504 Help Wanted Office-Clerical

A SECRETARY - public relations for major corporation, type 60 wpm, word processing with Word Perfect, heavy public contact, $18,500

ADMINISTRATIVE - assistant for major medical agency, 2 yrs experience ITC programs, type 50 wpm, will work for VIP, $18-$21,000

ACCOUNTING - clerk for medical agency, 2 yrs exp, typing 30 wpm or 2 yrs academic, 2 yrs hands-on experience

NEVER A FEE

Students - Homemakers
Retirees Needed
Word processing training

LIVONIA - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ATTENTION!!!
If you are skilled in either
WORDPERFECT
MULTIMATE
XEROX 860
LOTUS 1-2-3
OR CAN TYPE 50 WPM PLUS
Let us find work for YOU
PARTNER'S PLACEMENT
SOUTHFIELD 827-4213
LIVONIA 474-6500

ATTENTION: SPECIAL opportunity for individual with word processor/computer skills. 20 person professional firm requires mature person to assist with internal responsibilities. Located in Southfield Town Center Complex. Ideal working conditions. Contact Donna. 352-1929

AUTO DEALER
Farmington area dealership is looking for individuals experienced in receivables, payables & cost accounting. Apply in-person
35200 Grand River

AUTO DEALERSHIP
ACCOUNTING DEPARTMENT
Accounts Payable position open. Challenging job for right person experience necessary. Apply in person. Mike Freiman Chevrolet, 42355 Grand River, Novi

AUTO DEALERSHIP needs full time Receptionist/Cashier position. Good salary, will train. Must be well groomed, have pleasant phone voice & type 50wpm. 9am-6pm Mon.-Fri. Please call Doreen for an interview between 9am-1pm
474-0500

AVAILABLE TRAINING

For Secretaries interested in expanding their knowledge in word processing. We offer classes to those who already have good clerical skills. Must type 50 WPM plus and be available for long term assignments with major auto companies. We are training on the IBM.
● WORDPERFECT
● MULTIMATE
● LOTUS 1-2-3
Call today to train for your future!
PARTNER'S PLACEMENT
SOUTHFIELD 827-4213
LIVONIA 474-6500

BILLING & ACCOUNTS Receivable Southfield firm, full time. (Calculating interest). Must have experience & be dependable. Resume to M. Morris 16250 Northland, Suite L 012, Southfield, MI. 48075

JR. BOOKKEEPER
Part or full time for Southfield travel agency. Pleasant, friendly staff. Call Ms. Ivey 827-4050

BOOKKEEPER/ACCOUNTING
Mature secretarial/bookkeeping, full time. Mon-Fri. 12:30pm-6pm. Excellent math skills and phone manner required. Computer knowledge a must. Light typing. Pierre Dearborn location. 271-5800

BOOKKEEPER
Accounts payable, accounts receivable, typing, phone. Resume. Sales Manager, 32500 Telegraph, 3750 McCaung, Southfield, Mi., 48075.

BOOKKEEPER ACCOUNTANT

We are seeking a full time, degreed individual to assume the corporate accounting functions. Candidates must be experienced in all aspects of payroll, accounts receivable, general ledger & issues within a non inventory service environment. If you bring a computer skill based starter. Capable of tackling projects such as budgeting, forecasting, analysis & cost analysis please send your resume to

NEXCO INC
ROYAL OAK 967
ROYAL OAK, MI 48068
543-9920
Affirmative Action Employer

BOOKKEEPER - Administrative office, 20 hour week. M-F, $6.93 to $8.22 hr. Jackie Gaughan, Inc. is looking with resume by May 9 to 1 Baldwin, Suite 100, P.O. Box 3002, Birmingham, MI 48012

BOOKKEEPER
for small office. Part time, experience helpful. Salary & benefits negotiable. 348-9000

BOOKKEEPER - full time position. Payroll experience preferred. Send resume to Fountaine, 10600 Gratiot, Detroit, MI 48213.

BOOKKEEPER, full time, for Birmingham property management firm. Handle accounts receivable, prepare rents on pegboard system and prepare monthly financial statements. Typing required. Non-smoker. Call Joann 645-2111

BOOKKEEPER/PERSON FRIDAY
wanted for residential builder and apartment complex. Part time. Excellent working conditions. Call Mr. Allan Shapiro, 661-9210.

