CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

This classification continued from the last page of Section F.

BOOKKEEPER FULL-CHARGE

Manufacturing and personnel firm seeks experienced Bookkeeper through financial statements. 3-5 years similar experience required. Computer experience a plus. General ledger experience. Please send confidential resume and salary history to Ms. North, P.O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER

Light bookkeeping for general office background. Must be experienced with IBM Word Perfect PC. Full time position. Prior experience in a qualified lend resume stating qualifications and salary requirements to: Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/MEDICAL BILLER - General bookkeeping for small urban psychological consulting firm. Typing & computer skills desirable. Medical billing experience fringes, send resume to Consulting Psychologists, Inc. 1979 Woodward, #301, Bloomfield Hills, MI 48013

BOOKKEEPER - Need full charge bookkeeper with MCBA experience. Must be a self motivated & self starting person with good accounting background. Non smoker. Send resume to Alzack & Co., 377 Amelia, Plymouth, 453-8080

BOOKKEEPER/Office Assistant. Some typing required. Approx 20 hours week. Construction industry. Rochester area. 652-6895

BOOKKEEPER
Part time, approximately 25-30 hours per week with growth potential. Good math aptitude required. Must be able to work independently. Some experience desirable. Farmington Hills area.
855-5200

BOOKKEEPER - Part time. Southfield office. Must have on-the-job experience. Need self starter. Typing needed. Possible job growth. Prefer real estate brokerage or development background.
Call Kathleen
353-9494

BOOKKEEPER/SECRETARY
Part-time. Seeking mature person to assist Controller in all phases of accounting & administration for Plymouth based growing Computer Service Co. Some previous computer exposure & accounting-related experience preferred. Approx. 25 hours per week, flexible schedule. Birmingham, MI. location. Send resume to: Box 34, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ SECRETARY

New Northwest building development and management company seeks mature, experience bookkeeper/secretary for in-house office. Ideal candidate should be organized and familiar with construction industry. Computer experience preferred. Send confidential resume and salary history to: Mr. Norwood, P.O. Box 691, Southfield, MI 48037
Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPERS

International
Health Care Management
Our expanding organization is anively recruiting for two accounts receivable clerks. One a full time position at a corporate office located in Ann Arbor and the second a temporary position at a leading Riverview (may become full time). Candidates will possess a minimum of a high school diploma & have some experience as a bookkeeper. Recent graduates are welcome to apply. Medical billing is not a prerequisite. Fringe benefits pending. Salary commensurate with experience. For consideration send resume in confidence to:
Director of Human Resources TH
International Health Care Mgmt.
P O Box 8626
Ann Arbor, MI 48107
An Equal Opportunity Employer

BUSY AUTOMOTIVE SALES office in Birmingham needs full time Secretary to answer the phone, type & handle general office work. Must communicate with experience. Full benefit package. Call 642-8422

BUSY CONVENIENCE STORE needs person with good phone voice and type 50wpm - full time. $5 hour plus insurance.
547-6900

BUYERS OFFICE SECRETARY

Sportswear distributor offers interesting and diversified position. Use your good skills including computer and word processing. $17,000 plus. Good benefits. Fee paid. Call Bernice at 353-2900.
After 5 PM Appointments Available
SNELLING & SNELLING

CASHIER

For student billing office requires 3 year related experience, balancing cash drawer, preparing deposits, reconciling accounts, responding to student inquiries. Communication experience for entering and reviewing data on added plus. Send resume with expected hourly wage to: Madonna College, 36000 Schoolcraft, Livonia, MI 48150. ATTN: Personnel
EOEAA

CASHIER/RECEPTIONIST
Southfield area auto dealer seeks dependable out-going individual with excellent telephone skills. Duties include: some cashiering, data entry & filing. Call for appointment.
352-8030

CHRISTIAN Radio Station in Livonia is seeking a self-motivated, mature & conscientious Secretary for a (1) Girl Office. Call for appointment, 464-3842.

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. 8 a.m. - 5:15 pm.
Fri. 8 am - 12 noon

CLERICAL - ENTRY LEVEL
$5.00 an hour to start. Full time position open for conscientious person with professional phone manner. We offer excellent benefits. Apply in person: 24700 Drake Rd., Farmington Hills. 476-2232

CLERICAL OPPORTUNITIES

The Accident Fund of Michigan is currently seeking clerical staff for our Southfield office. Positions available are for File Clerks. Filing skill must accompany experience preferred. Competitive salary and excellent benefit package. Send resume as soon as possible to:

Personnel Department
ACCIDENT FUND OF MICHIGAN
P. O. Box 40790
Lansing, MI., 48901-0790

An Equal Opportunity Employer

CLERICAL
PERMANENT PART TIME
Farmington Area
477-8109

504 Help Wanted Office-Clerical

We Need You!

