504 Help Wanted Office-Clerical

ATTENTION: HOMEMAKERS STUDENTS

Enthusiastic individuals needed for telephone appointment setting. 2 shifts available; 10am-3pm/3pm-6pm. Great office atmosphere.
All Fees Company Paid

TEMPORARY RESOURCES
355-1616
TROY - SOUTHFIELD
LIVONIA - DOWNRIVER

AUTO DEALER - needs service cashier, dealership experience preferred, Farmington Hills area. Call Mrs Fronliers 471-0800

AUTOMOTIVE SERVICE Receptionist wanted. Retails, filing, phones, customer followup calls. Must have some knowledge of the automobile. Apply in person. See Wm at: Ernard BMW.

BILLING & ACCOUNTS Receivable Clerk, experience preferred. Contact Jan at: Pontiac Plastics. 852-6800

BILLING CLERKS
Full time position available with large computerized medical lab in Southfield. Must have previous experience, excellent benefits. Apply in person or send Resume to Citation Clinical Lab, 23725 Northwestern, Southfield, MI, 48075.

BILLING/PAYROLL CLERK
Small fast paced manufacturing office. Full time, no insurance benefits. 13 Southfield Rd. Area. Call 540-9010

BILLING TYPIST

Immediate full time opening for Billing Typist with N. Woodward multinational service company. Must have basic accounting background, 1 year of general office experience, good math aptitude, good typing, calculator & communication skills. Send resume to Billing Typist, Box 811, Bloomfield Hills, MI, 48303. Equal Opportunity Employer M/F/H

BOOKKEEPER, experienced. Part time, Very flexible, work schedule. Travel agency experience helpful but not necessary. Southfield location. Please call Cheryl, 8am-5:30pm at 559-3191

BOOKKEEPER
Experienced in rental property management needed for this assist controller of small growing company located in N. Detroit suburb. Opportunity for advancement. Competitive salary. D.M. Hoenes: 845-5130

BOOKKEEPER
Fast track retailer seeks experienced full charge bookkeeper for maintenance of all accounting records (including financial statements) & assistance with new computer inventory system. Basic knowledge of computer & Lotus a necessity. Good benefits package. Call or write Michael J. P. Kleist, Murray's Ace Hardware, 27007 Plymouth Rd, Redford, MI, 48239. 937-0160

BOOKKEEPER for Livonia area auto repair shop, 1 day a week, every Fri. & occasional Mondays & occasional for a full week during summer when needed, have bookkeeping background. Call 522-0320

BOOKKEEPER for CPA office. Challenging permanent position available for someone with a minimum of 3 years experience in Bookkeeping thru trial balance and payroll taxes. Opportunity to learn and advance. Send resume including salary requirements to: Don Hatchk, 755 W. Big Beaver, Suite 1700, Troy, MI, 48084.

BOOKKEEPER - GENERAL OFFICE
Experienced in pegboard system, accounts payable, accounts receivable, payroll & tax return. Send resume & salary requirements to: P.O. Box 3142, Farmington Hills, Michigan 48018 or Call 553-4370

BOOKKEEPER/GENERAL OFFICE for growing mail order business. Start immediately and work 25-30 hours per week through winter, graduate to 40 hours in spring. Must have thorough knowledge of detail/credit theory and be bondable. Strong references required. By appointment only call bikes at 591-1965

504 Help Wanted Office-Clerical

BOOKKEEPER/OFFICE MANAGER
For Downtown law firm. Handle office and bookkeeping duties. Legal background necessary. Accounts payable and accounts receivable. Send resume, and salary requirements to: Office Manager, 3200 Penobscot Bldg., Detroit, MI, 48226

BOOKKEEPER - PART TIME
For Livonia Law Firm. Opening available immediately. Light typing required. Contact Karen 477-6987

BOOKKEEPER
Part time mornings. Challenging job with variety. Livonia/Redford area. Call Mr. Hart. 533-9300

BOOKKEEPER RECEPTIONIST
with knowledge of general ledger for busy construction firm. 476-7877

BOOKKEEPER/SECRETARY
With personal computer experience for property management firm in Southfield. Part-time. Flexible hours. 559-8570

BOOKKEEPER/SECRETARY
Full charge, for 1 person office, full time. PC experience desirable. Send resume & salary requirements to TCS, 4321 Highland Rd., Pontiac, MI, 48054.

