504 Help Wanted Office-Clerical

BANK CLERICAL OPPORTUNITIES
Full time salary level position available for a dependable, intelligent candidate who is capable of learning and putting to use a variety of office skills. Must be self motivated, well organized. Typing and familiarity with office machines preferred. This position offers an opportunity for advancement and an excellent benefit package. Apply at our Personnel Dept. during regular business hours. 261-8000, Ext. 218
Equal Opportunity Employer M/F

BILLING CLERK needed for trucking company. Prefer experienced full time, good benefits. Send resume to 8765 Brennan, Detroit, MI 48209

REGIONAL FRANCHISE operation in Livonia is in need of a part time bookkeeper. Experience in computerized accounting & knowledge of accounts payable, accounts receivable, payroll, general trial balance. For interview call 464-4403

BOOKKEEPER
Experienced accounts payable bookkeeper is needed for property management company. Computerized accounting experience is necessary, preparing reports and general ledger trial. Work hours are 8-5 Mon-Fri. Salary commensurate. 477-8730 ext. 7. If you are interested in working in a busy office & meet our qualifications, send your resume to:
MCKINLEY PROPERTIES
Bookkeeping
P.O. Box 4648
Ann Arbor, MI 48107-8649

BOOKKEEPER
Flexible, part time for small Livonia CPA office. Computer, general ledger & payroll experience helpful. Non smoking office. 261-0110

BOOKKEEPER - full charge full time, for fast-paced West Bloomfield talent agency. Excellent organizational skills, PC literate, experienced. Payroll & payboard systems. Benefits, good salary. Send resume or call for interview. Ask for Diana. 855-8115

BOOKKEEPER
Immediate opening. Pay negotiable. Full time. Shell Auto Care, Farmington Hills. 653-2622

BOOKKEEPER
Large property management company located in Southfield has opening for an experienced individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI 48086.

BOOKKEEPER - Light bookkeeping & filing. Full time position. Steady work good pay. Send resume or apply in person: Drugtech, 19975 Middlebelt, Livonia, MI, 48152. Attention: Debbie.

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

BOOKKEEPER/OFFICE MANAGER
Accounts receivable/payable, payroll, job costing, office management, typing. Local residential home construction background helpful. Non-smoking office. Send resume with salary requirements to: P.O. Box 3767, Farmington Hills, MI, 48331.

BOOKKEEPER/OFFICE MANAGER
Automotive background preferred. Payable, payroll, job costing, office management. Typing 50 wpm. Knowledge of Lotus 123 preferred. Construction background helpful. Non-smoking office. Send resume and salary requirements to: Box 2782, Farmington Hills, MI, 48331.

BOOKKEEPER- Part Time
Responsible person for processing phones, accounts payable & filing. Will train. Will consider retiree. Apply in person, no phone calls. Bookkeeper, Mon.-Fri. 7:30am-4:30pm, Shannyn Williams Co., 31301 Grand River, Suite 2, Farmington, MI. or E Mile between Coolidge & Milwaukee, Oak Park, Mich.

BOOKKEEPER

Produce Wholesaler has immediate openings for multi division distributor. Experienced through adjusted. Essential duties include: Accounts payable experience including A/R & A/P necessary. Associate degree or equivalent education required. Send resume by mail or fax to: 27550 Haggerty Rd., Farmington MI 48024, attn: Ms. Delaney

Bookkeeping

Partial listing of positions

BOOKKEEPER To 23K
Westside firm requires Bookkeeper with experience thru closing entries. Must have general ledger experience, background and good computer skills. Excellent opportunity!

ACCOUNTS RECEIVABLE to 18K
National firm seeks experienced receivables clerk. Variety of duties. Office manager ideal candidate will be professional & have accounts receivable. Superb benefits!

ACCOUNTS PAYABLE To 20K
2 yrs. solid payables experience. Excellent growth opportunity with mfg. co. Must be detail & data oriented necessary. Great benefits!

BILLING CLERK To 18K
2 yrs. previous receivable or billing experience. Fun, fast-paced company looking for position due to growth. Great hrs!

