504 Help Wanted Office-Clerical

ACCOUNTING CLERKS BOOKKEEPERS
We are recruiting quality personnel for temporary assignments in our downtown & Livonia areas.
We offer top pay, vacation & holiday pay, life & health insurance. Call for an appointment.

CORPORATE PERSONNEL SERVICES
Detroit 965-0267
Livonia 478-1010

ACCOUNTING/Secretarial. Secretarial, accounts payable & Jr. accountant for multi-plant automotive supplier, 2-3 yrs. experience helpful. May require temporary training Rochester, MI. Resume to: Voplex Corp., 650 Stadium Dr., 2411, Troy, MI 48083, Attn: Kathy Borowy.

ACCOUNTS PAYABLE CLERK with computer experience. Good benefits. Work location: Call Chuck at 474-5110

ACCOUNTS PAYABLE CLERK Knowledge of control data A/P system, some typing and PC skills required. Excellent salary commensurate with experience. Send resume to: Ladbroke Racing Michigan Inc., 26001 Schoolcraft, Livonia, Michigan, 48150, Attention: Larry Cosmos.

ACCOUNTS PAYABLE CLERK

Village Green management company, a leading national property management firm headquartered in Farmington Hills has an opportunity for an entry level accounts payable, responsibilities include checking invoices, coding bills, filing, data entry & special projects. Typing, 10 key & CRT experience required. ●
Call Joanie Pesta to schedule an interview at 851-9600, ext. 109

ACCOUNTS PAYABLE CLERKS

Responsible for all aspects of Accounts Payable, including data input and accounting. Prior experience. Must type 50 wpm. Some education and experience required. Pleasant interesting collegiate atmosphere. Must have a part time basis with a goal of obtaining "accounting degree. We offer competitive salary commensurate with experience, and benefits package. Send resume and salary history: Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ACCURATE TYPIST
with clerical skills wanted for busy N.W. Detroit office. Must be responsible individual for this diversified Clerical position. Prior office experience preferred. Call:
Mrs. Gordon 537-5800

ADMINISTRATIVE ASSISTANT.

Prestigious downtown firm seeks administrative assistant to executive partner. 3-5 years secretarial experience required. Accounting/tax experience a plus. Excellent typing and word processing skills. Send resume to: Personnel, P.O. Box 567, Troy, MI 48099

ADMINISTRATIVE ASST.
Prestigious downtown firm seeks administrative assistant to executive partner. 3-5 years secretarial experience required. Accounting/tax experience a plus. Excellent typing and word processing skills. Send resume to: Personnel, P.O. Box 567, Troy, MI 48099

BIRMINGHAM OFFICE Needs part time person for general office duties including typing, filing & telephone. Hours: 12 Noon or 1pm until 5pm Mon.-Fri. If interested write to: Jonathan Lawrence, P.O. Box 3333, Birmingham, Mich. 48009

BKKPR-SECT'Y!
FEE PAID - $18-$20,000
N. Area firm is adding to staff this growth opportunity. Salary for this office experience including 6 yrs. of bookkeeping. PC Literate knowhow is a plus. Full benefits.
Call 649-8787 or 962-0565
DOROTHY DAY PERSONNEL, INC.

BLUE JEAN JOBS
$5.00/HR
WOLVERINE TEMPORARIES
358-4270

BOOKKEEPER
A take charge individual with 5 yrs. previous experience through Trial Balance for our Troy location. A good opportunity with an excellent benefit package.
Send resume to:
P.O. Box 2792
Livonia, MI., 48151.

BOOKKEEPER/CLERK
With computer input. Interesting position. Apply in person between 9-5
Westcott Veterinary Care Center
24429 Grand River, Redford.

BOOKKEEPER-EXPERIENCED
For full time, needs to have knowledge of general ledger. Salary commensurate with experience. Farmington Hills location. Call between 10am-5pm. 478-5330

BOOKKEEPER - Experienced thru general ledger, computer experience preferred, with positive responsibilities. Resume to: ABC Computer Services, 7031 Orchard Lake Rd., Suite 106, W. Bloomfield, MI 48322. Or phone 855-6155

BOOKKEEPER full charge for small office in Plymouth. Good location. Send resume to: Box 442 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full charge person for rapidly growing Farmington Hills computer service firm. Minimum 3 years AP thru GL experience. Must be experienced with computerized accounting systems and familiar with PC spread sheet program. Management potential. Excellent salary, benefits, profit sharing.
853-9250

BOOKKEEPER needed in Southfield area, ask for Michelle 425-6229

Bookkeepers Accounting Clerks EDP/Data Entry
We are looking for experienced people to join our team of professionals
[illegible]
Temporary assignments are either short or long-term, full or part-time, offer excellent rates, plus add significant experience to your background. Temporary assignments may need to become full time at an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034

