504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
FOLAND'S a fast paced department store has an immediate need for a full time entry level accounts payable position in our Livonia corporate office accounting department. Qualified applicant should have accounts payable experience in accounting and/or computer related experience. Apply in person
FOLAND'S
WONDERLAND MALL
29753 Plymouth Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE
Part-time Opportunity
Highland Superstores is one of the largest Electronics & Appliance Retailers in the nation. Within our expanding corporate accounting area, we have immediate openings for part-time Accounts Payable Clerks. Previous experience preferred.
We offer a competitive salary & benefit package. Send your resume or apply in person to:
Highland Superstores
Human Resources Dept.-AC
909 N. Sheldon Rd.
Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE
PARA ACCOUNTANT
Livonia based manufacturing company seeks experienced Accounts payable/accounts receivable Accountant with less than two years experience in ADP environment. Real World CRA software experience desired. Job requirements include college level accounting course work, knowledge of accounts receivable, invoicing, order entry, full accounts payable cycle, general ledger posting, inventory transaction, purchase price variance, and accounting reconciliations. Starting compensation depending on experience level and skills. Send resume & salary requirements: Para Products, P.O. Box 6314, Portland, Oregon 97228

ACCOUNTS RECEIVABLE
F/C Bookkeeper. Must have experience & 1-3 years. $18-$22K range. Southfield location. Call Fee Paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS RECEIVABLE/CLERICAL
Intelligent & responsible. Good opportunity with benefits. Ability to use 10-key calculator, accuracy essential. Organizational abilities & computer literacy a must. Resumes only: Seniors Unlimited, 53 West Huron, Pontiac, MI. 48058.

ACT NOW
RECEPTIONIST
GENERAL OFFICE
SALARY $12-14,000
Variety of duties in suburban Redford busy phones, data entry, using your good typing & 1 year experience. Excellent benefits in ideal location.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
to work with plant manager. Must be experienced in employee interviewing & screening with strong secretarial & clerical responsibilities. Send resume to: Gelex Corp., 377 Amelia St., Plymouth MI. 48170

ADMINISTRATIVE ASSISTANT
For branch international financial firm. Must have good typing skills and good people skills. Suburban location. Call 559-3300

ADMINISTRATIVE ASSISTANT
Part time, possible full time for certified financial planning firm in Farmington Hills. Duties include assisting in client management. Computer knowledge and some typing helpful.
626-1600

ADMINISTRATIVE SECRETARY
$20,000
An automotive supplier sales office offers associate position in a pleasant work environment. Good benefits, fee paid. Hurry! Call Service at 353-2900
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY
$20,000
Work in suburban firm utilizing your professional personality, excellent secretarial skills including shorthand. Variety spot included public relations & excellent advancement plus outstanding benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
An Equal Opportunity Employer

ADMINISTRATIVE PAYCHEX, a national payroll company, seeks a creative sales assistant for busy district sales office. Fast paced & challenging position. Candidate should be mature, personable with excellent customer service experience. Typing & computer typing & strong organizational skills are required. Submit resume/letter with experience. Experience in payroll would be a plus. Liberal benefits pkg. Call Jeff at (313) 261-2000 or send resume to: Paychex, Inc., Attn: Kim, 6960 Orchard Lake Rd., Suite 110, W. Bloomfield, MI 48322

ADMINISTRATIVE ASSISTANT
Part time, flexible hours. Duties include coordinating, scheduling, various tasks assisting managers. Pay commensurate with experience.
846-2929

ADVISORS: Position requires excellent typing, spelling and communication skills. Full-time, Mon-Fri. Medical Benefits, Tuition reimbursement, Vacation Pay, Life Insurance and Profit Sharing. Part-time also available. Excellent position for Homemakers re-entering the job market. Nice local office. 478-7355

A GENERAL OFFICE person, type 40 wpm plus phone, sell product, some filing & data entry. $13,800. Call Diane and Ann at 532-5200 Grand River Rd., Farmington Hills.

