504 Help Wanted Office-Clerical

BOOKKEEPER
Birmingham Advertising Agency seeking experienced Bookkeeper to handle Accounts Receivable & Accounts Payable. Requires excellent communication, typing & organizational skills. Computer experience necessary. Send resume, with salary requirements, to Box 760, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced Detail entry Bookkeeper is needed for property management company. Computerized Accounting experience is necessary, preferably with a multi-company format. Work hours are 8-5 Monday-Fri. If you are interested in working in a busy office & meet our qualifications, send your resume to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER/Secretary. Oak Park Mature, well organized person with computer knowledge of money, experience. Full time or part-time. Call Jim McHugh 10-mid-afternoon 967-3400

BOOKKEEPER - Small advertising production company in Troy needs Bookkeeper. Prior experience required. 20-25 hrs per week. Send resume to: Box 2025 W. Big Beaver, Suite 401 Troy, MI 48084

BOOKKEEPER
Ideal for Retiree. Medium on New Britain, good working conditions & benefits. Data entry skills a plus. Call Bill

Stearns Co.
John Eccleston
349-7600
An Equal Opportunity Employer

BOOKKEEPER
Growing area CE Southeast Michigan's largest Ford Dealership firm. Good typing & ten-key in house. Bookkeeper trainee position available. Must be able to do all aspects of bookkeeping including preparation of the general ledger and through financial statements. Must have computer experience and a minimum of 2 yrs Bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Department, M.S.W. 28550 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334

Bookkeeping

Full Charge Bookkeeper
FULL CHARGE BOOKKEEPER MANAGER
Manufacturer of medical supplies in Livonia. Bookkeeper with excellent work skills. Must be familiar with computer, knowledge of a network system and producing financial statements. Supervisory skills a plus.

BOOKKEEPER - Suburban firm seeks Bookkeeper with financial statement knowledge and superb computer skills. Lotus required. Typing/Clerk helpful. Associates degree plus

ALL QUALITY PAYROLL SERVICES
Downtown Plymouth has opening for part time, minimum 2 years computerized payroll experience. Position open immediately.

COTROLLER - For S.W. Wayne County company that grown to 10 million in revenue and needs someone to assume a Controller. Mfg. costing a plus. Excellent opportunity.

HALF

Call Mel Hoffman
Hoffman Personnel, Inc.
(313) 981-9000
Fax (313) 981-9025

358-2900
All Fees Company Pay
Part of World's Largest Temporary Placement Network

BRANCH SECRETARY - for Electronics distributor. Experienced Typing, Filing, Credit & Collections. Excellent benefits package. 462-1209

BILLING PERSON needed for high Dearborn Hills Medical Office. Must have previous customer service, order data & data entry experience. Medical Billing experience preferred. Non-smoking office. Call Ann 336-6666

Choose your next job with Kelly

Start making great strides today in one of these positions. Temporary assignments lead to permanent positions.

- Data Entry Operators
- Receptionists
- Switchboard Operators
- Word Processing Operators
- Typists
- Clerks

Kelly can place you in the position that is right for you with outstanding company benefits. Call Kelly today and find out more about these jobs.

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Livonia 358-0338
Southfield 352-5220

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
Good with numbers executive seeking handyman. Full time. Southfield office 340-2600

CLERICAL
PART-TIME
Law office environment has immediate opening for organized, detail oriented individual. Typing skills required. Computer knowledge helpful. Flexible hours. Call Ann at 557-7900

CLERICAL/PART TIME
Immediate level opening for self motivated individual to assist Data Processing Dept. with sorting and filing. Evening schedule, Mon-Fri 6PM-11PM. Great opportunity for student or career seeker. Accounting or insurance experience helpful. FEE PAID
St. Clair Shores 774-0730
Troy 640-4144
Harriet Sorge Personnel

504 Help Wanted Office-Clerical

CAREER QUESTIONS?
If you have experience & office skills and are looking for:
VARIETY, MORE RESPONSIBILITIES, A CHANCE TO USE YOUR SKILLS & INCREASED INCOME
you deserve to consider the very best.
• Accounting Assistant $15,000
• Receptionist $18,000
• Secretary $18,000

Above are just a few of the current positions available. Make your job search easy. We have been in business for 23 years.
Evening appointments available
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
An Equal Opportunity Employer

CLERICAL
Large national travel agency has an immediate opening for a full time clerical position. Ideal for mature woman wishing to re-enter the workforce. Knowledge of memory typewriter preferred. Good phone skills a must.

