502 Help Wanted Dental-Medical

RN'S NEEDED
Accepting applications for mid-night/afternoon supervisor.
RN - MIDNIGHTS
Call or apply in person.
Georgian Bloomfield Nursing Home
2975 Adams, corner Big Beaver.
645-2900

RN'S
Weekend Relief/Day Shift
NURSE'S AIDES
Part Time Days/
Full Time Afternoons
Apply in person
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN to perform medical audit for national firm. Full time. Prior experience preferred. Letters & resumes to: Cost Containment Management, 1334 E. Jefferson, Detroit, MI. 48207.

ROCHESTER ORTHOPAEDIC/ SPORTS MEDICINE
orientated office seeking immediate Experienced medical personnel including: 1. Full time & part time registered X-ray technician. 2. Full time & part time medical office assistant. 3. Full time orthopaedic assistant. Excellent starting salary & pleasant work environment. No Saturdays. Call 10am-12 noon weekdays. 652-0060

SECRETARY/TRANSCRIPTIONIST needed for Troy neurologist. Wed. & Fri's. Call 362-8808

TRANSCRIPTIONIST/Receptionist - Experience, full time for cardiology practice in Royal Oak.
549-1764

ULTRASOUND TECH
Full time, for experienced, Registered Ultrasound Tech. Must be able to schedule and perform all procedures, assist physicians as needed and maintain equipment. Position offers competitive wage & benefit program. Write or apply to:
Personnel Department,
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

VETERINARY TECHNICIAN for NW Suburban clinic, immediate opening. Must like people & pets. Excellent salary & benefits for qualified individual. Call 348-9900

X-RAY TECHNICIAN, part time for Livonia office. 425-5200

X-RAY TECHNICIAN. Must be registered. Exciting full time position become permanent full time. Call Ron at 534-4700, Ext. 589.

X-RAY TECHNICIAN
Full time position available with an expanding portable x-ray company in Southfield. Call 353-1155

X-RAY TECHNICIAN
Experienced, full time permanent, days, Troy area. 649-5380

X-RAY TECHNICIAN - Must be registered or Registry eligible for Hoist or Livonia medical facility. Permanent part time position. Call Ron at 534-4700, Ext. 589.

X-RAY TECHNOLOGIST
Part time mornings, to include Saturdays. For Radiation X-ray clinic.
937-6153

X-RAY TECHNOLOGISTS
Part Time
To perform routine x-ray procedures in hospital setting. Duties will also include driving truck, in order to transport pts. and supplies from x-ray equipment. Please write to or apply at:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

X-RAY TECH
Part time, Troy area. Also a contingent. Call Janet Lutt at 263-4411

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
National Real Estate developer requiring highly motivated Accounting Clerk with excellent communication skills for immediate full time position. Experience includes payable accounts payable, accounts receivable, bank financial statement preparation & review including computer software experience. Previous real estate or property management experience desired. Send resume & salary history to: Accounting Clerk, 7071 Orchard Lake Rd., Suite 240, West Bloomfield, MI 48033.

504 Help Wanted Office-Clerical

WORD PROCESSORS
SECRETARIES
TYPISTS

IF YOU MEET ..
OUR QUALIFICATIONS -
YOU CAN COUNT ON;

- Excellent pay
- Annual Bonus
- Holiday Pay
- Referral Bonuses
- Performance Incentives
- Comprehensive Benefit Program

Benchmark
Temporary Services
Linda Pat
421-9200
16860 Middlebelt, Livonia

ACCELERATE
YOUR CAREER
APPLY TODAY!

SECRETARY
shorthand/financial setting
$20,000
SECRETARY
Wordstar
To $15,000
OFFICE MANAGER
To $21,000
EDITORIAL SECRETARY
To $17,000
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
INSURANCE REP
$19,000
LEGAL SECRETARY
$21,000
BOOKKEEPER
$14,000
ALL FEES PAID

Personnel Systems
9450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

ACCOUNT ADMINISTRATOR
Livonia food broker seeking account administrator. Duties to include processing orders, typing & mailing trade bulletins, customer & manufacturer contact & all around follow through. Must type 45wpm, good math skills. Must be organized & accurate individual. Previous food business experience a plus. Send resume to: T.P.C., P.O. Box 3304, Livonia, MI 48150, Att: J.B.

