504 Help Wanted Office-Clerical

ASSISTANT/Receptionist for chiropractor's office in Livonia, part time. Need basic clerical skills; looking for excellent personality for dealing with people. Knowledge helpful, but will train qualified person. Applications available Mon.-Fri. 9-12 & 3-7. 27448 W. 7 Mile, Livonia.

ATTENTION
-WORD PROCESSORS
KEYPUNCH OPERATORS

Your skills are in demand!

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IBM 5520
DECMATE
WORDSTAR
MULTIMATE
WORD PERFECT
DISKETTES

Become a professional by joining the Snelling Temporaries team. We offer many benefits, diversified and challenging positions, paid weekly paychecks. If you possess skills in the above areas ....

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TEMPORARIES
Licensed Employment & Snelling Inc.
NEVER A FEE

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

AUTOMOBILE DEALERSHIP
Office Clerical help needed. Switchboard, general clerical and dealership experience helpful. Apply in person: Don Massey Cadillac, 40475 Ann Arbor Rd., Plymouth

Banking

Homemakers
& Students

Put your free time
to work
in a responsible,
part time
Teller Position.

As a Teller with First of America, Michigan's largest banking organization, you'll know we value you. Because our customers value our Teller Team's service and advice. And that's a big reason for our success.

If you're a homemaker or student looking for additional income or looking to get "your feet wet" industry in a challenging, hands-on Teller position, we have part time positions available. You can choose working from 9am-2pm or 3:30pm-6:30 (7:30pm weekdays, and 9:30am-12:30pm Saturdays.

*Ask you need are excellent customer contact skills, a pleasant voice, teller experience, and availability for an initial 3-week full time training program. You'll receive good pay, fringe benefits and paid vacation and continuing education program, and a friendly working environment.

Please apply in person to your nearest First of America Bank Michigan branch or our Personnel Department.

FIRST OF
AMERICA BANK
Wayne Oakland
400 S. Main
Royal Oak, MI 48067

We're Community Banks First Equal Opportunity Employer M/F/H/V

Billing Dept.

Medical distributor has position open for the right person who is seeking a long term position. Must have good phone etiquette, typing and 10 key calculator skills. Excellent benefit package. Send resume to: SME Corp., Attention Deb Cz., 1072 W. 5 Mile, Clawson, MI 48017

BIRMINGHAM - small pleasant office needs person with experience in property management/real estate background. Books-payable, typing, non smoker, good benefit plan. Send resume with salary requirements to Box #502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BONUS PLUS
WANG OPERATORS

If you have recent Wang experience, we have long & short term assignments available. Top quality pay plus extra $25 by applying during the month of April. Flexible part time work 30 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

EXPERIENCED BOOKKEEPER for small business needed immediately. 30-40 hours.
884-1021

BOOKKEEPER ASSISTANT
Growing real estate investment & development company needs a qualified excellent career opportunity to assist Individual Accounting Manager. Accounting experience to be "right hand" to busy Bookkeeper. We prefer knowledge of Wang word processing, keeping background but are willing to train energetic, dependable and eager to learn. Send resume, salary requirements in confidence to
1994-A Woodward, Suite 136
Bloomfield Hills, MI 48013

BOOKKEEPER/BILLING
Bloomfield Hills Orthopedic Institute (Health Clinic) seeks a full time bookkeeper with some computer knowledge. Past sales billing experience helpful. Duties include maintaining corporate financial records, payroll, insurance and computerized patient billing. Medical knowledge helpful. Salary and benefits negotiable. Send resume to: Consulting Physiologists, Inc., 1575 Woodward, Suite 301, Bloomfield Hills, MI 48013 Call Debi 334-9000

BOOKKEEPER
Experienced, able to direct accounting department for small retail chain. Payroll experience a must. Excellent salary, fringe benefits & working conditions. Birmingham. Send resume with salary requirements to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Experienced, able to direct accounting department for small retail chain. Payroll experience a must. Excellent salary, fringe benefits & working conditions. Birmingham. Send resume with salary requirements to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
For Farmington Hills C.P.A. Firm. (3) years experience. Duties include account payable & receivable, adjusting entries in general ledger. Position starts immediately, includes tax projects. Send resume to Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
For Farmington Hills C.P.A. Firm. (3) years experience. Duties include Financial Statements & Taxes. Competitive salary & benefits. Please call Debra, 855-8833