For appointment please send resume to:
Mary Lou Little
Thomas Cook Travel
4 Parkview Blvd.
Suite 500
Dearborn Mi 48126

CLERICAL

Min 1 yr. experience. 45-85wpm Word Processing. Receptionist. Data Entry Clerks & Typists. Long & short term assignments. Call Now
MSS
23077 Greenfield, #167
Southfield, MI 48075
313-569-4948 or 313-552-1444

CLERICAL
Permanent position for person to do various office functions, attention to detail & accuracy a must. $ Market share. Mr. Cerni 353-0160 ext 423

CLERICAL/SALESPERSON
For maintenance company in West Bloomfield. Take charge office position. Will be service oriented. Experience required. Conditions full time. Call 616-6 Mon.

CLERICAL/SWITCHBOARD - part time, switchboard experience. Music typing, clerical duties. 12 hours - 1pm Mon. thru Fri. Plymouth area. Call Mr. Kolasa 455-2200

Clerk

Part Time Accounting Clerk

Commerce Incorporated, a banking industry leader seeks a Part-Time Accounting Clerk in Auburn Hills. Duties include capital project accounting and reconcile report maintenance. The detail and deadline oriented individual firing this position will assist preparer monthly and bi-yearly reports for management.

Applicants are required to have 1 year of accounting experience and understanding of fixed asset accounting and a proven ability to work independently and expedite divisions. Strong organizational and communication skills essential. Experience with a 10 key calculator is necessary and working knowledge of IBM PC including Lotus 1-2-3 is preferred.

Please submit resume to

COMERICA INCORPORATED

Corporate Human Resources
Attn: Dept. LO
Detroit, MI 48275-2003

An Equal Opportunity Employer

CLERK TYPIST For fast paced N.W. Detroit office. Must type minimum 55 with accurate typing. Prior clerical work working with public. Location: 16000 Fullerton, just W. of Greenfield. N. of I-96. 837-0900

CLERK TYPIST

Large insurance agency is seeking a full-time clerk typist.

The ideal candidate will possess 1-2 yrs. business experience and have typing skills of 50-60 wpm and computer knowledge.

Excellent benefits

Non-smoking office

Donna Economou
Meadowbrook Insurance 358-1190

COLLECTIONS PEOPLE for major financial co. in Auburn Hills. Afternoons - 4-10pm shift available. Collection experience a must. $7/hr. Call Diane at Uniforce 646-6500

COMPUTER DATA ENTRY PERSON with bookkeeping experience for CPA firm in Farmington Hills. Ask for Gayle 851-3300

COMPUTER OPERATOR/Order department. Well known Detroit based manufacturer of home furnishings is seeking an intelligent, self-motivated person who would enjoy phone contact with our distributors. This is a key position requiring several years of data entry and helping others. Best opportunity for advancement. Excellent compensation package commensurate with experience, including medical, dental, optical and life. Company is adjacent to 3 expressways, private parking. Call 341-6981

COMPUTER ORDER ENTRY Position open. Experience helpful. $5 per hr. to start. Located in Wayne. Call 728-8872

CRT OPERATOR
Entry level opening in Southfield. No experience necessary, light typing preferred. Excellent working conditions & benefit package. Please submit resume to P.O. Box 2020 Southfield, MI 48037-2020

CUSTOMER SERVICE mos (35) for Southfield. Oak Park 200. Good communication & keyboard knowledge, company training, full time & 4 hr shifts available. College students welcome. Call Alison at Uniforce 646-7684

DATA ENTRY CLERK
for large apartment community. Previous data entry & accounts receivable experience necessary. Send resume to: Box 2025 W. Big Beaver, 6-30-5 Independence Green Apts., 3630 Grand River, Farmington Hills, MI 48024 471-8600

