504 Help Wanted Office-Clerical

ACCOUNTS / RECEIVABLE REP.

Livonia regional office of national corporation needs individual with customer service & credit/collection experience to provide support to customers regarding account status. We desire a detail oriented, follow-up system, Flexible hrs.

Part or full time

Benchmark
TEMPORARY SERVICES
421-9200

ACCOUNTING - mature adult for part time accounting. Small office, some experience, but will train. Flexible hours. 626-8869

ACCOUNTS PAYABLE CLERK. Computer payable system. Please send resume and salary requirements to: Linda Lanagan, "Travel Services", 1100 Ford, Dearborn, MI 48126

ACCOUNTS PAYABLE, part time, experienced, for small company. General accounting experience. Send resume to: Controller, 38819 Plymouth Road, Livonia, MI 48150.

ACCOUNTS PAYABLE CLERK. Troy-based restaurant chain. Experienced in computerized A/P system. Small office requires versatile person with excellent clerical skills. Call for appointment: 362-1486

AD AGENCY RECEPTIONIST

Rare chance for a bright front desk of a busy ad agency! Good typing & phone skills required. Ideal for a promotable position. $12,000 plus benefits. Fee paid. Call Cathy.

After 5pm appts available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT for condo development in West Bloomfield. Full time with background in real estate. Pleasant working salary. Must be well groomed. Non smoking office. 626-8835

ADMINISTRATIVE ASSISTANT Growing corporation needs office personnel for accounting and marketing position. Applicant should be oriented and enthusiastic, typing and PC experience and knowledge helpful. Send resume to: P.O. Box 5077, Southfield, Mich., 48086

ADMINISTRATIVE ASSISTANT

Be a private secretary with your own office! Enjoy lots of administrative duties along with secretarial. To $18,000 to start. Fee paid. Call Diane Hor. 353-2080

After 5pm appts available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT - personal secretary & coordinator for president of large Detroit area. Education, private corporation, good skills, entertaining & pleasant business, flexibility & dedication a must. Top salary may be required. Respond to:

Administrative Assistant
Box #25047
Plymouth, MI. 48170

ADMINISTRATIVE SECRETARY to Administrative Staff of Not-for-profit Financial Organization. Dedicated professional person (23) plus hours of experience, preferably in Management, Finance or Accounting, motivated, detail-oriented candidate will thrive in this NEW position. Knowledge of IBM P/C helpful. Send your resume to: BOC Personnel, 23100 Telegraph Road, Suite 100, Southfield, MI. 48075

A Kelly job helps you meet new people

Come to Kelly Services, America's number one name in temporary help. We have jobs in all areas, long term and long-term temporary assignments available right now with:

- Word processing
- Bookkeeping/Accounting
- Receptionist/Typists
- Marketing

At Kelly, we offer highly competitive pay, an excellent benefit package, vacation and bonuses. For more details, call:

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

An immediate opening in the Corporate office of a National Manufacturer. Duties include Good typing, some shorthand and word processing. Excellent benefit package and working conditions. Call Mrs. Ingalls, Personnel Dept. P.O. Box 2020, Southfield 48037

APPLY TODAY

We have all kinds of clerical positions available in your area.

- GENERAL OFFICE
- TYPISTS (45-50wpm)
- PAYROLL
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ARE YOU A

- SECRETARY
- WORD PROCESSOR
- TYPIST
- CLERK
- Data Entry Operator

WE NEED YOUR SKILLS IMMEDIately
LONG TERM ASSIGNMENTS

NORRELL Services, Inc.
553-5858

Arbor Temporaries
ATTENTION WE NEED YOU

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

RECEPTIONIST
$5 to $6 HR.

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(wordstar, CPT, NBI, Wang, Microsoft, Displaywrite
$6 to $9 HR.

LEGAL SECRETARIES
$6 to $8 HR.

MEDICAL SECRETARIES
$6 to $8 HR.

INSURANCE CLERICAL
$5-$6 HOUR

NO FEES - Call 459-1166

INTERVIEWS START AT 7:30 am MON. thru FRI.

