504 Help Wanted Office-Clerical

APARTMENT RENTAL AGENT

Position available at Farmington Hills complex. Sales office skills required. Salary and benefits depend on ability and experience. Call 851-Michigan Ave., Dearborn. Monday Friday, 9 a.m.-5 p.m. Call 565-4445.

A/P & PERSONNEL CLERK

Position currently available for qualified applicant. Job duties include all phases of accounts payable, personnel payroll & light clerical. Competitive salary & benefit package. Apply written, Sam-Noon. DORVIN CONVALESCENT CENTER On Middlebelt, 1 block S. of 8 Mile.

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

Arbor Temporaries
ATTENTION WE NEED YOU

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(Wordstar, CPT, HSI, Wang, Vista)
$6 to $8 HR.

SWITCHBOARD
(Rolm, Mitel, Dimension)
$5 to $6 HR.)

LEGAL SECRETARIES
$6 to $8 HR.

MEDICAL SECRETARIES
$6 to $8 HR.

INSURANCE CLERICAL
(experienced)
$6-$8 HOUR

NO FEES - Call 459-1166

TOP WAGES & FIRMS
PAID MEDICAL & VACATIONS

9450 S. Main - Suite 102
Plymouth, MI 48170

A SECRETARY - type 55 wpm, shorthand 80, word processing experience required. Pleasant working atmosphere & plus for large N. Oakland company. Call Denise at Uniforce 646-7664

ASSISTANT

Auto Div. of national product group needs self-motivated organizational skill, ability to complete assignments, independently and word processing. Fast pace in modern office. Salary commensurate with ability. Call Harper Woods ... 372-4720 Troy ... 649-4144 Harriet Sorge Personnel

ASSISTANT BOOKKEEPER - experience preferred but will train right person. Good math ability required. Permanent position. Interesting & diversified duties. Pleasant working environment. Office located in Livonia. Banking salary $400 per month plus quarterly rises in first year. Call for interview call 535-0802

Assistant Payroll/ Accounts Receivable Clerk

Immediate Opening

Village Green Management Company, a national property management firm is seeking an organized self-starter to process hourly payroll & input new hire information on PC. Also responsible for accounts receivable. Knowledge of lease accounting is necessary. This is an excellent opportunity to join a growth oriented firm offering an attractive benefit & compensation package. Please send resume & salary history to:

VILLAGE GREEN MANAGEMENT CO.
30833 Northwestern Hwy.
Suite 200
Farmington Hills, MI 48018

ASSISTANT to Corporate Paralegal for busy Southfield law firm. Good organizational & typing skills a must. Opportunity for self-motivated, bright individual. Good benefits. Contact Cheri, 353-7520

ATTENTION
Long term temporary assignments for experienced clerical people. Computer knowledge a must. No fee.
FISHER TEMPORARY SERVICE
Livonia 477-2620

ATTENTION: Needed Immediately

Clerical Positions Available

- JR. TYPISTS 40-60 wpm.
- JR. TYPISTS 60 wpm.
- STATISTICAL TYPISTS
- GENERAL CLERICALS
- CRT OPERATORS
- WORD PROCESSORS

Call for appointment:

TEMPORARY SPECIALISTS
354-3811

ATTENTION! Part time position available in our Telegraph/13 Mile office. Duties include handling incoming phone calls, setting appointments, light typing, filing, etc. 3-7 p.m. evenings, Saturday days. If you are organized, dependable, with excellent communication skills and a positive attitude, we can offer you a fun and relaxed atmosphere. Hours are working conditions & $4.00 an hour plus bonus. Call Matchmaker 559-1010, 1PM.

BE A SWEETHEART

Register with us this week & receive a Valentine gift. Positions available for:

WORD PROCESSORS
TYPISTS
SWITCHBOARD
RECEPTIONISTS
Call today for an appointment.
NO FEE BENEFITS

Contempra
583-4858

BILLING CLERK

INSURANCE COMPANY is in need of a detail oriented with good telephone personality, math ability and CRT experience.

Prior insurance company billing experience helpful but not necessary.

If qualified, please call

Midwest Benefits
569-9700

BOOKKEEPER

ASSISTANT TO PRESIDENT
Capable, self-motivated person needed immediately. Small, pleasant real estate management location. Must be computer proficient, authoritative and detail oriented. Salary commensurate with experience. Benefits. Female area. 398-7000

BOOKKEEPER/CASHIER - Male preferred. Light typing, telephone, must deal effectively with public. 626-6161

504 Help Wanted Office-Clerical

Attention Retirees We Have Jobs For You!

