504 Help Wanted Office-Clerical

BOOKKEEPER - 3 to 4 years experience. Accounts payable, Accounts Receivable, Payroll, typing 55 wpm., computer experience a must. Good benefits. Send resumes only to: Associated Hospitals Processing Facility, 14805 Linwood, Detroit, Mi., 48238, Att: Diane.

BUSINESS OFFICE POSITION
Person with bookkeeping background with experience in managing cash investments, property taxes, and accounts receivable through data entry. Send resume to:
VAN BUREN PUBLIC SCHOOLS
555 W. Columbia
Belleville, Mi., 48111
Att: Jack Hoerner

BUSY OFFICE furniture company needs full time experienced person - telephones, filing, typing, great deal of figures/detail work, accuracy top priority. Poise and appearance important. Woodward - 10 Mile area. 547-6111

CASHIER - Experience preferred. Will train. Salary commensurate with experience. Call, ask for Ms. Pasternak 525-8200

CASHIER RECEPTIONIST
Sunshine Honda is looking for an exceptional communicator to fill immediate opening. Excellent career opportunities and benefits. Pay commensurate with experience. Call to schedule an interview. 453-3600

CLERICAL ASSISTANT
Entry level position, general office duties, typing and good organizational skills required. Pleasant office in Farmington Hills with good benefits. Call Colleen, 855-8814.

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, 55 WPM. Send resume to: Office Manager, 30215 Southfield RD., Suite 115, Southfield, Mi., 48076.

RED WING TICKET WINNER

ARTHUR A. GUTOWSKI
17490 Francavilla Drive
Livonia

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, January 30, 1987 to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

CLERICAL ENTRY LEVEL

SALARY PLUS BONUS
Plymouth - Novi - Livonia
We have 10 jobs for general clerical work. Typing helpful but not required. Must have phone and car.
(NO FEES)
Aatec Temporaries
965-2578

CLERICAL - filing, typing. Good phone voice. 40 hours per week. Starting wage $3.75 per hour. Immediate. Resume to Personnel, Box 40548, Redford, MI 48240.

CLERICAL

Full time position available for an individual capable of writing, reading & speaking Spanish FLUENTLY. Typing 40 wpm required. Excellent benefit package & pleasant working environment. Reply to:
P.O. Box 2227
Southfield, MI. 48037

CLERICAL - Ideal part time job, 20 hours a week. Contract furniture sales office. Order processing, telephone answering & typing skills required. Call Jill 259-4540

CLERICAL - Individual for growing insurance agency in Canton with opportunity for advancement. Call Margo 981-5582

CLERICAL OPENING for a part time employee. Knowledge of IBM Computer System a plus factor. Call Mrs. McGuire 591-1414

CLERICAL OPPORTUNITIES

EMERGENCY REGISTRATION - Part time position for weekends and holidays with alternating shifts. Must be available to train full time for 6 weeks on the day shift. Proven 45 wpm, accurate typing. Medical terminology and computer experience highly preferred. Must have 1 year clerical experience, preferably in a hospital/clinical setting.

CASHIER - Contingent position available for person interested in working on an as needed basis only. 1 year experience to include accounting functions, third party insurance requirements and/or banking operations. Must have proven 40 wpm, accurate typing.

ADMITTING CLERK - Contingent position available for person interested in working on an as needed basis only. Must be available for all shifts including weekends and holidays. Proven 35 wpm, accurate typing speed required. Must have 6 months related experience.

Qualified candidates may apply Mon. - Thurs., 9 AM. - 2:30 PM., Employment Office. TYPING TEST WILL BE GIVEN AT TIME OF APPLICATION.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, Mi., 48075
An Equal Opportunity Employer

CLERICAL PART TIME

Permanent part-time position available immediately in beautiful Southfield office. Duties consist of filing, microfilming, perforating & assisting others where ever needed. Light typing required. $5.25 per hour. Hours 8:15am-4:30pm, Mon, Tues & Thurs. If interested apply to:
Clerical - Part-time
P.O. Box 2227
Southfield, MI. 48037

CLERICAL POSITION, part time, 20 to 25 hours per week, Mon. thru. Fri. Call Kathy 522-4700

CLERICAL POSITION
For McDonald Ford, Northville
General office skills & computer knowledge helpful. For appointment Call Betty Zyla. 349-1400

CLERICAL/TYPING for fast-paced Rochester law office. Must be energetic & well organized.
Contact Jean: 852-4520

CLERICAL WORKER
Part time. Typing at 50 WPM or more, needed to handle phones & input on IBM computer. Flexible hrs. Experience helpful. Call & ask for Terry 354-3500

CLERK POSITION - full time, working for bankruptcy trustee in 9 Mile - Southfield vicinity. Strong written communication, analytical & math skills required. Ability to work in fast paced environment with minimal supervision. Detail oriented. Salary commensurate with experience. Excellent benefits. Send resume & salary requirements to Box #378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/RECEPTIONIST
Full time position available for mature, self motivated person with good general office skills. Must be able to work Saturdays.
Call Maryann at 537-5578

504 Help Wanted Office-Clerical

CLERICAL/Temporary

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

TEMPORARY CLERKS
- Typing, data entry.
- Answering phones.
- Filing, follow-up.

