504 Help Wanted Office-Clerical

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 477-0900

ASSISTANT BOOKKEEPER
Well established growing automation company has mature experienced person to handle Accounts Receivable, Accounts Payable, General Ledger & various other Accounting functions. Excellent benefits. Please submit resume to Box #958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION!! EXECUTIVE & LEGAL SECRETARIES

Positions available with top growth oriented firms for sharp professionals (trained office personnel). Typing and word processing with excellent spoken and written skills required. Shorthand a definite plus. Salary to $22,000, plus benefits. Various locations available. Call immediately as these positions will not last. Agnes at Nancy Barr and Associates 569-6260

ATTENTION WE NEED YOU

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(wordstar, CPT, NBI, Wang, Wordperfect)
$6 to $8 HR.

SWITCHBOARD
(Rolm, Mitel, Dimension)
$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

BENEFITS SECRETARY
Type 55 accurate $13,500
ENTRY LEGAL SEC'Y
Shorthand 60 + Type 50
To $13,200
LEGAL SEC'Y - BLOOMFIELD
6 to 8 years exp. $20,000 + DOE
LEGAL SECRETARY
To $22,000
SECRETARY - PLYMOUTH
Shorthand 85-70 $15,000
SENIOR SECRETARY
Shorthand 100 To $19,000
SENIOR CLERK
To $17,000
RECEPTIONIST
Type 45 accurate To $13,286
ALL FEES PAID

B. HANS BECKER ASSOC., INC
EMPLOYMENT SERVICE
964-5300

BILLING CLERK
Competent person needed to handle order processing & billing activities for a Pontiac firm. Billing experience is necessary. Full time. Excellent fringe benefits. Send resume to: Burman Technical Services, 408 Auburn Ave., Pontiac, Mi. 48058. No calls accepted. Equal Opportunity Employer M/F

BIRMINGHAM BASED PAYROLL CO. has full time position for mature person with payroll experience and/or strong interest in customer service. Typing or CRT skills a necessity. Call Judy between 3pm-5pm at 645-3020

BIRMINGHAM SECT'Y'I FEE PAID - $17,000
Don't miss this! Calling for IBM-PC Display Writer etc. Good typing & some form of note taking opens the door to great opportunities with this potable firm. Best benefits.
549-8787 or 962-0565

DOROTHY DAY PERSONNEL, INC.

BOOKKEEPER - experience needed for fast paced retail shop in Birmingham. Accounts payable, cash receipts, daily balancing, computer input. Great resume to Bookkeeper attention Bonnie. 722 - N Woodward Birmingham, Michigan, 48011

BOOKKEEPER
For Southfield CPA firm. Minimum 2 years of strong bookkeeping skills. Micro experience is a "must". Call 557-0443

BOOKKEEPER for a professional services firm. 3 years bookkeeping required. Financial Statements for multi-out companies, A/P, Payroll, A/R, Taxes, Cash Management. Resume to: MMS, Inc., 35 West Huron, Pontiac, Mich., 48058

BOOKKEEPER - Full Charge with experience thru trial balance for Southfield business. Position offers potential opportunity for advancement to controller. Contact Debbie 258-5500

BOOKKEEPER

Full time position at our Pontiac location. Duties include accounts payable, accounts receivable and daily cash reports. Must have some related experience. Excellent benefits including tuition reimbursement. Please call 644-5300

Erb LUMBER CO.

BOOKKEEPER - mature, experienced, familiar with IBM personal computer, monthly statements for 5 small companies under auspices of outside CPA. Responsible for all tax compliance work. Some travel thru out midwest for audit type reviews. $26,000 with travel allowance & insurance. Secure position with 20 year old company good atmosphere. Please send resume with availability to box 942 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER position available in Accounting Services Dept. of large, local CPA firm. Minimum 3-5 years experience in posting thru trial balance and payroll taxes. Flexible hours. Send resume to:
Ursula Scorpio, 3001 W. Big Beaver, Su. 520, Troy, MI. 48084.

