504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
$19,700 PLUS
Exciting opportunity for the part of a major project for a famous architectural engineering firm. Good skills and experience for this. Fee paid. Call Bernie. 553-2060

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT: For medical Rep firm. Accurate typist, IBM word processing helpful. Arrival phones. High energy person, for small but extremely busy office in troy. 643-5447

ADMINISTRATIVE ASSISTANT
Opportunity in a growth oriented firm for an individual with strong PC background. Excellent oral and written communication skills and a minimum of 3 years experience. Send resume and salary history to: P.O. Box 52218, Livonia, MI 48152.
"An Equal Opportunity Employer"

ADMINISTRATIVE ASSISTANT
Plymouth based national company requires an experienced assistant for the sales dept. Candidates must have experience with project administration and, possess exceptional organizational skills. Familiarity with computers is a plus. Full benefits package. Apply with resume to Box 716, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARY
$17,000-$18,000 FEE PAID
Fast-paced management firm in a prestigious suburban area with plush offices. Salary negotiable, plus yearly. Excellent benefits. If you can type 50 wpm, and have an outgoing personality, this position could be for you. Call Lyn at 851-3660. After 6 appointments accepted.

SNELLING & SNELLING
FARMINGTON HILLS

ADMINISTRATIVE ASSISTANT
SECRETARIES
WORD PROCESSORS
TSI Office Services has several opportunities too big to pass up in Novi, Farmington Hills & Southfield areas. We offer FREE word processing training, up grading your present skills, or your career new ones. Our benefit package includes Mini-health insurance, paid vacations & holidays, paid college tuition, referral bonuses as well as a "Perfect Attendance" bonus. Immediate placement for qualified individuals.

TSI Office Services
Farmington Hills. 489-8990

ADMINISTRATIVE - assistant for Fortune 500 company in Oakland County. Heavy client contact, some computer knowledge. Display Write 4 & Wordperfect knowledge a plus. $18,500

A PART TIME - trouble shooter, for N. Oakland property management company. Hrs 1-5. Good communication skills. $7/hr

LIVONIA - 473-2931

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ADMINISTRATOR

Entry level position for individual who is interested in a variety of challenging assignments. Candidate must have a friendly, professional appearance, excellent communication skills & refined phone etiquette. General office skills required. Excellent benefits. Send resume to:

CARSON BUSINESS INTERIORS
29333 N. Inkster, Ste. #300
Southfield, MI. 48034
Attn: Human Resources Mgr.

AD SPECIALIST FIRM in Southfield seeks experienced, detail oriented sales secretary. Computer experience needed. Excellent opportunity with excellent benefits. Salary commensurate with experience. 557-6681

ADVERTISING CLERK
Fast paced in-house ad agency seeks organized, detail-minded individual for a variety of general office tasks. Basic typing skills required. Must have transportation. If interested apply weekdays 9am-4pm.

HANDMAN PRODUCT
500 KINTS BLVD., TROY, MI 48084
(1ST stoplight north of I-75 Mile West of Livernois)
AAE EOE M/F/V

ALL AROUND OFFICE HELP
Your clerical skills could be the perfect back-ground for a challenging and rewarding career with this fast-growth company. Pleasant, friendly atmosphere. Competitive wage with profit sharing, benefits, vacation and more. Full time, non smoking office. Circuits DMA, 32900 Capitol, off Farmington, Livonia.

AUTO DEALER ASSISTANT
Experienced, typing essential. Full time with benefits. Southfield area. Call. 353-9000

Analysi

Disbursement Analysts

25 Needed

If you've got basic knowledge of accounting principles and PC skills, you may qualify for one of Detroit's interesting and challenging assignments with Kelly Services. We're looking to place 25 people with a large automotive company in Troy for 1+ year assignments.

Activities include:

- processing payment invoices
- analyzing and resolving problems
- preparing vendor setoffs
- reconciling ledger accounts
- listening up on documents
- handling supplier correspondence

To qualify, you need a high school diploma, some college business courses are preferred. Excellent analytical and problem solving skills are required along with good communication skills. You must be a team player with a can-do attitude. Flexibility a plus. Previous accounting experience would be a plus.

These positions include Kelly's very competitive pay and benefits plus a fast-paced environment with one of the best companies around. Call Kelly Services today at 362-1180 and ask for Matt.

KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

A RECEPTIONIST - general office, type 45 wpm accurate, plus filing. Phone experience. Excellent board appearance helpful. $6-$8.50/hr. Call Dawson or Uniforce 357-0034

ART VAN FURNITURE is seeking full-time office help. We are looking for individuals with good communication skills. Previous retail experience a plus. We offer a competitive benefit package. Please apply within: 8300 Wayne Rd., Westland

Assistant Control Desk Clerk
Full time individual with excellent phone skills, typing accuracy & computer keyboard experience. General clerical skills. We offer excellent benefits. Please call 644-8300, ext.331.

Erb LUMBER CO.
An Equal Opportunity Employer

ASSISTANT SECRETARY: South-field based International Marketing Firm, requires P/A Secretary to work along side owner of Company. Excellent typing and shorthand skills essential. Full-time position available now. Tara International, 559-0800

AUTO DEALERSHIP CASHIER
looking for someone that is neat in appearance, pleasant personality and good with figures. Dealership experience preferred. Call Suburban Toyota in the Troy Motor Mall & ask for Shirley. 643-4500

AUTOMOTIVE SALES SECRETARY
Full-time, self-motivated individual needed for busy automotive sales office. Southfield area. Excellent typing and telephone skills essential. Word processing skills a must. Shorthand and Macintosh experience a plus. Salary commensurate with experience. Send resume to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AVAILABLE NOW!!!
ALL FEES COMPANY PAID

Secretary	$15,000
General Office	$15,000
Secretary/Receptionist	$15,500
Order Taker	$11,440
Full charge Bookkeeper	$20,000
Insurance Secretary	$13,520
Real Estate Secretary	$17,000
Receiving Clerk	$15,500
Management Secretary	$18,000

Looking for more money, better benefits and advancement potential? Look no further! We have more job openings than people, so if you can type 50 wpm, or more, call now for your pre-set appointment. Saturday and evening interviews available. Call 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

BARTECH Temporary Services is seeking qualified individuals for long and short term assignments in the Detroit Metropolitan area. Experience in word processing, clerical, secretarial, legal or medical transcription is desired, but not necessary. Just call Bartech Temporary Services. 559-1900

BILLER NEEDED - full time for Plymouth Auto Dealership. Good hours & excellent benefits. Apply in person only. Dick Scott Dodge, 200 Ann Arbor Rd., Plymouth.

BILLING COORDINATOR
Experienced in medical billing with proven track record needed for rental billing in our Southfield office. Responsibilities include timely billing of rental contracts and excellent communication skills to insure quality billing along with a basic understanding of accounting, high school diploma and previous billing experience required. College accounting a plus! Ryder offers excellent benefits and bonuses, competitive wage. Send resume or letter of interest along with your requirements to:

Ryder Truck Inc.,
Rental Billing Coordinator,
PO Box 201, Southfield, MI 48037

BIRMINGHAM CPA FIRM
Needs part time secretary/receptionist. Call Kate. 258-5010

BIRMINGHAM LAW FIRM looking to fill 2 positions. Full time Receptionist and part time Messenger/Receptionist. Call 540-7560

BIRMINGHAM OIL company seeks to fill permanent full time bookkeeping position. Will train. Please call 540-7348

Blue Heron Pointe
Receptionist/secretary, long-term position open, will work in furnished new model home overlooking the water in Northville. Light typing, phone voice, bubbly personality, energetic and attractive. Hours 1-6 weekdays, 12-6 Sat. & Sun. Close Plymouth.

The Prudential
Harry S. Wolfe, REALTORS
421-5660
Independently Owned and Operated

BOOKKEEPER/ASSISTANT: Construction experience necessary for full-time position in builder/developer non-smoke office. Job cost control, accounts payable, data entry for computer accounting. Send resume, salary requirements to Personnel, 33451 W. 14 Mile Rd., Suite 100, Farmington Hills, MI 48331.

BOOKKEEPER - FULL TIME for busy real estate office. Fax experience helpful. 557-6700.

CENTURY 21 M.J. Corporate Transfer Service

BOOKKEEPER/BILLING CLERK
Needed for non-profit Foster care agency. Full time position. Good benefits. Responsible for generating billing & maintaining financial ledgers. Previous bookkeeping experience preferred. Must have good organizational skills. Salary based on experience. Range $12,000-$15,000. Send resume to: Arrie Leland, Lutheran Social Services, 20700 Greenfield, Oak Park, MI. 48237
An Equal Opportunity Employer

BOOKKEEPER - Full Charge, 3 years experience. Pleasant Southfield office. Call Ann at 559-1440. Ask for Sene or Bonnie at 350-1140

BOOKKEEPER/FULL TIME
Send resumes to: 32541 Northwestern Hwy., Farmington Hills, Mi., 48018.