- Clerks
- Typists (50wpm)
- Data Entry Operators
- 10-Key Adding Machine Operators

ON THE JOB TRAINING
BONUS PLAN
FRIENDLY ENVIRONMENT

Data Processing firm offers seasonal positions through April 15.

Apply in person:

SATURDAY, JAN. 30
10 AM to 4 PM

IFS DYNATAX UNITAX

800 Plymouth Rd.
(between Eckles and Haggerty at Industrial Drive)
Plymouth, MI
E.O.E.

CLERICAL PART TIME
Small Royal Oak office, is looking for a person to assist in the official clerical functions. General office, previous clerical experience necessary. Minimum 4 hours per day, $5.25 per hour. Apply in person, Berhman, Mon. thru Fri. Industrial & Automotive Fastener, 3200 w 14 Mile Rd. at Coolidge, Royal Oak.

CLERICAL POSITIONS - available for college, full & part time, must type 35 wpm, 10 key experience helpful. Salary negotiable. Must be able to work overtime. Some experience desirable. Farmington Hills area.
855-5200

BOOKKEEPER - Part time. Southfield office. Must have on-the-job experience. Need self starter. Typing needed. Possible job growth. Prefer real estate brokerage or development background.
Call Kathleen
353-9494

BOOKKEEPER/SECRETARY
Part-time. Seeking mature person to assist Controller in all phases of accounting & administration for Plymouth based growing Computer Service Co. Some previous computer exposure & accounting-related experience preferred. Approx. 25 hours per week, flexible schedule. Birmingham, MI. location. Send resume to: Box 34, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL TEMPORARY JOBS AVAILABLE

We assign in Oakland, Wayne and Macomb Counties.
- TYPISTS (50 WPM)
- SWITCHBOARD OPERATORS
- WORD PROCESSING

Call to schedule appointment.

PROS
TEMPORARY SERVICE EOE
375-9387

CLERICAL - TYPING, filing & data processing. Part time, Flexible hours. $4.75 per hour. Farmington area. 476-1458

CLERICAL/TYPIST
for front desk. Must have professional phone manner. Tel-Twelve Area. Call 9am-4pm 544-8266

CLERK/TYPIST
Accurate typist needed in Southfield claims office. Type 65 wpm, with experience in dictaphone & general office duties. Please contact: Jeanne Kerhan 350-9000

CLERK TYPIST - Computer experience preferred. Have fun working for one of the largest dealers in Michigan. Must have a good telephone voice. $800 a month to start plus benefits. Call Terri 537-1660

CLERK TYPIST - full time with benefits. Typing & telephone, resume required. 1 to 2 yrs office experience.
645-5604

CLERK TYPIST

Position available in the Public Relations Dept. of large retail corporation. Office located in N.W. section of Detroit. Must have accrate typing skills and have excellent spelling and grammar. Shorthand a must. Will handle phone calls, resolve customer complaints, do some filing, along with other general office procedures. Competitive salary and an outstanding benefit program. Respond by resume or letter stating qualifications, experience and salary history to:

Employment Dept.
P.O. Box 33446
Detroit, MI 48232-5446
An Equal Opportunity Employer

COLLECTION CREDIT REPRESENTATIVE
Light accounting, good speaking voice, experience in sales or collections preferred. Part time. Immediate opening. Call or send resume to: Kathleen, Diversified Business Products, Inc. 37655 Interchange Drive, Farmington Hills, MI 48331
476-8455

COMPUTER COMPANY FRONT DESK

Stable growing company will offer $15,000 to experienced Receptionist. Typing and some data entry for this. Choice fee paid position. Call 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

COMPUTER OPERATOR
needed for Bloomfield / Farmington Office. Must have experience with Texas Instrument 990 System or equivalent. Good accounting skills. Send resume to: Manager/Information Systems, P.O. Box 346, Farmington, MI. 48024.

