504 Help Wanted Office-Clerical

CREDIT ANALYST
Computer customer service, inside sales computer and client satisfaction in one. Strong communications skill & phone ability required. Top salary. Southfield form FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

CREDIT CLERK
permanent full time position available immediately at Livonia based leasing company. Candidates must have knowledge of basic office procedures & be familiar with computers. Submit resume with salary requirements by mail only to: J. Egan, 17519 Schoolcraft, Livonia, MI 48150

CUSTOMER SERVICE
Computer order entry, shipping, invoicing. Pleasant phone manner & efficiency. Must be detail-minded, motivated, innovative. Send resume to: Box 572 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

CUSTOMER SERVICE
Mature, reliable. Good with people. In-house sales. Accounts, attention to details. Non-smoker. Send resume: P.S. 31 JOBS, Inc. NEXUS of Mich. & Ontario. 27150 Ryan Rd. Southfield, MI 48034

CUSTOMER SERVICE
Full time. Some computer experience helpful, some order entry. Apply for Manager.
454-0001

Customer Service Representative
This position requires lots of people contact, math aptitude and a positive attitude. Some CRT and typing experience helpful. Pleasant and exciting department. Good benefit package. Call and leave name and number over.
258-5200, Ext. 372
B and K SALES, INC.

DATA ENTRY
Birmingham company requires person for data entry, answering phones and related duties. Flexible part-time hours in pleasant, non-smoking office. Send resume to: Special Business Services, 132 N. Woodward, Birmingham, MI 48009 Attention D.P.

DATA ENTRY CLERICAL
Wholesale hardware & appliance distributor has immediate openings for data entry. Located in Farmington Hills, 10 Mile & Grand River area. Call. 471-5500

DATA ENTRY CLERK-Part time
Entsta Inc. offers a pleasant working experience & plus for a distributor in Troy. Please send resume & salary requirements in confidence to: Bambi Lukes, 2719 Industrial Row, Troy, MI 48084

DATA ENTRY CLERK
Good typist with data entry knowledge for Southfield Real Estate office. Hours are 5pm-9pm. Possible permanent position in a pleasant environment. Send resume in confidence to: P.O. Box 267, Southfield MI 48037

DATA ENTRY CLERK
As a key data entry and our dynamic customer service area, you must be ambitious, very accurate & have a positive mental attitude to accept the increasing responsibility of this position. Data entry experience, typing speed of 35wpm & familiarity of business office procedures. We offer a competitive hourly rate plus moderate overtime. Excellent benefit package await your immediate response. Please forward resume to: Attention: Customer Service Manager, PSI Hydraulics, 11900 Mayfield, Livonia, MI 48150

DATA ENTRY, Computer Operator
For busy distribution company. Experienced, accurate, attention to details; no smoking. Send resume to Box 5, Observer, 36251 Schoolcraft Rd., Livonia, MI 48150

DATA ENTRY
Leasing company, located in Farmington Hills has immediate openings for level data entry. Send your resume to: LAC, 30615 Northwestern Hwy., Farmington Hills MI 48018, attn: Data Entry

DATA ENTRY OPERATOR
Full time position for Livonia based company. Experience preferred. Call 525-4750

504 Help Wanted Office-Clerical

DATA ENTRY operator for major Livonia corporation, 3 shifts, free training. 6-8 mos. experience. Call Alice at Uniforce 473-2932

DATA PROCESSING Department seeks individual with strong clerical organizational and data entry skills. Please call 847-3904. Computer Services, Hotel & Beatty/Salemaster Inc., 31961 Woodward Ave, 2nd floor, Birmingham, MI 48009

DATA PROCESSING SECRETARY
for busy office in Northwest Detroit. Key data daily transactions on IBM PC with custom software. Some additional weekly and monthly reports on computer and manual. We require high school diploma plus 2-3 years office experience. IBM-PC experience a plus. Full time with benefits. Competitive starting pay with 90 day review. Call for interview 838-5248

DEPUTY COURT CLERK
Typing, 10key, data processing skills desirable. $10,000 to start plus excellent benefits. Send resumes by Sept. 26th to: Administrator, 18th District Court, 30675 Ford Rd., Westland, MI 48185

DISPATCHER
Applications being accepted. Successful towing company looking for a person for phone and dispatching duties. Will train. Apply within: 7666 N. Wayne Rd., Westland.

