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

ASSIGNMENTS FOR Senior Typists for temporary evening assignments with flexible hours.
NO FEE BENEFITS

Contempra
563-4858

ASSISTANT BOOKKEEPER
Posting Accounts Receivable, accounts payable, sales journals and cash disbursement, inventory control, typing and handle 3 line phone. Experience necessary. $6 per hour to start plus benefits. Troy area. Apply to Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT OFFICE MANAGER
Join our management program & enjoy excellent earnings & fringe benefits in addition to rapid promotion to management. Qualifications include experience in Accounting & Bookkeeping, basic computer knowledge, calculator & typing skills. Prior Management experience is a plus. Resumes to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

ASSISTANT TO PURCHASING DIRECTOR
Educational Community has opening for an assistant to the purchasing director. Candidate must have excellent typing & organizational skills as well as working knowledge of a purchasing department and mainframe functions. Salary commensurate with experience. Please forward resume to Director of Personnel, P. O. Box 401, Bloomfield Hills, MI. 48013. Resumes received after Jan. 19 will not be considered for this position.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ATTENTION
All Experienced 10 Key Calculator Operators

Kelly Services has immediate openings for touch 10 key calculator operators to perform an inventory in Troy. Hours 8 pm til ?, Monday through Friday. 2 week assignment.

Call for an immediate appointment:

362-1180
Troy

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

ATTENTION: Needed immediately, Earn extra cash working temporary jobs in suburban areas. Companies are seeking additional help for: Typists 40-60 wpm., Sr. Typists 60 plus, Stat Typists, General Secretarial, CRT Operators, Word Processors.
Temporary Specialists 354-3812

ATTENTION
Word Processors
Needed Immediately!
Challenging long term and contract position available with top paying companies. Call to register now at:
264-0501
CDI
Temporary Services, Inc.
TROY, STERLING HGTS.

AUTO DEALER needs PBX Operator & Cashier. Dealership experience preferred. Farmington Hills area. Call Mrs. Frontiera. 471-0800

BOOKKEEPER - small manufacturing company. Experience preferred, will train ambitious person. Detroit area. Ron Nichols. 341-6478

AUTO DEALER NEEDS Ford Warranty Claims Processor. Experience preferred. Excellent benefits.
STARK HICKEY WEST
Ask for Cindy 538-6800
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AUTO DEALERSHIP (G.M.) in Livonia, needs Switchboard Operator. Typing experience - A Must!
528-0900

AUTO Dealership needs experienced accounts receivable and general office help. Computer experience helpful. Call Linda for appointment. 425-6500.

AUTOMOTIVE SALES SECRETARY
To $18,000. A successful automotive supplier has an immediate opening in their regional office. Your good skills and experience will be appreciated here. Fee paid. Call Bernice at 353-3000.
After 5 PM. Appointments Available
SNELLING & SNELLING

BEECH DALY/I96
Challenging full time entry level position handling customer accounts. Basic office skills & ear-ident phone manner required. Energetic, friendly non-smoking atmosphere. Good benefits. Salary commensurate with experience. Call Cindy between 11:30am-1pm or 4pm-6:30pm for interview:
533-3638

BILLER NEEDED- EXPERIENCED. For Southfield auto dealer. Benefits.
Call: 353-9000

BILLING CLERK
with knowledge of the Moving Business & Household Tariffs.
Experienced Only! Send resume:
Attention: Personnel Dept.
Leonard Bros. Moving & Storage
1742 E. Maple, Troy, MI. 48084

BIRMINGHAM Architectural firm seeks full time head draftsman. Work experience necessary. Familiar with all types of construction, self-directed with min. supervision. Salary negotiable. Benefits available.
540-1711

BIRMINGHAM Real Estate office: typing, good phone skills, entry level position.
258-3410

BONUS
$100
If you are a typist or secretary with experience on any of the following word processing equipment, we have a position for you. IBM PC, LOTUS, WORD PERFECT, WANG, DISPLAY WRITE III, IBM 5520, XEROX 860 or NBI. You can qualify for an extra $100 by applying during the month of January & work 100 hours for Temporary Resources.
Long & short term assignments available with metropolitan Detroit's largest corporations.
Top Pay - Vacation & Holiday Pay
Medical - Prescription
Life Insurance - No Fee
TEMPORARY RESOURCES
356-1616
Livonia - Southfield - Troy
St. Clair Shores - Taylor - Ann Arbor

Construction company looking for an experienced full charge bookkeeper. Must have experience and A/P, A/R, G/L to trial balance. Good pay and benefits. Submit resume to: Personnel Dept.,25380 Five Mile Rd., Redford, MI 48239

BOOKKEEPER
CPA firm in Southfield has a capable, experienced, full-charge bookkeeper for its busy client bookkeeping department. The ability to handle multiple books on your own is required as well as enthusiasm. Challenging, diversified position for a person who enjoys bookkeeping. Salary kept to upper teens. Please send resume to: R. L. P. O. Box 963, Southfield, MI., 48037.

