504 Help Wanted Office-Clerical

CAN WE TEMP YOU?
Are you looking for a change? We have many positions available to interest you. Our clients are some of the largest firms in the Metro Detroit area. Our clients are requesting individuals with word processing or typing skills. For long or short term assignments with benefits. Call today to get started in you temping career.

TEMPORARY RESOURCES
356-1616
Southfield, Livonia, Taylor, Troy, St. Clair Shores, Ann Arbor

CASHIER
AUTO DEALERSHIP
Experienced. Plymouth area. Please call 453-7500

CASHIER position open with local retailer. Typing and math abilities a must. Data entry experience helpful. Full time with benefits. Apply in person at: Frantz Hardware & Lumber, 34055 W. 10 Mile, Southfield (1 blk. E. of Telegraph).

CASHIERS/general office personnel. Highland area. Pleasant, Versatile position involving cashiering, data entry, customer service, consumer retail credit. Experience helpful but will train. Flexible schedule required, days, evenings, weekends. Apply in person at 53600 Plymouth, Mon. thru Sat., 10-5pm. Sun. noon to 6pm. Highland Super Stores Inc.
Equal Opportunity Employer M/F

CLERICAL
Applications are now being accepted for a variety of temporary positions available in our Southfield office. Positions require a typing test, both alpha and numerically, typing of 35 to 55 wpm, CRT experience and excellent communication skills. Positions available immediately. If interested, please contact:
Human Resources
827-7400
AMERISURE COMPANIES
An Equal Opportunity Employer

CLERICAL HELP/TEMPORARY
We have openings for experienced Receptionists, Typists, Bookkeepers, and Word Processors. Call to set-up interview.
Livonia office 425-5357

CLERICAL PART TIME
Small office of manufacturer's rep. Typing & phone skills required, hours flexible, approx. 20 hrs. per week. West Bloomfield/Orchard Lake Rd.
Call 855-8796

CLERICAL • PART TIME
Ideal for high school students or homemakers. Two part time positions are available with our company. Some typing required, filing and copying, will teach data entry. Hours flexible. Call Inacomp Computer Centers, Troy, Personnel Dept., for interview. 649-0910

CLERICAL/ RECEPTIONIST OPPORTUNITIES

Alinet Communication Services, a leader in the business telecommunications industry has several exciting clerical openings at our Southfield Service Center.

Candidates must have previous office experience, typing of 45 wpm, CRT knowledge, a professional phone manner and have worked a 10 line console.

Interested individuals should call:

Debbie Black
354-7001
ext. 147

An Equal Opportunity Employer

CLERICAL/SALES Administrator
Self-motivated Sheller-Globe handle Cash Register, Accounts Receivable/Payable & Inventory Processing. Some Accounting & Computer experience helpful. Troy 539-3770

CLERICAL - Southfield area. Part-time, 20 hrs wk. Knowledge of IBM computer & adding machine required. For appointment. 559-1051

CLERICAL/ Temporary

CMI Corporation, a major computer leasing company located in Bloomfield Hills, has immediate openings for individuals interested in long-term and short-term temporary assignments.

TEMPORARY CLERKS
- Data Entry - some familiarity with accounting principles.
- Answering phones.
- Filing, follow-up.

ACCOUNTING TEMPORARIES
- Data Entry - some familiarity with accounting principles.
- Answering phones.
- Filing, follow-up.

Competitive hourly rate and a preferred working environment including an on-site nautilus workout center. Interested candidates may send their resumes and SALARY HISTORIES in confidence to:

Cathy Heard
Human Resources Specialist
CMI CORPORATION
2600 Telegraph Road
Bloomfield Hills, MI 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL - Wanted mature individual with experience in all aspects of computerized payroll. Duties would include, processing of time tickets, job costing and other related personnel procedures for a mid-sized mfg. firm located in Farmington Hills. IBM PC knowledge a plus. Salary commensurate with experience. Send resume to: Shelley Voss, 23640 Research Dr., Farmington Hills, MI 48024 or call 476-7875

CLERK - Full or part time position available for office clerk in Southfield. Will be performing a variety of general office functions. Apply in person or send resume to: Management Supply Co., 22153 Telegraph, between 9 & 5 mon.

