504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS

A Kelly job puts your skills on-line

If you have 10 key data entry skills, family, friends and pets but you at the keyboard right away. Out long and short assignments available in the home of the best companies in town!

Call the office closest to you

Livonia . . 522-4020
Garden City 422-0269
Rochester . 852-8800
Bloomfield . 642-9650
Berkley. . . 398-7900
Farmington 471-2050
Southfield . 352-5220

KELLY SERVICES

The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY - operators for dining/hospitality company. Full experience Type 45 wpm, $1225/mo. Call Jody at Uniforce 646-7682

DATA ENTRY
Part time evening position available for growing company in Farmington Hills. Flexible hours. Call for an interview. 851-8250 Ext 2365

DATA ENTRY - 12,000 KS
Full-time. Send resume to: Pace, 29533 Orchard Lake Rd., Farmington Hills, Mi. 48018
Attention Shelley

DISPATCHER/BILLING CLERK
For busy Farmington Hills delivery & scrap yard experience helpful. Good benefits. Downtown Area. Send resume to Cherie Langston, 750 S. Dearborn, Detroit, Mi. 48217

DISPATCHER/Clerical - National corporation seeks dependable, self starting individual for Dispatch Clerical position in Farmington Hills. Must have good communication skills, attention to detail and typing. Salary $13,000 plus Benefits. Resumes to: Office Manager, 36251 Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

DISTRICT SECRETARY
Immediate full time opening in Livonia for a responsible individual looking to re-enter the work force. Persons applying must have good people skills, good telephone voice & moderate typing skills. Experience on a personal computer is beneficial but not necessary. Somewhere with good company benefits & an starting salary range $5.00 per hour based on experience. Send resume, salary history to: Personnel Shack, 33448 W 7 Mile, Livonia, MI 48152

ENTRY DATA CLERK-with word processing experience. Experience accounts payable & receivable. Full time position in Farmington Hills area between 13340 Merriman, Livonia after 10am

ENTRY LEVEL POSITION open for accurate typist seeking long term career with growth potential. Must be intelligent, flexible & have positive attitude Send resume to Helpmate Farmington Hills. Ask for Mary 855-6640

EXECUTIVE SECRETARY for international department chain. Shorthand and word processor required. Related background helpful. Salary range open. Send resume to American House, Receptionist, 29533 Northwestern Hwy., Southfield, MI 48076 or call 851-2526

EXECUTIVE SECRETARY-Full time needed for growing company. Word processing background helpful. Call Personnel at 644-9400

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist President of fast paced insurance company. Ability to handle pressure. Overtime a must. Salary commensurate with experience. Call Mr. Bell, P O Box 300, Southfield, MI 48037. 353-3311, Ext 217

EXECUTIVE SECRETARY
Southfield area manufacturer needs Secretary as an assistant to President and for a manufacturer's agency. Send resume and salary history to: Inc., Inc., 4901 Northwestern Hwy, Suite 405, Southfield, MI 48075

EXECUTIVE SECRETARY
TO $22,000
An international firm offers a choice opportunity. Beautiful surroundings and blue chip benefits are just a few of the reasons to call. Word processing experience for this Call Bernice, 353-2020

After 5 P.M. Appointments Available
SNELLING & SNELLING

Executive Secretary

Southfield manufacturing company seeks mature, Executive Secretary. Excellent secretarial skills plus word processing experience a must. Light bookkeeping experience required. Professional speaking and report ability. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Personnel, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARIES

Successful Detroit Management Company seeks an executive secretary and 2 legal secretaries 3-5 years of business experience, word processing experience a must. Professional speaking and report ability, top executives. Excellent salary and benefits. If interested, please send confidential resume and salary requirements to: Personnel, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY

Professional CPA firm seeks experienced secretary to work in Downtown Detroit office. Excellent secretarial skills a must. Word processing & plus knowledge of computer. Professional secretary will be responsible for a group of consultants. Excellent benefits package. If interested, send resume in confidence to: Ms. Duke, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Active, energetic President of a young, aggressive, design firm, has a position.

AVAILABLE IMMEDIATELY
for a dependable, self-starter. Executive Secretary/Office Manager. Must have all secretarial skills, enjoy working with experience in working up sales. Call after 11am, ask for Lynne 338-8218

GENERAL OFFICE
BUYERS ASSISTANT
Full time positions available in our Southfield office. Must have minimum 1 year of clerical experience. Individual should be detail oriented, possess excellent math ability and communication skills. Send resume with salary requirements to: Attention: Personnel, P.O. Box 5091, Southfield, MI 48086

General Part-time office work for evening, Saturday and every other Sunday. Newton Furniture, 15950 Woodward, Livonia.

