504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/ COLLECTION CLERK
Well established Westland firm is seeking assertive accounting clerk to handle collections of industrial accounts. Highly responsible position, some telephone contact required. Individual must have good communication skills, be a quick learner along with good typing. We provide excellent benefits & a competitive salary structure. Please submit resume, stating salary required to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SUPPORT
$18,000. IN NOVI, USING LOTUS. WORKING WITH EXECUTIVES. MUST BE DEPENDABLE SECRETARY. BENEFITS PLUS FEE PAID. CALL TODAY
PERMANENT STAFF
SOUTHFIELD 353-0905
FARMINGTON HILLS 737-3150
An Equal Opportunity Employer

A RECEPTIONIST for major Troy corp. Greet visitors, Executive, Market. Rotm, call Wanda at Uniforce 646-7664

ASSISTANT SECRETARY
$220 - week to start No fee. Entry level opportunity with Troy Company! Top Benefits! Advancement! Beautiful Offices! Need 50 wpm, typing & good English skills. EMPLOYMENT CONSULTANTS 540-4130

AUTOMOBILE DEALERSHIP
Immediate opening for a full-time clerical position in the general office. Must enjoy working Monday and Thursday evenings until 8 pm as the service department cashier. Excellent benefits available. Apply in person at Jack Cauley Chevrolet 1020 Orchard Lake Rd., West Bloomfield, Michigan.

BAKER'S ASSISTANT
For Livonia gourmet bakery. Hours flexible. Please call 261-7231

BIG THREE AUTOMAKER
- TOP PAY to $11 an hour Every Week
- HOLIDAY PAY
- CONVENIENT ASSIGNMENTS
- FREE TRAINING

WE need experienced
- WORD PROCESSORS Displaywrite IV NBI WANG WORDPERFECT DECMATE
- ACCOUNTING CLERKS
- SECRETARIES
- LEGAL SECRETARIES
- TYPISTS (55 wpm)

SNELLING TEMPORARIES
CALL TODAY
Troy 528-5122 Detroit 871-2700

BILLER for Major Nursing Home Outstanding experience with Medicare, Medicaid or Commercial Insurance. Full time. Full time Benefits. Send resume and wage requirements to: Ann Brown, P O Box 0362, Farmington, MI 48331

BILLING CLERK
Person needed to handle or due process billing and billing activities for a Portfolio management firm. Should be detail-oriented and work accurately and quickly. Typing & computer experience necessary. Billing experience helpful. Send resume to: Assistant General International Attention Billing Dept 4068 Auburn Ave Pontiac, MI 48058
No phone calls accepted
Equal Opportunity Employer M/F

BOOKKEEPER/BILLING CLERK
Part time. W. Bloomfield law office. Call Suzanne 855-1025

BOOKKEEPER/CASHIERS/
Supervisor, experienced in high volume Shell station, Hospital, dental available. $250-300 per week. Call for interview 682-1840.

BOOKKEEPER/CLERICAL
Part-time position for CPA Firm. Experience necessary. Send resume to: Box 1000, P.O. Box 31513 Northwestern Hwy., Suite 201, Farmington Hills, MI 48018

BOOKKEEPER - EXPERIENCED
No accounting experience for Sales & all Jobber, Inc., 27150 W. 8 Mile, Southfield, 353-1600

BOOKKEEPER
Experienced only. Full time. Computer experience helpful. Call 352-4656

BOOKKEEPER
Farmington Hills CPA firm has opening for full charge bookkeeper/accountant position. Must have public accounting experience preferred. Permanent position. Resumes to: Tama & Dodge, 31261 Middlebelt, Farmington Hills MI 48018 Attn Jeff

BOOKKEEPER
For firms in Detroit area
Call - 425-9228

BOOKKEEPER - Full charge through T/B. Plumbing or construction experience required. Profit sharing. Reply to: 1515 20th St., Wyandotte, 48192

BOOKKEEPER - Needed for luxury apartment community in Dearborn. Will train. Flexible hours. 336-5993

BOOKKEEPER - IBM PC, Lotus 123 experience required. Light typing excellent benefits. $10,500-$12,000. Send resume to: P. Keenan, 8701 Harrison, Garden City, MI 48135

BOOKKEEPER - Immediate position available for a full charge bookkeeper, must be neat & organized, computer experience preferred, job located near downtown. Hours 8:30-5pm, benefits 554-1000

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

BOOKKEEPER - Part time Full charge person thru general ledger. Computer & payroll tax experience absolutely required. 20 hours/week, (10-2pm). Resumes only to: Contemporary Leasing Systems 27718 Franklin Rd. Southfield, MI 48034