BOOKKEEPER SECRETARY
Mfg company seeking person with sound Bookkeeping & secretarial skills to assume responsibility of full time position. 2-3 years job experience with a working knowledge of pegboard accounting systems required. Send resume & salary history in confidence to: Box 112 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield travel agency needs immediate position for part time Bookkeeper, 1-2 days per week, flexible, sharp, and accurate organizational skills. Call 569-0607.

BOOKKEEPER
Thru Trial Balance
With manufacturing background. Computer experience preferred. Excellent benefits. Please forward resume and salary requirements to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER wanted for dynamic marketing services firm. Should have at least 4-5 years of experience and education Degree in Accounting (or equivalent). Great career opportunity. Send letter or resume to Accounting Department, Retail Detail, Inc., 137 N. Woodward Ave., Birmingham, MI 48011

BOOKKEEPING ASSISTANT
For Southfield Advertising Agency. Mature person with good 4-function math skills and accurate typing. Job includes filing, posting to pegboard journals, computer entry and general office work. Excellent benefits. Advertising Agency experience a plus. 557-8400 Ex.34

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing. Afternoons, full time 12-8 p.m. Ask for Rose Ann 851-6700

CLERICAL Accounts Receivable person experienced with pegboard system, typing, filing, collections & aging. Full time, Redford. Call for interview, ask for Karen Don 534-9350

CLERICAL ASSISTANT to answer phones and do filing. Must be neat & organized and able to work 3-4 afternoons per week. Southfield area. Call for interview, 358-3785

CLERICAL - Body Shop. Volume operation needs person with experience to assist manager in all phases of office work. Stu Evans Lincoln Mercury, 32000 Ford Rd., Garden City. For appt call Tammy 425-4300

CLERICAL EMPLOYEES
Troy based company has immediate openings for clerical employees. Good communication skills & typing ability required. Interested? Contact Laura Lester: 589-0510, ext 547
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL

Downtown Birmingham 'women' clothing store - in our merchandise office. Detail work. No typing. Starting position. Apply in person only to:

KAY BAUM
166 W. Maple, Birmingham

CLERICAL
Farmington Hills mortgage company needs experienced people to set up new loan servicing. Temporary - approximately 6 months.
Call: 855-4900

CLERICAL - Manufacturing firm in Livonia has an immediate opening in Accounts Payable and Accounts Receivable person. Applicants should have a minimum 2 years office experience including accounting and computer data entry. Competitive salary and excellent benefits. Please send resume and salary history to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Position in Southfield CPA office. Requires neat handwriting, basic typing & experience with calculator. Minimum wage. Call Lydia 350-2600

CLERICAL
Part time position available. Good office skills required. Experience preferred. Call 649-1980

Clerical Position

Part-time - flexible hours. Financial background helpful. Balancing checkbook, daily cash receipts and distribution. Apply: Mon. thru Fri. 9:30am to 3:30pm.

Pinkerton's Inc.
15565 Northland Dr.
Suite 208 E, Southfield
An Equal Opportunity Employer

BOOKKEEPER
Thru Trial Balance. Bloomfield Farmington Hills location. Posting, invoicing, record keeping, light typing, related background helpful. Call Marge 855-2500

CLERICAL - position, Royal Oak, good, accurate typing, appearance & personality, wonderful opportunity, great benefits, $12,500. Fee paid

RECEPTIONIST - Southfield, good work experience & phone ability for fast paced office. $10,400. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

CLERICAL/ RECEPTIONIST

Full time position open for experienced Clerical. Must have good typing skills & excellent phone personality.

Send Resume
with salary requirements to NBI, P.O. Box 81931, Canton, MI, 48187.

CLERK

Excellent opportunity is available in our Livonia branch office for an experienced General Office Clerk. Position requires typing of 45 to 50 wpm, excellent math and figure aptitude and a pleasant phone manner. Some exposure to personal computers helpful. Qualified candidate must be a self-starter who enjoys working in a busy office environment. This full time position includes excellent salary & benefits. Interested applicant, please call:
665-8600 ext. 422
AMERISURE COMPANIES
An Equal Opportunity Employer

CLERK, for filing, telephone and errands, for busy Birmingham law firm. Typing helpful. Must have reliable transportation, approx. 25 hrs. per week. Call 644-8801

