EMPLOYMENT

504 Help Wanted Office-Clerical

ASSIGNMENTS Near Your Home Exciting temporary, long & short term, assignments for:
- SECRETARIES
- TYPISTS
- (CPT, Word, NSI, Micro-Mate)
- SENIOR TYPISTS - SWITCHBOARD RECEPTIONISTS

Call today for an appointment NO FEE

Contempra
583-4858

ASSISTANT BOOKKEEPER - experience preferred but will train right person. Good math ability required. Permanent position. Interesting & diversified work. Pleasant working conditions. Office located in Livonia. Starting salary $300 per month plus Blue Cross & Life Insurance. Call for interview call 535-0802

ASSISTANT to Corporate Parts-Mgr. for busy Livonia Dealership. Good organizational & typing skills a must. Opportunity for growth for bright individual. Good benefits. Contact Ron Hoover 355-7333

ASSISTANT to financial planner. Experience on IBM PC. Understanding of Finance, Taxes. Data gathering. Computer input. 643-6337

ATTENTION: Needed Immediately

Clerical Positions Available
- JR. TYPISTS 40-60 wpm.
- SR. TYPISTS 60 wpm
- STATISTICAL TYPISTS
- GENERAL SECRETARIES
- CRT OPERATORS
- WORD PROCESSORS

Call for appointment:

TEMPORARY SPECIALISTS
354-3811

ATTENTION: Needed Immediately

Clerical Positions Available
- JR. TYPISTS 40-60 wpm.
- SR. TYPISTS 60 wpm
- STATISTICAL TYPISTS
- GENERAL SECRETARIES
- CRT OPERATORS
- WORD PROCESSORS

Call for appointment:

TEMPORARY SPECIALISTS
354-3811

ATTENTION! Part time position available in our Telegraph/13 Mile office. Ideal for someone who is coming phone calls, setting appointments, light typing, neat, other, 2-3 eves., Saturday a.m. If you are enthusiastic, dependable, with excellent communication skills and a positive attitude, we can offer you a fun and unusual environment, pleasant working conditions & $3.00 an hour plus bonus. Call Matchmaker at Jobs Plus, PTM, 258-1515

AUTO DEALER has position for Car biller. Must have excellent typing skills & car billing experience. Call Mr. Nasin 721-2900

A WANG Word Processor for large Madison Heights Law Firm. Call Helen at Uniforce 646-0448

Benefits Clerk

Gov. Livonia company has a part-time position for a benefits clerk. Position available for a Benefits Clerk. Applicants must have clerical skills, experience in benefits administration, preferably with PPO's and HMO's. Local computer experience helpful. Candidate must be contact with doctors' offices, hospitals, and medical companies and employees play an important role. A competitive salary will work 25-28 hours a week, Mon. thru Fri. We are offering a pleasant work atmosphere plus eligibility to participate in our 401-K Profit Sharing Plan after 1 year of employment. If you feel you qualify and be interested in this position, please call Fri., Feb. 6.

523-9671

Equal Opportunity Employer
Male/Female/Handicapped/Vet

BI-LINGUAL SECRETARY

Good typist familiar with computer needed to translate English to German for large proportion.

TSI CLERICAL
Technical Services, Inc.
Troy 583-0515

BOOKKEEPER and General Office for small Livonia company. Permanent, 3 days per week. Experienced only. Call 8am to 5pm. 427-4447

BOOKKEEPER
- ASSISTANT TO PRESIDENT

Capable and personable person needed immediately. Duties include: are real estate management operation, Must know how to operate computer (knowledge of distributive and self-starter, Salary commensurate with experience. Benefits. Call Mr. Weiss 366-7000

BOOKKEEPER/CASHIER for auto dealership in Milford. Experience preferred. Excellent benefits package. Call Lafontaine Pontiac, 684-1135

BOOKKEEPER/DATA ENTRY

Bloomfield Township Law Firm needed by a local branch office of large national corporation. Duties include bookkeeping/data entry & personal typing. Knowledge of A & R accounting benefits. Call Ms. Neely between 10am-4pm at 557-1430

BOOKKEEPER - Dental Office in Farmington Canton area seeking candidate individual for flexible part time bookkeeping position. Experience with accounts payable, payroll & accounts receivable. 453-6320

BOOKKEEPER - EXPERIENCED Needed for Southfield law firm. Salary commensurate with experience. Resume to: Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - experienced, familiar with payroll and payroll tax returns. For temporary personnel agency in Bloomfield. Typing skills and good handwriting required. Immediate opening. Ask for Sheila. 443-1440

BOOKKEEPER for Auto Dealership. Dealership computer experience and dealership experience necessary. Call Mr. Nasin 721-2900

BOOKKEEPER for Troy financial services agency. Responsibilities: Monthly financial statements, payroll, tax reporting etc. Knowledge helpful. Call for appointment. Ask for Cindy.