ACCOUNTANT - Individual to take charge of trust accounting department for an established pension administration firm. This is a rare opportunity for an individual with initiative, who is capable of self direction. Knowledge of pensions is not a prerequisite, but candidate must understand investment terms & concepts. Interested persons should send a resume to: Mr.Wolf, c/o Glass Friedman Co., 30400 Telegraph, Suite 435, Birmingham, MI 48010.

ACCOUNTANT
Southfield firm needs experienced self starter for preparation of clients operating statements & employment tax returns. Computer experience helpful. Send resume to:
Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
A growing Rochester area office needs person to do payroll. Some payroll experience necessary, 10 key by touch a must. Call 651-2517

ACCOUNTING CLERK - Needs some AR experience. Good communicator. Salary commensurate with experience. Ask for Accounting Manager, Farmington Hills 476-1000

504 Help Wanted Office-Clerical

ACCOUNTING
CLERICAL
OPPORTUNITIES

CMI Corporation, a major computer leasing and marketing company, is seeking individuals with good candidates for their expanding Bloomfield Hills world headquarters to work in their Accounting, Tax, Inventory and Finance Departments. Qualified applicants will possess the following:

- Six months + office experience (preferably in accounting, book keeping or like office).
- Knowledge of basic accounting (classes in accounting a plus).
- Data entry experience.
- Organizational skills, accurate typing/40 wpm. Ability to perform basic math calculations.

CMI offers an excellent salary commensurate with background. Full benefit package including tuition reimbursement in a non-smoking preferred modern working environment with an on-site nautilus workout center. Excellent advancement opportunities. Qualified candidates may send their resume and SALARY HISTORIES in confidence to:

Judy Devore
Human Resources Representative
CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, MI. 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

ACCOUNTING DEPARTMENT needs experienced bookkeeper in accounts payable, payroll, job costing & related functions for fast-paced construction company. Send resume & salary requirements to:
Personnel Dept., 2000 Franklin Rd., Bloomfield Hills, MI. 48013.

Accounts Payable Clerk
needed for fast paced office. Experience necessary. Must be able to work well under pressure and have the patience to research. Duties include accounts payable, some accounts receivable, manual and computerized bookkeeping and some purchasing. Please send resume to:
Susan Gallagher,
DGM STUDIOS
70 E. Long Lake Rd.
Bloomfield Hills, Mich., 48013.

ACCOUNTS PAYABLE
Farmington Hills Auto Dealer has an opening for a full-time position in their Accounting office for an Accounts Payable Clerk. Experience and/or education in Accounting necessary. We offer excellent pay & a full range of benefits to the right candidate. Please call Karen, between 9am-5pm, 471-5353

ACCOUNTS PAYABLE CLERK
Guardian Photo, a recognized leader in photo finishing has an immediate full time opening for an accounts payable clerk. This position is responsible for; auditing & inputting entire accounts payable invoices, reconciling major checking accounts & filing. Individual must possess a strong working knowledge of accounting procedures, 1 yr on line job office experience, exposure to computer office systems, an excellent interpersonal communication skills. A competitive wage & excellent employer paid benefits. Interested applicants should apply in person by May 6th at:
Guardian Photo
43045 W. 9 Mile Rd
Northville, Mich

ACCOUNTS RECEIVABLE
Suburban auto dealer needs experienced accounts receivable person. Apply to: Bob Saks Oldsmobile, 32200 Grand River, Farmington.

ADIA
PERSONNEL SERVICES
FREE CLERICAL EMPLOYMENT
Typist - Secretarial
Data Entry - Telemarketers
Word Processing & More ...
TOP PAY & BENEFITS
569-7500
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Major Detroit professional firm seeks an administrative secretary to assist the recruitment coordinator. The ideal candidate must be well organized, have the ability to work independently, & possess good communication & typing skills (word processing experience a plus). Learn more about this challenging position, send Resume to: Human Resources Dept., Miller, Canfield, Paddock, & Stone, 2500 Cadenance Bldg., Detroit, MI. 48226.
An Equal Opportunity Employer

ADMINISTRATIVE - assistant for manager of sales promotion, work 32 hrs/wk. Type 60 wpm on Memory typewriter but will train. Call Ellen at 557-0641

ADMINISTRATIVE ASSISTANT
for dynamic Troy suburban financial consulting & business management firm. Challenging position. Requirements:
Prior experience, working with top executives
Professional appearance & manner
Wordstar 3 or 4
Type 60-70WPM
Send resume & salary history to: Administrative Assistant Position, 4200 Town Center, Suite 595, Southfield, MI 48075.