We can put your valuable skills to work immediately. We offer a variety of jobs with good pay and flexibility that are close to your home.

With Kelly Services, you receive merit pay increases, paid vacations, and an opportunity to work with the companies located in town.

Please call today and begin working tomorrow!

642-9650
Bloomfield Hills

338-0338
Pontiac

2525 Telegraph Rd.
Suite 102
Bloomfield Hills, MI 48013

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

BASIC SECRETARY SKILLS NEEDED

To $16,000. Fee paid. Excellent benefits. Good typing and dictation open the doors for a great future. Call 399-3450.
SNELLING & SNELLING

BOOKKEEPER - Dental office in Plymouth & Detroit area seeking mature individual for Recital part time bookkeeping position. Experience with accounts payble, payroll & computer necessary. 453-8320

BOOKKEEPER

Do you enjoy a combination of Bookkeeping & Secretarial responsibilities? Desire experienced thru trial balance and outgoing personality & good typing & phone skills. Pleasant office atmosphere.

SECRETARY

For prestige executive search firm - must have great personality, strong typing/phone skills, present a nice image.

We offer an excellent salary & benefit package. Forward your resume & salary requirements to:
Kelsey Venture, 614 Penniman, Plymouth, MI 48170
Equal Opportunity Employer

BOOKKEEPER - experienced, part time. Engineered Polymer Int'l Livonia, phone after 6pm 777-7607

BOOKKEEPER for Troy financial services agency. Responsibilities: Monthly financial statement, payroll, tax reporting, G/L and bank reconciliation. Call for appointment. Ask for Cindy. 549-9000

BOOKKEEPER

Full time position available to handle books through monthly statements, including accounts payable, receivable, journal entries, general ledger & bank reconciliations on computer. Experienced individual needed with strong organizational skills & a can-do attitude. Company in Livonia. Send resume & salary requirements to: Box 24, P.O. Box 963, Southfield, MI 48037.

FOLLMER, RUDZEWICZ & CO.
EQUAL OPPORTUNITY EMPLOYER

BOOKKEEPER
Immediate opening in Livonia based corporation for full time Bookkeeper. Individual must have recounts payable/receivable experience. Computer knowledge with these programs. Ask for Wanda, 421-0610

BOOKKEEPER-PART TIME
Experienced, bookkeeping, accounts receivable, must be neat & organized, pleasant working environment, heavy load hours, 20 hrs. per week. $5 an hour. Send resume to: Personnel Director, 6100 Ida Rd., Westland MI 48185.

BOOKKEEPERS - due to the growth of our firm, we have openings for entry level AND full charge experienced Bookkeepers. Call or send resume & salary to learn. Send resume with salary requirements to Box 540, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY - for interior design firm in Southfield. Work with clients & contractors. Experience necessary. 354-9567

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. Hours negotiable. Send resume & salary requirements to: Box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPERS!
We are a real estate developer in Bloomfield. We have over 200 nationwide growth the following positions are immediately open. Each position requires 3-5 years experience & computer background preferred.
- Construction Division
Cost accounting & construction background required.
- Property Management Division
Commercial property management experience preferred.
Send resume to: Bookkeeper, P.O. Box 864, Bloomfield Hills, MI. 48303-0864.

BOOKKEEPER/TYPIST
for Livonia office. Reply to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

We are an accounting services company with an excellent opportunity for an individual who is seeking full time employment.

The successful incumbent should have a minimum of 2 years experience in cash disbursement & receipts journals, as well as payroll accounting. Experience with personal computers & access to reliable transportation is preferred.

Salary is commensurate with experience. For confidential consideration, please forward a resume with a cover letter stating your salary requirement to:
PERSONNEL DEPT.
30100 Telegraph, Suite 251
Birmingham, MI 48010

BOOKKEEPER with A/R, A/P and GL analysis experience needed for immediate employment in Southfield. Call 477-3910

BOOKKEEPER
3 or more yrs. experience with computer. Must speak, read, write English. 20000 W. 12 Mile, Southfield, Mich. 48076. Attic Bauer.

BUSY OFFICE

Needs several - Typing, filing, etc. for credit, billing, etc. Attractive offices, choice suburban location, easily accessible, favorable traffic flow. Range $5-$6 depending upon experience. Submit complete resume or apply in person to:
Mrs. J. P. Hock, 30700 Northwestern, Farmington Hills MI 48018
851-7700

CAN WE TEMP YOU?