BOOKKEEPER
Prepare monthly financial statements for multi-store distribution. Experienced through adjusted financial statements, heavy computer experience required. A/R & A/P necessary. Associates Degree or equivalent Leadership required. Send resume to Hackett Co., 23550 Haggerty Rd., Farmington MI 48024, attn: Ms Delaney

504 Help Wanted Office-Clerical

BIRMINGHAM CPA firm - position for versatile pre-professional who can handle client communications, typing, processing & accounting functions. Will consider experienced or entry level person who has the ability & desire to accept further responsibility. Send resume & salary requirements to: Moore & Moore PC, 18205 W 14 mile, Birmingham, 48009

Bookkeeper
Business Manager
for Suburban company has exciting opportunity for detail-minded business person. Full Charge knowledge required, job costing helpful. Computer conversion experience a plus! This owner is looking for a right hand person.

ROBERT HALF OF MI, INC
26588 Northwestern Hwy. #250
Southfield, MI 48034
358-2300

BOOKKEEPER
Dearborn manufacturer relocating to Van Buren township in April, 1990 is looking for a book-keeper with experience. Duties include payables, receivables and ADP payroll. Excellent salary, benefits, non-smoking office. Kolbus & Thomas, CPAs interviewing for employer. Call for appointment 397-6400

BOOKKEEPER/RECEPTIONIST
Experience required for Southfield CPA firm. Excellent opportunity, benefits. Call Jenine for appointment 354-4044

BOOKKEEPER required for small locating company in Plymouth/Canton area. Computer based accounting, experience a must. Daily commitments available. Interested parties send resume: Parkleader Saw, 8200 Ronda, Canton, MI, 48187

BOOKKEEPER/SECRETARY. Accounts receivable/payable, general ledger. Computer experience on IBM PC preferred for trucking firm in New Hudson. 437-5640, 421-1687

BOOKKEEPER/ SECRETARY
CPA accounting office experience. Good typing skills.
DOOD MANAGEMENT SKILLS
Temporary To Permanent Possible
Farmington Hills location.
Contact Betty Gray
ACCOUNTANTS ONE
354-2410
Agency Fee Paid

BOOKKEEPER, small suburban engineering firm has opening for part-time bookkeeper. Accounts payable/receivable & general ledger, thru trial balance. 20-25 hrs /week. Flexible hours to meet your schedule. Send resume & salary requirements to: Box 1000 (Bryan), Inc., 28444 Franklin Rd. Southfield, MI 48034.

BOOKKEEPER, some experience. Mature, 30-40 hrs. weekly. Flexible hours 455-9494

Bookkeeping
Partial Listing of positions
ACCOUNTS PAYABLE To 16K
STAFF BOOKKEEPER To 22K
ACCOUNTS RECEIVABLE To 18K
FULL CHARGE To 24K
ACCOUNTING CLERK To 14K

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

BUSY SUBURBAN Office needs person to answer telephone, light typing filing. $5.00/hr. Call Between 9-5 534-7171

PART-TIME CLERICAL/Word Processor. Knowledge/ experience necessary. Various office duties. Fast-paced office 433-2020

CAREER QUESTIONS?
If you have experience and office skills and are looking for VARIETY, MORE RESPONSIBILITIES, A CHANCE TO USE YOUR SKILLS & INCREASED INCOME you deserve to consider the very best:
- Clerk Typist $14,000
- Professional Receptionist $15,000
- Office Assistant $18,000

Above are just a few of the current positions available. Make your job search easy, we have been in business for 25 years!
Evening appointments available
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

CHURCH OFFICE ASSISTANT
Part-time, 20 hrs a week. General office machines, Receptionist, clerical & data entry experience.
Newburgh United Methodist Church, day-time 422-0149

IMMEDIATE OPENING
Clerk/Typist, Mon-Fri, 8-5, Mature person to do Data Entry. Experience preferred. Send resume to: PO Box 07475, Detroit MI 48207

DATA ENTRY operators needed for major corp. with location in Southfield & downtown. 2-10 hrs. experience on alpha or numeric
Call Bob Kaplan 357-0034

DATA ENTRY OPERATOR
for PC's. Typist to be trained for PC Data Entry. Must type 55 wpm. Personal, full & part time, 2nd shift. Flexible hours. 18296 Hubbell, Livonia. For appt., call 525-4774

DATA ENTRY OPERATOR
Programmer, high tech firm in Southfield, is seeking individuals for Key Line Computerized Data Entry. The ideal candidate will possess some 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, MI 48076

DATA ENTRY - Part time For Southfield area office. 4-7PM Mon-Fri. $6-$8 per hour based on experience. Call Rachele Sol at interview at 350-9500

DATA ENTRY OPERATOR
Looking for a high caliber data entry operator to work in the Farmington Hills area. Must be articulate and self-motivated! This temp to permanent position requires 55 wpm. Pay based on experience. Please call today for an appointment!

