504 Help Wanted Office-Clerical

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 General ledger, account reconciliations, A/R, A/P, sales, tax & general office duties. Plenty of vendor contacts will keep skilled bookkeeper very busy. Salary commensurate with experience. Please send confidential resume with salary history to: Ms. Gardner, P.O. Box 691, Southfield MI 48037

PLANTE & MORAN
Recruiting Dept.
An Equal Opportunity Employer

Bookkeeper

Excellent opportunity for individual with bookkeeping experience. Full or part time. Must be located Hills type 45 wpm. Excellent benefits & working conditions. Joe Pierce Chevrolet, 28111 Telegraph, Southfield.
555-1000

BOOKKEEPER
Farmington Hills swimming pool contractor seeks Full Charge Bookkeeper. Will handle payroll & accounting system. Duties include: Payroll, Accounts Receivable & Accounts receivable. Computer knowledge a plus. Call Mr. Roberts for details at 851-1510

BOOKKEEPER
Full charge with 3-5 years experience, working for growing wholesale business in Livonia. Experience with computerized bookkeeping system helpful. Salary commensurate with experience. Benefits. Please reply to Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL-CHARGE
An expanding Detroit area bookkeeper is desired - whose main function will be to prepare bank reconciliations, maintain accounts receivable, prepare monthly statements for our clients' customers, and generate monthly financial statements. Send resume & salary requirements to: Mr. Dennis Gaffney & Co., C.P.A.'s, 30181 Southfield Rd., Suite 115, Southfield, MI 48076

BOOKKEEPER
Immediate opening for full charge Bookkeeper. Responsibilities include monthly statements, Experienced accounts receivable, payroll, accounts payable, work processing job cost accounting. Fast-paced Birmingham job agency. Send resume to: 31600 Telegraph, Suite 100, Birmingham, MI. 48010.
Attn: Sylvia

BOOKKEEPER - Individual with bookkeeping experience needed for Dearborn accounting firm. Permanent part time - possible full time. Some accounting preferred. Call between 8AM-3PM. 562-0621

BOOKKEEPER
Large construction company has an immediate opening for highly qualified Bookkeeper. Full benefit package offered. Resumes only to: Accounting, 31731 Northwestern Hwy., Suite 154 Farmington Hills, MI. 48018.

BOOKKEEPER
Local office of Fortune 500 Corporation seeking Full Charge Bookkeeper to oversee all transactions through trial balance. All accounting is done by computer. Responsible transmission of monthly statements to corporate home office. Excellent salary and benefits. Resume to: Controller, Mack Laundry Service Inc., P. O. Box 52099, Livonia, MI. 48152.

BOOKKEEPER- Part time, 3 days per week. Duties include Payroll, Accounts Payable/Receivable & payroll. Livonia area. 522-0851

BOOKKEEPER
Part time. Experienced all around for insurance repair contractor. Good wages. Reply to: 537-6020

BOOKKEEPER

Southfield Real Estate Development/Management firm needs bookkeeper experienced in Accounts Payable and Bookkeeping. Duties include Accounts Receivable Position available immediately. Send resume to: P. O. Box 70, Southfield, MI 48037

BOOKKEEPER - Immediate opening. 2/4 time. Construction company. Computer experience, payroll, payables & receivables. 644-4410

BOOKKEEPING - Full charge in Troy Area. Must have two years experience thru Trial Balance on Associate Degree in Accounting. Typing skills required. Computer experience a plus. Call Pam 362-7862

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, evenings. Ask for Rose Anne 851-8700

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, evenings. Ask for Rose Anne 851-8700

CERTIFIED SHORTHAND Reporter needed: for small Southfield freelance Reporting Firm. Work out of your place. 350-1919

CHURCH SECRETARY
General office & bookkeeping. Lathrup Village area. Part time between 9am-1pm. 557-0044

CITY OF CLAWSON is accepting applications for a Secretary position in the City Manager's office. Must be able to type 53 WPM, knowledge of data processing, knowledge of basic accounting practices and machines. Telephone answering experience. Salary in mid-teens with full range of benefits. Applications & resumes must be received by D. Wynn Rice by Aug. 6th at 5PM - 425 North Main St., Clawson, MI 48017