BOOKKEEPER - FULL CHARGE Experienced in all phases of bookkeeping for large retail & delivery business in the Clarkston area. Minimum 3 years experience, ability to work under minimum supervision a must, competitive salary, excellent health insurance available. Send resume to: Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE for Multi-Company Service Organization in Southfield. Send resume to: Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Full charge bookkeeper needed to handle books through monthly statements, including accounts payable, accounts receivable, inventory, general ledger & bank reconciliation and on computer. Experienced in dealership or a car-care profile. Salary commensurate with experience. Call Mr. Weiss 366-7000

BOOKKEEPER/SECRETARY

Bloomfield Township, long & short term, assignments for:
- SECRETARIES
- TYPISTS
- (CPT, Word, NSI, Micro-Mate)
- SENIOR TYPISTS - SWITCHBOARD RECEPTIONISTS

Call today for an appointment NO FEE

Contempra
583-4858

ASSISTANT BOOKKEEPER - experience preferred but will train right person. Good math ability required. Permanent position. Interesting & diversified work. Pleasant working conditions. Office located in Livonia. Starting salary $300 per month plus Blue Cross & Life Insurance. Call for interview call 535-0802

ASSISTANT to Corporate Parts-Mgr. for busy Livonia Dealership. Good organizational & typing skills a must. Opportunity for growth for bright individual. Good benefits. Contact Ron Hoover 355-7333

ASSISTANT to financial planner. Experience on IBM PC. Understanding of Finance, Taxes. Data gathering. Computer input. 643-6337

ATTENTION: Needed Immediately

Clerical Positions Available
- JR. TYPISTS 40-60 wpm.
- SR. TYPISTS 60 wpm
- STATISTICAL TYPISTS
- GENERAL SECRETARIES
- CRT OPERATORS
- WORD PROCESSORS

Call for appointment:

TEMPORARY SPECIALISTS
354-3811

ATTENTION: Needed Immediately

Clerical Positions Available
- JR. TYPISTS 40-60 wpm.
- SR. TYPISTS 60 wpm
- STATISTICAL TYPISTS
- GENERAL SECRETARIES
- CRT OPERATORS
- WORD PROCESSORS

Call for appointment:

TEMPORARY SPECIALISTS
354-3811

BOOKKEEPER - PART TIME. Retail. General ledger, payroll, tax experience preferred for gallery gift store in Birmingham. 644-3363

BOOKKEEPING - due to the growth of our firm, we have positions for entry level AND full charge experienced bookkeepers. Must be reliable & willing to learn. Send resume with salary requirements to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY Send resume to: Michael Gingras, P.O., 6441 Inkster Rd., Suite 232, Birmingham, Mi., 48010

BOOKKEEPER/SECRETARY Part time, 20 hours per week for fast paced liquid/Real Estate development firm. Word processing & bookkeeping experience preferred. Non-smoking office in Farmington Hills. 855-0093

BOOKKEEPER/ SECRETARY

International company seeking organized, self-starter with excellent grammar & English skills as well as bookkeeping & some word processing background. Farmington area. Comprehensive compensation & benefit package.

471-1870

BOOKKEEPER - Southfield Art Studio needs a Bookkeeper experienced in write-up work, bank reconciliations, payroll preparation & filing of payroll tax reports. Applicant needs good organizational skills & knowledge of computer helpful. Interviews, Call 559-5600

BOOKKEEPER - Southfield Art Studio needs a Bookkeeper experienced in write-up work, bank reconciliations, payroll preparation & filing of payroll tax reports. Applicant needs good organizational skills & knowledge of computer helpful. Interviews, Call 559-5600

BOOKKEEPER - Thru trial balance. Data entry knowledge required. Corporation moving to Livonia in April. A growth opportunity position. For appointment, 953-1900

BOOKKEEPER with A/R, A/P and G/L analysis experience needed for immediate employment in Farmington Hills. Call 477-3910

BOOKKEEPER/ WORD PROCESSOR

Artistic studio seeks qualified Bookkeeper. Must have firm grasp of accounting principles, experience in computers and word processing. Box 1103, Birmingham, MI 48011

BOOKKEEPER

3 or more yrs. experience with computer & insert. Send resume to: Box 20000 W. 12 Mile, Southfield, Mich. 48076. Attn: Susan

BUSY OFFICE

Needs several - Typing, filing, etc. No credit, but have good collections, choice suburban location, easily accessible, favorable traffic flow. Range $2-$3 dependent upon experience. Submit complete resume or apply in person to:
Mrs. J. P. Rock, 30700 Northwestern, Farmington Hills MI 48018
851-7700

OPENINGS IN LIVONIA area for full time Order Processing Clerk. Filing, phone, basic Math skills, some typing. Apply in person: 33000 Industrial Road, Livonia, between Seven & Wayne Rd. 425-8200.