BOOKKEEPER
Typing and phones. Salary and benefits. Send resume to: P.O. Box 32487, Livonia, MI 48152.

504 Help Wanted Office-Clerical

BOOKKEEPER
FULL-CHARGE

Mount Clemens manufacturer seeks experienced bookkeeper. Prefer 3-5 years experience thru trial balance. Computer experience a must. Generous salary and benefits. If interested, please send complete resume and salary requirements to: Mr. Jerry, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - FULL CHARGE
Established employee benefit Administrator in Birmingham. Must be able to maintain records through general ledger and possess knowledge of tax reporting. Computer experience helpful. Will consider new graduate from an Associate Degree in Accounting. Salary negotiable. Excellent benefits. Call Personnel Manager, 645-6310

BOOKKEEPER
Part time for non-profit corporation in downtown Birmingham. Responsible for maintaining general ledger, preparing monthly closing and financial statements. Must be knowledgeable in use of IBM/PC AT. Send resume to Executive Director, 300 Peck, Suite 440, Birmingham, MI. 48009

BOOKKEEPER WANTED- Part Time very light bookkeeping duties. Morning hours. Apply in person between 10am-3pm at. M.C. Sporting Goods, Fairlane Meadows, 18101 Ford Rd., Dearborn, Mi.

BOOKKEEPING and Typists positions available for Farmington Hills accounting firm. Call 471-3161.

BOOKKEEPING
Full or part time (minimum 20 hours) Jar Ker Wash corporate offices on Southfield. Accounts payable, processing. Data entry experience desirable. Benefits available. Salaries $ cost acc. Call Mr. Ryan 352-4700

BRIGHT, ENERGETIC person with office skills for CSR trainee position in Southland State Farm agent's office. Kay Davis. 642-7551

BUSY PAYROLL company has a full time position open for a highly motivated & well organized
SWITCHBOARD OPERATOR.
Candidate must have at least 1 yr's recent switchboard experience & typing. Our ideal candidate should apply in person, preferably with some knowledge of Monday-Friday, 10AM-6PM to:

Store Manager
GUCCI
Somerset Mall
2661 West Big Beaver Rd.
Troy, MI., 48084
Equal Opportunity Employer M/F

CLERICAL

Here's wanted Toys R Us will soon be opening a new office/distribution center in Canton Twp. We have full & part time clerical openings. Positions include: Word 5.0 key Pal, cutator, typing, & data entry experience. Benefits are available after a probationary period.
Until our new facility opens, training is required in our Southfield facility. Please visit your local Toys R Us stores to fill out an application. Be sure to indicate "Clerical" on top of application. Toys R Us is an An Equal Opportunity Employer

CLERICAL
Modern N. Woodward location. Mature, non-smoking individual. Full or part-time. 548-9945

CLERICAL POSITION - immediate opening for a dependable administrative office. The candidate must have outstanding organizational & typing skills. Must be self motivated & reliable/Flexible background. Switchboard experience helpful. Please send resume or apply in person at: Paychex, Inc., 30777 Northwestern Hwy., Farmington Hills, MI 48018.

CLERICAL POSITIONS AVAILABLE
• Clerks
• Typists
• Data Entry
• Secretaries
We have long & short term assignments in the Livonia area offering top pay. Call for an appointment today.
Somebody Sometime
477-1262

CLERICAL/SALES OFFICE
Mid-sized Southfield firm is looking reliable person for order department. General office duties, typing, filing, data entry. Must have excellent telephone communications.
Call Lanna Steward, 476-8100

CLERK
Mature individual with 2-3 years experience in production control. Pleasant but a self starter. Position requires data entry, typing & general office duties. Apply in person at: Allmand Assoc., Inc., 12001 Levan Rd., Livonia
An Equal Opportunity Employer

CLERK
MEDICAL LIBRARY
Part time position immediately available working 10 AM. - 3 P.M. Will be scheduled approximately 2 days per week, Mon. - Fri.
Qualified candidates will have:
● Recent clerical work experience to include typing skills and public contact.
● Medical library experience including knowledge of computerized circulation and serials check-in.
Interested candidates may apply Mon. - Thurs. 9 A.M. - 2:30 P.M. Employment Office. A typing test will be given at time of application.
PROVIDENCE HOSPITAL
16001 W. Nine Mile
Southfield, MI., 48075
An Equal Opportunity Employer