A GENERAL PERSON for rapidly growing temporary service in Birmingham, must be detailed oriented, figure aptitude, typing 40 wpm plus, enjoy people. Growth opportunity. Call Jan Pell 646-7664

ATTENTION
Experienced Counselor needed for temporary help company in Livonia. Duties include: Answering busy phone, interviewing, filling orders, recruiting, light typing, filing. This is a very diversified position for an enthusiastic, people oriented person with team spirit. Full benefits. Salary negotiable. Call today for appointment.
427-7660

RECEPTIONIST
We are seeking a full-time professional receptionist to join our progressive, people-oriented company of 120 employees. The successful candidate will have previous experience with a Multiple Line Telephone System, great people skills, flexibility and the ability to supervise and train other reception staff. If you take pride in your profession, we are interested in you. Excellent salary & benefits.
CONTRACT INTERIORS, INC.
— 358-2000 —

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
We are one of Michigan's largest local accounting firms, looking for an Administrative Assistant for our 70 person office. The applicant should have the following qualifications: exceptional typing & organizational skills & be proficient on WordPerfect. Salary commensurate with experience. Qualified candidates should send their resumes to: Maryd, Sheldon, Wakeman & Co., 28580 Orchard Lake Rd., Su. 200, Farmington Hills, MI., 48018-4716. Att: Personnel Dept.

ADMINISTRATIVE ASSISTANT
Insurance company seeking person for administrative assistant to our two service reps. The position involves typing correspondence, using word processing; contact with clients & vendors; phone work; typing letter, memos; filing. Currently 28 hours per week; 33 hours per week beginning January 1. 541-0000

ADMINISTRATIVE ASSISTANT
Personnel experience & plus, however, willing to train the right person. Busy office, excellent benefits. Apply in person or send resume to: Wireland Distributors, 32975 Schoolcraft, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT - accounts payable, busy office, computerized system. Working knowledge of chart of accounts & bank rec. Experienced preferred. Salary, benefits. Resume only, state salary requirements. 30700 Telegraph Rd., Suite 2675, Birmingham, MI 48010

AMBITIOUS individual needed for part time clerical position in busy Livonia office. General office background and pleasant phone manner necessary. Computer knowledge a plus. Call 478-1603

ANSWERING TELEPHONES, light typing and filing work for a Farmington Hills Office. Good phone manner a must! Call 553-9520

ANSWER TELEPHONES in our Westland office, full time, 8 am to 5 pm. $3.50 hour, mature person preferred. No experience necessary. Apply: 987 Manufacturers Dr., S. of Cherry Hill, E. of Newburgh.

APPARTUNITY FOR OFFICE & Customer Service for Southfield Company. Experience required. Call Darlene at Marjorie Arwing. 352-8850

ARE YOU READY TO WORK THIS WEEK AND GET PAID ON FRIDAY?
You CAN if you have good clerical skills or word processing skills.
We offer:
- Excellent pay
- Benefits
- Free training

Special needs this week:
Data Entry Operators, Word Processors, General Secretaries and General Typists.

SNELLING TEMPORARIES
CALL TODAY
TROY 528-5122 DETROIT 871-2700

ASSERTIVE MALE OR FEMALE for general office and telephone work. Non smoker. Flexible hours. $4 hourly. Will train.
353-0225

ASSISTANT to Executive Secretary: Diversified duties. Typing or computer skills and good phone manner necessary. Send resume to: 13400 Newburgh, Livonia, MI 48150, or come into the out application. No calls please.

ASSIST V.P. MKTG!
FEE PAID - $18,000 UP.
(NOT MDS THIS) Need a "Take-Charge" person to handle projects, travel arrangements, keep agenda and more. (Must have Word Perfect/Lotus). Looking for "Advertising Agency" experience, includes at least 8 yr. background. Paid overtime. (Full fringes include dependents).
849-6797 or N. area 952-0565
DOROTHY DAY
PERSONNEL, INC.

ATTENTION
COLLEGE GRADS
NEEDED
Manager Trainee, $15,000, fee paid. A super opportunity for you. Dynamic company offers immediate opening with outstanding advancement potential. Max benefit package and starting salary also offered. If a career in management is for you, don't hesitate, call now at 849-5600.
SNELLING & SNELLING
OF TROY

Attorney's Secretary
To $22,000 No fee
Prestigious downtown firm offers generous benefits and career growth to experienced legal secretary with real estate, corporate or probate experience. Head good typing and word process & assist.
EMPLOYMENT CENTER 8 540-4130

AUTO DEALER in need of a switchboard operator. Some experience helpful. Apply in person 9-5. Bruce Carpenter Dodge 14875 Telegraph Rd., Redford, 48239.

AUTO DEALER has full-time position Monday 12 noon to 9 pm, Tuesday - Friday 9-6. Good with figures some typing required. Blue Cross and other fringe benefits. Apply in person, Somerset Pontiac GMC, 1850 West Maple, Troy.

