504 Help Wanted Office-Clerical

BOOKKEEPER

Experienced, Full time, with benefits. Apply in person:

Erb LUMBER CO.
11970 Farmington Rd., Livonia
261-5110

BOOKKEEPER - Full time for Southfield law firm. Computer experience. Accounts receivable/payable. Salary negotiable. Send resume to: H. Babcock, 23077 Greenfield, Suite 383, Southfield, MI 48076

BOOKKEEPER
Full charge, computer experience. Resume to: Box 8000, 37505-A Schoolcraft, Livonia, Mich. 48150.

RED WING TICKET WINNER

RAMON K. MIELKE
14481 Fairway
Livonia

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, February 19, 1988 to claim your two FREE RED WING TICKETS.

591-2300, ext. 404
CONGRATULATIONS!

BOOKKEEPER FULL-CHARGE

Manufacturing company in Troy seeks experienced bookkeeper through financial statements. 3-5 years similar experience preferred. Computer experience a plus. Generous salary and benefits. Please send confidential resume with salary history to: Mr. Yankee, P.O. Box 891, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - full charge to handle all accounting functions, cash flow monthly financial statements, payroll, taxes. Must be able to operate computerized accounting system. Non-smoker only. Troy location. Call 362-3300

BOOKKEEPER

Full time 10-20 hours per week, $5 per hour for small retail advertising agency located in Bloomfield Hills. 647-1900

CLERICAL POSITIONS
We have openings for general office, Secretarial aide & more. Must know computer and phone experience helpful. Send resume and salary requirements to: Personnel, P.O. Box 8079, Farmington Hills, MI 48333-8079.

BOOKKEEPER

FULL CHARGE
Seeking efficient, detail oriented, team work-spirited, multi-skilled individual for office in Northern suburbs.

Requires minimum of 8yrs. bookkeeping experience, including some prior full charge responsibility in a computerized system environment. Non-smoker preferred. Starting date flexible, salary commensurate. Qualified applicants only, call Pat Cullen evenings. 624-1040

BOOKKEEPER
Immediate opening in Farmington Hills manufacturing environment. Experience in general ledger, accounts payable and receivable and payroll required. Computer experience a plus. Good location and benefits. Salary commensurate with experience. Send resume with salary requirements to: Personnel, Box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Must know double entry, payroll, withholding and reporting. Part-time. Weekend and 2nd shift. 525-3868

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 Allpaco Co., 377 Amelia, Plymouth, MI 48170

BOOKKEEPER/Office Help
needed for small office in Troy. Help with phone orders & bookkeeping. Light typing (40 words per hour). Part time, 20-30 hours per week. Call 649-2581

BOOKKEEPER
Part time, small business, some computer experience. Salary open. 464-3060

BOOKKEEPER-Top notch full time experienced for small established Farmington Hills friendly office. Willing to train motivated individual. Please apply: Jewelers 2000, 29317 Ford Rd., Garden City.

CAREER ORIENTED person for small office. Good typing & computer experience helpful. Great opportunity for the right individual. Northwest area. 459-4191

CASH IN On seasonal positional Clerks, Typists (50wpm), 1st Floor Assembly, Production, Now thru April 15. Friendly environment. Bonus plans. 459-4191

CHALLENGING POSITION with Stanley Kendall & Some Jewelers of Troy, We are looking for a bookkeeper/accounts/payroll person. Responsibilities will include accounts payable, receivable and data input. Excellent benefits. 362-4500

4½ Day Work Week
Several full time positions available at a local insurance company offering pleasant environment, competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate opening for:

- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 1 noon

CLERICAL

Arbor Drugs

AN ENTRY LEVEL position is now available in the Marketing Department of our Troy corporate office. Qualifications include basic clerical skills, typing accuracy, a good telephone manner, Clerical course work or limited experience required. Send resume with salary expectations to:

CLERICAL OPENING
P.O. Box 7032
Troy, Mich. 48007-7032
An Equal Opportunity Employer

CLERICAL - full time temporary position in leading environmental company. Must have good phone skills, interest in computers & work well under pressure. Send resume to: Martist Travel Co., 30600 Northwestern Hwy. #408, Farmington Hills, MI 48018

CLERICAL help wanted, days, evenings & weekends. General office duties. Must be mature & busy like. Call 646-6320

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES AVAILABLE NOW

Temporary agency looking for the following:
- Executive Secretaries
- Word Processors
- Data Entry Operators
- Typists
- Receptionists
- General Clerks

TOP PAY - FULL TIME
APPLY TODAY - WORK TODAY
Must have Social Security, Reliable Transportation, Picture I.D. & Social Security Number.
Positions available in the following areas:

DEARBORN
(565-3500)
LIVONIA
(477-0900)
MADISON HEIGHTS
(545-1700)
SOUTHFIELD
(357-6400)
Somebody Sometime

CLERICAL OPPORTUNITIES

CIS Corporation, a leading capital equipment leasing and marketing company located in Bloomfield Hills is seeking qualified clerical personnel.

