504 Help Wanted Office-Clerical

ABILITIES ADD $$$
ARBOR TEMPORARIES
NEEDS

- WORD PROCESSORS
- SECRETARIES
- RECEPTIONISTS
- SWITCHBOARD
- LIGHT INDUSTRIAL

NO FEE
CALL 459-1166

Accounting Clerk

Foland's, a growth Stanley retail operation, has an immediate need for an accounting clerk in our corporate offices located in Livonia. The ideal candidate will perform various accounting duties; Assisting the staff accountant, preparing management reports, audit work papers & analyzing general ledger accounts.

An associate's degree & one year of related accounting experience required. Experience with automated general ledger systems & personal computers a definite plus. Send resumes & salary requirements to:

FOLAND'S
"The Alternative Dept. Store"
Att: Accounting
29733 Plymouth Rd.
Livonia, MI 48150

An Equal Opportunity Employer

ACCOUNTING CLERK for large construction company in Farmington Hills. Full time position. Immediate opening. Debby 851-8940

ACCOUNTING CLERK $11,000

Far west side. Varied duties: varied clerical duties for large company offering full fringe benefits. Some overtime. Salary commensurate on good figure aptitude. Company paid.

ALLEN PERSONNEL
525-7870

ACCOUNTING CLERK
Large downtown firm, 2 yrs. experience doing payables & must, some OT, $ 3/hr. Excellent benefits.

WORD PROCESSOR
Large firm moving to West Bloomfield in near future. Good word processing experience needed. Knowledable for OT. To $18,000 plus free parking.

EXECUTIVE SECRETARY
For large downtown firm. Working in Corporate Accounting. Exc. to 3 yrs. Must have heavy IBM Word Star experience, be able to handle busy phones & have front desk experience. Type 65 accurate, shorthand helpful. To $18,000 plus benefits.

LEGAL SECRETARY
Growing downtown firm. 2 plus yrs. Legal experience required. Several positions available. Type 70 plus. Excellent benefits.

SECRETARY
Large downtown firm. Aggressive polished person for busy position. 3 yrs. Secretarial experience & excellent speaking & grammar skills. Experience desired. Type 65 accurate. $18,000 plus benefits.

ALL FEES PAID

B. HANS BECKER ASSOC., INC.
Employment Service
964-5300

ACCOUNTING MANAGER
Growing company with IBM PC System Accountant. Construction experience preferred.
DURHAM PERSONNEL, 29200 Southfield Rd., Southfield, Mi, 48076, 569-1512.

Accounts Payable Clerk

Required by manufacturing company. Experience preferred. Opportunity on a computerized system helpful. Submit resume and salary requirements to: P. O. Box 36263, Redford, MI 48239

ACCOUNTS PAYABLE
Large construction company has an immediate opening for a highly qualified Accounts Payable Clerk. Experience in construction payables is preferred. Send resumes only to: Accounting, 31731 Northwestern Highway, Suite 154-W, Farmington Hills, MI, 48018

ACCOUNTS PAYABLE
Permanent full time position with fast paced diversified construction firm in West Bloomfield/Birmingham area. You must a competent self starter
• Construction Experience
• Strong bookkeeping skills
+ Ability to organize & follow up detail work
• Good communication skills
• Computer Experience
Earnings commensurate with your abilities. Call & ask for Kathy.
557-7488

Accounts Payable/ Payroll Clerk

Immediate opening for an individual with a minimum of 5 years actual experience, plus 2 years accounting related. Must have bookkeeping & possess strong organizational skills, have the ability to work independently and operate effectively under a demanding work load pressure. Excellent benefits including medical, dental, prescription and tuition reimbursement. Send resume to:
Personnel Department
P.O. Box 2227
Southfield, MI. 48037

ACCOUNTS PAYABLE
We are seeking an individual for an entry level position in our accounts payable department. Applicants should possess a basic understanding of the payable function, be able to operate a 10 key & have the ability to problem solve.
Experience in accounts payable in a retail computerized environment a plus.
Salary requirements must be included for consideration of this position.
Send resume including salary requirements to:
FOLAND'S
"The Alternative Dept. Store"
29733 Plymouth Rd.
Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
With insurance or collection experience preferred. Call 348-9000, Ext. 681, 41935 W. 12 Mile Rd., Novi.

