504 Help Wanted Office-Clerical

4½ Day Work Week
Several full time positions at a local insurance company offering pleasant surroundings, competitive salary and benefits including paid fringe benefits including paid holidays and vacations.
Immediate openings for:
● GENERAL CLERICAL
● CLAIMS EXAMINERS
Call 591-4690
Mon thru Thurs 7:30 am- 4:15 pm
Fri 7:30 am - 12 noon

CLERICAL OPPORTUNITIES

CIS Corporation, a leader in the leasing and financing of capital equipment, is seeking the following Clerical employees for their Corporate Records Department:

CORPORATE RECORDS ADMINISTRATIVE ASSISTANT

- Updating and verifying
- Typing at an acceptable level of speed and accuracy (including typing of statistical charts, ledgers, memo hands and report preparation)
- Excellent communications skills; ability to interact effectively
- Two years of college courses
- Six to twelve months previous work experience

RECORDS CLERK

- Typing 35 wpm or an aptitude to try experience pre-ferred
- Heavy filing responsibilities
- *Must be detail-minded and organized*
- Excellent phone manner
- Six months previous office experience

Salary commensurate with background. We offer a full benefit package in a preferred, modern working environment. Interested candidates may submit their resumes and SALARY HISTORIES to:

Judy DeVore
Human Resources Representative
CIS CORPORATION
5500 Telegraph Road
Bloomfield Hills, MI 48013

EQUAL OPPORTUNITY EMPLOYER M/F/V/H

CLERICAL PERSON - needed for Lumber Yard. Must be detail-minded person with good Math aptitude. Prefer person with clerical experience helpful. Send resume: Weyerhaeuser Co., 1 Superior Parkway, Wyoming, MI. 48163.

CLERICAL WORKER
For family dental practice. Part time. High school student may apply. 653-1100

CLERICAL
Part time. Country's largest test preparation firm seeking self motivated individuals for clerical position, progression to enrollment counselor possible. Typing and good phone a must. Hours are flexible will work closely with high school, college and medical students. Weekends & evenings available. Perfect positions for college students. Call Mrs. Bernstein 559-2420. For more information call 569-5320

CLERK/RECEPTIONIST
Full time for Small Central Michigan University's regional office in Troy. Education: Completion of high school or equivalent, 2yrs. related experience beyond high school. Type 50wpm. Knowledge of word processing, and excellent phone skills. Must be able to communicate effectively and project a positive public image. Excellent benefits. Minimum starting salary $6.21/hr which includes a shift differential premium. Mail resumes no later than 12-11-87 to: Central Michigan University, 2075 W. Big Beaver, Ste. 13, Troy, MI 48084.
Attn: Administrative Aide

CLERK TYPIST

Challenging position in the exciting, fast paced World of Fashion. Applicant should type 50-60 wpm, have outstanding figure aptitude, excellent communication skills & 1-2 years prior office experience. We offer many benefits including merchandise discounts. Apply in person to the Shoe Department Manager, Mon. thru Fri., noon - 5pm.

Winkelman's
WONDERLAND MALL
An Equal Opportunity Employer

COMMUNICATION COMPANY seeking responsible & mature individual to operate PBX phone calls. Keyboard experience preferred. To be trained on new computer system. Possible entry level. Livonia base. Call Gary at 591-2300

Computer Operator/Secretary
PART-TIME
for Bloomfield Hills construction company. Call: 647-2228

COMPUTER OPERATOR for data entry. Full time, days. Downtown Birmingham office. 20 hrs to 40 hrs per week. Call after 9am. 642-0222

CONSTRUCTION SECRETARY
2 years experience preferred for-lease/purchase of construction company. Must be familiar with all facets of construction (IE bids, quotes, payroll, estimates, etc.) Must also be able to interface with tenants, contractors, subcontractors and engineering staff. For interview, call between 3-5 pm daily. 557-3565

CONSUMER LOAN CLERK
Bloomfield Savings & Loan is seeking a Consumer Loan Clerk to work in their busy Consumer Loan Department. Qualified candidate must possess good typing skills (45wpm), excellent communication skills, responsibility, ability to process applications, run TRW & 3 & B reports. Previous lending experience helpful. Please submit resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham MI 48012.

