504 Help Wanted Office-Clerical

ACCOUNTING/BOOKKEEPING CLERK
with some computer knowledge & basic accounting classes required. Duties include billing, vouching, payroll & receivable bookkeeping. Bring a resume. Please call Mrs. Rankin 937-2400 or Fax resume to P. A. B. 33035 Ridgemont, Livonia, MI 48150 or call mornings for interview 261-2620

ACCOUNTING CLERK-Southfield law firm seeks person with PC experience for various bookkeeping functions. Must be conscientious, hard working and reliable. Duties include: check writing, client posting and light typing. Full time, permanent position. Call Mrs. Reslis 559-3353

ACCOUNTING CLERK/Petty Cashier. For Troy Advertising Agency. Entry level position. Experience with computers and bookkeeping necessary. Send resume with salary requirements to: Personnel, suite 250B, 755 W. Big Beaver Rd., Troy MI 48084. EOE's

ACCOUNTING CLERK: For fast growing company. Pleasant working conditions and excellent benefits. Must have bookkeeping experience. A/P, A/R preferred. Computer experience helpful. Salary commensurate plus Salary $8 to $6.50 an hr. depending on experience. Send resume to: Personnel Director, 8100 Nix Rd, Westland, MI 48185. EOE. M/F.

ACCOUNTING FIRM located in Southfield has immediate opening for an experienced full cycle bookkeeping & data processing experience. Pay commensurate with experience. Call 358-3444

ACCOUNTING POSITION
Experienced through adjusted trial balance, good computer knowledge necessary. Associate Degree or 3 years experience. Excellent benefits. Send resume and salary requirements to: J. Lee Hackett Co., 23350 Hagerty, Farmington MI 48024

ACCOUNTS PAYABLE KEYPUNCH
All accounts payable functions using Accounting Policy on CRT. Full time Mon. - Fri. Excellent benefits package. Auto dealership experience preferred but train the right person. Call for appt. 421-5700.

ACCOUNTS Payable/Bookkeeper
Seeking an experienced motivated Bookkeeper/Secretary to work in fast paced co. with multi site locations. Must have 3-4 years experience. Send resume to: 3000 Town Center, Ste 1780 Southfield MI 48075

ACCOUNTS PAYABLE
Immediate opening for a full time accounts payable clerk experienced with computer input. Must be well organized. Salary commensurate with ability. Benefits. Send resume and salary requirements to Yale Materials Handling, 11844 Hubbard, Livonia, MI 48150, Attn. Personnel. VP.

Accounts Payable
With Receptionist Skills
$7.50/hr. Company paid benefits. Troy office. Outgoing personality & attractive appearance. "Symphony" experience desired. Mary Kay Cosmetics, Inc., 3024 Carmel, Troy, MI 48083.

ACCOUNTS PAYABLE/
PAYROLL CLERK
Accounts payable/payroll position available for Farmington Hills Company. Excellent math skills required. Previous experience in computer familiarity a plus. Timely handling of payroll disbursements and reports. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ACCOUNTS PAYABLE
Rapidly growing service company located in the northern suburbs is seeking an Accounts Payable Clerk. Individual should possess 1 years accounts payable experience. Computer experience a plus. For consideration, send resume, salary requirements to: P.O. Box 207, Milford Village, MI 48381, Attention Linnie

ACCOUNTS PAYABLE
TO $17,600
Don't miss this chance to use your experience and skills at this very stable medical equipment company. Typing and computer required. Excellent benefits, fee paid. Call Eleanore at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

ACCOUNTS PAYABLE
TO $17,600
Don't miss this chance to use your experience and skills at this very stable medical equipment company. Typing and computer required. Excellent benefits, fee paid. Call Eleanore at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

Accounts Payable/Accounting Clerk
Position available for growth oriented manufacturing company. Full time position. Primary responsibility for input of accounts payable into computerized system. Generating and distributing of checks and performing ledger work. Typing skills required. Salary commensurate with experience. Send resume to:
Controller, 12326 Clark Rd., Livonia, MI 48150

ACCOUNTS PAYABLE/Accounting Clerk sought by established, growth oriented, manufacturing company. Full time position. Primary responsibility for input of accounts payable into computerized system, generation & distribution of computer prepared checks. Must have familiarity with general ledger system; 5+ yrs. experience with computerized payable area & 2 yrs. of college level accounting course work. Royal Oak area. Salary commensurate with experience. Full benefit package. Send resume to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
We seek a person experienced in bookkeeping, trial balance thru general ledger and payroll taxes and benefits. DMS software background helpful. Must be flexible and work well under pressure. Applicants send resume including salary history/requirements to:
Personnel Director,
Perfection Automotive Prod. Corp.,
12415 Levan, Livonia, MI, 48150