DISTRIBUTOR/COORDINATOR OFFICE MANAGER
Aggressive Office Manager & Distributor Coordinator for a rapidly growing Electronics Rep firm. Novi area. Pay commensurate with experience. Call for appointment.
348-3940

EFFICIENT, WELL Organized people-oriented person needed for full time Scheduling/Manager position in medical office. Fast paced marketing company. 12 Mile/Southfield area. Work hours: Tues. thru Fri. & half day Sat. AM. No health benefits.
Call 540-8010

EMPLOYERS TEMPORARY SERVICE
We have long & short term assignments available. If you have good skills & enjoy working as a temp, we need people with the following skills:
• Word Processors
• Typists
• Secretaries with/without shorthand
• Data Entry operators
• Switchboard Operators
• Receptionists
Call Monday Mon. thru Fri. 8am-4pm
425-5770 425-2700
Never A Fee

ENTRY LEVEL POSITION person with pleasant telephone voice and general office experience for a Livonia based company. Please call 525-1845

ENTRY-LEVEL POSITION
with a growing Southfield Marketing Service firm. Telephone, Data Entry, Computer operation. Send resume to: P.O. Box 1109, Bloomfield Hills, MI 48013

ENTRY LEVEL Secretary position in expanding Farmington Hills company office. Excellent phone & typing skills required. Computer experience helpful. Please call between 11am-12 30pm only. 855-3468

ESCROW SECRETARY TO $20,400
An excellent opportunity with growth potential at a large suburban company. Use your experience, good typing and Math ability at this friendly office. Fee paid. Benefits. Call Eileen at 353-2090.
After 5 PM Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
Farmington Hills finance company seeks a mature, professional, self-starter personable & have excellent typing skills, shorthand helpful. Salary commensurate with experience. Send resume to: Personnel, 40420 Hayworth, Plymouth, Mich. 48170.

EXECUTIVE SECRETARY
Position requires communication, computer, typing, word processing & strong typing skills. Must be detail oriented & organized-oriented. Please send resume & salary history to: Manager, P.O. Box 7007, Bloomfield Hills MI 48302.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Executive Secretary to report to president and vice-president of fast growing Dental Plan based in Southfield. Job requirements: Minimum 5 yrs. experience, exceptional management & organizational skills + direct secretarial staff of five, must type at least 70 WPM - Multi-line phone, Word processing skills a must. Shorthand & dictation skills necessary. Send resume to: Personnel/Louise, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

EXECUTIVE SECRETARY
Successful Detroit company seeks an Executive Secretary with 5 years of secretarial experience. Word processing experience a must. Bookkeeping experience for general office assistance. Secretary will report to top executives. Generous salary and benefits. Excellent opportunity for advancement. If interested, please send confidential resume and salary requirements to: Mr. Tipton, P. O. Box 931, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Livonia industrial real estate firm seeks career oriented, skilled secretary for permanent position. Excellent typing and bookkeeping skills required. Send resume to Box 568 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED LEGAL SECRETARY, for Bloomfield Hills Law Firm. Litigation experience & knowledge of PC, typing & word processing. 12 Mile/Southfield area. Work hours: Tues. thru Fri. & half day Sat. AM. No health benefits.
Call 540-8010

FILE CLERK
Detroit law firm is seeking an afternoon filing clerk, 1pm-5pm, for its Bloomfield Hills location. Responsibilities: light typing, filing, xerox, court filing, document pick up and delivery. Must have own car. Reimbursement for mileage. Call between 2-5 PM 983-4725

FILE CLERK
Entry level general office position. Must have excellent organizational and math skills. Please send resume to: P. O. Box 5008, Southfield, MI 48037 or call 353-3311, Ext. 217

FILE CLERK
The Above Company, a financial services & group benefit planning company, has an opening for file clerk. Your duties will include maintaining central files, copying & backup (receptionist). Call Ms. Schmidt 649-1990

FILE CLERK/TYPIST
Experienced Part time, Southfield office. Call Ms Boots 356-7124

FULL TIME OFFICE HELP
Computer knowledge helpful. Will train. Livonia Area.
Call 464-0740

HELP WANTED - PART TIME
Genral office work. Garden City area. 422-4842

RETAIL FURNITURE STORE
needs person for sales. Must be good with people. Apply Mon. Thru Fri. at: Furniture Warehouse, 30850 Plymouth Rd., (between Middlebelt & Merriman)

GENERAL CLERICAL - Full-time
Excellent Benefit Package.
Advancement opportunity.
Apply within: Art Van Furniture, 27775 Novi Rd., Novi.

GENERAL CLERICAL - Full-time
Excellent Benefit Package.
Advancement opportunity.
Apply within: Art Van Furniture, 27775 Novi Rd., Novi.

