504 Help Wanted Office-Clerical

CLERICAL • Part time position with flexible hours, approximately 20 hours per week, to include light verifying & coding. Must be dependable & detail oriented. Send resume to: P O Box 2970, Livonia, MI 48151, Attention Accounting Supervisor. An Equal Opportunity Employer

CLERICAL

Permanent position in business office of large medical group practice. Some medical billing experience, some typing and telephone work required, but not necessary. Good starting salary. Semi annual reviews. Fully paid Blue Cross, disability and life insurance. 10 paid sick days per year, 2 weeks vacation after first year, 3 weeks starting first year. Pleasant working conditions. Beaumont Hospital, Troy. Send brief resume to: Box 300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION in Birmingham area store. Must be experience required but aptitude for numbers helpful. Pleasant atmosphere. For interview call Barbara at 626-2548

CLERICAL/TYPIST Wanted, who is personable and detail oriented and has word processing skills. Full/part time, hours can be flexible. Southfield area.

CLERICAL TYPIST
for growing developer in Farmington Hills. Interesting variety of duties with interesting & varied duties. Mon. thru Fri. Part or full time.
851-4454

CLERK/CASHIER
Full time, for large retail distributor. Data entry, inventory control and general clerical duties. Pleasant phone manner. Benefits and chance for advancement. Apply in person at: Bath Plus, 2193 W. Maple, W. Bloomfield or contact Mr. Kaby
851-4500

CLERK

Dental Plan has immediate opening for full time Clerk with good organization & typing skills. Must be at least 18 yrs. of age with good driving record. Please call Louise at
353-6410

CLERK/FILE/MAIL
Southfield CPA firm. No experience necessary. Good typing & benefits. Mail reply to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK FOR Computer operation dept. Organized individual wanted for full time position. Variety of duties & some computer experience helpful. Salary $4.50 to start. Call Betty, Troy. If interested, call 588-1965

CLERK/GENERAL OFFICE
Southfield manufacturing firm seeks full time position. Duties will include: order entry, invoicing, customer phone contact, and other clerical functions. Send resume only to: Box 330 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK/RECEPTIONIST-Pleasant responsible person, organizational skills, light typing. Adult theraputic day activity program. S.Oakland county.
547-7712

CLERK/RECEPTIONIST
Person needed to answer phones and batch in work at our Livonia data processing center.
INDATA CORP.,
422-8002

CLERKS

Bloomfield Savings & Loan has challenging employment opportunities for part time entry level clerical positions. Candidates must type 35wpm., ability to operate a 10-key calculator, good organizational skills and a high school diploma. Ideal candidates will have excellent benefits, paid vacations, and a pleasant working atmosphere. Please submit resume with salary requirements to: Bloomfield Savings & Loan, P.O. Box 5011, Southfield, MI 48086.
An Equal Opportunity Employer

CLERKS

Immediate openings for general office clerks. Must have good typing skills • 45-50 wpm., good basic arithmetic skills. Excellent benefits. Qualified candidates send resume and salary requirements to:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn: Personnel

CLERK/TYPIST
Established Downtown Birmingham corporation needs experienced CLERK/TYPIST for permanent full-time position. Good phone manner and skills. Free, on site parking. Call Mrs. Kalkomey at
644-3700

CLERK/TYPIST for Bloomfield Hills law firm.
258-4683

CLERK/TYPIST
for Livonia Insurance company. Full time preferred.
Phone,
471-5456

CLERK-TYPIST

Immediate opening for individual to work in our office located in Plymouth on Penniman at Main. Candidate must type accurately minimum 50 wpm and have the ability to deal effectively with the public, in person and over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Mon. thru Fri. 10am-3pm.

FIRST FEDERAL OF MICHIGAN
790 Penniman, Plymouth
An Equal Opportunity Employer

CLERK TYPIST

Immediate full time position for a fast & accurate typist, (50-55wpm). Variety of duties, overtime during peak periods. Good salary aptitude & pleasant telephone personality a must. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Send resume to:

CLERK TYPIST
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERK TYPIST II

The Detroit Tourist Office of West Bloomfield is seeking qualified applicants for the position of Clerk Typist II. This position involves a wide variety of tasks which require excellent typing skills, detailed operation of various office equipment & the ability to deal effectively with the public. General minimum requirements for this position are graduation from high school or its equivalent with courses in typing, or a minimum of 1 year clerical experience. Vacancies for this position exist in the following departments:
BUILDING DEPT.
POLICE DEPT.
1988 salary range $14,448.35 minimum to $18,933.08 maximum with an excellent fringe benefit package. Applications will be accepted until 4pm, Fri., Sept. 9th at the Personnel Dept., 4550 Orchard Lake Rd., P.O. Box 5420, West Bloomfield, MI 48033
An Equal Opportunity Employer