CLERK/RECEPTIONIST needed at commercial photography studio. Photographic skills helpful. Contact Linda Andrews. 280-0640

CLERK/RECEPT./TYPIST
(EXPERIENCED)
FILE/MAIL DISTRIBUTION
Southfield D.P.A. firm has above openings. Good salary & benefits. Apply in person or resume, to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERKS needed, full & part time, for Birmingham office. Must have pleasant manners, good planning & organization skills. Send resume to Box #650, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Good telephone and typing skills. Operate various office machines, file and perform general office duties. Good salary, benefits, pleasant office. Contact:
Administrator,
Blue Ribbon Inc.
323 N. Woodward
Bloomfield Hills MI 48013

CREDIT ADJUSTOR - local aggressive collection agency, pleasant working hours & conditions, full time permanent position, salary, bonus & perks, experience helpful but not necessary. Duties include telephone collections. Call R. Dosier before 2pm for interview. Creditors Account Service 569-6600

CREDIT DEPT - full time position. Some knowledge helpful. Apply at: Art Van Furniture, 29905 7 Mile Rd. Livonia.

504 Help Wanted Office-Clerical

CLERK TYPIST
Henry Ford Hospital's Physical Therapy Clinic in W. Bloomfield is seeking a full time Clerk Typist to type correspondence, file, schedule patients' appointments and perform the billing function.
The position requires a high school diploma or the equivalent, previous public contact and clerical experience, and the ability to type a minimum of 45 wpm.
The position offers an excellent salary and outstanding benefits. Qualified applicants should forward their resumes to:
ROBERT SCOTT
HENRY FORD HOSPITAL
Employment Center
2921 W. Grand Blvd.
Detroit, MI 48202
An Equal Opportunity Employer

CLERK/TYPIST
Legal firm located in Birmingham has immediate opening for good typist with minimum speed of 55 WPM to work in rapidly expanding foreclosure department. Good processing experience desirable. Call Robert Tremaine: 540-7703

Clerk/Typists
Figure Clerks
Word Processors
Secretaries
We have long & short term assignments available. Top pay plus benefits. Major medical, dental, optical, life insurance. 559-1878
DETROIT 963-5050
VICTOR
TEMPORARY SERVICES
M/F

COLLECTION REPRESENTATIVE needed for a dynamic, growing medical supply company. 1-2 years experience in collections or credit. Some typing. Medical industry background a plus. We offer a competitive salary and excellent benefits. Interested persons call Karen at 334-4600

COMPUTER DATA ENTRY
Experienced, non-smoker, for full or part-time. Send resume to: Mrs. B. at JOBAR, INC., 27150 W. 8 Mile, Southfield, MI 48034

CPA/ACCOUNTANT - Financial consulting firm controlling & corporation headquarters in Farmington Hills. IBM PC knowledge a plus. Salary commensurate with experience. Send resume to: Shelley Voss, 23640 Research Dr., Farmington Hills, MI 48024 or call 476-7875

CLERK - Full or part time position available for office clerk in Southfield. Will be performing a variety of general office functions. Apply in person or send resume to: Management Supply Co., 22153 Telegraph, between 9 & 5 mon.

CLERK/RECEPTIONIST needed at commercial photography studio. Photographic skills helpful. Contact Linda Andrews. 280-0640

CLERK/RECEPT./TYPIST
(EXPERIENCED)
FILE/MAIL DISTRIBUTION
Southfield D.P.A. firm has above openings. Good salary & benefits. Apply in person or resume, to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE CLERK
Position available for bonded organization in Farmington Hills. Typing and filing skills a must. 477-3910

CUSTOMER SERVICE - Farmington Hills area - Position open for individual with good telephone voice & communication skills. Will train in Southfield area for 2-3 weeks. Ask for Marcia 557-3883
An Equal Opportunity Employer

DATA ENTRY CLERK
Southfield office, full time. Prior office experience & minimal typing skills off 50-60wpm, benefits. Salary based on qualifications. Call Mr. Merciece 557-1430

DATA ENTRY
Input Sales & A/R. Data report generation & analysis. Inventory system. Responsible, independent worker. Full benefits. Attractive. Send resume, Attention, Accounting Manager, P.O. Box 377, Plymouth, Mich., 48170

DATA ENTRY - part time evenings & weekends. Typing experience desirable. Apply within: Art Van Furniture, 29905 7 Mile, Livonia.

DATA ENTRY Person for Accounting Department in Southfield law firm. Excellent benefits and working environment. Send resume with salary requirements to Box 103, 3000 Town Center, Southfield, MI 48075

DATA ENTRY POSITION
for Troy office. No programming. Previous IBM experience desirable but not required. Call 528-3814

DATA PROCESSOR - environmental laboratory has full time opening for a detail oriented, job data processor/proof reader. Position requires proofreading typing, word processing and grammatical skills. Applicant must be well organized and detail oriented. Competitive salary. Excellent benefits. Send resume to: Ms. K. Ferris, 25711 Southfield Rd., Southfield, MI 48075. No calls please.
Equal Opportunity Employer M/F