TOP WAGES & PERKS
PAID MEDICAL & VACATIONS

9400 N. Main - Suite 102
Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT Real Estate development Co. seeks a strong typist with good organizational skills & word processing a must. Northland area. Excellent benefits. Reply to: 14301 W. 8 Mile, Southfield, MI. 48235

ADVERTISING AGENCY in Birmingham looking for account co-ordinator to co-ordinate work flow between creative, production, & media departments. Good secretarial & organizational skills a must. Agency paths experience preferred. Opportunity for advancement into traffic management. Send resume to: Box 1969, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO BILLER
TAYLOR CHRYSLER PLYMOUTH
Experience preferred in automotive dealership. Experience in electronic billing helpful. Please call Patty for appointment at: 948-8100

AUTO DEALER - needs cashier for import store in Farmington Hills. Dealership experience preferred. Call Mark Frontiera 661-0909

ASSISTANT BOOKKEEPER

needed for professional Real Estate Development office located in Downtown Birmingham. Part-time position available. Full-time position. Requires knowledge of accounts payable, A/R, G/L. Experience on DBAXT or Zenith helpful. Non-smoking office. Call Cyndi

646-2280

ASSISTANT/RECEPTIONIST for Chiropractors office-Full time. Needs basic clerical skills with excellent personality and highly motivated. Must be able to effectively deal with public. Previous chiropractor experience helpful but not necessary. Applications available Mon-Fri 9am—12pm, 3-7pm. 27448 W. 7 Mile, Livonia. 534-4110

ASSISTANT/SECRETARY

People oriented, mature individual needed to assist fast paced work environment. Good grammar, typing & organizational skills are required. Applicant must have some sales and expectations to: Franklin Employment Dept. 24400 Twelve Mile, P.O. Box 5008, Southfield, Mich. 48086

An Equal Opportunity Employer

ASSISTANT to Sales Manager. Fast paced office needs experienced person, has accurate typist, filing, phone skills, variety of duties. 30 hours per week, 6:30am-4pm, some overtime necessary. Near 13 Mile & Telegraph, Birmingham. Pay to commensurate with experience. Insurance background a plus. Call 642-6013

AUTO DEALERSHIP has an opening for a cashier-bookkeeper position. Excellent salary with secretarial. To $18,000 to start. Fee paid. Call Diane Hor. 353-2080

After 5pm appts available
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT - personal secretary & coordinator for president of large Detroit area. Education, private corporation, good skills, entertaining & pleasant business, flexibility & dedication a must. Top salary may be required. Respond to:

Administrative Assistant
Box #25048
Plymouth, MI. 48170

ADMINISTRATIVE SECRETARY to Administrative Staff of Not-for-profit Financial Organization. Dedicated professional person (23) plus hours experience, preferably in Management, Finance or Accounting, motivated, detail-oriented candidate will thrive in this NEW position. Knowledge of IBM P/C helpful. Send your resume to: BOC Personnel, 23100 Telegraph Road, Suite 100, Southfield, MI. 48075

BOOKKEEPER — Dental office in Plymouth Canton area seeking mature individual for flexible part time bookkeeping position. Experience required. 453-6320

BOOKKEEPER Desired for a healthy growth planning concern. Required knowledge in payroll, tax reports, accounting & financial statements. Computer experience helpful. Call Ms. Whitney for appt. 851-8000

BOOKKEEPER — full time, part time 9:00 to 1:00 or 2:00 to 6:00 pm. Some computer. Attractive professional offices in Farmington. Small history in Air Mail. The GLass Freeman Co. 30400 Telegraph Rd. #435, Birmingham, MI. 645-1010

BOOKKEEPER - Full charge for property management. Some computer experience. Text, lotus helpful required. Southfield area. Call Mon. thru Fri., 9am-5pm. 356-0400

BOOKKEEPER - FULL TIME 8am-5pm. Southfield Area. Responsible for accounts receivable, accounts payable thru trial balance & bank reconciliations. 2 yrs. experience or 2 yr. accounting degree. 352-1966

BOOKKEEPER/GENERAL OFFICE Experienced, full-charge, P.C. experience, good math skills, payable background desirable.
Call Dan, 356-4036

