504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY

If working for a prestigious metropolitan hospital that delivers the best patient care appears to you, please read on.

We are currently recruiting highly skilled Secretaries for several areas. To qualify, you'll need two years of recent secretarial experience in a large organization, a corrected typing speed of 50 words per minute, dictaphone experience and the ability to prioritize and schedule assignments. Medical terminology and word processing are a plus.

Please submit resume with salary history to:

Human Resources Department
Detroit Receiving Hospital
& University Health Center
4201 St. Antoine
Detroit, Mi., 48201

A Private Non-Profit Organization and an Equal Opportunity Employer in the Detroit Medical Center.

ADMINISTRATIVE SEC'Y
Prestigious Northwestern location for dynamic person. PR & marketing development experience. Good social skills & appearance required. Must type 70-80. To $20,000, excellent benefits.

LEGAL SECRETARY
Large downtown firm. Senior man in labor. 3 plus years legal experience, excellent attitude & must type 70. To $22,000 with excellent benefits.

LEGAL SECRETARY
Large downtown firm. Administrative duties for attorney in health care. Strong legal or medical experience required. Type 60 Accurate. To $19,500 year plus benefits.

SECRETARY
Well known downtown firm. 2 to 4 years secretarial experience & excellent spelling. Type 55. Shorthand desirable. Salary negotiable DOE. Good benefits

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

WORD PROCESSOR
Large downtown firm seeking experienced word processor for evening shift. Excellent spelling & steady experience required. Type 70. Salary negotiable DOE. Excellent benefits.

SECRETARY
Large Dearborn firm. Two positions available, must have word processing experience (Prefer IBM-PC). One position evenings, shorthand. Type 70. To $17,000 plus excellent benefits.

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

ATTENTION SECRETARIES

OPEN HOUSE
WED. JULY 30
5-7PM

The job opportunities available to you are in administrative positions including Livonia, Farmington & Novi.

- Legal Secretary to $20,000
- Sales Secretary to $18,000
- Receptionist to $14,000
- Accounting Clerk to $15,000

We specialize in office clerical placement. No Fee.

PERMANENT STAFF
Livonia 591-2221

ADMINISTRATIVE ASSISTANT/DATA ANALYST
Do you want to be challenged to work in a diverse, fast paced & challenging environment? Minimum 3 yrs. experience required. Must be organized, adaptable, have excellent verbal & written skills, professional appearance & manner, Lotus & Wordstar, typing 50-70 WPM & be available to work evenings & weekends as needed. Marketing PR experience a plus. Send resume to: Jay Alix & Associates, 4000 Town Center, Suite #595, Southfield, Mi., 48075, attention Terry Serafini.

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY

If you thrive on fast pace, are well organized, handle stressful situations and love people, consider this secretarial skills this one's for you. Prestige spot with top notch firm to work for corporate group. Salary $16,000 plus benefits

SECRETARY/
RECEPTIONIST
Successful Southfield based consulting firm seeks dynamic individuals to keep track of busy executives. Person must have excellent phone manner, accurate typing & attention to detail to handle the 1 gal office. Salary to $18,000 - perhaps more with benefits

PERMANET PART TIME
Inside Sales - Southfield based sales organization seeks individual with excellent phone manner & CRT/Data entry experience to work 27 hrs per week at $7 per hr. Job involves taking orders over phone & processing via CRT.

For more information on these and other fee paid situations call Sheri Hit Immediately

AMERICAN
PERSONNEL 553-2444

AMBITIOUS, MOTIVATED & DEPENDABLE?

We need your skills immediately for:

CLERK/TYPISTS
SR. TYPISTS
CRT OPERATORS

Long & short term temporary assignments available.

CALL IMMEDIATELY:

Norrell
Services, Inc.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314

APPLY TODAY

We have all kinds of clerical positions available in your area.

- SWITCHBOARD
- TYPISTS (45-50wpm)
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ASSISTANT OFFICE MANAGER
needed for small auto dealer. Dealer experience helpful, but willing to train the right person. Solid bookkeeping skills required. Salary & benefits commensurate with skill level. For appointment, call:
332-8000

ATTENTION! Word Processors

A Southfield company needs experienced word processors and good typists. Must be experienced on the Hewlett Packard word processor. Top pay plus benefits. Major medical, dental, optical.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR
TEMPORARY SERVICES
M/F EOE

ADVERTISING AGENCY
EXECUTIVE
SECRETARY
If you enjoy being the indispensable right arm to keep people at an exciting company, this is for you. Good secretarial and people skills are needed here. $16,000 plus profit sharing. Fee paid. Call Bernice 353-2990.
After 5 Associates, 4640 Town Center, Suite #595, Southfield, Mi., 48075, attention Terry Serafini.

