504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
For property management firm, good communication & office skills, some computer experience necessary. West Bloomfield.
626-8220

ADMINISTRATIVE ASSISTANT - Secretary, Receptionist, Clerk. This challenging position requires organizational skills, light typing, filing, appointment scheduling, and the ability to take out orders for the president and general manager, of a fast paced yet casual organization. Excellent opportunity for growth. Send resume, references, wage history, and salary requirements to: Administrative Assistant, Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE - assistant for major auto supplier, self starter, word processing helpful. Salary $14K. Call Sandy at Uniforce.
357-0034

ADMINISTRATIVE ASSISTANT Trainee. Literate, dealing with high growth Southfield company. Telephone & clerical skills required. Call Scott 356-2600

ADMINISTRATIVE ASSISTANT/ SECRETARY
Plymouth area firm seeking professional to work 5/4 days. Typing (70 WPM), word processing. Min. 5 years experience. Reply to:
Dewanje, P.O. Box 2500 C, Plymouth, Mich., 48170.

ADMINISTRATIVE - assistant for N. suburban company. Interact between sales, purchasing, payroll, quarterly taxes, employee benefits, insurance. Knowledge of word processing a plus. Temporary to go permanent. Salary $16,800

ACCOUNTING - manager, staff supervision experience, payroll, AR, inventory control, depreciation, fixed assets a plus. Program development. Salary $23-$28K. Temporary to go permanent

WANG - word processor with O.I.S. for leading Bloomfield company, work well under pressure, 18 mos. experience, salary $16K plus. Temporary to go permanent. 357-0034

NEVER A FEE
Students & retirees welcome
Word processing training
Paid vacation, benefits & bonuses

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ADMINISTRATOR/SECRETARY for a growing real estate development-management firm in Southfield. You must TYPE, SPELL, ANSWER PHONES. We need an energetic person seeking a stimulating position who cares about the quality of performance. Salary $18,000 to start. Please send resume to: P.O. Box 2187, Southfield 48037.

ADVERTISING SECRETARY
For prestigious Birmingham Real Estate Firm. Position for outgoing and dependable individual with typing, filing and computer skills. A busy environment requires excellent telephone manners and initiative to get the job done. Send resume to:
1600 N. Woodward
Birmingham, MI 48011
Attention: Bette

A GOOD OPPORTUNITY
with a lively Lincoln Park Co. who is looking for a Clerk with good typing skills. Hours are Monday-Friday, 8AM-4PM. Call Mary at 386-3400, ask for Nancy. 928-8200, ext. 261

ALL SKILLS NEEDED!
We have many immediate long and short term assignments in the Troy, Bloomfield, Birmingham, Rochester Hills and Southfield areas for the following skills:
Clerks
Receptionists
(with typing - 35wpm)
Switchboard Operators
Typists
(45 wpm±)
Data Entry Operators
Word Processing Operators
and PC Operators
(all models)
Data General
(need several people for long term assignments)
Xerox 630 Memorywriter typists and secretaries
362-1180 Troy
642-9650 Bloomfield/ Birmingham
852-8800 Rochester Hills
352-5220 Southfield
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency
Equal Opportunity Employer M/F/H

ASSISANT TO PRESIDENT
Right hand person needed in small but growing firm. Individual should be interested in a wide variety of responsibilities including travel arrangements, word processing, light bookkeeping, shorthand a must. Advertising background helpful but not necessary. Call Elizabeth between 9am-5pm, Monday at 543-8047

ASSISTANT-Large Chiropractic office needs a bright energetic receptionist with good telephone skills. Must be self motivated, with a positive attitude and a pleasant personality that has a purpose and a goal call 459-0200. (Plymouth)

ASSISTANT TO THE PRESIDENT
Farmington Hills sales office is searching for the right candidate to work closely with the president of the company. This individual must have excellent organizational & follow up abilities & be able to work with little supervision. Previous experience a plus. Some secretarial & bookkeeping skills preferred but not necessary. Please send to: S.M.I., 27560 Farmington Rd., Suite 105, Farmington Hills, MI 48018.