COMPUTER OPERATIONS - CRT data entry & general office, part time, 6am-12 noon. Must have typing, $4.20 per hour. FBS, Inc. 24350 Joy Rd., Suite 1, Redford MI 48239
531-8055

CONTROLLER OL BOOKKEEPER
Need senior bookkeeper for 14 year old high tec computer firm. Experience through general ledger. Computer experience helpful, but not required. We will train the "Right Person" in weeks area, if necessary. Salary $18,000 to $23,000. Send resume to:
Micro Business Applications
24293 Telegraph Rd.,
Southfield, MI 48034

COUNTER PERSON
Full time for busy service department. Answering phone & paper work. Apply at: 2956 E. Big Beaver, Troy.
649-2606

COURT REPORTER (graduating or experienced). Looking for a position or have that helping hand you're not working for the right firm? Maybe it's time to give Hall, Larry & Dean in Ann Arbor a call for an interview.
761-7808

CPA OFFICE
Needs a receptionist typist with experience full or part time, call
362-4661

CRT OPERATOR - Some work background. Career opportunity. Good salary & benefits. Fee Paid. Leonard & Assoc. 867-9020

504 Help Wanted Office-Clerical

CRT OPERATOR - (1-2 yrs experience), will be responsible for data base maintenance & all correspondence for major fortune 500 company in Novi. Salary $16,000 plus. Call Sheila at Uniforce 557-0034

CUSTOMER SERVICE REP
Needed Mon.-Fri. 8-5. Computer entry is a plus, but not needed. Ask for Colleen. 540-6110

CUSTOMER SERVICE REP.
Experienced, computer & strong typing skills for busy insurance firm. 477-5200

CUSTOMER SERVICE. Energetic person with pleasant phone manner for our customer service & order desk position with a small manufacturing company. Send resume, Automatic Bell, Box 435, Novi, MI 48050.

CUSTOMER SERVICE ASS'T
Expanding Brighton area wood window manufacturer seeks assistant to join our customer service department. Responsibilities include direct phone contact with customers, scheduling & pricing service orders, and follow-up of orders with service & sales personnel. The successful candidate will have excellent communication skills, computer experience, and customer service orientation. Send resume and prior salary history to: Vice President, Weathersprayer Window, Inc., 5938 Ford Court, Brighton, MI 48116.

DATA ENTRY CLERK - Full-time after noons. Some clerical. IBM 36 necessary, also 10 key calculator. Livonia area. Send resume to: Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK - part time, 7am-noon. Mon. thru Fri. Able to type thirty words per minute preferred. $5/hr. Must be 18-21 yrs old to qualify. 425-1290
JTPA funded

DATA ENTRY - growing marketing services company needs part time data entry person. Accurate typist, quiet skills necessary, 4 hrs. daily. Non-smoking office. Downtown Birmingham location. Resumes only to: Data Entry Department, 251 E. Woodward, Birmingham, MI 48011.

DATA ENTRY - operators (11), for major troy corporation. Training opportunities, top dollar, call Betty at Uniforce 646-6166

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 373M, Southfield, MI 48037

DATA PROCESSING - Entry level, answering phones, filing, reliable transportation. Located in Plymouth. 451-1278

DEMANDING OFFICE requires a self-motivated, self-organized person for multi function job (2 person office), small manufacturing company. Duties will include, bookkeeping, payroll, production, order processing. Position requires strong math skills & an aggressive, flexible individual willing to accept responsibility. Call 9am-4pm:
272-4311

DEPUTY COURT CLERK
35th DISTRICT COURT

Salary range beginning $12,150 with comprehensive benefit package. Must have knowledge of modern office procedures and practices, excellent English, and spelling skills with ability to type a minimum of 45 words per minute. Data processing familiarity and ability to read legal experience preferred. Equal Opportunity Employer.

Send resume or apply in person to the 35th District Court, 650 Plymouth Rd., Plymouth, Mi., 48170 by February 1, 1988

Marion C. Belding
Court Administrator

DOCTORS OFFICE RECEPTIONIST

Nice opportunity in Suburban office for billing and appointment scheduling. Use your good typing and phone skills here. Call Marie at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

DO YOU HAVE THE RIGHT CREDENTIALS

Progressive company is seeking dedicated individuals to perform diversified tasks at our Detroit area office. The ideal candidate will have excellent typing, phone & organizational talents. To 2 yrs. general office experience preferred but is negotiable. We offer an excellent salary/benefit package plus opportunity for advance. Don't hesitate! Send your resume today to: Sterling Vista, P.O. Box 794, Sterling Hts., MI 48310-0794
An Equal Opportunity Employer

DO YOU NEED MONEY?