504 Help Wanted Office-Clerical

BOOKKEEPER - FULL-CHARGE
30 to 40 hours per week. Office Furniture/Interior Design experience preferred. Send resume to:
Design Furniture Systems,
1725 Chester, Royal Oak, MI 48073

BOOKKEEPER
Full charge for growing Birmingham Pension company. Attractive, professional offices. Send resume and salary history to: Mr. Nell, The Glass Friedman Co., 30400 Telegraph Rd., Suite 435, Birmingham, MI. 48010

BOOKKEEPER/GENERAL OFFICE
A/R, A/P, 35 hours, flexible environment $7-$10/hr.
Personnel Systems 459-1166

BOOKKEEPER
Novi law office desires a full charge general ledger bookkeeper. Salary commensurate with experience.
Call 348-2653

BOOKKEEPER/OFFICE MANAGER
Full charge thru trial balance. Need experience on IBM - XT accounting package and Lotus, control accounts payable, accounts receivable, payroll. Restaurant experience helpful but not mandatory. A Must: Clean Michigan Motor. 18100 W. 10 Mile, 559-4230

BOOKKEEPER - PART TIME
For Industrial Real Estate office. Send resume to: Personnel Dept., 33540 Schoolcraft, Livonia 48150.

BOOKKEEPER- Part time for small management company in Southfield. Experience preferred. Send resume & salary requirement to:
19111 W. 10 mile, Suite 217, Southfield, Mich. 48075

BOOKKEEPER
Progressive Birmingham real estate developer seeks goal oriented, self motivated person experienced with computerized accounting systems. Maintain general ledgers for several entities, assist controller with financial reporting and other projects. Offers diversified duties. Non-smoker preferred. Send resume and salary requirements to: Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Securities industries firm needs individual with accounting skills for interesting & challenging position. Applicant should be organized & attentive to details. PC experience helpful. Send resume to: P.O. Box 5077, Southfield, Mich. 48086

BOOKKEEPER/SECRETARY
Experienced necessary. 10 key and 35WPM a must. Computer experience helpful. Birmingham area. Hours: Mon-Fri. 9-5. Call 642-0200

BOOKKEEPER/SECRETARY - Payroll, accounts payable, accounts receivable, dry cleaning sales & typing. Positions available in Pontiac & White Lake Twp. $13,000 to $15,000.

ACCOUNTING CLERK - Accounts payable & accounts receivable, 1 to 2 years experience. Southfield, $14,000 to $18,000.

BOOKKEEPERS UNLIMITED
354-2410

BOOKKEEPER
Wholesale book distributor needs experienced assertive accounts Payable person, able to deal with all phases of credit. Some payroll experience necessary. Flexible, 35 hrs/wk. Benefits paid. Salary commensurate with experience. 537-8400

BOOKKEEPER WITH Secretarial skills. Prefer some shorthand experience helpful. Good typing a must. Southfield office. Call Mr. Jacklin 9am-5pm. 354-1533

BUILDERS OFFICE looking for a responsible person for general office duties. Bookkeeping knowledge, good typist, pleasant phone voice and business attitude. For details call
559-2200

BUSY DENTAL LAB needs experienced Office Person. Diversified duties. Mature, energetic person preferred. Farmington area. 477-5900

CHURCH SECRETARY - Hours: 8am-3pm, Tues. Wed. & Thurs. Typing, dictation, records. Call Farmington Hills
553-7170

CLAIMS CLERICAL - part time needed immediately for fast paced growing warranty firm based in Troy. Hours 8am-3pm. Type, file, detail. Call 9am. 649-0200

CLAIMS
PROCESSORS

Troy based Health Care Organization has immediate full time opening for individuals to work the evening shift in its high volume medical claims department. Ideal candidates will have 1-2 years claims processing and data entry experience and typing of 40WPM. Medical terminology helpful. We offer an excellent compensation/benefit package. Please submit resume with salary history to: SelectCare, Attention: Human Resources, 363 West Big Beaver, Troy, Mich., 48084
An Equal Opportunity Employer

CLERICAL
Come join our clerical support staff as we relocate our regional operation to Farmington Hills. New vacancies have been created on a wide variety of clerical positions for individuals with initiative, motivation, and the desire to grow with us. Previous general office experience preferred. Call for an application 827-7400 ext. 487.