AIR CHARTER CO. at Willow Run airport has immediate opening for secretary. Individual must have data entry training. Excellent opportunity for ambitious individual. Bring resumes in person to Mitch, AFS Inc. Next to Butler Aviation Hangar. No phone calls accepted.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Suburban corporation seeking a multi talented individual with general skills in typing, secretarial, data entry, word processor & receptionist duties. Must be motivated & a self starter. This individual will interface with a variety of professional, executive & administrative personnelities & have the ability to work under pressure. We offer a pleasant & rewarding work experience including excellent compensation & benefit package. Please send resume, in confidence to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE - secretary for major financial corporation, must be independent thinker and able to run own show. Temporary to go permanent, word processing a plus. Salary $15-$20K.

ADMINISTRATIVE - assistant to president of W. Bloomfield corporation, type 60 wpm & knowledge of word processing. Temporary to go permanent. Salary $20K

SECRETARY - for international magazine. Must know dictation, IBM PC with MultiMate or Display Write 4

STUDENTS - REGISTER NOW
FOR SUMMER WORK
NEVER A FEE
Word processing taught in our office

UNIFORCE
ST'HFLD B'HAM
357-0034 646-7660

A FEW GOOD WORKERS
Numeric accuracy important, filing experience helpful. Learn on the job. Good benefits, Inkster Rd. between 1-96 (Schoolcraft) and Plymouth Rd. Call 937-8461

ALL SKILLS
NEEDED!

We have many immediate long and short term assignments in the Troy, Bloomfield, Farmington and Southfield areas for the following skills:

Word Processing Operators and PC Operators
(all modes)
Data General
(need some knowledge and two long term assignments)
Xerox 630
Memorywriter typists and secretaries
Telemarketing
Clerks
Recpetionists
(with typing - 35 wpm)
Switchboard Operators
Typists
(45 wpm +)
Data Entry Operators
362-1180
Troy
642-9650
Bloomfield
338-0338
Pontiac
352-5220
Southfield
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

AN IMMEDIATE OPENING
in Wall Street Corporation for experienced Secretary - variety position. Approx $35-$40 Industrial

A SMALL Engineering firm in the Livonia area is searching for a self motivated person to fill a part time receptionist position. Good typing skills and cordial telephone manners are a must. Word processing skills a plus! For more information Call

ASSISTANT ACCTS. Payable Clerk Typing, filing, data entry, answering phone, $200 a week. Send resume to: Accounts Payable, Suite 232, 5499 Orchard Lake Rd., West Bloomfield, MI. 48322.

ASSISTANT BOOKKEEPER
Accounts receivable & payable, 2 days weekly, Southfield. 352-2550

504 Help Wanted Office-Clerical

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
NEEDS YOU
WORD PROCESSORS
(Wordstar, CPT, NBI, WANG, WORDPERFECT, DISPLAYWRITE)
SECRETARY
LEGAL SECRETARIES
MEDICAL SECRETARIES
GENERAL OFFICE
RECEPTIONIST
SWICHBOARD
(Rolm, Mitel, Dimension)
DATA ENTRY
NO FEES - CALL 459-1166
TOP PAY - BENEFITS
APPLY TODAY
9450 S. MAIN - SUITE 102
Plymouth, MI 48170
7:30 to 4 P.M.

Assignmemts
Available

We have immediate long and short term assignments in the Troy, Farmington, Farmington Hills and Southfield areas.

Typists
(45 to 60 wpm)
Switchboard Operators
Data Entry
Word Processors
553-5858

NORRELL
Services, Inc.

ASSISTANT MANAGER
for apartment/condo office. Dependable, developed telephone & office skills required. Bloomfield Square Lake, Phone Mon - Fri 10am-5pm. 335-2540

ATTENTION
SECRETARIES
WORD PROCESSORS
KEYPUNCH OPERATORS
Your skills are in demand!
NBI
IBM 6520
DECMATE
WORDSTAR
MULTIMATE
WORD PERFECT
DISPLAYWRITE I,II,III
Become a professional by joining the Sterling Temporaries team. We offer many benefits, diversified and challenging positions and same week paychecks. If you possess skills in the above areas.....
CALL
557-5700
SNELLING
TEMPORARIES
Licensed by Snelling & 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 963-5026
Troy 583-0515
An Equal Opportunity Employer

AUDITOR/CLERK
Service corporation seeks hard-working individual for auditor/clerk position. Responsible for auditing and maintaining computer contract records. Good math skills required. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

AUTO DEALERSHIP
Accounts receivable clerk needed. Dealership and computer experience helpful. Apply in person:
DON MASSEY CADILLAC
40475 Ann Arbor Rd., Plymouth

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

504 Help Wanted Office-Clerical

Billing Dept.