504 Help Wanted Office-Clerical

BENEFITS SECRETARY
Type 55 accurate $13,500
ENTRY LEGAL SEC'Y
Shorthand 60 + Type 50
To $13,200
LEGAL SEC'Y - BLOOMFIELD
6 to 8 years exp. $20,000 + DOE
LEGAL SECRETARY
To $22,000
SECRETARY - PLYMOUTH
Shorthand 85-70 $15,000
SENIOR SECRETARY
Shorthand 100 To $19,000
SENIOR CLERK
To $17,000
RECEPTIONIST
Type 45 accurate To $13,286
ALL FEES PAID

B. HANS BECKER ASSOC., INC
EMPLOYMENT SERVICE
964-5300

BILLING CLERK
Competent person needed to handle order processing & billing activities for a Pontiac firm. Billing experience is necessary. Full time. Excellent fringe benefits. Send resume to: Burman Technical Services, 408 Auburn Ave., Pontiac, Mi. 48058. No calls accepted. Equal Opportunity Employer M/F

BIRMINGHAM BASED PAYROLL CO. has full time position for mature person with payroll experience and/or strong interest in customer service. Typing or CRT skills a necessity. Call Judy between 3pm-5pm at 645-3020

BIRMINGHAM SECT'Y'I FEE PAID - $17,000
Don't miss this! Calling for IBM-PC Display Writer etc. Good typing & some form of note taking opens the door to great opportunities with this potable firm. Best benefits.
549-8787 or 962-0565

DOROTHY DAY PERSONNEL, INC.

BOOKKEEPER - experience needed for fast paced retail shop in Birmingham. Accounts payable, cash receipts, daily balancing, computer input. Great resume to Bookkeeper attention Bonnie. 722 - N Woodward Birmingham, Michigan, 48011

BOOKKEEPER
For Southfield CPA firm. Minimum 2 years of strong bookkeeping skills. Micro experience is a "must". Call 557-0443

BOOKKEEPER for a professional services firm. 3 years bookkeeping required. Financial Statements for multi-out companies, A/P, Payroll, A/R, Taxes, Cash Management. Resume to: MMS, Inc., 35 West Huron, Pontiac, Mich., 48058

BOOKKEEPER - Full Charge with experience thru trial balance for Southfield business. Position offers potential opportunity for advancement to controller. Contact Debbie 258-5500

BOOKKEEPER

Full time position at our Pontiac location. Duties include accounts payable, accounts receivable and daily cash reports. Must have some related experience. Excellent benefits including tuition reimbursement. Please call 644-5300

Erb LUMBER CO.

BOOKKEEPER - mature, experienced, familiar with IBM personal computer, monthly statements for 5 small companies under auspices of outside CPA. Responsible for all tax compliance work. Some travel thru out midwest for audit type reviews. $26,000 with travel allowance & insurance. Secure position with 20 year old company good atmosphere. Please send resume with availability to box 942 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER position available in Accounting Services Dept. of large, local CPA firm. Minimum 3-5 years experience in posting thru trial balance and payroll taxes. Flexible hours. Send resume to:
Ursula Scorpio, 3001 W. Big Beaver, Su. 520, Troy, MI. 48084.

504 Help Wanted Office-Clerical

GROWING, GROWING, GROWING!!!!

ADMINISTRATIVE ASSISTANT

We are a well established progressive and growth oriented company looking for administrative support.

We are looking for individuals who are interested in:

- Hard Work
- Enthusiasm
- Challenge
- Professionalism
- Responsibility
- Creativity

If you are a candidate with these interests and possess 5 years office experience, superior clerical skills, and type 50 wpm, submit your resume to:

CHAIRMAN OF THE BOARD
P.O. Box 805947,
St. Clair Shores, MI 48090-5067

An Equal Opportunity Employer

ARE YOU LOOKING FOR RECOGNITION, REWARDS, VISIBILITY?

Stop Your Search!!!!!!

Secretarial Opportunity...

Exceptional career opportunities are available for dynamic clerical professionals who are looking to join an innovative & aggressive team.

Qualifications should include a minimum of 2 years experience, strong organizational & communication skills, and a minimum of 45 wpm typing.

These opportunities offer a competitive salary & benefit package.

For immediate consideration send resume to:

OFFICE MANAGER
P.O. Box 294
Sterling Heights, MI 48311-0294

An Equal Opportunity Employer

Secretarial

Our rapid growth in machine tool automation has created the following openings:

STAFF SECRETARY

Operate word processing unit and assist with office administration duties to provide clerical support for sales, estimating, finance and employee relations staff. 3-5 years experience including shorthand, dictaphone, and 60 WPM typing skills required.

RECEPTIONIST
DATA ENTRY CLERK

Must be able to handle pressure of dual role job. Receive and direct incoming calls. Provide accurate data entry for purchase order requisitions. 3-5 years data processing experience and good typing skills required. Purchasing background helpful.