GENERAL CLERICAL
for (1) Person office, Livonia area. Typing, peopleed bookkeeping, filing, phone answering, data entry. 8:30-5:30pm, Mon.-Fri. $4.50-$5.00 hour. Please call 525-8060

GENERAL CLERICAL - data entry experienced, typing, excellent clerical (good telephone skills) & typists. 40-45 WPM. Immediate employment for major corporations in Farmington, Southfield, Troy, Auburn Hills & Bloomfield. Call Holly at Uniforce 357-0037 or Denise 473-2911

GENERAL - Data Entry, Typist, Secretary, full and part-time. Type 50-60 wpm. Light shorthand helpful. Very office. Light bookkeeping. Free training on IBM System 36. Apply in person: 3975 Schoolcraft, Livonia

GENERAL OFFICE - Telephone, some receptionist, light bookkeeping & typing for Telegraph 12 mile area accounting office. 644-1040

GENERAL OFFICE - Northville coop seeks mature individual for evening office hours - 5-8pm, light typing. Apply in person, 16120 Jamestown Circle.

504 Help Wanted Office-Clerical

GENERAL OFFICE - 35-40 hours per week. (includes Saturdays). MUST have bookkeeping experience in payboard accounting and cash & receivable journals, typing & phones. Farmington Hills area. Call Mon-Fri, 9-5. 478-0322

GENERAL OFFICE POSITION
Experienced helpful. Gardn.-Cal-Mac Industries, Inc., 3720 S. Venoy Rd., Wayne, MI 48184

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

GENERAL OFFICE position at Adversate Inc. Must have typing, computer or PC experience. Calculator & filing experience necessary. Call Mark Davis, 855-8-3, 882-2000

GENERAL OFFICE
Apartment community in West Bloomfield looking for general office help. Resume hours, weekends necessary. May lead to full time.
Call 661-2900

GENERAL OFFICE
Full time Data Entry experience helpful. Apply in person at:
Frederick Sales Department
14925 Telegraph
Redford

GENERAL OFFICE
We are looking for a diversified person for part or full time position. Familiarity with office equipment a must. Hourly rate plus benefits. Apply 8am-5pm, Mon-Fri., at 32416 Industrial Rd., Garden City. 427-5300

GENERAL OFFICE
Troy manufacturing company seeks experienced full-time person. Good phone manner and typing necessary. Duties include general correspondence, light bookkeeping and accounts payable entry. Competitive salary and benefits for a reliable person with good skills. Send confidential resume including references and salary history to: M. Tripper, P. O. Box 641, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

GENERAL OFFICE - good telephone manner, computer helpful but not necessary. Variety of duties. Full-time 548-5590

GENERAL OFFICE
Full time, typing, filing, phone. Big Beaver/Crooks area.
Call 524-0890

GENERAL OFFICE - $4.50 per hour Mon. thru Fri., 9am-2pm. Duties answering phone, filing, typing. 40wpm. Livonia 422-3444

GENERAL OFFICE
Answer phones, greet clients, handle mail, filing, light typing, etc. Word processing/bookkeeping helpful. Part time, Mon.-Fri., 1-5pm. 644-4514

GENERAL OFFICE
Mature, reliable. Typing 50 WPM, filing, data entry helpful. Good math aptitude, pleasant telephone manner, 1 Yr. office experience. Resume to: Office Manager, P.O. Box 308, Southfield, MI. 48037.

GENERAL OFFICE/ ACCOUNTS PAYABLE
Westland firm seeks experienced general office/accounts payable clerk, bookkeeping and/or computer experience a plus.
Margaret 729-2770

GENERAL OFFICE
Entry level position. Needs person to complete all phone duties. Must handle incoming & outgoing mail, chandise and follow through on all phases of a shipping & return department. 661-3840

GENERAL OFFICE
for service agency in Livonia. Experienced. Light bookkeeping, typing, filing, phone & general office. Ability to work with people. Non smoker preferred. Hours Mon. thru Fri. Benefits available. Call 272-7968

GENERAL OFFICE - Full time for Technical distributor. Mature person with good typing & telephone skills. Light bookkeeping, computer helpful. Apply in person to: Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL - secretaries & data entry positions available in Farmington, Southfield, Troy, Auburn Hills & Bloomfield. Top salaries & benefits. Apply Write 4, Panasonic, Word Perfect & Multi Mate, 56-15 Mon. Call Ruth at Uniforce 546-8500

GENERAL - secretaries & Sr. typist, (50-60 wpm) for major corporation in Farmington, Novi, Southfield, Livonia. Word processing helpful but will be trained free on Word Perfect, Multi Mate, Display Write 4. $5-$10/hr. Call Maxine at Uniforce 357-0034

