504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Full-time, part-time work. 3-4 hours per day. Sales administrative assistant for 1 senior salesman. Computer industry. Requires good logic skills, self-motivation. Phone material, word processing, dictaphone experience helpful. Wages/hours negotiable. Send brief resume to: Ed Kalenkiewicz, Mgr, Basic Four Inc. 4000 Town Center, Suite 170, Southfield, MI 48075.

ADMINISTRATIVE ASSISTANT
Marketing Dept. Immediate opening. Troy Area. Excellent working conditions. Good salary. Typing skills necessary. Call Mr. Moran 583-7600

ADMINISTRATIVE/ASSISTANT SECRETARY
Experienced, challenging position. Marital health clinic. Northland area. Excellent typing required. Non-smoker. 537-1042.

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 after 9 am.353-3311, Ext. 217

ADMINISTRATIVE SECRETARY
TROY AREA
$18,000 A YEAR
LEGAL SECRETARY
DOWNTOWN
$20,000 A YEAR
EXECUTIVE SECRETARY
DOWNTOWN
$18,500 A YEAR
SECRETARY
DOWNTOWN
$13,000 A YEAR
ALL FEES PAID
ARCHER EMPLOYMENT
DETROIT 963-8205
TROY 879-1420

ADMINISTRATIVE - assistant, Troy, 5 yrs. experience, good organizational & communication skills. Typing & purchasing, benefits. 20-$22,000. Fee paid

WORD processing secretary, Southfield, $8 PC Word Star experience, typing 80 wpm, good spelling required, benefits. $18,500. Fee paid

RECEPTIONIST - Birmingham, good typing, phone & filing experience, benefits, $13,000. Fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

A LEGAL SECRETARY NEEDED
Use your skills for top salary. To $20,000. Fee paid. Excellent company with beautiful offices. Benefits include parking. Call 399-3450.
SNELLING & SNELLING

APPLY TODAY
We have all kinds of clerical positions available in your area.
• GENERAL OFFICE
• TYPISTS (35-50wpm)
• DATA ENTRY
• RECEPTIONISTS
• WORD PROCESSORS
• SECRETARIES
Call for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

ARE YOU
MULTI TALENTED & FLEXIBLE?
Busy Southfield Professional needs person for variety of clerical duties around area. Ideal re-entry job for homemaker. Salary open. 557-3109

ASSISTANT BOOKKEEPER
For multi branch travel agency. Must be experienced. Travel and computer experience a plus. Call Mrs. Clemmer. 827-4040

ASSISTANT
Computer sales and service group needs capable typist with outstanding interpersonal, word processing and computer/word processing training. Great advancement potential!
FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ATTENTION JOB SEEKERS
Christmas is around the corner and the time to think about earning extra money is now. Working as a S.S.I. Temporary can provide you with top pay, paid vacations, bonuses and health care availability. Call now.
TYPISTS
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPERATORS
DATA ENTRY
CLERKS
NEVER 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

ATTENTION! SUBURBAN OPPORTUNITIES
FARMINGTON HILLS: Executive secretary - Knowledge of word processing. Salary to $18,000.

FARMINGTON HILLS: Sales Coordinator - Marketing oriented plus secretarial skills. Salary to $16,500.

LIVONIA: Data Entry - Numeric entry. Salary to $14,000.

LIVONIA: Insurance agency bookkeeper - Computer & plus. Salary to $20,000.

LIVONIA: Clerk Typist - CRT experience. Salary to $13,000.

NOVI: Clerk - Typing 50wpm, word processing experience. Salary to $13,000.

ALL FEES COMPANY PAID
The above is a partial listing of many positions available. Confidentiality assured. Call Today.
PERMANENT STAFF
LIVONIA 591-2221

AUTO DEALERSHIP needs full time cashier/receptionist. Must have pleasant phone voice & typing experience. Please apply in person at Holiday Chevrolet, 30250 Grand River, Farmington Hills, Mi., 48024.

