504 Help Wanted Office-Clerical

BIRMINGHAM - Maple & Lahser- Law office needs full time secretary, word processing Salary commensurate with experience Call Beth, at 642-2010

BOOKKEEPER/CLERK
Looking for experienced, responsible & accurate bookkeeper. Full time position immediately. Will work on IBM system. Duties include accounts payable & general ledger packages for multi companies & affiliates. Salary commensurate with skills, salary requirements to Accounting Department, 31117 W 8 Mile, Suite 325, Southfield, MI 48075

BOOKKEEPER
Detailed bookkeeper required. Apply at Bill Cook Buick. 471-0800

BOOKKEEPER - flexible hours, minimum 2 years experience bookkeeping, computer knowledge. Southfield area. 661-5250

BOOKKEEPER
For Troy law firm. Full or part-time. Computer knowledge & prior experience with law firm preferred. Send resume & salary requirements to: Office Administrator, 2855 Coolidge, Suite 210 Troy, MI 48084

BOOKKEEPER FOR INSURANCE
Agency computer experience helpful. Good salary, part time 354-9292

BOOKKEEPER

For fast growing Southfield firm. Experience in computerized accounts payable & accounts receivable. Direct assistant to business manager. Must have 2 yrs. experience, typing 40 wpm, self starter. Send resume to:

SPECS HOWARD SCHOOL
16400 W 8 Mile Rd., Southfield MI 48075 Attn Bob Rase

BOOKKEEPER - Full Charge, for construction company. Experience helpful. Salary negotiable. Please send resume to: 2800 E. Michigan Ave., Ypsilanti, MI. 48198

BOOKKEEPER
FULL-CHARGE

Experienced full-charge Bookkeeper needed for Birmingham company. Cost accounting experience a plus. Must be experienced thru financial statement preparation. Computer and/or LOTUS experience a plus. Dupont. Interpersonal skills a must. Excellent salary and benefits. Flexible hours. Please send resume in confidence or call between 10am and noon.
Attention: M. Dutz, Plante & Moran, P. O. Box 307, Southfield, MI 48037

An Equal Opportunity Employer

BOOKKEEPER/FULL CHARGE
Challenging position in a South oriented real estate development firm located in downtown Birmingham. Need a mature, experienced person with a strong background and a self starter. Computer experience required. Knowledge of commercial real estate and individual should send resume stating salary requirements to:
OFFICE MANAGER
770 South Adams, Suite 107
Birmingham, MI 48011

BOOKKEEPER
Growing S. Oakland County light manufacturing company seeks experienced full charge bookkeeper to work thru trial balance to financial statements for a plus. Send resume & salary requirements to: Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Need full charge bookkeeper with MCBA experience. Must be a self motivated, self starting person with good accounting background. Send resume to: Shakers & Co., 777 Arnold, Plymouth, MI 48170

BOOKKEEPER needed for busy Bloomfield Hills construction company, responsibilities include payroll, accounts payable & other duties. Tasks Must have minimum of 4 yrs. experience, prefer someone with history to: Box #332 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed. Flexible hours Experience preferred but not necessary. Oak Park area. Call 967-0100

BOOKKEEPER NEEDED - For fast paced, fast growing computer company. Ability to handle a lots heavy load. Apply in person at: 29200 Vassar, Suite 200, Livonia, MI 48150 off of Mile, east of Middlebelt. 471-0901

BOOKKEEPER
Olsten Health Care Services, a leading national home health agency currently seeks an experienced Bookkeeper to join our Southfield branch. Qualified applicant will have relevant experience in A/P & A/R with a strong background in computer payroll. Some experience in collections would be helpful. This is a full time salary position that offers an excellent salary & benefits package. For immediate consideration please call Mrs. Bauer.
Olsten Health Services, Inc.
552-0950

BOOKKEEPER/PART-TIME
Up to 18 hours per week. Must be experienced in A/R and A/P, be independently, $9 per hour. We are a community service agency. Call for interview appointment 541-1353
An Equal Opportunity Employer

BOOKKEEPER-Part time position, some computer & payroll experience, flex hours, ideal for mother or student. 553-7250

BOOKKEEPER
Part time, flexible hrs. Must be experienced in accounts payable, Accounts Receivable, Payroll & Payroll Taxes. Computer knowledge helpful. Must Send resume to Perspectives in Learning, P. O. Box 3228, Southfield, MI. 48037.

