504 Help Wanted Office-Clerical

BI-LINGUAL SECRETARY
Human speaking Secretary needed for German Automotive Electronic component firm located in the Haggerty/10 Mile area. Must be fluent in German (both reading & writing), familiarity with Automotive Industry - Plus, be acquainted with a Personal PC KEYBOARD. Will train. Should know WPM, Typing 50 WPM - accurately. Must be able to work independently, make Airline & Hotel reservations, prepare Taxes & Expense reports, handle Petty Cash, keep books & Payroll Records & Receipts. Please send resume to
Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM/Bloomfield property management company seeking dedicated mature individual to handle tenant & owner relations. Duties include - bookkeeping, computer data entry & secretarial functions. Position requires motivated individual with organizational skills and ability to work independently. Interpersonal skills required to effectively deal with tenants & vendors. Experience in similar business preferred. Salary commensurate based on experience and skills. Please send resume to Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Accounts payable/receivable 2-3 years experience. Hospital/Medical Institution/Distributor. Please call Laurie 538-8360

BOOKKEEPER/ACCOUNTANT needed in the Farmington area for accounting records through general ledger for an established business. Listed in the Lake Orion area. Must have experience with computerized ledger system. Minimum 2 years college or 2 years experience. Salary commensurate. Please send resume to DKSS, Attention: Mike Palladino 30011 Northwestern Hwy., Suite 320, Troy, MI 48084

BOOKKEEPER
Auto dealer seeks a Bookkeeper for its business office. Prior experience or college courses in Accounting required. Contact: Larry Malinowski at Gordon Chevrolet, 31850 Ford Rd., Garden City, 427-6200.

SESAME STREET TICKET WINNER

DEE WAJDA
32961 Barton
Garden City

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, January 22, 1988 to claim your four FREE Sesame Street Live Tickets.

591-2300, ext. 404

CONGRATULATIONS!

BOOKKEEPER

Experienced full-charge Bookkeeper needed for Birmingham company. Must accounting experience & plus. Must be experienced in financial statement preparation. If interested, please send resume and salary history in confidence to: Ms. Martin, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
Experience necessary, full time. Send resume to 6587 Lilley Road, Plymouth, Michigan, 48170

BOOKKEEPER
For parts and service firm located in Livonia. Must be highly organized and have a high degree of personability. Duties include - billing, filing, and light bookkeeping. Full or part time, full benefits. Reply to Box 467 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge, fast-paced office. Must have prior work and good phone personality. Immediate opening, salary based on ability and benefits. Send resume to Box 474 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL-CHARGE

Plymouth manufacturer/distributor seeks experienced Full-Charge Bookkeeper 3-5 years experience preferred. Computer experience a plus. General salary and benefits. Please send resume with salary and salary history to: Mr. Kaplan, P. O. Box 80, Plymouth, MI 48170

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER
FULL-CHARGE

Southfield professional CPA firm seeks experienced Full-Charge Bookkeeper to work with clients. Must be experienced thru financial statement preparation. Knowledge of Lotus 1-2-3 helpful. Excellent salary and benefits. Flexible hours. Send resume in confidence at cost reimbursement and noon. 352-2500, Ext. 335 Attention: M. Butler, Dudek & Souers, P. O. Box 307, Southfield, MI 48037. An Equal Opportunity Employer

BOOKKEEPER FULL CHARGE
For Livonia CPA firm, experience required. Duties include all client accounting thru financial statements. Excellent benefits. Call Husband Wilbur & Thomas, 29555 6 Mile Rd. Livonia MI 48152

BOOKKEEPER
GENERAL ACCOUNTING
For district office engineering consulting firm. Must have 2 years college or extensive general accounting experience required. Knowledge of IBM PC, word processing & other software packages required. Knowledge of accounts receivable and systems desirable. Responsibilities will include accounts receivable & reasonable collections, auditing of financial reports, payroll, general ledger, billings, purchasing, office operating and preparation of month end reports for Corporate headquarters. For confidential consideration, please send resume, Early Bird 8-5:30-3110, or submit resume to: Fabius Associates, 30500 Northwestern Hwy., Suite F, Troy, Michigan, 48083.