- WORD PROCESSORS
- TYPISTS
- SECRETARIES

Bring us your skills & we can help you make money - plus work 40 hours a week but you choose.

ABILITY TEMPS
851-3652
31275 Northwestern Hwy., Suite 226
Farmington Hills, MI
eoem/fvh

EMPLOYMENT CONSULTANT needed, preferably full or part time clerical experience helpful, will train, call Linda 548-2700

ENERGETIC INDIVIDUAL wanted for clerical position in Birmingham law firm. Must be self starter, detail oriented. Call 9AM-12AM or 2PM-5PM 642-2515

ENROLL in free clerical training with job placement assistance. Call Wayne Westland Schools now at 995-3214
An Equal Opportunity Employer

ENTRY LEVEL
DATA ENTRY CLERK
Will train in AR/AP. Location Westland, Mich. Salary to 10 $14,400. Excellent company. Fee Paid. Contact: Administrator, 29815 Northwestern Highway, Suite 202, Southfield, MI. 48034
355-2410

EXECUTIVE Assistant/Secretary. Real estate development company. Must be able to prioritize, delegate and pay strict attention to details. Real estate experience a plus. Compensation and benefits commensurate with experience and education. Mail applications only to: Bailey, Franke & Schmeichel, Real Estate Dept. 325 E. Eisenhower Parkway, Suite 108, Ann Arbor, MI 48108

EXECUTIVE SECRETARY
for high presitged office located in Farmington. Excellent salary & benefits for experienced people. Some computer experience helpful. We have to work some Saturdays. Apply at: 33001 Grand River,

EXECUTIVE SECRETARY - experienced, well organized with excellent written & verbal skills, computer/word processing skills desired. Opportunity for advancement, non smoker, excellent benefits. Send resume to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced self- starter, excellent organizational skills & ability to prioritize in a busy office atmosphere. Typing skills of 60 WPM, shorthand, accounting & PC experience helpful. Excellent benefit package. Send resume to:
Valerie Church, ARA Services, Inc.
30600 Telegraph Rd., Suite 2251,
Birmingham, Mich. 48010.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Well known downtown company seeks person with outstanding Secretary/Administrative Asst with experience handling administrative detail, travel arrangements, telephone & written correspondence.

Typing 80wpm, with excellent grammar, spelling & human relations skills. Word Processing/PC skills & shorthand preferred. Excellent phone skills. Quality assurance & detail oriented training a must. This is a highly visible position, outstanding candidate must have the ability to interact with top level executives.

Excellent pay, benefits & environment (as well as parking).

Send letter, resume & salary history to: Box, 558 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY with at least 3 yrs. experience needed in Bloomfield. Salary $17,000 to $20,000 plus benefits. Call 879-6630

FILE CLERK - full time needed for law firm. Must 18 years or older with own transportation. Send resume to Law Firm, 27777 Franklin Rd., Suite 1100, Southfield, MI 48034-2384.

FILE CLERK
Full-time, entry level position for person with good organization and numbers skills. Good salary and benefits. Send resume: South Oakland Associates, 30111 Woodward, Suite 305, Huntington Woods, MI 48070 or call Mr. Brocco, 547-5658

FILE CLERK-PART TIME
Life Insurance Co. located in Plymouth has immediate opening for a part time (15 hrs per wk. afternoons) File Clerk. Position involves filing, light typing & some data entry. Excellent working conditions. Contact Personnel Dept. Michigan Catastrophic Claims Assn. 453-8300

FINANCIAL office manager, interested persons must be detailed & organized with people skills. Lots of inuitive & assume responsibilities, maintain budget, financial reports, assist teller & perform office & administrative duties. Should have computer banking or credit union a plus. Approximately 30 hrs. weekly. Send letter & resume to Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIT MODEL/CLERICAL

Woman's fashion retailer seeks individual with excellent appearance and presentation skills to model & assist with diversified office duties and in house modeling of size 9 garments.

Must have the following specifications: bust 35 in., waist, 25-27 in., 5'7-3/4 in. minimum height, 34-35 in. inseam 30 inch. height 5ft. 1 - 5ft. 8. Prefer teens or college age. Must have but modeling experience not required.