CONSUMER LOAN SERVICING
SENIOR CLERK-Bloomfield Savings & Loan is seeking a Senior Clerk for our consumer loan servicing department. Qualified candidate must possess 2-3 yrs. previous consumer loan experience, thorough knowledge of accounting principal, excellent communication skills, 3 years experience & ability to organize & prioritize. Send resume to: Bloomfield Savings & Loan, P.O. Box 12380, Birmingham MI 48012. An Equal Opportunity Employer

CO-ORDINATOR
Division of National firm needs self starter detail oriented, with good contact, as well as, handle detailed project follow up. Computer experience needed. Fee paid
Harper Woods ... 372-4720
Troy ... 362-1160
Harriet Sorge Personnel

CREDIT INVESTIGATOR/
GENERAL OFFICE
Fast paced growth leasing company needs people for credit investigation and general office work. Send resume to: Att. Credit Investigator, LAC, 29000 W. 12 Mile, Southfield, MI., 48076, Attn: Shirley.

CUSTOMER SERVICE - Phoenix company in need of individual with good skills in customer relationship, communication, order processing & welcome to work in a fast paced environment helpful. Send resume to Atlas & Co., 377 Amelia, Plymouth, MI 48170.

CUSTOMER SERVICE
Livonia area manufacturing firm seeking bright, self motivated, to Customer Service Dept. Must possess good communication skills, math skills. Accuracy a must. Send resume to: 292 Deserve & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
Southfield leasing company needs person for customer service; please call phone manners & typing skills helpful. Send resume to: Att. Customer Service, LAC, 29000 W. 12 Mile Rd. Southfield, Mich. 48076, Attn: Shirley.

504 Help Wanted Office-Clerical

DATA ENTRY
ANXIOUS TO WORK?
We have 10 immediate positions available for experienced data entry operators.
We offer top pay & benefits
MANPOWER
TEMPORARY SERVICES
353-8780

DATA ENTRY CLERKS
Michigan National Corporation is seeking highly motivated individuals for full time data entry clerical positions in Farmington Hills (11 Mile & Inkster).
Applicants must have high school diploma, previous office/clerical experience of 1 year. Also typing ability of 40 wpm and recent data entry experience is required.
Qualified applicants may apply in person or send resume to:
Michigan National Corp.
Human Resources Dept. HS-HL
Onyx Plaza #2201
29777 Telegraph Rd.
Southfield MI. 48034

An Equal Opportunity Employer

DATA ENTRY CLERK-Metropolitan Life in Southfield is accepting applications for a part time data entry clerical position. Applicants must possess excellent keyboard skills & be familiar with electronic systems. Call Bob Baker, Mon-Fri, between 9am-5pm. 746-1212 An Equal Opportunity Employer

DATA ENTRY CLERK
Immediate opening for hardworking individual responsible for high output data entry, production of computer reports, phone, light typing and filing. Excellent math skills required. Must be detail oriented and organized. Non-smoker preferred. 946-9408

DATA ENTRY OPERATORS - needed, full time, afternoons & mid-nights, 2 yrs. experience, good phone skills & must. Wages, exc. 543-9604

DATA ENTRY - operators (11) for major Fortune 500 company in Detroit metro area. $12$25/hr. Call Sandra at Uniforce 646-7664

DATA ENTRY - operators for major firm corporation in Livonia & Rec Cen area, 2 shifts, call Theresa at Uniforce 357-0034

DATA ENTRY - operators, for major firm corporation in Livonia & Rec Cen area, 2 shifts, call Sandra at Uniforce 357-0034

DATA ENTRY
Southfield leasing company needs entry level person with good typing skills for data entry position. Please send resume to LAC, Att. Data Entry, 20,000 W. 12 Mile, Southfield, MI. 48076

DATA ENTRY
Work at one of the Big Three - in the Milford & Farmington Hills areas. Long Term Assignments! Data Entry positions; Jobs 1-2-3- & IBM P.C. experience - a Must. Excellent pay & full company-paid benefits. Call Today - for personal interview.
MGM
Office Services
474-7766

DATA INPUT - Phone work. Must type 45wpm. Some experience helpful but not necessary. Apply in person at: Knappow's, 32525 Stephenson Hwy., Madison Heights (near 14 Mile).