BOOKKEEPER - Need full charge bookkeeper for small office. Applicant must be a self motivated & self starting person with good accounting background & work experience. Send resume to Artjack & Co., 377 Amelia, Plymouth, MI 48170

BOOKKEEPER
Clinton Health Care Services, a leading national temporary service currently seeking a bookkeeper to handle various duties at our Southfield branch. Qualified applicant will have relevant experience in A/P & A/R with strong background in computer payroll. Some travel to other branch locations would be helpful. This is a full time permanent position that offers an attractive salary & benefits package. For immediate consideration please call Mrs. Deuer,
Clinton Health Care Services, Inc.
352-0950

BOOKKEEPER
PART TIME Dearborn men's store, bills and payroll. Call 336-0440

BOOKKEEPER/SECRETARY
25 hrs per week. Full charge, accounts payable, job costs, general upper thru trial balance. Send resume and salary requirements to: Binder Bldg. Co., P.O. Box 5219, W. Bloomfield, MI., 48003

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Self-directed, organized person for non-smoking Southfield computer consulting firm. Typing & communication skills necessary. 569-6161

BOOKKEEPER/SECRETARY
needed for small Birmingham office. Must be good with numbers & independent worker. Mon-Fri, 9-4pm. Call Eileen. 258-5040

BOOKKEEPER/
SECRETARY

New Northwest building development and management company seeks mature, experience bookkeeper/secretary for 1-person office. Ideal candidate should be organized and familiar with construction industry. Computer experience preferred. Send confidential resume and salary history to Mr. Kimball, P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - small advertising production company in Troy seeking bookkeeper. Prior experience required. Flexible hrs. Send resume to Box 475, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAN YOU
● TYPE?
● ANSWER PHONES?
● DO BOOKKEEPING?
We need you! Long & short-term assignments. Available Benefits! Bonuses. Weekly pay check. Previous experience required. Call to set up interview. 353-8701
STAFF BUILDERS
Temporary Personnel

CAPABLE PERSONABLE?
SALES 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 477-5422. Ask for Sandra or Pat.
Farmington Hills Air Motive
Hub Messenger 476-7875, ext. 218

CASHIER/RECEPTIONIST
CAREER POSITION
Dependable, outgoing individual with excellent telephone skills. Duties include some cashiering, data entry & filing. Call for appointment 352-6030

CHALLENGING POSITIONS available in accounting & scheduling. Will train, but must have good typing skills. Basic accounting and data entry helpful. Micro Craft Inc., 25454 Heathrow Park, Novi

CITIZEN INSURANCE Co. of America has the following positions available in our excellent 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:
CITIZEN INSURANCE CO OF AMERICA
Attention Heather Davidson
Claims Support Supervisor
PO Box 2950
Farmington Hills, Mich. 48018
Equal Opportunity Employer M/F

CLAIMS CLERK/Full time position open in Southfield insurance claims office. Requirements, 50 wpm & dependability, computer experience would be helpful, responsible for transcribing, IBM PCAT work, filing, telephone & etc. Salary negotiable. If interested send a cover letter stating salary requirements along with a resume to P.O. Box 2409, Southfield MI 48037. An Equal Opportunity Employer

4½ Day Work Week
Several full time openings at a local insurance company offering great salary and company paid hospitalization including paid holidays and vacations.
● GENERAL CLERICAL
● CLAIMS EXAMINERS
Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm
Fri. 8 am - 12 noon

CLERICAL
DATA ENTRY

A multi-faceted position needs a fast learner and a "Get up and Go" person for their accounting office. Lotus 1-2-3 spread sheets and good typing preferred. $16,000 to start plus great benefits. Fee paid. Call Eleanore at 353-2950.
AFTER 5 PM - Appointments Available
SNELLING & SNELLING