Work first 2 months in Detroit, then move to Farmington Twp. permanently. Position offers excellent benefits. To explore further, call Mrs. Mann at 833-6906

An Equal Opportunity Employer

FULL CHARGE BOOKKEEPER
Small balance for 2 people in Troy area. Send resume to: PO Box 99083 Troy, Michigan, 48084

FULL TIME BOOKKEEPER
Must be experienced with payroll system. Monthly trial balance capability is essential for smooth operations. Send resume to: Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME or part time apartment complex, Farmington Hills area. Experience in bookkeeping, some typing & typical office work. Need person who Call weekdays 9-5. 478-0322

FULL-TIME RECEPTIONIST
needed for Bank of Ann Arbor in Farmington Hills. Experience preferred. Call Karla at 851-3300

IMMEDIATE OPENING - Order entry position for manufacturing firm in Southfield. Position involves some computer input, typing, general office. Experience helpful will train. Non-smoker. Call 8 to 4 pm: 352-7376

GENERAL ACCOUNTING CLERK
The Southland corporation, the Major British Petroleum Company chain is seeking qualified candidates to fill accounting positions in our Wayne market office. Candidates must be aggressive, responsible, detail oriented and desire a position with opportunities for advancement & growth. In a key calculator experience is a plus. We offer a comprehensive benefits package to include medical & life insurance. After the waiting period, tuition reimbursement, credit union & paid vacations. This position offers a competitive starting wage. Send resume or apply in person, Mon. thru Fri., 9am-pm:
The Southland Corp., 3400 Second Street, Butte 200, Wayne, MI 48184.
EOE/M/F

GENERAL CLERK - will be trained to do pricing, good math ability and telepsonal skills for Southfield corporation, type 40-50 wpm, salary $13,500. Call Holly at Uniforce
846-8501

GENERAL OFFICE & Bookkeeping Computer experience helpful. Send resume to: Personnel, 8031 Joy Rd., Detroit, Michigan, 48204.

GENERAL OFFICE
Assist in 1 girl office. Typing and light bookkeeping. Livonia area. Please send resume to Box 305, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Bookkeeping experience or part time, Birmingham area. Call
258-1900

GENERAL OFFICE & light book keeping position available. Restaurant background helpful.
Call Nancy 258-2028

GENERAL OFFICE - part time, Thurs. & Fri. 8am-5pm. Apply between 1-4 Thurs. & Fri. References required. 25398 5 Mile, Redford

GENERAL OFFICE
Some bookkeeping, light bookkeeping, must type, file, & be familiar with word processor. 851-0617

GENERAL OFFICE-Typing, manimum 50wpm, good math. Willing to work with computers. Southfield complex, Mid-Smith
345-3118

GENERAL OFFICE
Entry level general office position. Requirement: Math aptitude, typing 45 wpm. Please call 533-5121

GENERAL OFFICE- Part time position for Livonia accounting office. Work with computers, some light bookkeeping. Variable schedule. Send resume to: Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE for growing Southfield co. Duties include typing, filing, phone answering. Some word typing for experienced person. Send resume with salary requirements to: N. C. Hanover, 29818 Northwestern Hwy. ste 120, Southfield Michigan, 48034

GENERAL OFFICE - Bookkeeping. Energetic, dedicated people wanted for quickly growing West Bloomfield firm to perform general office and clerical. Good typing skills and organizational ability required. Salary commensurate with experience. Call 855-9811

GENERAL OFFICE
Stable, mature person for office duties & PC data entry. Must type 60 WPM or better & have pleasant telephone manner. Nice atmosphere in Orchard Lake/West Bloomfield office. Good salary & fully paid health insurance. Resume to: Mr. Michaels, 4196 Orchard Lake Rd, Orchard Lake, Mich. 48033.