AUTO DEALERSHIP
needs experienced warranty clerk. Knowledge of computers, coding & operation. Full time position, benefits. Call Nancy 227-1761

AUTOMOTIVE/CLERICAL Farmington Hills auto dealer has immediate opening for accounts receivable position. Good salary plus benefits for right individual. Dealership experience a plus. Apply in person to Bob Lee Motor Mall 32200 Grand River Rd., Farmington Hills.

BAKERY OFFICE MANAGER. Apply in person between 9am-2pm. Bake'n Joy, 29207 Southfield Rd., in Southfield Commons, just north of 12 Mile.

ATTENTION
Experienced Counselor needed for temporary help company in Livonia. Duties include: Answering busy phone, interviewing, filling orders, recruiting, light typing, filing. This is a very diversified position for an enthusiastic, people oriented person with team spirit. Full benefits. Salary negotiable. Call today for appointment.
427-7660

504 Help Wanted Office-Clerical

ATTENTION: WORD PROCESSORS
Working knowledge of Word Perfect & Lotus a must. Switchboard experience a plus. Day & afternoon shifts available.
Michelle 548-3700
Future Force Temporary
Southfield
Never A Fee

AUTOMOTIVE PARTS COORDINATORS
Immediate openings for people working on sight at major automotive companies. Seeking prior experience and/or knowledge of automotive parts and components. Light computer skills helpful. Will be responsible for maintaining and tracking inventory, ordering, expediting, and misc. follow-up duties. Long term contract assignment. Generous benefits/wages. Please call:
Technical
Engineering Consultants
313-425-3220

BILLING ASSISTANT
needed for One Way Rental in our Southfield office. Responsibilities include processing dealers weekly report, handling customer billing, processing credit cards & computer input. Some accounting background helpful. Competitive hourly wage & benefits. If interested, send resume and your wage expectations to: Rider Truck Rental, One Way Assistant, P. O. Box 201, Southfield, MI 48037.

BILLING CLERK/DATA ENTRY: Full-time, $6.50 per hr. to start. Benefits available. Minimum experience helpful. Will train right person. Send resume to: Personnel, Maximum Typing, 50 wpm. Resume to J. Proger: PO Box 434, Southfield, 48037.

BILLING POSITION. Entry level in medical company. Must type 45-50wpm, part time/full time position available. Will train. Send resumes to Personnel Director, PO Box 2519, Southfield, MI. 48037-2519

BIRMINGHAM CONTRACTOR seeks secretary bookkeeper for one person office. Non smoker preferred. Full time. Word processing and computer experience required. Call 8-30AM-4PM.
646-0500

BOOKKEEPER/CASHIER
experienced person with accounts payable/receivable & inventory knowledge. Computer experience necessary. Full time. Call for appointment.
645-5813

BOOKKEEPER/CLERICAL
Enjoyable position at fast paced service agency demands hard worker who is computer literate, understands basic bookkeeping and types4-54.80-$3.80/hr. Send resume to:
Accounting Department
Box 115, Plymouth, MI 48170

BOOKKEEPER, customer collections. Experienced, typing & computer knowledge necessary. Resume required for appt. 476-6350

BOOKKEEPER - EXPERIENCED
No smoking. Send resume to Mrs. B. at Joker, Inc., 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER
For long established co. In Harper Woods area. Must have minimum 5 years experience and be familiar with IBM System 34. Excellent wages and benefits. Please reply stating experience and salary requirements to: Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full time. Also General Office, full time, typing a must, all around office work. Livonia area. Ask for Valory or Kay only. 462-2212

BOOKKEEPER - Full time, experience necessary. 20411 W 12 Mile, Suite 201, Southfield. Call 443-4040 accounting.
352-5320

BOOKKEEPER
Full charge, thru monthly financial statements. Computer experience a must. 3 years accounting experience with references. College level or equivalent.
559-7300

BOOKKEEPER/General office duties in Troy area. Full time position. Salary commensurate with experience.
643-8410

BOOKKEEPER - Need full charge bookkeeper with computer experience. Must be a self motivated & a self starting person with good accounting background. Non smoker. Send resumes to Affack & Co., 377 Amelia St., Plymouth, MI 48170

BOOKKEEPER
One of southeast Michigan's largest local accounting firms is looking for bookkeepers with a minimum 2 years experience. Qualified candidates should send their resume to:
Maryd, Sheldon, Wakeman & Co.
28580 Orchard Lake Rd., Su. 200
Farmington Hills, MI. 48018-4716
Att: Personnel Dept.