BOOKKEEPER - FULL CHARGE
Must have computer experience. Experience in construction job costing preferred. Small construction company in Southfield. Please send resume & salary history to Box #678, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Full Charge, Livonia office. 3-5 yrs. of bookkeeping/accounting experience thru financial statements. Computer experience a must. Non profit experience a plus. Generous salary & benefits. Send salary requirements to: Personnel, Life Center Inc., 32625 W. 7 Mile, Suite 2A, Livonia, MI 48152

BOOKKEEPER/GENERAL OFFICE
Thru trial balance. 1 person office. Payroll experience. Lincoln based construction company. CPA recruiting for client. Send resume to: Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/GENERAL OFFICE
Needed for a small sales firm in Northville area. Full time, benefits, computer experience necessary. Send resume to: P. O. Box 5230, Northville, MI 48167.

BOOKKEEPER/General Office - full time. Minimum experience needed. Apply: The House of Maple, 32098 Plymouth Rd., Livonia.

BOOKKEEPER
Position available in Walled lake CPA firm. Full time. Send resume to Box 691, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Growing Birmingham real estate development office seeks highly motivated individual for bookkeeping position. Duties include payroll, banking, disbursements, reconciliations, and general office duties. Send resume and salary requirements to: Bookkeeping Position, 1400 W. Maple Rd., Suite 103, Birmingham, MI 48010.

BOOKKEEPER
Large property management company located in an Association development office seeks highly motivated individual to handle Accounts Receivable. Typing skills and computer knowledge a plus. Salary commensurate. Office Manager, P. O. Box 5071, Southfield, MI. 48076.

BOOKKEEPER
Livonia co. seeking full-charge bookkeeper. Preferred candidates should possess an associate's degree or better and experience in accounts receivable, accounts payable and payroll. Experience through trial balance and financial statements a plus. Computer skills required. Send qualifications to: Personnel, 33660 Schoolcraft, Livonia, MI 48150.

BOOKKEEPER, mature, full time, typing a must, for Detroit warehouse wholesaler in Livonia area. 462-2212

BOOKKEEPER/ORDER Processing full part time. Messenger/Receptionist. Call 540-7560

BIRMINGHAM OIL company seeks to fill permanent full time bookkeeping position. Will train. Please call 540-7348

BOOKKEEPER
Part time, full charge. Good pay. References. 352-2220

BOOKKEEPER
Redford company seeking full charge bookkeeper. Should possess associate's degree and experience in accounts payable and payroll. Construction job cost experience preferred. Computer skills required. Send resume and salary requirements to: 27730 Grates, Redford, MI 48239, Attn. Controller

BOOKKEEPER
Royal Oak based headquarters for a large construction company seeks a full time bookkeeper. Full charge, payroll, A/P, A/R, financial statements, budgeting, IBM/PC system. Minimum 3 years office experience. Send resume to: Chip Dawson, Pyramid Group, 31 W. Washington, Suite 300, Royal Oak, MI 48067.

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 time or part time. Excellent rates, plus add significant experience to your background. Temporary assignments may lead to permanent. For an appointment, please call:

357-8367
accounTemps
25868 Northwestern Hwy. #250
Southfield, MI 48034
Subsidiary of
Robert Half of Mich, Inc.

BOOKKEEPER/SECRETARY: Full time, for 2 girl office. 5 yrs. experience, Starting pay, $6. Benefits after 90 days. Call between 2 and 5pm. Mon thru Fri. Anson Mold Inc. 155526 Dale, Redford. 532-1585

BOOKKEEPER
With accounting experience for Southfield accounting office. Call Stuart after 1pm. 557-6700

BOOKKEEPING - Accounts Payable/Receivable, financial statement, typing, good organizational skills, phone, Non-smoker, Birmingham area. Call Mary. 645-3111

BOOKKEEPING/Accounting
Bloomfield Hills area. Manufacturer's Rep firm seeking a person capable person to handle bookkeeping/accounting and general office functions. Knowledge of computer helpful. Send resume to: MLM, 1973 S. Telegraph, Bloomfield Hills, MI 48013

Bookkeeping
Partial Listing of Positions

FULL CHARGE	To 27K
ACCOUNTS PAYABLE	To 20K
BOOKKEEPER	To 24K
CONSTRUCTION BOOKKEEPER	To 18K

HALF
Robert Half of Michigan, Inc.
25868 Northwestern Hwy. #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part or Full Time Legal
Financial Placement Network

BUSY, FRIENDLY Plymouth office needs mature, outgoing person for word processing. Experience preferred. 8am-5pm Mon thru Fri. Call between 8am-5pm 455-5332