DENTAL FRONT DESK
We are seeking a kind, compassionate people oriented person to fill a front desk position in our friendly & warm Birmingham office. We are looking forward to enjoying someone who is enthusiastic & genuinely committed to serving people. We have a wonderful staff & we are looking forward to adding a new dynamic team member. Please call 646-3515
DAVID J. VANKER DDS

504 Help Wanted Office-Clerical

DISPATCHER/SECRETARY
Growing distributor seeking mature individual for dispatcher with computer experience. Requirements are: excellent telephone communications, typing & filing skills, self starter, hard working, motivated, knowledgeable of Detroit metro area. Hours 8am-5pm, Mon.-Fri. We offer excellent benefits plus cheerful environment. For interview please call Diane at:
Diversified Business Products
37655 Interchange Dr.
Farmington Hills, MI 48018
476-6655

EFFICIENT TEMPORARIES
SR. TYPISTS • SECRETARYS
WORD PROCESSORS
For both long & short term assignments. Please call
EFFICIENT TEMPORARIES
544-2950

EXECUTIVE SECRETARY
Large, dynamic Southfield firm seeks full-time Secretary for major client. Word Processing a must. Typing 65 WPM. Shorthand preferred. Advancement possibilities. Good environment. Excellent benefits. Call: 827-8341

EXEC SEC'Y.
Marketing/positions service approach a must for OEM auto group needing both corporate and secretarial skills. Coordinate efforts with regional HO while integrating systems on fast-paced proposals machine. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

EXECUTIVE SECRETARIAL POSITION available for Farmington Hills firm. Must be an excellent typist and ability to be flexible. Several years experience desired but will train. Reply to Box #656, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Small dynamic company seeks bright, hardworking individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidate must be self-motivated, organized with attention for details and be willing to work flexible hours. Mail resume to: P. O. Box 300, Southfield, MI 48037-0300
353-3311, Ext. 217

EXECUTIVE SECRETARY - progressive company in Birmingham/Troy area needs experienced person with NBI or Wang word processing experience to support 3 professionals.

LANIER WORD PROCESSOR - experienced operators needed for both long and short term assignments in Birmingham/Southfield areas.

LEGAL SECRETARY - legal firm in Birmingham needs experienced Lanier operator for part time hours.

ACCOUNTING CLERKS - needed for long and short term assignments in the Birmingham, Southfield and Farmington Hills area.

DATA ENTRY OPERATOR - Several part time positions needed for various assignments.

RECEPTIONIST - front office position for outgoing personality. Light typing or computer background helpful.

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

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610
Detroit Office
Auburn Hills 377-4980

EXECUTIVE SECRETARY
permanent part time. Southfield area. Challenging position. Call for appointment. 557-2557

EXPERIENCED
Keypunch Operator needed - days/afternoons.
Call for appointment 559-1210

EXPERIENCED RECEPTIONIST
Environmental Consultant Firm, Farmington Hills. Full-time. Word processing experience required. Good spelling skills. 471-2031

FILE CLERK
Henry Ford Medical Center, Maplegrove is seeking a full time File Clerk to work 5 days week, Mon. thru Fri. This position offers part time benefits and requires high school graduate or GED is required. Qualified applicants may contact: Mary Kokoska, at 661-4147
HENRY FORD HOSPITAL
6773 W. Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F

GENERAL CLERICAL duties. Pleasant phone voice. West Bloomfield. Call after 9 and ask for Mona. 626-9880

504 Help Wanted Office-Clerical

FULL CHARGE
BOOKKEEPER
Lincoln distributor seeks experienced Full Charge Bookkeeper with knowledge of financial statements. Computer and experience preferred. Supervisory experience a plus. Excellent benefits and salary commensurate with experience and salary history to:
Diversified Business Products
37655 Interchange Dr.
Farmington Hills, MI 48018
476-6655

Plante & Moran recruiting for An Equal Opportunity Employer

GENERAL CLERICAL • FULL TIME
Includes invoicing, manual posting of A/R and phone work. Detail oriented person, must enjoy working with people in a fast-paced environment. 2 to 3 years experience desired. Benefits. Troy location. Send resume and salary requirements to: P.O. Box 99369, Troy, Mich., 48099.

General Clerical
Westfield Companies is a well-established, highly rated insurance company. We are currently looking for an individual with general clerical skills to work in our Plymouth office.
Qualified candidates should have excellent typing skills, dictaphone experience and a pleasant phone manner. Experience in the insurance industry helpful, but not required.
Our salary and benefits are among the best in the industry. Qualified candidates should forward their resume and salary requirements to:
Westfield Companies
P.O. Box 402
Plymouth, MI 48170-0402
An Equal Opportunity Employer

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Light typing, bookkeeping & good PR required. Must have car.
Call 478-6322

GENERAL OFFICE - FULL TIME $240 per week. Call 559-1818 Mr. Southfield area. Call 569-1818.

