504 Help Wanted Office-Clerical

BOOKKEEPER - through trial basis. Must be experienced with computer skills - Construction Company. 12641 Stark, Livonia, MI.

BOOKKEEPER WANTED for wholesale distributor in Troy. Good typing skills necessary. Knowledge of general ledger preferred. Good benefits. Send resume to P.O. Box 1158, Troy, Mich. 48099.

BOOKKEEPER Wanted
Part time hours, 9am-3pm. Starting Pay $5.00 per hour. Karst & Karst, Plymouth, Mich. Call between 9am-3pm. 453-5100

BOOKKEEPING General Office - Mature, dependable person with strong organizational skills. Must be able to work independently. Experience on a Burroughs L9300 is a plus but will train right person. Salary open. Send resume with salary history to George A. Odam Inc., 7450 Hubbard Rd., Brighton, 229-4116.

BROKERAGE FIRM seeks part time, full time bookkeeper. Responsible for payables and receivables, also preparations of work-up trial balance. 459-4110

BUSY LIVONIA office needs bright, pleasant person for telephone and general office work. Computer experience helpful. Apply in person Columbus Steel Drum Company, 12801 Inkster Rd., Livonia, Mich.

BUSY SERVICE Department seeking experienced person for phone, typing & filing. Full benefits package. Please apply to Rick Hill, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY W. BLOOMFIELD office has openings for two bookkeepers. Must have good phone personality and organizational skills.
Call Minly at 851-2463

4½ Day Work Week

Several full time openings at a local insurance company. Great benefits and surroundings, competitive salaries and company paid fringe benefits including paid holidays and vacations.

● GENERAL CLERICAL
● CLAIMS EXAMINERS

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

CLERICAL ASSISTANT - Duties to include Bookkeeping, Data Entry, typing, maintenance of various reports. Basic Accounting knowledge - A Must. Lotus experience - a Plus. This position requires a dependable person wishing to work in a positive environment. Please send to P.O. Box 57001, Auburn Hills, MI. 48057-7001

CLERICAL
Full time office position, light typing. Will train on personal computer.
Call 961-7179

CLERICAL
Full & part time. Large company needs general office person with experience on phones & typing. Permanent position. Fee paid.
FISHER AGENCY
Employment Agency 477-9216

CLERICAL
General Office skills a must. Full and part time 334-3510

CLERICAL
Variety of duties at Livonia manufacturer located in Livonia near Jeffries Freeway & Merriman Road area with respect to detail. P.O. Box 85904, Westland, MI 48185

CLERICAL
Light clerical work from people needed for work part time in a busy Southfield office. Flexible hours only. Immediate openings. Salary $4.00 an hour to start. Please stop at 21717 W 9 Mile, Suite 542 in Southfield, North Park Plaza Building between noon and 5pm. Ask for Ellen upon application.

CLERICAL MANAGERIAL position at Pressley Management office. Full time position. Typing, office experience and references required. Full time. Southfield area.
Call Betty 353-9650

CLERICAL
Trend organized self starter for general office work. Various office duties with an emphasis on sample program & promotion. Call for details 355-6410

504 Help Wanted Office-Clerical

CLERICAL OFFICE, part time position available in our Farmington Hills sales office. Must type minimum 50 wpm. Good starting salary and liberal fringe benefits. Mail resume to National Hallmark, 24083 Research Drive, Farmington Hills, MI. 48024
Equal Opportunity Employer M/F

Clerical Opportunities

Immediate positions available for persons with general or specialized clerical skills.

We offer competitive wages and bonus plans. For more information or to set up an interview, please call TEMPRO at 443-5190

CLERICAL OPPORTUNITIES

EMERGENCY ROOM REGISTRATION - Part time positions immediately available. Scheduled hours are 11:45 AM - 7:45 AM, every Friday, Saturday and Holidays. Must be available for a minimum full time shift for approximately 6 weeks. Minimum 45 wpm, accurate typing speed required. 1 year recent medical office/hospital experience required.

RADIOLOGY CLERK - Contingent position for person available to work on an as needed basis. Knowledge of medical terminology, on the day shift, full time. Mon - Fri.

CASHIER - FINANCIAL SERVICES - part time weekend, day shift position available. Minimum 40 wpm, accurate typing, speed required. Knowledge of third party billing, accounting procedures. Speed and accuracy on 10 key adding machine. Availability for training, on the day shift, full time. Mon - Fri.