ACCOUNTS RECEIVABLE
Organized, dependable person needed to handle all credit and collection work for busy wholesale supplier. Must have previous collection and computer experience. Send resume to: J. P. S., P. O. Box 92, Royal Oak, MI 48068-0092

ACCURATE TYPIST - 70 WPM. Mon. Thurs. & Fri. 8:30-5. Occasional 5 day week.
Birmingham location. 645-0740

A CHALLENGING Position with Southfield computer company. 3 + 2 years experience working in Order Entry, Purchasing & Inventory Control - A Must. Includes benefits & profit sharing. Call Linda, 353-5566

AD AGENCY needs a detail oriented person to handle computer data entry & general clerical duties. Good entry level opportunity. Excellent benefits & work environment. Send resume to box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Ad Agency Secretary $18,000 to $20,000

High level executive requires a highly skilled Administrative Secretary. Must have excellent communication skills. If you are looking for a career with challenge and responsibility, this could be your golden opportunity. Send resume to: Mrs. Reeden, Arthur Thomas & Associates, 4000 Town Center, No. 1800, Southfield, MI 48075 or call 358-4140

ADMINISTRATIVE ASSISTANT/ Secretary for Birmingham area growing company. 2 years minimum secretarial experience. Organized, good typing/phone skills. Generous salary, excellent working conditions. Call Mr. Ludwig 831-2020

ADMINISTRATIVE ASSISTANT
$20,000 + /FEE PAID
Peripheral System 458-1188

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Part time, mature, take charge office person able to work with little supervision. Position requires experienced, dependable, problem solver with excellent office skills. Madison Heights area.
Call: 545-7818
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
EXECUTIVE SECRETARY
To C.E.O. Responsibilities to include: typing and transcription, Personal computer experience and word processing skills a definite plus. Send resume to: Box 804 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
For Southfield based advertising agency. We need someone who is detailed oriented, good with follow ups, likes to be busy and handle a variety of work. Must have a minimum of 70 WPM. Please send your resume to: Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY $16,000 FEE PAID

Lots of responsibilities in plush Birmingham office. Wide range of duties, word processing. Excellent benefits, fast salary review and pleasant environment. Call Mark at 649-5900.

SNELLING & SNELLING OF TROY

ADMINISTRATIVE ASSISTANT $22,000

Troy area. Secretarial background with strong figure aptitude. Analytical think-er with good organizational skills. Excellent advancement potential to Management with well established company. Full + benefit package. Company Paid Fee.

ALLEN PERSONNEL
525-7870

ADVENTURE FUN EXCITMENT

This company has it all! And if you want fun and have skills in entry and word processing, plus good computer attitude and general bookkeeping knowledge, then this company is for you! Good benefits and a great working atmosphere. High school and college graduates. Salary $9,250 to start. Call Annette now 464-0909.

SNELLING & SNELLING

ADVERSTISING SECRETARY

Immediate openings in Clubs for your good secretarial skills & 2 years experience plus statistical typing to work with media manager. Excellent growth opportunity. $14,000 plus benefits. Call today & we will make you job search easier.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 352-5200
TROY 362-4000
SOUTHWEST SUBURB 246-9200
ST. CLAIR SHORES 296-6800

ADVERTISING AGENCY SECRETARY - Interesting job for bright, lively person. Good typing (70WPM) & word processing skills a must, agency experience a plus. Southfield location. Call Ms. Michel, 557-5400

AIDE

Help develop account image and prepare press releases working for busy PR Exec. Computer experience helps when you into this fast pace. Fee paid.

Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

A SPECIAL PERSON!
FEE PAID - $14-$16,000
Love to organize & take charge? Have fun working for you. If you have good communications skills. A nice phone manner, word processing, some office experience & accurate typing. Southfield location. Good benefits. 649-8797

DOROTHY DAY PERSONNEL, INC.

ASSERTIVE EFFICIENT person for busy office. Must have good typing skills, nice phone manner and a keep busy attitude. Full time Mon. thru. Fri. diversified job. Apply Kitchen Glamour, 26770 Grand River, Beech & Inkster area, between 1 and 4pm or call for appt. 537-1300

ASSISTANT BOOKKEEPER
Accounts Payable, inventory control. Part time, possible full time. Experience a must. Call Ideal Customizing. Now 477-3600

ASSISTANT/ EXECUTIVE SECRETARY
Professional firm needs Secretary for Sr. Lev 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: 30215 Southfield Rd., Suite 115, Southfield, Michigan 48076.