BOOKKEEPER
Payroll/General Accounting
Manufacturing firm requires a self motivated bookkeeper. Position requires knowledge of payroll laws, journal entries, account analyzer, preparation of reports as well as other functions. Must be familiar with operation of payrolls & maintenance of payroll records. Knowledge of payroll experience is required. Position is offered a competitive salary & excellent benefit package. Send resume including salary requirements to:
P.O. Box 52222, Livonia, MI 48152 or call
477-6066 ext 26

CLERICAL POSITION - Duties include general office, filing, purchasing and computer. Must have excellent phone skills. Send resume to: P.O. Box 936, Troy, MI 48084

CLERICAL POSITION, for Southfield based insurer is seeking a motivated individual for its claim department. Must have typing skills and be detail oriented. Medical benefits, 8:30am & 4:30 pm.
352-7500

CLERICAL POSITION
Southfield based insurance company. Previous experience helpful but not necessary. Good math skills and typing. Full time, benefits, 8:30 - 5pm. Send resume to: P.O. Box 300, Southfield, MI. 48037

CLERICAL TYPIST
Southfield agency seeking an experienced clerical typist. Call 8 AM-4:30.
355-6650

Clericals, head for the hills
Kelly Services now has a variety of entry level positions with a number of companies in Farmington Hills. We can match your skill level in one of the following:
Clerks
Clerk/Typists
- good pay
- typing of 30 wpm or non-typing positions
- some proofreading
- assignments 1 month plus

Come in and talk to one of our friendly Kelly Representatives. We'll place you in the right company but that's right for you. Call today!
We have the job you want.
Farmington Hills 471-2050
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERK
Immediate opening for a Personnel Clerk with 2 years secretarial experience. Position consists of typing, filing & data entry duties. Good typing & word processing experience helpful. This person should be able to interact in a tactful, professional manner with both salaried & hourly employees. We offer a competitive salary and benefit package. If interested, please apply in person with salary history to:
P.O. Box 2454, Livonia MI 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
Rochester Hills based company is looking for a full or part time bookkeeper. Qualified candidate must have experience in all phases of general book-keeping. Computer experience required. Benefits.
Call Gary Bimson. 853-7877

Bookkeeping
Partial Listing of positions

FULL CHAUDE	
BOOKKEEPER	To 24K
PAYROLL	To 22K
RECEIVABLES	To 20K
FULL CHARGE	To 18K
ACCOUNTS PAYABLE	To 18K
ACCOUNTING CLERK	To 14K
TITLE CLERK	
DEALERSHIP	To 20K

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Paid
Part of World's Largest
Financial Placement Network

BUSY SALES OFFICE!
FEE PAID - $15 - $18,000
WEST AREA: People, phones, fax, file, type, mail and more. Busy international sales office. Will train for computer experience, well train on their software. Benefits. Call Jeanne today at
649-6797 or 942-0565
DOROTHY DAY
PERSONNEL, INC.

Career Opportunities
A variety of positions are waiting to be filled in the Troy and Detroit areas. We have short and long term assignments for:
- Receptionists
- Data Entry Operators
- Typists
- Secretaries
- Word Processors
- General Clerical

We offer good pay, benefits and FREE word processing to qualified applicants. Please call today for an interview!
ENTECH SERVICES, LTD.
TROY 588-5610
DEARBORN 336-8888

CLERICAL
FULL-TIME TEMPORARY OPPORTUNITIES
HIGHLAND SUPERSTORES has immediate openings in its new corporate office in Plymouth for individuals who prefer Full-time Temporary Secretarial or Clerical work. Send your resume or apply in person to:
Highland Superstores
Human Resources Dept.-FT
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

clerical

GENERAL CLERICAL
Earn Quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, variety of proofreading, coding and general clerical. Reliable transportation a must.
- Choose long or short term assignment
- Working or phone answering
- Good pay

For more information, 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

CLERICAL - part time position available. Need organized, versatile applicant with good organizational skills. Call Erin Walsh Now!
356-7111

CLERICAL - PART TIME
Grand River/Farmington area. Mon. thru Sat. Position should lead to full time. Send resume & references to: PO Box 52222, Livonia, MI 48152 or call
477-6066 ext 26

CLERICAL POSITION - Duties include general office, purchasing and computer. Must have excellent phone skills. Send resume to: P.O. Box 936, Troy, MI 48084

CLERICAL POSITION, for Southfield based insurer is seeking a motivated individual for its claim department. Must have typing skills and be detail oriented. Medical benefits, 8:30am & 4:30 pm.
352-7500