Excellent salary and benefits program are offered to qualified candidates. Please apply in person or send resume including salary history to:

Employee Relations Manager
BRA-CON INDUSTRIES
12001 Globe Road
Livonia, MI 48150

Equal Opportunity Employer M/F/H/V

504 Help Wanted Office-Clerical

BOOKKEEPER SECRETARY
Full or part time. W. Bloomfield. Call & leave message. 661-2321

BOOKKEEPER TRAINEE experience preferred but will train the right person. Permanent position, interesting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $700 per week. Plus monthly bonuses after training. Call 535-0802

BOOKKEEPER
Part time. 20 to 30 hours for fine furniture store. Ray Interiors, 478-7272

BOOKKEEPING CLERK
Part time 7 - 9 days per month as needed for accounts payable, check register, filing, misc. accounting functions. In large Southfield law firm. Start immediately. Consider daily part time if flexibility needed. Bookkeeping background necessary. Mr. Dominteric 559-7500

BUSY SOUTHFIELD practice needs flexible person for varied duties in and out of office. No experience necessary. Mrs. Weisman. 357-3109

CASHIER/RECEPTIONIST
Typing helpful. Full or part time position. Call Mark for appointment 9 a.m.-5 p.m. 649-0202

CASHIER/
SWITCHBOARD OPERATOR
for must skilled person needed for our Redford store. Light clerical duties; typing, filing, etc.
Call Joan 535-9250

CLERICAL ASSISTANT
For Livonia CPA firm. Permanent part time 20 hours per week. Duties to include typing, assembling tax returns, and light bookkeeping. Assisting Receptionist and Accountant. Call Elaine, 427-6900.

CLERICAL ENTRY LEVEL

SALARY PLUS BONUS
Plymouth, Novi, Livonia

We have 10 jobs for general clerical work. Typing helpful but not required. Must have a phone & a car.

NO FEES

AATCO TEMPORARIES
313-965-2578
29200 Plymouth Rd.
Ann Arbor, MI 48105

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 5005, Southfield Michigan 48086
An Equal Opportunity Employer

CLERICAL

General office duties. Part Time position, good typing skills, computer experience helpful. Send resume to: ECS, 19618 Market, Livonia, Mich. 48150, Attention: Personnel

CLERICAL - mature, experienced person to handle office duties. Filing, phone work, bookkeeping knowledge helpful. Must be neat, well groomed & possess good communication skills. Southfield. Call between 10am-3pm 354-7440

CLERICAL OPENINGS
We need clerical people to fill long & short term temporary positions in the Southfield area. Office experience a must. No fee.
FISHER TEMPORARY SERVICE
Livonia 477-9820

CLERICAL

Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing (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 be independent 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). We offer a complete benefit package including Employee Stock Ownership Plan. Qualified candidates should apply at our office.

The Personnel Department
FIREMAN'S FUND
MORTGAGE CORPORATION
(Formerly Manufacturers Hanover Mortgage Corporation)
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL POSITIONS, full time & part time available. Typing preferred. Please write P.O. Box 9432, Livonia, MI 48151

CLERICAL POSITION
Full or part time for a CPA firm in Troy. Prior clerical experience with accounting form a plus. Duties will include typing, filing, telephone answering and possible light bookkeeping. Compensation will depend on experience. Send resume to: Gerlinger & Del, 1700 W. Big Beaver, Suite 215, Troy, MI 48084.
Attention: Debbie

504 Help Wanted Office-Clerical

CLERICAL (PART-TIME)

Our Collection Administration Dept. is seeking a dependable individual with accurate typing of 40 wpm & excellent communication skills. Responsibilities include contacting laser phone calls, preparing letters for mailing & filing. Working hours are from 4pm-8pm, Mon.-Fri. The ability to work under pressure is a must. Spanish speaking is a plus. Individual must be willing to work additional hours when needed. We offer a complete benefit package including an 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)
27555 Farmington Road
(Corner of 12 Mile)

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

CLERICALS

Henry Ford Medical Center - W. Bloomfield has openings for Clerical Receptionists. These positions are full time days on a flexible schedule. 35 wpm and previous receptionist experience preferred. Applicants contact: Deb Degrosa at 661-4100 ext. 326.
6777 E. MAPLE RD.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