Accounts Payable Clerk
Immediate entry level opening in our Accounts Payable Dept. for an aggressive individual with prior bookkeeping experience and/or accounting courses. Individual will type a minimum of 35 words and possess an aptitude for detail & figures work. Excellent benefits including medical, dental, prescription & tuition reimbursement. Apply to:
CLERICAL
P.O. BOX 222
SOUTHFIELD, MI 48037

ACCOUNTS RECEIVABLE
Manufacturing firm has opening for entry level Clerk, math aptitude, good verbal skills. Send resume to &/or complete application at: Noyl Industries, 42200 Grand River, Novi 300, Southfield, MI 48237 or call 353-3311, Ext. 217

ACCOUNTS RECEIVABLE position open for attractive individual. Experienced individual preferred with general office background helpful. Please contact Gloria Jackson, Whall Central Security. 822-7404

ACCOUNTS RECEIVABLE/Collections Accounting Clerk sought by established growth oriented manufacturing company. Full time position. Responsibilities include cash receipts posting on computerized system, follow up with customers for problem resolution/collections, and misc. bookkeeping functions. Must have 3 yrs. experience in computerized receivable/collection area & 2 yrs. of college level accounting courses. Royal Oak area. Salary commensurate with experience. Full benefits. Send resume to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK. Temporary full time position but could lead into a permanent position. Experienced with computer & typing experience a plus, salary negotiable. Please call for interview at 561-1400

AD AGENCY
SECRETARY
Full some excitement in your 9-5. Beautiful environment, great people. You need good skills with here $17,000, plus great benefits. Hurry! Call Janet at 543-2090.
SNELLING & SNELLING

Adjustment Clerk
Immediate opening for an individual with a minimum of 1 year general office experience. Candidate must possess good verbal & written communication skills, good basic math skills & typing 40-45wpm. Word processing & PC experience helpful. Company benefits package & pleasant work environment. Apply to:
ADJUSTMENT CLERK
P.O BOX 2227
SOUTHFIELD, MI 48037

ADMINISTRATIVE ASSISTANT
Part time for professional firm. Bookkeeping & computer experience required. 12-15 hours per week. Call Maria 540-2561

ADMINISTRATIVE SECRETARY
Full-charge office. Must be able to assist in fast-paced environment. Experience in Computer Accounting & Word Processing.
Call 8am-5pm.
261-9444

ADMINISTRATIVE RECEPTIONIST
Do you want to get involved in the magic of movies? Adult Theatres district office needs organized, efficient, effervescent individual to answer phones and do light typing and filing. Salary plus benefits, free movies. Send resumes to: American Multi-Cinema, 27777 Franklin Rd., Ste. 1525, Southfield, MI 48034.

ADMINISTRATIVE
ASSISTANT
$21-24,000 Fee Paid
Exciting opportunity for take-charge individual to assist fast-paced executive. Call: 344-8700
or send resume to: Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050.

ADMINISTRATIVE
ASSISTANT
Long and short term assignments available. Must have strong clerical experience. Call Office Management, 851-2021

BANK TELLER
NOT EXACT
We need an organized & dependable individual with teller experience to manage our teller office procedures, responsibilities include overseeing 4-7 employees in the area of order entry & daily balancing, excellent Birmingham office 647-0300

BE A STAR
You'll be a star in more ways than one when you work for us!
We have many long & short time assignments for:
- Typists
- Secretaries
- Word Processors
- Receptionists
- Data Entry Operators

Top Pay - Benefits - No Fee
TEMPORARY
RESOURCES
737-1711
Southfield - Livonia - Taylor
Troy - Ann Arbor - Farmington Hills

BERKLEY based heating & air conditioning company has an immediate need for a take-charge dispatcher and sales aide. Please apply at 2570 Coolidge Hwy. 399-1800

GROWING SOUTHFIELD management company needs full time, experienced receptionist. Send resume or knowledge. Call 8am-12noon, ask for June or Stacey. 569-8580

AMERICA'S LEADER in lawn care, an ecolab subsidiary Fortune 500 company, currently has a position open for:
GENERAL OFFICE SECRETARY
responsibilities and duties include filing and other general office duties. Ideal candidate should have good typing and communication skills. Typing between 55 and 65 an hour, 40 hours per week to be expected. Please apply at ChemLawn Services, 22515 Heslip, Novi.