CLERICAL
Ability to deal with public.
Livonia area
Contact Carol 591-3833

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

CLERICAL ASSISTANT
General office duties & typing required, data entry experience helpful. Pleasant work environment with good salary & benefits. Call Colleen, 855-8414

CLERICAL/BOOKKEEPER. Full-time position for 1 Person Office in Plymouth. Some bookkeeping experience. Master Tech Coatings, Inc. 459-7390

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

CLERICAL

Computer services company in Livonia has openings for entry level clerical positions. 7PM - 9 PM Monday thru Friday. Clerical experience or computer experience helpful but not required. We offer benefits. Call personnel by 5PM. 261-8221

CLERICAL

Downtown Birmingham Women's Clothing Store - in our merchandise office. Detail work, no typing. Apply in person only to:

KAY BAUM

166 W. Maple, Birmingham

CLERICAL - ENTRY LEVEL
$4.50 PER HOUR TO START
Excellent full-time opportunity for a self-motivated, hard-working individual to join the clerical staff of our corporate headquarters & fringes for right person with 5 yrs. experience. Good pay, paid health, life and accident insurance plus paid holidays and annual vacation. If you enjoy a fast-paced job working with detailed information and life is a fast pace, call, ask for Ms. Bailey. 442-4030

FITNESS USA HEALTH SPAS

CLERICAL for general contractor Rochester area. Typing, filing, good with figures, phone answering. 852-6850

CLERICAL - FULL TIME
Position in Plymouth. Secretarial duties, inventory control, phones and invoicing. Must be good with numbers. Send resume with salary requirements to: Box 370, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERICAL-INSURANCE
Mature adult for data entry record keeping, phone & general office. Send resume: E.B.C., P.O Box 2365, Farmington Hills, 48018. 653-4348.

CLERICAL - part time
OFFICE CLEAN - 5 hour per shift. Challenging clerical position available in a fast paced, professional environment. Will be involved in financial clerical work with extensive phone & calculator duties. Must have good phone skills & accurate figure aptitude. Competitive salary offered. Send resume to C. A. Peterson, Ford Motor Credit Co., po box 1732, The American Road, Dearborn, Michigan, 48121-1732
By choice an Equal Opportunity Employer

CLERICAL PART-TIME MERRILL LYNCH BLOOMFIELD HILLS

3 DAYS - 15-20 HOURS A WEEK
Involves filing, typing, some phone work. MUST BE MATURE, cheerful, hard working and reliable for someone pleasant, fast paced environment. Please send resume to:

P.O. BOX 915
Bloomfield Hills, MI. 48013-0915
Att'n.: L. Stulberg

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

CLERICAL POSITION
available in Apartment Management Office. Typing, some bookkeeping & excellent organizations skills are required. IBM P.C. experience helpful but not necessary. Benefits provided. Qualified applicants, contact Mrs. Gennette, 258-8893

CLERICAL/SECRETARIAL
Fortune 500 Company has immediate openings for full time & part time clerical/secretarial positions in subsidiary Detroit location. Requirements include good typing skills, ability to CRT & personal computer experience a plus. Send resume to: Box A334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

CLERICAL

We need a high school senior or college student who can work the part time summer hours of 6:30 to 5, and two summer Saturdays at 12:30 to 8, & days per week. Responsibilities include switchboard relief, mail room, CRT and very light typing. Wages are $4 per hour to start. Please call, 626-8300, Ext. 227

CLERICAL - 15 to 20 hours per week. Typing, filing, data entry. Typing speed & 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 minimal typing ability. Full benefit package. Qualified candidates send resumes and salary requirements to:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

CLERK - PART TIME
For the Detroit Symphony office in Troy. Major duties include filing & typing. Word processing experience helpful. Respond in writing to Robert J. Jones, Director of Personnel, Detroit Symphony Orchestra, 20 E. Jefferson, Detroit, MI 48226
Equal Opportunity Employer M/F

CLERK/SHIPPING OFFICE
S.W. Detroit manufacturer needs general office clerk for shipping office. This is a "hard hitter" type job. Typing, filing, phone and dealing direct with customers. Call for interview appointment 366-2244 ext. 205

CLERK TYPIST - Full time. Strong typing skills, transcription experience preferred. Pleasant work environment. Full benefits. Please send resume to: P.O. Box 341, Southfield, MI. 48037.

