504 Help Wanted Office-Clerical

EARN VACATION $$$

All clerical skills needed immediately for long and short term assignments.

BENEFITS - NO FEE

Call TODAY
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314
An Equal Opportunity Employer

ENTECH
Needs Your Good Skills!

We have immediate openings for word processing positions. Work near your home with a flexible schedule. If you have experience at any of the following word processors, Call us Today for your immediate interview.

IBM PC
DISPLAYWRITE III
WORDSTAR
LOTUS 1, II, III
SYMPHONY
NDI
IBM 5520
WANG
DECMATE
MEMORY TYPEWRITER

MEDICAL BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

Ask about our new benefit package and read the article in the "Ahead of The Rest...NEVER A FEE

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

Ahead of The Rest

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

PERSONAL EXECUTIVE secretary needed to assist in typing, filing, phone, mailing, etc. Professional deamenor & organizational abilities important. Word processor or micro-computer experience helpful. Excellent opportunity for advancement. Please send resume including salary expectations to: T.J. Power, Stewart Associates, 30200 Telegraph, 31850 Ford Rd., Garden City, MI 48135. All replies held in strictest confidence.

EXECUTIVE ASSISTANT
Prominent VIP needs skilled organizer with secretarial skills plus ability to handle PR direction. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

EXECUTIVE SALES SECRETARY
Challenging position available in Troy area, for mature, out-going individual. Office environment is a fast-track CEM Automotive Supplier. Must have full range of seasoned Secretarial skills including typing, shorthand & word processing experience, along with ability to communicate well with customers & handle busy switchboard. Excellent salary & benefits to right candidate possessing 3-5 yrs. related experience. Submit resume & qualifications to:
P.O. Box 1233, Troy, MI. 48099

EXECUTIVE SECRETARY for Troy firm. 3 yrs. secretarial experience. Must be organized, prefer sales office experience. Type 65 accurately, shorthand 80+. Excellent benefits. To $19,000. Fee Paid. 644-8300
— D Hans Becker Assoc. Inc.

EXECUTIVE SECRETARY
$22,000/FEE PAID
Personnel Systems 459-1156

FORTUNE 500 COMPANY CLERK TYPIST
Excellent opportunity to put your office skills to work, nice suburban location. Great benefits. To $16,000 fee paid. 353-2090.
After 5 Appointments Available
SNELLING & SNELLING

FREE TRAINING
WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified low income Detroit County residents to train for a rewarding career. For more information call:
Focus: HOPE 244-2850

FULL TIME OFFICE - Prefer basic knowledge of IBM Computer, light typing, phones. Please call between 8am-4pm. Livonia. 937-0600

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
to manage small law firm. Learn paralegal, type 70WPM, shorthand, dictaphone, word processing skills, previous experience, minimum 2 years. Business Real Estate law & Estate Planning. Excellent salary & benefits. Send resume. Attorney, 31731 Northwestern Hwy, Suite 264, Farmington Hills, Mich 48018.

EXECUTIVE SECRETARIES - word processors for 6 local hospitals. 100,100 cost per paid. Call Rich. 357-0034

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. Call 557-2357

EXECUTIVE SECRETARY - for Fortune 500 COMPANY, some accounting background & shorthand a plus, with knowledge of word processor, type 60 WPM, contract position, salary $18,000. Call Marilyn 645-7660

EXECUTIVE SECRETARY
Must be able to follow exact directions and possess good secretarial skills, including computer experience. No shorthand required. Hours: Mon. thru Thurs. 3-9pm, Fri. 3-6pm. If you seek challenge and love for perfection, please call between 9am and noon at 353-3311, Ext. 17

EXECUTIVE SECRETARY/ASSISTANT
Prominent firm, needs Secretary for Sr. Law Partner who is a quality oriented mature individual. Excellent opportunity for further growth & involvement. Need person who is organized & has good administrative & Secretarial skills. Shorthand required. 13/Southfield. Send Resume to: 20215 Southfield Rd., Suite 113, Southfield, Michigan 48076.