ACCOUNTING TEMPORIES
- Data entry - some familiarity with accounting principles.
- Answering phones.
- Filing, follow-up.

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

Cathy Heard
Human Resources Specialist
CMI CORPORATION
2600 Telegraph Road
Bloomfield Hills, Mi., 48013

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERKS

Insurance company in Southfield is accepting applications for TEMPORARY full-time clerks to work in its Auto Administration Department. Accurate typing (35 wpm) and excellent filing skills required. Apply Mon. thru Fri. 9am to 4pm.
League Insurance Companies
15600 Providence Dr., Southfield
(Across from Americana Theatre)
No phone calls please!

CLERK TYPIST

A clerk typist position is open in the Purchasing Department with a fast growing multi-national manufacturing corporation. Salary, bonus and profit-sharing along with job security and the opportunity to work with great people.

You will need excellent typing skills, (typing 65 wpm., using an electronic typewriter with memory). We will train in use of a Cannon 500 and computer terminal. Call Barbara Spears, for appointment, 585-9393, Ext. 269 or 217.

CLERK/TYPIST for small office offering competitive wages & benefits. Must have pleasant phone personality & be able to run small errands. Apply in person Mon-Fri 9am-3pm at 12700 Merriman between Schoolcraft & Plymouth.

CLERK TYPIST

Immediate full time position for a fast & accurate typist. 50-65 wpm. willing to work overtime during peak periods. Good spelling aptitude & pleasant telephone personality a must. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Send resume to:
Clerk Typist
P.O. Box 2227
Southfield, Mi. 48037

Clerk/Typists Senior Typists Word Processors

ALL EQUIPMENT NEEDED

Secretaries

We have long & short term assignments available. Top pay plus benefits. Major medical, dental, optical.
SOUTHFIELD 559-1578
DETROIT 963-5050

VICTOR TEMPORARY SERVICES

M/F EOE

CLOSING SECRETARY
Immediate opening in the Southfield area. Experience preferred. Call for immediate appointment. 352-6040

COLLECTOR
needed for Bloomfield Hills based mortgage company. Experience helpful but not necessary. Salary commensurate with experience. Send resume to Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER/DENTAL
Computer Company, specializing in dental software, needs person for training dept. Must have good communication skills & be willing to travel within state. Experience in dental office management highly desirable. Computer experience a plus. Send resume or letter stating qualifications to: D.O.C.S, Personnel, 31275 Northwestern Hwy, Suite 140, Farmington Hills, MI 48018.

Computer Entry Clerk

To work in Farmington Hills office of large real estate company. Send resume, salary and history to Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

COMPUTER OPERATOR
Health Care Agency seeking a candidate with a minimum of 2 years operations experience. Knowledge of COBOL and familiar with BASIC. Experience or knowledge of Burroughs and Wang equipment required. Basic programming skills a plus. Send resume and salary requirement to: Personnel Director, Sacred Heart Rehabilitation Center, 569 E. Elizabeth, Detroit MI, 48201
An Equal Opportunity Employer

CONTROLLER/OFFICE MANAGER
for metal processor. Responsible for all accounting thru trial balance, including payroll on computer system. Must have computer experience & be able to handle detail. Full benefits available. Send resume marked confidential to: Controller, P.O. Box 3314, Farmington Hills, Mi., 48018.

CREATIVE DEPT. SECRETARY
for a busy Birmingham Ad Agency. Computer experience, excellent typing skills, phone skills. Accuracy & organizational skills a must! No phone calls please! Send Resume to:
Stone, August & Co.
ATT: D. McRae
30800 Telegraph, Su. #2785
Birmingham, Mi., 48010

504 Help Wanted Office-Clerical

COORDINATOR
for temporary service business. Non-smoking, small, friendly office in 13 Mile/Southfield area. Require good typing & phone skills. Numerous benefits but no insurance. 540-7790

COORDINATOR
for temporary service business. Non-smoking, small, friendly office in 13 Mile/Southfield area. Require good typing & phone skills. Numerous benefits but no insurance. 540-7790

CUSTOMER SERVICE REP

Beautiful new office needs your office experience and good people skills. Insurance background a plus. $14,750, full benefits, fee paid. Call Colleen at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

CUSTOMER SERVICE - Farmington Hills State Farm Ins. Agency is seeking mature person for Service & Sales. Experience preferred, but not required. For interview 851-5060

DATA ENTRY CLERK
Bloomfield Savings & Loan presently has an opening for a Data Entry Clerk. Qualified candidates must possess strong typing ability (40-45WPM), good organizational skills & detail oriented. Previous Data Entry or Keypunch experience preferred. Send resume to: P.O. Box 12380, Birmingham, Mich. 48012.
An Equal Opportunity Employer