GENERAL OFFICE - permanent part time, some typing. Troy area.
689-1355

504 Help Wanted Office-Clerical

GENERAL OFFICE
Gestetner Corporation, a leader in the office products industry, presently has an opening for a general office experience. Typing skills & figure aptitude necessary. 1 yr. general office experience necessary. Good fringe benefits. For consideration, please call 352-5600, or send resume to: Gestetner Corporation, 22400 Telegraph, Southfield, MI., 48034, attention Personnel Dept.
An Equal Opportunity Employer

GENERAL OFFICE Customer Service

Livonia area firm seeking well-organized individual to handle a variety of General Office, Customer Service & Data Entry functions. Excellent math, typing, analytical and communicative skills required. Send resume and salary requirements to: Box 854 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL OFFICE
12 Mile/Telegraph area. Typing. Part time. Temporary to April 15, 1988. Flexible hours. $4.25.
354-2059

GENERAL OFFICE
Telephone, typing & filing. $5.00 per hour. Full time.
477-0600

GENERAL OFFICE
Farmington Hills manufacturing firm seeks responsible, articulate & bubbly individual to handle general office duties. Will train. Salary based on experience. Non smoker. 737-9393

GENERAL OFFICE
Entry level position. Applicants must possess general office, telephone, receptionist & filing skills. Data entry experience helpful. Please mail resumes to: L. Ingram, 13231 Northend, Oak Park, MI. 48237

GENERAL OFFICE/DATA ENTRY
Part time position. Westland area. IBM PC, knowledge of data base helpful. Excellent benefit package. Send resume to: Box 373, Observer & Eccentric Newspapers, Attn: Kate Lack, 36453 Wayne Road, Westland, MI 48185

GENERAL OFFICE
Livonia area firm has immediate opening for entry level position: Mail packet, copy person, & relief receptionist, benefits, Fee Paid. Send resume to Box 500 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK

We have immediate part-time, entry level opening for an energetic self-starter to perform a variety of general office/clerical duties.

Diversified position requires excellent organizational skills, aptitude for figures and strong phone skills for collection. Some typing required and must be able to work independently.

We offer excellent company paid benefits and a friendly work environment. Branch located in Romulus. Call: Ron Conrad
(313) 941-9011

SAFETY-KLEEN CORP.

An Equal Opportunity Employer

GIRL FRIDAY - Property management office has immediate opening for person with good typing, telephone, computer skills. Word Perfect & basic accounting skills a plus. Salary commensurate. Send resume to: 29100 Northwestern Hwy., #200, Southfield, MI 48034.

HALT!

Read no further than this ad! Because Kelly Services has the best and offer benefits. We're 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 362-1160
Farmington . . . 471-2050
Southfield. . . . 352-5220
Bloomfield 642-9650
Berkley. 398-7900
Rochester. 852-8800

KELLY SERVICES

The "Kelly Girl" People
Not an employment agency
Equal Opportunity Employer M/F/H

HOTEL SALES secretary - 60wpm typing & Dept. 325 E. Eisenhower Pkwy, Suite 108, Ann Arbor, MI 48108

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. Opportunity for advancement, good pay & excellent benefits. Send your resume to: Sales Department, P O Box 39009, Redford, MI 48239
341-4800

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned subsidiary of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they need new employees, so we need EXPERIENCED commercial lines & personal lines CSR's, Producers, Company Underwriters, Retail & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Call Sue Wood
Mich. Ins. Personnel Service

504 Help Wanted Office-Clerical

INSURANCE

Commercial lines assistant for busy property & casualty agency in Southfield. Rating experience preferred. Computer experience helpful. Some typing required. Excellent opportunity for advancement.
355-4400

INSURANCE COMPANY located in Troy has an opening for a full time Clerk/Receptionist. Need a mature person with good typing, pleasant professional phone manner. Knowledge of CRT usage a plus. Excellent benefits, an entry level position, there is good growth potential. Experienced only need apply. If interested please send resume to: Box 598 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE CORRESPONDENT
Leasing subsidiary of Fortune 500 company, located in Livonia, is seeking an insurance correspondent to review insurance coverage on commercial lease agreements. Training provided throughout the lease terms. Candidate must possess good organizational skills and strong written & verbal communication skills, background or prior experience in commercial insurance preferred. Send resume to: Attn: Whirlpool Leasing Services, 17117 North Laurel Park Drive, Suite 233, Livonia, Mich., 48152, attention Human Resources
An Equal Opportunity Employer

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial lines - Personal lines
CSR's-Marketing-Claims-Rating
CONCORD PERSONNEL
19300 Middlebelt Rd. 476-2200

KEYPUNCH OPERATORS
Royal Oak based regional distribution & sales firm is growing & on the shift at our Livonia office. Call between 9 and 3 for Appt.: 422-8002

Service bureau needs experienced operators for day and afternoon shifts. Full or flexible hours.
937-1180

LASER PHOTOPLOTTING SERVICE has part time telephone positions available. Must have office/telephone experience. Flexible hours $5 per hour. Non-smoking office. Apply in person: 34700 Capitol off Farmington Road, Livonia.
Avoid Lunch Hours Please.