AUTOMOTIVE SALES SECRETARY
Front office position with a major company offering a secure future and great benefits. Good skills and front desk poise for this. $18,500 to start. Fee paid. Call Bernice at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

ATTENTION WE NEED YOU
SECRETARY
$5 to $7 HR.
WORD PROCESSORS
(wordstar, CPT, NDI, Wang, Wordperfect)
$6 to $8 HR.
SWITCHBOARD
(Norm, Altel, Dynamax)
$5 to $6 HR.)
LEGAL SECRETARIES
$6 to $8 HR.
MEDICAL SECRETARIES
$6 to $8 HR.
Arbor Temporaries
459-1166 NO FEES
TOP WAGES & FIRMS
PAID MEDICAL & VACATIONS
9450 S. Main • Suite 102
Plymouth, MI 48170

ATTENTION
WORKING SECRETARIES
EXECUTIVE SECRETARIES
LEGAL SECRETARIES
OPEN HOUSE
TUES., NOV. 11
If you are looking for more money, great benefits, advancement potential and possess good skills, we are having an evening Open House just for you. Immediate openings, salary $14,000-$23,000. All fees paid. Call 464-0909 to pre-set appointment or drop by 17117 N. Laurel Park Dr., # M Mae/Newburg, behind Holiday Inn.

AUTO DEALER
Experienced auto dealer cashier & bookkeeper operator needed for Eastside import dealer. Must be neat in appearance & able to deal with public. Dealership experience a must. Call Bandi at: Anthony Motors. 268-9600

AUTO DEALERSHIP
Experienced Cashier/Clerical. Full time position. Benefits. Southfield area. Call for appointment.353-9000

AVAILABLE IMMEDIATELY
Temporary part time position - clerical with some receptionist duties. Great hours for Mom. Please call Madelyn at 353-2000

AVIATION SECRETARY
Southfield corporation offers unique opportunity for a proficient secretary/administrator at Oakland-Pontiac Airport. Must have excellent secretarial and communication skills. Possible flying opportunities. Send resume to: P. O. Box 300, Southfield, MI 48037, Attn: AS/OB or call after 9 am.353-3311, Ext. 217

BILLING/PAYROLL CLERK
Small friendly non-smoking office. Full Time. 13 & Southfield Rds. area. 540-9010

EXPERIENCED BOOKKEEPER
for Farmington Hills law firm. Previous law firm experience preferred. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48018-3040.

BOOKKEEPER - experienced thru trial balance. Act as receptionist, must type, immediate opening. Pontiac/Bloomfield area. Resume to Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Excellent opportunity for Full Charge Bookkeeper with job costing and construction draw experience. Computerized accounting experience a plus. Excellent salary and benefits at this multi-company organization. Please send resume and salary history in confidence to
Mr. Steve Carl, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - Farmington Hills office seeks entry level bookkeeper with data entry experience.
Respond to: Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER for Apartment Complex in Troy/Utica. Please send resume to: P.O. Box 2243, 22331 Newman St., Dearborn, MI 48124.

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

BOOKKEEPER - FULL CHARGE
Experienced, no smoking. Send resume to Mrs. S. at Jobar, Inc. 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER - FULL CHARGE
For Livonia area retail furniture operation. Salary plus benefits. Send resume to Lesky Furniture, 29035 Plymouth Road, Livonia, 48150

BOOKKEEPER
Full Charge
Automotive experience helpful. Excellent benefits.
Send resume to:
R. A. BROOKS
P.O. Box 909
Troy, MI 48099

BOOKKEEPER/GENERAL OFFICE
Position available with Oak Park general contractor. Duties include typing, taking dictation, answering phones & general bookkeeping. Very pleasant working conditions. Send resume to Box 4628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Livonia insurance agency seeking experienced insurance bookkeeper. Call between 9 and 5, ask for Lee. 261-3700

BOOKKEEPER
Light bookkeeping & general office skills required for CPA firm in Farmington Hills. Call Lynne 9am-5pm 851-3300

BOOKKEEPER
mature person part time for small Livonia business 422-3350

BOOKKEEPER
needed for congenial and attractive Tel-12 area accounting office. Part time position with flexible hours. Bookkeeping thru trial balance and payroll taxes. 644-1040

BOOKKEEPER - PART-TIME
Rochester Hills. Flexible hours. Excellent salary & working conditions. Call for appointment. 852-9111

BOOKKEEPERS NEEDED
Accounts Receivable
For refinishing shop. Insurance claims experience helpful.
Accounts Payable
For large GM dealership.
Excellent benefits. Send resume to: R.A. Brooks, P.O. Box 909, Troy, MI 48099.