DATA ENTRY CLERK

Experienced. $6.75 hour. No fee.
Call for appointment:
Phoenix Personnel Development
25309 Wykeshire, Farmington Hills
478-1119

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Mrs. S., at Jober, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY, computerized - part time temporary help for bookkeeping department of small company located in Redford. 15-20 hours per week. Write R & D Enterprises, P O Box 5380, Northville, MI 48167

DATA ENTRY & Computer Operator. Typing 60 wpm, KSC Tools, 6300 Eighteen Mile Rd., Sterling Heights, MI 48078. Must be prepared to locate to our new San Francisco branch, after training period in Michigan. 264-8800

DATA ENTRY Computer/operator. Experience on IBM 34 or 36. Fast & accurate 10 key ability. Good math aptitude. Be a self starter. Mon. thru Fri., 2pm-10pm. Competitive salary & benefits. Send resume to: Action Distributing, 35601 Veronica, Livonia, 48150. Attention Beth.

DATA ENTRY Full time position. Birmingham area. $4.50/Hr. Contact Candace or Mollie between 9am-1pm. 646-1504

DATA ENTRY
Growing in-house ad agency has immediate full time opening for a Data Entry Operator. This position will be relocating to Plymouth in Spring 1987. Qualified candidates will have accurate typing of 45-50 WPM and possess excellent math skills. CRT experience is desirable. We offer a competitive wage and an excellent benefit package. Please send resume with salary history to:
HIGHLAND SUPER STORES, INC.
Human Resources Dep't. - D.E.
22625 Ecorse Rd.
Taylor, Mich., 48180
Equal Opportunity Employer M/F

Data Entry Operator

Immediate opening for operator to work 3:30 pm to 12 midnight. Key to tape experience desired. Full benefit package. Qualified candidates apply at, or send resume to:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

DATA ENTRY/ SECRETARY SALES
Multi-state sales firm located in Farmington Hills has excellent opportunity for experienced Data Entry person with secretarial skills. Must have at least 2 years data entry/secretary experience with typing skills of 55-60 wpm., well organized. Excellent people skills with an outgoing personality. Primary emphasis 50% will be data entry. Benefits, plus cash bonus and profit-sharing. Send resume with current salary requirements to: Personnel, Department JD, P. O. Box 1800, Farmington Hills, Mi., 48018.

EXECUTIVE SECRETARY
Assist "Perfectionist President" of Southfield Corporation. Flexible on overtime. Call 353-3311, Ext. 217

EXECUTIVE SECRETARY - national company seeking person with minimum 2 yrs. experience. Must possess strong organizational & communication skills. Typing, shorthand, computer knowledge. Excellent salary & paid comprehensive fringe benefits. Submit resume & salary requirements in strict confidence to: Black & Decker, 3250 W. Big Beaver, #340, Troy, MI. 48084
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY

Southfield professional firm needs an experienced secretary with excellent typing, grammar and phone manner to work for 2 friendly, energetic executives. Dictaphone experience required. Generous salary and benefits. If interested, send confidential resume to: Mr. Glass, P. O. Box 891, Southfield, MI 48037.

An Equal Opportunity Employer

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 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

District Secretary

Southfield office immediately seeking full time Secretary with typing & word processing skills (IBM-PC). Applicants should have excellent communication skills & be a self motivated team player. Send resume to: GTE - Business Systems, 26200 Franklin Rd., Southfield, Mich. 48034.

DO YOU

HAVE...

EXCEPTIONAL SECRETARIAL SKILLS?

INTERPERSONAL SKILLS?

EXCELLENT ORGANIZATIONAL SKILLS?

COMPUTER KNOWLEDGE USING:

Lotus 1,2,3
Symphony
Displaywrite 3
Data Base

If you can answer 'yes' to any of the above questions, call 588-5610 today for an opportunity as an ADMINISTRATIVE ASSISTANT on a long term, contract basis for one of the 'Big 3'. Don't forget to ask about our excellent benefit package.

ENTECH SERVICES, LTD.

777 Chicago Rd., Troy

332-4350

ENTRY LEVEL POSITION
Small office seeking personable individual. Applicant must be accurate typist, shorthand or speed writing a plus. Excellent communication skills a must. Real estate or title insurance experience helpful. Please send resumes to: Commonwealth Land Title, 1145 W. Long Lake Rd., Bloomfield Hills, Mi., 48013.

EXECUTIVE SECRETARY/Administrative Assistant, for long-term Construction Management Project. Self-Starter with excellent typing skills & P.C. Word Processing. Construction-related experience preferred.
Reply to: P.O. Box 4316,
Auburn Hills, Mi, 48057.