504 Help Wanted Office-Clerical

BOOKKEEPER/ACCOUNTANT - with 3 years experience for export company in Troy. CPA preferred. Salary negotiable. Reply in confidence to: PO Box 846, Troy, 48099

BOOKKEEPER
Experienced, needed for communications company in Troy. Computer experience preferred. Reply with resume to Paul A. Widdis, P. O. Box 247, Rochester, MI. 48063.

BOOKKEEPER - Experienced 3 year trial balance for a growing Birmingham area consulting firm. Familiar with computers & plus. Generous salary and benefits. Send resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL-TIME
Must have minimum (2) years experience & experience with Computer Accounting Systems. References required. Send resume to:
P.O. Box 8, Wayne, MI. 48184.

BOOKKEEPER/FULL CHARGE
part time. Experience required, flexible hours. Livonia area.
471-3310

BOOKKEEPER Full Charge. Experienced through General Ledger and taxes. Full or part time. Farmington.
349-0580

BOOKKEEPER- Full Charge for W. Bloomfield firm. Must be experienced thru trial balance; computer in-put & payroll helpful. 855-7124

BOOKKEEPER Full time; needed to assist controller for national company headquartered in Birmingham. Receivables, payables, payroll etc. Computer experience a plus.
Call Robin 540-5339

BOOKKEEPER -
Immediate opening for full time bookkeeper at Farmington Hills construction company/land developer. Experience in accounts payable, job costs, payroll & general ledger. Some computer experience preferred. Send resume with salary requirements to box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate position available for an experienced full charge bookkeeper in an expanding property management company located in the West Bloomfield - Farmington Hills area. The ideal candidate will possess the ability to work in a fast paced environment with multiple responsibilities. Data entry experience a plus. Salary plus excellent benefits. Non smoker. Qualified individuals, send resume with salary history to Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Inaty-Prieto of Rochester Hills has part time opening for organized person with bookkeeping experience, typing, math, spelling & office skills required. Call 853-7123

BOOKKEEPER - PART-TIME
Experienced, flexible hours. 12 Mile and Pierce. Call: 559-5333
Delta Advertising Associates

BOOKKEEPER - Part Time
Mature, experienced bookkeeper to work part time, 4-5 hrs. per day. Send resume to: Helen Chenowyth, 5750 W. Big Beaver, Suite #320, Troy, MI., 48084.

BOOKKEEPER
Pay board posting & general office. Full time for apartment complex in Westland. Experience preferred.
455-7100

BOOKKEEPER
Responsible for billing, light typing, pleasant telephone manner very important. Full time, salary commensurate. Send resume to 9123 Telegraph, Redford Twp., MI 48239

504 Help Wanted Office-Clerical

BOOKKEEPER - Part-time Position available for person with Payroll experience. Responsibilities include ADP Payroll, Commissions & General Insurance administrations. Send resume to: CAK, P.O. Box 92, Royal Oak, MI. 48067-0092

BOOKKEEPER
Real Estate management company seeks bookkeeper for full control thru trial balance. Computer experience helpful. Salary commensurate with experience. Salary range to: Certified Realty, Inc., 24350 Joy Rd., Suite 6, Redford, MI 48239.

BOOKKEEPER
Southfield CPA firm has opening for accounting pere-professional with experience in CPA office in full charge bookkeeping through financial statements. Salary commensurate with ability. Call Kris at
559-5868

BOOKKEEPER
Troy property management company seeks a full-charge Bookkeeper to handle multiple sets of books thru monthly financial statements. Knowledge of automated accounting system helpful. Familiarity with property management accounting preferred. Strong bookkeeping skills required. Starting salary 340 teens. Send resume to: P. O. Box 963, Southfield, MI., 48037.