GROWING ORGANIZATION in Bloomfield Hills. Need an energetic individual to answer phones & do light typing. Call Marilyn, 9am-12 noon. 355-5060

504 Help Wanted Office-Clerical

CLERICAL SUPPORT
AATEC RESOURCES is seeking highly motivated individuals who desire positions as:
RECEPTIONISTS
SECRETARIES
SWITCHBOARD OPERATORS
Excellent pay plus bonuses.
Call for an appointment
261-6222
AATEC RESOURCES
29586 Five Mile
Livonia, Michigan 48154
An equal opportunity employer

504 Help Wanted Office-Clerical

IF you enjoy people & can type, we will train you for our office. 29055 Ford Rd. Trio is a great, progressive Garden City. Apply Mon.-Fri., 9-noon & 3-5pm.

IMMEDIATE OPENING for manufacturing firm Southfield. Receptionist/secretary, who can handle bookkeeping payable and data entry. Experience preferred. Call 8AM-4PM 352-7375

INSIDE SALES
Homemakers Preferred
Mornings
Afternoons
Evenings
Our client has had great success with homemakers returning to the work force
Time fires by on this job if you have a good mind & a good voice.

ONYX
356-6699
(Friday Pay the ONYX Way)

INSURANCE AGENCY in Redford needs full time person. Commission sales experience preferred. Call Judy 255-9350

INSURANCE AGENCY needs Customer Service Representative for personal lines. Experience helpful, must type. Call Jan: 349-2000 or 474-1810

INSURANCE - Customer Service Representative - Personal lines. Experienced preferred. Responsible for service of all types of personal insurance. Light typing, computer exposure, pleasant personality & math aptitude a must. Benefits. Contact Jackie Hacker before noon:
353-5800, ext. 338
An Equal Opportunity Employer

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Grosse Pointe - Farmington
Commercial & Personal Lines
CSR's & Marketing Claims Raisers
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 4% day work week, company paid fringe benefits including medical insurance, paid holidays & vacations. Call
Mrs. Ferguson 471-4050
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INTERESTING WORK in W. Bloomfield area animal hospital. Duties: reception, clerical, animal care & assisting doctors. 851-5200

KEYPUNCH OPERATORS
Wanted. Experience required. full time position. Excellent benefits. Benefits. Farmington area. 474-1135

KEY PUNCH OPERATORS - needed by service bureau. Experience required, full or part time, days or afternoons, Redford area. 937-1150

LAW FIRM needs client for messenger duties. Must have own car. Flexible hours. Call Ms. Ann Marie Gaffney at 559-5900

LEGAL
Administrative Secretaries
Word Processing Experience
$$ TEMPORARY $$
LONG & SHORT TERM
Wang..NBI..WordStar
Word Perfect.. and
Dig Decmate
Many openings in Detroit, Southfield, Troy and other suburban areas.
CALL 964-5500
Susan Vineyard
NETWORK RESOURCES, INC.
Legal Placement Specialists
2280 PENOBSCOTT
DETROIT MICH. 48226

LEGAL EXECUTIVE SECRETARY
Experienced required. Bloomfield area. Must be self-motivated, resourceful, salary open. 683-3680

LEGAL
PLACEMENT SPECIALISTS
DETROIT/METRO
TEMPORARIES
TEMP WITH THE BEST!
EARN TOP $$$
LONG TERM/SHORT TERM
ASSIGNMENTS AVAILABLE
BIG 3..... $$
LAW FIRM..... $$
MANUFACTG..... $$
MEDICAL..... $$
Contact:
Susan Vineyard
MANY PERMANENT OPPORTUNITIES TOO!
NEVER A FEE!
Contact:
Sandy Monroe
NETWORK RESOURCES, INC.
313-964-5500
2280 PENOBSCOTT
DETROIT MICH. 48226

504 Help Wanted Office-Clerical

LEGAL
PERM TEMPS
Birmingham Law Firm needs 2 years Word Processing, NBI, a Plus. Great location. To $18,000.

Detroit Practice is searching for Product Liability & Labor Law expertise. to $21,000.

Southfield Attorney needs IBM P.C. WORD PERFECT background. Good benefits. To $16,000.

RenCen firm needs an experienced Law Librarian to work 20 to 25 hours a week. $10. to $12. per hour.

Bloomfield Hills is the site of this prestigious firm seeking a Paralegal Professional with solid Person & Employee Benefits experience. Top benefits and top pay.

Dearborn, Personal Injury, IBM P.C. AT exposure, a Must. Small office. To $16,000.