AUTO - BILLER

Excellent opportunity for individual with 1 year experience. Part-time. Excellent working conditions.
Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

Auto Bookkeeper

Excellent opportunity for individual experienced in all phases of auto dealership accounting. Excellent benefits & working conditions. Joe Panian Chevrolet, 28111 Telegraph Rd., Southfield. 355-1000

BANK TYPISTS

$180 per week. Entry level. Type 45/50 WPM, previous experience helpful. Benefits including paid education, dental, optical etc. FEE PAID.
Employment Center II. 540-4130

BENEFITS AVAILABLE on two full time positions in Southfield:
CLERICAL - 45-50 wpm, detail oriented, good phone manner.
TYPIST - 50-55 wpm, detail oriented, likes to work with people.
Call Marion Kaloci
353-1945

BILLING CLERK
Full-time position, working with CRT, 50 WPM. Some Overtime required. Good benefits. J & L Contact Vera, 8am-5pm. 532-8700

BILLING TYPIST - 50 WPM to learn Friden Computyper, handle busy phones. Fast paced office. Send resume to: Yates Office Supply, 18225 W. 8 Mile, Detroit, Mich., 48219

BIRMINGHAM COMPANY seeking personable, hardworking, sincere person to handle receptionist, telephones & clerical responsibilities in our busy office. Good communication skills essential. Please call Pat, before 10AM, to schedule an interview. 540-9630

BLOOMFIELD WORD PROCESSOR/ SECRETARY

$15,000 FEE PAID
35 hour work week, advancement opportunities, fast salary reviews in plush office. Fast accurate typing and good secretarial skills required. Call our Secretarial Department, 649-5900.

SNELLING & SNELLING OF TROY

BOOKKEEPER

Are you a full charge Bookkeeper who loves clothes? If you have strong skills including payboard and payroll and want to earn up to $20,000 with excellent benefits, don't wait! Call Annette now, 464-0909.

SNELLING & SNELLING

BOOKKEEPER
experienced for Birmingham Jewelry company experience helpful. Call Mr Thompson 645-2440

BOOKKEEPER
For Furniture Showroom in Design Center, Troy. Part time, 3-3 days per week.
645-1960

504 Help Wanted Office-Clerical

BOOKKEEPER ASSISTANT for real estate property management firm in Southfield. Previous accounting and calculator experience mandatory. Knowledge of accounts payable and receivable helpful. Familiarity with general ledger helpful. Position also requires light typing. Call Jeanne for interview appointment. 557-3500

BOOKKEEPER

Engineering firm seeks mature, experienced bookkeeper for accounts payable and payroll. Computer experience necessary. Full-time, full benefits. Send resume to:
DeDemetris-Siegel Engineering
22253 Greenfield, Suite 500
Southfield, MI 48075
An Equal Opportunity Employer

BOOKKEEPER, experienced thru financial statement and payroll tax for 1 to 7 people. 12 Mile area accounting firm. Flexible hours available. 544-1040

BOOKKEEPER for expanding commercial/industrial plumbing and heating firm. Job includes all phases of accounts receivable, payable and payroll functions, along with construction job cost control and inventory management. Require highly motivated, self-starter person. This is a growth-potential position. Competitive salary and fringes offered. Send resume for P.O. Box 40677, Redford, MI., 48240.

BOOKKEEPER
For Bloomfield Hills CPA firm. Mature, experienced, full-charge thru trial balance, payroll returns, diversified position. Non-smoking office. 647-7165.

BOOKKEEPER - for apartment complex in Farmington Hills. Responsibilities include: collection of rent & other clerical duties. Will also be trained to operate in-house computer. For interview, call 471-8000

BOOKKEEPER
Full charge thru Trial Balance. Experienced, Southfield area. 40 hrs. per day thru Friday 9am-5pm 355-0358

BOOKKEEPER
Full or part time. Must have excellent bookkeeping skills in health care. Call 280-4580

BOOKKEEPER
Full charge. Ambitious, good personality, typing helpful. Art Center location. Mrs. Crawford: 875-7100 Evenings: 540-0032

BOOKKEEPER - full charge. Fast growing Troy based company needs person with managerial experience, skills, attitude to run the paper team. Please send resume to Box 775, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Full charge thru trial balance for Bloomfield based company. Excellent opportunity for motivated individual able to work independently. Full time position requiring minimum 3 years full charge experience. Send confidential resume, including salary requirements, to: Box 792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed full time for Birmingham CPA firm. Must be full charge with experience in payroll & bank reconciliation. Call 258-5500