CLERK - Part time, 18 hours per week to assist with clerical duties including typing, computer inputting, photocopying, posters & graphics. Requires high school diploma, ability to type 50 wpm., and familiarity with computer & typewriter. Salary range, $6.00 to $6.50 per hour. Send resume, in confidence, to: Beverly Hills Library, 5001 West Maple Street, Birmingham, MI 48010.
An Equal Opportunity Employer

CLERK/RECEPTIONIST
Full time position available for a mature, self motivated person with good general office skills. Must be able to work Saturdays. Call Maryann at Tapper's Jewelry, 357-5578

CLERK - Sales Office. Part-time during regular office hours. Will train to enter orders. Potential for full-time. Long-established greeting card field. Reply to: Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK - SHIPPING OFFICE
BW Detroit manufacturer needs general office clerk for shipping office. This is a "Blue Jeans" type job. Typing, filing, phone & dealing direct with customers. Send Resume to Box #24, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST- Full time position available. Good telephone manner essential. Please mail resume to: Palmer Moving Co. 1900 Stephenson Highway, Troy, Mich. 48083

504 Help Wanted Office-Clerical

CLERK TYPIST

Accounts Receivable & payable knowledge helpful. Apply in person:
NATIONAL TOOL & DIE
13340 Merriman, Livonia.

CLERK/TYPIST - Immediate opening for typist with knowledge of data entry experience. Benefits. Bloomfield Hills area. Call Mrs. McCallum 433-8100

CLERK/TYPIST
Light firm located in Farmington has immediate opening for crisp, typist with minimum speed of 55 WPM to work in rapidly expanding foreclosure department. Word processing experience desirable. Call Robert Tremblaw: 540-7701

CLERK TYPIST/PART TIME
Mature person for busy service office. Extensive telephone work, filing. Flexible hours. Farmington Hills area. Call 9-11 AM., 478-0770.

CLERK/TYPIST/RECEPTIONIST
Large Farmington Hills office, phone with good typing ability. Farmington Hills Area. Non-smoker preferred. Call Vicki 851-8848

CLERK TYPIST
Subsidiary of a Fortune 500 company is seeking a clerk typist for its credit dept. Good typing & math skills required. Word processing PC a plus. Located in NW Oakland County area & benefits. Reply to: Box 234 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Clerk/Typists Figure Clerks Word Processors Secretaries

We have long & short term assignments in Livonia, Southfield, Troy, Sterling Heights, Detroit, Clarkston & Bloomfield.
ADVANCED DETROIT 963-5050

VICTOR TEMPORARY SERVICES
M/F EOE

CLERK TYPISTS

CNA Insurance has immediate openings for qualified experienced clerk typists with speeds of 45 words per minute:
• Minimum 2-3 yrs. office experience
• Typing skills 50 - 60 wpm
• Accuracy
• Proof Reading skills a plus

If you are qualified please contact our personnel department

CNA Insurance Company
20200 Telegraph Rd. Suite 300
Birmingham MI 48010
645-6940
CNA
For all the career opportunities you make a
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLOSING SECRETARY
Large residential builder in Farmington Hills has an immediate opening for an experienced Closing Secretary. Individual must be well organized and self motivated. Word processing experience preferred. Salary commensurate with experience. Send resumes to: Secretary, 31733 Northwestern Hwy., Suite 154W, Farmington Hills, MI, 48018.

COME JOIN THE BEST AT E.T.S.
We offer the BEST pay working for the BEST customers in all of the western suburbs. If you have good clerical skills & want the freedom of working for a temporary service, call Judy for an appointment Mon. thru Fri., 9am-3pm

EMPLOYERS TEMPORARY SERVICE
425-5770 425-2700

COMMERCIAL INSURANCE customer service rep./underwriter, Minimum 1 year experience. Salary range, $6.00 to $6.50 per hour. Send resume, in confidence, to: Beverly Hills Library, 5001 West Maple Street, Birmingham, MI 48010.
An Equal Opportunity Employer

COMPUTER FIRM in Rochester needs (1) billing clerk and (1) accounts payable clerk. 25-30 hours per week. Salary negotiable. Knowledge helpful. 254-2850

COMPUTER OPERATOR
Full charge type position for Auto Service Shop located in Farmington Hills. Send resume and salary history to: P.O. Box 3278, Farmington Hills, Mich., 48018

DATA ENTRY

Operators needed immediately for 6 weeks in the Livonia Area
Paying $5.-$6. An Hour
OLDTEMPS 348-0810

DATA - entry clerks (20) for Troy & Rochester corporations, contract positions, top $$$. Call Susan at Interforce, 645-7443

DATA ENTRY PERSONNEL
Good typist, with Data Auto Insurance, in Birmingham. Excellent benefits. Send resume to: P.O. Box 522, Birmingham, Michigan 48012.