AMERICOFFICE CORPORATION, a Wixom/Walled Lake area marketing and service corporation, seeks serious individuals for positions in its Customer Service, Switchboard & Accounts Receivables Depts. Some knowledge or experience relative to these important office functions a plus. Call our Personnel Dept. to learn about these full-time entry level opportunities. 347-3689

ATTENTION- College students, homemakers & retirees. Workbench contemporary furniture store is looking for a part time clerical administrative assistant (20-30 hrs. per week). Successful applicant needs to be a good team player with a bubbly personality, should have good organizational & phone skills with attention to detail a must. Please apply in person at: 224 S. Hunter, Birmingham. Weekdays between 10am-6pm. 540-3378

ATTENTION!
LONG & SHORT TERM
ASSIGNMENTS FOR

- MAIL CLERKS (Using automated equipment)
- CLERICAL
- RECEPTIONISTS
- PAYROLL CLERKS
- SWITCHBOARD OPERATORS
- TELEMARKETERS
- TYPISTS
- WORD PROCESSORS

Top Pay - Merit Increases - Holidays - Vacation Pay & Insurance
Call today:
CORPORATE
PERSONNEL
SERVICES
Livonia 478-1010

ATTENTION
SECRETARIES
The following positions are currently open:
- Word Processor/Secretary to $15,700
- Secretary to $18,500
- Production Assistant - Computer/Desktop Publishing, Macintosh, Microsoft Word or other word processor, to $10,000
- Administrative Assistant to VP, bilingual Japanese-English. To $32,000.

Super benefits, employer paid fees.
Personnel Systems
459-1166

AUTO DEALER
Metro GM Auto Dealer needs experienced switch board operator/receptionist. Only those with experience need apply. Call Office Manager. 531-7100

BANK TELLER
NOT EXACT
We need an organized & dependable individual with teller experience to manage our teller office procedures, responsibilities include overseeing 4-7 employees in the area of order entry & daily balancing, excellent Birmingham office 647-0300

BOOKKEEPER FOR CPA FIRM
Challenging position available for responsible person with a minimum of 3 years experience in Bookkeeping thru trial balance and general ledgers. Opportunity to learn and advance. Send resume including work history to:
Richard Gibbs, 755 W. Big Beaver, Suite 1000, Troy, MI 48084

BOOKKEEPER ASSISTANT
Experienced - full time, knowledge of accounts payable, receivable & general ledger. Experience with PC. Chem Lawn Services, 22515 Heslip, Novi. 348-1700

BOOKKEEPER
Exciting opportunity exists for an experienced full cycle bookkeeper to assist general manager for a growth oriented, fast paced company located in Southfield. Qualified individual should have excellent bookkeeping and computer skills. It interested please send resume and salary requirements to:
HS
Follmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
Southfield, MI 48034

BOOKKEEPER
Experienced through G/L required to run one person office for local branch of nationwide manufacturer. Excellent benefits. Pay commensurate with experience. Send resumes to: The Early Corp., 11801 Belden, Livonia, MI 48150.

BOOKKEEPER
Fast paced marketing company is looking for a tough, hard working full-charge bookkeeper. Qualified applicants must have excellent bookkeeping skills and experience in all phases thru financial statements. If you are a seasoned bookkeeper looking to work in a nice environment in the Royal Oak area please send resume and salary requirements to:
P/C
Follmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
South field, MI. 48034

BOOKKEEPER
Fast paced audio retail company located in Southfield is looking for a full-charge bookkeeper to assist office manager in all phases of accounting and other administrative duties. Applicants must have experience thru trial balance and be able to work independently. Manual and computer experience a plus. If you are looking for an excellent job, please send resume and complete work and salary history to:
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

BOOKKEEPER for Construction General Contractor in Livonia suburb. Knowledge of construction and computers helpful. Must know general ledger & payroll requirements. Interested parties please send resume to: Box 939 Observer & Eccentric newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER Full time. Collection experience helpful. Insurance experience helpful. Excellent benefits. Call Grace 453-2610

BOOKKEEPER. Full charge, small growing company. Mon-F, 10 to 4 Benefits. Contact Chris or Ben. 464-3090