BOOKKEEPER/GENERAL OFFICE Position available with Westland manufacturer. Duties include bookkeeping, typing & answering phone. Send resume to: Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER GENERAL OFFICE Approximately 30 hrs. per week, multi-talented self starter to assume responsibilities for all financial operations. Should have experience in bookkeeping thru trial balance, payroll, bank reconciliation and taxes. Call 8:30am-12:30pm 553-4140

BOOKKEEPER/OFFICE MANAGER - Full charge bookkeeper capability for medium sized law firm. Computer experience helpful.
Call Marilyn J. Leavitt 348-3960

BOOKKEEPER - PART-TIME Mature (8) years experience. Light typing. Farmington Hills area. 855-1991

BOOKKEEPER/SECRETARY for women's retail store in Farmington Hills, Annarbor, 227 Plaza 81. 540-8338

BOOKKEEPER/SECRETARY Experienced, for busy interior design firm in Southfield. Work with clients & contractors. 354-0667

BOOKKEEPER - Small progressive electronic manufacturer in Farmington Hills. Must be talented, versatile, take-charge person with EDP experience thru trial balance. Opportunity to advance. Liberal benefits. Send resume, references & salary history to: J.T. Harley, 5521 Lauren Dr., Bloomfield Hills, MI 48013

BOOKKEEPER - Southfield Construction Company has an immediate opening for an experienced, reliable bookkeeper. Computer knowledge necessary. Top salary & benefits. Call 358-5313

BOOKKEEPER through trial balance. Part time position available in Farmington Hills. Computer experience necessary. Non smoker. $6.50 to $7.50 an hour.

ACCOUNTANTS UNLIMITED
354-3110

BOOKKEEPER
Top-notch, full time, experienced bookkeeper needed for small Oak Park company. Must like to keep busy, be pleasant and versatile. Computer experience desirable. Solid position for right person. Reply to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/TYPIST - part time, send resume to PO Box 8738040, Berkley, MI 48072

BOOKKEEPER/TYPIST/ General office, full time, benefits. Star Builders, 29200 Greenfield, # 116, Oak Park.

BOOKKEEPER, Southfield Real Estate Management Development firm requires an experienced bookkeeper full time. Excellent working conditions and benefits. Call Marcia 353-6560

BUSINESS 36 Southfield needs person to enter large volume of data from invoices to computer. Must be fast, accurate & reliable. Send letter or resume to: P. O. Box 5137, Southfield, Mich. 48086

BUSY OFFICE, in Farmington/West Bloomfield area has various duties. Excellent skills needed in typing, Mach. spelling computer knowledge helpful. Word Processing, flexing, cheerful telephone voice, must do errands. Job can conform to mother with children; can work 6 or 7 hours, 5 days a week. Must be very dependable & experienced, get along well with Co-workers & be a Non-smoker. Salary & attitude are important. Please call & leave name & phone number. 348-9661

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A Kelly job helps you meet new people

Come to Kelly Services, America's number one name in temporary help. We have jobs in all areas, long term and long-term temporary assignments available right now with:

- Word processing
- Bookkeeping/Accounting
- Receptionist/Typists
- Marketing

At Kelly, we offer highly competitive pay, an excellent benefit package, vacation and bonuses. For more details, call:

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

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We have all kinds of clerical positions available in your area.

- GENERAL OFFICE
- TYPISTS (45-50wpm)
- PAYROLL
- RECEPTIONISTS
- WORD PROCESSORS
- SECRETARIES

Call for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900

ARE YOU A

- SECRETARY
- WORD PROCESSOR
- TYPIST
- CLERK
- Data Entry Operator

WE NEED YOUR SKILLS IMMEDIATELY
LONG TERM ASSIGNMENTS

NORRELL Services, Inc.
553-5858

Arbor Temporaries
ATTENTION WE NEED YOU

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

RECEPTIONIST
$5 to $6 HR.

SECRETARY
$5 to $7 HR.

WORD PROCESSORS
(wordstar, CPT, NBI, Wang, Microsoft, Displaywrite
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$6 to $8 HR.

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$6 to $8 HR.