Medical distributor has entry level position open for the right person who is seeking a job with growth potential. Must be organized, have aptitude, typing and some billing experience. Excellent benefit package. Send resume to: EMS Corp., Attention Deb C., 1072 W. 14 Mile, Clawson, MI 48017

BLOOMFIELD HILLS Design Firm in need of a Receptionist for Mon. thru Thurs. Good phone & typing skills a ! A Must. Call 8am-5pm. 858-7990

BOARD ADMINISTRATIVE assistant for local country club. Responsibilities include: maintenance of minutes & reports for board meetings & correspondence regarding new membership applications. Will publish weekly newsletter of club activities. Annual club roster & rule book. Provide additional support to board & / or committee members as required. Experience in hospitality industry preferred. Salary & benefits. Must type 40wpm. Call Comptroller for interview 855-1800

BONUS PLUS
WANG OPERATORS
If you have recent Wang experience, we have long & short term assignments available. Top pay, bonus for an extra $25 by applying during the month of March & bonus for 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 963-5026
Troy 583-0515

BOOKKEEPER ASSISTANT
Growing insurance brokerage & development company is offering an excellent career opportunity to an individual with strong bookkeeping/accounting experience to be "right hand" to top executive. Must be familiar with full charge bookkeeping background but are willing to train someone motivated, energetic, ambitious, dependable and eager to learn. Send resume, salary requirements in confidence to
1894-A Woodward Ave., Suite 138
Bloomfield Hills, MI 48013

BOOKKEEPER
CPA Firm has permanent position with Bookkeeping skills to work with diversified clients' records. Experience with Payroll Tax Returns & Bank Reconciliations, a must. IBM-XT Computer experience helpful. 477-9112

BOOKKEEPER/DATA ENTRY
Part-time, individual with recent experience in bank reconciliation, accounts receivable and computers. Person South/West Side. 352-4030

BOOKKEEPER - FULL CHARGE
Experienced, no smoking. Send resume to Mr. S. J. Lipson, Inc. Fitness, W. 6 Mile, Southfield, MI 48034

BOOKKEEPER - full charge desired for rapidly expanding Birmingham company. Experience & references required. Salary range high teens. Benefits included. Send resume to Walker Engineering, 1858 Bradford, Birmingham, MI. 48008

BOOKKEEPER - full or part time. Attorney firm. Law office bookkeeping preferred. Please send resume to: Steve N. Yardley, 2300 Comerica Bldg., Detroit, MI 48226

BOOKKEEPER
Full charge. Balance sheet, income statement, 10 key by touch. Computer experience helpful. Full time day position in north suburban, Orchard, Brighton/Ann Arbor Area. Please state salary requirements. Reply to Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed full time for a Birmingham CPA firm. Must have public accounting experience. Send resume to: Nemes, Allen & Lefko, Attention of Jerome Lefko, Suite 165, Birmingham, MI 48010.

BOOKKEEPER, part time for accounting firm in Westland. 3 yrs exp. required. Please call for an appt. 721-4720

BOOKKEEPER/SECRETARY - Payroll, accounts payable, accounts receivable, also bank sales & typing. Positions available in Pontiac, Whitelake Twp. $13,000 to $15,000.

BOOKKEEPERS UNLIMITED
354-2413

BOOKKEEPER
wanted. Experience necessary, familiar with payroll & payroll tax returns. Needed for Temporary Personnel Agency in Southfield. Typing skills & good handwriting required. Immediate Opening.
Ask for Sandy 443-1440

BOOKKEEPER-6 store retail chain needs motivated bookkeeper with computer experience. Areas of responsibility include accounts payable, payroll, bank reconciliation, store sales data, supervision 2 person dept. quarterly tax reports and general ledger thru trial balance. Send resume to: RC Sale Incorporated, 36534 Grand Riv., Livonia MI 48150 Attn:S. K. Thomas.