504 Help Wanted Office-Clerical

CLERK TYPISTS

A.T. Acceptance Corporation, a subsidiary of AmeriTrust, a $10 billion asset Cleveland, Ohio bank holding company.

Ideal candidates will have a high school diploma, good math aptitude, 10-key adding machine skills, type 50 wpm and have excellent communication skills. Previous banking and/or consumer finance experience is preferred. We offer an excellent compensation and benefits package.

Applications are now being accepted. Apply at the A.T. Acceptance Corp., 40600 Ann Arbor Road, Plymouth, MI. Applicants may apply Thursday and Friday, from 9 am-2 pm.

We Are An Equal Opportunity Employer M/F

LOOKING FOR CLERICAL ASSISTANCE?

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

•SWITCHBOARD •RECEPTIONISTS
•STENOGRAPHERS •TYPISTS
•WORD PROCESSORS •KEYPUNCH

BENEFITS — NO FEE

583-4888

A Subsidiary of Dorsey Business School

Contempra
TEMPORARY PERSONNEL

504 Help Wanted Office-Clerical

CLERK-RECEPTIONIST

Electro Rent Corp., a major international electronic equipment rental company with a $200 million inventory, seeks a clerk-receptionist in their growing Livonia area office. Duties will include telephone and general clerical and secretarial skills such as typing, filing, processing internal and external paper work.

We offer an active and interesting work environment with the leader of its industry, solid growth (average 20% each year for last 5 years), and a full benefit package. We live in the exciting world of the latest electronic equipment.

Send resume ONLY to:
Electro Rent Corp.
31195 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

CUSTOMER SERVICE REPRESENTATIVE

We have several opportunities in our customer service department. If you have 1 to 2 years' customer service experience, possess good oral & written communication skills, are an aggressive self starter, we offer the opportunity to be trained & promoted through a formal advancement opportunity program. Starting salary $11,700 with growth potential to mid & upper teens.

For those who meet our high standards we offer one of the finest benefit packages in the industry including paid health care & tuition assistance.

Send resume or apply to
PERSONNEL
MACCABEES MUTUAL LIFE INSURANCE CO.
25800 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer

504 Help Wanted Office-Clerical

COORDINATOR

Personnel/Marketing areas need organized typists with strong personal skills to interface between staff & exec levels. Outstanding personality; must balance detail ability. FEE PAID.

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

CPT WORD PROCESSING SECRETARY
2 assignments available in Detroit for Secretaries with 6 mo. CPT word processing experience at 50 wpm. Knowledge of medical terminology & dictaphone experience required. Medical office experience desirable. Call Robert Tremblaw: 540-7701

NORRELL SERVICES, INC.
SOUTHFIELD 358-5123
DEARBORN 593-3703

Data Entry Assistant

Downtown company has opportunity for an energetic person seeking to do more precise data entry work. Must be excellent at detail work, having good math aptitude. Prior computer experience a plus. Full time position with benefits. Send resume to:

DATA ENTRY
P.O. Box 2629
Detroit, MI 48231

DATA ENTRY
Immediate opening for individual with very accurate 10-key skills. Bookkeeping experience helpful but not required. Grow with an industry computerized accounting functions. Learn to take control of payables and receivables. Please send resume to: Personnel Dept., P.O. Box 39220, Redford, MI 48239

DATA ENTRY

North Woodward multi national service company has immediate opening for a data entry clerk in the corporate accounting dept.. Individual will be responsible for keypunching invoices via a CRT. Candidate must have good keypunching skills & pay attention to detail. Salary commensurate. Equal Opportunity Employer M/F/H

DENTAL RECEPTIONIST
for busy Livonia office. Full time. Experience desired.
Call Mrs. Morgan. 522-5581

DEPENDABLE, mature person needed for non-profit health agency. Cash receiving, updating computerized membership list, typing & answering phones. Southfield. Call Cindy. 552-0480