HALF

Robert Half of Michigan, Inc.
25558 Northwestern Hwy. • 9250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

BUSINESS OFFICE CLERK
Part time position available for energetic, pleasant person with good clerical skills. Must have initiative & willingness to learn. Hours are 8 weekends required. Apply in person 10am - 3pm at:
MONTGOMERY WARD
WONDERLAND STORE
29201 PLYMOUTH RD.
LIVONIA, MICH.
An Equal Opportunity Employer

CAREER OPPORTUNITIES
Michigan's largest Canon dealer has career opportunities open in the following areas: Sales, Service Technicians, Clerk-Typist, Sales Secretary. •These positions are for people interested person with excellent typing, phone & clerical skills. Please send resume to: Hovinga Business Systems, 23400 Research Drive, Farmington Hills, MI 48024, or call Mary at 474-0900

CAREER SPOT
$15-17,000
Suburban personnel firm looking for a bright detail minded person to type and handle a busy front desk. Plenty of offices and congenial co-workers. This firm is ready to hire! If you type at least 50wpm. Fee company paid. Call Nancy at 557-6700 Ext. 10.
SNELLING & SNELLING
FARMINGTON HILLS

CERTIFIED PUBLIC Accountant
Must have experience with work paper & financial statement preparation. Experience with computerized general ledger helpful. Knowledge of real estate & non-profit desirable. Must be self motivated with people & work alone in small office environment. Salary commensurate with ability. Call: 646-4223

JOB CHANGE?
Working for a company? Office bookkeeping? General accounting? Ready for a change? Housewife? Retiree? Call Pat Plymouth Rotating for accounts payable leader, weekly accounting, bookkeeper, data entry skills, Associates degree or 2 year experience required. Plymouth area position within relaxed & friendly office environment. Background with finance & salary requirements to: "Accounting Supervisor", P. O. Box 29, Plymouth, MI 48170

CLERICAL

Great opportunity for an individual with a minimum of 1 year general office experience to provide secretarial support to the Advertising Manager. Duties are varied and require a responsible, well organized person capable of working independently. Pleasant working environment, benefit package & pleasant work environment. Reply to:
CLERICAL
P.O. BOX 2227
LIVONIA

504 Help Wanted Office-Clerical

CASHIER/
ACCOUNTING CLERK
Full time position available. Basic typing skills and accurate use of a 10 key calculator required. Good driving record essential. Hours: Mon. thru Fri., 9am-6pm. Full benefits. Apply in person only:
JOHN LEE PROGRAMMABLE
3120 WASHTENAW, ANN ARBOR
Affirmative Action Employer

Clerical Assistant

Position available for organized individual with general clerical skills. Shorthand and/or computer experience helpful, but not necessary. Please send your resume WITH SALARY REQUIREMENTS or apply in person at:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL for Southfield business office. Part time, 3 days a week. Light secretarial. Send resume to: Box 2, D. Harris, P.C., 30700 Telegraph Rd., Suite 4620, Birmingham, MI, 48010

Clerical

GENERAL CLERICAL

Earn quick cash doing general clerical work for a variety of companies. Duties include filing, mass mailing, proofreading, collating and general clerical. Positions are located in the Troy and surrounding areas. 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
HELP FOR CARPET STORE
Clerical position for full time and part time, days nights, some weekends. For appointment, phone Katherine or 357-3120

CLERICAL HELP-typing, minor bookkeeping, data entry, answering phones, 3 days per week, flexible hours, $4/hour. Send resume to: #340, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
High tech computer services company in Livonia has an immediate full time day shift entry level clerical opening for a mail opener. Duties include opening & sorting mail. We offer good pay, benefits & many other incentives. For more information, please call 261-8273

CLERICAL/OFFICE
You deserve better! A position with growth potential but can-do attitude you where you are & train you to be among the best. Dobbs Furniture has full-time positions available, w/ benefits. Entry level or experienced. Apply in person: Dobbs Furniture, 19136 Telegraph (at 7 Mile Rd.)

Clerical Openings

Rapidly expanding custom injection molding facility has 2 new openings in its clerical staff.

ACCOUNTS RECEIVABLE CLERK
Individual should possess experience in accounts receivable functions along with other related accounting experience.
ENGINEERING SUPPORT
Qualified candidate should possess basic clerical skills such as typing and word processing. Knowledge of accounting procedures would be beneficial. Send resume along with salary requirements to:
A-LINE PLASTICS
40300 Plymouth Rd.
Plymouth, MI 48170
Attn: Personnel

CLERICAL: Part time for phones, light typing, filing. Must be mature & responsible. Pleasant environment. Ask for Mary Jo 737-1810

CLERICAL
Part time position available immediately. Experience in manufacturing required. Must have good organizational skills. Good starting salary. Send resume to: Box 1, P.O. Box 207, Northville, MI 48167.