ENTECH
SERVICES, LTD.
737-1744

DATA ENTRY
Type 40 accurate, enter information into computer terminal, $240/wk. Livonia employer pays our fee
#1 Personnel Place
274-2320

504 Help Wanted Office-Clerical

CASHIER/
ACCOUNTING CLERK
Full time position available. Basic typing skills and accurate use of 10 key calculator required. Good driving record essential. Hours Mon. thru Fri, 8am-5pm. Full benefits. Apply in person only:
JOHN LEE OLDSMOBILE
3120 WASHTENAW, ANN ARBOR
Affirmative Action Employer

CLERICAL - DATA ENTRY
Sales office, Schoolcraft and Middlebelt, Inviting atmosphere, 35 people. You should possess 2 years office experience. Duties will include telephone answering and office work. Good typing and organizational skills needed. We provide medical insurance, pension and profit sharing and pleasant working conditions. If you are looking for a stable, steady 9 of duties, call or send resume to:
VAL-PAK ASSOC., INC.
27380 W. Nine Mile
Southfield, MI 48034
355-3600

Clerical
GET BUSY
By going to work for Kelly Temporary Services. Our jobs pay well and offer benefits.
We are hiring for:
- LOTUS 1-2-3 opertors (experience required)
- General clerical (experience with 10 key calculator)
- Switchboard operators (45 wpm +)

For more information, call us today
Livonia 1-96 Officenter
33133 Schoolcraft
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And Best"
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

CLERICAL
PART TIME
Pharmaceutical supplier located in Western Wayne County has immediate opening. Applicants must type 50 wpm and have general office experience. Position requires a high degree of accuracy and excellent organizational skills. Experience with IBM PC preferred. Work schedule is Mon-Fri 8am-1pm. Starting rate is $6.50 per hour. Call Mrs. Janssen at 546-7623
An Equal Opportunity Employer

CLERICAL - Part-Time. Good typist for large Livonia corporate firm to handle contract & billing work, misc office. Will train.
Call Debbie 591-1707

CLERICAL - Phone Answering, Accounts Payable, filing, some typing. Computer experience. Send resume & salary requirements to P. O Box 40642, Redford, MI, 48240
An Equal Opportunity Employer

CLERICAL - POSITION available, in Southfield, for hard working, organized individual, typing skills 40wpm. Call Sandy at 353-5800

CLERICAL SUPPORT
Troy benefit consulting group needs WordPerfect skill for staff overflow. Efficient proofing skills a must for newsletter, chart and graph projects
Call Pat Dunne 433-2020

St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CLERICAL/SWITCHBOARD - part time for busy CPA association. Call AT&T, Misc. typing, clerical duties 12 noon - 5pm Mon. thru Fri. Plymouth area. Call Mr Kobelko 455-5200

CLERKS
(FIGURE WORK)
Our corporation is seeking detail oriented individuals to work in our main automobile & light typing ability. These positions require data entry on the use of our system of mortgage payments, computing services on cash transaction journal vouchers and working with our lockbox banks to resolve problems. Candidates must be proficient in the operation of a calculator & DIE. Bank statement reconciliation experience a plus. We offer a complete benefit package. Qualified candidates should apply Mon-Fri, 8-5pm-4pm.
Human Resources
FIRMAN STUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

Clerks
2
PEOPLE
NEEDED
To divide 40 hour work week through June 30, 1990
Prestigious local company needs assistance in their mailroom, copy center and switchboard area. Experience with any photocopying or mailroom equipment helpful but not necessary
Excellent pay available, training provided to committed individuals
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

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.
855-6565

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidates should possess a minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 779,
Detroit, MI 48231

CLERK/TYPIST - for condo complex. Requires accurate typing, computer experience, answering phones and owner's questions and service requests. Pleasant disposition a must. Mon-Fri, 3-7pm. Apply at: Northfield Hills condominium clubhouse, 1750 Brentwood Dr., Troy, between 1-4pm.