EXECUTIVE SECRETARY, Full-time immediate position available for OEM Engineering & Sales office in Troy. Requirements: fast, accurate Typist (60 WPM+), with good spelling & organizational skills. Pleasant phone manner & ability to work efficiently with minimal supervision. Word Processing helpful. Competitive salary & Benefit package. Resume to: Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED PERSON for Computerized Processing of Invoices & Cash Receipts. Will also be responsible for Computer Entry of Job Costing Information. Must have experience working with computers. Excellent benefits. Send resume to: Box 500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK for medium-sized Southfield law firm. Experience in legal documentation required. Benefits. Call 262-1800

FILE CLERK needed for doctor's office at 12 Mile/Northwestern area. 20 to 24 hours per week. Hours can be flexible. 348-2402

FILE CLERK - Successful Birmingham retailer seeks file clerk for busy office. Must know how to type and have good organizational skills. Send resume to: The Gramophone, 1560 South Woodward, Birmingham, Mich., 48011

FILE CLERK
Work while children are in school. Permanent part time file clerk in the Wayne/Plymouth & Farmington Hills area. Flexible hrs., no nights or weekends. Send resume to T. Francis, P. O. Box #36355, Grosse Pointe, Michigan, 48236.

FILE PERSON - MATURE
to handle large File area for professional firm. Responsible for maintaining & filing all correspondence, Tax Work & Financial Data. Full-time flexible hours, Jan. thru April. Contact: D. McKenzie, 362-2300

FREE TRAINING

Word Processing
or
Data Entry
Government funded program for qualified Oakland County residents. Limited openings. Don't delay, call Today. 644-2660

FULL-TIME SECRETARY
for Automotive Engineering Supply firm. Must be excellent typist. Prefer experience on Word Processor. Will do correspondence work & phone contact. Must live in N.W. Suburbs. 352-3432

GENERAL CLERICAL
Suburban bank has a full time position available for a balancing clerk. Pay commensurate with experience. Competitive benefits. Interested persons should call Diane Averill or Carol Paczas between 9am-4pm, Mon. thru Fri. at Fidelity Bank, 649-6358
An Equal Opportunity Employer

GENERAL CLERICAL OPENING
Full time. 40+ WPM. Pleasant phone personality. $4.50/hour starting. Non-smoking office. 478-3383

504 Help Wanted Office-Clerical

GENERAL OFFICE work with computer training. Must have experience. 9 mile & Greenfield area. Send resume & references to box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

NO EXPERIENCE - WILL TRAIN
Immediate openings, mature individuals 18-65. Royal Oak area.
545-7756

GENERAL OFFICE
help needed. Mature or retiree.
No benefits. Southfield.
Call: 358-0222

GENERAL OFFICE - Experienced, mature person to be responsible for all office duties including bookkeeping. Please call 326-1600

GENERAL OFFICE CLERK
Entry level, full-time general office clerk. Requirements: Math aptitude, type 40 wpm. Call Mon. thru Fri. after 9am. 353-3311, Ext. 217

GENERAL OFFICE - part time
Southfield real estate office. Must type. Flexible hrs, at least 20 hours weekly. Starting at $5.00 per hour. Linden Management 352-0200

GENERAL OFFICE/Part time. Mature person, bookkeeping, typing, telephone, 30 hours week. Flexible. Business experience preferred. Garden Center. 444-1060

GENERAL OFFICE WORK - Part time 9am-3pm. Light typing, filing, telephone, business machines. NW Detroit. Easy access to Jefferies X-way. Ask for Bill 838-9780

GENERAL OFFICE
Part time for Clerical & Computer Keypunch for Production Control Dept. Forward resume to: 32900 Dequindre, Warren, Mich. 48092.

GENERAL OFFICE - Full time position for Automotive Sales & Service Co. Light typing, bookkeeping, answering phones. Prefer someone with experience. Call Sales Manager 595-0700

GENERAL OFFICE FILE CLERK
S.W. Oakland Cty. Law Firm. Co-op/full time available. Good opportunity; varied experience for intelligent, organized individual.
Call Erin. 349-3980

GENERAL OFFICE FILE CLERK
S.W. Oakland Cty. Law Firm. Co-op/full time available. Good opportunity; varied experience for intelligent, organized individual.
Call Erin. 349-3980

GENERAL OFFICE - experienced with calculator and figures, customer contact and phones. Full or part time. Apply in person: Gorman's, 29145 Telegraph, at 12 Mile, Southfield.

