504 Help Wanted Office-Clerical

Full Day Work Week
Have full time openings at a local law company offering phenomenal benefits, competitive salary, a pleasant working environment, long paid holidays and vacations.
Call 591-3300 for more information.

GENERAL CLERICAL
CLAIMS EXAMINERS
Call 591-4690
Mon-Thurs 7:30 am - 4:15 pm
Fri 8 am - 12 noon

CLERICAL
Immediate opening for a person to do light clerical work including maintaining various production records. Some math & clerical skills required. Ideal candidate will be detail oriented person. The position involves communications with our suppliers, statistical typing and some inspection of wire harnesses. You must be flexible, willing to learn and enjoy a fast-paced atmosphere.
Please send your resume. WITH SALARY REQUIREMENTS, or apply in person to
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERK-COUNTER SALES
Seeking dependable individual for counter sales and light office duties including telephone and typing. Good wage and benefits. Southfield area Call 353-5778

CLERK/RECEPTIONIST
for office in Southfield. Experience Preferred. Benefit package available. Reply to: P.O. Box 5096, Southfield, MI 48086

CLERK TYPIST
Major Title Insurance Corporation has opening in customer service Call Roy between 8 and 11 am only 649-3322 ext 401
Equal Opportunity Employer M/F

CLERK TYPIST
Rapidly growing Southfield computer firm needs a responsible person who can type & do general office duties. Good starting position with full benefits including tuition refund. Please send resume to: P.O. Box 76, Franklin, Mich 48025

COMPUTER COMPANY
SECRETARY
for computer company in West Bloomfield. Full time. Typing & bookkeeping required. Send resume to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - PART TIME
Mature person only. Accurate with numbers. Telephone voice. Pleasant disposition. Flexible hours. Light clerical duties. Reply to T.W., 17117 Kercheval, Box 1005, Southfield, MI 48076

504 Help Wanted Office-Clerical

CLERICAL
Typing, filing, answering phone system for glazing contractor in Plymouth area. Should have computer experience. Full time, paid vacation and fringes. Call Judy at 459-0780

CLERICAL TYPIST-Full time position for organized person in Benefits Consulting Firm. Applicant must have office & word processing experience & aptitude for detail work. Send resume with salary requirements to J.L. Sinclair & Co., 27476 W 5 Mile, Livonia MI 48154.

CLERICAL WAREHOUSE
Our Quality Assurance Department is looking for an enthusiastic, results detail oriented person. The position involves communications with our suppliers, statistical typing and some inspection of wire harnesses. You must be flexible, willing to learn and enjoy a fast-paced atmosphere.
Please send your resume. WITH SALARY REQUIREMENTS, or apply in person to
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
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COMPUTER COMPANY
SECRETARY
for computer company in West Bloomfield. Full time. Typing & bookkeeping required. Send resume to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT & COLLECTIONS
Farmington firm needs person with pleasant phone manner to handle Receivables. Must be capable of problem solving and collection activities. Requires strong numbers ability, good organizational skills. Light bookkeeping plus Call Marie Beard. 478-0005

504 Help Wanted Office-Clerical

CONFIDENTIAL SECRETARY
Major corporation seeks an individual with following job requirements: Excellent typing, shorthand/dictation, word processing skills, IBM PC Lotus 1-2-3 & Displywrite III. Salary $22,000 to $25,000 depending on experience. Send resume to: Confidential Secretary, P. O. Box 830, Bloomfield Hills, MI 48013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CONSUMER LOAN CLERK
Bloomfield Savings & Loan is seeking a Consumer Loan Clerk to work in their busy consumer loan department. Qualified candidate must possess accurate typing skills (45wpm), excellent communication skills, respond to Customer inquiry, process applications, run TRW & D & B reports. Previous teller experience helpful. Please submit resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham MI 48012.