CLERKS
The Americare Companies has immediate openings for our new Farmington Hills office for file and general office duties.
Requirements include a minimum of 6 months office experience, with excellent filing, and organizational skills. Light typing and familiarity with a computer terminal helpful, but not necessary. We are looking for energetic self-starters who are willing to grow with us.
These full time positions offer excellent starting salaries with a comprehensive benefit package.
If you are seeking an entry level position which offers advancement opportunities, please call:
489-9220
Amerisure Companies
33533 W. 12 Mile Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERK-TYPIST/JR. SECRETARY
Office of the President
Michigan Credit Union League is seeking an experienced person with excellent clerical skills to assist in a high volume, fast paced, exciting environment. Accurate typing (40 wpm), excellent oral & written communication skills; aptitude for detail work and proofreading skills. We offer excellent benefits including tuition assistance, salary is negotiable. Send resume with salary requirements to:
Michigan Credit Union League
18600 Providence Dr.
Southfield, MI 48075

504 Help Wanted Office-Clerical

Clerical

GENERAL CLERK

This clerical position requires some time with 2 years general business experience, typing 50 wpm, word processing, telex machine, and some computer or PC knowledge. Excellent verbal and written communication skills are essential to this position.

If you have the necessary credentials for this position, we prefer that you send a resume, including salary requirements to:

Human Resources Dept.
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
W. Bloomfield, MI 48322

Applications will also be accepted between 8am and 3pm. (NO PHONE CALLS PLEASE)

An Equal Opportunity Employer

Clerical

GENERAL OFFICE MANAGER

Gucci Shops, Inc., the prestigious retail chain, currently has an opening for a General Office Manager.

The qualified candidate will be a well-rounded individual with a pleasant phone manner. You will be responsible for typing 50 wpm, filing and the bookkeeping duties, professional skills and some experience in an office are essential. Returnees to the workforce are welcome.

We offer a solid compensation package with excellent company benefits including a store-wide discount. Interested applicants should apply in person, preferably with appointment, Monday-Friday, 10AM-6PM to:

Store Manager
GUCCI
Somerset Mall
2661 West Big Beaver Rd.
Troy, MI., 48084
Equal Opportunity Employer M/F

CLERK TYPIST

Position available in the market research department of large retail corporation. Office located in N.W. section of Detroit. Will assist the corporate research dept. in the preparation of various research reports and other duties. Must have accurate typing skills and good telephone manners. Competitive salary and an outstanding benefit package. Call Mon. through by calling 270-1295 or 270-1296, Mon. thru Fri., between 9-4 pm.

BORMAN'S INC.

CLERK/TYPIST
Rapidly expanding Detroit-based firm seeks entry-level Clerk/Typist. Candidate should have a minimum typing speed of 40 wpm, good math skills and the ability to learn. Knowledge. Excellent advancement opportunities. This position is full time with complete benefit package. Please forward resume to: P.O. Box 1049, Detroit, MI 48231

CLERK TYPIST & RECEPTIONIST
Full or part time for Southfield CPA office. Office skills & typing required. Call 352-5551

COLLECTOR
Rapidly growing national commercial finance & leasing company seeks a highly motivated individual with proven track record to join our collection department. Attractive salary & benefits. If you have the ability to work in a fast paced, high volume collection department, please send resume with salary history, in confidence, to: LAC, 30955 Northwestern Hwy., Farmington Hills, MI 48018, attn: Collection Dept.

COMPUTER DATA OPERATOR
Entry level position. Full time. Good benefits. Light industrial manufacturer. Apply: 23338 Industrial Park Dr., Farmington Hills.

CREDIT & COLLECTIONS CLERK
Progressive company in Novi seeking air conditioning equipment repairs as assistant to the Credit Manager, for 20 years a reputable company. Medical credit & collections/accounts receivable experience helpful, must be proficient in communications, math & analytical skills. Competitive salary & benefits offered. Send resume, salary requirements to: P.O. Box 2970, Livonia MI 48151
An Equal Opportunity Employer

CUSTOMER REPRESENTATIVE.
Part time position for a manufacturer, 24 hours per week, flexible. Data entry, light typing. Must be pleasant phone personality. Call Laurel Sherr at 591-0101

