504 Help Wanted Office-Clerical

ACCELERATE YOUR CAREER APPLY TODAY!

EXECUTIVE SECRETARY To $20,000
LOAN CLERK To $15,000
WORD PROCESSORS (CPT, Wordperfect, Wang)
SECRETARIES $17,000
TECHNICAL SECRETARY $13,000
COMPUTER OPERATOR (Burroughs) $15,000
ALL FEES PAID
Personnel Systems
9450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

ACCOUNTANT'S ASS'T. Duties include bookkeeping, computer input, typing, filing. Must know how to do tax returns or go to school in Fall for E. Right person will be second in command of fast-growing company. Paid on commission, flexible hours. 981-5715

ACCOUNTING CLERK-Part-time, position available 30 hrs. per week. Flexible hours. Must have good math skills. If interested, apply at: Inverlook Engineering, 25315 Kean, Dearborn, Mich. 278-0200

A BANK DEBIRED
Entry level to full time type 4 SWPM.

Mortgage Processing Clerk, 6 months mortgage experience required. Apply:
EMPLOYMENT CTR. II
540-4130

ACCOUNTING
Full time entry level accounting position available. Knowledge of computerized payroll for 200 employees, accounts payable and record keeping. Accounting background necessary. Excellent benefit package. Send resume, salary history to: Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable/ Bookkeeping Assistant
National real estate development firm needs an Accounts Payable/Bookkeeping Assistant to start immediately. P/Lotus 1-2-3 required. Excellent benefits. Send resume & salary requirements to:
Lynn Granata
3063 Schaefer Hwy.
Suite 200
Farmington Hills, MI 48018
PLEASE NO WALK-INS

Accounts Payable
Full-time position for property management firm in Southfield. Must have computer experience and references. Call Mon. thru Fri. 8am-5pm.
352-2010
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Belleville area company seeking individual for dental computerized payable system. Candidate should have some accounting background with 2-3 years accounts payable experience. Qualified applicants should call Mrs. Wagner at
397-2050 Ext 226
An Equal Opportunity Employer

ACCOUNTS PAYABLE TO $14,000
Are YOU great with figures, looking for good future in fast 7 years growth oriented accounts payable? Growing Farmington Hills firm needs YOU. Call Today!
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505

Accounts Payable Ins.
FEE PAID $18-$20K
Southfield location: No collections involved, will be doing lots of detail & client contact work. Should have at least 1 yr experience in accounts payable, (any kind of insurance), plus benefits.
248-827-1700 962-0565
DOROTHY DAY PERSONNEL, INC.

ACCOUNTS RECEIVABLE
Immediate openings in the Southfield area for an entry level Accounts Receivable Clerk. Proficiency with a 10-key calculator, previous data entry or accounts receivable experience is helpful but not necessary. Well paid, please call Ms. Wagner, Tues. Only, after 9:30 A.M. 443-3207

ACCOUNTS RECEIVABLE
Full time in dynamic firm in Troy. For detail-oriented individual with good math aptitude. Must have Accounts Receivable background, plus an working knowledge on CRTs. Good benefits available to candidates with these qualifications. Call Mrs. Ingalls, 649-4454, Ext. 502.
An Equal Opportunity Employer

Accounts Receivable
Entry level position for reliable individual with fast paced Southfield company management firm. Good math skills and accurate typing required. Additional duties include Mon. thru Fri. 8am to 4pm or call for between 4pm-6pm daily. 355-2422
24901 Northwestern Hwy.
Suite 712, Southfield
Corner of Evergreen

Administrative Assistant Personnel Department
Must have minimum of 2 years personnel experience. Knowledge of employee programs, benefits, relations administration, pension plans & other typical personnel functions. The successful candidate must be able to take dictation (120wpm) & be an excellent typist. Experienced with dictation transcriber, computer systems & word processing equipment would be helpful.

This position will require involvement in many diverse activities & the successful applicant must be flexible, energetic & cooperative.

The position is located in a small divisional office in the Troy area & offers excellent salary with full benefits package. Qualified applicants please send resume with salary requirements to box 242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATION ASSISTANT
needed for fast-paced, growing company in Farmington Hills. Typing: 60 WPM required. 477-4051

ADMINISTRATIVE ASSISTANT
Flexible hours. Must be typing 60 plus & have excellent phone skills. Farmington Hills Area. Call Carol 851-4303

ADMINISTRATIVE ASS'T
For senior executive of major Troy corporation. Strong secretarial and communication skills required. Word processor knowledge. Long term assignment. Great potential.