GENERAL - secretary for major Fortune 500 Company in Birmingham. Must have experience on Word Perfect or Display Write 2 or 4 or Multi Mate. 817-818-000, Call Hilary at Uniforce 646-7682

GENERAL - typists (15), 60-80wpm Positions for division of Big 3 in Southfield & Plymouth, $3125 per mo. Call Holly at Uniforce 357-0034

504 Help Wanted Office-Clerical

FILE CLERK Entry level position. Room for advancement. Some typing and reception and filing experience desired. 40 hour week includes Saturday. Call Brad 349-3580

FILE CLERK for Dr's office, must be organized & able to work with little supervision. Some typing helpful. Full time. Benefits. Apply at 23800 Orchard Lake Rd #100, Farmington Hills, MI 48024

FILE CLERK - part time for Bloomfield Hills law office. Hours flexible. $3.50-$4.00 hour. Call 540-0333

FILE CLERK - permanent part time, for Oak Park area. No nights or weekends. Work while children are in school. Send resume to: T. Franczyk PO Box 36255, Grosse Point Woods 48236

FILE CLERK, Responsible, motivated, mature individual needed full time for Novi medical center. Benefits. Call 348-6000 Ext 323

File Clerk/
Telephone Operator
Desired for our worldwide headquarters located in Southfield to take orders over the telephone from 8:15am-4:30pm/occasional Saturdays. Duties will include stapling orders (originals from copies) & filing by countries & numerical sequence. The position requires an individual with the ability to operate effectively in a fast-paced environment & with the willingness to work overtime during busier periods. Eligible handwriting a must. We offer a competitive salary, complete benefits package & an excellent working environment. If interested please send resume to:

PERSONNEL DEPT.
P.O. BOX 2227
SOUTHFIELD, MI. 48037
An Equal Opportunity Employer

FILE PROCESSOR

Part time position available 25-33 hours per week Mon-Fri between 7:30am-5:30pm. Varied duties include opening & mail processing.

New facility in Novi Town Center. Call Vicki Saita for appointment, 349-8300.

Liberty Mutual Insurance Group

An Equal Opportunity Employer

FRONT DESK
SECRETARY
This busy and exciting suburban company is looking for a "People Person" with top notch skills, from the world of international business. Salary $13,000 plus Benefits in include generous holiday time. Call Eileen at 353-2090
Equal Opportunity Employer
SNELLING & SNELLING

FULL CHARGE BOOKKEEPER. Full-cycle experience desired. Computer knowledge needed through trial balance, all systems, payroll taxes & year-end preparation. Telephone voice & moderate typing skills. Experience on a personal computer is beneficial. Small company environment with good company benefits. Salary commensurate with experience. Send resume, salary history to: Personnel Shack, 33448 W 7 Mile, Livonia, MI 48152

FULL TIME entry level data entry position available. Will train. Apply at Hamilton/Avnet Electronics, 32487 Schoolcraft, Livonia.

FULL TIME/PART TIME
Sales activity and public contact experience. Ask for Mrs Cone, 644-6845

GENERAL CLERKS
Needed for a variety of assignments in the Southfield area. Must:
1) Be organized & dependable. Reliable transportation necessary. No tele. Call now for interview.

MGM
OFFICE SERVICES
557-6040

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

GENERAL OFFICE Part time
Typing required. 9AM-3PM. Send letter or resume to: Box 378 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

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

General Office

Varied clerical and office. Good typing and math skills a must. Excellent fringe benefits. Southfield based O. C. Send resume to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Insurance company in Birmingham. Experience helpful. Must be reliable & conscientious. Contact Nancy B. 642-5090

GENERAL OFFICE
Part-time, flexible hours. Entry level job. Good starting pay. Please contact Wendy at 348-4228

GENERAL OFFICE PERSON - Good typing skills. Good phone voice - Good organizational skills. Will train. Redford area. 255-2280

GENERAL OFFICE- part time possible full time. Type 55wpm, filing, computer helpful. Organizational skills a must. Salary commensurate. P. O. Box 691, Southfield, MI 48037.

