504 Help Wanted Office-Clerical

BOOKKEEPER/CASHIER
experienced person with accounts payable/receivable & inventory knowledge. Full computer skills necessary. Full time. Call for appointment 649-8181

BOOKKEEPER - EXPERIENCED
No smoking. Send resume to Mrs. E. at Jobs-Ease, 31150 W. 8 Mile, Southfield, MI 48034

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

BOOKKEEPER - full time, experience necessary - 2041 E. Maple, Suite 201, Bloomfield. Call Kaplan Accounting. 853-5320

BOOKKEEPER/General office duties in busy Troy law firm. Full time. Salary commensurate with experience. 643-6410

BOOKKEEPER
Payroll/General Accounting
Manufacturer of Aluminum & Plastic motivated bookkeeper. Position requires knowledge of accounts receivable, journal entries, account analysis, preparation of reports and analysis of those functions required for preparation of payroll & maintenance of group insurance. Typing & computer experience is required. Position offers a competitive salary & excellent benefit package. Send resume including salary plans/expectations to: M. C. Aerospace Corporation 118 Hollahan Road Lake Orion, 48035
Equal Opportunity Employer M/F/H

BOOKKEEPER - PART TIME
Construction Company needs experienced person for Accounts Payable, Cash Flow & Accounts Reconciliation. Send resume to Tom, Inc., 554 E. Maple, Troy, MI. 48083.

BOOKKEEPER
Rochester law firm seeking a person looking for a full or part time bookkeeper. Qualified candidate must have experience in all phases of general bookkeeping. Must have experience required. Benefits.
Call Gary Simpson, 853-7977

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are the largest temporary help service to join our team of professionals on exciting temporary assignments. Assignments range from one day, long-term, full or part-time, offer excellent rates, and we pay for your experience to your background. Temporary assignments may lead to permanent. For an appointment, please call

357-8367
accounTemps
26549 Northwestern Hwy. #250
Southfield, MI 48034
Subsidiary of
Robert Half of Michigan, Inc.

BOOKKEEPER
We have an immediate opening for a full charge bookkeeper.
Knowledge of Billing, Accounts Payable and experience of financial entries required.
Good communication skills, both oral and written, are needed.
Must enjoy working with the public.
Excellent benefit package and working conditions. We are a non-smoking office.
Please submit resume with salary requirements to:
MIDWEST BENEFITS CORP.
P.O. Box 2103
Southfield, Michigan 48037
An Equal Opportunity Employer
AD: Pam Wisbeck

BOOKKEEPER, Knowledge of accounts payable, receivables, payroll and payroll taxes. Ask for Marie between 9 and 12 at 537-9190

Bookkeeping
Partial Listing of positions

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

HALF
Robert Half of Michigan, Inc.
23588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest Financial Staffing Network

BUSINESS & FINANCE VICE PRESIDENT
Local private company. Responsible for all financial matters & business operations including budget preparation, fiscal planning, investments, physical plant, insurance & business operations. Must have finance background and CPA/CUA/University administrator experience preferred. Advanced degree in finance, business or financial management with minimum 5 years experience. Good administrative position with finance responsibilities. Send current resume, salary requirements and 3 references by Sept. 29, 1989 to: Box 1D, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

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 or typing applications. Please call today for an interview!

ENTECH
SERVICES, LTD.
TROY 588-5610
DEARBORN 336-8888

CAREER OPPORTUNITY FOR Experienced Accounts Receivable person helpful. Take charge attitude, good telephone manner. Manufacturer contractor based in Farmington. Salary commission & benefits. Call Mr. Russell, 553-6831

CASHIER/OFFICE CLERK - full time, well built, friendly, good attitude. Mickey Schwartz, 27919 Plymouth Rd. Livonia. 425-8648

AUTO DEALERSHIP
needs experienced receptionist, clerk, knowledge of computers, coding & operation. Full time position, Farmington Area. Call Nancy 227-1761

CLERICAL/DATA ENTRY; immediate part time position for an experienced data entry operator. Prefer someone with order or invoicing experience. Call 425-8424

CLERICAL/DRIVER
Computer services company in Livonia is seeking an organized individual to handle all facets of our busy mail room. Duties include shipping & stuffing envelopes, handling all outgoing mail & other related duties. Some driving is required when necessary. Must have a valid Michigan driver's license & good driving record. Excellent benefits & advancement opportunities are available to qualified candidates. For more information please call 261-6220

CLERICAL TYPIST
Southfield agency seeking experienced clerical typist. Call 8:30-4:30: 353-5850

504 Help Wanted Office-Clerical

CLERICAL - Full time. Good typing skills and will be dealing with the public. Applications available at Canton Assessor's Office, corner of Cherry Hill & Canton Center.

