504 Help Wanted Office-Clerical

BOOKKEEPING ACCOUNTING Data Entry/EDP
Looking for temporary employment assistance in all areas of bookkeeping, accounting and data entry? Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add opportunity experience to your background. Also, temporary assignments can lead to permanent positions. For an appointment, please call:
357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034
A subsidiary of Robert Half of Michigan, Inc.

BOOKKEEPING
Part time. Flexible hours. Must work with minimal supervision. Call Sandy. Call between 10-5. 453-9635

BUSY OFFICE furniture company needs full time experienced person. Telephone, filing, typing, & a great deal of physical work. Good starting priority. Prose & appearance important. Woodward/15 Mile area. 547-8111

BUYER'S ASSISTANT
Southfield manufacturer seeks detail oriented individual for entry level position in buying department. Good phone skills & math aptitude essential. Data entry & clerical experience desirable. Full time. Good benefits. Call before 11am 352-0375

CAREER OPEN HOUSE
Tues., Oct. 20, 9 AM.-8 PM.
Advertising Secretary . . . To $26,000
Executive Secretary . . . To $22,000
Legal Secretary . . . To $22,000
Secretary . . . To $18,000
General Office . . . To $18,000
Accts. Payable . . . To $18,000
Receptionist . . . To $13,000
ALL POSITIONS COMPANY PAID FEES
Are you looking for money, benefits or advancement? Visit our Open House to discuss career opportunities or the many others available.
For confidential appointment or directions call 336-7400. Dearborn Sheraton & Conference Ctr. Suite 730W, Parklane Towers.

CASHIER needed, dealership experience preferred. Call Don Massey Cadillac from 7:30am-5pm. 433-7500

CASHIER/RECEPTIONIST position available full or part time at Shell Service Station in Southfield. 559-9366

CHURCH SECRETARY - Typing, filing, phone skills. Aptitude for general office machines. Call The Kirk of Our Savior 728-1088

CHURCH SECRETARY
Part time; 18 hours/week. Minister, Professional secretarial skills & experience required. Pleasant working atmosphere. Downtown Birmingham area. Please send complete resume to: Box 555, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

4½ Day Work Week
Several full time openings at a local insurance company offering excellent 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
ARBOR TEMPS
Housewives we can keep you busy through the long winter. Do you have skills in:
- Typing
- Filing
- Receptionist skills
- Word Processing
- Data Entry
- General Office

IMMEDIATE WORK - NEVER A FEE
9433 Haggerty Rd.
Plymouth
459-1166
Equal Opportunity Employer M/F

CLERICAL ASSISTANT for Southfield area. Light clerical, word processing & bookkeeping. 35 per hour. Call 557-4600

CLERICAL ASSISTANT
for Property Management office in Farmington Hills area. Benefits. Must be well-organized, experience helpful but not necessary. Call for interview. 474-7205

CLERICAL ASSISTANT - Growth in our rental division in Farmington Hills has generated the need for additional clerical support. Experience in telephone contact, and information processing along with accurate typing and general organizational skills are required. We offer a professional environment with excellent beginning salary and benefits. Send your resume and salary history to: Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Computer operator experience helpful. Full time. Start time MAX. Call between 1PM-3:30PM. Pay negotiable. 978-4087

CLERICAL - Farmington Hills. Permanent part-time. Mon. thru Fri. 5pm. Flexible hours and light typing. Ideal for college student. Opportunity for advancement. 553-9250

CLERICAL
Firemark's Fund Mortgage Corporation, one of the nation's largest mortgage lenders has excellent opportunity available for detail oriented individuals. Qualified candidates must possess clerical type skills, strong communication skills & good attitude. Previous office experience preferred. CRT experience helpful. A competitive benefit package including an Employee Stock Ownership Plan is being offered, and will be accepting applications Mon-Fri, 8am-4pm.
The Firemark Fund
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

COMPUTER OPERATOR, inventory control, typing, filing, and train. Full time. Rochester area. Call 852-6310.

COMPUTER OPERATOR, VM, DOS, VSE entry level position. Willing to work any shift. Southfield. Send resume to: Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Rapidly expanding firm requires computer operator, familiar with MS/DOS, experienced in computer-based bookkeeping system. Call General Ledger Through Trial Balance. Office located in Westland/Livonia area. Flexible hrs., full time, benefits. Respond by resume only: 2000 Warren Rd., Westland, Rd., Livonia, MI. 48150, attention C. J. Foley.