AMERISURE COMPANIES
An Equal Opportunity Employer

CLERICAL
Entry level position. We are in need of an out-going ambitious individual who is not afraid to take on responsibility. Must be good in math, typing in person. Window Resource, Bridge Industrial Park, 21421 Hilltop, #24, Southfield, Mich.

CLERICAL - entry level position in the personnel dept. Will be responsible for maintaining the health insurance plans. The elected candidate will be detail minded, enjoy working in a fast paced environment, will have prior computer experience. Those interested should submit a resume in confidence to:
REALTRON CORP
Dept #15, 24063 5 Mile
Redford, MI 48239

CLERICAL/GENERAL OFFICE
Adult type and have pleasant telephone voice. Immediate opening in Southfield. Send resume to:
Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP: Type 45 WPM, interior design firm, downtown Birmingham. Part time, flexible hours. 642-5088

CLERICAL - Part-time for phone, filing, general office work in professional Birmingham office. Flexible hours.
644-6720

CLERICAL - PART TIME
Good phone skills, light typing and filing. Hours flexible. Canton Area
459-1010

CLERICAL POSITION with a Southfield based financial institution. Good organizational skills, typing, good reading, ability to work in a fast paced environment. If you're interested in a challenging position with room for growth contact R.O'Brien, Central CU, P.O.Box 5210, Detroit, MI 48236

CLERICAL/RECEPTIONIST-Full time. Fast paced Southfield Sales office. Excellent spelling, grammar phone, and filing skills required. Must be detailed orientated and work well under pressure. IBM PC familiarity preferred. Automotive experience helpful. Salary $14,000-$16,000 depending upon experience. Call between 10am-2pm. ask for Linda 358-2700

CLERK - typing skills 45-50WPM, detail oriented, good telephone skills a must. Call Pam Wolf
553-1800

CLOSING SECRETARY
Full time. Experienced. For high volume real estate office in Farmington Hills. Non-smoker preferred. Contact Janet Horner, 851-0682.

COLLECTIONS PERSON
1 yr. experience required. Must have excellent organizational abilities. Call, ask for Elaine 422-5400

504 Help Wanted Office-Clerical

CLERK/TYPIST
Citizens Insurance Company of America has an opening in our Farmington branch. Strong typing skills required with transcription experience. 60-70 wpm. preferred, knowledge of word processing helpful. Send resume with requirements in confidence to:
Heather Dewkins
Clerical Supervisor
P.O. Box 53439
Farmington Hills, MI.,48152
Equal Opportunity Employer M/F

CLERK/TYPIST
Citizens Insurance Company of America has an opening in our Livonia branch. Strong typing skills with transcription experience - 55 wpm. preferred.

Please send resume including salary requirements in confidence to:
Kathy Clark
Clerical Supervisor
P. O. Box 9307
Livonia, MI. 48151
Equal Opportunity Employer M/F

CLERK/TYPIST - entry level position in Insurance department of Birmingham law firm. Word processing experience required.
Call Debbie. 540-7701

CLERK TYPIST for Computer In-put in Southfield. 60 wpm., Mon. - Fri. Send resume to Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/TYPIST
Full time position for professional, organized person, in busy Southfield CPA firm. Applicant must have office experience with excellent typing skills including an aptitude for detail work. We offer excellent salary, benefits and experience. Please send resume to: Clerk/Typist, P.O. Box 9, Troy, Mich., 48099

CLERK/TYPIST
Immediate openings for experienced Clerk/Typists. Office located in the N.W. section of Detroit. Must be able to type at least 45 wpm., operate 10-key calculator and have good telephone manner. Prior experience with figure work and invoices would be a plus.
Competitive salary and outstanding benefit program.
For an appointment, call 270-1296, Mon. thru Fri., between 9-4 pm.