FILE CLERK - Bloomfield Hills area. Tax consulting firm looking for energetic self-starter. Diversified responsibilities, errands, overtime & full benefits. Please send resume to Joe Weaver, Weaver & Associates, 38251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK for insurance office located in Southfield. Please respond to: P.O. Box 5096, Southfield, MI. 48076, Attention: Personnel Dept.

FILE CLERK
For Physians office in Livonia. Part time, flexible hours, pleasant staff & surroundings. Call Kathy, 476-7866

FILE CLERK
Mature, experienced file clerk. Full-time/no benefits. Neat appearance a must. Dearborn. 582-1182

FILE CLERK
Needed for large 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 feet.
Position available immediately. If interested, please contact:
Human Resources
827-7400
AMERISURE CO.
An Equal Opportunity Employer

FINANCE COMPANY needs person for credit inquiries, processing documents, typing & various office duties. Salary commensurate with experience. Send resume to L. A. C., 20000 W. 12 Mile, Southfield, MI. 48076.

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: I.M.P., 18777 W. 10 Mile • #100, Southfield, Mich. 48075

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:
AMERICAN YAZAKI CORP.
8700 HAGGERTY ROAD
CANTON, MI 48187
Attention: Purchasing

GENERAL CLERICAL help to take orders, greet customers, process paperwork, answer telephones. Person store office in Plymouth. Ask for Cindy: 453-9012

GENERAL CLERK
Financial institution has openings in various depts for person with minimum 45 wpm typing, good knowledge of office machines, good oral & written skills, & minimum 1 year accounting experience preferred, but not necessary. Send resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham, MI. 48012. An Equal Opportunity Employer

GENERAL CLERKS
Full time & part time
CNA Insurance has part time openings that offer advancement for dynamic self motivated individuals. Morning and afternoon hours available (25 hrs. per week minimum). Some office experience and basic typing skills are preferred.
If you are qualified please contact our Personnel Dept.
CNA INSURANCE COMPANIES
401 S. Livernois, Suite 300
Birmingham MI. 48010
645-9940
CNA
For all the commitments you make
E. O. E. M/F/H/V

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

GENERAL OFFICE - PART-TIME
Typing, record keeping and phone. Flexible day time hours. Non-smoker. Excellent for college student. Apply at: 8119 General Ct., Plymouth, between Lilley & Haggerty, N. off Jay Rd.

GENERAL OFFICE - Person for varied duties including typing, must have a pleasant phone personality. Non-smoker. Sylvan Lake. 853-1305

GENERAL OFFICE
Light typing. Full time position. Livonia Area. Send resume to: P.O. Box 211, Livonia, Michigan 48152.

GENERAL OFFICE, part time, 20 hrs. per week. Clerical experience necessary. Apply in person: RCA Service Co., 11605 Mayfield, Livonia, MI.
An Equal Opportunity Employer

GENERAL OFFICE
Southfield distributor seeks assistant for buying department. Must have excellent phone & calculator skills. Good math aptitude necessary. Salary negotiated.
Call before 11AM: 352-0378

GENERAL OFFICE secretary needed for a small Southfield hospital management consulting firm. Type at least 60WPM, telephone etiquette, previous experience, word processing experience preferred. Qualified candidates call Office Manager 557-9340

GENERAL OFFICE
Southfield Property Management Firm looking for a pleasant, reliable, outgoing person for full time position. Take-Sort Duties include; answering phone, meeting the public, typing, filing, computer posting. Excellent benefits & salary with excellent fringe benefit package.
Call 356-8020

GENERAL OFFICE
Mature person for 1 girl office, bookkeeping experience necessary. Call: 353-2545

GENERAL OFFICE - must be experienced, pleasant office, good typist. Good wages with benefits. Redford area. 537-6300

GENERAL OFFICE CLERKS - (35) for large department. Light typing must have good telephone manner & light typing, contract work. Call Joan 357-0034