CLERK/TYPIST

Immediate openings for typists in the Southfield area. Top 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 (50-60 wpm) starting work overtime during peak periods. Good spelling aptitude required. Overtime hours 10:15pm-6:30pm, regular hours 10:45 am-7:00pm Mon-Fri. Some Saturdays. Complete benefit package & pleasant working environment. Southfield area. Send resume to:
Personnel
P.O. Box 2227
Southfield, MI. 48037
An Equal Opportunity Employer

CLERK TYPIST - Immediate opening for organized individual in fast paced Birmingham office. Must possess pleasant phone personality. Accurate typing (55 wpm), filing, general office duties. Excellent salary & benefits. Call Sue James.
642-0410

CLERK TYPIST - Part-time
Mature person with General Office experience & typing skills for Plant in Troy. Maple & Crooks. 362-4050

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

CLOSING SECRETARY & Receptionist (2 positions). Leading Birmingham title company expanding staff. Experience preferred. Call 10AM-2PM for appointment:
540-1633

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

COMMERCIAL LINES UNDERWRITER
Novi insurance agency. Experience preferred or will train right person for entry-level position. 348-8200

COMMERCIAL UNDERWRITER
Knowledge of coverage and all lines insurance helpful. Excellent position with growing commercial insurance agency. P.O. Box 249, Lathrup Village, MI. 48076.

COMPUTER OPERATOR - entry level position. Afternoon shift. Experience preferred. Excellent benefits. Call before 11am. 352-0379

COMPUTER related position in large service organization. Typing 4 to 1 by adding machine skills required. Send resume including salary requirements to: MTK, PO box 125 Lathrup Village, MI 48076.

COMPUTER/WP

Accounting and personnel functions require IBM PC ability plus software application for word processing and spread sheet. Newly created spot offers you room to move ahead quickly in planning and research areas. FEE PAID
Eastland... 372-4720
Troy...649-4144
Harriet Borge Personnel

CONSULTING FIRM SECRETARY

Professional growing company will appreciate your phone and word processing experience. $19,000 plus benefits, fee paid.
Call 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

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

504 Help Wanted Office-Clerical

CPT IBM PC NBI WANG X560

These skills are needed for both full time & part time positions. We are a 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 relating to financial statements & to assist collection letters. The individual must type 50-60 wpm, have good math aptitude & strong organizational skills. Minimum of 1 year experience in collections and/or Accounts Receivable required. Excellent benefits including medical, dental, prescription and tuition reimbursement. Please send resume to:

Personnel Administrator
P.O. Box 2227
Southfield, MI. 48037

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume: M. B. M. Inc., Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE/Bookkeeper
Our expanding Detroit area sales ground in printing industry presents a fast paced, challenging bookkeeping experience. Send resume & salary requirement to: P.O.Box 803, Southfield, MI 48037

CUSTOMER SERVICE/
RECEPTIONIST
Immediate entry-level opening for outgoing individual. Accurate typing and grammar skills needed for this busy Novi based corporation. $200 per week with opportunity for advancement. Apply in person or call:
39580 Grand River, Novi, MI. 48050
471-0000, Ext. 228

Data Control Clerk

Needed for full time position in marketing services corporation. Must be a sharp individual with data entry experience and typing 45 wpm. Excellent communication and organizational skills required as well as the ability to generate and maintain written reports on data entry activities. Assignment will begin in downtown Detroit area. Send resume or resume in suburban corporate headquarters. Fee paid to employer. Qualified candidates send resume and salary requirements to or apply at:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

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:

553-7620
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 CLERK
Part time opening available (30/hr. week) with large Birmingham company. Must be a self-starter, conscientious person with good phone manner. Must be excellent keyboard skills. Early day shift. Please send resume or letter to: Personnel Manager, 30700 Telegraph, Suite 4501, Birmingham, MI 48010.

DATA ENTRY
Typing required. Data entry experience helpful. Pleasant work environment. Southfield area. Call Pat Hoffman at
WHITE & WHITE, INC.
45755 Mile Rd.
Plymouth 455-9300

FILE CLERK
Temporary position for student in busy accounting office in Southfield. Call 569-1958

FINANCE OFFICE ASSISTANT
For Birmingham Sales Schools. Need pleasant, congenial, efficient person for a busy office. In charge thru Trial Balance on Maintrame Computer, require Associate Degree or college with a major in Accounting. Typing: 60 WPM & computer literate. Pay is $4.00 per hour; $20,000. to $22,000. with excellent fringe benefits. Apply or letter to: Personnel Manager, 30700 Telegraph, Suite 4501, Birmingham, MI 48010.