COMPUTER OPERATOR
Local, major retailer. Responsibilities include daily processing operations of a multi-user mini computer environment, located at the administrative offices. File events, and of day processing, all computer generated output on 4 high speed printers and several single application printers. Requirements include background and/or continuing education in the data processing and/or business fields. Excellent wages and fringe benefits. Southfield-Oak Park location. Please send letter of application to: Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONFIDENTIAL SECRETARY
Major corporation seeks experienced self starter with excellent typing & telephone skills. Statistical typing, word processing, shorthand & PC experience a must. Offering excellent salary & fringe benefits. Send resume to: Personnel, 40200 Grand River, Novi, MI. 48000.

CLERICAL
SOUTHFIELD AREA office machine dealer has opening for inside supply clerk. Must have bookkeeping experience. $800 per month, excellent benefits package. Contact Tom De Raud for confidential interview. 358-0148

504 Help Wanted Office-Clerical

CLERICAL HELP
Part time, good telephone manners; filing, light typing. Small business in Troy. 435-5331

CLERK - GENERAL, for SW Detroit company. Type 50 WPM, EDP skills. Send resume to Suite 300, Box 5083, Southfield, MI 48086. Or call anytime. 641-7170

Clerk
Large Southfield Corp. seeking general clerk with property management experience. Some computer experience necessary. Time to permanent position. Call for appointment.
ENTECH SERVICES, LTD.
354-0500

CLERK/OFFICE ASSISTANT
General office & phone skills required. Must have car to run errands. Anna or Karen: 569-3110

CLERKS
Currently accepting applications for experienced clerks with 1 year clerical experience, accurate filing and typing (50 wpm) and excellent oral and written communication skills. Excellent benefits. Apply Mon. thru Fri. 9am to noon.
Lakeshore Insurance Companies
CUNA Mutual Insurance Group
15600 Providence Dr., Southfield
(Across from Americana Theatre)
CLERKS
Kelly Services has more jobs in a greater variety of fields and locations, with immediate assignments in:
- Bloomfield
- Birmingham
- Pontiac
- Royal Oak
- Rochester
- Farmington
- Troy
- Madison Heights
- Southfield
- Ferndale
- Oak Park

These clerical assignments offer a variety of work including:
- Filing
- Addressing and stuffing envelopes
- Posting/record keeping
- Sorting invoices & receipts
- Photo copy work

Call today for an appointment:
Bloomfield . . . 642-9850
Berkley . . . 398-7900
Farmington . . . 471-2050
Pontiac . . . 338-0338
Rochester . . . 852-8800
Southfield . . . 352-5220
Troy . . . 362-1180
KELLY SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H
U.S. law requires all applicants to show proof of identity and right to work in the U.S.

CLERK
Troy area. Self starter with good organizational skills, some previous office experience required. Excellent benefit package including medical, dental, pension and tuition reimbursement. Call or send resume to: Reliance Insurance Co., Attention: Personnel, P.O. Box 33184, Detroit, MI. 48232-5184. 649-4300.

CLERK/TYPIST
A major Southfield supermarket chain is seeking an individual with general office skills, typing required. CRT experience desired. Competitive salary & full benefit package offered. Send resume in confidence to Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
We are seeking a highly-motivated, self-starting individual with at least 1 year of general office experience. Duties will include typing letters, forms and memos; light filing and telephone coverage. Word Processing experience helpful but not necessary. We offer an excellent benefit package along with opportunity for advancement. For consideration please send resumes in confidence to: Clerk Typist, 735 Griswold St., Detroit, MI 48226, Attn Personnel

COLLECTORS
(Part-Time)
We are seeking individuals to do phone collection work. Approximately 17 hours per week, individuals must be FLEXIBLE to work a minimum of 3½ hours per evening between the hours of 5:45pm-11pm, Mon-Thurs. & Sat. morning, 9am-1pm. Excellent communication skills are a must. Collections/credit sales or banking experience helpful. No Sundays.
We will be accepting applications Mon-Fri, 9am-4pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

COMMUNICATIONS RECEPTIONIST
The dynamic fast growing company is the perfect place for you if you enjoy dealing with people and have good typing. Friendly people and nice atmosphere. Fee paid. Good benefits. $13,000 to start. Call Elaine at 355-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

COMPUTER OPERATOR, inventory control, typing, filing, and train. Full time. Rochester area. Call 852-6310.