BOOKKEEPER, Full Charge, wanted for growing retail company. Must have knowledge of general ledger. Salary commensurate with experience. Farmington Hills area. Call between 10am-3pm. 478-6333

BOOKKEEPER
Full time position, days. Monday thru Friday. Good accounting skills and math required. Previous experience helpful, will train. Benefit package. Apply in person or call from 2pm-5pm daily. 452-1735
GROUND ROUND INC.
17050 Laurel Park South
Livonia
An Equal Opportunity Employer

BOOKKEEPER - Full or part time. Have resume ready.
Call 459-6608

BOOKKEEPER: Full charge. W. Bloomfield firm seeks experienced full time bookkeeper, salary $15,000 to $17,000 with benefits. Send resume to: M & M, P.O. 7011 Orchard Lake Rd. Suite 104, W. Bloomfield MI 48322. Attention Sharron.

BOOKKEEPER
Full-time, for small investment banking firm. Must have 3 years experience. Pleasant. Salary: $20 24,000 / Yr. Must have prior experience. Please send resume to: Mr. Clinton Weber, 30150 Telegraph Rd., Ste 237, Birmingham, MI. 48010

BOOKKEEPER Office Manager for sales rep organization. Mature responsible individual. Computer experience W. Bloomfield 851-0115

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our team of professionals in exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent rates plus add significant experience to your background. Temporary assignments may lead to permanent. For an appointment, please call
357-8367
accounTemps
26555 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER/Secretary. Growing organization needs an individual that is a non smoker with bookkeeping & general office experience. Resume & salary requirements to: Mrs. Z1455 Melrose, #23, Southfield MI 48075.

BOOKKEEPER
(Senior)
Manufacturing company looking for strong Bookkeeper. Experience in trial balance & general ledger a must. Experience in job costing a plus. Excellent benefits. Apply Allmand Assoc., 12001 Levan, Livonia, MI.

BOOKKEEPER/SECRETARY
Small office in Southfield, must have computer experience. Call Mon-Fri. 8am-4pm 358-5388

CENTRAL Station Mother needed, no experience necessary, we will train. Audio Alert, Inc. Farmington Hills. 553-8900

STEP into a career. Fed up with positions that offer no room for growth? Our unique company offers a variety of employment opportunities in all clerical areas. Resume to:
OFFICE MANAGEMENT SERVICES
1408 Allen, Troy, MI. 48083

BOOKKEEPER/SECRETARY - Experience required in payroll, accounts payable, job costing and general accounting clerical work, also general secretarial/clerical skills, proficient with word processing software. Pleasant working environment. Send salary requirements and resume to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
an EOE employer

BOOKKEEPER/TYPIST needed for busy, congenial Livonia office. Send resume to Box #968, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER.
Accounts payable/ receivable, payroll, sales tax & withholding, computer experience. Part time 20 hours per week. Apply in person or send resume. Dollard, 19975 Middlebelt, Livonia, MI., 48152, Attention Debbie.

BOOKKEEPER - 60 year old Livonia farm seeks experienced part time bookkeeper. Duties include collections, flexible schedule, salary negotiable. Please contact Carol at Wulser Cap & Gown. 421-8810

Bookkeeping
Partial Listing of Positions

PARAPROFESSIONAL - Growing CPA firm in W. Suburb seeks full charge bookkeeper with 2-3 years experience in corporate, personal and payroll tax returns required, also knowledgeable in financial analysis, edge. Excellent opportunity.

FULL CHARGE BOOKKEEPER - Fast paced growth company, full charge bookkeeper with supervisor experience. Duties include: bank reconciling and financial statements. Associates degree will give you the edge. Excellent advancement possible based on ability. Company also offers monthly profit sharing plan.

ASSISTANT OFFICE MANAGER - W. suburban office of Fortune 500 company requires bookkeeper. Duties include reception, word processing, customer service, payroll, collections and corporate reporting. Excellent opportunity!

BOOKKEEPER - If you are experienced with pegboard and computerized accounting - this could be your job! Small office seeks individual for multi-company bookkeeping. Must also know payroll and related taxes.

