504 Help Wanted Office-Clerical

ACCOUNTANT'S ASSISTANT
for Livonia CPA firm. No experience necessary. Student or trainee looking for a future in an Accounting Career. Afternoon hrs., permanent part time, 20 hrs. per week. Duties include typing & light bookkeeping. Call Elaine 427-6900

ACCOUNTANT - 2 years general accounting experience in manufacturing required. Degree preferred, background in cost & inventory accounting helpful. Full benefits. Send resume to Personnel Manager, 30281 Stephenson Hwy, Madison Heights, MI 48071

ACCOUNTING CLERK
with good typing skills for friendly Livonia office, part time hrs. 522-2202

ACCOUNTING CLERK
Computer distributor seeks organized, detail oriented individual with good figure aptitude for general accounting functions. Understanding of G/L a plus. Apply or send resume to Marcotte 11875 Market, Livonia, MI., 48150, Attn L. Hocking/ACCD

ACCOUNTING CLERK

Livonia area. Entry level position for detail oriented individual with good math aptitude. Will train but must have experience in billing, credit, collection & P.O. Data entry. Typing required. Send resume & salary requirements to: Personnel Manager, 38251 Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING- Part time- experienced only. Will train on computer. E Mail/Dowjones experience helpful. Send resume to Box 680, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE Clerk, 2 to 3 yrs. accounts payable experience, excellent salary & benefits. Please send resume to: Box 724,Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE, mid size manufacturer has immediate opening for individual with manufacturing experience and high accuracy skills. Computer experience a plus $5-$6 per hour, commensurate with experience. Send resume to
Controller - Nova Automatic
4020 Carver, Detroit, MI 48050

Accounts Payable

Real Estate Property Management Company in Southfield has accounts payable position open for EXPERIENCED individual. Requirements include 2 years prior experience in computerized accounts payable system. Excellent benefit package including life, medical, dental and tuition assistance. Apply Mon. thru Fri. 9am to 4pm.
Leaque Insurance Companies,
CUNA Mutual Insurance Group
15600 Providence Dr.
Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
TO $23,000 FEE PAID

Opportunity to work with the elite! This is truly a challenge for someone who displays professionalism, motivation, typing of 60 wpm., and adequate secretarial skills! If you are a self-starter with the ability to manage and keep on top of things, call me immediately. This Birmingham company is growing rapidly and has a tremendous amount to offer the right person. Kitty, 631-1300.
SNELLING & SNELLING
FARMINGTON HILLS

ADVERTISING AGENCY
Receptionist/General Office for busy advertising agency in Farmington Hills. Responsible, with excellent typing and word processing skills. Hours are 8:30-5:30. Salary range: $14,000-$16,000 depending on experience.
Call Sandy Obert: 737-7077

ACCOUNTS RECEIVABLE - Immediate opening for experienced accounts receivable clerk. Excellent accounting skills necessary. Computer experience helpful. Non smoker preferred. 349-9300

ACCOUNTS RECEIVABLE. Seeking an experienced person to manage receivable and collections. Typing a must, automotive purchase orders and release experience a plus. Troy location. Please call office manager at 643-0660

ACCOUNTS RECEIVABLE. Seeking an experienced person to manage receivable and collections. Typing a must, automotive purchase orders and release experience a plus. Troy location. Please call office manager at 643-0660

ADMINISTRATIVE ASSISTANT
for Marketing. Part-time, 20 hours per week. Must be experienced on IBM Macintosh software, type 65wpm & dictaphone. If qualified please call Ann or Kaie for interview at 354-4050

ADMINISTRATIVE/Sales Assistant
Computer retail company has an immediate opening for a self directed mature person. To qualify for this full time position you should possess clerical (telephone & word processing skills. Call Mon thru Fri. 9am-5pm. 474-3183

ADMINISTRATIVE ASSISTANT
A key position in a non-smoking, fast paced CPA firm. Must be a self starter, well organized, responsible individual. 4 years office experience required. Prior CPA firm, IBM-PC/AT and WordStar experience preferred. Salary and benefits commensurate with experience. Send resume, with salary requirements, to Malek & Associates CPA, 401 S. Woodward, Suite 457, Birmingham, MI., 48011.