COMPUTER OPERATOR, VM, DOS, VSE entry level position. Willing to work any shift. Southfield. Send resume to: Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DISPATCHER - Office machine dealership in Farmington Hills seeking a mature individual to handle dispatching & continuous customer contact by phone which requires excellent phone communication skills. Light typing, computer experience helpful. Knowledge of metro Detroit area. Mon. - Fri., 8am-5pm, excellent benefits. Call Donna at
Diversified Business Products
478-8665

DP/ACCOUNTING CLERK - A pleasant opportunity in Northwestern suburb seeking a Data Processing/Accounting Clerk. Responsibilities will include preparation of shipping & receiving documents, light functions, accounting & general office duties. Candidate should have good clerical skills, be detail oriented, and be able to work independently. Prior IBM System 36 and automotive background preferred. Please send resume with salary history to:
LINDBAY & PAVELICH MFG. CO.
Dept. P, 6565 Ronda,
Canton MI 48187

EARN CHRISTMAS MONEY
IMMEDIATE OPENINGS
For:
- ALL CLERICAL SKILLS
- WORD PROCESSING
- DATA ENTRY OPERATORS
- LIGHT PACKAGING ASSIGNMENTS

For details, call:
NORRELL Services, Inc.
553-5858

504 Help Wanted Office-Clerical

CONSUMER finance company has opening in local office for someone who enjoys meeting public & has dies figures accurately. Excellent opportunity for advancement. Call for appointment. 358-4522
Equal Opportunity Employer M/F

CORP. - LEGAL
FEE PAID - $20-$22,000
Need polished, professional legal secretary for very nice partner of prestigious law firm. Work in peaceful Farmington Hills & some form of taking notes. Benefit package.
Call 649-8787 or 852-0565
DOROTHY DAY PERSONNEL, INC.
COUNT OUR BENEFITS
•Life/health insurance
•Holiday pay
•Tuition reimbursement
•3 kinds of bonuses
Challenging & exciting temporary assignments are waiting for you.
RECEPTIONIST
DATA ENTRY
CLERK/TYPIST
SECRETARIES
WORD PROCESSORS
LIVONIA
525-0330
ADIA
Personnel Services
E/O/E

CREDIT INVESTIGATOR/GENERAL OFFICE
Fast paced Southfield leasing company needs people for credit investigation and general office work. Send resume to:
L&D, 30095 W. 12 Mile, Southfield, MI. 48076, Att: Shirley.

CRT/CLERICAL-Position available in Data Processing Dept. Telephone, typing, & accuracy skills necessary. Send resume with salary requirements: Hotel & Beverly, 350 W. Woodward Ave, 2nd Floor, Birmingham MI 48011, Attn: Director Computer Services.

CRT OPERATOR
Professional individual with CRT experience must have excellent office skills to be needed in the Southfield area. Temporary to permanent position. Excellent opportunity for growth. Call today!
ENTECH
SERVICES LTD
28100 Northwestern Hwy.
(Just north of 12 Mile)
Franklin Center
354-0500

Customer Service
Mortgage company has immediate full-time and part-time positions available in customer service and general clerical. Send letter to: Telemarketing Manager, P.O. Box 7107, Southfield, MI 48037

CUSTOMER SERVICE
We have excellent growth opportunities for experienced individuals in our fast-paced customer service Dept. If you possess excellent written & verbal communication skills, typing 35 wpm, & the ability to work under pressure, we have the position for you. Previous phone experience required since positions involve answering approximately 50 + phone inquiries a day. Overtime is required. A complete benefit package plus an Employee Stock Ownership Plan is offered. Qualified candidates should apply Monday-Friday 5pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

DATA ENTRY CLERK
Major Insurance Co. in Southfield is accepting applications for a part time data entry clerical position. Applicant must possess excellent keyboard skills & be familiar with electronic systems. Call Bob Baker, Personnel Director, 352-1074
An Equal Opportunity Employer

DATA ENTRY, computerized. Part time temporary help, for bookkeeping department in small company in Redford. About 33 hours per week. Write: R&D Enterprises, P.O. Box 5380, Northville, MI. 48167

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

DATA ENTRY
Manufacturer's rep company in Farmington Hills seeks a responsible, dedicated, self-starter with some experience in order entry to work on computer. Accuracy required. If you enjoy working with numbers, like computers, and are eager to learn, send resume to: W.M., P.O. Box 963, Southfield, MI 48037
Follow-Up Systems & Co.
Recruiting for
An Equal Opportunity Employer