CLERK TYPIST

(FRIDAY NIGHT DUTY)
Hours: Friday, 5:00 pm - 1:00 am
Duties: Answer the Dispatch Line (911). Must be able to type 35 wpm. Previous dispatch experience preferred. Salary: $7.15 per hour. Apply between Sept. 6, 1988 to the Rochester Police Department.
An Equal Opportunity Employer

CLERK TYPIST
Part time
Contact Janet
Sherm Computer, 435-8022

COMMERCIAL LOAN or capital equipment lease documentation experienced person needed full time. Call Dan,
453-5044

COMPUTER - operator for training spot with major Fortune 500 company in Southfield, type 55-60 wpm, $1400/mo. Call Adele at Manpower, 646-7600

504 Help Wanted Office-Clerical

CLERK TYPIST - part time 15-20 hours per week. General office, telephone, computer experience & knowledge of Farmington area helpful. Start Sept 19.
474-3440

CLERK TYPIST

Permanent full time position for mature individual, must type 50 wpm, a Mac-Letter area. Mr. Edelman
353-0160, ext. 364

CLERK TYPIST
PART TIME

Immediate opening for accurate typist who can type 50-60 wpm. Must have previous clerical experience. Hours will be 8:30 am to 5 pm., Mon. & Tues. only. For information and appointment, call:

270-1296
BORMAN'S INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

CLERK/TYPIST
2 full time entry level openings in Birmingham law firm for mature dependable persons with word processing experience.
540-7701

COMPUTER OPERATOR Secretary - Attention to detail & accurate typing skills a must. Pleasant phone voice. HW Southfield location. Non smoker preferred. Salary bad beats. Call Mark,
354-3300

CONTEMPRA

New Office in Dearborn
accepting applications for:
HDL, DIGITAL, WORD PERFECT, WORD STAR. CALL TODAY!
563-5900
NO FEE BENEFITS
Subsidiary of
Dorsey Business Schools

CONTEMPRA

TEMPORARY PERSONNEL
Has positions in Troy & Southfield for experienced Word Processing Secretaries. Call Today!
583-9500
BENEFITS NO FEE
Subsidiary of
Dorsey Business Schools

COURIER/OFFICE ASSISTANT
Southfield based medical word processing firm. Must have own transportation. Typing speed of 25wpm & familiarity with computers preferred. Contact L. Weiss,
353-3364

CREDIT FILE LIBRARIAN

Progressive law firm in Troy has a full time ENTRY LEVEL clerical position available. Candidate must have good organizational skills and 1 year office experience. This position offers an excellent benefit package and opportunity for advancement. Send resume and salary history in confidence to:
Human Resources CFL - OE
P.O. Box 5823
Troy, MI, 48007-5823
Equal Opportunity Employer M/F

DATA BASE PROGRAMMER
To assist in the development & implementation of various ORACLE & data base applications in a cancer research environment. Data base programming projects in ORACLE on a state-of-the-art VAX 8350 running VMS. Help create shared access to common ORACLE data bases in an Ethernet network of 100 plus PC users. At least 1 year of data base programming experience required. Bachelors degree in Computer science, related field or equivalent combination of education & experience needed. ORACLE, programming experience & VAX & VMS background a definite plus. Qualified applicants should reply with cover letter, signed resume, at least 3 references & salary history to:
Lance A. Hedrick, Ph.D.
Director of Bio-Statistics
DMCIOAD PO Box 02188
Detroit MI 48201
DMCIOAD is an Equal Opportunity Affirmative Action Employer

DATA ENTRY BOREDOM?

More than just Data Entry. We want someone interested in taking charge. Ability to handle special assignments as well as routine jobs. Position has challenge for fast career advancement. For interview call
643-8807

DATA ENTRY CLERK

for shipping & receiving women-owned firm. Full time plus benefits. Resume to: Chucks, P O Box 391, Birmingham, MI 48012

FRETTER APPLIANCE has a part time position available in the Data Processing Department. Responsibilities include basic bookkeeping, data entry and general clerical duties. Good typing skills or CRT experience helpful. Apply in person:

FRETTER APPLIANCE
33901 Schoolcraft
Livonia, Mich. 48150

DATA ENTRY, Computer Operator
For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Mrs. S. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Full-time, with other clerical duties. Accurate typist. Factory Company. Carmen,
477-6650

DATA ENTRY Operator - 2 yrs. experience, daytime, payroll data entry & keypunching on CRT. Southfield area. Call Sheree between 8am-11am
827-4023