CONSUMER
LOAN CLERK
Full time, entry level clerical position exists at our maintenance office. Candidates must have a minimum of 1 year office experience with efficiency on all office machines, good typing speed and the ability to handle the pressure of daily responsibilities in a professional and dependable manner. The position offers opportunities for advancement and excellent benefit package. Send resume and salary history or confidence to:
PERSONNEL MANAGER-CLOE
P.O. Box 5833
Troy, Mich., 48007-5833
Equal Opportunity Employer M/F

COORDINATOR
Prestige sales/publishing group seeks coordinator staff and client interface. Accommodating, professional manner and P.C. skills required. Outstanding personality and appearance needed. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CPT & WORD PERFECT
Operators needed to work in Plymouth & Livonia areas. Good pay & benefits. For interview call
MANPOWER
TEMPORARY SERVICES
478-1130

CREDIT INVESTIGATOR/GENERAL OFFICE
Fast paced Southfield leasing company needs people for credit investigation and other light office work. Send resume to:
LAC, 20000 W. 12 Mile, Southfield, MI, 48076, Attn: Shirley.

CUSTOMER SERVICE - Plymouth
Company seeks an individual with good skills in typing, customer communications, order processing & shipping. Background in transportation helpful. Send resume to:
P.O. 317 Amelia, Plymouth, MI 48170

CUSTOMER SERVICE
Southfield leasing company needs person for customer service, preferably with phone manners & typing skills helpful. Send resume to:
P.O. 2000 W. 12 Mile Rd. Southfield, Mich. 48076, Attn: Shirley.

DATA ENTRY biller/typist for medical lab in Southfield full time Monday thru Fri. 8:30AM-5PM. $5.50 an hour. Call Phyllis 557-8080

DATA ENTRY CLERK
Immediate opening for Data Entry Clerk with a National Real Estate Developer. Looking for a dependable, self-starter with excellent keyboard/10 key skills. Excellent benefits & working environment. Send resume & salary history to: Data Entry Clerk, 28200 Town Center Drive, #165, Novi, Mich., 48050

DATA ENTRY
Part time evenings, 5 to 25 hrs. per week for large financial institution. Responsibilities to include setting up installations, good basic typing skills, & good business sense are a must. Will train. $6. per hr. with advancement. May occasionally work alone in office building. Send resumes to: LeasePlan, P.O. Box 2458, Southfield, MI 48037-2459, Attention Becky.

504 Help Wanted Office-Clerical

Data Entry Clerk
IBM system 38 experience background preferred but not necessary. Will train a dependable self-starter with great growth potential. Excellent benefits package. Apply in person or send resume to: Wetterstad Gallery, 32975 Schoolcraft Rd., Livonia, MI 48150

DATA ENTRY, computerized. Part time temporary help, for bookkeeping department in Farmington Hills area. About 35 hours per week. Write: R&D Enterprises, P.O. Box 5380, Northville, MI 48167

DIRECT MAIL CLERK, full time, light typing, will handle shipping & receiving paperwork and direct mail program for publisher in Farmington Hills area. Pulls mail, addresses envelopes. Call Mr. Forsythe for appointment 477-1850

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We offer:
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Clerical & Word Processors Needed
Everyone welcome, bring a friend and register.
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(1 mile south of Ann Arbor Rd.)
Farwood West Offices)
Plymouth, MI
455-1166

ENTRY LEVEL office person. Full time. Prefer experience of high school education. Salary negotiable. Call 10AM-12 Noon Mon thru Fri:
EXECUTIVE ASSISTANT to Director of Administration at professional auto racing headquarters in Bloomfield Hills. Professional attitude & skills important. After 9am 334-8500

EXECUTIVE SECRETARY
Excellent opportunity. Growing company in Southfield needs personable individual with strong organizational skills. Qualified applicants with local references, please call Karen Gold 559-3110

EXECUTIVE
SECRETARY
$19,700
A world class architectural engineering firm offers a 1 year opportunity. Be part of a team responsible for a major project. Good skills a must. Call Barbara, 352-3000.
Also 3 Positions Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Conway Central Express and LTL transportation seeks an Executive Secretary to assist the manager of its regional headquarters in Romulus. In addition to top-notch secretarial skills the successful candidate must be detail oriented and be able to work independently. We offer a competitive salary and a full benefit package including profit sharing. If you are a self-starter with well-motivated individual interested in a unique opportunity, send resume to: Conway Central Express, 2000 Merriman Rd., Romulus, MI 48174. Attn: Office Manager.