DATA ENTRY-Mon. thru Fri. 8 hours, flexible hours. General office clerk needed in several departments for growing computer distributor. Apply 11818 Market St., N. off Plymouth Rd., W. of Levan, Livonia

DATA PROCESSOR
Livonia based subsidiary of Fortune 500 corporation has immediate opportunity for a newly developed data entry system. A 2-3 years experience with excellent speed & accuracy on alpha & numeric input. Proof reading a must. Working knowledge of various PC software preferred. Full time position. Excellent benefits. Send resume to box 562, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

DIRECT ENTRY ORDER CLERK
CRT experience & excellent phone manner a must. Troy based company. Please send resume to Box 556 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DISPATCHER - Office machine dealership in Farmington Hills seeking a mature individual to handle dispatching & continuous customer contact by phone which requires excellent phone communication skills. Light typing, computer experience helpful. Knowledge of metro Detroit area. Mon. - Fri., 8am-5pm, excellent benefits. Call Donna at
Diversified Business Products
478-8665

EXECUTIVE SECRETARY
Fast paced Southfield manufacturer seeks detail oriented individual for entry level position in buying department. Good phone skills & math aptitude essential. Data entry & clerical experience desirable. Full time. Good benefits. Call before 11am 352-0375

FILE CLERK
Downtown Detroit bank firm seeks File Clerk for full time position. Qualified candidates will be high school graduates with good organizational skills. Duties will include filing, typing answering phones. Previous office experience is helpful but not necessary. We offer a pleasant full time position with potential for advancement in our expanding company. Compensation includes full benefits. For consideration send resume to: File Clerk, P.O. Box 1049, Detroit, MI 48231.

FILE CLERKS
Our growing corporation is seeking experienced individuals for several level positions in our records management department. Candidates should possess good verbal communication skills, good organizational skills, ability to lift boxes of up to 50 lbs. and operate various office equipment. Minimum of 1 year experience helpful. A competitive benefit package is available including Employee Stock Ownership Plan is offered. Qualified candidates should apply Mon-Fri, 8am-4pm.
The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

FORECLOSURE CLERK
Multi state mortgage corp desires person experienced in all aspects of foreclosure processing. Competitive pay & benefits in Southfield location. Call 353-5700, Ext. 142

FREE TRAINING
Data Entry - Word Processing
Government Funded Program for qualified Oakland County Residents.
Call: 544-2860

FRONT DESK RECEPTIONIST
for doctor's office. Mornings days; Part-time; evenings (3 nights a week). Plymouth area. Call 455-3393 455-3393

FULL TIME SECRETARY-Permanent part time in Farmington Hills area. Light typing, telephone answering, light bookkeeping. Pleasant atmosphere. Call Donna at 553-2090

GENERAL OFFICE POSITION
Full time. Duties will include typing, filing, light bookkeeping & phone. Light typing, computer experience helpful. Knowledge of metro Detroit area. Mon. - Fri., 8am-5pm, excellent benefits. Call Donna at
Diversified Business Products
478-8665

GENERAL OFFICE
We are now accepting applications for full time positions. Must have good Math & typing skills. We will train the right person for this entry-level position. Please apply in person, Mon-Fri., 10am-4pm, at:
Vincent Corporation, 225 B. Troy, 2nd floor, Royal Oak, MI.
An Equal Opportunity Employer

GENERAL OFFICE - Part-time approx. 30 hours per week for fast paced office in Southfield. Call 354-1866

GENERAL OFFICE
Accounting firm seeks person familiar with operating APC. Tan Mile & Southfield area. 557-7688

GENERAL OFFICE - excellent working position with fast growing local firm in Livonia. Please call Cindy for appointment. 425-4170

GENERAL OFFICE WORK
In Birmingham restaurant. Mature individual. Typing, light bookwork, posting & filing. Full time. Call Bernice 258-6788

GENERAL OFFICE
A good opportunity with a large Livonia based manufacturer. Light typing for a clerk with good typing skills, filing, & a knowledge of basic math & bookkeeping. Call Sue between 8am-1:30pm. Ask for Nancy 525-8200 ext. 261