GENERAL OFFICE - hardworking person to handle various office assignments for temporary personnel agency in Southfield. Looking for likeable and persuasive person who enjoy people and good with phone. Room to grow within. Immediate opening. Ask for Sheila. 443-1440

GENERAL OFFICE

Downriver company seeks articulate and experienced front office receptionist/general office. Must type 45 WPM. Responsibilities include, answering phones, typing, filing and light bookkeeping. Send resume in confidence to: Ms. Garrett, P. O. Box 891, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

GENERAL OFFICE HELP
Some typing. 19180 Grand River. 255-6220

GENERAL OFFICE
Mature person, full time, flexible hours. Light bookkeeping, typing, knowledge of calculator. $4 an hour, Farmington area. 478-1971

GENERAL OFFICE CLERICAL
Growth opportunity for person with good typing skills, 2 years general office experience with some knowledge of computers. Bank, savings & loan or finance company background desired. Excellent location near I-94 and Belleville Rd. Pleasant offices, good salary & benefits. Call Gerri, collect: 313-363-2654
FINANCIAL SERVICES, INC
Novi ● Belleville ● Mt. Clemens

GENERAL SECRETARY
$16,640 FEE PAID
Be appreciated enjoy a great boss and beautiful offices. Variety of duties include typing and some accounts payable. Call 644-4600.
SNELLING & SNELLING
EMPLOYMENT AGENCY

GREAT OFFICE POSITION available. No typing, no filing. Must be well organized & have good telephone skills. Full time. West Bloomfield. Ask for Molly 851-2463

HEARING AID OFFICE- Part time- Evenings 4-7pm, Mon.Tues & Wed. Thurs. 9:30am-6pm. Mature, good speaking voice. Sears, Livonia.
Call: 471-5909

HELP WANTED Full time- CRT Typist. National check printing company in Livonia is looking for a full time typist, day shift 7:30am-4pm. Must test at 55 WPM. Good starting wage with many benefits. Call Fri. for interview appt. 8:30am-4:30pm. Deluxe Check Printers. 525-8423
An Equal Opportunity Employer

HIRING NOW

10 KEY ADDING MACHINE OPERATORS
Temporary-Full time or Part time. Plymouth area. 455-5550

HOTEL SALES SECRETARY - Full time. Experienced. Good clerical skills. Apply in person or send resume to: Quality Inn, 31525 W. 12 Mile, Farmington Hills, (Just W. of Orchard Lake) MI 48018, Attn: Sales Department.

Insurance-Experienced Only

AGENCY POSITIONS

Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

504 Help Wanted Office-Clerical

IF YOU Are a good typist, we will train you for our office. Mon. thru Fri. 8:30am-12 Noon & 2pm-6pm. Apply in person: 29065 Ford Rd. Suite 5, Garden City, Mich.

IMMEDIATE OPENING for switchboard, cashier, inventory control. Will train. Possibility for advancement. We promote from within. Apply in Person: Farmington Cycle World, 34600 W. 8 Mile, Farmington Hills, Mi.

INSURANCE AGENCY -
In Southfield has immediate opening for Commercial Lines Customer Service Representative. 3 years experience a must. Salary and benefits commensurate with experience. 354-8110

INSURANCE

AGENCY CSR's

The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR or rater we can help you find a new position.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ins. Personnel Service

INSURANCE/CLERICAL
We are a major commercial financial services organization seeking a responsible individual to join our West Bloomfield office.

The individual will assume responsibilities for insurance compliance and coverage of our finance receivables. Knowledge and familiarity of casualty insurance is a plus. Other clerical responsibilities will be involved. Working knowledge of computers is preferable. Typing speed of 45 WPM is required.

We offer a good starting salary and comprehensive fringe benefits. Submit your resume and salary history in confidence to:
ASSOCIATES
COMMERCIAL CORP.
P.O. Box 890
Southfield, MI 48037
Equal Opportunity Employer M/F

INSURANCE

CUSTOMER SERVICE REP
MIC General, the insurance people from General Motors, has clerical openings in Detroit office. Liberal starting compensation, excellent benefits package. Extensive experience in auto & homeowners insurance is required. Submit resume to:
MANAGER
MIC General Insurance Corp.
New Center 1, Suite 545
3031 West Grand Blvd
Detroit, Mi., 48202.
MIC General is
an Equal Opportunity Employer.

INSURANCE - secretary with property/casualty knowledge. Salary commensurate with experience. Send resume to PO box 2004, Southfield, Mi. 48037

INSURANCE/State Farm - Canton office looking for experienced secretary, part time, Mon., Wed., Fri. Non-smoker. Send resume to: State Farm, 8590 Canton Center Rd., Canton, MI 48187.

INVENTORY CONTROL CLERK
Fast growing company needs intelligent, experienced person for inventory, data entry, and analysis. Experience necessary. Excellent benefits. Write to Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEYPUNCH OPERATORS
Start the New Year off right at Indata Corp. We're looking for experienced operators for 1st and 2nd shifts at our Livonia office. Call us at: 422-8002

KEYPUNCH OPERATORS
needed by service bureau. Experience required. Part time days. Redford area. 937-1180

KEYPUNCH OPERATOR Full or part time. Data entry operator for am & pm shifts. Experienced operators only. 559-1210

Key Tape Operator

Experienced operator to work the tax season. Good pay plus incentive bonus. Plymouth area. 455-5550

LAW FIRM, in Southfield, needs a Secretary with good skills. Shorthand skill is A Must! Legal experience is not required, as we will train. Send resume to: Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEARN & EARN!