PART TIME - Clerical for busy optometric office. Experience is a must. Call Nick. 351-8915
An Equal Opportunity Employer

MIS CLERK
AFTERNOON SHIFT
FLEXIBLE HOURS
Lindsay & Pavelich, a leading plastic parts supplier has an immediate opening for a MIS Clerk for our afternoon shift. This individual will be responsible for the daytime shipping, billing & MRP activities. They will also be back-up on various accounting functions. System 38 knowledge helpful. If you are seeking a challenging job that offers a competitive compensation package, please send your resume with salary requirements, to:

Lindsay & Pavelich
8295 Ronda
Clarkston, MI 48187
Attn: Due Pelace
An Equal Opportunity Employer

CLERICAL ASSISTANT
Part time. Telephone receptionist with pleasant speaking voice, experience in accounts payable helpful, sizable, enjoy inter office functions. Beautiful location, immediate opening. Send resume and salary requirement to: Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT
TO CHIEF APPRAISER
Franklin Township plans has a full time clerical assistant position available. Applicants should have a high school degree, good math skills, be organized, able to work under pressure, and have good typing skills. Must have reliable transportation. Computer skills & WordPerfect knowledge a plus. Competitive fringe benefit package. Send resume to: Box 5006, Southfield, MI., 48086, or come in & fill out an application at: 25400 W. 12 Mile Rd. in Southfield.
An Equal Opportunity Employer

CLERICAL ASSISTANTS
CLAIMS DEPARTMENT

The Hartford Insurance Group has several opportunities for Clerical Assistants in it's Claims Department. Once you start with the Hartford, there is no standing still. Opportunities for advancement are ongoing! Requirements include, typing; 45 words per minute, office automation; filing, mail-sorting and answering phones. Two work schedules are available: 8:30am-4:30pm and 12:00pm-8:00pm.

We offer an excellent starting salary and comprehensive benefits. For consideration, please send your resume with salary requirements to: Lisa DiBattista; Administrative and Personnel Assistant, 3250 West Big Beaver Rd., P.O. Box 3001, Troy, MI 48007 or call 649-4700

THE HARTFORD
Equal Opportunity Employer M/F

CLERICAL ASSISTANT/Reception-ist. Busy Sales & Engineering Center requires a friendly outgoing individual, 30 wpm typing required. Word processing & spreadsheet design experience helpful. Customer relations desirable. Western suburbs. Send resume & salary requirements to: Box 704, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

CLERICAL FOR CARPET STORE
Alert responsible person with good people skills and organizational ability in large carpet store. Good telephone manners required. Fast-paced office. Part time position. Phone for appointment, ask for Jackie.
737-7902

CLERICAL

Fretter Inc. has an immediate entry level full time position available for responsible person. Duties include, data entry and general office skills. Individual must be detail oriented and have good organizational skills. On the job training provided with the right candidate. Apply in person.

FRETTER INC
35901 Schoolcraft
Livonia, MI 48150

CLERICAL - FULL OR PART TIME
Entry level position for Troy law firm. Involves filing & general office duties for filing, record keeping & light typing. Send resume to:
Gorman & Lyons, P.C., 2000 W. Maple Rd., Troy, MI., 48084.

CLERICAL
Full or part time office positions open for our Livonia location.
Mon. thru Fri.
No prior experience in one or more of the following:
• Phone Receptionist
• Operate simplified word processor
• General office procedure

Must be neat, accurate & have own transportation. Work in pleasant office environment. American Solar Systems, 13201 Hancock Dr., Taylor, MI

CLERICAL HELP - General office duties. 8-4:30PM. Wonderbread Bakery, Livonia. Call Barb 458-2228

CLERICAL - part-time shop office assistant needed for medium sized manufacturing company. Duties will include filing, receiving, recordkeeping, processing forms, light typing, etc. Please send resume & salary requirements to: P.O. Box 50057, Novi, MI. 48050.