CLERK/TYPIST
Growing Southfield firm seeking dependable, friendly person for entry level position. Full-time position with benefits. Computer experience helpful. Will train.
Call Carl between 9-4 at 559-4330

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Southfield firm in need of customer service/order entry clerk. Fast paced office. 11am to 6pm. Call now for an appointment
TR
Temporary
Resources
737-1711
Livonia - Farmington Hills
Southfield 353-7505
Troy 588-9210
An Equal Opportunity Employer

DATA ENTRY
Full-Time position. Must type 50-60 WPM. Well-established, nation-wide firm located in Redford. Excellent working conditions & benefits. Call-in-controller. Pleasant phone voice. Apply in person at: Call Frances, Rem-Tom, 29000 Clack, Pointe, Inkster
336-8363
An Equal Opportunity Employer

DATA ENTRY
OPERATORS
Immediate openings in Detroit and Suburban Areas. MUST type a minimum of 35 wpm and have excellent communication skills. Call 9AM-3PM for appointment.
METROSTAFF
425-8368 569-8700
NO FEE EOE

Data Entry Operators
(Midnight Shift)
Must have 2 years data entry experience, the ability to use good judgment, be self-motivated, independent, and the attitude for assuming responsibility for a variety of tasks is essential. Must enter at least 12,000 kph ACCURATELY. A medically related company with clerical background is a plus! Full time midnights. Good salary and benefits. Apply in person or send resume to
MIDWEST BENEFITS
CORPORATION
25505 W. 12 Mile Rd. Ste 3000
Southfield, MI 48034
Attn: Personnel/Data Entry

DATA ENTRY position, processing of medical claims, telephone answering, correspondence, writing. Full time. Above average wages. Medical & life insurance. Pleasant atmosphere with 100% tuition reimbursement program. Call Ms. Ross at 559-7355

DATA PROCESSING/ WORD PROCESSING CLERK
Must have experience. We offer full time, benefits, great environment. Call H.A.V Services between 9am-3pm 838-5250

DATA PROCESSOR
Person experienced with good typing skills a plus. Phone work included. Excellent salary & benefits
MR. HOWARD
368-1142

DIVERSIFIED
DATA PROCESSING
POSITION
Friendly stable company. To $14,560. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

DIVISIONAL SALES
SECRETARY
TO $23,000 FEE PAID
National firm seeks employee-oriented company with ultra-plush offices in Troy! It is need of a secretary-level Secretary. Better than Big 3 benefits plus the tremendous advancement potential to the candidate with academic word processing skills. Call Sandy! Evening appointments available. Ask for Kathie, 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

DOCTOR'S OFFICE. Full or part time. Marine or positive minded individual. Experience preferred. Will train. Wayne area. Call Dr. Ross 274-0411

DOWNTOWN DETROIT law firm seeks secretary for Tues & Thurs nights. Word Perfect 5.1 helpful. Excellent benefits but not mandatory. 961-9700

DO YOU TYPE 45-50WPM? Do you like to answer a busy phone? If you know how to use a 10 key calculator, then please send your resume to Shirley Walsh, 19100 W. 8 Mile Rd., Southfield, 48075

EARN
CHRISTMAS GIFTS ...
while you work. Not only will you receive top pay & benefits but also the opportunity to earn points towards some fabulous gifts. We have openings for the following areas:
- Receptionist - No typing - 3 months
- 12pm-5pm
- Executive Secretary - 3 months
- Word Processor - Part time, long term
- Data Entry - 3 to 6 months

TR
Temporary
Resources
737-1711
Livonia - Farmington Hills
Southfield 353-7505
Troy 588-9210
An Equal Opportunity Employer

EMPLOYMENT
COUNSELORS
CLERICAL
The tenth fastest growing professional field in the 90's! Professional Employment Counselor, Snelling & Snelling, national leader in the industry is looking for career oriented people to service and recruit office clerical personnel for their training program. Openings in Southfield, and Livonia. Call our job commissions, benefits. Call 664-0909
SNELLING & SNELLING

ENTRY LEVEL
and experienced worker in the following areas are needed today
TYPISTS
RECEPTIONISTS
CLERKS
SECRETARIES
WORD PROCESSORS
TELEMARKETING
Long, short term and short term assignments are available. Work for temporary in the metro area and earn excellent pay.
TempExchange 559-5566
557-5600

EXCEPTIONAL
SPOT
Executive Secretary with organizational skills. $22,000. Great benefits. Fee paid. 399-3450.
SNELLING & SNELLING

EXECUTIVE SECRETARY
Birmingham Developer. Non-smoker. Must have excellent language skills and be highly organized. Full time. 540-4680

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Send resume to P.O. Box 300, Southfield, MI, 48037

