504 Help Wanted Office-Clerical

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle Accounts Receivable. Typing skills and computer knowledge helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48076.

BOOKKEEPER/OFFICE MANAGER - A/P, A/R, Lotus 1-2-3 plus data entry, for Oakland County company. Must have good people skills. $18-$20,000. Call Marie at Uniforce 646-6500

BOOKKEEPER-Part time. Experienced in computerized payroll, receivables, payables, & collections for Southfield office. Call Oisten Health Care Services 552-0950

BOOKKEEPER - PART TIME
Full charge, for Southfield based marketing company. Phones & general office. Excellent benefits. Computer, WordPerfect, Lotus. Will train. Call 356-1560

BOOKKEEPER
Property management company is looking for a Bookkeeper for their Regional Office in downtown Ann Arbor. Candidates should have 1 year of college accounting or equivalent level of accounting experience & proficiency on 10-key calculator. We are looking for candidates who are flexible & enjoy an active office environment. If interested, send resume and salary requirements to:
McKINLEY PROPERTIES
Bookkeeper Position
320 N. Main
Ann Arbor, MI 48104

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our team of professionals on 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
28588 Northwestern Hwy. #250
Southfield, MI 48034

Bookkeeping
Partial Listing of Positions

PAYROLL BOOKKEEPER	To 20K
BILLING CLERK	To 14K
BOOKKEEPER	To 20K
ACCOUNTS PAYABLE	To 16K
ACCOUNTS RECEIVABLE	To 16K

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

CLAIMS SUPPORT SPECIALIST
Citizens Insurance company of America has a excellent opportunity for a strong typist with transcription experience in our Southfield claims office.
We offer and excellent flexible benefit package, including pension & profit sharing. Please send resume & salary requirements in confidence to:
Citizens Insurance Company of America
Attention: Pat Lanthier
Claims Support Supervisor
Horizon Heritage Plaza
P.O. Box 5122
Southfield, MI 48086-5122
Equal Opportunity Employer M/F

PRESTIGIOUS Southfield office complex requires Clerk/Typist for permanent entry level training position. Light typing, filing, and telephones required. Please submit resume to: 3000 Town Center, Suite 10, Southfield, MI 48075
An Equal Opportunity Employer

CLERICAL - busy sales office needs congenial, accurate, hardworking person. Phone, typing and variety of duties. Word processing a plus. Near Livonia Mall. Send resume to Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL EMPLOYMENT
COUNSELOR TRAINEE
Snelling & Snelling, the most recognized name in secretarial placement is seeking a person with successful secretarial experience, an outgoing personality and a desire for higher income. Salary, commission, benefits and full training. Call Bernice at 353-2090
SNELLING & SNELLING OF SOUTHFIELD

CLERICAL
Fretter Appliance has a part time Clerical position in our warehouse for ambitious individual. General office skills required. No experience necessary. On the job training. High school grad welcome. Apply in person at:
FRETTER, INC.
35901 Schoolcraft Road
Livonia, MI.

CLERICAL
Full time
Call Don at
937-9700

CLERICAL: Full and part time available-flexible hours. General office duties for manufacturing company, $6/hour. Reply to: P.O. Box 37028, Oak Park, MI 48237.

CLERICAL
Full time and part-time positions available immediately. Experience in manufacturing environment required. Must have good organizational skills. Ability to work with minimum direction. Good starting salary and benefits. Send resume to: P.O. Box 207, Northville, MI., 48167.

CLERICAL
Growth oriented company seeking an energetic individual for receptionist/typist/executive assistant. Job responsibilities: all calls, computer invoice input, filing, typing, mail and faxes. Send resume and salary demands to: Box 200Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL PERSON/FULL TIME
To assist in bank finance and insurance dept. Accuracy a must. For information, call Wendy between 8:30-5pm. 349-2500

CLERICAL PERSON with bookkeeping experience needed for growing company. Computer knowledge desirable, excellent benefits, salary commensurate with experience. Only experienced need apply. Call Janet 10am to 4pm 491-6778

CLERICAL POSITION for Farmington Hills insurance agency. Experience preferred. Reply to: Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical
REAL ESTATE CLOSING
Secretary ... Must be familiar with FHA, VA & Conventional document preparation. Call: Doug Hardy, Century 21 Today. 538-2000

CLERK/RUNNER
For downtown law firm. General office duties: filing, running errands. Pleasant working conditions for non-smoker. Competitive salary and benefits. Send resume to Box 252Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPPORTUNITIES
Johnson Controls is building a new plant in the Novi area to produce PET bottles for the soft drink industry. Although our present employees will move with us to the new plant - we will have a limited number of new jobs available.

RECEPTIONIST
Greeting visitors, directing phone calls and performing a variety of clerical tasks are all part of the job.

ACCOUNTING CLERK
Performs a variety of clerical, accounting and data entry duties, including accounts payable/receivable and bills of lading. Knowledge of Lotus 1-2-3 is desired.