BOOKKEEPER needed for expanding manufacturing & international marketing company. Experience necessary. Familiarity with computer helpful. Location: Hagerty/Richardson Rd. Call 363-6888

BOOKKEEPER/Office Manager to maintain accounting & cost records at a manufacturing firm in Plymouth, Mi. Full time position. Will be expected to type quotes, letters & answer telephones. Salary based on experience. Send resume to Bookkeeper/Manager, 922 So Military, Dearborn, MI 48124

BOOKKEEPER - part time - permanent, to work in pleasant corporate office. Flexible hours. Experienced thru trial balance. References required. Send resume to SHC, Inc., 1520 N. Woodward, Suite 209, Bloomfield Hills, MI 48013.

BOOKKEEPER/PAYROLL PERSON needed in Dearborn. 16 + hours per week. ½ day Saturday per month. Must be experienced in accounts receivable, payable & payroll. Start at hour to start. Send resume to box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/Secretary. Must have some experience with computers. Accounts Payable, Accounts Receivable and Payroll. 585-5294

BOOKKEEPER - Versatile person with good organizational skills needed for fast area manufacturing firm. Please call 477-4700

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, weekends.
Ask for Rose Anne
851-5700

BUSY SOUTHFIELD OFFICE looking for college student desiring summer full time employment. Must have knowledge of preparation of financial statements, computer knowledge helpful. Send resume to: 4000 Town Center, Suite 190, Southfield MI 48075, attn. Supervisor

BUSY SOUTHFIELD advertising agency is looking for a sharp secretary. Excellent grammar and spelling is a must. Responsibilities at a minimum of 70 WPM. Positive attitude and pleasant demeanor. Please send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER/RECEPTIONIST

Light typing & some clerical duties. Full time position open at FRED LAVERY PORSCHE AUDI CO.,
Birmingham.
645-9930

CLERICAL OFFICE work, 8am-5pm daily. Call Donna between 9am-12 noon. Birmingham area. 646-1228

504 Help Wanted Office-Clerical

CASHIER SALES - Motivated individual for RV Dealership. Light office work, full time position. Hourly plus commission, hospitalization and paid vacation. Apply in person only at Lynn Weiland Camping Center, 1475 S. Newburgh, Westland

CLAIM REPRESENTATIVE - for Michigan workers compensation claims in Southfield office. Previous workers compensation claims handling experience required. Please call Cindy at 353-5566
An Equal Opportunity Employer

CLERICAL for general office duties. Accurate typing a must. Apply in person: R.L. Schmitt Co., 34506 Glendale, Livonia, near Stark & Schoolcraft.

CLERICAL - full time office, filing, typing & phones, Livonia area. 422-0160

CLERICAL help needed for general office work. Typing 45wpm & phone duties for 4-people growing office. Benefits. Send resume to Hovings Realtors, 23645 Greenfield, Research Dr., Farmington Hills, MI 48024

CLERICAL HELP
for property agency in Canton.
Call Judy at 981-5542

CLERICAL/MARKETING. Part-time hours are Mon. Tues. Thurs. & Sat. with Stocks, Bonds & Mutual Funds. 111 person office. Scope of job depends upon individual.
Call 9-10am or 4-5pm. 435-2121

CLERICAL (Part-Time)

Our Collection Administration Department is seeking 2 dependable individuals with accurate typing of 40-50 wpm and excellent communication skills. One position primarily involves maintaining telephone calls, preparing letters for mailing and filing. Working hours are from 4pm-8pm Mon.-Fri. The second position involves a variety of clerical duties including typing, preparing checks and customer assistance. Working hours will be 10am-4:30 pm Mon.-Fri. Ability to work under pressure a must. Spanish speaking a plus, individuals must be willing to work additional hours when needed. We offer a complete benefit package. Qualified candidates should apply Mon-Fri 9 to 4:
The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL PERSON with computer input experience for small management office. Must type and understand general office procedures.
Westland. 356-4151

CLERICAL POSITION
Small office needs dependable person, 8-12 5 days per week. Light office duties. Call Nancy: 477-3230

CLERICAL POSITION
Full time afternoons. Typing & general office skills required. Call for interview. 464-0121

CLERICAL POSITION available in Southfield. Typing skills 45wpm required, Call Cindy 353-5600
An Equal Opportunity Employer

Clerical

RESERVATIONS SERVICES ASSISTANT
United Airlines

Our Detroit Reservations Center, located in Dearborn, has full and part time openings for enthusiastic individuals with computer typing experience. Must have typing skills, holidays and weekends. $5.84/hour. Position in non-clerical work. If qualified, please send resume or letter of interest to:

UNITED AIRLINES
ORDEX - OEA616
P. O. Box 66034
Chicago, IL 60666

An Equal Opportunity Employer

CLERICAL-SECRETARIAL
Part Time help for small Southfield office. Please send resume to:
Personnel Dept., P. O. Box 2325, Livonia, 48150.