DISTRIBUTION CLERK
Dunham's Sporting Goods seeks an individual with strong phone manner skills to maintain work orders & files for the Livonia Distribution Ctr. Clerical skills are helpful. Prior warehouse experience & dig plus. $4.50 per hour to start, higher with experience. Benefits available. Apply Mon. thru Fri., 8am-4pm at:
38170 Amrheim, (between Plymouth & Schoolcraft, W. of Newburgh, building #4, Door #19, Livonia, Michigan. No Phone Calls Accepted. Also Full Time Warehouse Help.
An Equal Opportunity Employer

ENTRY LEVEL
CLAIM HANDLING POSITION
available in Workers Compensation Dept. (Troy) for qualified candidate with terminal experience required. Some clerical responsibilities.
Call Ann 353-5600
An Equal Opportunity Employer

EXECUTIVE SALES SECRETARY
Growing Southfield company needs secretary with the following qualifications: shorthand, dictation, working with quotes, strong organizational skills, good grammer & word processing abilities.
We offer an excellent salary, benefits, & a great office atmosphere to work for. Send letter or resume to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Needed immediately. Excellent pay, plus benefits. Call today and ask for Judy. 557-6040.

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
Growing Southfield company seeking experienced individual with good organizational skills. Must have background & plus, word processing experience. Salary commensurate. Send resume to: Franklin Savings, Personnel, P.O. Box 5008, Southfield, MI 48086.
An Equal Opportunity Employer

EXECUTIVE SECRETARY to President of large wholesale distributing company. Excellent shorthand & typing skills required. Must be detail oriented, have excellent phone manners, communication & organizational skills. Full time. Competitive salary & full benefit package. Send resume including salary requirements to: Attention: Personnel, PO Box 5091, Southfield, MI 48086

EXECUTIVE SECRETARY -
Outgoing personality needed for this executive secretarial position! Shorthand a must, word processing a plus.

IBM PC OPERATOR - Long and short term assignments available for individuals with good secretarial skills.

IBM 5520 OPERATOR - Top paying assignments available. Both long and short term available immediately.

XEROX 660 OPERATOR - Big 3' corporation needs experienced Secretaries and Xerox 860 Operators.

Ask about our exceptional benefit package and free word processing training.

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

RenCen, Detroit 567-0050

EXECUTIVE SECRETARY/ Medical Co-ordinator
Needed for busy magazine rep firm in Troy. We are seeking a highly motivated, self directed individual with typing 70 WPM, dictaphone, word processing, shorthand.
Call Barb 643-8447
Laine Meyers Publishers Rep, Inc.

FILE CLERK - PART-TIME
Needed for very busy Southfield law firm. Must be dependable. Call between 10am and 2pm only, ask for Cyndie 557-1155

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARIAL POSITION available in Northwest Suburban. Must be an excellent typist and ability to be flexible. Several years experience desired but will train. Reply to Box #268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
National company seeking person with minimum 2 yrs. experience, that possesses strong organizational & communication skills. Typing, shorthand, computer knowledge. Excellent salary & paid comprehensive package benefits. Submit resume & salary requirement in strict confidence to: Black & Decker, 3250 W. Big Beaver, #340, Troy, MI, 48084
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Office Manager

We are looking for an accomplished person with good interpersonal skills and organizational skills for our Southfield/Lathrup Village office. Excellent salary and fringe benefits for the right person. Please respond in confidence to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY For active sales office. Must have shorthand & good typing skills. Knowledge of telephone etiquette helpful. Must have pleasant phone manner. Please send resume with salary history requirement to: 5500 Downshire, Detroit, Mich. 48224

FREE TRAINING

CLERK TYPIST
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. For more information call:
544-2880

FULL CHARGE BOOKKEEPER/ SECRETARY for Real Estate development Office. Pegboard experience. Multiple cash books. *Challenging, interesting. Mr. Grossman* 855-1849

FUTURE OFFICE MANAGER
Positive attitude, Good position, full time. Will train but must be bright, ambitious, intelligent and good typist. Bring resume. 569-9920

GENERAL CLERICAL - Full-time. Excellent benefit package. Advancement opportunity. Apply within: Art Van Furniture, 37775 Novi Rd., Novi

GENERAL CLERKS
Needed for Warehouse Staff. Must type 45 plus wpm., call Ruth.
537-6040

General Office/Clerical

To assist phones for established service organization in non-smoking office. Light bookkeeping and typing involved. Must have pleasant phone manner. Southfield area. Call between 10am & 4pm. 353-1938