INSURANCE CLERICAL
$5-$6 HOUR

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INTERVIEWS START AT 7:30 am MON. thru FRI.

TOP WAGES & PERKS
PAID MEDICAL & VACATIONS

9400 N. Main - Suite 102
Plymouth, MI 48170

BOOKKEEPER/SECRETARY - with double duty experienced Dry wall balance - Tues. & Thurs. preferred. Bloomfield to Hills, Westside office. 626-5408 or 626-3408

BUYERS ASSISTANT

Interesting opportunity with a Health & Beauty aids distributor. This clerical position requires accurate typing, experienced working with figures & good phone skills. $10,000 FEE PAID. Hurry for this variety filled position. Call Bernice 353-2080

SNELLING & SNELLING

CHARTER BUS COMPANY in Livonia area, needs energetic person to assist & book charter work. Good phone personality and willingness to learn & work independently a must. Must have knowledge of general office duties. Please send resume to: Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A RESUME WORKSHOP
How To Present a Professional Image
(No Charge)
Call
474-8722
J. Martin Temporaries/Plus

CLERICAL

Bloomfield Manpower Corporation is seeking an energetic individual to work in our Foreclosure Department. Qualified candidates must have accurate typing skills, good math aptitude and the ability to operate a 10-key calculator. General office and/or mortgage banking experience preferred. Opportunity is available for a conscientious person interested in Bloomfield. Salary commensurate with experience. Excellent benefit package. Please call Mr. Prominent call 358-2600 or send resume to:

Personnel Dept.
BLOOMFIELD MORTGAGE CORP.
24700 Northwestern Hwy.
Suite 300
Southfield, MI 48075

An Equal Opportunity Employer

CLERICAL - entry level position for person interested in being trained to be a bookkeeper. Experience helpful. Send resume to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
ENTRY LEVEL

Engineering firm has openings for BS Receptionist/Switchboard/Typist position in Farmington Hills. Must possess pleasant phone manner and good typing skills and flexibility in accepting other work assignments. Fully paid benefits. Non smoking preferred. 478-5223

CLERICAL - general office duties - filing. Some typing or data entry experience. Light bookkeeping. Flexible hours. 10:30AM-4:30PM. Call Elaine. 443-5808

CLERICAL HELP
Full time position
General Office
625-3211

CLERICAL

Major corp looking for long term temps. Must have experience in data entry, typing & general office duties. $3 per hour. No fee.

Fisher Temporary Service
Livonia 477-8420

CLERICAL

No experience, must be outgoing, good typist, willing to learn & you will. Opportunity to advance. Send resume to or stop in B. M. Grant & Company, 18155 W. 12 Mile, Southfield, MI. 48076

CLERICAL/OAKLAND TOWNSHIP-Detailed work. Knowledge of applications for a full-time clerical position as Receptionist for the Township Administrative Center and to assist the Clerk and Building Director. Must be a high school graduate with good typing skills. Call Oakland Township clerk, at 391-1440 for application or send resume to 4333 Collins Road, Rochester, MI 48063

An Equal Opportunity Employer

CLERICAL - PART-TIME for Dentist's Bald Eagle area. Mature attitude needed to monitor telephone, type letters, assist other employee relations & flexible work assignments. General Office experience helpful. 348-1111

CLERICAL PERSON

To work in a small growing trucking office. Typing, calculator & some phone work. Located in Wayne. Call Cheryl 349-0500

CLERICAL

Purchasing Department, Farmington Hills area fastener distributor has opportunity for a well organized and responsible individual. Requires knowledge of computer, some typing, expediting orders from vendors, plus assisting in various daily purchasing functions. Qualified applicants send resume to: Mr. Reilly Metal Fasteners Corp. 23340 Commerce Park Dr. Farmington Hills MI. 48024

An Equal Opportunity Employer

Clerical

SALES OPERATION PROCESSOR

We have immediate openings for the sales operation processor in the Livonia office. In order to be successful you must be able to type 35WPM accurately, enjoy phone contact in a fast paced sales environment, detail oriented & have at least 2 yrs. business experience in office environment. CRT experience & life product knowledge is a plus. Duties include dealing with independent agents, inputting life quotes on P.C. & processing paperwork to the sales rep. Our benefit package includes dental, medical, profit sharing, retirement, savings plan & much more. Mature applicants welcome. If interested please send resume to: Saleco Inc. Co., 5001 E. Galbraith Rd., Cincinnati, Ohio 45236.