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

clerical

GENERAL CLERICAL
Earn Quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, variety of proofreading, collating and general clerical. Reliable transportation a MUST.
- Choose long or short term assignment
- No typing 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
High tech computer services company in Livonia has immediate full time day shift opening for entry level clerical. Duties involve microfilming, document processing, decimal-highlighting, batching, etc. We offer a pleasant working conditions, good pay & benefits. For more information please call 261-6220

CLERICAL - Light typing, filing, excellent phone manner. Apply in person: Heathco Dental Supply, 21114 Research Dr., Farmington Hills, between 9-11:30 AM. 478-1300

CLERICAL - Mature, experienced person with good clerical, light bookkeeping & typing. Non-smoking office. Apply in person only: 9-4pm at Guardian Bldg., 12193 Levan Rd., Livonia, B. of Plymouth Rd.

CLERICAL - part time position available. Hours pleasant & versatile applicant with good organizational skills. Call Erin Welsh Now. 358-7111

CLERICAL
Part time position available immediately. Experienced in manufacturing required. Must have good organizational skills, good starting salary. Send resume, letter, to: P.O. Box 207, Northville, MI 48167.

CLERICAL - part time, for Grand River & Nine Mile or Telegraph & 12 Mile area. Flexible hours. No Saturdays. Must like filing. Send phone number & qualifications to: T. Francis, P.O. Box 36555, Grosse Pointe Woods, MI 48236

CLERICAL - PART-TIME
Immediate openings for Clerk-Typist in Marketing area. Duties include typing, filing & general office work. Minimum 35 words, accurate typing. Advanced applicant must be available 18-20 hrs. per week. Excellent hourly wage. Send resume to or apply at:
MICHIGAN SEAT
24800 Novi Rd.
Novi, MI. 48050
An Equal Opportunity Employer

CLERICAL POSITION - Duties include general office, purchasing, receiving. Applicant must have excellent phone skills. Send resume to: P.O. Box 934, Troy, MI 48084

CLERICAL POSITION, for Southfield based insurance is seeking a motivated individual for its claim department. Please contact Mr. McDonald between 9:30am & 4:30 pm.
353-7500

CLERICAL POSITION
Southfield based insurance Company. Filing/data entry experience helpful but not necessary. Good math skills and typing skills required. Typing 40 wpm. Send resume to: P.O. Box 930, Southfield, MI. 48037

CLERICAL POSITION - entry level, with small management office. Phone, typing, general bookkeeping. Call between 9-3pm. Mon. thru Fri. 524-1533

Clericals, head for the hills
Kelly Services now has a variety of entry level positions with a more-page company 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 temporary job that's right for you. Call today!
We have the job you want.
Farmington Hills 471-2900

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, able, stable person. 7:30am-4:30pm daily. Also mid-afternoon-8pm, alternate weekends. Redford. Alsen. 533-4870

clerical

SHOWROOM ASSISTANT
30 hours per week
Well-known for our quality, we supply expertly crafted uniforms to the food service and restaurant industries. Right area, we have an excellent opportunity for a personable Showroom Assistant in our busy sales office. This position has the potential for eventual growth into sales.
If you enjoy customer contact and a variety of general office duties, 10 key data entry, typing (minimum 50 wpm), please call . . . . . (313) 462-6050
Uniforms To You
39201 Schoolcraft Rd. 0-15
Livonia, MI 48150
An Equal Opportunity Employer

CLERK
Credit dept. has an immediate opening for a full time position. Data entry, filing, typing, and good phone skills required. Good work environment. Contact Margo Pearner at the Insurance Companies in Farmington Hills. 489-9000