Interested applicants may apply Mon. - Thurs. 9 AM - 2:30 PM. Typing test will be given at time of application.

PROVIDENCE HOSPITAL
Employment Office
16001 W 9 Mile
Southfield, MI. 48075
An Equal Opportunity Employer

CLERICAL - Permanent part time. Experienced. 20-25 hrs per week $6 per hr. Call stop in Birmingham. Call 851-5884

CLERICAL - Small Construction Co. seeking someone to assist estimator. Must be good with figures and enjoy basic secretarial skills. Some driving required. Ability to read blueprints helpful. Salary commensurate with experience. Send resume to 15777 W Ten Mile, Suite 108, Southfield, MI. 48075

Clerical Support

Several immediate positions in the Southfield/Bloomfield area are available for General Clerks. Must have some organizational skills and type at least 45 WPM. Short & long term positions with excellent benefits. Call for an appointment

ENTECH
SERVICES, LTD.
Franklin Center, Southfield

354-0500

CLERICAL
Temporary

Need money for the holiday money? Henry Ford Hospital is seeking temporary clerical help to work assisting billing section of our patient accounts department located in Troy. Qualified applicants will have business office skills and/or the ability to follow detailed instruction. Previous medical billing experience NOT necessary. Flexible part time positions are available Mon. thru Fri., 5-10 pm and Sat. 7-noon. College students are encouraged to apply. For details, call 689-5200 ext 228
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Clerical position
Full time positions available, will require CRT time experience with typing speed of at least 50 wmp. Previous experience in customer contact is desired. Office location is the Redford area. Training for approx. 1 month will take place at our main office in Rochester hills. Please call between 9am and 4pm to set up an interview.
Creative Information Services, 1837 Enterprise Dr. Rochester Hills

Clerical
You want to work?
HIRING US YOUR

● TYPING
● FILING
● ACCOUNTING
● RECEPTIONIST SKILLS
● WORD PROCESSING SKILLS

We want to work. Call the office nearest you. Never a fee

ARBOR TEMPORARY
9933 Haggerty Rd
Plymouth, Mich.
459-1166
215 E. Eisenhower
Suite 2
Ann Arbor, Mich
761-5252
Equal Opportunity Employer M/F/H

CLERICAL, 20 hours per week. Typing long term health center data entry. $5 an hour to start. Call Michigan Paralyzed Veterans for information 525-5626

CLERK/RUNNER-For downtown Birmingham law firm. General office duties, living, running errands. Pleasant working condition for non-smoker. Call 963-2500

CLERKS
TYPISTS
RECEPTIONISTS
WORD PROCESSORS

Due to our continuing growth, we currently have assignments for full & part time positions at top pay and work flexible schedule on interesting assignments at leading companies. Call today for a personal interview.

MGM
Office Services
474-7766

CLERK TO STAFF - Central Michigan University's regional office in Troy. Requirements: education, completion of high school, 2 years related experience beyond high school, type 50wpm, knowledge of word processing & IBM computers. Excellent telephone skills & ability to communicate effectively. Salary $5.42-$6.31 per hour. Plus benefits. Mail resume no later than Oct. 3 to CMU, 2015 West Big Beaver, Ste 15, Troy, Mich. 48084. Attention Roberta C Mull is an Affirmative Action Employer
An Equal Opportunity Employer

Needed for Southfield CPA office. Skills required. Full or part time. Call 352-5551

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
- Data Entry (45+wpm)
- Secretaries (55wpm)
- Word Processors (65wpm) (Wang, IBM, etc.)
- Data Entry Operators
- Medical Transcriptionists
- Executive Secretaries

We offer competitive wages, yearly bonuses, excellent working conditions, choice of suburban locations

EMPLOYERS
TEMPORARY
SERVICES
Livonia Branch
425-5770 425-2700
NEVER A FEE

504 Help Wanted Office-Clerical

CLERK TYPIST - Part time, 11am-4:30pm. Tues., Wed., Thurs. for real estate firm in Farmington Hills. $4.25/hr. Call 855-4638

CLERK TYPIST/
RECEPTIONIST
Needed for Southfield CPA office, full time. Call Lydia 350-2600