Temporary Resources has many temporary positions currently available for individuals with the following experience:
- Switchboard
- Data Entry
- Typist (50wpm +)
- Word Processing

Call today to get started in your Temporary Career. Top Pay - Benefits Package - No fee.
TEMPORARY RESOURCES
Southfield - Livonia - Taylor
St. Clair Shores - Troy - Ann Arbor

CLERICAL
Includes light typing, telephones, must deal effectively with public. 626-6161

504 Help Wanted Office-Clerical

CAREER OPPORTUNITIES IN SUBURBS

Administrative Secretary - Dealing with upper management executives, with excellent typing, shorthand & word processing skills required. Salary to $25,000.

Personnel Secretary - Top typing & word processing skills to work in large firms personnel department. Salary to $15,008.

Farmington Hills Receptionist - previous experience. Good typing & excellent phone skills. Salary $14,000.

Suburban Legal Trainee - 70wpm typing, will train in legal & word processing. Salary $11,000.

FULL FEES COMPANY PAID
The above is a partial listing of many positions available. Confidentiality is assured. Call today.
PERMANENT STAFF
Livonia 591-2221
Southfield 353-0505

CAREER SPOT AVAILABLE!

$12,000 FEE PAID!
Beneficial Achievement opportunity! Top suburban firm needs Math and general clerical skills, strong typing and word processing. Call 399-3450
SNELLING & SNELLING

FULL TIME CLERICAL position for a par leaving company located in Birmingham. Typing, filing, general office duties. Word processing and telephone helpful, but not necessary. Call for interview, 642-3720.

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. 60 WPM. Send resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, Mi., 48076.

CLERICAL/DATA ENTRY CLERK
Full time, Farmington. Experience CPA Firm. Please send resume to: Frank A. Rosenbaum, P. C., 30038 Orchard Lake Rd., Farmington Hills, MI., 48018.

CLERICAL
Experienced accounts receivable clerk for McDonald Rent-A-Car, Northville. Commensurate wage with experience plus benefit package. Call Betty Zyla 348-1400

CLERICAL

Full Time Entry Level position now available in the Advertising Dept. of major retail chain located in Livonia. Duties include: Typing, Filing, Phone Answering & using the Adding Machine. Individual must be detail oriented & have excellent organization al skills, competative wages & full benefit package. Send resume & salary requirements to:

BOX 670
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Great opportunity entry level position - A Motor Vehicle Rent-A-Car, Northville. Duties include general office skills. Benefit package. Call Betty Zyla 348-1400

CLERICAL/INSIDE SALES
Full & part-time. Communication skills a must. Pleasant working atmosphere. Salary commensurate with experience. 646-3650

CLERICAL
Part time office position, evenings & weekends. Apply at Tri-State Furniture, 25525 W. 8 Mile, Redford.

CLERICAL POSITION - Southfield area - duties include answering phones, light office duties, typing 40 wpm. Pleasant working & congenial atmosphere. Send resume to: Controller, PO Box 790, Southfield, MI. 48037

CLERICAL/SECRETARIAL/ WORD PROCESSING
With word processing training or experience for Southfield CPA firm. Good salary and benefits. Send resume: Parker, Wittus & Co., 26555 Evergreen Rd. Suite 315, Southfield, MI., 48076.

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

CLERK
Full time entry level position in bankruptcy department of Birmingham legal firm for detail oriented individual. Duties will include light data entry, filing, mail & record keeping. Call Steve 540-7791

CLERK/RUNNER
for downtown Detroit law firm. General office duties, filing, running errands. Excellent working conditions for non smoker. 963-2500

CLERK/TYPIST
Experienced. Need person with strong typing skills. Van Dyke/ School District. 697-9123

CLERK/TYPIST

Farmington Hills manufacturing Engineering Firm needs 80 WPM secretarial Typist who enjoys Statistical Reports. Must be a person of detail duties. New office, pleasant & efficient co-workers await the right typist. Call Human Resources Manager, 553-0200

Neyer, Tesko & Hindo, LTD.
An Equal Opportunity

CLERK/TYPIST
Part time. Minimum 1 yr. general clerical experience. Typing, grammar & speaking proficiency required. Apply between 9:30am-3:30pm at Dearborn Federal Credit Union, 400 Town Center Dr., Suite #200, Dearborn, MI.
An Equal Opportunity Employer

CLERK TYPIST/RECEPTIONIST
City of Rochester, $4.35 hr. COLA & a comprehensive fringe benefit package. Typing 50 wpm, & excellent communication skills required. Obtain & submit application by Feb 20, 1987. City of Rochester Personnel Dept. 43225 W. 10 Mile, Novi, MI., 48050 An Equal Opportunity Employer

