504 Help Wanted Office-Clerical

ACCOUNTING - College student wanted for part time work in local CPA firm. Flexible hours. Variety of work. Livonia area. Call for appointment 522-9110

ACCOUNTING - filing, typing & data entry clerks, plus general office people to be immediate hire with Southfield corporation. Contract positions, call Sandy at Uniforce 648-0037

ACCOUNTING PERSON
2 years experience. Responsible for accounts payable, computer entry, & general Accounting duties in 3-person department. Excellent salary & benefits, suburban location. Send resume to box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Full time, accurate typist, figure aptitude, fringe benefits. K J Law Engineers Inc., 23600 Research Dr., Farmington Hills. 476-3150
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
NW Detroit manufacturing company is looking for an Accounts Payable Clerk with at least 1 year accounts payable experience. Competitive salary and excellent benefit package. Send resume and salary requirements to: Accounting, P.O. Box 38177, Detroit, MI, 48238.

Accounts Payable Clerk

Seeking individual for full time entry level position at our Corporate Office. Some computer experience helpful. Excellent benefits including tuition reimbursement. Send resume and salary requirements to:
Personnel Department
Erb LUMBER CO.
P.O. Box 439
Birmingham, MI 48012

ACCOUNTS PAYABLE CLERK

Immediate opening for person with minimum of 2 years experience in Retail Accounts Payable. Must be proficient in operating a 10-key adding machine or calculator and have a good math aptitude. Full benefits program including life, hospitalization, dental, optical and prescription insurance. Call:
Mrs. Ryan-1286
BORMAN'S, INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/Payable Clerk. Must know IBM P.C. DOS/Lotus. Medical Computer knowledge - A Plus! 539-5557

ACCOUNTS RECEIVABLE
for College billing office. Prefer third party billing experience. Responsibility entering & updating computer records, itemizing charges, identifying delinquent accounts & receiving payments. Experience as a Cashier helpful. Competitive salary. Benefits received. Send resume to: Personnel, Madonna College, 36600 Schoolcraft, Livonia, MI 48150.

ACCOUNTS RECEIVABLE CLERK
Full-time, for Medical Equipment Billing Office. Assist in Insurance Third Party Reimbursement procedures. Will train. Apply in person only, to: Personnel, 15044 Michigan Ave., Dearborn, 48126, (E. of Greenfield)

ADMINISTRATIVE SECRETARY
To assist executive director, general administration. Typing 50 WPM, shorthand 90 WPM, excellent phone etiq. Prefer experience in K-12 Education programs & word processing. Deadline for applying October 25th. Willow Run Community Schools, 2171 E Michigan Ave., Ypsilanti, Mich. 48198.
An Equal Opportunity Employer

ADMINISTRATION ASSISTANT
Entry level position available for a fast growing service company. Candidate will possess good communication and secretarial skills. Must be detail-oriented. Send resume to:
P. O. Box 300, Southfield, MI 48037
or call 353-3311, Ext. 217

504 Help Wanted Office-Clerical

ADMINISTRATIVE Management position. Public contact and good communication skills. Real estate knowledge helpful. 478-6000

ADMINISTRATIVE ASSISTANT

Established, fast paced Southfield professional firm has opening for Assistant to our Office Manager. Secretarial experience helpful. Duties will be varied and diverse. Qualified candidates must be organized with attention for details. Competitive salary and benefits. Please send resume in confidence to Ms. Pilchos, P. O. Box 691 Southfield, MI 48037

An Equal Opportunity Employer

ADMINISTRATIVE ASS'T - will be working on special projects with other Fortune 500 companies. Long term assignment

ACCOUNTING CLERK - for Birmingham company. Must be able to do journal entrys on IBM PC - part time position

SECRETARIES - for Wayne manufacturer. Detail oriented persons for long term projects

MGM
Office Services
474-7766

ADMINISTRATIVE ASSISTANT
State-wide Arts Organization seeks person with good organizational & clerical skills for part-time position. Background in the Arts - A Plus. Call 965-3352
An Equal Opportunity Employer

RED WING TICKET WINNER

Daniel R. Schwarz
40710 Five Mile Rd.
Plymouth

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, October 24, 1986 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

ADMINISTRATIVE ASSISTANT

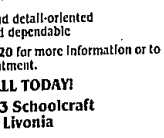
Automotive parts manufacturer has a position reporting to the Senior Vice President. Position requirements include excellent typing, some shorthand. Must be able to compose & grammatically correct letter & work with little supervision. Foreign language skills (Japanese or German) a definite plus. Attractive location, competitive wage/benefit package. Submit resume with salary requirements to: P.O. Box 287, Troy, MI. 48099.