FILE CLERK
Will work in our Corporate Records area, grooming, maintaining and retrieving file materials. May perform light microfilming. Must be able to type at least 40 wpm accurately and have six months to one year office experience. One year college preferred.

SECRETARY
General clerical duties, typing, filing and handling administrative details. Typing 50-60 wpm. Must have excellent organizational skills. PC experience a plus. Some college preferred.

Salary commensurate with background. We offer a full benefit package including tuition reimbursement (if applicable), modern working environment with an on-site nautilus fitness center, and excellent advancement opportunities. Please send resume and SALARY HISTORIES in confidence to: Judy DeVora, Human Resources Representative, CIS CORPORATION, 2900 Telegraph Rd., Bloomfield Hills, MI 48013.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL - PART TIME
Available for a property & casualty insurance agency in Bloomfield Hills, 3 days per week. Experience preferred, but not necessary. Call Judy 540-1020

CLERICAL
Part time 10-20 hours per week, $5 per hour for small retail advertising agency located in Bloomfield Hills. 647-1900

CLERICAL POSITIONS
We have openings for general office, Secretarial aide & more. Must know computer and phone experience helpful. Send resume and salary requirements to: Personnel, P.O. Box 8079, Farmington Hills, MI 48333-8079.

CLERICAL POSITIONS

Metro Medical Group-Health Alliance Plan has immediate on-call, temporary, full & part-time clerical positions available at our Livonia based medical center. Must have a minimum of eleven typing ability & have effective communication skills. Previous health care experience a plus. We offer an excellent starting salary and an opportunity to join a team of Medical Group MD's. Interested candidates should send resume or contact the Personnel Dept. at:

METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
34200 SCHOOLCRAFT
LIVONIA, MI 48150
523-9688

CLERICAL POSITIONS available, 53/hr. Must have typing & phone skills, to qualify you must be 18-21 yrs old & meet guidelines.

No fee 428-1290

CLERICAL POSITION open in growing firm in Mont. Duties to make or remake with good phone & typing skills. Accuracy with numbers is a must. Word processing experience is beneficial. Ask for Ray. 348-8700

CLERICAL/RECEPTIONIST
Part time opening includes typing, bookkeeping and general office duties. Send resume to: Personnel Supervisor, 340 Mill St., Rochester, MI. 48063

CLERICAL/SALES ASSISTANT
for growing electronic firm. For details call. Shand Electronics. 581-3980

CLERICAL SUPERVISOR
Market research firm in Southfield seeks supervisor of clerical staff. Responsibilities include word processing (WordPerfect) and general office duties. Requires excellent organizational and typing skills (50 wpm). $13,500 to $14,500. Call 353-1717 or send resume to: Box 546, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL SUPPORT Personnel needed for small manufacturing firm. General office work, typing skills essential, some computer experience helpful, but not necessary. Apply from 8am-3pm Mon.-Fri. at Moeller Mfg. Co., 47725 Michigan Ave., Canton.

CLERK/DISPATCHER
FIRE DEPARTMENT
City of Birmingham accepting applications for clerk/dispatcher to fire department. Duties include typing, record checks, blood pressure monitoring, cardiac emergency alarms, other clerical duties. At least 1 years clerical experience in a public contact, blood type groups, dictation helpful. Clerk's benefit package. Hours 8-5, Mon. thru Fri. Salary range $17,825 to $19,186.44. Apply Monday, 8am-12 noon thru Fri. Feb. 26 or send resume to: Personnel Office, City of Birmingham, 151 Martin, P.O. Box 3001, Birmingham MI 48012. 644-1800, ext. 290
An Equal Opportunity Employer

CLERK
Immediate full-time position. Typing, 5 blust, 10/ 35 experience helpful. Must be outgoing. Call Bob. 652-8200

CLERK
Redford area. CRT experience & typing 50wpm preferred. Customer contact experience desired. Full time. Good wages & benefit package. Send resume & salary requirements to:
Creative Information Services,
9248 Telegraph Rd.,
Redford, MI 48239
Or fax interview: 313-255-4040
An Equal Opportunity Employer

CLERKS

with light typing & general office skills are needed immediately for long & short term assignments with one of the best companies in town. Top wages, holiday & vacation pay.