Clerk/Typists Senior Typists Word Processors
ALL EQUIPMENT NEEDED
Secretaries
We have long & short term assignments available. 100 per plus benefits. Major medical, dental, optical.
SOUTHFIELD 559-1616
DETROIT 963-5050

VICTOR TEMPORARY SERVICES
M/F EOE

CLERK TYPIST

$13,500
West Suburban company seeking person to type 55 WPM & be able to handle busy phone. Computer & plus. Full benefits including profit sharing. Fee paid.
ALLEN PERSONNEL
525-7870

CLERK
$10-$11,000, FEE PAID
Great benefits. Typing and math skills needed for suburban company. Call 399-3450.
SNELLING & SNELLING

COLLEGE JRS., Seniors majoring in computer science, if you can write in basic are familiar with P.C. spreadsheet & data base, this is an opportunity to work for a financial institution. Flexible part time hours. Southfield location. Send resume to Mr. Berta, Dentis, P. O. Box 852 10, Detroit, Michigan, 48236.

CREDIT INVESTIGATING - Processing & Data Input people needed by company in Southfield. Send resume to: P.O. Box 20000 W 12 Mile, Southfield, Michigan, 48075. Attention Shirley.

504 Help Wanted Office-Clerical

COMMERCIAL INSURANCE UNDERWRITER

General agent in a suburban company needs Underwriter with 5 years experience. $18,000 and up depending on ability. Bonus based on milestone and great benefits. Fee paid. Call Eleanor at 444-0808.
SNELLING & SNELLING

COMPUTER DATA ENTRY

Growing HW advertising franchise company can use your excellent data entry skills. Full benefit package skills. Full benefits with year end bonus, fee paid. To $13,000. Call Rob at 353-8360.
After 5 PM. Appointments Available
SNELLING & SNELLING

COMPUTER PROGRAMMER

Experience necessary with RPG II or III, IBM System 38. Long term assignment. Call or send resume to:

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy.
588-5610
332-4350

CUSTOMER RELATIONS SECRETARY

Friendly suburban company has immediate opening with advancement possibilities. Your good secretarial skills and experience are the keys. $18,000. Benefits and fee paid. Call Colleen at 353-2060.
After 5 PM. Appointments available
SNELLING & SNELLING

CUSTOMER SERVICE REP for Insurance Agency. Experienced in Personal Lines. Excellent benefits & growth potential. Send resume to: Maureen Martin, 30700 Telegraph, Rte. 3500, Birmingham, MI., 48010

CUSTOMER SERVICE
We have an opening in our Customer Service Dept. Position requires good telephone skills, accurate typing. Computer knowledge helpful. Salary approx. $14,000.
Please contact: Frank Rourke, Sales Manager, Hydraline Corp., 29200 Tonti Hills, Mi.

CUSTOMER SERVICE REP
Big medical distributor offers a competitive salary & benefit package to responsible, enthusiastic individual with good interpersonal skills, ability to organize, CRT experience & typing ability. Please forward resume to: Curtin Matheson Scientific, 45400 Helm, Plymouth, MI 48170, att. C. Carter.
Equal Opportunity Employer M/F
Principals only.

Customer Service

Professional individual for major Troy firm. Typing and good phone skills a must. Pleasant environment potential. Full time assignment to go on payroll immediately. Thru Fri., 8 to 5 pm. for a personal interview 264-0500.

CDI
Temporary Services, Inc.

DATA ENTRY OPERATOR
Position available in our Southfield office. Calculator and typing skills a must. Also excellent math aptitude required. Excellent benefits. Call before 11am 352-0379

DATA ENTRY OPERATORS
Experienced, minimum 10,000 Key Strokes. Seasonal positions starting at once thru April 15th. Paid Training. Some Part Time Flexible hours. Apply Dahm, Plymouth area. Call Mary, for appointment. 459-4703

DATA ENTRY OPERATORS

Kelly Services has openings for Data Entry Operators. To qualify you must have high inputting skills, 6000 key strokes and up, and have skills of inputting alpha and numeric data.

We have assignments in Bloomfield Hills, Birmingham and Pontiac with long and short term assignments available.

