504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Minimum 2 years experience, house care background helpful. Send resume to: J. Trudell, DMD, Health Care Center, Woodward; 2341 W. 8 Mile Rd., Detroit, MI. 48219.
(Affiliated with)
The Detroit Medical Center
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - Needed for Southfield office of International Real Estate firm. This person must be very organized with excellent interpersonal skills. Experience with Wordstar, Lotus, typing 50 wpm, solid 40 wpm independently. College degree preferred. Send resume to: Jon Moller, 20525 Civic Center, #2900, Southfield, MI., 48076

ADMIN/EXECUTIVE - PART-TIME - Person needed for front-desk responsibilities, 15-20 hrs. per week. Saturdays included. Person must possess excellent typing skills as well as out-going personality. Send resume to: Redwood Apts., 24589 Lakewood Dr., Farmington Hills, MI. 48331 - Attn.: Julie Woodruff

ADMINISTRATIVE ASSISTANT/EXECUTIVE SECRETARY - Expanding Mergers & Acquisitions company; computer skills required, preferably Word Perfect, travel reservations, flexibility, organization & phone skills primary. Salary commensurate. Resume with salary history to: Aerodyne Corp. 7001 Orchard Lake, #420C, W. Bloomfield, MI., 48322

AGGRESSIVE SALES OFFICE: Seeking a bookkeeper/office manager. Must have good phone/communication skills. Call 855-0393

A GROWING & PROSPEROUS COMPANY
is in need of a Secretary with good typing, phone & communication skills. Salary open. All major benefits. Fee paid.
Call 399-3450.
SNELLING & SNELLING

ALL AROUND PERSON, part time, seeking to full time for Construction Co., Redford. Must have 3 yrs experience, good typing & phone manners. Good wages; more. 535-7600

ALL QUALITY CORP.
Needs Bookkeeper/Typist.
Full time. Garden City.
261-0450

ANSWER OUR PHONES! You do not have to be crazy to work here but it helps! Receptionist/Typist with major benefits requires exceptional phone skills, accurate typing, knowledge of office machines. Excellent benefits. Send resume, Personnel A Confidential, Inc. ICC, 31470 Coolidge Hwy., Oak Park, MI 48237. Attn: Cristie Dubner
An Equal Opportunity Employer

ANSWER TELEPHONES in our Westland office, full time, 8 am to 5 pm. $5.50 hour, some benefits paid. No experience necessary. Apply: 987 Manufacturers Dr., 6 of Cherry Hill, E. of Newburgh.

ATTENTION COLLEGE GRADS!
Do you want a career in management, and the opportunity for success with an extremely successful company. Excellent training period with outstanding advancement potential. $15,500 to start. If management is for you, then call us now, 849-5900.
SNELLING & SNELLING OF TROY

ATTENTION:
Word Processors
Typists
Data Entry Operators
Receptionists
If you have the skills, we'll give you the experience to land a long term or short term assignments available. For more information and a personal interview, call:
Norrell Services
553-5861

ASSISTANT PAYROLL SUPERVISOR
$15,500 TO START
Your minimum 3 years experience will let you take advantage of this exceptional opportunity.
- Paid Health/Life Insurance
- Paid Vacations & Holidays
- West Bloomfield Location
- Free Spa Membership

You will be responsible for overseeing all phases of a computerized payroll department including payroll accounting, 401(k), file maintenance & reviewing detailed commission reports.

If you are hardworking, accurate and enjoy a fast paced environment, call Ms. Cleaver between 8:30am and 12 noon for a telephone interview which if qualified, will lead to a personal interview.

FITNESS USA HEALTH SPAS
737-7200

AUTO DEALER
Bookkeeper needed for N.W. Dodge dealership. Payroll, taxes, and assist with financial statements. Must have auto dealership experience. Excellent benefits and pay. Opportunity to grow and learn. Call Sandy at Tamaroff Dodge 354-6000

BAKERY OFFICE MANAGER - Work in person between 8am-5pm. Baking by the Acres, 29207 Southfield Rd., in Southfield Commons, just north of 12 Mile.