DATA ENTRY - operators, type 45 wpm, 6-10 mos experience for work for locations in Livonia, Romulus, Taylor, Phoenix $5-$6.50/hr Call Angie at Uniforce
357-0340 or
283-2511

DATA ENTRY OPERATOR
Non Company has immediate opening for Data Entry Operator. Must be accurate, reliable and able to take initiative. IBM System 36 or 34 experience helpful. We offer a comfortable working environment and growth potential to the successful candidate. For consideration, please call Mr. Hedrick at Manpower, Inc. Agent Corporation, 41331 Vinchell Road, Mt. Clemens, MI 48043

DATA ENTRY OPERATORS

(TOP PAY FOR JUNIOR OR SENIOR)

Trade your one year of data entry experience & excellent communication skills for a great position with this prestigious Birmingham based company. Call Lynn, 356-7083

504 Help Wanted Office-Clerical

DATA ENTRY
Part time nights. Call between 3pm-10pm, & ask for night supervisor.
557-8080

DATA ENTRY/RECEPTIONIST
Major corporation in Bloomfield hills seeking mature individual to handle computer input & phone. Must have some computer knowledge & professional phone manner. Competitive hourly wage, holiday pay & friendly environment. Long term assignment. Call today for a personal interview.

MGM

Office Services, Inc.
557-6040

DATA ENTRY - Responsible full time person. Send resume & salary history to: Attention Ellen, Medical Center, 12300 Merriman Rd. Livonia 48150

DATA ENTRY
10 Key experience helpful. Full-time. Great Benefit Package. Mon-Fri. 7:30am-4:30pm. Some travel required. Call Megan,
553-4100

DATA INPUT
Experienced. Bookkeeping. Apply in person, 32525 Stephenson Hwy., Madison Hts, near 14 Mile.

BUSINESS ASSISTANT
Our Birmingham dental office has a full time position available for an energetic individual. Responsibilities: Good typing, interpersonal skills desirable. No dental office experience required. Competitive salary, benefits & our office. Please call
Call between 8am-1pm,
645-8831

DISTRIBUTOR/COORDINATOR
OFFICE MANAGER

Aggressive Office Manager & Distributor Coordinator for a rapidly growing Electronics Rep firm. Hot area. Pay commensurate with experience. Call for appointment.
348-3940

EMPLOYMENT COUNSELOR TRAINEES

Sneating & Snelling - the world's largest employment service has just opened a new Farmington Hills office. We are seeking motivated, outgoing people with a sales type personality. Salary, commissions, benefits and training. Call Shirley today at 851-3366.

SNELLING & SNELLING
FARMINGTON HILLS

ENGINEERING SECRETARY
File, run blueprint machine, assemble operating instruction manuals, type & operate word processor. Call
464-0100, ext. 312

ENTRY LEVEL OFFICE CLERICAL

We are seeking sharp entry level candidates with office skills for subcontractor clients. Must be able to pass testing & type 50wpm. Computer or word processing a plus.
If you possess these skills & are eager to learn, please call today for an appointment.

CALL FEES COMPANY PAID

PERMANENT STAFF TROY 362-4004

ENTRY LEVEL position, growing marketing firm, telephone, customer service, computer entry, word processing, production. Send resume to: P. O. Box 1109, Bloomfield Hills, MI, 48013

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable & have excellent typing skills. Knowledge helpful. Ability to communicate with experience. Send resume to: Box 322 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Position requires communication, computer, clerical, word processing and strong typing skills. Must be detail and systems oriented. Send resume and salary history to:
Manager, P.O. Box 7007,
Bloomfield Hills, MI., 48302.

EXECUTIVE SECRETARY - RECEPTIONIST Experienced with Apple, Infinity. Full or part time, 13 Mile & Woodward
542-0177

EXECUTIVE - secretary, Birmingham, excellent typing, shorthand, dictaphone & word processing, be right hand to company's top executive, benefits, $24,000. Fee paid

SECRETARY - receptionist, Royal Oak, typing 60 wpm, good personality, knowledge helpful, willing to learn, benefits, $15,000 plus. Fee paid

RECEPTIONIST - Bloomfield Hills, 2 person office, typing 55 wpm, excellent communication skills, good clerical aptitude, potential with word processing & shorthand, benefits, $15,000. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

EXECUTIVE SECRETARY

CAREER MOVE

$22,000
Charm, poise & intelligence are the keys to this career move.

Data Entry
If you enjoy the challenge of trouble shooting, delegating & coordinating with high level professionals, this president will exercise your intellect to its fullest.

Call today for a confidential interview at your convenience. Best of all our client invests in your future by paying our fee.