DATA ENTRY
Full time days position. Must type 50-60 wpm. Well established national area firm in Redford. Call Francis between 8-4pm for interview.
Deluxe Check Printers 538-6363
An Equal Opportunity Employer

DATA ENTRY
High tech computer services company in Livonia has immediate full time day shift entry level positions open. Must be able to key a minimum of 45wpm & have some data entry experience. We offer good pay & benefits. If you are looking for a good working environment with opportunities for advancement, please call 261-8220
Data Entry

Immediate Openings

Kelly Services seeks energetic individuals for short and long term data entry assignments in the Troy area. You must be quick and accurate and be able to perform general clerical duties. 10 key, typewriter style or data entry experience required. Reliable transportation a must.

For more information about these positions, please 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

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REPRESENTATIVE
Large Health Benefits administrator is seeking an individual to work in our busy Service Department. Involves responding to inquiries about health insurance coverage and payments. HEAVY phone work with clients and medical providers. Must have excellent verbal communication skills, working knowledge of a CRT, and experience with either medical insurance, billing, or claims. We offer a competitive salary and benefit package. Please call Wendy Burton between 9am and 11am at 351-0200 or apply in person at
MONITRIEF BENEFITS GROUP
29505 W 12 Mile, Ste 2000
Southfield, MI 48034

CUSTOMER SERVICE
PC knowledge. Purchase Orders $18-$20K. Paid benefits. Fee paid.
B. HAMM PERSONNEL
424-8470

CUSTOMER SERVICE Reps for Big 3 automotive division, public phone contact, excellent grammar & comprehension, Buyer background, start at level II with growth potential. Can Uniforce 473-2934

Data Entry

Call Kelly for Happier Holidays

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

- Word Processing Operators (Dispaywrite 4 & WordPerfect)
- Data Entry Operators High production (10,000 KPH)

Livonia 522-4020
I-96 Officentier
33333 Schoolcraft
Livonia, MI 48150

KELLY TEMPORARY SERVICES

The "Kelly Girl" People
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Equal Opportunity Employer M/F/H

DATA ENTRY/ GENERAL CLERKS
Great opportunities are waiting for you at ENTECH! Whether we're in Livonia and we'd get you where you want to go. Entry positions require some general clerical and data entry experience with 8,500 keystrokes an hour. Ideal candidates have good math skills and family with long and short term assignments. Trey would call to see how we can help you out. We'd schedule you for an appointment today.

WE PUT EXPERIENCE TO WORK

ENTECH SERVICES, LTD.
588-5610

DATA ENTRY OPERATOR
Progressive, high tech firm in South Lyon is seeking an individual for Data Control. Computerized Data Entry. The successful candidate must have some computer data entry experience. Knowledge of Lotus is helpful but not a requirement. Send resume including salary requirements to: Data Entry, P.O. Box 434, Lathrup Village, MI 48076

DATA ENTRY OPERATORS

Immediate openings in Detroit and Suburban Areas. MUST type a minimum of 35 wpm and have excellent math skills. Call 9AM-3PM for appointment

METROSTAFF

Temporary Placement Specialists
425-8368 569-8700
NO FEE TOE

DATA ENTRY
Two full time openings in a high pressure direct mail department. Knowledge of computer keyboard experience a must. Data entry clerical experience very helpful. Send resume to: Mr. Rao, Target Marketing Services, 27250 Haggerty Rd., Suite 200, Farmington Hills, MI 48331 or call. 477-9097

DYNAMIC PERSON NEEDED
For entry level Settlement Position with the accounting office for a national transportation co. Permanent, full time openings with benefits. For someone who could relocate to fast paced job, growth share. Computer & typewriter skills helpful. Send resume with wage requirements to or apply at 35116 W. Michigan Ave. Wayne MI 48184

EXECUTIVE SECRETARY
Southfield Service Company seeks bright, hard working individual to assist president. Duties will be diversified and challenging. Word processing experience is required. Qualified candidate must be able to work with flexible hours, be self motivated and organized with attention for detail. Mail resume to: P.O. Box 2020 Southfield, MI 48037. Attn: ESH. OB Office Call 352-3311 ext 217 or fax 478-1076

INCOME TAX PREPARER
Experience with individual and business return. Full time during tax season. Flexible hours. Near Livonia area 255-1821

GENERAL OFFICE
Troy law firm seeks highly organized office support person to handle a variety of duties. Professional appearance and good phone manner are very important. Duties include court filing and out of office deadlines, library organization, reception duties, file maintenance, photocopying, and general administration assistance. This is an entry level position. Excellent benefits, paid vacations & holidays. Non-smoking environment. Call Sue Jansen, 641-1800, ext. 200.