504 Help Wanted Office-Clerical

APPLY TODAY
Clerical positions available in your area.
- GENERAL OFFICE
- TYPISTS
- RECEPTIONISTS
- SECRETARIES
- WORD PROCESSORS

Call today for appointment:
NORRELL SERVICES, INC.
Farmington Hills 553-5858

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
Southfield 357-8400

ATTENTION
Livonia based Co. seeking mature person, ideal for homemaker re-entering job market. Office skills required, typing a must. Full time. Call Marge. 261-0033

AUTO BODY SHOP - General Office Computer training helpful. Apply in person: Kelord Collision Service, Inc., 32536 Grand River, Novi

BI-LINGUAL SECRETARY
Fluent French speaking secretary for Southfield executive offices of French manufacturing corporation. 2-3 mos. full time assignment.
Benchmark
Temporary Services
421-9203

BIRMINGHAM INTERIOR design firm offering entry level position with concentration in data entry and typing. Accounting skills a plus. Full time position with benefits included. Send resume to P.O. Box 31, Birmingham, MI 48012, Attn. Kathy.

BOOKEEPER/General office- experience preferred. Full time for small office, Farmington Hills area. Send resume to: Box 170 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER NEEDED
To assist accountant in fast paced property management office. General accounting knowledge needed.
649-6100

BOOKKEEPER/ACCOUNTANT
Experience. Full or part time.
255-7526

BOOKKEEPER ASSISTANT/ General Office, full time position with Farmington Hills development. Accuracy a must. Send resume to: P.O. Box 3232, Farmington Hills, MI. 48018

BOOKKEEPER ASSISTANT
Real estate investment company in Southfield is offering a career opportunity for energetic, experienced individual. Interviews will charge bookkeeping experience including manual a must. If you qualify, are dependable and willing to make a career commitment with our growing company, send resume and salary requirements in confidence to: 1994-A Woodward Ave., Suite 138, Bloomfield Hills, MI 48013; Attn Jessica

BOOKKEEPER
Birmingham Area. Approximately 25 hrs. per week. Experienced only. Diversified duties. Call Patty between 9am-11am 645-5028

BOOKKEEPER/CLERICAL
Assistant, part-time, $4.75 per hour. Call Debbie. 350-3000

BOOKKEEPER/CPA Firm, experience necessary, full charge, T/B and payroll experience preferred. Call CPA, 24133 Northwestern Hwy., Suite 201, Southfield, 48075

BOOKKEEPER
Farmington area; part time.
Call: 474-1136

BOOKKEEPER I. Full charge experience helpful. No smoking. Send resume: Mrs. B. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER, full charge for Livonia construction company, experience in multiple companies required. Salary commensurate with experience. Ms. Lynn Aleman 26877 Northwestern Hwy., Suite 200, Southfield MI 48037

BOOKKEEPER/GENERAL OFFICE
Good salary & benefits, paid holidays: 14799 W. 11 Mile Rd., Oak Park, MI 48237

BOOKKEEPER
One full time position available with the organization of a institution in the Southfield area. Responsibilities include the daily use of computer terminal, 10 key adding machine, bank reconciliations & posting to the computerized general ledger. Bookkeeping experience required, financial institution experience helpful. Excellent opportunity for growth & advancement. Send resume to: Mary Pugliese, Central Credit Union, P. O. Box 5210, Detroit, MI., 48232.

BOOKKEEPERS ASSISTANT
Full time for fast paced Southfield company. Send resume to: Kathy, 28800 Southfield Rd., Suite 100, Southfield, Mich. 48076

BOOKKEEPER
Several outstanding opportunities are available with our clients for full charge bookkeepers with experience in all phases of the accounting cycle thru monthly financial statements. Computer experience helpful as well as the ability to work independently. Send resume with salary requirements to: D.B., P.O. Box 963, Southfield MI 48037.
Folmer Rudowicz & Co.
Accounting For An
An Equal Opportunity Employer

BOOKKEEPER/SECRETARY
For a 2 girl Construction/Engineering office. Computer experience preferred. 15 Mile - Orchard Lake area. Call 851-0755

BOOKKEEPER
Southfield law firm in need of full charge bookkeeper/controller with 3-5 yrs experience. Excellent salary, benefits & working conditions. Please send resume to Box 996, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield CPA firm has opening for an individual with strong bookkeeping background. Must have experience thru trial balance of general ledger, sales tax & payroll taxes. Fringe benefits. Resumes only.
M & G, 19911 W. 10 Mile, Suite 201, Southfield, MI. 48075.