BOOKKEEPER
Rapidly growing Retail Company in Southfield needs a mature hands-on person with Accounting background to help manage office. Great opportunity, room for advancement. Salary commensurate with experience. Call Don 353-8882

BOOKKEEPER/RECEPTIONIST - position includes receivables, payables & light recreation. Great opportunity, Southfield. 357-3180

BOOKKEEPER/SALES
Out going personality needed for this position. Inquire Detroit Recycon Co., 13065 Telegraph, Redford.

BOOKKEEPER/
SECRETARY

New Northwest building development and management company seeks mature, experience bookkeeper/secretary for permanent position. Ideal candidate should be organized and familiar with construction industry. Compensation commensurate. Send confidential resume stating salary history to: Mr. Jackson, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
FULL-CHARGE

Southfield professional CPA firm seeks experienced Bookkeeper to work with clients. Must be experienced thru financial statement preparation. Computer and/or LOTUS experience a plus. Dupont. Interpersonal skills a must. Excellent salary and benefits. Flexible hours. Please send resume in confidence or call between 10am and noon.
Attention: M. Dutz, Plante & Moran, P. O. Box 307, Southfield, MI 48037

An Equal Opportunity Employer

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Birmingham, MI 48011

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Olsten Health Services, Inc.
552-0950

BOOKKEEPER/PART-TIME
Up to 18 hours per week. Must be experienced in A/R and A/P, be independently, $9 per hour. We are a community service agency. Call for interview appointment 541-1353
An Equal Opportunity Employer

BOOKKEEPER-Part time position, some computer & payroll experience, flex hours, ideal for mother or student. 553-7250

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Part time, flexible hrs. Must be experienced in accounts payable, Accounts Receivable, Payroll & Payroll Taxes. Computer knowledge helpful. Must Send resume to Perspectives in Learning, P. O. Box 3228, Southfield, MI. 48037.

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Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER/TYPIST
Downtown Detroit, tenfirm, part time, flexible hours, experienced 964-2462

BOOKKEEPER/TYPIST
for Livonia office. Part time now - must be available full time. Reply to Box #422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAPABLE PERSONABLE?
BALES ORIENTED?
Expanding Farmington Hills firm seeks qualified person full time for position in sales office with possible promotion to sales work. Entry position includes general office - typing, filing, telephone & other duties. Benefit package. Call for appointment
O&E, Inc., 23440 Research Dr.
Farmington Hills MI 48024.
Bob Messner 476-7575, ext. 218

504 Help Wanted Office-Clerical

BOOKKEEPING
Growing Company needs a mature, experienced person strong in bookkeeping & secretarial skills to be part of Management Team. Salary commensurate with experience. Please respond to: P.O. Box 2184, Southfield, MI 48037-2184

BUSY OFFICE FURNITURE CO. needs full, time experienced person Telephone, filing, typing, great deal of organizational work. Accuracy, top priority. Poise & appearance important. Woodward/10 Mile area.
547-6111

CASHIER
Tamarott Buick in Southfield is looking for a service cashier. Auto dealership experience a must. Excellent pay & benefits. Call Ann at 353-1300

CERTIFIED STAFFING, INC.
Immediate clerical positions open in the Southfield area with word processing and data entry experience, file insurance background helpful. Call Pam or Dave at
HOFFES 332-5700

CHRISTIAN Radio Station in Livonia seeking a full time, mature & conscientious secretary. Knowledge of IBM Wheel Writer 6000 helpful. Call for interview 9AM-3PM 477-4600

CITIZENS INSURANCE CO
of AMERICA
has the following positions available in our expanding Farmington Hills location
Switchboard Operator/Receptionist - Excellent communication skills a must, some experience required.
Mail Clerk - ideal entry level position
Send resume & salary requirements in confidence to:
Citizens Insurance Co. of America
Attention Heather Davidson, Claims Support Supervisor, PO Box 2960
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