Challenging Legal Secretarial Career. Secretary with excellent skills for small Novi Law Firm. 348-2653

LEGAL ASSISTANT
Experienced in Personal Injury & Family Law.
Call Marge 851-6787

LEGAL/EXECUTIVE SECRETARY
Personal secretary for attorney, in Troy, Big Beaver area law firm (moving to Telegraph/13 Mile area in Spring). Excellent typing and communication skills required. Word processing experience (preferably Lanier) necessary. Legal experience helpful. Top pay for qualified individual. 849-2350

LEGAL OFFICE MANAGER
Mature, experienced person for four attorney 20 person Farmington Hills firm. $15,000-$18,000. 851-8611

LEGAL SECRETARIES
Experienced, for fast-paced Rochester law office. Must be energetic & well organized.
Contact Jean: 852-4520

LEGAL SECRETARY
Experienced, for Troy law firm with Word Processing. Non-smoker. Call office manager at 362-1300.

LEGAL SECRETARY
Birmingham firm. Strong litigation background necessary. Full benefits. Call 644-6800

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-5560

LEGAL SECRETARY - 2 man Troy law firm needs experienced legal secretary. Word processing skills necessary. Top notch salary for person with top notch skills. 680-1044

LEGAL SECRETARIES

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

LEGAL SECRETARY
Birmingham firm. Corporate/litigation experience. Full benefits.
Call 644-6800

LEGAL SECRETARY for Southfield law firm, minimum 2-3 years experience. Salary & benefits commensurate with experience. Call, speak with attorney in charge 352-7980

LEGAL SECRETARY

desired for sole practitioner in the Southfield area. Competitive salary. Experience helpful but not necessary. Excellent working environment. Send resume to P O Box 718, Franklin, MI 48025

LEGAL SECRETARY - 3 years experience. Pay commensurate with experience. Southfield law firm, Galbraith, Soome & Akhtar, 357-3910

LEGAL SECRETARY/PARALEGAL
Small Birmingham office. Will train a college-educated man or women, and assist on a law school or paralegal path. Great learning experience. Great place. Great pay. 645-0750

LEGAL SECRETARY - four attorney Farmington Hills firm. Will train on word processor. Benefits 851-8611

LEGAL SECRETARY - Self motivated, computer-wise person for plaintiff personal injury law firm in downtown Birmingham. 258-6262

LEGAL SECRETARY, Downtown firm, Personal injury experience. Excellent typing and dictaphone necessary. Call Marge 961-0425

LEGAL SECRETARY - Workers compensation background helpful. Bloomfield Hills. Salary commensurate with experience. 540-0333

LEGAL SECRETARY
Small Southfield firm, experienced with pleadings, dictaphone and word processing. Salary commensurate with ability. 352-9770

LEGAL SECRETARY
Town Center, Southfield. Plaintiff personal injury & workers comp firm. Pleasant working conditions, excellent salary & benefits.
Experience with Decmate II helpful.
Call: 352-4890

LEGAL SECRETARY - general practice law firm seeking bright, energetic person, must have good telephone, communication & typing skills. Must enjoy working with the public & have a pleasant personality. Previous legal experience a plus. Position will require traveling to & from offices located in Ann Arbor, Dearborn, Southgate & Westland. Mileage is paid. Hrs. are flexible & candidate must have reliable transportation. Send resume to box #478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, part time, experienced in general practice, civil litigation, half days Mon-Fri. Downtown Birmingham. 646-9078

LEGAL SECRETARY for highly motivated firm. Experienced in plaintiff litigation. Pleasant working conditions. Call Marge 851-6787

LEGAL SECRETARY
TOP $$$ FOR TOP SKILLS
Experienced, good grammar and communication skills required. Birmingham office. 540-6311

LEGAL SECRETARY - Southfield - Town Center law firm. Position available immediately. Minimum 2 years experience & word processing required. Blue Cross provided. 353-6811

LEGAL SECRETARY
Medium-sized Oakland Cty. Law Firm needs Secretary with good skills. Shorthand not a requirement. Resume to: Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Birmingham law firm. Minimum 3 years legal secretarial experience, word processor, IBM PC experience, typing speed of 80 wpm and excellent English skills essential. Salary commensurate with experience. Please contact, Ms. Caplan at 540-5900

LEGAL SECRETARIES needed for expanding Southfield law office specializing in medical mal-practice. Minimum 2 years experience required. Individual must possess excellent typing & English skills. Please call Nancy Iveson at 352-2555 for interview.