CLERICALS NEEDED

If you are seeking employment in the automotive industry and have advanced temporaries for long and short term assignments. We are looking for:
- SENIOR TYPISTS - 60 wpm plus
- FOCUS SECRETARIES
- STATISTICAL TYPISTS
- WORD PROCESSORS
- CRT OPERATORS

Let us put you to work.
Temporary Specialists 354-3811

CLERICAL - specialty steel company has a clerical position open with possible room for advancement. Position would require accurate typing skills, good communication skills & general office experience. Call Ali Steel International 261-1200

CLERICAL WORK in 3 person office. Requires general office skills - invoicing, posting/proofing, and good phone skills. Pay commensurate with ability. Excellent benefits. Reply to: Box 950, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
Downtown Detroit firm seeks entry level clerk. Applicant should possess ability to work in fast pace environment. Office experience helpful but not necessary. Compensation includes full medical benefits & salary commensurate with experience. Qualified candidates send resume to Clerk P.O. Box 838, Detroit, MI., 48231

CLERKS

Insurance company in Southfield seeks Part Time Clerks for Mailroom/graphics Department. Candidates must possess excellent skills and numeric filing skills. Typing (20-25 wpm) required. Days (8:30 AM - 4:30 PM) and afternoon, (5 PM. - 10 PM.) shift positions available. Applications are being accepted Mon. - Fri., 9 AM. - 4 PM.
League Insurance Companies
15500 Providence Dr.
Southfield, MI
Across from Americana Theatre

CLERKS/TYPISTS/SECRETARIES - General Clerical, Typing skills a Notrec. Call 557-4417

CLERK - TYPIST
Full time. Good typing skills & pleasant phone voice a must. Some experience with legal descriptions helpful. Willing to do occasional typing with own car required. Please reply to: Box 941 Observer & Eccentric Newspapers

CLERK TYPIST

Immediate opportunity. Southfield brokerage firm for individual with excellent communication & office skills. Requires typing (55wpm), basic knowledge of word processing & proficiency in standard software. Ideal candidate will have 2 years office experience. Salary dependent on experience. Favorable fringe benefits. Call Renee at 353-9770, ext. 2222

CLERK/TYPIST to perform general office work. Full-time. Pleasant working conditions. Favorable hours. Not afraid to accept responsibility. Computer experience preferred. Financial planning company. Somerset Mall area. For interview call:
COME & JOIN a growing company. Long & short term temporary assignments available.
WORD PROCESSING
SECRETARIES
IBM 5520 & IBM 36

CLERK TYPISTS
Call for an appointment today.
NO FEE Contempra 583-4858

COMPUTER DATA INPUT
Full-time. Insurance agency near Southfield area. Pleasant working atmosphere. Salary commensurate with experience. Call for appointment. 557-2757

EXECUTIVE SECRETARY

$21,000 & UP
Leading firm offering full benefits and extras with advancement opportunity! Need: typing and dictation skills. Call 399-5450.
SNELLING & SNELLING

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

EXECUTIVE SECRETARY

$20,800
A choice position at a well established company. Your excellent secretarial skills will be appreciated here. Benefits are free and the pay paid. Call Eleanor at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
SALARY - $18,000
Southfield executive is seeking your excellent secretarial skills of typing & shorthand. Company offers excellent salary potential & good benefits including dental. Call Today for a confidential interview.
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-6505

EXECUTIVE SECRETARY
Excellent opportunity for an organized self starter to join a quality organization. Individual must exhibit strong communication skills and be able to work with very little supervision. Position requires excellent typing, shorthand and knowledge of all office equipment. Word processing experience necessary. Minimum of 3-5 years experience preferred. We offer a comprehensive compensation & benefit package. Please send resume and salary history to: Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

COMPUTER DATA INPUT
- OPERATORS -
For Farmington Tax Firm. Temporarily, Jan. - April. 255-7420

COMPUTER INPUT OPERATOR
and General Office. Part-time, for CPA Office.
Call for appointment. 356-7600

CRT OPERATORS &
WORD PROCESSORS
Some clerical background. Excellent salary & benefits. Fee Paid.
Lawrence & Assoc. 478-7450

DATA ENTRY

Birmingham based property management firm seeking full time data entry person. 1 to 2 years computer experience necessary, bookkeeping abilities a plus. Will be working directly in property management. Send resume to:
UHPROP
280 Daines St., Ste. 300
Birmingham, Mich., 48011

DATA ENTRY CLERK
Part time, afternoon shift, flexible hours, 25-30 hours/week. Entry level position, will train. Call:
348-8000 ext. 325