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid

BUSINESS COLLEGE STUDENTS or real estate Secretary needed part time for real estate contract. Appraisal or real estate experience not need. Computer experience necessary. Farmington Hills Location. Send resume including salary to: Box 939 Observer & Eccentric newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUYER'S ASSISTANT
Full time position available. Oakland county suburb. Must have excellent math ability. 10 key calculator skills. Must possess good organizational skills. Must be detail oriented. Excellent benefits. Salary commensurate with experience. Send resume including salary requirements to Attention: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREER DAY
TSI Office Services
We want you!
Come join us on Friday, Feb. 24 at the Westland Mall - Emporium Level (portraits from Hudson's). If you have skills - - - we have jobs for:
WORD PROCESSORS
GENERAL SECRETARIES
LIGHT INDUSTRIAL
DATA ENTRY
CLERICAL
We have opportunities for all! Please call for more information 462-6990

CAREER
OPPORTUNITIES
GOOD BENEFITS
ALL FEES COMPANY PAID
FULL TIME POSITIONS

Secretaries	$18,000
Data Entry	$15,000
Receptionists	$15,000
Word Pros	$18,000
Secretary	$18,000
Accts. Rec. Clerk	$15,000
Clerical Secretary	$13,000
Full charge Bookkeeper	$18,000
Customer Service	$17,000
Secretary	$16,000
Admin. Assistant	$22,000
Legal Secretary	$25,000

Call us today for advancement opportunities. Free parking. Dress for success. We have more job openings than applicants. Call now. 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

CHARTER TWP. OF REDFORD
EMPLOYEES'
CIVIL SERVICE COMMISSION

The Charter Township of Redford is accepting applications for the position of OFFICE CLERK II in the Police Department.

SALARY: $7.26 - $7.62 per hour

MINIMUM REQUIREMENTS:
Typing 40 words per minute, graduation from high school or its equivalent, one (1) year of office experience

Apply in person at:
Civil Service Office
15145 Beech-Daly Road
Redford, MI., 48239

Applications will be accepted seven days starting Tuesday, FEBRUARY 21, 1989 between the hours of 9 AM and 4 PM.

CLOSING DATE FOR FILING:
FRIDAY, MARCH 3, 1989

The Charter Township of Redford is an equal employment opportunity employer and is seeking qualified black and other minority applicants as well as white applicants without regard to race.

CHARTER TWP. OF REDFORD
EMPLOYEE'S
CIVIL SERVICE COMMISSION

The Charter Township of Redford is accepting applications for the position of ACCOUNT CLERK II.

SALARY: $7.58 - $7.67 per hour

MINIMUM REQUIREMENTS: Graduation from high school or its equivalent, certificate, and have a minimum of one year full-time office work experience in a Clerk Typist or a similar classification involving typing as a requirement (part-time work cannot be substituted for the full-time experience required). Minimum typing speed 45 wpm. Apply no later than 5 p.m., Monday, March 3, 1989. Announcement and official application forms may be obtained from Livonia City Hall, Civil Service Dept., Rm. 2000, 33000 Civic Center Drive (5 Mile & Farmington Rds.), Livonia, MI 48154, 421-2000, Ext. 294.

NO RESUMES ACCEPTED
An Equal Employment
Opportunity Employer M/F/H

CLERK TYPIST - PART TIME
- for Human Resources Dept. Flexible hrs. - 20 hrs per week. Send resume to Maureen Hunter, Inc., 32000 Food Systems, 32777 W. 8 Mile, Livonia, MI. 48152.

CLERK TYPIST/RECEPTIONIST - Birmingham bulder has opening for an talented person who enjoys varied duties, typing 65, word processing experience, excellent smoker, pleasant phone personality. 646-8600

CLERICAL
Accounting dept. of Bloomfield Hills company seeks Clerk to assist in typing, filing, data entry and other accounting tasks. Please respond in writing to: Office Manager, 2000 N. Woodward, Suite 100, Bloomfield Hills, MI 48013

CONTINUING PART-TIME CLERK
Year-round part-time clerical work, 20 hrs. wk. $5.50 hr. Typing required. Apply at: Canton Twp. Personnel Dept., 1150 S. Canton Center Rd.
An Equal Opportunity Employer

Contractor seeks Trainee for Secretary; to handles billings, typing, filing & phones. $6 to start + benefits. MATURE, RESPONSIBLE - call Mon-Fri. 10-00 PM 349-3025
An Equal Opportunity Employer

CLERICAL
DATA ENTRY
We have an immediate need for 10 people - day and night shifts - to work in the Farmington & Southfield areas.
We offer:
- Competitive salary
- Vacation pay
- 40 hours per week