Long term Temporary assignments exist at the Auto companies. Those with Word Perfect or Wordstar and IBM P.C. AT/XT of special interest.

We are swamped with demand for Personal Legal Secretaries, Word Processors & Paralegal Professionals for permanent and temporary spots. Call us this week. No fees to you ... ever.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
358-0050
ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-2909

LEGAL SECRETARIES
Southfield Law Firm
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES ARE PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 862-3240
Penobscot Bldg 961-8580

LEGAL SECRETARIES
Let our 25 years of service and expertise assist you. We offer exceptional placement services, temporary or permanent, negotiated now with THE agency for Legal Secretaries.
ALL FEES ARE PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Word Perfect and personal injury experience preferred. Southfield law office. Non-smoker.
Call Ann 644-5410

LEGAL SECRETARY/TRAINEE
for Law Firm in Troy; must type 60 wpm. Will train on Word Perfect 5.1 Wang W. Long Lake Rd., Troy, MI. 48098

LEGAL SECRETARY
with 1-2 yrs. experience wanted for Bloomfield Hills law firm. Word processing experience preferred. 646-2443

LEGAL SECRETARY - Experienced. Word processing preferred. Immediate openings. Southfield area. Ask for Judy K. 352-7080

LEGAL SECRETARY
For personal injury law firm. At least 2 yrs litigation experience preferred. Word processing of light person. Send resume to: Office Manager, 3291 W. Big Beaver, Suite 222, Troy, MI 48084.

LEGAL SECRETARY
Part time, flexible schedule. Experience preferred. 12 Mile/Telegraph area. Call. 357-0002

LEGAL SECRETARY-Experienced for personal injury law firm. Word processing required. Benefits in Southfield. Call 948-1810

LEGAL SECRETARY needed for Non-smoking Southfield Law Office. 2 yrs. experience, will instruct Word Processing. Good benefits 353-0111

LEGAL SECRETARY
For Southfield law firm. Sharp skills and word processing background, excellent working conditions and benefits. 354-4000

LEGAL SECRETARY with 2-3 years experience in personnel injury litigation. Word processing experience helpful. Good benefits, salary commensurate with experience.
352-9080

LEGAL SECRETARY - for Birmingham litigation firm. Full time experienced. Good pay & benefits. Send resume attention: Robin at Miller & Lieberg PC. 30700 Telegraph, ste 2501, Birmingham, 48010

LEGAL SECRETARY
This job requires a secretary experienced in plaintiff litigation & Word Perfect 5. ABA is a non-smoking firm. Pleasant man office. Birmingham
647-2233

LEGAL SECRETARY
needed with 1 yr. litigation experience. Word processing knowledge necessary. Send resume to: Personnel Manager, 3000 Town Center, Ste. #1700, Southfield, MI., 48075.

LEGAL SECRETARY for 10 lawyer Farmington Hills law office. Word processing experience preferred. Good typing and spelling skills essential. Salary commensurate with experience and ability. Committed to good employment opportunity.
Call Ginger 851-4111

LEGAL SECRETARY
for well-organized firm in Southfield Law Office. Must be able to operate IBM P.C. with Displaywrite III Software. Good working conditions & benefits. Salary commensurate with experience. Send resume to: Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Small Farmington Hills law firm desires experienced full time legal secretary. Word processor experience preferred. 851-8770

LEGAL SECRETARY
Southfield law office adding personnel with good secretarial skills. Previous experience in a law office not necessary. Benefits. 353-2840

LEGAL SECRETARY
NAME YOUR OWN HOURS
EXPERIENCED - PART TIME
Birmingham, Bloomfield
540-1796. After 6pm 335-7264

LEGAL SECRETARY
Position: Seeking for Bloomfield Hills, Workers Comp. and Personal Injury experience necessary. Send resume: D.R.L., Inc., P.O. Box 234, Utica, MI. 48087

LEGAL SECRETARY - Top Notch for small Birmingham law firm. Several years experience necessary. Excellent typing, word processing & office skills. Full or part-time position. Contact Sarah at 645-3800

LEGAL SECRETARY - For Southfield law firm. Person injury, medical malpractice & general law experience required. Salary commensurate with experience.
Joanne 353-3600

LEGAL SECRETARY
needed for established Birmingham Law firm. Salary commensurate with experience. Excellent benefits. Experienced in word processing, typing, ability filing. Send resume to: Law Firm, P.O. Box 803, Bloomfield Hills, MI 48013.