TOLLMER, RUDZEWICZ & CO.
Recruiting for an
Equal Opportunity Employer

BOOKKEEPER/TYPIST
for Livonia office. Part time now - must be available full time later. Apply to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
needed for a very busy & successful insurance company in Southfield. We are a branch office working with several handled insurance professionals in the Metro Area. Applicants must have excellent human relations & communication skills along with bookkeeping experience. Please call Kathleen Haggerty at:
827-2370

BOOKKEEPING CLERK - for large Southfield travel company. Must have legible handwriting, type 40 wpm, figure aptitude & be a stickler for details. Full time, benefits. Call Mrs. Simons, 827-4050

BOOKKEEPING CLERK
Southfield multi-account service company needs person to reconcile bank accounts and prepare various reports. Must have working knowledge of the entire bookkeeping process. Prior computer know-how and stable employment history. Call 356-5555.

BOOKKEEPING-SECRETARIAL
Capable of preparing financial statements, some computer knowledge desirable. Career position with excellent benefits. Send resume with expected salary to: Aircraft Precision Products Inc, 31000 Lahser Rd, Birmingham, Mich 48010.

CHURCH SECRETARY - 5 hours per week, $5 per hour. Hours & days flexible. Living Lord Lutheran Church, Phone Sue, 338-0180 or David
626-2737

QUIET PROFESSIONAL office seeks employee with pleasant phone manner to do light clerical work. Weekday afternoons, 15 hrs per week. Schoolcraft/Farmington area. Business hours:
261-7777

CLERICAL/BOOKKEEPING
Busy law firm, moving to downtown Birmingham, has a full time position open. Duties include general office functions, billing, general bookkeeping and data entry. Good math skills required. 9-5 M-Fri. Send resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, MI., 48076.

504 Help Wanted Office-Clerical

CLERICAL
Accounting Receivable Clerk needed for growing H. subsidiary company. Minimum 3 years experience in computerized system. Excellent pay and working conditions. Call Mrs. Dean, 656-2300.

CLERICAL ASSISTANT
For small congenial non-smoking office. Word processing experience preferred. General office duties include: production typing, filing, Xerosing. N.E. Ann Arbor location. Reply to: Box 262, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical Assistant
Insurance Company in Southfield seeks an experienced Clerical Assistant for its Credit Union Plus Department. Accurate CRT experience, typing (40 wpm) and excellent communications skills required. Knowledge of property/casualty, life or credit insurance desired. Excellent benefits package. Apply Mon. thru Fri. 9am to 3pm at:
League Insurance Companies
15000 Providence Dr., Southfield
(A 30 minute commute?) Forget it!
NO PHONE CALLS, PLEASE

CLERICAL - Entry level position in a Livonia accounting office. Will train to be a bookkeeper. Experience helpful. Send resume to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Entry level position in a Livonia accounting office. Will train to be a bookkeeper. Experience helpful. Send resume to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL for buying office. 1-2 years experience in men's or women's retail office. Duties include order writing, stock count. Well-organized, assertive person w/excellent writing & math skills required. Send resume to: Andree Blank, The Guymore Shops, 722 No. Woodward, Birmingham, MI. 48011

CLERICAL - full time, Bookkeeping & computer knowledge helpful. Southfield area.
559-5649

CLERICAL HELP
TEMPORARY
We have openings for experienced Receiving, Inventory, Bookkeeping and Word Professors. Call Staff Builders for an interview. 425-6380

CLERICAL HELP
Part-Time
Greyhound Food Management, Inc. is currently seeking a part-time receptionist to work 4-5 hours per day.
Shift will typically be from 9 AM. - 1 PM., however schedule is flexible. Light typing will be required, some secretarial experience preferred. This position pays $5.50 an hour.
If interested and qualified, please call Patty or Betty at 540-3533 for an appointment.

GREYHOUND FOOD MANAGEMENT
401 S. Woodward
Birmingham, MI., 48011
An Equal Opportunity Employer

CLERICAL/Typing Individual for growing insurance agency in Canton with opportunity for advancement. Call Margo
453-5582

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-4PM. 354-7440

CLERICAL POSITION - Full-time. Farmington area. Benefits available. Call Gladys
477-0651

504 Help Wanted Office-Clerical

CLERICAL
MERCHANDISING
DUNHAM'S
SPORTS
OUTFITTERS
Join the fast pace business of retail and become a part of our buying team. Dunham's Sports Outfitters has immediate openings for experienced Clerical staff who have background in retail and/or accounting.

Candidates must have a minimum of 1 yr. computer entry experience plus a working knowledge of basic accounting and/or retail principles. Must possess a high energy level and an eye for detail.