GENERAL OFFICE
Hiring new staff for expansion in Livonia area office. Must have some relevant typing computer experience. Main duties involve expediting material. Send resume to Box 162 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE & telephone order $140 per week. Tocco Food Co, 12300 Merriman, Livonia
425-5504

GENERAL OFFICE, full or part time. Typing, telephone, filing, assisting sales manager. 8-25 hours. Ann Arbor Area. Reply to Box #204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Office wants person with some typing, bookkeeping experience. West side area. Call Barry-4pm. 326-1600

GENERAL OFFICE
Excellent typist. Computer experienced helpful. Livonia area.
Call 522-1178

GENERAL OFFICE
Light typing, light bookkeeping, some computer knowledge. Ring & telephone. Full or part time. 464-4438

GENERAL OFFICE - Southfield area. Typing, math skills required. Potential for advancement. Call Shirley 352-1566

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, leasing, bookkeeping & good PR required. Must have car.
Call - 478-0322

GENERAL OFFICE
PART TIME POSITION
available for a good detail person. Light typing skills, some PC processing, dictaphone transcription and filing. Please contact Kris at 626-8100

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50 wpm, positive attitude, organizational skills and attention to details. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037, Attn: SS/EO or call 353-3317.
Ext. 217

GENERAL OFFICE DATA ENTRY

Northwestern suburban professional firm needs candidate with exceptional interpersonal skills and facility for numbers to process time sheets, type invoices, maintain filing systems, and do back-up reception duties. Data entry experience helpful. Excellent salary and benefits. Please send confidential resume to: Mr. McDermid, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

GENERAL OFFICE FOR 2 person office. Full time, 40 hours a week. Must type. Starting pay $4.50 per hour
471-3510

GENERAL OFFICE

Light typing, filing, telephone.
533-0155

GENERAL OFFICE clerks - (15) for various Troy corporations, contract positions, call Peggy at Interforce, 645-7681

GENERAL OFFICE clerks (40) for Livonia firm corporation, contract positions, call Glenna at Interforce 357-0645

GENERAL OFFICE
Filing, typing, 50wpm. Good phone voice. Southfield location. Send resume to P.O. Box 2004, Southfield, MI 48037.

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Part time. Typing, some bookkeeping, good phone voice. 6am-1pm. $5.00/per hour. Call Sharon.
352-4200

GENERAL OFFICE
Part time office person with own car to run errands - mileage allowance. Typing & phone skills necessary. Livonia area.
525-3000

GENERAL OFFICE - PART TIME
12-3, Mon.-Fri. Phones, light typing, shipping and receiving. Must have car and valid drivers license. Send resume to: CMC, 1740 Rochester Rd., Livonia, MI, 48150.

GENERAL OFFICE
Career opportunity in Bloomfield Hills office with growth. Responsibilities will include - filing, answering phones and typing. Non-smoker preferred. Call Sally, Bloomfield Nursing Services. 645-2270

GENERAL OFFICE
Southfield based company is looking for a person to type 50 wpm and with excellent typing, filing & calculator skills. Challenging position with room for advancement. Call Denise, 353-5700

GENERAL - office clerks - typists, 45-55 WPM. Bar & accounting clerks, data entry operators & secretary for Livonia corporation. Immediate employment, contract positions, call Nan at Interforce 357-0641

GENERAL OFFICE, full time entry level, small office, excellent opportunity for advancement, full benefit package includes medical & dental. Six hour paid holidays, generous discount, liberal vacation plan. Must be good with figures. Call Ann 851-7741

GENERAL OFFICE
Opening in Farmington office. Good phone manners, filing, heavy typing (50wpm) in house customer contact. Full time (Tue-Sat). Send resume to: Office Coordinator, Williams Rand Brick, 2300 W. 8 Mile Rd., Detroit, MI, 48240

GENERAL OFFICE

Full time entry level position at our Southfield Corporate Offices. Duties include accounts payable, order processing and records keeping. Excellent benefits. Please call Main Office at 644-5300.

Erb LUMBER CO.

GENERAL OFFICE

Full time entry level position at our Walled Lake Sales Office. Duties include accounts payable, order processing and records keeping. Excellent benefits. Please call Main Office at 644-5300.

Erb LUMBER CO.