BOOKKEEPER
To post general ledgers, prepare monthly financial statements, reconcile large volume bank reconciliations, monitor investment accounts, typing skills required. Excellent benefit package. Reply to: Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPERS part time, mature, full charge through trial balance & payroll taxes. Computer knowledge helpful. Send resume to: L.N.H.C., 31611 Middlebelt Rd., Ste. 200, Farmington Hills, MI 48018

BOOKKEEPER
To assist controller of Novi manufacturing company. Must be experienced thru trial balance and financial statement, bank reconciliations and payroll taxes. Computer experience helpful. Benefits package. Send resume with salary history to: Controller, P.O.Box 967, Novi, MI 48050

BOOKKEEPER - 3-4 days wk. Full charge for 1 person Livonia office. Must be experienced in trial balance & all tax forms. Should be good typist. Starting wage $7.00 hr. After 1 year $8.00 hr. Resume in confidence to: Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING CLERK
Entry level position in Southfield CPA office. Requires neat handwriting, some typing, and experience with calculator. Permanent full or part time. Call Lydia 350-2000

BOOKKEEPING & light clerical. Retail experience. Part time. Downtown Birmingham book store. Call for manager. 647-2965

BUSY SOUTHFIELD real estate company needs full or part time telephone people. Good telephone skills, clear diction, some typing, experienced only. 356-2600

CASHIER - With typing and typing abilities. Apply at:
Plymouth-Wayne Welding Supplies, Inc., 5913 Middlebelt, Garden City.

CHURCH SECRETARY
Livonia area. Hours 8am-1pm, Mon. thru Fri. Send brief resume to: 30650 6 Mile, Livonia, MI. 48152

4½ Day Work Week
Several full time openings in a local insurance company offering pleasant surroundings, competitive salaries and company paid fringe benefits including paid holidays and vacations. Immediate opening for:
- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 12 noon.

CLERICAL - answering phones & filing. No experience necessary. Grand River/Telegraph area. Call for appt. 255-6400

CLERICAL
Bloomfield Mortgage Corporation is seeking an energetic individual to work in our foreclosure department. Qualified individuals must have accurate typing skills, good math aptitude & the ability to operate a 10 key calculator. General office & 6 months' mortgage banking foreclosure experience preferred. Opportunity available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. Send resume to:
Personnel Dept.
BLOOMFIELD MORTGAGE CORP.
24700 Northwestern Hwy., Ste. 300
SOUTHFIELD, MI., 48075.
An Equal Opportunity Employer

CLERICAL - coordinator to assist senior accounts payable personnel. Individual must be detail oriented minded & enjoy working in a fast paced environment. Submit resume in confidence to:
Realtron Corp
Dept 115
24065 Five Mile Rd
Redford, MI 48239

CLERICAL/Entry Level Position for expanding Bloomfield Hills law firm. Call Annette Horn. 433-5400

CLERICAL - entry level position. To handle customer assistance, typing, able & light typing. Start at $5.00 hr. company benefits. Reply to box 204 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP NEEDED
Mature person needed. Full time. Send resume to P.O. Box 167, Southfield, Michigan 48037.

CLERICAL
Individual needed with typing & general office skills at this downtown property insurance company. We offer a complete benefit package. Send resume and salary requirements to: PHIC, 4000 Town Center, Suite 330, Southfield, MI., 48075.

CLERICAL NEEDED for furniture store located in Dearborn Heights. Call Ann at 562-7545

CLERICAL
Office help wanted, will train. Typing required. Call 722-2253

Clerical Opportunities

Experienced medical office and support personnel needed in any of the following areas: Insurance Verification, word processing, medical insurance billing, secretarial & data entry. Temporary positions available in the Southfield area. For more information or to set up an interview, please call.
TEMPRO
24100 Southfield Rd.
Suite 315
Southfield, MI 48075
443-5590

CLERICAL POSITION PART TIME
Type 50 wpm, hours, 12-4 PM. Call Belinda. 280-0700.