504 Help Wanted Office-Clerical

ATTENTION - Mature person to assist Admission Director for beautiful long term care facility. Must enjoy contact with people, possess phone & typing skills, no previous long term care required. Apply in person at Autumn Woods, 29800 Hoover Rd. between 12 & 13 Mile.

BILINGUAL
SECRETARY
TO $17,000 FEE PAID
International development & leasing company. Executive setting, beautiful office. Top benefits. Excellent opportunity. Shorthand required. Call 399-3150.

SNELLING & SNELLING

BILLING CLERK
Computer Consulting Co. Responsible for billing, Accounts Receivable & Sub-contractor Payables. (2) yrs. experience in Office Accounting. Computer experience helpful. Hourly. Call: 357-4200 or send resume: Sue Dawson, Computer Dynamics, Inc., 29792 Telegraph Rd., Southfield, MI 48034
An Equal Opportunity Employer

BKKPR - FARMINGTON
FEE PAID - $18-$19,000
Opportunity for an experienced general bookkeeper. Includes invoicing, A/P, A/R & reconciliations. Will also use word process with typing (60) & phones. Great company offers full benefits.

DOROTHY DAY
PERSONNEL, INC.

BKKPR - TROY!
FEE PAID - $13,000 UP
Only 2 yrs. experience thru trial balance with computer knowledge. No payroll involved. Benefit package.
849-6787

DOROTHY DAY
PERSONNEL, INC.

BOOKKEEPER ASSISTANT, part time, Tues. Thurs. Fri., could become full time, accounts payable, payroll, must have office experience.
353-2011

BOOKKEEPER ASSISTANT

SHARP PERSON needed to assist accountant in all aspects of bookkeeping functions for diversified and rapid growing company. 1 Yr. experience in trial balance and good organizational skills necessary. Computer knowledge a plus. Salary negotiable, based on experience. Medical benefits. Non-smokers please!

Call: 646-2280

BOOKKEEPER
Charles Kent Realtor Co. seeking full charge bookkeeper with previous experience or degree. This is a growth position. Salary commensurate with experience. Non-smoker. Call 557-3506

BOOKKEEPER
Detroit office of Lawrence Company seeks competent Bookkeeper with good typing skills. Send resume, in confidence, to: 17439 Sunset, Livonia, Mich, 48152.

BOOKKEEPER - experienced & competent in Southfield. Involving fast paced, congenial Birmingham office. Payables, payroll, bank reconciliations, payroll taxes, multiple check work, full time, benefits. 645-1150
An Equal Opportunity Employer

BOOKKEEPER

Excellent opportunity for sharp accounting individual to be right hand to controller. Large Detroit manufacturer/distributor is seeking 3 - 5 years of solid computerized accounting experience. Responsibilities include journal entries, account reconciliations, A/R, A/P, sales, tax & general office duties. Plenty of variety contact will keep skilled bookkeeper very busy. Salary commensurate with experience. Please send confidential resume with salary history to Ms. Gadsey, P.O. Box 691, Southfield MI 48037

PLANTE & MORAN
Recruiting for
An Equal Opportunity Employer

BOOKKEEPER - full time, will train, benefits. Call for appt. Mr. Alex's Shoes.
15-1000

BOOKKEEPER - full charge. Fast growing Troy based co. needs person with managerial experience, full benefits, salary in upper teens. Please call 583-1422

BOOKKEEPER, full charge/Secretary for real estate development office. Pegboard experience, multiple sets of books. Challenging, interesting. Mr. Grossman 855-1545

BOOKKEEPER
Large construction company has an immediate opening for highly qualified Bookkeeper. Experience in payables preferred. Send resume to: Acme Accounting, 31731 Northwestern Hwy., Suite 154 W, Farmington Hills, Mi., 48018.

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge bookkeeper, trial balance. Approximately 20 hours per week. Clerical office support. Good typing experience a plus. For Plymouth area.
459-1330

BOOKKEEPER
Full charge with 3-5 years experience wanted for computer parts wholesale business in Livonia. Experience with computerized bookkeeping system helpful. Salary commensurate with experience, great benefits. Send resume to Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate opening for full charge Bookkeeper thru trial balance and monthly statements. Experienced accounts receivable, payroll, accounts payable, work-in-process, job cost accounting - Pegboard. Birmingham ad agency. Send resume to: 31600 Telegraph, Suite 100, Birmingham, Mi., 48010, Att: Sylvia.