Attention: Personnel Dept.

An Equal Opportunity Employer

Clerical

Worldwide headquarters located in Southfield is looking for an individual with a pleasant telephone personality. The individual must enjoy telephone contact & numbers work. Light typing required. Excellent benefits including medical, dental, prescription & tuition reimbursement.

Call Donna
P.O. Box 2227
Southfield, MI. 48037

CLERK - full time, to staff Central Michigan University, Southfield Center. Requirements: completion of high school or equivalent 2 years related experience beyond High School, Ability to work with people, organizational and telephone skills, knowledge of typing & ability to concentrate equipment. Must communicate effectively & project a positive public image. Benefits, salary range $5.42 to $6.31. Mail resume, No later than March 19, 1987 to: Southfield Center, 25245 Telegraph Road, Southfield, MI 48034.

No Phone calls. CMU is an Affirmative Action & Equal Opportunity institution.

CLERICAL - varied duties in coding/mailroom/transferring. Accurate detail oriented person. Square Lake/Telegraph area. Call Lori between 8am.

CLERICAL WORKER

needed for offices in Southfield. Experience preferred but not necessary. Good benefits.
Call Joanne at 350-3400

An Equal Opportunity Employer

CLERICAL Seeking full time help. Typing should be 50 wpm. Salary $19,700 with benefits. Position available in our Southfield office. Please send letter or resume: 9333 Telegraph, Taylor MI 48180 Attn: D. Salary Equal Opportunity Employer M/F

CLERK - Insurance company in Southfield seeks an experienced part-time clerk to proof read type setting in our Forms Management Dept. Applicant must be detail oriented with 2 years clerical experience and accurate typing (35 wpm). CRT or PC experience helpful.

Apply: Mon. thru Fri. 9am to 4pm, Lasalle Insurance, Good place, 15800 Providence Dr., Southfield. (Across from the Americana Theatre). NO PHONE CALLS, PLEASE.

Equal Opportunity Employer M/F

CLERICAL - strong office skills, typing, word processing, sales support. Flexible area. 454-7550

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504 Help Wanted Office-Clerical

CLERICAL

Looking for experienced bookkeeper with good phone manners and typing skills. Southfield area. 552-0650

CLERK NEEDED in Southfield. Should have good math skills and be flexible. Hours negotiable. Salary $5 to $6 an hour plus benefits.
Call 828-8520

CLERKS - Insurance company in Southfield is seeking energetic individuals for data entry positions. Applicant must possess excellent filing, typing (40 wpm) and telephone skills, verbal communication skills. Data entry experience desirable. Excellent benefits package. Apply: Mon. thru Fri. 9am for 4pm, League Insurance Company, 15800 Providence Dr., Southfield. (Across from the Americana Theatre). NO PHONE CALLS, PLEASE!

Equal Opportunity Employer M/F

CLERK/TYPIST - Freight forwarder office, from 9am-5pm.
Troy 643-6200

CLERK/TYPIST II

The Charter Township of West Bloomfield is seeking qualified applicants for the position of Clerk/Typist II. This position involves a wide variety of tasks which require excellent typing & clerical skills, operation of office equipment, and the ability to deal tactfully with the public. General minimum requirements for the position are graduation from high school or its equivalent with one year of typing & a minimum of 1 year clerical experience. Vacancies for this position exist in the following departments:

COMMUNITY DEVELOPMENT
PLANNING DEPT.
PURCHASING DEPT.

1987 Salary Range: $15,850.21-$18,204.85 with an excellent fringe benefit package. Applications will be accepted until 5pm, March 20, 1987 at the Personnel Dept., West Bloomfield Twp., 4640 Orchard Lake Rd., P.O. Box 6430, West Bloomfield, MI. 48033.