CLERICAL/PART-TIME
Self starting, responsible individual. Good math skills, good bookkeeping, work perfect, Lotus 123, typing, receptionist duties. Novi area.
Call Jim at 349-6640

CLERICAL/SECRETARY. Law firm seeking part time clerk. Workers flexible, knowledge of word processing/PC a must. 528-2953

CLERICAL/SECRETARY-Royal Oak printing firm seeks mature, reliable non-smoker to handle office duties. Typing, accounting, and computer skills preferred. 543-7479

CLERICAL STAFF NEEDED
$10 OR MORE PER HR

Excellent benefits. Full time days. Light duty. 45-wpm. Perfect for student.
Call Jerry, 28244 Ford Rd., Garden City. Mon - Fri, 8-4pm.
JTPA FUNDED

CLERICAL
To $18,000

Beautiful corporate office seeking individual who can multi-phone lines & handle incoming/outgoing mail. Excellent opportunity for person returning to workforce.
Call Jim at 349-6640, and send resume to:
DIVERSIFIED RECRUITERS CO.
31731 Northwestern Rd. (Site #15)
West Bloomfield, MI 48322

CLERICAL. Part time to 15 hours per week. Light clerical, some word processing. Near I-96 and Middlebelt. Afternoon hours preferred. Will train. 353-1003

CLERK - Permanent part time, $6.00/hour. Typing. Bookkeeping. Send Resume to: 30835 W. 10 Mile, Farmington Hills, MI 48018.

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

CLERK/RUNNER
For downtown law firm. General office duties: filing, running errands, messenger work. Working conditions for non-smoker. Competitive salary and benefits. Send resume to Box 479Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
(SPANISH SPEAKING)
Immediate opening for an individual with excellent command of the Spanish language. Must have the ability to speak, read & write English & Spanish fluently. Additional requirements are excellent phone manner & accurate typing, 45wpm, must be available to work overtime, during peak periods. Hours: Tues.- thru Fri. 9:15am-6:30pm, Saturday, 9:30am-3:30pm. Excellent benefit package & pleasant work environment. Reply to:
CLERK
P.O. BOX 2221
SOUTHFIELD, MI. 48037

CLERKS
PAYROLL - BILLING
Clerk positions available - will train but 1 to 2 years experience in group billing or payroll required. Send resume to:

D.O.C OPTICS
19800 W. 8 Mile
Southfield, MI. 48075
Attn: Joan - a

Clerks

Ten talented
Disbursement
Clerks needed

Kelly Services is now searching for 10 people who can efficiently handle supplier correspondence, filing, telephone coverage and assist in general office duties.

These are 1+ year assignments with a large automotive company in Troy. You qualify if you have:

- a high school diploma
- good computer keyboard skills
- ability to be a team player
- ability to multi-task duties
- good communication and interpersonal skills
- ability to work independently.

You will receive Kelly's good pay and benefits and work in a pleasant, busy office setting. Call Kelly Services to day and ask for Matt.

362-1180
Troy

KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

CLERK/TYPIST
Life insurance company located in Plymouth has one opening for clerk/typist. Figure aptitude, typing (35-40wpm) and data entry skills required. Contact Personnel Department.

Mutual of Detroit
333 Plymouth Rd.
Plymouth, MI. 48170
453-8500

CLERK-TYPIST
Progressive bank in Troy has a part-time ENTRY LEVEL clerical position available immediately. Scheduled hours are Mon-Fri, 4:30-9:30 p.m. Candidates must have accurate typing & filing skills & the ability to communicate professionally. For consideration, please call our Personnel Dept. during normal business hours at: 362-6000, Ext. 316
Equal Opportunity Employer M/F

CLERK TYPIST. Midnight to 4:30am, 5 day wk. Alternate weekends. No other jobs. Data entry helpful. Redford. Michelle 532-4670

CLERK/TYPIST
Detroit based firm seeks Entry Level Clerk Typists. Ideal candidate should possess a minimum typing speed of 40 wpm. Good phone manner and general clerical knowledge. Excellent advancement opportunity. These positions are full time with complete benefit package. For consideration, please forward a resume to: Clerk/Typist, P. O. Box 779, Detroit, MI., 48231.

CLERK - We are seeking a responsible individual for general clerical duties. Must have pleasant personality and be able to work in a busy environment. Please submit resume to: GCOG, Controls Group, P. O. Box 2418, Farmington Hills, MI., 48333, Attention Human Resources.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK SECRETARY
needed for real estate document preparation. Experience with title insurance, company preferred. Call Elise or Gail for appt. 540-1633

CONSULTING ENGINEERING FIRM has immediate opening for an experienced Payroll/Accounting Clerk. Accrual accounting knowledge and excellent organizational skills required. Bachelorette degree preferred. Send resume with salary requirements to: Personnel Manager, P. O. Box 57004, Auburn Hills, MI., 48057.
An Equal Opportunity Employer