CORPORATE PERSONNEL SERVICES
LIVONIA
478-1010

CLERK/TYPIST
for small Bloomfield Hills Law Firm. 258-4883

CLERK/TYPIST
for Purchasing Department. Farmington Hills. 474-6200

CLERK/TYPIST
Immediate opening in foreclosure department of Birmingham legal firm for an individual with word processing experience & skilled accounting speed of 48 WPM. Call 540-7751

COLLEGE STUDENTS with finance, accounting & computer science. Knowledge of LOTUS, Data Base, BASIC, etc. desirable. Send to a great opportunity to put your education into practice part time while studying. Call Bernie at 644-3033 or send resume: Personnel Office, 18001 Haggerty, Livonia, Call Barb at 589-7879

504 Help Wanted Office-Clerical

COMPUTER COMPANY FRONT DESK

Up and coming computer company looking for Receptionist with data entry skills. Front desk professional will be appreciated here. $18,000. Fee paid. Call Kathleen 353-2900.
After 5 PM. Appointments Available
SNELLING & SNELLING

COMPUTER OPERATOR Assistant
Troy law firm needs person with good typing skills & Math aptitude. Flexible hours, Full benefits. Non-smoker. Phone 879-8150, ext. 100

CONTROLLER GL BOOKKEEPER
Need Senior Bookkeeper for 14 year old high tech computer firm. Experience thru general ledger. Computer experience helpful but not required. We will train the "right person". In week areas & necessary. Salary $18,000-$22,000. Send resume to:
Micro Business Applications
24283 Telegraph Rd.
Southfield, MI., 48034

CREDIT INVESTIGATOR/
GENERAL OFFICE
Fast paced leasing company needs people for credit investigation and general office work. Send resume to: LADGROUP, 30901 Northwestern Hwy., Farmington Hills, MI., 48018. Attn: Credit Investigator.

Data Entry Clerk

Short and long term positions are available for data entry clerks. 2 years experience required. Call today for more information.

ENTECH SERVICES, LTD.
Farmington Hills. 737-1744
Ron Cerri 557-0050

DATA ENTRY CLERK
Downtown Detroit firm has opening for Data Entry Clerk. Computer experience preferred but not essential. Successful applicant should be willing to learn, accurate with figures, attention to details, and able to work with minimal supervision. Salary open. Send resume to:
Fortner, Redzienck & Co.
30315 Southfield Rd., Suite 220
Southfield, MI., 48076

FILE CLERK
Need individual with General Office skills to work in busy Rochester Hills Law Firm. Call Sandy, 852-9300

FORTUNE 500 company in Southfield desires typist for report typing. Flexible hours, 30-35 hours per week at $6.00 an hour. Accuracy a must. Please call Donna at 557-7400.
An Equal Opportunity Employer

FRANCHISE SALES PERSON
Real estate experience essential. Career opportunity with national co. located in Farmington Hills. Send resume to: Box 746 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK RECEPTIONIST
needed for busy Chiropractor's office. Light typing and filing required. Call for interview: 581-8065

FULL TIME - Secretarial position, Southfield area. Word processing, organizational skills and professional appearance a must. Southfield Real Estate Office. Call Karen, for interview, 643-6543 or 557-7400

FURNITURE CLEANER
Opening for small experienced person to join a fast growing team of specialists. Neat appearance, personable, 2 years experience preferred but not necessary. Excellent benefits. Potential for advancement. Call between 10am-4pm. 353-1938

VIC TANNY
Mature responsible woman for our Southfield office. General office and some bookkeeping skills - must be good with figures. Full time. Applications being taken on Thursday, Feb. 18 and Tues., Feb. 23, 2-4 PM. 18000 Northland Dr., Third Floor.