Please call for an appointment between 7 am - 5:30 pm:

642-9650
Bloomfield Hills

338-0338
Pontiac

2525 Telegraph Rd.
Suite 102
Bloomfield Hills, MI 48013

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

DATA EXPERTS
Full time
Call Ed before 5PM
541-5290

DATA ENTRY $9,000 to $13,000 6 months to 1 Yr. on job experience. Great benefits, great pay, great meth. Full time. Benefits.
ALL PAID
EMPLOYMENT CTR. II
540-4130

Data Processing Operator
CITY OF SOUTHFIELD
Afternoon Shift
Salary range $17,374 - $20,861 and a comprehensive benefit package. Job duties will include computer operations programs, designing data entry screens and formats, and performing systems back-up, data entry functions and other duties as required/assigned. This job requires graduation from an accredited high school and 3 years experience in performing responsible clerical work including data entry and computer operations.

Apply by 5 pm, Mon., February 16, at the Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, MI 48075.
An Equal Opportunity Employer

DO YOU want to work only 80 hours a week? Do you have light typing & general office skills? If you can, we seem "over" to both of the above, please respond to: Carol, PO Box 93006, Troy, MI 48084

EATON FINANCIAL CORP., a leader in the capital leasing industry is currently seeking a general office person to perform the following functions: A/P, A/R, Market Support, Credit, & Documentation. Typing a must. Entry level. Salary commensurate with experience. Company paid benefits. Send resume to Eaton Financial Corp., 30833 Northwestern Hwy., Suite 101, Farmington Hills, MI 48018.

EXECUTIVE SECRETARY for senior partner in Law Firm. Willing to pay top dollar. No fee. Must be top notch experience. Ask for David 354-3600

EXECUTIVE SECRETARY
Birmingham Real Estate Firm
Organized individual with above average skills in typing, shorthand and knowledge of word processing needed for busy Real Estate office. Salary commensurate with experience. Contact Betty Widner at 646-8700

504 Help Wanted Office-Clerical

EFFICIENT TEMPORARIES, INC

ALL SKILLS NEEDED.
- Receptionist/typing
- 10 key
- Secretaries
- Word processors (H&R, Symphony, Word Perfect)
- Lotus 1-2-3, Easter, DW3
- Data Entry
- Light Industrial (Soldering experience helpful)

Call today - - - WE NEED YOU NOW
Assignments in Troy, Warren Southfield & Detroit
Efficient Temporaries
544-2950

EMPLOYERS TEMPORARY SERVICE

Typists - Bookkeepers
Word Processors - Secretaries
Accounting Clerks
Our Livonia branch needs people with good clerical skills to fill long & short term assignments in Livonia & the surrounding communities.
Call Judy, Mon. thru Fri., 9am.-5pm
ETS NEVER A FEE
425-8170 or 425-2700

EXCITING OPPORTUNITY FOR SECRETARY

With dictation and interpersonal skills, good typing, $18,000 to $20,000 depending on ability. Call Rose people in suburbs! Call 399-3450.
SNELLING & SNELLING

EXECUTIVE ASSISTANT
Afternoons and/or evenings. $10 per hour plus. Resume to: Manager, Suite 300, Box 5063, Southfield, MI., 48086. 647-1584

EXECUTIVE - sales secretary, Farmington Hills, 3 yrs. experience, typing 70 wpm. Bill Dobyns/ Wright & Company, supporting to automotive director, organized, detail oriented, excellent benefits. $17,000. Fee paid.

SECRETARY - Southfield, work for VP, excellent typing & 100 wpm shorthand, good work background, benefits. $25,000. Fee paid

ADMINISTRATIVE - secretary, Bloomfield area, typing, personnel & employee benefits experience. Wang, IBM PC. Benefits. $20,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
Assist International President of Southfield Corporation. Flexible on overtime. Call 353-1311, Ext. 217

EXECUTIVE SECRETARY
We're looking for a well-educated, executive, legal secretary. Excellent typing and communication ability required. This position is for the career minded person. Southfield area. 444-4848

EXECUTIVE SECRETARY

Prestigious firm needs executive secretary with estate background, strong shorthand, typing & word processing skills preferred. Good benefits. To $25K. Fee paid
B. HANS SCHARF ASSOC.
354-3300

EXECUTIVE SECRETARY

Fast moving Southfield professional needs Secretary with excellent typing, word processing and phone skills to assist him. Dictaphone experience helpful. Salary commensurate. Generous salary and benefits. If interested, send confidential resume to: Mr. Berg, P. O. Box 661, Southfield, MI. 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARIES SNELLING TEMPORARIES

is in need of Executive Secretaries with at least 5 years experience. Must have 55 wpm., plus and know dictaphone. Word processing a plus.