CLERICAL/Word Processor - print WP reports for large transcription service, will train on WP, full time, flexible evening hrs. Excellent benefits, paid between 9-5 353-3610

CLERICAL POSITION, part time 1-2 days week. Some accounting, computer background. Birmingham area. Resume to P.O. Box 5111, 5600 W. Maple, W. Bloomfield, MI 48033

CLERICAL RECEPTIONIST
Needed for Livonia, Filing, light typing, and general office duties. $5 an hour to start. Call 261-7410.

Southfield claims office has opening for clerical position; type 50 WPM with experience in dictaphone & general office duties. Please contact Jeanne Kamara 350-9000

CLERK/BOOKKEEPER
General office experience, must possess good typing, filing, bookkeeping & phone skills, full time permanent position, must enjoy working with public, salary commensurate with experience plus excellent benefits. Furniture Retailer. Phone for appt. Mr Malick, 355-4330

CLERK/TYPIST
General office skills. Accurate typist. Bookkeeping & receiving experience helpful. Some manual labor required. Apply at 30 Silverdome Industrial Park, Pontiac, MI. 48057.

CLERK/TYPIST
Part time
High math aptitude
Evening hours 584-8202

CLERK/TYPIST - Full time position available for individual with good typing & telephone skills. Need pleasant, organized individual. Call fast paced job. 855-4900

CLERK/TYPISTS

Michigan's regional operations of the American Cancer Society have full time positions available for Clerks/Typists. Qualified candidates must type 45-50 words per minute. Previous clerical experience is plus. These positions are available in our new Farmington Hills location. We offer excellent salaries and a comprehensive benefit package. Interested candidates, please call for an application.
627-7400 ext. 487
AMERISURE COMPANIES
An Equal Opportunity Employer

Computer Operator/Office Clerk
Livonia area. Hours - 12noon-9pm. Send resume to: 12200 Sears, Livonia, MI 48150.

COMPUTER PROGRAM ANALYST
A Senior program Analyst. Experience in Burroughs Mainframe, DMS II, Cancom and Data Comm, Cobol & WSL. Call for interview 1hrs.-4pm. 864-1580

504 Help Wanted Office-Clerical

College Students

We have temporary summer positions for:
CLERKS
TYPISTS
WORD PROCESSORS
SECRETARIES
Top pay plus merit increases.
SOUTHFIELD 559-1878
DETROIT 963-5050
VICTOR
TEMPORARY SERVICES
M/F EOE

COLLEGE STUDENT TEACHERS
If enthusiastic, people-oriented, people-oriented people, please read on.
Immediate, full time opening to work in coordinating classes/registration, approximately 3-4 months, Fri. thru Tues. Duties include answering the phone, greeting the public & some light clerical work. Competitive starting wage. Apply in person: (Bloomfield on Square) Lake Lake 1054 Klingensmith, Bloomfield Hills, Mon.-Fri., 9am-5pm.

COME JOIN THE BEST AT E.T.S.
CLERICAL TEMPORARIES ARE IN DEMAND!
The choices are yours, the options are many. We are currently seeking people with the following skills:
- Account Clerks
- Clerk Typists (45wpm)
- Secretaries (60wpm)
- Word Processors (80wpm) (Wang, IBM, etc.)
- Data Entry Operators
- Medical Transcriptionists
- Executive Secretaries

We offer competitive wages, yearly bonuses, excellent working conditions, choice suburban locations.
EMPLOYERS TEMPORARY SERVICES
Livonia Branch
425-5770 248-476-2700
NEVER A FEE

COORDINATOR
Independent data charge self starter with both data and computer skills needed to assist busy business manager in rapidly expanding firm.
FEE PAID
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

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

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

CREDIT COUNSELOR
Credit Counseling Centers, Inc. is looking for a Credit Counselor with a strong background in financial services. Candidates will be seeing in all aspects of family finance and budgeting. Good communication skills are a must. Send resume to: 37000 W. Eight Mile, Ste. 150., Southfield, MI. 48075.
An Equal Opportunity Employer

CUSTOMER SERVICE
Livonia area. Individual must like working with people. Excellent typing & math skills plus accuracy & attention to detail a must. Duties include taking customer orders, handling follow up requests, pricing, data input as well as other general office functions. Send resume & salary requirements to box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Entry level position for fast paced company in Farmington Hills. Accuracy a must. Willingness to do extra jobs required. Donna 477-3910