ADMINISTRATIVE ASSISTANT
with knowledge of word processing, Lotus & bookkeeping needed for small, but busy office. Must possess excellent written communication skills, a pleasant phone personality, be extremely organized, able to coordinate many tasks at once & work well under pressure. Your ability to learn quickly & work independently will have this position a rewarding challenge.
Send resume Personnel, PO Box 517, Troy, MI 48099

ADMINISTRATIVE ASSISTANT

Insurance Corporate seeks an administrative assistant for its Policy Services Department. 1 year clerical experience, accurate typing (40 wpm) and exceptional organization skills are required. Excellent benefit package including life, medical, dental and tuition assistance. Apply Mon. thru Fri. 9am to 4pm.
League Insurance Companies,
CUNA Mutual Insurance Group
15600 Providence Dr.
Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
TO $23,000 FEE PAID

Opportunity to work with the elite! This is truly a challenge for someone who displays professionalism, motivation, typing of 60 wpm., and adequate secretarial skills! If you are a self-starter with the ability to manage and keep on top of things, call me immediately. This Birmingham company is growing rapidly and has a tremendous amount to offer the right person. Kitty, 631-1300.
SNELLING & SNELLING
FARMINGTON HILLS

ACCOUNTS RECEIVABLE - TROY
From start to finish $16K range. Excellent benefits fee paid
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE
Livonia Company looking for an experienced person to do posting, collections, & other clerical duties. Experience with pegboard helpful. Must start immediately. Call between 3pm-5pm 522-2910, ext. 67

504 Help Wanted Office-Clerical

APARTMENT OPPORTUNITIES

Immediate positions available for part time leasing and full time Maintenance Personnel. Must be highly motivated and self-oriented. Applicants also should have related experience and desire to advance. Send resume to: Mr. Green, Apartment Opportunities, P. O. Box 2360, Farmington Hills, MI., 48333.

ARBOR TEMPS

RECEPTIONISTS

JR. SECRETARIES
(40 wpm plus - temp to permanent)

DATA ENTRY
Immediate Openings

TOP PAY, BONUSES, BENEFITS

9433 Haggerty
(at 275)
Plymouth, MI
459-1166

ARE YOU STILL DREAMING?
Are you creative? Have you thought about a career in interior design but are uncertain how to capitalize on your talents? You owe it to yourself to call us. 559-5370

ASSISTANT BOOKKEEPER
With 3 yrs. experience. Aide Bookkeeper through trial balance, be familiar with payroll, general ledger, A/R, A/P. Excellent salary and benefit package with opportunities for growth. Send resume and salary history in confidence to: Personnel Administrator, Carl Corporation Management, 17117 8 mile Rd., Box 700, Southfield, MI 48075
An Equal Opportunity Employer

BOOKKEEPER - Accountant for Farmington Hills CPA firm. Full charge of over 25 clients, permanent position. Must have prior resume & salary history/requirements to: Malek & Associates, Willard Co PC, 29625 Grand River, Farmington Hills, MI 48024.

BOOKKEEPER

Busy CPA firm in Southfield wants to add a full time bookkeeper. Part time hours with more hrs. depending on workload (quarterly & month ends). You will be completely responsible for about 10 clients' bookkeeping, taking journals thru general ledger & monthly financials. Knowledge of bank reconciliations, payroll tax returns & W-2s. Hourly wage about $9 to start with potential for greater earnings. Send resume to:
C.M.
Fodemar Business & Co.
30215 Southfield Rd.,Suite 220
Southfield, 48076
An Equal Opportunity Employer

BOOKKEEPER - Construction Experience with draws, sworn statements, lien waivers, job costing helpful. Will work with contractor. $15-21,000 depending on exp. Paid benefits. No fee
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER

Do you enjoy working within a "State of the Art" environment? You'll love this growing computer company. Top wages, full benefits. Call Kathleen at 353-2090.
8 5 PM. Appointments Available
SNELLING & SNELLING

BOOKKEEPER
Entry level bookkeeping position. Must have some construction related experience. 569-0134

BOOKKEEPER - Experienced thru trial balance. Excellent benefits. Send resume & salary requirements to: R. J. Gerondale, 999 Haynes, Suite 200, Birmingham, MI 48011

BOOKKEEPER

Experienced full-charge Bookkeeper needed for Birmingham company. Cost accounting experience a plus. Must be experienced thru financial statement preparation. If interested, please send resume and salary history in confidence to: Ms. Litman, P. O. Box 661, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