DATA ENTRY CLERK

Recent promotion has created an opening for a Data Entry Clerk. The qualified candidate will be a high school graduate with proficient 10-key skills or data entry training. We offer a competitive salary, benefit package and excellent opportunity for growth. Please, no calls, apply in person between 8:30 and 4:00 or forward a resume to:

Human Resources Center
Little Caesar Enterprises, Inc.
2305 Maplelawn
Farmington Hills, MI. 48024

Equal Opportunity Employer M/F

DATA ENTRY/INVOICING - growing Troy leasing company has opening for dependable, detail oriented to do data entry & invoicing processing. Good typing skills & IBM Display Writer experience a plus.
Call between 9-5pm 649-5500

DATA ENTRY person needed for invoicing. Must be accurate & type 55 wpm. Full time. Benefits. Southfield location. Call Terri for appointment, 559-4330

DATA ENTRY/PROFILER

Entry level position. Must handle filing & accuracy with numbers in typing. Typing required. Good verbal communication skills required. Will train. Send resume to: Support Services, 39519 Plymouth Rd., Plymouth, Mi., 48170

DATA ENTRY
Southfield distributor seeks qualified individual for data entry position. Accuracy, attention to detail, ability a must. Excellent benefits. Call Cindy at 557-6378

DEPENDABLE MATURE PERSON needed for non-profit health agency. Cash receipting, updating computer information, typing, typing, answering phones. Southfield. Call Cindy 552-0320

DIVERSIFIED POSITION. Typing, filing, scheduling, phone work. Public Relations. Full time. Will well under pressure & have a pleasing disposition. Will start at $4.50 per hour to start + Blue Cross & other benefits. Excellent opportunity for advancement. Large family-owned business. Prefer long-term commitment. Barnes, Wendling, Lab, Alan Barnes 661-2020

ER CLERK

Henry Ford Medical Center - W. Bloomfield has openings for full time ER Clerk to work weekends on the midnight shift. Medical terminology and computer skills are a plus. Interested applicants can contact:
Mary Ann Lewis
6777 W. Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

EXECEPTIONAL OPPORTUNITY

Dynamic Secretary. $13,500 Great Benefits! Prestigious form! Amicable atmosphere! Need: good typing, clerical and communication skills. Call 399-5450.
SNELLING & SNELLING

EXECUTIVE ASSISTANT
To President of Birmingham investment management firm. High energy person desired. Challenging opportunity, minimum 5 years experience. Must have bookkeeping, Lotus, word processing and general office knowledge. Salary dependent on experience. Qualified applicants please send resume to:
P.O. Box 410
Birmingham, MI 48012

EXECUTIVE SECRETARY
To The City Manager

To provide executive secretarial and administrative support services in the City Manager's office of Farmington Hills. Minimum of 3 years secretarial experience including word processing, shorthand, typing (60 wpm) and dictaphone. College preferred. $18,961 to $19,961 depending upon experience. Apply in person or send resume by Dec. 22, 1986, to:

City of Farmington Hills
Personnel Dept.
31555 W. 11 Mile Rd.
Farmington Hills, MI 48018-4099
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Permanent part time. Southfield area. Challenging position. Call for appointment. 557-2757

EXECUTIVE SECRETARY

$21,000 & UP
Leading firm offering full benefits and extras with advancement opportunity! Need: typing and dictation skills. Call 399-5450.
SNELLING & SNELLING

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

EXECUTIVE SECRETARY

$20,800
A choice position at a well established company. Your excellent secretarial skills will be appreciated here. Benefits are free and the pay paid. Call Eleanor at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
SALARY - $18,000
Southfield executive is seeking your excellent secretarial skills of typing & shorthand. Company offers excellent salary potential & good benefits including dental. Call Today for a confidential interview.
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-6505

EXECUTIVE SECRETARY
Excellent opportunity for an organized self starter to join a quality organization. Individual must exhibit strong communication skills and be able to work with very little supervision. Position requires excellent typing, shorthand and knowledge of all office equipment. Word processing experience necessary. Minimum of 3-5 years experience preferred. We offer a comprehensive compensation & benefit package. Please send resume and salary history to: Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

QUAKER

ADMINISTRATIVE SECRETARY

The Quaker Oats Company offers an outstanding opportunity at its Detroit Zone sales office in the Troy/Bloomfield area.