CALL SNELLING TEMPORARIES
557-5700

EXPERIENCED EXECUTIVE SECRETARY

For sales manager, Livonia office. To $18,000, fee paid. Full benefits. Strong typing and dictation will qualify. Call 399-3450.
SNELLING & SNELLING

FILE/MAIL CLERK
Immediate opening for energetic, self starter. Duties include: stuffing files, handle incoming/outgoing mail, answering phones. Computer data entry experience a plus. Will train right people. Livonia location. Call weekdays between 8AM-5PM 591-6330

FREE TRAINING

Word Processing
or
Data Entry
Government funded program for qualified Oakland County residents. Limited openings. Don't delay, call Today. 644-2980

FRENCH SPEAKING RECEPTIONIST

Manufacturing company in Livonia needs fluent, bi-lingual receptionist, who is organized, friendly, staff & French executive. Temporary to perm position. Salary open. Pleasant personality is required in this highly visable spot. Some clerical duties also required.
BENCHMARK
TEMPORARY SERVICES
421-9200

FRONT DESK
Troy based firm has opening in its Receiving Dept for a Receiving Clerk/Typist. Must have good typing skills (50+) plus the ability to maintain a pleasant personality. Some office experience desired but will train the right person. Salary & benefits commensurate with ability & experience. Call for interview appointment between 9am-4pm 528-8030

GENERAL CLERICAL positions available throughout Detroit Metro area. Duties will included light typing (40 WPM), adding machines, copy machines, legible handwriting and pleasant telephone voice. App't. only. Call: 596-1584

GENERAL OFFICE
Growing firm needs motivated individual to fill this entry level position. Pleasant office environment. Salary & full benefits package. The successful candidate should possess the following skills & attributes: type a minimum of 60 wpm, excellent communication skills, willingness to learn a variety of job skills. Please call Miss Rae between 9 am-5 pm, Mon., Wed. or Thurs. for phone interview. 646-4000

504 Help Wanted Office-Clerical

GENERAL OFFICE-PART TIME
Typing, filing, light bookkeeping & telephones. Hrs. 10am-2pm Mon-Fri. Send resumes to Manager, P.O. Box 515, Garden City, MI 48135.

GENERAL OFFICE
Full time. Typing, filing and phone. Data entry skills helpful. $4.50 per hour to start. 353-7750

GENERAL OFFICE
Self-motivated person who enjoys answering phones, typing & computer experience. Rory Hunter, 352-5400

GENERAL OFFICE

20-30 hours a week. Take-charge person to run small office in N. Troy area. Light typing, moderate phone follow-up. Call Mr. Schwartz 1-5pm. 879-7620

GENERAL OFFICE

Full-time. Typing, filing, numerical & phone skills required. Small Southfield Non-smoking office.
PRIME RESTORAGE CORP.
558-2750 ... ask for Joyce

General Office

We need a mature, self-motivated individual for full-time office position. Typing required, phone a plus. Good salary & benefits. Apply in person only:

United Paint
24671 Telegraph Rd.
S. of 10 Mile, Southfield

GENERAL OFFICE - Full time. Some bookkeeping helpful. Southfield area. 559-0649

GENERAL OFFICE - Part-time Southfield area. Typing a must, not necessary. Apply: 32525 Stephenson Hwy., Madison Hts.

GENERAL OFFICE
Duties include: typing, answering, inventory control via computer, willing to train. Hour & wk. 471-0633

GENERAL OFFICE & Data Entry position available. Full time. Apply in person: Mr. Gerson, 9 am or 3 33585 Industrial Road, Livonia.

GENERAL OFFICE
Mature person to answer phone & type.
Call
483-6300

GENERAL OFFICE/RECEPTIONIST for growing mortgage company in Troy. Typing 40 wpm. Phone. Experience preferred. Call Sam at Progressive Mortgage. 363-5662

GENERAL OFFICE - Entry level position in law firm. Typing, typing required, detail oriented. Send written resume to Personnel Manager, Taylor, MI., 48180, attn. Mary Mohr

GENERAL OFFICE
Various duties for pleasant office in Southfield. Computer experience a plus. Flexible hours. Anchor Printing. 542-1042.

GENERAL OFFICE - FULL TIME
Livonia telecommunications company. Must be dependable. Start at $5.00 per hour. Call 471-1151, Ext. 544.