ADVERTISING SECRETARY
New Center area. Word processing a must. Detail oriented for fast paced environment.
MGM
Office Services, Inc.
588-1580

ADVERTISING Agency Secretary/who wants a challenging, fast paced office environment. Must have word processing experience. Self-starter, self-confidence, dependable. Benefits package. Send resume to Box 348 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING AGENCY
Receptionist/General Office
For busy ad agency of Farmington Hills. Must be personable and type 60 plus wpm. Knowledge of word processing helpful. Salary commensurate with experience. Call Randy Cobert, 737-7077

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Troy location of a rapidly growing diversified company needs a competent secretary for its power plant/technical department. Responsibilities include answering the phone, keeping an appointment calendar, separating & prioritizing mail, setting up & maintaining files, & serving as general clerical support for an office of 4-5 people. Necessary skills are basic math, typing, word processing, & composing or editing written material. Shorthand helpful but not necessary. Must enjoy variety & independence in setting priorities, organizing the work area & handling a variety of activities. Please send resume including previous work experience, typing & shorthand speeds if available, & salary requirements to box 426, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATOR
Prestigious suburban location, growth opportunity to office manager, excellent benefits & written communication skills, salary depending on experience, good benefits. To $25K. Fee paid.
B. HANS BECKER ASSOC.
984-5300

Ahead of the Rest Temporary Assignments Available
If you desire choice assignments and possess a professional attitude, coupled with experience and office skills, we need you on our team! Entech's the temporary place to be.

GENERAL OFFICE CLERKS
STOCK CLERKS
MEDICAL BILLING CLERKS
TYPISTS
ENTECH SERVICES, LTD.
Troy 588-5610
Southfield 354-0500
RenCen, Detroit 567-0050
Auburn Hills 377-4980

ALL SKILLS NEEDED IMMEDIATELY
We have immediate long and short term assignments in Farmington Hills & Livonia area for the following skills:

LIGHT ASSEMBLY WORKERS
(men & women/all shifts)
CLERKS
RECEPTIONISTS
SWITCHBOARD OPERATORS
WORD PROCESSING TYPISTS
Call today for appointment:
553-5858
NORRELL SERVICES, INC.

All Skills Needed!
We have many immediate long and short term assignments in the Troy area for the following skills:
Bookkeepers
Data Entry Operators
Receptionists
(with typing - 35wpm)
Sitchboard Operators
Typists
(45wpm +)
Word Processing Operators
Available for long and short term assignments. Prefer experience on Data General equipment.
Xerox 630 Memorywriter typists and secretaries
362-1180
Troy
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

AMIABLE Executive Secretary Needed
To $20,000. Fee paid. Benefits. Top skills with insurance knowledge will qualify. Call 399-3450.
SNELLING & SNELLING

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
SWITCHBOARD
(Rolm, Mitel, Dimension)
$5 to $6 HR.
NEEDED IMMEDIATELY
RECEPTIONIST
$5 to $6 HR.
SECRETARY
$5 to $7 HR.
WORD PROCESSORS
(wordstar, CPT, Wang, Wordperfect, Displaywrite
$6 to $8 HR.
LEGAL SECRETARIES
$6 to $8 HR.
MEDICAL SECRETARIES
$6 to $8 HR.
INSURANCE CLERICAL
(experienced)
$6-$8 HOUR
NO FEES - Call 459-1166
INTERVIEWS START AT 7:30 am MON. thru FRI.
TOP WAGES & FIRMS PAID MEDICAL & VACATIONS
9450 S. Main - Suite 102
Plymouth, MI 48170

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER
for Birmingham Real Estate firm. Varied position. Part-time to possible full-time. Knowledge of accounts payable & receivable. Some computer experience helpful. Non-smoking office. Ask for Cyndi.
646-2280

ATTENTION SUMMERTIME IS ALMOST HERE
Spring Break is over. Now is the time to apply for summer positions. We have long term and short term assignments available.

SECRETARIES
WORD PROCESSORS
RECEPTIONISTS
ACCOUNTING CLERKS
Put your skills to work. Call today for an appointment.
Our office hours are 7am - 7pm.
WE HAVE IT ALL
TSI
OFFICE SERVICES
Detroit 963-5028
Troy 583-0515
An Equal Opportunity Employer

ADMINISTRATOR
To help president. Evenings and weekends available. Flexible hours. Possibly CPA or JD. Non-smoker. 25-512 per hour plus. Resume (not a script) to: President, Suite 300, Box 5083, Southfield, MI, 48086.