LEASING ASSISTANT

Fast paced Livonia leasing company seeks person with strong business skills to assist in their leasing division. Must have good bookkeeping skills and be detail-oriented. Leasing assistant offers competitive salary and benefits. If interested, send confidential resume to: Ms. Nash, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

LEASING SECRETARY
Southfield firm seeks go-getter with upbeat personality. Good typing & phone skills required. Fabulous surroundings & benefits. $17,000. Full benefits. Fee Paid. For more information call Sheri Hill
AMERICAN SCI
649-2010

LEGAL SECRETARIES

Bloomfield Hills
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional positions for secretaries, temporary or permanent, register now with THE Agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8186

LEGAL SECRETARY - Southfield law firm - general negligence & workers compensation, salary commensurate with 2 to 3 yrs experience, word processing helpful but not required. Call Nancy 352-3550

LEGAL SECRETARY
Part time for Southfield personal injury law firm. Excellent benefits.
Call Nancy: 352-4890

LEGAL SECRETARY
1 yr. experience, word processing. 7-Down, 1 off Farmington Hills law firm. Call Kathy 626-3448

LEGAL SECRETARY, Southfield. Salary based on experience, fringes. Send resume to Richard B. Kapes, P.O. Box 2207, Southfield, MI. 48037-2207. All replies confidential.

LEGAL SECRETARY
Experienced, for Oakland County firm, with large litigation practice. At least 2 years of litigation experience required. Word processing skills-CPT, Excellent salary & benefits. Non smoker required. Ask for Linda, at Finger & Finger, 355-5555.

LEGAL SECRETARY for law firm in Detroit. Litigation experience preferred. Salary commensurate with experience. Call Nancy 642-2922

LEGAL SECRETARY
for expanding Troy law firm. Word processing necessary. Experience in insurance defense preferred. Salary commensurate with experience. Call Ann at 362-3100

LEGAL SECRETARY - Corporate, estate planning & some litigation experience preferred. Word processing. Excellent salary & benefits. Non smoker. Call Nancy, Bloomfield Hills area, 642-7300

LEGAL SECRETARY
Law firm in Bloomfield Hills seeks experienced secretary with excellent typing, word processing & word processing experience. Send resume: 1780 S. Telegraph, Suite 300 Bloomfield Hills, MI 48013

LEGAL SECRETARY
Part time, 25-30 hours per week. Small Livonia firm. Word processing experience necessary. Hourly wage commensurate with ability and experience. Send letter to: Office Manager, 16632 Newburgh, Livonia, MI. 48154

LEGAL SECRETARY. Established Farmington Hills medium-size law firm, 13 Mile/Northwestern. Litigation experience necessary. IBM equipment. Opportunity with full benefit program. 626-5000

LEGAL SECRETARY. Real estate & general practice. Small, busy firm. Excellent English, legal & word processing skills required. Non-smoking. Call 355-3330

CARNEGIE INSTITUTE
550 Stephenson Hwy., Troy, MI., 48083

504 Help Wanted Office-Clerical

LEGAL SECRETARY for prestigious Southfield law firm looking for experienced Secretary with word processing. Excellent working environment & salary. Send resume to: Office Manager, P.O. Box 219, Southfield, MI 48037.

LEGAL SECRETARY
for Southfield law firm. Must be experienced in personal injury litigation, ie., medical malpractice, products liability, etc. Excellent benefit package. Salary commensurate with experience. Contact Barbara Snover at 353-1000

LEGAL SECRETARY
Established downtown firm seeks secretary with Personal injury, litigation experience. Will assist senior partner specializing in Med-Mal defense. Excellent benefits & working environment. Send resume & salary history to: Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVONIA REAL ESTATE FIRM is seeking a Secretary with legal and/or Real Estate background. a Take-Charge person. Please send resume & salary requirements to P O Box 52332, Livonia MI 48152.