CLAIM REPRESENTATIVE
for handling Workers Compensation Claims in Southfield office. Include other position Previous Workers Compensation experience required
Call Cindy, 353-8800
An Equal Opportunity Employer

4½ Day Work Week
Several full time openings at a local insurance company offering pleasant surroundings, competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate opening for:
● GENERAL CLERICAL
● CLAIMS EXAMINERS
Call 591-4690
Mon thru Thurs 7:30 am - 4:15 pm.
Fri 8 am - 12 noon

CLERICAL
Entry level position, suited with interesting & varied duties. Good clerical & computer skills necessary. Excellent benefits. Southfield location. Call Mrs. Weinberg. 353-0300

CLERICAL
Farmington Hills sales organization require experienced person for a variety of clerical/accounting functions. You must possess 2 years office experience, enjoy detail data, maintain detail reconciliations, utilize CRT, possess an investigative and inquiring mind and work well with people. Non-smoker preferred. Benefits include cash bonus and profit-sharing. To be considered, salary history/requirements must accompany resume. Send to:
PERSONNEL DEPT. JD
P. O. Box 1600
Farmington Hills, MI. 48333

CLERICAL
Full time, Typing 50 WPM, short hand, IBM PC experience is prior secretarial experience preferred. Excellent benefits. Call for testing & interview Mon.-Fri. 540-9625

CLERICAL
Full time office employee needed in fast paced insurance company in Farmington Hills. Good typing essential. Ability to work with figures important. Computer skills helpful, not required. Ability to get along with many different personalities a plus. Please call Donna Sarwin or Barb Mulroney at 855-1010

CLERICAL
Full Time
Part Time
Immediate openings for Company assembly line industries in Southfield/Birmingham areas. 1-2 years experience required for:
• RECEPTIONIST/CLERK - using multi-line telephone system, good speaking voice and telephone manner. Clerk duties include typing 50 w.p.m. and strong data entry, 10,000-13,000 accurate key strokes per hour.
(Full time 8am-5pm)
• WORD PROCESSORS - strong typing, formatting, accuracy, editing and proofreading skills necessary. (Full time 8am-5pm)
• DATA ENTRY OPERATORS - 10,000-13,000 accurate key strokes per hour. (Part time temporary 8am-1pm)
Please send confidential resume, with cover letter stating position desired, typing/key stroke speeds, salary range, and available work hours for Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL-OFFICE/SHIPPING, in a small friendly office, unique opportunity for the right person. Apply in person Monday through Friday, 9:30 a.m. to 3:30 p.m. at:
STANDARD
FEDERAL BANK
Savings/Financial Services
4th Floor, Personnel Department
2401 W. Big Beaver Rd.
Troy, MI. 48084
Equal Opportunity Employer
M/F/H

Computer Operator/Secretary
Full or part-time position with Southfield accounting firm. Experience with Lotus & word processing a must. Send resume/salary history to: Box 3238, Southfield, MI 48037

COMPUTER OPERATOR
RETURNING TO WORK?
Dynamic property management company is looking for a responsible computer operator. Will train. Bookkeeping experience preferred. Flexible hours. Southfield location. Call Mr. Richards at. 569-7337

CONTRACT
ADMINISTRATION

Leading subsidiary of Fortune 500 company located in Livonia is seeking an individual for a contract administration position. This individual will analyze & audit lease transactions with particular emphasis on detail documentation review. Candidate must possess basic understanding of legal terminology. Business law education or comparable experience preferred. Must have strong background required. Strong mathematical & communication skills a must. Send resume to:
Whirlpool Leasing Service, 17177 N. Laurel Park Dr., Suite 233, Livonia, Mich. 48152.
Attention: Human Resources.
An Equal Opportunity Employer

CPA position available with growing advertising agency. Computer experience required. Good opportunity for the right person. Send resume to box 328 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT/COLLECTION MANAGER
Full time, with experience and references, must have computer & general office knowledge, for wholesale table jobber located in Troy. Excellent salary and benefits. 362-2010