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

CLERICAL - ENTRY LEVEL
$4.50 PER HOUR TO START
Excellent full-time opportunity for a self-motivated, hard working individual to join the clerical staff at our corporate headquarters in West Bloomfield. We will completely train. Fully paid health, life and accident insurance plus paid holidays and annual vacations. If you excel in accuracy, enjoy working with detailed information and like a fast pace, call Ms. Sahlin at 737-7200
FITNESS USA HEALTH SPAS

CLERICAL HELP
wanted full or part time. Livonia Area. Ask for Manager: 281-6585

CLERICAL HELP
Part time general office for health club in Birmingham. Call Dawn at 642-5500

Clerical

J.
WALTER
START

If you'd like to get involved in the fast paced advertising business, here's an opportunity with Thompson Recruitment. Advertising—part of one of the world's largest and most acclaimed ad agencies, J. Walter Thompson.
We're looking for a detail-oriented, energetic self-starter with a reasonable various duties as Administration Assistant. You will need the ability to follow-through and a good handle on math in order to work with a steady flow of publication tearsheets. Excellent communication and phone skills required.
Look into Thompson for a great start by sending your resume to: Thompson,
Thompson Recruitment
Advertising, Inc.
3000 Town Center #1600
Southfield, MI., 48075
An Equal Opportunity Employer

CLERICAL
National Manufacturing Co. seeks full-time Office Assistants to join our growing staff. Good opportunity for training in Computer use & accounting skills. Math aptitude helpful. We offer benefits & nice office environment. Call Kevin, 476-8100 or apply in person: Nevi American, Inc., 40200 Grand River, Novi (N. Pelle W. of Haggerty)

CLERICAL/PART-TIME
In optometric office. Plymouth.
453-4871

CLERICAL - PART-TIME
Flexible hours. Pre-school Mother or Senior Citizen. Excellent typing skills, 55 per hour. Eves. 569-5498

CLERICAL - PAYROLL
Payroll person needed for growing corporation. Experience necessary. Send resume to: Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Clerical

Office
Positions

Parker Hannifin, a world leader in fluid power systems, is opening a new Distribution Service Center, located in the Livonia area of Southeast Toledo. We are currently interviewing for several full-time clerical positions in the Livonia area. Qualified candidates will work and train temporarily at our existing facility in Livonia with knowledge that in 3-4 months you will be permanently relocated to our new Distribution Service Center in Waterville.

We provide a competitive salary and benefit package interested candidates should send a resume. In confidence, please send resume to: Parker Corporation, 4300 S. Lombard St., Addison, IL 60101

PARKER
HANNIFIN
CORPORATION
An Equal Opportunity Employer
M/F/H/V

CLERICAL PERSON wanted for Detroit Symphony. Responsibilities include filing & phone work. Word processing experience a must. Hours 2pm-9:30pm. Mon thru Fri. Call Tom Keyes, 443-4500
An Equal Opportunity Employer

CLERICAL/SALES OFFICE
Mid-size company seeking reliable person for order clerk. General office duties, typing, filing, data entry. Must have excellent telephone communications. Salary $9,360 during training. Please send resume to P.O. Box 967, Novi, MI 48050. Attn: Office Manager.

CLERICAL TYPIST
Looking for a responsible, well organized person with data entry experience. Will train general office procedures. Good typing with word processing experience. Excellent benefits. Call 545-3387 or 579-8383

CLERICAL
We have a full time clerical position open in our accounting department at our Livonia corporate office. Qualified applicant should have personal computer experience and be able to accurately use a 10-key calculator. Send resume to
FOLAND'S
Corporate Office
29755 Plymouth Rd.
Livonia MI 48150

CLERK - General office for Plumbing Contractor. Phone, file, type & some bookkeeping. Hours 8am-4pm. Mon-Thru Fri. 464-3978

CLERK WANTED for Law Firm Accounting Dept. Looking for well-organized person. Accounts Receivable experience, a Plus, but will train. Resume to Box 103, 3000 Town Center, Southfield, Mi. 48075.