COLLECTOR: consumer loan/credit card. Duties will include telephone collections as well as letter writing. Must have at least 2 yrs collection experience. Our new consumer lending program provides a good opportunity to grow with our program. Call or send resume
Sterling Bank & Loan
Pat Wolohan
355-2400, ext 438
An Equal Opportunity Employer

COMPUTER - DATA ENTRY
For computer company in West Bloomfield. Part time, flexible hours. Medical or dental billing experience helpful. Send resume to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Credit & Collections Correspondent

Southfield corporation is looking for professional candidate. Must possess strong collections & credit background. Associate Degree required. Excellent pay. Temp to perm position. Send resume to

29100 Northwestern Hgy.
Suite 110
Southfield, MI 48034

ENTECH
SERVICES, LTD.

CUSTOMER SERVICE REP
Entry level position, full time. Must be articulate, have good phone skills, light typing. Call Mrs. Abel 357-7766

CUSTOMER SERVICE - Full time. Good secretarial skills necessary to assist in purchasing, shipping & order processing. Knowledge of 10 key & strong team attitude required. Salary commensurate with exp. 377 Amelia, Plymouth, MI 48170

Customer Service

Immediate opening for person with inventory control experience, good phone and clerical skills. Good communication and organizational skills necessary. Good benefits. Mail resume no later than Oct. 3 to CMU, 2015 West Big Beaver, Ste 15, Troy, Mich. 48084. Attention Roberta C Mull is an Affirmative Action Employer
An Equal Opportunity Employer

CUSTOMER
SERVICE
Written and verbal skills with good communication ability required. Opening position to work with customers and marketing department in handling customer requests and problems. Computer degree helpful, but not essential. Some office working experience helpful. We will train in all aspects. National headquarters in Troy, MI. Send resume and wage history if any to
P.O. Box 987, Novi, MI. 48050

Customer Service

Experienced customer service/credit expeditor needed for clothing manufacturer in corporate office. Reports to national sales manager. Experience in telephone sales and service a plus. Excellent salary and benefits. Fax resume and salary history to
Ms. Ingram, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

DATA ENTRY
ALL SHIFTS AVAILABLE
Immediate openings, excellent pay, long term assignments. Oak Park area. Must have experience in Lotus, Wordstar, Wordperfect, 10,000 key stroke minimum. Call
PARTNERS IN PLACEMENT
474-8500

DATA ENTRY/BILLERS
for light manufacturer located in Livonia. Keyboard & customer service experience required. Office environment, fun industry. Call daily 9-12 only. Ask for Scott 591-0200

DATA ENTRY
Birmingham property management firm looking for full time person. Job entails data entry, management relations & light bookkeeping. Experience preferred. Please send resume to Janet, Lindpop, 280 Daines, Suite 300, Birmingham, Mich 48011

DATA ENTRY Clerk, needed by local branch office of large national co. Duties to include data entry and general typing. Competitive salary and full co. benefits. Call Rebecca, between 9-5pm. 557-1430

DATA ENTRY

- Dental background mandatory
- 10,000 keystroke minimum
- Experience with Dentally insurance
- General clerical skills

Call for an appointment.

ENTECH
SERVICES, LTD.
Franklin Center, Southfield

354-0500

504 Help Wanted Office-Clerical

DATA ENTRY - Full or part time, temporary position, 1st Christmas. Flexible hours, friendly. Attention to detail, accuracy and 50wpm. Fee paid. Call Mr. Birmingham Company, Call Stephen at 644-0100

DATA ENTRY
Full time 45-50wpm, experienced on IBM, 34/36 systems helpful.
Call 425-5551
Livonia

DATA ENTRY PERSON for progressive health care group. Full time position. Experience preferred but required. Send resumes only to NOVO, 2000 Town Center, Suite 2200, Southfield, MI 48075
An Equal Opportunity Employer

DATA ENTRY POSITION for Troy firm. Experienced applicant must be accurate & detail oriented. Full time & benefits package available. Call Mary or Bob for interview. 553-5141

DATA ENTRY
TRAINEE

Ideal entry level position with a suburban distribution. Good Math and typing skills needed here. Hurry for this available opening!
Call 353-2090

SNELLING & SNELLING

DATA ENTRY - or if you can type & run an adding machine we will train you. Apply in person at Mr. Coffee, Tocco Food Co. 12300 Merriman, Livonia