BOOKKEEPER.

IMMEDIATE OPENING
A career opportunity with a large surgical supply company. Applicant must have 1 yr. bookkeeping experience, well groomed, typing (50), & transportation. Good wage, benefit & bonus package. Send resume & salary history to Ms. Bettenfeld, 1072 W. 14 Mile Rd., Clawson, Mi., 48017.

BOOKKEEPER
Local office of a Fortune 500 Corporation seeks a Full Charge Bookkeeper for all monthly statements through trial balance. All accounting is done by computer including transmission of monthly statements to corporate home office. Excellent salary and benefits. Send resume to: Controller, Macke Laundry Services Inc., P. O. Box 52098, Livonia, Mi., 48152.

BOOKKEEPER Needed for light bookkeeping for a Northville area service station. Apply in person: Eight & Tart Auto Service, 710 W. 8 Mile Rd., Northville, Mich.

BOOKKEEPER - Part time, 25-30 hours weekly to handle A/P, and posting of A/R and A/P to Trial Balances for Birmingham ad agency. Typing necessary, computer knowledge helpful. Send resume to P.O. Box 12, Franklin, MI 48025

BOOKKEEPER - Part time permanent position for small manufacturing company located in Southfield. Minimum 2 years experience in all aspects of bookkeeping. Competitive salary and flexible hours. Please contact: Dave Shindel, Shindel & Schwarz, CPA., 855-8833.

BOOKKEEPER - Part time, 3 days per week. Flexible hours. Accounts Payable/Receivable & payroll. Livonia area.
522-0651

BOOKKEEPER
Part time. Must be experienced for insurance agency in Livonia. Good wages. Redford. Call 537-6300.

BOOKKEEPER/RECEPTIONIST
Will be responsible for accounts payable/receivable & front desk (answering phones, typing, etc.) computer experience helpful. Full time position. Benefits. Plymouth area. Ice Performance, Inc.
459-8000

BOOKKEEPER'S ASSISTANT
For real estate property management firm in Southfield. Previous accounting and calculator experience mandatory. Knowledge of accounts payable & receivable necessary. Familiarity with lease ledger helpful. Position also required light typing. If you qualify and are dependable and responsible, call Jeanne for interview appointment: 537-3800

BOOKKEEPER/SECRETARY
Experienced, full time, for insurance. 2-3 days, general one girl office. Southfield.
352-2550

BOOKKEEPER
Southfield Real Estate Development/Management firm seeks takeoff charge bookkeeper with experience in Accounts Payable and Accounts Receivable General Ledger. Position available immediately. Send resume to: P.O. Box 75, Southfield, MI 48037

BOOKKEEPER. Immediate opening; full time. Construction company. Computer experience, payroll, accounts & receivables. 544-4410

BOOKKEEPER

6 to 10 hours a week needed for a small office in Farmington Hills. Flexible schedule. Knowledge of a full bookkeeping cycle required. Call Jan 476-8422

BUSY SOUTHFIELD advertising agency is looking for a sharp secretary. Excellent grammar and spelling skills a must. Requirement of a minimum of 60 WPM. Previous agency experience helpful. Please send resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPING - Full charge in Troy Area. Must have two years experience thru Trial Balance or Associate Degree in Accounting. Typing skills required. Computer experience a plus. Call Pam 362-7863

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

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

CHALLENGING POSITION
with Southfield company. Order processing, typing & other clerical skills a must. Salary commensurate with experience. Insurance & Profit sharing. Linda.
353-5696

CLERICAL
Ability to deal with public.
Livonia Area.
Contact Carol 591-3853

CLERICAL - architectural firm in Birmingham. Full time. Must have some experience with computers, filing and typing.
540-1711

CLERICAL/COMPUTER
Experienced, full time person, for clerical/computer duties, for jewelry corporation located in Southfield. Send resume to: H. Kaufman, 1263 W. Square Lake Rd., Sq. 102, Bloomfield Hills, MI. 48013.

CLERICAL
Management office seeks self motivated person. Must be accurate with accounts payable experience. Legal background preferred. Send resume references to: P. O. Box 530, Westland, Mich., 48185.

CLERICAL OPPORTUNITY

$12-$16,000 FEE PAID
Suburban company is looking for your good Data Entry experience, along with typing (45 wpm), and word processing. Job duties include: data entry of invoices, along with general office duties. Great company offers lots of growth potential and an outstanding benefit package. Company interviewing now! Mary, 464-0909.
SNELLING & SNELLING

CLERICAL OPPORTUNITIES

Manufacturers Hanover Mortgage Corporation, the nation's third largest mortgage banker has experienced tremendous expansion within the past three years. This expansion coupled with growth has created positions for career minded individuals in the clerical.