We are looking for a highly motivated individual for our busy 12-person office to provide administrative support to the field sales force as well as assuring efficient operational services and work flow in the Zone Office.

Applicants must have excellent typing skills and be number-oriented. Computer skills a definite plus.

We are a Fortune 500 company offering generous fringe benefits including medical/dental, profit sharing as well as an excellent starting salary. Send complete resume to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

An Equal Opportunity Employer

WE'VE ARRIVED IN FARMINGTON HILLS

MANPOWER

is proud to announce the opening of our brand new office in the Metro Bank Bldg. at Grand River & Halsted.

LEARN ABOUT WHAT MANPOWER CAN DO FOR YOU!

- Top pay
- Free Word Processing/PC Training
- Paid Holidays & Vacations
- Life/Health Insurance
- & Much More

APPLICATIONS - now available for: General Clerical, Secretaries, Word Processors, Data Entry Operators, Switchboard, General Labor & Light Industrial Positions.

Call us for an appt. at:

MANPOWER - TEMPORARY SERVICES
471-1870
Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Downtown Detroit office of national CPA firm seeks person with excellent typing (65 wpm) and shorthand (80/100 wpm) skills. Must have at least 3 yrs. prior secretarial experience with senior level management, college degree helpful.
Excellent working conditions along with tuition reimbursement.

Benefits are competitive. Please send resume to:

RECRUITING SECRETARY
COOPERS & LYBRAND
400 Renaissance Center
Detroit, MI. 48243

An Equal Opportunity Employer

EXPERIENCED IN RETAIL Office Procedures, Accounts Payable, Bills, Southfield location. Great benefits. Call Karen.

EXPERIENCED SECRETARY/
Administrative Assistant for large construction company. Bookkeeping and insurance background helpful. Must be self-motivated well without supervision. Send resume and salary history to Office Manager, P.O. Box 768, Farmington, MI 48332
An Equal Opportunity Employer

FARMINGTON SALES SECRETARY

Large company offers exciting diversified position for a career oriented professional. Must have good typing & word processing skills. Salary $18,500 plus excellent benefits & growth potential. If you like leading people & working in a beautiful office, this job is for you.
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

FILING CLERK - part time, 10 hours per week, no experience necessary, flexible hours. Southfield area. 352-2180

For the best New Year, call Eleanor at 464-0909 for assistance in bettering your career. Secretarial and administrative positions available. Basic training and 2 years experience.
SNELLING & SNELLING

FREE TRAINING

Word Processing
Data Entry
Government Regulated program for qualified Oakland County residents. Limited openings. Don't delay, call today. 544-2660

GENERAL CLERICAL
for Auto Insurance Co. Typing, a must. Will train. Excellent benefits & work environment. Resume to: P.O. Box 523, Birmingham, MI 48012

GENERAL OFFICE WORK
Regular part time position open. Approx 20 hours per week with 1 year right person. Call for appointment. Red Cedars Restaurant 553-5170

GENERAL OFFICE part time, mornings. Ideal for experienced person re-entering the work place. Good organizational & phone skills. The Shutter Shop, Mr. Hart, 553-1169

GENERAL OFFICE - mature person, some bookkeeping & payroll experience helpful. Good benefits, handwriting, 8 Mile - Southfield area. 557-1110

GENERAL OFFICE - Need experienced person to do payroll, bookkeeping and typing. Call Jay for appointment 834-1300

GENERAL OFFICE WORK
Typing, filing, phone answering. Experience preferred. Full time. Apply in person. 28100 Northwestern, Livonia (between Plymouth & Schoolcraft)

GENERAL OFFICE - 1 person office. Small electrical contractor and lighting business. General office, bookkeeping, typing. Prefer someone from outlying area. 24 to 32 hours per week with potential 40 hours. Send resume to: R.L.E.S., P.O. Box 164, Clawson, Mich., 48017

GENERAL OFFICE.
Full time maintenance position person needed. Self-starter who is assertive for a fast-paced office. Extensive phone work. Light typing, research, for our 5 man office. Diversified duties. Plan, vacation, holidays, hours, 9-5 P.M., in Kresge Harbor area. Send resume to: P.O. Box 5336, W. Bloomfield, MI, 48003.

GENERAL OFFICE - a part time position, 32 hours per week, for a Southfield medical manufacturing company. Prefer someone with office experience, type 50 wpm, good spelling & grammar. Excellent phone manner. Switchboard experience, photo-copying, filing, etc. Hours 9:00-3 PM. Call Personnel 353-2620.