Livonia Video Duplication Co. needs sharp, accurate, detail-oriented individual with knowledge of Quality Control Processing experience. General Office skills & basic Accounting required. Full-time position. Good benefits. Salary commensurate with capabilities. Resume to: Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY - Part-time weekends. Data entry experience preferred. Apply within: Art Van Furniture, 27776 Novi Rd., Novi

DATA ENTRY PERSON
Part time, 15 hours per week plus weekends. Must be able to type 60 wpm. Call 569-7100

DATA ENTRY - Southfield distributor seeks individual for entry level data entry position in its warehouse office. Must have excellent math ability and calculator skills. Full time, excellent benefits. Call before 11am. 352-0379

DIGTAPHONE TYPISTS - for large Southfield corporation, must enjoy typing office, contract position, top dollar, call Doreen at Uniforce

EATON FINANCIAL CORP., a leader in the capital equipment leasing industry is currently seeking a general office person to perform the following functions: accounts payable, accounts receivable, market support, credit, documentation and typing. Salary commensurate with experience. Full company paid benefits. Send resume to: Hedy Lichtman, 30833 Northwestern Hwy. 101, Farmington Hills, MI. 48018.

ENTRY LEVEL POSITION
Billing Clerk, Type 50wpm. Full time position. Good benefits. Call Vera for an appointment, 8am-3:30pm
J & L Industrial Supply. 532-8700

ENTRY LEVEL POSITION
BILLING CLERK
Type 50 wpm., full time, good benefits. Call Vera for an appointment. 9-3:30 PM, 532-8700.
J & L INDUSTRIAL SUPPLY

ENTRY position, billing clerk, type 50 WPM, full time position, good benefits, call Vera for appt. between 9-3:30, J & L Industrial Supplies, Radford area 532-8700

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

MGM OFFICE SERVICES

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
Needed for Southfield office. Excellent surroundings & fringes for right person with 5 yrs. experience. Good typist, capable of self direction. Legal background helpful. Please submit resume & salary requirements to: Executive Secretary, P. O. Box #8, 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 Newspapers. Excellent salary and benefits. Send resume to: R. A. Atkinson, R. P. Barbar Corporation, P. O. Box 100, Troy, MI., 48099.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - Immediate opening for executive secretary to president & executive vice president of a growing company. Ideal candidate will possess typing skills of 53 wpm & shorthand of 80wpm or speed writing. Organizational & interpersonal skills & previous experience required. Top salary & benefits plus. Submit resume with salary requirements to: Personnel, 31555 Northland Dr., Ste. 600 West, Southfield, MI. 48076

EXECUTIVE SECRETARY
needed. Experience required. Salary commensurate with ability. Call 855-7400

EXECUTIVE SECRETARY/Receptionist, mature. Typing, dictaphone & computer skills preferred. Updated, Arvel & Nowak CPA, 3221 W. Big Beaver, Bu.305A, Troy. 649-3833

EXECUTIVE SECRETARY

for Vice President in corporate headquarters of Fortune 1000 company located in Southfield. Immediate opening for experienced individual with strong organizational, secretarial & communication skills. Knowledge of Word Processing a plus. Excellent benefits including medical, dental, prescription and tuition reimbursement. Please send resume to:

Personnel Manager
P.O. Box 2227
Bloomfield Hills, MI 48013-0120

EXECUTIVE SECRETARY
for Corporate Office of Fortune 500 Company located in Birmingham. Typing required. Shorthand skills a strong typing necessary. Temporary to become permanent. $20,000.

Strong Typist, word processors & Secretaries for large Farmington Hills corporation. Long, short & temporary to become permanent assignments available. Call today

MGM Office Services
474-7766

EXPEDITOR - Livonia based company needs person for clerical and vendor correspondence in purchasing department. Some experience preferred. Apply: Northwest Blueprint & Supply Co., 13450 Farmington Rd., Livonia. 525-1990

EXPERIENCED data entry person needed, looking for sharp, detail oriented individual with ability to learn quickly & work efficiently. General office duties required. Livonia area. Call 8-5pm 478-1605

EXPERIENCED SECRETARY
If you have excellent skills, a business account, maximize them in our own business. See Business opportunities, classification, 300.

EXPERIENCED
WORD PROCESSOR
Professional firm needs individual who likes busy and challenging atmosphere. Duties include typing and binding documents for client meetings, preparation of briefs, detail oriented individual with ability to learn quickly & work efficiently. General office duties required. Livonia area. Call 478-1605

FAST PACED Farmington Hills real estate development firm is looking for self motivated secretary who has some legal experience & can handle the following skills: typing 60 WPM, dictation, word processing/computer, calculator. Salary open. Medical insurance offered. Please call Ms Linder at 855-8900

File Clerk/Mail Room

Organized self-starter needed for immediate hire. Responsibilities include filing, mail distribution, maintaining office supply inventory, good telephone manner & a neat appearance. Send resume or call Mrs. Gaffney at 855-8900

FILE CLERK
Part time, 11am - 2pm, Monday thru Fri. for busy Southfield law firm. Experienced preferred. Call Bob between 9am - 4pm: 557-1155

FILE CLERK - PART-TIME
Busy medical distributor needs someone to handle filing and help wherever else duties as assigned. Flexible hours, student will be considered. Call Pat Hoffman at
WHITE & WHITE, INC.
45755 Mile Rd.
Plymouth 455-9300

FILE CLERK
Temporary position for student in busy accounting office in Southfield. Call 569-1958

FINANCE OFFICE ASSISTANT
For Birmingham Sales Schools. Need pleasant, congenial, efficient person for a busy office. In charge thru Trial Balance on Maintrame Computer, require Associate Degree or college with a major in Accounting. Typing: 60 WPM & computer literate. Pay is $4.00 per hour; $20,000. to $22,000. with excellent fringe benefits. Apply or letter to: Personnel Manager, 30700 Telegraph, Suite 4501, Birmingham, MI 48010.

FINANCIAL Planning firm seeks experienced Office Manager. Paraplanning preferred. Good opportunity for person with sharp, assertive person. Salary based on experience. Send resume to: Mrs. Hoberg, 29803 Telegraph, Ste. 220, Birmingham, MI 48010

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:
544-2860

FULL TIME temporary Receptionist/Typist, light data entry, $225 week, fringe benefits. Call for appointment. 349-0883
An Equal Opportunity Employer

GENERAL CLERICAL - accurate typing, word processing, some phone experience helpful. Northwestern area, Detroit office, full & part time. Call Mrs Smith 962-1213

GENERAL CLERICAL - Full-time, excellent benefit package. Art advancement opportunity. Apply within: Art Van Furniture, 27776 Novi Rd., Novi

GENERAL CLERK PART TIME

C & A Insurance has part time openings that offer advancement for clerical positions. Hours are Monday-Friday, Morning & afternoon hrs. available (25 hrs. per week minimum). Some office experience & basic typing skills are preferred.
If you are interested please contact our Personnel Dept.
C & A Insurance
Co., 30200 Telegraph, #300, Birmingham MI. 48010.
645-5940
C & A
for all the commitments you make
Equal Opportunity Employer
Male/Female/Handicapped/Vet

General Office

Full time help for product management department in Southfield. Must have experience with computers. Call Mon, Tue, Fri 9-5.
352-2015
An Equal Opportunity Employer

GENERAL OFFICE: light typing, pleasant phone manner, word processing helpful. Part time, Southfield office. 553-1515

GENERAL OFFICE
Phone work and general office duties. NW Detroit area. Good benefits. Full time position. Call Mrs. 14841 Meyers, Detroit, MI. 48227

GENERAL OFFICE
Typing 60wpm, data entry, good with figures and record keeping. Experience preferred. Southfield & 12 Mile area. Full time. 559-5520

GENERAL OFFICE help needed to handle retail sales, counter, & telephone. Please apply in person at Red Giant & Fraser, 22223 Telegraph, Southfield. 353-8770.

GENERAL OFFICE

Physiotherapy office in Livonia looking for bright, articulate person - must be a fast learner. Computer & typing experience helpful.
Call after 4pm. 476-1350

INSIDE SALES - medical terminology required for large local Birmingham area firm. Contract position. Salary $10,000 plus commission, call Jackie at Uniforce 646-7662

504 Help Wanted Office-Clerical

GENERAL OFFICE
Entry level position in general office position available in Southfield office. Need good math aptitude and type WPM. Send resume to: P. O. Box 300, Southfield, MI 48037 or call Mrs. Gaffney at 557-3311, Ext. 41

GENERAL OFFICE - CASHIER
Full time positions available with full benefits. Part time positions are also available. Must have basic bookkeeping knowledge and a pleasant phone voice. Call Pat, Tues., Aug. 29 or Fri., Aug. 1 at 11-2 pm 594-7925

GENERAL OFFICE - answering telephone for customer inquiries, data entry experience a plus. Farmington area. 459-1330

GENERAL OFFICE - part time, excellent communication skills, phones, typing, 10 hrs, experienced only. Northwestern, Marilyn 349-0808

GENERAL OFFICE
Answering phones and filing, for automotive shop in Livonia. Full time. Ask for Bob at 261-5603

GENERAL OFFICE
Seeking bank teller with good typing skills and willingness to work with people. 478-6130

GENERAL OFFICE, full time. Computer. Experienced. Gift shop. Birmingham area.
651-5533

GENERAL OFFICE
Immediate full time position available. Responsibilities include filing, typing for an insurance marketing firm. Must have good salary plus benefits. Non-smoker. Send resume to: P.O. Box 99083, Troy, MI 48099.

GENERAL OFFICE
Mature person with some CRT experience, no typing required, hours 8:30-3pm. Call Mrs. Gaffney 852-6310
Baker Wallpaper & Paint
4801 Woodward Ave, Detroit.

GENERAL OFFICE
Mature self-starter with positive personality, dependable & responsible for high energy department. Good math aptitude, 50 wpm typing. Full benefits. Keego Harbor Area. Send resume to: P.O. Box 5338, W. Bloomfield, Mich. 48033.

NEEDED: A bright motivated person who has general office skills. MUST type, spell, use an adding machine, use a telephone. Knowledge of filing helpful. 9am-5pm Mon-Fri. Southfield location. Salary $15,000 per year to start, if you are the right person, reply: P.O. Box 2187, Southfield, MI 48037.

SOUTHFIELD finance company needs an individual with strong typing skills & good phone manners. Salary negotiable, experience helpful. Send resume to: Federated Financial Reserve Corp. 20000 W. 12 Mile, Southfield, MI 48076.

GROWING Manufacturing company in Troy area has immediate opening for a credit clerk. Office experience with data entry skills is must. No previous credit experience necessary. Qualified applicant should contact Laura Leslie at:
362-7447
An Equal Opportunity Employer

IMMEDIATE OPENING for a mature individual with computer skills for our Troy office. Bookkeeping skills and general telephone communication skills are required. Salary commensurate with experience. Master-Craft Leather, 2930 Auburn Road, Auburn Hills. Annette 853-3122

MATURE energetic individual to work full time in growing medical facility. Computer & insurance background preferable.
Call 645-6000, Ext. 335

INSURANCE AGENCY in TROY has position open for Personal Lines Representative for property and casualty. Salary open. Call Nancy 649-5868

INSURANCE/BOOKKEEPER - West established insurance Agency in Livonia has immediate opening for person with insurance. Applicant experience required and computer background helpful. Phone 474-6038

INSURANCE

CLERICAL

Applications are now being accepted for clerical positions, both full and temporary positions available immediately in our Southfield office.
STENOS
Full time position available in the Southfield office. Excellent benefit package. Must have 6 months personnel lines experience, type 35-40 wpm.
CLERKS
Temporary and full time positions available in various departments. Must have basic clerical skills and the ability to file alphabetically and numerically.
To request an application, please call:
HUMAN RESOURCES
627-7400
AMERISURE COMPANIES
25200 Telegraph
Southfield, MI 48036-5110
An Equal Opportunity Employer

INSURANCE
FARMINGTON HILLS Agency has immediate opening for experienced Personal Lines & Commercial Lines Typist. Requires Rating skills & typing. 626-6540

Insurance

GROUP INSURANCE

Administrative Assistant

Our new Allstate Group Sales Office in Troy, Michigan is currently seeking a qualified individual to fill an administrative position in our fast-paced sales office.

Previous secretarial experience of 4 years required along with good organizational skills, strong insurance experience and the ability to handle day to day operations of the office.

The right candidate will be trained on a personal computer for the production of business reports.

Allstate offers a comprehensive benefit package which includes Group Life/Medical Insurance, Pension Profit Sharing, Sears Discount and much more.

Make the right choice. Send resume to:

RICHARD P. MARSHALL

ALLSTATE LIFE Insurance Company

1331 West Big Beaver Road
Suite 100
Troy, Michigan 48084
Equal Opportunity Employer

INSURANCE
Minimum 1 year experience in all aspects of property casualty claims adjusting for Troy TPA. Full time with benefits. Call Cynthia Hoffman, Industrial telephone interview. 649-1990

INSURANCE - Small Southfield Agency needs part-time Secretary. Insurance experience preferred but can train if sharp. 557-7822

KEYPUNCHER - for Fortune 500 company. Temporary assignment position, top dollar, Call Cynthia at Uniforce 646-7662

LEGAL REAL Estate Secretary. Job entails handling, closing, & preparing documents for mortgage loans. Salary commensurate with ability. Office in Birmingham. Send resume to: Box 40, Brighton, Mich. 48116

LEGAL SECRETARY, experienced, for Farmington firm. Generous benefits. Salary commensurate with ability. Call after 5PM: 478-6913

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement service, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-6188

LEGAL SECRETARY
TOP SALARY
Experienced in insurance defense and workers comp. processing. Responsible for two young associate attorneys. Troy, Cim Maloon 649-1330

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 262-4330
Penobscot Bldg 961-8580

LEGAL SECRETARIES PERMANENT TEMPORARY

Outstanding permanent positions and temporary assignments are available throughout Detroit and suburbs. Select the one best for you. Don't delay, call today for immediate, no fee, placement assistance.

Suburbs: 569-0000
Detroit: 963-4165

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075

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

LEGAL SECRETARIES

Oakland/Wayne Counties
Full or part-time permanent positions available. Immediate openings. Legal Secretaries, Legal Word Processors, Paralegals. All fees paid. Applicants are invited to send resume to:
Oakland County Bar Association
Placement
1200 N. Telegraph Rd., Suite 832
Pontiac, MI 48053
- or call for more information -
336-2100/398-3937
ALL FEES EMPLOYER PAID
Strictly Confidential Service

LEGAL SECRETARY
Full time position. Experience required. Livonia area. 478-6408

LEGAL SECRETARY
needed for Birmingham law firm. Must type 70wpm. Must be accurate with experience. Ms. Thompson, 642-2400

LEGAL SECRETARY
Southfield. Experienced in general practice with emphasis on Domestic relations. Salary commensurate with experience. Call Mark Kandy at
356-3200

LEGAL SECRETARY
for Birmingham law firm. Positions available. One Real Estate/Corporate. One Litigation/Bankruptcy. Must have excellent skills in typing, dictaphone and phone manners essential. We offer a nice atmosphere & excellent working conditions. Salary commensurate with abilities. Please call Jan 540-8282

LEGAL SECRETARY
Troy law firm needs permanent part time with word processing. Experience necessary. Call 362-1300

LEGAL SECRETARY - Southfield. Salary DOE. Top pay on experience. Fringes. Resume: Richard B. Kapes, P.O. Box 2207, Southfield, MI. 48037-2207. Replies confidential.

LEGAL SECRETARY for Troy law firm, experienced in litigation preferred, but willing to train person with strong word processing skills. Send resume to: Personnel Manager, 30700 Telegraph, Suite 4501, Birmingham, MI 48010

LEGAL SECRETARY
for Troy firm. Type 5 years 75 WPM, good vocabulary & English skills to operate word processors. Salary open. Call Patrick M. McDonough at
528-5000

LEGAL SECRETARY
Part-time, 6 flexible hours - 8 days, litigation experience.
Call Mary. 356-7748

LEGAL SECRETARY needed at Southfield law firm. Good typing and shorthand skills a must. Please call 358-3940.

