
Office-Clerical

GENERAL OFFICE
paced Redford office seeks a
organized, dependable, self-
to perform general office du-
Professionals appearance &
personality is must. Applica-
for this position should have
processing, basic data entry
& be a detail oriented team
player. We offer an excellent salary
benefits package. Minimum 5 yrs.
experience preferred for this
time permanent position. Please

GENERAL OFFICE - Southfield, Full
Experience in typing, book-
keeping, receptionist, 40 hours
per office, salary. 558-3290

GENERAL OFFICE - Small electronics
distributor in Rochester needs
a person, part time to start.
I have good telephone skills,
bookkeeping with some typing
skill. Contact John: 652-4470

ERIAL OFFICE - entry level position 35-40 hours per week (not Saturdays). Personable person with some knowledge of paid accounting. Right typing & fines. Farmington Hills area.
Mon-Fri 9-5. 478-0322

ERIAL OFFICE - Part Time. Man-
agement for general office 3
Wuxton area. Reply to P O Box
New Hudson, MI 48150

ERIAL OFFICE - Answer phones,
type, 25-40 hrs per week,
and floor opportunity new train-
ees only. Southfield, 353-6480

GENERAL OFFICE
Part Time
y in person. Tri State Furniture,
13 West 8 Mile Rd., Redford.

GENERAL OFFICE
or part time, typing, phone or-
some bookkeeping. Located in
Call for appointment 348-8122

GENERAL OFFICE
over phones, greet clients, han-
mail, filing, light typing, etc.
Processing/bookkeeping
M. Part time, 3 full days a week
455-1111

GENERAL OFFICE/ ACCOUNTS PAYABLE
 time. Westland Real Estate Bm.
 a experience necessary. Book-
 ing & of computer experience. 728-2770

GENERAL OFFICE - telephone,
 typing & bookkeeping, some
 computer knowledge, full time. Ex-
 tent benefits, and resume to
 contact. 635 S. Eton, Birmingham-
 MI. 48009

GENERAL OFFICE - We need a pos-
 sible individual to answer phone calls

service necessary. Part time to
time. Stanley Steamer, 24404
Marine Industrial Drive, Suite
Novi. 348-4400

GENERAL OFFICE
MEDFORD MANUFACTURER
ing a person for office duties.
writing phones, typing, filing,
etc. is payable, and accounts
receivable. Friendly fast-paced
working environment. Good salary
benefit package.
Key, 835-8135

GENERAL OFFICE WORK - Part
NO. 35, June 1985, 1 page, 2100

GENERAL OFFICE - Typing - 1000
per phone. Billing. Southern
Hours: 9am-5pm. 2 yrs exp-
preferred. Shirley. 352-1588

GENERAL OFFICE/PART TIME
Late opening in Uvoris sales
for evening and weekend
Strong phone skills necessary.
plus incentive benefits. Call
between 1-3 pm. of 421-0670

GENERAL OFFICE
Positions available at our Farming-

include matching invoices, pricing orders, filing and other routine. Benefits. 863-6280

GENERAL OFFICE
are seeking a well-organized individual with good math, communication & clerical skills to work in our shipping area. Candidates should have a minimum of (5) years experience. Send resume to: Box 884, Observer & Economist Newspapers, 11 Schoolcraft Rd., Uxbridge, Michigan 48180

GENERAL Secretaries, Sr. typists

GENERAL TYPISTS - (30-60 open)
immediate employment with For-
500 company in Southfield.
For mos. office experience. Free
training on special equipment.
\$10/mo. Call Lou Ann at Uniforce
546-7983

INSURANCE AGENCY in Plymouth
looking for Billing/clerk typist. Pull
Ask for Sandy: 458-6120

INSURANCE AGENCY-Farmingington
Clerical typist. Excellent salary
offered. Advancement possible for
any person. 626-6734

INSURANCE AGENCY seeks pleasant
person to sell & service auto
policies in our non-smoking Farmington
office. Call 553-8900

Insurance-Experienced Only

RECORD PERSONNEL
10 Middleboro Rd. 475-2200

INSURANCE
The office of Livonia Insurance
Company has immediate full time
openings for:

Office Clericals

INSURANCE
 offices of Uhoris Insurance
 company has immediate full time
 openings for:

Office Clinicals
Benefits Analysts
(Experienced)
petitive salaries, 4% pay work
company paid fringe benefits
ding health insurance, paid hot-
& vacations, Call:
591-4800
n, thru Thurs, 7:30am-4:30pm
Fri. 9am-12noon

INSURANCE SECRETARY
 lives for least partial office in New-
 York. Excellent skills and experience
 in a health insurance company. Good salary &
 benefits offered. Confidentiality. Call
 601-1-6666

LEGAL SECRETARY
 excellent typing & or word pro-
 cessing skills. Competitive salary &
 benefits. 601-1-7666

LEGAL SECRETARY
 Secret. Shorthand. Film. Best needs
 1. lives. confidential. Salary

LEGAL SECRETARIES
 JOANNE

General Personnel
Durban Area 242-2426
Robert Bldg 981-2222