ADVERTISING AGENCY in Southfield needs Secretary/Receptionist. Phone answering, light typing, filing, bookkeeping. $5 per hour to start. Standard benefits. Write: Hunnitz Enterprises, Inc. 19875 W. Nine Mile, #305, Southfield, Mi 48075.

ATTENTION:
Clerical temporaries needed. Must have good typing, bookkeeping or some general office experience. Must be able to handle small office and a variety of duties. Suburban locations. Good pay. Call Annette between 1 and 3 PM ONLY.
ACRO SERVICES,
591-1100

504 Help Wanted Office-Clerical

LOOKING FOR A CLERICAL POSITION?



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

- SWITCHBOARD
- STENOGRAPHERS
- WORD PROCESSORS
- RECEPTIONISTS
- TYPISTS
- KEYPUNCH

BENEFITS — NO FEE

583-4858

ConTempra
TEMPORARY PERSONNEL

A Kelly job is for customer service representatives

Are you looking for part time work? Kelly Services has the perfect opportunity for you.

- Work at a major company in Livonia
- Two four-hour day shifts available
- Two-month long assignment
- Earn top holiday $$$
- Training provided
- Taking inbound calls and orders
- $50 attendance bonus

If you:

- Are at least 18 years of age
- Have good telephone and communications skills
- Are articulate and detail-oriented
- Are punctual and dependable

Call Joe at 522-4020 for more information or to schedule an appointment.

CALL TODAY!
33133 Schoolcraft
Livonia

KELLY SERVICES — The Kelly Girl® People

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

504 Help Wanted Office-Clerical

ALL
Senior Typists
Word Processors
CRT Operators

New Office
Top pay in Troy, Auburn Hills, Rochester, Pontiac, Bloomfield Hills areas. Call today.

Somebody Sometime
Temporary Help
1411 No. Woodward
334-1700

APPLY TODAY

We have all kinds of clerical positions available in your area.
- GENERAL OFFICE
- TYPISTS (45-50wpm)
- DATA ENTRY
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0000

SECRETARY - type 55 wpm, ideal position for person re-entering the work force for Troy corporation, temporary to go permanent, salary $12,500

GENERAL - office person for troy corporation, type 50 wpm, excellent phone skills, co operative personality, temporary to go permanent, $14-$14,500

SECRETARY - for 1 girl office in Farmington Hills, type 60 wpm, IBM PC experience, temporary to go permanent. Salary $16,500

Free word processing taught in our office on IBM PC
NEVER A FEE

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

ASSISTANT Office Manager, busy health care practice. Reception, secretarial, hard working, enthusiastic, part time afternoon/evenings, experience required. 681-7444

ASS'T-TECHNICAL

Division of business & computer systems needs a self motivated person with good public relations and communication skills. Must be able to work independently, design data base for students, grades, budgets & statistics. Coordinate division activities. Experience with Lotus 1,2,3 and word processing required. Send resume to: Personnel, Madonna College, 36600 Schoolcraft, Livonia MI 48150

ATTENTION JOB SEEKERS

If you're interested in gaining exposure at top companies, earning excellent wages, paid vacations, bonuses and health care availability ... then call S.S.I.

TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY CLERKS

EARN TOP DOLLAR & NEVER PAY A FEE

Farmington Hills	855-8910
Southfield	569-7500
Livonia	525-0330
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

AUTOMOBILE DEALERSHIP
Immediate opening for a full time employee. Duties include general office work and cashiering. Hours 12PM-9PM, Mon.-Thurs. and 9AM-5PM Fridays. Good benefits available. Apply in person at Jack Cauley Chevrolet, 7020 Orchard Lake Rd., W. Bloomfield.