BOOKKEEPER - For Farmington company. Computer experience preferred, will train, full time and part time available. Send resume to Controller, 200 E. Hickory Grove Bloomfield Hills, MI 48013

BOOKKEEPER
West Bloomfield Nursing Center has opening for Bookkeeper for Accounts Receivables. Must be detail minded, have computer experience & able to meet & deal with public. Call Rosemarie at 661-1800

BURGLAR ALARM COMPANY
Clerk - to answer busy phones plus light office work. Call Pat, Mon.-Fri. 8-5. 559-7100

Busy Real Estate office in Farmington Hills - part time receptionist. Evenings and weekends. Call Ann 851-6700.

ATTENTION SECRETARIES!
Start the New Year with a new career! Nationwide firm has 3 immediate openings in 3 different areas of their automotive related company. Requirements available 2 yrs. secretarial experience, typing 55 WPM, 10a PC, above average interpersonal skills, and excellent verbal & written communication abilities. Any college or automotive background a big plus. Salaries $19,000 up, excellent benefits package, beautiful offices & fee paid. Call Mary now at:
464-0009
SNELLING & SNELLING

ATTENTION
Secretaries
Word Processors
Start the New Year With a Bonus
Secretaries & word processors who register with us by January 9 will receive a $10.00 bonus check. Following 40 hours on assignment, a $25.00 check will be issued.
We offer top wages, vacation & holiday pay & life & health insur ce.
Call for more details & get in on the action today!
CORPORATE PERSONNEL SERVICES
Detroit: 965-0267
Livonia: 478-1010
Warren: 751-1670

AUTO DEALER CASHIER
for busy Southfield auto dealer. Must have bookkeeping experience, excellent benefits & pay. Call Kyle at Tamaroff Dodge at 354-5000

AUTO DEALER CHIP - In Northville, has immediate openings for full time clerical person. Good typing skills required. Job consist of auditing contracts and data entry. Call Jim Corgiez Nancy Bohn 349-1400

Begin Your Career
Immediate opening for a bright beginner. We will train you to apply your filing skills in our Legal Dept. Duties include filing, mail processing, posting attorneys' diaries and light typing.
Excellent employee benefits and promotional opportunities with a chance to develop advanced skills. We promote from within.
Non Town Center location. Call Vicki Sata for appointment.349-6000
Liberty Mutual Insurance Group
An Equal Opportunity Employer

Bilingual Positions (Japanese)
● Executive Secretary - Fluent $ Open
● Secretary - Bookkeeper - To $25,000
● Clerical - Bookkeeping - To $25,000
● Engineering Secretary To $22,000
● Accounting Clerk - To $19,000
Translator/Interpreter $14 + Per Hr.
SUPERIOR BENEFIT PACKAGE
Personnel Systems
459-1166

BILLING CLERKS - (11) for insurance company in Southfield, data entry experience (3-6 mos.), $14,500. Call Suzanne at Uniforce 646-8500

BILLING CLERK for computerized system with capacity growing company in Troy. Must be detail oriented. Some experience preferred. Send resume to: Personnel, P.O. Box 567, Troy, MI 48099

BILLING CLERK - (11) for insurance company in Southfield, data entry experience (3-6 mos.), $14,500. Call Suzanne at Uniforce 646-8500

BIRMINGHAM OFFICE Needs part time person for general office duties including typing, filing & telephone. Hours: 12 Noon or 1pm until 5pm Mon.-Fri. If interested write to: Jonathan Lawrence, P.O. Box 3333, Birmingham, Mich. 48009

BKKPR-SECT'Y!
FEE PAID - $18-$20,000
N. Area firm is adding to staff this growth opportunity. Salary for this office experience including 6 yrs. of bookkeeping. PC Literate knowhow is a plus. Full benefits.
Call 649-8787 or 962-0565
DOROTHY DAY PERSONNEL, INC.

A NEW YEAR
A CAREER SPOT!
FEE PAID - $17,000
$30/HR/FEE PAID - Call today for a salary - smart - people - person! Office skills & typing experience required. Top paying job with excellent benefits. 649-8787 or 962-0565
DOROTHY DAY PERSONNEL, INC.

APPLY NOW!
Jobs Available Immediaately!

Work today. Kelly Services needs workers for long and short term assignments. Your choice will be both dependable and energetic.
- Typists
- clerical
- light industrial
- receptionist
- data typist
- word processing
- data entry

For more information about going to work for Kelly Services, choose the name in temporary help, call the Kelly Services office closest to you.