GENERAL OFFICE
Manufacturing company needs full time Office Assistant. We offer training in IBM computer use, light bookkeeping, telephone skills, typing, good benefits & a chance for a real career. Full benefits. Please apply in person: Ivan Plastics Co., 40100 Grand River, Novi.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Livonia area firm seeking experienced individual with good working knowledge of billing and shipping to work in our general office area. Must type a minimum of 55 wpm, have a strong math aptitude. Accuracy essential. Send resume to: Box 428 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/TYPING
Full time, pleasant 2 girl office. Farmington Area. Fee paid. 478-3805

GENERAL OFFICE work. Reception, typing, filing, computer data input knowledge helpful. Full time, benefits. H.D. Lloyd Corp. 353-1544

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

GENERAL OFFICE - Light typing, grammar & spelling essential. High school or equivalent. Call Don 200 E. Main, Northville, MI. 48167.

GENERAL OFFICE
Permanent part time position. Non-smoker. Please send resume to P.O. Box 8215, West Bloomfield, Mich., 48033

GENERAL OFFICE - part time. Bookkeeping, typing, organizational skills. 25-30 hours per week - flexible hours. 35 hour to start. Potential for growth. Plymouth, MI. Call Shel 453-5100

GENERAL OFFICE - Full or part time. Must have good math aptitude & data inputting. Some bookkeeping experience helpful. Salary commensurate with ability. Send resume to: Suite 111, P.O. Box 9053, Farmington Hills, MI 48333

GENERAL OFFICE
Part-time position available. Excellent math skills required. Previous experience and computer familiarity helpful. Resume flexible hours. Send resume to P. O. Box 300, Southfield, MI 48037 or fax 355-2311.
353-3311, Ext. 217

GENERAL OFFICE
$225 WEEK - FEE PAID
BENEFITS!
Need: strong typing and good clerical capability!
Call 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
$10,400
Good clerical and people skills needed for this entry level position. Excellent tuition! Fee paid.
Call 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
High school graduate or equivalent plus minimum of 1 year office experience. Professional telephone manner & accurate typing (40wpm). Good math aptitude & willing to work overtime when required. Excellent benefit package including paid holidays, tuition reimbursement & tuition reimbursement. Submit resume to
Personnel Administrator
P.O. Box 22222
Southfield, MI 48037

HIGH SCHOOL Student needed for part time clerical work in Farmington office in Rochester area
Call 652-1100

IF YOU enjoy customer contact & a neighborhood environment apply for part & full time later & clerical positions at First Of America Bank in Plymouth. No experience necessary. 535 S. Main St. Plymouth
An Equal Opportunity Employer

IMMEDIATE OFFICE Opening with new Laser Photopolting Service company. Must be pleasant Customer contact & love a challenge. Strong phone skills, good math aptitude & skills required. Computer knowledge helpful but not necessary. Salary commensurate with ability. Full benefits package. Non-smoking office. Apply in person or send resume to: Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING for full-time Office work. Individual must have strong math aptitude, be detail oriented & other General Office skills. Excellent benefits. Livonia location. Send resume to: Box 212, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INDEPENDENT insurance agency in Pontiac has openings for the following positions: Receptionist, Inside customer service representative/account executive, Commercial lines customer service representative, Data entry clerk/receptionist. Qualified individuals must be highly motivated, self-starters & must possess a thorough understanding of the product. Send resume to Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE - Excellent full time health Claims Analyst. Minimum 2 years experience. Immediate opening. Norma 353-5800

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan, with over 1,000 agencies throughout Michigan; our agents call us when they need a qualified person. We need EXPERIENCED commercial lines & personal lines CSR's, producers, Company Underwriters, Raters & Claims Reps. Fax your resume to: 517-372-8302 or call Ann Arbor at 313-995-7505
Mich. Ins. Personnel Service

INSURANCE AGENCY in Livonia certain for key position. Salary open. 477-0001

INSURANCE CLAIMS PROCESSOR
Liability back ground. Good salary & benefits. Fee paid.
Leonard 287-6020

INSURANCE CUSTOMER SERVICE
Representative for Birmingham insurance agency. Experience in the insurance field required. Good growth potential for determined individual. Salary commensurate with ability. Send resume to:
Michael Schlussel, Manager,
Suite 300, Birmingham, MI 48010

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Commercial & Personal Lines
Commercial & Personal Lines
CSR's-Marketing-Claims-Rating
CONSULTANT PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE - Farmington Hills Agency has immediate opening for experienced Personal Lines person. Requires rating & typing skills. 626-8543

INSURANCE UNDERWRITER, experienced in Commercial Lines, wanted for Birmingham insurance company. Excellent benefits & salary. Telephone. Send resume to: P. O. Box 522, Birmingham, MI 48012

INVENTORY CONTROL CLERK
National corporation has immediate entry level opening in its Southfield corporate office. Good math aptitude & CRT experience required. Excellent benefits including Employee Stock Ownership Plan. Please submit resume to P.O. Box 2020, Southfield, MI.. 48037-2020.