GENERAL OFFICE

Architectural Firm in Bloomfield Hills seeks reliable individual to work in reception area. Diversified duties. Call for appointment between 9am-4pm. 338-4361
An Equal Opportunity Employer

GENERAL OFFICE - Prefer CRT experience. Heavy telephone. Excellent communication skills, full time, will train. 425-0770 or 522-5627

GENERAL OFFICE - PART-TIME
Typing, filing, phones, etc.
Southfield area. For interview, please call Ms. Wyatt, 358-1090

GENERAL OFFICE
12 Mile/Southfield area. Some typing, filing, general office duties. Very pleasant atmosphere. Full time. Call Mr. Brown. 557-3344

GENERAL OFFICE - permanent part time, 3 days/week. Must have good communication skills, typing & clerical skills. Apply at: Allied Commerce Center, 31740 Plymouth, Livonia.

GENERAL OFFICE CLERK
Entry level general office clerk to assist manager of promotional department in Southfield. Must have math aptitude and type 40 WPM. Call after 9am at 353-3311, Ext. 217

GENERAL OFFICE
Immediate opening for full time position in busy work environment. Must include light typing, filing, posting, computer input, and more importantly, ability to handle in-coming customers orders by phone. We will train. For interview send name & number to: B.S.S., P.O. Box 338, Farmington, MI 48024

GENERAL OFFICE

Full time entry level position at our Walled Lake location. Duties include accounts payable, order processing and recordkeeping. Willing to train right person. Please call Main Office at 624-5300.

Haggerty Lumber

GENERAL OFFICE
$14,500 FEE PAID
Great location, administrative responsibilities, client contact, and word processing. 2 years solid experience required in general office. Full benefits. Call 649-1900.
SNELLING & SNELLING

GENERAL OFFICE

Seeking pleasant poised individual for full time entry level position in our Corporate Personnel Department. Must have excellent typing and telephone skills. Excellent benefits including tuition reimbursement. Please call 644-5300.

Erb LUMBER CO.
BIRMINGHAM

GENERAL STOCK
Rapidly growing company located at 8 mile & Telegraph, seeking aggressive hardworking people who would like a good future. Good Benefits. Call for an interview appointment. 538-5965

504 Help Wanted Office-Clerical

GOLDEN CAREER OPPORTUNITIES

LEGAL SECRETARY
(Detroit)
$22,000
PERSONNEL SECRETARY
$15,000
SECRETARY
To $15,000
GENERAL OFFICE
$14,000
RECEPTIONIST
(Detroit)
$15,000
WORD PROCESSORS
(CRT, Wordperfect, Wang)
PAYROLL CLERK
$11,000
$17,500
SECRETARY
$15,000, excellent benefits

ALL FEES PAID

Personnel Systems
8450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

RECEPTIONIST HAIR CARE
Mature, experience preferred. $4.75 per hour. Full time, 9-5:30 days, 2-8pm. Sat., A.M. only 851-7454

HOLIDAY MONEY
We now have temporary assignments available for Secretaries, Receptionists, word processors, Sr. typists and legal secretaries. Top pay, weekly pay check.
WESTERN
TEMPORARY SERVICE
Troy 879-9300
Detroit 961-3700

IMMEDIATE OPENING for secretary/receptionist. Experienced, familiar with IBM Hisly for department. 398-6533

INSURANCE AGENCY
Personal Lines Customer Service Representative. Apply within agency. Benefits. Experience required. Apply now.
Professional Insurance Associates
3238 W Maple Rd. W. Bham.

INSURANCE AGENCY
Clerical assistant with property or casualty background. Call Mrs. Smith. Competitive salary, benefits. Farmington Hills 553-4800

INSURANCE
AGENCY CSR's

The Independent Insurance Agents of Michigan provides a FREE employment service. We are now interviewing experienced commercial or personal lines CSRs or agents who can help you find a new position.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY Southfield looking for Secretary with PC experience. Please send resume with salary requirements to: P. O. Box 2223, Southfield, Mich., 48037

INSURANCE
CLAIMS ADJUSTER - Property, auto, PIP. Salary to $20K.
Fully paid benefits. No fee paid.
B. HAMIL PERSONNEL
424-8470