DATA ENTRY
FREE TRAINING
17-21 Year Olds
• High-School drop-outs
Government funded program for qualified Oakland County residents hired openings. Don't delay, call today. 544-2580

DATA ENTRY - FULL-TIME
Call Pam area.
Call Ann area.
DATA ENTRY
Major financial institution offers beautiful offices and advancement for your career. Must have clerical typing skills. $12,500. Great benefits. Pay paid. Call Colleen at 353-2000.
After 5 PM, Appointments Available
SNELLING & SNELLING

DATA ENTRY - Publishing company in Birmingham area seeks person for clerical and data entry position. Will train. Phone: 645-0300

DIVISION of major corporation located in Farmington Hills. Office & Purchasing duties. Salary plus benefits. Reply with resume to box 168 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCUMENT CONTROL CLERK - Troy, full time. Mon. thru Fri. 8:15-4:30. Benefits. Typing proficiency & maintain filing system. Clerical duties including typing. Light office & office experience required. Applications available at/or send resume to Director, Human Resources, 1000 W. Big Beaver Rd. Troy, MI 48084. Attn. Employment Dept.

DOWNTOWN DETROIT Law Firm needs full-time, responsible Secretary with strong related typing experience. $6. per hour. 963-0370

ENGINEERING CLERK
We have an immediate opening for an individual that has training & work experience in a mechanical engineering office. The candidate we select should have some drafting experience, be able to operate a blue print machine & perform various routine office duties.
We offer a pleasant work environment & excellent salary/benefit program.
Submit your resume or contact for an appointment:
Personnel Dept.
Wright Woodworks
1300 E. 9 Mile Rd
Ferndale, MI 48220
248-547-7500
An Equal Opportunity Employer

EXPERIENCED BECRETARY
WORD PROCESSER
Must type minimum 70 wpm. Excellent spelling, punctuation, & grammatical skills. Good salary & benefits. Free parking. New center area. Ask for Ruth or Betty 871-2222

FRONTOWN AREA. Good bookkeeping, organizational skills needed for busy office, full time, $4 & up. Company. 855-8464

504 Help Wanted Office-Clerical

EXECUTIVE PERSONAL SECRETARY for president of multi-million dollar corporation. Typing, shorthand and computer experience required. Flexibility & some travel necessary. Respond to:
John Smith
P.O. Box 250500
Plymouth, MI 48170
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Full time Real Estate Developer/Architect office. Excellent communication skills. Typing & shorthand required. Computer experience helpful. Resume to: G.J. Ulrich, Suite 461, 30200 Telegraph, Birmingham, MI 48010

EXECUTIVE SECRETARY $16,500

Corporate office of a famous company will appreciate your good skills and experience. Nice benefits, fee paid. Call 353-2000.
After 5 PM, Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY - growing company has full charge position available in Troy for mature, experienced secretary with good basic skills. Much variety & challenge available for busy executives. Word processing a plus. Send resume with salary requirements to: Secretary, 27902 Blanchview, Farmington Hills, MI. 48018

EXECUTIVE SECRETARY (TEMPORARY)

Guardian Industries is seeking an experienced Executive Secretary/Administrative Assistant for a full time, temporary position. Assignment ending immediately. Applicants must be able to work in a unsupervised environment and possess excellent typing and shorthand skills. Word processing experience helpful, but not necessary. Interested applicants should call Felicia Bailey at 349-6700.
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Mi.,

PERMANENT PART TIME file clerk wanted in the Plymouth & Livonia City area. Flexible hours. Send resume to: T. Francis, P.O. Box 35355, Grosse Pointe Woods, MI 48236.

PERSONNEL CLERK
for Birmingham insurance company. Light typing, no experience necessary. Excellent working environment. Send resume to P. O. Box #222, Birmingham, MI., 48012.