GENERAL OFFICE - PART-TIME
9-2pm for 1 Girl Office. Good skills; shorthand, typing, bookkeeping. Real Estate & construction experience preferred but not necessary. Reply: 31555 - 14 Mile Rd., Ste. 101, Farmington Hills, MI. 48018

504 Help Wanted Office-Clerical

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 phone manners. Light typing. Send resume to: PO Box 6338, W. Bloomfield, Mich. 48033or call Jenny, 332-2700

GENERAL OFFICE for CPA firm, 15 Mile/Lahser area. Duties include reception, filing, tax return assembly, some typing. Excellent salary, hospitalization, dental, life & pension plans. Non smoker. 35 hours per week. Call Kathy, 642-7700

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 40 wpm, good math & organizational skills and attentive to details. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 17

GENERAL OFFICE
Birmingham area. Full time. Must be self-starter with figures. Some office experience preferred. Send resume and salary required to Box 404, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Efficient individual needed immediately for expanding company. Typing, data entry and customer service. $5.00 per hour. Call 471-1151, Ext. 226, or apply in person:
TELEPHONE SUPPORT SYSTEM,
39550 Grand River, Novi, MI. 48050

GENERAL OFFICE CLERK
to work in Purchasing Department of wholesale health care product & appliance distributor. Full time position with benefits. Pleasant working conditions, excellent benefits.
GENERAL OFFICE
$13,000 FEE PAID
If you enjoy being your own boss, Troy based firm offers an administrative position. Excellent typing and word processing a must. Contact with prestigious clientele. Call our Clerical Department, 643-9300.
SNELLING & SNELLING OF TROY

GENERAL OFFICE/ RECEPTIONIST
$10,480-$13,000 FEE PAID
Great opportunity for friendly suburban company. Your office skills, personality, good typing will land you this position! Great benefits plus a nice paid vacation! Hurry, call Michelle at 464-0028.
SNELLING & SNELLING

GENERAL OFFICE
The ideal Candidate will be a fast learner with Retail/Wholesale or Fast Food Background. Math aptitude & type 45WPM a must.
We are an international recognized importer, wholesaler, distributor of promotional advertising. Located in Southfield metro area. Good benefit package. Please Call for appointment: 559-2300 ext. 372

GENERAL OFFICE
Guardian Auto Glass, a Division of Guardian Industries, has a general office opening in its retail glass branch in Farmington Hills.
Responsibilities includes: Customer contact, service, invoicing, payroll, inventory, and other general office duties. Typing 45 wpm a plus. Prior office experience and excellent communication skills. Typing is not required.
We offer a competitive salary and a comprehensive benefit package. Please send a resume to:
Dick Smith
GUARDIAN AUTO GLASS
24150 Haggerty
Farmington Hills, MI., 48018

GLAMOUR PHOTO OFFICE - Entry Level, previous exp. helpful. Full benefits. Fee Paid. Employment Center 642-4130

IBM WORD PROCESSORS - with Word Star, Multimate, Word Perfect or Lotus L/123, academic experience or hands-on. Contract position. Call Marilyn 645-7660

IBM WORD PROCESSORS - with Word Star, Multimate, Word Perfect or Lotus L/123, academic experience or hands-on. Contact position. Call Marilyn 645-7660

504 Help Wanted Office-Clerical

IMMEDIATE full time position. Large construction company in Hovi. Entry level accounts payable clerk. Send resume & references, A/c Accounts Payable Supervisor, P.O. Box 56, Novi, MI 48050.
An Equal Opportunity Employer

IMPORTANT SECT'Y!
FEE PAID • $21-$22,000
Will assist General Counsel (corporate officer) of manufacturing firm. This is a very important position requiring at least 5 yrs. experience (prefer legal), with typing of 60 & shorthand of 90. Full fringe benefits, northern suburbs.
DOROTHY DAY PERSONNEL, INC.

INDUSTRIAL PAYROLL
FEE PAID • $17-$20,000
Will assist Payroll Manager of industrial environment preferred. Timecards, 1099's, 401K's, CPR & computers are part of the routine. Best benefits, westside location.
549-6797
DOROTHY DAY PERSONNEL, INC.