ASSISTANT
Fast paced NW Detroit office seeks mature responsible individual for diversified clerical position. Accurate typing, organizational skills & clear voice & mus'. For interview contact 537-5800

ATTENTION SECRETARIES
$16,000 PLUS
Several openings, companies who need your skills. All fees paid. Typing 50-60 wpm, word processing and transcription, gets fit Top benefits and mobility. Call Roy at 464-0909.
SNELLING & SNELLING

ATTENTION
Working Secretaries
Executive Secretaries
Legal Secretaries
OPEN HOUSE
Tues., April 7
If you are looking for more money, greater benefits, advancement potential and possess good skills, we are having an evening Open House just for you. Immediate openings, salary $14-$23,000. All fees paid. Call 464-0909 to pre-set appointment or stop by 17377 N. Laurel Park Dr., 6 Mile/Newburg, behind Holiday Inn.
SNELLING & SNELLING

ATTRACTIVE OPPORTUNITY
Executive Secretary, $18,000 plus! Your administrative background and exceptional secretarial skills are needed for this fee paid position. Call 399-3450
SNELLING & SNELLING

AUTO BILLER
TAYLOR CHEVROLET-SOUTH
Experience necessary in automotive billing. Knowledge in electronic billing helpful. Please call Patti for appointment at 946-8100

AUTO Dealership needs general office type with some bookkeeping experience. Apply in person, «Jack Demmer Ford, 31300 Michigan Ave.

AUTOMOBILE DEALERSHIP
Experienced individual needed for high-volume dealership. VIM. Key accounting background and switchboard experience a plus.
Apply in person:
DON MASSEY CADILLAC
40475 ANN ARBOR RD.
PLYMOUTH, MI 48170

Banking
Proof Machine Operators
Earn Area's Highest Pay Rate!
If you're an experienced proof machine operator with solid know-how on 14-key and NCR 7780 equipment, you'll find something more at First of America Bank - Michigan's 4th largest banking organization.

Working part time on either the 2nd or 3rd shift, you'll earn $5.88/hour plus shift premium, vacation pay, free banking services, subsidized parking, close to home and the chance to work in easy-access, active Downtown Detroit. Plus, we have a promote-from-within policy which is one more way of rewarding our employees. Please apply at your nearest First of America Bank - Detroit, or write the Personnel Department.
First of America Bank - Detroit
645 Griswold, Room 339
Detroit, Michigan 48226
We're Community Banks First
An Equal Opportunity Employer

LOCAL AUTOMOBILE Dealership now hiring full time Biller/Cashier. Apply in person: 501 Fox AMC sales Renault, 755 S. Rochester Rd., Rochester. Ask for Sherry.

BILLER/DATA ENTRY person needed for fast paced video distributor in Livonia. Keyboard and customer service experience required. Fun industry, nice people. Call 8AM-12:30 daily. 591-0200 Ex. 27

BILLER FOR Auto Dealership, experienced. Must type 60 wpm. Contact Diane Sash-Sloan, Mon. thru Fri. at Star Lincoln Mercury
591-4900

BILLING CLERK
Experienced with T&M billing using CRT. Must be able to type 60 WPM. Excellent starting salary and benefits. Call or send resume: Temperature Engineering, 10710 Gaskin Ave., Ferndale, MI 48220. 547-2400

BIRMINGHAM - small, pleasant offices needs office manager, for sales tax background/property management experience preferred. Bookkeeping, accurate typing, good benefit plan. Salary commensurate with experience, non smoker. Send resume stating salary requirements to Box 8364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BLOOMFIELD HILLS SCHOOLS is now accepting applications for an Accounting Clerk position. Requires skills to include: 2 yrs. experience in bookkeeping & accounts payable, knowledge of computerized accounting, & typing skills. 12 month position, 8 hours per day. Fringe benefits. Resume desired. Call Personnel office for application.
540-5900 ext. 230

BONUS PLUS
WANG OPERATORS
If you have recent Wang experience, we have long & short term assignments available. Top pay, plus an extra $25 by applying during the month of April & May and work 50 hours for Technical Office Services.