GENERAL OFFICE
Entry level general office position. Must be able to work flexible hours including some evenings for a fast paced Southfield company. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311

GENERAL OFFICE for fast paced Charter Bus company. Must be able to type & have pleasant phone manners. Apply in person, Mon. thru Fri. between 9-4. 30300 Telegraph Rd., Bingham Farms, Southfield, Mi.

GENERAL OFFICE
Good typist, 50 wpm. Pleasant phone manner. Sunny area. Benefits. Call for appointment. 543-3340

GENERAL OFFICE, typing & math required. Bar and busy South-field office. Prime Mortgage Corp. Ask for Mrs. K. 355-7550

GENERAL OFFICE - outgoing, aggressive person with general office skills for full time immediate position. Non smoker, must have excellent phone skills, send resume to PO Box 490831, Troy, MI. 48099

GENERAL OFFICE ASSISTANT
for Purchasing/Inventory Control Dept. Data entry, report analysis, full time, benefits. Send resume or apply in person May 2: Dashmat Corp. Service, Inc., 13400 Newburgh Rd., Livonia, MI 48150, Attn. A. Riveros

GENERAL OFFICE
Small Business in Livonia. Mon.-Fri., 11:30am-7pm. Immediate opening. Pleasant phone voice, friendly with people, detail oriented, good follow-up skills. Call after 11am, ask for Lynne 338-8218

GENERAL OFFICE
BUYERS ASSISTANT
Full time positions available in our Southfield office. Must have minimum 1 year of clerical experience. Individual should be detail oriented, possess excellent math ability and communication skills. Send resume with salary requirements to: Attention: Personnel, P.O. Box 5091, Southfield, MI 48086

GENERAL OFFICE
Downtown Detroit law firm seeking full time File Clerk. Call:
962-4000

504 Help Wanted Office-Clerical

GROWING MARKETING SERVICES FIRM has a position for computer operations on the afternoon shift. Looking for individual who is self motivated and possess a willingness to learn & achieve more from their position. PRIME experience helpful. Entry level opportunity with experience. Please call for appointment 855-1257 ext 3365

HAPPY SECRETARIES WEEK FROM

OM5

CUSTOMER SERVICE
$12,500
Variety plus in this position because you will be involved in all phases of the multi-location company. Lots of customer contact...lots of fun!

BOOKKEEPER
To $20,000
Light bookkeeping going with variety of all major office duties. If you are looking for a career with a company that wants you to grow & stay with them, this one's for you.

SECRETARY
To $17,500
Your love for a fast paced environment & lots of people contact keep you happy in this positive surroundings. Excellent opportunity - excellent benefits.

Evening appointments available.

In celebration of secretaries day, we are work for you. For the week & get your name in a drawing to win a $100 gift certificate for Hudson's.

Call today for a confidential interview at your convenience. Let us, all our clients invest in your future by paying our fee.

585-4200
OM5

HIGH SCHOOL GRADS
Will train for data entry. Typing skills required. Minimum wage. Farmington area. 474-1136

INSURANCE
Southfield area. Full time position available. Must have good communication skills, attention to detail and typing. Salary $13,000 plus Benefits. Resumes to: Office Manager, 36251 Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

LEGAL SECRETARY
Well Established Farmington Hills firm seeks Legal Secretary. Minimum 3 years experience. Call Gaye 553-3530.

LEGAL SECRETARY
Litigation experience preferred. Pleasant working conditions. We offer competitive salary. Downtown Southfield. Please call 353-5454

LEGAL SECRETARY
One male attorney in Southfield. Plaintiff's P.I. specializing in medical malpractice. Experienced, IBM-PC necessary. 354-2477

LEGAL SECRETARY
Experienced for new Metro bank building Farmington Hills. Excellent benefits, gym for your use. Resume required. 476-6900

LEGAL SECRETARY
Permanent part time, 1-5pm each day for Birmingham firm. Word processing experience required. 539-8130

LEGAL SECRETARY
Birmingham. Will train bright college person who wants paralegal or law school experience. Salary commensurate. Nice place. Start now. 645-0750

LEGAL SECRETARY/FULL TIME
Experienced with word processing. Send resume to: Office Manager, 300 E. Long Lake Rd., Suite 300, Bloomfield Hills, MI 48304

LEGAL SECRETARY/TRAINEE
for law firm in Troy. Must type 50 wpm. Excellent or will train. Send resume to Sandi, 1189 W. Long Lake Rd., Troy, MI., 48098.

LEGAL SECRETARY

$425-$525 per week. Salary commensurate with experience. Call Ms. Bowen, Personnel Manager, 645-9400 ext 2.