EXECUTIVE SECRETARY, with good organizational skills, to assist top-notch sales rep. Must be able to type, dictate, & be self-motivated. Salary commensurate with experience. Send resume to: Conway Central Express, 30251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - professional, self-motivated individual to assist top management. Position requires excellent typing & office experience preferred. Non smoking Birmingham office. 647-5789
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT
Needed for manager of Troy office of Kidder, Peabody & Co. Maturity, poise, organizational skills, as well as strong secretarial abilities required. Prefer at least 5 yrs. experience & some PC knowledge. Starting salary in the high teens with bonus potential. Excellent benefits. Contact Judy, 849-5700 for application.

EXPANDING LAW OFFICE in Southfield. Must be self starter. Contact Jim Kaplansky at 258-8444

EXPERIENCED Legal Secretary Permanent part time position, 2-4 days/week. Bloomfield Hills law firm. 642-4033

EXPERIENCED RECEPTIONIST wanted- Radford area. Full time. Excellent benefits. 937-2000

FILE CLERK
Entry level position for previous experience. Full time 8AM-5PM. Apply in person: RB Electronics, 34443 Schoolcraft, Livonia.

FREE TRAINING
Data Entry - Word Processing
Government Funded Program for qualified Oakland County residents.
Call: 544-2850

FULL TIME entry level position with opportunity for advancement. Bookkeeping or clerical skills helpful. General office experience required. (Please submit a letter listing your qualifications & salary requirements to:
Human Resource Mgr.
P. O. Box 7105
Bloomfield Hills, MI 48302

GENERAL CLERICAL - purchasing dept. of established company needs organized, detail oriented individual with 2 yrs. office experience to handle phone contacts, data entry, typing, filing, general clerical duties. Good starting pay, complete benefit package. Ample opportunity for assistance. Send resume to PO Box #722, Plymouth, MI 48170

GENERAL
CLERK TYPIST
Immediate opening for a
GENERAL CLERK-TYPIST to work until end of 1987, in Belleville Area. Must have clerical typing 45+ WPM, word processing skills, composing, editing & proofreading correspondence; preparing reports, forms, statistical tabulations; etc.; answering phones; filing; and inventory control.
Excellent salary. Please send resume with cover letter stating typing speed, salary range and available contact hours to: Box 822 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP
No experience needed, will train. Mon-Fri, 8am-5pm, Saturdays. Benefits after 90 days. Good opportunity to learn valuable skills. Job depend upon people need apply. Call 478-7088

GENERAL OFFICE
Entry level general office position. Requirements: Math aptitude, 40 wpm. Please call 353-5311, Ext. 217

GENERAL OFFICE
Part-time position available. Excellent math skills required. Previous experience and computer familiarity a plus. Required time hours. Send resume to: P.O. Box 500, Southfield, MI 48037 or Call 353-3311, Ext. 217

GENERAL OFFICE/CLERICAL
Basic computer knowledge helpful (Lyonsdale Call Therese between 9 & 5 591-1041

GENERAL OFFICE
Livonia Company needs sharp, self motivated individual with excellent office skills & desire entry level position available immediately. 478-1605

GENERAL OFFICE
We are now accepting applications from reliable individuals with good math & typing skills. We will provide the right person for this entry-level position. Please apply in person Mon-Fri., 10am-4pm, at:
Sun Mastercraft Co., 225 S. Troy, 2nd floor, Royal Oak, MI.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE
Employees, experienced, needed for long & short term assignments. We offer major medical coverage, holidays & vacation pay.
For Interview Call
MANPOWER
TEMPORARY SERVICES
478-1130

GENERAL OFFICE WORK
Typist/Scriptor. Full time. Farmington area. Call 478-3605

GENERAL OFFICE - Filing, typing, limited computer experience. Part-time now, possible full-time later. Hour. Call Glenn or Lisa at 348-2400

GENERAL OFFICE for Veterinary Reference Laboratory. Will train. Experience preferred but medical or lab work preferred. Call 534-3568

GENERAL - office person - light typing, some word processing. Will train, $10,400. Call Betty at Unitrace 546-8500

GENERAL OFFICE
Mature, legible handwriting - experience on 10 Key Calculator. Apply in person only.
Ar's Glass,
24777 Telegraph Rd., Southfield.