BROKERAGE SALES ASSISTANT & RECEPTIONIST
Large regional brokerage firm looking to staff 2 positions. Experienced sales assistant to work for a top producer; Also in search of cheerful person to be a receptionist/typist clerk. Responsibilities include: Bell & Turben, Inc., 1050 Wilshire Blvd., Suite 100, Troy, MI 48084

CAREER OPPORTUNITY
Rapid expansion of Southfield office produces challenging job for bright 2 entry level clerical opportunities.

LEASING ADMINISTRATOR - Take charge individual with organizational skills, good typing ability, capable of handling fast paced environment.

SHIPPING/RECEIVING - Detail oriented hard worker who can work without direct supervision. Warehouse experience a plus.

These are career positions with competitive salaries & a comprehensive benefit package.
Contact Elizabeth Koopman for interview. 353-5400

CLERICAL - part time & more than a secretary for Birmingham area. All around person needed to type, file, assign work, assist manager & run office in property management field
758-0666

CLERICAL ACCOUNTANT
position in dynamic travel company. Bright, adaptable individual, dependable and willing to work long hours. Accounting background necessary. Please send resume to: Marty Travel Co., 30600 Telegraph Hwy., Suite 402, Farmington Hills, MI. 48018. Att: JB.

CLERICAL-DATA ENTRY
Livonia office seeking experienced individual for data entry, telephone answering, customer service & general office duties. Good math aptitude, typing & organizational skills required. Mail resume to: P.O. Box 9113, Livonia, Mich. 48151

504 Help Wanted Office-Clerical

ACCOUNTING SECRETARY
Masco Corporation has an immediate opening in our Accounting Department for an entry-level secretary/-clerk.
The ideal candidate should be able to type at least 55 wpm, P.C. experience is a plus.
Please send resume to:
Masco Corporation
Personnel Department
21001 Van Born Road
Taylor, MI 48180
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERICAL - Entry level position for a Law Accounting Office. Will train to be a bookkeeper. Experience helpful. Send resume to: Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - good typing skills needed for some data entry, phone. Pleasant working conditions. Benefits. Micro Craft, 25484 Meadowbrook, Novi, corner of Meadowbrook & Vincenti Ct. Apply in person 8-4 pm.

Clerical Help
TEMPORARY
We have openings for experienced receptionists, typists and file clerks. Must have reliable transportation and phone. Call to set-up interview.
Livonia 425-8367

CLERICAL - LIGHT TYPING
Multi-faceted, diversified firm. Benefits. Parmco Engineering, 1515 Axtell, Troy. 435-5530

CLERICAL
MERCHANDISING
DUNHAM'S SPORTS
OUTFITTERS

Join the fast paced business of retail and become a part of our buying team. Dunham's Sports Outfitters has immediate openings for experienced Clerical who have background in retail and/or accounting.

Candidates must have a minimum of 1 year computer entry experience plus a working knowledge of basic accounting and/or retail principles. Must possess a high energy level and an eye for detail.

If you are interested in the buying field and want to develop your career potential send resume or fill out an application in person at our executive office in our Drayton Plains store.

Attn: E. Miller
DUNHAM'S
5000 Dixie Hwy.
Drayton Plains, MI. 48020
An Equal Opportunity Employer

CLERICAL - PART TIME
Flexible hours. Filing, some typing. Gerhardt Enterprises
335-6665 558-8357

CLERICAL - part time. Typing, bookkeeping experience essential. Non-smoking office. Birmingham area. 540-1330

CLERICAL
Person needed to answer phones with good typing skills. Knowledge of computer an added plus. Full time for property management office in Southfield. Benefits plus. Friendly atmosphere. Call Mon. thru Fri. 8am-5pm.
352-2015
An Equal Opportunity Employer

CLERICAL POSITIONS - 6 - 8 part time. Looking for bright individual with good secretarial skills.
476-8130

CLERICAL position with a South-field based financial institution, good organizational skills, typing, proof reading, ability to work in a fast-paced environment. If you're interested in a challenging position in a growth oriented company, contact R. O'Brien, Central CU., P.O. Box 5210, Detroit, MI 48232.

CLERICAL - SALES OFFICE
Small Troy area computer firm needs person to assist sales people in do general clerical. Extensive phone calling required to assist in locating potential customers & maintaining customer lists. Some typing required. Knowledge of computer required. Send resume to Trident Computer, P.O. Box 1154, Troy, MI 48099.

