504 Help Wanted Office-Clerical

CUSTOMER SUPPORT REPRESENTATIVE
Nationwide Pharmacy Computer Company offering challenging position in our Customer Support Department (order processing, customer service). We are looking for an assertive individual with excellent written and oral communication skills. Must work well as a team player. Must be self motivated and enjoy working in a busy, problem solving environment. 2 yr. college degree or equivalent previous experience as a pharmacy technician or customer support rep. a must. Pleasant and rewarding, including salary history to: S.W./Personnel, 30833 Northwestern Hwy., Farmington Hills, MI. 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY
Birmingham co. has full time positions for experienced 10 key detailed data entry person, excellent office environment, good benefits.
Call 647-0300

DATA ENTRY CLERK
Must be dedicated. Minimum 45 cpm. 10 key data entry. Newspaper insertion firm. Send resume to: P.O. Box 245, Southfield, MI. 48037-2459. Attn: Plant Supervisor

DATA ENTRY CLERK-Seeking responsible well organized individual for accounts receivable position. Previous A/R and CRT experience preferred. Excellent benefits. Send resume to: P.O Box 2645, Livonia, MI 48151.

DATA ENTRY
Computer sales & calculator skills, word processing experience helpful, excellent benefits. Farmington/Livonia area. Call Corvus
476-0200

DATA ENTRY OPERATORS
Kelly Services seeks energetic individuals for both long and short term data entry assignments. You must be quick and accurate and be able to perform general clerical duties. 10-key or typewriter style experience required.
For more information about these positions, please call:
Troy
362-1180
Farmington Hills
471-2050
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY - people, type 50 words minute, 10 key, computer literate, 10 key for major film corporation. Also receptionists, with Dimensional Sales, Executive salary, Medical benefits. $1125/mo. Call Holly at Uniforce 473-3343

DATA ENTRY person needed with at least 2 years experience in computer courses (work part time in programming & in data entry. Send resume to: Lynn Kimball, 30955 Northwestern Hwy., Farmington Hills, MI 48018. Attn Data Entry

DATA ENTRY Needed immediately for environmental testing laboratory in Northwest Hills. Full time. Salary commensurate with experience. Call Miss Brooks 1-3pm, 477-6658

DATA ENTRY PERSON needed for entry level position for large nonsmoking Birmingha co. Lotus experience helpful. Send resume to: Retail, Detail, 132 N.Woodward, Birmingham attention AE.

DATA ENTRY operator in Birmingham. Type 45 + WPM. Very flexible hours, approx. 20 hrs/wk. Ideal for student, ex-student or College Student. Call Mae or Dawn, 647-3121

DATA ENTRY. Experience preferred but not mandatory. Full time with benefits. Send resume to: P.O. Box 156 Grosse Pointe Farms, Michigan 48236

DATA ENTRY. Purchasing and receiving, computer and general office experience helpful. Apply in person, 97 W. Long Lake, Troy, MI.

DATA/ORDER ENTRY for rep firm in Livonia. Good salary and benefits. Call Angie for appointment.
464-1800

DATA PROCESSING Clerk needed for national insurance firm in the communications industry. 2 years experience, good organizational skills, 2 years college preferred. Excellent salary and benefits. Hours to be night individual. Reply to: Box 142, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DEPARTMENT SECRETARY

Our major Detroit based organization has an immediate opening in our Department Secretary in our Transplant Department.

Dictaphone, word processing, IBM/PC experience a must. Must have excellent organizational and interpersonal skills, typing 70wpm or better and medical terminology. This position is a fast paced position working with the Chief of Transplant and top level management.

We offer competitive salary and benefits including health/dental insurance, tuition reimbursement and child care center.

Send resume along with salary requirements in confidence to:

BOX 140
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI. 48150

An Equal Opportunity Employer

DESK CLERK-PART TIME. Light typing, answering phones, schedulng students, writing receipts.
Apply at: Jet Service, Inc.
5500 Lilley, Plymouth Between Warren & Joy Rds.,Canton, MI

DURABLE MEDICAL EQUIPMENT Company, Seeking for Order Entry Person. Minimum experience 1 yr. preferred. Must be detail oriented, train appropriate individual. For appointment, from 9 to 5 call 937-0689

EXECUTIVE SECRETARY
for Birmingham-based Real Estate Development & Management Company. Salary must reflect experience. Must type, spell, know English, Lotus & shorthand experience. Excellent benefits & working environment. Send resume to or call: Mr. Howard Goldman, P.O. Box 1120, Bloomfield Hills, MI. 48012. 540-5444