If you want to be considered for any of these openings, you may apply in person at 19852 Haggerty Road, Livonia (south of Northville Road), on Monday or Thursday from 2pm to 5:30pm and on Friday from 10am to 5:30pm ... or you may send your resume to:

Johnson Controls, Inc.
C/O 19852 Haggerty Road
Livonia, MI. 48152

An Equal Opportunity Employer

CLERICAL
Troy insurance agency. Entry level with computer and communication skills. Phone Kerry 585-6090

CLERK/RECEPTIONIST
Immediate opening for a Clerk/Receptionist with Downtown based company. This position is full time with company benefits. Responsibilities will include - answering phones, light typing, as well as other general office duties. This is an entry level position with advancement possible for the right individual. For consideration, send resume to:
CLERK/RECEPTIONIST
P.O. Box 779
Detroit, MI 48231

CLERK - Seeking a hardworking individual with "team spirit" to perform a variety of tasks within the mailroom of our growing company. Opening, logging, sorting and distributing high volume mail, as well as performing all duties related to ougoing mail. Experience with mailroom equipment and procedures is a plus. Must be reliable, willing to work, and able to handle a fast paced but repetitious job. Full time. Benefits. Please apply in person or send resume to:
MIDWEST BENEFITS CORPORATION
25505 W. 12 Mile Rd.
Suite #3000
Southfield, MI 48034
Attn: Personnel/Clerk

CLERK TYPISTS
The largest and most successful freight railroad operation in the northeast and midwest is currently seeking clerk typists in Wayne County. Candidates should possess a high school diploma, good typing skills and interpersonal skills and must be able to work rotating shifts and weekends. For immediate consideration, submit resume to:
Attention Mr. Dix
P. O. Box 2919
Dearborn, MI 48123
JTPA FUNDED EEO

CLERK/TYPIST
$5-$6/hr. Troy area. Temp to perm. Call Julie at 643-8590
EXPRESS SERVICES

CLERK TYPIST ... Must be flexible, experienced & have a positive attitude. Oakland Cty. area. Good pay & benefits. Send resume to: 1408 Allen Dr., Troy, MI. 48083.

CLERK - Versatile person for small office. Must type, have good math and phone answering skills. Inventory and computer background a plus, will train on computer. 545-5556

COORDINATOR
Southfield based headquarters is seeking an extremely detail-oriented individual capable of working independently. Excellent organizational & communication skills (telephone & written) are required along with a professional appearance & manner. Experience with booking hotel facilities a plus. Must be self-directed & able to work as a team member in a fast-paced work environment. Word processing desired. Excellent company paid benefit package & pleasant work conditions. Reply to:
COORDINATOR
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CREDIT/COLLECTIONS
Responsible for credit approval & maintenance, all aspects of collection on daily basis, cash receipts. Excellent benefits, competitive wages. Minimum 2 yrs. relevant experience, related education helpful. Send resume with salary history to attn.: Cheryl Clark, P. O. Box #280, Royal Oak, MI., 48068.

CREDIT INVESTIGATOR
First Federal Savings Bank & Trust has an immediate opening for Credit Investigator. Clerical position with work experience in credit department. For confidential consideration send your resume & salary requirements to:
First Federal Savings Bank & Trust
761 W. Huron
Pontiac, MI 48053
Attn: Personnel Department
An Equal Opportunity Employer

CUSTOMER SERVICE/COLLECTIONS
We are a Novi/Wixom area service company looking for a "Team Player" to join our customer service collection department. You should be organized, ambitious and possess a pleasant personality.
Call Ms. Colleen Mills, 347-3689

CUSTOMER SERVICE SECRETARY
Enjoy interesting variety in an upscale office. Work with International clients. Good word processing & telephone experience needed. Excellent benefits include summer hours. To $17,000. Call Eleanor, 353-2090
After 5 PM, Appointments Available
SNELLING & SNELLING

CUSTOMER SERVICE ENTRY LEVEL
A Novi/Walled Lake area marketing & service company seeks an ambitious & organized individual for its Clerical Customer Service Dept. CRT data entry, customer contact, PBX or corrections receivables knowledge a plus. This is full time entry level employment providing for advancement.
Call Ms. Colleen Mills, 347-3689

DATA ENTRY
Birmingham company has full time positions for experienced & detailed data entry persons. Excellent office environment plus benefits.
Call 647-0300

DATA ENTRY/CLERICAL
Troy Office. Send resume, stating salary, to: Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
for ReviewWorks
Entry level positions available at rapidly growing medical review company. Minimum requirements: accurately type 50wpm, general clerical & organizational skills. We offer competitive hourly rate, benefits and pleasant working environment. Contact Robert A. Bartlett, in Southfield, 354-6770

DATA ENTRY COORDINATOR
Downtown Detroit office of national CPA firm seeks self-starter to work in tax department computer room. Responsibilities include input into computerized tax system, maintenance of multiple data bases, production and distribution of monthly reports. Heavy seasonal overtime.

Excellent working conditions. Competitive benefits including tuition reimbursement. Send resume and salary requirements: Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

DATA ENTRY - part time for experienced Data Entry Operator. Send resume to: D P Supervisor, PO box 547, Lathrup Village, MI 48076

DATA ENTRY - Rapidly growing computer services company in Livonia has immediate full time afternoon shift openings for CRT-Data Entry operators. Good typing speed & high accuracy rate essential. We offer attractive starting pay, shift premium, excellent benefits, & other incentives available to qualified candidates. For more information please call 261-5220

DATA PROCESSING
Rapidly growing Laser printing service bureau needs experienced Xerox 9700-JSL Programmer. This is a fast paced, deadline driven position for the qualified applicant. No training provided. Send resume along with salary requirements & availability to Box #266, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DISPLACED Homemaker-Secretary for retired senior. Excellent salary for qualified person. Reply to: Box 282, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR'S OFFICE, full-part time, mature, positive minded individual, experience preferred but not necessary. Wages negotiable 274-0641

DO YOU HAVE:
- Computer Experience
- Accounting background
- Office management skills
- Outgoing personality
- A desire to be on a winning team.