GENERAL OFFICE CLERK
Entry level, full-time general office clerk. Requirements: Math aptitude, type 40 wpm. Call Mon. thru Fri. at Ideal Tool & Mfg. Co., 421-1511, Ext. 217

GENERAL OFFICE HELP. Full time, must be able to type, some experience preferred. Northwest area. Call Linda Mon. Wed. or Fri. morning only at 591-3300

GENERAL OFFICE - typists, 45-55wpm, data entry, accounting clerk II & secretaries for Rochester area financial institution. Call Maureen at Uniforce 646-7664

GENERAL OFFICE
Accurate typist, pleasant phone manner, CRT, diary office of manufacturing Call Ann Dell late aves. Excellent benefits.
General Printing
879-2939

GENERAL OFFICE - Positions immediately available for individuals qualified to perform a variety of duties. Positions involve telephone verification and data entry, will train, salary commensurate. Call Mr. Wilson, 352-3360 or 352-3361

GENERAL OFFICE, Farmington Hills marketing and advertising firm seeks individual with good typing & perky individual to handle general office duties. Non smoker. Great opportunity. 737-9350

GENERAL OFFICE/SECRETARY
Typing, filing, telephone skills. Typ. 45-50wpm. Word processing helpful but not necessary. Call Diane, send resume to: Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Growing Co. seeks reliable person. Light typing, answering phones, IBM N/W Detroit area. Benefits.
Call Mr. Ferguson, 861-6330 afternoons, Mon.-Fri., 12-4PM, assisting Vice President of major brokerage firm. Must like working with people. Must type. Will train on the job. Call Sarah after 1PM. 354-3344

IBM PC - & Wang Word processors for leading advertising firm, excellent opportunity immediate Call Ann Carol at Uniforce 357-0646

IBM PC - Word Processor with knowledge of Word Perfect for construction, must enjoy people, figures & telephone work, call Elizabeth at Uniforce 357-0641

BOOKKEEPER

Small but busy medical practice in Troy seeks a good debit/credit bookkeeper to handle all phases of a manual accounting system. Full time. Hours are flexible. Experience in medical office accounting preferred. Salary commensurate. Call P.O. Box 953, 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. Call us for your preferred commercial or personal lines agency. Let us know what you are looking for so we can help you find a new position.

Call Ann Ball 540-3355
Mich. Ind. Personnel Service

INSURANCE
Agency in Southfield has opening in the commercial department for personal lines experienced. Salary based at liability, commercial auto & property. Opportunity for growth.
355-4400

INSURANCE CLAIMS PROCESSORS
MIC
LIFE INSURANCE CORP.
needs individuals with credit life & A & H insurance claims experience.

Duties include investigation, determination of liability, calculation of benefits & payment of credit life claims.

Knowledge of credit life operations, policy language & medical terminology is essential.

Light typing - word processing skills helpful.

Competitive salary & comprehensive benefits. Send resume to box 2068, Warren, MI 48090 or call 986-8727 or 1-800-331-9526

A Member of the GMAC-Financial Service Network.
An Equal Opportunity Employer

INSURANCE CORRESPONDENT
Fast growing Southfield firm, Fortune 500 company seeks full time highly self motivated individuals to perform a variety of functions with regard to portfolio insurance coverage. Must be detail oriented & possess good communication & organizational skills. Ability to type a plus. Background and/or prior experience in insurance field preferred. Excellent benefits package. Reply to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

KEYPUNCH OPERATORS
Experienced operators needed for growing Livonia company, days and afternoons.
INDATA CORP. 422-8002

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Sales
CONCORD PERSONNEL
19600 Middlebelt Rd. 478-2200

INSURANCE - FULL-TIME
Computerized Agency needs experienced Commercial Lines Customer Rep. Benefits Hills. 333-3033

INSURANCE OFFICE - PART-TIME
Good future in Detroit.
Send resume to: Job,
P.O. Box 666, Plymouth, MI. 48170

INSURANCE - small Southfield agency needs Secretary/Raiter. Experienced in auto/homeowners. Call afternoons 557-7822

KEYPUNCH OPERATOR - Experienced, needed to invoice and answer telephones. Farmington area. Call am only. 358-5366

KEYPUNCH OPERATORS
needed by service bureau. Experience required. Full & part time days. Redford area. 531-1150

Keypunch Operators

IMMEDIATE OPENINGS
Why not be a part of our Livonia based company that offers excellent benefits (to full-time employees), including a 401-K Profit Sharing Plan after 1 year of employment, free day and afternoon shifts, full and part-time are available. Should possess prior keypunch experience, and input 10,000 keystrokes per hour, please call us to learn the hours of best suit you.
427-2000, Ext. 564
Equal Opportunity Employer
Male/Female/Handicapped/Vet

LAW OFFICE, Southfield, seeks experienced Legal Secretary-Office Manager with minimum 3 years legal experience, decades of seasoned substantial responsibilities. IBM PC Word Perfect experience preferred. Excellent salary and benefits. Call Rosa 353-3400

EXPERIENCED LEGAL SECRETARIES wanted for large downtown Detroit law firm. Excellent typing & dictation and/or corporate experience required. Excellent benefit package. Salary commensurate with experience. Call Sharon. 225-7093.