Southfield
352-5220

KELLY SERVICES
"The "Kelly Girl" People
* Not An Agency Near A Fee
Equal Opportunity Employer M/F/H

ARBOR TEMPS
NEEDS YOU!
We are actively seeking applicants for the following clerical positions.
● Receptionists
● General Office
● Secretaries
● Word Processing
Excellent pay, long and short term assignments available. Call:
459-1166

ARE YOU A WANG OPERATOR?
Never a problem! We have an on-going need for Wang operators for temporary assignments in the area. Hours are flexible, jobs to work on vary, so if you're an automotive firm. Top wages for candidates possessing excellent overall clerical skills. Short and long term assignments available. Please call:
THE EMPLOYMENT CONNECTION
485-3900 or 425-3220

ATTENTION
Pay off holiday bills by working short or long term assignments in the tri-county area. We need:
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPERATORS
No fee is required. Apply today, work tomorrow!
PARTNERS IN PLACEMENT
474-6500

AUTO BILLER
W. Bloomfield Chevrolet has immediate opening for an experienced auto biller. Excellent working conditions & benefits. For appointment call Lynda at 851-7200

BOOKKEEPER, experienced, full charge through statements including payroll & payroll tax reports. PC experience helpful. Bookkeeper needs detail oriented, motivated body. Ideal for executive secretary and bookkeeper. Send resume to: 36553 Amherst, Westland, 48185.

Bookkeeping
Partial Listing of Positions
PAYROLL MANAGERS - We can provide the several available exceptionally sophisticated Payroll Bookkeepers. Knowledge of ADP service bureaus, Knowledge of ADP service and Lotus necessary. Also prior experience in benefits or computer operations helpful. These positions are available in the Troy, Detroit and Livonia areas.
ACCOUNTS PAYABLE - Sharp professional Accounts Payable Clerk is required by this suburban firm. Minimum 2 years experience in an automated environment. Lotus a plus.
BOOKKEEPER - This far east Livingston County firm seeks sharp individual to assist controller. Ideal candidate should be aggressive and have good people skills. A growth position!
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., • #250
Southfield, MI 48034
358-2300
All Fees Company Paid

CASHIER with switchboard experience helpful. Busy motorcycle dealership, must have experience, excellent pay & benefits. Call Jan 478-5000

CLERICAL ASSISTANT - needed for insurance office. Full time, light typing. Northville area 9-5pm 349-1434

CLERICAL CONSULTANT
Use your secretarial experience and sales ability in a new career. Be a leader in a dynamic team, helping people in the fast-moving, high volume, office services field. Good earning potential, training, salary commission and bonus. Call Mark at 549-5900.
SNELLING & SNELLING OF TROY

CLERICAL/GENERAL OFFICE for Birmingham C.P.A. firm. Must have good typing, calculator skills, P.C. experience helpful, bookkeeping skills. Plus. Contact Anita, 258-5500

CLERICAL - HALF DAYS
8:15 to 11:45, M-F. General Office duties for Red Fern, Grand River/10 Mile area. Must be organized, typing, P.C. ability, a must! Call 478-2066

CLERICAL
Immediate openings for our Hovi office. All around general office duties, light typing, phone skills a must. Hours Mon.-Fri. 9am-5pm, $5-6/hr. Send resume to:
Credit Counseling Center,
28275 Orchard Lake Rd., Suite 115,
Farmington Hills, MI 48018
An Equal Opportunity Employer

CLERICAL - Newton Furniture has full time clerical openings for detail learners, at our Livonia location. Job duties include data entry, light typing and general office work. Apply in person, Newton Furniture, 13950 Middlebelt Rd., Livonia.

CLERICAL POSITION
This full time position offers a wide range of benefits including opportunity for advancement. Apply in person: Detroit Commerce, 2966 Telegraph Rd., Southfield, MI 48034

CLERICAL POSITION - Part time. Accurate typist. Apply written Kitchen Glamour, 26770 Grand River Ave., Redford, MI.

CLERICAL & RECEPTIONIST Positions- Days, evenings, weekends. Offices in Western suburbs. Temporary work. Full pay for clerical. Call: H & R Block, 31155 Plymouth Rd., Livonia.

CLERICAL, SECRETARIAL, WORD PROCESSORS, FINANCIAL, DATA ENTRY, LEGAL & PARA-LEGALS
Needed for long term and permanent placements. Send resume to:
LTI, 1955 W. Big Beaver,
Suite 200, Troy, MI 48084

CLERICAL SUPPORT CLERK needed full time for a Novi based software company. Some clerical experience preferred. Please send resume to: Attn. Rita, 22575 Haggerty, Novi, MI 48050.