WE HAVE:
An opening for a full-time person with the above requirements to work for our company. Salary negotiable & based on experience. Orchard Lake area. 683-2345

EXCELLENT OPPORTUNITY!
Farmington Hills company has immediate opening for Reception/Clerical. Entry-level - full-time. Non-smoker. Please call 553-6250

EXECUTIVE LEGAL SECRETARY
for partner and associate in mid-sized, top-notch Southfield firm. Looking for highly professional and highly skilled Litigation - Corporate Secretary. Call Kim Mon.-Tues., 358-2090

EXECUTIVE SECRETARY
$20,000
This company is involved in advertising, communications & public relations for Fortune 500 company. Top skills a must. Hurry! Call Miriam now! 353-2090
After 5 PM, Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARIES - If you are looking for excellent pay, flexible work hours and benefits call ETD Temporary Service 425-6226

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to details. Send resume to: P.O. Box 300, Southfield, MI., 48037

EXECUTIVE SECRETARY, Part time. 25 hrs., $250 wk. Bookkeeping & computer experience. 14 Mile/Franklin area. References. 258-6273

EXECUTIVE SECRETARY
to President/CEO of Southfield based credit union service organization. Shorthand, typing, PC, & strong communication skills required. Min. of 3 yrs. secretarial experience with at least 1 yr. to Management. Excellent benefits. Send letter outlining PC software experience, resume & salary requirements to: Executive Secretary, P.O. Box 47010, Oak Park, MI 48237.

EXECUTIVE SECRETARY
TO $20,000, FEE PAID
Large company in N.W. Suburbs is hot to hire an Executive Secretary for their busy offices. Fantastic benefits, great pay & ultra-plush offices are just a few of the things this exciting job has to offer! Call Julie - now - 851-3660.
SNELLING & SNELLING FARMINGTON HILLS

EXECUTIVE VALET SERVICE
Looking for telephone receptionist & valet drivers. Detroit locations.
534-5333 697-9757

FILE CLERK
Farmington Hills company seeking file clerk. Responsibilities include filing, sorting mail & handling customers on the phone. Complete benefits. Call: 553-6260

FILE CLERK - Full time, entry level position available. Typing, filing experience required. For appt. call 353-3900
An Equal Opportunity Employer

FILE CLERK/MESSENGER help wanted full time for Southfield Law Firm. Needs reliable transportation, good driving record & proof of auto insurance. Ideal for College student who is persuing night school with good grades & good verbal skills. Salary & mileage negotiable.
Call Myra, 9:30 to 5pm at: 353-6500

FILE PERSON: For busy multi Physicians office. Full-time. Apply in person, 17550 W. 12 Mile Rd. Southfield, or call 557-6804

IMMEDIATE opening for a full time Financial Aid Representative. Hrs. 9:30-7pm, Mon. thru Thurs.; 8-12 Fri. Experience in Financial Aid preferred. Send resume with salary requirements to: National Education Center, 18000 Newburgh, Livonia, 48152, Attn: Financial Aid Director.

FREE LANCE MAC OPERATOR
Publishing company seeks experienced Macintosh operators. Must be an excellent typist & be proficient with Pagemaker 3.01. Can work on location or at home. Send resume to: PCA, 800 N. Crooks, Clawson, Mich. 48017. Attn: M.A. James.

FREE WORD PROCESSING training for word processors with 6-12 mos. experience, will be trained on Wordperfect, Displaywrite 4 & type 50 wpm. Many openings with major corps. $1450 - $1850/mo.
Call Polly at Uniforce 357-0034
or Sally 473-2930

FULL-TIME: Office assistant with clerical/typing skills and other related duties, for Livonia based firm. Mon thru Fri, 8:30 to 5, 591-0358

GENERAL CLERICAL for Insurance Agency. Typing required. Will train. Good opportunity for eager individual to learn. Excellent benefit package. Send resume to: M. Martin, 29777 Telegraph, Suite 1651, Southfield, MI 48034.

GENERAL OFFICE - DEARBORN
Full time. Must be versatile, with good typing & communication skills. Excellent benefits. Send resume with salary requirements to: Fairlane Home Medical Supply, 22411 Michigan, Dearborn 48124.

GENERAL OFFICE - Typing 50wpm. Excellent benefits. Starting salary $6.50 per hour. Resume to: P.O. Box 27099, Detroit, MI., 48227

GENERAL OFFICE
College student wanted for Summer. General office duties in doctor's office in Southfield. Ask for Barbara 354-6450

GENERAL OFFICE - full time, must have excellent phone manner, good typing skills & bookkeeping experience required. Computer experience helpful. Please call 455-3900

GENERAL OFFICE - Part time w/ possible full time in near future. Good typing & phone manners, filing, etc. 3 years minimum experience. Good wages, bonuses & more. Redford area. 535-7880

GENERAL OFFICE
MUST have pleasant phone personality. Typing and data entry experience is required. Equal Opportunity Employer. Send resume to: N. Ryan, P.O. Box 1019, Troy, MI 48099.

GENERAL OFFICE
Answer phones, type, post. Basic knowledge of Accounts Payable/Receivable. Immediate opening. Must have car. All benefits. Apply in person: 12645 Haggerty, Belleville.