BOOKKEEPER
$15,000
FEE PAID
BENEFITS
N. Suburbs, family atmosphere. Call 399-3450.
SNELLING & SNELLING

BOOKKEEPER
$16,000 FEE PAID
Birmingham location, well recognized firm and lots of computer. 2 years experience desired.
Call 649-5900.
SNELLING & SNELLING OF TROY

BOOKKEEPER
3 years minimum experience on IBM computer. Open systems accounting package. Send resume and salary requirements to: 155 W. Big Beaver Rd., Suite 109, Troy MI 48084

504 Help Wanted Office-Clerical

AUTO DEALER
Needs right hand person for general bookkeeping & payroll. Knowledge of VAX Computer System, helpful. Blue Cross & other fringes. Call Mrs. Prince for appointment. 643-8600

BOOKKEEPING CLERK
Southfield multi-account service company needs person to reconcile bank accounts plus prepare payroll and vendor checks. Prefer computer knowledge and stable employment history. Send resume with earnings history to: Personnel Manager, C/O Linda, 22255 Greenfield, Mi., 48075.

BOOKKEEPING/RETAIL SALES
Plymouth. Full time position. Pleasant working atmosphere. Call for details. 459-3310

BRANCH SECRETARY
Large Title company looking for your outgoing personality and general office skills. Lots of advancement and full benefits in this friendly office. $16,800. Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

CAN WE TEMP YOU?
Are you looking for a change? We have many long or short term positions available to interest you.
• Secretary with word processing experience for 6 month + assignment in Auburn Hills.
• Receptionist/Typist needed for large computer firm in Southfield.
• Data Entry term positions in Dearborn. Dependability & good phone skills are needed in these positions.
Call today to get started in your "temping" career.
Top pay • No Fee • Benefits.
TEMPORARY RESOURCES
356-1616
Southfield • Livonia • Taylor
Troy • St. Clair Shores • Ann Arbor

CAREER OPPORTUNITIES
PERSONNEL SECRETARY
EXECUTIVE SECRETARY
$21,000
LEGAL SECRETARY
(shorthand)
$22,000
SECRETARY
(30 hours, 59 Hr.)
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
To $12,000
TYPIST (2nd shift)
$12,700
GENERAL OFFICE
(20hrs) $5.50/HR.
ALL FEES PAID
Personnel Systems
9450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

CASHIER position open with local retailer. Typing and math ability a must. Data entry experience helpful. Full time with benefits. Apply in person at: Frantz Hardware & Lumber, 24055 W. 10 Mile, Southfield; (1 blk. E. of Telegraph).

CASHIERS/general office personnel. Highland Superstore. Variety of positions involving: cashiering, data entry, customer service, customer relations. Experience helpful but will train. Flexible schedual required, days, evenings, weekends. Apply in person at 33600 Plymouth, Livonia, thru Sat. 10-9pm Sun., Noon to 6pm. Highland Super Stores Inc.
Equal Opportunity Employer M/F

CLAIMS PROCESSORS
A rapidly expanding Health Care organization seeks experienced individuals to work in a high volume Medical Claims Department. Have 3 years Claims Processing & Data Entry experience & working knowledge of Medical terminology. College Course work in Business preferred. Competitive Compensation Package offered. Please send resume, with salary history to:
Group Health Plan, Attention:
Human Resources 340-W, Big Beaver, Troy, MI. 48084

CLERICAL
Applications are now being accepted for a variety of temporary positions available in our Southfield office. Positions require - ability to file 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
Franklin Savings & Loan is now accepting application for entry level positions. Full time, part time & part time pool options. Apply at or send resume with salary expectations to: Franklin Savings, 26400 12 mile, PO box 5006, Southfield Michigan, 48076.
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 425-8367

CLERICAL HELP - Immediate full time entry level opening in Troy. Necessary skills to qualify include data entry experience, typing 45wpm, excellent phone voice & manners, as well as good organizational skills. Call C. Marshall 649-4454 ext 503.
An Equal Opportunity Employer