CUSTOMER SERVICES
Growing dental plan looking for the right person with exceptional communication skills. Full time, Monday - Friday 8 plus but not a requirement. Please call Mary Ann. 353-8410

CUSTOMER SERVICE
COORDINATOR
responsible for parts orders & invoicing. Good phone personality, typing & math skills required. Prior office experience helpful. Excellent benefits. Send resume to: Connie Fantasia, 23350 Hagerty Rd., Farmington Hill 48024

DATA ENTRY/CLERICAL
With typing skills. Full time position in small professional office in Bloomfield Hills area. Must be dependably suited to handling multiple tasks. Please send resume with salary history to: TIA, P.O. Box 7263, Bloomfield Hills, Mich. 48303-7263

DATA ENTRY
Dental practice has immediate opening for full time Data Entry Person for expanding computer dept. Please call Mary Ann. 353-8410

DATA ENTRY
Leasing company located in Farmington Hills seeks a person for entry level data entry. Send your resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, MI. 48018. Att: Data Entry.

DATA ENTRY OPERATORS (experienced)
A Kelly job is at your fingertips!
If you have a touch-tone telephone and a keyboard right away, Our long and short term data entry assignments are with some of the best companies in town! Top pay, top skills level experience is necessary.
Call today for an appointment:
Rochester .852-8800
Troy 362-1180
Berkley. . .398-7900
Livonia . . .522-4020
Garden City 422-0269
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CLERKS
You should call Kelly ...
To earn good pay and benefits. We now have long and short term Clerk assignments available. General office duties include: collating, photo copying and filing.
Call today for an appointment:
Livonia . . .522-4020
Gardon City 422-0269
Troy 362-1180
Berkley. . .398-7900
Rochester .852-8800
Farmington 471-2050
Bloomfield .642-9550
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

CLERKS
25 clerks are needed to start Tuesday 4-26-88. Hours are 8:30 to 4:30 in Farmington Hills. $4.10 per hour. Call.
Farmington
471-2050
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

Birmingham area. Prefer Worster 2000 experience. 644-4000

CLERK TYPIST POSITIONS
for Farmington Hills accounting firm. Company, Must type 45 WPM. General office skills required. Contact Personnel Department 737-7900

CLERK TYPIST
Part time Farmington Hills consulting company has immediate opening. Good typing skills required. Salary $5.00 per hour. Call 737-9302

CLERK TYPIST
Position available in the market research department of large retail corporation. Office located in N.W. section of Detroit. Will assist the corporate research dept. in the preparation of various research reports and other duties. Must have accurate typing skills and good telephone manners. Competitive salary and an outstanding benefit package. Call Mon. through by calling 270-1295 or 270-1296, Mon. thru Fri., between 9-4 pm.
BORMAN'S INC.

CLERK/TYPIST
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An Equal Opportunity Employer

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Part time position for a manufacturer, 24 hours per week, flexible. Data entry, light typing. Must be pleasant phone personality. Call Laurel Sherr at 591-0101

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DATA ENTRY OPERATORS (experienced)
A Kelly job is at your fingertips!
If you have a touch-tone telephone and a keyboard right away, Our long and short term data entry assignments are with some of the best companies in town! Top pay, top skills level experience is necessary.
Call today for an appointment:
Rochester .852-8800
Troy 362-1180
Berkley. . .398-7900
Livonia . . .522-4020
Garden City 422-0269
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

DATA ENTRY - 12,000 KB full-time. Send resume to: Pace, 28535 Orchard Lake Rd., Farmington Hills, MI. 48018
Attention: Shelley

DATA PROCESSOR
PART TIME
Livonia based subsidiary of Fortune 500 company seeking qualified individual to apply developed data entry system. 1-2 yrs. experience with accuracy & attention to detail & numeric in-put. Proof-reading skills a must. Working knowledge of various PC software preferred. Part time position may develop into full time in the future. Send resume to: Whirlpool Leasing Services, 21177 W. Lloyd Parkway, Suite 233, Livonia, Mich. 48152.
Attention: Human Resources.
An Equal Opportunity Employer

DEPENDABLE experience Accounts Receivable person for busy medical office. Type 40wpm & have pleasant phone manner. Salary requirements & resume to Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DISPATCHER/Clerical. National corporation seeks dependable, self starting individual for Dispatch Clerk. Responsible for Dispatch Office. Must have good communication skills, strong phone background. Salary $13,000 plus benefits. Resume to Box 563, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SOUTHFIELD metal stamping company seeks Dependable Clerk, over 21, with good driving record.
Call 559-5320