DATA PROCESSING & Accounting position, non-smoker for well established near north suburban manufacturer's representative. Must have some experience in A/P & A/R and computer experience. Preferred experience computer science courses. Resume to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA/WORD PROCESSING position in fast paced office for person with computer or word processing experience. Applicant must also have various general office responsibilities. Telegraph & 8 mile area. Send resume to: Office Manager, 22750 W 8 mile, Southfield, Mich. 48034

DENTAL SPECIALTY OFFICE
Seeking outgoing, people-oriented team player for reception position. Call Ms. Rae, Southfield/Birmingham area. Please call Jane at 357-3109

DISPATCHER
Mature person needed full time & part time days & evenings. Top wages. Livonia area. 522-3338

DISTRIBUTOR of nationally known building materials seeks individual to receive phone orders from established customer base.
Applicants must have a desire to learn, be detail oriented & willing to work for future purchasing position.
Order or purchasing experience helpful. Reply to:
Box 126, Wixom, MI 48096

District Secretary

A nationwide subsidiary distribution of a newly formed joint venture between 2 international companies is seeking a reliable, friendly, energetic and well organized team player for our Southfield office. IBM PC experience with Wordperfect a must, Lotus or dBase III Plus helpful. Send resume to FGBS, 28200 Franklin Rd., Suite 200, Southfield, MI 48034

ENGINEERING
CLERK

We will train appropriate candidates for significant assignments in this innovative, highly respected Engineering Department.

Applicants should have some college background, preferably in a technical or semi-technical field, as well as some previous clerical experience.

Duties will include filing, operating of blueprint machine and some typing and general clerical.

Apply at our offices between 9am-4pm or send your resume WITH SALARY REQUIREMENTS to:

Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187

NO Phone Calls Please

An Equal Opportunity Employer

EXCELLENT BENEFITS for a general clerical person with office experience. A strong secretarial background (50wpm), knowledge of a PC is helpful. Call Personnel, 10am to 4pm, Mon.-Fri. 353-2620

EXECUTIVE SECRETARY
Full time, benefits, 5 yrs.
Experience. Livonia Area.
Contact Patti 591-3232

EXECUTIVE SECRETARY with excellent typing, shorthand and transcription skills wanted for professional office. Reply with resume, salary expectations and salary desired. Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for small office. Familiar with IBM Word Processor & Wheel Writer. Immediate opening. Mail Resume to: Box 356, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXECUTIVE SECRETARY needed for 2 divisions of SE Michigan's fastest growing real estate development company located in Farmington Hills. This person must be reliable, dependable, flexible, possess at least 3 years of solid office experience and have word processing (Wordperfect a plus) Please call J B Davies at 646-9700

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/Word processor needed for small, rapidly expanding, professional, technical firm in Farmington Hills. Position must be independent worker and experienced Word 5.0, 5000 preferred, 65 plus WPM. Full time position. Salary commensurate. Send resume to: IEC, 1500 Kendale Blvd., Bu 203, E. Lansing, MI. 48823. Attention: Human Resources

EXECUTIVE SECRETARY
50 plus year old, near north suburban technical products distributor seeks well organized, non-smoking applicant with minimum 4 years word processing & shorthand experience. $18-$20,000 plus profit sharing. Resume to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
50 plus year old, near north suburban technical products distributor seeks well organized, non-smoking applicant with minimum 4 years word processing & shorthand experience. $18-$20,000 plus profit sharing. Resume to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challenging opportunity with strong administrative responsibilities in corporate real estate development firm. Dictaphone, computer and word processing experience necessary. Strong organizational skills and attention to detail a must. Bookkeeping experience helpful. Qualified individual must have a positive stating salary requirements to. Office Manager, 770 Ste Phanes, Suite 107, Birmingham, MI 48011

EXECUTIVE SECRETARY
Bloomfield Savings & Loan is currently seeking an experienced secretary to work in their busy administrative office. Qualified candidate must possess excellent typing, 60 wpm (Lotus 1-2-3/Wordstar) Ability to work with numbers and exhibit interpersonal skills. Previous secretarial experience required. Please mail resume and salary requirements to:
Bloomfield Savings & Loan, P. O. Box 72380, Birmingham MI. 48012
An Equal Opportunity Employer

EXECUTIVE SECRETARY
With experience in:
- IBM-PC/PDS Software or equivalent WP
- 50 WPM Typing
- Audio transcription

Capable of organizing office, communicating with clients & working under pressure.