CLERICAL

ACCOUNTING CLERK

Apartment rental office located in Southfield. Position is seeking an experienced individual to perform general office duties which include typing, tenant leases, recording rental payments & paying invoices. Call 355-5870

CLERICAL

ACCOUNTING CLERK

Apartment rental office located in Southfield. Position is seeking an experienced individual to perform general office duties which include typing, tenant leases, recording rental payments & paying invoices. Call 355-5870

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 - Livonia
261-6222

CLERICAL PERSON - Immediate opening in our Mail Closing Dept. Experienced typist, good communication and knowledge of CRT. Call for interview. 352-6040

CLERICAL POSITION - Full time, Farmington Hills area. Record keeping and inventory control. Retail experience helpful.
Call Mrs. Boes 855-2500

CLERICAL POSITION - Southfield area - duties include answering phones, light office duties, typing 40 wpm, excellent benefit & compensation package. Send resume to: Clerical, PO Box 790, Southfield, MI. 48034-0790

CLERICAL

Service department. Basic accounting, computer skills, mechanical background helpful. Excellent benefits. Apply in person. Stark Hickey Ford, 24780 W. 7 Mile, at Grand River.

An Equal Opportunity Employer

CLERK for production & shipping office. SW Detroit manufacturing firm needs office clerk experienced in CRT, typing, filing & dealing directly with customers. Casual dress, salary open. Send resume to Box 8820, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK

Full time entry level position in bankruptcy department of Birmingham legal firm for a detail oriented individual. Duties will include light data entry, filing, mail & record keeping. Call Steve 540-7701

CLERKS

Immediate openings for clerical personnel. You must have:
- At least 2 years experience
- Excellent written and communication skills
- Good organizational skills
- Accurate typing skills
- Good general math skills

Full benefits package offered. Qualified candidates send resume and salary requirements to:
ADSTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

COORDINATOR

Executive offices needs poised person Friday able to direct details of scheduled projects while upcoming Monday thru Thursday. Must be personable and exert desk appearance and poise. Call 477-3910

Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Songe Personnel

CREDIT INVESTIGATING - Processing credit reports received by company in Southfield. Send resume to: LAC, 30000 W. 12 mile, Southfield, Michigan, 48076. Attention Shirley.

CRT OPERATOR - Good typing & some work background. Excellent salary & benefits. Fee Paid. Leonard & Assoc. 296-4720

504 Help Wanted Office-Clerical

CLERK/TYPIST

Farmington Hills Consulting Engineering Firm needs 60 WPM accurate Typist who enjoys Statistical Report Preparation & general office duties. New office, pleasant & efficient work-area await the right typist. Call Human Resources Manager, 553-2300

Neyer, Tiesi & Hindo, LTD.
An Equal Opportunity Employer

CLERK TYPIST

Life insurance Co. located in Plymouth has opening for Clerk Typist. Figure aptitude & light typing required. Excellent benefit package. Contact Personnel Dept. 453-5500

CLERK / TYPIST
PART TIME

We have an immediate opening for a part time (Tues. Wed. Thurs) clerk typist in our Southfield office. Must be able to type 40-50 wpm & have good communication skills. Starting pay $7/hr. Send resume to PO Box #3123 Southfield, MI. 48076.

An Equal Opportunity Employer

CLERK

Successful Birmingham retailer is looking for entry level office clerk for busy office. Must know how to type, flexible hours, benefits & competitive salary. Send resume to: 1580 E. Woodward, Birmingham, MI 48011.

Clerk/Typist

Put your skills to the test!

Do you enjoy a variety of duties? Do you type a minimum of 35wpm?