IT'S HAPPENING HERE!
OPEN HOUSE
Oct. 19-23

Legal Secretaries	$20,000
Legal Assistants	$18,000
Executive Secretaries	$20,800
Administrative Asst.	$19,480
Entry Level Typist	$11,440

ALL FEES COMPANY PAID
Want more money, better benefits, great advancement potential? Look no further! We have several full time openings then applicants. Come in now. If you are looking for a full time with you after work Wednesday evening. Call for pre-set appointment at 851-0860 or drop by.
SNELLING & SNELLING
OF FARMINGTON HILLS
31600 W. 13 Mile, #121
In the Bond St. Office Park

504 Help Wanted Office-Clerical

JOBS
JOBS
Long and short term positions are waiting for you now. We offer the best benefits in town including health insurance, holiday pay, tuition reimbursement. We need:
CLERKS
TYPISTS
RECEPTIONISTS
WORD PROCESSORS
855-8910
ADIA
EOE NEVER A FEE

KELLY
A TEMP-TING EXPERIENCE!
Immediate assignments for:
- Receptionists (with and without typing)
- Data Entry Operators (any style keyboard)
- Word Processing Operators and PC Operators (all models)
- Switchboard Operators
- Clerks
- Typists (45wpm +)
- Accounting Clerks
- Data General Trained people (for long term assignments)
- Xerox 630 Memorywriter typists and secretaries

Register with us and enjoy:
- IMMEDIATE ASSIGNMENTS
- FLEXIBLE SCHEDULES
- PAID HOLIDAYS
- MERIT INCREASES
- BONUSES
- VACATION PAY
- HEALTH INSURANCE

Troy 362-1180
Rochester. 852-8800
Farmington 471-2050
Southfield. 352-5220
Bloomfield 642-9650
Berkley 398-7900
Detroit 259-1400
Livonia 522-4020
KELLY
SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H
U.S. law requires all applicants to show proof of identity and right to work in the U.S.

LEGAL Secretary/Paralegal. Small Bloomfield law office, good people to work with, small matters interested in law school or paralegal. 645-0750

LEGAL SECRETARY
Looking for a pleasant, congenial place to work? Bloomfield Hills would help. It's not necessary. Should have knowledge of word processing equipment. Birmingham location. Call Judy at 646-0300

LEGAL SECRETARY
Immediate full time position available in Southfield firm. Willing to pay suitable salary to the right person. Experience required in litigation. Call 334-2500

LEGAL SECRETARY
Experienced legal secretary. Secretarial skills required. Call Susan at 353-3000

LEGAL SECRETARY, minimum 1 year experience. Word processor. Work for partner in busy 4 lawyer general practice law firm, in Southfield. 355-3344

LEGAL SECRETARY
Experience in litigation, real estate or tax needed for busy and expanding Southfield law firm. Will train on word processor. Good benefit package. Call Sheila 355-7820

LEGAL SECRETARY
Law firm in Plymouth, is interviewing for the position of Legal Secretary. Applicant should have prior experience in the legal field and should be capable of using word processing equipment. Salary plus full benefits package. Please send your confidential resume and salary requirements to Box 502, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part time, 2-3 days per wk. To do basic bookkeeping & data entry. Must be a good typist with 50 wpm. Call 832-1113

LEGAL SECRETARY
Growing 3 Person Trial Firm, Birmingham, free parking, Mon-Fri 9-5, Word Perfect 5.0 helpful. Competitive salary. 540-7660

LEGAL SECRETARY
Southfield law firm seeks legal secretary with substantial experience in general practice. Word Perfect 5.0 helpful. Top salary & benefit package. Call Steve 355-4500

LEGAL SECRETARY - At least 2 yrs. litigation experience for small Birmingham firm. Top salary requirements to: R. Harwell, 800 N. Woodward, Suite 102, Birmingham, MI 48011