PERSONNEL ASSISTANT - "Super-Person" needed to locate & coordinate with clients for positions with our clients. Entails strong telephone, interpersonal/communication skills, ability to handle several tasks at one time, & some secretarial skills including IBM-PC experience.

Fast-paced Management Consulting & Executive Search firm with beautiful Birmingham office is looking. Salary commensurate. Send resume to Compass Group LTD 401 S. Woodward, Suite 362, Birmingham MI. 48011

EXECUTIVE SECRETARY
Suburban hotel seeking individual with excellent clerical skills to fill full time position. Shorthand, typing, & phone skills helpful. We will train in all aspects. National headquarters in Novi, MI. Send resume and wage history if any to
P.O. Box 987, Novi, MI. 48050

EXECUTIVE SECRETARIAL
Position available in Farmington Hills. Must be an excellent typist and have pleasant phone manner. Several years experience required. Real Estate experience desired, but not essential. Salary commensurate with experience. Please send resume to: Box # 194
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE Secretary/Administrative Assistant needed for Farmington Hills firm. Part time now with full time hours. Experienced only! Word processing a plus. Call for a personal interview
MGM
Office Services
474-7766

EXECUTIVE SECRETARY TRAINEE
Birmingham. Excellent benefits. Helpful sales and typing for major corporation needs someone full-time who works well under pressure. Will work on phone, must type 50-60 wpm, should be familiar IBM Displaywriter, dictation and other office machines. Should be proficient in general office procedures, should possess good common sense as to problem solving situations. We will work with you and help you grow in this challenging position. Send resume to: P. O. Box 68, Birmingham, MI 48012

EXECUTIVE
SECRETARY
To $18K

Our downtown client, a major automotive supplier, is seeking an individual who has:

1. Excellent communication and clerical skills (typing 50 wpm and 10 key a plus but not mandatory).
2. A professional appearance and personality.
3. A desire to become an important part of a fast paced environment.

Company offers an excellent benefit package and growth potential. Contact Mary Ann Davis at

OFFICE MATES V OF TROY
353-4200

FILE CLERK POSITION
Part time file clerk wanted in the Southfield & Plymouth area. Work while the children are in school. Send resume to: T. Francis, P.O. Box 36355 Grosse Pointe Woods, MI. 48236

FILE CLERK, Southfield law firm needs attentive, delivery person, own transportation, to file court papers, etc. Good opportunity for pre-law student. 354-9650

FREE TRAINING
Oakland County ADC Recipient.
Detroit Business Institute.
Call 557-5744

FREE TRAINING
Data Entry - Word Processing

Government Funded Program for qualified Oakland County Residents.
Call: 544-2860

504 Help Wanted Office-Clerical

FULL TIME Position available with a dynamic financial institution in the Southfield area. Responsibilities include daily use of computer terminals. 10 key adding machine & telephone. Financial & bookkeeping experience helpful. Send resume to
R. Ayres, Central Savings, Union of Michigan, P. O. Box 5210, Detroit, MI. 48235

GAVCO, the area's largest Audio Visual & Show Production Co., has an immediate opening available at our Livonia office. Excellent typing & telephone skills required. Accounting - A Must! Knowledge of Accounting/Billing procedures & P.C.'s - a definite Plus. This is a lot of variety, work, and ringing phones in this job. If you like to be busy & can handle a multitude of tasks with a minimum of supervision, send your resume to: Gavco Audio Visual, 31250 Industrial Rd., Livonia, MI 48150
or call 525-7000

GENERAL OFFICE
SECRETARIES

Type 50wpm with 1 year experience to work in our Livonia or Westland suburbs. These are full time long or short term positions. Call Mr. Graham, 10am, Mon. thru Fri.

EMPLOYERS
TEMPORARY
SERVICE
425-5770

GENERAL OFFICE
We are now accepting applications for future positions in our busy Southfield based company. Part time. We are looking for typists, clerical & secretarial people. Good starting pay & benefits. Please send resume with salary requirements & hours available to work to. Office Manager, 17197 W. 8 Mile, Suite 542, Southfield, MI 48075
Only resumes with salary requirements & hours available will be considered.