CLERICAL SECRETARY
Permanent Part-time, 25 hours per week. Duties: typing, computer data at skills. Send resume: St. Mark's Presbyterian Church, 21701 Joy Rd., Dearborn Hts., MI 48127.

CLERICAL

Southfield claim office has openings for clerical personnel. Type 60 WPM or better. Experience in word processing, dictaphone, general office duties.

RECEPTIONIST

Telephone skills and light typing required. Some experience preferred.

Please contact Jeanne at 285-7070, or mail resumes to:

TRANSAMERICA INSURANCE GROUP
P.O. Box 1092,
Southgate, Mich., 48195
An Equal Opportunity Employer

CLERICAL
Stenographer & Receptionist positions available in Livonia Schools. These are responsible, full-time positions. Good office skills required. 562-3309

CLERICAL SUPERVISOR
Company located in Southfield is seeking an individual to manage a clerical staff of 3-4 people. Must have previous supervisory experience including familiarity with data entry, accounts payable & receivable and in general, most office functions. We are looking for a stable work background. Free parking, benefits. Starting salary range $14,000. Call Greg 557-5200

504 Help Wanted Office-Clerical

As a professional, you are looking for an employer who appreciates your work, pays you well, and gives you good benefits.

As one of the leading Fortune 500 companies, we are looking for secretaries and clerk/typists who are more than simply competent. When you become a member of our organization, you will join in our participatory management style.

A Good Company Respects Professionalism

The following positions are available in the northwest suburbs of Detroit. The candidates who gain our respect will also have these skills:

Secretaries

- Statistical typing, 65-70 wpm
- Shorthand, 60 wpm desirable
- Ability to set priorities
- Word processing experience
- Comfortable use of telephone
- Good verbal and writing skills

Clerk/Typists

- Typing skills
- CRT experience preferred
- PC experience desirable
- Ability to take charge and analyze the components of your job.

To explore these outstanding opportunities which offer an excellent company paid benefit package, including dental, vision, medical and tuition reimbursement, send your resume today to:

Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL SUPERVISOR
Experienced self directed clerical with strong typing, verbal communication, office routine, supervision skills. Resume to: Dave Jobseker, 11401 Olive, Romulus Mi. 48174
An Equal Opportunity Employer

CLERICAL

+TYPISTS
+CLERKS

Benefits - No fee

Call Today

NORRELL SERVICE, INC.
FARMINGTON HILLS 553-5858
ROCHESTER 651-1500
WARREN 751-5314
An Equal Opportunity Employer

CLERICAL $3.50-$4/HR
No Experience needed
537-1200
Job Network Fee $45

CLERK/MESSENGER - for law office in Southfield Hills, must have reliable car & good driving record. Light typing & clerical duties. Send resume or letter of application to Mr. J. Andrews, 24901 Northwestern Hwy. Detroit, MI. 48226

CLERK/RECEPTIONIST
Busy Southfield office is looking for full time receptionist/typist to handle phone, typing & filing. Send resume to: 4000 Town Center, Suite 190, Southfield MI 48075, attn. Supervisor

CLERK TYPIST - Full time position available immediately. Good telephone manner essential. Experience in moving industry preferred. Resume to: Palmer Moving Co., 1900 Stephenson Hwy., Troy, MI., 48083. Or call Joan Palmer 689-2000

CLERK TYPIST II TEMPORARY!

2 years professional general office experience. Accounting and math ability required. Duration 5 to 12 weeks. $7.14 - $7.64 per hour.
CITY OF FARMINGTON HILLS
31555 W. 11 Mile Rd.
Farmington Hills, MI 48018-4099
474-6115, ext. 253
An Equal Opportunity Employer

Clerk-Typist

Immediate openings are available to work at our Main Office in Downtown Detroit. Candidates should type accurately between 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 10am-3pm, Mon.-Fri., First Federal Bldg., 5th floor, Employment Dept.