EDUCATIONAL COORDINATOR
complete or direct clerical - technical processes necessary for assisting for the continuing operation of off-campus academic program. Education and clerical experience equivalent to completion of Associate's Degree. Ideal candidate will have exp experience, which includes accounting skills, familiarity with the administration of academic programs in higher education level, previous supervisory experience, and the ability to maintain positive interpersonal relationships. Applications available - Southfield & Troy. Positions are available with some overtime and Saturday work. Salary minimum $7.78 per hour, with excellent fringe benefits. Send cover letter and resume to: Jim Ryan, Director, Center Rep. Position, Central Michigan University, 2075 W. Big Beaver, Suite 10, Troy, MI. 48084. No phone calls please.
CMU is an affirmative action/equal opportunity institution.

EXECUTIVE ASSISTANT
Real estate development firm looking for bright, energetic, self directed individual. Must have good typing skills, good math, good telephone skills. Salary negotiable. Benefits. Send resume to:
MARQUETTE PROPERTIES,
1 Park Lane Blvd., E., Suite 1500,
Dearborn, MI 48126

Executive/Personal Secretary
Mature, detail oriented individual to perform a variety of duties for president of development firm in Troy. Typing, word processing, computer and accounting skills a must. Send resume to: Box 565, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - Administrative Assistant. Challenging opportunity with strong administrative responsibilities for a growing manufacturer in downtown Birmingham. Licensed & experienced real estate broker helpful but not necessary. Strong organizational skills, ability to prioritize duties & attention to detail a must. Qualified individuals send resume with salary requirements to: Personnel Director, 710 S. Adams, Ste 107, Birmingham, Michigan 48009

EXECUTIVE SECRETARY
in office for growing company. Word processing background helpful. Call Pamela at 559-8040

EXECUTIVE SECRETARY
to the President. Typing, filing, dictaphone. Legal knowledge, a Must! Excellent salary/benefits. 553-0800

EXECUTIVE SECRETARY
Part time. Diversified & challenging office work involving sales/new product. Must have letter writing skills. Pleasant personality with ability. Send resume to DSD, 5600 W. Maple, C-307, W. Bloomfield, 48322

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president. Fast paced insurance company. Ability to take initiative, overtime a must. Send resume to: P. O. Box 300, Southfield, MI 48037. Call 353-3311, Ext. 217

EXECUTIVE SECRETARY

We are looking for a professional, reliable, self-motivated individual to provide administrative support for our President & VP of Finance. The successful applicant will possess top secretarial skills, a light bookkeeping experience. Some computer skills would be a plus.

Excellent salary & full automotive fringe benefits. Send confidential resume & salary history to:

American Center Bldg.
27777 Franklin Rd., Suite 1850
Southfield, MI 48034

Executive Secretary
Southfield manufacturing company seeks mature, Executive Secretary. Excellent secretarial skills and word processing experience. Must have bookkeeping experience required. Professional work environment. Send 2 top executives. Generous salary and benefits. If interested, please send confidential resume and salary history to: Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Successful Detroit Management Company seeks an executive secretary. 3-5 years of secretarial experience required. Word processing experience must. Professional secretary will report to top executives. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Ms. Ryan, P.O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Professional seeks position in small professional office in Farmington area. Must be dependable, organized, detail oriented, possess excellent math ability and communication skills. Call before 11am, 352-0379

GENERAL OFFICE
Experience, mature person needed immediately for full time position. Some typing & pleasant phone manner necessary. Will train right person. Livonia based company. 261-9033

GENERAL OFFICE & Bookkeeping - Experienced Math & organizational skills required. Farmington Hills area. 737-4336

GENERAL OFFICE duties, 10 key adding machine, telephone answering. Full time, $5.00 an hour to start, plus benefits. Apply in person: 11111 E. 8 Mile, Farmington

GENERAL OFFICE HELP WANTED
Computer data entry experience, typing and phone experience helpful. Small office located in Southfield. Full benefits. 357-4714

GENERAL OFFICE/SECRETARY
Part time, hours flexible. Pleasant rep firm. Must be personable with professional phone manner. Typing & filing skills required. Farmington area. Call Sheryl 476-7646

