2-3 days/week, hours including some Saturdays. Send resume to: Box 7165, Madison Hts., Mich. 48071.

504 Help Wanted Office-Clerical

ABILITIES ADD $$$
ARBOR TEMPORARIES
NEEDS
- WORD PROCESSORS
- SECRETARIES
- RECEPTIONISTS
- SWITCHBOARD
- LIGHT INDUSTRIAL

NO FEES
CALL 465-1166

ACCOUNTING CLERICAL. Troy area. Assistant to Business Manager of Troy sports network PASS. Bookkeeping experience necessary, personal computer experience helpful. Call Sally 362-8000

ACCOUNTING CLERK needed for busy office in Rochester. Will assist in Accounts Payable, Accounts Receivable, Bookkeeping & Data Entry. Typing 45 wpm. Send resume to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Full time. Mature person needed to maintain high volume of vendor and voice records for small business. Computer experience helpful. Full benefits. Wage commensurate with experience. Send resume to:
Chris, P. O. Box 2287, Royal Oak, Michigan, 48067-0097.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Fast growing Birmingham based corporation seeks a bright, aggressive self starting individual as an entry level clerk in our accounting department. Must possess a high school diploma. Send letter or resume to: Accounts Receivable Supervisor, 2001 Commerce Center, Suite 110, Birmingham, MI 48010

ACCOUNTING CLERKS
Accounts receivable, payable & collections. 2 yrs. experience plus education. Salary $240 per week & Farmington employer pays fee.

#1 Personnel Place
274-4230

ACCOUNTING COORDINATOR - Southfield based service company has immediate need for an individual with experience in Accounts payable, receivable, invoicing, collections & benefits administration. Must have supervisory experience and a degree with emphasis on accounting. Salary commensurate with experience. Call Janet, Mon. thru Fri. from 8:30-3:30 at 335-0500

ACCOUNTING/Filing and Detail Clerks needed for contract positions for local hospitals.
Call Ruth: 337-0034

ACCOUNTS PAYABLE with control ability. Royal Oak Harbor area. Full benefits. Send resume: PO Box 5338 W Bloomfield Michigan, 48033 or call Debbie 332-2700

ACCOUNTS PAYABLE CLERK
Southfield computer software firm. Minimum 1 year experience. Knowledge of purchases & disbursements preferred. Call 424-6662

ACCOUNTS PAYABLE CLERK
Growing Southfield Co., seeking AP clerk, entry level position. Math aptitude helpful. Send resume: Winnie Rosenberg, 21421 Hilltop, #28, Southfield, MI., 48034.

ACCOUNTS PAYABLE CLERK
Southfield insurance company, 1 or more years experience in posting journals. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 17

ACCOUNTS PAYABLE/Receivable Assistant. Southfield office.
Pegboard system, with general knowledge Wang VS 3 & 7. Typing and calculator skills. Call Lisa 559-1010 to 4:30. 353-5448

Accounts Payable
Excellent opportunity for recent high school grad with 1 year of bookkeeping experience and good figure aptitude. Must be able to type 45 WPM, full time. Excellent benefits and working conditions. Joe Pavlen Chevrolet, 28111 Telegraph, Southfield, 355-1000

Accounts Payable
Need experienced person to handle computerized Accounts Payable System for corporation in Farmington Hills. Good typing skills required. Send resume, with salary history, to:
G.T.A., Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Reliable individual needed for Southfield property management firm. Must have excellent math skills & accurate (50WPM) typing. Call between 10am-4pm. 355-2417 ext. 202
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
PART TIME
Troy based firm needs mornings to help with cash receipts. 649-0930.