Bloomfield 642-9650
Berkley 398-7900
Pontiac 338-0338

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 - person, type 50 wpm. Knowledge of Lotus 1, 2, 3 helpful, plus 10 key adding machine experience, salary $15,500. Call Alice at 559-7900

DATA ENTRY
POSITION
AVAILABLE AT
MOELLER MANUFACTURING
IN LIVONIA

Prior experience required for this position. Must have 50 wpm accuracy. Friendly working environment with competitive wage & benefits, including Profit Sharing, Paid Holidays & Pension Plan. Reliable, conscientious person.

Please call 591-6222 to schedule an interview.

DATA ENTRY/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

DATA ENTRY
TELEMARKETING

Needed by Farmington Hills marketing firm. Must have 1 year experience in Data Entry and have excellent communication skills. Long term assignments. Must be able to work days, have own transportation.
Write to:
● Excellent Benefits
● Paid Holidays
● Paid Vacation
● Top Pay
MGM
Office Services
27766

DEMANDING OFFICE requires extremely detail oriented & organized person for multi function job (2 people job). Will train on computer, company. Duties will include, bookkeeping, word processing, & order processing. Position requires strong math skills & an aggressive, flexible individual willing to accept responsibility. Call Barbara, 272-4311

DEPARTMENT SECRETARY
Get your Career going with this exciting position. Join a dynamic and growing Engineering staff. Meet & greet customers, prepare correspondence & related documents, make travel arrangements, handle telephones, field phone messages - flexible hours. Excellent benefits. Great spot for outgoing, take-charge Secretary. Excellent pay, benefits & working conditions. For confidential consideration, send resume & salary history to Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DO YOU LIKE PEOPLE?
If so, there is a job for you in the office of Gardner White Furnitures Southfield store. Duties include customer contact, telephones, filing, typing, and other clerical duties. Some eve. & weekend hrs. Full or part time. Apply in person: Gardner White Furniture, 21100 W. 8 Mile Rd. (between Evergreen & Lahser), Southfield

ENROLL in free clerical training with job placement assistance. Call Wayne Westland Training to WORK
595-2314
An Equal Opportunity Employer

TYPIST
Full time entry level position for busy Southfield office. Typing 55-60wpm, be well organized & able to handle deadlines. Benefits include: Call Cheryl, 559-4330

ENTRY LEVEL CLERICAL
Opportunity for a person in Southfield. Typing 45/60 WPM, good filing & math skills. Self starter, good phone manner, good typing, P. O. Box 2054, Southfield, MI. 48037-2054

EXECUTIVE ASSISTANT/Secretary
Real estate developer seeking intelligent, energetic individual to take ground in office procedures, micro computer, spread sheet, word processing ability, bookkeeping & medium typing skills. Able to deal with sub-contractors & investors, assist in prospect acquisition, finance & development. $20,000 to start, plus limited stock incentive plan. Call Mr. Weinberg, 352-3631 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Good typing, shorthand preferred, minimum 5 years experience. Salary $18,000 plus benefits. Call 542-1142

EXECUTIVE SECRETARY/
Administrative Assistant
Fast paced Southfield leasing company needs people for credit investigation and general office work. Send resume to: Box 401, Observer, LAO, 20000 W. 12 Mile, Southfield, MI., 48076, Attn: Shelley.

504 Help Wanted Office-Clerical

CREDIT INVESTIGATION
& related follow-up. Part time position, 3pm-6pm, for large national bank affiliate. Good base + high sales, pleasant phone personality, & good business sense a must. Wall Street Negotiable Salary. Written reply to: P.B. Dickinson, P. O. Box 2459, Southfield, Mi., 48037-2459

CUSTOMER SERVICE
Southfield leasing company needs person for customer service, pleasant phone manners & typing skills helpful. Send resume to: Attn: Customer Service, 20000 W. 12 Mile Rd. Southfield, Mich. 48076, Attention: Shelley.