We offer top pay, vacation & medical benefits. Call today for an appointment. Our office hours are 7am-7pm.
TSI
OFFICE SERVICES
Detroit 963-5028
Troy 583-0515
An Equal Opportunity Employer

BOOKKEEPER-FULL CHARGE
Experienced, some typing and phone skills. Full-time. Good benefits. Farmington Hills area 626-3144

504 Help Wanted Office-Clerical

BOOKKEEPER - Accounts receivable, accounts payable & general ledger. Position available in Plymouth. $14,000 to $15,000

ACCOUNTING CLERK - Strong background in accounts payable & receivables. Southfield company. Pay available $14,000 to $16,000

BOOKKEEPER - One person office in White Lake Twp., $14,000 to $16,000

Temporary positions also available
BOOKKEEPERS UNLIMITED
964-2410
Never A Fee

BOOKKEEPER - Experienced. Part time, 20-25 hrs. per week for non-profit accounts. Knowledge of PC computer. Send resume to: 21720 Grand River, Detroit, Mich. 48219. Attn: Personnel Director

BOOKKEEPER - EXPERIENCED full time needed for payroll, accounts receivable & accounts payable. Good working atmosphere. Send resume to: P.F., 32820 W. 8 Mile Rd., Livonia, Michigan 48154.

Bookkeeper
Full-Charge Bookkeeper needed for Downtown law firm. Supervisory and computer experience a plus. Excellent salary and benefits. Send resume in confidence to: Ms. Utley, P. O. Box 891, Southfield, MI 48037.

Plants & stores recruiting for An Equal Opportunity Employer

BOOKKEEPER - FULL CHARGE for small office. Experience required in payroll, accounts receivable, payable, using computerized system. Report directly to Chief financial officer. Salary commensurate with experience. Reply to:
P.O. Box 477, Livonia, Mi, 48017.

BOOKKEEPER
Immediate opening in a growing company. Must have two years experience with some accounting courses. We offer a competitive compensation/benefits package. Please forward resume and salary requirements to:
J & J Wholesale, Inc
7070 E. 10 Mile Rd.
Center Line, MI 48015

BOOKKEEPER
Host law office desires a full charge bookkeeper. Must have good accounting commensurate with experience.
Call 546-2653

BOOKKEEPER - Part time, experienced. Able to work thru trial basis. Approx. $7.00 per hour. Hours flexible. Ferndale area. 541-6615

BOOKKEEPER
Position does not require typing, but a minimum of 2 years experience in cash receipts and disbursements, bank reconciliation, general ledgers and all banking functions. Good math aptitude and accuracy are required. Will work with senior management on projects and investigations. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 352-3511, Ext. 217

BOOKKEEPER/SECRETARY
Experienced, part time for small real estate office. Farmington Hills area field. Call Mon-Fri 9-1pm. 333-4545

BOOKKEEPER/SECRETARY
For small residential office in Birmingham office. Afternoons, 5 days. Experience and references preferred. Call 9-12 noon. 646-4030

BOOKKEEPER
Wholesale book distributor needs experienced assistant Accounts Payable person, able to deal with all phases of credit. Some payroll experience necessary. Flexible, 28 hr. wk. Benefits. Salary commensurate with experience. 937-8400

BRANCH OFFICE SECRETARY
$15,500! Fee paid! Suburban Interesting position with benefits! Top good secretarial skills and outgoing personality can qualify!
Call 399-3450.
SNELLING & SNELLING

CARDINAL INDUSTRIES, INC.
We are the nation's leading manufacturer of modular housing and a major developer of multi-family and motel properties.

ENTRY LEVEL SECRETARIAL POSITION
We have an immediate need in our Detroit office for an individual to provide secretarial support for our field development and property management department. Position requires strong communication skills, 50 WPM typing and good organizational skills. Entry level position. Office will be relocating in Farmington. Non-smokers only. Minimum qualifications include 1 year exp. Respond with resume and cover letter stating salary requirements to:
CARDINAL INDUSTRIES, INC.
Attn: Salary Personnel
30143 Stephen Rd.
Southgate, Mich., 48195
An Equal Opportunity Employer

CAREER OPEN HOUSE
Tues., April 7, 10-2 P.M.
WHERE NEW FUTURES BEGIN!
Executive Secretaries
Legal Secretaries
Word Processors
Receptionist
Bookkeepers
Secretaries
Are you looking for more money, variety, advancement, security, or better benefits? Well no longer! We have companies in the RenCen, East & West suburban locations. Offering salaries from $12,000-$23,000. All fees are company paid. Call 354-7400 to present appointment or for directions. 1 Parklane Blvd., Suite 730W, Dearborn.
SNELLING & SNELLING

CASHIER/General Office personnel. Highland Super Market has a sensitive position involving cashiering, data entry, customer service, general retail credit. Experience helpful but will train. Ideal candidate possesses good attitude, good math aptitude, days, evenings, weekends. Apply in person, Mon. thru Sat. 10-6pm. Highland Super Stores Inc, 33500 Plymouth Rd., Livonia
Equal Opportunity Employer M/F

CLERICAL ASSISTANT
PART TIME - Needed for work 15 hours a week for a well known working Birmingham law firm. Good organizational skills and light typing required. Call Bonnie at 642-3550.