AVAILABLE
Immediate Positions For
- TYPISTS
- SECRETARIES
- WORD PROCESSORS
- RECEPTIONISTS
- MEDICAL BILLERS

Day and Night Assignments.
Call for an appointment with Sixth Builders Temporary Personnel
425-8367

BANKRUPTCY ASSISTANT
Individual to help administrate bankruptcies in law firm representing mortgage institutions. Legal experience preferred. Light typing. Call Steve 540-7701

504 Help Wanted Office-Clerical

BI-LINGUAL SECRETARY, (German). Farmington Hills area. Type 45, shorthand 80. Will train on word processor. Top benefits. $20,500-$22,000 plus bonus. Call Barbara, 772-6750 Executive Staffing & Sourcing

BILLING CLERK/RECEPTIONIST, part time. Flexible hours. Accurate typing & math skills a MUST, ideal for student or homemaker. Send resume to: Office Manager, 210 E. Grand, Madison Heights, MI 48071

BILLING CLERKS

FULL TIME
Positions in Business Office require responsible individuals who welcome challenge. Duties to include third party billing of Medicare, Medicaid and BC/BS, as well as insurance follow-up.

Qualified candidates must type a minimum 35 WPM and possess 2 years + previous billing experience, preferably in a hospital setting. Computer exposure helpful.

We offer an attractive wage and benefit package and a pleasant work environment. For detail contact:

GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Wayne Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

BILLING/PAYROLL CLERK
Small friendly fast paced non-smoking office. Full time. No insurance benefits.
13 & Southfield Rdsx. area.
INTRO MARKETING - 540-9010

BOOKKEEPER
Automotive Parts Supplier seeks experienced Bookkeeper for Maintenance of Accounting Records & direction of small staff. Payables & Payroll experience required. Salary to $20K. Full Benefit Package. For appt. Call 358-2900 or send resume to:
Personnel Manager,
1600 W. Maple Rd., Troy, MI. 48084

BOOKKEEPER - Experienced thru trial balance with payroll tax report and computer knowledge. Send resume to: 31455 Northwestern Hwy., Farmington Hills, MI. 48018.

BOOKKEEPER
Full charge. For a number of companies located at Farmington. Send resume to Box 484 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL TIME
Take charge in small Livonia Sales/Service office. Some typing, heavy phone, filing, accounts receivable & payable, sales.
Call Mr. Cooper. 525-6332

BOOKKEEPER

Livonia area, full time, start immediately. Experienced through trial balance. Call Carol between 2-3pm 522-2912

BOOKKEEPER
Needed full time for accounting dept in fast-paced Birmingham ad agency. Duties include some A/P, A/R, Computer experience a plus. Qualified applicants should be detail-oriented, quick thinking & have an outgoing & assertive personality. For immediate consideration contact Mimi 646-9200, ext.55

BOOKKEEPER - PART-TIME
References & experience required. Ask for Frank, 462-1166

BOOKKEEPER

Part time with 2 to 3 years experience thru trial processing, including payroll taxes. Westland area. Send resume to: Box 31, Observer, 36251 W. Six Beaver, Suite 520, Troy, MI 48084

BOOKKEEPER/RECEPTIONIST
For small Birmingham Law Office 646-1177

BOOKKEEPER Secretary - immediate opening in Troy. 16 mile & Livernois. Salary commensurate with experience. 851-4129

BOOKKEEPER/SECRETARY
Full charge bookkeeper for busy 1 girl builders office. Real estate knowledge helpful. Immediate opening. 855-4649

BOOKKEEPERS - secretarys, for large corporation, 3 locations in Fraser & Warren, contract positions, salary $16,500. Call Anna Uniforce 646-8500

BOOKKEEPER - S.W. Detroit, Reply: Suite 348, Box #5083 Southfield MI 48076 or phone anytime 841-7170

BOOKKEEPER WANTED For Dearborn fabrication shop. Bookkeeping skills thru trial balance & job cost detail required. Knowledge of payroll helpful. Conversion to E.D.P. required in future. Salary commensurate with experience. Please send resume to Box 492, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with health insurance experience for local adjustment drug treatment program. Send resume to Straight, Inc., 42320 Ann Arbor Road, Plymouth, Mich., 48170

BOOKKEEPER
with experience on IBM Accounting System for IBM AT.
Call 464-3777

BOOKKEEPER with light secretarial duties. One person office for manufacturing company. W. Bloomfield area. Send resume: Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING CLERK
Progressive commercial bank in Troy has an immediate opening for a full time, entry level bookkeeping clerk. Experience with a 10 key adding machine, CRT, and customer contact preferred.