GENERAL OFFICE SKILLS
Typing & shorthand a must.
Call 476-6200

GENERAL OFFICE, various duties, full time. Prefer light typing. Apply in person. 187 Mandoline, off Middlebelt, Westland, Cherry Hill & Newburgh Rd. area.

GENERAL OFFICE CLERK
Assistant to promotional manager, Knowledge of typing, filing, organizational skills and attentive to details. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

GENERAL OFFICE
Full time position. Responsible for data entry in IBM-PC. Must be bilingual, smoker & be willing to work as a backup receptionist. Ability to handle expanding agency. Send resume to:
KRISTIE DOOKIE, OFFICE MGR.
MEDI SPECH SERVICE
755 W. Big Beaver, Suite 404,
Troy, Michigan 48084

GENERAL OFFICE - part time, 10-20hrs. Mon thru Fri. Southfield area. Please call 352-0200

GENERAL OFFICE, legal helpful - part time plus full time positions required. Hours and salary negotiable. Bloomfield Hills Civic 642-0318

GENERAL OFFICE - Mature person needed part time in Farmington Hills. Accurate typist, light bookkeeping. Call 478-3535

GENERAL OFFICE - Permanent part time for busy manufacturers rep firm. Detail oriented, self-starter, bookkeeping helpful. Non smoker preferred. 851-0911

GENERAL OFFICE- Insurance & computer experience preferred. Interested mature person apply in Birmingham pediatrician's office. Full time. Call Mr. Zatek, 645-1740

GENERAL OFFICE - Full time 8-5 wpm, 10 key adding machine clerks for immediate hire for large financial corporation. Call Gloria at Uniforce 357-0644

GENERAL OFFICE- Basic skills, typing, good math ability, pleasant telephone personality. Full time. Salary & benefit package. Southfield. Call between 8am-2pm: 559-9166

GENERAL OFFICE
Immediate opening. Applicant must possess excellent office & organizational skills. Ability to perform a variety of duties, pleasant personality. Salary negotiable. Call between 9am-5pm ask for Irene: 851-9951

GENERAL OFFICE
We are an International Wholesale Distributor Co. servicing the Drug Store trade seeking a person with light office experience. Main aptitude, type 45WPM & be well organized. Good fringe benefits including profit sharing.
Please Call for Appointment
B & E
Sales Co., Inc.
200 E. Long Lake Rd.
Bloomfield Hills, Mich.
258-5200 ext. 372
An Equal Opportunity Employer

GENERA OFFICE - Several positions available for people with general office experience. Must be a strong typist and have good phone manner, knowledge of finished hardware and power tool a plus or willing to learn. Mr Lahser area. If interested contact Lorraine at 557-9190

GROWING COMPANY needs bright, outgoing personality, for clerical & inside sales. Must enjoy the telephone & the challenge of a sales career. Typing a must. Immediate opening in Troy office 280-0658

GROWING PLYMOUTH company in need of responsible person to handle receptionist & secretarial duties. Good typing & telephone communications necessary. Send resume to Attack & Co. 377 Amelia, Plymouth, MI 48170. Attn: Mr. Palmer

INSURANCE - accounting person familiar with insurance & some computer knowledge. Primary function are all outstanding receivable accounts. Pat or Al. 855-6690

INSURANCE AGENCY in Northville needs Commercial Lines Person. Full time. Experience helpful. 349-2000 or 474-1810.

INSURANCE
Agency has position open for full or part time clerk. Call Amerisure Center Building, Southfield. Call Mrs. Wick 354-0400

INSURANCE AGENCY
Southfield & 11 Mile area needs experienced individual to handle Personal Lines, Auto, Home Owners & Claims. Typing required. 557-4242

INSURANCE
AGENCY CSR's
The Automobile Insurance Agents of Michigan provide a FREE employment service. If you are an experienced commercial or personal lines CSR or raler we can help you find a new position.
SALARIES TO $30,000
Call Ann Ball 540-3355
Mich. Ins. Personnel Service

INSURANCE
Christian owned agency in Birmingham - opening for person knowledgable in rating Personal or Commercial Lines. Typing essential, non smoker. Call 9-5pm. 645-0837

INSURANCE - get Southfield agency needs secretary/rater, experience in personal lines, morning or short hours. 557-7822

JUNIOR PRODUCTION CLERK
Position requires typing, data entry and general office duties in the production control department. Apply Allmand Associates, 12001 Levan Rd. Livonia, MI 48150.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