CLERICAL & customer service rep needed for office manager, for sales tax background/property management experience preferred. Bookkeeping, accurate typing, good benefit plan. Salary commensurate with experience, non smoker. Send resume stating salary requirements to Box 8364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - DATA ENTRY
Sales office, 9 Mile & Inkster Rd. Area. Is looking for an experienced person for data entry. Candidate possesses 2 yrs. office experience. Other duties will include telephone answering & general office work. Good math aptitude & organizational skills needed. We provide medical insurance, paid holidays, stock options & a pleasant working conditions. Non smoker preferred. If you're looking for a job with a variety of duties, call or send resume to:
Zal-Fab Associates, Inc.
27380 W. 9 Mile Rd.
Southfield, MI, 48034
353-3800

CLERICAL DATA ENTRY
Tired of the same old Grind?
Now is the time to make your move! Join the most progressive, growing computer services organization in the metro area.!
Our Livonia data center is hiring energetic, fast & accurate clerical people to work in our state of the art computer environment & can handle this fast paced atmosphere on days, 7am to 3pm. Good math aptitude & previous office experience preferred. Attention to detail & accuracy a must.
Excellent benefits, opportunity for advancement & a true appreciation for a job well done await those who qualify.
Call personnel for an interview appointment, 261-8222

CLERICAL-full or part time, for furniture store. Apply within: Jack's Furniture, 25845 Michigan Ave., between Civic & Beech Daly, Dearborn Heights

504 Help Wanted Office-Clerical

CLERICAL
Full time Warehouse.
Community EMS, Hovt.
344-1900

CLERICAL HELP: Light bookkeeping, type 45 WPM. Interior design firm, downtown Birmingham. Part time, flexible hours. Respond to Box 350 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL-HELP-I type 50-55WPM, dictaphone, IBM PC experience preferred, answering telephone. Call Mr. Bornkamp. Send brief resume to: box 366 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Immediate Openings
We are seeking experienced individuals with accurate typing, 60wpm, excellent communication skills, math aptitude & the ability to work under pressure. Previous clerical office experience preferred. Overtime is required. We have one position on our afternoon shift from 2:45pm-8:45pm. We offer a complete benefit package including an Employee Stock Ownership Plan. Qualified candidates should call Mon-Fri, 8am-5pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

CLERICAL/FULL TIME
You'll enjoy the professional and young atmosphere at this property insurance company. Typing 50 wpm sonatale and organized individual with good math aptitude, light typing and some office skills. We Ma'ter, a complete benefit package and opportunity for growth. Send resume and salary requirements to: PMIC, 4000 Town Center, Suite 380, Southfield, MI 48075.

CLERICAL OFFICE - permanent, part time position available in our Farmington Hills sales office. Must type minimum 60 wpm. We offer the good starting salary & liberal fringe benefits. Mail resume to: National Activities, 28355 Research Dr., Farmington Hills, MI. 48024
Equal Opportunity Employer M/F

CLERICAL PART TIME
Permanent part time position open in Southfield. Evenings & weekends available. Candidate should be aggressive & outgoing. Good phone voice & typing a must, previous clerical experience helpful. Perfect for homemaker and/or someone who would enjoy working with collectibles. Call Mr. Gene Telephone Co. Kilroy or Debbie at 569-8520

CLERICAL POSITION- Highly motivated, mature individual wanted for growth- oriented position. 60 WPM typing, excellent telephone skills a must. Send resume to D & F, P.O. Box 84, Brighton, Mich. 48116.