CLERICAL POSITION
Southfield based insurance company. Previous experience helpful but not necessary. Good math skills and typing. Full time, benefits, 8:30 - 5pm. Send resume to: P.O. Box 300, Southfield, MI. 48037

CLERICAL TYPIST
Southfield agency seeking an experienced clerical typist. Call 8 AM-4:30.
355-6650

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Kelly Services now has a variety of entry level positions with a number of companies in Farmington Hills. We can match your skill level in one of the following:
Clerks
Clerk/Typists
- good pay
- typing of 30 wpm or non-typing positions
- some proofreading
- assignments 1 month plus

Come in and talk to one of our friendly Kelly Representatives. We'll place you in the right company but that's right for you. Call today!
We have the job you want.
Farmington Hills 471-2050
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CITY OF NOVI
RECEPTIONIST
Permanent part-time receptionist position in the City Manager's Office, 8-6:00 per hour. Monday thru Friday, 10:00 a.m. to 2:00 p.m. with some flexibility in scheduling hours. Light clerical skills required. Obtain and submit City of Novi Application by September 22, 1989 at the Novi Civic Center, 45175 W. Ten Mile Road, Novi, in the City Manager's Office, 8:3-5, 8 a.m. to 5 p.m.
The City of Novi is an
Equal Opportunity Employer.

CLERICAL
Entry level position in equipment leasing documentation department. Typing 60 wpm., good communication skills and word processing preferred. Resume accepted through mail only. Resume, 31051 Schoolcraft, Livonia, MI., 48150

CLERICAL
Full-time in Southfield. Property Management office. Bookkeeping experience helpful. Must know how to calculator a plus. Good benefit package. Call Mrs. Ross 352-4042

352-4042
An Equal Opportunity Employer

CLERICAL
General Contractor in Novi seeking Secretary/Typist with experience in typing & word processing skills. Send resume & salary requirements to: Box #792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - part time, in the area of Ford Road & Venoy. Flexible hours. Secretarial. Must like filing. Send phone number & qualifications to: T. Francis, P.O. Box 36353, Grosse Pointe Woods, MI 48236

CLERICAL
To $18,000
Our clients, growing corporations have positions available for Receptionists to Assistant Controller. Call For consideration call 344-8700 or send resumes to:
DIVERSIFIED RECRUITERS CO.
27749 Northwestern Hwy.
Suite 104
Nov, MI 48050 All Fees Co. Paid

CLERICAL WORK - part time morning, immediate opening, accurate typing, good with numbers, filing, fax & copy machine, telephone skills. Available immediately. Resumes to:
Jim Simoneau
32901 Bloomfield Cir.,
Birmingham, MI 48010
Or call 258-9628

EXECUTIVE SECRETARY
Small Office in Northwestern area seeks experienced Secretary with capabilities of running the general office. Good typing & references, a Must. We offer a good starting salary, great benefits & lots of Overtime. If interested in working with a great bunch of people, send resume or call P.O. Box 730, Plymouth, MI. 48170

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and demanding. Excellent secretarial skills required. Qualified candidate will be detail oriented, work flexible hours, be self motivated, and organized enough to handle multi tasks. Send resume to: P.O. Box 300, Southfield, MI. 48037

EXECUTIVE SECRETARY
Bloomfield Hills. Good experience, excellent typing, shorthand and word processing. Benefits. $25,000 fee paid.

RECEPTIONIST
Bloomfield Hills. Strong background, career minded, typing Spreadsheets, time and professional. Benefits. $18,000 fee paid.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXTRA SPECIAL PEOPLE
ExtraStaff
Birmingham 645-0200

FAST PACED electronic rep firm needs temporary full time help for Oct. thru Dec. 31. Answering phones, light typing, filing & order processing. Call Shirley 855-3400

FILE CLERK - full time position available with complete benefit package, filing with light typing. Please call Janet at Wolverine
645-6200 ext 250

FILING/GENERAL OFFICE
Entry level position with a large property management company located in Southfield. Excellent opportunity for advancement for a self starter. Good benefit package. Send resume to: Office Manager, P. O. Box 0071, Southfield, MI 48037

FINANCE DEPT. of racing growing top for full time position. Must be detail oriented, be thorough, accurate & good with numbers. Computer & accounting receivable experience helpful. Call Linda between 8-5 358-5895

FRONT DESK RECEPTIONIST
TO $20,800
A suburban specialist offers a comprehensive benefit package, filing with light typing, phone and insurance knowledge. Typing required. Bonus. Fee paid. Call Kathy 353-2090.
SNELLING & SNELLING

FRONT DESK-2
FEE PAID - $14-$18,000
1 for Plymouth / 1 Southfield. Need have prior office experience, good skills, phone manner and personality. There's a friendly office and figure work along with "Meet & Greet" duties. Benefits & bonus.
649-6797 or 942-0565
DOROTHY DAY
PERSONNEL, INC.