EXECUTIVE SECRETARY - Troy area. Shorthand required. $5.00hr minimum. Good communication & business skills. Ability to deal effectively with all levels of business. Call Pam 680-9230

EXECUTIVE SECRETARY
Needed for Southfield Corporation. President of Bloomfield Corporation. Must be flexible, experienced and detailed oriented. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARIES
We're growing! If you possess excellent skills (Word Perfect, Lotus helpful) and prefer a fast-paced working preferred - we want to tell you about opportunities at our executive offices in Southfield. Call us at
827-9486

EXECUTIVE Secretary - Highpowered Exec of national company looking for experienced Secretary, with 5 yrs. background. Telecom, WP, Lotus & Graphics experience a must. Excellent benefits. To 23K.
NETWORK RESOURCES AGY.
964-5600 or 642-8400 Fees Paid

GENERAL OFFICE HELP - part time. Call Joe 425-8000

504 Help Wanted Office-Clerical

FAST GROWING COMPANY
Has immediate position available in their administrative office. The ideal candidate should have good typing skills along with general office experience including phone work & cash receipts. Please send resume to: ParyDec, 6960 Orchard Lake Rd., Suite 110, W. Bloomfield, MI 48322

FILE CLERK
Looking for individual to handle mail & file in our busy Southfield office. We offer good starting salary with substantial pay increases during first 18 months. Excellent benefits (including 100% tuition refund program).
Please send resume or brief letter (no phone calls please) to:
METROPOLITAN LIFE
Personnel Department
660 New Center One Bldg.
Detroit, MI 48202
An Equal Opportunity Employer

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

FRIENDLY PLYMOUTH OFFICE needs accurate typist. Will teach general typing. Earn to $5.00/hr. benefits. Call
477-5353

GENERAL OFFICE
Light secretarial, typing, some computer skills. Full and part-time. Excellent pay. Ask for Dana. 476-9530

GENERAL OFFICE HELP needed in a small busy office. Need to answer phones, bookkeeping and take customers. Southfield area. Experience preferred.
353-5776

GENERAL OFFICE - full time for purchasing department. Experience helpful. Apply at 32525 Stephenson Hwy., Madison, near 14 mile

GENERAL OFFICE HELP -Part time for small company. Flexible hours, good salary. 14 Mile-Telegraph area.
258-1555

GENERAL OFFICE - familiar with accounts receivable, accounts payable, payroll and computer helpful. Dependable. Call Linda 721-0051

GENERAL OFFICE/PART-TIME
Typing skills, word processing. Maximum 3 days per week. 1-person office Rochester area.
656-2250

GENERAL OFFICE
Reliable, organized person for small one person office. Clerical/bookkeeping skills helpful. Will train. Excellent salary. Farmington. 474-6440

GENERAL OFFICE HELP NEEDED for small Southfield marketing company. Typing skills required. Call 350-6247 or send resume to: Office Manager, PO Box 1109, Bloomfield Hills, MI 48013

GENERAL OFFICE SECRETARY & ACCOUNTING SECRETARY
For major high rise office complex in Southfield. Competitive salary & benefits package. Please send resume with cover letter to:
3000 Town Center, Suite 10,
Southfield, MI 48075

GENERAL OFFICE
30-35-40 hours per week. Type accurately 40wpm. Two years or more experience. Computer experience helpful but not necessary. Will train. Pay rate open. 12 Miles/Telegraph area. Call Tues.-Wed.-Thurs. 11AM-3PM. 355-1092

GENERAL OFFICE CO-ORDINATOR for marketing services company in 13 Mile/Southfield Area. Detail oriented person with communication skills needed. Small non smoking, friendly office. Mon. thru Fri. 8:30-5, occasional Sat. AM work required, at time and a half. $7.00/hour + frequent raises. No health benefits. Ask for Pat, IntroMarketing 540-9010

General Office Clerk/Typist

21 of North America, Inc., the fastest growing subsidiary of ZF-AG and an International Fortune 500 Company, currently seeks a dependable individual to join its Sales Operation located in Farmington Hills, Michigan.

You will provide a variety of general office support requiring accurate typing skills, familiarity with office machinery and the ability to handle several assignments simultaneously and expeditiously.

Interested and qualified candidates should call or forward a resume or cover letter stating salary requirements to our Corporate Headquarters in Illinois.