INSURANCE - Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
RICHARD DERBY PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE Personal Lines supervisor. Livonia area agency has need for an experienced Personal Lines person with knowledge of rating & coverages. Computer experience a plus. Contact Linda Wilson at Garwood & Assoc. for interview. 255-9350

INSURANCE SECRETARY, part time permanent. Garden City. Experience preferred. Customer service, filing. Salary negotiable. 425-5904

KEEP YOUR
SKILLS ALIVE!
Word Processing Operators
Data Entry Clerks
Switchboard Operators
Receptionists
Typists
We have a wide variety of long and short term assignments in the Troy/Rochester area for the above 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

KEYPUNCHER/VERIFIER
16 Mile & Crooks area, top pay with benefits.
Sherry, 582-9640

KEY PUNCH
Experienced operators needed for first shift second shift. Good benefits. Livonia/Farmington.
ADVICE PERSONNEL 476-1644

KEYPUNCH OPERATORS
Experienced operators needed for expanding computer company. Days & afternoons. Good benefits.
INDATA CORP., 422-8002

KEYPUNCH
PART TIME
Established keypunch operator with above average speed & accuracy. Fully paid hospitalization, 20-25 hrs. per week. Days only. Start immediately. Oak Park location. Call between 11am-3pm: 271-7202

LARGE BRANCH OFFICE for investment firm has openings on operations staff. Applicant must be energetic, have professional appearance, strong 10 key calculator/typing skills, able to work accurately with numbers, must be extremely conscientious & able to work closely with others. Call Ms. Gail Ferrell Lynch, attn. M. Dalt, 2100 N. Woodward, Suite 265, Bloomfield Hills MI 48013 777-7777

LEGAL SECRETARY
experience needed for Southfield personal injury firm. Salary commensurate with experience. Please contact Cindy 353-1550

LEGAL SECRETARY - Experienced, for a defense litigation firm in Farmington Hills. Salary negotiable. Please respond to: P.O. Box 3040, Farmington Hills, MI 48018-3040

LEGAL SECRETARY
needed for plaintiff personal injury law firm. 1-5 yrs. experience. Call Mule & Telegraph. Phone 642-5757

LEGAL SECRETARY
With minimum of 2 years experience in defense litigation. Excellent typing and language skills. Good benefits. Salary based on experience. Ask for Therese 644-5901

LEGAL SECRETARY for 2-man general practice law firm in Southfield. Southfield to Troy. 2-3 years experience desirable. Word Processor experience. Salary commensurate with ability. Ask for Lorna or Mr. Minkin 353-8550

LEGAL SECRETARY - Experienced for prestigious Southfield firm. Word processing experience required. Excellent salary and benefits. 355-5200

LEGAL SECRETARY
for personal injury/medical law firm. 1-2 years experience. Firm located in Southfield 352-9080

LEGAL SECRETARY
Experience and references a must. Contact 647-3200

LEGAL SECRETARY for Southfield Town Center law firm. Position available Dec. 1. Good salary & benefits. 353-5811

LEGAL SECRETARY
Needed for medium size office. IBM Word Processor. Call 478-3535

LEGAL SECRETARY
Minimum 2 years experience. Competitive salary. Southfield Law Office. Please call for appointment. 559-9444

LEGAL SECRETARY
EXPERIENCED
For Real Estate Law Firm
5 years litigation
259-7820

LEGAL SECRETARY for Southfield law firm with a minimum of 2 years of litigation experience and good skills. Salary and fringe benefits commensurate with ability. Call attorney in charge. 352-7880

LEGAL SECRETARY - Experienced, for small law firm in Birmingham/Bloomfield area. Word processing experience preferred. Good typing and telephone skills a must. Salary based on ability. Call Ginger at 646-1717

LEGAL SECRETARY
Downtown Detroit office. Will train on Word processor. Salary negotiable. Call Mel, Mike 962-4900

LEGAL SECRETARY
Full time, Northwest suburbs. Salary & benefits based on experience. 855-0995

LEGAL SECRETARY - Experienced, for small general practice firm in Southfield. Salary commensurate with ability. Call for interview call Dianne at 355-1240

LEGAL SECRETARY
Oakland County Law Firm doing personal injury work is seeking Legal Secretary with experience. Word processing a experience helpful. Phone Denise at 858-2443

LEGAL SECRETARY - Birmingham business lawyer seeks multi talented secretary to interview clients under supervision, draft/type documents, word processing (IBM) computer files to completion, payables, Phone systems, calendar. 642-1411

LEGAL SECRETARY for small Southfield lawfirm for 2 partners. Experience in probate, litigation & word processing a must. Salary commensurate with experience. Please contact Carol Van dyke between 9am-4pm weekdays. 358-4110