FIRST FEDERAL OF MICHIGAN
1001 Woodward
Detroit, MI
An Equal Opportunity Employer

CLERK TYPIST
Medium size CPA firm seeks Clerk Typist with word processing experience in Tax Department position. Salary commensurate with experience and ability. Submit resume: Moore, Stephens, Lovelace, Donovan & Lawhorne, Suite 102, Farmington Hills, MICH 48018.

CLERK TYPIST
National company in Southfield is seeking individuals who can type at least 50wpm. Bookkeeping and data processing a plus. Good organizational skills a must. Starting salary $750 per month with first review after 90 days. Call Dale at 557-5300

CLERK/TYPIST (Part-Time)

We are seeking an individual to work a flexible 19 hours per week in our marketing division. However, the individual must be able to work full time (35½ hours per week) from June through September. Responsibilities include: telephone filing, copying, accurate typing, CRT input, record keeping and various other duties. Qualified candidate must possess accurate typing of 30 wpm, good math ability and excellent organizational skills.
NO REFERRALS
Interested applicants should apply Mon.-Fri. 9am-4pm.
Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERK/TYPIST
Sargent-Welch Scientific Co. has an opening for a clerk/typist to handle diversified responsibilities. The position consists of typing & filing of correspondence & other duties. Receptionist duties will be included. Candidate should be able to type 40-50 WPM, have a good phone personality and the ability to communicate well with others. A comprehensive benefits package is offered. Interested candidates should send resume to: Sargent-Welch Scientific Co. 27501 Schoolcraft, Livonia, Mich. 48150.
An Equal Opportunity Employer

CUSTOMER SERVICE
$12,400 FEE PAID
Advancement, great benefits, N. suburban location. Need good office skills, 55 WPM. Call today to work for you. Call 399-3450.

SNELLING & SNELLING

DATA ENTRY CLERK/CRT
Full time. Prefer experience on IBM System 34 & DMAS. Must be neat & have pleasant personality. Non smoker. Call Rita, Livonia 591-9500

DATA ENTRY CLERK
Position available. Responsibilities include all computer data entry in accounts payable & payroll of multi-company operation in Southfield. Experience required. Call Mr. Ferguson 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

College Students Typists Word Processors

ALL EQUIPMENT NEW
If you type 50 wpm we need you for temp or short term assignments. Merit increases plus benefits. Please call
SOUTHFIELD 569-1878
DOWNTOWN 963-6050
Now
VICTOR
TEMPORARY SERVICES
M/F EOE

COST ANALYST

Experience required for a well established, multi-plant tool manufacturer. Excellent compensation & benefit package. Please send resume: Accounting Dept., P.O. Box 376, Farmington Hills, MI. 48024
An Equal Opportunity Employer

CUSTOMER SERVICE REP - with data entry background, for local division of Fortune 500 company.
Call Helen 546-7650

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. No smoking. Send resume to Box 40, Plymouth, MI. 48170
NEXUS of Michigan & Ontario,
27150 W. 8 Mile, Southfield, 48034

DATA ENTRY - full time, entry level typing 50-60wpm. Send resume to: DP Director, PO Box 2740, Farmington Hills, Michigan. 48332-2740

DATA ENTRY OPERATOR -
Minimum 6 months experience. Minimum 10,000 keystrokes per hour. Full time, benefit package plus 8pm to 4am shift. Choice of other shifts. For appt call 8:30am-5pm.
548-9919

DATA ENTRY
Qualified individual needed for Data entry/Order processing department. Accurate calculator & math a must. Excellent benefits. Call better 352-0379

EARN TOP PAY!

GMS has immediate assignments for the following jobs:
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
Herrington Arcade
Suite 104

427-7660

ENTRY LEVEL
GENERAL OFFICE

Friendly Farmington Hills company desires high school graduate for general office duties. Will train on computer. Light typing & word processing. Excellent benefits. Salary to $10,400. Call Mr. Ferguson for appointment. Call Michelle now, 464-0909.

SNELLING & SNELLING

ENTRY-LEVEL - OFFICE PERSON
Part time, Bloomfield Hills.
4pm-9pm, Monday thru Thursday, 8am-12noon Saturday. Call mornings only 646-3500

EXECUTIVE ASSISANT
FEE PAID $20,000
"President" of well known firm needs a right hand. Never a dull moment with dictation, typing, telephone, meeting & greeting arrangements. Must have good English & excellent typing, along with 80 WPM shorthand, benefits!49-8797

DOROTHY DAY PERSONNEL, INC.