DATA PROCESSING
HELP DESK SPECIALIST
A rapidly expanding corporation has an opening for a Help Desk Specialist in the M.I.S. department of our multi-IBM system 38 facilities. The position will require good oral, written communication ability and an excellent people skills for frequent user interaction. Qualified candidate will possess 1 to 2 years experience or college equivalent. We offer competitive salary with good growth potential and comprehensive benefit package. Send resume with salary expectation to:
HUMAN RESOURCES, D.P. Position, P.O. Box 7034, Troy, MI 48007-7034
An Equal Opportunity Employer

DIRECT MAIL CLERK
Full time, light typing, will handle shipping & receiving paperwork and direct mail programs for a company in Farmington Hills area. Call:
Mr. Forsythe for Appt. 477-1850

DON'T RESPOND to this ad unless you love to work. We are a busy office in N.W. Detroit, we need a receptionist with a very professional voice, great enthusiasm & desire, the company is growing fast and this is an important job. If interested call between 8-3:30 838-5250

EARN HOLIDAY CASH WITH ARBOR TEMPS
We offer:
● TOP PAY
● BONUSES
● BENEFITS

WORD PROCESSORS
GENERAL CLERICAL
SECRETARIES
General, Legal, Medical, Executive

New applicants - a $5 gold gift certificate is yours when you register with us and work 40 hours between 11-30 and 12-15-87.

We care about YOU
Everyone welcome!
9433 Haggerty
(S. of Ann Arbor Rd.,
Farmington West Offices)
Plymouth, MI
459-1166

ENTRY LEVEL ASSISTANT to work in insurance office. Computer and office skills required. Flexible hours. Send resume or call: Alan Yaseen, 30400 Town Center Ste. 240, Southfield, MI 48075 353-5600

ENTRY LEVEL General office position for growing insurance agency in Birmingham. Typing, filing & phone skills necessary. Salary negotiable. Contact Laurie, 646-1810

ENTRY LEVEL position available for versatile, computer wise person willing to learn specialized government program. Must possess spitfire personality and math. Excellent benefits. Plymouth area. 455-3870

EXECUTIVE SECRETARY
$20,000 +
Magazine advertising sales office offers a most desirable position. Diversified responsibility in this small plush office. Good skills a must. Call Denise at 353-2090.
After 5 PM Appointments Available.
SNELLING & SNELLING

EXECUTIVE SECRETARY - experienced to compute word processing, typing skills & filing ability. Company benefits. Salary open. 552-0600

EXECUTIVE SECRETARY
Professional secretary needed for fast pace people oriented office. Typing 70 wpm, Birmingham. Call Mon-Fri 9-5pm. 631-1100

EXECUTIVE SECRETARY
Transportation company at airport seeks individual with shorthand, word processing, and dictation capabilities. Benefits. Please forward resume with salary history to: AAIF, Administrative Director, P. O. Box 42392, Detroit, MI 48242

EXECUTIVE SECRETARY
for busy president of automotive parts import firm. Must be high poughly competent, well organized, calm under pressure & able to communicate with those whose use of English is limited or accented. Immediate opening. Resume to Intraco Corporation, 1210 Allen Dr., Troy, Michigan 48083

EXECUTIVE SECRETARY
Southfield leasing company needs person for customer service; please call phone manners & typing skills helpful. Send resume to: Att. Customer Service, LAC, 29,000 W. 12 Mile Rd. Southfield, Mich. 48076, Attn: Shirley.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Corporate Executive requires Secretary with minimum 5 years experience as Assistant to an Executive. Position is for an organized, self-starter type of individual who has the ability to take-charge of situation. Must have good communication skills. Must be capable of word processing equipment and capability to transcribe from dictating equipment if necessary. Company is located in Livonia. Send resume with salary history to: Box 292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, Bloomfield Hills financial dept., 5 yrs. experience, excellent typing, shorthand & word processing skills required. Great benefits. $2 $2,000. Fee paid

SECRETARY - Troy, legal dept. of large corporation, extremely good typing, word processing, good phone, shorthand helpful. Benefits - to $18,000. Fee paid

SECRETARY - accounting dept., Southfield, lots of responsibilities, statistical typing, shorthand, must be very articulate & have good follow thru ability. Benefits, $17,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
Need lots of Responsibilities? Office. Excellent typing & word processing skills required. Call Sandy 961-3744

EXPERIENCED & RELIABLE legal secretary needed for insurance defense house counsel firm in Troy, concentrating on litigation defense. Word processing ability preferred. Salary and corporate benefit package. Replies confidential. Call 649-9453
An Equal Opportunity Employer

FARMINGTON HILLS AREA
2 Secretarial Positions. Send resume or application to:
Staff Manager, Personnel, Marty Allen Motors, 555 Briarwood Circle, Ann Arbor, MI 48104

FILE CLERK
Birmingham law firm. Office experience helpful. Full time. Full benefits. 644-5800