OM5

Division of
Management Recruiters of Troy
362-4200

FACILITIES CLERKS
Growing law firm has 2 positions available in the Facilities Department. Facilities Clerk responsibilities include ordering/stocking office supplies, sorting/stamping mail, setup and cleanup of conference room and other duties. Facilities Porter responsibilities include changing lights, hanging pictures, moving boxes and furniture and other duties. We have excellent benefits and a friendly environment. Interested applicants should send resume to Laura Brooks, Schlussel, Lifton, Etal, 29201 Telegraph Rd., Suite 500, Southfield, MI. 48034

FAST PACED expanding company needs experienced Inventory Control/Accounts Receivable clerk. Competitive pay with growth opportunity. Send resume to Box 324 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK
for Birmingham law firm. Send resume to: Mrs. Hedrick, 1840 Harper, Mt. Clemens, 48043

FILE CLERK - Permanent part time position. Hours are 8:30am-3:30pm. Farmington area. Responsibilities include: general office duties, filing, office cleaning, school bus driver. Send resume to: T. Hansen, Box 1005, Farmington Hills, Michigan 48016.

FULL CHARGE BOOKKEEPER
Part time to eventual full time, for Detroit medical office. Experience in all phases of P/R, A/R, G/L and statements. Good salary and full benefits. Send resume and salary requirements to Box 340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME person needed for fast paced office in our customer service dept. Excellent phone manner, light typing, computer entry, some shipping. Keego Harbor area. Send resume to PO Box 93336, W. Bloomfield, MI. 48323

504 Help Wanted Office-Clerical

FULL CHARGE DATA Processing Operator to install & operate fundamental programs for medium size law office & real estate development & management company located in Farmington Hills. Salary commensurate with experience. Please call Marilyn Zyla,
835-0969

GENERAL CLERICAL duties with some computer experience. Plymouth area. Call Mrs. Ellison, 8:30pm. Ask for Jean
459-3115

GENERAL CLERICAL
Typing, filing, general office duties, detail & customer oriented with good phone skills. Apply in person or send resume to: Hammell Music, 15630 Middlebelt, Livonia MI 48154 (2 blks. N. of 5 Mile)

GENERAL OFFICE WORK: Full time; 8am4:30pm. Some typing, ordering phone, filing. Redford. Call between 8am-2pm.
531-1256

GENERAL OFFICE help wanted, with purchasing experience, computer in-put knowledge helpful. Full time. Apply at 32323 Stephenson Hwy., Madison Heights(near 14 Mile.)

GENERAL OFFICE - PART TIME for Bloomfield Hills law firm. Hours somewhat flexible. Must be accurate typist. Please send resume or apply at: 2100 No. Woodward, Suite 501, Bloomfield Hills & MI 48013.
647-4600

GENERAL OFFICE
2 days per week, flexible. Bloomfield Hills area.
644-6860

GENERAL OFFICE WORK
Experienced & mature. Apply:
560 Venoy, Westland, corner of Cherryhill.

GENERAL OFFICE • Full time position in office and book-keeping experience. House of Maple, 32098 Plymouth Rd., Livonia.

GENERAL OFFICE • PART-TIME. Immediate opening/filing, typing, good phone manner. Send resume to: Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Full/part time, immediate opening, sin Livonia sales office for day and evening shifts. Strong phone skills required. Salary + bonus + excellent benefits. Call Linda between 1-3pm.
421-0400

GENERAL OFFICE
Entry level position for person with good clerical skills. Accurate typing 45 wpm. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

GENERAL OFFICE
Busy friendly company in downtown Farmington needs mature person with varied duties. Excellent typing manner, good typing and some bookkeeping skills. Full benefits. Call Margaret, 478-0370.

GENERAL OFFICE
General office positions available at our Farmington Hills location. Responsibilities will include: checking invoices, processing orders, filing and other related duties. Previous experience required. Benefits included. Call:
553-6200

GENERAL OFFICE-Manufacturer/Distributor in Southfield has opening for person with good office skills. Duties include: typing, light data typing, filing & some computer experience helpful. This is a grower for an opportunity with a rapidly growing manufacturer. Apply: Mr. Hoyer, Advance Watch, 25400 W. 8 Mile, between Beech Daly & Inkster.