IN-HOUSE Bodily Injury adjuster, 3 years experience handling claims, commensurate with experience, Farmington area. Full medical benefits. Send replies to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY Birmingham. Experienced in Property & Casualty lines, dealing home owners & auto. Knowledge of Word Processing skills. Non-smoker. Days 646-6657

INSURANCE AGENCY - Woodward & 11 mile. Experienced Commercial Lines Underwriter. Complete benefit package. Call Marilyn 645-7660
Ask for Miss Ann 398-1700

INSURANCE - DATA ENTRY
A major Insurance Company has an immediate opening for a data entry position in the Southfield area. We are looking for a detailed oriented person with good inter-personal skills and ability to type 40wpm. We are moving from downtown Detroit to Troy in early fall. 36% benefits working hours are flexible excellent benefits and compensation pack. Interested applicants should call Mrs. Debbie at 362-3689
An Equal Opportunity Employer

INSURANCE OFFICE in Downtown Farmington Hills Receptionist. Call for appointment between 9am-4pm 474-3511

INSURANCE SECRETARY
Birmingham, light typing, computer experience helpful, good benefits. Call Carol 642-5858

INTERNATIONAL C.P.A. FIRM, located in the Renaissance Center, is looking for a professional, self-motivated Secretary with 2-3 years recent experience. Good typing & phone skills. A Must. Send resume, including salary range & confidence, to: Box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

KEYPUNCH/KEYEDIT
Keypunch operator positions available for all shifts. Must be experienced. Farmington area. 474-1136

KEYPUNCH OPERATOR
days, benefits, great working conditions. 16 Mile & I-75 area. Call 582-9540

KEYPUNCH OPERATOR
A full time position available. 1 year experience on IBM 3741 or 3742. No less than 12,000 key strokes per hour. Ask for Audrey.
362-6200, Ext. 295

KEYPUNCH OPERATORS
Experienced professional persons needed to fill immediate openings in expanding Livonia company. First & second shifts available.
mesa corp. 422-8002

LEGAL SECRETARY
Part Time, Afternoons. Word processing experience preferred. Call 644-4433

LEGAL SECRETARY
With mortgage experience needed for Birmingham Law Firm. Must have excellent typing and language skills. Good benefits. Call Teresa 644-8801

Legal Secretaries
Personnel at Law, a leader in the professional recruitment and placement of legal personnel, can assist you in your career advancement.
After-hour appointments available, never a charge to you. Make your next move problem-free with our help.
BIRMINGHAM corp. and word processing. Silk Stocking firm offering $15,000 & above.
SOUTHFIELD PI firm. No word processing necessary, 2 years experience OK. $18,000-$19,000.
BIRMINGHAM law firm is seeking a Legal Secretary with 2 years experience in litigation & word processing. Starting for 1 attorney. $17,000-$18,000.
DOWNTOWN law firm in need of a Legal Secretary with 2-3 years experience, litigation & word processing. Up to $20,000.
DOWNTOWN law firm is seeking a Legal Secretary with 4 years experience. Med Mal Lit. $17,000-$19,000. Also associate level position $14,000-$18,000.
TROY law firm looking for a Legal Secretary with litigation, word processing, 3 years experience. Small firm offering good benefits with dental. $17,000-$19,000.
Numerous entry-level positions available requiring NO legal experience in the suburbs and downtown.
Immediately available - Long or short term temporary assignments in the Detroit metro area. Top dollar.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
358-0060

504 Help Wanted Office-Clerical

LEGAL SECRETARY - 2 attorney firm across from Somerset Mall. Excellent salary and fringe benefits. Will train & ability advance applicant with IBM word processing background. Mail resume to: Frankel, Jacobs, Kody, 3155 W. Big Beaver, Suite 100, Troy, MI 48084

LEGAL SECRETARY for expanding Birmingham law firm. Litigation experience necessary. Will train on Word processor. Full benefits and competitive salary. 644-8809