AD AGENCY
CREATIVE DEPARTMENT
SECRETARY
Step into a creative atmosphere of advertising! Good general office skills and ability to meet deadlines a plus. $14,000 + fee paid. Call now 350-2090.
Mary Sampson Associates

ADVERTISING AGENCY
National Ad Agency has immediate opening for clerk/typist. Must type 60wpm. Opportunity for advancement. Excellent benefits. Telegraph 12 Mile area. Call Nancy Newman 645-6170
An Equal Opportunity Employer

ANSWERING SERVICE Operator
7 am to 3 pm, full time. Will train. Southfield area. Call Lois at
353-5690

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
With management potential needed for growing telemarketing firm. Excellent skills required including 70 WPM, dictaphone, word processing and CRT experience. Professional appearance, articulate speech and self motivation are a must. Send resume to: P.O. Box 904, Southfield, MI 48037

ADMINISTRATIVE SECRETARY for international corporation in Bloomfield Hills. Contract position. Call Helen 646-7560

ADMINISTRATIVE SECRETARY - for personnel department of international corporation in Bloomfield Hills. Temp to go perm. Salary $20,000.

SECRETARY - receptionist, part time, (4 hrs. per day) for Farmington manufacturers rep. Top dollar.

EXEC SECRETARY - for Birmingham Fortune 500 company. Type 60 WPM, IBM/PC with Word Star. Temp to go perm. $19,000.

COURT CLERK (5) - for Royal Oak area. Light typing, data entry and lots of public contact. Top dollar.

RECEPTIONIST - for large Southfield corporation. Will be trained on Rolm system. Top pay.
Call Vicki 357-0034

RECEPTIONIST - for Madison Heights company. Will be trained on Word Processor. Must like dealing with people.

STUDENTS: We have summer jobs for you. Register now!

IBM word processing taught in our office on Saturday, June 7, 8 & 15 plus Dynamic Call for information.

Never a Fee

UNIFORCE
S'THFLD 8'HAM
357-0034 646-7660

ADVERTISING AGENCY
Receptionist/General Office. Fast-paced advertising agency in Southfield. Must be personable and able to type a minimum of 45 WPM.
Call Sandy Obert 353-3344

ARE YOU A SECRETARY?
Work 4 hrs. daily, Start $5.50, advance to $7 per hr. plus vacation & bonuses. Permanent position. Educational organization near Maple & Lisher. Requires typing & shorthand skills. Contact Marilyn Wolfe at Mirbach, Inc., P. O. Box 346, Birmingham, MI., 48012.

ASSISTANT Accounts Payable Clerk Typing, filing, answering phone, computer exp. $200/week. Resume to: M.L., 5665 W. Maple, Suite A, W. Bloomfield, MI., 48033

OFFICE ADMINISTRATOR
American Bankers Life, Bloomfield Hills, is looking for an individual with excellent secretarial, math and communication skills. Salary $8-$7.40. Previous insurance experience preferred. Call 258-0355.

ATTENTION: Receptionist/Cashier needed. Phone & Cashier experience helpful. Leadership experience helpful. Inquire in person: LaFontaine Toyota, 22805 Michigan Ave., Dearborn, MI 48124.

ATTENTION: Telephone answering service needs experience operator with typing skills, 3 PM-9PM. Redford area. Irene, 532-5300

ATTENTION
The fastest growing temporary help company in Detroit needs qualified employees to work on exciting, challenging and flexible positions in Dearborn & Downtown Detroit. We are looking for SECRETARIES 55+ wpm, SECRETARIES with SHORTHAND and WORD PROCESSING SECRETARIES. Legal experience is a plus but not necessary.

We offer profit sharing, stock plan and vacation pay.

Norrell Services
Office Automation Staffing Div.
593-3703

ATTRACTIVE, Permanent, full-time position for Birmingham/11 Mile area. Will train you to use our IBM P.C. Must be able to take typing test with min. 65 WPM & have good math skills. Excellent Benefit Package.
352-1125

AUTO BILLER
North Brothers Ford, Westland.
Call Norm Augustine. 421-1300

BILLING CLERK/RECEPTIONIST
Private hitv-patient mental health clinic has opening for billing clerk/receptionist. Livonia area. Some evening work required, attractive salary & fringe benefit program. Previous BC/BS billing experience preferred. Call Regina at 425-4070
An Equal Opportunity Employer

BOOKKEEPER NEEDED
Apply in person Knoch Industries, 32848 Manor Park Dr., Garden City.
525-3535

BOOKKEEPER
Part to full time for general insurance agency in Plymouth. 459-3434.