504 Help Wanted Office-Clerical

LEGAL SECRETARY and word processor positions available (days and afternoons), for law firm of Schlussel, Lifton, located in Southfield. Positions require minimum of 1-2 years, diversified legal experience, proficiency on word processing equipment (WANG preferred), and 80wpm typing. If interested, call Adwenia DeHart between 9AM-5PM at 358-5379

Legal Secretary

Full and part-time permanent positions available for qualified Legal Secretaries and Receptionists. Please send resume and cover letter to:
Oakland County Bar Association
Placement Service
1200 N. Telegraph Rd., Suite 532
Pontiac, MI 48053
or call for more information
338-2100 398-3937
All Fees Employer Paid

Legal Secretary Administrative $23,000 Plus

Senior partner requires experienced Legal Secretary with administrative abilities. Company offers medical, dental, RX, life, 401 K and generous bonuses to the "team player" with word processing and strong typing. Excellent communication skills and pleasant personality are musts. This is an exciting opportunity for the qualified person. Evening appointments may be arranged. Call or send resume to: Rita Roeden, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075. 355-4140

LEGAL SECRETARIES

We have a large number of outstanding opportunities begging for experienced Legal Secretaries in the $15,000 - $18,000 range. Law firms in Southfield, Birmingham and Detroit are very actively adding to staff. Good skills are needed and experience in litigation, medical mal, workers comp, personal injury or real estate. Good benefits. If you are contemplating a change, the time to act is now. Variety abounds! No fees ever. Please contact us this week.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield 358-0060
Detroit 963-4165

MAJOR advertising firm requires (6) secretaries, excellent opportunity & pay, for more information call Doreen at Uniforce 357-0648

MAKE LIFE SUNNY EARN SOME MONEY

Long & short term temporary work in the Troy & Sterling Heights areas. The following skills are needed:
- RECEPTIONISTS
- TYPISTS
- DATA ENTRY
- WORD PROCESSORS

Call Mon thru Fri 8-6pm. 264-0502

CDI

Temporary Services, Inc

MANUFACTURERS REP seeking part time Secretarial help with opportunity for sales future, 20 hours per week. Southfield sales office. Hours: 8-5 PM. 356-1100.

MANUFACTURERS REP seeking part time Secretarial help with opportunity for sales future, 20 hours per week. Southfield sales office. Hours: 8-5 PM. 356-1100.

MATURE PERSON - needed 2 or 3 days per week to answer telephones in plush Southfield office for busy executives. Call Judy 351-2601

MATURE THINKING & Acting Male/Female for General Office assistance. Part or full-time. Birmingham area. 645-0630

MEDICAL BILLING CLERK
Join our full time professional team of medical billers and data processors. Your experience in any area of medical billing will be rewarded with a commensurate wage and health benefits. Medicare/Blue Shield/Medicaid/DME experience most desirable. Some evening hours and Sats. Interested applicants should call Miss White for a telephone interview at 584-9055
Or you may send resume to:
Personnel, 15044 Michigan Ave. Dearborn Mi. 48126

MEDICAL SECRETARIES - transcriptionist background helpful, for excellent opportunity with Detroit & suburban hospitals, top dollar, call Joan at Uniforce 357-0037

NATIONAL COMPUTER DISTRIBUTOR in Livonia is seeking responsible, self-motivated persons for entry level Data Entry Position and Credit Position. Full time, benefits 464-2111

504 Help Wanted Office-Clerical

NATIONAL STOCK BROKERAGE FIRM looking for experienced Wire Operator, Sales Assistant and Receptionist. Please call between 9AM-5PM at 358-1100

NEEDED - someone with general office skills who is good at typing & math to become an in-house customer service representative. Good benefit program including hospitalization. Salary open. Southfield & 11 Mile area. Call 1pm-3pm 557-4242

No Typing Skills?

A KELLY assignment can put you to work right away ... anyway! We have an immediate opening for a long-term clerical assignment. A KELLY job is a great way to earn good pay and merit increases. Call us today!

553-7820
Farmington Hills

KELLY SERVICES

The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

OFFICE ASSISTANT - Part time for a physical therapy clinic in Canton. Good typing skills & pleasant telephone manner is essential. Familiar with IBM, some word processing knowledge necessary. Will train in insurance billing & medical terminology. Salary based on experience. Call 451-0211 for appointment for interview.

OFFICE CLERICAL, part time position open in Southfield for enthusiastic self motivated individual who would enjoy working with college students. Typing a must. Previous clerical background helpful. Must be available days or evenings until 10 plus weekends. Call Debbie or Kristy after 3pm at 569-5320

OFFICE CLERICAL
Self-starter, able to work with minimal supervision. Good typing and 10 key calculator skills necessary. Computer experience helpful. Apply in person: RAMCHARGERS, 36534 Plymouth Rd., Livonia.