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 for our Personnel Department, Mon.-Fri., 9 A.M.-4 P.M.

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

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 PART TIME

Light typing, general office work. Tuesday and Thursday 8:30 to 4:30. Southfield, Mich area.
Send resume to box 360, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

CLERICAL
(Part-Time)

We are seeking individuals to work a flexible 18 hours per week in our marketing division. However, individuals should be able to work additional hours whenever needed. Responsibilities include numeric filing, copying, collating, CRT input, record keeping and various other office duties. Qualified candidates must possess accurate typing of 30 wpm, good math ability and excellent organizational skills.

JO BENEFITS
Interested applicants should apply Mon-Fri 9am-4pm.

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 POSITION
PARTS Company, Somerset Mall area. Call Fons Mon. - Fri., after 3 PM. at 464-3890.

CLERICAL POSITION, full time, benefits available, excellent phone skills & typing a must, computer & accounting helpful. 356-1066
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL POSITION in shipping & receiving office. Typing & general office background helpful. Apply: Arkan Distributing Co., 43100 Nine Mile Rd., Novi, MI.

CLERICAL/SECRETARY
Successful candidate must offer 65 WPM typing, good phone manners & well-developed, strong organizational capabilities. Energetic & dependable, possess a professional image. Company paid medical/dental benefits. Detroit location.
For interview appointment call:
835-6400

CLERICAL/SECRETARIAL
Fortune 500 Company has immediate openings for full time & part time clerical/secretarial positions in suburban Southfield location. Requirements include good typing skills. Exposure to CRT & personal computer experience a plus. Send resume to Box 2354, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

An Equal Opportunity Employer

CLERICAL - Southfield doctor's office. 35-36 per hour, Monday thru Thursday 9-5PM. Call between 10AM-1PM 248-9000

CLERICAL

We need a high school senior or college student who can work the particular hours of 3:30 to 6:30 p.m. non-summer hours of 12:30 to 6, 5 days per week. Responsibilities include switchboard relief, mail room, filing, CRT and very light typing. Wages are $4 per hour to start. Please call, 828-6300, Ext. 227

CLERICAL - 15 to 20 hours per week. Typing, filing, data entry. Typing or computer experience. $3.50 per hour. Call 646-4787

CLERK

Full time position for a Clerk with 3 years experience. Must have good math skills, good organizational and communication skills, common sense and strong typing ability. Full benefit package. Qualified candidates send resumes and salary requirements to:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170

CLERK - INVENTORY CONTROL
IBM System 34 experience helpful. Good working conditions. Apply: Taury Diesel of N. America, 41169 Vincenti Ct., Novi, MI. 48040

CLERK - PART TIME
to assist office manager 5 days per week. Duties include typing, filing, answering telephone & light bookkeeping. Must have experience. Apply in person.

SHIELD TOOL
23261 Fenkell

CLERK/SHIPPING OFFICE
B.W. Detroit manufacturer needs general office clerk for shipping office. This is a "blue jeans" type job. Typing, 10 key calculator, able to interact with customers. Call for interview appointment 386-2244 ext. 205

CLERK-TYPIST for Royal Oak sales office. Typing support to outside sales industry. Good telephone, clerical & typing, transcription skills required. Mrs. Friedmann 399-8833

CLERK TYPIST - Full time. Strong typing skills, transcription skills a plus preferred. Pleasant work environment, good benefits. Please send resume to: P.O. Box 391, Southfield, MI. 48037.

CLERK/TYPIST

Immediate openings for typists in the Southfield area. To pay plus benefits. Major medical, dental and optical.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR
TEMPORARY SERVICE
M/F EOE

CLERK/TYPIST

Immediate opening for a fast and accurate typist. Ideal candidate will to work overtime during peak periods. Good spelling aptitude required. Summer hours 10:15am-6:30pm, regular hours 10:45 am-7:00pm. Call Mr. Bonk for details. Complete benefit package & pleasant working environment. Southfield area. Send resume to:

Personnel Dept.
P.O. Box 2227
Southfield, MI. 48037
An Equal Opportunity Employer

CLERK TYPIST - Part-time
Mature person with General Office experience is needed for our (Mall Plant) in Troy, Maple & Crooks. 362-4050

