

504 Help Wanted Office-Clerical

COMMERCIAL LOAN COORDINATOR
Commercial Loan background necessary. Responsibilities include the preparation of Commercial Loan Documentation. Secretarial skills, knowledge of P.C., plus a Type-requirement of 50wpm. Must be self-starter w/strong oral & written communication skills. Salary commensurate with experience. Please send resume to: Judith Miller, Security Bank & Trust Co., 18333 Trenton Rd., Southgate, MI 48195. Equal Opportunity Employer. M/f/h/v. #100017

Computer Company

Secretary
A dynamic company offers an ideal position for you. Use state of the art word processing equipment and deal with VIP clients. \$17,000, complete benefits. Fee paid. Call Service at 353-2090.

SNELLING & SNELLING

COMPUTER DEPARTMENT
Downtown Birmingham non-profit organization needs assistant. Computer knowledge necessary. 3 days per week. 844-5653

COMPUTER While Apprentice, experienced Buddipraxis/Hearth Home - commission 30855 W. 10 Mile Farmington Hts. MI 48018.

CORPORATE

CORPORATE CLERKS

Inacom Computer Centers in Troy has an immediate need for 3 qualified individuals in the Corporate Operations Department. The position requires basic accounting skills; good attention to detail and familiarity with Lotus 1-2-3. Data entry and word processing skills are also required.

Inacom offers a very competitive salary and excellent benefits in a growth industry. Forward your resume including salary requirements to:

INACOMP
COMPUTER CENTERS WK/CDC

Call Kelly for

Happier

Holidays

A Kelly job can help you earn extra money just in time for the holiday season

- Data entry operators (hi production)
- 10,000 + KPH
- Day shift
- (must be available 8 hr. shifts)

1-800-852-4020

1-26 Officer
33133 Schoolcraft
Livonia, MI 48150

**KELLY
TEMPORARY
SERVICES**
The "Kelly Girl" People
...The Fast And The Best!
Not An Agency. Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY CLERK
Entry level position for the billing
department of a small company lo-

Successful candidate will be able to
speak a minimum of 45 words, be self-

DATA ENTRY OPERATORS
Immediate openings in Detroit and
Suburban Areas. MUST type at
minimum of 35 wpm and have ex-
cellent communication skills. Call
1AM-3PM for appointment.

Temporary Personnel Services
425-8368 569-8700

DATA ENTRY - PART-TIME
Must be available nights and weekends. Apply in person: Art Van Furniture, 29905 W. 7 Mile, Livonia

DATAENTRY
Short & long term in Wayne & Oakland County
TCTD Temporary Service 425-6228

DEFENSE LITIGATION Legal Secretary
experienced, for defense litigation level work in Farmington Hills. Vantage experience preferred. Excellent benefits. Please respond to P.O. Box 3045, Farmington Hills MI 48031

DENTAL RECEPTIONIST: Are you an experienced dental receptionist looking for an opening in a high-

Word Processors Needed
Word Perfect
Word Star

19470401
Turbo Temp 450-1166

ENGLISH GARDENS
 as year-round opening for an
 Office Clerk experienced in banking,
 typing & record keeping. Good math
 skills necessary. Apply in person to
 3370 Orchard Lane, 4th Flg., Bloomington,
 IL 61801 or call 851-7506

ENTHUSIASTIC PERSON NEEDED
 to fill General Office Position in
 Farmington Hills CPA Firm. Duties
 include data entry, typing, filing &
 other tasks. Dependable people
 and resumes to:
 W. 32255 Northwestern Hwy., Ste.
 198, Farmington Hills, MI 48018

EXECUTIVE SECRETARY
 for Southland based real estate de-
 velopment firm. Willing process

ing skills preferred. Competitive salary plus benefits. 352-4747

**EXECUTIVE
SECRETARY/
WORD
PROCESSOR**
Lotus 1-2-3
Displaywrite III & IV
Wordperfect

Immediate openings in Downtown
Metron & Suburban Areas. Profes-

On-line appearance, manners and excellent phone skills required. Must type 60-85 wpm., shorthand a plus. All 9am-3pm for appointment.

METROSTAFF
Temporary Personnel Services
25-8368 569-8700
No Fee EOE

EXECUTIVE SECRETARY
needed for small CO. excellent growth, shorthand necessary.
352-4330

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