LEGAL SECRETARY - typing 60wpm. Shorthand preferred but not necessary. Dictaphone experience, 1 to 2 yrs. legal experience. Birmingham office. Salary based upon experience. Benefits. Call after 10am, ask for Kathy. 540-3340

LEGAL SECRETARY
Trusts & Estates Department. Must be experienced in personal injury litigation. Excellent benefit package. Salary commensurate with experience. Contact Barbara 552-9000

LEGAL SECRETARY for Birmingham law firm. Litigation experience. Must have word processing, preferably Wordperfect. Salary commensurate with experience. Benefits. Call Jan, 540-5282

LEGAL SECRETARY
16 Mile/Woodward office. General practice. Excellent skills required. Shorthand, word processing helpful. Salary commensurate. Resume: Box 1012, Birmingham, MI. 48012.

LEGAL SECRETARY
Growing two Attorney Civil Litigation firm. Typing 55 wpm. Word Perfect. Excellent salary and fringe benefits. Pleasant office. Call word processing transfer specialist. Mail resume to: Franklin G. Koory, 3155 West Big Beaver, Suite 100, Troy, Mich., 48084

LEGAL SECRETARY

Bloomfield Hills law firm has opening for one-call secretary. Prefer individual with Displaywrite 3 or similar computer software & background. Pleasant atmosphere, salary commensurate with experience. Call for details 356-3014
An Equal Opportunity Employer

LEGAL SECRETARY
position available for medium size Troy law firm. Experience preferred in business litigation. Call Ms. Lynn at 362-8000

LEGAL SECRETARY
Unique opportunity in small Farmington Hills law practice specializing in Tax Firm; responsibility, client contact, stability, & great co-workers; salary commensurate with experience; word processing required; shorthand desirable; will train the right person who demonstrate with experience.
Ms. Wyner 855-5551

LEGAL SECRETARIES PARALEGALS

A prestigious Detroit law firm is seeking degreed, experienced paralegal professionals. Candidates having solid experience in probate, estate or real estate are of special interest. The firm offers a generous starting salary and comprehensive benefit package. Qualified candidates may forward their resumes in confidence to:

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MI 48075
Southfield Detroit
356-0060 963-4165

MAID MONEY!
Legal Secretary, Southfield Attorney needs person with good typing & math skills to give his Secretary one (1) day off a week.
356-3833

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield law firm has opening for secretary with personal injury experience. Excellent skills required. Salary commensurate with experience. Call Susan 353-3600

LEGAL SECRETARY - Experienced for a defense litigation firm in Farmington Hills to work exclusively. Word experience preferred. Please respond to: P.O. Box 3040, Farmington Hills, 48333-0040.

LEGAL SECRETARY - Experienced for a defense litigation firm in Farmington Hills. Wang experience preferred. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, 48333-0040.

LEGAL SECRETARY - typing 60wpm. Shorthand preferred but not necessary. Dictaphone experience, 1 to 2 yrs. legal experience. Birmingham office. Salary based upon experience. Benefits. Call after 10am, ask for Kathy. 540-3340

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An Equal Opportunity Employer

LEGAL SECRETARY
position available for medium size Troy law firm. Experience preferred in business litigation. Call Ms. Lynn at 362-8000

LEGAL SECRETARY
Unique opportunity in small Farmington Hills law practice specializing in Tax Firm; responsibility, client contact, stability, & great co-workers; salary commensurate with experience; word processing required; shorthand desirable; will train the right person who demonstrate with experience.
Ms. Wyner 855-5551

LEGAL SECRETARIES PARALEGALS

A prestigious Detroit law firm is seeking degreed, experienced paralegal professionals. Candidates having solid experience in probate, estate or real estate are of special interest. The firm offers a generous starting salary and comprehensive benefit package. Qualified candidates may forward their resumes in confidence to:

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MI 48075
Southfield Detroit
356-0060 963-4165

MAD MONEY!
Legal Secretary, Southfield Attorney needs person with good typing & math skills to give his Secretary one (1) day off a week.
356-3833

504 Help Wanted Office-Clerical

LEGAL TEMPS

We are actively recruiting for legal typists, legal secretaries and legal word processors to refer to long and short term assignments throughout the tri-county area. Very special need for DETROIT, WAYNE and ELIM 5520 experience exists now. Earn top rates. Enjoy perks & benefits! Call or mail your resume in confidence.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MI 48075
Southfield Detroit
356-0060 963-4165