GENERAL OFFICE
Need responsible person with good telephone & general office skills. Full or part time position in a Rochester sales office. Send Resume to Box 8000, 37505-A Schoolcraft, Livonia, Michigan 48150

GENERAL OFFICE position in growing Farmington Hills firm. Typing, receptionist, some bookkeeping. Call 8am-5pm 559-1224

GENERAL OFFICE
Full time, Mon.-Fri. Light & responsible. Light bookkeeping. Call Mr. Ross, 851-7400 or 477-4450

GENERAL OFFICE - full or part time. Bookkeeping experience helpful. Corner of Maple, 32098 Plymouth, Livonia.

GENERAL OFFICE
Full time take-charge dependable person with good telephone manner & all round office skills. 459-8750

GENERAL OFFICE - Part time, 15 hrs. per week. Call Sam, for inquiries to: Personnel, 28230 Orchard Lake Road, Suite 201, Farmington Hills, MI 48018

GENERAL OFFICE
For fast paced leasing company. Light typing, phone, friendly manner. Send resume to: LAC, 30533 Northwestern Hwy., Farmington Hills, MI., 48018, Attention: Office Manager.

GENERAL OFFICE/BOOKKEEPER
Part time, 20 hours. To develop full time. Accounts Receivable & Payable (40 wpm). 350-4260

GENERAL OFFICE - full time position. Type 50WPM. Data entry experience helpful. Excellent telephone skills a must. 353-7795

GENERAL OFFICE clerks - work 15-40 hrs per week, typing 35 wpm, must have excellent phone skills, salary 4.5/hr, plus commission. Call Steve at Uniforce 357-0034

GENERAL OFFICE
Immediate opening for mature non-smoker in Livonia area. Part time, 25 hours per week. Answer phone, light bookkeeping, peg-board system. Call 591-1592

GENERAL OFFICE

Wholesale distributor in Farmington Hills has immediate opening for a person with good typing and mathematical skills. Will train. Excellent benefits. Lots of people contact. Entry level position. Good opportunity for a person who never came and number on recorder.

B & B SALES
200 S. LONG LAKE RD.
258-5200, Ext. 372

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a division of parent corporation of the The Independent Insurance Agents of Michigan. We represent over 1,000 agencies throughout Michigan; our business is exclusively with agents, not employees so we have no conflicts of interest. We have a personal lines CSR's, Producers, Company representatives, Raters & Claims Reps. for the entire area. Our fees are the lowest & charged to the employer. 353-3355
Call Ann Dell.
Mich. Ins. Personnel Service

INSURANCE AGENCY in Northville needs experienced commercial lines CSR. Call 8am-5pm. 349-1454

Insurance-Experienced Only
AGENCY POSITIONS
Available Now
Detroit - Dearborn - Farmington
Commercial & Personal Lines CSR's
Agency-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

JUNIOR TYPISTS
needed immediately. Must type 40 WPM plus. Call.
PARTNERS IN PLACEMENT
Livonia 591-4690
474-8500

KEYPUNCH
Service Bureau needs experienced operators for day and afternoon shifts. Full or flexible hours.
537-1190

KEYTAPE OPERATORS - now thru April 15. Friendly environment. Bonus plan. Call now.
459-4791

LAW OFFICE receptionist/file person and bookkeeper needed. Full or part-time. Experience for both. 258-5400

LAW OFFICE receptionist/file person and bookkeeper needed. Full or part-time. Experience for both. Prefer receptionist. 258-6262

504 Help Wanted Office-Clerical

INTERVIEWING NOW!!!

Secretarial positions available immediately in:

LIVONIA
Good organizational skills, computer experience helpful, 60 WPM plus. Good future.

TAYLOR
10 M Multiple and heavy use of dictating machine a must. Great opportunity.

SOUTHFIELD
Administrative secretary with Dispatching 111 experience.

Good skills are always in demand at:

PARTNERS IN PLACEMENT
Southfield: 827-4213

BIRMINGHAM law firm has an immediate opening for an experienced Legal Secretary. (2 years minimum in Bankruptcy, Real Estate, Litigation, grammar and shorthand. Word processing experience (Lanier) helpful. Salary commensurate with skills and experience. Pleasant working conditions. Phone Linda Powell. 645-1280

LEGAL ASSISTANT - Oakland County office of major Detroit law firm. 1-3 years experience, degree preferred. Send resume to box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register with us. Specialists for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTREET ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY - Part time, 20 hrs. per week. Flexible days. Defense litigation firm in Southfield. Pay negotiable. Contact Mrs. Ross, 851-7400