GROWING FINANCIAL SERVICES company seeks an energetic office person with the ability to handle duties include: sorting mail, inventory control for office supplies, operating postal machines & Duplex. If you would like to be considered for this position in a friendly, team oriented environment, then send your resume and/or cover letter to: Personnel Manager, PO Box 7311, Troy, MI 48007-7011
An Equal Opportunity Employer

CLERICAL ASSISTANTS

Due to rapid growth and recent promotions, we are recruiting several "Top Notch" Clerical Assistants. Positions are available in the Customer Service, Media Estimating and Traffic areas.

Qualifications:

- Good Communication Skills
- Data Entry Experience
- Numerical Typing Skills
- General Office Experience

We offer a friendly work environment, excellent salaries and benefits.
Please send resume or apply at the guard booth of:

VALASSIS INSERTS
A FRANKLIN QUALITY SERVICES COMPANY

35955 Schoolcraft • Livonia, MI 48150
Attn: Janice Kay
Equal Opportunity Employer

504 Help Wanted Office-Clerical

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

DATA ENTRY
Short & long term in Wayne & Oakland County
CTD Temporary Service 425-6226

Data Entry/ Typist

Excellent opportunity for someone with fast and accurate typing ability to enter the field of computer data entry. Beautiful suburban environment. Outstanding working conditions. Full time position with fringe benefits.

Send resume to

Attn: Leonard W. Wydenko Jr
PARK WEST GALLERY
29469 Northwestern Hwy
Southfield, MI 48034

DEFENSE LITIGATION Legal Secretary experienced for defense litigation law firm in Farmington Hills. Word processing preferred. Excellent benefits. Please send resume to: P.O. Box 3240 Farmington Hills MI 48332

DICTAPHONE CORPORATION, 5 Pitney Bowes Company, has a clerical position available in our Southfield area. Some responsibilities include but are not limited to heavy phones, some collections, typing, transcription and filing. Must have a minimum of 1 year current office experience, good math aptitude, excellent telephone etiquette and basic clerical skills. Any knowledge of computers helpful. For immediate consideration resume to:
Dictaphone Corporation
21250 Greenfield, Suite A
Oak Park, MI 48237
Attn: Jackie
No phone calls please!
An Equal Opportunity Employer

EARN $$$
Earn extra $$$ for Christmas. Put your clerical skills to work. We have many seasonal office positions available all over Detroit. 528-8100

EXECUTIVE SECRETARY
Looking for an organized detail oriented individual. Typing speed 70 wpm & computer literate (no recordkeeping). Salary commensurate with skills & 3 yrs. experience. Please send resume to 29555 Orchard Lake Rd., Farmington MI 48336. Attn: Marti Alderson

EXECUTIVE SECRETARY with outgoing friendly personality to work in Southfield. Based construction firm. Great phone manner & good typing a must. 356-7788

EXECUTIVE SECRETARY
$18,000 No Fee
Fantastic bonus. Opportunity of a lifetime! Genuine advancement opportunity toward 2 year office manager position. Call Sharon at ACCOUNTING EMPLOYMENT CENTER 540-4130

EXECUTIVE SECRETARY
- part time. Large Southfield service contractor seeking enthusiastic, self motivated individual with heavy computer experience. WordPerfect, Lotus, dBase helpful. Top & detail oriented. Interact with president & GM. Hrs. flexible. Excellent hourly rate for smoking office.