CORPORATE AFFAIRS SECRETARY
A growing Farmington Hills service organization seeks an Administrative Secretary to assist distribution & creative Public Relations Dept. Duties are basic secretarial, typing skills of 55 wpm required & word processing experience preferred. Pleasant working conditions, salary is a definite plus. Salary $15-17K, depending on full time with an excellent fringe benefit package. Send resume to Human Resources, P.O. Box 5072, Farmington Hills, MI 48333-9072

HI-TECH service company in Westland needs bright experienced Customer Service Representative. Duties include: purchasing, data entry, etc. Nonsmoking office, technical background helpful, excellent benefits. 326-6566

CUSTOMER SERVICE/CLERICAL
Responsible self-starter with experience for retail sales and service.
1-227-5422

CUSTOMER SERVICE rep, part time, 10am-2pm, for Fortune 500 company. Numerical data entry experience (8 hours). $7.50/hr.
Call Marilyn at Uniforce 646-6168

CUSTOMER SERVICE representative needed, full time in Farmington Hills for medical distribution center. Will train. Send resume and salary requirements to: Box 720 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE - Southfield, good phone manner, typing, follow up, very organized. IBM PC, excellent opportunity for person returning to work, benefits, $18,000, Fee paid

RECEPTIONIST - Bloomfield Hills, typing, phones, Word Star word processing. Some record keeping. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

MANUFACTURERS REPRESENTATIVE in Livonia needs Data/Order entry person. 3 years experience required. Telephone communication skills are a must. Computer data base experience a must. Good salary, benefits. Call to set up an appointment. 464-1800

PERMANENT part time position available for Data Entry clerk. Data experience required. Knowledge of Billing knowledge helpful. Send resume with salary requirements to: P.O. Box 104, Wixom, MI 48096

DATA ENTRY CLERK
For medical soft drink industry. Experience required. Full time/benefits. Send resume to: P.O. Box 87995, Canton, MI 48187-0995.

DATA ENTRY CLERK
Growing company seeking fast and accurate data entry clerk. Experienced preferred. Full time with benefits. Send resume with references and salary requirements to: Billing Supervisor, Farlane Home Medical Supply, 22411 Michigan Avenue, Dearborn, 48124. No phone calls.

DATA ENTRY/CLERICAL
Computer Assisted Design Computer Operator. General administration Co. has an opening available in the data processing department for a data entry clerk. Applicants should be fast, accurate and detail oriented. Experience with operations and use of small-ticket computers helpful. Afternoon shift - 12 to 9 pm. Non-smoking office. Apply to: General Fasteners Co. 11820 Globe Rd, Livonia 48150

DATA ENTRY/CLERICAL
High tech computer services company in Livonia has an immediate full time opening for a day shift data entry operator. Must type a minimum 45 wpm, & have some data entry experience. We offer excellent working conditions, good pay, benefits & a variety of other items to qualified candidates. For more information please call 261-6220

DATA ENTRY OPERATORS
Must be articulate, have solid work experience. Part time, growing Farmington Hills company. Salary negotiable. Excellent career opportunity for the right people. Call now for personal interview.

MGM
Office Services
474-7766

DATA ENTRY PEOPLE (10) for major ad agency in Southfield. 10-12,000 keystrokes, $10500/mo. Call Karen at Uniforce 357-0034

DATA
ENTRY
OPERATORS

Kelly Services seeks energetic individuals for short and long 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

KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY PERSON
for data distribution/Alphabetic sorting. Full time - must be fast. Call Al at 559-4060

DATA ENTRY POSITION
open in Shipping & Receiving Department in our Livonia distribution center. Computer experience helpful. Based on adding machine. Attention to details a must. Excellent benefits. Send resume stating your experience, P. O. Box 2026, Livonia, MI. 48151, Ms. 48016.

DATA ENTRY - well train. Good typing skills required. 55/hour. 40 hour week. Call Sandra, Mr. The Detail Redford. 255-2225

DATA INPUT OPERATOR
Immediate position available at our worldwide headquarters for an individual with previous accounting related data input experience. Individual must have typing skills, be well in a team atmosphere, type 40-45wpm, and have the ability to use a 10 key pad. We offer an excellent benefit package including medical, dental, prescription & tuition reimbursement. Reply to:
DATA INPUT OPERATOR
P.O. BOX 2227
SOUTHFIELD, MI. 48037

DATA ENTRY - Novi area, processors, (11 needed), for major Michigan corporation, 2-4 mos. experience, 55 wpm, experience on keyboard perfect or Display Write 4, 39-8100 hr. Call Alice at Uniforce 646-6500

DENTAL ASSISTANT for orthodontic practice. Experience necessary. Full or part time. Troy/Royal Heights. 879-6200