If you can do all of the above, you will receive top pay plus bonuses. Call today:

522-4020
Livonia

KELLY SERVICES
The "Kelly Girl" People
Not an agency, there's a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

BOOKKEEPER
FULL CHARGE

Real estate investment firm located in northern suburbs has need for a sharp full charge bookkeeper. Must be detail oriented, working with minimal supervision and have some computer knowledge. Excellent benefits. Salary commensurate with experience. Prefer non-smoker. Send resume to:

ACCOUNTING SUPERVISOR
27261 Shagbark
Southfield MI 48076

VALASSIS INSERTS
A CONSOLIDATED PRESS U.S. COMPANY
An Equal Opportunity Employer

DON'T MISS IT! TODAY IS THE DAY!

Valassis Inserts is the #1 coupon producer in the world. And, because we're growing so fast we have a variety of excellent positions to fill.

That's why
WE HAVE SCHEDULED A SPECIAL OPEN HOUSE FOR TODAY, (FEB. 8), BETWEEN 5:30 P.M. & 8 P.M.
Come and visit our new Livonia Office Complex (next door to Valassis Printing Co.), 36111 Schoolcraft Rd., Livonia, and let us tell you about the excellent opportunities currently available.
If you're interested in Secretarial, Clerical/Clerk, Personnel Assts., Proofreaders, Production & Plant positions, please stop by and see us. We may have just what you're looking for — including competitive salaries and excellent flex-benefits. If you cannot attend please send resume to: Beth McEvilly, Human Resources.

WE LOOK FORWARD TO MEETING YOU TONIGHT!

Secretary

SALES SECRETARY

CENTEL INFORMATION SYSTEMS, INC., a recognized leader in the data communications industry has an immediate opening for a secretary in our new Birmingham office.

We are seeking a flexible, detail-oriented individual with a highly proficient manner who can handle a variety of assignments simultaneously. Candidates should have 10 year administrative and secretarial experience; typing 60 wpm and standard 80 wpm. Word processing and PC experience in a sales environment is a plus. This position will be responsible for interfacing with customers including the ordering, delivery of equipment, and problem solving.

Our starting salaries are competitive and our benefits package is one of the most comprehensive in the industry. For immediate consideration, please forward your resume to: **Centel Information Systems, Inc., Mr. Richard Ulrich, Personal & Confidential, 31731 Northwestern Highway, Suite 150, Farmington Hills, MI 48018.**

Equal Opportunity Employer M/F/H/V

CENTEL

504 Help Wanted Office-Clerical

AUTO DEALER needs experienced car biller. Excellent benefits. Apply in person Stark Hickey Reed, 24760 W Seven Mile at Grand River.
An Equal Opportunity Employer

AUTO DEALERSHIP
Certified Public Accountant
Large volume dealership located in suburban Detroit seeks conscientious individual with dealership experience. Apply in person between 9am-5pm.

DON MASSEY CADILLAC, INC.
40475 Ann Arbor Rd.
at I-275, Plymouth, MI

AUTOMOBILE DEALERSHIP
Seeking individuals to fill accounts payable/receivable positions in various clerical positions. Dealership experience a must! Apply in person:
Don Massey Cadillac,
40475 Ann Arbor Rd., at I275,
Plymouth, MI

Benefits Assistant

This interesting and challenging clerical position in our Human Resources Department requires an individual with 1-3 years working experience in employee benefits, excellent verbal and written communication skills, typing 40-50 wpm, and the ability to handle confidential material. Our Flexible Benefits Program includes a 401 K plan. Experience with word processing and LOTUS 123 should be possible. If you enjoy a fast paced environment and are knowledgeable in employee benefits, please send your resume including salary requirements to:
Human Resources Department
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48322
An Equal Opportunity Employer

BILLING CLERK (entry level) for growing medical distributor. Typing 55 wpm on CRT preferred. Starting pay $5.25 per hour plus bonuses. Room for advancement. Good benefits. Send resume only to: Billing Supervisor, P.O. Box 40625 Detroit MI. 48240

BOOKKEEPER - Accountant for Farmington Hills CPA firm. Full charge of over 25 clients, permanent position. Must have prior resume & salary history/requirements to: Malek & Associates, Willard Co PC, 29625 Grand River, Farmington Hills, MI 48024.