FORECLOSURE CLERK - experience preferred in FHA/VA/Conventional single family foreclosure. Will train. General Mortgage Corp. Pleasant Ridge 541-9230

FOR FARMINGTON HILLS AREA
Secretarial position. Send resume or apply at: Penny Tribble, Director, McAuley Health Plan, 355 Briarwood Circle, Ann Arbor, MI 48104

FOR FARMINGTON HILLS AREA
2 Claims Analysts - high school diploma or equivalent. Processing all types of claims transactions for Health Care HMO. Submit resume or application to: Annette DeHaven, McAuley Health Plan, 355 Briarwood Circle, Ann Arbor, MI 48104

FULL TIME & part time positions open for friendly energetic persons with good typing skills. Job includes taking orders from our 15 stores entering orders and controlling inventory, thus computer computer training will be provided. Non-smoking, multi-IBM system 38 facilities. The Hesson's Inc., 23780 Heslip Dr., between Halsted and Farmington & 9 Mile. See Mrs. Blakely.

FULL TIME secretary needed for busy Oak Park manufacturing office. Should have good typing, phone & general clerical skills. Knowledge of shorthand & plus but not necessary. For more information call 548-6833

GENERAL CLERICAL for insurance agency. Typing required. Excellent benefits. Salary commensurate. Send resume to 30700 Telegraph, Ste. 2250, Bloomfield Hills, 48010, Attention, Maureen Martin.

GENERAL OFFICE
Full time position in our Redford office in Redford area. Requirements: typing, adding machine, phone, filing. Salary. Call 8am-4:30pm 531-1256

GENERAL OFFICE
For a Troy manufacturer, will train 24 Mile/Maple. 362-2832

GENERAL OFFICE for wall covering distributor in Berkley. Must be well organized, type 50wpm, some bookkeeping. Call for appointment. 543-3340

GENERAL OFFICE
Typing, adding machine, filing, entry level. Southfield area. Call Shirley. 352-1548

GENERAL OFFICE - Typing, filing, phone, bookkeeping knowledge, fun and ands. Full time, immediate opening. 12 Mile/Northwestern area. Call after 9AM 353-0354

GENERAL OFFICE Clerk, entry level position, for growing law firm, 13 Mile/Northwestern. Reception backup, filing, misc. office. Typing dependable, self motivated. Opportunity for advancement. 626-5000

GENERAL OFFICE-CPA firm, Birmingham area. Part time, bookkeeping, filing, light typing. Perfect job for college, or person re-entering job market. Hours are flexible to accommodate your time schedule. Non-smoker. 258-8125

GENERAL OFFICE
CLERICAL
MACCABEES MUTUAL, the oldest and one of the fastest growing life insurance companies in Michigan is seeking a mature person with a professional demeanor, a working knowledge of computers and a willingness to learn. This position involves some telephone contact, typing, filing and accuracy. Send resume or apply at:
MACCABEES MUTUAL
LIFE INSURANCE COMPANY
25800 NORTHWESTERN HWY
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

GENERAL OFFICE WORK
For Southfield law firm. Applicant must be excellent typist, benefits. 543-1522

GENERAL OFFICE, type accurately, some bookkeeping experience helpful, pleasant phone personality, basic office machine knowledge. Sound Limited, 12916 Farmington Rd., Livonia, 8am-4pm 425-7275

GENERAL OFFICE/CLERICAL
International Sales Training company requires full time person, good typing & transcription skills required. Computer knowledge & plus. Metro airport area, interviews by appointment only, call: 728-4000

GENERAL OFFICE WORK-one girl office. Good pay. Please call phone voice essential. Typing and various other general office duties. Send resume and salary requirements to: Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office
Livonia area office has 2 openings for multi-talented individuals to work full-time. Experienced in bank reconciliation, sales reports and general ledger functions a plus. Willing to train the right person. Proficient 10 key calculating a must. Excellent benefits. Send resume and salary requirements to:
Professional Food-Service Mgmt.
P.O. Box 2169
Livonia, MI 48151

GENERAL OFFICE
Plymouth based interior design firm requires all around general help to assist medium size design department. Duties to include computer typing and typing of all department correspondence, telephone and filing duties as well as a variety of general office tasks. Applicant must be quick learner, salary commensurate with experience. Please forward resume with salary requirements to: Box 120 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Rates
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

504 Help Wanted Office-Clerical

Get Into The Christmas Spirit
By joining Kelly Services, you can earn extra dollars for those special people on your list. We now have openings for:

Receptionists
(with and without typing)

Data Entry Operators
(any style keyboard)

Word Processing Operators and PC Operators
(all models)

Switchboard Operators

Clerks

Typists
(45-bpm+)

Data General
(need several people for long term assignments)

Xerox 630 Memorywriter
typists and secretaries

Register with us and enjoy:
● IMMEDIATE ASSIGNMENTS
● FLEXIBLE SCHEDULES
● GOOD PAY
● BONUS PAYS
● VACATION PAY
● HEALTH INSURANCE

Troy 362-1160
Farmington . . . 471-2050
Southfield. . . . 352-5220
Bloomfield . . . 642-9650
Berkley 398-7900
Rochester. . . . 852-8800
Livonia 522-4020
Westland 729-1040
Canton 451-2540
Detroit 259-1400

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.

HOTEL SECRETARY
Busy airport seeks secretary for hotel operations. Excellent typing skills needed along with professional people skills. Ability to work with the public a must. We offer competitive salary & benefit package. Please submit resume to Box 120 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 want to hire competent, and so we need EXPERIENCED commercial lines & personal lines CSR's, Underwriters, Claims Reps. for the metro area. Please call Mrs. Bryant, in charge of this, at 540-3355
Mich. Ins. Personnel Service

INVENTORY CONTROL
Must have good math skills, and be able to work with people. Inventory control and retail office procedure. We offer good salary and compensation program with complete benefits. Nice Southfield location. Call 358-1191

KEYPUNCH OPERATORS
You've tried the others, now try Indata Corp. for a permanent position. We are looking for experienced operators for our Mid-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., 422-8002

KEYPUNCH
Service bureau seeks experienced operators for afternoon shift. Flexible hours/3pm-8pm. 937-1180.

TROY LAW firm seeks experienced Wills/Probate Secretary. Corporate & estate planning as well as word processing experience. Part time. Contact Office Manager at 362-1300.

LEGAL ASSISTANT
needed for Farmington Hills area law firm, medical mal practice & product liability experience preferred. Excellent benefits, send resume to: P.O. Box 5040, Farmington Hills, MI. 48033-0040

LEGAL SECRETARY - Royal Oak law office. General practice 2 years exp. preferred. Salary commensurate with ability. 849-9070.

LEGAL SECRETARY For growing Southfield Defense firm. Work processing experience required. Excellent benefits. Salary commensurate with experience. 353-4141

LEGAL SECRETARY for small Bloomfield law firm. Work process experience in general civil litigation preferred but not required, will train. Call Mr. Martin 350-9080

LEGAL SECRETARY
For general practice law firm in Southfield, experience preferred. Good opportunity. 552-9400

LEGAL SECRETARY Experienced Secretary Southfield law office. Fast typist. Knowledge of Word Perfect necessary. Call 644-5410

LEGAL SECRETARY - experience in estate planning for busy law firm located in Town Center. Excellent typing skills a must, will train on word processing. Good benefit package. Contact Cheri. 353-7600

LEGAL SECRETARY-Medium size firm seeks person with corporate, real estate & business law preferred. Word processing & Dictaphone skills required. Excellent benefits. Work environment in new office building. Salary commensurate with experience & ability. Interested applicants should forward resume with salary requirements to: Box 986 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for expanding Southfield law office. Must have 1 year legal secretary exp. Contact: John Kaplansky 258-8444

LEGAL SECRETARY
Part time 2 days, for Birmingham law firm; experience necessary. 642-3300

LEGAL SECRETARY - busy 2 man Troy law firm, needs qualified person with 2 years experience. Salary commensurate with ability. Ask for Lorna. 362-1044

LEGAL SECRETARY/Receptionist - for Farmington Hills law firm. Legal exp. preferred, will consider well referred. Salary commensurate with experience & ability. Call Ginger, 851-1111

LICENSING - Dedicated, meticulous individual needed to possess and update commission contracts, state agency license, and other agreements with accounts. Experience very helpful but not essential. Reply to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

LIGHT office duties, excellent for retiree who wants to make time. Please call for more information 644-5410

504 Help Wanted Office-Clerical

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

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Top pay.
ALL FEES PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8590

LEGAL WORD PROCESSORS
Solid word processing experience needed by this fast-paced Birmingham law firm. Knowledge of litigation ability is crucial. NSI equipment. Solid benefits and working conditions. To $19,000.