GENERAL OFFICE
We are now accepting applications for future positions in our busy Southfield based company. Positions will include full and/or part time. We are looking for typists, clerical & secretarial people. Good starting pay & benefits. Please send resume with salary requirements & hours available to work to. Office Manager, 17197 W. 8 Mile, Suite 542, Southfield, MI 48075
Only resumes with salary requirements & hours available will be considered.

GENERAL OFFICE
Full-time position available in Farmington Hills. Court reporting. $5.75/hr.
Call 478-3777

GENERAL OFFICE
Seeking well organized individual with good clerical skills and good attentiveness to learn.
Call 476-8130

GENERAL OFFICE
Entry level position. Excellent position Requirements: Math aptitude, 40 wpm. Please call 353-3311, Ext. 217

GENERAL OFFICE - Entry position for small office located in Garden City. Good office skills and pleasant telephone personality a must. Call Sue 261-0062

GENERAL OFFICE - part time for Livonia Contractor. Must enjoy working with numbers, flexible hours. Send resume to 12333 Schoolcraft Livonia Mich., 48150

GENERAL OFFICE
Experience preferred in bookkeeping and basic office skills. Start at $5 per hour. Apply in person at
TELEPHONE SUPPORT SYSTEMS
27260 Haggerty, Farmington Hills

GENERAL OFFICE - Part time hours, wanted 20-25 hours per week, with opportunity for full time, for small insurance office in Birmingham/Southfield area. Call 9-5AM-4:30PM. 540-4958

GENERAL OFFICE
Part-time position available. Excellent math skills required. Previous experience and computer familiarity a plus. Required hours are 9-1 daily. Apply at P. O. Box 300, Southfield, MI 48037 or call
353-3311, Ext. 217

General Office

Need person with good communication & organizational skills for 1 person office. $538 per week. Call Mon-Fri, 8am-5pm
538-2530

GENERAL OFFICE
Part time opening in growing Troy company for well organized, versatile individual. Position will include general office duties with emphasis on accounts payable. Have fun job for a data entry. Growth potential. Will train fast learner. Call for an interview
680-0303

GENERAL OFFICE
SECRETARY

Fast paced regional office of Fortune 500 subsidiary has an immediate opening for a secretary to handle general office responsibilities, including:

- Computer applications and word processing on Macintosh & IBM PC
- Editing and preparing all correspondence such as contracts, proposals, reports and legal documents
- Telemarketing surveys
- Coordinating schedules for meetings and conferences
- Maintaining petty cash fund
- Processing office supplies and office equipment orders

Successful candidate must be a professional, self-starting team player, with 2-3 years strong secretarial skills, good communication skills, ability to maintain confidentiality. Able to type a minimum of 60wpm.

We offer competitive salary and comprehensive benefits. Please send confidential resume, with cover letter stating years of experience, typing speed and salary requirements to: Box 382, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE person needed for busy Livonia company. Strong data entry ability, pleasant phone manner necessary. Sales experience a plus. Call 478-1805

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

National printing ink manufacturer located near Schoolcraft and Telegraph is looking for person to fill new position. Candidate should have Associates Degree in Accounting or pursuing degree with a majority of accounting courses completed. Experience with bank reconciliations, account analysis & Lotus 1-2-3 helpful. 1-3 years experience preferred. Qualified applicants should call 538-6800, ext. 10 for an application or pickup an application between 9 a.m. - 4 p.m.

Flint Ink CORPORATION
25111 Glendale Ave.
Detroit, MI 48239
Equal Opportunity Employer

WORD PROCESSOR

Ann Arbor Research & Development facility of a national printing ink manufacturer requires a person with experience on DisplayWrite 4 & some Lotus for word processing and other general office duties. Accurate typing required. Pleasant working conditions, complete fringe benefits including dental and profit sharing. The Research & Development facility is near US 23 & M-14. Please send resume or call 538-6800, ext. 10 and an application will be mailed or pick up an application between 9 a.m.-4 p.m.