CLERK TYPIST
To perform Receptionist & Clerk Work. Full-time, pleasant working conditions, flexible hours. Not afraid to accept responsibility. Computer experience preferred. Financial Planning Company. Somerset Mall Area. For interview, call: 649-3250

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to detail a must. Work alone. Send resume: Mr. B. at Jobar, Inc., 1400 Lucas & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

504 Help Wanted Office-Clerical

CLERK TYPIST
(Temporary)

Our growing corporation is seeking an individual for a temporary assignment in our Foreclosure Department. Qualified candidate should possess good written & verbal communication skills, math aptitude and accurate typing 40+ wpm. Individual must be able to work under pressure with minimal supervision. Responsibilities will include working in all departments in our Foreclosure Dept. and assisting the department supervisor as required. Work hours will be 8:30am-5:00pm, Monday-Friday. (No Benefits). Qualified candidates please apply Mon-Fri 8am-4pm.

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

CLOSING SECRETARY & Receptionist (2 positions) leading Birmingham title company expanding staff. Experience preferred. Call 646-7000 for an appointment.
540-1833

COLLECTORS - PART TIME
Students - Homemakers - Retirees Self motivated & assertive individuals to fill inside collector positions. Experience is a plus, but not necessary. Must have excellent telephone communication skills. Late afternoon & evening hours & Sat. morning. Call Mr. Richards at 968-3223

COMPUTER/WP

Accounting and personnel functions require IBM PC ability plus software application for word processing and spread sheet. Newly created spot gives you room to move ahead quickly in planning and research areas. FEE PAID

Eastland... 372-4720
Troy...649-4144
Harriet Sorge Personnel

CONSULTING FIRM SECRETARY

Professional growing company will appreciate your phone and word processing experience. $15,000 plus benefits. Fee paid.
Call 353-2090.
After 5 P.M. Appointments Available
SNELLING & SNELLING

CORPORATE SECRETARY

TO $18,000 FEE PAID
Leading multi-billion dollar company. Professional beautiful office. Benefits include medical, dental, life insurance, tuition refund, and more. Your strong skills and shorthand can land this position. Call 399-3450.
SNELLING & SNELLING

CPT
IBM PC
NBI
WANG
X860

These skills are needed for both full time & temporary positions. We are a full service company. No fee. Call today!

TEMPORARY
RESOURCES
PERMANENT STAFF
356-1616
Livonia - Southfield - Troy
Southwest Suburb - St. Clair Shores

Credit & Collections Clerk

Worldwide Headquarters located in Southfield has an immediate opening for an individual to make collection calls, answer phone calls and to find financial statements & to send out collection letters. The individual must type 50-55 words, have a good math aptitude & strong organizational skills. Minimum of two years experience in collection and/or Accounts Receivable required. Excellent benefits including medical, dental, prescription and tuition reimbursement. Please send resume to:

Personnel Administrator
P.O. Box 5067
Southfield, MI. 48037

CUSTOMER SERVICE ASSISTANT

Leading regional distributor of top of the line built-in kitchen appliances has an immediate opening for a customer service assistant. Responsibilities include:

- Accepting orders by phone & answering telephone inquiries from kitchen designers, retail dealers & architects.
- Use CRT equipment to enter orders, update data base information & make inquiries. Provide general clerical assistance.
- Show & demonstrate appliances in our showroom to prospective customers.

We are looking for a mature self starter who is dependable, well organized & detail minded. Prior experience and/or advanced schooling a definite plus. We will provide competitive job training, compensation & benefits to the right candidate. Please forward resume in confidence to:

MARKETING MANAGER
P.O. BOX 648
BLOOMFIELD HILLS, MI 48013

DATA ENTRY CLERK
See Ken Dreyer, Tom Holzer Ford, Haggerty at 10 Mile, Farmington Hills

DATA ENTRY CLERK
Part time opening available (30/hr. week) with large Birmingham company. Must be a well organized, conscientious person with good pay or experience and excellent keyboard skills. Early day shift. Please send resume and/or letter to: Personnel Manager, 30700 Telegraph, Suite 4601, Birmingham, MI 48010.

504 Help Wanted Office-Clerical

CUSTOMER
SERVICE
$7/HOUR
30 hours. Good phone manners with some CRT background or ability Company paid fee

ALLEN PERSONNEL
525-7870

DATA ENTRY AND
WORD PROCESSING
OPERATORS

Excellent opportunities. Let Kelly Services put your skills to the test, we offer a chance to work at top companies and:

- Merit Increases
- Paid Vacation

Call for an appointment:

553-7820
34115 West 12 Mile Road
Suite 155
Farmington Hills

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

DATA ENTRY
Full time all shifts. Plymouth area. Full benefits. Send resume to: P. O. Box 377, Plymouth, MI., 48170.