Excellent benefit package, salary commensurate with experience. Send resume and salary history in confidence to:
PERSONAL DIRECTOR, BK-O.E.
PO Box 5823, Troy, MI. 48007-5823
Equal Opportunity Employer M/F

BRANCH SECRETARY
Outstanding opportunity in the exciting world of finance. Fantastic benefits and definite advancement offered for your experience and strong skills. $18,000 to start. Fee paid. Call Colleen at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

CLERICAL HELP/PART TIME
5 days, 1-4 PM. Responsible person with good math aptitude. Proof reading ability and nice penmanship. Apply in person: 3-4 PM., at De Mille Building Co., 30333 Southfield Rd., Suite 201, Southfield

504 Help Wanted Office-Clerical

CAR BILLER

Experienced only. Call for appointment. 533-1500

CASHIER/RECEPTIONIST
Dealer needs responsible person for position. Experience required. Applications taken between 12Noon-5pm, Mon.-Fri.
LA FONTAINE TOYOTA
22805 Michigan Ave.
Dearborn

CHALLENGING OPPORTUNITY AVAILABLE
Livonia construction company has opening for a General Clerk. Typist to provide support to a variety of applications. Successful candidate will type 55 plus word processing a plus, possess general clerical skills with ability to work under pressure and be available for occasional overtime. Duties will include - typing, good deal of correspondence, general clerical functions, switchboard relief and occasional errands. Ideal position for person who enjoys variety in assignments and working with people. Send resume to: 38099 Schoolcraft, Livonia, MI 48150. Attn: Marsha Bachelor
An Equal Opportunity Employer

PUBLISHING COMPANY in Birmingham seeking Data Entry Clerk and Editorial Assistant.
Call Mrs. Gitswold at 645-0300

CLERICAL

An aggressive mortgage banker is seeking individuals for immediate clerical openings. Qualified candidates must have accurate typing skills, good math aptitude and ability to operate a 10 key calculator. Prior office and/or mortgage banking experience preferred. Opportunities available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package including: For appt. Call 358-2900 or send resume to:
Personnel Manager,
Bloomfield Mortgage Corporation
24700 Northwestern Hwy., Suite 300
Southfield, MI. 48075
Personnel Dept.
An Equal Opportunity Employer

CLERICAL - full time, no experience necessary, will train, excellent benefits. Mr. Alans Orchids. 352-8090

CLERICAL HELP needed for medical lab in Farmington Hills area. Evening position available. No experience necessary. 476-5577

CLERICAL HELP

Seeking reliable person who has excellent phone, filing & typing skills. Individual must be able to work under pressure & with little supervision. Overtime is required. Call 9am-5pm: 533-6917

CLERICAL
LIVONIA
Light typing. Hourly. Benefits. Must be dependable. Permco Engineering 564-5368

CLERICAL

Computer services company has entry-level positions available on days 8AM-4PM and afternoons, 3PM-9PM. Previous office experience helpful but not required. Excellent benefit package.
Call Personnel 261-8221

CLERICAL OPPORTUNITIES

Area manufacturer has immediate openings for Data Entry Clerks. Listed below are the skills and qualifications the candidate should possess.

DATA ENTRY CLERKS
- Maintain daily data entry input for the purchasing department.
- Manage all computer generated reports.
- Perform general clerical duties for the department.

Candidate should have one year of data entry experience and good typing skills.
- Experience in a manufacturing environment is desirable.
- Telephone etiquette.

We offer an excellent compensation plan and a comprehensive benefit program. To be considered, please send a letter or resume to:

ADVANCED TECHNOLOGY & TESTING
12921 Stark Road
Livonia, MI. 48150-1588
ATTN. Employment Department

An Equal Opportunity Employer

CLERICAL - PART TIME. Approximately 20 hours per week. Typing, phone and general office required. Bloomfield location. Call 540-3135

CLERICAL - PART TIME. Approximately 20 hours per week. Typing, phone and general office required. Bloomfield location. Call 540-3138

CLERICAL - PERMANENT part time for I-275 & Ann Arbor Rd area. Flexible hours, no Saturdays, must like filing. Send phone number & qualification to: T. Francis, P.O. Box 36355, Grosse Pointe, Mi., 48236

CLERICAL

position with interesting & varied duties offered by national firm in Southfield. Good clerical skills necessary. Light typing.
Call Mrs. Weinberg, 353-0300

CLERICAL/RECEPTIONIST
needed full time for Northern suburban company. Contact Mary B. 968-7800