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

504 Help Wanted Office-Clerical

Clerical

A GOOD JOB ISN'T HARD TO FIND!
Just call Kelly Services. We offer good pay and benefits for the following positions:
- Word Processing Secretaries (Wordperfect & Lotus)
- Data Entry Operators (10 key style/5000 + KPH)
- Typists (50 wpm)
- Receptionist (40 wpm)

Livonia 522-4020
Livonia 522-3922
Garden City 422-0269

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
Entry level position in advertising department of a small company located at 13 Mile/Woodward. Job duties: careful candidate will be able to type a minimum of 45 WPM, be self-motivated & organized. College education or computer course preferred. Salary commensurate with ability. Call Lee for an interview. 642-8410

DATA ENTRY CLERK
Accurate typist with data entry knowledge needed for Southfield real estate office, legal services knowledge of legal service preferred and/or risk insurance helpful. Strong secretarial skills and good typing background. Must be detailed oriented and have good organizational skills. Hours: 8:30 to 5 pm. Competitive benefit package.
Mr. C. Manns
P.O. Box 267
Southfield, MI 48037

DATA ENTRY - A general office position (1/2). For openings with major corp. in Novi. Requirements: Typing (8 mos. office experience) & Typists (40 wpm). 55-$5.75/hr.
Call Angela at Uniforce 473-2930

DATA ENTRY - CLERICAL
Experienced
Livonia
427-5722

DATA INPUT COORDINATOR
Immediate full time position available for individual with a minimum of 1 year data input processing experience (Nixdorf equipment preferred). Minimum of 1 year accounting related college courses with an Associates Degree in Accounting desirable. Responsible for schedulling & processing data input. Also responsible for the reconciliation & balancing of the various data processing & general clerical functions. Benefits & pleasant work environment. Reply to:
PERSONNEL DIVISION
P.O. BOX 2055
SOUTHFIELD, MI. 48037

DOCTORS OFFICE: Full or part time, Medical knowledge needed, individual. Experience preferred. Will train. Wages negotiable. 274-0641

ESTABLISHED FARMINGTON HILLS company seeking full time experienced full time Office/Clerical person. Competitive salary and benefits. Please reply to: Universal Electronics, 28228 Grand River, Farmington Hills, MI. 48024

EXECUTIVE SALES SECRETARY
Fast paced office seeking person able to deal with people. Good communication skills; Word Processor & RIM P.C. experience. Knowledge understanding of business math. Wage commensurate with experience. Call Mrs. Black. 261-2100

EXECUTIVE SECRETARY for medical services company in Southfield. Must be mature, experienced, self-starter, able to work under pressure, have excellent word processing and shorthand skills, and dictaphone proficiency. Medical terminology helpful. Experience with Lotus software desirable. Real estate experience helpful. Background preferred. Excellent salary and benefits. Please apply with resume to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced in following areas: accounting, word processing, computer skills, typing (60wpm), filing, fax & telex. Must have good communication skills. Word Processor & RIM P.C. experience. Knowledge understanding of business math. Wage commensurate with experience. Call Mrs. Black. 261-2100

EXECUTIVE SECRETARY
Small Office in Plymouth seeks experienced person with good skills. Duties pl managing the general office. Good typing & references, a must. We offer a good opportunity, salary, great benefits & a lot of Overtime. If interested in learning in a great bunch of people, send resume to: 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 challenging. Excellent opportunity for advancement. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Salary commensurate. P.O. Box 200, Southfield, MI. 48037

EXECUTIVE SECRETARY needed for financial company. Farmington Hills. Salary range $18,000 - $20,000 plus. Salary $18, to $20,000.
478-6630

EXECUTIVE - secretary, Bloomfield Hills, work for Pontiac Dealer, Word Star, Lotus 123, Dong Bias, sales or service helpful, benefits, $18,000, Fee paid

RECEPTIONIST - Birmingham, answering phones, light typing, filing, pleasant voice. 642-7700

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

FAST PACED electronic rep firm needs temporary help for Mon. Oct. 2nd, thru Dec. 31. Answering phones, light typing, filing & order processing. Call Barbara 557-7366

FILE CLERK - full time position available with complete benefit package. Prior work in field helpful. Please call Janet for appointment 645-6200 ext 330