504 Help Wanted Office-Clerical

BILLING/COMMISSION COORDINATOR
sought by machine distributor. Experience desired with K. Calculator multi tasking Sexpm, bookkeeping knowledge, typing 45wpm, processing helpful. Competitive salary & excellent benefits. Send resume to: Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING TYPIST
Immediate full time opening for Billing Typist with K. Calculator multi national service company. Must have basic accounting background, 1 year billing experience, typing 60wpm, good math aptitude, good typing, calculator skills and be communication suits. Send resume in confidence to Box 402, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

BIRMINGHAM CPA firm - position for well rounded individual who can handle client communication, typing, processing and accounting functions. We consider experience and training, and the person who has the ability and desire to take on new responsibility. Send resume and salary requirements to: CPA, 135 S. Bates, Birmingham, MI 48011.

BOOKEEPER.
Excellent benefits, downtown Birmingham. 646-2050

BOOKKEEPER
Experience necessary, flexible hrs. Friendly office in W. Bloomfield area. Ask for Mary Kay 851-0610

BOOKKEEPER
Experienced Accounts Receivable Bookkeeper for a large national company. Chance for growth. Great benefits. Must have knowledge of Medicare & Medicaid as it applies to a nursing home. Call for appointment.

261-9500

BOOKKEEPER- Full time. Experience a must for Farmington Hills firm. Billing, accounts payable/receivable, some bookkeeping. Salary commensurate with experience.
Call Nancy Kelly 553-2440

BOOKKEEPER - Full Charge. Part time with experience. Flexible hours. Farmington Hills area.
855-6780

BOOKKEEPER
Full Cycle Part Time Trial balance, experienced. Southfield Area. 3 days thru Fri., 9am-5pm.
353-0356

BOOKKEEPER - Full charge, Manufacturer near 8 Mile. Must know computer. Cost accounting helpful. Send resume to: Box 402, Observer, P.O. Box 648, Bloomfield Hills, MI 48303-0804

BOOKKEEPER
Full time Bookkeeper position for College food service operation. Duties include accounts receivable, accounts payable, expense reports and payroll. Should possess good math aptitude & accounting background. Prior related job experience helpful. Desirable typing & calculator skills required. Salary and excellent benefits program. Contact Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER - Part time or full time person needed to join our growing retail firm. Responsibilities will include: A/P, A/R, cash reconciliation, and computer entry. Experience required in the bookkeeping position. Send resume and salary requirements to: Threads, Inc., 722 North Woodward, Birmingham, Mich. 48011

BOOKKEEPER
Position open for Bookkeeper with a minimum of 3 years experience in cash receipts and disbursements, general ledger and all banking functions. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

BOOKKEEPER
Progressive Southfield management company in Southfield requires an experienced accounts receivable bookkeeper. Reply to Box 329, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/RECEPTIONIST
Minimum 5 years experience in A/P, A/R, P/R. Accurate typing, pleasant phone voice. Lyndon area.
Brad, 8125 Telegraph,
Redford Twp., MI 48239

BOOKKEEPER/SECRETARIAL
To handle Accounts Receivable/Payable, Payroll and Inventory Control. Must have pleasant phone voice. Bookkeeping experience necessary. 932-9000

BOOKKEEPER/SECRETARY
For small business. Willing to train. Part-time Tues., Wed., & Thurs. to start, thereafter, Call:
637-4477

BOOKKEEPER/SECRETARY for manufacturing factory. Experienced. Walled Lake area.
624-1197

BOOKKEEPER/SECRETARY
Experienced, for independent accountant's office. Part time. Send resume to: Box 1627, Royal Oak, Mich. 48068

504 Help Wanted Office-Clerical

BOOKKEEPER
Some experience, various phases. Lake/Southfield Area.
Call 557-1110

BOOKKEEPER
To take full charge of office solution, billing. Send resume & career position for experienced person. Insurance agency in W. Bloomfield area
363-6748

BOOKKEEPER - Troy firm seeking full time bookkeeper. Experience using IBM 34 RPG. Previous work with sales organizations or multi-state operations a plus. Non-smoker. Salary commensurate with experience. Full benefits. Send resume with salary requirements to: TDC, 2684 Industrial Row, Troy, Mich 48084.