Personnel Dept.
ZF OF NORTH AMERICA, INC.
Farmington Hills Operations
500 Bansley Blvd
Lincolnshire, Illinois 60069-9446
(312) 634-3300, Ext 189
Equal Opportunity Employer M/F

GENERAL OFFICE
For construction company in Berkley. Bookkeeping, typing, good telephone skills.
547-5662

GENERAL OFFICE/RECEPTIONIST Part time, for insurance agency, in Farmington. 1-5 pm. Mon. thru Fri. Call:
474-3511

GENERAL OFFICE
Full time position for small friendly non smoking office in Farmington. Must have pleasant phone personality & good organizational skills with attention to details. Typing, computer or word processing skills helpful but not necessary. Duties include taking phone orders & orders, customer service, filing, order entry, word processing, etc. Please call Pam to schedule interview 474-5634

GENERAL OFFICE
ENTRY LEVEL
Full time position for small friendly non smoking office in Farmington. Must have pleasant phone personality & good organizational skills with attention to details. Typing, computer or word processing skills helpful but not necessary. Duties include taking phone orders & orders, customer service, filing, order entry, word processing, etc. Please call Pam to schedule interview 474-5634

HOME TYPIST - Fee based on production. Must pick-up & deliver work daily. Southfield area. Send resume to: GIS, 26400 Lahser Rd., Suite 225, Southfield, MI 48034, Attention Donna.

IDEAL FOR HOMEMAKERS - Part time employment to help run small business. Secretarial & phone work. No experience necessary. Livonia area. Hours are flexible. 373-8009

IF YOU ARE A SELF-STARTER and life's working alone, please call. Position involves some typing, general office duties, taking telephone orders, assembling the product, packing & shipping. Some computer experience would be handy, but not necessary. Will train. Approx. 7 hrs. per day, Mon-Fri. Farmington area. Call between 3.30-5pm for appt.
477-0897

IMMEDIATE OPENINGS

Kelly Services has immediate openings for Switchboard Operators. All types: ROLM, Dimension, Executone. Some light typing is also required. You will also need good phone skills & a personable manner for this executive office position. Both long & short-term assignments are available.

Please call today for more information.

Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

INSIDE SALES/
CUSTOMER SERVICE REP
District sales office moving to Farmington area has immediate opening for experienced person. Duties include order entry, word processing, heavy telephone, Customer contact & good math skills. Send resume with salary requirements to: Inter Glass Inc., 17251 W. 12 Mile Rd., Suite 13 Lathrup Village, MI 48076. Telephone calls will not be accepted
An Equal Opportunity Employer

INSURANCE AGENCY in Southfield has a full time position available. Must have good typing and mathematical skills. Excellent benefits. Part-time positions considered. Call
559-0000

INSURANCE CLERK - Type 50wpm minimum, good written & verbal communication skills, knowledge of personal lines coverage desirable. Send resume only to: Mra Boyd, Alexander & Alexander, 700 Fisher Bldg, Detroit, MI 48202. An Equal Opportunity Employer

INSURANCE: Experienced personal lines CSR. Send resume with salary requirements to: R. Remsnyder, PO Box 5400, Northville 48167

INSURANCE for Personal Lines Customer Service Representative preferred. In Redford area. Call Dave
537-7410

INSURANCE - great opportunity for right individual to grow with rapidly growing Health Insurance program. Varied duties include, running insurance reports, processing applications. Insurance experience beneficial. Looking for detail oriented self starter. Small office, 10 insurance agents as well as staff. Nice offices, career pay, Blue Cross Blue Shield, salary commensurate with experience. Send resume to Peg, 25539 Evergreen, Suite 515, Southfield MI 48075.

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

Office Clericals
Benefits Analysts
(Experienced)

Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call
591-4690
Mon. thru Fri. 8:30am-4:30pm
Fri 8am-12noon

INSURANCE SECRETARY
Farmington Hills, W. Bloomfield area. Non smoker. Pleasant surroundings.
626-2532

INSURANCE - TPA seeking full time health claims analyst. Minimum 2 years experience, immediate opening.
353-5800, ext. 310

IT'S ABOUT TIME...

That you started working for the best and earning top dollar. We offer the best benefit package in the industry including holiday pay, health insurance and tuition reimbursement. We need:

SECRETARIES
TYPISTS
CLERKS
DATA ENTRY
TRANSCRIPTIONISTS

Call Asa today for your second interview

855-8910
ADIA
Personnel Services
An Equal Opportunity Employer
No Fee

KEY PUNCHER
key punch operator for growing company in Livonia. 5000 key stroke per hour, minimum 10 key calculator and basic math knowledge. Call Carol Shields between 8am-4:30
a 525-6200 ext 273

LEASING CONSULTANT, for western firm seeks a person for suburban apt. community in the Downtown Heights area.
562-3988

LAW FIRM in Bloomfield Hills seeks a part time secretary for attorney. Call Chen
644-8424

LEGAL - CONTRACT WORKER needed for insurance company - week-days, 8-5. Prefer someone who can work on their own, familiar with updating Legal files, putting case history on file, typing, filing, typing from desk-to-desk, job entails some photocopying & typing. Law Clerk or experienced General Legal Clerk, ideal. $300 per week. Start 3-20. Downtown area. Non-smoking building. No Fee!
JOANNE MANSFIELD
Legal Personnel
362-3430 or 961-8580

LEGAL PERM TEMP

REAL ESTATE experience sought downtown. To $22,000.