CLERICAL
People oriented, self starter for Senior Complex. Challenging work in environment sensitive to employees needs. Computer experience required. $4.75 + benefits. Send resume to: Clerical, 145 S. Livernois, Ste. # 155, Rochester, MI. 48063

CLERICAL PERSON wanted for fast paced mortgage corporation in Troy. Applicants must have good organizational skills. Send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL POSITION - TYPING, bookkeeping, good phone manner. 8 to 5 Mon. - Fri. Radford area. Call Susie 533-1234

CLERICAL POSITION - For Livonia office. Qualifications should include polite phone manners, good grammar skills and typing speed of 55 wpm. Call Beth 425-1711

CLERICAL POSITION
Southfield based Insurance Company. Previous experience helpful but not necessary. Good math skills and writing skills required. Typing 40 wpm. Send resume to: P.O. Box 300, Southfield, MI., 48037

CLERK NEEDED, filing & some typing required. Accuracy a must. Livonia. Contact Robert 261-4925

Clerical/Receptionist
$220/Wk. Fee paid. Benefits. Growing company. Nice phone voice and typing skills can qualify.
399-3450
SNELLING & SNELLING

CLERICAL WORK - part time morning hours. Immediate opening, accurate typing, good math skills necessary. Shorthand desirable, office located on 9 Mile Rd. at Southfield. Ask for Don or Pat 559-1160

CLERK FILE/MAIL
No experience necessary. Southfield CPA firm. Full time. Good salary & benefits. Reply to Box 335, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

CLERKS
DATA ENTRY
WE NEED YOU!

We have 8 immediate openings in the Livonia & Southfield areas, ideal for homemakers & students. All shifts available for these long term temporary positions. Hurry & call today for your appointment.

CORPORATE PERSONNEL SERVICES
LIVONIA 478-1010

504 Help Wanted Office-Clerical

CLAIMS PROCESSOR
LOTS of phone contact with Dr's approving & researching medical claims, prior experience a must to earn $18,000. Excellent benefits.
#1 Personnel Place
274-4230

Clerical Opportunities

Kelly Services, Inc. is a leader in the temporary help industry and a company that is experiencing continued growth in response to the expanding needs of the business community.

We have, and are anticipating, several full time positions available at our corporate headquarters.

These positions require good filing skills, mathematical aptitude and typing speed of 35 wpm. Data entry experience and excellent communication skills are required.

We offer a competitive salary and comprehensive benefit package and convenient, opportunities based on good job performance and available opportunity. If you are qualified and interested in one of the above opportunities, please apply in person between 9 a.m. - 4 p.m. Monday - Friday or send your resume to:

Employment Representative - CO
KELLY SERVICES, INC.
999 W. Big Beaver Rd.
Troy, MI 48084
An Equal Opportunity Employer

Clerks

IMMEDIATE OPENINGS

Kelly Services now has a variety of entry level positions with a mortgage 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 have you in the temporary job that's right for you. Call today.

We have the job you want.

Farmington Hills 471-2050

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

Attorneys in Farmington Hills will train for their office. Typing & filing skills essential. Experience not required. Starting wage $4.25 per hour with regular increases.
855-6562

CLERK TYPIST
Immediate opening in foreclosure department of Birmingham law firm, for a dependable person with good typing skills. Will train in foreclosure proceedings. Call Mon-Fri, 9-5pm.
840-7701

CLERK/TYPIST
Must be able to type 40-45wpm. Will work in a busy purchasing department. Additional duties include phone coverage and mail distribution. Full time, flexible hours, 401K, bonus plan, and working conditions. Please send resume or fill out application at:
Lectron Products, Inc.
1400 S Livernois
Rochester Hills, MI 48063
No phone calls please.

CLERK/TYPIST part time Mon.-Fri. 8.30am-3.30pm. Receptionist and general office duties for busy Children's Mental Health Clinic. Located in Lathrup Village Mid High School diploma. Send resume to: M. Cook, 801 W. Lincoln, Garden City, MI 48135
An Equal Opportunity Employer

CLERK TYPIST/RECEPTIONIST, part time, afternoons till 5.30pm, at least full time office. $5/hr. Call Gloria. 655-5200

CLERK TYPIST
$11,700 - FEE PAID
Starter position in major suburban company. Excellent benefits and advancement if you can type 45wpm. Call
SNELLING & SNELLING
OF TROY

COMPUTER DYNAMICS, Inc. is seeking Percent Office/Clerical individuals to work at our client location. Word processing, filing & general office duties. Lotus 123, Calendar helpful. Must be a recent High School diploma. Send resume to: M. Cook, 801 W. Lincoln, Garden City, MI 48135
An Equal Opportunity Employer