CREDIT INTERVIEWER
FULL TIME
General office procedures, servicing accounts by processing new business, correspondence and requests for information on enforced items. Substantial use of automated system. Good typing, math, and organizational skills a must. Able to deal with public and work with minimum supervision. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 317

CREDIT INVESTIGATION
ADMINISTRATION
General office procedures, servicing accounts by processing new business, correspondence and requests for information on enforced items. Substantial use of automated system. Good typing, math, and organizational skills a must. Able to deal with public and work with minimum supervision. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 317

CREDIT INVESTIGATION
A related follow-up. Part time position. Son-Sun., for large national bank affiliate. Good basic typing skills, pleasant phone personality, & good business sense are a must. Will train. Negotiable salary. Written ready for Personnel Director, P. O. Box 2469, Southfield, MI. 48037-2469

504 Help Wanted Office-Clerical

CLERICAL- Southfield area. Mature person for approximately 10 hrs. of clerical work per week. Must be capable of understanding immigration regulations Call 569-5320

CLERICAL
Part time office employee needed in fast paced insurance company in Farmington Hills. Ability to work with figures essential. Ability to get along with many different personalities a plus. Computer skills helpful, not required. Ability to get along with many different personalities a plus. Please call Donna Sarwin or Barb Mulroney at 855-1010

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Full time office employee needed in fast paced insurance company in Farmington Hills. Good typing essential. Ability to work with figures important. Computer skills helpful, not required. Ability to get along with many different personalities a plus. Please call Donna Sarwin or Barb Mulroney at 855-1010

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Full time, Typing 50 WPM, short hand, IBM PC experience is prior secretarial experience preferred. Excellent benefits. Call for testing & interview Mon.-Fri. 540-9625

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Part Time
Immediate openings for Company assembly line industries in Southfield/Birmingham areas. 1-2 years experience required for:
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• DATA ENTRY OPERATORS - 10,000-13,000 accurate key strokes per hour. (Part time temporary 8am-1pm)
Please send confidential resume, with cover letter stating position desired, typing/key stroke speeds, salary range, and available work hours for Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPERATOR
Data entry, computer experience preferred but will train. Non-smoking office. Call Gail 532-5600

CLERICAL SUPPORT personnel needed for small manufacturing plant. General office work. Typing skills essential. Some computer experience helpful but not necessary. Apply at: Mosler Mfg. Co., 47725 Michigan Ave., Canton between 8am-5pm Monday-Friday.

CLERICAL
OPPORTUNITIES

As one of the fastest growing life insurance companies in the nation we need top quality people with excellent skills.

Interested candidates should have excellent verbal & written communication skills, enjoy variety & have a pleasant, demeanor appropriate to a service oriented corporate environment. Computer knowledge & 40-50 wpm typing are required on some positions. Salaries are beginning at low to mid teens.

For those who meet our high standards we offer the opportunity to be trained and in some positions promoted thru a formal advancement program. Our benefit package is one of the finest in the industry including paid health care & tuition assistance.

Send resume or apply to:
PERSONNEL
MACCABEES MUTUAL
LIFE INSURANCE COMPANY
25800 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

CLERICAL
OPPORTUNITY

CIGNA Property & Casualty Companies is a leading provider of insurance and related financial services to businesses and individuals worldwide.

TRANSCRIBER/
WORD PROCESSING
OPERATOR

Prior office experience: ability to type 80 wpm... accurately. Strong verbal and written communication skills. The ability to operate and program an IDM personal computer along with various other word processing equipment. The ability to transcribe letters, reports, etc. from electronically recorded dictation. Salary will be based on experience and background.

Interested candidates please call Rene Moon at 355-7809 on Friday between 8 AM. and 11 AM or send your resume to: CIGNA Property & Casualty Companies, 27777 Franklin Rd., P. O. Box 5013, Southfield, MI., 48086-5013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

CREDIT INVESTIGATOR/
GENERALIST
Fast paced Southfield leasing company needs people for credit investigation and general office work. Send resume to: Att: Credit Investigator, LAC, 20000 W. 12 Mile, Southfield, MI., 48076. Attn: Rhetta.