LIVONIA Real Estate Office, needs full-time secretary. Real Estate experience helpful, but not required. Good typing skills required. Send resume & salary requirements to: Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL SORTERS

needed for Southfield area.
Call for an appointment
644-6644

Peak Services

MARKET RESEARCH
Assistant Supervisor
Opportunity for motivated individual capable of supervising a staff of telephone interviewers. Market research experience helpful but not essential. Requires responsible, organized, self-motivated with supervisory ability. Afternoons, evenings, weekend hours. Highly rewarding job in a growing market research company. Good wages and benefit package.
Call Ann Arbor 677-1000

MATURE PERSON - Growing developer/building firm seeks experienced person, typing, filing, bookkeeping, phone answering. Computer skills helpful. Salary, if qualified.
351-0410

MATURE, RELIABLE PERSON needed to work as receptionist at a growing nursery in W. Bloomfield, Easier experience helpful.
Southfield office. Call Mr. Maple, W. Bloomfield or Call Gary, 851-5440

MEDICAL RECEPTION
Full time position available with expanding surgical practice. Strong communication and interpersonal skills required. Send resume to:
Personnel Director
2795 Fairlane
Farmington Hills, MI 48018.

MEDICAL SECRETARY
Small Office, Farmington & Birmingham seeks an accurate typist, with good typing skills and pleasant personality to do general office work. Will train on medical billing. Send resume to: Box 650 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE CLOSER - Experience required. Closing, residential, FHA, VA, and conventional loans. DMI Financial Services, Inc. Contact Rick Grimm 353-5366

OFFICE ASSISTANT - headquarters location for a group of small mfg companies is seeking a full charge office assistant. Responsibilities include: Bookkeeping, payroll, payroll tax, accounts payable, insurance, computer operations & general ledger. Ideal candidate is a self-starter, person commensurate with experience & capable of handling a large year resume. to: Industrial Controls Inc., 6785 Telegraph Rd. Site 300, Birmingham, Mich. 48010

OFFICE/CLERICAL, Full-time
General office skills needed; typing, filing & good organizational ability. Please call 553-4510

OFFICE CLERK - Accounts Receivable & Billing. Some computer input, general skills. Will train. Farmington Hills office. 477-4730

OFFICE CLERK
Medium size plant located in Livonia has an opening for a part time office clerk in its sales department. Job responsibilities include typing & filing. Applicants must possess good organizational skills. Send resume to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP
needed for medium size company located in the Livonia area. Applicants must have typing skills & have some experience with computers. Light typing and filing. Salary requirements to: Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP needed for small manufacturing company in Livonia. Typing, filing, and office experience helpful. Inquire in person: Power Brite, 12053 Levan, between 98 & Plymouth, Ex. Area

OFFICE HELP
needed. Must be organized & detail oriented. Light typing, light computer entry. 10:30am-7:30pm, Mon-Fri. A good starting pay. Apply or send resume to: Mr. Bernard Ross, 2655 Woodward, Ste. #275, Bloomfield Hills, Mi. 48013

OFFICE MANAGER - Administrator. General Clerk, Accounting, computer, word processing, communicating skills. Degreed nonsmoker. Short term assignment, contract. Superior fringe benefits. Detroit manufacturing location. Write resume: Box 1000, Observer, 1083, Suite 300, Southfield, MI 48076

OFFICE MANAGER (Farmington Hills area) 1 person office, must be self-starter, detail individual. Handle payroll, Accounts payable, payroll taxes, insurance, 401K administration plus. Send resume & salary requirements to: 4066 Hewland Dr. W., Bloomfield Hills, 48013

OFFICE POSITION AVAILABLE
Full time. Some office skills required. Computer helpful. Sales experience for Personnel Department. Call Ms. Bowen, Personnel Manager, 645-9400 ext 2.