CLERK TYPIST/RECEPTIONIST, part time, afternoons till 5.30pm, at Gloria. $5/hr. Call 655-5200

CLERK TYPIST
$11,700 - FEE PAID
Starter position in major suburban company. Excellent benefits and advancement if you can type 45wpm. Call
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An Equal Opportunity Employer

DATA ENTRY PERSON
needed full time. Apply at 32525 Stephenson, Madison Heights (near 14 Mile)

DATA ENTRY - Troy, publication company, typing 50 wpm, 1-2 years experience, back up switchboard/mail room, benefits, $10,000. Fee paid

SECRETARY - W. suburbs, excellent typing, Word Perfect, proof reading, good grammar, technical documents, 3-5 yrs experience, benefits, $23,000. Fee paid

BLOOMFIELD HILLS - company looking for good typist, working with shareholders, press releases, proofreading, Word Perfect, Lotus 123, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

DENTAL supply co. needs person with good typing skills, 55 wpm, to work in person: Heritrico Dental Supply, 24114 Research Drive, Farmington Hills, between 9 & 11:30 AM 8-12noon

Department Secretary
AUTOMOTIVE
$16,000 No Fee
Southfield, Suburban Office. Full benefits! Advancement! Need 80 wpm, typing, word processing, cherry attitude and good phone manner.
EMPLOYMENT CENTER 644-0500

DOCTOR'S OFFICE. Full or part time. Medical assistant preferred, but not necessary. Experience preferred. Will train. Weekends off. Call 557-0034

Doctor's office needs personable, energetic individual who likes working with people. Training a must. We will train for our office. Apply within: Mon & Fri., Barnes-Boren, 30445 Northwestern Hwy., Suite 200, Farmington Hills.

DOCUMENTATION CLERK
PART TIME
Daytime positions open, perfect for someone with school age children. Five days per week, 8 hours per day, flexible. Must be able to type. Will train. Duties include: Quality control, reproduction machine, Filing, engineering documents is also a part of the job. Knowledge of computer is a plus.
Lectron Products, Inc.
1400 S Livernois
Rochester Hills, MI 48063

Employment Counselors
Clerical
The 10th fastest growing profession for the coming decade. Employment Counselor, Snelling & Snelling, national leader in the industry is looking for career oriented people to service and recruit office, clerical and technical clients. Training program. Openings in Southfield, Troy and Livonia. Salary, commissions, benefits. Call 464-0909
SNELLING & SNELLING

A FAST GROWING automotive engineering firm in Troy is looking for a computer operator to handle technical service information. 1-2 years experience in word processing/desk top publishing required. Graphics Art/Illustration experience desirable. Computer graphics experience or associate degree in computer science or related field a plus. Send resume to: John Dreyer, 41000 Vincent Court, Novi, MI 48050
An Equal Opportunity Employer

ENTRY LEVEL
LEGAL SECRETARY
$18,000 No fee
Prestigious Troy law firm offers career training in word processing and advancement to person skilled in typing and 10 key calculators.
EMPLOYMENT CENTER 644-0500

504 Help Wanted Office-Clerical

COMPUTER OPERATOR
Data Entry. Self-starter, take charge individual. Good organizational skills, full-time, full benefits.
Send resume to: P.O. Box P 5666, Birmingham, MI 48012

CONTROLLER. Minimum 2 yrs. experience as a controller or assistant controller at a comparable size property. Familiar with accounts receivable, accounts payable, payroll, personnel, federal wage and hour, IBM-PC, Lotus 1 and 2 and 3 word processing. Salary position with benefits.
The Ramada Inn, 8270 Wickham, Romulus, 48174
An Equal Opportunity Employer

Customer Support
Assistant
Part-time 24-29 hours per week, Mon. thru Fri. Must have strong clerical party pharmacy claims satisfaction skills written and oral communication skills. Will train. If interested, please send resume and salary requirements to:
R. M. Personnel
30681 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY CLERK
Entry level position for the billing department of a small company located at 13 Mile Farmington Rd. Successful candidate will be able to type a minimum of 45 WPM, be self-motivated & organized. Knowledge of accounting &/or computer courses a plus. Call between 1-4pm. 557-5050

DATA ENTRY/Clerical
Troy office, vicinity Big Beaver & Coolidge. Reply to P.O. Box 1321, Troy, Mich 48099.