BIRMINGHAM CONTRACTOR
Needs accounts payable clerk person office, close to downtown. Full time. Word processing and computer experience required. Call 8:30AM-4PM. 646-0500

BIRMINGHAM HOMEMAKERS
Work in home, part time clerical jobs available now.
Extra3lah
Birmingham 645-0900

BOOKKEEPER ASSISTANT, payroll taxes, typing, and good math skills preferred for Southfield accounting office. Call Sheryl after 1pm. 353-4347

BOOKKEEPER
Birmingham firm searching for full charge bookkeeper. Responsible for all daily activities. Experience a plus, computerized based on experience. Forward resumes to: Bookkeeper, Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

BOOKKEEPER - Fast growing advertising agency needs accounts payable bookkeeper. Bookkeeping experience not necessary, but helpful. Will train. Immediate opening. Hours 8:30-5pm. Benefit package, pleasant surroundings 354-8700

BOOKKEEPER-FULL CHARGE
Needed immediately for multi-company business. Responsible for maintaining original books of entry, preparing trial balance & financial statements. 3 yrs experience. Salary & benefits. Send resume to: P.O. Box 816, Pontiac, Mich. 48056

BOOKKEEPER - FULL-TIME
thru Trial Balance, some taxes, computerized. Welding Supply Distributor, 11 employees, $21,000, to start. Blue Cross, dental & life insurance. Junction I-96 & Southfield. Phone Millie or Heel, 834-1660

BOOKKEEPER - general office, full charge, 2-3 days, 9am-3pm. Inis, 533-4875

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

BOOKKEEPER - PART TIME
Construction Company needs experienced person for Accounts Payable, Data Input & Account Reconciliation. Send resume to Roth, Inc., 554 E. Maple, Troy, MI., 48083.

BOOKKEEPER - Part-time position, 5 days, for Southfield advertising agency. Handle billing and accounts payable. 358-4181

BOOKKEEPER/Receptionist. Duties include: accounts payable/receivable, payroll, word processing, general office duties. Must have accounting & computer experience. Non smoker. Send resume w/salary history to: 32956 Hamilton, #211, Farmington Hills, 48018

BOOKKEEPERS
Temporary assignments available in all phases of bookkeeping. Experience required. Good pay.
Quality Accounting Temps 867-4150

BOOKKEEPER - thru trial balance for Birmingham law firm. Experience & Associates Degree preferred. Lotus 1,2,3 or Quattro required. Full time with benefits - $8.25 to $9/hr. Please call Jane or Diane 540-3202

BOOKKEEPER with computer experience needed for small general contracting firm. 12 Mile & Northwestern. Please call for more information. 353-7790

BOOKKEEPER
Fast growing established co. in Auburn Hills area. Must have minimum 5 years experience with a knowledge with IBM System 36. Excellent wages and benefits. Please respond stating experience and salary requirements to: Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Construction Firm needs knowledgeable person for small office. Computer capabilities helpful. Full or part-time. Send resume to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
We have an immediate opening for a full charge bookkeeper.
Knowledge of Billing, Accounts Receivable and preparation of journal 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
Attn: Personnel/Bookkeeper

BOOKKEEPER, Knowledge of accounts payable, receivables, payroll and purchasing. Ask for Nancy between 8 and 12 pm 537-9190

BOOKKEEPING ASSISTANT-posting & ledgers, bank reconciliations, debits & credits. Livonia. Call Chuck McDonald 425-6150

BUYING ASSISTANT
Secretary with buying experience a must. Familiarity with the Novell and Clientel purchasing systems a plus. Engineering firm in Livonia.
FARTNERS IN PLACEMENT
474-8500

CAREER OPPORTUNITY FOR Experienced Secretary, inventory experience helpful. Take charge attitude, good with people. For general contractor based in Farmington. Salary, commission & benefits. Call Mr. Hayden 553-5831