DATA ENTRY operators, (30), for large Southfield corporation, top dollar, contract positions, call Dorothea at Contract
546-7563

DATA ENTRY
SET YOUR OWN HOURS

Livonia accounting office seeks a person for data entry on IBM PC-AT. Must work 6 hours between 8am-4pm Mon. - Fri. during first 2 weeks of month. Daily hours need not be the same, but must have set schedule. Prior experience not required. Must be able to type & use calculator. Starting wage $4 per hour. Call Carol or Jane Jewell 12-2pm
591-1242

DEARBORN ACCOUNTING FIRM has an immediate opening for a part time Computer/Key Punch Operator. Contact
278-1200

DICTAPHONE - typists, for large Southfield corporation, must enjoy legal secretarial background, typing 70 & light shorthand. Best benefits. Call Nancy Lindstrom, 30833 Northwestern Hwy., Suite 101, Farmington Hills, MI. 48018.

EMPLOYERS TEMPORARY SERVICE NEEDS

- Typists - 50wpm & up
- Secretaries
- Switchboard Receptionists
- Keypunch Operators (10,000+ sh)
- Telemarketing - Experienced
- Customer service reps

Call Judy 9am-4pm. 425-2700

ENTRY LEVEL OFFICE PERSON for Southfield company. Previous exp. not necessary. Will train immediately. Pleasant atmosphere.
477-8900

ENTRY LEVEL secretary, National health agency. Typing, filing, shorthand, skills. Minimum of one year. Excellent benefits. If interested, please send resume to: Personnel, 22201 Middlebelt, Suite 9, Livonia, MI 48152.

EXECUTIVE SECRETARY
Word processing, shorthand. Top pay for advertising and hospital assignments. Call Patty for interview.
Sign 552-8511

MGM
OFFICE SERVICES

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
needed for Southfield office. Excellent surroundings & fringes for right person with 3 yrs. experience. Good typing skills, ability to handle stress. Legal background helpful. Please submit resume & salary requirements for Executive Secretary, P. O. Box 4179, Troy, Michigan, 48099.

EXECUTIVE SECRETARY - Immediate opening for executive secretary, new position, excellent benefits, excellent surroundings & fringes for right person with 3 yrs. experience. Good typing skills & previous experience. Legal background helpful. Please submit resume & salary requirements for Executive Secretary, P. O. Box 4179, Troy, Michigan, 48099.

EXECUTIVE SECRETARY
Seeking qualified individual with excellent secretarial skills, strong Math aptitude/accounting background, ability to express themselves both verbally and in writing and excellent organizational skills. Minimum 5 years secretarial experience. Experience on Xerox Memory Writer and IBM PC preferred. Report to the Controller and to the Director of Corporate Development, International World Headquarters. Excellent salary and benefits. Send resume to: R. Atkinson, R. P. Scherer Corporation, P. O. Box 160, Troy, MI., 48099.

EXPERIENCED data entry person needed, looking for sharp, detail oriented person with ability to type quickly & work efficiently. General office duties required. Livonia area. Call 5-5pm 478-1605

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARYS

If you want to work a few hours ... or work long term we have a job waiting for you. Typing 60 WPM, shorthand of 75 WPM. We have the most interesting positions to offer you temporarily or on the blue-chip corporations. Earn top pay & perhaps a permanent position by working long term.

MANPOWER
TEMPORARY SERVICES
353-5760
Ask us about our benefits

EXECUTIVE SECRETARY
Troy area. To $18,000 a year, plus benefits, shorthand preferred.
LEGAL SECRETARY
Prestigious firm. $22,000 a year, plus excellent benefits. Labor law.
RECEPTIONIST/TYPIST
$5 an hour, plus benefits. Courier duties. Must have transportation, mileage reimbursed. Southfield area.
SECRETARY
Well known firm. To $17,000 a year, plus benefits. Shorthand required.
ALL POSITIONS FEE PAID
ARCHER
EMPLOYMENT
6966 Crooks Rd. 879-1420
2018 Penobscot Bldg. 963-8205

EXECUTIVE - secretary, Bloomfield Hills, excellent typing, shorthand & construction experience, working for CEO, benefits. $20,000. Fee paid

CUSTOMER - service, Southfield, good with people, insurance experience helpful, benefits, $12,000. Fee paid

ACCOUNTS - receivable, Bloomfield Hills, assist credit administrator, good job stability, benefits, $14,000. Fee paid.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY

Troy based manufacturing firm is seeking an executive secretary to work with their Corporate Office & report to the President.