If you are interested in the buying field and want to expand your career potential send resume or fill out an application in person at our executive office at our Drayton Plains store.

Attn: E. Miller
DUNHAM'S
5000 Dixie Highway
Drayton Plains, MI. 48020
An Equal Opportunity Employer

CLERICAL
Part time, permanent, 20 hrs per week. Tues & Thur until 8pm. Mon, Wed & Fri. flexible. Type 50 WPM. LIT 356-5200 ext 2005

CLERICAL
PART TIME
Forest City, one of Michigan's largest apartment developers, is currently seeking clerical help for installation program. Typing, filing, phone, billing and being mechanically inclined helpful. Apply in person:
FOREST CITY
13307 Middlebelt, Livonia
An Equal Opportunity Employer

CLERICAL POSITION
Immediate opening in Farmington Hills office.
553-2229

CLERICAL
Positions available with interesting and varied duties. Good clerical & typing skills required. Excellent benefits. Southfield location. Call Mrs. Barker
353-0300

CLERICAL
Positions available in our Southfield office for Clerical and Data Entry Personnel. Qualified candidates must possess excellent math and figure aptitude and general office skills. Qualified candidates may call for an appointment.
827-7400 ext. 465
AMERISURE COMPANIES
An Equal Opportunity Employer

CLERICAL
Several openings for Part time only; letter opening & sorting. Livonia area. Call Denise: 261-0630

CLERICAL/Typing for fast-paced Rochester law office. Must be neat (print & well organized.
Contact Jean: 652-4520

CLERK- Beginning position; typing. Advancement. Apply between 8am-4pm at: 300 Rochester, 18000 W. 8 Mile Rd., Southfield.

CLERKS - GENERAL OFFICE
Experienced clerks needed to audit invoice summaries. Calculate information & prepare for data entry. Verify authorized transactions using various guide lines & referencing computer displayed data. Excellent math & communication skills required. Typing & order transcribing knowledge helpful. Send resume to Box #314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERK TYPIST
for small shop in Livonia area. Full time. 474-8949

Clerk-Typist
Immediate opening for individual to work at our office located in Farmington Hills on 12 Mile at Farmington Rd. Candidates must type accurate minimum 50 wpm and have the ability to deal effectively with the public in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person, Mon. thru Fri. 10am-3pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST
Must be fast & accurate! No Others - need apply. Apply in person at:
Medicos Recovery Care Center,
22350 W. 8 Mile (near Lahser)

CLERK/TYPISTS
RECEPTIONISTS
A Kelly job helps you meet new people
Looking for a way to get out of the house, make new friends and earn extra money? Come to Kelly Services, America's number one name in temporary help. WE HAVE A VARIETY OF SHORT-TERM AND LONG-TERM TEMPORARY ASSIGNMENTS AVAILABLE RIGHT NOW.
At Kelly, we can offer highly competitive pay, merit increases, vacation pay and bonuses. For more details call:
553-7820
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

CLOSING SECRETARY
National Title Co., seeks person to prepare Closing Packages. Math skills & attention to detail a must. Experience preferred but will train. Call Ann Marie Wrobel at 450-3380

COMPUTER OPERATOR
must have IBM system 34 experience. Immediate need. Southfield. Must be self motivated. Competitive salary and fringe benefits. Send letter stating salary requirements and resume to: Box 2, Suite 200, 42320 Ann Arbor Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY
MINIMUM 3 YEARS EXPERIENCE
SHORTHAND SKILLS
TYPING 60WPM
WORD PROCESSING +
Send resume to: MTB, 31751 Research Dr, Madison Hts., MI. 48071 or call Laura 588-8730

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

504 Help Wanted Office-Clerical

DATA ENTRY/ACCOUNTING
Westside manufacturer has an immediate opening for person with very accurate typing/data entry skills. Accounting experience helpful but not necessary. Grow with us into new computerized accounting functions. Please send resume to Personnel Department, P.O. Box 39220, Redford, MI 48239

DATA ENTRY clerical position - part time. Flexible daytime or evening hours. Excellent position for person with on the job data entry experience or student working with computer. Call Mike Wenako, 533-8266

Data Entry Clerk
Building products distributorship needs experienced Data Entry Person. Must be detailed oriented and possess good math skills. Salary $240 per week plus excellent benefit package. Qualified people send resume to: Mr. P., Pella Window & Door Co., 2000 Haggerty Rd., W. Bloomfield, MI. 48033.