BOOKKEEPER
FULL-CHARGE

Southfield public relations firm seeks experienced Full-Charge Bookkeeper to work with people. Must be experienced thru financial statement preparation. Computerized LOTUS experience a plus. Superb interpersonal skills a must. Excellent salary and benefits package. Nine hours. Please send resume in confidence to: Personnel Director, 2 Corporate Plaza, 25800 Northwestern Hwy., Suite 200, Southfield, MI 48075

BOOKKEEPER - Construction Experience with draws, sworn statements, lien waivers, job costing helpful. Will work with contractor. $15-21,000 depending on exp. Paid benefits. No fee
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER

Do you enjoy working within a "State of the Art" environment? You'll love this growing computer company. Top wages, full benefits. Call Kathleen at 353-2090.
8 5 PM. Appointments Available
SNELLING & SNELLING

BOOKKEEPER
Entry level bookkeeping position. Must have some construction related experience. 569-0134

BOOKKEEPER - Experienced thru trial balance. Excellent benefits. Send resume & salary requirements to: R. J. Gerondale, 999 Haynes, Suite 200, Birmingham, MI 48011

BOOKKEEPER

Experienced full-charge Bookkeeper needed for Birmingham company. Cost accounting experience a plus. Must be experienced thru financial statement preparation. If interested, please send resume and salary history in confidence to: Ms. Litman, P. O. Box 661, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER - full time position with rapidly growing corporation, many opportunities for advancement, high pay & pleasant working conditions, only career oriented individuals need apply. Please send resume to box 566, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge bookkeeper needed for holding company of several corporations. Excellent pay & benefits. Call for appointment. 478-0500

BOOKKEEPER - FULL CHARGE
Farmington Hills manufacturer seeks full charge bookkeeper. Must maintain proven record of handling responsibility. Excellent opportunity for growth. Reply to box 9079

BOOKKEEPER
Full charge bookkeeper needed for holding company of several corporations. Excellent pay & benefits. Call for appointment. 478-0500

BOOKKEEPER - FULL CHARGE
Farmington Hills manufacturer seeks full charge bookkeeper. Must maintain proven record of handling responsibility. Excellent opportunity for growth. Reply to box 9079

BOOKKEEPER
Full charge. Thorough knowledge of general ledger, balance sheet & monthly financial statements, payroll taxes, salesforce commissions, etc. Computer experience desirable. Send resume to: Personnel Dept. Pn. 1600 N. Woodward, Suite 200, Birmingham, MI 48011.

BOOKKEEPER - full charge for retail furniture store. Call Furniture Barn, Bedland, Inc. Mr. H Lewton 356-7222

BOOKKEEPER, FULL CHARGE
for Farmington Hills area CPA firm. Full or part-time. Salary negotiable. Call 553-0300

BOOKKEEPER - Full Charge thru trial balance and general office work. 3 days a week. Farmington area location in Livonia. Call Sam, 4pm. Mon. thru Fri.

BOOKKEEPER - Full time for Southfield law firm. Computer experience. Accounts receivable/payable. Salary commensurate with experience to: H. Babcock, 23077 Greenfield, Suite 205, Southfield, MI 48075

BOOKKEEPER - full charge. Well organized with experience in accounts receivable/payable. Fast growing retail/property company. Knowledge in detailed bookkeeping. Communication & problem solving skills will be an asset. Competitive salary & benefits. Send resume: "Bookkeeper" 22320 Woodward, Ferndale, MI. 48220

BOOKKEEPER
FULL-CHARGE

Southfield public relations firm seeks experienced Full-Charge Bookkeeper to work with people. Must be experienced thru financial statement preparation. Computerized LOTUS experience a plus. Superb interpersonal skills a must. Excellent salary and benefits package. Nine hours. Please send resume in confidence to: Personnel Director, 2 Corporate Plaza, 25800 Northwestern Hwy., Suite 200, Southfield, MI 48075

BOOKKEEPER - Construction Experience with draws, sworn statements, lien waivers, job costing helpful. Will work with contractor. $15-21,000 depending on exp. Paid benefits. No fee
B. HAMIL PERSONNEL
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Plante & Moran recruiting for An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
General Office experience. Must enjoy working with people. Part time position. Must possess good math aptitude. Will train on computer. Experience in billing, collections & general office duties. Good location and benefits. Call between 10am-2pm 522-2910, ext. 67