GENERAL OFFICE

Workers needed for short & long term assignments. Must be able to type 50 wpm & possess at least 1 yr. office work experience.
It qualified please call

MANPOWER

TEMPORARY SERVICES
353-8780

GENERAL OFFICE
No experience necessary. Local service center is looking for people with good quality voice to answer 5 line phone system. Job requires typing types 10 work some nights, weekends, & holidays. Full or part time positions are available. Full time positions start at $780 per month. Paid training & paid holidays offered. Good experience for college students. If you are looking for a place to get started & earn valuable experience, please call between 8-5 M-Fri.
478-7759

GENERAL OFFICE • Full time, Mon. thru Fri. Typing, filing, counter work, etc. Newton Furniture, Livonia.
Call Craig
525-0030

GENERAL OFFICE PERSON
Small Birmingham manufacturer seeks take charge general office person. Call Lois Nolan, 645-1144.

GENERAL OFFICE/CLERICAL
Experience preferred but not necessary. Contact Rosemary Cantin, Red Holman Pontiac, Westland.

GENERAL OFFICE • PART TIME
Flexible hrs. 10 Mile/Evergreen Area. Well paid position for very responsible person.
353-0277

GENERAL OFFICE - Immediate opening for responsible person with good typing skills, data entry, light typing, excellent working conditions, good benefits. Call
356-6700

GENERAL OFFICE CLERK
For filing, typing, answering telephones, etc. Temporary position. Apply at: 32967 West Eight Mile Road, Livonia (upstairs)

GENERAL OFFICE - Part time position, approx. 20 hours per week. Light typing, filing, some bookkeeping skills. Must like people & have positive attitude. Computer data base knowledge helpful but not necessary. Westland.
728-7350

GENERAL OFFICE
Apartment community in West Bloomfield looking for all around "people person". Flexible hours (weekends necessary).
Call:
661-2900

GENERAL OFFICE - people to make advertising agency, type 55 wpm accurate, good phone manner, files, good diction & some data entry. $1000/mo. Call Betty at Uniforce
646-6158

GENERAL OFFICE PART-TIME
Variable hours including some weekends. Typing, record keeping and switchboard. Apply Mon. thru Fri. 9am-4pm. Arnold Nursing Home, 16200 W. 7 Mile, Detroit

GENERAL OFFICE PART-TIME
Mature individual for general office work. Phone contact Judith Winn, Datamanagement Group, 39500 Orchard Hill Place Dr., Suite 155, Novi, Mich. 48050

GENERAL office - secretaries, type 55-60 accurate, 2 yrs office experience & know how to operate 10 key adding machine. Call Betty at Uniforce
357-0034

GENERAL OFFICE
Auto parts distributor in Farmington Property Management company needs energetic person for a full time position. Light typing, filing, & phone. Uniform allowance. Salary & benefits commensurate with ability & experience.
443-0930

GENERAL OFFICE
Full time with light typing. Word processing, typing, filing, & telephone. Call Mr. Hoffman, Plymouth, Call 7pm-4pm. 455-7990

GENERAL - secretaries (3), for management firm in Bloomfield Hills. Type 55-60 wpm, 1-2 yrs office experience and be trained on Word Perfect, Display Write 3, 4. Office Writer or Personalitie. Interior training free. $4.50-$10/hr. Call Marie at Uniforce
646-7661

GROWING LOCAL FINANCIAL SUBSIDIARY of Fortune 100 super regional bank is seeking to fill a position in a commercial credit department. Candidate should have two minimum 2 yrs of commercial loan training in a major bank with additional 2 yrs. experience. Send resume to:
Human Resource Manager
P.O. Box 2409
Southfield, MI. 48037-2409

504 Help Wanted Office-Clerical

GROWING TRUCKING co. seeking individual to do billing position. Knowledge of computers helpful but not essential. Pleasant office & plus. Please call Katherine 632-1400

HELP!

We need receptionists, secretaries
word processors
Experience necessary.
Good pay. Benefits.

J Martin Temporaries
38215 W 10 Mile Rd.
(Between Haslett & Haggerty)
(Next door to Wendy's)

474-8722

HOMEMAKERS
GENERAL OFFICE positions available for experienced typists, receptionists & secretaries. Many opportunities in short term & permanent employment.
569-0500

HOTEL SALES SECRETARY
Holiday Inn Fairlane has an immediate opportunity for a positive and dependable individual. Responsibilities will focus on providing secretarial duties to the director of sales. Typing efficiency and word processing experience preferred. Competitive wage and excellent benefits. Send resume or apply at: Holiday Inn Fairlane, 5801 Southfield Service Dr, Detroit MI. 48228

INSIDE SALES

Financial service group expanding marketing force maintains high energy person with superb phone ability plus 1 year minimum 2 years sales/customer service experience. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

INSURANCE AGENCY
Farmington Hills insurance firm experienced in personal lines, coverage checking, typing, etc.
Call Mon.-Fri., 9am-5pm 626-6543