LEGAL SECRETARY
Livonia office, immediate position, 2-3 years defense experience preferred, good benefits. Please send resume to Box 574 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Legal Secretary
Prestigious legal firm seeks legal secretary trained over one or level position. Word processing, grammar and typing skills required. 401 K, dental, life insurance, paid holidays. Call or send resume to: Rita Rosedon, Dickinson Wright, 2000 Town Center, Suite 3215, Southfield, MI 48075 355-4140

LEGAL SECRETARY
To $23,000
Career Opportunity with very established firm. N. suburban Beautiful office. Top benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

Legal Secretary
Our Bloomfield Hills & Michigan based legal firm, is seeking a top-notch Legal Secretary with a minimum of 1½ years experience. Litigation experience a plus, not necessary. Competitive salary and total benefit package. Call or send resume to: Rita Rosedon, Arthur Thomas & Assoc., 3000 Town Center, Suite 3215, Southfield, MI 48075.
358-4140

MARKETING SECRETARY
$20,000
Branch sales office of a national company offers a choice opportunity. Your good skills and experience are as appreciated here. Fee paid. Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
PARALEGALS
VERY BUSY Southfield law office needs a personable receptionist, capable of handling a very fast pace. To low taxes.
MAJOR LAW FIRM downtown is in need of paralegals with good accounting and income tax experience. Several full time and part-time jobs available. To low taxes.
BEAUTIFUL NEW West Bloomfield office having an IBM PC with Word Perfect needs an accurate typist with solid shorthand experience and general legal background. To low taxes.
GENERAL LAW practice in Royal Oak needs a legal secretary with solid typing and shorthand skills. Must be accurate and have stable work history. To high taxes.
PARALEGAL WITH strong litigation experience needed by this Troy law firm having a strong benefits package. To high taxes.
We've lots of varied positions available throughout the Detroit Metropolitan Area. If your current job is changing, the time to contact us is now! There is never a charge to you for our courteous, professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0080 963-4165

MAIL & FILE CLERK for insurance agency located in Southfield. At least 2 years office experience. Good salary & benefits. Call for appointment. 353-2700

MATURE PERSON with secretary/bookkeeper experience for small, real estate investors office. Mile/Greenfield area. 569-1200

MATURE PERSON - with good office & clerical skills, must know basic ground hospital, good working conditions & benefit package available. Qualified person call:
Call Mr. Lobsinger at 352-7500

MEDICAL RECEPTIONIST/
SECRETARY
UP TO $16,600
Plush suburban office has more than 1 outstanding Medical Receptionist/Secretary position available. Full benefits, lots of training, friendly atmosphere. Excellent career opportunity. Any medical experience advisable. Fee paid. Roy, 684-0900
SNELLING & SNELLING

MEDICAL RECORDS CLERK
Full time medical records clerk needed for busy medical equipment company. Experience helpful but not mandatory. Salary based on qualified. Call Vicki for interviews at 271-4120

MEDICAL SUPPLY FIRM, Northville looking for full time Receptionist and Customer Service Representative. Must have some medical terminology and technique and must be able to type. Use calculator. Would be beneficial with some CRT experience. Benefits. Call 349-5883

NEED ORGANIZED self starter, whose responsibilities would include marketing programs, product promotion and other office duties. Call 356-5430

NEW
OPPORTUNITIES
We have several new and expanding clients offering growth potential, good salaries & top benefits.
- Word Processing - Diversified position for top notch typists. Accuracy, figure aptitude & outgoing personality. Top benefits
- Data Entry - Good typing & figure background for top firm with friendly staff in plush offices. Good benefits & bonus potential.
- Secretary - Variety position in major firm for well organized good typist. Benefits include dental, bonus & pension
- German Speaking Secretary - Good secretarial skills for vice president & translation for the president of major international firm. Full benefits & liberal vacations

Above is partial listing of many positions.
SALARIES
$12,000 TO $21,000
Call your nearest office today
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505
Troy 362-4004
Livonia 591-2221

OFFICE ASSISTANT NEEDEDS
Pleasant phone voice with General Office skills - 10 work within accounting Community. Ask for Linda. 280-0640

OFFICE ASSISTANT
Part time, 2-3 days per wk. To do basic bookkeeping & data entry. Must be a good typist with 50 wpm. Call 832-1113

OFFICE ASSISTANT for busy & growing developer/property management firm. Must be organized, cheerful, and have good basic office skills as well as good typing. Responsibilities include: Southfield location. Hours 9-5. Salary $15,000 per year to start. Send resume to P.O. Box 2187, Southfield, MI 48037.