CLERK/TYPIST
Needed for national health organization, some accounting background helpful, familiar with spread sheets, calculators, office equipment. Accurate typing a must. Familiar with IBM PC system. Please respond to Administrative Assistant, 29500 Southfield Rd., Southfield, MI 48076.

CLOSING
SECRETARY
TO $16,000

Beautiful new office of suburban mortgage company has immediate opening. Definite advancement offered for your office skills, aptitude and attitude. Paid vacation. Benefits. Fee paid. Call Colleen at 353-2090.
After 5 PM: Appointments Available
SNELLING & SNELLING

COME JOIN
THE BEST
AE.T.S.
We need people with good clerical skills to fill long & short term assignments in the western suburbs.
For additional information call Judy 9am-3pm

EMPLOYERS
TEMPORARY
SERVICE
425-5770 425-2700
NEVER A FEE

COMPUTER/DATA ENTRY
A fast growing property management company in Farmington Hills needs a detailed oriented, reliable person to enter invoices into computer and do simple data back-up routine. Send letter or resume to: Personnel Department, P.O. Box 5137, Southfield, Mich., 48076

COMPUTER OPERATOR
needed for office in Southfield. Full time position. Hours are 2pm-10pm. Previous data entry/key punch experience helpful. Please send resume including salary requirements to: PO Box 5091, Southfield, MI 48075

COMPUTER/DATA ENTRY
Wholesale distributor of electrical needs reliable, fast and accurate person to enter invoices into computer and do simple data back-up routine. Send letter or resume to: Personnel Department, P.O. Box 5137, Southfield, Mich., 48076

COMPUTER OPERATOR
needed for office in Southfield. Full time position. Hours are 2pm-10pm. Previous data entry/key punch experience helpful. Please send resume including salary requirements to: PO Box 5091, Southfield, MI 48075

Computer Operator
We are seeking a Computer Operator with at least 1-2 years experience in an IBM 4381 DOS/VSE/Power environment. The ideal candidate will be detail-oriented and a self-starter. Our attractive offices are located in the Greater Detroit suburbs of Detroit. We offer an excellent salary package and a salary in the high teens. To be considered for this full-time position, please send your resume to:
Suite 273
6889 Orchard Lake Rd.
West Bloomfield, MI 48322

COMPUTER/DATA PROCESSING
ORDER ENTRY CLERK
Other duties included. Must start immediately. Be a Quick Learner, have excellent memory skills, be conscientious & self-motivated. Excellent opportunity to grow with expanding Livonia firm. Complete training, salary & benefits.
Call after 9am. 421-8600

CONTROL & SECRETARIAL position - part time, experience preferred. Call between 8:30-5:30.
649-9490

CREDIT
Marketing area of expanding financial group needs experienced clerk-typist with strong screening, collection, approvals experience, as well as computer exposure. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CUSTOMER SERVICE
REPRESENTATIVE
for insurance agency. Experienced in personal lines. Excellent benefits and growth potential. Resume to: Maureen Martin, 30700 Telegraph, Su. 3500, Birmingham, MI., 48010.

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 1835, Detroit, MI 48231

DATA ENTRY CLERKS
experienced, must be familiar with IBM PC & compatibles, stock chasers, must be willing to work all shifts. High school diploma required. JIT Distribution, Detroit, MI.

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to detail. Knowledge helpful. Send resume to Mrs. B. at Jober, Inc., HEXcutt of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

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

DATA ENTRY/OFFICE
Good position for hard working individual. Located in a Woodward area. Full time days - competitive pay & benefits. Send resume to: Box 130, East Nine Mile Rd., Ferndale, MI 48220

504 Help Wanted Office-Clerical

DATA ENTRY - Part or possible full time position. Above average typing skills required.
Send resume only to Personnel Department, 6740 Bo. Telegraph, Suite 1000, Taylor, MI 48180

DATA PROCESSING - TYPIST
Full-time, high school grad, must have good typing skills. Farmington. Call Donna 478-5000

DEARBORN MORTGAGE BANKER has an immediate opening for FHA, VA, Conventional experienced processor. Salary based on experience. Excellent company paid benefits. Call for an appointment Mon. thru Fri., 9am-4pm
943-4800

DISPATCHER
We are presently taking applications for a full-time dispatcher in our Aline Catering Division. The position requires professional telephone, PC, good typing skills and telephone skills. $4.33 an hour. Please apply in person to the Personnel Office located in Marriott Airport Hotel between Barn and Berry Roads.