This Bloomfield law firm utilizing IBM Display Writer needs a Legal Secretary with good general skills and some type of word processing experience. Long term. Town Center location. To $19,500.

We have several other opportunities available for word processing & legal experience. Positions located in Southfield, Birmingham, Troy, Bloomfield & Downtown Detroit.

There is never a charge to you for our courteous and professional placement assistance. After hour appointments are available.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southwest Detroit 356-0055 Detroit 963-4163

LOAN CLERK for loan processing, letter work. Credit union experience desirable. Livonia area. Call 427-7400

MAIL/GENERAL CLERICAL person for Warehouse in Troy. Hours are 7:45AM-1:30PM. P.O. Box 1012, Birmingham, MI 48012

MAKE YOUR NEW YEARS RESOLUTION NOW!
Learn New Skills
Start A New Career
Be on the Road to Success
How:
Enroll in FREE Clerical Training
Call today at 595-2314
Act Now
Call 595-2314
An Equal Opportunity Employer

MEDIA AUDITOR
Bloomfield Hills Company has openings for full time & part time positions. Good salary, full benefits and as well as some general office skills required. Call now for appointment. 456-5400

MEDICAL BILLER
Full time. Experience preferred. Benefits. Call 348-8000, Ext. 325.

Microsoft Word Word Processing
Southfield area corporation is in need of a professional individual with experience on Microsoft Word utilizing Macintosh or IBM. We can train those with a good word processing background on specific software. Call for more information.
ENTECH
SERVICES, LTD.
SOUTHFIELD REN CEN
TROY AUBURN HILLS
354-0500

NATIONAL Manufacturer seeking Office Assistant for regional sales office. Candidate must have excellent communication & clerical skills, plus computer experience & strong salary position with full benefits. Open early Dec. Send resume to: Office Manager, 29226 Orchard Lake Rd., Suite 295, Farmington Hills, MI 48018.

NOW ACCEPTING APPLICATIONS for clerical, sales and executive secretarial position in growing Southfield Temporary help agency. For interview call. 443-0256

OFFICE ASSISTANT
Bloomfield area corporation is in need of an enthusiastic individual for an Office Assistant. Must type 50 WPM, have good communication skills and be willing to work in a fast paced environment. Call today for an appointment.
ENTECH
SERVICES, LTD.
SOUTHFIELD REN CEN
TROY AUBURN HILLS
354-0500

OFFICE CLERICAL
Immediate opening for individual with proven clerical skills (typing, data entry, reception/switchboard). Salary to 1500 depending on skills. Bloomfield Hills. Forward resume & salary requirements to: Human Resources Manager, P.O. Box 2000, Bloomfield Hills, MI. 48013-0170

OFFICE CLERK
needed for Southfield management company. Part time entry level position. Flexible hours. Light typing & computer experience helpful. Call Barbara 358-8300

OFFICE HELP needed, full and part time. Typing, filing, computer entry a must. Good salary to start. Apply at Bulth Right Center, 2633 Woodward, Bhm. 273, Bloomfield Hills, same, 9am-5pm daily.

OFFICE HELP NEEDED for various office duties. Must type 55 wpm, have organize personal business letters, starting $180 a week. Call for an interview 851 7777 Ask for Dorothy, (Newburgh Cherry Hill area).

OFFICE HELP - Part Time
Phones, typing, filing. Farmington Hills, Call Pat 471-8100

OFFICE HELP - QUALIFIED. Payables, receivables, accounting, & computer work. Livonia area. Call between 10 noon-1pm 522-0251

OFFICE MANAGER
Property Management firm requires a person with typing, bookkeeping & receptionist skills. Benefits are excellent. Please send resume to: M. Williams, 31420 N. Eight Mile Road, Detroit, Mich., 48236

OFFICE MANAGER - Flexible hours Some typing, bookkeeping & 10key PC experience required. Salary negotiable. 15 mile & Telegraph area. 647-6640

504 Help Wanted Office-Clerical

OFFICE PERSON NEEDED to handle Accounts Receivable for a growing management company in Farmington Hills. Computer experience helpful. 474-5500

OFFICE SERVICES CLERK
Southfield company seeks responsible, energetic individual. Candidates will be responsible, energetic, organized, and must have valid driving record. Some heavy filing required. Must be willing to work flexible hours including some evenings and Saturdays. 353-3311, ext 217
Call

ONE GIRL OFFICE PERSON needed. Please apply in person. Mark Manufacturing, 14430 Hamilton Rd., Detroit, W of Schaefer.