BOOKKEEPER
Full time position, with experience. Good benefits. Wilson area. Call 348-8266.

BOOKKEEPER-FULL CHARGE
Thru trial balance, accounts payable, accounts receivable, payroll. Experience a must. Computer knowledge required. Send resumes to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT, Personable organized person with good communication skills needed to work in a non-smoking office; part time leading to full time. Duties include: general office & receptionist activities. Seeks an accurate typing skills a must.
Call Ann 557-8300 Mon. - Fri. 14506 Glendale, Livonia. (Schoolcraft & Brake Area)

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing. Call
Rose Anne 851-6700

BUSY SOUTHFIELD investment office has immediate opening for a full time, to handle phones, typing & filing. Send resume with salary requirements to: 23312 N. Brookside Dr., Dearborn Heights MI 48125.

CANTON INSURANCE Agency needs bright, friendly receptionist for all General Office duties. Part-time to start, working into full time position for person willing to learn business. Call 455-2240

AUTO DEALER needs experienced Cashier for high-volume GM dealership.
Call Mary Gregg: 261-8900

CLERICAL/ACCOUNTING
Full time. 7am-4pm. Calculator & 40wpm typing skills a must. Duties will include on line data entry, phone contact, filing, and other miscellaneous functions. Excellent benefits & environment. Inquiries, resume & salary history to: Specialty Stores, Inc., 2468 Industrial Row, Troy, MI 48084.

CLERICAL APPLICATIONS are now being accepting for a 12 month half-time clerical position. Must have basic skills in typing, filing and general office practice. Some fringe benefits. Resume desired. Apply in person: Bloomfield Hills Schools, Schools District, 4175 Andover Rd., Bloomfield Hills, MI.

CLERICAL
Entry level positions available on 2nd & 3rd - 4PM and afternoon - 3PM - 8PM at our Livonia location. Typing, office experience, math background in accounting or bookkeeping helpful but not required. We require a highly motivated team player with a willingness to grow in the computer services industry. We provide training, Blue Cross - Blue Shield, dental, life insurance, profit sharing. Call personnel for an interview.
261-8221

CLERICAL - Experienced, mature non-smoking person for Farmington City office. Must have good telephone personality & typing skills. Computer experience helpful. Apply Personnel, 23315 Princeton, Inc. 32641 Parklane off Vendy.

CLERICAL
Full time position. Prefer 2 years experience in accounts receivable or accounts payable. Salary commensurate with experience & ability. Rate. Send resume to Ryder Truck Rental, 5960 W. Fort St., Detroit, MI 48216. Att: Personnel

CLERICAL PERSON to work in small office supporting office in Wixom. Handle time tickets, gravel tickets, calculator and some typing. Work 7:30-3:30. 348-1942

CLERICAL POSITION
Typing, filing, light bookkeeping. Part time to computer. 35hrs. Bom. $3.50 per hour. Halstead & Grand River.
476-8660

CLERICAL POSITION full time in private club available immediately. Pleasant working conditions. Redford area. Write box 370, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITIONS
The Health Facilities Division of Health Alliance Plan has part-time and full time clerical positions immediately available. Must be able to type a minimum of 40 wpm and have strong communication skills. Medical terminology skills preferred. We offer a challenging work environment coupled with an excellent benefit package. Interested candidates should send resume or apply to the Human Resources Department at:
Health Facilities Division
Health Alliance Plan
1800 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

CLERICAL POSITION available for self motivated organized individual. Typing skills 50WPM required. Qualified individuals call Cindy
353-5800
An Equal Opportunity Employer

CLERICAL/RECEPTIONIST
With light typing. Need good phone personality. Farmington Hills.
626-8723

CLERICAL - Southfield Insurance Agency has position for someone with clerical & typing skills. Good opportunity for someone researching the employment market for full time position. Good attitude essential.
Call: 626-3338

CLERICAL SUPERVISOR
Company located in Southfield is seeking an individual to manage a staff of 2 to 4 people. Must have previous supervisory experience and a stable work background. Typing, Benefits. Starting wage is $13,000. Call: 557-8500
Equal Opportunity Employer M/F

COMMERCIAL SECRETARY - Insurance Agency. Minimum 2 years experience locally only. Salary open commensurate with experience. Reply to Box 330 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Experienced on Epson Equity d Base II system. Call Gary
273-3690

504 Help Wanted Office-Clerical

Clerks
Receptionists
(Typing 45 wpm)
Switchboard
Operators
Kelly "SPELLS SUCCESS"

Now through June 7, with each pay envelope, you could be an instant winner of $25, or double your chance of winning one of 100 exciting prizes including cruise trips for two to Hawaii. The more you work, the better your chances to win!