GENERAL OFFICE - Full time for future permanent position. Typing, grammar & spelling essential. Non-smoker. Send resume to: 200 E. Main, Northville, MI 48167.

GENERAL Office Clerk, entry level position, for growth firm, 13 Mile/Northwestern. Reception backup, filing, general office. Typing desirable, self motivated. Opportunity for advancement. 626-5000

GENERAL OFFICE
Architectural design firm located in Ann Arbor - Plymouth Area requires experienced secretary familiar with design staff activities. Position requires: Correspondence & Coordination, demonstrating both verbal & written skills. Salary DOE. Benefit package. Write Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWING SOUTHFIELD company looking for full time order entry person. Good phone & typing skills required. Computer skills knowledge helpful but not necessary. Benefits included. Call Kathy 827-7580

IF YOU HAVE
Word Processing, Secretarial or Receptionist skills, we want to talk with you!. Earn $4-$8 per hour on long term & short term assignments. Southfield, Troy, & other Northern suburbs. Reliable transportation necessary. No fee. Call now for an interview.
MGM
Office Services
557-6040

IMMEDIATE, full or part time, days or evenings, for several suburban offices. Applicants must have general office experience with good typing skills. Training provided. 2 week paid training program. Submit resume to: Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING for Store Help. Part time afternoons. $4 hour to start in downtown Farmington area. Some mechanical skills required. Send resume & references to: P.O. Box 5223, Farmington, MI 48332.

IMMEDIATE OPENING - must have knowledge of office machines, typing, bookkeeping. Send resume to: Current Benefits, Apply in person: Mon-Fri. 8-5pm at: Reynolds Chemical, 42049 Michigan Ave., Canton.

INFORMATION SERVICE REPRESENTATIVE
A growing Farmington Hills service organization is looking for a Information Service Representative for the Information Department. The right candidate has excellent communication and people skills, is energetic, types 40 WPM and has the ability to promote a good program. Salary is low starting, but offers growth potential. Please forward resume with salary history to: Human Resources, P.O. Box 9072, Farmington Hills, MI 48333

INSURANCE AGENCY needs experienced commercial lines underwriter. Trucking background preferred. Orchard, 626-8333

504 Help Wanted Office-Clerical

INSIDE SALES
Distributor needs conscientious individual to assume responsibility for pricing, quoting & telephone contact with customers. Position offers opportunity for salary reviews & good benefit program. Send resume & salary requirements to: Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they seek new employees so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
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Detroit - Downtown - Farmington
Commercial & Personal Lines
CSR's & Account Executives
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

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

INSURANCE - PART TIME
Birmingham P&C agency. Must be experienced. Flexible hours, excellent position. 647-7803

INVENTORY CONTROL
Enterprising individual with strong organizational experience needed for a fast paced multi division corporation. Affinity for detail with heavy C811 experience a plus. Excellent fringe benefits. Salary commensurate with experience. Call Bill Ann, thru Fri., 9am-4pm.
Viking Fasteners
38410 Amelia Court
Livonia, MI 48150
591-6464
An Equal Opportunity Employer

INVESTMENT FIRM
has opening for an Account Manager/Secretary with strong typing & math skills, securities background desired & willingness to learn preferred. Please respond to: P.O. Box 3087, Birmingham, MI 48012-3087.

JUNIOR
SECRETARY
Can you type 70wpm, work 40 hours a week & look sharp?
If you answered yes we would like to meet you. We are an established Bloomfield Hills corporation that can offer a good salary & benefits. Please send resume & a description of your skills.
Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEYPUNCH OPERATORS
Full time positions available now by Indata Corp. for a pleasant surprise. We are looking for experienced operators for our afternoon shift. We are a growing company located in Livonia offering good benefits and pleasant working conditions. Please call between 7 AM and 3:30 to set up an interview.
INDATA CORP., 422-6002

KEYPUNCH
Service bureau needs experienced operators for afternoon shift. Flexible hours/Opportunity. 537-1100

LEGAL EXECUTIVE SECRETARY
for busy small office in Farmington Hills. Must be able to handle telephone & have word processing experience. Shorthand helpful, especially able to start "because I can't". Desirable if you have a reading acquaintance with real estate, corporations, business, estate planning processes & original correspondence & projects. Excellent salary, benefits, bonus plan. Reply to:
Sharon or Judy, 31731 Northwestern Hwy., Ste. #244, Farmington Hills, MI. 48018.