FILING/GENERAL OFFICE
Entry level position with a large bank in Southfield. Excellent opportunity for a bright hard working individual. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FINANCE DEPT. of rapid growing Southfield, Inc has immediate opening for full time position. Must be thorough, accurate & good with numbers. Computer & calculator recommended experience helpful. Call Linda between 9-3 557-5424

FULL CHARGE BOOKKEEPER/OFFICE MANAGER for small manufacturing company in Farmington area. P.O. Box 8070, West Bloomfield, MI. 48304

GENERAL OFFICE HELP Full-time. Star Lincoln-Mercury. 334-5300

FRONT DESK RECEPTIONIST
TO $20,800
A suburban hotel chain offers a unique opportunity to use your clerical office skills and your hotel/travel knowledge. Typing required. Benefits include free meals & free parking.
SNELLING & SNELLING

GENERAL OFFICE
Southfield company has full-time, part-time and temporary positions available. General office skills & CRT experience required. Must have a pleasant phone personality & must. Starting salary $200 wk.
353-6020

504 Help Wanted Office-Clerical

CUSTOMER SERVICE DUE/DISCUSS
USA Today's Farmington Hills office is accepting resumes. Must possess strong organizational skills and the ability to work in a fast paced environment. Word Processor experience necessary. Full time with benefits. Send resume to: 31731 TODAY, 24747 Halsted Rd., Farmington Hills, MI 48331, Attn. Janice Fisher.

CUSTOMER SERVICE REP
Our Customer Service team needs a motivated individual to help as service our growing number of customers. No outside travel required. Process phone orders & follow-up solve for our customers. Customer service experience desired. Medical product knowledge a plus. Learn computer applications. Employee Stock Ownership Plan. Send resume to: Box 1, Observer & Eccentric, CN3335, Livonia, MI. 48151.

10 DATA ENTRY OPERATORS
Immediate full time assignment available in the Livonia area. All shifts available. Top pay & benefits. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
LIVONIA 478-4110
PLYMOUTH 454-4818

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Entry level position for the billing department of a small company located at 13 Mile/Woodward. Job duties: careful candidate will be able to type a minimum of 45 WPM, be self-motivated & organized. College education or computer course preferred. Salary commensurate with ability. Call Lee for an interview. 642-8410

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FRONT DESK RECEPTIONIST
TO $20,800
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SNELLING & SNELLING

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353-6020

504 Help Wanted Office-Clerical

FILE CLERK/RECEPTIONIST
Full time entry level position at International CPA firm. Duties include filing, switchboard, light typing. Room for advancement for a bright, dependable person. 87 Hours per week. Resume to: L. Pearlman 500 Buhl Bldg., Detroit, MI 48226

FILING/GENERAL OFFICE
Entry level position with a large property management company located in Southfield. Excellent opportunity for advancement for a bright hard working individual. Send resume to: Office Manager, P.O. Box 9071, Southfield, MI. 48075.

GENERAL OFFICE
We are now accepting applications from reliable individuals with good typing & detail oriented skills. We will train the right person for this entry-level position. Arrange interview at our Bloomfield Hills office, between 1-4pm. 335-5570 ext. 672
An Equal Opportunity Employer

GENERAL OFFICE
Typing, filing, various duties. Wixom area. Call 347-4820

GENERAL OFFICE WORK-TIMO
Paralegal experience required. Rochester Hills area. 603 W. Big Beaver, Suite 331, Troy, MI 48084.

GENERAL OFFICE POSITION
Available for busy office. Must type 60 wpm, accuracy and possess filing and clerical skills. Telephone experience preferred. Position non-smoker. 737-4747

GENERAL OFFICE SKILLS, pleasant phone manner, good typing ability. Send resume & salary requirements to: Box 792 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK & ACCOUNTING CLERK
Full time, Southfield area. Light typing & filing. Wordperfect experience helpful but not necessary. Apply at 29777 Telegraph, Ste. #2621, Southfield/Only Serious Applicants.