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 increase and vacation pay. Call us Mon-Fri, 7 am - 5:30 pm.

362-1180
TROY

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

CLERK TYPIST, full time, typing 50 WPM, receptionist and general office duties, including billing, for busy Romulus office. Resume to Barry Jacobs, Pay Treatment Program, 11401 Olive, Romulus, MI 48174
An Equal Opportunity Employer

CLERK TYPIST
Immediate opening for organized individual in fast-paced Birmingham based business. Pleasant phone personality, accurate typing at 55 wpm. Light bookkeeping, office duties. Excellent salary & benefits.
Call Sue James: 642-0410

CLERK TYPIST - Intelligent individual with good typing skills to work in Birmingham law office. Duties will include entering data to out of state counsel & heavy telephone contact with attorneys & clients. Must possess good organizational skills. Call Mike.
540-7701

CLERK TYPIST
Needed for CPA office in Southfield. Full or part time.
Call Mary
353-5551

CLERK/TYPIST - Part time. Monday-Friday, 7pm-5pm. Bloomfield Mortgage Company. Call Jackie
540-6060

CLERK/TYPIST
20-30 hours per week. Good typing skills required. Southfield area.
557-2580

CLOSING SECRETARY
Full or part-time persons needed, experienced in preparing title company closings. Pleasant, fast-paced title company, Troy area. 879-9650

Closing Secretary
Downtown Birmingham Title Company has an immediate opening for a Closing Secretary/Closer. Salary and benefits. For appointment, call
644-3208

COMPUTER OPERATOR
Bookkeeper position, excellent salary & benefits.
Call Mr. Wilson, 358-1142

CONSCIENTIOUS PERSON for manufacturers rep. company. Must be able to manage own time and principals on telephone. Some customer calls out of office. Good typing, filing and math aptitude skills, word processing and computer experience a plus. Associate Degree preferred. Must be a non smoker. Send resume to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR
Administrative position of organization. Problem solve for members, arrange seminars. People person with strong typing skills. Pleasant working required. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-1144
Harris Group Personnel

COURT CLERKS for Royal Oak area. Light typing, data entry and lots of public contact. Contract positions. Call Marilyn 646-7560

CUSTOMER
SERVICE
This suburban office needs an Office Manager to greet and service callers. Light typing, basic math and general office duties. To $14,500.
Call now, 353-2090
After 5 Appointments Available
SNELLING & SNELLING

CUSTOMER SERVICE SECRETARY
Growing CNC machine tool company in Plymouth has an opening for an experienced Customer Service Secretary. Requirements include a mature attitude, excellent telephone skills, familiarity with dictaphone & word processing equipment as well as above average typing skills. Salary commensurate with experience plus benefits. Send resume stating salary history & recent salary increase to Box 336, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE REP
needed immediately are several inside people to handle telephone & phone contact. Seasonal part time & seasonal full time positions are available. Please stop by & fill out an application. Chemtech Services, 22519 Heslip, Novi.
348-1700

CUSTOMER SERVICE
COORDINATOR
Needed to take Service Calls & Coordinate Service Dept. for computer software firm. Telephone, typing, filing & organizational skills. Send resume to: Retina Medical Dental Systems, 300 Cleveland St., 23100 Providence Dr., Southfield, Michigan 48075-3077.