CLERICAL
Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing of 40-50 wpm, excellent written and verbal communication skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be able to work under pressure and independently with little supervision. Previous general office and/or mortgage banking experience is preferred. Overtime is required. We have 1 position on our afternoon shift from 11:45am-8pm & 1 part-time position from 8:30am-3:30pm! We offer a competitive benefit package including Employee Stock Ownership Plan. Qualified candidates should apply Mon.-Fri., 9am-4pm.
The Personnel Department
FIREMAN'S FUND
MORTGAGE CORPORATION
(Formerly Manufacturers Hanover Mortgage Corporation)
27355 Farmington Road
Farmington Hills, MI. 48018
(Corner of 12 Mile Rd.)
An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL PART TIME
Small office of manufacturer's rep. Typing & phone skills required, hours flexible, approx 20 hours/week. West Bloomfield/Orchard Lake Rd. 851-8766

CLERICAL - PART TIME
Ideal for high school students or homemakers. Two part time positions are available with our computer. Some typing required, filing and xeroxing, will teach data entry. Hours flexible. Call Inacomp Computer Centers, Troy, Personnel Dept., for interview. 649-2010

CLERICAL/RECEPTIONIST position available in small accounting firm. Responsibilities include variety of clerical tasks with emphasis on data entry, Accuracy, typing & data entry a must. Fringe benefits. Please send resume & salary requirements to: 155 W. Big Beaver Rd., Suite 109, Troy MI 48084

504 Help Wanted Office-Clerical

CLERICAL
(PART-TIME)
Our growing corporation is seeking 2 part-time phone representatives. Individual will be responsible for handling incoming telephone inquiries for our Payroll Department. Qualified candidates must have excellent communication & comprehension skills along with typing of 30 wpm. Position requires individuals to handle a minimum of 12 phone calls per hour. CRT & customer service experience a plus. Working hours will be 10am-3pm, Mon-Fri. However, individuals must be available to work flexible hours.

We also have 1 position in our Collection Administration Dept. requiring typing of 50+ wpm & excellent organizational skills. Hours will be 8.30am-3.30pm, Mon.-Fri. overtime may be required.

A complete benefit package including an Employee Stock Ownership Plan is being offered. Qualified candidates should apply Mon.-Fri. 9am-4pm.

The Personnel Department
FIREMAN'S FUND
MORTGAGE CORPORATION
(Formerly Manufacturers Hanover Mortgage Corporation)
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

RED WING TICKET WINNER
Ron Le Vine
16950 Maryland
Southfield
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Tuesday, November 11, 1986 to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

CLERICAL/SALES Administration Self-motivated individual to handle Cash Register, Accounts Receivable/Payable & Inventory Processing. Some Accounting & Computer experience helpful. Troy. 528-3770

CLERICAL SECRETARY
Troy insurance agency. Entry level with phone, typing, organizational skills, some computer & display writer. Call 583-5090

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

CLERK/CASHIER
Discount brokerage firm seeks entry level clerk/cashier to perform various clerical duties in our Livonia branch. Compensation includes full benefits, salary commensurate with experience. Qualified candidates please call or resume to: Mr. Bob Olde Discount, 33288 Six Mile Rd., Livonia, MI 48152. Attn: Branch Manager.

CLERK
Invoicing/Record Keeping. Must be experienced, detail oriented. Able to type 50wpm. Call for interview 255-9637

CLERK/RECEPTIONIST needed at commercial photography studio. Self-motivated, detail oriented. Contact Linda Andrews. 280-0640

CLERK TYPIST
Good telephone and typing skills. Perform various office duties, file and perform general office duties. Good salary, benefits, pleasant office Contact:
Administrator
Blue Ribbon Inc.
525 N. Woodward
Bloomfield Hills MI. 48013
258-0200

CLERK TYPIST
Immediate opening for individual to work at our office located in Farmington Hills. Ages 18 - 22 Male & Farmington Rd. Candidates must type accurately, minimum 50 wpm and have the ability to deal effectively with the public in pleasant but firm manner. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Tues. thru Fri., 10-2pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile
Farmington Hills
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
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
$12,000 PLUS!
FEE PAID
Great benefits! Beautiful offices! Need strong accurate typing, some experience. Call 399-3450.
SNELLING & SNELLING