GENERAL OFFICE - person, type 50 wpm accurate, heavy phones, filing, typing reports & memos, correspondence, will be trained on word processor, $14,500. Call Ms. Ellis at 548-7642

504 Help Wanted Office-Clerical

EXPANDING LOCALLY - Interviewing for entry level management & light office work. Call 528-2919

EXPERIENCED EXECUTIVE
WORD PROCESSING SECRETARY
With IBM-PC experience
NEEDED IMMEDIATELY
Flexible Hours
583-4858
CONTEMPRA
BENEFITS NO FEE

FILING CLERK
Part time position Mon. thru Fri., 3 hours per day, Joe Parker Chevrolet, 28111 Telegraph, Southfield

FOOD MERCHANDISER
Food distributor is seeking a dependable merchandiser. Responsibilities include purchasing, pricing, training, product evaluation and merchandising. Excellent benefits & opportunity for advancement. Please submit resume & salary history, in confidence, to Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT DESK POSITION
Challenging, fast paced full time position available for a self-starter in our Southfield office. Must have good phone skills & a pleasant personality. Excellent working conditions. Send resume to: 28637 W. 12 Mile Rd., Farmington Hills, MI 48018

FULL TIME CLERICAL help for evenings & weekends. General office duties, must be mature & business like. Call 569-5320

BAYBERRY HILL CLASSICS, (Lace Specialty Clothing Store). Farmington seeks person for Office position. Will train on computer, flexible hours. 642-1030 or apply at 148 Pierce St.

GENERAL ACCOUNTING CLERK. Southland Corporation, 7-Eleven, America's largest convenience store chain, is seeking qualified candidates for the Accounting Clerk positions in our Dearborn office. Candidates must be aggressive, responsible, detailed oriented & desire a position with opportunity for personal growth. 10 key calculator experience is a plus. We offer a comprehensive benefit package to include medical & life insurance, 401K, free waiting period, profit sharing, credit union & paid vacation. This position offers a competitive salary & benefits. Send resume or apply in person to: Human Resources, 7-Eleven, Southland Corporation, 3850 Second St., Ste. 200, Wayne, MI.
Equal Opportunity Employer
Male/Female/Handicapped/Vet

General Clerical
Part-Time & Full-Time
Livonia office seeking general clerical personnel. Our ideal candidate will possess excellent benefits, our part-time position offers flexible hours. A high school diploma and previous office experience is required. For consideration, please send a resume or call for an interview between the hours of 9am to 5pm, Mon. thru Fri. Please indicate salary requirements.
Attention Personnel Dept.
1168 Beech Street
Livonia, MI 48150
(Est. Metropolitan Detroit Bell Tels.)
Equal Opportunity Employer
Male/Female/Handicapped/Vet

GENERAL CLERICAL - Full-time, excellent benefit package. Advancement opportunity. Apply Excelsior Metal Products, 27773 Novi Rd., Novi

GENERAL CLERICAL, Warranty Clerk. Good Pay, Excellent working environment, good fringes. Contact Rosemary Canton in person only at Red Holman Pontiac, 35300 Ford Rd., Westland.
An Equal Opportunity Employer

GENERAL CLERICAL
new office in Southfield is looking for the following qualified personnel
RECEPTIONIST/TYPIST
FILING/MAILING CLERK
PART TIME DOORMAN SCHEDULER
If interested, call Tim at 644-8210

General Clerks
Immediate opportunities available for enthusiastic clerks in a Bloomfield Hills area corporation. Must type 40 wpm & have 1 year office experience. Data entry skills a +. Call today!
ENTECH
SERVICES, LTD.
Tri-Atrila 737-1744

GENERAL OFFICE/BOOKKEEPER
Position available for construction company in West Bloomfield. Salary commensurate with experience. Good benefits. Call: 737-8800

GENERAL OFFICE
Diversified duties includes: typing, telephone, bookkeeping, filing, word processing, data entry, and office machines. Must be self motivated & detail oriented. Send resume to Box 518 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE— full time for Livonia based Industrial Supply. Full benefits. Type 50 wpm. Filing & phone duties. Apply in person at: Tri-Cor, 9 am to 4 pm. 558-6430

GENERAL OFFICE WORK including running errands, delivery, typing and inventory. Call Pam, in Southfield, at 354-1695

GENERAL OFFICE
Typing, adding machine & telephone experience required. $5. per hr., 40 hrs. per week. Call between 8-5, weekdays. 362-0180

GENERAL OFFICE - Part Time
Typing 40 wpm. 8AM-3PM. Send letter or resume to: Box 378 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
For fast paced leasing company. Typing 50wpm & pleasant phone manner. Send resume to: LAC, 30955 Northwestern Hwy, Farmington Hills, MI 48018. Att: General Office.