CUSTOMER SERVICE
Plymouth based firm desires experienced office help for full time customer service position. Requirements include good telephone communication skills & the ability to learn quickly. Position offers full company benefits. Salary commensurate with experience. Please forward resume & salary requirements to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE Representative Must have good telephone skills. Experience in customer relations. Knowledge of basic office skills. Type 40wpm. Apply in person 12700 Kercheval, between Schoolcraft & Plymouth in Livonia.

DATA ENTRY BILLER
for medical lab in Southfield. Maintain accounts. Hours Mon. thru Fri., 8:30-5pm. Will train. $5.00 an hour. Call Pamela at 557-8080

DATA ENTRY CLERK - Full-time all-terminals Some clerical. IBM 36 Mapper. Must live in Northwest Livonia area. Send resume to: Box 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
Looking for a responsible, well organized person with data entry experience. Will train general office procedures. Good typing with word processing experience. Excellent benefits. Call 545-3387 or 579-8383

DATA ENTRY
OPERATORS

A Kelly job puts your skills on-line

Kelly Services has long and short term assignments for data entry operators with ALL SKILL LEVELS! Morning, afternoon, and evening shifts are available.

To find out more about going to work for America's number one name in temporary help, call the office closest to you:

Bloomfield 642-9650
Berkley 398-7900
Pontiac 338-0338

KELLY
SERVICES
The "Kelly Girl" People
Not an Agency; Never a Fee
Equal Opportunity Employer M/F/H

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AVAILABLE AT
MOELLER MANUFACTURING
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Prior experience required for this position. Must have 50 wpm accuracy. Friendly working environment with competitive wage & benefits, including Profit Sharing, Paid Holidays & Pension Plan. Reliable, conscientious person.

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● Excellent Benefits
● Paid Holidays
● Paid Vacation
● Top Pay
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Office Services
27766

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Get your Career going with this exciting position. Join a dynamic and growing Engineering staff. Meet & greet customers, prepare correspondence & related documents, make travel arrangements, handle telephones, field phone messages - flexible hours. Excellent benefits. Great spot for outgoing, take-charge Secretary. Excellent pay, benefits & working conditions. For confidential consideration, send resume & salary history to Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Real estate developer seeking intelligent, energetic individual to take ground in office procedures, micro computer, spread sheet, word processing ability, bookkeeping & medium typing skills. Able to deal with sub-contractors & investors, assist in prospect acquisition, finance & development. $20,000 to start, plus limited stock incentive plan. Call Mr. Weinberg, 352-3631 Schoolcraft Rd., Livonia, Michigan 48150

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Good typing, shorthand preferred, minimum 5 years experience. Salary $18,000 plus benefits. Call 542-1142

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Administrative Assistant
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504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Needed for fast-paced Livonia food broker. Qualifications should include professional appearance, excellent typing, strong communication skills, organizing skills, shorthand - speed writing skills a must. Send resume to: P.B. Dickinson, P. O. Box 3304, Livonia, MI 48150 Att: J.S.

EXECUTIVE
SECRETARY
$20,000 PLUS

Newly created position for successful company needs your above average skills including word processing. Fee paid. Call Hallmark at 353-2950.
After 5 P.M. Appointments Available
SNELLING & SNELLING

EXPERIENCED
Full charge bookkeeper for 1 person office, 30 hrs. a day/4 days. Send resume to: Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED VEHICLE TITLE clerk needed by national bank affiliate. Diversified position within a professional banking atmosphere. Many opportunities available to a knowledgeable, self starter. Salary negotiable. Salary. Written reply to: Personnel Director, P.O. Box 2459, Southfield MI 48037-2459.