CLERICAL POSITION
Looking for mature person to answer telephones, do light filing. Must be highly motivated, have skills in dealing with people and willing to work days. 54 hour week. Good pay plus incentive programs available.
262-1880

CLERICAL POSITION
Full time positions for our bank in Troy for aggressive, energetic individuals. Qualified candidates will be highly organized, have good typing skills, ability to work with the public and enjoy a variety of work assignments, 1 year clerical experience desired. Excellent benefit package. Send resume of confidence to:
PERSONNEL MANAGER OE,
P.O. Box 5823,
Troy, Mich., 48007-5823
Equal Opportunity Employer M/F

CLERICAL POSITIONS

Citizens Insurance Company of America has 2 openings in our Southfield branch office for:

Full time Clerical - Typing mail and other misc. clerical duties. Typing skills preferred.

Nighty-nurse time Typist - excellent typing skills preferred. Working 2-3 days per week.

Send resume with salary requirements in confidence to:
Citizens Insurance
P. O. Box 5122
Southfield, MI. 48086-5122
Equal Opportunity Employer M/F

CLERICAL/SECRETARIAL, part time, flexible schedule, responsible woman, work in Livonia office. Send resume & desired salary requirements to: P.O.Box 2099, Livonia, MI 48150

CLERICAL/TYPIST needed for law firm in Southfield. Must be energetic, well organized & able to work in fast paced environment. Must type 50-55wpm accurately. Contact 352-3300

CLERICAL - Walled Lake area. Must have car. Hours 12 noon to 5pm. Call Barb. 624-6500

CLERICAL
Worldwide Manufacturer located in Southfield is looking for an individual with a pleasant telephone personality. The individual must enjoy telephone contact & routine work. Light typing required. Excellent benefits including medical, dental, prescription & tuition reimbursement.
Clerical
P.O. Box 2227
Southfield, MI, 48037

CLERK - Entry level clerical position in Bankruptcy Department of Birmingham law firm. Light data entry. Bankruptcy experience preferred. Call Diane

CLERK NEEDED for general office duties. Some switchboard relief, paid area, good benefits. Call Kathy Hartman. 353-3000

CLERK/TYPIST
Apartment Complex, 9 Mile Troy, in need of mature person to handle general office duties. Good typing & skills helpful. Salary based on experience. Excellent benefits. Full-time position. Call Mr. Kaplan
P. O. Box 9307
Livonia, MI, 48151
Equal Opportunity Employer M/F

CLERK TYPIST
CITY OF SOUTHFIELD
Salary range $14,947 to $17,303, salary may vary slightly depending on assignment, and a comprehensive benefit package for this full time position. Must have reasonable typing skills, good office practice skills and procedures, Business English, spelling and grammar skills, objects along with the ability to pass an office skills examination. Clerical experience preferred. Apply: Civil Service Commission, City of Southfield, 26000 Evergreen Rd., Southfield, MI. 48075, by Wednesday, April 15, 1987, 5 pm.
An Equal Opportunity Employer

Clerk/Typist
Detroit-based brokerage firm seeks qualified individuals for Clerk/Typist. Excellent opportunity for the right individuals. Applicants should possess filing and clerical skills and a typing speed of 45 WPM. Good math skills are helpful. Send resume to Clerk/Typist, P.O. Box 1858, Detroit, MI 48231

CLERK TYPIST
45-50wpm, full time, days, Livonia area. Call between 1-2pm. 464-1100

CLERK WANTED
A large good working company in downtown Birmingham seeking a clerk for the production department to perform duties such as filing, typing, etc. Offering good benefits. Days & some overtime required. Must have high school diploma. Call Tues. & Fri. 2pm - 3.30pm, ask for Sandi Johnson. 642-8353

COORDINATOR
Expanding temporary help firm has inside coordinator position available. 2 years office clerical experience, good phone personality & attitude required. Benefit package including profit sharing.
TEMPORARY RESOURCES
357-4850

504 Help Wanted Office-Clerical

COLLECTOR
Permanent position in business office of large medical group practice. Some telephone collection experience helpful but not necessary. Will train inexperienced but promising applicants. Full and nice Blue Shield benefits. Good starting salary. No commission. Semi annual reviews, company paid DAVCE classes, flexibility & life insurance. 10 paid sick days per year. 3 weeks vacation after 1st year. 2 weeks during 1st year. Pleasant working conditions. Downtown location. Send brief resume to: box 368 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COME JOIN THE BEST AT E.T.S.
We need people with good clerical skills to fill short and long term assignments in the western suburbs.
For additional information call Judy 9am-3pm
EMPLOYERS TEMPORARY SERVICE
425-5770 425-2700
NEVER A FEE

CONSTRUCTION COMPANY - in Wixom needs full time, experienced, accurate, mature, clerical help. Call for appt. 668-1933

COMPUTER OPERATOR
Entry level position, must know IBM-PC AT, accounting background helpful, benefits plus profit sharing. Warren area 755-1800

CPT Word Processors to work for major advertiser, top dollar, call Celeste at Uniforce 646-7564

CREDIT
Marketing firm at expanding financial group needs move-up-the-ladder secretary at professional level. Attention, approval experience, as well as computer exposure. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CRT OPERATOR TYPIST - Some typing helpful. Good salary & benefits. Fee Paid.
Leland Staff 287-6020

CUSTOMER RELATIONS
Immediate openings. Experience dealing with the public. Some telephone situations preferred. Apply in person: 14985 Telegraph Rd., Redford.