Call Mr. Carter for your appointment.
Norrell Services
553-5861

CLERICAL HELP, Part Time
Heavy data entry, flexible hours, perfect for high school or college student. Send resume to
Human Resources, 8073 General Dr., Plymouth, MI 48170, Attn. Rick Hill

CLERICAL HELP
Individual needed for full time office work. Experience with Accounting & computers a plus. Pleasant Livonia location, full benefits. Reply to Box #958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP Wanted. Immediate full time position. Detail oriented person, must possess word processing skills & pleasant detailed work. Accuracy a must. Burmingham. For an appointment call:
940-5300

CLERICAL - immediate opening for sheet metal shop. Duties include: responsible for inventory, freight rates, production reports & other office duties. Knowledge of computer required, sheet metal experience helpful. Must be detail oriented & dependable.
Call 348-7378

CLERICAL/OFFICE position with 45 yr. old mechanical contracting firm. Typing, filing, & light bookkeeping skills. Reply: P.O. Box 2302, Livonia, MI 48150

CLERICAL - PART TIME
Position in Bloomfield Hills secretarial firm. Exposure to a wide variety of professional duties. Typing, phone answering, greeting the public & an interest in learning legal work required.
332-6229

CLERICAL POSITION - We are a service company located in Plymouth seeking a person to handle secretarial, typing & filing. Excellent opportunity. Must be right person to become an intricate part of our operation. For appointment call 471-2950 or 459-6484

CLERICAL POSITIONS available with major Detroit area
TRAVEL COMPANY
Applicants must have good figure ability, high energy level. Must be handwriting Experience on CRT is plus. Pleasant working conditions. Temporary positions both full & part time. Call Ms Ray. 827-4050

CLERICAL/SUPPORT STAFF
needed full time for a Novi based ambulance company. Some clerical experience helpful. Send resume to attention Rita, 22575 Hesap, Novi, MI. 48050

CLERICAL/TYPIST
needed for distributor of industrial products. Some commercial sales experience. Call Nancy 533-8590

CLERICAL/TYPIST
Mfgr. office needs an accurate detail-oriented typist with general clerical skills capable of assuming billing and phone operator duties. In person: Gatco, Inc. 42330 Ann Arbor Rd. Plymouth. 453-2295

CLERICAL
15
CLERKS
NEEDED!
Kelly Services is seeking 15 clerks to perform the following duties:
- filing
- mailing
- copy/collating

Long term assignments are available so call America's best in temporary help.
Farmington Hill
471-2050
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERK A- Type from rough copy, some phones, take messages, prepare documents, etc. 2-4 yrs. office experience. Computer experience & word processing experience helpful. Being organized or fit application between 8am-4pm at: Michigan Dynamics Inc., 32400 Ford Rd., Garden City, MI.

CLERK/TYPIST
Full time 9 1/2 hours, great atmosphere, variety of duties. Call between 10 and 3pm. Redford 538-3528

CLERK-TYPIST I
Full-time position, typing 45 wpm, $13,658 year plus excellent fringes. Apply at Canton Twp. Personnel Dept., 1150 S. Canton Center Rd. before 3-3-89
An Equal Opportunity Employer

CLERK-TYPIST I
City of Livonia
The City of Livonia is seeking qualified blacks and other minority applicants as well as white applicants for employment without regard to race.
$17,264 to $19,156.80. Applicants must: Be U.S. citizen or resident alien with the right to work in the U.S.; have high school diploma or equivalency certificate; and have a minimum of one year full-time paid work experience in a Clerk Typist or a similar classification involving typing as a requirement (part-time work cannot be substituted for the full-time experience required). Minimum typing speed 45 wpm. Apply no later than 5 p.m., Monday, March 3, 1989. Announcement and official application forms may be obtained from Livonia City Hall, Civil Service Dept., Rm. 2000, 33000 Civic Center Drive (5 Mile & Farmington Rds.), Livonia, MI 48154, 421-2000, Ext. 294.

NO RESUMES ACCEPTED
An Equal Employment
Opportunity Employer M/F/H

CLERK TYPIST - PART TIME
- for Human Resources Dept. Flexible hrs. - 20 hrs per week. Send resume to Maureen Hunter, Inc., 32000 Food Systems, 32777 W. 8 Mile, Livonia, MI. 48152.