CASHIER/OFFICE CLERK - full time, part time. Apply in person at Hickory Schoor, 27818 Plymouth Rd., Livonia. 425-4848

CAREER DAY
Tuesday, October 3
9 am - 6 pm
at
ENTECH SERVICES, LTD.
32255 Northwestern Hwy.
Suite 295
Farmington Hills
737-1744
Please join us for refreshments to discuss your future with Entech Services. We have immediate positions for word processors, clerks, secretaries, receptionists, switchboard operators, typists and others! Work in an area near you. We offer good pay, benefits programs, and free word processing training to qualified applicants. Call for an appointment or just stop by!

CAREER OPPORTUNITIES
New Job Openings
1. Typist: Salary to $12,500
Typing policies, procedures with company.
2. Floater Secretary: $17,000
Learn entire company. Computer a plus.
3. Data Entry: $15,000
Part of a team. Work on IBM
4. Secretary: $18,700
Heavy word processing. Import/export a plus.
5. Executive Secretary: $22,000
Work for top executive, type 70wpm, shorthand a plus.
6. Receptionist: $16,000
Professional image, typing & word processing a must.
For more information call today
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
Southfield 353-0505
An Equal Opportunity Employer

Our phenomenal growth and succes as a leader in the production of three stand alone coupon inserts has created the need for a variety of challenging positions in our corporate office, such as:
- SECRETARIES
- EXECUTIVE SECRETARIES
- CLERICAL ASSISTANTS
- RECEPTIONIST
- MAIL ROOM CLERK

If working in a fast-paced, progressive corporation with great benefits and competitive salaries sounds good to you, please send a resume and salary requirements or pick up an application at:
VALASSIS INSERTS
JEFFREY SHOEMAKER
Human Resources Specialist
38111 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer

SECRETARY
ADMINISTRATIVE ASSISTANT

"Take-Charge" person who can handle many diverse responsibilities in all departments of a material handling equipment company. Individual must have the flexibility & willingness to cooperate with all areas of the company as well as be the secretary of the sales department. Position requires typing, filing, directing incoming calls, distribution of mail, invoicing, record keeping, personnel & routine follow-up. Salary commensurate with experience. Full benefits. Please reply in confidence to:
Box 142
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

SECRETARY
Renaissance Center Location

We are ANR Pipeline Company, a major interstate natural gas transmission company headquartered in Detroit. We currently have an excellent opportunity for a Secretary in our Health and Environmental Department.

To qualify you must have typing skills of 50 wpm with good organizational/interpersonal skills. One-three years of secretarial experience is required and knowledge of IBM Displaywriter is desired. High school graduate with some advanced training is preferred.

We offer an excellent compensation and benefits package with the opportunity for career advancement. For prompt consideration, please send your resume in confidence to:
Susan L. Franklin
Employment & Placement
ANR Pipeline Company
A SUBSIDIARY OF THE COASTAL CORPORATION
500 Renaissance Center
Detroit, Michigan 48243
An Equal Opportunity Employer

LUNCH TIME REPLACEMENT SWITCHBOARD/RECEPTIONIST

National printing ink manufacturer in South Redford (near Schoolcraft and Telegraph) requires person to operate switchboard and receive visitors during the lunch hour. Please apply in person.
Flint Ink Corporation
25111 Glendale Ave.
Detroit, MI 48239
An Equal Opportunity Employer

EXECUTIVE SECRETARY

Busy Southfield real estate office looking for an experienced Executive Secretary with a professional image and excellent communication skills. The successful candidate must possess high degree of skill and accuracy. Qualifications include - typing 90 wpm, shorthand 100-120 wpm and good math aptitude. 5 to 10 years of experience required. Salary commensurate with experience and qualifications. Competitive benefit package. Send resume to:
Mr. E. Vickers
P.O. Box 267
Southfield, MI 48037
Equal Opportunity Employer