GENERAL OFFICE - Farmington Hills office needs an individual with good typing skills as well as moderate computer knowledge. Experience provided as well as other duties as assigned. If you're conscientious and enjoy a challenging position, please send resume and wage requirements to: Office Manager
Follmer, Rudzewicz & Co.
26200 Lahser Drive
Suite 500
Southfield, MI. 48034

GENERAL OFFICE Person needed for day operation of a small CPA firm. Responsibilities include: Receptionist, Telephone, Filing, Word processing/typing, Accounts payable, Mail, Contact vendor invoices. Full time position. Compensation depends on experience. Salary range $250-$1100 month plus fringe benefits. We are located in Farmington Hills. Halsted - 12 mile. Please call Mr. Carr, 553-8704

GENERAL OFFICE/RECEPTIONIST
Steno assistance in Marketing, Engineering, Purchasing. Receptionist for sale of electronic products. Typing 30-50 wpm. Starting rate up to $10 per hr. Prefer 2 years exp. to consider 30 hrs. per week. Good potential for full time. Call person. Must have H. S. Diploma. Send resume to: Production Control Pak Corp., 23840 Industrial Park Dr., Farmington Hills, MI., 48024. Confidentially assist.

GENERAL OFFICE HELP
wanted. Novi area. Call Judy 349-2300

GENERAL OFFICE, Answer phones, help, shipping and receiving, etc. Full time, $5/hr. Call after 5pm. 851-3290

GENERAL OFFICE- Full time person needed. Must have good telephone personality, Redford Twp. area. Call Mr. Roberts 937-3300 10am-5pm.

GENERAL OFFICE - TEMPORARY
Starting at $4 to Dec. 31. Demo office skills in a real setting. Permanent position a possibility. Farmington. Call Sandy 442-1720

GENERAL OFFICE
Growing Southfield management company needs person full time. Bookkeeping, typing & computer skills. Call Stacy, Mon. thru Fri. 10am-3pm. 569-8880

GENERAL OFFICE position, small office, light typing, phone, person to perform a range of duties related to the running of a small business office. Including typing, filing & organizing. Some skills, computer knowledge & bookkeeping experience preferred, wages negotiable, health benefits. Phone Noon-12pm 348-4028

IMMEDIATE OPENINGS
Word Processors
Typists
Data Entry Clerks
Receptionists
File Clerks
Light Industrial
We are accepting applications Mon. - Fri. between 9-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield.
SNELLING TEMPORARIES
NEVER A FEE

IMMEDIATE POSITION for full time sales person in Farmington Hills area. Responsibilities include: Telephone, Light typing & typing skills a plus. Call Sandy 553-0311

INSURANCE AGENCY
Agency needs person to handle office duties, typing, telephone, filing, some data entry & good with people. Non smokers only, mail resumes to Jim Dakich, Insurance Agency, 31381 Schoolcraft, Livonia, MI. 48150

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clerical
Benefits Analysts
(Experienced)
Competitive salaries, 4% day work schedule, company paid fringe benefits including tuition reimbursement, paid holidays & vacations. Call:
591-4170
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

KEYPUNCHER
Doctor in Canton is looking for temporary second shift typist/keypuncher. Medical chart experience helpful. Apply in person to: Nev Dolyd Inc., 41811 Ford Rd., Canton

LEADING COMMUNICATIONS COMPANY - seeks highly motivated individual to take phone and clerical work. Must have sales aptitude, customer service background. If qualified please call Sandy 348-3200

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI. 48075. 351-2878

SANDY HOUSE 453-1967
An Equal Employer Pro Co.

LEGAL SECRETARY
For medium-sized Southfield law firm. Litigation experience preferred. WANG word processing. Excellent salary & benefits. 332-6020

LEGAL SECRETARY For Troy area sole practitioner. Legal & word processing experience necessary. Salary negotiable. Call Cindy, Mon., Wed or Fri. at 649-8700; or fuea & Thurs. at 642-4170

LEGAL SECRETARY
for Livonia law firm. Legal experience preferred, word processing experience, excellent skills necessary. Excellent salary commensurate with experience. Contact: Ms Joyce Miller 261-2403

504 Help Wanted Office-Clerical

INVENTORY CONTROL CLERK
Large Troy office has job for data & inventory control clerk. Prior data entry experience & above average typing skills required. Inventory or accounting experience desirable. Excellent salary & fringe benefits. Send resume to or apply at
MICHIGAN SEAT
24800 Novi Rd.
Novi, MI. 48050
An Equal Opportunity Employer