CLOSING SECRETARY
Experienced person needed for preparing real estate closing packages. National title company. Troy/Rochester area. 879-9650

COLLECTION REPRESENTATIVE needed for a dynamic, growing medical supply company. 1-2 years experience in collections & insurance billing. Medical industry background a plus. We offer a competitive salary and excellent benefits. Interested persons call Karen at 354-4600

COME JOIN THE BEST AT ETS
We offer the best pay working for the best customers in all of the western suburbs. Our pay is based on clerical skills & want the freedom of working for a temporary service, call Judy Mon. thru Fri. 8am-3pm.
EMPLOYERS TEMPORARY SERVICE
425-5770 or 425-2700

COMMUNICATIONS SECRETARY
A challenging position with a small dynamic company. Use your good organizational & communication skills in this position. Good working environment. We have other health insurance clients available. Call:
MANPOWER
TEMPORARY SERVICES
478-1130

DENTAL ASSISTANT
Experienced. Bloomfield Township general practice. Salary negotiable. 682-4400

DENTAL FRONT DESK
We are seeking a kind, compassionate people oriented person to fill a front desk position in our friendly & warm Bloomfield office. We are looking forward to enjoying someone who is enthusiastic & genuinely committed to quality dentistry. We have a wonderful staff & we are looking forward to adding a fourth dynamic team member. Please call 645-3410

DAVID J. VANKER DDS

DISPATCHER/SECRETARY
Growing Southfield company seeking mature individual for dispatcher with computer experience. Requirements are excellent typing, communications, typing & filing skills, self starter, detail oriented, motivated, knowledgeable of Detroit metro area. Hours flexible. Call today.
We offer excellent benefits plus cheerful environment. For interview please call Dorothy.
Call 645-3400
Diversified Business Products
31555 Northwestern Hwy.
Farmington Hills, MI 48018
478-8653

ENTRY LEVEL position (full time). Available at Birmingham law firm. Self motivation key as this position is highly independent. Bloomfield Hills/Troy area. 642-0329

CREDIT DEPT - full time position. Financing knowledge helpful. Apply at: Art Van Furniture, 29605 7 Mile Rd, Livonia.

CUSTOMER SERVICE Dept has opening for Coordinator. Responsibilities includes: phone correspondence, record keeping & filing. Some experience preferred. Apply at: 13450 Farmington Rd at Schoolcraft, Livonia.

CUSTOMER SERVICE
TO $14,000
Large suburban company is seeking person experienced in word processing to work in sales department. Able to perform general office duties. Excellent benefits including tuition reimbursement. Fee Paid.
ALLEN PERSONNEL
525-7870

504 Help Wanted Office-Clerical

CLERICAL PROFESSIONALS
Busy northern suburban office is looking for individuals to join our clerical staff. If you:
• Are ready for the challenge of a fast paced office
• Have excellent all around clerical skills
• Are willing to work long hours
We have opportunities you may be interested in.
We provide:
• An excellent starting wage
• A competitive benefits package
• Room to advance
Please send your resume today to:
Office Manager
P.O. box 805947
St. Clair Shores, MI 48080-5947
An Equal Opportunity Employer

EMPLOYEE BENEFITS CLERK
Northwest suburban Corporate Headquarters is seeking an individual who will be responsible for all clerical duties associated with an employee benefits/commercial insurance program. Includes preparation of monthly reports, insurance claims, pension payment authorization as well as other reports and communications. 6 months to 1 year experience as clerical support in a benefits area and typing skills of 50 wpm are required. PC and word processing experience is helpful. We offer a competitive salary and benefit package. For confidential consideration submit resume including salary history to:
BOX 720
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer

504 Help Wanted Office-Clerical

CYNTHIA'S
Professional Placement
Has many exciting opportunities available to individuals interested in working temporary full or part time assignments. We offer excellent pay, medical benefits, paid vacations and bonuses. We are interviewing for:
Word Processors
Secretaries
Typists (40WPM)
Accounting Clerks
Legal Secretaries
Don't wait to start work.
332-7600