BOOKKEEPER
General Office experience. Must enjoy working with people. Part time position. Must possess good math aptitude. Will train on computer. Experience in billing, collections & general office duties. Good location and benefits. Call between 10am-2pm 522-2910, ext. 67

BOOKKEEPER - Need bookkeeper who has a variety of jobs for downtown accounting office. Job entails, 'swinging' from payroll depts. to bookkeeping dept. to tax dept. to marketing dept., etc. Experienced & knowledge of general ledger, payroll & business taxes a must. Knowledge of personal income tax & computer helpful. Pay $17,000 to $ 19,000 plus benefits depending on qualifications. Send resume to:
Bookkeeper, P. O. Box 32043, Detroit MI 48232.

BOOKKEEPER/Office Help
needed for small business in Troy, to help with phone orders & bookkeeping. Part time during the day, 20-30 hours per week. Call 649-2321

BOOKKEEPER - Part time, Southfield office. Must have on-the-job experience. Need self starter. Typing needed. Possible job growth. Prior real estate brokerage or development back ground.
Call Kathleen 353-9484

BOOKKEEPER - part time, flexible hours. Farmington Hills area. Please call. 553-8070

BOOKKEEPER
Part time, 25-30 hrs. per wk. with growth potential. Good math aptitude required. Must be able to work independent. Some experience desired. Farmington Hills. 855-5860

BOOKKEEPER/PURCHASER
For packing company located in Troy. Accounts payable department.
Ask for Gail 459-4313

BOOKKEEPER/RECEPTIONIST
Experienced, for small Birmingham Law Office. Call Sue for appointment at 647-7878 or 647-7879

BOOKKEEPER/RECEPTIONIST
must have 2 years bookkeeping experience. Have pleasant personality. Send resume to: PO Box 87492, Canton, MI 48187

BOOKKEEPER/SECRETARY - self-directed, organized person for nonsmoking Southfield computer firm. Typing & communications skills, $5 to $6 per hr. + benefits. 569-8181

BOOKKEEPER/SECRETARY
Approximately 30 hrs. per wk. Full charge through Trial Balance. Including Payroll & Payroll Taxes, and Payroll & Supporting Statements. Light secretarial work, typing, phone answering, etc., 1 person office. Call after 6pm 471-1056

BOOKKEEPER TYPIST
entry level, part time, non smoker, flexible hours, Northville 349-5877

BOOKKEEPER
2 years experience for CPA office in Farmington Hills. Good working conditions and benefits. Salary commensurate with experience.
Call Marilyn, 553-4200.

BOOKKEEPING
Data Entry/EDP

Looking for temporary employment? accountemps specializes in all areas of bookkeeping, accounting and data processing. Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add significant experience to your background. Temporary assignments can lead to permanent positions. For an appointment, please call

357-8367
accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034
A subsidiary of
Robert Half of Michigan, Inc.

BOOKKEEPING - Accounting degree or previous service contractor is expanding & seeks non-smokers who have experience in Receivables, Payables and/or payroll. Some college preferred. Resume & cover letter to: P.O. Box 47334, Oak Park, MI 48237.

CLERICAL
Busy sales office needs responsible individual with strong clerical skills. Permanent part time position. Beautiful hrs. Pay based on experience. Auburn Hills Area. 373-9333

504 Help Wanted Office-Clerical

BOOKKEEPING POSITION
TO $18,000

Your full charge experience can qualify you for a exceptional opportunity and suburban location! Great benefits. Fee paid. 399-3450.
SNELLING & SNELLING

BRANCH MANAGER

Rapidly growing, and seeking motivated professional, 3 yrs experience in mortgage industry, extensive knowledge in the mortgage industry. Excellent compensation package, paid medical, pleasant working conditions, opportunity for advancement. Send resume to: Consumer Mortgage Corp, Personnel Dept, 31550 Northwestern Hwy, Farmington Hills, MI 48018.