Insurance-Experienced Only
AGENCY POSITIONS

Southfield - Livonia - Troy
Detroit - Sterling Heights - Farmington
Commercial & Personal Lines
CSRs-Marketing-Claims-Rater
CONSOLIDATED PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE - general office, clerical, typist & CRT, typing speed 50 wpm, 5 days per week, benefits, nice working conditions. Republic Ins. Co. 25400 Lasser, Southfield

INSURANCE - Individual with insurance experience to assist agents with personal & commercial lines. Typing 50wpm. Excellent entry level growth position. Apply PO box 572943, Birmingham Michigan, 48012 or call Peg 258-2896

INSURANCE - One girl Southfield agency needs secretary/clerk with experience in personal line, morning or short hours. 557-7822

INSURANCE
Property & Casualty agency in Southfield has opening in the commercial department for person with rating experience in General Liability, Commercial Auto & Property. Opportunity for growth. 355-4400

INVOICE DEPARTMENT, full time days, typing speed minimum 55 WPM. Call Cindy,
569-0850

KEYPUNCH

Full time position open for data entry operators in Southfield. Must have minimum 1 yr. experience. Call Mr. Christie, after 9am, weekdays, at 353-3192

LEASING CONSULTANT
National property management company is seeking a full time leasing consultant for its luxury apartment community in Troy. Secretarial, sales & prior related experience preferred. Please send resume to: Leasing Consultant, 1 Three Oaks Blvd., Troy, MI 48098

LEGAL SECRETARY
Experienced, personal injury, for small Southfield firm. Excellent salary & benefits. Full-time position with future. 354-2300

LEGAL SECRETARY
Birmingham Plaintiff Litigation Firm. Word Processing, Shorthand, typing necessary. 2 to 3 years experience. Excellent benefits. Salary dependent upon experience. Excellent benefits. Ask for Gretchen. 645-1003

LEGAL SECRETARY
(1) Main Office in desirable Farmington Hills office location. All benefits. Requires Legal experience along with a desire to manage a small office engaged in General Practice. Please call 855-1205

LEGAL SECRETARY
Experienced, needed for general practice Bloomfield Hills law firm. Good benefits. Call Joyce Luxon 647-1212

LEGAL SECRETARY
needed for Southfield law firm. Experience in litigation, word processing. For interview call Carol between 10 and 3 pm. 559-2828

LEGAL SECRETARY in Southfield, some litigation experience necessary, word processor. Call after 5PM weekdays & Saturdays only. Ask for Mel Papiste. 557-1656

LEGAL SECRETARY
for Southfield Defense firm. CPT experience & Litigation background helpful. Pleasant atmosphere. Salary commensurate with experience. Excellent benefits. Lort, 355-4141

LEGAL SECRETARY'S NEEDED to join our faculty. Part time, day or evening. 1-2 classes per week. Classes will meet at the Honeywell Center in Southfield. For information call Legal Secretarial Career Institute, Inc. 885-8671

LEGAL SECRETARY
Word processing equipped Birmingham firm needs experienced Legal Secretary for corporate and trial practice. Top flight skills needed. Top flight compensation package. Send resume to: Goss & Jordan, P. O. Box 763, Southfield, MI., 48034.

LEGAL SECRETARY
Litigation experience preferred. Prime Troy location. Call Beverly 643-7450

LEGAL SECRETARY
Southfield law firm seeking individual with strong experience in insurance defense & general practice. Excellent salary & benefits. 353-1333

LEGAL SECRETARY - Full time position for experienced legal secretary with word processing.
Bloomfield Hills location.
Contact Cindy. 647-1500

LEGAL SECRETARY
For Southfield law firm. Min. 2-3 yrs. experience. Salary & benefits commensurate with experience. Ask for Attorney in charge 352-7680

LEGAL SECRETARY
Troy defense litigation law firm seeks experienced secretary, discovery, word processor. Send resume to: Zamplas, Paskin & Nagel, 1189 W. Long Lake Rd. Troy MI. 48098

504 Help Wanted Office-Clerical

LEGAL SECRETARY for small Farmington Hills general practice firm. Word processing experience desired. Salary commensurate with ability, benefits. 358-4110

LEGAL SECRETARY

Corporate legal department seeking experienced legal secretaries. Litigation & corporate experience helpful but not necessary. Strong typing & shorthand required. Suburban location, excellent salary & full benefits. Call or send resume to: Sandy Sawyer, C & T Telecommunications Corp. Permanent Placement Division, 3221 W. Big Beaver, Suite 205, Troy, MI 48084. 649-5533

LEG