CLERICAL with typing & customer contact contact skills. Part time afternoon. Latinup Village.
Call after 12 Noon 424-8454

CLERK for active Birmingham law office. Duties include mail, filing and computer work. Call Barbara Wilson, 645-2440

CLERK

Immediate opening for clerical personnel in suburban marketing services corporation. You must have at least 3 years experience, have good organizational and communication skills, strong math ability and minimal typing. 2 positions available for better typists (50 WPM). Full benefit package. Qualified candidates send resume and salary requirements to:
ADISTA CORPORATION
101 Union St., Plymouth, MI. 48170
Attn.: Personnel Department

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/TYPIST EXPERIENCED
Southfield CPA firm has opening for applicants with experience. Good salary and benefits. Reply or confidence to: Box 390, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Export documents, etc. Hours 9AM-5PM, Monday thru Friday. Troy area. 643-6200

CLERK TYPIST

Fast paced Southfield office looking for an experienced (1 year), well organized individual. Professional telephone manner & accurate typing (50-55wpm). Good seeking aptitude & willingness to work overtime required. Excellent benefits including medical, dental, prescription & tuition reimbursement. Please send resume to:
Clerk Typist
P.O. Box 2227
Southfield, MI. 48037

CLERK TYPIST

Immediate opening for individual who likes variety. Must type 55 WPM, word processing experience helpful. Full time position with excellent benefits. Call for appointment.
FIRST DEARBORN, F.A.
15930 Michigan Ave., Dearborn, MI.
W. of Greenfield
943-4800

CLERK TYPIST

Livonia area, minimum 1 year office experience. Computer experience helpful. Start immediately. Call Sharon between 1-4pm 522-2912

CLERK/TYPIST needed for busy manufacturing office in Troy (moving to Rochester). Qualified applicants will have accurate typing, filing, good phone manners and general office experience. Please apply between 10 am & 12 noon: 2341 Heide, Troy, N. of Maple between Crooks & Livernois.

504 Help Wanted Office-Clerical

CLERK/TYPIST
Michigan Bell Communications Inc. has excellent opportunities for qualified individuals with good clerical skills. We will consider individuals with typing and 1 year of experience in a clerical position. Job duties will include typing (50wpm), filing, telephone answering & other clerical duties. Data input skills are also desirable. Please send resume & salary requirements to Michigan Bell Communications, Inc. 29777 Telegraph, Ste 4020, Southfield 48034.
An Equal Opportunity Employer

Clerk Typist
PART-TIME

Commercial bank in Troy has an immediate career opportunity for a part-time clerk typist. Candidate must type a minimum of 55 WPM, have excellent math aptitude, and good oral and written communication skills. A minimum of 1 year general office experience required. Send resume and salary history in confidence to:
PERSONNEL DIRECTOR, CT-OE
P.O. Box 5823, Troy, MI. 48007-5823
Equal Opportunity Employer M/F

Clerk/Typists
Figure Clerks
Word Processors
Secretaries

We have long & short term assignments available. Top pay plus benefits. Major medical, dental, optical.
SOUTHFIELD 569-1878
DETROIT 963-5050

VICTOR
TEMPORARY SERVICES
M/F EOE

CLERK/TYPIST
The Farmington Branch of Citizens Insurance Company of America has an opening for a Clerk/Typist. Strong typing skills with dictation & transcription experience. Knowledge of word processing preferred. If interested, please send resume in confidence to: Gail Taylor, Branch Manager, 33097 Schoolcraft, P. O. Box 6307, Livonia, MI. 48151.
An Equal Opportunity Employer

CLERK/TYPIST
The Farmington branch of Citizens Insurance Company of America has an opening for a Clerk/Typist. Strong typing skills with dictation & transcription experience. Knowledge of word processing preferred. If interested, please send resume in confidence to: Gail Taylor, Branch Manager, 33097 Schoolcraft, P.O. Box 9307, Livonia, MI 48151.
An Equal Opportunity Employer

CLOSING SECRETARY
Large residential builder in Farmington Hills has an immediate opening for an experienced Closing Secretary. Individual must be well organized and enjoy a hectic pace. Send resumes to: Secretary, 31731 Northwestern Hwy., Suite 154W, Farmington Hills, MI. 48018.