FULL CHARGE BOOKKEEPER/OFFICE MANAGER for small manufacturing company. Send resume to: P.O. Box 3070, West Bloomfield, MI., 48304

GENERAL CLERK
Immediate opening for experienced & hard working job for. Call Jack at Reliable Nursing, Canton 981-3344

GENERAL OFFICE
Southfield company seeks full-time, entry level position for reliable individual. Some office skills & CRT experience helpful but will train. Pleasant phone personality a must. Starting salary $200 wk.
353-6620

GENERAL OFFICE, answer phones, full time, or Saturday only, both available. Bloomfield Hills.
334-4890

GENERAL OFFICE - Clerical/engineering department, typing, English, phone use. Some driving required. Contact Mr. Klein. 353-2900

GENERAL OFFICE
& ACCOUNTS RECEIVABLE
Call Kathy for interview.
Crissman Lincoln-Mercury
Rochester Hills 652-4200

GENERAL OFFICE
Typing & accounts skills required. Some phone & computer work. Small busy Southfield office. Prime Mortgage Corp. Call Mr. B. 353-7550

GENERAL OFFICE for manufacturers rep firm. Typing, data entry, word & sales order processing, billing, good phone skills, detail-oriented, self-starter. Mail resume to: Personnel, 12782 Currie Ct, Livonia, MI 48150

GENERAL OFFICE - people & receptionists for major co. in Southfield, Wixom & Farmington. Exam, Observation or Horizon experience. Light typing helpful. $3.35-$7/hr. Call Louise at Unitone 357-0020 or Mary 473-2530

GENERAL OFFICE HELP Full-time. Star Lincoln-Mercury. 334-4800.

GENERAL OFFICE
Typing, filing, various duties.
Wixom area. Call 347-4320

GENERAL OFFICE
Light typing, answering phones. No experience necessary. Call Mr. Jones 397-3020

GENERAL OFFICE CLERK
Part time, Monday thru Friday, AM. Duties include mailing, filing and clerical duties. Typing 40-60 wpm. Phone usage. Clarkson area. 583-2943

504 Help Wanted Office-Clerical

CREDIT UNION
Full time Teller position available. Scheduled hours will fluctuate between 7 AM - 5 PM, Mon.- Fri.
Qualified candidate must have financial institution experience. Credit Union experience and knowledge of Credit Union operations highly desired. Must be familiar with automated financial systems. Typing and PC experience and possess good public contact skills with a attitude for detail work. Must be eligible for bonding.
Accurate typing speed of 55 wpm. Knowledge of Lotus will be helpful prior to completing application.
Qualified interested applicants may apply, Mon. - Thurs., 9 AM. - 2:30 PM. in our Employment Office.
PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI. 48075
An Equal Opportunity Employer

CUSTOMER SERVICE
Our Customer Service team needs a self motivated individual to help us service our existing accounts and customers. No outside travel required. Ideal candidate will have a proven track record of success in customer service. Customer service experience, product knowledge & plus. Learn computer applications. Employee benefits. Overtime available. Call Ms. Jones 348-1000
CUSTOMER SERVICE
Dynamic growing company seeking a professional individual for their Order Department. Individual must possess good math ability, strong communication skills and a desire to learn and grow with company. Data entry experience helpful. Excellent benefits. Salary $16,000+, fee paid. Call Terri now, 464-0005.
SNELLING & SNELLING

CREDIT REPORTING AGENCY in Farmington Hills needs full and part time office help. Previous credit experience requested. All applicants should be versatile. Flexible hours. Call
478-8925

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker, pleasant office in Ft. Lauderdale, Wixom. NEXUS of Mich. & Ontario, 27150 W. 9 Mile, Southfield, MI 48034

CUSTOMER SERVICE REP
Pleasant phone voice a must. Call for more information. Troy area.
528-1632

CUSTOMER SERVICE REPS - no travel but entry plus good communication skills for major Fortune 500 company. $15,000. Call Ginger at Unitone
646-8301

CUSTOMER SERVICE
SUPERVISOR
USA Today's Farmington Hills office is accepting resumes. Must possess strong organizational skills and the ability to work in a fast paced environment. Computer experience necessary. Full time with benefits. Send resumes to: USA TODAY, 24747 Halsted Rd., Farmington Hills, MI 48331, Attn. Janice Fisher.