LOAN PROCESSOR
Mortgage Co. in Troy seeks an experienced loan processor for single & conventional loans. Knowledge of FNMA/FHLMC guidelines a plus. Call Linda at 649-0500

MAIL CLERK

Southfield professional firm seeks interrative Mail Clerk. Duties include: sort & distribute mail. Full-time position. Excellent salary, benefits. Please send resume to: Personnel Director, M. DeRose, P.O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

MARKETING/RECEPTIONIST
Royal Oak based regional distribution & sales firm is growing & on the shift at our Livonia office. Call between 9 and 3 for Appt.: 422-8002

MARKETING SECRETARY
Exceptional opportunity for business personality, bookkeeping experience needed. Flexible hours preferred. Mail resume to: Management Office, 29338 Plymouth Rd., Livonia, MI 48150 An Equal Opportunity Employer

MATURE PERSON
With 5 years experience in Accounts Receivables, small loans or mortgage helpful.

BELVEDERE CONSTRUCTION
Mr. Schwarz
517-7000

MC DONNELL DOUGLAS Corporation now leasing division in Troy has the following positions:
DATA ENTRY OPERATOR
SECRETARIES
TELEMARKETING REPS
WORD PROCESSORS
For information on these openings contact Rose Ann Fiser of Fiser Office Services at 879-6630
Applicant pays no fee

MEDICAL SECRETARY
Small Birmingham Medical Billing Office is looking for full-time Secretary with good typing skills & pleasant personality. Willing to train qualified person. Send Resume to:
Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TYPIST
Henry Ford Hospital - Maplegrove - is seeking a Medical Typist to work Non-smoking office. Responsibilities include transcription of presented notes & Discharge Summaries. Good English/Grammar skills are needed. WPM are required: Qualified applicants, please contact Mary Jean Kopsas, 661-8100
HENRY FORD HOSPITAL
Maplegrove
6777 Maple
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

NURSING FACILITY needs individual who possesses good typing & math skills. Apply: Bloomfield Hills Care Center, 50 W Square Lake, Bloomfield Hills

OFFICE ASSISTANT

Part time for Farmington Hills Optometrist. Will train. 477-0250

OFFICE ASSISTANT
Wanted for Troy law firm. We are seeking a bright beginner with some office skills & reliable transportation. Full or part-time.
549-3323

OFFICE ASSISTANT
PART-TIME
Tues. and Thurs., 7:30 to 4, in Romulus. Light typing, filing, and answering phones. Long term assignment. Please call.
ACRO TEMPORARY SER. 591-1100

OFFICE CLERK - Experienced in filing, typing & recordkeeping duties. Utility function in more than one area of office. Come in or call Star Cutter, 23481 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

OFFICE CLERK
Responsible and conscientious person required for full time position. Duties include computer data entry and office clerical, leading to higher levels of responsibility for the right person. Non-smokers only. Call 557-3508 or send resume to: CKR Co., 13920 W 12 Mile, Southfield, MI. 48076.

OFFICE EXPERIENCE & pleasant personality for full & part time positions. Farmington Hills area, beginning at $6/hr. Willing to train for computer application & medical procedures. Advancement potential. Send letter or resume to Box #484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Progressive, people oriented company looking for a self motivated hard worker, with attention to details, to run our data entry office. Pleasant working conditions, competitive benefits, profit sharing, etc. Some management experience necessary, computer knowledge helpful, will train on particulars. Please call for interview appointment, ask for Bob 591-5222, ext. 20.

OFFICE MANAGER/SECRETARY
Must have good organizational skills & good phone manner. Data entry, accounting, typing & filing. IBM/PC experience necessary. Knowledge of automotive industry & accounting preferred. Full time. Non-smoking office. Troy area. Resume to: Computer Office, 3190 Rochester Rd., Troy, Mich. 48083. (528-8189)

OFFICE PERSON NEEDED
Experienced for auto related business in Plymouth. Must be a non-smoker, neat in appearance & have pleasant telephone manner. Call Kerri between 10am-6pm: 453-7806

OFFICE SERVICES CLERK
Southfield company seeks mailroom/shipping/receiving clerk. Candidates will be responsible, energetic, dependable and maintain a good working record. Some heavy lifting required. Hours will be 3 to 9 pm, flexible hours including some evenings and Saturdays.
353-3311, ext 217

OFFICE WORK
RETURNING TO WORK?
Is temporary work with flexible hours what you want? We, our company needs temporary data entry clerks for our customers. We will train. Call Denise at 559-1330

OPPORTUNITY FOR TEACHERS
Program expansion has created part time positions in Business Communications, Word Processing, and Medical Transcription Lab. Degree and work experience required.
Call 593-3637
CARNEGIE IN