LEGAL SECRETARY for Birmingham Law Firm. Must type 70wpm. Knowledge of Xerox 630 Memory Writer helpful. Salary commensurate with experience. Contact Mr. Thompson at 645-2440

LEGAL SECRETARY
Creative & challenging position open for the right person. Experience mandatory in litigation, specialty PI and Malpractice. Word processing experience preferred. Salary commensurate with experience. Good benefits in a pleasant surroundings and atmosphere. Southfield. Call Patrick 352-3500

Legal Secretary
needed for Bloomfield Hills firm. Experience necessary. 645-1450

LEGAL SECRETARY
Part time, 25-35 hours per week. Mind management experience necessary. Birmingham location 647-2727

LEGAL SECRETARY - experienced for Southfield law firm. Sharp individual with excellent skills and good processing background. 355-5200

LEGAL SECRETARY for attorney in Southfield. Bonus experience. Typing 60 wpm., word processing, shorthand 90 wpm., salary commensurate with experience. 355-8855.

LEGAL SECRETARY, experienced, for a defense litigation firm in Farmington Hills, excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, MI 48018

LEGAL SECRETARY
for general practice Troy law firm, experience & excellent typing skills necessary, word processing desirable. 649-1900 or 643-4444

LEGAL SECRETARY - Entry position for prestigious downtown firm. Must type 70 accurately, 6 months to 1 year office experience. To $13,500. Exceptional benefits. Call Peggy 645-5300
D Hans Becker Assoc., Inc.

LEGAL SECRETARY/Assistant part time, 25 hrs. per week. Candidate should have 1-3 years legal experience and typing ability of 70+ WPM. For consideration submit resume to Office Manager, 30100 Telegraph, Rd., Suite 160, Birmingham, MI 48010

LEGAL SECRETARY - Part time, experienced in general, personal injury practice. Southfield area. Call 353-2525

LEGAL SECRETARY - experienced with word processing skills. Work nights & weekends only. Hourly basis. No benefits. 353-8811

LEGAL SECRETARY - Downtown Detroit Law Firm. Send resumes to: Boggs & Boggs, PC, 1515 Penobscot Building, Detroit, MI. 48226.

LEGAL SECRETARY
Permanent Part-time. 20-30 hrs./week. (1) year office experience. Call 10am-3pm. 358-3219

LEGAL SECRETARY - type 65 WPM, some word processing, dictaphone, contract positions, top dollar. Call Helen 357-0034

LEGAL Secretary for 1 man office in Westland. General practice experience preferred. Salary commensurate with experience. 721-1272

LEGAL SECRETARY
Litigation, word processing experience desired. Extensive benefit program. Bloomfield Hills firm. Call Gladdeen 642-0333

LEGAL SECRETARY, substantial salary, secretary and administrative duties for medical and PI practice. 5 years minimum experience, benefits, all replies held in confidence.

LEGAL SECRETARY
Experienced in litigation & medical malpractice. Excellent typing & dictaphone skills. Send resume & salary history to Personnel, 30833 Northwestern Highway, #214, Farmington Hills, MI. 48018

LEGAL SECRETARY
$20,000 to $22,000
Partner in a friendly suburban firm needs Legal Secretary/Assistant with strong legal background and good typing skills. Must have legal aptitude and excellent communication skills, call this evening appointments available.
Arthur Thomas & Assoc. 355-4140

LEGAL SECRETARY
$16,-$20,000 FEE PAID
Growing Southfield firm seeks person with excellent typing and dictaphone experience. Word processing is a plus, but will train! Excellent benefits plus a very pleasant location. Call Michelle now, 464-0069.
SNELLING & SNELLING

LEGAL SECRETARIES/ WORD PROCESSING OPERATORS
Legal Secretaries & Word Processing Operators with legal background. Good typing skills required. Must be 60+ wpm typing speed, Wang word processing background and 1-2 years legal experience desired.
We offer paid vacation, profit sharing, stock plan, bonuses and excellent salary. Call now for interview.
Profile Services, Inc.
Dearborn Office Automation
593-3703