CLERK TYPIST/RECEPTIONIST - Birmingham builder has opening for an talented person who enjoys varied duties, typing 65, word processing experience, excellent smoker, pleasant phone personality. 646-8600

CLERK TYPIST with good phone voice or switchboard operator. Hrs: 3.30pm-midnight. References & reliable. Redford. 533-2020

CONSTRUCTION SECRETARY
Full time position. Call Betty at
[illegible]

CONTINUING PART-TIME CLERK
Year-round part-time clerical work, 20 hrs. wk. $5.50 hr. Typing required. Apply at: Canton Twp. Personnel Dept., 1150 S. Canton Center Rd.
An Equal Opportunity Employer

CORPORATE
CONNECTIONS
Clerical/Light
Secretaries
Bookkeepers
Receptionists
Send your resume or...
EMPLOYMENT
CORPORATE CONNECTIONS
2690 CORPORATE, SUITE 301
TROY, MI 48084
244-9200
company paid fee

CREDIT CLERK
Immediate opening for a match & people skills a must. Computer experience helpful. Call 261-2000

CUSTOMER SERVICE
Mature, reliable. Good with people. Telephone skills. Attention to detail, attention to details. Non smoker. Send resume Mrs. B. at Jobtec, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE
Dispatcher with good telephone in Farmington area. Requires pleasant phone voice, computer entry work and problem solving ability. Contact
[illegible]

CUSTOMER SERVICE DEPT
Printing background helpful. Experience in typesetting, proofreading, collating & plus. Fast growing co. Call for a appointment 538-9130
An Equal Opportunity Employer

CUSTOMER SERVICE/
RECEPTIONIST
Needed for Electrical Contractor's phone center. Please apply in person: 31122 W. 8 Mile, Farmington Hills, MI., 48024.

CUSTOMER
SERVICE
Bright, articulate person for full or part-time work. Excellent salary and benefits. Apply at Southfield area. Call Jim for appointment.
262-1880

CUSTOMER SERVICE REP
Customer satisfaction by Livonia in April, 1989, requires person for customer service department, knowledge of word processor, taking phone orders & solving problems. Individual must have strong people skills, highly motivated & have an outgoing personality. Competitive salary & benefits. Please send resume to Customer Service Dept. P. O. Box 2020, Bloomfield Hills, MI., 48303-2020

CUSTOMER SERVICE CLERK
Growing National/International Medical company seeking full time position. Must have excellent typing skills, shorthand helpful. Salary commensurate with experience. Send resume to Personnel, 27000 Hoover, Northwestern Hwy., Farmington Hills, MI 48018

EXECUTIVE SECRETARY
$19-21,000 Fee Paid
For corporation in Bloomfield Hills. Excellent typing skills. Will train on Computer word processor. Strong hand & plus. Call 344-6700
or send resume to Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050.

EXECUTIVE SECRETARY
$22,000
A take charge Secretary will enjoy this responsible position with a suburban commercial real estate company. Good skills and a warm personality will get this fee paid. Call Bernice at 353-2090
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY
We are an architectural development firm, looking for self starter combination of staff & excellent executive secretary skills. Ideal candidate is very motivated & out going, enjoy working with lots of people & give that extra 10% to get the job done, please call Patricia 462-1300

EXECUTIVE SECRETARY
Full or part time position. Experience in WordPerfect, typing 70 WPM, audio transcription a must. Strong organizational skills are important as is dependability. Must be client & working under pressure. Established management consulting firm in Downtown Birmingham with enclosed parking 540-9110

EXECUTIVE SECRETARY
Suited for accounting executive search firm in downtown Birmingham, is looking for a poised individual with a minimum of 5 years experience. Must have excellent word processing & typing skills. Must be mature, poised & able to work with our clients. Excellent benefits. Salary based on experience.
Please call Mrs. Riley, 652-6630

EXPAND
YOUR HORIZONS
Call Permanent Staff today for the following exciting job opportunities:
- Legal Trainee - $12-$14,000
- Sales Secretary - $15,500
- Receptionist - $16,000
- Data Entry Operator - $13,000
- Full Charge Bookkeeper - $18,000
- Payroll - $22,000

ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

EXPERIENCED LEGAL SECRETARY for word processing and data entry. Southfield law firm, in town center high rise offices. Salary competitive. Non smokers only.
Call Pat, 355-5300

EXPERIENCED REAL ESTATE
CLOSING
SECRETARY WANTED
Experienced and accurate in all aspects of real estate closing paperwork. Needs multi-tasking ability and wordprocessor skills. Positive, friendly, professional Southdown Birmingham company. Call Mrs Wescoett at 433-5744