CLERICAL - Two positions, good phone voice, accurate typing & filing & dependable. Start Jan. 3rd. Jan.-Feb. 8am-4:30pm & Feb.-June 12 noon. Salary $200. week. Resume to: Personnel, P.O. Box 40311, Redford, MI 48240

CLERICAL/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidate must have or possess a minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
Clerk/Typist
P.O. Box 778
Detroit, MI 48231

CLERICAL
World's largest manufacturer of mechanic's hand tools and diagnostics has an immediate full time opening for someone with very good office skills. Computer knowledge helpful, 10 key adding machine a must. Full paid benefits. Please call for appointment:
Scott Dewey 478-7300
Snap-on Tools, Farmington Hills
An Equal Opportunity Employer

CLERK/TYPIST
Can you type at least 50wpm, accurately and perform general clerical tasks? Are you good at handling a fast paced office? Do you think you have at least 2 yrs. of business experience, we would like you to consider a part time position in our office in the Parkiane Towers in Dearborn. We offer:
• Excellent group insurance package
• Liberal vacation allowance & holiday schedule
• 100% tuition refund plan.
• Excellent working conditions.
New York Life Insurance
One Parklane Blvd
Suite 600
Parklane Towers East
Dearborn, Mich. 48126
For appointment contact:
Mrs. Graham 271-0100
An Equal Opportunity Employer

CLERK/TYPIST
Immediate opening for a good typist with some knowledge of billing and invoicing. Must have good telephone manner and be able to work in a fast paced office. Wage $5.25 per hour with excellent benefit package.
For appointment call
Mrs. Gibson
BORMAN'S, INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

CLERK/TYPIST
Part Time
Life Insurance company located in Plymouth has opening for Clerk/Typist. Figure approximately typing (35-40wpm) and data entry skills required. Morning hours.
Contact Personnel Department
MUTUAL OF DETROIT
333 Plymouth Rd.
Plymouth, MI., 48170
453-8500

Construction Secretary
AMRE BUILDING SYSTEMS has an immediate opening for a reliable, self-motivated individual looking for a challenge. Must be detail-conscious and have excellent filing and organizational skills. Knowledge of the construction field and drawing experience is also needed. Health/life/dental insurance. Westland area. Please call 729-9845 between 1pm-4pm.

Come to Kelly!
Kelly Services is currently seeking sharp, professional individuals for long and short term assignments. We have positions available in the following areas:
SWITCHBOARD OPERATORS
● 6 months experience
● ability to handle 20+ lines
CLERKS
● inventory
● filing
● stuffing envelopes
TYPISTS
● 50-60 wpm
● letters
● memos
● invoices
● reports
For more information about how you can go to work for America's number one name in temporary help, call Kelly today.
Livonia . . . 522-4020
33133 Schoolcraft
Livonia . . . 522-3922
29449 W. Six Mile Rd.
Garden City 422-0269
29238 Ford Rd.
KELLY SERVICES
"The "Kelly Girl" People
Not An Agency Near A Fee
Equal Opportunity Employer M/F/H

CUSTOMER RELATIONS ASSISTANT
For suburban sales office. Largely telephone, in and out, doing factory liaison and customer assistance on orders, shipments, invoices, etc. Please: basic typing, people skills, warm personality. Modern, friendly office, easy drive. Send your resume to: PO Box 3460, Farmington Hills, MI 48333.

CUSTOMER SERVICE CLERK
Entry level position available in Southfield area. Must have good organizational skills & pleasant phone manner. Send resume to: P.O. Box 300, Southfield MI 48037

CUSTOMER SERVICE
Mature, reliable, Good with people, telephone & figures. Accuracy attention to details. Non smoker. Send resume to: Box 442, Observer, HOEstUS of Mich. & Ontario, 27150 Ford R., Dearborn, Southfield, MI 48034

CUSTOMER SERVICE
Birmingham company has openings for people with good written & oral communication skills in its customer service department.
Excellent office environment and benefits package. 647-0300

CUSTOMER SERVICE
Financial services group, expanding its sales team, needs 3 high-energy type with proven inside sales/customer service record. Super phone voice. Fee paid. St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

DATA ENTRY
ASSISTANT SUPERVISOR
$15,600 NO FEE
Major Southfield company offers excellent benefits and career growth. Up to experienced Data Entry personnel. Call Sandra Kaplan at
EMPLOYMENT CENTER 810-540-4130

DATA ENTRY - clerk, Southfield, accurate typing, phones & data entry experience, benefits, $14,000. Fee paid

EXECUTIVE - secretary, Bloomfield Hills, top executive, excellent typing, word processing, benefits, $25,000, Fee paid

RECEPTIONIST - Birmingham, greeting public, telephones, good accurate typing, pleasant voice, professional & dependable, recent experience, benefits, $15,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 352-0560