DENTAL ASSISTANT: Full-time. Experience preferred, providing consultations. Benefits. Auburn Hills area. 373-5677

DISPATCHER
SERVICE SECRETARY
Full time, for expanding office machine company. Dependability, organization & good customer relations are a must.
Ask for Mr. Montgomery:
556-7300

DISPATCHERY
SERVICE SECRETARY
Full time, for expanding office machine company. Dependability, organization & good customer relations are a must.
Ask for Mr. Montgomery:
556-7300

ESCROW CLOSER/PROCESSOR
Experienced for Farmington Hills title company. Full time. Contact Susan 477-6310

Escrow/
Closing Secretary
Temp to perm assignment in Southfield area. Closing experience required. Pay commensurate with experience. Please call Julie.

ENTECH
SERVICES, LTD.
737-1744

EXCELLENT OPPORTUNITY!
Our Livonia based Computer Sales Office in Farmington Hills is looking for the following:
(1). A Full-time, experienced Account Receivable/Data Clerk to also assist with Order Processing
(2). A Full-time Clerk to handle busy phones & assist with Misc. Clerical Functions. Some Data Entry. Non smoker call for details. 453-8250

EXECUTIVE
ASSISTANT

Successful Farmington Hills real estate company seeks an Executive Assistant to provide administrative support to the president. Ideal candidate will possess strong office history and organizational abilities and have a solid background (5-10 years) of secretarial, bookkeeping and administrative experience. Candidate must be able to professionally cope with fast pace environment and be effective in a deadline driven work place where extended hours are required. Shorthand and real estate experience a plus. Degree preferred. Generous salary and benefits, if interested, please send resume and salary requirements to: Ms. Paxton, P. O. Box 591, Southfield, MI 48037

Plante & Moran recruiter for An Equal Opportunity Employer

EXECUTIVE SECRETARY
Southfield based property management company needs flexible, energetic person, able to work in a fast paced, exciting environment. Must have excellent typing and organizational ability and experience on Decision Mate II. Salary negotiable. Call Gwen from 8:30am to 5 pm:
569-6880

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be varied 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/
OFFICE ADMINISTRATOR
A small international transportation services corp. relocating to Detroit from Connecticut has an immediate need for Executive Secretary to support our President. Top secretarial skills. Must be proficient in computerized word processing & graphics software. Preferably Word Bloomfield. Abbreviations & midnights. Salary negotiable. Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - for packaging company. Must be experienced in personnel, hiring & communications, working with plant administrator. Send resume to Alfred & Co., 377 Amelia, Plymouth, MI 48170

FAST GROWING
LIFE INSURANCE AGENCY
Word processing, new business handwriting/ processing, policy holder service, data entry & entry level general office. Nice office in NW suburbs looking to add enthusiastic team members. If you have outstanding skills in the above categories, please send resume. Salary commensurate with experience. Free covered parking & good benefits. Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK

Full time position with good math aptitude & also use of calculator & typewriter. We offer excellent benefits. Please call 644-5300, ext. 331

Erb LUMBER CO.
An Equal Opportunity Employer

FREE TRAINING for word processors with 3-6 mos. experience. Training on Wordperfect & Display Write 4. 69-8170/hr. Call Sonia at Uniforce 618-8301

FILE CLERK/TYPIST - a growing company is seeking an individual to work full time in our agency dept. Duties will include typing, data entry, filing, pulling/delivering phone, receptionist relief, assisting in opening, sorting & distributing mail. Previous clerical experience helpful. Hrs. Mon. thru Fri. 8:15-4:00. Full benefits, applications available at Proctor, Hanover, Warren, Inc. 2100 W. Big Beaver, Troy, MI. 48084

FRONT DESK
RECEPTIONIST
Using excellent people skills and enjoy pleasant surroundings, plus more people? Our front desk needed. $14,500 to start. Fee paid. Call 553-2060.

SNELLING & SNELLING

FRONT DESK
SECRETARY
A progressive company seeks no one is shy looking for an outgoing congenial individual. Any automotive and computer background a plus. $14,500. Fee paid. Call Marian at 553-2060.