MED MAL needed in Southfield... to $20,000.

PERSONAL INJURY for Troy ... to $22,000.

PRODUCTS Liability in Birmingham, to $21,000.

E.T.A. Planning in Farmington Hills ... to $19,000.

ENTRY LEVEL, Birmingham ... to $13,000.

CORPORATE LIT. in Ren/Cen ... to $22,000.

PENSION ESTATE Planning, Northwestern Hills ... to $22,000.

When thinking of permanent or temporary work in the legal field, come to the leader in legal placement.
Personnel At Law. No fees to you ... ever.

PERSONNEL AT LAW
3000 Town Center, Suite 2380
Southfield, MI. 48075
358-0060

ONE KENNEDY SQUARE, Sta 1632
DETROIT, MI. 48226
964-2909

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Call us.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL Secretary
For senior counsel in Litigation Law firm. Substantial salary, fringe benefits. Minimum 3 years exp.
354-2500

LEGAL SECRETARY - part time. Experienced Wang Word Processor Operator for law firm in Farmington Hills. Part time night shift. Please respond to P.O. Box 3040, Farmington Hills, MI 48333-0040

LEGAL SECRETARY
Experienced for a defense litigation firm in Farmington Hills. Wang experience preferred, experienced paralegal preferred. Salary commensurate with experience. Send resume to: P.O. Box 3040, Farmington Hills, MI 48333-0040

LEGAL SECRETARY - Southfield, salary based on experience. Fringes. Send resume to: Richard B. Kaplan, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For Southfield law firm. Corporate and real estate background required. Word processing experience preferred. Excellent working environment and benefits. Send resume and salary requirements to: Office Manager, P.O Box 215, Southfield, MI 48037

LEGAL SECRETARY-For law firm in Birmingham. 3yrs. legal experience required. Wang word processor. Word Perfect helpful. Call Pat 642-2992

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE AGENCY, THE ORIGINAL
AN EQUAL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-6188

LEGAL SECRETARY-part time for Southfield office. General corporate experience, and computer helpful. Hours flexible.
559-2000

LEGAL SECRETARY-Full time position available immediately for corporate law firm in Southfield. Must. Own transportation. 353-4850

LEGAL SECRETARY
with 1-3 years experience in personal injury law firm. Computer experience necessary. Telegraph & 13 Mile area. Salary $15,000. 557-3757

LEGAL SECRETARY - commercial litigation. Minimum 2 yrs. experience. Word Perfect. Call Ann Lescasky. Downtown & suburbs. Great benefits. To $23K.
NETWORK RESOURCES AGY.
964-5600 or 642-8400 Fees Paid

LEGAL SECRETARY for business oriented office. Excellent salary plus benefits for experienced person with good organizational skills. Shorthand not necessary. Computer experience desirable. Downtown Farmington location. Send resume to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Great opportunities with major law firms in the Metro area. Let the "Legal Placement Specialists" find the perfect job for you. Fees Paid.
NETWORK RESOURCES
DOWNTOWN 964-5600
SUBURBS 642-5400

LEGAL SECRETARIES
Legal Secretarial positions available in our Southfield office. Positions require minimum of 3 years legal experience, proficiency on Word Processing equipment (Wang preferred), 70 WPM typing. Pleasant work environment, good benefit package. Interested applicants should send resume with cover letter and salary requirements. To:
Advance Detail; Schlussel, Linton & Dodd
P.O. Box 2648,
Southfield, MI 48037-2589

LEGAL SECRETARY TRAINEE
Full time position. Typing skills helpful, law firm excellent typing skills required.
Call 477-4747

LEGAL SECRETARY - immediate opening. Town Center firm, experienced preferred, personal injury & real estate Call Steve
353-3450

LEGAL SECRETARIES
Experienced Law firm, Detroit & Birmingham offices. Send resumes to L. Engelhardt, 2020 Buhl Building, Detroit, MI. 48226

LEGAL SECRETARY
with 1-3 years experience, wanted for Bloomfield Hills Law firm. Word processing experience necessary. Phone Donna at:
258-2443