CLERICAL/SECRETARIAL
Part time in Livonia. Mature, good typist. Send resume, with salary requirements to: P.O. Box 2098, Livonia, MI., 48150

CLERICAL SUPERVISOR
Company located in Southfield is seeking a person to supervise a large clerical staff. Must have previous supervisory experience and a stable work background. Free parking, excellent benefits: dental, 401K Plan. Starting salary $13,000 per year. Call 557-5300, ext.217
Equal Opportunity Employer M/F

CLERICAL-4 OPENINGS
Flexible hours. Farmington area.
Starting May 5th.
Call for interview. 474-1136

CLERK/ERRAND Person. Southfield law office. 1-5pm Mon. thru Fri. Must have insured auto, $4. hr. plus car allowance paid. 354-6644

CLERK GENERAL OFFICE
Detail oriented with good math aptitude. Duties will include, job posting, typing, filing, & telephone work. Need someone willing to learn & grow with company. Resumes to: Controller, 24399 Telegraph Rd, Southfield, MI. 48034.

CLERK/RECEPTIONIST needed for person office, typing required 50WPM, good written & verbal skills a must, non smoker. Contact: Impressions Inc., 5700 S. Sheldon Rd, Canton.

CLERKS
Insurance company in Southfield is accepting applications for clerical openings. Applicants must possess excellent filing, typing 40 wpm, and written & verbal communication skills. Data entry experience desirable. Excellent benefits package. Apply: Mon. thru Fri. 8am to 4pm. NO PHONE CALLS PLEASE!
League Insurance Companies
15600 Providence Dr. Southfield
(Across from Americana Theatre)

CLERK - SOCIAL SERVICES
Temporary position available on our day shift, job will extend from May thru August. Previous clerical experience & light typing skills necessary. Please write to or apply at:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

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, MI., 48099.

CLERK/TYPIST
Part time, law office. Hours 1-5pm. No experience necessary. Pontiac area. Call Ann: 663-3831

CLERK TYPIST
Respiratory Therapy Dept. Temporary assignment available for experienced Clerk Typist. Must have a minimum of 1 year previous experience, ability to type 40 WPM and strong communication skills. Individual will be required to work a 40 hour week on our day shift from May thru August. Please write to or apply at:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

College Students
We have temporary summer positions for:
CLERKS
TYPISTS
WORD PROCESSORS
SECRETARIES
Top pay plus merit increases.
SOUTHFIELD 569-1878
DETROIT 963-5054
VICTOR
TEMPORARY SERVICES
M/F EOE

COMPUTER ENTRY - will train the right person. Must be precise & good with figures. Farmdale, moving to Canton approximately 1 year. Benefits. Mon thru Fri, 5:30-3pm. Ask for Karen 398-9010 233

COMPUTER OPERATOR
Full time or part-time. Apply at Oakland Hardware, 2775 Haggerty Rd., Walled Lake

504 Help Wanted Office-Clerical

COME JOIN
THE BEST
AT E.T.S.
We offer you the career counseling & advertising best suited to achieving your goals. Temporaries earn research, learn new skills, & make new friends while working at choice suburban corporations. We offer good pay & bonuses for your good clerical skills. Call Judy 9am-2pm, Mon. thru Fri.
EMPLOYERS
TEMPORARY
SERVICE
425-5770 425-2700
NEVER A FEE

COMPUTER OPERATOR/
BOOKKEEPER
Full time for large apartment complex in Farmington Hills. Experienced only reply. Call for interview.
355-0030

CONSTRUCTION company in Farmington Hills needs mature, experienced secretary for 1 girl office. Light typing, filing & general accounting background needed. Must be dependable & have good organizational skills. Position for non-smoker will be greater. Full time position with good benefits. 478-7833

* COUNT OUR
BENEFITS
- Life/Health Insurance
- Holiday Pay
- Tuition Reimbursement
- 3 Kinds Of Bonuses

Take advantage of the best benefits in town. Changing and exciting temporary assignments are waiting for you. Choose long or short term assignments near your home.
RECEPTIONISTS
CLERK/TYPIST
SECRETARIES
WORD PROCESSORS
Farmington Hills 855-8910
Livonia 525-0330
ADIA
Personnel Services
EOE

CPA
Farmington Hills CPA firm seeks CPA candidate, 1-2 yrs. public accounting experience. Reply to:
Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT
Marketing area of expanding financial group needs move-up-the-ladder person with credit, collection, approval experience, as well as computer experience. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CUSTOMER SERVICE REP.
Person with strong customer communication experience. Data entry & Lotus experience helpful. Good benefit program plus profit sharing.
Call 755-1803

CUSTOMER SERVICE REP
Experienced in personal lines for a growing insurance agency. Excellent benefits & work environment. Send resume to 30700 Telegraph, Suite 2300, Birmingham, MI. 48010. Attn: Maureen Martin.