CUSTOMER SERVICE
CONSULTANT
$8.50 per hr. Farmington Hills. Seeking assertive individual with data entry experience. Long term assignments. Hours: Mon-Fri, 8am-5pm, Sat. 8am-5pm, overtime paid.
Call today!
471-1870
MANPOWER
Temporary Service

CUSTOMER SERVICE
Dynamic growing company seeking a professional individual for their Order Department. Individual must possess good math ability, strong communication skills and a desire to learn and grow with company. Data entry experience helpful. Excellent benefits. Salary $16,000+, fee paid. Call Terri now, 464-0005.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

CITY OF NOVI
RECEPTIONIST
Permanent part-time receptionist position in the City Manager's Office, 8-6:00 per hour. Monday thru Friday, 10:00 a.m. to 2:00 p.m. with some flexibility in scheduling hours. Light clerical skills required. Obtain and submit City of Novi Application by September 22, 1989 at the Novi Civic Center, 45175 W. Ten Mile Road, Novi, in the City Manager's Office, 8:3-5, 8 a.m. to 5 p.m.
The City of Novi is an
Equal Opportunity Employer.

CLERICAL
Entry level position in equipment leasing documentation department. Typing 60 wpm., good communication skills and word processing preferred. Resume accepted through mail only. Resume, 31051 Schoolcraft, Livonia, MI., 48150

CLERICAL
Full-time in Southfield. Property Management office. Bookkeeping experience helpful. Must know how to calculator a plus. Good benefit package. Call Mrs. Ross
352-4042
An Equal Opportunity Employer

CLERICAL
General Contractor in Novi seeking Secretary/Typist with experience in typing & word processing skills. Send resume & salary requirements to: Box #792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - part time, in the area of Ford Road & Venoy. Flexible hours. Secretarial. Must like filing. Send phone number & qualifications to: T. Francis, P.O. Box 36353, Grosse Pointe Woods, MI 48236

CLERICAL
To $18,000
Our clients, growing corporations have positions available for Receptionists to Assistant Controller. Call For consideration call 344-8700 or send resumes to:
DIVERSIFIED RECRUITERS CO.
27749 Northwestern Hwy.
Suite 104
Nov, MI 48050 All Fees Co. Paid

CLERICAL WORK - part time morning, immediate opening, accurate typing, good with numbers, filing, fax & copy machine, telephone skills. Available immediately. Resumes to:
Jim Simoneau
32901 Bloomfield Cir.,
Birmingham, MI 48010
Or call 258-9628

EXECUTIVE SECRETARY
Small Office in Northwestern area seeks experienced Secretary with capabilities of running the general office. Good typing & references, a Must. We offer a good starting salary, great benefits & lots of Overtime. If interested in working with a great bunch of people, send resume or call P.O. Box 730, Plymouth, MI. 48170

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and demanding. Excellent secretarial skills required. Qualified candidate will be detail oriented, work flexible hours, be self motivated, and organized enough to handle multi tasks. Send resume to: P.O. Box 300, Southfield, MI. 48037

EXECUTIVE SECRETARY
Bloomfield Hills. Good experience, excellent typing, shorthand and word processing. Benefits. $25,000 fee paid.

RECEPTIONIST
Bloomfield Hills. Strong background, career minded, typing Spreadsheets, time and professional. Benefits. $18,000 fee paid.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXTRA SPECIAL PEOPLE
ExtraStaff
Birmingham 645-0200

FAST PACED electronic rep firm needs temporary full time help for Oct. thru Dec. 31. Answering phones, light typing, filing & order processing. Call Shirley 855-3400

FILE CLERK - full time position available with complete benefit package, filing with light typing. Please call Janet at Wolverine
645-6200 ext 250

FILING/GENERAL OFFICE
Entry level position with a large property management company located in Southfield. Excellent opportunity for advancement for a self starter. Good benefit package. Send resume to: Office Manager, P. O. Box 0071, Southfield, MI 48037

FINANCE DEPT. of racing growing top for full time position. Must be detail oriented, be thorough, accurate & good with numbers. Computer & accounting receivable experience helpful. Call Linda between 8-5 358-5895

FRONT DESK RECEPTIONIST
TO $20,800
A suburban specialist offers a comprehensive benefit package, filing with light typing, phone and insurance knowledge. Typing required. Bonus. Fee paid. Call Kathy 353-2090.
SNELLING & SNELLING

FRONT DESK-2
FEE PAID - $14-$18,000
1 for Plymouth / 1 Southfield. Need have prior office experience, good skills, phone manner and personality. There's a friendly office and figure work along with "Meet & Greet" duties. Benefits & bonus.
649-6797 or 942-0565
DOROTHY DAY
PERSONNEL, INC.