DATA - entry operators (14), for Walled Lake company. 4-8pm. Top dollar, call Louise at
624-8501

DATA ENTRY PERSON - Part time Needed Immediately. Flexible hours. Payroll experience desired. Apply at: Plymouth Canton Community Schools, 454 S. Harvey, Plymouth.

DATA ENTRY PERSON: full time, $4.50 per hr. Birmingham area. Contact Candace or Mollie between 9-5 at:
645-1904

DATA ENTRY POSITION
Part time - Flexible hours. 10 key and Tax related experience helpful, but not required. $5 hour. Call Cindy at:
532-4222

DATA INPUT OPERATOR
Full-time. Some experience helpful but not necessary. Must type 45 wpm. Madison Hgts area. Call Carol Bos for interview at
543-2301

DATA PROCESSING ASSISTANT
Downtown employee benefit consulting firm has opening for a data processing assistant. Applicant must have 2 plus years experience, preferably knowledge of DEC VAX/VMS Systems operations, DEC. Fortran 77 Language, DEC. Datatrieve or equivalent DEC. Database software. Supervisory & PC experience a plus. Salary range $16-20,000. Send resume to: Data Processing Manager, P.O. Box 61, Suite 200, Detroit, MI. 48226.

DENTAL RECEPTIONIST
Stable suburban office can use your excellent people skills and general office experience including typing. Fee paid. $15,000-plus, call today, 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

DIRECT MAIL CLERK - Full-time Light typing, will handle shipping & mailing. Please call Mr. Forsyth
477-1650

D.P. MANAGER/PROGRAMMER
One year minimum. IBM Mid System 34. Call Office Manager, 353-9700

EXECUTIVE SECRETARY - excellent typing & organizational skills. Must be self motivated. Competitive salary and fringe benefits. Send letter stating salary requirements and resume to: Box 2, Suite 200, 42320 Ann Arbor Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY
MINIMUM 3 YEARS EXPERIENCE
SHORTHAND SKILLS
TYPING 60WPM
WORD PROCESSING +
Send resume to: MTB, 31751 Research Dr, Madison Hts., MI. 48071 or call Laura
588-8730

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

This Classification continued on the First Page of Section F

504 Help Wanted Office-Clerical

CLERK/SECRETARY
Guardian Industries has an opening in its Tax Department for a Clerk/Secretary. Responsibilities are wide ranging and include Departmental Correspondence, Maintaining our Tax library and other general assignments. Prior office or secretarial experience in a Tax, Legal or Accounting environment is required. Shorthand and word processing experience is preferred. We offer a competitive salary, attractive employee benefit package and a growth environment. Interested applicants may forward a resume with salary requirements to: Robert Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, MI 48167

CUSTOMER SERVICE REPRESENTATIVE
We have several opportunities in our customer service department. If you have 1 to 2 years' customer service experience, possess good oral & written communication skills, are an aggressive self starter, we offer the opportunity to be trained & promoted through a formal advancement opportunity program. Starting salary $11,700 with growth potential to mid & upper teens.
For those who meet our high standards we offer one of the finest benefit packages in the industry including paid health care & tuition assistance.
Send resume or apply to
PERSONNEL
MACCABEES MUTUAL LIFE INSURANCE CO.
25800 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer

A Kelly job is for IBM PC word processing operators
Kelly Services has immediate long and short term positions available for IBM PC word processing operators experienced on:
- Displaywrite III
- WordStar
- WordPerfect
- Lotus 1-2-3

We offer competitive pay and the chance to work with some of the best companies in town. Come to America's number one name in temporary help. We'll put your valuable skills to work.
For appointment:
Southfield 352-5220
KELLY SERVICES The Kelly Girl® People
Not an employment agency — never a fee.
An equal opportunity employer M/F/H

504 Help Wanted Office-Clerical

QUAKER
COMPUTER SKILLS/SECRETARY
The Quaker Oats Company offers an outstanding opportunity at its Troy/Bloomfield sales office. We are seeking a highly motivated individual for our busy office.
Must have excellent computer skills, knowledge and ability to create spread sheets. Accurate typing skills required. Number oriented.
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 The Quaker Oats Company, 4190 Telegraph Rd., Suite 308, Bloomfield Hills, MI 48013.
An Equal Opportunity Employer

Exciting Opportunities with a growth oriented company for qualified individuals.
SECRETARIES
- Minimum 2 Yrs. Experience
- Type 50 plus WPM
- Some Business School Education and/or Associate Degree
- Excellent organizational skills