FINANCIAL office manager, interested persons must be detailed & organized, have desire to take initiative & assume responsibilities, maintain books, financial statements, assist letter & perform office & administrative duties, knowledge of computer banking or credit union a plus. Approximately 30 hrs. weekly. Salary commensurate to ability. Send Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME, experienced for filing, telephone, typing, word processing. Apply in person below. 9-3pm at 24700 Drake Rd., Farmington Hills

FULL TIME
PART TIME

Southfield office has positions available for general office duties. Responsibilities include answering phones, opening mail, filing and typing. Interested applicants apply to Susan Hasenmuth at Swiss Pretzel, 24203 Telegraph, Southfield.
352-0730

IMMEDIATE OPENING - Order entry position for manufacturing firm in Southfield. Position involves computer input, typing, general office. Experience necessary. Nondrinker. Call 8 to 4pm: 352-7378

GENERAL CLERICAL for growing Pontiac office. Mon.-Fri. 8:30-5, 9-2. Wages based on experience. Benefits. Ask for Kim, 335-0900

GENERAL OFFICE position available, apply 32431 Schoolcraft.

GENERAL OFFICE - part time morning hours. Plymouth area. Call between 9am-12 noon, ask for Randy.
459-3100

GENERAL OFFICE & Bookkeeping Computer experience helpful. Send resume to: Box 5031 Joy Rd., Detroit, Michigan, 48204.

GENERAL OFFICE
Entry level general office position. Requirements: Math aptitude, typing 45 wpm. Please call 533-3037 Ext. 217

GENERAL OFFICE - PART TIME
Typing, filing, clerical and phone answering for Auto repair shop, every Friday, occasional other days, and 2 full weeks in March. Livonia area. 422-0320

GENERAL OFFICE
Full time position available in architectural office. Must possess good typing, organizational & math skills. Client contact & professional telephone personality required.
Southfield location 352-8310

GENERAL OFFICE
Assist in 1 of 3 areas: Typing and light bookkeeping. Uncle Mike's Pizza. Send resume to Box 304A, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Great opportunity, fairly new company, Metroform, phone sales, light typing. Start $4.25, benefits. Southfield 353-1073

GENERAL OFFICE - PART-TIME
With Medical Insurance Company. Experienced only. West Bloomfield area. Call 539-3057

GENERAL OFFICE - Mature person, bookkeeping experience helpful, 20-30 hours per week. Redford area. Call 532-1674

GENERAL OFFICE
Mature person, bookkeeping experience helpful, 20-30 hrs. per. wk. Redford Area. Call 532-1674

GENERAL OFFICE
Filing, typing. Excellent opportunity for the right individual. Call for appointment. 476-8866

GENERAL OFFICE - help for doctors office in Troy. Part-time, Mon.-Fri., 9-1:30pm. Experience preferred. Ask for Sue 528-0041

GENERAL OFFICE- mature individual with excellent communication skills, good typing skills, some computer knowledge. Fast paced sales office. Southfield Hills. 338-7230

GENERAL OFFICE
for growing cellular phone business. Light typing, organizing, sales support person. Flexible hrs. W. Bloomfield. Call Sue 851-0400

GENERAL OFFICE
Typing & math skills required. Some computer, phone work & filing.
10 Mile/Northwestern area.
PRIME MORTGAGE. 355-7550
Ask for Joyce.

GENERAL OFFICE
Permanent, part time. Responsible & computer literate person with good english, math & organizational skills. Accurate typing. Phone personality & lots of variety for a progressive design studio in Farmington Hills. Flexible hours can be worked around with possibility of full time. Send resume & wage requirements to: 29555 Northwestern Highway, Suite 521, Southfield, Mich., 48034

General
Office Clerks

Experienced. Must have good organizational skills, be attentive to details, have strong basic skills in math and accurate typing skills (40-60 wpm). Advancement potential. Full benefit package - health, life, dental. Qualified Candidates send resume or apply at:

ADISTRA CORP.
101 Union St.,
Plymouth, MI 48170
Att: Personnel

GENERAL - office, entry level, data processing, good typing, IBM PC experience a plus. $4.25/hr. Company moving from Troy to Farmington Hills, benefits, $12,000. Fee paid

FULL CHARGE bookkeeper. Balancing, thru financial statements, payroll & property management reports for 30 unit apts. Fee paid