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to details, high volume. Send resume to: Mrs. B. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY - Good typing, $13,000-$14,000 per year benefits. Call for appointment. Fee Paid.
Leonard & Assoc. 357-5020

DATA ENTRY OPERATORS
We are recruiting quality personnel for long & short term temporary assignments in Livonia, Southfield, Troy & Warren areas. We offer top pay, pay increases, holiday pay & health insurance. Call for an appointment.
CORPORATE PERSONNEL SERVICES
Detroit 965-0267
Livonia 478-1010
Warren 751-1670

DATA ENTRY - people (3-6 mos. assignment) to work in Southfield location in Livonia & Plymouth area. Excellent rates, $5.00 & up depending on quality, 3 shifts, (5/875/mo). Call Lorraine at Uniforce 473-2930

DEPUTY COURT CLERK
43th District Court
Salary range $13,418 - $21,207 with comprehensive benefit package. Must have knowledge of modern office procedures and practices, business English and spelling along with ability to type a minimum of 45 words per minute. Data processing familiarity and court or legal experience preferred.

Send resume or apply in person to the 35th District Court, 660 Plymouth Road, Plymouth, MI 48170 by Jan. 16, 1989. Marion Belding, Court Administrator.
An Equal Opportunity Employer

EMPLOYMENT CONSULTANT TRAINEE
The Detroit Reading is expanding its employment staff. Outgoing personality, self-confidence & good speaking ability desired. Training, salary, commission, benefits. Call Gary at 538-1400.
SNELLING & SNELLING

ENGINEERING EXECUTIVE SECRETARY
$18,750
World class architectural engineering company offers a choice position in their executive area. Top skills and experience for this outstanding benefits, fee paid. Call Barbara, 352-7090.
Mon.-Fri. 8-5 PM. Appointments Available
SNELLING & SNELLING

ENTRY LEVEL OFFICE POSITION
Full time, full range of duties. Must be good with figures. Call Bea, Sam-on Drugs, 653-7741.

ENTRY LEVEL OPENING
For mail, copy, back-up Receptionist and Secretarial positions. Apply to: Box 480, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Needed to assist Vice President/President of Southfield Corporation. Must be flexible and have excellent initiative of details. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable and have excellent typing skills, shorthand helpful. Salary negotiable with experience. Send resume to Personnel, 27200 Haggerty Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY
for Birmingham-based Real Estate Development & Management Company. Skills must include Word Perfect, Lotus & accounting experience. Excellent benefits provided. Send resume to: H. W. Goddard, P.O. Box 1120, Birmingham, MI 48012

EXECUTIVE SECRETARY/ASSISTANT
National investment company, headquartered in Ann Arbor, is seeking an individual with strong administrative and secretarial skills, to assist the CEO. Qualified candidate must take shorthand at 120-150 wpm, have excellent word processing skills, be able to set priorities, organize tasks, work independently, communicate effectively verbally and in writing with a variety of people, and have some flexibility in working hours. The office hours are 9am-5pm, Mon-Fri. If you are interested in this challenging position, send your resume to:
Personnel Director
McKINLEY ASSOCIATES
P.O. Box 1704
Ann Arbor, MI 48107-8649

EXPERIENCED Cash Handler needed today/tomorrow. Apply in person between 9am and 3pm, 13250 Rotunda Dr., Dearborn. EOE

EXPERIENCED MORTGAGE Document Prep Clerk needed. Must have FHA, VA, Conventional experience. Ann Arbor area. Fax resume to: Mary, 930-0019
An Equal Opportunity Employer

EXTRA CASH
It's time to start shopping for the holidays & we have the way for the clerks, receptionists, with heavy phone experience, word processors, executive secretaries.
A 10 key plus.
Short Term - Long Term Your Terms
Temporary placement is our permanent concern. Please Call:
J Martin Victor Temporaries
38215 W 10 Mile, between Halsted & Haggerty, (Next to Wendy's)
474-8722

FARMINGTON HILLS INSURANCE
Southfield based insurance agency. Lines Person.
Call Anne, after 4pm. 476-2004

FARMINGTON HILLS
ACCOUNTS RECEIVABLE
$20,000 FEE PAID
Growing property management company offers fantastic benefits, plush surroundings and lot room for growth. 2 years computer and strong people skills experience is needed. Real estate background is a plus. Hurry, this one will go fast! Call now, 851-3660.
SNELLING & SNELLING

FARMINGTON HILLS
THE JOB OF YOUR DREAMS
OFFICE SUPERVISOR
$11-14,000. FEE PAID
Work for a growing company in a relaxed atmosphere. Some travel involved. Typing of 50 + wpm and computer skills required. Great advancement opportunities.
Call today, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