CUSTOMER SERVICE REP
Fast growing finance company has opening for someone to learn the business. Duties include typing, answering phones & working with the public. Must have typing skills, helpful but will train the right person. High school grad. Excellent salary, excellent benefits. Southfield area. 358-4522
Equal Opportunity Employer M/F

CUSTOMER SERVICE REP.
Detail oriented individual needed to process phone orders & problem solve for our nursing home customers. Team oriented department, no outside travel required. Order desk experience preferred. Learn computers & computer applications. Employee stock ownership company. Send resume to: Mr. Ed Ryan, P.O. Box CN 3335, Livonia, Mich. 48151

DATA ENTRY CLERK
IBM 36. Some general clerical duties. Experience preferred. Full time afternoons. Livonia area. Reply to: Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Needed by local branch office of large national company. Duties to include: Data Entry & General Typing. Competative salary & full company benefits. Call Mr. Mercado, between 9am-5pm. 557-1430

DATA ENTRY
CLERK
Growing financial service firm located in Southfield has immediate Data Entry Clerk. Candidates should have experience, good written & verbal 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 Computer Operator
Busy distribution company.
Experienced, accurate, attention to details, no smoking. Send resume to Mrs. S. st. John Inc., NEXGEN of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Day & Afternoon shifts
Work immediately available. Must type 40wpm. Excellent pay & benefits. Please call for an appointment.
WE HAVE IT ALL
TSI
OFFICE SERVICES
Detroit 963-5026
Troy 583-0515
An Equal Opportunity Employer

DATA ENTRY
Experienced data entry operators needed to work in large corporation in Livonia. Great pay, good environment, health insurance available. For immediate appt. call
MANPOWER
TEMPORARY SERVICES
478-1130

DATA ENTRY - Growing marketing services company needs part time data entry person. Accurate computer skills necessary. Afternoons Already 12-plus/hr. In office place, Downtown Birmingham location. Resumes only to: Data Entry Position, 132 N. Woodward, Birmingham, MI., 48011.

DATA ENTRY OPERATOR
needed for busy Southfield office. Must have previous data entry/keypunching, 10 key pad experience. Good math aptitude a must. Full time position. Excellent benefits. Call before 11am 352-0379

* DEPARTMENT OF DEFENSE
VACANCY
In Walled Lake Mich. area

GS-3 clerk-steno position. Salary $11,802/year. Must pass written test. Requires typing proficiency of 40 wpm and stenography proficiency of 80 wpm. Duties include performing a combination of clerical, stenography and general office work. Promotion potential. For more information call Elan Cutsinger at 624-5200 ext. 2334, or send a postcard with name and address to: DCASPRO Williams International, 2280 W. Maple Rd. Walled Lake Mi. 48088

An Equal Opportunity Employer

DISPATCHER/SECRETARY
Growing company seeking a mature individual to handle dispatching and heavy customer contact work. Excellent phone communication skills, typing, filing & computer experience required. Knowledge of Detroit metro area. Benefits.
Diversified Business Products
476-6655

504 Help Wanted Office-Clerical

DEPARTMENT OF DEFENSE
VACANCY
In Walled Lake Mich. area

GS-4 Secretary/Typist position. Salary $13,248 per year. Promotion potential. Requires typing proficiency of 40 wpm. No shorthand requirement. 1 year experience in any kind of clerical or office work that demonstrates ability to perform duties of position required. For more information call Elan Cutsinger at 624-5200 ext. 2334 or send a post card with name and address to: DCASPRO Williams International, 2280 W. Maple Rd. Walled Lake Mich. 48088

An Equal Opportunity Employer

ENTRY LEVEL POSITION
available in Farmington Hills computer software company. Must have pleasant phone manner, good typing & organizational skills. 851-7999

ENTRY LEVEL - secretaries (11) for over 300 computers, type 50 wpm, shorthand helpful, plus some word processing, call Denise at Uniforce 357-0034