COMPRI HOTEL SOUTHFIELD

is looking for a part-time Secretary ASAP. Possessing good organization skills, accurate typing of 40-45 wpm. Flexible hours from 15-30 hours per week. Apply within, contact Linda.
COMPRI HOTEL
26000 American Drive
Southfield, MI 48034

Bookkeeping

Partial Listing of positions

ACCOUNTS RECEIVABLE LEADER	To 18
FULL CHARGE	To 24K
BANK RECONCILER	To 21K
ACCOUNTING ASSISTANT	To 21K
ACCOUNTS PAYABLE	To 18K
ACCOUNTING CLERK/To 15K	

HALF
Robert Half of Michigan, Inc.
26342 Northwestern • #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

BUSINESS & FINANCE
VICE PRESIDENT
Local private college. Responsible for all financial affairs & business operations including budget preparation, fiscal planning, investments, financial analysis, audit & auxiliary operations. Must have finance background. Master's degree in business administration preferred. Advanced degree in accounting, business or financial management with minimum 3 years experience in administrative position with finance responsibilities. Send current resume, salary requirements, and 3 references by Sept. 29, 1989 to: Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

CAR CLASSIC TICKET WINNERS
RON & NINA WISWELL
42561 Emrick Dr.
Canton
SHELDON RUBIN
10000 Rosewood Ct.
Oak Park
THE WAND FAMILY
44237 Richmond Ct.
Canton
YVONNE CRUMLEY
3345 Coolidge
Berkley
RAYMOND MUNLEY
10210 Canton Center Rd.
Plymouth
BRUCE BOWLING
9116 Traumein
Redford
Please call the promotion department of the Observer & Eccentric Tuesday, September 26, 1989 to claim your TWO FREE CAR CLASSIC TICKETS.
591-2300, ext. 404
CONGRATULATIONS!

CAREER QUESTIONS?
You have experience and skills and are looking for VARIETY, MORE RESPONSIBILITY, A CHANCE TO USE YOUR SKILLS, RELOCATION OPPORTUNITY, ADDED BENEFITS, A CAREER CHANGE or returning to work.
Give us a call 646-6787 or 962-0565
DOROTHY DAY PERSONNEL, INC.
Serving Detroit & suburbs for 35/yrs
as Employment Specialists

CASHIER/SWITCHBOARD
full time for automobile dealership. Experience helpful but will train. Apply in person: Mike Jackson, 1763 Telegraph, Bloomfield Hills, MI., 48010

AUTO DEALERSHIP
needs experienced warranty clerk. Knowledge of computers, costing & operation. Full time position, benefits. Call Nancy 227-1151

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 (Word Perfect a plus)
- Data Entry Operators (10 key style/8000 + KPH)
- Typists (50 wpm)
- Receptionist (40 wpm)

Livonia 522-4020
Livonia 522-3922
Garden City 422-0266
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/DATA ENTRY. Immediate part time position for an experienced data entry operator. Prefer someone with order or invoicing experience. Call 459-8955

CLERICAL/DATA ENTRY
Must possess clerical experience, good communication and typing skills. Aptitude for detail work. Light receptionist duties for Southfield CPA firm. Knowledge of proprietary tax returns helpful. 358-0300

CLERICAL - Entry level positions available for candidates with basic clerical experience and accurate typing speed of 45 wpm. Company offers growth potential and excellent benefits including $1,000 tuition reimbursement, day and afternoon shifts available. Qualified candidates, call Corporate Personnel, at Office Mates 5, 1-789-1720
Employer paid fees

CLERICAL - Full time. Good typing skills will be dealing with the public. Applications available at Clarion Apartments, 12 Mile, corner of Cherry Hill & Canton Center.