FILE CLERK
General office person for SW Oakland county law firm. Full time, organizational skills, light typing & phone skills a must. Experience required. Office or legal experience helpful. Call Anne. 540-3380

FILE CLERK. Good typing skills needed. Duties will include answering telephone. Medical, Dental and other benefits. Pleasant, commensurate with ability and experience. Farmington Hills. 737-2770

FREE WORD PROCESSING
Training! If you type 65 wpm you qualify, $1,500 retainer.
Temporary Specialists
260-9711

FRONT OFFICE RECEPTIONIST

Experienced individual is needed to run a busy front reception desk at Southfield corporation. Requires excellent clerical skills including 40-45 WPM accurate typing. Temp to perm possibility. Call Sandy at 557-8600 for more information or to set up an interview. Our 401K plan. Call now for an interview.
ENTECH
SERVICES, LTD.
Franklin Center, Southfield
354-0500

FULL-CHARGE BOOKKEEPER for Southfield Law Firm. Computer experience necessary. Salary commensurate with experience. 262-5000

FULL OR PART TIME office help wanted. No typing necessary. We will train. Birmingham area. Apply in person at:855 B. Hunter.

FULL TIME CLERICAL PERSON
with Accounting & computer background commensurate with ability & excellent fringe benefits. Hours are Monday thru Friday 8am-3pm. Johnson Stamping, 4100 Central Dr., Plymouth, Mich.

FULL TIME POSITION available for general office duties. Must have good typist, 55 wpm accurately, knowledge of a calculator helpful. Excellent benefits. Contact Personnel Dept. daily. 352-5520

FULL TIME POSITION - fast paced manufacturing office in Farmington Hills area. Must have good math skills, some purchasing, computer skills, good math & typing a must. Prior manufacturing line field necessary. Call Mary between 9-3pm at 476-8020 ext. 27

GENERAL ACCOUNTING & Office Person for manufacturing firm in Farmington Hills area. Must be adept in accounts payable, accounts receivable and payroll, PC or CRT experience necessary. General Plating Inc., 399-9642

GENERAL CONTRACTOR in Novi area seeking a person with secretarial experience and capable of developing office procedures and operations. Send resume and salary requirements to Box 210, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - mature individual needed for sales office in Royal Oak. Good typing, filing, phone skills necessary. Experience preferred, but will train right individual. Send resume to Box 4114, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Permanent employment. Must use calculator. Eastern Market area.
Call: 567-6111

GENERAL OFFICE - Southfield area, typing & math skills necessary, good benefits for advancement, call Shirley 352-1566

GENERAL OFFICE - Busy West Bloomfield law firm seeks non-smoking individual to answer phones, type, file & general clerical duties. 855-9911

GENERAL OFFICE HELP
Full & Part Time. Must be able to work with numbers, PC experience helpful. Apply in person:
40100 Grand River, Novi.

GENERAL OFFICE-Immediate position available in the administrative office of a Southfield manufacturer. Salary based on experience & qualifications. Reply to: P.O. Box 39114, Dept.1132, Redford MI 48239.

GENERAL OFFICE - Property Management company in Southfield area. Computer background. Excellent benefits package. Salary commensurate. Resume to: Box 172, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Professional company located in the Detroit Cultural Center has an immediate opening. Responsibilities include accurate typing, filing, and professional telephone manner. Word processing experience helpful. Send resume to: 5200 W. Warren, Detroit, MI 48202, Attention B. Chadres

GENERAL OFFICE
Industrial distributor has full time opening in parts department. Data entry & office skills a must. Good communication skills a plus! Pleasant working conditions & good benefits. Please submit resume to: Attn: General Manager, Dodge Supply, 33900 W. 9 Mile Rd., Farmington, MI., 48024.

GENERAL OFFICE/PART TIME
Morningside, Redford area. For more information, call Chris. 537-4140

GENERAL - office clerks (23), minimum 5yr. experience. Type 45 wpm for major hospital. Call Jill at Uniforce 357-0641

GENERAL - office people for Troy corporation, can work in Livonia, Farmington Hills & Troy, type 45-55 wpm, secretarial plus word processing trainees for immediate employment. Call Linda at Budcom 646-6400

504 Help Wanted Office-Clerical

GENERAL OFFICE
Typing, Filing, Answering Phones. Farmington Hills location. Call Pat Doherty 471-6100

GENERAL - office people, typists, 45-55 wpm, Jr. & Sr. secretaries, type 60 wpm, word processor helpful for major downtown & Southfield corporations. Immediate employment, plus advancement opportunities. Call Sheryl at Uniforce.
357-0036