PART TIME help needed. Responsibility to perform light clerical responsibilities. Hours are 10am-2pm Mon-Fri. Call Erin Walsh at
Jacobson's
644-6400

PART TIME
Position available for dedicated assistant leading to full time employment in Troy area.
Call Bert 362-8000

PART TIME RECEPTIONIST-Good office skills needed for Birmingham area. Mon-Thurs. 4-8. Salary $4.00 hr. 647-0030

PART TIME - Receptionist/General office position. Knowledge of real estate. Friday evenings. Saturday, possible Sundays and vacation for full time person. 647-4300

PART TIME - Retail office help, evening and weekend hours. Responsible for light bookkeeping, light typing, phone. Mature individuals seeking job in person or call:
Lakey Furniture West, 21201 W. Eight Mile, Detroit, 537-5300

PART TIME SECRETARY
(20 hours) needed for small sales office in Farmington Hills. Must be Dependable, an accurate typist, assist with phones & filing. Must have experience helpful. Offering flexible hours 855-0660

PART TIME SECRETARIAL WORK
25 hours per week
For more information call Jeanne at 352-9030

PART TIME SECRETARY

Experienced. For doctors office in Livonia. Flexible hours. 522-2560

504 Help Wanted Office-Clerical

PAYABLES CLERK

Accounting clerk to process Accounts Payable and related transactions. Responsibilities include preparation of checks, maintaining vendor contact and monthly reconciliations.

Required qualifications include: one or more years in Accounts Payable with knowledge of AP procedures, discounts, and aging schedules. Familiarity with computerized accounting, duties and systems, excellent communication skills. Bookkeeping experience preferred.

Please send your resume in confidence to: Human Relations Department.

TRW TRANSPORTATION ELECTRONICS DIVISION
24175 Research Drive
Farmington Hills, MI. 48024

Equal Opportunity Employer
Male/Female/Handicapped/Vet

PAYOFF/ACCOUNTING CLERK
Multi-state mortgage company requires experienced payoff/discharge clerk. Must have thorough knowledge of investor requirements & requires attention to detail. Payoffs & out of state discharges. 353-5700

PAYROLL AND ACCOUNTING
Computerized, multi-state, full time liberal benefits. 40 hours, Plymouth Call Ann Torsiello, 459-4313.

PERSONNEL LINES PERSON
For Northwestern area, must type, experience helpful.
474-1810 or 349-2000

PERSONNEL

Personnel area offers training spot involving marketing projects, clerical duties, typing 50 wpm, & computer training. Outstanding appearance and communication skills required. Tremendous promotional potential. EOE PAID.
Harper Woods . . . 372-4720
Troy . . . 649-4144
Harriet Sorge Personnel

PERSONNEL RECRUITER
A lively and growing company has an exciting position for a Personnel Recruiter with 2 years experience. Candidates must possess good communication skills. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

PLYMOUTH OFFICE requires part time, flexible hours for retail regional manager. Strong organizational skills, typing & filing required. Leave message at: 455-6903
Or call Marcy (9am-5pm): 459-5660
An Equal Opportunity Employer

REAL ESTATE Developer is in need of experienced Closing Document Specialist with knowledge of land transactions. Other administrative responsibilities will be part of this position. Office located just south of Union Lake. 356-8330

RECEPTIONIST
Full time, responsible mature. Call, Birmingham area.
648-4867

RECEPTIONIST for downtown Farmington optometrist. Full or part day for the right person. Call Dr. Bickler 478-6277

RECEPTIONIST- Duties to include phone answering, light filing. Apply in person only: Best Window Guard, 18150 W. Nine Mile, Southfield (Just off expressway). Saturdays, between 9-4.

RECEPTIONIST for busy Optometrist office. Top salary with benefits. Doctor Rosner, 626-0300.

RECEPTIONIST for Farmington Hills CPA firm. Must be poised & able to work well under pressure. Bookkeeping experience helpful.
Call Mrs. Kaye 852-0300

RECEPTIONIST - West Bloomfield 9 am to 4 pm, Monday thru Friday. Call for appointment:
737-2018 643-1401

RECEPTIONIST CLERK
Entry level, typing 55wpm, Farmington Hills law firm. Contact Kathy
626-3448

RECEPTIONIST - for insurance agency in Farmington Hills. Full time. Good typing & phone skills.
Call Ann 851-2250

RECEPTIONIST/PART TIME
Real estate office. Some typing. Evenings and weekends. Typing, filing, phone. Call Jay Hughes, 522-5000.

RECEPTIONIST-Southfield law firm, full time. Typing skills & phones. Office experience desirable. Good salary. Call, Gina,
353-3550

RECEPTIONIST/SECRETARY - to work in small office, must be highly efficient self-starter with excellent organizational skills & type 60 wpm. Call DPS 443-0058

RECEPTIONIST
Small manufacturing business now expanding and growing by leap and bounds. Some typing required. Non smoker. Salary commensurate. Call Pearl, 5700 South Sheldon Rd., Canton.