Marriott Host
Metro Airport

DOWNTOWN ATTORNEY looking for a secretary. Good typing skills necessary. Please call
961-6603

Do you have Digital Dec-Mate experience and looking for a mature atmosphere? ENTECH SERVICES, LTD. is now interviewing qualified candidates in our Special Projects Division for long term and short term assignments. We are a Fortune 500 company located in the downtown Detroit area. Must have previous working experience with Digital Dec-Mate.
Top Pay
Benefits
Please Call Attention
Call Today for your Personal Interview.

ENTECH
SERVICES, LTD.
Special Projects Division
Lisa...566-5610
Barbara...567-0050

EARN $400 PER MONTH - In your own neighborhood. Call Mr. Lindsay Personnel Dept. Mon. thru Fri in W Bloomfield Farmington area. 855-8262

ENTRY LEVEL CLERK
Permanent full time position available with fast growing leasing company in Livonia. Candidate must possess a solid math aptitude knowledge of computers and a 10 key calculator, good telephone skills. Competitive salary and benefits package. Please send resume with salary requirements to: D.J. Tripp, PO. Box 9342, Livonia MI 48150 An Equal Opportunity Employer

EXECUTIVE SECRETARY
for Publishing Firm. Typing 55 WPM; Dictaphone knowledge a Plus.
559-9540

EXECUTIVE SECRETARY
for Senior Partner in Law Firm. Willing to pay Top Dollar - not less than (7) years Legal experience. Call Mrs. Ann Gold 557-5300

EXECUTIVE SECRETARY needed for senior partner of prominent Bloomfield Hills firm. Wide range of administrative ability required. Salary commensurate with experience. Call Barbara 356-7100

EXECUTIVE SECRETARY - needed immediately for Southfield medical office. Contact Michelle at 433-1400

EXECUTIVE SECRETARY for sales office in Farmington Hills. Computer experience necessary. Flexible, 35 hrs/wk. Benefits paid. Salary commensurate with experience. 537-8400

EXECUTIVE SECRETARY
Self-motivated, detail oriented processing skills. Growth potential.
Call 553-6655

EXECUTIVE SECRETARY/
OFFICE MANAGER
Automotive manufacturer's rep agency. Excellent growth opportunity.
Call 557-8335

EXECUTIVE SECRETARY
For national health care organization. Must have knowledge of human relations skills. Ability to deal with volunteers, attend local meetings. Willing to take additional office responsibilities. Benefits package. Contact Personnel Director, 29500 Southfield Rd., Southfield, MI 48076

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. Salary commensurate with fit package. Send resume including salary requirements to: PO Box 5091, Southfield, MI 48075

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard working individual to assist President. Will be diverse, fast paced and challenging. Excellent secretarial skills required. Qualified candidate must be detail oriented, organized with attention for details and willing to work flexible hours. Mail resume to: P.O. Box 300, Southfield, MI 48037 or call
353-3311, Ext. 217

EXECUTIVE
SECRETARY

Big 6 Accounting firm looking for Executive Secretary. Must take dictation (60-100), type (60-70). Long term assignment could lead to permanent position. Top pay & 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

EXECUTIVE SECRETARY needed in Livonia for newly formed company. Immediately be a Quick Learner, typing, shorthand, and knowledge of word processing. Call Mary Martin, 591-7683

EXECUTIVE - secretaries (11) for N.W. area hospital, type, 53 wpm, medical terminology helpful, medical secretary helpful but not necessary, Xerox 860 experience preferred. Salary $16,800. Call Jane at Unitford
357-0641

EXECUTIVE
SECRETARY

Real estate development company needs top notch executive secretary, must have excellent typing, Xerox 860 experience preferred, transcription skills. For immediate appt. call