LEGAL PERM/TEMP
Corporate experience, a Plus - for this Detroit practice. WordPerfect, a Must! To $20,000.
Real Estate Development firm needs a fast & accurate typist. MultiMate, Lotus, Farmington location. To $22,000.
Mid & Insurance Defense firm in the RenCen is seeking a polished, educated Secretary with a stable work history. To $23,000.
Major firm needs two (2) secretaries, deposition and other duties. Exp. a Plus. WANG desirable. To $21,000.
Receptionist & two (2) Legal Secretaries are needed by this RenCen Growing law firm desires mature, responsible individual for growth position. Some legal & litigation experience desired. Wordperfect 5.0 knowledge preferred. 3-4 days with possible full time in the future. Contact:
Linda 362-2222

LOAN OFFICER/HOME EQUITY
Growing Farmington Credit Union is seeking experienced loan officer/home equity. Responsible full time position. Competitive salary & benefits. Contact Human Resources Loan Manager, 22981 Farmington Rd., Farmington, MI., 48024.

MANUFACTURERS REP in Birmingham area is looking for mature person to work in small office handling filing of invoices, updating of accounts receivable and must be familiar with computer operations. Also must be able to package of UPS in and out of office. Call between 8:30am and 5pm, 642-9420

MARKETING SECRETARY
Report to Vice President-Marketing of Cummins Michigan Inc. Distributorship for Cummins Diesel, world's largest independent manufacturer of diesel engines.
Position requires experienced person with strong interpersonal typing and administrative skills. Computer skills a positive possibility.
Corporate offices located in Novi. Excellent fringe benefits. Call Judy for appointment 478-6700

MORTGAGE - Position for fast paced office in Keego Harbor. General office & busy telephone work. Medical benefits if desired. Call Ms. Fri., 1-5pm. Send resume to PO Box 5336, W Bloomfield MI. 48033

MORTGAGE LOAN PROCESSOR
Cons Mortgage Corporation is seeking a highly motivated individual to join our team. Position requires knowledge of mortgage loan processing with at least 2 years experience. Competitive salary & benefits package. Please forward resume to: 23777 Greenfield, Ste.482, Southfield, MI 48075 or call.
558-6291

NOW ACCEPTING APPLICATIONS for front desk and housekeeping. Please apply within:
Knights Inn, 41335 Ford Rd. Canton

OFFICE ASSISTANT/RUNNER
Troy Law Firm. Must type 50 wpm. WP46 & have available transportation. Full or part-time. 649-3333

OFFICE ASSISTANT
For Farmington Hills organization. Minimum 3 years general office experience. Phone skills, word processing & excellent with computers. Organizational & word processing (WordPerfect skills) 1 to 3 years previous secretarial experience required. Must be detail oriented & enjoy bringing position with opportunity to advance for the right individual. Benefits package & salary commensurate. Call Ms Smith for interview appointment. 851-2400

OFFICE CLERICAL POSITION. Two year minimum experience. High volume, color coded, manual filing system. Full time. Must have own transportation. Salary commensurate. Call Pat for interview 641-6600

OFFICE CLERICAL PART-TIME
20-30 hrs. per week, filing, faxing, typing, good phone etiquette. Farmington area. 471-2420

OFFICE CLERICAL
15-25 hrs per week, Mon-Fri, prefer mornings, flexible hours. $4.50-$5 per hour. Closed Wed. 458-4478

OFFICE CLERK
Filing, typing, answering phones, some computer experience. Non-smoking office in Farmington by Tool & Die Welding. 13340 Merriman, between Schoolcraft & Plymouth, Livonia, MI.

OFFICE DISPATCH
Plumbing company looking for dependable person with clerical experience and personality to answer phones. Light office duties, typing and filing. Some weekends & holidays. Full-part-time available. Farmington Hills (Grand River & Haggerty). Phone for appointment.
478-7758

OFFICE HELP-EXPERIENCED
Good clerical skills. Light typing, light bookkeeping. Inquire: Biscuit Brothers Body Shop, 1200 Greenfield, Detroit, Mon. - Fri., 8-5.