CUSTOMER SERVICE REP.
Needs fast, accurate typist & strong typing skills for busy insurance firm. 471-3500

CUSTOMER
SERVICE

Immediate opportunity for a "People Person" with insurance experience. Excellent benefits, in a pleasant Southfield agency. $15,600 plus. Fee paid. Call 353-2090.
After 5 PM Appointments Available
SNELLING & SNELLING

CUSTOMER SERVICE
Southfield leasing company needs person for customer service, pleasant phone manner & typing skills helpful. Send resume to: Att: Customer Service, LAC, 20000 W. 12 Mile, Southfield, Mich. 48076. Attention: Shirley.

DATA ENTRY CLERK
Downtown Detroit firm has opening for a Data Entry Clerk. Computer experience preferred but not essential. Successful applicant should be willing to learn, accurate with figures, attention to details & able to work in a fast paced environment. Good organizational & administrative ability. Call Mrs. Ellis 356-7100

DATA ENTRY CLERK
Immediate opening for a full-time Data Entry Clerk with a Real Estate Multiple Listing Office. Salary: $200, per week 8 a.m.-5p.m. Send resume to: Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Data Entry Clerk
Assignments now available for data entry clerks in the BLOOMFIELD HILLS area. Call for more information.

ENTECH
SERVICES, LTD.

SOUTHFIELD REN CEN
DEARBORN TROY
AUBURN HILLS

354-0500

DATA ENTRY CLERK
Successful applicant should be willing to learn, accurate with figures and have attention to detail. Full time. Livonia area. 591-4399

DATA ENTRY
OPERATORS

A Kelly Job helps you connect with opportunity!

Kelly Services can help you use your skills to connect with long and short term assignments with some of the best known companies in the area. Register with Kelly today for a variety of data entry operator assignments!

Call the office closest to you:

Troy 362-1180
Bloomfield 642-9650
Pontiac 338-0338
Livonia 591-7900
Southfield. 352-5220
Rochester. 352-8800
Farmington 471-2050

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.

DATA ENTRY OPERATOR for Livonia hydraulic distributor. Excellent typing and attention to detail & accuracy. Good benefits. Non-smoker. Call 525-4570.

DATA ENTRY - operators for major Southfield firm. Part time 9 AM - 3:30 or PM - 12:30-5:30pm. Call Sheila at Uniforce 357-0034

Data Entry Operator

If you're looking for a career opportunity in data processing, America's #1 pickle company is conducting a search for an experienced data entry operator. You must key a MINIMUM of 14,000 strokes per hour to be considered for this position. This is an excellent opportunity for the right individual to pursue their future data processing career. We offer an attractive work environment, competitive salary and an excellent benefit package. We are conveniently located to Detroit. Hours: 7am. 9pm to 3pm or send your resume to:
Corporate Recruiter
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Bet. Orchard Lake & Farmington)
West Bloomfield, MI 48322
An Equal Opportunity Employer

DATA ENTRY
PC professional for major alarm central station. Resume to:
P.O. Box 1252, Berkley, Mi., 48072.

DATA ENTRY - people plus Jr. E.Dr. types (45-55 wpm) for Southfield Fortune 500 company in Livonia. Farmington Hills, Southfield, top pay. Call Madeline at Uniforce 357-0034

ENTRY LEVEL MARKETING secretary, word processing experience, 1-2 yrs. experience necessary.
645-6333

DEPENDABLE, mature person for errands & general office duties for Bloomfield Hills law firm. Part time from 12 noon to 5:30pm Mon.-Fri., good grammar & telephone manner. Typing helpful. Mileage reimbursed, and dress code. Call 332-8033

DEPENDABLE TYPIST/
RECEPTIONIST NEEDED
Must be accurate typist, with general office knowledge for firm. Part time or full time. Interview contact Judy after 5:30PM. 443-7065

DIVISION DIRECTOR
Oversee planning and operation of two Southfield day care & training programs. Bachelors degree in business administration, guidance counseling or related field required. Experience in development and supervision of successful program is necessary. Salary $20,728.
For more information, call:
Wayne Metro CSA at: 843-2550
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DO YOU TYPE?
Do you have bookkeeping knowledge? Do you enjoy a challenge. We have a job for you. Full or part time. JTPA Funded. Cristina. 277-2720

ENTRY LEVEL
CLERICAL

Standard Federal Bank, a savings bank, has immediate openings available in its rapidly expanding VISA department.