GENERAL OFFICE
Southfield distributor looking for individuals who have a minimum of one year office experience. Good math ability a must. Speed and accuracy on the 10 key pad necessary. Full time. Excellent benefits. Call before 11am 352-0379

GENERAL OFFICE
Position available for secretary for person with 1-2 years telecommunication skills and who is familiar with Metro Detroit readings. Must have pleasant phone manner. Excellent benefits. Call Jerry at Gallery, 32975 Schoolcraft Rd., Livonia

GENERAL OFFICE

Full time entry level position assisting in routine data processing functions. Variety of duties including typing, report distribution, filing and phones. Excellent benefits including tuition reimbursement. Please call 644-5300.
Erb LUMBER CO.
Birmingham

GENERAL OFFICE

Immediate opening for an individual with good typing ability, 45/50 wpm, who enjoy telephone contact and possess a pleasant telephone phone personality. Word processing helpful but not necessary. Will train. Excellent benefits including medical, dental, prescription and tuition reimbursement. Send resume to
Benchmark
P.O. Box 2227
Southfield, MI 48037

GENERAL OFFICE

Health care provider in Southfield has immediate need for someone who handle general clerical duties, some client contact (phones) also in-house training provided. Must be a pleasant phone manner are necessary. 6 mo. full time assignment.
Benchmark
Temporary Services
421-9203

General Secretaries
Experienced Secretarial Positions are needed for secretarial positions in Southfield area. Must have clerical experience preferred. Please send resume to: Ryder Truck Rental, 2660 W. Eight Mile, Detroit, MI. 48219
Attn. Shirley Potts.

HUMAN RESOURCES Secretary
Redford area. Medical benefits. Typing at 60 WPM, filing, monthly reports. $10,000. - $12,000 yr. Contact Karen Pappas - Verstex Corp., Troy. 566-2970

Insurance
Administrative Assistant
Well organized individual will report to corporate president. Ideal candidate will have health benefit background, secretarial skills along with the ability to operate in a fast-paced sales environment. Please contact:
Jerry Bell
Midwest Benefits, Corp.
569-9700 ext. 519

INSURANCE
AGENCY CSR's
The largest independent agents of Michigan is the only IIAA member nationwide with a successful employee benefits dept. Our goal is to find EXPERIENCED personal or commercial lines CSR's, raters, underwriters & producers for expanded employee benefits dept. Make the priority in the Detroit metro area. If you qualify call Ken Bell, 840-3350
CONGRESS COMPANY
Mich. Ins. Personnel Service

INSURANCE AGENCY
Royal Oak area seeks C.S.R. Some experience required, liberal starting salary & full benefits. Weekdays 9 AM to 5 PM. 398-1700

INSURANCE BILLING CLERK
Full time for well established employee benefit program. Excellent benefits. Salary commensurate with experience necessary. Call Pat at 453-2610

INSURANCE
Commercial account assistant for busy property casualty agency. Work directly with producer. 3 to 4 years insurance experience. Excellent opportunity, good working conditions. Southfield location.
355-4400

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONGRESS COMPANY PERSONNEL
18500 Middlebelt Rd. 478-2200

INSURANCE Full time position, prior experience preferred, in personal or commercial lines. Westland area. 261-5010

INSURANCE HI-TECH Agency with excellent working conditions needs experienced CSR. Management will consider someone with personal lines experience and demonstrated lines knowledge who wants to grow with a growing agency. Profit sharing and strong advancement opportunity. Write to: Box 1000, 1000 Farmington Rd., Farmington Hills, MI. 48018
or call Matt or Judy at 553-2604

JR. SECRETARY - Southfield, typing 60 wpm, IBM PC with word perfect, good communication skills, work with president & treasurer. Benefits. $15,000. Fee paid

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Full-time position available. Ideal for a responsible College Student. Located in downtown Law Firm as a Service Clerk. Duties include: Court filing, office errands, delivering mail & other General Office Duties as assigned. Applicants must have car & valid Driver's License. Send letter, with salary requirement, to:
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Detroit, MI. 48226

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LEGAL SECRETARY. Experienced, full time. Word processing helpful. Please call between 2pm-5pm, Mon-Fri 643-6654

504 Help Wanted Office-Clerical

GROWING SOUTHFIELD LAW FIRM looking for high caliber Legal Secretary. Should possess excellent skills, experience and initiative. Salary mid 20's. Reply to P.O. Box 995 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL/Real Estate Secretary. Speed, accuracy and experience required. Strong word processing and dictaphone skills. Non-smoking law firm in Farmington Hills. Call Marilyn 655-0965

LEGAL SECRETARY - Experienced, for a large litigation firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48333-9040.