COME JOIN THE BEST
A.T.E.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

COMPUTER DATA ENTRY
Experienced, non-smoker, full or part-time. Send resume to: Mrs. S. Lodbar, INC. 27150 W. 8 Mile, Southfield, Mi., 48034

504 Help Wanted Office-Clerical

COMPUTER DATA ENTRY
Want to get out of the question of data entry? Join our fast paced apparel division, dealing with customers, placing new orders and service. Excellent data entry skills and the ability to make our customers feel like they called the right company, essential. Contact: Anita Windchief, Free Style Footwear, Madison Hgts. 583-7150

COMPUTER OPERATOR - Troy area. Data entry experience a plus. Hours 3pm-11pm. Good pay & benefits. Jim 689-4963

CONTRACTS & SUPPLY DIVISION ASSISTANT
Diversified Business Products, one of the largest office equipment dealers in Michigan is seeking an assistant for the contract & supply division. Requirements are: typing 40wpm, computer experience, detail oriented, good phone communication skills. For excellent benefits & room for advancement. For interview call Diane at:
Diversified Business Products
37633 Interchange Dr.
Farmington Hills, MI 48018
476-6655

Counselor/Recruiter

Executive search firm seeks a highly motivated individual, with a desire to achieve financial advancement through hard work. We are looking for an outstanding personality to join our staff in the Southfield Town Center. Commission/draw. Call Mrs. Roaden to arrange a personal interview. Arthur Thomas & Associates 355-4140

CROSSWINDS WEST Communities needs experienced receptionist/secretary, 8.30 to 5 Mon. thru Fri. Call Nina after 3pm. at 661-4422

CUSTOMER SERVICE

Afternoon position available for a personable individual with pleasant telephone manner & good verbal skills.

REALTRON MULTI-LIST
255-1200

PUBLISHING COMPANY in Birmingham seeking Clerical for Data Entry position. 643-0300

DATA ENTRY/Accounts Receivable Clerk for Southfield wholesaler. We're looking for motivated person with 1 year accounts receivable experience, good typing skills & 10 key calculator by touch. We are willing to train data entry on CRT. Send resume & salary history to: Energy Adviser, 24470 Telegraph Rd., Southfield MI 48034, attn. Kathy.

DATA ENTRY CLERK - IBM System 36. Willing to train a dependable, self-starter for a temporary (possible permanent) position with a fast growing retail firm in Livonia. Apply in person at: Waterbed Gallery, 32975 Schoolcraft Rd.

DATA ENTRY - IBM 34/36, full time days. Farmington Hills area. Ask for Sue or John 855-8750

DATA ENTRY/ KEY DISC

Immediate opening for a data entry operator at our worldwide headquarters in Southfield. A minimum of 10,000 key strokes per hour is required. Must be willing to work overtime during peak periods. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Send resume to:
Data Entry Operator
P.O. Box 2227
Southfield, MI. 48037.

DATA ENTRY - operators, (17) for large financial corporation in Troy, top dollar, contract positions, call Louise at Uniforce 645-0047

DATA ENTRY
Southfield distributor seeks qualified individual for full time data entry position in warehouse office. Excellent calculator and math ability a must. Call before 11am 352-0379

504 Help Wanted Office-Clerical

DATA INPUT OPERATOR
Evenings, full time. Apply Garden City Medical Center, Garden City 421-1110

DEPARTMENT COORDINATOR
Secretary III position in Oak Park for insurance agency. 3 plus years, 2 plus years medical experience, excellent organizational skills, prior supervisory a plus. Good salary, excellent benefits. 966-5300

DO IT NOW!

Secretary for major corporation. Security advancement opportunity. $16,000 and complete benefit package. Fee paid. Call 399-3450.
SNELLING & SNELLING

ENGINEERING OFFICE CLERK
Southfield engineering office is looking for a full time, hard working, reliable person with employment references and good driving record. Duties include: Running prints, filing, organizing office storage, supplies and some deliveries. Retail experience encouraged. Will consider training. Minimum age requirement 25 years.
EDELSTEIN ASSOCIATES, INC.
354-7022
An Equal Opportunity Employer

ENTRY CLERK. Part time position for detail-minded person who can handle some responsibility. Hours 9AM-12 Noon. Farmington Hills area. Call Carol 851-4303

ENTRY LEVEL POSITION
for extremely busy Southfield Office. Includes extensive phone work, light posting and clerical duties. Good memory a must. Benefits available. Salary based on experience. Call between 12:30-4:30pm. 256-5194

ENTRY LEVEL position available in Farmington Hills computer software firm. Administrative, Secretarial and Organizational skills required. Contact: Mary for appt. 851-7999.