LEGAL SECRETARY/
WORD PROCESSOR
Livonia office, benefits, salary commensurate with experience.
Call R. G. Acho 261-2400

LEGAL SECRETARY
Part time, 3 days. Preferred. Flexible hrs. General practice. Southfield. Call Diane
353-3320
Or After 5pm. 534-4101

LEGAL SECRETARY - Bloomfield Hills law firm seeks a person for organized secretary for senior partner with emphasis in corporate/commercial & litigation. Word Perfect experience preferred. Call Lisa 644-5400

LEGAL SECRETARY/Corporate Paralegal. A sharp individual with excellent office skills, including shorthand, typing, word processing, word processing, spelling & grammatical skills is needed for this a full time office manager and legal secretary for a growth oriented firm. Salary open.

LEGAL SECRETARY - Part Time
Corporate Attorney needs experienced legal secretary on an as needed basis, evenings, weekends. Excellent professional team work, flexible hrs. Required knowledge of WordPerfect, experience with previous corporate law firm & previous to Southfield Antonia
540-2340

LEGAL SECRETARY
Bloomfield Hills law firm is seeking an experienced legal secretary with a strong litigation background. Wang and excellent Secretarial skills. Displayrite is a plus. We offer top benefits & salary commensurate with experience.
258-3014
An Equal Opportunity Employer

LEGAL WORD PROCESSOR - Word Perfect experience a must. Major law firm. Great benefits. To $25K.
NETWORK RESOURCES AGY.
964-5500 or 642-5400 Fees Paid

MARKETING

Sales assistant needed for telemarketing Director of expanding firm. Move from promotional research, sales training and clerical support directly to your own telemarketing territory. EE/MAB
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

MEDICAL BILLER needed, full time, for a Novi-based medical supply company. Medical billing experience necessary. Please send resume to: Box 425, 22975 Heslip, Novi, MI 48050, attention Rita.

MEDICAL SOFTWARE CO., needs employee with medical insurance or claims processing experience. Insurance claims evaluation experience. Data entry skills using computer terminal or word processing. Experience preferred but not essential, salary open. Call MFM, 10-3pm
356-3433

MORTGAGE CLERKS

Southfield based company has an immediate opening for persons experienced in warehousing/shipping department. Will consider persons with mortgage background.

RECEPTIONIST

We also have opening for Receptionist with pleasant personality to handle our busy switchboard. We offer great working environment and top pay scale plus excellent benefits. Call Marathon Mortgage Corp. 353-5700

MORTGAGE PROCESSORS

An aggressive Mortgage Banker is looking to expand it's staff with experienced Mortgage Processors. Quality candidates must be familiar with all phases of mortgage processing. Salary commensurate with experience. Generous benefit package included. Send resume to:

HUMAN RESOURCES DEPT.
BLOOMFIELD
MORTGAGE CORPORATION
26500 Northwestern Hwy.
Suite 200
Southfield, MI 48076

An Equal Opportunity Employer

OFFICE ADMINISTRATOR
Rapidly growing software development company seeks dynamic office administrator. Excellent benefits & environment. Send resume & salary history to Box #150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERICAL
A local company looking for person with pleasant phone voice to answer phones & schedule appointments. No experience necessary. Part time, working into full time position.
Training Provided. Call Catherine Industrial Dr., Ste. 316, Novi, near 10 Mile & Novi Rd.
348-4400

504 Help Wanted Office-Clerical

Office Assistant/Leasing Agent
Large residential complex in Wayne has immediate opening for a mature individual to be position of Office Assistant/Leasing Agent. Successful applicant will have experience with Public Relations, telephone sales & type 45 WPM. Experience with computer, Word & HUD requirements desirable. Salary commensurate with ability. Send resume, salary, submit resume to:
Capitol Realty, Inc.
38345 W. 10 Mile, Ste. 300
Farmington Hills, MI 48024

OFFICE ASSISTANT
Retail furniture store seeks dependable individuals for immediate full time and part time office/clerical positions. Requires motivated self-starter, strong organizational skills, typing, and experience in basic office skills. Some weekend hours required. Apply in person weekdays 10-5pm, La-Z-Boy Showcase Shoppe, 21614 Haggerty Rd, Novi MI.