OPPORTUNITY KNOCKS
If you are a
SECRETARY
TYPIST
RECEPTIONIST
or WORD PROCESSOR
- We Need You! -
We offer:
• Top Pay
• Insurance
• WPR Training
(for qualified applicants)
CALL NOW!
MGM
Office Services
474-7766

PART TIME Clerical help needed. Flexible hours. Light typing, adding clude filing, typing, telemarketing, etc. Budget Rent a Car Corp. Ford Motor Credit Building, located in Birmingham. Please call 258-0107
An Equal Opportunity Employer

PART-TIME - PAYROLL
Accounts Payable. Must be good with figures. Accounting helpful but not necessary. Variety of duties. Apply in person: Vesey Continental Care Center, 3999 Vesey, Wayne.

PAYROLL CLERK
Responsible for payroll. Flexible scheduling in the processing of the payroll, vacation/sick reporting & maintenance of personnel/payroll files. The elected candidate will have 1 year payroll or related experience. We offer a complete benefit package including dental insurance & 401K plan. Those interested should submit their resumes to:
REALTRON CORP.
PERSONNEL DEPT.
24005 FERNDALE RD.
REDFORD, MI. 48239

PAYROLL CLERKS
Highland Super Stores, one of the largest & fastest growing Retailers in America & Appliance Retailers in the nation, is seeking Payroll Department Clerks at our new Corporate Headquarters in Plymouth. Duties will be to code calculation of Time Cards, Input & analysis of Payroll Data, and special projects. Candidates must be well candidates will have at least (1) year Payroll experience, Ten Key Calculator & Data Entry or Keyboard experience, Accounting background helpful. We offer a competitive salary & excellent benefits package. Please send resumes, including salary history, in confidence to:
Highland Super Stores
Human Resources Dept.
Payroll Clerk
Plymouth, MI. 48170
An Equal Opportunity Employer

QUOTATION CLERK
Plymouth based firm desires experienced office help for full time Quotation Department. Candidate must have some experience with Lotus and Microsoft Word, pleasant phone manner and the ability to learn quickly. Experience in Sales helpful but not right person. Position offers full company benefits. Salary commensurate with ability. Please forward resume and salary requirements to: Box 114 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE CLERICAL
If you are experienced at preparing real estate documents and can type 50 WPM, we have a full or part time position for you. Other qualifications should include excellent telephone manner as well as good people skills. We offer a competitive salary and benefit package. Please forward resume including salary requirements to:
MERRILL LYNCH REALTY
Relocation Management Division
P.O. Box 5063
Southfield, MI 48037
Attn: Sandra Blanback
An Equal Opportunity Employer

RECEPTIONIST - Full time, entry level, typing 55 wpm, for Farmington Hills law firm. Contact Kathy 626-3448

RECEPTIONIST - Well groomed professional with pleasant telephone voice for law firm. Duties include phones, typing, light filing, other duties as assigned. Salary with resume, experience & salary requirements to: Box 400, Northville, MI., 48167, Att: Ann - PERSONAL & CONFIDENTIAL.

RECEPTIONIST
Salon needs Receptionist, full time, Mon. - Fri., 8:30-5:30. Please call 647-1044.

RECEPTIONIST NEEDED
for busy Telemarketing Sales Office. Duties include phones as well as filing & some computer work. $4.50/hr. Call Mrs. Ryan at Sales Support of Troy, Call Diane, 588-2985 exct. 301

RECEPTIONIST - 12-6pm. Phone receptionist. Must have pleasant telephone for commercial real estate company. Call Mr. Stephen, 352-8400

RECEPTIONIST
For busy Southfield beauty salon, part time, mature 35 dependable. 559-8644

RECEPTIONIST
Entry level, full time, salary desired $ 2150 Livernois. Suite 235, Troy, 362-1300

RECEPTIONIST - with Payroll experience. Must be able to type, 35 words per week. Vicinity of 12 Mile & Northwestern. 559-8649

RECEPTIONIST for Southfield law firm, must have pleasant telephone manner. Light typing & bookkeeping skills required. Full time. Call Bernice 353-7875

RECEPTIONIST/TYPIST
Part time mornings for prestigious Birmingham law firm. Call Mrs. Ann Bedford at 642-3410 for appointment.
Call Jennifer 646-6200

RECEPTIONIST/SECRETARY-For small Troy multi-tenant facility. In Troy and Bloomfield Hills. Switchboard experience a plus. Good benefits. Send resume to: P.O. Box 2, E. Big Beaver, Troy, MI 48083

RECEPTIONIST-Experienced, for busy front desk, 11 hr/wk, 50 extension switchboard. Call Mr. Ryan, 11873 Market St., N. off Plymouth, W. of Levan.