We offer an opportunity to work at top competitive while you improve your skills. Call for an appointment:

553-7820
34115 W. Twelve Mile
Suite 155
Farmington Hills

KELLY SERVICES

The "Kelly Girl" People
Not an employment agency
- never a fee

Equal Opportunity Employer M/F/H

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 569-1878
DETROIT 963-5050

VICTOR
TEMPORARY SERVICES
M/F EOE

COMPUTER/DENTAL

Computer Company, specializing in dental software, needs person for marketing dept. Must have good communication skills & be willing to travel within state. Experience in dental office helpful but not mandatory. Computer experience a plus. Send resume or letter stating qualifications to: D.O.C.S. Personnel, 31276 Northwestern Hwy., Suite 140, Farmington Hills, MI 48018.

CUSTOMER RELATIONS SECRETARY

Interesting company has immediate opening. Enjoy a variety of duties here. Your good correspondence and experience are needed. To $18,000, plus benefits. Fee paid. Call Personnel at 352-3700.

After 5 PM, Appointments Available

SNELLING & SNELLING

CUSTOMER SERVICE

We have an opening in our Customer Service Dept. Position requires good communication skills & some typing. Company benefits helpful. Salary approx. $14,000.
Please contact: Frank Rouna, Baker Manager, Hydraulic Conv. Association Hills, Mi. 477-9600

CUSTOMER SERVICE - Livonia based firm seeks outgoing individual for customer service desk. Entry level position requiring 40-50 wpm, clerical skills & communication skills. Must be a self starter. Salary $11,820 plus bonus & benefit package. Fee paid. Call Susan Gehl

FULL CHARGE BOOKKEEPER - Southfield based firm seeks a self organized self starter to be part of its management team. Previous manufacturing bookkeeping experience is a must. Fee paid.
Call Susan Gehl

SALES SECRETARY - Farmington Hills seeks pleasant, outgoing, self starter, minimum 1 year, sales experience, typing 55 wpm, a strong math skills are required. This growth position pays $275/wk. plus benefits. Fee paid. Call Susan Gehl

GENERAL ACCOUNTING CLERK - Southfield based firm is seeking a bright self starter for a newly created position in their accounting dept. Candidate will have accurate typing, a good math aptitude for this diversified position. Experience & salary $12-$15,500. Call Tina Hiatt for more information.

ATTENTION SECRETARIES - administrative assistants & receptionists. Are you an independent individual with a flair for organization, do you have strong clerical & communication skills - if so - we would like to discuss some of the many openings presently available. Top salary $12-$15,500. Call Tina Hiatt for more information.

AMERICAN PERSONNEL 653-2444

Data Entry And PC Operators

Excellent opportunities. Long and short term assignments available. Let Kelly Services put your skills to the test. We offer a chance to work at top companies and:

- **Merit Increases**
- **Paid Vacation**

Call for an appointment:

553-7820
34118 West 12 Mile Road
Suite 158
Farmington Hills

KELLY SERVICES

The "Kelly Girl" People
Not an employment agency
- never a fee

Equal Opportunity Employer M/F/H

DATA ENTRY CLERK

College students looking for extra money while going to school and gaining practical learning experience? We are a fast paced property management firm seeking an individual to work week ends & some evenings to input data. Send resume & salary requirement to: 4000 Town Center, Suite 190, Southfield MI 48075.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DATA ENTRY CLERK - Part-time, Familiar with Lotus and General Ledger Applications helpful. 553-2981

DATA ENTRY, computerized - part time temporary help for bookkeeping department. Must be detail oriented located in Redford. 18-20 hours per week. Write R & D Enterprises, P. O. Box 5380, Northville, MI 48167

DATA ENTRY/Customer Service person needed for fast paced video distributor in Livonia. Experience required. Must enjoy working with people. For interview, call Scott Taylor, Mon.-Fri., 9-5 pm AM, only.

591-6200

DATA ENTRY OPERATOR

Position available in our Southfield office. Candidate must be detail oriented & must. Also excellent math aptitude required. Excellent benefits. Call for more I.tem 352-0379

DATA ENTRY OPERATORS

Experienced, minimum 10,000 Key Strokes. Based on positions available now thru April 15th. Paid Training. Bonus & Perks. Fringe Benefits. Apply Sinha, Plymouth area. Call Mary, for appointment, 459-4703

DISPATCHER/SECRETARY

Growing company seeks mature individual for dispatcher with computer experience. Excellent phone communication, typing & filing skills. Bell states. Knowledgeable of Detroit metro area. Mon. thru Fri., 8am-5pm. Benefits. Call Diane at:

Diversified Business Products
37855 Interchange Drive
Farmington Hills, MI 48018
476-6656

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 today for an opportunity on a long term assignment. Don't forget to ask about our excellent benefit package.

ENTECH SERVICES, LTD.