OFFICE ASSISTANT
Busy CPA firm in Southfield needs an energetic person with a position able to assist in bookkeeping, payrolls and perform office duties as assigned. Office experience helpful but not required. If interested, please send resume and salary requirements to: Holty Steiner
Financial Advisors, Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

OFFICE ASSISTANT - part time. Flexible hours. Birmingham
General office experience necessary
540-6066

OFFICE ASSISTANT
Position available. Individual seeking growth and experience with the western & farmington area product innovative wholesale baking company. Applicant must be neat in appearance, have good communication skills and be able to handle a variety of duties. Willing to train individual eager to learn. Send resume with salary requirements to: P.O. Box 33723 S Mile Rd, Livonia, MI 48154

OFFICE CLERK - for Farmington area. Light typing, computer, detail individual needed for filing & other misc. duties. Flexible hrs.
Contact Janet
469-6600

OFFICE HELP NEEDED
15-20 hours per week. Experience with typing, knowledge of word processor required. Apply at:
Rainbow Apparel, Automotive, 35534 Plymouth Rd., Livonia.

OFFICE HELP - PART-TIME
Bookkeeping experience. Must. Flexible hours. Well-established 8 Mile Rd. business. Competitive salary. Call Jerry & Wed., Mar. 14-15th, 9-4. For appointment.
884-3600

OFFICE HELP - responsible person. Approx. 20 hrs/week. Data entry experienced preferred. Apply to 12300 Merriman, Livonia

OFFICE JOBS

- Receptionist
- Typist
- Switchboard
- Accounts Payable

Other Jobs available too!

Call:
J Martin Victor Temporaries
38215 W 10 Mile (Corner Halsted & Haggerty, (next door to Wendy's)
Farmington Hills
478-8080

OFFICE MANAGER/BOOKKEEPER
Experienced for Rochester pediatrics office. Full Time. Good salary & benefits. Call Ms. Kaye
Dr. KWE, 511 Pierce, Birmingham, MI. 48009 or call
645-1740

OFFICE MANAGER. Opportunity to assist heating and Cooling office in old Redford. Must be well organized, have computer experience, bookkeeping, and type 35 wpm.
Call Mary at
537-1644

OFFICE MANAGER required for a small progressive foot company in Farmington Hills. Computer experience required including accounting, inventory control, order processing. Must have office experience including sales liaison & order entry. An exceptional opportunity individual would be welcome to join a well professional team. Resumes to: Knit-Better Sew, Inc., 8200 Ronda Dr., Canton, MI 48187

OFFICE PERSON: Experienced New Center area- 175 & Clay. Data entry, typing, phones & filing. Non-smoker preferred. Self starter with good phone skills $5-$6 per hour. Call Carolyn, 875-1300

OFFICE POSITION. For small retail furniture store. Full time. Livonia area.
474-9724

OFFICE POSITIONS

South Oakland County company seeks qualified individuals to fill entry level positions. Excellent calculator & math ability needed. Previous office experience preferred. Excellent benefits.

DATA ENTRY/OPERATORS
INVENTORY CONTROL ASS'T
TRAFFIC CLERK
352-0370

OFFICE RECEPTIONIST, Michigan Business magazine, a Southfield based publishing company, seeks a full time receptionist. Duties include answering phones, typing, filing and general office duties. Call for an interview, call Jan
557-8300

ONE PERSON Office for construction company; bookkeeping experience (Quantum?) Send resume to: Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME CLERICAL POSITION
Available in growing Southfield company. Must have typing and basic computer skills preferred, but not required. Ask for Pat
8am-5pm, 827-7560

PART TIME person to assist in Accounting department. Must have Accuracy & must and computer skills. Call for information, Jim Wendy & 30 to 5pm...
349-2500

PART TIME TYPIST
Dynamic Health Services Clinic located in Farmington area has immediate opening for an experienced Typist. Medical terminology helpful. Must have good organizational skills and enjoy working with the public. Hours: Mon., Wed., Thurs., Fri., 8AM-5PM (20 hours per week). Salary $5.00/hour. Send resume. Interested applicants should call Jan Bell at
937-4550
An Equal Opportunity Employer

PAYROLL - coordinator - Troy, computerized payroll, ADP experience plus Lotus 1,2,3. Benefits. To $25K.
Call Ann
Lucas Personnel
559-0560

BOOKKEEPER - Dearborn, posting payables, receivables, computer experience, typing, benefits, $17,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PERMANENT Part Time - Morning & afternoon hours available. Clerical, telephone, public contact & sales. Call Ann Conn.
644-6845

PERMANENT/PART TIME clerical position in active Westland real estate office. Accurate typing skills required. Mature person preferred. Call Ted Martin or Diane Orr, Red Carpet Keim
729-2500

PERSONNEL RECRUITER
Self-motivated individual with excellent phone skills. Direct sales or retail background. Prior experience preferred. Salary plus commission. Send resume to:
SHARROW & ASSOC.-WEST,
P.O. Box 9430, Plymouth, MI. 48170