BROKERAGE SECRETARY
$12-$16,000, FEE PAID

Suburban firm seeking a Secretary with a minimum of 1 year brokerage background. Typing 50 wpm, 2 years exp. on word processor. Good benefits and growth potential. Call Mary at 464-8900.
SNELLING & SNELLING

BUSY AUTOMOTIVE SALES office has a Receptionist position. Need secretary to answer the phone, type & handle general office work. Some previous office experience. Full benefit package. Call 646-8292

1988 CAREER
OPPORTUNITIES GALORE
AT FEED BAG

Legal Secretary, Burton. $20,000
Cust Serv, 50 wpm, SO. $16,000
Rec. Secretary, Farm. Hills $20,000
Data Entry Clerk, Farm. $14,580
Word Proc., Farm. Hills. . $18,540
Word Proc., Farm. Hills. . $13,000

Want more money, better benefits, greater advancement potential? Look no further! We have more full time openings than applicants. Come in now! Call for a pre-set appointment. 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

4½ Day Work Week

Several full time positions with local insurance company offering pleasant surroundings, excellent salary, paid holidays, paid fringe benefits including paid holidays and vacations.
Immediate opening for:

- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4590
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 12 noon

CLERICAL
CONSULTANT

Use your clerical experience and sales ability in a new career. Be a part of a nationwide team. Place people in the fast moving, high volume office support industry. Great earning potential, training, salary plus commission and bonus. Call today 559-5300.
SNELLING & SNELLING
OF TROY

CLERICAL
Farmington Hills office seeking part time mature woman to work 9-3 pm. Light typing, adaptable math aptitude. Reply to Box #692, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Fast paced customer oriented office. Light typing, adaptable math aptitude. Call with detail. Full time, Southfield area. Reply to Box #692, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL

FRETTER APPLIANCE has immediate opening for ambitious individual to assist in store clerical duties. Part time position available. Customer phone relations and basic bookkeeping helpful. Apply in person at:

FRETTER APPLIANCE
33901 Schoolcraft
Livonia, Mich. 48150
(between Levan & Farmington Rds.)

CLERICAL - full time position in engineering department. Requires organized, detail oriented person. Pun tuation, filing, typing skills, good entry. Manufacturer of electronic instruments. Excellent benefits. Salary to $ 700. Call Mrs. Gibson, Dosemeter & Electronic Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical Opportunities

Do you have the desire to work & grow in a challenging fast-paced environment? If the answer is YES, our corporation one of the nation's largest mortgage bankers has excellent career opportunities available for you. Qualified candidates must possess accurate typing, strong communication skills & good math aptitude. Previous office experience required. CRT experience helpful. Some overtime is required. A competitive benefit package including an Employee Stock Ownership Plan is being offered. We will be accepting applications Monday, February 8.
The Employment Department
FIRESIDE FUND
MORTGAGE CORPORATION
27333 Farmington Rd.
Farmington Hills, MI 48018
Affirmative Action Employer M/F/H

CLERICAL

Part time for retail advertising agency. Call 647-1600

CLERICAL - part time, energetic, self starter to handle filing, mail & errands. Near Southfield, Berkley. Must have own transportation. Mon. thru Fri. 10am-3pm. 353-8456

CLERICAL RECEPTIONIST. If you have people skills & general office experience, with an exposure to PCs ... this would be a career opportunity for you. Troy. Call 244-8168

CLERICAL/Sales Assistant - National broadcast representative, Fisher Bldg., excellent clerical skills, computer knowledge helpful. 873-5664

CLERICAL SECRETARY
Immediate opening for individual with a rapidly growing firm. Individual must be enthusiastic with a pleasant phone personality. Duties include: data entry, record keeping, filing & phone answering. Accuracy is extremely important. Data entry experience and/or background in bookkeeping helpful. 471-2922

CLERICAL SUPERVISOR
Small high volume office. Type 50-55 WPM, 2 years word processing required. Prater WordPerfect. Accounting experience desirable. $13,500 to $14,500. Please send resume to: box 555, Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL SUPPORT for steel marketing office. Accounts receivable/payable, inventory & general office. Computer 10 key & prior office experience required. Please resume to: Mr. G. Jones, P.O. Box 1736, Troy, MI 48099-1736.