DATA ENTRY CLERK
for Dispatch/Billing Department. Non smoking office. Flexible hours. Located at I-275 & I-96. Northville
522-0231

DATA ENTRY
Novi based company is seeking a Data Input Clerk - not to 1 year experience required. Good growth opportunity for successful candidate. Submit resume to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI 48050. Attention: Shirley Trombetta

DATA ENTRY OPERATORS
For ETD Temporary Service
Assignments in Farmington Hills
Call - 425-6226

DATA ENTRY OPERATORS

Immediate Openings

If you have any data entry experience a Kelly Services job is the key to your door. Right now, we have openings for detail oriented

Data Entry
Operators

● short and long term assignments
● high pay rates
● Novi, Northville, Farmington, Farmington Hills areas
● no weekends

For more information, please call

Farmington Hills 471-2050

KELLY TEMPORARY SERVICES

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

DATA ENTRY operators for major corp. with locations in Southfield & Lathrup Village. 6-10 mos. experience, $1/$12/hrs. Call Alexis at Uniforce 357-0034

DATA ENTRY OPERATORS for PC's Temporary Service Offers PC Data Entry, must type 55wpm. Full & part time. Flexible hours. Free for adpt call 525-4774

DATA ENTRY OPERATOR
Progressive, high tech firm (Southfield). Is seeking an individual for On-Line Computerized Data Entry. The successful candidate will have recent Computer Data Entry experience. Word Processing experience is helpful but not a requirement. Send resume, including salary requirements, to: Data Entry, P.O. Box 451, Lathrup Village, 48076

DATA ENTRY PERSON
needed full time. Apply at 32525 Stephenson, Madison Heights (near 14 Mile)

DATA ENTRY - Troy, publication company, typing 50 wpm, 1-2 years experience, back up switchboard/mail room, benefits, $10,000. Fee paid

SECRETARY - W. suburbs, excellent typing, Word Perfect, proof reading, good grammar, technical documents, 3-5 yrs experience, benefits, $23,000. Fee paid

BLOOMFIELD HILLS - company looking for good typist, working with shareholders, press releases, proofreading, Word Perfect, Lotus 123, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

DENTAL supply co. needs person with good typing skills, 55 wpm, to work in person: Heritrico Dental Supply, 24114 Research Drive, Farmington Hills, between 9 & 11:30 AM 8-12noon

Department Secretary
AUTOMOTIVE
$16,000 No Fee
Southfield, Suburban Office. Full benefits! Advancement! Need 80 wpm, typing, word processing, cherry attitude and good phone manner.
EMPLOYMENT CENTER 644-0500

DOCTOR'S OFFICE. Full or part time. Medical assistant preferred, but not necessary. Experience preferred. Will train. Weekends off. Call 557-0034

Doctor's office needs personable, energetic individual who likes working with people. Training a must. We will train for our office. Apply within: Mon & Fri., Barnes-Boren, 30445 Northwestern Hwy., Suite 200, Farmington Hills.

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PART TIME
Daytime positions open, perfect for someone with school age children. Five days per week, 8 hours per day, flexible. Must be able to type. Will train. Duties include: Quality control, reproduction machine, Filing, engineering documents is also a part of the job. Knowledge of computer is a plus.
Lectron Products, Inc.
1400 S Livernois
Rochester Hills, MI 48063

Employment Counselors
Clerical
The 10th fastest growing profession for the coming decade. Employment Counselor, Snelling & Snelling, national leader in the industry is looking for career oriented people to service and recruit office, clerical and technical clients. Training program. Openings in Southfield, Troy and Livonia. Salary, commissions, benefits. Call 464-0909
SNELLING & SNELLING

A FAST GROWING automotive engineering firm in Troy is looking for a computer operator to handle technical service information. 1-2 years experience in word processing/desk top publishing required. Graphics Art/Illustration experience desirable. Computer graphics experience or associate degree in computer science or related field a plus. Send resume to: John Dreyer, 41000 Vincent Court, Novi, MI 48050
An Equal Opportunity Employer

ENTRY LEVEL
LEGAL SECRETARY
$18,000 No fee
Prestigious Troy law firm offers career training in word processing and advancement to person skilled in typing and 10 key calculators.
EMPLOYMENT CENTER 644-0500

504 Help Wanted Office-Clerical

DESIREABLE
SECRETARIAL POSITION
To $16,600. Friendly and casual atmosphere. Benefits. Fee paid. 399-3450
SNELLING & SNELLING

DUE TO COMPANY EXPANSION we have a full time Accounts Receivable Position open. Applicant should possess a minimum of 2 yrs. experience in receivables position. We offer competitive salary and full benefit package. Send resume or apply in person at:
FRETTER SUDDEN SERVICE
14685 Telegraph Rd.
Redford, MI., 48239

EARN
CHRISTMAS GIFTS....
while you work. Not only will you receive top pay & benefits but also the opportunity to earn points towards fabulous gifts. We have openings in the following areas
Word Processors - Typists
Secretaries - Clerks - Receptionists
Switchboard Operators
Data Entry Operators
National Temporary Help Week, Oct 9-14.