MANPOWER
TEMPORARY SERVICES
Southfield 353-8780

FARMINGTON HILLS CPA FIRM seeks experienced bookkeeper/typist position. Word processing knowledge a plus. Must have good understanding of secretarial duties. Bookkeeping skills a plus for this position in a pleasant professional firm located in a new modern office complex. Send resume and salary requirements to: Marshall & Fox, CPA's, 29400 W. 12 Mile, Suite 135, Farmington Hills 48018

FILE AUDIT CLERK
High school graduate with 1 year work experience or equivalent in nursing background. Must have knowledge of lab documents, good math skills, organizational skills, CRT. Typing 30-40 wpm. Medical terminology and able to work independently. Call Mary. 474-8500

FILE CLERK
for Bloomfield Hills law firm. No experience necessary will train. Call Nancy. 644-8801

FILE CLERK
for law firm 13 Mile & Telegraph. 20 words per minute. $3.50 per hour. Call Debbie or Sheila at 644-2213.

FILE CLERK - Full-time for busy Southfield law firm. Experience preferred.
352-1552

FILE CLERK
General office position for SW Oakland County law firm, full time, organizational skills, light typing & good telephone personality required. Office or legal experience helpful. Call Erin 348-3960

FRETTER APPLIANCE
has immediate openings in Consumer Relations Department. Call Mrs. Ferguson at 559-5200

504 Help Wanted Office-Clerical

GENERAL CLERICAL
In Southfield Office - Mon. - Fri. 4:30 to 9pm. Mon. thru Fri. We will train. CRT usage. Non-smoker. Reply by letter, to: L. Sadow, P.O. Box 2054, Southfield, MI., 48037-2054.

GENERAL CLERICAL
Suburban Detroit. Full time position available for a reconciliation/credit clerk. Monday thru Friday. One year bookkeeping experience required. Ideal candidate will have experience, competitive fringe benefits and good salary. Interviews should call Diane Avesti or Carol Pacza at Fidelity Bank between the hours of 9-4. Ask for Personnel Dept. 559-9358
An Equal Opportunity Employer

GENERAL OFFICE- Part Time, Phone, light bookkeeping & typing. Send resume & salary requirements to: 19111 W. 10 Mile, Suite 217, Southfield, Mich. 48075

General Office
Good typing and math skills a must. Light bookkeeping. Excellent benefits. Southfield area. Send resume to: Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - good typing, good math skills, dealing with customers & handling phones. 40 hour week. Call Mr. Bernard
835-2700

GENERAL OFFICE - For construction company in Wixom needs full time person with some construction experience. For appointment 669-1933

GENERAL OFFICE & phone work. Light typing. Call Sports Sportswears, 190 Alex. Madison Hgts. Jobs/Hour of 8 to 5. Mon. thru Fri.

GENERAL OFFICE Work in law office. We will teach legal skills if you have typing skills. Top pay and benefits. Salary negotiable plus benefits. New building in N.W. area. Liz 737-4747

GENERAL OFFICE position available in Farmington Hills involved in relocation real estate. Good typing and office skills. Call Ms. Ellen between weekdays betw. 10-12, 553-9330

GENERAL OFFICE - Bookkeeper. Experienced in all aspects of office work. Full charge bookkeeper. Send resume to: P.O. Box 96048, Wixom, Mich., 48096

GENERAL OFFICE POSITION
Available immediately. Light typing 45wpm accuracy & possess filing/clerical skills. Pleasant working environment. Send resume to: Williams Panel Brick, 27303 W. Eight Mile, Detroit, MI., 48240 538-0267

GENERAL OFFICE
World's largest manufacturer of mechanical hand tools & pneumatic equipment has an immediate opening for someone with good office skills & pleasant phone manners. Skills: Computer helpful but would be helpful. Full paid benefits.
For appointment call Don Wood.
Snap-On Tools Corporation
Farmington Hills, MI.
476-7500
An Equal Opportunity Employer

GENERAL OFFICE - 1 girl office in Plymouth. Light typing. Call:
455-3633

GENERAL OFFICE -
40 hour week (Saturday work). 10AM-6PM. Office. (telephone & clerical). Work out of our office in Glen Lawn Cemetery, 23301 Grand River at Telegraph
531-2050

GENERAL OFFICE - typist - 40-50 wpm. Data entry people, entry level word processors with Multimate, Word star, Word Perfect, Wang PC, Writs 111 for Fortune 500 company. Call Joyce at Unitford
540-6108

General Office
Entry level position for detail-minded person with Royal Oak apartment management firm. Good office skills required. Benefits included. Call Mon. thru Fri. 546-7300.