An Equal Opportunity Employer

CLERK TYPIST

Standard Federal's savings institution has immediate opening for Clerk Typists at its main office headquarters located in the City of Troy. The successful candidate will have typing skills of 40-60 wpm combined with well developed written and verbal communication skills. Word processing skills are helpful, these positions offer a very competitive and attractive benefits package. Apply in person Monday - Friday, 9:30 a.m. to 3:30 p.m. at:

STANDARD FEDERAL BANK
Savings/Financial Services
Attn.: Personnel Dept.
2401 W. Big Beaver Rd.
Troy, MI. 48084

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERK TYPIST - type 50 wpm with general office duties. Willing to train on word processor. Call
Temporary Specialists 354-3811

CLOSING DEPARTMENT of national title search company. Need sharp person with good typing skills. Math helpful. Pleasant working environment. Bonus paid. Troy. 879-8650

COLLECTOR/ASSISTANT CREDIT MANAGER

Large computer distributor needs experienced collector for company headquarters. Benefits. Send resume to: 1100 Maplelawn St., Livonia, MI 48150, attn. Selinda.

COLLECTOR/COMPUTER Experienced Detroit location. Salary DOE. Ste. 300, Box 5083, Southfield, MI 48081. or call anytime 641-7170

COMPUTER PROGRAMMER

Experienced in data processing. Basic Language must have knowledge of accounting knowledge. Benefits package, salary negotiable. Send resume to: P.O. Box 5096, Southfield, MI 48086

CONTEMPRA

Join our fast growing company. We have exciting positions available for:

WORD PROCESSORS
TYPISTS
RECEPTIONISTS
SWITCHBOARD
CLERK TYPISTS

NO FEE BENEFITS

583-4858

CREDIT-Assistant Accounts receivable person with experience, for fabric warehouse in Troy. 362-0010

CRT OPERATOR

Plush office. Some work background. Good salary & great benefits. Paid. Leonard & Assoc. 257-6020

CUSTOMER SERVICE REP

Data entry, billing, sales, & 10 key experience along with good telephone personality. Send resume to: P.O. Box CN 3307, Livonia, Mich. 48151 Attn: Personnel

Equal Opportunity Employer M/F

DATA ENTRY CLERK

Fast & accurate with a good math aptitude. Work 2-10PM, Mon. thru Fri $5. to $6.50 per hour. Benefits. Call Berk Enterprises 352-3242 Omni Trial Park Dr. Farmington Hills MI. 48024

An Equal Opportunity Employer

DATA ENTRY/CLERICAL

A wholesale building supply house located in Pontiac is looking for an experienced person for data entry to include billing, accounts receivable & inventory. Other duties include typing on pegboard, light work. Good typing, organizational & math skills needed. Qualified candidates should apply at Ventura Industries, 11865 Globe, Livonia. 591-2068

DATA ENTRY, Filing, phone, some typing. Prefer some office experience. Farmington Hills area. Call Glenn at: 471-0317

DATA ENTRY

Full time position in Southfield professional office. Medical/Dental billing experience helpful but not required. Computer experience desirable but not required. Call

352-3109

DATA ENTRY OPERATOR - Nationwide data processing company seeks entry operator, hrs. 8am-4:30pm. Excellent fringe benefits, call Judy for appt. 557-4700

DATA PROCESSOR

Environmental laboratory has full time opening for data processor. Position requires excellent typing, word processing & math aptitude skills. Applicant must be well organized & detail oriented. Salary commensurate with experience. Send resume to: Mr. Ray Fabry, 28345 Beck Dr., Novi, MI 48050. No calls please.

Equal Opportunity Employer M/F

DATA ENTRY Experienced 6 mos. experience on IBM PC or Wang for suburban Farmington Hills company. Call Sari at 851-0400

ENTRY LEVEL POSITION fast paced marketing firm. Typing & telephone experience a plus. $13,500 per year. Benefits. Send resume to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL word processor for small word processing dept. Will train for our needs on our equipment. Must be good typist with excellent language skills, will be tested. Salary commensurate with experience. Humor & be non smoker. Excellent benefits including dental. Salary commensurate with ability and than experience. Reply with letter stating why you feel you qualify. PO box #2064, Southfield, MI. 48037-2064

NATIONAL firm based in Southfield Executive Secretary for major department. Typing 60wpm - Steno preferred. Great work environment with many possibilities.