EXECUTIVE SECRETARY
Major Financial Institution
requiring person with high degree of office skills. Must be able to perform with little direction. Excellent salary & benefits. Stable employee history required.
Send resume & salary history to:
3840 E. 8 Mile Rd.
Detroit, MI 48234

504 Help Wanted Office-Clerical

ENJOY A FRIENDLY
casual environment. Firm needs Secretary with good typing and computer skills. $14,000 fee paid. Benefits. 399-3450.
SNELLING & SNELLING

ENTRY LEVEL CLERK
Full time position available in Redford. Two as Clerk/Receptionist. Typing required, 40-50wpm. Also responsible for using 10 key calculator. $4.75 per hour. Ask for Dawn at 532-8700 Ex 218

EXECUTIVE ASSISTANT/Receptionist. Ideal Realty Advisors, real estate documentation, Lotus, Word-Perfect experience. Good resume to 300 River Place, Ste 2050, Detroit, Mich 48207. No calls please.

EXECUTIVE SECRETARY
Busy real estate office needs experienced Secretary with professional image and excellent communication skills. Candidate must possess strong skills and accuracy. Qualifications typing 60 wpm, shorthand 120wpm, word processing and 3 years experience required. Salary and benefits competitive. Call for interview 642-1180

EXECUTIVE
SECRETARY
$25,000 FEE PAID
Top spot position working for busy executive in suburban location. Strong skills including shorthand required. Excellent benefit package and lots of variety. Call 649-5900
SNELLING & SNELLING
OF TROY

EXECUTIVE
SECRETARY
$25,000 FEE PAID
Top spot position working for busy executive in suburban location. Strong skills including shorthand required. Excellent benefit package and lots of variety. Call 649-5900
SNELLING & SNELLING
OF TROY

EXECUTIVE SECRETARY
to work with VP of Executive Office of a leading management services company in the downtown Birmingham area. Successful candidate will have experience in typing, scheduling meetings & travel appointments. Must be people oriented & be able to effectively deal with senior level executives. Successful candidate will be flexible & use initiative. These traits will add a variety of interesting & challenging responsibilities to the position: e.g. market research, analysis, special projects, meeting planning. Please send resume & compensation requirements in complete confidence to: Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARIES
For Dearborn, Southfield, & Troy areas. Typing 60wpm, shorthand, experience required.
- $6-$10.50 PER HOUR
- PAID VACATIONS
- PAID HOLIDAYS
- BONUSES
- FREE TRAINING
- NO FEES!

CALL
CONTEMPRA
TODAY!
583-9500

EXEC. SECT'Y
FEE PAID - $20-$25,000
Duties of a personal nature including making arrangements, transport, acts as & calls make an interesting routine. Should have at least 3 yrs experience and skills including good typing and life shorthand. Benefit package. Call Ann at Best! Best benefits including pension and Deferred Bonus. 649-5900 or 642-0355
DOROTHY DAY
PERSONNEL, INC.

EXPERIENCED
SHIPPING CLERK
$300. Week No fee
Major Southfield Company! Excellent Benefits! Great Opportunity! Career growth! Need office experience in Shipping Department. Call
EMPLOYMENT CENTER 540-4130

FARMINGTON HILLS Insurance Agency needs experienced receptionist. Must have excellent communication skills and neat appearance. Must be excellent typist and knowledge of computers helpful. Immediate opening. Call Jeanette at 851-1010 Ext. 2719 Farmington Hills, MI 48331

FILE CLERK - Full time. Busy cardiology practice, medical office experience preferred. Call between 1-4pm 350-2220

FILE CLERK/RUNNER Metro Detroit area law firm seeks motivated person for full time position. Must have valid driver's license & enjoy driving. Work from downtown. Salary commensurate. Call office mgr 641-7800

FILE CLERKS - for general office work for major Southfield corp. in Plymouth. Type 30-50 wpm & have 6 mos. experience. Call Kathy at Growth spots. $10.50/hr. Call Margo at Uniforce 473-2930

FILE CLERK/Telephone Operator, temporary full time position available for filing & answering phones. Please call Sharon at Balsan Eye Center, Rochester 651-6122

FILE CLERK/TYPIST - duties include typing, data entry, filing, answering phones, switchboard relief, sorting and distributing mail. Phone out office experience required. Accounting or medical background helpful. Applications available at Proctor Financial Corp., 2700 W. Big Beaver Rd., Troy, MI 48084

FILING CLERKS - steady work, 4-8 mos. experience, type 30-40 wpm, for openings with large Troy companies in Oakland County. $160-$200 wk. Call Leslie at Uniforce 357-0034