777 Chicago Rd., Troy
588-5610

332-4350

DO YOU want to work only 20 hours a week? Do you have light typing & general office skills? Do you have a sweet "yes" to both of the above, and experience are needed. To $18,000, plus benefits. Fee paid. Call Personnel at 352-3700.

After 5 PM, Appointments Available

SNELLING & SNELLING

EFFICIENT TEMPORARIES, INC

ALL SKILLS NEEDED
- Receptionist/typing
- Sr. Typists
- Stenographers

Word Processors
(NSI, Symphony, Word Perfect)
Lanier, DW3
- Data Entry
- Typing Instructor
- Industrial

(Soldering experience helpful)

Call today - - WE NEED YOU NOW
NOT AN AGENCY
Assignments in Troy, Warren
Southfield & Detroit

Efficient Temporaries
644-2950

ENGINEERING SECRETARY
TO $19,000

Report to the VP of sales and the engineering dept. Fast paced growing company. Your good skills and experience the key to the choice fee paid position. Call 353-2090.

After 5 PM, Appointments Available

SNELLING & SNELLING

ENTRY LEVEL MARKETING

Rapidly growing marketing firm in Southfield seeking a versatile person with good typing & telephone skills to assist in marketing department. Interested person should call for interview. 851-2517, ext 273

EXECUTIVE ASSISTANT

Part time, afternoons. Resume to: Manager, Suite 300, Box 5063, Southfield, MI. 48086. 641-1564

EXECUTIVE SECRETARY

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

EXECUTIVE SECRETARY

Downtown location, excellent grammar & spelling skills a must. Shorthand helpful. Salary commensurate with large helpful. Non-smoker. 962-0790

EXECUTIVE SECRETARY
TO $22,000

Be the personal Secretary to the Executive VP of a national trade association. Good skills and experience for this choice fee paid position. Call Bernice at 353-2090.

After 5 PM, Appointments Available

SNELLING & SNELLIN

EXECUTIVE SECRETARY

Fast moving Southfield professional needs Secretary with excellent typing, grammar & spelling skills to assist him. Dictaphone experience necessary. Bonuses, profit sharing, quality of life benefits. If interested, send resume or call Ms. Ingram, P. O. Box 661, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY for senior personnel in Law Firm. Willing to employ older, life less then 7 years experience. Ask for David 354-2500

EXECUTIVE SECRETARY
Birmingham Real Estate Firm

Organized individual with above average skills in typing, shorthand and knowledge of word processing. Will train on Wang. Pleasant, Real estate and/or legal experience helpful. Excellent benefits. Salary commensurate with experience. Contact Cathy Wilson at 646-9700

FILE CLERK
Busy Southfield law office. Experience preferred.
Call ... 962-1662

FILE CLERK

Work while children are in school. Permanent part time file clerk in the Weyhmiller & Farmington Hills area. Flexible hrs., no nights or weekends. Send resume to T. France, P. O. Box 836348, Grosse Pointe, Michigan, 48236.

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, personnel experience preferred background, excellent typing. IBM Lotus word processing experience, benefits, $20,000. Fee paid.

ADMINISTRATIVE - assistant, Southfield, good organizational & financial background, excellent typing, shorthand 100, ability to compose letters from dictated minutes, benefits, $25,000. Fee paid

Temporary assignments
Long & short term

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FINANCIAL SERVICE firm has entry level secretarial position in Farmington Hills. Must resumed to Box 1290, Trey, Michigan 48007-1290. Inc. 30411 W. 12 Mile, Farmington Hills MI 48018. No phone calls, please.

FINANCIAL TYPIST

A very busy firm with needs your excellent typing skills. Experience preferred. Salary commensurate. To $14,500, plus benefits. Call Eleanor at 353-2090.

After 5 PM, Appointments Available

SNELLING & SNELLING

FREE TRAINING

Word Processing
Data Entry

Government funded program for qualified Oakland County residents. Limited openings. Don't delay, call today. 644-2950

FRENCH SPEAKING RECEPTIONIST

Manufacturing corporation in Livonia has immediate opening in receptionist. WE interact with clients, staff & French executive. Excellent to go permanent. Poised, maturity, pleasant personal by are required in this highly visible position. Some clerical background desired.

SNELLING
TEMPORARY SERVICES
421-9200

FRONT DESK

Troy based firm has opening in its Redford Office for a Receptionist/Typist. Must have good typing skills (55+), professional phone manner & pleasant personality. Must have clerical experience desired but will train the right person. Call Ms. Ingram, P.O. Box 661, Southfield, MI 48037.