LEGAL SECRETARY
Partner in pleasant Bloomfield Hills firm needs person with good secretarial skills. Previous legal experience necessary along with good communication & word processing skills. Excellent salary & benefit package. Office Manager. 644-5900

LIVONIA PHOTOGRAPHER
Needs receptionist/secretary to assist in keeping the studio.
Call 525-7575

504 Help Wanted Office-Clerical

MAIL CLERK
Full time days. Livonia Area. Must handle stock, bring in received. Call between 1pm & 2pm. 464-1100

MAIL CLERK
We are a rapidly expanding advertising agency in Southfield. If you are ambitious, highly motivated person who enjoys a fast paced, people oriented environment to do an opening for an entry level mail clerk. We offer a comprehensive benefit plan as well as a generous vacation policy. Ideal candidate will possess a year of mail room experience, and if you are looking for a career plan as well as a generous vacation policy. Ideal candidate will possess a year of mail room experience, and if you are looking for a career plan as well as a generous vacation policy. Please respond to: Box 111, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL ORDER BOOK SHOP in NW Detroit dealing in SE Asia & Oceania books needs person for mail order pack & handle related clerical tasks. Involves some lifting & to be on your feet much of the time. Must be well organized & figures oriented. Typing ability & plus. Hours are 10-5 but retiree, Own transportation a must. Apply in person, handwriting to Box 530 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANPOWER
CLERICAL WORKERS
NEEDED IMMEDIATELY
• Clerical Office
• Data entry operators
• Word processors
Call for appt
462-0024

MEDICAL OFFICE EMPLOYEES
We are looking for qualified individuals interested in:
• Hospital/Physician Rotors
• Medical Transcriptionists
• Typists
• Data Entry Clerks
• Medical Secretaries
For more information, please call:
TEMPRO
24100 Southfield Rd.,
Suite 315
Southfield, MI. 48075
443-5590

MEDICAL RECEPTIONIST with computer & 35-40 wpm typing experience. Excellent pay. Birmingham area. Full time. Call Valerie 642-8000

MORTGAGE LOAN PROCESSER
Experience in FNMA, FHA, VA loans a plus. Send resume and salary work history experience and salary requirements to: H. Morrisroe, 40400 Ann Arbor Rd. Suite 104B Plymouth, MI 48170

MOTHERS/STUDENTS
Full & Part time positions. Hours flexible. 8:30am to 8pm $3. an hour plus commission. Key & Key Kiosk in Mall of Farmington Hills is seeking employees to sell kiosk products. Should have good communication skills.
Call Rose Ann at 879-6630

NATIONAL title company seeking Escrow Secretary for new Livonia Office. Experienced preferred. Good ed experience required. Salary commensurate with experience.
462-1165

OFFICE CLERK - computer firm seeks detail oriented person with interest in computer. Duties include entry, billing, computer & word processing. Some typing. Salary commensurate. BMO, 23100 Providence Dr. Ste 350, Southfield 48075

OFFICE HELP for photography studio in Redford. Full or part time.
532-5313

OFFICE HELP
Medium size manufacturing plant looking for full time office help. Must type 35 wpm. Must be able to do Job estimating, some filing, & phone work. Hours are 8:30 to 5pm thru Fri., 8AM-4PM, 1351 Hick Road, Westland, (South of Ford Road).

OFFICE TYPIST
Typing, filing, word processing. Perfect typing & terminology helpful. Occasional front desk.
Telegraph/12 mile area.
357-7080

OFFICE HELP to answer phones - some computer experience. Full or part time. Redford area. 471-4910

OFFICE MANAGER needed for Bloomfield Hills law firm to supervise support staff, manage accounts receivables & payables, process payroll & manage computer software program with time billing & general ledger functions. Compensation negotiable. Call
313-335-5000

OFFICE MANAGER
Responsible authority person to manage busy office. Must take phone orders, input computer, gather credit information & have an excellent eye for detail. Bookkeeping experience preferred but not mandatory. Salary & benefits negotiable. Location: Livonia area. Send resume to: Office Help, P.O. Box 743, Lapeer, MI 48446.

OFFICE SERVICES CLERK
Clerk needed to assist manager of office services department. Fast paced Southfield company. Varied responsibilities. Good organization skills required. Full-time position must be willing to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext.217

ONE PERSON OFFICE
3 days a week. Very light duties, answer phone only. Call & leave message. 471-5050

ONE PERSON OFFICE
GORNAR'S CLEARANCE CENTER
Outstanding high visibility position available immediately for 1-person office. Light bookkeeping, daily business, inventory control & customer contact. We are looking for a detail person with an out-going personality. Must be available Wed. thru Sun. Store closed Mon-Tues. If this schedule is right for you, join a fast paced retail company with great benefits paid. Apply in person, Gorman's Gallery, Telegraph at 12 Mile, Southfield, Mi.