FARMINGTON HILLS
COMPANY NEEDS
2 SECRETARIES NOW
$14-$17,000 FEE PAID
Plush Hills office building. Great office offers better than big 3, benefits including tuition reimbursement and flex time. If you are eager, type 55 and have excellent communication skills, please call today. Come in today. Call 851-3660.
SNELLING & SNELLING

FARMINGTON HILLS
JANUARY IS CAREER MONTH
ALL FEES COMPANY PAID

Office Assistant.	$17,000
Clerk/Typist.	$15,000
General Office	$18,000
Legal Secretary.	$23,000
Accounts Receivables . . .	$20,000

Want more money, better benefits and greater advancement potential. Look no further, we have over 100 hour appointments available. Call 851-3660.
SNELLING & SNELLING

FARMINGTON HILLS
HAPPY NEW YEAR
FROM
SNELLING & SNELLING
$14-$20,000
ALL FEES COMPANY PAID
Begin 1989 with a fresh start. Come in to a new office. We have several clerical and accounting jobs. We offer positions with full benefit packages, advancement potential, and plush office environment. If you type 50 wpm, please call us now!
851-3660.
SNELLING & SNELLING

FINANCIAL/CLERICAL POSITION - Working with people, balancing with numbers to perform payroll duties, general ledger bookkeeping & general office work for our Southfield location. We offer competitive benefits (including 100% tuition reimbursement) & a pleasant atmosphere. Please send resume or brief letter to: Metropolitan Life, 660 New Center Drive, Southfield, MI 48076
An Equal Opportunity Employer

FRONT DESK POSITION
at advertising firm. Clerical typing required. Call 9AM-5PM 258-5040

FRONT DESK RECEPTIONIST
For Farmington Hills Advertising firm. Good typing & English skills required. $1100-$1200. Fee Paid. Non-smoker. 661-5530

GENERAL CLERICAL
CPA office, Bloomfield area.
Call Tina
478-2300

GENERAL CLERICAL POSITION
For reliable non-smoker. Typing and other miscellaneous clerical duties. Comprehensive benefit package. Mail resume to: 21455 Meadows, Suite 23, Southfield, 48075

GENERAL CLERICAL
$4-5/hr. Positions available in Southfield, Plymouth, Detroit.
CALL
CONTEMPORARY TEMPORARY PERSONNEL TODAY!
563-5900

GENERAL OFFICE - Development firm in Birmingham seeks individual with good typing skills and phone manner. Bookkeeping helpful. Duties include: Receptionist, light typing, data entry, bookkeeping. Call Ms. Sabb, Birmingham, MI 48009.

GENERAL OFFICE - Development firm in Birmingham seeks individual with good typing skills and phone manner. Bookkeeping helpful. Duties include: Receptionist, light typing, data entry, bookkeeping. Call Ms. Sabb, Birmingham, MI 48009.

GENERAL OFFICE
Bookkeeping, typing, phone, Sales Area. Call 9am-5pm 553-2345

GENERAL OFFICE/PART TIME
Small Southfield financial planning office seeks individual returning to work. Ideal for someone part time work, must have good office skills. Call 353-7870

General Office
Beverage distributor needs person to control accounts receivable, inventory, order face functions for light typing. Full time benefits.
Send resume and salary requirements to: P. O. P., 31601 Veronica, Livonia, MI 48150

GENERAL OFFICE - experienced person for industrial office in Farmington Hills. Some knowledge of inventory control, production schedules, inside sales & customer contact skills. Typing & use of computer required, good benefits & paid vacation provided. Salary commensurate with background. For interview call between 9am-3pm Mon. thru Thurs. 471-2300

GENERAL OFFICE
Beverage distributor needs part time key punch operator, 20-25 hours a week, afternoons. Experience required. Send resume and salary requirements, employer, P.O. Box 31601 Veronica, Livonia, MI 48150.

IMMEDIATE OPENINGS
Kelly Services has immediate openings for Gettcboard Operators. All types. (IBM, Dimension, Executone, Comdial) Light typing also required. You will also need good phone skills and a personable manner for this executive office position. Both long and short term assignments are available.
Please call today for more information:
Troy
362-1180
KELLY SERVICES
"The "Kelly Girl" People
Not An Agency Near A Fee
Equal Opportunity Employer M/F/H

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clericals Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, only three weeks paid benefits including health insurance, paid holidays & vacation time.
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

JOB HUNTING?
Let Temporary Solutions solve your problem. We specialize in finding jobs & can help you start your New Year right. Call us to discuss your possibilities.
TEMPORARY SOLUTIONS
Birmingham 645-0900

KEYPUNCHERS
Experience preferred for our new Auto Mall. Full and part time positions available. Pay commensurate with experience. Call Automated Resource, 994-0581 to arrange interview.