Send resume &/or letter of introduction, with salary requirements, to: Box 1290, Trey, Michigan 48007-1290.

FULL CHARGE Bookkeeper for small CPA office in Troy. Handle small accounts through trial balance & financial statements, payroll taxes, etc. Need highly qualified person who will take ownership ability. We are not computerized at this point. 362-1890

FULL TIME General Clerical, excellent benefit package, advancement opportunity. Apply within: Art Van Furniture, 27715 Hoover Rd., Warren

346-8922

FULL TIME POSITION in our order fulfillment department in Livonia. Full & part time. $4.50-$5.50/hour to start. Major medical available. Mature, dependable, good phone voice a must. Call Gilbert 477-1180

GENERAL OFFICE - Full-time, typing, filing, phone. Redford area. Call further info, call Cindy 937-4140

GENERAL OFFICE
Must have experience
Full benefits
477-6600

GENERAL OFFICE - Birmingham area, light typing, light bookkeeping, filing, pleasant telephone manner. 645-6357

GENERAL OFFICE -PART TIME Typing, filing, light bookkeeping, pleasant telephone manner. Call Jim. Send resumes to Manager, P.O. Box 318, Garden City, MI 48135.

GENERAL OFFICE/RECEPTIONIST for growing mortgage company in Southfield. Must type 45 wpm. Experience preferred. Call Gail at Progressive Mortgage. 353-6692

GENERAL OFFICE/SECRETARIAL - Part-time, 20 hours per week. Typing in Starter & Independent worker needed for small Birmingham office. Call Ellen. 258-6040

GENERAL OFFICE CLERK

Entry level, full-time position, general office duties. Requirements: Math aptitude, type 40 wpm. Call Mon. thru Fri. after 1pm 353-3311, Ext. 217

GENERAL OFFICE/FILE CLERK

B.W. Richards Law Firm. Competitive salary available. Good opportunity; varied experience for intelligent, organized individual. Call Eric. 348-3980

GENERAL OFFICE/CLERICAL Position with law firm. Duties include filing, copying, some phone answering and typing. Typing 35 words, for 30-40 hours per week. Please call 524-2970

GENERAL OFFICE

Looking for full-time individual with outgoing personality. Typing, filing & a bluff. Previous experience preferred. Hours are 8:30am-4:30pm, Mon-Fri. Call Ann 522-7709

GENERAL OFFICE person, full time, hours 8-5, typing & clerical duties, some experience required. Must be detail oriented, good pay & benefits. Call for appt. Miles Austin, Remer Floors, Inc. Bloomfield Hills.

353-4060

GENERAL OFFICE - handwriting person to handle inventory, make appointments for temporary personnel agency in Southfield. Looking for outgoing and persuasive person who enjoys people and good with phones. Pleasant office, Southfield location. Opening. Ask for Sheila. 443-1440

General Office

Full-time help for Southfield property management office. Must have typing skills, computer experience and light bookkeeping. References required. Call Marilyn Fri. 9am to 5pm.

352-2015
An Equal Opportunity Employer

GENERAL OFFICE

Full time. Typing, filing and phone. Light entry skills helpful. $4.50 per hour to start. 353-7799

GENERAL OFFICE

Self-motivated person who enjoys answering phones, typing & computer experience. Rory Head. 352-4860

GENERAL OFFICE - clerk typist. Small Southfield corporation, must enjoy people & type 45 - 55 wpm. Call Sandy at Uniforce 357-0441

GENERAL OFFICE

Pleasant, Typing, light numerical & phone skills required. Small Southfield Non-smoking office.
PRIME MORTGAGE CORP.
559-2100 ... ask for Joyce

GENERAL OFFICE - Experienced. Part time position available for person 18 years of age or older. Typing 50 WPM, answering phones, possible computer data entry. Pleasant office. Send resume to Brennon Environmental, PO Box 2158-04 Redford Rd., Farmington Hills, MI 48024. Attn: Kathy

An Equal Opportunity Employer

HOMEMAKER - To work afternoons, Mon.-Fri., 12-4PM, assisting Vice President of major Southfield firm, must like working with people. Must type. Will train on the job. Call Sarah after 1PM. 354-8411

IBM PC & Wang Word Processor for small Livonia advertising firm. Excellent opportunity, immediate opening, call Carol at Uniforce 367-0648

504 Help Wanted Office-Clerical

General Office

We need a mature, self-motivated individual for full-time office position. Computer experience a plus. Good benefits and salary. Ask for Ann in person only:

United Paint
24871 Telegraph Rd.
S. of 10 Mile, Southfield

IF YOU MEET OUR QUALIFICATIONS - YOU CAN COUNT ON:
- Excellent pay
- Annual Bonus
- Holiday Pay
- Personal Bonuses
- Performance Incentives
- Comprehensive Benefit Program

Benchmark
Temporary Services

Linda Pat
421-9200 Pat

IMMEDIATE opening for experienced Receptionist/Typist. Office located in Southfield. Call for interview. 557-6040

BOOKKEEPER

Small South Suburban Office in Troy seeks a good data/credit bookkeeper to handle all phases of accounts receivable, accounts payable, time or part time possible. Experience in medical office accounting preferred. Send resume to: D.U., P.O. Box 1103, Southfield, MI 48037.

FOLLMER, RUDZEWICZ & CO.
RECRUITING FOR AN
EQUAL OPPORTUNITY EMPLOYER

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.

Call Ann Bell 540-3555
Mich. Ins. Personnel Service

INSURANCE AGENCY in West Bloomfield seeks 2 non smokers with property casualty company or agency experience.

One position will involve excellent secretarial skills & servicing of personal lines clients from quoting to policy issue & claims reporting.

The other position will be a strong individual to act as assistant to commercial lines producer. Knowledge of rating, coverage, underwriting requirements necessary.

Excellent typing & math skills needed. Computer and/or agency software experience helpful. Call for appointment. 851-2963

INSURANCE/CLERICAL

We are a major insurance & financial services organization seeking a reliable individual to join our West Bloomfield office.

The individual will assume responsibilities for placement & maintenance of insurance certificates of our financial receivables. Knowledge and familiarity of casualty insurance is a plus. Other clerical responsibilities will be trained. Ability to learn and use computers is preferable. Typing speed of 45 WPM is required.

We offer a good starting salary and excellent benefits including tuition, submit your resume and salary history in confidence to:

ASSOCIATED COMMERCIAL CORP.
P.O. Box 930
Southfield, MI 48037

Equal Opportunity Employer M/F

INSURANCE CORRESPONDENT

Fast growing Southfield subsidiary of Fortune 500 company seeks full time clerical position responsible to assist to perform a variety of functions in the area of Insurance Underwriting. Must be detail oriented & possess good communication skills, organizational skills. Light typing required. Background and/or prior experience in Insurance Field preferred. Excellent benefits package. Reply to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

Insurance-Experienced Only

AGENCY POSITIONS

Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR Underwriting Trainee

CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE - small Southfield agency needs Secretary/Rater. Experienced in auto/homeowner. Call afternoons 557-7622

INSURANCE AGENCY in suburban Livonia. Video Rate Computer. Personal Lines person to handle inside operations. Agency background preferred. Salary open. 591-2556

KEYPUNCH OPERATORS needed by service bureau. Experience required. Full & part time days. Rectord area. 937-1150

KEYPUNCH OPERATOR - Experienced, needed to invoice and answer telephones. Farmington area. Call Ray, Kelly Services 557-5366

LAW OFFICE, Southfield, seeks experienced Legal Secretary-Office Manager with minimum 3 years legal experience, capable of assuming responsibilities. Salary open. Call Word Perfect Legal Services. Excellent salary and benefits. Ask for Robin 353-5850

EXPERIENCED LEGAL SECRETARY-Bookkeeper. Downtown Detroit law firm. Minimum of 1 year litigation and/or corporate experience required. Excellent benefit package. Salary commensurate with experience. Call Dickinson, 237-7000

LEGAL ASSISTANT
Experienced in Personal Injury & Family Law.
Call Marge 851-8787

LEGAL ASSISTANT - Birmingham, candidate has negotiating skills. Send resume to Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL/EXECUTIVE SECRETARY Personal secretary for attorney, in Troy. Big Beaver area Law firm specializing in Real Estate & Banking. Excellent typing and communication skills required. Word processing experience necessary. Legal experience helpful. Top pay for qualified individual. 648-2350

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID

JOANNE MANSFIELD
Legal Personnel
Suburban Areas 352-3430
Penobscot Bldg 961-8550

LEGAL SECRETARY/PARALEGAL

Small Birmingham office. We train a college-educated man or woman, recent graduate in a law school or paralegal path. Great learning experience. Great place. Great pay. 642-0750

LEGAL SECRETARY

Town Center, Southfield. Plaintiff personal injury & workers comp firm. Pleasant working conditions, excellent salary & benefits. Experience with Dictaphone helpful.