GENERAL OFFICE
Expanding Birmingham company has full time positions for general office procedures. Excellent office environment plus benefits.
Call 647-0300

GENERAL OFFICE skills. Must have computer knowledge on Lotus and word processing programs. Full-time. Pleasant working conditions and benefits. Send resume or call: Maple Drugs, 22000 Springbrook, Farmington Hills, MI 48024 471-4649

GENERAL OFFICE
Permanent part time job. 4 hours per day. Type accurately, 40wpm. 2 years or more experience. Pay rate open. 12 mile & Telegraph. Call Tues., Wed & Thurs. 11am-3pm. 358-1092

GENERAL OFFICE - Full, or part time position for sales & service office, located in Novi. Candidate should be able to use word processor or type, handle telephone and daily office routine tasks. Send resume to: Syndy Page, 180 E. St. Charles Rd., Carol Stream, IL. 60188

GENERAL OFFICE
Small, but growing company, located in Ferndale seeks an individual to do auto releases, shipping & receiving paper work and ASN's. Applicants must type 30wpm and have experience on computer systems (System 36 preferred). Company offers informal working atmosphere, benefits and salary to commensurate with experience. Send resume, or apply between 9AM-3PM:
2930 Auburn Rd.
Rochester Hills, MI., 48039
Between Crooks & Adams

GENERAL OFFICE- PART TIME
Computer knowledge helpful but not necessary, will train. Rochester area. 656-0162

GENERAL OFFICE
Full time. Varied duties. Good typing skills required. Mature, dependable. Travel benefits. 961-4700

GENERAL OFFICE
Some office experience necessary. Redford-Livonia area. Interesting work. 255-3372

GENERAL OFFICE - receptionists (switchboard experience a plus), typists, (30 wpm), data entry operators, (4-6 mos. experience), word processors (4-6 mos. experience). Free training on Displaywrite 4 & Wordperfect for major Fortune 500 companies in Livonia, Plymouth, Southfield. $875-$1516/mo.
Call Alice at Uniforce 473-2930
or Lucille 387-0034

GENERAL OFFICE
Part-time help wanted. General office work for new car dealership parts department. Call Steve Shepherd 471-0044

GENRAL OFFICE HELP- Troy, Full time. Working with small PC & billing orders. Starting pay, $5-$6, per hr. Call 649-2580

PERSONAL LINES INSURANCE
Insurance agency in Northville needs personal lines person. Experience helpful, must type. Call Jan 349-2000 474-1810

INSURANCE BILLER - part time for non-smoking Bloomfield Psychiatrist's office. Computer billing experience preferred. Call 333-7100

IMMEDIATE OPENINGS
DATA ENTRY CLERKS
WORD PROCESSORS
RECEPTIONISTS
SWITCHBOARD OPTRS
TYPISTS
TELEMARKETERS

We are accepting applications on Fridays from 9am-11am at 37625 Ann Arbor Road, Suite 101A, Livonia between Ann Arbor Trail and Newburgh
SNELLING TEMPORARIES
NEVER A FEE

INSURANCE AGENCY needs full time personal lines CSR. Clerical skills, knowledge of coverages, willingness to work with customers and prior agency experience required. Livonia. 478-6122

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 Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE UNDERWRITER. Experience in personal lines needed for Southfield Agency. Excellent benefits. Send resume to: M. Martin, 29777 Telegraph, Suite 1651, Southfield, MI 48034.

JOBS
DATA ENTRY CLERKS
WORD PROCESSORS
RECEPTIONISTS
SWITCHBOARD OPERATORS
TYPISTS
TELEMARKETERS

We are accepting applications Mon. thru Fri., 9am-11am & 1pm-3pm at 17200 W. 10 Mile, Suite 103, Southfield between Southfield & Greenfield
SNELLING TEMPORARIES
NEVER A FEE

JR. ADMINISTRATIVE ASSISTANT
$17-$18,500. FEE PAID
Bring your 2 yrs. Office experience & typing of 50 WPM into our office & register for this position & many others with companies hiring now! Call Kathee for prompt appointment. 851-3660
SNELLING & SNELLING

LAW FIRM (PLYMOUTH)
needs typist with excellent skills. (70wpm/accurate). Salary & benefits negotiable. 453-4044

LAW OFFICE, located in Canton, seeking clerk typist. Legal experience/Microsoft Word preferred; will train. Salary commensurate with experience. Non-smoker. Send resume to: Box 292 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL ASSISTANT: Seeking experienced ParaLegal with Commercial Litigation background for a growing S. Oakland County law firm. Must be able to assume substantial responsibility. Salary commensurate with ability. Call: 644-4433

LEGAL ASSISTANT
Corporate and real estate, downtown law firm. Excellent oral communication and written skills, organized, degree preferred, 1-2 years experience. Send resume to Box 252Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL BOOM!
Summer months are here & as always, there's a BOOMING demand for legal secretaries, legal word processors & paralegal professionals.

Want new Perm work? We've got the leads! Want short or long term Temp action? Call now! We've got openings with law firms, both big & small! We've got openings with this area's finest corporations! Selection is broad, selection is varied! The choices are yours!

If you are ready for something new ... either Temp or Permanent ... call our office most convenient to you.

Isn't it great to be in demand?

PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060

One Kennedy Square, Suite 1632
Detroit, MI 48226
964-2909

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI., 48075. 351-2675

SANDY MONROE 482-1967
All Fees Employer Paid

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 for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY for Plymouth law firm. Experience in insurance defense/litigation. Strong typing required. Salary commensurate with experience. 453-6044

LEGAL SECRETARY
For 5-member, downtown Birmingham firm. Requires experience in general litigation, shorthand, word processing, answering telephones and excellent typing skills. Parking provided. Call: 647-6700

LEGAL SECRETARY, experienced, 65+ wpm. Starting salary $16,000. Excellent benefit package, Pontiac & Waterford locations. Send resume to: UAW-GM, Legal Services Plan, 140 S. Saginaw, Suite 700, Pontiac, MI 48058, Attn: Miss Riley

LEGAL SECRETARY
For Southfield law firm. Personal injury, medical malpractice & general law experience required. Salary commensurate with experience. Call Jeannine at 353-3600

LEGAL SECRETARY
Part-time. Experience necessary. Salary negotiable. Farmington Hills area. 489-4111

LEGAL SECRETARIES and Clerical Help needed for Rochester law firm. Apply in person at: 443 S. Livernois, Suite 221, 653-8200

LEGAL SECRETARY with experience in personal injury for Southfield firm. Excellent salary. Minimum 4 years experience. Call, 354-2500

LEGAL SECRETARY - bored, unappreciated, desire challenge? Motivated person with experience needed. Southfield 353-4633

LEGAL SECRETARY - a legal secretary with excellent word processing, short hand, dictation, grammatical & spelling skills is needed for a Plymouth office. 455-5300

LEGAL SECRETARY - for Bloomfield Hills commercial litigation firm. Experience with IBM XT & Wordperfect a plus. Excellent salary & benefits. Call Linda 644-5300

LEGAL SECRETARY
Corporate and commercial law. Birmingham law firm, Word Perfect knowledge necessary. Competitive salary. 646-6070

LEGAL SECRETARY for Troy law firm, experience necessary. Must have knowledge of WordPerfect & excellent typing skills. Top salary to qualified applicant. 643-6060

LEGAL SECRETARY for partner in medium sized lawfirm. Personal injury area. 5 years minimum experience required. Salary commensurate with experience. Call Susan or Mel Saperstein, 353-6500

LEGAL SECRETARY
For personal injury firm in Birmingham. Must have at least 10 years experience. Benefits, salary commensurate with experience. WordPerfect a plus. Mr. O'Bryan: 258-6262

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

LEGAL SECRETARY
With 1-2 yrs. experience for small Troy law firm. WordPerfect experience desirable. Send resume to: Office Manager, 3221 West Big Beaver, Suite 222, Troy, MI., 48084

LEGAL SECRETARY
Position available for an experienced Legal Secretary. Able to work with minimal supervision for a sole practitioner in a general practice and collection firm in Southfield. Must be experienced with word processing. Call Jeff Fried or Beth at: 354-1505

LEGAL SECRETARY
for Birmingham lawfirm. Legal experience essential. 258-0600

LEGAL SECRETARY
experienced, 30/hrs per wk, flexible hours. Must have excellent grammar & typing skills, wordprocessing experience necessary. 355-0000

LEGAL SECRETARY
experienced, for small Southfield firm. Proficient with WordPerfect. Salary commensurate with experience. Ask for Mary 827-4100

LEGAL SECRETARY - with excellent skills for Southfield personal injury firm. Experience required & knowledge of computers using Wordperfect helpful. 353-7575

LEGAL SECRETARY - small, general practice Farmington firm. Full time, requires experience & strong skills, salary commensurate with experience & ability. Start late July. Ask for Ivar 478-5606

LEGAL SECRETARY for senior law partner, 13 Mile & Northwestern. Plush secretarial office for responsible, experienced person. Some administrative tasks, civil litigation, business, corporate law. WordPerfect. Benefits, top salary. 626-5000

Legal Secretary
For real estate development office in Birmingham relocating to Rochester Hills. Minimum requirements: 2 year degree, organizational skills and proficiency in word processing. Experience with Lotus, DBASE and DOS a plus. Non-smoking office. Call Karen 646-2280

LEGAL SECRETARIES
Permanent & Temporary
Professional, Confidential Placement
MANY OPPORTUNITIES AVAILABLE
Downtown & Suburbs
EXPRESS SERVICES
643-8590

LEGAL SECRETARY
Troy law firm seeks highly motivated secretary with good skills and at least one year of litigation experience. 70wpm typing. Word processing knowledge. Dictaphone. Excellent benefits, paid vacations and holidays. Salary commensurate with experience. Pleasant surroundings. Non-smoking environment. Send resume to Office Administrator, Franklin, Bigler, Berry & Johnston, P.C., 1301 W. Long Lake Road, Suite 250, Troy, Michigan 48098

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

LIBRARY ACCEPTING applications for full time secretary. Must have excellent typing & short hand skills. Prefer candidate with secretarial education or experience. Organizational skills & initiative are an intrical part of position. $14,183 plus excellent benefits. Please send resume to: Library Director, Farmington Community Library, 32737 W. 12 Mile Rd., Farmington Hills, MI 48018. No telephone calls please.