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For business oriented law firm in Birmingham. Experience required. Salary commensurate with ability. (BU/PC Displayrite 2. For interview, call Carole 642-4585.

LEGAL SECRETARY-experience necessary. Familiar with IBM word processors. Strong typing and telephone skills required. Medium size law firm. 35 hour week. Salary commence with experience. Call Mr. Fingert 258-2700

LEGAL SECRETARY
Southwest Oakland County law firm, full-time. Strong typing, telephone experience and organizational skills required. Litigation experience helpful. Call Annette at 348-3490

LEGAL SECRETARY
Experienced, for a defense litigation firm in Farmington Hills. To work evenings 5pm-9pm Mon-Fri. Wang experienced, preferred. Please respond to P.O. Box 3040, Farmington Hills, MI. 48333-9040

LEGAL SECRETARIES
for Detroit Law Firm in suburban office. Must have at least 3 yrs. of at least (3) years of experience. Good benefits. Salary commensurate with experience. Please call: Fern, Administrator, 645-0100

LEGAL SECRETARY
Livonia law firm. Immediate opening, 3-5 years experience, 40 hour work week, salary commensurate with ability. Send resume to: Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Legal Secretary
Bloomfield Hills Area
Permanent full-time position. Mon. thru Fri., 9am-5pm, 35 hrs/wk. Must be experienced in corporate litigation and pleadings. Good grammar, typing and dictation skills a must. IBM PC Wordstar required. Some billing experience helpful. Salary: $18,000 and up depending upon experience. Please call Mr. Calfeavey for a personal interview.
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Several major law firms located in Farmington Hills, Southfield, Birmingham and Bloomfield Hills are searching for Legal Secretaries with good medical, dental benefits and/or corporation litigation experience. Salaries range from $16,000 - $21,000.
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LEGAL SECRETARY - for small Professional Injury firm in Farmington. Minimum 2 years experience & must type 60 wpm. Call for interview. 350-9080

LEGAL SECRETARY for mid-size Bloomfield Hills law firm. Multi-line litigation experience. Will train on word processor. Contact Office Manager. 1-335-5450

LEGAL SECRETARY - legal secretary trainee. Bloomfield Hills area, retiary or recent high school graduate with typing skills. Legal, 70 WPM full time. Call Rhonda. 541-7800

LEGAL SECRETARY - 2 years litigation for medium size law firm with new beautiful offices on Northwestern & 13 Mile Rd. Excellent salary and full benefits. Opportunity to use or learn computers. 626-5000

LEGAL SECRETARY
Full time position for busy office. Litigation background helpful. Word processing and organizational skills required. Call Carol between 9am-noon. 559-2828

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Southfield Law Firm looking for outstanding person with law firm possessing excellent skills & ability. If you are ready for a change to a challenging position in a conducive work environment, call 358-4900

LEGAL SECRETARIES
2 positions available. 4 member Southfield firm relocating to downtown Birmingham. Require experience in general litigation, shorthand, word processing & excellent typing skills. Salary range $15,000-$20,000 plus based upon experience & skills. Paid vacation. Call Robert Lisa. 557-4000

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$22,000. Work in exciting downtown. Great benefits. Reimbursement for parking. 3 years experience in litigation and/or bankruptcy. Type 70 wpm.
WELSH-WHITY
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LEGAL SECRETARY
Bloomfield Hills area. Preferred candidate should have 5 years experience in personal injury and workers compensation. Must be able to type 65-70 wpm, and perform varied secretarial duties. Word processing experience is helpful. Qualified applications should contact:
Susan Carlton, 1-800-632-1393 or Cindy Beck 433-8123 between 8am-11am or 1pm-3pm.
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for Troy law firm experienced with word processing. Will train on possibility of full time in the future. Contact Office Manager at 362-1300

504 Help Wanted Office-Clerical

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