504 Help Wanted Office-Clerical

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SECRETARIES
Experienced, for permanent & temporary assignments. Top-notch ALL FEES PAID
JOANNE
MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY
Fully automated Bloomfield Hills law firm has an immediate need. Legal Secretary for municipal/litigation practice. Heavy paralegal responsibilities, good benefits. Salary commensurate with experience. Phone 645-8400, Ext. 306

LEGAL SECRETARY
For medium-sized Southfield law firm. Excellent typing required, & ability to deal effectively with people, clients & congenial atmosphere. Word processing experience a plus. Please send resume & salary requirements to: Office Manager, 17117 W. 9 Mile Rd., Suite 1000, Southfield, MI 48075 An Equal Opportunity Employer

LEGAL SECRETARY
We offer fascinating days in medical malpractice defense. Work with a group of people who take, listens & wants you to realize your goals. Be part of and enjoy the newly conceived Ren Cen with shops, restaurants & people movers. We need a person who is experienced in personal injury, good general, has enthusiasm & motivation, common sense & ability to make significant contribution and decisions. Salary commensurate with experience & skill. Raises based on merit. Fringes include health, life & profit-sharing plan. If you want to be appreciated & have fun & get paid for it — Send resume & salary history to: attention Gerry, Box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY with litigation experience & shorthand for Birmingham law firm. Send resume to: Law Office, 300 E. Maple Rd., 3rd Floor, Birmingham, Mi., 48011.

LEGAL
SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary assignments, register now with THE agency for Legal Secretaries.
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HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY - for Southfield law firm specializing in personal injury. Prefer one with 5 years experience. Salary commensurate with experience. Send resume to: Office Manager, 16832 Newburgh, Livonia, MI., 48154.

LEGAL SECRETARY
Bloomfield Hills general law office. Prior legal experience preferred. Salary commensurate with experience. Please submit resume to Box 788 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Part time, Livonia law firm with 2 attorneys. Hours flexible. Need good typing skills, word processor experience. Hourly rate commensurate with experience. Send resume to: Office Manager, 16832 Newburgh, Livonia, MI., 48154.

LEGAL SECRETARY
Part time position in law firm with 2 attorneys. Hours flexible. Need good typing skills, word processor experience. Hourly rate commensurate with experience. Send resume to: Office Manager, 16832 Newburgh, Livonia, MI., 48154.

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LEGAL SECRETARY
Part time position in law firm with 2 attorneys. Hours flexible. Need good typing skills, word processor experience. Hourly rate commensurate with experience. Send resume to: Office Manager, 16832 Newburgh, Livonia, MI., 48154.

LEGAL SECRETARY - for Southfield law firm specializing in personal injury. Prefer one with 5 years experience. Salary commensurate with experience. Send resume to: Office Manager, 16832 Newburgh, Livonia, MI., 48154.

LEGAL SECRETARY
Accurate typing skills. Plymouth area law firm. Part time. Flexible hours. So Main St., Plymouth Mi 48170

LEGAL SECRETARY-Experienced in insurance defense & word processing. Salary open. 649-1330
Call office manager

LEGAL SECRETARY/Receptionist
Farmington law firm. Legal word processing experience preferred. Salary commensurate with experience & ability.
Call Ginger 851-4111

LEGAL SECRETARY with at least 2 years litigation experience for small Birmingham firm. Full benefits. Send resume with salary requirement to B. Hanek, 800 No Woodward, Suite 102, Birmingham, MI 48011

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14264 Blackburn
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CONGRATULATIONS!

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Next time you need reliable transportation of your treasures, deal with a small and growing firm that never believes a customer is not important or asking for a please time and date of delivery. Your prized possessions required a skill craftsman to create them. Protecting them by engaging an experienced mover to move them frequently saves grief and money.
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Painting, Light Carpentry work. Weather is no problem. Call Lee 464-9715

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BRICK STONE & STONE WORK
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ADDITIONS
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