CLERK TYPIST
- Accurate Typing Skills
- Record Keeping
- Telephone Contact
- Other Clerical Duties

Please Send Resume to:
VALASSIS INSERTS
Attention Kristine Green
34115 W. 12 Mile Rd.
Farmington Hills, Michigan 48018
An Equal Opportunity Employer

EXECUTIVE ASSISTANT TO THE CEO
- Responsibility
- Prestige
- Opportunity
- Challenge
- Fast Pace
- Visibility

We require a minimum of 3 years office experience, excellent organizational and interpersonal skills, excellent typing and clerical skills, strong work ethics and enthusiasm.
We offer an excellent salary and benefit package.
If you qualify please send resume and salary requirements to:
Chairman of the Board
P.O. Box 805947
St. Clair Shores, MI 48080-5947
Equal Opportunity Employer

LET'S TALK CASH!
If you have good phone manners and a competitive spirit, we're looking for you. Partners in Placement is offering competitive wages and flexible hours in the field of:

Experience necessary. We're looking for quality people who want to excell in this growing marketing industry. Call 474-8500 Today!
BECOME A PARTNER IN YOUR FUTURE WITH PARTNERS IN PLACEMENT
A member of... NATS
NATIONAL ASSOCIATION OF TEMPORARY SERVICES, INC.
"The Voice of the Temporary Help Industry"
PARTNERS IN PLACEMENT
20270 Middlebelt Road Livonia, Michigan 48152

IMMEDIATE BONUS! Receive CASH when you qualify under one of PIP's bonus plans.
ANNOUNCING PARTNERS IN PLACEMENT
PARTNERS IN PLACEMENT
We're offering you the opportunity to be a partner in your own future. Partners in Placement is a new placement service located in Livonia. We're looking for individuals who want a "say" in the direction of their future.
If you're interested in "Growth Potential" and are looking for a position in the following areas, please call one of the PIP coordinators at 474-8500.

Accounting	Receptionists	Switchboard Operator
Secretaries	Clerks	Medical Secretaries/Transcribers
Typists	Data Entry	Word Processing

Partners in placement offers positions, in your area, for full or part-time employment. Whether you're a college student, retired employee, homemaker, or just looking for some extra-income, PIP is interested in you. With our competitive wage plan, vacation bonus, referral bonus, "first week" bonus plan, and availability of medical insurance, we believe you owe it to yourself to call today.
TAKE THE FIRST STEP TOWARDS YOUR FUTURE WITH PARTNERS IN PLACEMENT
A member of... NATS
NATIONAL ASSOCIATION OF TEMPORARY SERVICES, INC.
"The Voice of the Temporary Help Industry"
PARTNERS IN PLACEMENT
20270 Middlebelt Road, Livonia, Michigan 48152

504 Help Wanted Office-Clerical

CIRCULATION CLERK
Our Birmingham office is in need of someone with 1 year general office experience and good telephone etiquette to work in the Circulation Department. Computer terminal experience helpful. Good working conditions plus fringe benefits. Please apply:
THE
Observer & Eccentric
NEWSPAPERS, INC.
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer

QUAKER
RECEPTIONIST/SECRETARY
The Quaker Oats Company has a position opportunity at its Troy/Bloomfield sales office. This position carries the following responsibilities:
- Answering an 8 line Merlin phone system for a busy 12 person office
- Handling both incoming & outgoing mail for approximately 70 sales people
- Office filling of reports & correspondence
- Routine typing - No shorthand required

Applicant should have an excellent telephone manner, possess a sound knowledge of general office skills. We offer generous fringe benefits including medical/dental, profit sharing & an excellent starting salary. Send resume to The Quaker Oats Company, 4190 Telegraph Rd., Suite 308, Bloomfield, MI 48013.
An Equal Opportunity Employer

LOOKING FOR A CAREER CHANGE?
Clerical opportunities available.
Our growing Detroit office has clerical positions available. These positions offer:
- Responsibility
- Fast pace atmosphere
- Challenge

Qualified candidates should be quick learners who have:
- Excellent typing skills
- Strong organizational talent
- Previous office experience or schooling
- Strong work ethics and enthusiasm

We offer an excellent salary and company paid benefits.
INTERESTED? SEND resume and salary requirements to:
Office Manager
P.O. Box 5067
Warren, MI 48090-5067
Equal Opportunity Employer