RECEPTIONIST - Southfield, typing 65 wpm, good appearance, personality a must, bookkeeping exp. helpful, benefits, benefits, temp to hire, $18,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

GROUP TRAVEL
ADMINISTRATOR-Troy.
Light, pleasant work. Requires good typing & organizational skills. Full time, salary based on experience. Send resume to: Marketing Services, 1120 E. Long Lake Rd., Suite 101, Troy MI 48084

GROWING COMPANY - seeks conscientious person for full time position. Light typing, filing, general office. Will train. Call Judy, between 8am-5pm. 597-3190
An Equal Opportunity Employer

IMMEDIATE OPENING
for general office clerk in the service center of prestigious high rise office complex. Fast paced entry level positions. Phone and clerical skills required. Company paid vacation & benefits. Call to arrange for interview
352-2680

504 Help Wanted Office-Clerical

GET
READY.
GO!

with a great job from Kelly Services. Our jobs pay well and offer benefits. We are now hiring:

Dictaphone
Typists

Receptionists
(with and without typing)

Data Entry
Operators
(any style keyboard)

Word Processing
Operators and PC
Operators
(all models)

Switchboard
Operators

Clerks

Typists
(45wpm+)

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
● Bonuses

Troy 362-1180
Farmington 471-2050
Southfield. 352-5220
Bloomfield 642-9650
Berkley 398-7900
Rochester. 852-8800
Livonia 522-4020
Westland 729-1040
Canton 451-2540

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.

INSIDE SALES DEPARTMENT
Excellent opportunity for aggressive fast learner. You must thrive under the pressure of a fast paced company - good math skills with computer background helpful. Salary & advancement. Good pay & excellent benefits. Send your resume to: Sales Director, P O Box 39005, Redford, MI 48239

INSIDE SALESPERSON WANTED
For glass distributor in Oak Park. Telephone experience required. Apply in person: Michigan Glass, 14700 Fielding 3PM-5PM at 12801 Northland, (North of Eight Mile between Coolidge & Meyers), see John

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan representing over 1,000 agencies throughout Michigan; our agents call us when they seek new employees so we need EXPERIENCED Commercial lines & Life and Casualty producers, Company Underwriters, Raters & Claims Reps, for the home area. Our fees are the lowest & our job listings the most current. Call Ann Bell, 540-3356
Mich. Ins. Personnel Service

Insurance-Experienced Only
AGENCY POSITIONS
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Growing Southfield company has immediate opening for Junior Clerk. Must have good filing and organizational skills, type 45 WPM accurately. Call
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KEYPUNCH/KEYTAPE operators. Full time, days, Farmington area. Salary of 12,000 key strokes. Farmington area. 474-1136

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Start the year off right with a move to Indiana Corp. We are looking for experienced operators for our afternoon shift at our Farmington Hills office. Between 5 and 3 for App't.: 422-8002

KEYPUNCH
Service bureau has immediate experienced operators for day and afternoon shifts. Full or flexible hours.
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LARGE downtown law firm needs a dispatcher for office services department. Must be familiar with court procedures. Prior law firm experience required. Excellent benefit package. Call Elaine at 225-7066

LASER PHOTOPLOTTING SERVICE
Full time telephone position available. Must have office/telephone experience. Salary $5 per hour. Non-smoking office. Apply in person at: 32900 Capitol off of Northwestern Hwy., Suite 100
Avoid Lunch Hours Please.