LEGAL ASSISTANT - Birmingham, shorthand, typing, word processing. Send resume to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL/EXECUTIVE SECRETARY
Personal secretary for Partner in Troy, Big Beaver area Law firm specializing in Real Estate & Banking. Excellent typing and communication skills required. Word processing experience necessary. Accuracy & customer relations are important. Organizational skills a must. Very interesting job opportunity for the right person. Call Jenny at 443-1799

Mature person with good secretarial skills. Please call and ask appointment by for Manager ONLY. 644-4700

MEDICAL RECORDS TECHNICIAN
Full time position in our Medical Records office one work. Close contact with physicians. Medical experience necessary. 348-8000, Ext. 325.

HOVI INSURANCE AGENCY
Needs individual experience in all areas of insurance underwriting. Commercial, personal lines, life & health. Call Marlene, 348-8000

OFFICE CLERICAL - Letter opening and sorting. Part time only. Livonia Area. $4.00 per hour. Call Bernie 261-0630

OFFICE CLERICAL, part time position in Southfield for enthusiastic self motivated individual who would enjoy working with college students. Duties include: Typing, office/clerical background helpful. Must be available Mon. Tues. Wed. and every other weekend. Call Debbie or Kristy after 5pm at 548-5320

OFFICE CLERK
Bloomfield Savings presently has an opening for an office clerk position. Qualified candidates must possess good math aptitude, accurate typing, 50+ skills, working knowledge of general office equipment & 1 yr. experience in a comparable position. Please send resume to Bloomfield Savings, 6800 W. 14 Mile Rd., P. O. Box 12360, Birmingham, MI., 48012.

OFFICE CLERK/PART TIME
Evenings and weekends. Light mail skills needed. No phone calls. Apply Dearborn Inn, 20600 W. 7 Mile, Livonia (Livonia Town Square).

OFFICE HELP
Phones, typing, Word Processing, Dictaphone, Shorthand and Office Procedures experience. Mainly an On-Call Job. Will be required to work on Vacation, Long Leave/Extended Absence. 258-5000

OFFICE MANAGER
BOOKKEEPER
Small auto dealer requires full time bookkeeper to maintain office accounts, assume documents & be sales devised. Will train qualified person. Send resume to: Box 2000, 30000 Grand W. 11 Mile, Berkley, MI. 48072.

OFFICE MANAGER

Knowledgeable in all phases of office accounting functions, personnel legalities & requirements. Ability to supervise clerical staff with exceptional attention to detail, organization.

Position will require hard work & good organizational skills - offer excellent opportunity for advancement. Salary commensurate to start $18,000 - $20,000. Submit resume to Box 2000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE PERSON
All-around. Filing, auditing & posting. Must be proficiency near Ten-Key. Mature only! Message. 553-2472

ONE GIRL OFFICE needs a take charge person for full charge position. Must have experience in bookkeeping, payroll, accounts receivable, accounts payable, typing, filing, etc. PC experience helpful. Call Jerry Kaminski, 557-1000

PARALEGAL - Corporate & real estate, downtown Detroit firm. Excellent salary & benefits. Good typing skills, some math skills, organized, detail oriented. Min. 2 years paralegal exp. Send resume to box 662 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

PARA-LEGAL - 1 to 4 years experience. Detroit area. Call Ms. Smotzer. Send resume to: 1188 W. Long Lake Rd., Troy, MI. 48098.

PARTNERS IN PLACEMENT

Positions Available for:

Typists
Word Processing Secretaries
Data Entry Bookkeepers

Call 474-8500 Today!

"Let PIP be Partners in YOUR future!"

PART TIME CLERICAL, 8-10 hours per week, typing, filing, mailing. Beyond Inc., Dept. 32-1370-W, 13 Mile Road, Farmington, MI 48018

PART TIME evening position available, word processing & computer experience helpful. Kris Tran, Dept 24-E, P. O. box 837, Troy MI. 48099

504 Help Wanted Office-Clerical

LEGAL SECRETARIES TEMPORARY PERMANENT

If you are an experienced legal secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.

If you prefer permanent, full time employment, you will be happy to know we have a diverse range of permanent positions always available.

There is never a charge to you for our courteous and professional placement ass