SNELLING & SNELLING

FULL TIME permanent positions available. $6 per hour plus benefits. Light typing, light filing, light math. Light typing preferred. Apply at: Dot Data Inc., 30500 Bainbridge, Mon.-Fri. 9am-4pm.
JTPA FUNDED

GENERAL ACCOUNTING CLERK
Southland Corporation, the nation's largest convenience store chain is seeking qualified candidates to fill accounting clerk positions in our Wayne headquarters office. Candidates must be aggressive, responsible, detail-oriented & able to work in a position with opportunities for continued position to full accounting manager experience & plus. We offer a comprehensive benefits package to include excellent medical insurance. After the waiting period, profit sharing, credit union & paid vacation. This position offers a competitive starting wage. Send resume or call to apply person Mon.-Fri. 8am-4pm: Southland Corp., 2828 Trumbull St., Suite 200, Wayne, Mich. 48184
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

GENERAL CLERK
Full or part time. Mature person. Flexible hours. Call 981-3344

GENERAL OFFICE - Duties to include answering phone, filing, write orders, etc. Pleasant Southfield office. Call Sandra. 350-1140

GENERAL OFFICE - part time, no computers. Phone answering, light typing, filing. All ages considered. Livonia area. 425-0459 535-6770

GENERAL OFFICE help.
Mon. thru Fri.
Full time position.
Hours 8:30AM - 5:30PM:
835-0060

GENERAL OFFICE - Sales organization seeks person with good typing and phone skills. Immediate available. Full-time. For appointment, please call Ms Winkel 357-2220

GENERAL OFFICE CLERK
Bloomfield Hills financial planning firm seeking nonsmoking individual to work part time (Flexible hours). Light typing, phone & filing skills required. Call Ms. Cindy 645-3220

GENERAL OFFICE Clerk & Accounting clerk - full time, competitive salary, benefits are required. Perfect experience helpful but not necessary. Apply at Kelly Services, 29777 Telegraph, Suite 2631, Southfield, Onyx Plaza. 352-8110

GENERAL OFFICE

National firm in Southfield needs bright capable person to perform various clerical duties. Full & part-time positions. Call

353-0300
An Equal Opportunity Employer

GENERAL OFFICE
We are looking for bright, energetic individual (male or female) for our Southfield office to answer phones, type correspondence, and perform light typing. Starting salary is $25-30 per week with substantial increases during the first 18 months. We offer excellent benefits (including 100% tuition refund program), vacation program, & promotional opportunities. Please send resume or brief letter (no telephone calls please) to: Metropolitan Life, Personnel Office 660 New Center 1 Building, Detroit 48202
An Equal Opportunity Employer

General Office
Word Processors

- Administrative Sales Assistant

This indefinite position in Farmington Hills requires experience on WordPerfect and Lotus 1-2-3. Must have 1-3 years assistant level, involved sales support for sales department. We are an 8-to-5 office with benefits to the right candidate. Please call Ellen.

- Word Processing Secretary

One part office in West Bloomfield requires a sharp person to do a variety of office work and answer phones. Business support experience preferred and typing 55+ wpm. Light accounting background helpful. Very commensurate with experience. This temp to perm position is a great opportunity. Call Kathy!

ENTECH
SERVICES, LTD.
737-1744

GENERAL OFFICE Clerk: Full-time, Flexible hours. Responsible & mature. Typing, phone skills required. Immediate position available. Southfield area. Call for appointment, 355-3940

GENERAL OFFICE RECEPTIONIST
Full time position. Pleasant, friendly nature non smoker with light office experience. Call between 10 and 3pm
354-5343

GENERAL OFFICE: Responsible person, for fast paced front office. Phone experience and accurate typing skills. Full-time. Starting at $5 hr. Call 548-3112 Ext.

GENERAL OFFICE: We are a 20 yr. old growing Security Co. located in Westland. Hours are flexible. This entry level position has rapid growth potential. Audio Alert Incorporated Suite 202, 30000 Cherry Hill Rd., Farmington Hills, 48018. 553-4600

GENERAL OFFICE - typists, data entry people, type 45 wpm, 5-8 mos office experience. Receptionists - with switchboard experience. Word processors with 3-6 mos experience on Wordperfect, trained word processors on Display Write 4 & Word Perfect. Many openings with major corporations. Call temporary employment agency 473-2930 or Maxine 357-0034

GROUP HOME STAFF - for Novi, Livonia, Farmington, Bloomfield, Abbenoone & midnights. Salary negotiable. Box 886, Observer & Eccentric

HIGH TECH computer services company in Livonia has immediate full time opening in 2 entry level clerical positions.

1. Clerical/document processing. Duties include microfilming, document processing, coding, highlighting, bates stamp.

2. Clerical/I-O. Qualified candidates must possess clerical background, customer service skills, good phone skills, strong organizational skills & be self motivated.

Excellent working conditions. Good pay & benefits. Send qualified candidates. For more information please call 261-6220

IMMEDIATE
OPENINGS -