In addition to excellent typing & shorthand skills, qualified applicants must possess demonstrated administrative and organizational skills. The ability to work independently & communicate on all levels is necessary.

Competitive salary coupled with an excellent benefit package is offered. Send resume including salary expectation to: Dept. 18 E, Box 837, Troy, MI 48099

Non Smoking Offices.

EXEC. SEC'Y TO V.P.I
FEE PAID - $20,000 UP
Bloomfield area, administrative assistant position. Will need lots of phone. Will consider banking, real estate or legal secretarial background. Typing 70 & light shorthand. Best benefits.
640-6797

DOROTHY DAY
PERSONNEL, INC.

EXPERIENCED
WORD PROCESSOR
Professional firm needs individual who likes busy and challenging atmosphere. Duties include typing and photo documents for client meetings, special mailings and seminars. 15/Shorthand. Send resume to: 30215 Southfield, Suite 115, Southfield, MI., 48076.

FAST PACED Farmington Hills real estate development firm desires a self motivated secretary who has excellent typing experience & possesses the following skills: typing 80 WPM, shorthand, word processing, dictation, Dictaphone. Salary open. Medical benefits provided. Please call Ms Linder at 855-8900

File Clerk/Mail Room

Organized self-starter needed for immediate hire. Responsibilities include filing, mail distribution, maintaining supply & equipment inventory, good telephone manners a plus. Send past job and salary history to:

Marti Otto
Director of Human Resources
VILLAGE GREEN
MANAGMENT COMPANY
30833 Northwestern Hwy
Suite 300
Farmington Hills, MI. 48018

Temporary position for student in busy dermatology office in Southfield. Call 559-1944

FILING/MAIL CLERK
Busy Southfield insurance agency seeking individual for mail and filing, some typing & phone experience helpful. Excellent benefits, starting with advancement opportunities. Send letter of application or resume to Box #306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FINANCE OFFICE ASSISTANT
For Birmingham Public Schools. Need passion, organization & previous experience for a busy office, in charge thru Trial Balance, Maintains Computer, requires Associate Degree or min. of (2) yrs. College level coursework. Typing 50 WPM & competent in 10Kt, CRT-A, P.O. Salary: $20,000. to $22,000. with excellent Fringe Benefits. No Phone Calls accepted. Send resume to: Marna Jones, Personnel Relations, Birmingham Public Schools, 500 W. Merrill, Birmingham, MI. 48012

FINANCIAL Planning firm seeking experienced Office Asst. Receptionist preferred. Good opportunity for sharp, assertive person. Salary based on experience, fringe benefits. Mrs Hobson, 29051 Telegraph, Ste. 220, Birmingham, MI 48010

FINANCIAL SECRETARY
Unique opportunity for the right person. We are looking for someone with an Accounting background, who has outstanding organizational skills, enjoys a fast paced office, word processing, dictaphone, and shorthand. Computer experience helpful. Dearborn area. Excellent benefits. Send resume to: P.O. Box 370, Dearborn, MI 48124, Attention: Personnel Department
An Equal Opportunity Employer

FREE TRAINING

WORD PROCESSING/data entry
DATA ENTRY
Excellent opportunity for qualified students to train for a rewarding career. For more information call 644-2500

FRONT DESK RECEPTIONIST
$12,500 FEE PAID
Farmington Hills firm desires a pleasant outgoing person, typing 50 WPM. 6 months to 1 year office experience required.
EMPLOYMENT CTR. 476-2440

FRONT DESK
RECEPTIONIST
FEE PAID, $11,500.
Troy firm, lots of public contact, very plush offices, and opportunities for advancement. 1 year experience and accurate typing necessary.
649-5900.
SNELLING & SNELLING
OF TROY

FRONT DESK RECEPTIONIST

Plush international firm needs your professional appearance, poise & office experience to put clients at ease. Excellent opportunity to enter the work force. Good starting salary & top benefits. CALL TODAY for personal interview.

All Fees are Company Paid
PERMANENT STAFF
Southfield 353-0505

GENERAL OFFICE - CASHIER
Full time positions available with full benefits. Part time positions are also available. Must have basic bookkeeping experience and a pleasant phone voice. Call Pat, Tuesday, 29 or Fri., Aug. 1, between 11-2 at 658-7925

504 Help Wanted Office-Clerical

Contempra

Come and Join Us at
CONTEMPRA
We Need Experienced:

- KEYPUNCH OPERATIONS
- WORD PROCESSORS (Including Wang & Fortuna)
- SECRETARIES
- TYPISTS
- CRT OPERATORS
- SWITCHBOARD OPERATORS

We have assignments for you in the areas of Detroit, Pontiac, Roseville, Southfield, Southgate, Troy and Wayne.