LEGAL SECRETARIES - needed for law offices in Detroit & Birmingham. Pleasant working conditions. Salary commensurate with experience & job position. Positions including fringe benefits. Call Mrs. Woodward, Birmingham, MI. 48013

LEGAL SECRETARY/Receptionist, Bloomfield Hills law firm. 3 years minimum. Word processing & typing a must. Phone Denise at 258-2443

LEGAL SECRETARY
Rochester firm needs experienced Secretary. Bankruptcy experience helpful. Salary commensurate with experience. Call Susan, 852-8200

LEGAL SECRETARY
Full/part time position. Experienced preferred - legal & word processing. Livonia area. Call after 6pm 471-3935

LEGAL SECRETARY. Established Farmington Hills studio seeks 10-20 hrs. 13 Mile/Northwestern. Litigation experience necessary. IBM equipment. Opportunity, variety & full benefit program. 626-5000

LEGAL SECRETARY
If you are an experienced legal secretary with word processing skills and want to work in a beautiful Farmington Hills office, please call 851-9000

LEGAL SECRETARY
For small law firm in Birmingham, good typing & word processing experience required. Call Mrs. Jackson or Mrs. Hahn. 642-2992

LEGAL SECRETARY. Full time position available for experienced Secretary with word processing. In Bloomfield Hills location. Send resume to: 3000 E. Long Lake Rd., Suite 300, Bloomfield Hills, MI. 48013

LEGAL SECRETARY/Paralegal. If you are looking for a challenging with substantial responsibility, diversity & client contact, Farmington Hills sole practitioner is seeking a full time person. Litigation experience necessary. Experienced in estate planning and business transactions preferred. Salary commensurate with experience & opportunity for self starter. Please call Joan, 553-0237

LEGAL SECRETARIES PART/FULL TEMPORARY

BIRMINGHAM law firm, well known for its divorce work, needs a skilled and experienced Secretary working full time. 4-day work week. $8-$10 per hour.

CRIMINAL law practice in Birmingham needs help 3-4 days per week. Should be capable of 80 wpm and know word processing skills. $3-$10 per hour.

CONSTRUCTION litigation expertise is helpful for busy Bloomfield Hills law firm. The work is interesting and challenging. Professional firm. Salary benefits. To $25,000.

SMALL Downtown Detroit general practice needs a Secretary capable of 60 wpm, Dictaphone and word processing a plus. Mature personality needed. To $23,000.

INTERESTED in temping? We offer high rates, an abundance of legal assignments and what we think is the finest accounting department in town. Test us ... find out what we can do for you. We know you'll be pleased.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Detroit 358-0099 963-4155

LEGAL SECRETARY
for congenial Farmington Hills P.I. & family law firm. Experience preferred. Good salary. 851-7064

LEGAL SECRETARY-Workers comp. experience preferred but not necessary. Pay commensurate. Telegraph & 12Mile. Sheila 644-8213

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Full time, 2-3 years personal injury experience. IBM-PC with WordPerfect. Bloomfield area. 334-0636

LEGAL SECRETARY - Growing 3 person trial firm, Birmingham. Free parking. IBM PC, must know Word Perfect. Competitive salary. 540-7560

LEGAL SECRETARY for senior partner in Southfield corporate law firm. Word processing necessary. Excellent benefits. Non-smoker. Call Harriet, Ask for Pamela. 354-3000

LEGAL SECRETARY - Position for organized individual with excellent typing, spelling and grammar skills. Word processing and medical terminology helpful. Woodward/I-75 area. Call 948-8540

LEGAL SECRETARY & FILE CLERK
Typing 60 wpm, shorthand & dictaphone experience. 1-2 years legal experience. Salary commensurate with experience & ability. Send resume to: Office Manager, 16632 Newburgh, Livonia, Michigan 48154

LEGAL SECRETARY
Troy law firm has immediate opening for a full time Secretary with word processing skills - salary based upon experience - call Ruth for interview appointment at. 649-5300

LEGAL SECRETARY - for Southfield law firm. No legal experience required, but helpful. Word processing experience helpful. Salary negotiable. Excellent working conditions. Send resume to: Box 8000, 37505-A Schoolcraft Rd., Livonia, Michigan 48150

MARKET RESEARCH INTERVIEWERS NEEDED-Must be personable with good telephone manner skills. No experience necessary, will train. Call Mrs. Woodward, 642-0600

MATURE PERSON with figure aptitude, strong typing (60 wpm), 15 data entry, bookkeeping helpful. PO Box 3131, Walled Lake, MI. 48088

MATURE Person with organizational & phone skills, wanted for receptionist position in Southfield. Full time position. Call. 559-0888.