OPEN HOUSE
No Appointment Necessary
10am-7pm
26200 Orchard Lake Rd.,
(just N. of 12 mile)

TR
Temporary Resources
737-1711
Livonia - Farmington Hills
Southfield 355-7505
Sterling Heights 580-8210
An Equal Opportunity Employer

EARN HOLIDAY $'s
SURVEYORS
Excellent temporary opportunity. No experience necessary, company will train. Some typing skills a plus. Morning and afternoon shifts available. Start immediately. Call now for appointment.

Norrell Services
553-5858

ENTRY LEVEL CLERICAL
position in rapidly growing Southfield research firm. Variety of work for accurate input with word processing skills. Salary $6-$7, per hour. Call Jeanette at Uniforce. Send resume to 25160 Lahser Rd., Suite 200, Southfield, MI., 48034. Attn: Norma Jean

Executive Assistant
Secretary
A highly motivated individual with strong organizational and communication skills is needed to work for a well-established builder/developer of luxury residential communities. Must be able to work independently and have excellent executive continuity member of a team.

Send Resume in Confidence to
4949 Orchard Hollow
West Bloomfield, MI 48033

EXECUTIVE ASSISTANT
$22,000 - FEE PAID
The President of this nationwide growing company travels extensively and is only in the corporate office 10 days per month. He is seeking a take charge, polished professional with excellent typing and word processing to keep him on track. Working knowledge of Lotus and excellent company paid benefit package. Hurry, call Shirley today!
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE SECRETARY
Ideal candidate will have long term, Experienced, articulate and well educated. Computer Read Literate and Civil Litigations. Administrative and Supervisor Fabulous office. Farmington Hills. Word Perfect. Top Salary. Full Benefits 626-5000

EXECUTIVE SECRETARY
- WORD PERFECT
CAll ETD Temporary Service
Call - 425-6226

EXECUTIVE SECRETARIAL - Part time position for industrial real estate firm in Livonia. Flexible hours Secretarial work for 3 principals. Word preferred. Send resume to 33640 Schoolcraft, Livonia

EXECUTIVE - secretary for major import & export company in Farmington Hills, administrative duties, will work for major executives, experience in import/export helpful. Reply Write 4 or Office Writer, $19,000. Call Vicki at Uniforce 357-0034

EXECUTIVE SECRETARY
Busy real estate office needs experienced Secretary who has good phone image and excellent communication skills. Must have good typing, strong skills and accuracy. Quickbooks helpful. Word Perfect 5.1 a plus. 100 wpm, and good math aptitude. Will train on Quickbooks. Salary and benefits competitive. Call for interview. 642-1150

EXECUTIVE SECRETARY needed for financial company in Farmington Hills. Must have shorthand 80 wpm, typing 50 wpm, word processing experience. $20,000 - $25,000 plus benefits. Call Jeanette at Uniforce 357-0034

EXECUTIVE SECRETARY
Progressive independent laboratory in Auburn Hills seeks self motivated, mature individual. Must possess high degree of organizational, communicative & inter-personal skills. Word processing ability needed. Call Jackie at 852-7500

EXECUTIVE SECRETARY
to President of corporation. Must be mature with high IQ, knowledge, strong shorthand, $26K range. Full corporate benefits & bonuses. Fee Paid
B. HAMIL PERSONNEL
424-8470

EXECUTIVE SECRETARY
$18,000 No fee
Prestigious Southfield firm offers great benefits, pleasant and friendly environment to secretary with 3 years experience, good typing and shorthand skills.
EMPLOYMENT CENTER 644-0500

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist President. Has access to interesting and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work overtime hours, be self-motivated, and organized with attention to detail. Send resume to: P.O. Box 300, Southfield, MI., 48037

EXECUTIVE SECRETARIES

Immediate openings in Detroit and Suburban areas. Professional appearance, excellent typing and phone skills required. MUST type 60-65 wpm, shorthand and word processing a plus! Call 8am-5pm for appointment.