FILING/GENERAL OFFICE
Well established Southfield firm is a large property management company located in Southfield. Excellent opportunity for someone who is looking for bright hard working individual. Send resume to: Office Manager, P. O Box 5071, Southfield, MI, 48086

FILE
WORD PROCESSING TRAINING
Increase your skills and increase your pay. Don't miss this opportunity. Call Arbor Temps 459-1166

FULL TIME/OFFICE
Local business seeks individual with a detail oriented individual with accounting and keypunch experience preferred. Excellent working environment and benefit package included. Send resume with salary requirements or apply at
Le Z-Boy Showcase Shoppes
23350 Commerce Drive
Farmington Hills, MI 48024
474-1341

GENERAL OFFICE
Typing, light bookkeeping, pleasant voice, some computer experience helpful. Non-smoker. Apply in person
National Tool & Die
13243 Merriman, Livonia

GENERAL OFFICE
Includes order entry, typing, clerical skills Plymouth
454-4480

GENERAL OFFICE - permanent position for person to do filing & various office duties. Must be able to type faster. Attention to detail & accuracy a must. $ Management Mr. Carr 353-0160, ext 473

GENERAL OFFICE - Part time, 15-30 hours per week. Light typing. Some word processing experience preferred. Send resume and salary requirements to Sales Activation Inc., P.O. Box 2058, Farmington Hills, MI 48018

GENERAL OFFICE - Permanent, full-time position for Executive Office at 12 Mile & Northwestern. Light typing, good math, computer skills & general office experience required. M-F, 8am-4:30pm. $5.7/hr. to start. Call Mrs. Ann Marie Johnson, Mrs. MacDonald, 353-0604

504 Help Wanted Office-Clerical

GENERAL OFFICE POSITION
Available in busy office. Must type 60 wpm, accurately and possess filing and clerical skills. Telephone experience preferred. Pretax profit sharer. 477-3300

GENERAL OFFICE/
ACCOUNTS PAYABLE
Full time, 8:30-4:30. Mon. thru Fri. At least 3 years experience needed. Excellent salary & Blue Cross health insurance. Southfield area.
Shopping Center Markets
Ask for Theresa, 355-2122

GENERAL OFFICE WORK
Part time, flexible hours
Textron Corporation, Livonia
Ask for Tammy, 591-2244

GENERAL OFFICE
Instant printing business seeks well organized individual with good skills. Call 478-8150

GENERAL OFFICE
Farmington Hills office Responsibilities include typing, switchboard and other related office duties. Non-smoker. Full time benefits 553-8260

GENERAL OFFICE
needed for 1 person art consulting firm. Should be able to work with people in a pleasant professional manner. Need experience in bookkeeping, typing, filing, computer knowledge. Mon-Fri., 9am-5pm. Call 737-2353

GENERAL OFFICE
To $16,500, Benefits. Good basic skills and pleasant phone voice. Friendly atmosphere. Fee paid. 399-3450.
SNELLING & SNELLING

GENERAL
OFFICE
$18,000 FEE PAID
Small suburban firm needs Secretary to handle wide variety of duties. Accurate skills needed. Nice office and fast paced. Call 649-5900
SNELLING & SNELLING
OF TROY

GENERAL OFFICE
(Process Clerk)
Position available in our cashiers office for a dependable individual with a good math aptitude & typing skills. Duties will include 10 key calculator, computer, IBM terminal input, bookkeeping and various cash processing duties. Only non-smokers need apply & we are a substance abuse testing company. We offer excellent working conditions, benefit package and subsidized lunch. For further information contact The Human Resource Dept
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rd.
553-2000
An Equal Opportunity Employer

Great
Opportunities
Secretaries
Receptionists
Word Processors
Long and short term assignments available in your area. Top pay, paid vacations. Call today for more information
Southfield 353-4420
Pontiac 682-4510
Personnel Pool
NEVER A FEE

IMMEDIATE
OPENINGS
FOR
- Telemarketers, experience preferred
- Secretaries
- Accounting Clerks
- Word Processors
- Data entry Operators
- Receptionists
- Typists

Part time and full time hours. Long and short term assignments. Overtime pay, bonuses, mid-day pay, insurance!
CALL TODAY
WORK TOMORROW
SNELLING
TEMPORARIES
37625 Ann Arbor Rd., Suite 101A, Livonia, 464-2100
17200 W. 10 Mile Rd., Suite 103, Southfield, 557-5700

INSURANCE AGENCY
in Plymouth seeking full-time Clerical help. Please call Sandy 455-8120

INSURANCE AGENCY in Northville needs personal lines person. Experience helpful. Must type. Call Dee 349-2000 or 474-1810