MATURE TELEPHONE secretary, afternoons & evenings. 354-0701

MORE THAN A RECEPTIONIST
Outgoing personality required for busy professional office. Light typing and filing switchboard & variety of other duties. Farmington Hills & Livonia areas. $12,000-$14,000 plus A+ benefits and many extras. Call Joan at 476-0200

NEED A JOB?

Typing, CRT knowledge & bookkeeping required.
JTPA Eligible
Call Ms Martinez

277-2720

NEED GOOD TYPIST - 10 key addiing machine, 40 wpm typing. Call for job location at 8 Mile & Southfield area. Accuracy required. Bend Personnel, 24275 Gratiot, Detroit, MI. 48219 or to complete application. 948-0900 or 455-7818

PART TIME OFFICE HELP
(Livonia) Answering phones, typing, mailings. Call 261-8200.

OFFICE ASSISTANT

Seeking mature, organized person. Phones, typing, P.C. experience helpful. Non-smoker. Call Joseph, Ann Arbor Transportation Authority for Intelligent Controls, Inc., 30427 W. 8 Mile, Farmington, 471-2452.

OFFICE/CLERICAL

Mature sales oriented secretary needed for busy Southfield office. Must have good communication & typing skills, and be customer service oriented. Pleasant working office. Call between 10am-4pm:
353-1934

OFFICE HELP Sal/hr. Temporary position. Filing, organizing paper work, must be good with numbers. Best hotel resume to: Box 804 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Attn: Sue

OFFICE SERVICES CLERK
Southfield company seeks mail room/shipping/receiving Clerk. Candidate will be responsible, energetic, dependable and maintain a good driving record. Knowledge of UPS requests. Must be willing to work flexible hours including some evenings and Saturdays. Call
333-3311, ext 217

ORDER ENTRY CLERK for Redford Firm. Typing 50wpm on computer CRT. 10 key adding experience. Starting pay at $4.25 per hour. Send resume to: Sidney Superior, P.O. Box 40625, Detroit, MI. 48240

PAGE PERSON - Must have good typing skills, letter writing ability and communication skills. Good benefits. Southfield area. Call after 12 358-3480

PART TIME - clerk/typist, (50 wpm) for Bloomfield Hills corporation, Mon. thru Thurs. Must have good organizational skills, good telephone appearance, salary $5/hr. Call Betty at Uniforce 848-8501

PART TIME GENERAL OFFICE

Non - Smoker. We have 2 part time positions available. Mornings or afternoons. Office experience helpful. For further information call Jackie, Human Resources Department. 353-9906

PERSONABLE, spirited individual with good telephone, secretarial & typing skills needed. Light typing involves various areas of responsibility including considerable customer contact. Birmingham.
Call Mon. - Fri. 9am-5pm, 644-3500

PICKING UP SPEED? Growing food equipment distributor seeks qualified experienced persons to fill positions of growth potential involving all facets of office operations, including but not limited to: product history and current salary required. Send resume to: Personnel, 24029 Research Dr., Farmington Hills, MI. 48018

PERSON FRIDAY, FULL-TIME
Progressive Electronics Manufacturer seeks person for varied department with good typing skills & 3 years minimum General Office experience. Salary $12,000 to $15,000 - commensurate with capability. Interesting & challenging job, excellent potential for a rewarding career path. Please send resume to: Peck Corp., 23840 Industrial Park Dr., Farmington Hills, MI. 48024

PRINTER repair secretary, dependable, mature individual for general office. Good organizational & communication skills. Must type 60wpm. References required. Call M. Bartz for interview. 541-4130

PROOFREADERS
Seasonal, full & part time positions. Begin in Livonia. For appointment. 525-4778

PUBLIC RELATIONS SECRETARY

Public Relations firm has immediate opening for a secretarial position. Secretary to Vice President and secretary to Office Manager/Administrator. Applicants should have at least 3 years experience, high computer literacy, a pleasant Excellent salary & benefit package with opportunities for growth. Send resume & salary history in confidence to: Personnel, Human Resources, Jewish Federation Management, 15117 Nine Mile, Suite 700, Southfield, MI. 48076. An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PERSONNEL
RECEPTIONIST/TYPIST
Major temporary service located in Southfield has an immediate opening for personnel receptionist/typist. Job duties include recruitment, interviewing & other responsibilities. Must have 50wpm & have strong clerical background. Call today for an appointment. 357-4400