QUALIFIED APPLICANTS
Are needed to work at a private club. Secretarial skills, word processing and basic accounting to be learned. Send resume to: Southfield Manor, 25629 Telegraph, Southfield MI 48034. Attn: Mr. Shefel

504 Help Wanted Office-Clerical

PERSONNEL CLERK
We are looking for an organized self starter with a minimum of 3 yrs. in personnel. Responsible for such areas as unemployment comp. SUB, interviewing, detailed record keeping. Must have knowledge of Lotus 1,2,3 & Word Perfect or Word Star. Communication skills, flexibility with current employment/personnel lines & regulations a must. Experience with government a plus. Northern suburbs. Excellent benefits & salary. Send confidential resume with salary history to:
Box #178 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

IMMEDIATE OPENING for Receptionist. Qualifications include accurate typing & filing as well as multi-line phone. Good pay with benefits. Hours 8:30AM-3:30PM. Mon.-Fri. For interview call
548-9285

RECEPTIONIST-Mature, responsible person for a dental skill, quick solution. Full or part time. Apply within: Lebanon Inc. 35133 Schoolcraft Drive, Site 132, Solutrfield 356-1222

RECEPTIONIST-For Southfield law firm. Excellent typing skills required. Call Ms. Bernstein
559-2000

RECEPTIONIST for non-profit health agency. Full time. Answer phones, type light secretarial duties. Send resume or letter to: AFMC 23999 Northwestern Hwy., #210, Southfield, MI 48075

RECEPTIONIST/
SWITCHBOARD OPERATOR
Southfield based manufacturing company, 8:30-3:15. Call for details.
PARTNERS
IN PERSONNEL
474-8500

RECEPTIONIST

Growing, large national personnel firm in Farmington Hills seeks hard-working individual for front office. Duties include, phones, greeting, interviewing and special projects. We are looking for an outgoing personalitied who is flexible & detail oriented. Send resume and SALARY HISTORY to: Joan Wilson, 28000 Grand River, #5300, Farmington Hills, MI 48024

RECEPTIONIST/SWITCHBOARD OPERATOR - Southfield manufacturer based firm seeks a well-organized, dependable individual for an entry-level position. Qualified candidates must be customer & business-like with excellent phone skills. Switchboard Operator experience helpful but not necessary. Strong potential opportunity for advancement in our growing firm. This position is full time with a full benefit package. For consideration, please send resume to: Receptionist/Switchboard Operator
P.O. Box 779
Detroit, MI. 48231

RECEPTIONIST/
SWITCHBOARD OPERATOR
& SECRETARIAL
Looking for a little variety? We have an immediate opening for a dependable receptionist/switchboard operator & secretarial assistant. Only 4 hours per day and be spent answering our switchboard & greeting visitors. Reception desk & the remaining time performing secretarial duties. The hours are 11:30am-5pm, Mon. thru Fri. and Saturdays 2-6pm. We are looking for a competitive pay rate plus an excellent benefits package to the right individual. Should your background include previous receptionist/switchboard & secretarial experience, please forward a resume to:
CL/Personnel, 30681 Schoolcraft Rd., Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

Receptionist/Typist

If you have a pleasant voice and excellent phone skills, Kelly Services has for you. Receptionist and receptionist typists with typing skills of 35+ wpm are needed for several full time phones and perform general clerical duties. Assignments are generally short term.

For more information please call us:
Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

RECEPTIONISTS SWITCHBOARD

Look no further! We have an assignment for either short term or long term assignments offer good pay and benefits. Give us a call to find out more about our assignments. We have assignments below are some of our current openings.

● RECEPTIONIST/SWITCHBOARD Troy area assignments available now! These long and short term assignments require light typing. Experience a must.

TROY 588-5610

● SWITCHBOARD/RECEPTIONIST. NO typing required for these Troy area assignments. Short and long term now available.

Troy 588-5610

● SWITCHBOARD OPERATORS. Long term and temp to go permanent. Must have Southern Oakland area. Need people experienced on large and/or small systems!

AUBURN HILLS 377-4980

● RECEPTIONISTS: Large Auburn Hills area company has short and long term as well as temp to go permanent positions open. Light typing required.

AUBURN HILLS 377-4980

ENTECH
SERVICES, LTD.