GENERAL OFFICE - small company is seeking a dependable, responsible individual for full time position in Livonia. Must have typing skills 55 WPM, pleasant phone personality and some previous office experience preferred. Will train the right person. Excellent benefits package. Good salary and benefits. Send resume with salary requirements to: Box 268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GRAPHIC SALES REPRESENTATIVE

Fast growing full service graphics company is looking for sales representative. This highly motivated person will have sales responsibility for sales of printing & graphics as well as strong management skills. Applicant possesses a proven sales track record. Send resume with salary requirements to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWING OFFICE PRODUCT Co. needs a versatile person with good typing and phone skills. Entry level. Apply in person:
MICHIGAN BUSINESS MACHINES, 24700 Telegraph, S. of 10
558-2300

HOMEMAKERS - College Students. Full time, 4-5 hours per day. Receptionist - general insurance office work. Ask for Mr. Foster, 557-2999

HUMAN RESOURCE AGENCY needs receptionist to work with social work staff. Some light typing & filing. Salary $12,000. Call Personnel Dept. P.O. Box 1247, Berkley, MI 48072.

IMMEDIATE OPENING -State Farm insurance Farmington, will train person with initiative on Bill Computer Service clients & in-house sales with incentives. 9am-5pm. Benefits & early open.
476-1AND

UNDERWRITER needed by higher successful life insurance executives. Looking for an administrative person with skills, life insurance background and ability to work effectively with clients as well as staff. Computer knowledge helpful. Salary negotiable. Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY, Southfield, seeks individual with personal lines experience. Type 50 wpm. Send resume to Box 2004, Southfield MI 48037, Attn: Ann Robbin. Good typing skills. Legal training or experience required. 644-8686

INSURANCE AGENCY, Farmington Hills requires personal lines person. Word processing experience. Wages commensurate with qualifications. Benefits & pension. Mon. thru Fri., 8am-5pm 626-6540

Insurance Agency

Clerical assistant with insurance experience. Typing required. Benefits. Farmington Hills 553-4500

INSURANCE
AGENCIES ONLY
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR we can help you find a new agency position.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

INSURANCE - Clerical with some bookkeeping experience. Farmington area. Send resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE Customer Service Rep. Experienced in personal lines preferred for growing agency. Looking for eager individual willing to grow with organization. Excellent benefits. Send resume to: P.O. Box 522, Birmingham, Mich. 48012

INSURANCE - Experienced Only

AGENCY POSITIONS
Southfield - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Rating
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE - growing Birmingham Agency Client Rep to take charge of small personal lines book for existing accounts. Processing of claims & ability to learn commercial lines. 3-5 years experience, profit sharing, excellent opportunity. Resume to: 30300 Telegraph Rd. Suite 265, Birmingham, MI 48010. Attn: Key.

JUNIOR SECRETARY

Southfield home health care organization seeks experienced typist with excellent skills to work in small, fast-paced office. Good organizational skills essential. Please send resume and salary history to: Ms Newton, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

KEY PUNCH
Experienced operators needed for first and second shifts. Good benefits. Livonia/Farmington.
ADVANCE DATA. 476-1844

KEYPUNCH OPERATOR wanted. 16 Mile and Crooks area. Excellent working condition. Full benefit package. Call Sherry. 582-9640

KEYPUNCH

PART TIME
Established keypunch operator with above average speed & accuracy. 2 years experience desired. Excellent salary, fully paid hospitalization, several vacations, sick days, other fringes. Martial group. Start immediately. Days only. Dearborn location. Call between 11am-3pm. 271-1203

504 Help Wanted Office-Clerical

A Kelly job is for data entry operators

Kelly Services has openings for data entry operators. To qualify, you must have high inputting skills, 10,000 key strokes and up, and be able to input alpha and numeric data.

Kelly can offer highly competitive pay, merit increases and vacation pay. Please call for an appointment between 7am and 5:30pm.

352-5220
Southfield

KELLY SERVICES The Kelly Girl® People

Not an employment agency — never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

KEEP YOUR SKILLS ALIVE!

Word Processing Operators
Data Entry Operators
Switchboard Operators
Receptionists
Typists

We have a wide variety of long and short term assignments in the Troy/Rochester area for clerical skills.

You will receive top pay, merit increases and vacation pay. Call us today!

362-1180
Troy

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

LEGAL SECRETARY - W. Bloomfield law firm. Excellent typing, word processing, prior experience preferred. Send resume to Box #242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-County.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY for Downtown law firm. Pegboard experience, good typing skills required. Send resume, and salary requirements to: Office Manager, 3200 Penobscot Bldg., Detroit, MI, 48226.