FILE CLERK - Full Time. Must be neat & have pleasant personality. Non smoker, if interested, call Rita, Livonia 591-9500

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY with shorthand required. Must have front desk experience and be able to handle pressure. Small office, Farmington Hills location. Salary commensurate. Call for appointment: 851-6581

EXECUTIVE SECRETARY
position available for progressive law firm in Birmingham. Must possess excellent typing, shorthand & communication skills. Dictation & word processing a plus. Salary commensurate with experience. Apply at will train in legal.
Call Barbara P. for appt. 647-0944

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Busy executive needs top notch secretary with proven experience. Excellent typing, shorthand & administrative skills a must. Troy office location. Excellent benefits. Send resume to Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for small Southfield law office. Will train on word processor. Excellent benefits. Salary commensurate with experience. Mary Littman 352-1532

EXECUTIVE SECRETARY
Needed by Department Operations, student of Southfield Corporation. Must be flexible on overtime and relatives to details. Send resume to: P. O. Box 300, Southfield, MI 48037 or call Mary Ann Bryant, 353-3311, Ext. 17

MEDIUM SIZED multi-national corporation seeks an Executive Secretary to join a dynamic team of office in Troy. Duties include work for Director of Planning and Accounting Department. Basic proficiency in understanding financial statements and ability to handle confidential information necessary. Ability to work with minimum of supervision required. College graduate preferred. Comprehensive fringe benefit program. Salary commensurate with experience. Please submit resume to Executive Secretary, Second Floor, R.P. Scherer Corp., P.O. Box 190, Troy, MI 48099

EXECUTIVE SECRETARY
Corporate Trustee seeks experienced (5 years) Executive Secretary for position at company's World Headquarters. Personality & excellent communication skills to handle extensive interface with other Corporate Officers, Bankers, etc. - are prerequisites. Excellent typing skills, shorthand, math aptitude & organizational ability required. Knowledge of computerized confidential payroll. Xerox Memorywriter & IBM P.C. experience are Plusses. Attractive office in Troy, comprehensive Fringe Benefit Program, salary commensurate with experience.
Please submit resume to:
D. Rosenbach, R.P. Scherer Corp.,
P.O. Box 190, Troy, Mich. 48099

ASSISTANT EXECUTIVE SECRETARY

Our President's Secretary is seeking a bright individual to take over the duties of transcribing, recordkeeping, filing and errands.
Excellent typing, spelling, math and communication skills are required. A desire to learn and a cooperative, enthusiastic attitude are essential. Excellent compensation and benefit package for the right person. Please call 644-5300.

Erb LUMBER CO.
Birmingham

FARMINGTON HILLS insurance medical secretary/receptionist. Previous medical secretarial experience helpful. Type 50 WPM. Non smoker.
851-2282

FAST Growing medical claims company has opening for entry level position. Must be self-starter, hard working with computers & have some understanding of medical terms. Opportunity to grow in position. Salary commensurate. Call interview call Ms. Mary Ann, Inc/Pit. after 10AM. 535-7102

504 Help Wanted Office-Clerical

$1000

One of Detroit's growing temporary help firms wants to help students who are helping themselves. SCHOLAR DOLLARS is designed to offer you a chance of receiving a scholarship worth $1000 by working 100 HOURS for Temporary Resources. Your name could be the one drawn August 30th. Call today to participate. Never a fee.

TEMPORARY RESOURCES
356-1616

CLERICAL OPPORTUNITIES

Manufacturers Hanover Mortgage Corporation, the nation's third largest mortgage banker has experienced tremendous expansion within the past decade. The 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, accurate typing ability and would like to become part of our growing team, we invite you to apply to our Personnel Department, Mon.-Fri. 9 a.m.-4 p.m.

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

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

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

BANK CLERKS
LIVONIA

MICHIGAN NATIONAL BANK is seeking qualified applicants for the following positions:
FULL-TIME DAYS account reconciliement and general bookkeeping functions. Knowledge of bookkeeping required.
PART-TIME MORNINGS OR AFTERNOONS. Preparation of accounting entries. Proficiency on 10 key calculator or proof machine experience preferred.
PART-TIME NIGHTS. Sorting & distribution of canceled checks and mail.
Please apply in person only on Tuesday, June 17th, 10 am-4 pm at the Banking Inn, Corporate & Conference Room, 1475 S. Mill in Livonia.