OFFICE HELP - Full & part time. Flexible hours. Non smoker. Southfield. $6 starting. Ask for Richard or Jeanette 354-0900

OFFICE HELP - Part time Mon., Wed. & Fri., Typing, phone, calculator, Livonia. Phone for appointment afternoons only. 522-7171

OFFICE HELP - Part time Mon., Wed. & Fri., Typing, phone, calculator. Livonia. Phone for appointment afternoons only. 522-7171

OFFICE MANAGER ASSISTANT
Wanted for busy Livonia company. Duties will include answering phones, light typing, errands and filing in where needed. $200 per week plus benefits to start. Send resume to Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Immediate full time position in Birmingham area. Ability to work independently, good organizational skills, experience in real estate or property management a plus. 3-5 years experience required. Excellent salary, benefits. Call for interview 5820970

OFFICE MANAGER
20 to 40 hours per week. Livonia area. $4.00 per hour plus bonus. Call for interview: 422-8222

OFFICE POSITION
Outstate based firm needs energetic and dependable person to manage regional Southfield office. Must be responsible and motivated. 40 hours per week. Send cover letter and resume to: P.O. Box 1060, Cadillac, MI, 49601.

ORDER DESK CLERK
IMMEDIATE OPENING
Full time, Mon. thru Fri., 8AM-4:30PM. Typing, filing. Mechanical inclination helpful. 591-6222
12173 Market St., Livonia
(Schoolcraft/Levan area)

PART TIME position available for person, 17 years or older. General office - light typing, answering phones & possible computer data entry. $3.50 per hour - hours flexible. Ask for Cathy 478-2700
An Equal Opportunity Employer

PAYROLL/BOOKKEEPER
Experience preferred or Bookkeeping Education.
Call Sandi, 8am-4pm, 255-2273

This Classification continued on the First Page of Section F

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/ RECEPTIONIST

Kuhlman Corporation is seeking an Executive Secretary/Receptionist for its newly opened Plastics Division Headquarters and Technical Development Center in Troy. This is an excellent opportunity to enter a national corporation with good career growth potential. Excellent interpersonal skills, typing, and IBM PC experience required. This job offers a very attractive work environment, salary and fringe benefit package for the right individual. Please send resume or reply to:

KUHLMAN CORPORATION
Personnel Department
2565 W. Maple
Troy, MI 48084

Equal Opportunity Employer Male/Female/Handicapped/Vet

15 WEEKS TO A NEW CAREER *AS A* LEGAL SECRETARY

- Taught by Attorneys and Legal Secretaries
- Comprehensive Training/Small Classes
- Day/Evening Programs Available

FOR BROCHURE CALL 569-6935

Legal Secretarial Career Institute, Inc. Honeywell Center, Suite 775, 17515 West Nine Mile Road, Southfield, MI 48075

504 Help Wanted Office-Clerical

SCHOOLCRAFT COLLEGE

Part time Secretary, $7.23 per hour. Temporary position, lasting approximately 1 year to 15 months in the Presidents office. 3 days per week, up to 24 hours, plus will attend Land Development Ability meeting 1 night per month. Position requires excellent typing skills, composition/formating skills, shorthand/transcription skills and accuracy with figures. Call Personnel Office, 591-6400, Ext. 221 for application.

An Equal Opportunity Employer

SECRETARY DISTRIBUTION CENTER

National Corporation is seeking a mature individual to serve as secretary for our distribution center located at 13501 Ashurst Court in Livonia. Hours are 8 a.m.-5 p.m. Monday-Friday. Candidates should possess necessary secretarial/clerical skills including above average typing and 10 Key adding machine. Pleasant phone personality a definite plus. Interested candidates please send resume to:

VIRCO
MANUFACTURING CORP.
13501 Ashurst Court
Livonia, MI 48150
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

BOOKKEEPER FULL CHARGE

for busy Birmingham office. Must be able to analyze financial statement, be detail oriented, and able to work with minimal supervision. Computer experience a plus. Prefer non-smoker. Salary commensurate with experience. Good benefits.

Send resume to:
Box 524
THE OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Rd.
Livonia, Michigan 48150

SECRETARIAL

Masco Corporation currently has full and part-time secretarial openings in several departments. Applicants should have good typing and shorthand skills with 3-5 years secretarial experience. Knowledge of IBM PC with Lotus, Smart or Display Write III software background is desirable.

Purchasing Secretary — Mature individual, able to handle fast-paced and varied workload.

Legal Secretary — Daytime and late afternoon-evening hours available.

Interested candidates should send resume and salary history to:

Personnel Department
MASCO CORPORATION
21001 Van Born Road
Taylor, MI 48180
"We Are An Equal Opportunity Employer M/F"

504 Help Wanted Office-Clerical

$10 BONUS

- EARN $10 BONUS AFTER WORKING 40 HOURS
- EARN TOP SALARY
- EARN 7 PAID HOLIDAYS
- EARN CASH BONUSES
- PLUS HEALTH & LIFE INSURANCE

Call today for an immediate interview so you can start earning those benefits. We have long and short term temporary secretarial and general clerical openings waiting for you.

CALL 855-8910
BRING THIS AD WITH YOU TO QUALIFY FOR THIS $10 BONUS

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Personnel Services
NEVER A FEE *EOE*

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