RECEPTIONIST - experienced desired for Northville law firm. Desire well groomed, professional appearance with pleasing telephone personality. Duties include typing, phones, light filing, other miscellaneous functions. Please reply with resume and salary desired to: Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - needed for full time position with busy Troy office. Must be assertive, outgoing with general office skills. Send resume to PO Box 699063, Troy, MI. 48099

RECEPTIONIST - needed for full time position with busy Troy office. Must be assertive, outgoing with general office skills. Send resume to PO Box 699063, Troy, MI. 48099

RECEPTIONIST
10 Mile/Greenfield area. Good phone voice, typing required. Job is reliable. $11,500. 569-1200

RECEPTIONIST - part time, Birmingham clinic, good typing skills & pleasant telephone manner. Mon.-Thurs., 8:30am-3:30pm. 647-0030

RECEPTIONIST - Experienced, pleasant telephone manner, light typing, phones are working conditions. Madison Heights area.
RECEPTIONIST - PART-TIME
Permanent. Some typing & calculating knowledge needed. Call Ann Albertson, 855-2222

RECEPTIONIST - auto appearance center, needs sales oriented person with good typing skills, light bookkeeping. Southfield area. 354-2244

RECEPTIONIST/TYPIST
Troy area. Typing 45 WPM minimum plus word processing. Call Ann Arbor Transit AAA and 5 PM, 362-7863

RECEPTIONIST - Experienced, for busy law firm. Good phone manner and typing required. Call
M. George, 4000 Town Center, Suite 840, Southfield, MI. 48075.

RECEPTIONIST/SECRETARY
needed immediately. Type, File & Telephone. Pleasant office. Part or Full time. Non smoker, some experience helpful. 455-0200

RECEPTIONIST/SECRETARY
Typing, shorthand required. Southfield location. Competitive salary & others. Mature individual preferred. Call for appointment. 354-6200

RECEPTIONIST/TYPIST for Troy law firm. Opportunity to learn word processing & become a legal secretary. Mature person preferred. Call Charlene, 643-0786

RECEPTIONIST
Fast paced Southfield based ad agency seeks receptionist. Must be able to type 50wpm. For interview ask for Mr. Kaufman, 557-8410

RECEPTIONIST/TYPIST, Dearborn Job, full time, light typing, pleasant phone communications a must. Apply in person, Hydraulic Supplies, 6300 Allen Rd. Feb. 23rd and 24th, 10am to 6pm.

RECEPTIONIST needed for a diversified business in Farmington Hills facility. Must have multi-phone line experience. Please apply in person with resume on Fri. Feb. 19 at 8472 Ronda, Corner of Power & Grand River. 476-5500

RECEPTIONIST
8:30AM-5PM, Mon.-Fri. $4.50 hour. Sheryn typing required, good phone skills. Previous experience required preferably in contracting. Please send resume and salary desired to: 12740 Lyndon, Detroit, MI. 48227.

RECEPTIONIST
For Northville insurance agency. Must have good telephone skills. Fast & accurate typing required. General office duties. Send resume: CAE, 500 Hunter Blvd., Suite 100, Northville, MI 48167

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and light data entry skills. Call for interviews at: P. O. Box 300, Southfield, MI 48037 or call 557-7400

NO PHONE CALLS PLEASE!

RECEPTIONIST

Fast paced Southfield company has excellent telephone skills and typing 45 to 50 wpm.

ARBOR TEMPS
459-1166

RECEPTIONIST - for law firm located in the Town Center, switchboard experience required, must have good interpersonal skills. Extraordinary Working Conditions. Call Sue at 642-8300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Attn: Sue

RECEPTIONIST/Receptionist
Industrial manufacturer located in Birmingham area seeks part time receptionist with good typing skills. Word processing experience a plus. Not for the person who is looking for a job. Send cover letter with resume or background description to Box 790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Experienced, pleasant telephone, typist desired for growing Birmingham company. Light bookkeeping, Statistical typing & some computer experience necessary. Attractive professional offices & excellent benefits.

Send resume & salary history to: Receptionist, 30400 Contact Drive, Suite 43, Birmingham, MI., 48010.