OFFICE CLERICAL help wanted in Livonia Area. Typing, filing & phone skills preferred. Semi flexible hours. Call Dave 427-0550

OFFICE CLERICAL - esp wanted in Livonia Area. Typing, filing & phone skills preferred. Semi flexible hours. Call Dave 427-0550

OFFICE
CLERICAL
With secretarial and billing skills! $14,000 plus. Fee paid. Good benefits and location. Call 399-3450.
SNELLING & SNELLING

OFFICE CLERK/DRIVER
position available. Birmingham/Troy Area. Part time, approx. 20 hours per wk. Ideal opportunity for retired person. Must have reliable car. Interested applicants please call:
Equitable Financial Services
313-644-8200, ext. 205
An Equal Opportunity Employer

OFFICE MAILROOM CLERK
If you are dependable, amiotious, organized and have basic typing skills, are able to lift 40 lbs & would like to work in a fast paced environment with great benefits, send resume or apply in person, Tues., 10-3, 10-21, 21 Parkland Plaza, Ann Arbor. Master Data Center, 29100 Northwestern Hwy., #300 (W. of Telegraph, Southfield, Mich. 48034). No phone calls please.

OFFICE MANAGER
RETURNING TO WORK?
Small, energetic computer company is looking for responsible Office Manager. Flexible hours, Pleasant work. 14 mile, flexible hours. Northwestern Highway location. Call Rachel at 353-1330

OFFICE
PLACEMENT
Temporary agency in Livonia has immediate opening for:
RECEPTION
PLUS TYPIST
PART-TIME FRIDAY
SECRETARY
ACCOUNTING
DATA ENTRY
WORD PROCESSING
Long or short term assignments available. SAME DAY PERMANENT placement pay & benefits. For appt. call:
ACRO
Temporary Services
591-1100

OPPORTUNITY for a professional with good secretarial skills. Trade association looking for people oriented and responsible person. Call Mary at AFD. 356-2400

504 Help Wanted Office-Clerical

OFFICE POSITIONS
Southfield distributor seeks qualified individuals for full time entry level positions. Must have excellent math skills and calculator skills. Previous office experience necessary. Excellent benefits. Call before 11am
OFFICE SECRETARY
Report to business owner, take charge position. Redford area. Computer, bookkeeping, payroll, typing, phones, etc. 532-0500

OFFICE SERVICES CLERK for large Southfield law firm. Operate high volume copier, maintain & stock supplies, supervise messenger & mail & assignment & file & maintain client files. Full time days. Prefer previous office experience. Good salary, fringes & working conditions.
Mr. Bornstein, 356-7500

OFFICE SERVICES CLERK
Southfield company seeks mailroom/receiving clerk. Candidates will be reasonable, energetic, dependable and maintain a good driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

OFFICE SERVICES
RECRUITER
Be part of a nationwide network of employment service professionals. We are looking for good communicators who are ambitious, energetic & goal oriented. Unlimited earning potential with salary & commission. Call Bernice Hymann at Sneling & Sneling. 353-2090

O/M 5 OF TROY
(Div. of Management
Recruiters of Troy)
ASS'T. TO PRESIDENT
East Area
to $23,000
SECRETARY IN TROY
Shortland Typing
$14,000 - $18,000
CUSTOMER SERVICE REP
Insurance (Personal Lines)
CUSTOMER SERVICE REP
or CLAIMS ADJUSTER
Insurance (Comm'l. Line)
to $20,000
Our client companies are interviewing this week. CALL 585-4800
Company ALWAYS Pays Fee

PART TIME CLERICAL
Typing, filing & general clerical. 3 days a week. Birmingham Education Ass for Deaby. 258-6400

PART-TIME employment Light secretarial duties. Excellent career opportunity. Any medical experience advisable. Fee paid. Roy, 684-0900
SNELLING & SNELLING

PART TIME
PERMANENT
MARKETING ASSISTANT
FEE PAID $8.25 per hour up. Livonia company in immediate need of person to work 22 hours per week or planned, detail oriented individual who enjoys working phone sales. WILL TRAIN but Word processing or computer skills & plus a life long career opportunity. Pension experience would be helpful
Small, pleasant suburban office. Purchasing Department. Willing to assist competent opportunity for advancement.
Send resume to
Extension Administrators, In