Call 827-3441

EXECUTIVE SECRETARY needed for busy Livonia Corporation. Must have good typing, letter & communication skills. Please call Mrs. Carlgren, 478-9208

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504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT, Part-time position for President, Resume Manager, Suite 300, Box 5083, Southfield, MI. 48086. 641-1564

EXECUTIVE SECRETARY - Excellent typist, shorthand, understanding of financial statements, able to handle details & follow through projects with minimal instructions. Starting salary negotiable. Must be written and make driving time of Troy area. Call Mrs. Ann Hoffman/Mr. Ed, 550 Stephenson, Suite 206, Troy, MI 48083

EXECUTIVE SECRETARY

Southfield service company seeks bright, hardworking individual to assist President. Duties will be diversified & challenging. Excellent secretarial skills required. Qualified candidates must be self-motivated, organized with attention for detailed work. Please send resume to: Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY, permanent position in Southfield area. Challenging position for experienced person. Top salary & benefits. Call for appointment. 357-3767

EXECUTIVE SECRETARY

Detailed oriented, self-starter needed to assist President of company. Shorthand & typing skills are helpful in this busy, modern setting in Farmington Hills. Good benefits & salary. Please call Attention Controller, P.O. Box 3314, Farmington Hills, MI. 48018

EXECUTIVE SECRETARY

World's #1 Coupon Publisher seeks Top Notch Secretary to provide Administrative Support for Marketing Director.

- Type 55WPM
- Shorthand 90WPM a must!
- Excellent Benefits
- Experience in Manufacturing Environment

We offer an outstanding work environment with competitive salary & excellent benefits. Plus, our unbelievable growth guarantees rewarding career opportunities.

Send Resume To:
JAN CARPENTER
VALASSIS INSERTS-LIVONIA PRINTING CO.
35955 Schoolcraft Rd.
Livonia, Michigan 48150
An Equal Opportunity Employer

FARMINGTON HILLS CORP. Seeking experienced Receptionist with excellent typing skills. Word processing skills 55WPM. Salary plus benefits. Call 855-4515

FILE CLERK

Full time days in Livonia. Benefits. No out standing or overtime. Call entry level opportunity. Ages 19-21. Call Ms. Ann Arbor 326-5120

FILE CLERK - General office duties needed. Duties will include answering telephones, typing, filing and other benefits. Salary commensurate with ability and experience. Farmington Hills. 737-2770.

FILE CLERK

Southfield area. Self-starter with good math aptitude & a light typing. Some previous office experience required. Excellent benefit package. Pleasant working atmosphere. Send resume to: Personnel Director, P.O. Box 5083, Southfield, MI. 48037

FILE CLERK

P.O. Box 5083
Southfield, MI. 48037

FREE TRAINING

Data Entry

Government funded program for qualified dislocated homemakers. Limited openings. Don't delay, call today. 644-2660

FULL TIME PERSON For a fast paced office. Excellent phone manner. Light typing. Work in bid section. Hours 8am-5pm. Keego Harbor area. Full benefits. Call Bonnie or P. O. Box 5336, W. Bloomfield, Mich. 48003

GENERAL CLERICAL

Full time. Excellent benefits & advancement opportunity, starting at $4.00 per hour. 27775 Novi Rd., Novi. 348-8922

GENERAL OFFICE - growing company in Farmington Hills area seeking individual with good math aptitude, strong detail orientation, right hand for light bookkeeping, including documents, contract preparation, etc. Light typing skills required. Computer experience preferred. Salary commensurate with the right person. Submit resume & salary history to: Box 1000, Observer & Eccentric Corp. 32580 Grand River, Farmington, MI. 48024

GENERAL OFFICE HELP

Various openings. Phone Sales. Dead-ending. Will train.
556-5337

GENERAL OFFICE $9/HR

No experience needed.
Call Today 557-1200
Or Fax Resume Today
Job Network

GENERAL OFFICE - W. Bloomfield Must be reliable, dependable, typing 35 wpm, no panicked people. Will handle office responsibilities, salary $5.00 to $6.00 per hour. 661-0100

GENERAL OFFICE - Full-time, permanent, for 1 person office in Livonia area. Must have good phone skills, ability to deal with public, some office experience. Nov. Call 537-9010 for appointment. 349-0077

GENERAL OFFICE

Typing, phone, communication skills, ability to work with figures, etc. Full time. Apply in pay company, 29777 New Bright Industries, 41815 Ford Rd., Canton.