CLERICAL TYPING, filing & data processing. Part time, Flexible hours. $4.75 per hour. Farmington area. 474-5494

CLERICAL/TYPIST
for front desk. Must have professional phone manner. Tel-Twelve Area. Call 644-3794

CLERK TYPIST
An opportunity exists in Livonia branch office of Citizens Insurance Company of America. Straight typing skills preferred. Word processing knowledge a plus. Communication skills important.
Send resume & salary requirements in confidence to:
Citizens Insurance Co. of America
Attn. Deborah Wechsler,
Claims Support Dept.
PO Box 5007, Troy, MI 48007-5151
Equal Opportunity Employer M/F

CLERK TYPIST - full time with benefits. Typing & telephone, resume required. 1 to 2 yrs office experience. 646-6604

CLERK TYPIST/RECEPTIONIST
Must possess ability to use dictaphone & word processor, good telephone manner & experience with office procedure required. Private professional Southfield firm. 355-0280

504 Help Wanted Office-Clerical

CLERK TYPIST

CITY OF FARMINGTON HILLS
Currently accepting applications for entry level Clerk Typist position. Duties include - administration and balance of business permits, birth and death licenses, election work, general office and computer input. Must be high school graduate or equivalent and able to interface with the public. Some office experience necessary. Salary range $13,473 - $15,723. Apply in person or in writing by 2-12-88, to: Personnel Director, City of Farmington Hills, 31555 11 Mile Rd., Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK TYPIST

Immediate opening for a Clerk Typist to work in our Market Research Dept. Will assist in various Research activities & handle normal office procedures. Must have typing. Be in section of Detroit. This is a PART-TIME position, averaging 24 per hour, working approx. 18 to 28 hours a week. Flex hours after orientation, between 8am-5pm - to fit the employee's availability. Respond by calling:
270-1268
Mon. thru Fri. between 9 am & 4 pm
Ask for Sandy
FARMER JACK SUPERMARKET
An Equal Opportunity Employer

CLERK TYPIST

Prestigious Southfield firm has a full time clerical position available. Candidate must have good typing skills, professional appearance, good math and the ability to work well as a support person for a Corporate Tax Officer. 1 year office experience required. Positions available within major Automotive & Medical-Dental Industries. Please call our contract assignments. Please call:
THE EMPLOYMENT CONNECTION
425-3220

DATA ENTRY CLERK

for Wixom based computer company.
Call 349-0500

DATA ENTRY CLERK
Self-motivated individual needed for data entry of various types of clerical entry. Minimum 1 year experience with 14,000 keystrokes per hour. Job will require problem solving and interaction with other departments. IBM system 36. Entry needs to be in Aimes, P.O. Box CH3335, Livonia, MI 48151

DATA ENTRY/KEYPUNCH OPERATORS. For Fortune 500 company in Livonia/Farmington Hills. Permanent opening, excellent growth opportunity. Call Sara at
Uniforce 357-0034

DATA ENTRY OPERATORS
For Northwest Detroit area to work both day and afternoon shifts. Must have 1 year data entry experience. Good benefit package offered. Call Sue between 8am & 11am 853-5100

DATA ENTRY OPERATORS

A Kelly Job helps you connect with OPPORTUNITY

If you have strong computer skills, Kelly Services can put you star-ting on a long term, long range and short term data entry assignments that match some of the best companies in town!

Call the office closest to you:

Livonia. 522-4020
Canton 451-2540
Westland 729-1040
Bloomfield . . . 642-9650
Berkley 398-7900
Rochester. . . . 852-8800
Southfield. . . . 352-5220

KELLY SERVICES
The "Kelly Girl" People
Not an agency, there's a fee
Equal Opportunity Employer M/F/H

DATA ENTRY/SECRETARY
For growing Southfield firm. Familiar with word processing, type at least 70wpm, bookkeeping skills helpful. Salary commensurate with experience. Send resume to PO Box 5258, Southfield, MI 48037.

DATA ENTRY - Southfield media firm, traffic dept. 3-6 yrs. accounting & computer experience, $5.50/hr. Fee paid. Temp to hire.

RECEPTIONIST - Troy, sales/marketing office, working with executives, good typing, good telephone ability, 2-3 yrs. clerical experience, typing, word processing, full benefits, $15,000. Fee paid.