GENERAL OFFICE &
WORD PROCESSING
Experienced only. Some knowledge of Accounting helpful. Good telephone manner a must. Send resume with salary history to:
APAI, 17340 W. 12 Mile, Suite #100, Southfield, MI., 48076.

GENERAL OFFICE
BOOKKEEPER ASSISTANT
DATA ENTRY OPERATOR
Full time position available in our Southfield office. Must have minimum 1 year office experience. Individual should be detail oriented, possess excellent math ability and communication skills. Call before 11am, 352-0379

GENERAL OFFICE
Experience, mature person needed immediately for full time position. Some typing & pleasant phone manner necessary. Will train right person. Livonia based company. 261-9033

GENERAL OFFICE & Bookkeeping - Experienced Math & organizational skills required. Farmington Hills area. 737-4336

GENERAL OFFICE duties, 10 key adding machine, telephone answering. Full time, $5.00 an hour to start, plus benefits. Apply in person: 11111 E. 8 Mile, Farmington

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Computer data entry experience, typing and phone experience helpful. Small office located in Southfield. Full benefits. 357-4714

GENERAL OFFICE/SECRETARY
Part time, hours flexible. Pleasant rep firm. Must be personable with professional phone manner. Typing & filing skills required. Farmington area. Call Sheryl 476-7646

GENERAL OFFICE - person, type 50 wpm accurate, heavy phones, filing, typing reports & memos, correspondence, will be trained on word processor, $14,500. Call Ms. Ellis at 548-7642

504 Help Wanted Office-Clerical

GENERAL OFFICE
Full time for Westland management/development company. General secretarial and/or accounting payable experience required. Typing from dictation tapes required. Computer experience a plus. Call Ann 729-2770

General Office
Variety of duties - 2 girl office. Good typing and math skills. Pleasant efficient fringe benefits. Southfield area. Call C. Bonner to fax 646-636, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
NO EXPERIENCE NECESSARY
Local service company is looking for people, with good voice, to answer 6 phone lines system, also need some employees to work some nights, weekends and holidays. Full and part time positions are available. Full time positions start at $780 per month, paid benefits after probation period. Basic bookkeeping skills a plus. If you're looking for a place to get started and earn valuable experience, please call Bob 9AM-3PM Mon-Fri., 478-7089 or 682-3600

GENERAL OFFICE CLERK
Full time position with immediate opening for Farmington Hills photo processing firm. Duties include: typing, running errands & other general office responsibilities. Must type at least 45 WPM accurately, have an outgoing personality & be a mature individual who is looking for a long term stay & growth within the company. We are looking for someone who sees & accepts variety in a job and is willing to lend a hand with the projects. To arrange a personal interview, call 477-4301

General Office
Clerk
We are seeking mature individual skills for busy Credit Dept. Will require 2 Saturday mornings per month. Full time with company benefits including 401K & profit sharing. Please call 644-5300, ext. 245

Erb LUMBER CO.
Birmingham

HIGH SCHOOL GRADS
Wal Mart is hiring. Typing skills required. Minimum wage. Farmington area. 474-1158

HOTEL SECRETARY
Apply in person, Hotel Plymouth, 14707 Northville Rd., Plymouth.

IMMEDIATE POSITION AVAILABLE
for person with strong typing skills (Word Perfect background necessary) & good educational skills in Farmington Hills office. Excellent benefits package. Please call Molly
An Equal Opportunity Employer

INSURANCE
AGENCY CSR's
Michigan Insurance Agency Service is a wholly owned corporation of the The Independent Insurance Agents of Michigan, a network of over 1,000 agencies throughout Michigan; our agents call on who they seek new employees so we are NOW REPRESENTING commercial lines & personal lines CSR's, Producers, Commercial Underwriters, Raters & Claims Reps. for the metro Detroit area. Our fees are the lowest & charged only to the company.
Call Ann Bell, 540-3355
Mich. Insurance Agency