GENERAL OFFICE - plumbing & heating contractor looking for full time person. Must have good attendance needed for receptionist & help dispatch work. Looking for someone to grow with company. Call between 8am - 3pm. 464-3919

GENERAL OFFICE - Varied duties available in high paced W. Bloomfield sales office. Energetic person with excellent typing skills. Call Ms. Ann Arbor 326-5120

General Office

Clerical position, full-time, for a progressive management company in Southfield. References required. Call Mon. thru Fri. 9am-5pm.

352-2015

An Equal Opportunity Employer

GENERAL OFFICE

Part-time position. Must be experienced with IBM PC & have good math aptitude. Ability to pay attention. Call Mr. Ann Arbor 326-5120 or send resume to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

Full time position in rapidly expanding Farmington Hills area. Responsible for data entry on IBM PC and other duties as assigned. Salary commensurate with experience.

KRISTIE BOOKIE, OFFICE MGR
DIVERSIFIED TRANSFER & STORAGE
755 W. Big Beaver, Suite 404
Troy, MI 48084

GENERAL OFFICE

General office skills needed for exciting long and short term assignments.

TYPISTS
SECRETARIES
CLERKS
DATA ENTRY

Call AATEC
261-6222
NEVER A FEE
29566 Five Mile Rd.
Livonia, MI 48154

GENERAL OFFICE

Accurate typing, filing, phones. Light-up area.
238-8311

GENERAL OFFICE and OVERSEAS SHIPPING

needed for small Birmingham office. Must type accurately and work independently. Approximately 30 hrs. Call Barb or Ellen 258-5040

GENERAL OFFICE
BIRMINGHAM AREA

Small office, part time, need with good typing skills. Varied duties, good benefits. Call for appointment.
646-7900

GENERAL OFFICE

Full time. Typing, filing and phone. Data Entry skills helpful. Excellent benefits. North Detroit area. Send resume to P.O. Box 128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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504 Help Wanted Office-Clerical

GENERAL OFFICE - Typing, filing, phone, bookkeeping. Experienced only. Full time. Southfield area. Call Mon-Fri 9am-5pm. 356-0358

GENERAL OFFICE

Full time - typing required. Good phone manner. Light bookkeeping. Schoolcraft area. For interview appointment call: 473-5810

GENERAL OFFICE/PAYROLL

Busy office needs mature person for general office work (telephone, typing) duties part time with possible full time opportunity. Starting $3.35 - $4.00 per hr. Apply Sabbs Sweetwater Hwy, Madison Heights, near 14 Mile.

GENERAL OFFICE- Southfield area. Full time. Phone answering, light typing. Varied duties. Pleasant working conditions. $3. per hour. Call Marcy for appt. 557-2100

GENERAL OFFICE

Full time 9 to 5 PM. Light typing, filing, etc. Full company benefits including profit sharing. Apply in person Tri, Mar. 13 at 200 Manufacturing Park, Redondo Drive, Ann Arbor, between Plymouth & Schoolcraft.

Equal Opportunity Employer M/F

GENERAL OFFICE - World's largest manufacturer of medical heart tools is in need of an individual with clerical experience to perform various duties as a payroll clerk. Full benefits, Light typing skills and proficiency with the 10-key calculator a must. We offer excellent benefit package and competitive starting salary. Send resume to: P.O. Box 453, Farmington Hills, Mich., 48024

GENERAL OFFICE SECRETARIES
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Are you in a situation with another temporary service? If so, you may not have had the time to discover your best alternative in this market. All the advantages you want may have been missing are here at Entech:

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