ESCORW SECRETARY TO $16,800

Good growth potential with this world class company. Any title or mortgage experience a plus. Good typing skills a must. Fee paid. Call Eleanore at 353-2090.
After 5 P.M. Appointments Available
SNELLING & SNELLING

EXCELLENT POSITION available for office clerk with knowledge of accounts payable and receivable and minimum typing (45 WPM). Call for Appt. 569-1868

EXECUTIVE ASSISTANT
New Southfield based insurance company creating a position to assist its CEO with the details involved in organization & special projects. Must have broad home office or regional office property & casualty insurance experience in addition to secretarial skills. Compensation commensurate with experience. Unusual opportunity for a take charge individual. Call Mr Sadow: 353-0183

EXECUTIVE SECRETARIAL POSITION available in Northwest Suburbs. Must be self-motivated, have ability to be flexible. Several years experience desired but will train. Reply to Box #288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Manufacturers Rep organization is seeking an individual with good communication skills, typing, written shorthand and telephone sales experience. Please send resume and salary requirements to: P.O. Box 424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXOTIC Rubber & plastics now accepting applications for receptionist. Please send resume to Exotic Rubber & Plastics, P. O. Box 395, Farmington, Mi., 48024, attention Dave Marino.

504 Help Wanted Office-Clerical

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 for Attention: Personnel, PO Box 5061, Southfield, MI 48086

EXECUTIVE SECRETARY
mature individual needed for position with fast paced Southfield based firm. Broad range of responsibilities. Experienced need only apply. Send resume to: box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

$20,000 FEE PAID
Troy location, outstanding benefits and advancement potential. Call 649-5900.
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
For Birmingham Property Mgmt. Firm. Excellent follow-up & detail. computer experience required. Call 258-2378

EXECUTIVE SECRETARY
For fast paced advertising agency. Word processing, great organization must. Send resume or letter of qualification, in strict confidence, to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Southfield Sales Office requires a Take-Charge Secretary with good typing skills & dictation skills. $18k Yr. + excellent fringes. Reply in confidence to: B. Gallagher, P.O. Box 551, Lathrup Village, MI. 48076.

EXECUTIVE SECRETARY

Good opportunity with a growing Troy location, outstanding benefits and advancement potential. Call 649-5900.
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
Demanding Boss has an immediate opening for a mature, take charge person. Requires minimum of 10 years Secretarial experience. Must be: detail oriented, organized, have excellent written & oral communication skills. Computer experience a must, working knowledge of Lotus 1-2-3 desirable, non smoking establishment
Top salary and benefits. Send resume, including complete salary history to: Wisconin Industries, 1760 Maplelawn, Troy, MI 48084

FABULOUS OPPORTUNITY. Fast paced growth real estate office needs 'take charge' Secretary with real estate knowledge. Duties are interesting and diversified. Call and ask for Georgia. 855-6370

FILE CLERK needed for Troy Southfield law firm. Transportation required. Send resume to: 27777 Inkster Rd., Farmington, 48331, Southfield, MI., 48034-2584, attention, Pat.

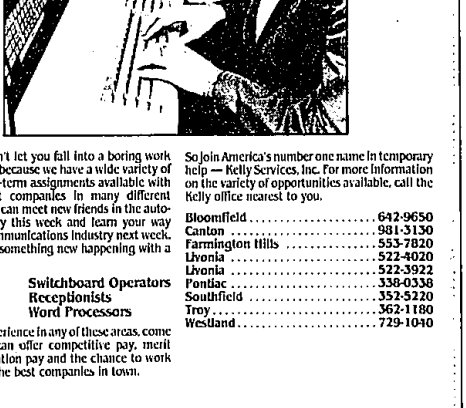
FORECLOSURE CLERK - experienced in FHA-VA-Conventional sales with fast paced Southfield Mortgage Corp. Pleasant Ridge 547-9230

FULL TIME - 40 hour position for an experienced person for Secretarial, Clerical & Bookkeeping duties. Apply: 31740 Plymouth Rd., Livonia

GENERAL CLERK - S.W. Detroit. Reply: Suite 348, Box #5083 Southfield MI 48076 or phone anytime 841-7170

504 Help Wanted Office-Clerical

A Kelly job is variety



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504 Help Wanted Office-Clerical

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