RECEPTIONIST/CLERICAL
Growth oriented Ann Arbor agency is seeking pleasant person for receptionist clerical. Excellent adjunct position for aspiring program. Call Term-1 Team: 352-5650

RECEPTIONIST needed for busy Optometrist office. Hours are Mon. thru. Fri. 8:30 till 5:30, experienced, friendly, organized individual. Duties include answering phones and general office duties. Call Ann, 358-7600

RECEPTIONIST
General office person for Southfield based real estate syndication firm. Light typing 45-50wpm. IBM, Word perfect helpful but will train. Benefits. Reliable transportation. Contact Barb 559-9400

RECEPTIONIST SWITCHBOARD operator for Farmington Hills real estate office. Rohn experience & Telecom office experience helpful. Salary & benefits. Southfield area. Call 357-8000 Ext 300
An Equal Opportunity Employer

RECEPTIONIST - PART-TIME
Non-smoking Birmingham real estate office needs pleasant, reliable person for answering phones, making appointments, light typing, & other duties as needed. Ask for Kathy at 647-6400

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/Data Entry Clerk with pleasant phone manner and front desk appearance. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST needed part time for reputable manufacturing company. Excellent phone skills a must. Pleasant working environment. Apply in person: Mason Dental Arts, 15-29 Mason Ct. Livonia, Mich. 8am-5pm Mon thru Fri.

RECEPTIONIST/Switchboard Operator needed immediately for Oxford manufacturing company. Experience preferred but will train if necessary. Call Mrs. Lynn Ross, Personnel Manager, 628-2116, Farmington Hills.

RECEPTIONIST - general office, fast paced company seeks individual possessing pleasant phone & professional, neat appearance. Strong communication & office skills required. Word processing & typing requirements: for Personnel, 10301 Enterprise, Davisburg, MI. 48019

RECEPTIONIST/TYPIST
Needed for Troy non-smoking office. Responsibilities to include: Typing, filing, phone and some bookkeeping. Please send resume to: Mr. Vernon Barker, President, Contract Purchasing Services Inc., 540 Lotz Blvd., Suite 109, Troy, MI. 48084.

RECEPTIONIST
Troy data processing consulting firm has an immediate opening for a full time receptionist. Previous office experience required. Please send resume to: Judy Thomas, Sirco Enterprises, 2265 Livernois, Suite 100, Troy, MI. 48083, 362-2200, An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
for busy construction material supplier. Start ASAP, & work thru Oct at least. Good phone skills & general office experience necessary. Computer skills a definite plus. Send resume & salary requirements to:
Office Manager, 23750 W 8 mile, Southfield, Mich. 48034

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
full time. Retail company seeking an energetic motivated individual to handle many duties at once. Typing, answering phones, general office duties & filing are required. Prefer someone with word processing experience. Must be organized & dependable persons need apply for this position. For appointment call Mrs. Bunn 348-0485

SALES/RECEPTIONIST
Rapidly growing commercial & industrial construction management contractor requires a qualified receptionist. Must have good typing & phone skills. Ideal candidate will be organized & dependable persons need apply for this position. For appointment call Mrs. Bunn 348-0485

SALES SECRETARY
For a television sales office in Farmington. Good math skills, accurate typing & a pleasant phone manner required. Re-entry welcome. Non smoker please. 552-2208

SECRETARIAL ASSISTANT
Full time entry level position in our Training & Recruiting Dept. in Livonia. Seeking a self-starter with strong individual work ethic responsibilities at a fast pace. Qualifications include excellent phone, typing & organizational skills. Macintosh & IBM computer experience a plus. Potential growth. Please send resume & salary history to:

RPM PIZZA, INC.
38777 SIX MILE RD
SUITE 202
LIVONIA, MI. 48152
Attn: Ann Marie

SECRETARIAL/Customer Service
Desire a self motivated person with strong communication skills. Typing 50-60 wpm. Send resume to P.O. Box 52, Saline, MI 48176

SECRETARIAL
Immediate opening for capable, responsible person to run our very busy office. Must have excellent people. Position includes medical & life insurance. Salary open. Call Box 224, 5669 Orchard Lake Rd., W. Bloomfield, 48033.