INSURANCE AGENCY in Farmington Hills has an experienced person for Professional Liability insurance department. Policy and endorsement typing & some underwriting. Computer experience desired. Good benefits. Resume to: Box 323 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Insurance-Experienced Only
AGENCY POSITIONS

Southfield • Livonia • Troy
Detroit • Eastside • Farmington
Commercial & Personal Lines
CSR's • Mid-Level • Claims Takers
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE
Full time person for general office work. Personable, good telephone voice. Salary commensurate with experience. Good benefits.
Call Lori
851-3066

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

Office Clericals Benefits Analysts

(Experienced)

Competitive salaries, 4% day work week, excellent benefits package including health insurance, paid holidays & vacations. Call Ann
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

ITEM PROCESSING SUPERVISOR
Bloomfield Savings & Loan is seeking a motivated individual to supervise. Candidate must possess 1 yr supervisory experience, be able to plan, organize & resolve problems. Good verbal & written communication skills. Knowledge of computer systems & excellent organizational skills. Previous financial institution experience is highly desirable. Please submit resume to: Bloomfield Savings & Loan, P.O. Box 5011, Southfield MI 48086 An Equal Opportunity Employer

KEYPUNCH OPERATORS
Wanted. Experience required, full time days and afternoons available. Benefits. Farmington area. 474-1336

KEYPUNCH OPERATOR
We are looking for more good people to join our expanding team of data processing professionals. If you are a good keypunch operator, give us a call today. Top pay for afternoons.
INDATA CORPORATION, 422-8002

LAW FIRM in Birmingham seeks Legal Secretary/Word Processor with a minimum of 2 yrs experience. Must be self-starter who's able to work independently. Salary based on an integral part of a professional team. Benefits also required. Non smoker. Call Andi,
647-1127

LEADING MANUFACTURER has opening for a word processor for general office work. Data entry helpful, accurate & dependable. Call for appointment between 9am-4pm
887-3070

LEGAL ASSISTANT/PARALEGAL
For 2 attorney Farmington Hills firm in pleasant office park; to prepare motions, objections, answers, statements & damage computations, certify & assemble documents. Judgments in litigation; $14,000 to $17,000.
853-9610

LEGAL SECRETARY for small business litigation firm in Birmingham/Southfield area. Experienced in word processing necessary.
Days, 540-1080 Eves, 335-4436

LEGAL SECRETARY
Full time position available for experienced legal secretary in Bloomfield Hills location. Send resume to:
Office Manager, 300 E. Long Lake Rd., Suite 300, Bloomfield Hills, Mich. 48013

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments.
ALL FEES EMPLOYER PAID

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

LEGAL SECRETARIES
For Southfield Personal Injury firm. Word Perfect experience, non-smoker. Ask for Mark
644-5410

504 Help Wanted Office-Clerical

LEGAL SECRETARY
opening at downtown Law firm. Exp. Products Liability & Medical Malpractice preferable. Salary commensurate with experience. Excellent benefits. Send resume and/or letter, with salary requirements to:
P.O. Box 735, Detroit, MI. 48231

LEGAL SECRETARY/
EXPERIENCED
Immediate opening
Call Ann Judy, 557-7680

LEGAL SECRETARY
with 1-2 yrs. experience wanted for Bloomfield Hills law firm. Word processing experience necessary.
Phone Marcy: 858-2445

LEGAL SECRETARY, Experienced. Immediate opening in Bloomfield Hills law firm. General practice. Word processing & plus. Medical benefits. Call
647-1212

LEGAL SECRETARY - Minimum 2 years litigation experience necessary for established medium size Southfield law firm. IBM equipment. Opportunity, diversity, full benefit program.
626-5000

LEGAL SECRETARY
Experienced, word processing skills, salary negotiable. Call
353-0757

LEGAL SECRETARY - for Birmingham patent law firm. Part time, ideal up for full time secretary. WR train flexible hours.
644-1455

MOTHERS/STUDENTS

Full & part time positions.
Hours flexible, 8:30am to 6pm
$5. an hour plus bonuses
Key & Key Tile Company of Farmington Hills. Non-smoking, non-drinking telephone orders. Should have good communication skills.
Call Rose Ann at
878-6630

OFFICE ASSISTANT
for medical office. Experience, telephone, typing, reception, general office routine. Word processing plus. Call
855-9450

OFFICE ASSISTANT - Part time for full time position. Must be able to have typing, word processing skills and experience. Duties include, typing, computer entry, filing, etc. Send resume to: Berkit Group, 31313 Northwestern Hwy, Ste. 122, Farmington Hills, MI 48018.

OFFICE ASSITANT for local union. Excellent telephone manner, general office procedures. Typing, required. Mail resumes to: Sharon Clark, 28690 Southfield Rd. Ste 290, Lathrup village, 48076. No phone calls please.