Data Base Clerk
To update records by submitting changes on the data base. Candidate will be well organized, self motivated and type 45/50 wpm. Previous office experience 1-2 years preferred. Salary commensurate with experience. Full benefits. Send resume to:
Personnel Administrator
P.O. Box 2287
Southfield, MI 48037

DATA ENTRY - 1 year certificate or fly. 8-1 Sal. Must be good speller and 65-80 wpm. Typist also needed. Temp. Contact Carol Wilson before 11 or after 4 pm.
443-2622

504 Help Wanted Office-Clerical

DON'T WASTE
YOUR CLERICAL
SKILLS
SITTING AT HOME
Earn Top Wages
NO FEE
Placate needed immediately for various levels of secretarial positions during the peak spring & summer vacation times. Interested persons are urged to provide Debbie with schedule of availability & areas of choice.

EMPLOYERS
TEMPORARY
SERVICE
Livonia Branch
425-2700

ENTRY LEVEL position with potential. Good telephone skills, accurate typing, speed not important. Must like people. Ask for Jane Toomajian
851-1900
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EARN TOP PAY!
OMS has immediate assignments for the following skills:
Dr. Typlets
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
Heritage Corporate Center
Suite 104
427-7660

EFFICIENT
TEMPORARIES, INC.
A subsidiary of Efficient Engineering is accepting applications for the following
IBM PC OPERATORS
WORD STAR
WANG
DISPLAY WRITE III
SECRETARIES
SR. TYPISTS

Please call for appt.

EFFICIENT
TEMPORARIES, INC.
544-2550
Applicants will be interviewed at either or Troy or Oak Park office

PERSONAL EXECUTIVE secretary needed to handle phone, mailing, etc. Professional appearance, shorthand/dictaphone important. Word processor experience helpful. Excellent salary & benefits commensurate. Please send resume including salary expectations per: Lynn Stewart Management Group, Inc. 31840 Northwestern Hwy., Farmington Hills, MI 48018. All replies held in strictest confidence.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
$22,000/FEE PAID
Personnel System
423-1166

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. 557-2580

EXECUTIVE SECRETARY for real Estate Development firm President. Experienced. Light bookkeeping. Excellent typing & transcription. Knowledge of word processor. Send resume to Office Manager, 31800 Northwestern Hwy., Suite 375, Farmington Hills, MI 48018 or Call for interview:
855-0580

EXECUTIVE SECRETARY
for fast paced Southfield location. Type 50 wpm a good clerical skills. Bookkeeping (no) necessary. Knowledge of medical terminology helpful. Potential for growth. Call Ann Marie for an interview.
557-4607

EXECUTIVE SECRETARY
Must be able to follow explicit directions and possess good verbal skills, including computer experience. No shorthand required. Hours: Mon. thru Thurs. 8-5pm, 3-6pm. If you seek challenge and strive for perfection, contact us between 8am and noon at353-3311, Ext. 17

EXECUTIVE
SECRETARY

We are a dynamic corporation seeking an experienced executive level Secretary and Administrative Assistant for an engineering group.

Requirements include:
- Typing 60 wpm.
- Word processing experience.
- Dictaphone experience.
- High degree of organizational ability.
- Professional appearance and personality with a stable energy level.

Excellent salary and benefits

Send resume to:

Jill Kommick
MODERN ENGINEERING
SERVICE COMPANY
28150 Dequindre Rd.
Warren, MI., 48084

574-9600

Equal Opportunity Employer M/F

EXECUTIVE SECRETARY - mature. Minimum 2 years typing + word processing & shorthand. Light bookkeeping. Excellent typing. Top salary & benefits. 855-8780

EXECUTIVE SECRETARY for a small company. Minimum 60 wpm. Typing 60 + WPM accurate, light bookkeeping & filing. Salary commensurate with experience. Contact Tim Turner, 8AM-2PM weekdays.
547-3010

EXECUTIVE SECRETARY for Troy firm. 9 yrs. secretarial background. Must be organized, prefer sales office experience. Type 65 accurately, shorthand 90+. Excellent benefits. To $13,000. Fee Paid. 964-5300
B Hare Hacker Assoc. Inc.