CUSTOMER SERVICE, data entry & math skills are important for you to become involved with a growing fast paced company located in suburban area. Some late afternoon & weekend hours are required. If you have the desire to contribute, learn & grow please contact Mrs. Ryan 569-1446

DANA COMMERCIAL CREDIT seeks a detail oriented individual to assist in the legal department on a part time basis. Candidate must be able to type 60-70 wpm. Filing and other misc. tasks involved. Interested, call 559-7000, ext. 701 and leave a message for Linda Hopkins, Legal Department Manager, PO Box 7011, Troy, MI 48007-7011

DATA ENTRY CLERK
Growing financial service firm located in Detroit seeks qualified Data Entry Clerk. Candidate should have experience with Wordstar and the ability to work in a fast-paced environment. Work with Lotus is a plus. Qualified candidates please send resume to Data Entry Clerk, P.O. Box 1858, Detroit, MI 48231

DATA ENTRY
national computer distributor, in Livonia, is seeking dependable, energetic person for data entry position. Must have keyboard knowledge and will train on our system. Call Terry 464-2111

DATA ENTRY OPERATOR needed for small Bloomfield office. Must have excellent math ability & calculator skills. Full time position. Excellent benefits. Call before 11am 352-0377

DATA ENTRY OPERATOR - needed for small Bloomfield Hills office. Applicants must be able to accurately type 50 wpm. Please send cover conditions and possible flexible hours. Contact Karen between 9am-12Noon 646-8333

DATA ENTRY POSITION
Excellent typing skills needed. Birmingham area. 645-6450

Do you have Digital Dec-Mate experience and looking to make top dollar? ENTECH SERVICES, LTD. is now interviewing qualified candidates in our Detroit Metro location for long term and short term assignments. Our Southfield company located in the downtown Detroit area. Must have previous working experience with Digital Dec-Mate.
Top Pay
Benefits
Personal Attention
Call Today for your Personal Interview.
ENTECH SERVICES, LTD.
Special Projects Division
Lisa...586-5610
Barbara...567-0050

ADMINISTRATIVE ASSISTANT
Excellent qualifications necessary for this special long term assignment in our Detroit Metro company. Automotive experience a plus. Skills include:
Word Processing
Lotus 1,2,3
Symphony
Displaywrite III
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Attention: Lisa Hojna
Assistant to the President
or Phone for Interview
566-5610
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Word Processing
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If so, there may be a job for you in the office of a retail furniture store. Duties include cash register, telephone, credit applications, customer service, etc. Full and part time available. Apply in person, Gardner's Furniture, 21100 E. 8 Mile Rd., Southfield, between Evergreen & Greenfield.

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EXECUTIVE ASSISTANT for international sport organization in Troy. Minimum experience 3 years. Efficient in all secretarial duties. Knowledge of computers and word processing. For interview call 585-6900

504 Help Wanted Office-Clerical

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Promotable spot! Raises 3 mos. & 6 mos. Variety of clerical work. Type 40. Here's your starter position. Benefits. 649-6787 - 962-0565
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$10,400-$13,000 FEE PAID
Typists, Receptionists and Secretaries are needed for many suburban companies. If you are looking for good benefits and a promising opportunity call today or go 9pm., call May now at 464-0909.
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EXCELLENT OPPORTUNITY
For Sales Secretary
$14,000 + Bonus + Benefits. Fee paid! Suburban! Well known national firm! Need: team player with good typing, clerical and communication skills. Call 399-3450.
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EXECUTIVE RECEPTIONIST
$15,600-$16,640 FEE PAID
Nationwide Furniture, 500 employees offers word processor training. Super working conditions and big three benefits in their new South-field office. 2 plus years experience answering very busy phone. Typing of 50 and a sparkling personality is all you need. Call Ellen 484-2909.
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EXECUTIVE SECRETARY
Self-motivated. Some word processing skills. Growth potential. Call 353-5655