RECEPTIONIST - Bloomfield Hills law firm seeks full time non-smoking receptionist/light typist. 333-7941

RECEPTIONIST NEEDED
for major department of diversified company located in Troy. Typing experience preferred. 827-8341

RECEPTIONIST - needed for growing Southfield law firm. Room for advancement. Call & ask for Ruth 473-0331

RECEPTIONIST
for law firm in Troy, clerical and estate experience a must. Call Judy, 641-7800.

RECEPTIONIST
Mon-Fri, 12:30-4:30pm, $5 per hour. Experienced in typing, filing & phone. Call Kent, 522-3000

RECEPTIONIST - Mature, responsible person. Some computer knowledge helpful. Will train. Fee paid. Birmingham area. 471-5880

RECEPTIONIST/GENERAL OFFICE
for Birmingham law firm. Full time. Typing experience required. 647-7177 647-7578

RECEPTIONIST... Mature person with figure skills, strong typing (50 wpm), 15 Mile & Haggerty area. $5-$7/hour. Send resume to P.O. Box 514, Walled Lake, MI. 48088.

RECEPTIONIST-TYPIST
For Birmingham Property Management firm. Must have good phone personality and accurate typing skills. Call Joann 646-2111

RECEPTIONIST, full time for a Livonia Medical Center. Mon. thru. Fri. with rotating weekends off required. Call Mon. thru. Fri. 9 till 5. 591-2300, ext. 404

RECEPTIONIST - Immediate opening. Must type 55 WPM, friendly, dependable. Benefits. Southfield. 552-7800

RECORD KEEPER - SECRETARY, needed for small Birmingham office. Must be able to work well with people. Independent worker. 30-33 hours. Mon.-Fri. Call Ellen, 258-5040.

504 Help Wanted Office-Clerical

RECEPTIONIST TYPIST

Full time position requires good phone skills, with an even right personality. Livonia base company. 261-9033

RECEPTIONIST
Large downtown law firm seeks qualified experienced full time receptionist. Must be articulate, neat in appearance & well organized. Salary plus benefits. Contact Karen at 963-8143

RECEPTIONIST - PART TIME
Troy law firm needs receptionist, 4 hrs per day, to answer phone, do light typing & general clerical work. Prefer someone who has worked in Call Ruth for interview appointment at 649-5300

RECEPTIONIST
Full time for Southfield office. Experienced in typing. Interested in a person with pleasant telephone & knowledgeable in insurance helpful but not necessary, willing to train. Benefits. 352-7059

RECEPTIONIST
needed immediately to answer phones, greet clients. Word Processing helpful. Miscellaneous duties. Salary commensurate with experience. Resume to: P.O. Box 2534, Farmington Hills, MI. 48018

RECEPTIONIST
Full time position available immediately in a Rochester Hills engineering firm. For an individual with excellent typing and telephone & professional appearance & a minimum typing speed of 50 wpm. Previous skills required. Applicants can contact Ursula Allen at 651-4442
HENRY FORD MEDICAL CENTER
6777 Maple Rd.
W. Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

RECEPTIONISTS

We have immediate short & long term assignments in Livonia, Southfield, Troy, Birmingham & Detroit. Top wages, holiday & vacation pay.

CORPORATE PERSONNEL SERVICES
LIVONIA
478-1010

RECRUITER

Experienced for Plymouth branch of established employment agency. Must have sales skills.
Personnel Systems/Arbor Temps
8433 Haggerty, Plymouth, MI 48170
459-1166

SALES COORDINATOR
Aggressive service company seeking individual with ability to organize & schedule sales leads, computer data entry, maintain sales file paperwork. Must be organized, self-starter, good typist, mature, and have pleasant telephone voice helpful. Call between 10am-4pm.
353-1938

SALES SECRETARY
Sharp individual with initiative and organizational skills needed. Flexible hours for fast paced Southfield company. 45 wpm typing, math aptitude and organizational skills required. Send resume to: P. O. Box 300, Southfield, MI. 48037 or call 353-3311, Ext. 217

SALES SECRETARY
A 35yr. old manufacturer distributor needs secretary for their sales department. Must have typing, 50 wpm speed writing, word processing degree, office experience preferred. Competitive salary and benefits. Send resume to: Box 648 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - Birmingham office of a nationwide Jewish organization. Word processing experience preferred. Excellent benefits. Starting salary up to $14,000. Excellent benefits. Call Ms. Gaynor,