METROSTAFF
Temporary Personnel Service
425-0368 569-8700
NO FEE EOE

EXECYTIVE
SECRETARY
To $32,000
Bi-lingual (German/International) firm. Typing, shorthand and Display/Write experience needed. Call Ms. Jo Ann Gardnetch. Fee paid. 772-6760
SNELLING & SNELLING

EXPERIENCED RECEPTIONIST - & word processors needed. Assignments in Oakland County. Call IFB TEMPS 355-3648

EXPERIENCED
SHIPPING CLERK
$300, week No fee
Major Southfield Company
Excellent benefits! Generous raises! Career growth! Need office experience! Typing and calculator skills!
EMPLOYMENT CENTER 644-0500

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
To $25,000 + FEE PAID
Immediate opening with an exciting company looking for an individual who possess strong typing and shorthand skills. Call Ms. Ann. No experience needed too.
Call Now 649-5900
SNELLING & SNELLING
OF TROY

EXECUTIVE SECRETARY

$25,000
Experience working for a president or vice-president. Type 70wpm shorthand 100wpm. Major automotive supplier. Excellent opportunity Suburban location. Fee paid.
Call Kathy 772-6760
SNELLING & SNELLING

FAX, SECT'Y
FEE PAID - $22-$25,000
SOUTHFIELD. At least 3 yrs. experience as an executive secretary with strong typing and shorthand plus a flair for figures. Nice surroundings, good benefits. Call Ann.
649-8797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

FALL INTO A KELLY JOB

No matter what the season, Kelly Services has the variety of jobs to offer. You make good pay and benefits and meet new people. Positions are now open for

Accounting
Clerks

● computer experience a must
● 10 wpm or more
● receivables experience

Receptinists/
Switchboard

● 6 months prior experience

Mail
Processors
(long term)

● 3am - 11am
● must be available with days and hours
● experience with 10 key calculator required

For more information, please call

Livonia 522-4020

KELLY TEMPORARY SERVICES

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

FILE CLERK
For Troy law office. Part time mornings. Typing required
643-4444

FILE CLERK/RUNNER. Metro Detroit area law firm seeks responsible, self-motivated individual. Must have own reliable auto & enjoy driving. Full time, 40 hours/week. Excellent company paid benefit package. Hurry, call Shirley today!
SNELLING & SNELLING
FARMINGTON HILLS

FILING CLERKS - with light typing skills. Work in Southfield & Troy. Work 40 hrs per week, 6-12 mos assignments. Will train on Microsoft Word & steady work. Call Melissa at Uniforce 357-0041

FILING/GENERAL OFFICE
Entry level position. Excellent opportunity for advancement for a bright but detail oriented person to report to Office Manager. P. O. Box 5071, Southfield, MI, 48086

WORD PROCESSING TRAINING
Increase your skills and increase your salary. Call today for more information.
Ty Carr Arbor Temps 459-1166

FRONT DESK CLERK
for furniture sales company in Farmington Hills, pleasant phone manner. Call Tina 729-5100

FRONT DESK
FEE PAID - $15-$17,000
SOUTHFIELD. Very pleasant surroundings, nice people and interesting. Will need previous telephone and typing, benefits & more. Call Jeanette 642-0565
DOROTHY DAY
PERSONNEL, INC.

FULL TIME position available. Experience needed in payroll, accounts payable, filing. Must be good typist with good math skills.
Call Ms. Ann Bogard
Fax Sam 370-0000

GENERAL CLERICAL
Part-time Bloomfield Hills insurance agency $5 hour to start.
644-6981

General
Clerical
Opportunities

If you possess accurate typing or 35-40wpm, excellent communication skills and a desire to grow in a professional, fast-paced environment we have some excellent opportunities. Possibilities include: Accounting, Departmental mail, filing and answering telephones & other clerical duties. Typing 35-40 wpm required, preferred CRT experience a plus. A complete benefit package is offered. Qualified candidates should apply Mon-Fri, 8am-5pm at:
Human Resources
Northwestern Hwy.
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

GENERAL CLERK
Qualified individual with this entry level position will have good math aptitude and organizational skills, enjoy detail oriented work, and possess effective communication skills. Familiarity with computers & plus 50-55 wpm. Will train. We offer an excellent health/benefit package. Interested applicants please apply at:
MELODY DISTRIBUTING
31111 Industrial Rd
Livonia, MI 48150

Equal Opportunity Employer M/F/H

GENERAL OFFICE/SECRETARY
Morning part-time for busy office in Plymouth. ARC Roofing.
453-2121