LEGAL SECRETARY
Exciting opportunity for legal secretary in new, emerging high growth corporation. Interested candidates must possess excellent secretarial skills, & an outgoing personality for this non legal position. Compensation commensurate with qualifications & experience. For confidential interview please contact:
M. Stabb
Medical Mgt. Group LTD
569-7777

MATURE, responsible person needed in our 24-hour-manned alarm center in Troy. Secretarial skills helpful. Full time position on afternoon and midnight shift. Will train. Call Mon. thru Fri. 362-3553

MEDICAL OFFICE ASSISTANT
For medical office. Part - full time, experience preferred but not required. Call 553-4040

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

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

LEGALS SECRETARY/clerical worker, full time for growing litigation firm. Applicant must be motivated, organized, hardworking. Skills needed include; typing, filing, phone answering & shorthand. Pleasant for Marilyn 524-2870

LEGAL WORD PROCESSOR
Experienced for Southfield Office. Some computer work included in position. IBM display writer & IBM PC experience helpful but not necessary. Call Kim 358-2090

MEDICAL PAYMENT ASSISTANT
General office experience for busy medical facility. Billing or collection experience helpful.
Call 248-8000, Ext. 225.

MEDICAL - transcriptionists & typists needed for various medical depts. with New Center & N.W. suburban hospitals. Contract positions, call Marsha at Uniforce 357-0648

METROPOLITAN NATIONAL BANK
OF FARMINGTON
Immediate openings for the following positions: Tellers, full time & part time, will train, some banking helpful. Accounts Processing Clerk, requires balancing skills, light typing, good telephone technique. Experience a plus. General Clerk, part time. No experience necessary. Good telephone answering, other misc. clerical duties. Flexible hours. Pleasant work environment, excellent benefits. Salary commensurate with experience. Call Joan Taylor for interview.
An Equal Opportunity Employer

MORTGAGE
PROCESSOR
$17,000 PLUS
Get in now and grow with this company! Beautiful Southfield office offers definite advancement and benefits. Call today to work with. Processing experience your key.
Call 353-2090.
Mon. & PM. Appointments Available
SNELLING & SNELLING

MORTGAGE PROCESSORS and Underwriters. Exceptional benefits and excellent salary. Send resume, in confidence, to Progressive Mortgage Corp., 27777 Franklin Rd., Suite 1900, Southfield, MI 48034, Attention: J.A. Krook

NEW ANSWERING SERVICE
Hiring Operators. Experience preferred with typing skills. Hours: 8.30am-noon; noon-6pm; 6pm-midnight. Redford. Top Wages! Inq. 534-1700

OFFICE ADMINISTRATOR
A Southfield based telecommunications company has an opening available for an office administrator. Responsibilities include personnel & finance administration as well as assisting in other department needs. Candidate must be familiar with Lotus 1-2-3, Multiplate word processing or similar software. Experience in bookkeeping is a strong plus. Qualified candidate should call and resumes to: Digital Signal Inc., 26899 Northwestern Hwy., Suite 420, Southfield, MI., 48034, Attention: Ms. Lynn.
An Equal Opportunity Employer

OFFICE ASSISTANT needed for assorted clerical duties. 8-5 PM (Mon-Fri) position with good benefits. Some bookkeeping experience preferred. Apply: Work-Force, 15011 Cleat St., Plymouth, MI.

OFFICE CLERICAL - envelope opening, sorting and counting. Flexible area $4 hour. Call 261-0530

OFFICE/CLERICAL, part time, 8am to 1pm, Mon. - Fri. Immediate opening for experienced individual with excellent clerical skills (typing, data entry, reception/switchboard). Forward 1000 company location. Bloomfield hills area. Send resume and salary requirements to: Personnel Manager, P. O. Box 2025, Bloomfield Hills, MI. 48013-0120

OFFICE CLERK/MESSENGER
for prestigious law firm located in Renaissance Center. Must have car. Full time applicants preferred, part time will be considered. Starting pay $4 per hr. Call Ms. Enagrina at: 259-7777

OFFICE HELP
Small electronic manufacturing rep. looking for full time Secretary/Inside Sales Position. Duties include; extensive phone, computer and manual typing. Complete training and room for growth. Salary commensurate with experience. Send resume to: R.E.P., Inc., 5000 W. 14 Mile, • #D418, West Bloomfield, Mich., 48033

OFFICE MANAGER - Seeking motivated individual for challenging career opportunity in local, rapid grass firm, someone to coordinate internal operations, sales and production efforts. Must have good communication and phone skills. Salary commensurate with ability and experience. Send resume to: P.O. Box 591, Bloomfield Hills, MI 48302-0591