BR. PARTNER - Bloomfield Hills legal firm requires secretary with 10 yrs experience, excellent typing, shorthand, dictaphone, & personality. Benefits, $22,000 fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

DATA INPUT CLERK-Part time to begin with a rapidly growing computer company in Farmington Hills. Computer experience helpful but not required. Compensation benefits upon full time employment. Please call between 9am-12:30pm, 473-0720 Cheryle or Linda. An Equal Opportunity Employer/Affirmative Action Employer

DATA PROCESSING Entry Clerk - Data processing & general office duties. Bloomfield area. Call Mr. Hyman, Building Products, 14351 West Chicago, Detroit, MI 48228. Call Rick between 8-10am. 1-800-962-0401

DISPATCHER/Secretary
Immediate opening for self motivated individual for Dispatcher with Computer experience. Requirements are: excellent phone communication skills; Self-Starter, hardworking, motivated, knowledgeable of Detroit Metro area. Call or send resume to:
Hartman & Tyner, Inc., Business Products, Inc. 37855 Interchange Drive, Farmington Hills, MI. 48331
478-8655

DOWNTOWN BIRMINGHAM FIRM seeks experienced full time employment. Excellent benefits & opportunity for advancement. Ask for Michel 540-8444

EMPLOYMENT COUNSELOR TRAINEES

The world's largest employment service, Snelling & Snelling is looking for a few good people for our staff training program. Positions are unlimited. Offering salary, commissions, benefits, training. Call 484-0900 Mon. thru Fri. 8:30-3:30 at Nationwide Security, 27875 Franklin Rd. Southfield. 355-0500

Forms Traffic Specialist

Insurance company seeks a Permanent Position available with 3 year clerical experience and accurate typing (45 wpm). Forms processing, Purchase and Inventory experience desired. Excellent math aptitude, communication skills along with PC experience required. Apply Mon. thru Fri. 9am to 4pm.
League Insurance Companies
CUNA Mutual Insurance Group
15600 Providence Dr.
Southfield, MI 48075

FRONT DESK POSITION
Challenging fast paced full time position available for a self motivated individual. Must have good phone skills & a pleasant personality. Excellent working conditions. Call 354-8270

FULL TIME - for apartments, experience in bookkeeping, some typing good with people. Need resume. Call weekdays 9-6. 478-0330

GENERAL OFFICE
Individual needed for shipping/receiving office and other general office duties. Apply to: P.O. Box 834, Plymouth, MI. 48170.

504 Help Wanted Office-Clerical

CRT OPERATOR - Large Company, good salary & good growth potential. Fee Paid
Leonard & Assoc. 287-0020

CUSTOMER SERVICE REP - CRT & Telephone experience desired. Full or part-time positions available. Apply: Personnel, 1500 Scottsdale, Livonia.
Equal Opportunity Employer M/F

CUSTOMER SERVICE/Data Entry. We need professional, well organized individuals with strong clerical skills. Experience in Customer Service & Data Entry a must. Send resume with salary requirements to: Personnel, P.O. Box 5079, Farmington Hills, MI 48333-9079.

CUSTOMER SERVICE REP
Insurance Corp. in Troy seeks Customer Service Representatives. Must be experienced in personal lines. Good advancement potential.
Call 244-9900

CUSTOMER SERVICE Rep. - full time. Adaptable self motivated individual, mature, 5 years experience, IBM 36 training. Westland. Send resumes & references to: Box 1500 Sector Parkway, Westland, Michigan, 48185

CUSTOMER SERVICE

Good growth potential and international variety with a well established company. Perfect for a people person. Salary to $15,000. Call Marie at 353-2000.
After 5 PM. Appointments Available
SNELLING & SNELLING

DATA ANALYSTS

URGENT & immediate Need exists for the position of Data Analyst. Computer experience & excellent analytical skills. With 1 year experience, Salary $20,000 Fee Paid. Reports: Related experience and/or education required. Positions available within major Automotive & Medical-Dental Industries. Please call our contract assignments. Please call:
THE EMPLOYMENT CONNECTION
425-3220

DATA ENTRY CLERK

Self-motivated individual needed for data entry of various types of clerical entry. Minimum 1 year experience with 14,000 keystrokes per hour. Job will require problem solving and interaction with other departments. IBM system 36. Entry needs to be in Aimes, P.O. Box CH3335, Livonia, MI 48151

DATA ENTRY/KEYPUNCH OPERATORS. For Fortune 500 company in Livonia/Farmington Hills. Permanent opening, excellent growth opportunity. Call Sara at
Uniforce 357-0034

DATA ENTRY OPERATORS
For Northwest Detroit area to work both day and afternoon shifts. Must have 1 year data entry experience. Good benefit package offered. Call Sue between 8am & 11am 853-5100

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