GENERAL OFFICE POSITION
Available in busy office. Must type 60 wpm, accurate typing/proofreading and clerical skills. Telephone experience preferred. Prefer non-smoker. 737-4747

GENERAL OFFICE-Mature person to work for trade association. Phone and typing skills a plus. Variety of duties. Full time. 477-3434

GENERAL OFFICE
Full time, will train, start at $5.00/hr. Apply at: B. & G. Glass, 11666 Hubbard, Livonia. (Ted Merriman & Farmington, N. of Plymouth)

GENERAL OFFICE
Farmington Hills area office has immediate need for entry level office personnel. Hourly rate plus benefits. Call Dorothy at 553-4900

504 Help Wanted Office-Clerical

GENERAL FILE clerks, (3) for major clothing corp. in Plymouth. 6 mos. experience in alpha & numeric filing, $4/hr. Advancement opportunities. Call Nancy at Uniforce 473-2929

GENERAL OFFICE/DATA ENTRY
Organizational skills, good phone manner, benefits. Attention: Clerical P.O. Box 2845, Livonia, 48151.

GENERAL OFFICE-PART TIME for Graphic Art studio in Romulus. 20 hours per week. Experienced only. Non-smoker. 941-8008

GENERAL OFFICE - Hardworking individual needed for busy small office location. Business/accounting training helpful. Call 559-1033

GENERAL OFFICE
1 person office. Flexible hours. Ideal for homemaker. Will train. Farmington Hills 476-7766

GENERAL OFFICE - part time, 15-20 hours per week. Immediate opening within administrative office of well established Southfield, Mich based national firm. Qualified candidate should possess pleasant phone manner, ability to type 50wpm, word processing a plus but will train the right person. Please send letter stating qualifications to: Office Manager, P.O. Box 207 LV, Lathrup Village, MI 48076

GENERAL OFFICE-Answering incoming calls. Sel.-pony 35 per hr. to start. Bloomfield Hills 334-4990

GENERAL OFFICE
Full time Mon. thru Fri. Large firm. Transportation necessary
643-6419

GENERAL OFFICE - Part time, weekends Livonia store. Sterling Furniture. Call 755-6560 for appointment.

GENERAL OFFICE
Southfield - Steady work. Call for interview, Kirk's Automotive
933-7030

GENERAL OFFICE
Experienced. Accounts receivable. Secretarial, 2 days a week. Southfield. 357-2520

GENERAL OFFICE, good communication skills, word processor & spread sheet experience. Southfield area. Full time, benefits. 357-5244

GENERAL OFFICE CLERK
part time, Mon thru Fri. AM. Scheduling/coordinating work orders. Typing 40 to 50 wpm, phone use. Clawson area. 583-2945

GENERAL OFFICE CLERK
for large Auto Dealership. Many diversified duties. Liberal benefits. Apply in person. Jack Demmer Ford, 37300 Michigan Ave, corner Newburgh.

GENERAL OFFICE
SOUTHFIELD - - WordStar experience, diversified duties $18K range Benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE part time 2-3 days a week. Must have Typing, Knowledge or desire to learn Word Perfect, some light bookkeeping. Farmington Hills location. Send resume to: Box 2, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Do you like to work hard? If so you may want to use your sound clerical skills & good judgment in our busy Livonia office. Duties include computer data input & report generation, fax handling, outgoing mail. Minimum 1 yr. office experience, full or part time. Excellent benefits. Type 50wpm. Good benefit package. Call 591-8330
EOE M/F/H/V

GENERAL OFFICE

Positions now available in the Farmington Hills - Southfield areas. If you have Receptionist, Data Entry or Word Processing skills, contact us. We can put you to work! Long & short term assignments to fit your schedule. Call now for a personal interview.

MGM
Office Services

474-7766

GENERAL SECRETARY - For title insurance co. Some shorthand, excellent typing, experience limited typing & computer entry. Joan 540-1633

GLAMOUR INDUSTRY - Secretary needed for busy office. Typing, light, computer skills necessary. Good personality a must. Hrs 1pm-9 Mon. thru Thurs 9-5 Sat. Plymouth 455-0700

GRAPHICS OPERATOR
Must be experienced in IBM Displaywriter & GSDM Graphics Services Call 559-0500

GROUND FLOOR
OPPORTUNITY
For general office position with established firm. $10,400. Benefits.
Fee paid. 399-3450
SNELLING & SNELLING

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:

Office Clericals
Benefits Analysts
(Experienced)

Comprehensive salary, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations.