## 504 Help Wanted Office-Clerical

ACCOUNTING, data entry clerks plus receptionist for large Southfield financial corporation. Contract position will last approximately 10-12-1041

ACCOUNTS PAYABLE CLERKS ($4.50/Hour), with experience needed. Call Mr. Weiss. Resume resume to: Controller, 5000, Dixie Hwy., Drayton Plains, Mich., 48020

ACCOUNTS PAYABLE CLERK

Organized, detail oriented individual with 6 months to one year accounts payable experience needed to post payables to the general ledger and record incoming bills for data entry.

ACCOUNTS PAYABLE ASSISTANT

Entry level clerical position available. No previous office experience required. The qualified candidates will possess a high school diploma and eagerness to learn.

ACCOUNTS RECEIVABLE CLERK

Organized detail oriented individual needed to post accounts receivable and perform data maintenance of customer accounts. The qualified candidate will possess one year of accounts receivables experience and ability to operate 10-key.

You will receive a competitive salary and full benefits package. For immediate consideration, please apply in person Monday through Friday, 8:30am-4pm, or forward a resume to:

Human Resources Center
Little Caesar Enterprises, Inc.
24152 Haggerty Rd.
Farmington Hills, MI 48024

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE

*Farmington firm needs person with pleasant telephone manner to handle our receivables. Must be capable of problem solving collection activities. Requires strong numbers ability and good organizational skills. CRT experience plus data. Call 478-0000*

Albin Business Coplers
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK needed for fast paced professional office. Must have high school diploma or entry level position. Send resume to: Accounts Receivable Supervisor, 32100 Telegraph, Suite 210, Birmingham, MI. 48010

ADMINISTRATIVE ASSISTANT Office position, full time for retail clothing & shoes business. Inventory, Activities & assistant to buyer. Call 355-1900

ADMINISTRATIVE ASSISTANT Experienced individual with good skills to act as assistant to the president. Part-time, 20 to 30 hours per week. Farmington Hills area. Call Deborah, 851-4304

ADMINISTRATIVE ASSISTANT Assist V.P. of growing Marketing Co. Organized, detail oriented, knowledge of Advertising & Printing helpful. Must like attitude & have off-to-experience. Send resume to: Vanguard, 30140 W. 12 Mile, Southfield, Mi. 48075

ADMINISTRATIVE ASSISTANT - growing corporation needs an administrative assistant for interesting & challenging position. Applicant should be organized & assistive to detail. PC experience & accounting knowledge helpful. Send resume to: PO Box #5077, Southfield, MI 48076

ADMINISTRATIVE SECRETARY International corporate office an immediate opportunity for an experienced Secretary. $16,500 plus benefit. Call 353-2090

Age 25 Plus. Appointments Available
SNELLING & SNELLING

Administrative Assistant

Tremendous opportunity to serve as the right hand to an extremely involved Bloomfield Hills Corporate President. The successful candidate must have excellent skills in word processing, have experience taking minutes in meetings and handling confidential material. Must be able to make a career commitment including overtime and travel. Competitive starting salary and benefits. Please send resume and salary history to: Mr. Gray, P. O. Box 931, Southfield, MI 48037

An Equal Opportunity Employer

ADMINISTRATIVE ASS't Knowledgeable in word processing, dictation & typing skills. Able to travel occasionally with possibility trip to Hawaii. Pay commensurate to skills. Call Daryl, President 851-6000

THE DURBIN COMPANY REALTORS ERA

Administrator

Project planning and data based development need input and direction. Familiar with computer experience complements IBM/PC and Coordinate follow-up to major media blitz. FEE PAID

Harper Woods ... 372-0700
Troy ... 649-4144
Harriet Sugar Personnel

ADMINISTRATIVE ASST - Bloomfield Hills. Shorthand required. To $23,000

ACCTS PAYABLE CLERK - To $11,500. 1 to 2 years experience, light typing

SECRETARY - Large firm. Short-hand $18,000 + $1,000

LEGAL SECRETARY - 3 to 4 years legal. $17,000

LEGAL SECY - 2 to 3 years legal plus 2 years executive secretary. $19,500

LEGAL SECY - Heavy OT, 2 to 3 years legal. $19,500.

ASS'T TO CREDIT MGR - Heavy phones, accurate typing a must. To $13,000

RECEPTIONIST - Type 45-50 accurate, heavy phones. To $13,000.

WORD PROCESSOR - Southfield. To-60 typing $18,000.

ALL FEES PAID

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

ADVERTISING AGENCY Receptionist/Clerical. Office for ad agency in Southfield. Must be personable and able to type a minimum of 65 WPM. Knowledge of word processing helpful. Call Sandy, Obert 9AM-1noon 353-3344

AUTOMOTIVE SALES SECRETARY

An automotive supplier has immediate opportunity for a regional sales office located in Southfield. Your experience will be computer literate. $13,000. Call 353-2090.

After 5 Appointments Available
SNELLING & SNELLING

BILLING CLERK

Third party administrator, located in Southfield is need of a full time Billing person. Ability to type, run a calculator & work with figures is mandatory. Prior insurance Co. experience would be helpful. If qualified please call Marvin Powers, Corp. 568-9700

AN EXCEUTIVE SECRETARY for Bloomfield Hills company. Type 60 WPM, shorthand helpful. Must be able to handle direct office, some word processing would be nice. Temp to top pay perm. Salary $15K+ with benefits

SALES COORDINATOR for Fortune 500 company. Busy sales office in Troy needs bright, sme-pac people oriented person who types 60 WPM and has some IBM PC experience. Salary $15-$16K with benefits.

SALES ORDER PERSON to handle telephone requests. Birmingham location. Type 50 WPM. Top dollar.

PLANT LOVING, green thumb person to tend and water plants in offices 3-4 days week. Temp to go perm.

Never a Fee. Homemakers, retirees, students welcome. Free word processing taught in our offices

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

ANNOUNCING KELLY EXTRA CASHSTAKES!

Now through September 27, 1986 over 2000 chances to win instant cash

IMMEDIATE LONG & SHORT TERM ASSIGNMENTS

Word Processor Operators
Data Entry Operators
Switchboard Operators
Receptionists
Typists
Light Industrial

Please call

362-1180
Troy

KELLY SERVICES

The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

ANSWERING service operator or working supervisor with heavy background, 8 hr. shift. Top rate paid for right person. Call Mrs. Oswald Redford Area Sedie 534-1700

APT. MGR.

Needed for 400 unit suburban complex. Must be well versed in all phases of apt. management. Salary negotiable & commensurate with experience. Excellent growth potential. Send resume to Box 576, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT for Purchasing Dept of Manufacturing Co. Fulltime, Mid benefits. Experience in phone work & computer helpful. Typing - 4 Must Non-smoker preferred. Apply in person, between 8am-3pm, at Bearing Sales, 8471 Ronda Dr., Canton (W. of Haggerty, S. of Joy)

ATTENTION Immediate Jobs

At major Farmington Hills corporation

- TYPISTS
- CLERKS

If you have these above skills, contact Jan at

Norrell Services, Inc.
Farmington Hills 553-5858

ATTENTION!
Receptionist/typist for people with outgoing personalities. 40 hours per week. Month to month. Oakland County area

525-9191
FUTURE FORCE

ATTENTION!
$520 OPERATOR needed for immediate opening in Fortune 500 company. For more information & personal interview, call Ruth 557-6040

AUTO BUILER
Auto Dealership needs data-literate individual for this job. Auto Dealership experience helpful but will train right individual. Please apply in person Holiday Chevrolet, 30250 Grand River, Farmington Hills

AUTO DEALER
Needs VIM 3 operator. If you are looking for advancement, call Bob Sears inc 478-0500

AUTO DEALERSHIP
Needs experienced
OFFICE PERSONNEL
- Cashier
- Parts Clerk
- Biller
- Warranty Clerk

Experienced Only - need apply
Applications being accepted Mon., Aug 25th, noon till 8pm
ACTION ODDS
33850 Plymouth Rd., Livonia

BIRMINGHAM AREA. Person Friday, typing, filing, phones Call anytime, 642-7766

BIRMINGHAM HOMEMAKER to work 3 hrs. per day, 3pm-6pm, Mon. thru Thurs.: ironing & processing orders. Leave message, 644-1360

BLUE JEAN JOBS
We have many light industrial openings. You must have a phone & transportation. All shifts available. We have benefits, major medical, dental, special.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR TEMPORARY SERVICES
M/F EOE

BOOKKEEPER
A large international CPA firm located in the Renaissance Center, has an opening for a Bookkeeper. Applicants should have 2-3 years experience and be able to operate a calculator. Responsibilities include, but not limited to, the functions of Accounts Payable, Accounts Receivable, processing petty cash transactions and preparation of reports. Send resume, including salary range in confidence to: Box 500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer
Formative Action Employer

BOOKKEEPER/CONTROLLER, full charge, to assume General Ledger & related accounting duties. The person Mr. Right, position must not only have General Ledger experience, but also have supervisory skills & initiative in maintaining financial controls through reports as well as interaction with company C.P.A. & President. The position will be part time working at home as a rating controller has performed. Flexibility of scheduling is possible for professionals who are disciplined to maintaining performed standard. Salary commensurate with experience. Must relocate to I.B.E., 911 W. Big Beaver, Suite 211, Troy, MI 48084.

BOOKKEEPER - EXPERIENCED For Accountants office in Southfield. Full Time. Must have computer knowledge. Call 559-6330

BOOKKEEPER
Experience with Trial Balance, Financial Statements, Payroll Taxes - for Law Firm. Part-time. Flexible hours. For appointment, 261-1111

BOOKKEEPER
Experienced thru Trial Balance, receivables, payables, payroll, computer literate. Farmington Hills area. 855-6500

BOOKKEEPER - experienced, needed for Southfield office. Must be good with figures as well as telephone and typing skills. Computer knowledge preferred but not necessary. Please submit resume and salary requirements to: Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Fast growing multi-corporate group has position available now. Must have some experience or accounting education. Good pay plus benefits. Excellent opportunity for career growth. Apply in person, Mon.-Fri. Moom-5pm Otto 23777 Southfield Rd., Suite 224, Southfield, Mich.

BOOKKEEPER - FULL CHARGE for construction contractor's office. Full time, 40 hours. Profit sharing, taxes, insurance. Good typist. Southfield location. Days, 444-1353. Eve's, 851-1609

BOOKKEEPER - FULL CHARGE Trial Bal. Trial Balance, heavy benefits, insurance, payroll & taxes for 100 employee company in Farmington Hills. Send resume & salary history to: Box 610, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

BOOKKEEPER FULL CHARGE

Career position at this Southfield professional firm. Great opportunity for experienced full charge bookkeeper familiar with computerized systems. Generous starting salary and benefits. If interested, send qualifications to: J.M. Chown, P.O. Box 691-Southfield, MI. 48037.

An Equal Opportunity Employer

BOOKKEEPER
Prior experience helpful. Offices located in Haggerty Rd & Richardson area. Send resume to: P.O. Box 61, Southfield, MI. 48037

BOOKKEEPER full charge
Capable preparing monthly statements. Knowledge of IBM-PC computer & manual accounting system necessary. Bloomfield area. Write: Personnel, PO Box 233, Troy, Michigan, 48099

BOOKKEEPER - FULL CHARGE
Plymouth area firm seeking full charge Bookkeeper with 3-5 yrs. office experience essential. Salary commensurate with experience. Send resume to P.O. Box 449, Plymouth, MI 48170

BOOKKEEPER/GENERAL OFFICE
for Southfield construction company. Must be dependable, reliable & efficient 353-5430

BOOKKEEPER/OFFICE MGR. - Full *charge ship financial statements for* Livonia manufacturing company. Computer experience required. Excellent benefit package. Send resume & salary history to Box 4828 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- part time, wanted for Southfield law firm. Salary commensurate with experience. Devonshire Dist. 262-1000

BOOKKEEPER RECEPTIONIST
Must be accurate, aggressive, & able to direct people, experience helpful but not necessary. Call Markey for appointment. 255-1500

Bookkeeper/ Secretary

For Public Accounts office. Must know single entry bookkeeping, payroll & sales taxes. Income tax knowledge helpful. Send resume to P.O. Box 1627
Royal Oak, Michigan 48068

BOOKKEEPER/TYPIST
Needed in Farmington Hills office. Experience a must. Send resume to: 39293 Plymouth Rd, Suite 115, Livonia, Mi. 48150

BOOKKEEPER - 5 to 6 hours a day, 5 days a week, payroll & sales tax experience, thru trial balance. Farmington Hills Call Mary, 851-7844

BOOKKEEPING ASSISTANT
Computer work. Call Norm Augustine, at North Bros. Ford. Westland. 421-1300

BOOKKEEPING ASSISTANT
for busy Southfield travel company. Applicant should be able to handle many details as well. Computer & accounts payable experience helpful. Full time. Salary & benefits. Call Lou 627-4050

BOOKKEEPING Department of busy Farmington Hills manufacturer offering excellent benefits & salary to match experience for 2 positions.
ATTENTION
ACCOUNTS PAYABLE: Minimum 5 years experience, familiar with CRT data entry & inventory control.
BILLING CLERK: Minimum 2 years experience with CRT data entry & general office duties.
Call Mrs Humberger. 474-0436

BOOKKEEPING
Westside manufacturer has position open in Accounting Department, concentrating on Accounts Receivable and Payable. Duties include general ledger and computerized accounting systems & plus. Send resume to: Personnel Dept. JD, P.O. 3920, Redford, MI 48239

BRIGHT Conscientious Receptionist needed for growing company. Typing skills helpful. Please call:

CASHIER - Switchboard Operator and Accounts Payable Bookkeeper, full time, must be experienced, for high volume auto dealer. Contact Mr. Hahn, 721-2600

CAT SITTER
Hours 9AM-4PM, $5.00 per hour. 427-1414

CHURCH SECRETARY
LIVONIA CLERICAL position. Self-insurance claims office. Previous insurance experience preferred. Response to: Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT to work in busy Birmingham office, full or part time. Includes light filing, record keeping and some phone work. Must be mature and flexible. Word processing experience helpful, not essential. Send resume to: Box 516 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/BOOKKEEPER
full time position. Good typist. Will have some accounts payable, accounts receivable & payroll. Some bookkeeping background required. Applications accepted week of Aug 25, 1986. Apply at: Barnacle Steel Corp. 8455 Ronda, Canton, MI 48187.

CLERICAL CLERK

Immediate opening in membership division for an individual to process applications. Duties are diversified & require an individual capable of working independently. The individual must have strong organizational skills & have the ability to work at a fast pace & meet deadlines. Qualifications are typing 45-50 wpm, word processing experience, excellent telephone skills & 2-3 years general office experience. Excellent benefits & pleasant working environment. Please send resume to:
Personnel Department
P.O. Box 2227
Southfield, MI. 48037

CLERICAL part time position. For insurance agency in Bloomfield Hills. Experience helpful but not necessary. Call Judy, 540-1020

CLERICAL - Permanent part time for 1-2/3 & Ann Arbor Rd area. Flexible hours, no Sats. Must like filing. Send phone # & qualifications to: F. Franch, P.O. Box 36355 Grosse Pointe, MI. 48236.

CLERICAL POSITION
Part time - good typing skills
Physician's office
478-8291

CLERICAL POSITION
Full time, mature person, typing 50 + wpm, general office experience, Relatives, resident, Southfield area. Call Mon. to Fri. 10 to 3pm. 353-9633

CLERICAL/SECRETARY - Full time Small office in Redford Twp. A self-motivated individual who likes working with phones, typing & calculator. Some office experience required. For appointment call from 10am to noon and 2 to 6pm. 535-4303

CLERICAL - Southfield Insurance office has immediate opening for Filing & Mail Clerk. Some light typing & phone contact included. For interview appt call 559-5825

CLERK

China Insurance Company of America has a position available to process mail & other misc. clerical duties in our Southfield, branch. Typing skills beneficial. Send resume in confidence to: Pat Lanthier, P.O. Box 5122, Southfield, Mich. 48086-5122

An Equal Opportunity Employer M/F

CLERK for medical office, flexible hours, Pleasant Ridge area. Business skills helpful. Ask for Sylvia 557-1472

CLERK - Must be good with numbers, processing wallpaper orders and answering phones. Full-time, Farmington Hills area.
Call Mrs. Gold. 855-5144

Clerk/Personnel

Personnel Clerk/ Receptionist

(Part-time)

Excellent opportunity for an energetic people-oriented individual to work in a fast-paced hospital personnel department.

Requirements

- Excellent interpersonal skills
- High School diploma or equivalent
- Proficient math, typing & clerical skills
- Computer/word processing training or experience preferred.

If interested in this Monday-Friday, 10am-2pm position, please send resume in confidence to:

Box 624
Observer & Eccentric Newspapers
Livonia, MI 48150

An Equal Opportunity Employer

CLERK POSITIONS

PART TIME

CIGNA is a leading provider of insurance and related financial services to businesses, agriculture and worldwide. Currently, openings exist in our Southfield Workers' Compensation Claims Center.

PROCESSING CLERKS
This position requires strong typing skills of 60 wpm or better. The qualified applicant would be responsible for entering and updating per & benefit CRT in order to pay bills and verify coverage. Some knowledge of computer experience would be helpful.

These positions offer a starting salary of $5 hour. Work hours are Monday - Friday, 4:30 PM - 8:30 PM.

If you are qualified, please call Rene Moon on Friday, August 22, 9 AM - 12 Noon, at 353-9800, Ext. 251.

CIGNA Corporation
27777 Franklin Rd.
P. O. Box 5013
Southfield, MI.,
48086-5013

An Equal Opportunity Employer
Equal Opportunity Employer
Male/Female Handicapped/Vet

CLERK TYPIST - Large international & development company located in Birmingham area. Applicant should possess a high school diploma, general & written communication skills & type a minimum of 45 WPM. Salary commensurate with experience. Call Mrs. Kelly at 540-2444 if interested call Kelly between 1-4pm 540-2444

CLERK TYPIST
Accurate typing, proof-reading & grammar essential for an efficient detail person with word processing experience. Small Farmington Hills office. Salary negotiable, with full benefits. Ask for Chris or Julie 851-2814

CLERK TYPIST
for growing Southfield law firm. Salary negotiable BC/BS
Contact Marilyn. 852-4520

CLERK TYPIST
Full time for Troy firm. Accurate with numbers. Typing 50 WPM. Excellent entry level opportunity. Small but growing company. Call 649-5505

Clerk/Typist
Figure Clerks
Word Processors
Secretaries

We have immediate openings, assignments available. Top pay plus benefits. Light industrial, dental, special.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR TEMPORARY SERVICES
M/F EOE

CLERK TYPIST
Health Services Dept. of a rapidly growing Insurance Co. in the Renaissance Center has an immediate opening for a Clerk Typist. H. S. graduate. Medical or general office work experience, type 50WPM, excellent typing skills, knowledge of medical terminology & data entry skills a plus. For consideration send resume to: Personnel Representative, Independence Health Plan, 15565 Northland Dr., Suite 800E, Southfield, Michigan 48075

An Equal Opportunity Employer M/F/H

CLERK-TYPIST
Immediate opening for individual to work at our office in Farmington Hills on 12 Mile at Farmington Rd. Candidate must type accurately minimum 50 WPM and have a pleasant telephone manner. Must be public in person and over the phone. Must have good math skills and be family oriented. Hours are Mon.-Fri. office procedures. Apply in person Mon. thru Fri.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK/TYPIST I
General office plus official record keeping and licensing. Good typing and filing skills required. Previous experience working with the public. Salary $13,008 per year.
CITY OF FARMINGTON HILLS
Personnel Dept.
31555 W. 11 Mile Rd.
Farmington Hills, MI 48018-4099
473-9585

An Equal Opportunity Employer

CLERK TYPIST/RECEPTIONIST - 2 positions available for aggressive, creative individuals with good communication & typing skills. 50-60 WPM. Must be able to learn quickly. Southfield area. Call 559-4700

CLERK/TYPIST

The Livonia Branch of Citizens Insurance Co. of America has an opening for a Clerk/Typist. Duties include light typing and filing. Excellent CRT experience helpful. Send resume including salary requirements in confidence to: Sandy Hetchigian, Citizens Insurance Center, P.O. Box 9307, Livonia, Mich., 48151
Equal Opportunity Employer M/F

Clerk-Typist

TEMPORARY position available in our Southfield office. Must have good typing skills. Apply: 9am 5pm

Diamond Automation
23400 Haggerty Rd.
Farmington Hills, MI 48024

CLERK
$13,200
TOP BENEFITS

Division Big 3 looking for person with clerical background, typing ability and computer exposure. Lots of growth within their company. Call Mary, 464-0300
SNELLING & SNELLING

COMPUTER DATA ENTRY positions available, full or part time, flexible hours, for growing marketing firm in Rochester. Experience and entry level positions available. Call for appointment. 651-2517

COMPUTER OPERATOR wanted for a growing manufacturing distributor in Southfield area. Must have accounting background and be able to type. Full benefits plus profit sharing. Reply to: Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER PROGRAMMER with bookkeeping skills needed for N. Oakland County company. Minimum 3 years experience. IBM System 36 experience necessary. IBM PC experience helpful. Full benefits. Only those qualified need apply. Send resume with salary requirements to: Box 668, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST
20 hours per week, Mon.-Fri., 8AM-12noon Southfield area 557-3232

COST ESTIMATING

American Yazaki Corporation, a fast growing automotive supplier, has immediate openings in the following areas.

**• COST ANALYSIS •**

(2 Positions) Requires detail oriented and accurate person with knowledge of mechanical calculations. Some previous cost background desirable but not critical.

**• BLUEPRINT ANALYSIS •**

(2 Positions) Ability to read and interpret blueprints helpful, but not necessary. Requires detail oriented person, able to work with others and some previous typing or computer skills.

Limited overtime is required in all positions. Our company offers good benefits and excellent working environment.

Apply in person or send resume before August 25, 1986 to:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

CRT OPERATOR

to work 3pm to 11:30pm in our materials management department (Wal Mart). Primary duties will be data entry & typing. The right candidate will have good math & typing skills. Must be flexible with the ability to adapt to priority demands. Excellent benefits package.

Apply in person.
Precision Coatings, Inc.
8120 Dixie St.
Walled Lake, MI.

CUSTOMER SERVICE

Manufacturer's agents looking for outgoing person. Position involves customer contact in busy office

Prefer positive, enthusiastic attitude and good team player to depth in accounts receivable. Must like challenge and anxious to expand abilities. Good math and good telephone manners, good values and good work habits.

W. Jay Mincks Co.
Box 12111
Birmingham, MI 48012

"15 Years of Steady Sales Growth & Excellent Talents of Our People"

CUSTOMER SERVICE
Multi-company organization needs bright, energetic Team Member. Typing ability & organizational skills a must. CRT experience helpful. 477-3610

CUSTOMER SERVICE
For small friendly non-smoking, service business. (3 Mile - Southfield Area). Requires good phone & organizational skills, typing helpful. 540-8010

DATA ENTRY CLERK/PART TIME
Experienced, 3-5 pm., 5 days week. 15 Mile and Stephenson area. Call Gary 910 5 pm. 689-6943

DATA ENTRY CLERK
Experience on IBM system 34/36 desirable. Some clerical tasks. Apply in person or send resume to: P.O. Box 547, Lahrup Village, MI 48076

DATA ENTRY CLERK

Entry level position available for person with proven 10-key skills. Knowledge of CRT helpful. Will possess a high school diploma and ability to work quickly in a fast paced office.

Per year starting wage and full benefits package is offered. For immediate consideration, please apply in person between 8:30am-4pm or forward a resume to:

Human Resources Center
Little Caesar Enterprises, Inc.
24152 Haggerty Rd.
Farmington Hills, MI. 48024

An Equal Opportunity Employer

DATA ENTRY/ KEYPUNCH

Data Entry/Keypunch Operator needed immediately. Must be familiar with keyto-tape equipment and be able to work a minimum of 10,000 strokes per hour. Must be willing to work overtime during peak periods. Excellent benefits including medical, dental, prescription & tuition reimbursement. Please send resume to:

Keypunch Operator
P.O. Box 2227
Southfield, MI. 48037

DATA ENTRY
Northwest Detroit firm seeks Data Entry/Typist with minimum 4 years experience. Must be willing to work night shift. Excellent benefits. Send resume to: P.O. Box 27146, Detroit, MI. 48227.

DATA ENTRY operators needed immediately. Contact Mr. Ron Rochester area. Top dollar.
Call Rochester area. 646-8500

DATA ENTRY personnel needed. Excellent typing required, will train. Auto insurance company. Excellent benefits. Send resume to: P.O. Box 522, Birmingham, MI 48012

DATA ENTRY PERSON
Experienced. Full time afternoons. Full benefits. Send resume to: Accounting Manager, P.O. Box 301, Plymouth, Michigan, 48170

DATA ENTRY - Southfield distributor seeks person with 10-key data entry position in its warehouse office. Must have excellent math ability and calculator skills. Full time, excellent benefits. Call before 11am 352-7900

DATA ENTRY - 10 people needed immediately for accounts payable department of growing manufacturing corporation. Long term assignments.

GENERAL OFFICE - Clerk & Typesetter for Farmington Hills office of national company. IBM PC experience a plus.

SECRETARY - for large Southfield ad agency. Strong typing & good communication skills a must. Vacation replacement.

MGM
Office Services, Inc.
474-7766

DATA INPUT OPERATORS
Lear Siegler, one of the nation's fastest growing specialty retailers has immediate entry level openings at its Livonia headquarters for data input operators. We will train you to input sales data into our mini computers. Ideal position for computer oriented students looking for hands-on experience.

Call Lori for an appointment Mon-Fri between 10am-3pm. 464-2731

DENTAL RECEPTIONIST
Seeking exceptional person with good organizational skills for our busy and growing patient oriented practice. Full time position. Must have insurance and collections experience. Call Marie 362-3223

DISPATCHER - Needed for Limousine Service, Birmingham Area. Must possess ability to think quickly in a changing environment. Bookkeeping ability is a plus. Contact 642-3500

DOWNTOWN BIRMINGHAM Corporation needs Receptionist/Typist. Good salary & benefits. Pleasant voice, professional appearance & superior typing skills are required. Some typing ability necessary. Reply to: Box 4930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOWNTOWN PLYMOUTH
ground floor office for lease. 900 plus feet.
453-4180 953-1173

ENTRY LEVEL CLERICAL
A metal fabrication manufacturer chain is seeking an individual with General Office skills, typing required. Some light bookkeeping necessary. Competitive salary & full benefits package. Apply in person 8AM-4PM daily at A & P Administrative Offices, 19900 W. 8 Mile Rd., corner Evergreen.

EXECUTIVE, LEGAL SECRETARY for busy Farmington Hills practice. Superior skills, self-motivation, ability to deal with people and a smile are important. Overtime on 2 days will be able. Interested? Call 444-4848

EXECUTIVE LEGAL SECRETARY
Farmington Hills Office
255-4720

EXECUTIVE SECRETARY
Wanted. Ideal candidate. Applications in Fortune 500 Hospitals & advertising company. Good typing per & benefits. Word processing skills a plus. Call Ruth Ann 557-6040

EXECUTIVE SECRETARY for food service company located in Livonia. Call for an appt. 427-7550

EXECUTIVE SECRETARY - minimum 3 year experience working for top executive. Must possess excellent typing skills.

SECRETARY/WORD PROCESSOR - good secretarial skills and experience on word processing equipment needed for this position with a 'Big Three' corporation.

IBM PC OPERATOR - experience on any of the following: Lotus 1-2-3, Lotus 1,2,3, Symphony, Displaywrite 3, Multimate

WORD PROCESSOR - If you have experience on the IBM Displaywriter, IBM 5520, Wang, Xerox, or Lanier, we have a challenging position.

Ask about our exceptional benefits package and watch for the Grand Opening of our Auburn Hills Office.

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 586-5610

RenCon, Detroit 567-0050

EXECUTIVE SECRETARY
Word processing experience, typing 60WPM. Excellent pay & working conditions. Farmington Hills
477-0200

EXECUTIVE SECRETARY for South-field Fortune 500 company. Type 65 WPM, shorthand. Call Marilyn 477-3610

Call Donna at Unforce 357-0548

EXECUTIVE SECRETARY for Bloomfield Hills company. Type 60 WPM, shorthand helpful. Must have word processing. Must be able to handle one-girl office. Contact position. Salary $16K with benefits
Call Doreen at Unforce 646-7653

EXECUTIVE SECRETARY
for Southfield Corporation. Word processing helpful. Typing, light bookkeeping. Must be familiar with last & accurate typist. Send resume to POS, Inc., 20600 Telegraph, Suite #3820, Birmingham, MI. 48010

EXECUTIVE SECRETARY
SEC'Y./RECEPTIONIST

Birmingham Investment firm seeks 2 office professionals. Requires excellent typing, telephone skills, some computer. Telephone Dista at:

646-2280

EXPERIENCED Secretary/Receptionist for fast growing company. Flexible, outgoing individual with good skills. 363-4993

FAIR SHARP - individual needed for busy Rochester office, duties include computer data entry, word processing, light bookkeeping, typing, some bookkeeping, positive attitude, good telephone skills & dependability. Good location & pleasant office environment, start date approximately Oct. 1, 1986. Send brief resume only, no phone calls, to: Jim Kaplan, EVP, Rochester Board of Realtors, 427 Sixth St., Rochester, MI 48307

An Equal Opportunity Employer

FILE CLERK
Busy Southfield Law Firm. Salary commensurate with experience.
352-1552

FILE CLERK

Part time, Mon.-Thur., to maintain invoice files & handle other duties as assigned. Call: Personnel Dept:
349-5030

FILING CLERK/TYPIST
Must type minimum 45 WPM accurately. Good typing a must. Computer experience helpful but not required. Must be dependable, accurate with experience. Plymouth area. 8:30am to 3pm. 459-3115

FRANKLIN SAVINGS
Now accepting applications for full time clerical positions, full and part time tellers. Please apply at:
Franklin Savings Center
26400 12 Mile, Southfield
An Equal Opportunity Employer

FREE TRAINING

WORD PROCESSING/Clerk Typist
DATA ENTRY

Excellent opportunity for qualified clerk typists to join our team of students to train for a rewarding career. For more information call:
544-2860

FULL TIME OFFICE CLERICAL
Position available. Duties include word processing, typing, filing & word processing. Experience helpful but not necessary. Competitive salary to be obtained at 25850 Novi Rd., Novi, Mich. 348-3068

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GENERAL CLERICAL OPENING
Large Southfield Law Firm, high school diploma or equivalent, light accounting and/or computer experience helpful, but not necessary. Good verbal & written skills a must. Send resume to P. Ferguson, 16930 W. Seven Mile, Detroit MI 48235

GENERAL OFFICE
Part Time 1-5PM, Mon. thru Fri. Typing with knowledge of Bookkeeping. Call Gary. 397-5000

GENERAL OFFICE - permanent part time, experience preferred. Salary commensurate with experience. Small office in Life Insurance and Investment Field. Must be able to work w/minimum supervision. Reliable hours 546-3355

General Office

Full-time position for professional component company in Southfield. References required. Call Mon. thru Fri. 9am-5pm.

352-2015
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GENERAL OFFICE Help. Must have typing, bookkeeping, phone & receptionist experience. Full time Livonia area. 464-4403

GENERAL OFFICE
Troy Corp seeking part time/full time office help. Phones, filing, word processing. Call 352-5522

GENERAL OFFICE help needed for full time position. Some clerical experience helpful. Send resume to 1102 Cornerbrook, Troy, MI 48083.

GENERAL OFFICE
Troy location, filing & light typing. Opportunity for advancement. Full benefit package. Jo Kimbrelin.
524-4800

GENERAL OFFICE/SECRETARY
for Farmington Hills accounting office. Good typing/word processing required. General office duties. Full-time, pleasant surroundings. Non-smoker. 855-6108

GENERAL OFFICE
Small friendly office in the South field Area. Non-smoking. General knowledge of Bookkeeping & Typing. No heavy phones. Full time position. Call 540-8010

GENERAL OFFICE - Immediate opening for manufacturer's rep. Take phone orders, some inside sales, good phone personality, 50wpm typing. Send resume to: 185 Liberty, Plymouth 48170 or call 453-4286.

GENERAL OFFICE
Back up Switchboard Operator needed. Must have some experience, preferably on GTE equipment. General office duties, such as typing, filing, etc. required. Send short resume to: P. O. Box 5077, Southfield, Mich., 48086.

GENERAL OFFICE
Answer phones, type 40PM, filing, some bookkeeping & computer knowledge helpful. 1 yr. experience. Excellent benefits. Send resume to: D.E.K. - P.O. Box 340, Wayne, Mich. 48184

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GENERAL OFFICE
Mature Secretarial. Telephone personality, dependable & responsible for high energy department. Good phone contact. Full-time position. Full benefits. Keego Harbor Area.
Send resume to: P.O. Box 250, W. Bloomfield, Mich. 48033

GENERAL OFFICE ASST
Leading Metal Finishing plant needs a sharp person to answer phones in busy office, maintain samples & price list. Required good telephone skills, typing, good math skills. Competitive salary & benefits. Send resume to Box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Full or part time position for intelligent office help. Good typing, knowledge of word processing, filing, shipping and receiving helpful, but not necessary. Salary commensurate with experience. Send resume to: Christy Green, 7071 Orchard Lake Rd., Suite 305, West Bloomfield, Mich., 48033.

GENERAL OFFICE - CLERICAL
Immediate opening. Responsible manufacturer with headquarters in Farmington Hills. Candidate should have excellent oral & written skills for duties in accounting department. Excellent benefits and salary. Pleasant working conditions. Please hand deliver resume with salary history & requirements to Mr. Tierman, Lifetime Doors, 32700 Northwestern Hwy., Farmington Hills

GENERAL OFFICE - Person with at least 5 years office experience for insurance repair contractor. Good salary. Redford area. 537-6302

GENERAL OFFICE
IBM 38 computer. Near downtown Detroit. Contact Mr. Balda or Mr. Abrams. 962-0600

GENERAL OFFICE, Immediate opening, light phones, light typing position for computer company in Southfield. Professional manner and dress a must. Call Ann at 352-8740

GENERAL OFFICE
Payroll, typing, invoicing, accounts payable. Must have bookkeeping skills and be a self-starter. Mature individual. 453-7771

GENERAL OFFICE- Assistant to help with various duties & some light bookkeeping. Must have car. Pleasant working environment. South Lyon location. 334-2343

GENERAL OFFICE/TYPIST
Good Math aptitude. Willing to take apply. 10am-3pm. 2687 Commerce Rd., Holiday Inn, Exit 151 Industrial Park, M-59 - Crooks Rd.)

GENERAL OFFICE CLERK
Experienced person with a know how to type efficiently. Familiarity with Word Processor helpful. Job opportunity to learn Investment Advisory business in small Southfield office. Full-time. 552-8188

GENERAL OFFICE
We have an immediate opening for a person who is willing to work and train the right person. No experience necessary. Apply: Gregory & Melick Chevrolet, 14001 Telegraph, Redford, MI 48239

GENERAL OFFICE
Our growing company is seeking a mature minded detail oriented individual to handle administrative & 2 girl office. Typing 55 wpm, & pleasant phone personality a must. CRT experience helpful. Some previous office experience required. Good salary & benefits. Send resume stating desired salary to box 640 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE ASSISTANT
North Woodward agency seeks General Office Assistant. Duties include receiving, typing, light deliveries in metro area. Clerical duties include keeping, switchboard relief and other general office duties. Must have good organizational & communication skills. Good driving record and ability to do light lifting. Call 258-8202 between 10am-12noon or 2pm-3pm.
Equal Opportunity Employer M/F/H

GENERAL OFFICE
(PART-TIME)

Afternoon position available for person with typing skills 45 wpm, answer phones, handle typing assignments and general errands.

You will receive a competitive starting wage. For immediate consideration, please apply in person any weekday between 8:30am-4pm or forward a resume to:

Human Resources Center
Little Caesar Enterprises, Inc.
24152 Haggerty Rd.
Farmington Hills, MI. 48024

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GROWING Manufacturer