CLERICAL - Light typing, filing, excellent phone manner. Apply in person: Heathco Dental Supply, 24114 Research Dr., Farmington Hills, between 9-11:30 AM. 478-1300

ATTENTION!
EXPERIENCED EMPLOYMENT COUNSELOR, interviewer, recruiter needed for growing temporary placement office in Livonia. At least six months experience required. This is a diversified position for a people oriented person who can also typo a little and smile a lot when answering our busy phones in a slightly crazy environment.
CALL 427-7660

CLERICAL • FULL TIME
Rochester ad company looking for individual with experience in order processing, customer relations, typing, filing. Excellent opportunity for the right person. Please call Mon-Fri., 8:30AM-5PM 853-5026

CLERICAL
General Contractor in Novi seeking several typist with experience in typing & word processing skills. Send resume & salary requirements to: Box #782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical Opportunities
Amicare Home Health Services is a multi-site home health organization sponsored by the Sisters of Mercy Health Corporation. We are now looking for talented clericals to share in our growth.

Accounting Clerk
To qualify, you need 2-3 years' experience in accounts payable, bank reconciliation and cash deposits. A back ground in health care desired.

Collection Clerk
Third party reimbursement experience and 2-3 years' experience in private collections required. Familiarity with CRT and PC skills are required. Prior medical experience in a physicians office, home care or a durable medical equipment company is preferred.
If you are a well-organized, detail oriented individual, Amicare, will reward your efforts with a competitive compensation and benefits package. For consideration, please send a resume and letter specifying the position you are applying for to:
Amicare Home Health Services
34605 Twelve Mile Rd.
Farmington Hills, MI. 48331-3221
An Equal Opportunity Employer

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

CLERICAL POSITION - entry level, with small management office. Phone, typing, general clerical duties. Call between 9-3pm. Mon. thru Fri. 624-1633

CLERICAL POSITION available. Apply if you can organize, some typing included. Knowledge of Term. Life Insurance Director, 354-3222

CLERICAL POSITION
Southfield Insurance Company. Previous experience helpful but not necessary. Good math skills and attention to detail a must. Good salary, bonus. Send resume to: P.O. Box 300, Southfield, MI., 48037

CLERICAL SALES ASSISTANT - Auto dealer looking for Sales Manager Assistant. Duties include record keeping, computer programing, customer contact - Must have ability to work in busy environment and must enjoy working with people. Full or possibly part time.
Ron Chaudion
Lou LaNotte Chevrolet Subaru
40875 Plymouth Rd, Plymouth

CLERICAL
Sharp person with good communication skills to interact with vendors & employees. Duties to include data entry, order processing, word processing. Full time. Comprehensive benefits package. Experienced only.
Call Susan 528-3220

clerical
SHOWROOM ASSISTANT
30 hours per week
Well-known for our quality, we supply expertly crafted uniforms to the finest hotels, resorts & cruise lines. Right now, we have an excellent opportunity for a personable Showroom Assistant to our busy sales office. This position has the potential for eventually becoming full time.
If you enjoy customer contact and a variety of general office duties including typing (minimum 50 wpm), please call
Uniforms To You
3920 Lapeer Rd. D-15
Livonia, MI. 48150
An Equal Opportunity Employer

CLERICAL
Travel corporation of Southfield has immediate openings in the accounting department. These are entry level positions with a strong background in general clerical, figure & organizational skills. Must type 45wpm. Modern offices, friendly staff.
Call Ms. Fay, 827-4050

CLERICAL WORK - part time morning, excellent opening, accurate typing, good math skills necessary. Shorthand desirable, office located on 9 Mile Rd. at Southfield. Ask for Jerry 559-1180

CLERICAL WORK in Livonia construction office. Permanent part time, approximately 4 hrs. a day but flexible. Must type and write neatly. Do errands. $5 per hr. 261-7000

Clerks
IMMEDIATE OPENINGS
Kelly Services now has a variety of entry level positions with a word processing company in Farmington Hills. We can match your skills 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 471-3050
KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CREDIT ASSISTANT
Equipment leasing company requires full time help processing credit applications, typing, make talking credit files and general office work. Some experience in financial setting, such as, bank or accounting firm helpful. Call 833-9911.