EXECUTIVE SECRETARY
Western Publishing creator & publisher of little Golden Books has an excellent opportunity for an experienced secretary at professional sales office in the Farmington Hills/N. Bloomfield area. Must have good administrative skills and be able to type 60wpm along with dictation and excellent spelling and grammar skills. Should also be familiar with word processors and comfortable with computers and have good communication skills and telephone manner. Position is salaried and has excellent benefits. Respond with resume or letter stating qualifications, education, experience and salary history to:
WESTERN PUBLISHING CO.
Department 1
2628 Highway 39 North
LaFayette, Indiana, 47320
An Equal Opportunity Employer

EXECUTIVE SECRETARY
for Sales Manager in Lawn Firm
Willing to pay Top Dollar - not less than (7) years Legal experience.
Ask for David, Call 354-2500

EXECUTIVE SECRETARY
$4.50 - $5.00 FEE PAID
Good typing and office skills needed for a national trading company. Call 399-3450.
SNELLING & SNELLING

EXECUTIVE SECRETARY
Needed for busy office located in Southfield. Excellent typing, shorthand and letter composition skills necessary. Must be detail oriented and possess good communication and organizational skills. Full time position, competitive salary & benefit package. Send resume including salary requirements to: PO Box 5091, Southfield, MI 48086.

EXECUTIVE SECRETARY
$22,000, FEE PAID
Central suburban location, leading manufacturer. Excellent benefits! Paid overtime! Must: good typing, strong dictation skills!
Call 399-3450.
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EXECUTIVE SECRETARY
Southfield service company seeks bright, hardworking individual to assist President. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be self-motivated, organized with attention for details and be willing to work flexible hours. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 352-3511, Ext. 217

EXECUTIVE SECRETARY
$18,000
Key position reporting to the President of this large suburban manufacturing firm. Your excellent skills will be appreciated here. Fantastic benefits. Fee paid. Call Colleen at 353-5655.
After 5 P.M. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Experienced & responsible individual for public affairs divisional office at Henry Ford Museum and Greenfield Village. Individual needed immediately. Type 70wpm, shorthand 85wpm. Dictaphone & personal computer skills required. The individual must be a self starter, motivated & able to work independently. Send resume to: Director of Personnel, 20900 Oakwood Blvd, Dearborn 48121
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Do you possess the secretarial skills to handle an Executive Secretarial position? Can you visualize yourself in an enjoyable & friendly work environment? Are you motivated by a challenging job? Would you like to join a well-established & growing company? We have an immediate opening for you if you can answer Yes to all these questions. Shorthand location, 9am-5pm, Mon. thru Fri. Send resume stating salary requirements, to: Personnel, P.O. Box 2187, Southfield, MI. 48037

EXECUTIVE SECRETARY
$18 TO $21,000
Do YOU possess secretarial skills & secretarial skills? Have computer experience & 5 years stable work ground? Dynamic Birmingham firm needs YOU to assist top executives. Excellent benefits & benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505

EXECUTIVE SECRETARY
Large suburban based HMO seeks an individual for an executive secretary position. Incumbent should have a good demonstrated mature level of personal tact, integrity, judgment and initiative. Requires 55-60wpm, shorthand and figure aptitude. IBM-PC experience preferred. Excellent salary & benefits. Respond in confidence:
MANAGER, ADMINISTRATION/ES
P.O. Box 233
Southfield, MI., 48037
An Equal Opportunity Employer

EXECUTIVE SECRETARY
$17,000 to $20,000
One of Metro areas largest firms has immediate need for upper level secretarial. Medical, life insurance, dental, generous vacation and personal days. Hours 8am to 5pm. Paid overtime 37.5 hrs. Strong typing & a minimum 3 yrs. executive secretarial experience required. Evening appointments available. Call or send resume to: Rita Roeder, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075. 353-4140

EXECUTIVE SECRETARY
Big 8 accounting firm looking for Executive Secretary. Must take shorthand 80-100. type 60wpm. Long term assignment could turn into permanent position. Top pay & benefits. Call today for an appointment. Our office hours are 7am-7pm.
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Detroit 963-5028
Troy 583-0515
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504 Help Wanted Office-Clerical

FARMINGTON RECEPTIONIST
SALARY TO $15,000
Excellent opportunity to work in this exciting fast paced office. Use your terrific telephone personality to put clients at ease & accurate typing skills for light secretarial duties.