Flint Ink CORPORATION
25111 Glendale Ave.
Detroit, MI 48239
Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE - Small, non-smoking office, in Livonia, needs full time, mature person with experience good typing, math & small bookkeeping skills. 591-1111

GENERAL OFFICE
Efficient, full time Secretary. Must be a self-starter, have good experience a must. Non-smoker preferred. Call Dr. Gaye - 5 PM, Mon - Fri. 569-7840

GENERAL OFFICE
Full time for mature person. Accurate typing, grammar & spelling essential. Knowledge of word processing helpful. Salary open. Send resume to. 200 E. Main St., Northville, MI. 48167

GENERAL OFFICE
Manufacturer's representative, Southfield, seeks person to do detail work in fast paced environment. Ideal candidate must have good typing skills & some phone experience preferred. Apply in person, Advance Watch, 26400 W. 8 Mile, between Beech Daly & Telegraph.

GENERAL OFFICE/CLERICAL
Needs self motivated, take charge person for Bloomfield office at Westside Plant. Variety of duties. Must be a have help person with traditional skills. CRT experience helpful. Benefits include Dental, Life, Auto. Box 392 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OFFICE Opening with new Laser Photopolishing Service. Light paper work and my Customer contact & love a challenge. Strong phone office and organizational skills required. Computer knowledge helpful. Experience & sharp Math skills - 6 definite Plus. Competitive wage offered with a excellent benefit package. Non-smoking office. Apply in person or send resume to: 12900 Capital (off Farmington Rd.) Livonia
No Calls, Please!

IMMEDIATE OPENING for full time office work. Individual must have knowledge of word processing and other general office skills. Excellent benefits. Interested applicants send resume to Box 212 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING for a switchboard/receptionist position with a major company in Novi. Southfield resident. Must be able to handle large volume of telephone calls, Type 50 wpm minimum. Shorthand desirable - not a requirement.
Full benefits & competitive salary. Call Sharon
Mr. Negy, 39500 Orchard Hill Place
Novi, 348-3700

IMMEDIATE OPENING for versatile person with good typing skills and phone manner. Apply in person:
MICHIGAN BUSINESS MACHINES
11 Mile & Orchard Lake Rd.
Farmington

IMMEDIATE OPENING
Typist/Paragraph, Southfield
to $12,480. A fast-growing Printing Co seeks sharp, experienced typist/paragraph person with excellent phone manner. We are responsible for typing, filing, data entry. Must be able to greet guests professionally - with a smile. Non-smoker preferred.

For interview, call Karen, 528-1183

IMMEDIATE
OPENINGS

With the kids back in school, the time is right for you to earn some cash upcoming rainy days. We have the following positions available:

- Typists
- Secretaries
- Legal Secretaries
- Word Processors
- Bookkeepers
- Data Entry Operators
- Transcribing Operators
- Accounting Clerks

Receive top pay, vacation, holiday pay, benefit package. Permanent positions also available. We have

TEMPORARY
RESOURCES
356-1616
Southfield, Livonia
Taylor, St. Clair Shores, Ann Arbor

IMMEDIATE POSITIONS Available for computer distributor located near entry level position for self-motivated person willing to learn & advance through knowledge preferred. Duties to include sales order entry, mailing, filing, etc. Send resume with salary history & expectations to: Box 387, Observer & Eccentric, Box 387, Southfield, Mich. 48034.
An Equal Opportunity Employer

PERSONNEL ASSISTANT
Insurance Agency in Plymouth is looking for a job seeker. Good salary. Call Judy 455-6120

INSIDE SALES
Order follow-up specialist. General office work. Experience preferred. Fringe benefits. Salary based on experience.
McDonough & Associates
453-1000

INSURANCE AGENCY is interviewing for the position of commercial, property & casualty Underwriter. Commercial experience a must. Salary & benefits based on experience. Call Rita Luson.
649-5800

INSURANCE
AGENCY CSR's

MAGNA Insurance Personnel Service is a wholly owned corporation of the 1500 Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan, our agencies call us when they seek new employees so we can offer the following: Commercial lines & personal lines CSR's, Property and Casualty Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Ann Bell,
Mich. Ins. Personnel Service 540-3355

Insurance-Experienced Only
AGENCY POSITIONS

Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd 476-2200

INSURANCE
Homeowner/Auto basic knowledge and computer skills. Must also have good telephone presence. Large Southfield Insurance agency. Non-smoker. Call Mr. Bladow, 358-1102

INSURANCE: Par/Group background, with some computer knowledge and general office skills. Must have telephone presence. Southfield Agency. Non-smoker. Call Mr. Sadow 358-1103