DATA ENTRY OPERATORS - 35 weekday hours/day, for large financial corporation in Auburn Hills & Detroit. Contract positions, top pay. Call Sue at Uniforce 646-8500

Data Entry Operators
There are positions available in our Livonia office for data entry operators - both part-time and full-time, and day & night shifts are available. Applicants must be able to input 10,000 key strokes per hour. We are also looking for a manager to our full-time employees. If you are interested, please call between the hours of 9am to 4pm to arrange for an interview. 427-2200, Ext. 564
Equal Opportunity Employer M/F/H

DATA ENTRY - part-time evenings & weekends. Typing experience preferred. Apply within: Art Van Furniture, 29605 7 Mile, Livonia.

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

DATA ENTRY POSITION
Immediate opening in prestigious Southfield corporate firm. Experienced, full time position requires: Fast & Accurate Data Entry on an IBM computer. Applicant must be well organized & detail oriented. Send resume with salary requirements to: Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY POSITIONS
Excellent opportunity for work full time & attend classes free of charge. Dependent children & a spouse receive full undergraduate tuition. Candidates must have a fast paced work schedule & being part of a team effort. 1 to 2 years office experience with accurate data entry & retrieval experience highly preferred. Accuracy & attention to details a must. Starting salary of $8333 plus full benefits. Apply in person:
University of Detroit
Personnel Office
4001 W. McNichols
Detroit, MI 48221
An Equal Opportunity Employer
Affirmative Action Employer

DATA ENTRY
We need experienced data entry operators to work for our Livonia location in this Livonia. Good working environment. We now other health insurance clients available. Call:
MANPOWER
TEMPORARY SERVICES
478-1130

EXECUTIVE SECRETARIAL POSITION available in Farmington Hills. Must be an self-starter, detail oriented, able to be flexible. Several years experience required but will train. Reply to Box 6534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
permanent part time. Southfield area. Challenging position. Call for appointment. 557-2737

EXECUTIVE SECRETARY
$17,000 FEE PAID
Bloomfield location, wide range of duties. Executive contact and outstanding benefits. Call 645-3400.
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
Southfield service company seeks bright, hardworking individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates 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 or call after 9 am. 353-3311, Ext. 217

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, typing, typing, typing, typing. Call 478-0322

504 Help Wanted Office-Clerical

DO YOU DECMATE?
SNELLING TEMPORARIES IS IN URGENT NEED FOR DECMATE OPERATORS
Enjoy:
• Top pay while working at top local companies
• Holiday and same week pay
• Hour incentive
• Referral bonuses
CALL TODAY
IF YOU DECMATE
557-5700
SNELLING TEMPORARIES
Licensed by Snelling & Snelling
NEVER A FEE

DO YOU LIKE TO HAVE FUN AT WORK?
Here is the job. $13,000. Fee paid. Super people! Great benefits! Prime location! Nice office! Need typing! Smile and accurate 10 key skills!
Call 399-3450.
SNELLING & SNELLING

ENJOY THE HOLIDAYS WITH EXTRA MONEY TO SPEND
Clerks
Typists
CRT Operators
Receptionists
Word Processors
TOP PAY
BONUS PROGRAM
PAID VACATIONS
CALL TODAY
353-4420
OFFICES IN
Royal Oak
Southfield
Pontiac
Novi
Personnel Pool

EXECUTIVE SECRETARY
$20,000
An unusual opportunity with a well established company. Your good experience and skills are required and will be appreciated here. Generous benefits. Fee paid. Call Bernice at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Challenging diversified position with Farmington Hills sales company. Requires excellent typing, speed writing, CRT and administrative skills, plus a team player. Must have 3-5 years experience. Excellent opportunity for personable and energetic self starter. Benefits plus cash bonus and profit sharing. Send resume with current salary/requirements to:
Personnel, Dept. JR, P.O. Box 1800, Farmington Hills, MI. 48018