LEGAL SECRETARY - For Trial Attorney. 5 years experience desired. Word processor. Must be self directed. Southfield/Birmingham area. Call
647-2223

LEGAL SECRETARY
with at least 3 yrs. experience. Word processing skills necessary. Must be willing to accept responsibilities. Salary commensurate with experience.
Call 644-4433

LEGAL SECRETARY
for Birmingham Sales Schools Law Firm. 3 years Litigation experience required. Excellent typing & dictaphone skills essential. Need Right Call
262-1800

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For medical malpractice law office in Farmington Hills. Excellent typing skills required, experience preferred. 626-3000

LEGAL SECRETARY
Small congenial Rochester firm, full time position. Experienced preferred with sound basic skills. Call Mrs. Farris. 852-1300

LEGAL SECRETARY - Full time, willing to train. Word processing skills preferred. Salary commensurate with qualifications. Troy Law Firm
649-1222

LEGAL SECRETARY
for 2-3 man general practice firm in Rochester. Immediate opening. Some experience necessary. Salary commensurate with experience.
651-9111 or
652-2606

LEGAL SECRETARY
For Bloomfield Hills Law Firm. For partner of Defense and Plaintiff Litigation firm. Send resume to: Norma Butler, 2800 North Woodward, #200, Bloomfield Hills, Mich. 48013

LEGAL SECRETARY Expanding law practice requires ambitious secretary with 2 years legal experience. Must be self motivated & able to assume responsibilities. Minimum typing 75 WPM. Send resume to: MEH, 1000 S. Woodward Suite 102, Birmingham, MI 48009

LEGAL SECRETARY
2 immediate openings for medium sized Birmingham law firm. In addition in plaintiff area. Some word processing experience helpful. Benefits include: health insurance, life insurance and profit sharing. Salary commensurate with experience. Contact Ms. Nelle at: 358-4490

Legal Secretary

Legal department of a Livonia insurance company has immediate opening for a Legal Secretary. Liberal fringe benefits including fully paid insurance package and 4% day work week. For further information and appointment call:
591-4692
Mon thru Thurs: 7:30AM-4:15PM
Fri: 8AM-1:30PM

LIBRARY TECHNICAL ASSISTANT

Full-time position available, requiring an Associate degree in Library Technical Assistant. Applicants must have above average typing skills and experience. Medical terminology is desirable. Submit resume to:

Human Resources
Detroit Receiving Hospital
& University Health Center
4201 Antoine
Detroit, MI., 48201

A private non-profit organization. An equal opportunity employer.

MATURE lady needed to type 2 days a week. Bookkeeping experience, office. Call 477-8772

MATURE PERSON
Dependable, non-smoker for part-time work in the Plymouth area. Hours Mon-Fri 1-6pm. Fast paced office in general office work, must type. Interested please reply to P.O. Box 374, Plymouth Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE, responsible secretary for evening adult Education program. Some Mon, Wed, Thurs. Call J. Smith 535-8447 or 851-7800

MEDICAL CLASSIS EXAMINER
Large, employee benefit administrator in the Birmingham area seeks well qualified Medical Examiner/Adjudicator for full-time position with negotiable salary and excellent benefits. Please send resume to: Personnel Manager, 30700 Telegraph, Suite 4501, Birmingham, MI 48010

MEDICAL SECRETARY# (24)
Immediate openings for northwestern suburban Medical hospital. Medical terminology helpful, type 55 WPM. Contract positions, $14-$16,000. Call Carol at Uniforce
557-0641

MESSENGER NEEDED For Southfield law firm, experienced preferred. Good starting pay with mileage reimbursement. For appointment call Nancy King:
556-7500

NO EXPERIENCE NECESSARY - office position, telephone, light typing required, send resume to: Mark Arnold & Co. 16155 W. 12 Mile, Southfield, MI. 48076

OFFICE ASSISTANT
with good communication skills, for part-time work in Southfield.
569-0545

OFFICE ASSISTANT
Part time, Evenings. Mon. - Fri., 12:30-8:30 PM. Must have excellent phone calculator & typing skills. Light bookkeeping included. Contact Linda, Mon., Fri., between 9 AM. - 2 PM., at 647-3480.

OFFICE ASSISTANT-MICRO BIOLOGY LAB. Office position in testing office manager, 5 Mile/Cooley area. Require experience and excellent clerical skills. 30-40 hours per week. Flexible schedule. Non-smoker. $5-$10 per hour. Call Mary, Cal
544-0043

OFFICE ASSISTANT
Professional firm has full time opening for person who likes busy office & would take responsibility for own workload. Duties include: record keeping, filing & errands. 13/South field area. Call Personnel at