OFFICE CLERICAL-Mature person wanted, Plymouth area, part time, flexible work office. Hours 9-12 & 1-5pm.
455-5080

OFFICE/CLERICAL - Challenging growth opportunities for experienced person seeking a diversified position. Duties include word processing, data entry and clerical assistance to the firm. Benefits. Send resume and salary requirements to: APAI, 17340 W. 8 Mile Rd., Suite 100, Southfield, MI., 48075

OFFICE/CLERICAL

We need an organized person to assist with various office functions. Excellent working environment.
Call
939-3210

OFFICE CLERK • previous office experience required. Type 55wpm. I-75 & Clay area. Call for appointment
875-1300

OFFICE HELP
Typing, filing, word processing skills, Lotus 1-2-3 and Word Perfect. Excellent benefits, organization and people are important.
Call Ann
357-7080

OFFICE HELP with Bookkeeping experience. Call Stephenson Hwy. 32525 Stephenson Hwy, Madison Heights, near 14 Mile.

OFFICE Manager Assistant needed to handle various office procedures. Must be personable, organized, able to type. Call for appt. 399-5660

OFFICE MANAGER ASST
for growing Farmington vendor, a small parts distributor located in Plymouth for typing, clerical & customer service. Word processing, computer input desirable. Salary commensurate with experience & skills. Send resume and or letter with salary requirements to: Box 298, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER - Personal Computer experience necessary, full charge bookkeeping, purchasing experience needed.
477-1515

OFFICE MANAGER - Distribution company in Southfield. Word processing, Ventura, Lotus a must. Accounts receivable, accounts payable, inventory control knowledge mandatory. $25 starting. Call Ann at 1013, Walled Lake, MI. 48088 Allen-Bentson.

RECEPTIONIST/SECRETARY
Pleasant personality, flexible hours. Salary $4.75-$6.00 per hour. Farmington.
478-7960

RECEPTIONIST/Part Time, Duties include phones, word processing and typing. Call
647-3315

RECEPTIONIST/General office
Full time for Farmington Hills CPA office
855-0500

RECEPTIONIST/TYPIST
Full time position, opportunity in South field. Benefits. Call Marcia, 356-8020

504 Help Wanted Office-Clerical

MATURE, DEPENDABLE. Person, people oriented for customer relations. Light typing. Mon. thru Fri. 9:30am-3:30pm. $4.75 hr. plus benefits. Troy.
585-0439

MECHANICAL DESIGNER-
LAYOUT PERSON
Experienced in the design of sheet metal components & assemblies desirable. Degree not required. Troy area.
362-0969

MICROSOFT WORD
MULTIMATE

Wordprocessing secretaries needed with either system for major South field corporations. Long and short term assignments. Office experience preferred. Word processing training for qualified applicants.

ENTECH SERVICES, LTD
737-1744

MORTGAGE BANKING
APPRAISAL CLERK
Position in Farmington Hills should possess good math & telephone sales. Type 55wpm.
Call Karen Roberts
DMR Financial Services
827-3300

OPERATOR/RECEPTIONIST
Wholesale business in Southfield seeking 2 people to fill split day shift position. Must have business telephone manner to operate very busy multiline Merlin phone system. 1st shift: 7:30am-noon; 2nd shift: noon-5pm, every other Saturday. Minimum 2 years experience with typewriter, computer data entry & copy machine helpful. Send resume to: Operator/Receptionist Position, P. O. Box 5137, Southfield, MI. 48085.

PARALEGAL, experienced for a defense litigation firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48333-0040

PART-TIME
GENERAL OFFICE
Flexible Hours. Ideal for high school & college students.
Industrial Advertising, 26903 W. 8 Mile, Redford.
333-1765

PART-TIME GENERAL OFFICE
Permanent 3 days per week. Dependable & mature. Southfield area. Excellent phone, word processing & office skills. Lotus spreadsheet background a plus. Send resume with cover letter & salary requirements to: Box 276, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - General Office.
Answering phones, light typing, taking payments, misc. office duties for our Plymouth, Troy & Livonia locations. Apply only at: Lasky Furniture, 29055 Plymouth Rd., Livonia.