The qualified applicants will have a minimum of one year office experience, typing speed of 45 wpm and a 10 key typing aptitude. Prior VISA experience a plus.

If you are a self starter seeking challenging opportunity apply in person Monday through Friday 8:30 a.m. to 3:30 p.m. at:

STANDARD
FEDERAL BANK
Savings/Financial Services
Human Resources Department
2401 W. Big Beaver Rd.
Troy, MI. 48084
Equal Opportunity Employer
M/F/H/V

504 Help Wanted Office-Clerical

DATA PROCESSING
Dental Plan expanding computer department has immediate full time opening for entry level position. Please call Mary Ann 353-8410

ENTRY-LEVEL Position for mature, reliable Non-smoker. Phones, filing & other clerical/secretarial duties. Ask for Myra. 355-1030

ENTRY LEVEL POSITION for Southfield Front Desk Receptionist, typing, etc. Prestigious Birmingham platform. Salary plus strong benefits. Contact Mary Lou 258-1818

ESTABLISHED Real Estate Firm in Bloomfield Hills is seeking an experienced person for multiple Receptionist/Secretary. Good Phone Manner Skills & typing - A Must. Knowledge of Legal, Real Estate & Shorthand helpful but not necessary.
For consideration or appointment, call Jackie at 642-7200

EXECUTIVE SECRETARY
For position of visibility. Beautiful Bloomfield Hills office. Ideal candidate: Strong secretarial background & excellent skills. Salary commensurate. Secretary, P.O. Box 864, Bloomfield Hills, Mich., 48303-0864

EXECUTIVE SECRETARY/
Administrative Assistant
Large insurance agency office of large Southfield law firm. Very highly competitive position requiring high organizational & administrative ability. Call Sandy 356-7100

EXECUTIVE
SECRETARY
TO THE PRESIDENT

Challenging administrative responsibility with a successful manufacturing company. Self starter, self motivated Secretary with good skills. $18,000 plus good benefits. Fee paid. Call Eleanor at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

EXECUTIVE
SECRETARY

Fast paced Southfield professional firm seeks experienced Secretary to work for busy executive. Excellent secretarial and word processing skills a must. Other responsibilities includes expenses, interaction and coordination with clients, word typing and schedule coordination. Generous salary and benefits for professional, articulate candidate. Send salary history and resume in confidence to:
M. Butt
Plante & Moran
27400 Northwestern Hwy
Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY!
Large Farmington Southfield firm seeks full time secretary for major department, vice president level. Typing 60wpm. Excellent benefits, bonuses, good environment. Experience desired. Call Ann 851-9881

EXPERIENCED RECEPTIONISTS
To greet customers in Troy
Mon-Fri 8:30-5:30pm
Sat & Sun: 11AM-5:30PM
3-4 negotiable hours. $4.50 per hour.
362-5333

EXPERIENCED SECRETARY
for Southfield Law Firm.
352-1552

EXPERIENCED VEHICLE TITLE CLERK-for large national bank affiliate. Divisional headquarters. Professional office atmosphere. Many opportunities available. Knowledgeable, energetic self starter. Negotiable salary. Written ready: Personnel Director, P.O. Box 2459, Southfield MI 48037-2459.

FRONT DESK
SECRETARY

Lots of activity. Fun to work in this busy sales office. People contact world wide. Excellent salary and benefits. Fee paid. Call Marie at 352-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

FULL TIME OFFICE POSITION
General office duties. Insurance background and IBM PC experience helpful. Light telephone. Good typing skills. Send resume to: Mutual Benefit Life, 3001 W. Big Beaver, Suite 714, Troy, MI., 48084.

FULL TIME - Receptionist/typist, Mon. thru Fri., 8am-4pm, Jan. 15 to Apr. 15., $4 per hr., Livonia. 281-3800

FULL TIME RECEPTIONIST
needed for busy office in Farmington Hills. Experience preferred. Call Karla at. 851-3300.