Call for an appointment today!

BENEFITS NO FEE
583-4858

A Subsidiary of Dorsey Business School

Secretarial

SALES ADMINISTRATOR

NEC, the largest semiconductor manufacturer, is constantly expanding to satisfy an ever growing marketplace. We now have an opening in our Detroit office for a bright, organized self-starter to become part of our team.

The successful candidate will work closely with our customers and have responsibility for order entry, compiling data for forecasting, and various weekly reports. Will also provide secretarial support such as typing, filing, travel arrangements and projects.

Qualifications should include 2+ years' experience in customer service, strong secretarial and organizational skills and effective communication skills a must.

We offer a competitive salary and an outstanding benefits package. If you are interested in an opportunity which provides a unique challenge, please send a resume including salary history to:

Tom Bahlo
NEC Electronics Inc.
29200 Southfield Rd.
Suite 200
Southfield, MI 48076
An equal opportunity employer.

NEC
NEC Electronics Inc.

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
$8 PER HOUR TO START

Our executive assistants do much more than typing — they help determine our executive's effectiveness.

That's why we look for features such as:

- *DEDICATION*
- *INTUITIVENESS*
- *EXCELLENT COMMUNICATION SKILLS*
- *ORGANIZATION*
- *ABILITY TO WORK WITHOUT SUPERVISION*
- *ABLE TO WORK 45 HOURS PER WEEK*
- *PROFESSIONALISM*

We offer a bright future for talented people.
Send your resume in confidence to:

P.O. Box 5067
Warren, MI 48090-5067
An Equal Opportunity Employer

PART-TIME
CLERICAL OPPORTUNITIES

AAA Michigan is accepting applications for current and future part-time clerical openings throughout the metropolitan Detroit area.

We are looking for individuals with the following abilities:

- 30 wpm or better typing skills
- Basic math skills (addition, subtraction)
- Good oral communication skills, including ability to interact with co-workers and customers.

We offer flexible work hours, competitive wages and a quality work environment. If you possess the above abilities and want to work with Michigan's largest personal lines insurer and travel agency, send your resume to our administrative office at the address below or if you live in the Metropolitan Detroit area apply in person at:

AAA Michigan
Admin. Office/Employment C-606
1 Auto Club Drive
Dearborn, MI 48126
(Hubbard & Southfield)

AAA Michigan

504 Help Wanted Office-Clerical

SHOULD YOU BE EARNING MORE?

A major Metro Detroit corporation has several opportunities for individuals with strong clerical skills (typing, filing, phone). If you have 1-2 years' experience, why not work where you can earn $7 PER HOUR, full benefits and develop your career?

Don't wait — send your resume to:

P.O. Box 805947
St. Clair Shores, MI 48080-5947
An Equal Opportunity Employer

SECRETARY

Corporate research laboratory of national printing ink manufacturer requires a Secretary with typing at least 70 wpm. Word processing experience helpful. Pleasant working conditions and complete fringe benefits including dental and profit sharing. Position will be initially located at corporate offices near Schoolcraft & Telegraph and will move to new Ann Arbor research lab near US-23 & M-14 in November. Send resume or call:

(313) 358-6800, ext. 10 and an application will be mailed or pick up an application between 9 a.m.-4 p.m.

Flint Ink CORPORATION
25111 Glendale
Redford, MI 48239
Equal Opportunity Employer M/F

UNEMPLOYMENT CLAIMS EXAMINER

We are a consulting firm specializing in unemployment compensation cost control for client companies. The selected candidate must have a working knowledge of the Michigan Unemployment Security Act & the ability to represent employers interest in completing unemployment claims & protesting claims when applicable. Your skills must include extensive typing & other word processing skills along with the ability to interface with clients regarding their particular claims. A specialty in personnel, labor law, human resources, employee relations or previous employment with MESC would be a definite plus. A competitive salary & benefits available. A non-smoker is preferred. For consideration forward your resume or call Service Manager, The Gibbens Co., 200 E. Big Beaver, Troy, MI 48083.

524-4148

504 Help Wanted Office-Clerical

Little Caesars

SECRETARIES

We are a rapidly growing restaurant chain with several, immediate openings available for secretaries who possess one-two years related experience