INSURANCE AGENCY
Southfield needs clerk with GSR strong in personal lines coverages and Life Sales.
349-5397 Eve's: 646-9747

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, company paid holidays, excellent including health insurance, paid holidays & vacations. Call
591-4690
Mon thru Thurs 7:30am-4:30pm
Fri 8am-12noon

INSURANCE SALES account representatives needed for State Farm Insurance Office. Bloomfield area 851-2757

INS. FIELD SECT'Y
FEE PAID - $17,000
A unique position! Includes clerical work, proof reading, typing (60) and training on computer and word processor. Lots of phone work. Excellent benefits Southfield area
Call Ann at 649-5900 or 642-0355
DOROTHY DAY
PERSONNEL, INC.

John Casablancas - Receptionist needed with good skills in typing, filing, and excellent telephone manners. Must enjoy working with the public. Contact Dana at 583-2097

KEYPUNCH/KEYTAPE
operators Experience required. Day and afternoon shifts open. Temporary assignment 474-1136

KEYPUNCH OPERATOR
Needed by Service Bureau. Experience required. Full-time. Redford area 937-1150

LEGAL SECRETARY
Must have word processing and legal experience. Non-smoker. Full or part time Southfield. 358-4477

LEGAL SECRETARY
For Burlington law firm. Legal experience essential. Microsoft Word experience desired 258-0800

LEGAL SECRETARY
For litigation partner. Must possess strong experience and skills. Excellent salary and benefits. 354-4030

LEGAL SECRETARY
for very congenial law office in Bloomfield Hills. Hours flexible. Legal experience preferred, but willing to train the right person. 334-0681

LEGAL SECRETARY for
partner law firm. Executive duties, Pensions, Fringes, Future and security. Call 354-2500

LEGAL SECRETARY
Part-time, experienced for small Southfield firm. Proficient in WordPerfect. Salary commensurate with experience. Call Mary 827-4100

LEGAL SECRETARY - experienced, for busy Bloomfield Hills law firm. Excellent typing & grammatical skills necessary. Wang Word Processing experience helpful. Send resume with salary requirements to: Howen, 300 E. Long Lake Rd, Suite 375, Bloomfield Hills, MI 48013

504 Help Wanted Office-Clerical

LEASING/MANAGER
New 120 unit apartment complex in Rochester Hills seeks leasing/Manager. Salary plus commission. Send resume to P O Box 5078, Madison Heights, MI 48009

LEGAL SECRETARY - full time, Livonia. Domestic relations experience helpful. Word processing & typing requirements to Law office, 31150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY
Experienced, in personal injury. WordPerfect preferred. For small Farmington Hills firm. Hours negotiable. 855-8610

LEGAL SECRETARY - Birmingham law firm seeks person with good typing. 70 wpm necessary. Shorthand preferred. 2-3 yrs. experience. Good salary & excellent benefits. Contact Lesse 645-1003

LEGAL SECRETARY
for Southfield law firm. Legal experience, word processing, training & excellent skills necessary. Excellent Salary commensurate with experience. Contact Mary Miller at 261-2400

LEGAL SECRETARY POSITIONS
with distinguished personal injury law firm. Word Perfect experience preferred. Available immediately. (1) full time temporary position. Call Ann at 89 13 Mile & Telegraph. Computer experience required. Knowledge of Microsoft helpful. Phone Dean or Annette 642-5757

LEGAL SECRETARY
experience necessary, good benefits. Southwest area
Call Pearl 357-0000

LEGAL SECRETARY
Small general practice firm in Southfield. Duties include typing, skills essential. Liberal benefits
Call 557-4422

LEGAL SECRETARY
Workers compensation defense experience preferred. Salary commensurate with experience. Farmington area 540-0333

LEGAL SECRETARY - part time permanent. 25 to 30 hrs per week. Flexible. Computer experience helpful. Southfield area. Immediate opening. Call 331-0630

LEGAL SECRETARY - To $24,000 Bloomfield Hills area. Some legal experience. Lots of variety. Must be professional. Fee paid
1-772-6760
SNELLING & SNELLING

LEGAL SECRETARY
for Troy law firm. Word processing & legal experience required. Organized & communication skills essential. Please send resume to Office Manager, 3290 W. Big Beaver, Suite 310, Troy MI 48084

LEGAL SECRETARY
Wanted for Birmingham law firm. 3 years legal experience. Must possess good phone, communication, WordPerfect and general clerical skills. Excellent salary and benefits. Call Karen 645-1700

LEGAL SECRETARY
Southfield Personal Injury firm seeks legal secretary with outstanding skills. 1 year legal experience. Immediate opening. Competitive starting salary and benefits. Call 559-5353

LEGAL SECRETARY. Needed for medium size Troy law firm. Experience preferred but will train business law necessary. DWA & PC expertise required. Salary commensurate with experience & demonstrable technical ability. Reply by resume only to: Powers, Chapman, 300 W. Big Beaver, Suite 704, Troy, MI 48084.