OPERATIONS ASSISTANT - Troy location, part time, mornings. Light clerical and receptionist/switchboard experience required. Duties will include typing, filing, sorting, switchboard relief, etc. Applications available at, Proctor, Norney, Hayes, 2100 W. Big Beaver Rd., Troy, MI. 48084

Order Desk Clerk
Immediate openings for detail individuals who enjoy phone work & fast paced operation. Excellent office environment, Southfield area. Call 647-3300

PART TIME Clerical help needed for a Southfield office. No experience necessary. No typing or phone work. Simple clerical skills. Flexible hours. Please call Value-Dy-Mail

PART TIME - Data entry-word processing. Excellent opportunity for earning extra income. Good skills required, 70wpm. Work from 10-15 hours per week, evening hours, very flexible. Call Anne
646-7701

PART-TIME DAYS
Office Help wanted. Light Clerical duties for Ethan Allen Office in Livonia. Please call Joan, 591-2320

PART TIME OFFICE PERSON
needed for Reception Desk of furniture store. Hours - Thurs. & Fri., 8:30PM-9PM & Sun., 12-5PM. Please apply in person Thurs.-Fri., 10AM-5PM at House of Denmark, 3325 Orchard Lake Rd., Keego Harbor

PAYROLL/BENEFITS ASSISTANT
A corporation located in Troy MI has an opening in mid-October for a full time payroll/benefit assistant at its corporate office. This position will assist in payroll & benefit function in addition to payroll & its processing of related reports. Applicants must have experience with multi-company payroll, be organized & detailed oriented. Lotus 123 & accounting knowledge a must. We offer a competitive salary & excellent benefits. Reply in confidence please. Send resume & salary requirements to: Payroll/Benefits Assist., P.O. Box 7002, Troy MI 48007-7002 An Equal Opportunity Employer

PAYROLL CLERK for Southfield Nursing Facility. Experienced in payroll processing, knowledge of taxes & benefits. For exact call 353-1195

504 Help Wanted Office-Clerical

PAYROLL
Experienced payroll processor for Manufacturing firm, with 300 employees in 3 states. Experience with IBM PC's & ADP a plus. Must be knowledgeable in fringe benefits, Workers Comp. & state & federal reports. Responsible person with proven organizational skills, attention to detail, accuracy & integrity. Located near Jeffries & I-275 in Livonia. Send resume, salary requirements to: Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL PROCESSOR
Southfield Development company has immediate opening for Payroll Processor with 2-3 years automated processing experience, as well as Payroll Tax preparation & Journal Entry skills. Lotus 1-2-3 experience desired. Send resume & salary history: Personnel Dept., Amurcon Corp., 26355 Evergreen, Ste. 1118, Southfield, MI 48075

PERSONNEL/INS Customer Service Rep for Southfield insurance agency. Minimum 1 year experience required. Salary commensurate with experience 354-8110

PERSONAL - secretary. Birmingham, typing 60 wpm, shorthand 100, good people skills, experience for top executive, benefits, fee paid

EXECUTIVE - secretary. Troy, excellent typing, word processing, computer knowledge, benefits, $17,000, Fee paid

SECRETARY - Birmingham, good typing, clerical,Phone, good people ability, benefits, $18,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PROGRAM SECRETARY
needed for busy inpatient mental hospital. Light typing and excellent telephone skills. Good public relations required in dealing with residents & busy work week. Saturday every other week. Hours: 9-5 PM. Send resume to: Box 1, Observer 10-4 PM. Honeytree Apartments, 6375 Honeytree Blvd., off Joy, between Haggerty & Hix.

RECEPTIONIST
There is an immediate full time opening in our Southfield office for an outgoing, self motivated, cheerful, experienced receptionist. Duties include greeting visitors, answering switchboard, sorting mail, filing, & other general office procedures. Excellent benefits. Please call Mrs. Ellis, 8:30am-5pm. Send resume to Personnel, P.O. Box 5126, Southfield, MI. 48086-5126

RECEPTIONIST/SECRETARY
Northwest Detroit manufacturing company has immediate openings for Switchboard Operator. Should have previous switchboard experience or well skilled in typing & perform other clerical duties. Must be pleasant & have the ability to deal with people. Competitive pay & excellent fringe benefits. Please send resume/letter with salary requirements to: Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
busy high tech Livonia company seeking full time receptionist. Clear speaking voice, excellent verbal skills, congenial personality & a minimum of one year switchboard experience required. Northern telecom console experience preferred but not mandatory required. Great pay & benefits swart company. If you have the right image for this highly visible position. Send resume with salary requirements in confidence to: Box 1001 Farmington, Livonia, MI 48150, attention Sharon Brooks.