FARMINGTON HILLS computer co., seeking full time clerical/reception-ist to handle busy phones, light typing and various clerical duties. Benefits/profit sharing. Non smoker call Linda 553-9250

FILE CLERKS/MESSENGERS
Wanted for a growing Southfield Law Firm. Start March 1. Call Paula 262-1600

FILE CLERK
The position requires a recent high school diploma or equivalent with a minimum of 1 year general office experience. The individual must have the ability to work well with numbers & the alphabet. Light typing. Excellent benefit package including medical, dental, prescription & tuition reimbursement. Reply to:
FILE CLERK
P.O. BOX 2227
SOUTHFIELD, MI. 48037

FRONT DESK Position Challenging, fast paced, full time position available for a self-starter in our Southfield facility. Must have good phone skills & a pleasant personality. Excellent working conditions.
354-6290

GENERAL
OFFICE
Must like to work with figures & telephone. Full time position available. Prior office experience helpful. Will train further if you have typing ability. Monday thru Friday, 8 30-3 30. Benefits. Long established Tool manufacturer. Write Personnel, 2321 Industrial Row, Troy, MI 48084.

GENERAL OFFICE
RECEPTIONIST/TYPIST
Very personable and able to work with public. No answer, leave message. Southfield area. 542-2220

DATA ENTRY people, type 40-45 wpm accurate, beginning word processing a plus, more experience for major corporations in Plymouth, Livonia, Novi & downtown. $6.50-$7.50/hr. Call Jane at Uniforce
473-2930

DATA ENTRY Best paid and most fun! 3 years experience in computer data entry required. Must be proficient in programming & in data entry. Send resume to: Personnel, 30533 Northwestern Hwy., Farmington Hills, MI 48018.

DESIGN SHOWROOM
desires receptionist with bookkeeping experience. Will train. Work with a professional team of professionals. Birmingham area 549-7200

ENTRY LEVEL CLERICAL
Full time, must be good with numbers. Birmingham area. Ask for Sue
851-7741

ENTRY-LEVEL CLERK
with opportunity for advancement. Helpful skills would include typing, calculator & computer. Also willing to do filing, answer telephone & general clerical work. Will train on our computer. Full-time position for non-smoker. Company located in Plymouth Twp. 451-0130

ENTRY LEVEL
DATA ENTRY CLERK
Growth oriented manufacturing firm has an immediate entry level position available at their Livonia location. Ten key data entry experience and Four or Five digit helpful but not necessary. Excellent opportunity for advancement. Right candidate includes data entry, light filing & report generation. Send resume & cover letter to
P. O. Box 2500C
Plymouth, Mich. 48170
Attn: Accounts Payable Supervisor

ENTRY LEVEL POSITION
Filing, phone answering, photo copying, light typing, errands. Must have own car. Class Five license
669-0550

EXECUTIVE SECRETARY
for Birmingham based Real Estate Development & Management Company. Skills must include Word Perfect, typing 60 wpm, excellent benefits. Excellent benefits provided. Send resume to: Box 1120, Birmingham, MI 48012

EXECUTIVE SECRETARY
for principal of medium size professional legal practice. Organizational skills a must. Shorthand & speed writing desirable. Reply with experience in compensation requirements to: Box 804 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - Troy area. Shorthand & typing, both Dictaphone machine. Good communication & business skills. Ability to deal effectively with all levels of Business. Call Pam 680-9230

EXECUTIVE SECRETARY
International CPA firm located in Downtown Detroit is seeking a mature, bilingual secretary. 3-5 years secretarial experience with good organizational skills. Strong knowledge of WordPerfect helpful. Send resume and salary requirements in strictest confidence to: 500 Buhl Building, Detroit, MI. 48227

EXECUTIVE SECRETARY
Needed to assist "perfectionist" president of Southfield Corporation. Must be flexible on overtime and attitude is everything. Call Personnel, P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must have excellent typing & have excellent typing skills, shorthand helpful. Salary is commensurate with experience. Send resume to Personnel, 27000 Hoover, Northwestern Hwy., Farmington Hills, MICH 48018

EXECUTIVE SECRETARY
$19,000 Fee Paid
For corporation in Bloomfield Hills. Excellent typing skills. Will train on Computer word processor. Strong hand & plus. Call 344-6700
or send resume to Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050.

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