Marketing Assist
Expanding team formula needs customer service/inside sales type willing to promote full range of products and improve sales techniques. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

MEDICAL BILLER
Full time position available with large medical laboratory in Southfield. Must have previous medical billing experience. Benefits. Send resume to: Citation Clinical Lab, 23775 Northwestern Highway, Southfield, Mich. 48075

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
- Admissions
- Collections
- Hospital Billing
- Medical Reception
- Medical Transcription
- Physician Billing

Earn great pay with no fee. Call a Tempro Representative today for more information.
TEMPRO
443-5590

MEDICAL SECRETARY II
Children's Hospital of Michigan has immediate openings for full time Medical Secretaries. Responsibilities may include: transcribing and typing manuscripts and various correspondence; scheduling patient appointments and meetings; answers telephone calls. Minimum qualifications: 1 yr. of college or technical school; 2 yrs. secretarial experience; word processing experience; medical terminology proficiency; and the ability to type 50wpm. If qualified, apply or send resume to:
Department of Human Resources
CHILDREN'S HOSPITAL OF MICHIGAN
3901 Beaubien
Detroit, MI., 48201
An Equal Opportunity Employer
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MEDICAL SUPPLY
Accepting applications for Billing & File Clerks. Full & part time positions available. General clerical skills required. Experience preferred but not necessary. Send resume to: Fairlane Home Medical Supply, 22411 Michigan Avenue, Dearborn, MI., 48124. Attn: Billing Supervisor. No phone calls please.

MEDICAL SUPPLY
Accepting applications for full time Collections Clerk. Knowledge of insurance collection procedures & good telephone skills required. Send resume & salary requirements to: Fairlane Home Medical Supply, 22411 Michigan Avenue, Dearborn, MI., 48124. Attn: Billing Supervisor. No phone calls.

OFFICE ASSISTANT
Full time clerical position available in our Southfield office. Excellent math ability and calculator skills necessary. Must be detail-oriented and have good organizational skills. Light typing and CRT experience a plus. Salary to commensurate with experience. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI 48086

MERCHANDISE PROCESSORS
Individuals needed in large distribution center for inventory. Good clerical skills needed. Training provided. Must be available August through December. Day and afternoon shifts available. Good pay and bonus for those who qualify. These positions may lead to staff positions based on job performance. Call Lisa today!

ENTECH SERVICES, LTD.
DEARBORN
336-8888

NATIONAL FIRM seeks part time persons to prepare employment background reports. Some personnel experience preferred, not necessary. Good verbal & writing skills needed. Call Harry, 9am-3pm:
351-6441
An Equal Opportunity Employer

EXPERIENCED
OFFICE COORDINATOR
Accounting background a must. Basic construction knowledge helpful. Attractive compensation package. Start immediately. Send resume: P. O. Box 802, Clarkston, MI., 48016.

OFFICE ASSISTANT
Position available for individual seeking growth & experience with one of the west sides's fastest growing, most innovative wholesale baking companies. Applicants must be neat in appearance, have excellent communication skills and be able to handle a variety of duties. Willing to train individual eager to learn. Send informal resume to: Office Assistant, Suite 133, 33723 Five Mile, Livonia, MI 48154

OFFICE CLERICAL - 40 hrs./wk. Southfield area. Capable of working independently. Ability to meet deadlines. Strong organizational skills. Typing 40-45 wpm. Some general office experience. Computer experience helpful. Call Diane for interview between 1-4pm at 353-7803

OFFICE CLERICAL
full time, excellent organizational skill required, Call Mr. Pappas at 981-7400

OFFICE CLERK
Responsible individual needed, full time for filing, typing & general office work. Troy area. Call Shirley Schneider 10am-5pm: 362-6060

OFFICE CLERK
Troy distributor needs office clerk with knowledge of data entry and some accounting. We are looking for a self-motivated individual. Excellent salary and benefits. Send resume and salary requirements to: Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE DUTIES, some experience preferred, part time, good phone skills, typing/filing. Farmington Hills area. Call 4pm to 8pm. 851-0022

OFFICE HELP WANTED- Accounts receivable experience. Must be organized. Start immediately. Advertising Accents, Redford. 937-3890

OFFICE MANAGER - Birmingham office. Must have previous experience. Resume and salary requirements to: 19785 W. 12 Mile Rd., Su. 256, Southfield, MI, 48076

OFFICE MANAGER
Various secretarial skills, no experience necessary but preferred, ideal for housewife. Call 427-3644

OFFICE MANAGER - executive secretary, small advertising - printing company in Rochester seeks self motivated take charge person with strong phone, letter writing, typing, order processing, purchasing & marketing skills. Some bookkeeping helpful. Ability to handle high pressure environment essential. Must have prior experience, call Mon. thru Fri. between 8:30am-5:30 pm or send resume to 2800 N. Woodward, BLoomfield Hills, MI. 48013 853-6628

OFFICE POSITIONS
Southfield distributor seeks qualified individual for entry level office positions. Excellent calculator & math ability necessary. We provide excellent benefits & working conditions. Call before 11am 352-0379

OFFICE SUPERVISOR
Full time. Involves managing the day to day operation of a busy reception area, supervising a staff of part time receptionists, greeting visitors & operating a switchboard. Requires high school diploma/GED, 2 years of business courses and 2 + years of office experience. Prefer candidates with supervisory experience. Complete application at or send resume with salary expectations to St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile, Farmington Hills, MI 48187
An Equal Opportunity Employer

ORDER DESK
Farmington company needs detail-minded person to handle telephone orders. Job requires good customer relations, good phone skills, math aptitude and typing. Computer experience a plus. Call Lisa at 478-0005, Ext. 315

PART TIME knowledge of bookkeeping & good typing skills necessary for Architectual Firm in Farmington Hills. 478-1530

PART TIME Office help: 3 days, flexible. Typing, filing, answering telephones. Non smoker. Tupper Associates 477-0600

PART TIME - Sales Office, evenings & weekends, phone experience necessary, good salary plus benefits. Call Mon-Fri, before 4pm, 421-0610