Receptionist
Growing and profitable manufacturing company has full-time position open for receptionist. Must be available for a reliable skilled receptionist with professional telephone manner.
Responsibilities will include light typing, filing, travel arrangements and a variety of general duties. Good front office appearance & attitude. Apply in person, Mon. thru Fri. 8-11am or
29199 Orchard Lake Rd.
Farmington Hills

RECEPTIONIST
Fast paced Southfield Law firm. Wed. & Fri. Dental office. Grand River - 6 Mile area, Farmington Hills 476-6791

RECEPTIONIST, FULL-TIME
Birmingham Mortgage Company. Good compensation. Call Leonard, 646-4663

RECEPTIONIST/SECRETARY
Typing 50 wpm, dependable, organized, pleasant, good processing helpful. Call 569-0100.

RECEPTIONIST for accounting firm. Light bookkeeping, some typing. Full time position. Southfield, 12 Mile area. 354-9222

RECEPTIONIST/SECRETARY
Full time, immediate opening. Experienced with Memory typewriter, Shorthand/speaed a must. Good telephone experience. Whom 524-6422

RECEPTIONIST - auto dealership looking for a full time receptionist. Must have pleasant personality & be able to type 45wpm. Please call Doreen for an appt. at 474-0300

RECEPTIONIST for small office. Prefer mature individual. No experience necessary. Apply in person at 987 Manufacturers Dr. Westland. (Cherry Hill & Newburgh Rd.)

RECEPTIONIST/TYPIST
For small Southfield law firm. Good typing and phone skills. 1 year office experience preferred. Salary commensurate. Pleas. Ask for Lucy, 354-5990.

RECEPTIONIST/PART-TIME
Front Desk in Troy office. Good typing & pleasant phone manner required. Non-smoker. For interview, Call Dana. 362-3030

RECEPTIONIST SECRETARY
Competent experienced person for stock brokerage firm near Farmington. Salary negotiable. Interesting, challenging & varied. Call Mr Barnett 646-9900

RECEPTIONIST - for major Troy corporation, enjoy people, and be able to operate multi line phones. Full time, 8 a.m. - 5 p.m. Approximate $14,000. Call Sandra at Uniforce 646-7661

RECEPTIONIST
for busy Farmington Hills Real Estate office. Typing experience required. Hours: 10am-5pm or 11am-6pm. Possibility of additional hours. Call Ginny 640-5500

RECEPTIONIST SECRETARY
large informed terrace Farmington Hills office opening for personable, people oriented individual with some general experience (Word Perfect). Mon thru Fri. 8:30am-5pm. Competitive salary. Call Betty. 851-1100

RECEPTIONIST - Southfield based sales promotion agency seeking a receptionist/secretary. Duties include incoming calls, typing, filing, and occasional errands. Must be a positive attitude to a must. 56/hr. plus benefits. Ask for Beverly
478-7200

RECEPTIONIST for busy design office. Duties include answering phones, light typing, & light filing. Salary 5.00 an hour. Call Ann Marie. Send resume to Realty Services, 30500 Northwestern Hwy., Ste. 300, Mi 48237, Attn. Office Manager

RECEPTIONIST
Interior Design firm seeking receptionist. Good typing & light filing. Not 100 answering operation. Every extra duty imaginable. Pleasant office and telephone manner a must. For appt. please call 465-1184

RECEPTIONIST - mature person to work Mon. thru Fri., 8-4 hours per day, Mon-Pm. Closed. Call Sandra, 1 mile west of Farmington & Maple. Farmington Hills area. Call 661-0300

Receptionist, Bookkeeper, Sales Assistant, Ste. 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Switchboard
Lunch hour coverage. Mon-Fri, 11:30-1:30. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 525-6210

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL
Out of office errand person for Southfield area. Pleasant office & phone manner. Light duties in handle paper work. High school education. Send resume attention Robin, Miller & Lieberg, 30700 Telegraph, Ste. 2501, Birmingham 48010

RECEPTIONIST
Ren Cen firm seeks sharp individual to assume lobby area receptionist duties. For prompt consideration send resume to Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for land development company. Answer phones Front desk appearance. Light typing, general clerk duties, typing required. Benefits. Send resume to: Personnel Director, Town Center Dr., Suite 100, Novi, MI. 48050

R