Customer Service Rep. Entry Level
Take orders, type, some advancement, etc. Apply at: 11968 Hubbard (bet Merriman & Farmington, N. of Plymouth)

10 DATA ENTRY OPERATORS
Immediate long term assignment available in the Livonia area. All shifts available. Top pay & benefits. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
LIVONIA 478-1010
PLYMOUTH 454-4818

DATA ENTRY CLERK
Entry level position for the billing department of a small company located at 13 Mile/Telegraph Rd. Successful candidates will be able to type a minimum of 45 WPM, be self motivated & organized. College accounting &/or computer courses a plus. Call between 1-4pm: 642-5000

clerical
GENERAL CLERICAL
Earn Quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, variety of bookkeeping, creative and general clerical. Reliable transportation a MUST.
- Choose long or short term assignments
- 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 - PART-TIME
Immediate opening for Data-Typist in Marketing area. Duties include typing, filing, light bookkeeping. Flexible hours. Successful applicant must be available 18-20 hrs. per week. Excellent typing skills required. Send resume to or apply at:
Mr. Michael CAT
24500 Hotel Rd.
P.O. Box 287, MS. 48050
An Equal Opportunity Employer

CLERK for typing & filing, good telephone manner, excellent benefits, apply in person. Classic Interiors, 20292 Middlebelt, Livonia

CLERK NEEDED for full time general office work in Troy. Must have excellent alphabetical & numeric skills, light typing and various office machine experience. Transportation required for local deliveries. Call 649-4454, ext.506
An Equal Opportunity Employer

CLERK/RECEPTIONIST - Immediate opening, part time. Bookkeeping skills a plus. Redford. Call Sandy between 8-noon 255-2273

CLERK
Southfield corporation seeks a bright & ambitious individual for accounting office. Duties include: deposit of cash receipts, assisting accounting staff answering phone, filing, data entry & word processing. P.C. experience. Lotus & 10-key calculator helpful. Wages $7.-$7.50 per hr. with benefits. Send resume to: Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERKS
30 OPENINGS
Temporary & Permanent Positions
Up to $6.00 per hour
WOLVERINE TEMPORARIES
358-4270

CLERK TYPIST, able, stable person, 7:30am-4:30pm daily. Also mid-nights-9am, alternate weekends. Redford. Aleen. 535-4670

CLERK TYPIST for Records Dept. Full-time days. Willing to train. Ardmore Center Livonia. Call Irene, 474-3300, Ext 104

CLERK TYPIST I
Full-time position. Typing 45 WPM, $14.34/hr, plus excellent fringes. Apply at: Canton Township Personnel Department, 1150 S. Canton Center Rd., Canton, MI 48188. 397-7010/89

CLERK TYPIST
Reliable, accurate, attention to details. Good telephone, typing skills. Send resume: Jobar, Inc-ICT, 27150 W. 8 Mile, Southfield, MI 48034

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

CLERK TYPISTS
PART TIME
City of Farmington Hills
Accepting applications for 2 permanent part time Clerk Typist positions. General office experience required, typing 45 wpm, good customer relations skills needed for contact with public. High school graduate or equivalent. Hourly rate $7.00.
DEPT. of PUBLIC WORKS
20 hours, Mon. thru Fri., 10am to 2pm. Radio communication experience desirable.
POLICE DEPT.
24 hours, flexible schedule.
Applications accepted until Oct. 6, 1989. Applicants should indicate position preference. Apply in writing or in person to: Personnel Office, City of Farmington Hills, 31555 W. 11 Mile Rd., Farmington Hills, MI 48018
An Equal Opportunity Employer

COLLECTION CLERK
Collections of accounts receivable, credit verification on new accounts, resolving invoice problems with light filing and typing. Apply in person: Sept. 22 and 23, 1-4 PM, PSI Repair Services, 11900 Mayfield, Livonia.