SECRETARIAL
OFFICE ASSISTANT
Full-time position in a fast paced office/clerical/secretarial position. We are seeking a highly motivated self-starter, mature individual with good benefits. Send resume or call:
Lakey Furniture 30987 Industrial Rd., Livonia, MI 48150. 421-7770

SECRETARIAL position available for professional speaker & training firm. Legal experience not necessary but helpful. Excellent word processor skills. Call Debbie 258-5500

SECRETARIES
A major trade association located in Southfield is looking for Secretaries to complement their Products, Services & Marketing Division. 2 years secretarial experience, accurate typing (60 wpm) and excellent oral and written communication skills are required. Print production experience and knowledge of graphics would be a plus. We offer competitive salaries and an excellent benefit package. Call Sandy, including salary requirement to: Professional Services, P.O. Box 5210, Detroit, MI 48235

SECRETARIES & RECEPTIONISTS
Skilled in word processing, telephone & general office procedures. Temporary assignments based on skills. Businesses only. 31800 Northwestern Hwy., Farmington Hills, MI. 48018

SECRETARY

Metro Detroit Service organization seeks a secretary for top executive. Well organized, self-starter with experience a must. 1-3 years of experience in secretarial duties, salary and excellent benefits. If interested, please send confidential resume and salary requirements to: Ms. Dunn, P. O. Box 691, Southfield, MI 48037 or call between 9am & 12 noon, 352-2500, Ext. 334

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY
National group insurance company sales office in Southfield located, needs a group administrative secretary. Must have basic math & typing skills. Good telephone communication & word processing needed. Looking for someone with effective communication & excellent benefits. Salary commensurate. Call Personnel, Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/OFFICE MANAGER
Mature individual needed 3 days a week in an insurance agency located in Farmington Hills. Ideal for homemaker looking for part time work. 851-8440

SECRETARY
Opening in Farmington Hills CPA firm for reliable secretary/backup receptionist with prior experience in a CPA firm. Duties include: telephone, word processing, billing, Dynatax input and digital Sensor. Requirements include flexibility, overtime Jan-April. Salary commensurate with experience. Experienced persons only need apply.
Call Kris 626-3809

SECRETARY
Part time. Human Services Field: general office duties. Send resume to: Box 1000, Observer, 1083, W. 7 Mile Suite 9, Livonia MI 48152.

SECRETARY
Part time, moving to full time. Excellent typing and organizational skills. Pleasant working atmosphere. Call Ms Bobette Schmidt, Judson Center, 4410 West 13 Mile Rd., Royal Oak, 689-2600

SECRETARY - part time, for re-development firm office in Farmington, Flexible hours. 553-5300

SECRETARY, part time for Bloomfield Twp law office. Word processing experience necessary. Flexible hours. 642-5558

SECRETARY/PART TIME
Bloomfield Hills law firm. Legal experience & computer knowledge necessary for part time office.
881-1811

SECRETARY

Part-time for Southfield Planning Commission. Planning Office. Flexible hours. Typing 55 wpm. Knowledge of Word processing helpful. Send resume: Box 577, 28705 Northwestern Highway, Southfield, Mich., 48034

SECRETARY

Pleasant Southfield office seeks experienced secretary. Responsibilities include word processing, typing, & other duties. Candidate should have good letter composition & written skills. Salary commensurate with salary history & requirements to:
Haber Enterprises, 24253 Telegraph Rd., Southfield, MI 48034

SECRETARY/RECEPTIONIST
for leading Construction Co. located in Farmington Hills. Must have excellent typing skills, experience and knowledge of computers. Good salary, entry & word processing. We offer a competitive salary with benefits.
Send resume to:
Mr. Schleicher,
555 Thirteen Mile, MI. 48084

SECRETARY/RECEPTIONIST
Part time for general office duties. Word processing. Call 642-2277
Birmingham/Southfield,

SECRETARY RECEPTIONIST
Full time position for self motivated individual, with excellent typing skills & knowledge, for real estate development office in Troy. Must be fluent with salary requirements, to:
Box 878, Bloomfield Hills, Mi., 48303.

SECRETARY/RECEPTIONIST
Full time position for self-starter with good communication skills, ability to take direction and work with people. Call or submit resume to:
Joslyn-James-Janes / SIGN, 22410 Foxy Winter Dr., Southfield, MI 48075. 423-1615

SECRETARY/RECEPTIONIST
Small Business in Farmer's Rep. Must have professional phone manner, 70 WPM + typing, both Alpha & Numeric Dictaphone & Word Perfect. Minimum experience 2 years, with salary requirements, to:
Hillmore Sales,
22785 Haggerty, Novi, MI. 48050

SECRETARY/RECEPTIONIST
Southfield. Seeking an organized individual with excellent typing & typing, fil