LEGAL SECRETARY
Top shorthand skills sought for prestigious law firm, 65 wpm typing excellent. Competitive salary. Comprehensive benefits package included
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Dr Call 355-4140

LEGAL SECRETARY
Corporate Legal Secretary for major corporation needed. Must have 3-5 years Corporate Law experience. Benefit package includes education reimbursement.
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Dr Call 355-4140

LEGAL SECRETARIES
UAW Legal Services Plan is seeking experienced Secretaries in the Warren, Warren & Wixom areas. You must type a minimum of 55 wpm and have experience using dictation equipment. Computer and/or word processing experience preferred. Starting salary $16,000 annually. Excellent benefits. Please send resume to Karen Kaminski, UAW Legal Services Plan, 7430 Second Ave., Suite 200, Detroit, MI 48202

LOVE
COMPUTERS!
$16,000 FEE PAID
Wonderful opportunity to join a successful accounting firm in downtown Troy. Your data entry skills and a good sense of humor with typing of 50 wpm are the ticket to this. The benefits package is excellent. Call Sandy at 649-5900
SNELLING & SNELLING
FARMINGTON HILLS

Management to $20
Looking for energetic person to transition from home to professional personnel for advertising company. Some travel. Full benefits. Fee Paid.
ALLEN PERSONNEL 525-7870

MATURE PERSON with Office & Secretarial experience. Light typing, speed not important accuracy a must. Friendly personality. For interview call
An Equal Opportunity Employer

MEDICAL BILLER
Experienced. Computer experience helpful but not necessary
Call Bernice 540-3030

MEDICAL RECEPTIONIST - 4½ DAYS a week. Busy doctor's office. Must speak and 13 mos of billing experienced Call 559-0621

MESSENGER/FILE CLERK
Must have Driver's License. Accounting Firm. Ask for Karla
851-3300

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Small Mortgage Company in Troy office and our Warren office. Minimum 2 years sales experience or 3 years real estate selling experience required
BONUS
— Paid to Operators
with a following
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Service
(Escrow Processing)
Our Corporation has several incentive processing positions available. Responsibilities will include contacting non-selling customers & insuring the accuracy of our servicing files. Ideal candidate will have an excellent math & problem solving skills, good verbal & written communication skills required as there will be interaction between departments & investors. Candidate should possess clerical or secretarial skills & the ability to work independently. Knowledge of processing small working in our FHA 235 area) helpful but not necessary. Salary range is negotiable. Qualified candidates should apply Mon-Fri, 8am-4pm or send confidential resume to:
Human Resources
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

MORTGAGE SERVICING
Farmington Hills based mortgage lender has a fully experienced clerical support person for its escrow area. Must have 1/2 years experience in fully automated area with investor, regulator and PMI reporting requirements. A minimum of 45 WPM typing required. Call
Mrs. Balamino between 8 & 10am.
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OFFICE ASSISTANT
Personable 1st-a-charge person needed for franchise company. IBM PC experience a must. Good with figures. Livonia area.
Call Janet 591-8411

504 Help Wanted Office-Clerical

MEDICAL BILLER REGISTRAR
for large clinic. Must have knowledge of ICD9, CM codes, CPT procedure codes. Also HMO, BlueCross-Blue Shield, Medicaid, Medicare & other insurances. CRT experience a plus. Send resume to Medical Secretary, Midwest Heart Center, 5050 Schaefer, Dearborn, MI, 48126

Member
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Excellent opportunity for an individual with a minimum of 1 year experience in customer service, telemarketing or sales. The individual will attempt to resolve basic telephone problems and inquiries from the members of our association in a most diplomatic professional manner. Exceptional telephone/listening skills are required. We offer a complete benefit package & pleasant work environment. Apply to
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P.O BOX 2227
SOUTHFIELD, MI 48037

MESSENGERS - Downtown Detroit Law firm seeks messengers to make deliveries in house and to surrounding offices. Full time position. Send application to: John Ellis Operations Supervisor, 1650 1st National Bldg., Detroit, MI 48226

NATIONAL FIRM SEEKS reporters to prepare credit reports. Credit report and pre-employment background reports.