Computer Operator
Data Processing Department has an immediate need for an experienced Computer Operator for afternoon shift. Skills must include the proven ability to work well independently, follow instructions, run reports and maintain tape catalogs. We offer a competitive salary and benefit packages. Non-smoking environment. Please send a resume and salary requirements to:
MIDWEST BENEFITS CORPORATION
25505 W. 12 Mile Rd., Ste. 3000
Southfield, MI 48034
Attn: Personnel/Operator
An Equal Opportunity Employer

CONSUMER LOAN CLERK
Full time entry level clerical position exists at our Hamtramck office. Candidate must have a minimum of 1 year office clerical experience with efficiency on all office machines, good typing skills and the ability to handle the pressures of daily responsibilities in a professional and dependable manner. We offer excellent opportunity for advancement and an excellent benefit package. Qualified candidates please call our Personnel Dept. during regular business hours at 362-5000, Ext. 318
E.O.E.M/F

CREDIT ASSISTANT
Equipment leasing company requires full time help processing credit applications, typing, make talking credit files and general office work. Some experience in financial setting, such as, bank or accounting firm helpful. Call 833-9911.

Customer Service Rep. Entry Level
Take orders, type, some advancement, etc. Apply at: 11968 Hubbard (bet Merriman & Farmington, N. of Plymouth)

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CUSTOMER SERVICE REP. Full-time. Troy area firm. Light data entry, extensive phone work. Must be highly motivated & have excellent communication skills. 524-1500

CUSTOMER SERVICE rep (5), with data entry & good communication skills for Fortune 500 company. Uniforms provided. $15,000. Call Marsha or Uniforce 649-6168

CUSTOMER SERVICE REP - HRSI Household Retail Services, Inc. has an immediate opening for a highly motivated, customer focused individual to join its fast paced customer service dept. Candidates should have excellent communication & decision making skills, experience preferred. HRSI offers an excellent salary & benefit package. Interested applicants should contact for interview 313-644-4100 ext 2500
An Equal Opportunity Employer

ADAPTABLE PERSONNEL Needed to do Data Entry & general clerical work in warehouse office. Some computer knowledge & data entry experience a definite plus. Excellent benefits. Send resume to: Box 312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY CLERK
Accurate typist with data entry knowledge needed for Southfield office serving the Medical services dept. Knowledge of legal services and/or medical insurance helpful. Strong secretarial skills and computer background. Must be detailed oriented. Excellent growth potential. Hours: 8:30 to 5 pm. Competitive benefit package.
Mr. C. Manne
P.O. Box 287, MS. 48050
Southfield, MI 48037

DATA ENTRY/CLERICAL
Troy office. Send resume stating salary to: P.O. Box 1321
Troy, MI 48099

DATA ENTRY CLERK
Immediate opening for full time data entry clerk for fast moving company in Southfield area. Must have experience. Good benefits. Send resume to: P.O. Box 5134, Southfield, MI., 48086-5134, attention, Donna.

DATA ENTRY - A general office position (1/3). For company with major corp. in Novi, Farmington, Livonia, 25hr. Some experience (Typing & Typists (40-50 wpm) $5-$6.75/hr.
Call Angela at Uniforce 473-2930

DATA ENTRY
Immediate opening for full time data entry. Must have good typing skills.
Data Entry
KELLY'S GOT THE KEYS TO GOOD PAY
If you're skilled at operating a 10 key calculator & have excellent typing skills the key to a good paycheck. Right now, we have openings for detail oriented:
Data Entry Operators
- 1 week assignments in Farmington Hills
- high production work
- working with an automotive company
- 10 key experience is required
- no weekends

These positions and several others are available in Data Entry Operators are available immediately. For more information, please call:
Kelly Temporary Services
737-1711
Livonia - Farmington Hills
Equal Opportunity Employer

DATA ENTRY
Immediate openings for experienced Data Input Clerk, Southfield area. Top $$$ Paid. Call 569-0500