FULL CHARGE BOOKKEEPER/OFFICE MANAGER for small manufacturing company. Send resume to: P.O. Box 3070, West Bloomfield, MI., 48304

GENERAL CLERK
Immediate opening for experienced & hard working job for. Call Jack at Reliable Nursing, Canton 981-3344

GENERAL OFFICE
Southfield company seeks full-time, entry level position for reliable individual. Some office skills & CRT experience helpful but will train. Pleasant phone personality a must. Starting salary $200 wk.
353-6620

GENERAL OFFICE, answer phones, full time, or Saturday only, both available. Bloomfield Hills.
334-4890

GENERAL OFFICE - Clerical/engineering department, typing, English, phone use. Some driving required. Contact Mr. Klein. 353-2900

GENERAL OFFICE
& ACCOUNTS RECEIVABLE
Call Kathy for interview.
Crissman Lincoln-Mercury
Rochester Hills 652-4200

GENERAL OFFICE
Typing & accounts skills required. Some phone & computer work. Small busy Southfield office. Prime Mortgage Corp. Call Mr. B. 353-7550

GENERAL OFFICE for manufacturers rep firm. Typing, data entry, word & sales order processing, billing, good phone skills, detail-oriented, self-starter. Mail resume to: Personnel, 12782 Currie Ct, Livonia, MI 48150

GENERAL OFFICE - people & receptionists for major co. in Southfield, Wixom & Farmington. Exam, Observation or Horizon experience. Light typing helpful. $3.35-$7/hr. Call Louise at Unitone 357-0020 or Mary 473-2530

GENERAL OFFICE HELP Full-time. Star Lincoln-Mercury. 334-4800.

GENERAL OFFICE
Typing, filing, various duties.
Wixom area. Call 347-4320

GENERAL OFFICE
Light typing, answering phones. No experience necessary. Call Mr. Jones 397-3020

GENERAL OFFICE CLERK
Part time, Monday thru Friday, AM. Duties include mailing, filing and clerical duties. Typing 40-60 wpm. Phone usage. Clarkson area. 583-2943

504 Help Wanted Office-Clerical

DIVERSIFIED SECRETARIAL POSITION
Great company and benefits. $15,600 to start. Fee paid. 399-3450.
SNELLING & SNELLING

EMPLOYMENT INTERVIEWER
$12,480 FEE PAID
If you like the challenge of working directly with people and enjoy being responsible for performing the perfect match between people and jobs, perhaps you should be working for this nationwide company. Typing of 50 and a degree would be a plus. Company offers benefits. Call Arlene, 851-3060.
SNELLING & SNELLING
FARMINGTON HILLS

ENTRY LEVEL
Entry level for part time Typist/Messenger position available at Farmington Hills Real Estate Development company. Good benefits. Non smoking environment.
Call Karen at: 851-8200

ESTABLISHED BIRMINGHAM RETAILER seeking individual for phone & office duties. Call 644-0544 or 626-2548

EXECUTIVE SECRETARY for national real estate firm in Bloomfield Hills. Must be mature, experienced, self starter with excellent typing skills. Must have excellent word processing and secretarial skills, and dictaphone proficiency. Computer experience. Some experience with Lotus software desirable. Real estate or related background preferred. Excellent salary and benefits. Resume and salary history to: Box 120, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY/ SALES OFFICE ASST.
For a unique new product. Must be self motivated, have pleasant office work, word processor and telephone skills. Medical benefits. Salary to start. $350, $400 W. Maple. C307, W. Bloomfield, MI 48322

EXECUTIVE SECRETARY
Experienced in following areas: accounting, shorthand, computer skills, typing (40wpm), filing, fax & copy machine, telephone skills. Available immediately. Resumes to:
Jim Simoneau
32901 Bloomfield Cir.,
Birmingham, MI 48010
Or call 258-9628

EXECUTIVE SECRETARY
Small Office in Northwestern area seeks experienced Secretary with capabilities of running the