Call Lynda 352-7755

LEGAL SECRETARY - Southfield - Town Center law firm. Position requires good typing. Minimum two years experience & word processing required. Blue Cross provided.

353-8411

504 Help Wanted Office-Clerical

LEGAL SECRETARIES needed for expanding Southfield law office specializing in medical malpractice. Minimum 2 years experience required. Individual must possess excellent typing skills. Salary commensurate with experience. Please call Nancy Iveson at 353-2552 for interview.

LEGAL SECRETARY

For Southfield law firm. Some experience required. Excellent typing skills necessary. 656-4210

LEGAL SECRETARY

For Southfield law firm. Office General Civil litigation practice.
Call Carol 352-0380

LEGAL SECRETARY, with 2 years litigation background, for approximately busy, medium size, Farmington Hills law firm. Opportunity to use and/or learn computers. 855-5000

LEGAL SECRETARY - 2 more for our firm needs experienced legal secretary. Word processing experience necessary. Pleasant office personnel with top notch skills. 680-1044

LEGAL SECRETARY

Experience necessary, word processing helpful. Southfield law office. Resumes to:
Harvey Weingarden, 28220 Franklin Rd., Southfield, MI 48034

LEGAL SECRETARY

for busy Southfield firm. Excellent typing skills a must. Experience in corporate/real estate area a plus. Will train on word processor. Good benefit package.
Contact Cheri 353-7620

LEGAL SECRETARY TRAINEE

Rare opportunity! Suburban law firm will train a Legal Secretary with good skills. $12,480 to start, plus benefits, fee paid. Call Bernice at 353-2090.

SNELLING & SNELLING

LEGAL SECRETARY - Birmingham, Feb. 1 attorney in litigation. Minimum 2 years experience. No shorthand, word processing experience required. Salary commensurate with experience. Send resume and salary requirements to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY

Full time needed for rapidly expanding law office in Livonia. Excellent telephone, dictaphone & typing skills required. Must be willing to learn word processing. Previous legal experience desirable but not necessary. Send resume to Mark Gantz, Hyatt Legal Services, 18778 Middlebelt, Livonia, MI. 48152.

LEGAL SECRETARY

3 to 5 years secretarial experience at a responsible level, accurate typing, bookkeeping and word processing a plus, good written and verbal communication skills, must be self motivated with ability to work with minimum supervision. Qualified applicants please forward resume to: Dougherty & Dougherty, 2200 Penobscot Bldg., Detroit, MI 48226

LEGAL SECRETARY in Southfield. Some litigation experience necessary. Word processing. Ask for Mr. Cohen, mornings only 557-1688

LEGAL SECRETARY - Workers compensation background helpful. Bloomfield Hills. Salary commensurate with experience. 540-3333

LEGAL SECRETARY - Canton Full-time. Strong Bankruptcy skills & some Computer experience helpful. 981-2422

LEGAL SECRETARY for Southfield personal injury firm. Excellent word processing required. Benefits. Salary commensurate with experience. 358-3000

LEGAL SECRETARY

Position with a medium sized law firm in Bloomfield Hills. Minimum 2 years experience required & word processing experience helpful. Salary commensurate with ability.
Call Karen at 540-3333

LEGAL SECRETARY for Birmingham law firm. Must have good secretarial experience, word processor, BA or equivalent experience, typing speed of 80 wpm and excellent English skills essential. Salary commensurate with experience. Please contact Lauri, Ms. Captan at 540-5600

LEGAL SECRETARY - Full time in Birmingham area. Must have excellent typing, word processing knowledge & plus. Send resume with salary requirements to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, call or visit us. THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID

HILLSTROM & ROSS AGENCY, INC.
626-8188

MANUFACTURER'S REP seeking account administrator for our customer service division. Responsibilities to include entering orders on computer system, typing promotional bulletins, typing & follow through of customer orders. Must type 45 WPM, have word processing & an inside sales person. Candidate can work in a fast paced environment. Send resume to: Box 1103, P.O. Box 3004, Livonia, MI. 48150, attention, J. B.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES TEMPORARY PERMANENT

There is a critical need for experienced legal secretaries seeking temporary assignments. Work one, two, three, four or five days a week. Legal skills and word processing are always available. Earnings can be phenomenal.

Many outstanding positions are also available for experienced legal secretaries seeking full time employment. Openings exist throughout the tri-county area.

Whether you are seeking a temporary or full time position, contact us the time to telephone or mail your resume is now. Variety is spice!

There is never a charge to you for our services. Our professional placement assistance. After h