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Are you ready to move upward and become a partner's secretary? We are looking for the right person to step in and become an Executive Legal Secretary. Great working conditions in Southfield. Must have excellent skills.
444-4548

LEGAL SECRETARY
RenCen, $20,000 year plus benefits
Will train for corporate law, $16,000 a year plus benefits.
421-5600

LEGAL SECRETARY
Appeal and personal injury $17,000 a year, plus benefits.
LEGAL SECRETARY
Corporate legal, $20,000 a year, plus benefits.
LEGAL SECRETARY
Litigation, $20,000 a year, plus benefits.
Real estate, 3 days per week, $10.75 per hour.
ALL POSITIONS FEE PAID
ARCHER EMPLOYMENT
2015 Penobscot Bldg. 963-8205
6966 Crooks 879-1420

LEGAL SECRETARIES LAW CLERKS
Work for leading firms. Top pay, paid vacations, long and short term assignments.
Call for more information:
353-4420
Personnel Pool
LAW SERVICE DIVISION
SEVEN A FEE

LEGAL SECRETARY needed. 5 years experience required, for personal injury law firm in Farmington and Southfield. Salary commensurate with experience. Call Cindy at 353-1550.

WORKER'S COMP SECRETARY
Experienced, for large litigation firm in Farmington Hills. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, MI 48018-3040.

MATURE PERSON with good clerical skills to work in the Claims Department of a Property/Casualty Insurance Company. Some experience preferred. A minimum of 50 WPM. Good working conditions, benefit package and opportunity for advancement to qualified person. Call Mr. McDonald at 352-7500

MORTGAGE CLOSERS - for refinancing division of Southfield corporation. Must be notaries, contract positions. Call Jamie 357-0034

NEW ACCOUNTS CLERK
Type 40 WPM. Detail oriented. CRT experience preferred. Call Sue
827-2670
DEAN WITTER REYNOLDS
An Equal Opportunity Employer

OFFICE ASSISTANT
Friendly and busy office needs your front desk talent. Good typing and phone skills. Receptionist your key. To $16,640 to start. Call now 353-2090.
After 5 Appointments Available
SNELLING & SNELLING

OFFICE CLERICAL
Good general office skills. Immediate opening. Medical People Leasing. 851-4801

Office Clerical
Full-time person needed for busy real estate office to perform data entry, filing, typing, answering phones and processing paperwork. Need a good math aptitude and calculator skills. $4.50 an hour plus benefits to start. Call the Personnel Department at
349-7080

OFFICE MANAGER/full charge bookkeeper for private country club located in Bloomfield area. Supervisory & computer experience required. Send resume & salary history to Porbin & Tobes, 30600 Telegraph, #2150, Birmingham, MI. 48010. Attn: Mr Porbin

OFFICE SECRETARY for Restaurant. P.C. experience preferred, bookkeeping experience a Plus. Recent Grad considered. Facility for handicapped desirable. Salary negotiator. Resume to: Box 440, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

ONE PERSON OFFICE - typing, payroll, light bookkeeping. Will train right person. 8 Mile/Farmington area, for appointment, 474-3300.

OPTOMETRIC OFFICE needs enthusiastic, quick learner for fast growing office. No experience necessary. Call 477-9300

PARALEGALS
Business and estate planning. Downtown Detroit law firm. Excellent oral communication and written skills, organized, degree preferred. Send resume to:
BOX 466, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Accurate Typist. Pleasant phone voice & manner for Sales office in Southfield. Sales or computer knowledge helpful but not necessary. Hours: Mon thru Fri., 8:30am-12:30pm. Call Sandy 557-3278

PART TIME opening in our pleasant Plymouth office for motivated self-starter, non smoker, accurate typing, excellent grammar & punctuation, word processing helpful.
455-1250

504 Help Wanted Office-Clerical

PART TIME - phone receptionist. Southfield, mature person with good phone skills. Light typing, pleasant surroundings. First Center Office Plaza, Northwestern Hwy. 352-8400