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needed in Oak Park, Inforex or Nixdorf experience helpful. Call Mrs Garrison between 9am-3pm only, Mon. thru Fri. at 549-3350

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LAW OFFICE seeks mature, reliable person for telephone receptionist filing & data entry, part time. Must have experience in dealing with public. Please call Nancy 353-4690

LEGAL ASSISTANT
Bloomfield Hills Corporate attorney seeking take-charge legal assistant. Experienced in corporate & estate planning. Send resume to Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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LEGAL SECRETARY - Southwest Oakland County Law Firm. Strong typing skills required. Litigation and probate experience helpful. Call Anne or Erin 557-3980

LEGAL SECRETARY
With litigation experience for Birmingham law firm. Shorthand necessary & word processing skills preferred. Send resume to
Box 1000, 251 E. Maple, Third Floor, Birmingham, Mich. 48011

LEGAL SECRETARY
Experience divorce, part time. Southfield law office. Flexible hours $10.00 per hour. 358-0630

LEGAL SECRETARY/Receptionist for Farmington Hills law firm. Word processing experience. Salary commensurate with experience and ability. Prefer ability to work until 6-7pm Call Ginger 851-4111

LEGAL SECRETARY
For downtown law firm. 1-2 years experience in litigation/probate required. Typing 70 wpm. Dictaphone transcription. Good medical terminology helpful. Salary commensurate with experience. Call and request an application. Benefits include dental, life and vacation. Apply at
Box 392 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL Secretary/Paralegal Small Birmingham law office, good people & pay, seeks motivated person interested in law school or paralegal. 645-0750

LEGAL SECRETARY for our Troy office. Litigation experience required with word processing background. For more information, regarding this position, please call 643-7460

LEGAL SECRETARY for Southfield defense oriented law firm. Experience preferred. Salary & benefits commensurate with experience.
352-7980

LEGAL SECRETARY, maternity leave fill in for approximately 3 months, Nov. thru Jan. for 1 lawyer office in Wayne. Full or part time. Experienced conveyancer and word processor experience preferred. Contact Deborah at 729-2300

LEGAL SECRETARY

Southfield Town Center seeks 5 or more years experience in General Practice. Pars-legal skills desirable. Must know IBM P.C. Word Perfect. Excellent salary & benefits. Call Steve. 353-3850

LEGAL SECRETARY
Full time for Troy law firm. Must be experienced, excellent typist helpful to have experience with word processing. Call Mrs. Ann Lewis. Send resume to Mr. Lewinski, 3001 W. Big Beaver, Suite #504, Troy, MI. 48084

LEGAL SECRETARY
Medium size Red Cedar firm has challenging opening for legal secretary with Med-Mal defense litigation experience. Excellent benefits & working conditions. For prompt consideration send resume to Jim Carr, 131h Floor, Detroit, Mich 48243, Attn. Mr. Dept

LEGAL SECRETARY
Experienced full time for Clawson area law office 588-6400

LEGAL SECRETARY
1 year general civil litigation necessary. Call Mr. Martin for appointment. 350-9090

LEGAL SECRETARY
for Southfield defense firm. Experience in litigation preferred. Excellent salary & benefits 355-4141

LEGAL SECRETARY for Southfield Law Firm. Litigation experience necessary. Liability experience a plus. Salary negotiable. Call Ms King at 350-3700

LEGAL SECRETARY, experienced for Southfield, word processing background, word processing experience necessary. Call Carol 559-2828

LEGAL SECRETARY
INSTRUCTION-3 mornings weekly to teach legal procedure class. Word processing experience helpful. $15 per hour. Call Legal Secretarial Career Institute, Inc. 569-8935

LEGAL SECRETARY
Experienced, immediate opening in Bloomfield Hills law firm. General practice experience needed, word processor a plus. Medical benefits. Call Joyce Lucas 647-1212

LEGAL SECRETARY - 2yrs litigation experience. Must size law firm overcrowded offices on Northwestern & 13 Mile. Excellent salary & benefits. Opportunity to use and/or learn computers. 528-5000

LEGAL SECRETARY
for Litigation Department. Good stenographic skills. Prefer person with (1) year experience. Downtown Detroit firm relocating to Birmingham at a year. For appointment, please call Jean or Sandy, 961-0335

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