OFFICE MANAGER with bookkeeping experience needed for fast growing Southfield company. Hours from our W Bloomfield offices. 20-30 hrs per wk. Mr. Cleary 737-1800

OFFICE MANAGER/SECRETARY
Are you independent, mature and dependable? Are you good with people, computers, telephone & figures? Do you possess common sense, problem-solving and other management skills? A high-paying career with a Pontiac Sales & Service company located in Warren is yours if you have these qualities. Start secretarially, become office manager. Call Faye 9-11am 754-5361

ORDER DESK
Earn $4 to $10 an hour from your desk from our computerized sales office. Our nationwide customers are willing to buy and your closing skills are the tools you need to win. Complete training and ongoing bonus. Non-smoker. Call: 553-8260

PARALEGAL for Farmington Hills law office. Litigation & corporate along with good organizational skills required. For further information call the Administrator's Office, 851-4111

PERSON NEEDED to perform administrative duties, in office for a busy firm. Some typing required, excellent communication skills and telephone manner. Call Ann 559-7658

PRIVATE SECRETARY
Full-time for real estate broker. Must have experience with computer, Real estate knowledge preferred. Livonia. Call Joe Dunn. 522-6424

Payroll/Benefits Assistant
Technicolor Video Cassette of Michigan, Inc., a leader in the home video entertainment industry, is currently seeking a Payroll/Benefits Assistant.
The successful candidate will be a high school graduate. Some college course work a plus. Must have 2-3 years clerical experience in a Payroll or Payroll Dept. with knowledge of benefits, payroll & workers comp. Should be mathematically inclined and detail oriented. Must possess excellent written and verbal communication skills with 1-6 years hands-on PC work experience and have the ability to type 50-60 wpm.
This is a truly unique opportunity to join a fast paced organization at the forefront of a dynamic growth industry.
If you would like to join a promotion, people oriented environment, you are urged to submit your resume and salary history/requirements to:
TECHNICOLOR VIDEO CASSETTE OF MICHIGAN, INC.
Attention: Human Resources - P/D
39000 7 Mile Road
Livonia, MI 48152
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
HILLSTROM & ROSS AGENCY, INC.
828-6168

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate, tax & business law necessary. DWI & PC expertise required. Salary commensurate with experience & demonstrate, technical skills. Apply for resume only to: Powers, Chapman, 3001 W. Big Beaver, Ste. 704, Troy, MI 48084. Attention: Carol.

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary at expanding South Oakland County law firm. Heavy typing including pleading/correspondence, familiarity with court filing procedures. Detail oriented, excellent grammar/spelling desired. Salary commensurate with ability.
Call Kathy 644-4433

Legal Secretary/Billing Clerk
Growing law firm desires mature, responsible individual for growth position. Some legal & billing experience desired. Wordperfect 5.0 knowledge preferred. 3-4 days with possible full time in the future. Contact:
Linda 362-2222

LEGAL SECRETARIES
Experienced, Farmington & Southfield. Send resumes to: L. Engelhardt, 3001 W Big Beaver, Ste 704, Troy, MI 48084

LEGAL SECRETARY - Troy New firm. Experience with word processing required. Salary commensurate with experience. Non-smoker. Send resume to: Secretarial Committee, P.O. Box 94841, Troy, MI., 48099. 9484

LEGAL SECRETARY, full time for small Farmington Hills office. Excellent grammar skills & word processing experience required. 553-2300

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

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Experienced, for permanent & temporary assignments.
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JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
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LEGAL SECRETARY
For expanding Troy law firm. Medicare law firm. 2 years experience. Call

LEGAL SECRETARY for personal injury firm in Downtown Birmingham. Word processing, time & memoranda w/experience. 258-6262

LEGAL SECRETARY
Rochester, full time and part time positions. Experience is required. Practice limited to personal injury. Times Square Building. 652-1446

LEGAL SECRETARY
Experienced individual for Southfield firm. Must possess WordPerfect & plus. Pleasant work atmosphere. $350 per week to start. Call Pat for interview 645-6200

LEGAL SECRETARY - Temporary assignment for partner of Southfield firm, Bagel Spot. 18 for 8-10 weeks. Experience necessary. WordPerfect preferred. Call Donna 352-9580

**LEGAL SECR