PART TIME RECEPTIONIST
Ideal hours of employment for college girl. 4 evenings 5-9, Saturday and Sunday. Good telephone manner, typing, sharp, bubbly personality. Harry B. Wolfe Co.
421-5600

PART TIME - secretarial position, available in Southfield for mature person with excellent skills.
292-1400

PART-TIME SWITCHBOAD OPERATOR
Rohm Switchboard operator needed for Southfield CPA firm 2 days per week. Flexible hours required. Send resume to: Ms. Lund, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

PAYROLL BOOKKEEPER
Experienced accounts payable processing background. Good Math and computer skills necessary. 500 employees. Bi-weekly payroll. Year round employment, excellent benefits, $15,729-$17,633 to start. Send resume in confidence to: Public Schools, 501 W. Main St., Northville

PAYROLL/PERSONNEL CLERK
Minimum 3 years office experience. Excellent typing skills. Math required. Computer background helpful. Excellent benefits. Send resume & salary requirements to: box #280/Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

PENSION CONSULTANT
Challenging position in Farmington Hills for person with accounting background & defined benefit pension experience. Excellent salary & benefit package. Send resume to: Personnel Manager, 6689 Orchard Lake Rd., Suite 185, West Bloomfield, MI 48033

PERMANENT POSITION
Accounts Receivable department of large retail chain. Data entry experience required. 8 Mile - Lahser area. Mrs. Coffin 353-0150

PERSONAL SECRETARY - full time, full benefits. Call Mrs. Ginsburg. Need resume, salary requirements, without delay. 10 F. D. Box 963, Southfield, Michigan 48037

RECEPTIONIST wanted for busy Southfield hair salon. Experience preferred but not necessary.
559-0123 or 356-1378

RECEPTIONIST wanted, full time, no weekends. Must be able to work under pressure. Apply in person: 23559 W. 8 Mile Rd., Redford.

RECEPTIONIST
needed for busy advertising firm. Typing, filing & phone answering. Southfield Area. Call 552-9800

RECEPTIONIST-GENERAL OFFICE
Troy area. Experienced, good English skills & accuracy - A Must.
649-6330

RECEPTIONIST needed for Southfield Law Firm. No experience necessary. For appointment, please call Sarah, 8:30am-5pm. 355-2770

RECEPTIONIST
Full time to answer phones and direct calls. Secretarial skills helpful. Benefits. 569-5500

RECEPTIONIST with some payroll experience. Must be able to meet Pleasant phone manners, vicinity of Southfield & 11 Mile. 559-8649

RECEPTIONIST
$16K/FEE PAID
Personnel Systems 459-1156

RECEPTIONIST with typing skills. Mature person for full time position with established firm in Walled Lake area. Call between 1-3:00 P.M. P. O. Box #314, Walled lake, Mi., 48088.

RECEPTIONIST NEEDED in Southfield. Must have good typing and communication skills. Salary up to $5, plus benefits. Call Rose Ann-Graph 352-3414

RECEPTIONIST - mature, experienced person for receptionist duties. Pleasant working environment & pleasant phone voice. Typing a plus. Apply weekdays 9am-12noon, Allmetal Screw Products, 12001 Levan, N. of Plymouth Rd., Livonia.

RECEPTIONIST/ TYPIST
Immediate opening in Southfield medical personnel office. Must be good typist, pleasing personality, organized, handle office detail & typing. Call Davis Smith Medical Personnel Service, 557-5874.

RECEPTIONIST - for Bloomfield Hills corporation, must be pleasant, polished, have 2-3 yrs experience in professional environment, salary $16,000 plus. Contract position. Call Helen 646-7660

RECEPTIONIST wanted for full time position with veterinary hospital in Southfield. Salary commensurate with experience. Applications being taken Mon thru Fri at 24079 W. 8 Mile Rd. 352-4580

504 Help Wanted Office-Clerical

• CLERICAL (PAYOFFS)
Our growing corporation is seeking energetic individuals to work in our payoff department. Qualified candidates must possess accurate typing of 45+ wpm, excellent communication and organizational skills and good math aptitude. Individuals must also be able to work under extreme pressure and strict time frame. Previous general office experience a plus.
Responsibilities include working on calculator and CRT, preparing figure computations to process payoff checks, reconciling escrow exceptions and subbing as phone representative.
Mortgage banking experience helpful. Overtime mandatory. We offer a complete benefit package. Qualified candidates should apply Mon. thru Fri. 9-11 a.m. or 1-4 p.m. at

PERSONNEL DEPARTMENT
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 FARMINGTON ROAD
FARMINGTON HILLS, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

504 Help Wanted Office-Clerical

"You decide what days you want to work. And leave the rest to Norrell."