EXECUTIVE SECRETARY
to manage small law firm. Learn dictaphone, type 70WPM, shorthand, word processing and proofreading. Previous experience, minimum 2 years. Salary $200 - $250. Receptionist Clerk position for August, paying $190. Send resume or letter to P.O. Box 2041, Farmington Hills, 48018

FILE CLERK - Bloomfield Hills area. Tax consulting firm looking for energetic self-starter. Diversified responsibilities, errands, overtime & full benefits. Please send resume to Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK for insurance office located in Bloomfield Hills. Please respond to: P.O. Box 5068, Southfield, MI 48036, Attention: Personnel Dept.

FILE CLERK
Needed for Mortgage Insurance Company. Minimum typing.
Benefits. Troy Area. Contact Mrs. McCallum
879-2400

FILE CLERKS/PART TIME
Southfield insurance company currently has part time openings for File Clerks, hours - 12:30 pm to 4:30 pm., Mon. thru Fri.
Requires - alpha and numeric filing and the ability to work on your own. Position available immediately. If interested, please contact:
Human Resources
827-7400
AMERISURE CO.
An Equal Opportunity Employer

FLEXIBLE, energetic person for fast paced office. Must be able to work well with others. Pleasant phone voice, and typing a plus. Salary $200-$250. Send resume to: LJ, 18777 W. 10 Mile - #100, Southfield, Mich. 48075

FREE TRAINING
WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified Lake Insurance Company. Students to train for a rewarding career. For more information call
544-2960

504 Help Wanted Office-Clerical

FULL TIME entry level position available in the Purchasing Export Department for College Grad. Typing, calculator and computer experience needed. Individual must be accurate and detail oriented. Send resumes Only, to:
TEMPCHAM YAZAKI CORP.
6700 HAGGERTY ROAD
CANTON, MI 48187
Attention: Purchasing

GENERAL CLERICAL help to take orders, file, deal with customers, process paperwork, answer telephone, person store/office in Plymouth. Ask for Cheryl. 663-6012

GENERAL OFFICE
Seeking mature individual with good typing 45WPM & math skills. Located in Bloomfield Hills area.
Good Benefit Package
Please Call For Appointment
258-5200 ext. 372.
An Equal Opportunity Employer

GENERAL OFFICE
Hab needed. Full time.
Troy area. 362-1360

GENERAL OFFICE
Filing, light typing & light bookkeeping. Part time. Redford area.
Call 537-8180

GENERAL OFFICE. Light typing, phone reception, inventory control, filing. Plymouth area. Call
455-8344

GENERAL OFFICE/PART TIME
Evenings and weekends. Approx. 10 to 20 hours. Apply Gardner Furniture, 29055 Plymouth Rd., Livonia.

GENERAL OFFICE - Insurance Co. office, typist and clerical, typing 50 WPM, shorthand/dictaphone a plus, nice working conditions. Reply to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

GENERAL OFFICE CLERK - Beginning position in Southfield. Typing 50 wpm, good math & organizational skills and attentive to detail. Call Personnel Department, P. O. Box 300, Southfield, MI 48037 353-3311, Ext. 17

GENERAL OFFICE
work available. Person needed to perform key punch, verify, use bookkeeping computer. Also light typing. Send resume and salary expectations to: P.O. Box 52222, Livonia, Michigan 48152. No phone calls please.

GENERAL OFFICE CLERICAL
Immediate opening. Nationwide distributor of electrical products in Farmington Hills. Candidate should possess general clerical & written skills for duties in accounting department. Excellent insurance package with frequent work incentives. Please send deliver or mail resume, with salary history & requirements to: Steve, Lifetime Doors, 30700 Northwestern Hwy., Farmington Hills, or call. 851-7700

GENERAL OFFICE
Adjustment Clerk
Immediate opening for detail oriented with good typing ability 40/45 wpm (Electronic typewriter). Math aptitude, knowledge helpful. Must enjoy working with people. Must have excellent telephone personality (courteous & patient). Word processing helpful but not necessary. Excellent benefits include: Blue Cross, Blue Shield, dental, life insurance and tuition refund. Send resume to
Personnel Department
P.O. Box 2227
Southfield, MI 48037

GENERAL OFFICE - Person for varied duties including typing. Must have a pleasant phone personality. Non-smoking Plymouth Lake. 453-1300

GENERAL OFFICE
Mature experienced general office person for production firm in Troy area.
362-4050

GENERAL OFFICE
Light typing. Phone reception. Livonia Area. Send resume to: P.O. Box 211, Livonia, Michigan 48152.