LAW FIRM (secure mature, dependable individual, with good common sense, to perform secretarial, billing and general office duties. Light typing skills required. Computer knowledge a plus. Call D. Perry for interview/appointment. 778-1180

Legal
ACCENT THE NEW YEAR!

THE LEGAL PLACEMENT SPECIALISTS Fee Paid
Downtown - Suburban

Personal Injury	To $25K
Med Mal	To $21K
Legal Sec/Recept.	To $15K
Corporate	To $25K
Lit Paralegal	To $23K

ALL FEES EMPLOYER PAID
NETWORK
RESOURCES, INC.
2780 Fairlane Center Bldg
Detroit, MI. 48228
964-5500 or 542-2754

LEGAL SECRETARY. Part time (3 days/week) or full time for Troy law firm. Word processing necessary. Experience in insurance defense preferred. Call 649-1330

LEGAL SECRETARY - for 5-member Southfield law firm. Minimum 5 years experience in general litigation, shorthand, word processors, & excellent typing skills. Parking provided. Call 647-7070

LEGAL SECRETARY full time experienced with litigation experience. 55 and have shorthand. Send resume and salary history to: Robin Miller & Associates, PC, 30700 Telegraph, Ste.250, Birmingham, MI 48010.

LEGAL SECRETARY for Troy law firm. Work involving bankruptcy, financial skills essential. 1 yr. legal experience required. Send resume & salary requirements to: Office Manager, 3290 W. Big Beaver, Suite 310, Troy, MI 48084.

LEGAL SECRETARY
with 5 yrs. experience. Experience desired for Birmingham firm. Require typing speed of at least 55-70wpm, able to advance with increased responsibilities. Word processing experience helpful. (Word Perfect). Salary commensurate with experience, benefits. 642-3340

LEGAL SECRETARY - Experience necessary for Birmingham attorney. Word processing essential.
Fee paid. 540-5626

LEGAL SECRETARY - Birmingham. Flexible hours. Salary open. Fee paid. Ideal for new parent. 646-2760

LEGAL SECRETARY - for partner in Bloomfield Hills general practice law firm. Word processing experience helpful. 642-1100

LEGAL SECRETARY
For plaintiff's personal injury attorney. Must have good typing skills, (Word Perfect). 355-1555

LEGAL SECRETARY TRAINEE
BLOOMFIELD HILLS law firm seeks professional secretary, 65 min. typing. Salary to $18K, benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

LEGAL SECRETARY - With corporate/tax experience. Excellent skills and word processing experience required. Please send resume with salary requirements to: Personnel Manager, 3000 Town Center, Suite 1700, Southfield, MI 48075.

LEGAL SECRETARY
Livonia office, immediate position, experience preferred, benefits, salary commensurate with experience. Reply to: Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
Immediate openings. We are an established professional placement agency with opportunities in the high paid Legal Community with experience. All fees employer paid. All contracts guaranteed. SPECIFIC Professional Search, 244-9102

LEGAL SECRETARY - With at least 3 years experience, for busy Birmingham firm. Requires typing speed of at least 65 to 70 WPM and able to assume substantial responsibilities. Word processing experience helpful. (WordPerfect). Salary commensurate with experience; benefits.
642-3340

LEGAL SECRETARY!
FEE PAID - $20,000 UP
BIRMINGHAM: Will assist sr. partner who needs independent self-starter. Background. Good skills needed, benefit package.
649-8787 or 962-0565
DOROTHY DAY PERSONNEL, INC.

LEGAL SECRETARY
Sr. partner of suburban firm offers $22,000, fee paid, medical, dental, dependent coverage, PX and more. Call 338-7400.
SNELLING & SNELLING

OFFICE ASSISTANT
For advertising design studio in Troy. Responsible for various office duties. Call Kristie for more information. 280-0640

OFFICE ASSISTANT
$225 Week NO FEE
Top Company! Excellent benefits package! Individual good typing and clerical skills!
EMPLOYMENT CENTER 810-540-4130

OFFICE CLERK - For preparation of accounts payable. Duties include filing, sorting and matching. Candidate must have solid math skills and calculator experience. Applications may be filed out at Kay & Kay Tile Plaza, 7823 Orchard Lake Rd., Farmington Hills, from 9AM-4PM.

GENERAL OFFICE
Beverage distributor needs part time key punch operator, 20-25 hours a week, afternoons. Experience required. Send resume and salary requirements, employer, P.O. Box 31601 Veronica, Livonia, MI 48150.