RECEPTIONIST for busy law firm located in Town Center. Must be mature with ability and desire to handle busy PBX system, do light typing and many things. We will train the right person. Good benefit package. Contact: Cheri. 353-7620

RECEPTIONIST
PART TIME OR FULL TIME
PHONE ORDER ENTRY POSITION
Good attitude & pleasant speaking voice essential, light typing & clerical skills, data entry experience a plus. Call Sandy at 557-5500 or Joan for interview. 477-1850

RECEPTIONIST, Customer Service Secretary for Industrial supply firm in Northwest. Previous phone experience necessary, have pleasant voice for taking orders, messages and being courteous and helpful. Ability to type 50 wpm. Computer and have some CRT experience. Benefits. Please call Sharon 349-5880

RECEPTIONIST/Secretary, part time for Law Co. Must live near W. Williams, 1 mile & Telegraph. 626-2622 10am-4pm

RECEPTIONIST/PART-TIME
For Birmingham clinic. Mon.-Thurs. 8:30am-3:30pm. Professional phone manner. Good typing skills required. 647-0030

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RECEPTIONIST - Part-time. 20-25 hours per week, light typing, receptionist duties and other duties as needed for Southfield law firm. Please contact Sherry 352-6880

RECEPTIONIST - enthusiastic, self motivated, production oriented person with computer experience and 80 wpm typing. $5 to $6 per hour depending upon qualifications. 15 minutes from Detroit. Call Bonnie, P.O. Box 314, Walled Lake, MI 48088.

RECEPTIONIST - Southfield firm seeks receptionist for Bookkeeper, includes light typing, filing & general clerical. Full time, no benefits. Send resume to: Box 1000, 23800 NW Hwy, suite 200, Southfield, Mich. 48075

RECEPTIONIST
Expanding mail order company needs a person to answer calls for customer service. Must have a pleasant, challenging positions! Excellent office environment. Call 647-0300

RECEPTIONIST/TYPIST
Starting Vision Shoppes is currently accepting applications for receptionist/typist in Livonia. We offer competitive salary, benefit packages & advancement opportunities. Apply in person at 16324 Middlebelt, Livonia, No telephone inquiries.

RECEPTIONIST - Interesting full time future dealer seeks responsible individual with pleasant personality. Type 55 wpm, with word processing ability. Resume with salary requirements to: Ramco Inc. 31851 Schoolcraft Livonia, Michigan, 48150. Attention administration.

RECEPTIONIST - Transportation company at Airport seeking person with industry knowledge. Responsibilities include directing inquiries to various departments and misc. office duties. Benefits. Please forward resume with salary history to: Att: Administrative Director, P. O. Box 42392, Detroit, MI 48242.

RECEPTIONIST Real estate investment & development company in Southfield is seeking an individual with sonable candidate to fill full time receptionist position. Responsibilities include answering the phone, greeting clients, filing and typing. Great salary with benefits. Contact Ms. Lynn Grindal. Send resume & salary requirements to: Box 292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Plymouth based firm desires experienced receptionist for full time position in high phone volume department. Requirements include pleasant/efficient phone manner, typing 50 wpm. Full company benefits. Salary commensurate with ability. Please forward resume and salary requirements to: Box 118 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Henry Ford Medical Center - Maplegrove is seeking a Receptionist. This position is part time mornings, Mon. thru Fri. and days on the weekend. Good phone skills are needed. Data entry and receptionist experience preferred. Salary is dependent on experience. Benefits are included in part time benefits, can contact Mary Jean Kokoska at 661-6138.

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6773 Maple Rd.
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Equal Opportunity Employer M/F/H

RECEPTIONIST
We are seeking a seasoned, well organized and competent Receptionist for our fast-paced environment. Your responsibilities will include greeting guests, answering phones, some typing, photocopying and filing. Excellent communication and interpersonal skills will help you handle the demands of this challenging position. Ability to juggle several tasks at once is helpful.

In return for your expertise, we can offer you an excellent salary and benefits package, excellent working conditions conveniently located in Southfield, and garaging. If you are qualified and seeking a fast-paced and challenging position, we would like to hear from you! Please send your resume to:

Box 132
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Livonia, MI. 48150

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