GENERAL OFFICE CLERK
Entry level job. Math and typing skills required. We train. Send resume to: 36890 Ann Arbor Trail, Livonia, MI., 48018. Attention: Mary.

GENERAL OFFICE, part time, 20 hours per week. Typing 50 wpm necessary. Apply in person: RCA Service Co., 32605 W. 12 Mile, Farmington, MI.
532-4600
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GENERAL OFFICE
Experienced only. Order processing, purchasing. Computer data entry. Full benefits. Light distribution, 6 days, benefits. 10 Mile/Grand River.
476-6660

GENERAL OFFICE
Southfield distributor seeks assistant for accounts receivable. Must have excellent phone & calculator skills. Good math aptitude necessary. Detail-oriented.
Call before 11AM: 352-0376

GENERAL OFFICE secretary needed for a small boundoggle management consulting firm. Type 45 wpm, file, telephone, answer questions, process expenses, word processing experience preferred. Dual Candidates call Office Manager
557-9340

GENERAL OFFICE - FULL TIME
Full benefits. Keego Harbor area. Aggressive self-starter able to work with minimum supervision for high energy position. Must have good math aptitude, typing 50 wpm. Resume to: PO Box 5324, W. Bloomfield, Mich. 48033or call Tammy
661-2000

GENERAL OFFICE
Southfield Property Management Firm looking for a pleasant, reliable, person to work full time (40 hrs.) Mon.-Tues-Sat. Duties include: answering phone, typing, filing, posting, typing, filing, computer posting. Excellent starting conditions with excellent fringe benefit package.
358-8020

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PERSONNEL SECRETARY - for large corporation downtown. Personnel experience, 3-5 years, word processing experience a must.

SECRETARY - good skills are needed for this long term assignment. Word processing helpful.

PERSONNEL ASSISTANT - background in human resources needed for top paying position in large corporation. Must have computer background.

TYPIST - minimum typing of 45 WPM needed for various long and short term assignments.

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IN-HOUSE body injury adjuster, 3 years experience necessary. Salary commensurate with experience. Livonia area. All replies held confidential. Send replies to Box 396, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY, located in Farmington Hills, is looking for a Receptionist-Typist. 90 WPM & good telephone voice. $4.00 hr. 855-5800

INSURANCE AGENCY Birmingham. Experienced in Property & Casualty. Typing 60 words per minute & Pleasant telephone voice. Typing skills. Non-smoker. Days 646-8657

504 Help Wanted Office-Clerical

INSURANCE - DATA ENTRY
A major insurance Company has an immediate opening for a data entry position in our Claims Department. We are looking for a detailed oriented person with good inter-personal skills and ability to type 40wpm. We are moving from Detroit to Troy in early fall. 34% Benefit working hours per week, excellent salary and benefits commensurate with ops. Qualified applicants should Call Mrs. Debbie at 362-3290
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INSURANCE
Dynamic Livonia based insurance agency has immediate full time openings for:
- GENERAL OFFICE CLERICAL
- EXPERIENCED HEALTH CLAIMS EXAMINER
- LEGAL SECRETARY

4½ day work week, fully paid insurance benefit package, excellent salary commensurate with qualifications. For further information and appointment call:
591-4692

Insurance
North Oakland County Insurance Agent is interested in an experienced Personnel Secretary. Send resume to James Brady, Inc., 7001 Orchard Lake Road, Suite 410A, West Bloomfield, MI 48033 or call Marilyn 644-5211

INSURANCE
Plymouth agency. Accounting experience preferred. Part to full time. Flexible hours. 459-3434

INTERNATIONAL C.P.A. FIRM, located in the Renaissance Center, is looking for an experienced, self motivated Secretary with 2-3 years of recent experience. Typing 45 wpm, spelling + A Must. Send resume stating salary range, in confidence, to: Robb Report Inc. C/O Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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16 Mile and I-75 area. Days, benefits. Great working conditions.
852-8880

Keypunch Operator
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