GARDEN CITY
DESIREABLE AREA

Beautiful brick 3 bedroom ranch in good shape. Lot 60x150, basement, 2½ car garage, updated kitchen, beautiful large lot, as nice as this one is - it won't last long - call today - asking $63,900

Earl Kelm West
522-2101

MATURE organized person needed to help run small business. Experienced in typing, telephone, filing, typing. Plymouth area. 459-8158

GENERAL CLERICAL for auto insurance claims office. Knowledge of accident report processing for individual adjuster to learn. Excellent benefit package. Call Mrs. Ellis at 356-7100 Bank Building, Suite 522, Birmingham, MI 48012.

GENERAL OFFICE POSITION available for Southfield Insurance firm. Math and typing skills. Must be mature and self-motivating with desire to learn business. Bus. 842-2272.

GENERAL OFFICE for retail store, Birmingham area. 644-5445

GENERAL OFFICE PART TIME-Small Canton office needs someone flexible to work 20 hrs. Typing skills, hours flexible. Call. 453-7000

GENERAL OFFICE - full time for major stockbroker co. in Oak Park. Duties include phones, some typing & filing. Call 8:30-5pm. 542-5780

GENERAL OFFICE CLERK
Computer firm needs qualified person to answer phone and assist other related duties. Plymouth area. 453-2121 981-1622

GENERAL OFFICE - full time position available in Livonia. Experienced, good with figures, & good organizational skills. Call Mrs Lorber between 1pm & 5 pm. 547-2100

GENERAL OFFICE
Entry level position. Varied position. Requirements: Math aptitude, typing 45 wpm. Please call 353-3311, Ext. 217

GENERAL OFFICE - we are looking for someone with the following skills to join our fast paced office: Accounting; filing, typing, good communication skills, data entry experience preferred, salary commensurate with experience. Please resume to: Personnel Dept. - 13103 Capital Oak Park, MI. 48237

GENERAL OFFICE - Challenging position for sharp person. Good typing & math skill, customer contact & 10 key experience a must. Small Livonia office of national co., offers good starting salary & excellent benefits. Send resume to box 386 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
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504 Help Wanted Office-Clerical

GENERAL OFFICE POSITION in Southfield Office Supply & Furniture Co. Varied responsibilities include: some typing, computer entry, answering telephone & filing. Full time position. 352-8100

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Part time position to do typing, filing, copying, and assisting in phone work. Resume to:
Office Manager 27485 Schoolcraft, Livonia, MI, 48150

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GROWTH ORIENTED manufacturing company, Plymouth area, requires an experienced data entry operator. Position will be productive & have the ability to work well with people. Competitive wages, full benefits. Call or fax 407, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING full time bookkeeping position needed for Livonia based human service organization. Duties include accounts payable, accounts receivable, financial statements and computer data entry. Knowledge of 10 key a plus. Starting wage $3.35/hr. Send resume to: P.O. Box 32386, Livonia, MI 48152.

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INSURANCE SECRETARY - Individual must be career minded with willing to take over office manager role. Pay based on training and experience. Call, 313-981-0900 after 9-5pm, or 582-7921.

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LARGE downtown law firm needs a dispatcher for office service department. Must be familiar with court procedures. Prior law firm experience required. Excellent benefit package. Call Elaine at 225-7040

LAW FIRM in Southfield needs Office Assistant to handle court filings & related office duties. Must have car. Call Ralph Kent. 557-8300

LAW FIRM needs Word Processor with good skills & Legal background. IBM System 36 preferred or will train qualified person. Halsted Grand River area. Reply: Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAW OFFICE, Greenfield/9 Mile - needs competent, friendly Receptionist with adequate typing skills. Excellent telephone & communication skills. Write, 35, per hour, increases depending on experience. Malkins & Assoc. 557-2040

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Fast paced Livonia leasing company seeks person with strong business skills to assist in accounting department. Must have good bookkeeping skills and be detailed oriented. Leasing experience helpful. Generous salary and benefits. If interested, send confidential resume to:
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