ESCROW PROCESSOR
Full-time, experienced, for Lawyers Title Insurance Co. Southfield location. Contact Human Resources at 351-5606

EXCELLENT opportunity for a seasoned professional secretary to serve as Executive Secretary for the President of a growing health service business in Farmington Hills. Must have a minimum of 3 years experience working for high level management. Candidate must type 75 WPM and take dictation. Responsibilities include typing, scheduling meetings, answering correspondence and handling all matters for the president's office. If qualified, send resume, including salary requirements, to Human Resources - E, P.O. Box 9072, Farmington Hills, MI 48018

EXECUTIVE SECRETARY needed for medical practice in Southfield area. Full range of administrative duties. Salary commensurate with experience. Call Barbara 350-7100

EXECUTIVE SECRETARY
wanted for Director of Financial, Shorthand, Computer (Lotus) experience helpful, but number one mandatory. Salary up to $20,000. Send resume to: P.O. Box 9072, Farmington Hills, MI 48018-9072

EXECUTIVE SECRETARY
for medical practice in Southfield area. Must be familiar with corporate activities, payroll and taxes, insurance benefits administration, accounts payable. Must have communicative skills, general office and accounting skills and be a self-starter. Full time position with good benefit package. 652-5303

EXECUTIVE SECRETARY
Southfield hardware distributor seeks bright, hardworking individual to assist President. Duties will be diversified and challenging. Excellent salary, retirement & benefits. Required: Qualified candidate must be self-motivated, organized with attention for detail, and have 3 years experience. Call Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 218

Executive Secretary
Immediate opening for a secretary. The Southfield area are available immediately for professional individuals experienced in Wang word processing and shorthand. Temp to permanent position. Call Today
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-0500

EXECUTIVE
SECRETARY

Large corporation needs a 2 month replacement. Digital, Deck-Mate, Xerox 610, shorthand & dictaphone skills required. Top pay & benefits. Please call for an appointment

TSI
OFFICE SERVICES
Detroit 963-5026
Troy 583-0515
An Equal Opportunity Employer

EXECUTIVE
SECRETARY

Holtzman & Silverman Development Co., a progressive real estate developer has an exciting position available a highly skilled Executive Secretary. This is a fast paced position requiring excellent secretarial & communication skills. Typing 70wpm, shorthand Dictaphone, with word processing experience a plus.
Full time, excellent compensation package. Send resume with salary history to:
Holtzman & Silverman
Development Co.
30833 Northwestern Hwy
Suite 100
Farmington Hills, MI. 48018
Attn: Jerry Holtzman
Director of Human Resources

EXECUTIVE SECRETARY
Full or part time. Real estate experience required. Southfield.
559-7430

EXECUTIVE SECRETARY for senior partner in law firm. Willing to pay top dollar. Must have 3 years legal experience. Ask for David 354-2300

EXECUTIVE SECRETARY
Southfield Property Management Co. seeks experienced individual with good organizational skills, basic knowledge of Word Processing - Excellent benefits. Reply to:
Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, Southfield - excellent typing, shorthand 90, Word Star word processing, $18,000. Fee paid

FINANCIAL - secretary, Bloomfield Hills, working experience with Director of Finance, good typing, Lotus 1,2,3. Very professional, benefits, $20,000. Fee paid

QUALITY - control, Troy, revenue desk. Knowledge of computer for data entry, working with co-ordinates system 38, benefits. $12,500 plus fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
To the Associate Superintendent for Administrative Services, Southfield Public Schools. Associate degree preferred. Five (5) years experience. Advanced proficiency in office practices: typing and IBM PC word processing. Resumes should be addressed to: Personnel Services. Duties include: managing the office of a district administrator, scheduling and typing for Associate Superintendent, processing confidential paper work; coordinating and maintaining legal, financial, finance and legislative records, files and activities. Salary: $21,840 to $29,470. Submit letter of interest by May 8, 1987 to R. William Hunsz, Associate Superintendent of Personnel/Employee Relations, Southfield Public Schools, 24661 Lahser Rd., Southfield, MI 48034
Southfield Schools is an equal opportunity employer

EXPERIENCED RECEPTIONIST - preferred for busy chiropractic office in Farmington Hills. Part-time. Call 471-0442

FIGURE CLERK
with light bookkeeping experience for extensive figure & phone work in a