LEASING
ASSISTANT

Fast paced Livonia leasing company seeks person with strong business skills to assist in lease transactions. Must have good bookkeeping skills and be detail-oriented. Leasing experience. Send resume to: Leasing Services, 1120 E. Long Lake Rd., Suite 101, Troy MI 48084

LEGAL SECRETARY - Entry level, Word processing (Automata, Epson preferred). Pleasant relaxed office atmosphere. Small Law Firm. Call Judy, between 8am-5pm. 597-3190
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IMMEDIATE OPENING
for general office clerk in the service center of prestigious high rise office complex. Fast paced entry level positions. Phone and clerical skills required. Company paid vacation & benefits. Call to arrange for interview
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LEGAL SECRETARY TRAINEE
Must type 50wpm. Bloomfield area. Sandy, 1189 W. Long Lake Road, Troy, Mich. 48098

LEGAL SECRETARY
Part-time position for Farmington Hills litigation firm. Hours flexible. Contact Miss Rubin 855-2110

LEGAL SECRETARY
Law firm in Southfield Hills seeks experienced secretary with excellent typing skills, knowledge & word processing experience. Send resume:
Attention: Personnel
17600 Northwestern, Suite 300
Bloomfield Hills, MI 48013

LEGAL SECRETARY - Southfield law firm seeks experienced, hard working commercial litigation secretary. Experience, word processing helpful but not required. Call 557-3550

LEGAL SECRETARY
3 years experience. IBM-PC word processing, 1 girl office. W. Bloomfield area, plaintiffs personal injury with medical malpractice emphasis.
645-5355

LEGAL SECRETARY
with experience needed, word processing a must. Must be accurate with experience, references a must. Contact Pam,
LEGAL SECRETARY with experience for Birmingham firm. Also for mature individual with basic secretarial & recepionist skills. Salary commensurate with experience. Benefits. Contact Beth at 645-5203

LEGAL SECRETARY needed afternoons, 5 days a week, for a downtown Birmingham law firm. Must have word processing experience. Will train appropriate secretary to be legal. Call Dawn Berryman 647-6966

LEGAL SECRETARY
Full and part time positions. Litigation firm with administrative duties. Substantial salary, minimum 5 years experience. Call Derek 354-2500

LEGAL SECRETARY
Part time, 25 hrs. per week. Small Livonia firm. Word processing experience required. Call Mrs. Gaudreau between the hours of 10am and 4pm, for a personal interview. 464-5808 eve.

OFFICE CLERICAL
Data entry operator for a Southfield manufacturer of electronic products. Interested applicants should be conscientious, detail oriented, and have good typing & general office work. Call Mr K. between 9am-3pm at 642-0131

OFFICE CLERK - Experienced in filing, typing & recordkeeping duties. Must be capable of more than one area of office. Come in or call Star Industries, 22661 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

OFFICE CLERK - needed for growing business. Typing (40 wpm), filing, telephone phone. Receptionist opportunity, call 596-3902.

OFFICE CLERK - part-time 48 hours. Mature responsible for Accounts Receivable. $4.50 per hour. Apply at 23100 Farmington Rd., N. mile N. of 12 mile.

OFFICE CLERK
Responsible and conscientious person needed for Life Insurance firm. Duties include computer data entry and general office duties. Two years college or equivalent. Salary commensurate with experience. Call Shirley at 557-3308 or send resume to: CRK Insurance, 30200 W 12 Mile, Southfield, MI. 48076.

OFFICE EXPERIENCE & pleasant personality needed for Bell & Pelican Realtors, Farmington. Part time area, beginning at $6/hr. Willing to train. Call Mrs. Gaudreau at 476-1484. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ORIENTED person needed for employment with large management firm. Must have good math & typing skills, light typing & phone ability. Pleasant working environment, good office experience. Call Ms Dixon, for appointment 358-5830.

OFFICE PERSON
Must have bookkeeping experience. Call Joan 352-0300

OFFICE POSITION - part time. Bookkeeping figures, Redford area. Call Henry 532-7530

OFFICER MANAGER/
BOOKKEEPER
Experienced bookkeeper full or part time. Knowledge of a must. Full time position. Call Sandy 421-4518

OFFICE SERVICES CLERK
Southfield company seeks mature individual for mailing/receiving clerk. Candidate will be responsible, energetic, dependable and maintain a good attitude. Some lifting required. Mail experience required. Must be willing to work Mon. thru Fri. Hours are 8:30-5:30 days and Saturday.
Call 353-3311, ext 217