PART-TIME - 2 days per week to start. Must be available full time for Sept. Be detail oriented. $5 per hour to start, increase after 90 days. 471-0330

PAYROLL CLERK
Detroit-based company seeks detail-oriented individual for Payroll Clerk position. Previous experience is desirable. Excellent opportunity for the right individual. Compensation includes full benefits. For consideration, send resume to:
Payroll Clerk
P.O. Box 779
Detroit, MI. 48231

PERMANENT Part Time - flexible hours. Clerical, telephone, public contact & sales ability. Southfield/13 Mile. Call Mr. Cone 644-6345

PERMANENT POSITION for person to do various office functions. Must be well organized & good with figures, payroll experience helpful. 8 Mile-Lahser area. Mr. Carn, 353-0160, ext. 471

PERSONNEL CLERK
Large suburban Detroit supplementary staffing/home care agency seeking full time position. Experience with filing, interviewing & screening techniques required. Must have good communication skills. Excellent benefits.

TEMPORARY
HEALTH CARE SERVICES
835-8818

PLYMOUTH-based Engineering & Manufacturing company is seeking a dependable person to resume Accounts Payable/Personnel responsibilities. Computer experience helpful. Send resume & salary requirements, to: Personnel, 14555 Jib St., Plymouth, MI. 48170

PURCHASING ASSISTANT
Entry level position in Southfield Company. Good typing, math, and organizational skills a must! Able to deal with public and work with minimum supervision. Send resume to: Personnel, P.O. Box 300, Southfield, MI., 48037

PURCHASING CLERK needed immediately. Diversified duties include typing. Expediting experience a plus. Benefits & starting salary commensurate with experience. Apply in person, Signals & Systems Inc., 333 Park St., Troy, MI 48083 583-0000

READER/AIDE for handicapped attorney. Aide required to assist male attorney in and out of car, and transfer into wheelchair. Mon thru Fri. High School Diploma required. One yr. College preferred. Salary commensurate with background & experience. Send resume to J.A. Jabara: Plunkett & Cooney, 900 Marquette Building, Detroit, MI 48226.

PURCHASING COORDINATOR
Downtown Detroit office of national CPA firm seeks individual to coordinate purchasing & tax control functions. Previous experience in office purchasing or office supply background required. Other qualifications include accurate typing of ... high confidence level dealing with vendors, excellent telephone & communication skills. Excellent working conditions, tuition reimbursement & other benefits. Send resume and salary requirements to: Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST
GENERAL OFFICE
Enthusiastic person needed for busy office located in Plymouth. Must possess excellent telephone manner, typing & general office skills. Word processing ability helpful. Non smoker. Send resume to: 377 Amelia, Plymouth, MI 48170

RECEPTIONIST for Southfield lawfirm. Full or part time available. Looking for dependable individual with initiative & experience. Send resume to: Office Manager, Box 215, Southfield, MI 48037

RECEPTIONIST/TYPIST
Experienced for growing Birmingham pension firm. Attractive professional offices and excellent benefits. Send resume and salary history to Mr. Wolfe, 30400 Telegraph Rd., Ste. 435, Birmingham, MI 48010.

RECEPTIONIST
If you have a professional appearance, good phone etiquette, are well-organized, possess some typing ability, and have strong verbal and written communication skills, you are the person we are looking for to be our receptionist. Please reply to: Delwal Corp., 44700 Grand River, Novi, MI 48050.

RECEPTIONIST
Retail office is seeking an energetic & personable permanent part time receptionist with the opportunity for advancement. Filing & light typing is required along with a good personality & excellent work habits. Join a team of professionals & become part of a fast growing communications field. For more information please call 567-7960 or apply in person at 32825 Northwestern Hwy., Farmington Hills.

RECEPTIONIST
Permanent part-time, Mon thru Fri, 1:30-6pm, Telephone, IBM computer knowledge helpful. Birmingham location. Call Mr Foster 640-2989

RECEPTIONIST/SECRETARY
To assist office personnel. General office skills. Send resume to: P.O. Box 100, New Hudson, Mich 48165 or apply in person at: 56405 Grand River, New Hudson, MI.

RECEPTIONISTS - Full and part-time positions available for optometrist office in Twelve Oaks Mall. Flexible hours. Will train. 349-3377

RECEPTIONIST/TYPIST
Part time. Needed for small prototype shop. Troy Area.
Call 589-8133

RECEPTIONIST/SECRETARY
Part time/full time. Good typing required for insurance office in Southfield. Call Karmel, 358-0932

RECEPTIONIST- Good typing, dependable, enthusiastic. Send resume to Dental, Ste. 103, 28803 W. 8 Mile Rd., Livonia, MI., 48152.

RECEPTIONIST
Part time weekends for real estate office in Birmingham. Call maria for appointment 642-2400

RECEPTIONIST
Dependable part time person needed at Quality Copier Service.
Call 478-1130

RECEPTIONIST-TYPIST, must have good telephone manners, word processing experience & be good with numbers. Small pleasant office. Ask for Deedee 569-0130

RECEPTIONIST
Enthusiastic person needed for small veterinary hospital. Part time hours. Apply at: 25049 Warren, Dearborn Heights.