INSURANCE agency in Troy, needs person with good Clerical & Computer word processing skills. Prior insurance experience preferred. Call Peter or Brandolyn 362-0400

INSURANCE AGENCY, Birmingham, Personal Lines Person; must be experienced in rating, typing & processing coverages. Contact J. Conner 642-5900

INSURANCE
Large insurance agency recently relocated to Troy needs additional clerical support for its Personal Lines. Working knowledge of all claims, practices and procedures required. Send resume to Box 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Commercial customer service rep for property casualty company. Work directly with producer. Experience preferred. Excellent benefits. Good working conditions. Southfield location. 355-4400

INSURANCE
CUSTOMER SERVICE
REPRESENTATIVE
Large independent insurance agency seeking EXPERIENCED CSR for customer assistance on commercial accounts. Our size is with exceptions expanding and has recently relocated to Troy. We offer a competitive salary, excellent benefits, opportunity for advancement. Please forward resume to Box 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Insurance Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
Underwriters & Producers
19500 Middlebelt Rd. 476-2200

INSURANCE
Home office of Livonia Insurance company has immediate full time openings for:

OFFICE CLERICALS
BENEFITS SPECIALISTS
(Experienced)

Competitive salaries - 4½ day work week - company paid fringe benefits including health insurance, paid holidays & vacations.

CALL
591-4690
Mon thru Thurs 8:30AM-4:15PM
Fri 8AM-12 Noon

INSURANCE
ORDER DESK
Carbet Sales & Service Firm needs a sharp person to handle insurance related fire, water claims desk for busy office in Northland area. Heavy telephone, dispatch, coordination scheduling. Must have good office skills, computer experience helpful. Excellent salary & benefit package. Career opportunity for right person. Send complete resume including salary history to: P.O. Box 854, Southfield, Mich., 48037-0854

INSURANCE SECRETARY
Farmers Insurance Agency in Southfield looking for a person with insurance in most phases of insurance work. Will train. Full time position. Call for interview. 353-8448

INSURANCE SECRETARY
Auto life, fire & health insurance experience helpful. Normal office skills necessary. Must be able to talk effectively in person and on the phone. Medium insurance agency in the lakes area with a nationally known company. Looking for a professional person to support agency activities. 624-7287

INSURANCE - Two open positions, Receptionist and P/L Assistant, will train. Also need experienced P/L CSR. Send resume and salary history to: Mary Ann Agency, 28325 Woodward Ave., Bloomfield Hills, Mich. 48013.

INSURANCE
1 to 2 years experience as a Property/Casualty Agency or company. Position opening in Commercial Department of busy insurance agency in Southfield. Excellent opportunity for advancement. 358-4400

Inventory Control
Must have good math skills and be experienced in computerized inventory control and retail office procedures. We offer an excellent compensation program with complete benefits. Nice Southfield location. Call: 358-1191

INVENTORY CONTROL Receptionist/Secretary, using state-of-the-art computer system, exciting position offering challenge & growth potential. Call 643-1890

504 Help Wanted Office-Clerical

INVESTIGATOR - Must have excellent communication skills, credit background preferred. CRT experience helpful. Line. 827-3380

KEY PUNCH/KEY TAPE
Join the Indata team. We are looking for experienced operators for our expanded Livonia operation. Call between 9am & 3pm for an appointment.
INDATA CORP., 422-8002

KEYPUNCH - PART TIME
Data Processing Department 9am-1pm. Take calls & input data on CPC terminal requires a good telephone personality & accuracy with numbers. Could develop into full time. Southfield location. Call Barb for details & application at 569-7979

LAW FIRM: Rapidly expanding to full time Legal Secretarial & Clerical positions. Inquiries to Mary, Mon-Fri., 9am-5pm. 652-8200

A LEGAL SECRETARY
TO $30,000 1ST./YR.
Attractive, Troy, Somerset fashion area office. Excellent benefits. Flexible hrs. Wang word processor. Must have commercial litigation experience & ability. Call Rep. Days. PDR Agency 879-3555
Eves. Sandy 851-7756

LEGAL ASSISTANT with at least 3 years experience in litigation desired to do foreclosure and bankruptcy work for growing Birmingham firm. Must have excellent attention to detail and growth potential. Send resume to: Box 4 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY/FUL