Office Manager
LEGAL EXPERIENCE PREFERRED
Prestigious suburban location. Strong work background. Familiarization with employee benefits, hiring procedures, etc. Salary 25K plus, DOE.
B. HANS BECKER
ASSOC., INC.
EMPLOYMENT SERVICE
964-5300

OFFICE MGR./ASST. MGR.
Established Mgmt. Co. seeking aggressive self-starter. Growth potential & benefits. 1-334-8900

OFFICE SECRETARY - PART-TIME
Assistant to Christ Lutheran Church of Birmingham. Call 645-6629

ORDER ENTRY
Quality building products distributorship needs experienced Order Entry Person. Must be detail oriented and possess good math skills. Salary $240 per week plus excellent benefit package. Please send resume to:
D. O'BRIEN
Polla Window & Door Co.
2000 Haggerty Rd.
W. Bloomfield, MI 48033

PARA-LEGALS
LEGAL SECRETARIES
TYPISTS - needed in fast-paced Rochester Law office. Must be energetic & well organized.
Contact Janet 852-4520

PART TIME
FILE CLERK
IMMEDIATE OPENING
Manufacturing firm has an opening for a File Clerk to directly assist the Company President. Hours of work: Tues. 1-6, Wed. 4-8, Fri. 1-8PM. Should have moderate typing skills. Excellent opportunity for student. Call Linda at: 838-0066

PAYROLL CLERK
Part time, computer experience. Farmington area. Ask for Donna Koopjan 477-2200

PLASTIC SURGERY Office - Southfield - Receptionist with excellent call background and good typing skills. Pleasant, Good telephone manners. Salary open - excellent working conditions. Call 557-1938

PLEASANT fast growing non smoking office seeking person with computer experience to bring up computerized accounting system plus inventory, some secretarial, good telephone skills. Woodward Lake Area. Excellent salary plus benefits. Call Barry-Sam. 334-7728

504 Help Wanted Office-Clerical

PERSONNEL ASSISTANT
Ready for a change? How would you like to learn new skills & enter a dynamic new profession by becoming a Placement Consultant with Personnel of Law. You will be trained to place Legal Secretaries with attorneys & corporations throughout Metro Detroit area. Besides having 2-3 years general office experience, you should be a self-starter with high energy and a great telephone personality. Compensation consists of a secure salary plus monthly bonuses. Interested candidates? Mail your resume to Judy Waite, Coda PC, 3000 Town Center, Suite 2580, Southfield, MI 48075
Or call Judy Waite: 358-0060

PHONE-FILE UPDATER - Entry level position. Fast growing company is seeking an ambitious person with 8 words per voice. Great advancement possibilities into a sales position. No experience necessary. Please send resume to: S. H. C., 1520 E. Woodward, Suite 209, Bloomfield Hills, MI 48013

RECEPTIONIST/
ENTRY LEVEL SECRETARY
needed for personal injury law firm. 13 Mile & Telegraph. 642-5757

RECEPTIONIST - PHONE WORK
GENERAL OFFICE
Small friendly fast paced non-smoking office. Full time. No insurance benefits.
INTRO MARKETING - 540-9010

Receptionist
For fast growing mortgage company in Southfield. Experienced with general office background. Please contact Mr. Jacobs 358-2345

RECEPTIONIST - FULL TIME
Needed for W. Bloomfield office. Call: 851-4540

RECEPTIONIST - EXPERIENCED
Needed for Southfield Law Firm. Salary commensurate with experience. Call Ms. Jacobs 358-2345

RECEPTIONIST/BILLING CLERK
PART-TIME for Birmingham Law Office. Tuesdays and Thursdays. 646-7177

RECEPTIONIST for Farmington Hills area. Bookkeeper, Light typing 50WPM, errands required, room for advancement. 851-0020

RECEPTIONIST
Full-time, 9-5pm. Front Desk appearance, light typing & run errands. Call for interview. 851-9931

RECEPTIONIST/TYPIST
Full-time, needed for Plymouth Industrial area & Agency. Must be organized, articulate. Non-smoker. Please call: P.O. Box 0442, Plymouth, MI. 48170-0442.

RECEPTIONIST/SECRETARY - needed for busy Southfield construction company. Good communication skills, typing are required. Must have car. Good benefit package. Salary commensurate with experience. Please send resume to: Box #682, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/CLERK TYPIST
for Southfield office developer. Minimum one year office experience. Accurate typing. Will train on word processor. Call Jerome Inc., 29100 Franklin Center, 29100 Northwestern Highway, Southfield, MI 48034.