PART TIME OFFICE HELP
For small company overseeing pool office located in my Canton home. Approximately 20 hours a week distributed in Bloomfield Hills seeks a professional, organized, individual with IBM computer word processing experience. Knowledge of Display Write a plus.
Call Kathy
737-4080

RECEPTIONIST WANTED
for medical office in Livonia. Responsibilities include: answering & directing incoming calls, light typing and typing. Previous experience on telephone system preferred. Excellent benefit package included. Salary based upon experience. Respond to: Sensitive Business, Dept. 13221 Northend, Oak Park, Mich., 48237

RECEPTIONIST Must be pleasant & punctual. Full time, open to discussion. Call Dr. Bobb at Mel Mar, No experience required. Call Bob 489-4130

RECEPTIONIST/SECRETARY
20-40 hours per week.
Livonia area.
362-0822

RECEPTIONIST - PART-TIME
2pm-6pm. Light filing & typing. Send resume to: Box 1, Observer, 40600 Grand River, Novi, MI. 48050

RECEPTIONIST/CLERICAL
full time, phone skills, dependable, organized. Typing 50 wpm. Troy.
649-6330

RECEPTIONIST needed for answering service. Pleasant person, must have good phone skills & speaking voice. Hours are 8-5 Monday-Friday open. Call between 1-6pm 535-3307

RECEPTIONIST/CLERK
Phone, typing, good math skills required. Accuracy & efficiency critical. Clips & Clamps Industry, 15050 Keel, Plymouth, MI 48170. 455-6880

RECEPTIONIST for busy phone co. Pleasant personality. Real estate office in Southfield, 3 years office experience required. Must have phone experience, typing 55wpm.
353-9494

RECEPTIONIST - Bloomfield Hills Answer phones, greet Visitors. Pleasant phone voice. Typing skills helpful but not necessary. Call
313-5333

RECEPTIONIST, general office, answer phones, typing letters and reports. Light bookkeeping in office area. Experience preferred. Please call Shelley,
352-1566

RECEPTIONIST/BOOKKEEPER
Good IBM PC skills required for this position. Light typing. Good phone manners necessary. Excellent pay and benefits. Call SAM-5PM.
422-1511

RECEPTIONIST
Fast paced Southfield company seeks an organized individual. Office Clerk with pleasant phone manner and strong typing skills required. Resume to: P. O. Box 300, Southfield, MI 48037-0300
353-3209

RECEPTIONIST/SECRETARY
Outgoing, pleasant telephone manner. Must have word processing & letter composition experience & excellent spelling. Send resume with salary requirements to 27117 Republic, Oak Park, MI. 48237.

Observer & Eccentric
CLASSIFIED
it WORKS.

504 Help Wanted Office-Clerical

KELLY SERVICES
Classifieds

CLERICAL

RECEPTIONIST/TYPIST
Needed to answer phones and type memos. Must know light 9ts. Plymouth area.
CALL BETTY
LIVONIA
522-4020

TYPIST
If you type 45wpm our customer is willing to pay $4.00 an hour plus. No experience is needed
CALL JANET
ROCHESTER
852-8800

SWITCHBOARD OPERATOR
Needed to work on Rolm system-10 receptionists and 150 extensions. Duties also include light typing.
CALL ROSEANNE
BLOOMFIELD HILLS
642-9530

SWITCHBOARD OPERATOR/
RECEPTIONIST
Long term assignment in executive office suites. Must know switchboard. Light typing required.
CALL KATE
TROY
362-1180

SECRETARY
Long term assignment for a quick learner. Must have good organizational skills and likes variety.
CALL MARIE
FARMINGTON HILLS
471-2030

EXECUTIVE SECRETARY
Must be proficient in shorthand and transcription skills for large bilingual firm. 3 month commitment.
CALL JANE
SOUTHFIELD
352-3220

OFFICE AUTOMATION

WORD PROCESSING TYPIST
Production typing operators need WordPerfect typist. Through January 30, 1989. Assignment begins ASAP.
CALL MARIE
FARMINGTON HILLS
471-2030

HOT LINE OPERATOR
To handle hot line calls for our clients. Excellent communication skills, typing or 40 CRT experience needed. 1 year assignment.
CALL ROSEANNE
BLOOMFIELD HILLS
642-9530

DATA ENTRY OPERATOR
10 DE. Operators needed with CRT experience. Assignments for health care corporation.
CALL MARIE
FARMINGTON HILLS
471-3090

KELLY The Kelly Girl People SERVICES

WORD PROCESSING SECRETARY
Executive Secretary needed for 2 week assignment. Shorthand and DisplayWrite 4 skills needed.
CALL BETTY
LIVONIA
522-4020

WORD PROCESSING SECRETARY
Long term assignment starting immediately. Shorthand preferred and WordPerfect skills preferred.
CALL JANET
ROCHESTER
852-8800

WORD PROCESSING SECRETARY
Executive Secretary needed for 2 week assignment. Shorthand and DisplayWrite 4 skills needed.
CALL BETTY
LIVONIA
522-4020