LEGAL SECRETARY
For small law firm in Southfield. Requires some experience in personal injury, pegboard helpful with future. Fringes. Call 354-2500

LEGAL SECRETARY - Experienced position for Southfield based law firm. Salary commensurate with experience.
Please contact Cindy: 353-1550

LEGAL SECRETARY
With minimum of 3 years experience in corporate law. Knowledge of typing and language skills. Good benefit package. Salary based on experience. Ask for Therese 644-8801

LEGAL SECRETARY/
For busy Southfield firm. Excellent skills a must. Real estate experience preferred. Word processor. Good benefit program. Contact Janet, 352-3700

LEGAL SECRETARY
For Town Center law firm. Minimum two years of general legal experience. Must have word processing experience. Salary commensurate with experience. Excellent salary and benefits. Ask for Robin 353-3850

LEGAL SECRETARY - Experienced divorce & corporate. Extensive P.I. experience a must. Pleasant office. Good pay and benefits 353-3600

LEGAL SECRETARY, Birmingham, Some experience required. Excellent skills. Salary negotiable. Call Margaret 642-1811

LEGAL SECRETARY - wanted, salary commensurate with experience, opportunity to learn Symtrex word processing system. 354-2450

LEGAL SECRETARY For busy Southfield personal practice. 3 yrs. minimum. Word processing experience helpful. Prior law firm. Excellent salary & benefits. Call Shirley at 851-2914

Office Assistant

Part time position at Main Office assisting Accounting Dept. Light clerical duties and errands. Flexible hours. Ideal for student or retiree. Call 644-5300
Erb LUMBER CO.
Birmingham

OFFICE CLERICAL - Part Time, Southfield area. Light typing. Flexible hours. Call Pam 559-4680

Office Clerk

National manufacturer of Office Equipment has opening for full time Office Clerk. Duties include light typing, typing and math skills required. Permanent position with excellent starting salary and benefits. Send resume to:

A. B. DICK
22110 Telegraph Rd.
Southfield, MI 48037
An Equal Opportunity Employer

OFFICE CLERKS - part time. For retailer in Livonia & Dearborn. Evenings & weekends. Light typing, filing, handling phone. Call Lisa, Wed thru Sat. 11am - 4pm. 728-9600

OFFICE HELP needed for new store, Livonia Area. Office experience helpful but will train right person. Ask for Terry 474-9724

OFFICE MANAGER- Mental health clinic, Northland area. Knowledge required. Resume to: P.O. Box 328 Southfield, Mich. 48037

OFFICE PERSON NEEDED, full time. Bookkeeping necessary. Southfield or Farmington area. Ask for Helen 355-1090

OFFICE POSITIONS
Southfield Distributor seeks qualified individuals for Entry-level Office positions. Excellent calculator & math skills required. Excellent benefits. Call Bob before 11am 352-0379

ONE GIRL OFFICE, part time, flexible hours. Experienced 352-2990

PARALEGAL
Experience in estate planning for expanding medium size law firm located in Prudential Town Center. Must have experience in drafting provisions in trusts and wills and in funding trusts. Must also have working knowledge of estate planning terminology and basic estate tax rules. Probate experience helpful. Salary commensurate with experience. Excellent benefit package offered. We supervise estate planning secretary and control own docket. Please send resume, including salary objective, to: Suite 165, Box 7000, Franklin, MI 48025.

PART TIME CLERICAL TO file, open & distribute mail, receive switchboard operator. 9 Mile/Greenfield area. 20-25 hrs. per week. Flexible morning hours. Call Kim 557-3431

PART TIME - Receptionist/Secretary. Mature person with interpersonal/organizational skills for dance studio in Bloomfield Hills. Approx 25 hrs per week 4-8pm. 335-7565

PART TIME WORD Processor & Administrative Assistant. Good environment, flexible hours, good pay. Farmington Hills. Reply to Box 221, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK

Experienced clerk needed for computerized payroll system. Must be familiar with computerized hourly and salaried payroll, as well as federal and State tax preparation. Good typing skills and the ability to work well with people is also required. Qualified candidates, send resume and salary requirements to:
ADISTRA CORP.
1011 Union St.
Plymouth, MI 48170
Att: Personnel

504 Help Wanted Office-