355-2530

GENERAL OFFICE TRAINEE
National corporation is interviewing for a responsible and energetic person to work in our office in Farmington Hills. Light typing, order processing, filing, etc. Ideal candidate will be a mature, detail minded person and self-starter who can read, apply. For appointment please call 478-2981

GENERAL OFFICE
We have a part time position available at our Main Office in Birmingham. Hours are flexible, approximately 20 hours per week. Duties involve recordkeeping, light typing and filing. Ideal for student. Please call 644-5300.

Erb LUMBER CO.

GENERAL OFFICE
Immediate opening for an individual with good typing ability, 40 wpm. Ability to work with contact & possess an excellent telephone personality (voice & patient). Word processing helpful but not essential. Light bookkeeping duties required, including medical, dental, prescription & collection reimbursement. Send resume to:

GENERAL OFFICE
Box 10-Q, Dept. 227
Southfield, MI. 48037

GENERAL SECRETARY needed for Southfield law firm. Must have excellent typing, filing and answering phones. Same position for Troy office. Bilingual helpful but not necessary. Ideal position for a person seeking permanent secretarial skills to get back in the work force. Benefit package. Hours: 9-5 p.m. Send resume to: Box #490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL
SECRETARY

Property & Insurance background. Type 60wpm, IBM or Xerox 860. Long term assignment for large corporation. Please call for an appointment.

TSI
OFFICE SERVICES
Detroit 963-5028
Troy 583-0515
An Equal Opportunity Employer

GERMAN SPEAKING SECRETARY
Bilingual German/English. Must have ability to speak some German necessary. Call

GERMAN SCHOOL GRADUATE for office clerical position in Downtown Detroit. Typing, computer, photocopy & bookkeeping skills required. Send resume to: P.O. Box 44176, Detroit, MI 48244

HIRING NOW for part time clerical position to work in busy Southfield office. Duties include operating office equipment, stuffing outgoing mail, sorting incoming mail, light clerical work. Will train. $4.25/hr. Call Terri for appt. 539-4331

INSIDE SALES - (2) people, for Troy medical supplier, must be articulate & aggressive, salary $10K plus commission, call Linda at Unitford
646-7564

Insurance Administrator/Secretary - (2) Jr. Secretary experience preferred. Qualified candidates will be organized, detail oriented, typing 55 P.C. experience and possess an excellent telephone manner. Salary commensurate, fringe benefits. Call Mr. Bell, Mr. Wolf, Mr. Gaynor, Mr. Wolf, The Glass Friedman Company, 30400 Telegraph Rd., Suite 435, Birmingham, MI 48010.

INSURANCE
AGENCY OPER'S
The Independent Insurance Agents of Michigan provides a FREE employment service to qualified, experienced commercial or personal lines insurance. Let us know what you need and we can help you find a new position.

Call Ann Bell 540-3356
Mich. Ins. Personnel Service

INSURANCE AGENCY in TROY Seeking Personal lines CSR. Experience required & Redshaw knowledge preferred. Send resume with salary history to: J. Lucon, 755 W. Big Beaver, Suite 2116, Troy, MI 48084

INSURANCE/Customer Service Rep
Full time position available. (2) years experience in Personal Lines preferred. Knowledge of Redshaw helpful. For appt., call 8am-4pm. 474-3511

KEYPUNCH OPERATORS
Advance your career. Join our team at Advance Data. We are looking for experienced operators for days and afternoons. We are a growing company with good benefits.
Call Pat 522-4550

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
Multi-Million Dollar Agencies
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

JR. ACCOUNTANT
Associates degree in accounting with 2 years mortgage servicing experience in banking or accounting, preferably in the S & L financial area. Candidate should be self starter with a high degree of initiative and the ability to organize work, meet deadlines and work well with others. Call Karen. 474-8500

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