RECEPTIONIST
Redford Twp. steel warehouse seeks energetic person with pleasant phone personality. Typing skills required. Please call Janice for interview: 531-1140

RECEPTIONIST/GENERAL OFFICE with experience & good typing skills. Fringe benefits. K.J. Law Engineers, Inc., 23660 Research Dr., Farmington Hills, MI 478-3158
An Equal Opportunity Employer

RECEPTIONIST/CLERICAL
Energetic goal oriented individual wanted full time in busy Southfield office. Light typing, bookkeeping skills. Excellent benefits. Hourly wages. To apply call 352-8080

RECEPTIONIST/GENERAL OFFICE
Entry level position available for person with good clerical skills, typing ability and pleasant phone manner. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST
Southfield firm seeks part time entry level receptionist with excellent telephone manner & light typing skills. Data entry a plus. Send resume to CABC, attn.: Personnel, 4000 Town Center, Ste. #1080, Southfield, MI., 48075.

RECEPTIONIST/SECRETARY
- Birmingham insurance agency - full time, applicant must be professional & friendly, in dress, manner & speech, accurate typing & computer skills required. Excellent benefits. Please call Lori for interview 852-8550

Receptionist
Entry level position, 40 hours per week, with neat appearance, pleasant phone voice and personality, along with light typing skills. Farmington Hills, 473-8400

RECEPTIONIST/TYPIST
automotive supplier in Redford seeks mature person to start, full time position immediately. Pleasant telephone manner, typing, and general office skills required. Competitive salary, benefits package. Please call Linda at 534-7250

RECEPTIONIST to answer multi line phone. Have good typing skills & help with other general office duties. Good chance for advancement in busy pleasant office environment. Apply in person only at: Contractors Steel Co., 36555 Amrhein, (corner of Levan) Livonia.

RECEPTIONIST/CLERK - fast paced business forms company has full time position for hard working individual. Duties include phone work, filing, light typing. Will train. $5.45 hour to start, excellent benefits. Send resume to: R & D Enterprises, P. O. Box 2350, Northville, MI., 48167.

RECEPTIONIST
Birmingham law office. Entry level desk position. Good telephone personality. Filing, light typing. Salary is commensurate with experience. Benefits. Send resume to: Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Troy distributor needs self motivated individual to handle busy switchboard. Outgoing personality a must. Some typing & data entry required. Excellent salary & benefits. Send resume & salary requirements to: Box 244Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Part time. Recent phone experience helpful & should type 40wpm accurately. For large residential builder company office in 13 Mile/Telegraph area. Regular hours are Mon.-Fri., flexible starting times every afternoon- work until 6PM; and Saturday 9AM-Noon. Extra hours (full time) can be worked during the summer and around holidays. Please Call EDWARD ROSE & SONS, [illegible]

RECEPTIONIST
Part time. Leather manufacturing company, located in Rochester Hills, seeks a receptionist to answer phones and perform light clerical functions. Applicant must have excellent communication skills & phone ability. Working hours would be Mon.-Fri., 9AM-5PM. Apply in person, or send resume to.

MASTERCRAFT LEATHER
[illegible]
Rochester Hills, MI, [illegible]
Attention: Patricia Wright

504 Help Wanted Office-Clerical

PERSONNEL COMMUNITY RELATIONS SECRETARY
Active department is seeking a personable, highly motivated individual to perform diversified secretarial/clerical functions.

Successful candidate must possess a minimum of 3 years related experience, preferably in a health care setting. Strong typing skills (55+ wmp) and written and oral skills are required for this responsible position.

In addition to an excellent wage and benefit package, you will have the opportunity to work in a friendly, service oriented environment. Please submit a resume detailing experience and salary history to:

GARDEN CITY HOSPITAL
Personnel Office
6245 N. Inkster Road
Garden City, MI 48135
458-4277

CAREER OPPORTUNITIES
Corporate Service, Inc. a leading Risk Management Service Company has the following positions available:

GROUP HEALTH SERVICE REPRESENTATIVE
- Minimum of 3-5 years in Group Health Insurance in claims or sales capacity.

CLAIMS PROCESSOR
- Minimum of 2-3 years claims processing experience.

SWITCHBOARD/RECEPTIONIST
- Minimum of 1-2 years experience.

DATA COORDINATOR
- Minimum of 1 year data entry and general clerical experience.

Excellent benefits package offered. Please send resume with salary history to Personnel Manager:

CORPORATE SERVICE, INC.
29500 W. Five Mile Road
Livonia, Michigan 48154
Equal Opportunity Employer

BRANCH RECEPTIONISTS
Manufacturers Bank has immediate openings for Branch Receptionists in the Birmingham and Bloomfield areas. The successful candidates will have the opportunity to work in a professional environment with a high degree of customer contact. Other responsibilities include maintaining safe deposit accounts, typing correspondence and other clerical duties.

Qualified candidates must have an accurate typing skill of 40 wpm and previous office experience. Excellent verbal and written communication skills are required.

We offer a competitive salary and flexible benefit package to the successful candidate. For an appointment please contact Cindy Hunter (313) 222-4345.
Equal Opportunity Employer M/F/H/V.

MANUFACTURERS BANK

504 Help Wanted Office-Clerical

PERSONNEL CLERK
A rapidly growing automotive coating company is looking for a personnel clerk. The successful candidate should be mature, self motivated, detail-oriented, flexible and have good communication skills.

We offer a competitive salary and benefits program.

Apply in person between 8:30 a.m.-4 p.m. at:

The Red Spot Westland, Inc.
550 S. Edwin
Westland
729-7400
Equal Opportunity Employer

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WE OFFER:
FLEXIBLE SHIFTS
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Mon.-Fri.

DATA ENTRY (Will train)
35 WPM Typing Skills

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