Clerical
Typing
Word Processing
Secretarial
Data Processing

Benefits Never a contract, never a fee.

College Students Welcome

Norrell SERVICES, INC.

At Norrell, the choice is yours.
FARMINGTON HILLS 553-5858
ROCHESTER 651-1500
WARREN 751-5314

504 Help Wanted Office-Clerical

RECEPTIONIST/ TYPIST

A major component of an international chemical company has an opening for a receptionist at its suburban, Southfield location.

The incumbent will be responsible for answering all incoming calls, greeting visitors to the facility, mail distribution and typing.

The ideal candidate will possess a minimum of a high school degree, outstanding communication skills, accurate typing ability, and experience operating a multi-line switchboard.

We offer a professional environment, a competitive salary and excellent fringe benefits. For consideration, please submit a resume and salary history to:

INMONT CORPORATION
P.O. Box 5009
Southfield, MI 48086-5009
Equal Opportunity/Affirmative Action Employer

504 Help Wanted Office-Clerical

NBI CPT WANG XEROX 860
ATTENTION EXPERIENCED WORD PROCESSING PROFESSIONALS
IBM DW DWII DWIII DEC

Norrell Services is the fastest growing temporary help service. Join our team and experience the Norrell Difference.

- Long term & short term assignments with leading companies
- Top Pay
- Merit Increases
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- Cross Training
- Bonus Program

If you have 6 months word processing & secretarial experience and can type 55 wpm - call for an immediate interview.

Norrell Service, Inc.
Office Automation Staffing Division
358-2253

Contemporaries

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

- SWITCHBOARD
- STENOGRAPHERS
- WORD PROCESSORS
- RECEPTIONISTS
- TYPISTS
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BENEFITS NO FEE

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CLERICAL OPPORTUNITIES

Manufacturers Hanover Mortgage Corporation, the nation's third largest mortgage banker has experienced tremendous expansion within the past decade. This ongoing corporate growth has created numerous positions for career minded individuals in the clerical field.

WE NEED YOU...

If you are energetic, hard working and interested in working for an industry leader. If you possess excellent verbal/written communication skills and would like to become part of our growing team, we invite you to apply to our Personnel Department, Mon.-Fri. 9 am-4 pm. If you are unable to come in during those times please contact our office at 661-7140 for an application.

We offer a complete benefit package. All candidates will be reviewed for necessary qualifications for our current job openings.

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
An Equal Opportunity/Affirmative Action Employer M/F/H

CLERICAL OPPORTUNITIES AT MACCABEES MUTUAL

Maccabees Mutual, the oldest & one of the fastest growing life insurance companies in Michigan is seeking sharp individuals to add to our home office staff.

OPPORTUNITIES INCLUDE:

CUSTOMER SERVICE — A training program for a self starter with some college or customer service experience. This position requires strong math, english & analytical skills. We offer the opportunity to be trained & promoted thru a formal advancement program with salary increases to mid & upper teens.

UTILITY CLERK — An excellent entry level position for a quick learner. Clerical experience preferred along with good math & english skills.

For those who meet our high standards we offer one of the finest benefits package in the industry including paid health care & tuition assistance. Send resume or apply to Personnel

MACCABEES MUTUAL LIFE INSURANCE COMPANY
25800 Northwestern Highway
P.O. Box 2165
Southfield, MI 48037
Equal Opportunity Employer

504 Help Wanted Office-Clerical

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The Temporary Help People