EXECUTIVE SECRETARY
LORD & TAYLOR
Fairland Town Center
Dearborn
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Dunham's Sports Headquarters in Drayton Plains (near Pontiac) is seeking a highly professional experienced Executive Secretary to support our President and to manage our office support staff.
Experience required: 4-5 years in executive level, typing 50 wpm, 80 WPM shorthand, Wang word processing, ability to deal with constant change and heavy workload. We offer a highly competitive salary and benefit package. Send resume to:
P. Maache
Dunhams Sports Outfitters
500 Dixie Highway
Drayton Plains, MI 48020
No Phone Calls Please
An Equal Opportunity Employer

FREE
WORD PROCESSING TRAINING
If you possess good typing skills and are interested in working for MANPOWER you can be a winner. As a MANPOWER associate you can take advantage of our exclusive SKILLWARE word processing training. Its easy, fun, and effective! Call:
MANPOWER
TEMPORARY SERVICES
478-1130

GENERAL CLERICAL
for basic office duties. Accurate typing required. Apply in person: R.L. Schmitt Co., 34506 Glendale, Livonia (near Stark & Merriman).

GENERAL CLERK TYPIST
for a fast paced growing transportation service company. Candidate must have at least 2 yrs. general office experience with excellent organizational, math & typing skills. Knowledge of trucking procedures & terms preferred. Part-time to start, flexible hours, salary commensurate with experience. Redford. 592-1088

GENERAL OFFICE - part time, 10-2pm, Mon thru Fri. Southfield area. Call Bernice 352-2090

GENERAL OFFICE, legal helpful - part time. Office skills and duties required. Hours and salary negotiable. Bloomfield Hills. Chris 642-0318.

GENERAL OFFICE - Mature person needed part time in Farmington Hills. Accurate typist, light bookkeeping, phones. Call 476-3836

GENERAL OFFICE - Permanent part time for local manufacturers rep. office. Detail oriented, self directed; bookkeeping helpful. Non smoker preferred. 851-8211

GENERAL OFFICE for religious school and office. Full time. Oak Park Synagogue. Must be well organized, have good typing skills and be able to get along well with people. Please call 547-7970

GENERAL OFFICE
Immediate opening. Applicant must possess excellent office & organizational skills. Ability to perform a variety of duties, pleasant personality. Salary negotiable. Call between 8am-5pm ask for Irene: 851-9551

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Immediate opening for an experienced Secretary with a minimum of 2 years litigation experience for a major service organization. Prior experience in taking dictation during deposition. Accuracy a must, as well as being professional, flexible & dependable. Especially important to the position are shorthand 80 wpm, typing 60-65 wpm, dictaphone experience and knowledge of word processing. Special emphasis on good writing, grammar and spelling skills. Looking for a take charge secretary with superb organizational skills. We offer a competitive salary, complete benefit package and an excellent working environment. Southfield area.
If you meet these qualifications send a detailed resume plus salary requirements to:
PERSONNEL ADMINISTRATOR
P.O. BOX 2227
SOUTHFIELD, MI 48037

PART-TIME CLERICAL OPPORTUNITIES
AAA Michigan is accepting applications for current and future part-time clerical openings in the Southfield area.
We are looking for individuals with the following abilities:
• 30 wpm or better typing skills
• Basic math skills (addition, subtraction)
• Good oral communication skills, including ability to interact with co-workers and customers
We offer flexible work hours, competitive wages and a quality work environment. If you possess the above abilities and want to work with Michigan's largest personal lines insurer and travel agency, send your resume to our administrative office at the address below or if you live in the Metropolitan Detroit area apply in person at:
AAA MICHIGAN
Admin. Office/Employment C-686
1 Auto Club Drive
Dearborn, MI 48126
(Hubbard & Southfield)
Michigan

OFFICE MANAGER
PROPERTY MANAGEMENT
Downtown office of growing service corporation is seeking an office manager for its property management division. This position is responsible for all phases of property management including preparing offers, inspections, and executing closings. The successful candidate will have:
• 3 to 5 years experience in the above responsibilities
• Excellent communication skills
• Public relations abilities
• Be knowledgable in condemnation
This is an excellent opportunity to join a growing firm. We offer an excellent starting salary and benefit package plus exposure to top management. Please send your resume along with salary history and requirements to:
Director - Property Management
P.O. Box 805947
St. Clair Shores, MI 48080-5947
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