RECEPTIONIST FOR VETERINARY clinic. $4.50 to start. Computer knowledge helpful. Farmington area.
477-0334

RECEPTIONIST - type 55 wpm, 8 months to a year. Work in Bloomfield corporation in Livonia. $11/25/hr. Call Carol at Uniforce 557-1441

RECEPTIONIST/SECRETARY
Immediate opening, part time for Novi law office. Flexible hours. Excellent opportunity. Busan 347-9620

RECEPTIONIST is needed for real estate office. 35 hours a week. Good appearance, typing, 55 wpm, pleasant voice. Ask for manager 476-5300.

RECEPTIONIST/General office-Full time position for responsible individual. Duties include, answering telephone, light typing, photocopying, filing. Troy.
689-4800

RECEPTIONIST
Needed for Lathrup Village window corporation. Phone and typing experience required. Call Kay
424-0410
1-3pm

RECEPTIONIST
for fast paced medical equipment company. Background in DME helpful but not necessary.
647-3042

RECEPTIONIST, with typing skills, $3 to $6 per hour, some computer & accounting experience helpful. Hiring immediately. Call Trinary Systems, Livonia
462-0064

RECEPTIONIST
Full time position, Troy area. Responsible individual with pleasant phone manner, able to handle heavy telephone center and light typing skills for fast growing Real Estate development firm. Great benefits, competitive salary. Call Ann Gerovitch
362-3333

RECEPTIONIST/CLERICAL
Plymouth area mortgage banker seeking bright, responsible individual to handle phones, great customers and do some light typing. Entry level position. Fee paid. Can develop into full time. Call Ken Gerovitch at:
338-2345

RECEPTIONIST - A rapidly growing commercial and industrial construction management contractor requires a quiet receptionist/clerk. Ideal candidate will have general office experience including extensive phone work, typing, filing and a sound knowledge of computer experience helpful. Hours 8-5, insurance available. Salary negotiable. Resume required. Hiers Construction, 30000 Hiers Drive, Lake Lotus, Suite 201, Farmington Hills, MI 48018.
489-0200

504 Help Wanted Office-Clerical

RECEPTIONIST
Busy Farmington Hills office needs a Receptionist for its corporate headquarters. Responsibilities include answering phones, greeting visitors and other related duties. This position requires an organized and professional individual. We offer a competitive salary, medical and dental insurance compensation.
653-6260

RECEPTIONIST
We have 4 immediate openings in Southfield & Troy. Light-heavy typing to Word Perfect. Starting pay varies. CALL NOW! $5.50/$6.50 hr.

EXTRASTAFF
"Your Temporary Solution"

Birmingham 645-0900

RECEPTIONIST

Full time position for mature person with a friendly manner. Front desk & switchboard. Must have good typing skills, be well organized and enjoy dealing with people. Excellent benefit package. Apply in person Tuesday thru Friday after 1PM.
Frank W. Kerr Company
43155 West Nine Mile
Novi

SECRETARY-BEGINNER
To $12,500
TAKE A LOOK AT THIS!
This westside manufacturing company offers a friendly & cheerful personality setting at their front desk. Should possess a lot of administrative responsibilities but do not require a lot of experience. Our client starts everything the same day. Call today. Best of all our client invests in your future by paying our fee.

OM5
TROY
585-4200
RECEPTIONISTS/
TYPISTS
OPPORTUNITY IS CALLING!

Answer by making a solid connection with OM5. We are currently looking for qualified personnel to fill temporary & permanent employment opportunities in the northern suburbs.

Candidates must have:
• Excellent communication skills
• Typing 35 + wpm
• Experience operating phone systems with 10 or more lines.

Call today for a phone interview.

ONYX
SOUTHFIELD 356-6699
TROY 649-5200
(Friday Pay the ONYX Way)

OFFICE HELP WANTED:
If you are mature, self motivated, have a pleasant personality and possess these abilities: typing (45wpm), 35+ wpm are needed for several full time phones and perform general clerical duties. Assignments are generally short term.

For more information please call us:
Troy
362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

SALES FOLLOWUP for manufacturer's representative, high volume contact, company car provided, Farmington area. Call Jerry, P.O Box 1220, Birmingham, MI 48012.

SALES SECRETARY
Mature, self-motivated individual needed for busy automotive sales office. Typing skills required. Good typing and telephone skills essential. Send resume to Box 132Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Needed for a Farmington Hills based company. CRT experience required with Word Perfect preferred. Apply shorthand and good typing. Send resume and salary requirements to P.O Box 2094, Farmington Hills, MI 48018

SALES/SERVICE SECRETARY
14 Mile/Farmington Rd. Established service company desires a friendly person with pleasant telephone skills and telephone presence. Duties include telephone work, order taking, sales and service support, and incoming telephone calls from prepared script. Competitive salary and benefits. Non-smoking office.
Call 476-4400, 8am-1pm, 661-4971

INDE