Legal Secretary
TO $20,500
Expanding suburban firm is seeking a legal secretary with 2-3 years litigation experience. Shorthand and written communication skills needed. Make this exciting job your logical career move. Excellent benefits package and annual bonus.

Legal Secretary
Prestigious Birmingham firm seeks experienced legal secretary. 55+ wpm typing, shorthand & dictaphone skills required. PC experience a plus. Comprehensive benefit package include Blue Cross/Blue Shield, 3 weeks vacation after 1 year.
Call 332-4140 or send resume to:
Arthur Thomas
4000 Town Center #578
Southfield, MI 48075
"ALL FEES COMPANY PAID"

MAGNETIC SPOT FOR SECRETARY
Need strong typing, word processing. Excellent firm. To $18,000. Benefits. Fee paid. Call today.
SNELLING & SNELLING

MANAGER/Part time - Downtown Detroit. Media/advertising experience. Skills like a basic bookkeeper, (inc., clerical, secretarial. Non-smoker. Mr. M. 961-0300

MARSH COLLEGE is seeking a part time (days) Office Assistant/Secretary. Duties include typing, correspondence, filing, record management & various other duties. Requirements include excellent communications, typing & telephone skills, with word processing skills a prior office experience preferred. Send resume to: Marsh College, Personnel Dept., 3838 Livernois, Troy, MI 48084
An Equal Opportunity Employer

OFFICE CLERK - Must have experience in typing, billing, answering phones and working with customers. Full-time. Good pay, good benefits. Call, ask for Mary. 352-2950

OFFICE HELP
Medium sized manufacturing plant needs full time office help. You should be able to type 50 wpm. Work includes filing, answering phones & general office duties. Apply in person Mon-Fri., 9am-4pm. 1251 Hix Rd., Westland

OFFICE HELP - PART TIME
Typing, light bookkeeping, general clerical.
Call 592-6585

OFFICE HELP - 2 person office. Flexible hours. Will train. 33180 Industrial Rd. Livonia. 422-2280

OFFICE MANAGER
For busy Northville retail store. Must be well organized, have excellent skills and problem solving abilities. Call Celia: 851-1003

OFFICE - part time while in training. Excellent phone manner, typing, misc. duties. Reliable transportation a must for running errands. Canton area. Call Jeanette 397-3267

OFFICE
SECRETARY
TO $18,000 Fee Paid. Good typing skills and word processing preferred. Excellent benefit package. Call Kathleen, Personnel Systems 454-1158

OFFICE WORK - WordProcessing, bookkeeping helpful but not necessary. Light part-time. Non smoking Walled Lake 624-6919

ORDER PROCESSING CLERK
General office position for person with good clerical skills, excellent typing ability, and math aptitude. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

PART TIME OFFICE HELP
Computer experience necessary; word processing and/or switchboard helpful. Flexible hours, approximately 20 hours per week. Start after 1st of year. Farmington area. Call Connie 476-2200

PAYROLL ADMINISTRATOR
Experienced in all aspects of weekly payroll processing, including quarterly returns. Excellent pay & benefit package. Call Nancy for appt. at 476-5000

PERMANENT PART TIME
Flexible hours for students. Clerical, telephone, pleasant & reliable. Ability. Ask for Mr. Cone. 644-6845

PERSONNEL ADMINISTRATOR
Non union manufacturer located in Rochester area. 200 hourly employees. Will train. Fee paid.
Send resume to:
2777 Product Dr.
Rochester Hills, MI 48309

PERSONNEL ASSISTANT
Full time. Entry level position. Typing skills preferred. Apply: Send resume to Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL RECEPTIONIST
Outgoing person, fast paced time. Screen applicants, various clerical duties. Flexible hours. Call Ann, Personnel Systems 459-1166

PLANNING & ZONING
A part time position available in the Northville Township Planning & Zoning Department. Responsibilities include recording minutes, filing & assisting the Planning & Zoning Administrator in other clerical duties. Position is 20 hours per week and available immediately. Application forms available at Northville Township Hall, 41600 6 Mile, Deadline for application is Jan. 20, 1989.

POSITION available immediately in Accounting Personnel dept. for self starter & fast learner. Must type 35 wpm. Call Ms. Kaye 423, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRESTIGIOUS BUSINESS
HAS 2 OPENINGS!
Need steady work? Typing and strong secretarial skills, $13-$18,000. Fee paid. Full Benefits. West Dearborn. Call 309-3450.
SNELLING & SNELLING

PROOF OPERATORS
Experienced in Mail Production, Banking or Cashiering. Immediate openings. Good pay!
Call Nancy 569-0500

PURCHASING CLERK - Entry level position. Medical products company located in Farmington Hills. Part of our purchasing team. High volume of receivers & invoices which must be matched. Problem solve shortages & damages. Interface with car