Michigan National Corporation Banks
The Smart Money Is With Us
Equal Opportunity Employer

504 Help Wanted Office-Clerical

FILE CLERK, Southfield Company seeking person for filing & office work. Light typing. Apply in person: Advance Welch, 25400 W. 8 Mile, betwn. Beech Daly & Telegraph.

FINANCIAL CONTROLLER
For manufacturing operations headquartered in Plymouth. Send resume to: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FREE TRAINING

WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call:
544-2660

FULL/PART TIME office position, immediate. Clerical position available for World Headquarters in Southfield. Light typing plus good, accurate math skills. Willingness to work overtime during peak periods a must. Excellent benefits including medical, dental, prescription, tuition reimbursement. Send resume to:
P.O. Box 2227
Southfield, MI. 48037

FULL TIME - Clerical Cashiering at Osmune in Southfield at Tel-Twelve Mall.
GENERAL CONTRACTOR/Construction seeking experienced payroll person. Certified payroll & union reports. Full time. Send resume to: 2200 Auburn Rd., Auburn Hills, Mich. 48057

General Office

Computer knowledge, record keeping, filing, typing, etc. for Southfield property management company. Experience, very good benefits. Call Mon. thru Fri. 8am-5pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE WORK with previous computer and word processing training preferred. Part time, eventually full-time. Salary negotiable. Excellent opportunity for advancement. Farmington area. Call Mon. thru Fri. between 8 and 4pm. 553-2600

GENERAL OFFICE - permanent, part time. 15-20 flexible hours per week. Must be available evenings & weekends. Must be able to type, use calculator & relate to people. Apply in person. 10-4pm. Mon. thru Fri. Liberty Furniture, 29055 Plymouth Rd. Livonia.

GENERAL OFFICE - Full time. Typing 55 WPM, please have good personality a must, some data entry experience helpful, previous office experience required. Good salary and benefits. Send resume stating desired salary to: Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office

Busy work with a strong emphasis on accurate typing. Summer work. Southfield location. Call Judy at 557-8884

GENERAL OFFICE - WAREHOUSING CO.
Light typing, filing, general office work. Part time, typing skills. Main office, filing. Flexible hours. Apply in person, 35000 Industrial Dr., Livonia. 425-8200

GENERAL OFFICE - Part time, experienced, self motivated individual with good typing skills and pleasant phone manner. Flexible hours, 25-30 hours per week. Small engineering office in Livonia. Call after 5PM. 422-5114

GENERAL OFFICE - for auto dealer, full time. Must have experience in Payroll, accounts payable, accounts receivable & general office duties. Late pleasa. Apply Autohaus Motors, 1765 Telegraph, Bloomfield, between Maple & Lone Pine.

GENERAL OFFICE - Heating & Air Conditioning Company needs general office person. Typing, light bookkeeping, construction experience helpful. Reply to box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

GENERAL OFFICE/Office Manager. Must be extremely sharp & excellent typist. Will train, but need very intelligent person. Good salary. Must be used to future podiatry office management. Hours are 9-5 plus. Hard working, than don't inquire. Bring resume.
Call Jackie 569-9220

GENERAL OFFICE

Seeking sharp beginner for full time entry level position in our Birmingham corporate office. Variety of general office duties in our Purchasing Department including typing, filing, recordkeeping & phones. Excellent benefits including tuition reimbursement. Please call 644-5300.

Erb LUMBER CO.

GENERAL OFFICE

Accurate typing of 55wpm, word processing, data entry, will lend you this variety spot. Salary of $13,500. Call today for an interview appointment this week.
All Our Fees Are Company Paid
PERMANENT STAFF
LIVONIA 591-2221
SOUTHFIELD 352-5200
SOUTHWEST SUBURB 246-9200
ST. CLAIR SHORES 296-6800

GENERAL OFFICE work for product development company. Food processing experience preferred. Part time, eventually full-time. Salary negotiable. Excellent opportunity for advancement. Farmington area. Call Mon. thru Fri. between 8 and 4pm. 553-2600

GENERAL OFFICE - permanent, part time. 15-20 flexible hours per week. Must be available evenings & weekends. Must be able to type, use calculator & relate to people. Apply in person. 10-4pm. Mon. thru Fri. Liberty Furniture, 29055 Plymouth Rd. Livonia.

ESTABL