RECEPTIONIST NEEDED
Answer phones & light typing. Bookkeeping & computer experience helpful. Northwestern Detroit. Send resume to: Box 635, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST • Two Part Time positions available. Hours: Tuesdays & Mornings 8am-12 30 noon or afternoons 12.30 noon to 5pm. Applications being taken at: Northland Center Corp. 9070 General Dr. Plymouth 459-2000

RECEPTIONIST/SECRETARY
TO DISTRICT MANAGER
$14000
Accurate typing, professional phone voice a must. Will do some payroll and personnel process. Detroit. Benefits. Fee paid by employer.
SHARROW ASSOC., 759-6910

RECEPTIONIST
Fast paced Southfield company needs receptionist/typist/file clerk with pleasant phone manner and front desk experience. Hours are 7:30am to 4:30pm M-F. Must be able to work overtime. Please call 851-8037 or call 353-3311, Ext. 217

RECEPTIONIST
Manufacturing company in Farmington has immediate opening for a receptionist. Good telephone & typing skills are required. Please for an appointment at 476-0213 or send resume to: Personnel Center, P O Box 2025 Bloomfield, MI 48024

RECEPTIONIST needed part time for reputable manufacturing company. Phone, mail, relations skills a must. Experience desired but will train the right personality. Apply in person.
MASON DENTAL CERAMICS
12752 STARK
LIVONIA, MICH
8am-5pm MON-FRI

RECEPTIONIST-TYPIST
Modern facilities - easily accessible Livonia location. National offices of the nation's leading wood door manufacturer has this entry level position available immediately! Interviews conducted Fri. evenings only, Nov. 7 from 6pm-8pm at 30700 Northwestern Hwy., Farmington Hills MI. No call!

RECEPTIONIST/
TYPIST
Distant Services needs front desk receptionist with excellent typing skills and pleasant with clients located in Dearborn & Farmington. Call Bernadette at 354-0559 for interview appointment.

RECEPTIONIST PLUS
Well-established Industrial Manufacturers Rep offers a variety of challenging responsibilities for a well-organized person with at least (2) years Business experience. Need good phone techniques, type 50 WPM. Good salary & benefits, advancement potential. No Smokers! Please call Dale Tillotson Co., 26511 Harding Ave., Oak Park, MI. 48237 - Attention: D. Walker

RECEPTIONIST
Long term assignment in Plymouth. Must be able to handle busy Switchboard. Some Typing.
Call Now For Appointment
427-7660
GENERAL
MANAGEMENT
SERVICES
14700 Farmington Rd., Livonia
Mon-Fri
Heritage Commons

RECEPTIONIST
Dr's office, basic clerical skills a must. Part time. 591-6611

RECEPTIONIST/TYPIST
Part time entry level
Minimum typing, 50 wpm.
855-8822

RECEPTIONIST
Wanted Mon-Fri, 9am-1:30pm. Southfield area. Ask for Alison.
559-8990

RECEPTIONIST - FULL TIME
Must have pleasant phone manners, good telephone voice, reliable personality. Experience not necessary. Call for appointment. 848-3132

RECEPTIONIST/SHIPPING CLERK
Full time. Must have good typing skills, UPS knowledge helpful, but not necessary. Ask for Carol or Bob. 471-0901

RECEPTIONIST - for Southfield computer company. Demanding, Role experience a plus. Type 40-50 wpm. Computer position. Call Tammi at Uniforce 357-0648

RECEPTIONIST/TYPIST
Southfield professional firm needs receptionist/typist familiar with word processing. 60wpm minimum. Fringes.
An Equal Opportunity Employer

RECEPTIONIST/ORDER CLERK
Wanted for small Redford manufacturing firm, 8:30 to 5 pm. Daily typing and use of 10-key adding machine required. Resume helpful.
532-3014

RECEPTIONIST - typist for large Southfield advertising co. Type 55 wpm. Must be poised & polished to meet & greet all clients. Contact position. Call Amy at Uniforce 646-7662

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RECEPTIONIST
Full time position as Receptionist at prominent reception desk of major Southfield office complex. Administrative and Management experience helpful. Typing skills, people skills. Send resume to: P.O. Box #70, Southfield, MI 48037

Part Time Receptionist
Typing. Some knowledge of word processing helpful. Southfield. For interview, call Pam Johnson, 353-4400

RECEPTIONIST
with a highly respected residential builder of luxury homes. Will train for advancement. Position requires intelligence, typing skills and the ability to work well with people. Pleasant office. Call Patty for an interview 626-3500

RECEPTIONIST - Full & part time needed for busy political offices in Ann Arbor and Ypsilanti. Experience preferred. Wages commensurate with experience. Please apply in person at either Hu-Vision, Brierwood Mall, Ann Arbor or Sony Vision Center/Hu-Vision at 10