Call 585-9831

FILE CLERK NEEDED
Small law office. Farmington Hours flexible. Wages negotiable.
Phone 471-4030

FILE CLERK - Permanent part time in Plymouth & Farmington (10 Mile/Grand River area). Hours flexible: Mrs. W. Strain. Send resume to
T. Francis Bridge 38 Mile
Grosse Pointe Woods MI 48236

FRONT DESK SECRETARY
Farmington Hills based advertising firm seeks a receptionist with front desk experience & $1200 mo.
CARLETON & CORP
681-5530

FULL or PART TIME, Doctor's OFFICE. Mature person, Bloomfield area. Experience preferred. Will train. Hours negotiable. 626-7411

FULL TIME RECEPTIONIST for small office in Livonia. Answering phone, typing, and filing. $4.25 per hour. 421-3322

GENERAL OFFICE
Mature person to work from 3pm-8pm. Must be able to handle 10 line switchboard and other office related jobs. Call Wendy 353-0655

GENERAL OFFICE - Full time. Light Excellent typing. Knowledge of computers helpful. Hours: 8:30-5 Call 10am-4pm 338-6030

GENERAL OFFICE-Full time. Person with experience, experienced with 10 key computer. Apply in person Friday, August 11th at Rochester Rd at Big Beaver, Troy

GENERAL OFFICE - Assistant for Dispatch. Light typing. Flexible hours, experience necessary. 354-5511

GENERAL OFFICE - Part-time, permanent position available. No experience required. Quick Print, Farmington Hills. 553-0600

GENERAL OFFICE, full time, non-smoker, will train, for clinical diagnostic laboratory. Apply Mon-Fri. Cherchez Arts area. 1826 Star-Batt Drive, Bldg. B 851-9650

GENERAL OFFICE - with light typing phones & filing. Part time, 1-5 pm. Apply at 1000 Brooks, Birmingham. $6.50/hr. Call Betty at Uniforce 646-6500

GENERAL OFFICE
Farmington Hills real estate office needs person to answer phones, type & operate computer knowledge 3 days, hours flexible.
Call John Rick 855-9900

GENERAL OFFICE - Part-time 2-3 days per week, non smoker. Entry-level position. Duties include answering phones, light typing & Word Processing. Farmington Hills location. Call Janeen, Mon., Wed., or Fri. 478-1076

INCOME TAX PREPARER
Experience with individual and business return. Full time during tax season. Flexible hours. Near Livonia area 255-1821

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Troy law firm seeks highly organized office support person to handle a variety of duties. Professional appearance and good phone manner are very important. Duties include court filing and out of office deadlines, library organization, reception duties, file maintenance, photocopying, and general administration assistance. This is an entry level position. Excellent benefits, paid vacations & holidays. Non-smoking environment. Call Sue Jansen, 641-1800, ext. 200.

GROWING FINANCIAL SERVICES company seeks an energetic office person with the ability to handle duties include: sorting mail, inventory control for office supplies, operating postal machines & Duplex. If you would like to be considered for this position in a friendly, team oriented environment, then send your resume and/or cover letter to: Personnel Manager, PO Box 7311, Troy, MI 48007-7011
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Farmer Jack/A & P Supermarkets is seeking an individual with recent general office experience. Duties include Misc. clerical work, numerical data entry & sorting mail. Competitive salary & fringe benefits package offered. Please reply to F. Pustelnik, Farmer Jack/A & P Supermarkets
19000 W. 8 Mile Rd.
Southfield, MI 48075
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

GENERAL OFFICE - PART-TIME
Southfield Office Supply Co. has opening for part-time assistant in Printing Dept. Responsibilities include checking & processing printing orders. Call 352-6100

GENERAL - office clerks, for fast paced corporate atmosphere. 60-80 wpm, excellent phone skills & math aptitude, easy to learn office procedures and/or data entry.
Call Kim at Uniforce 357-0034

GENERAL OFFICE/BOOKKEEPER
Growing Westland company has immediate opening for aggressive, conscientious individual for general office & bookkeeping duties. Qualified individual should have experience in typing, A/R, A/P computer experience required. Be helpful. Call 729-3555

GENERAL OFFICE - MTI Corporate has been retained to hire secretary for our Plymouth office. Accounting background is helpful. Duties include answering phones, receiving orders, light typing & general secretarial work. Interviews on Wed. Dec. 13 between 9am-4pm. We are in middle of Sheldon Rd. at 45001 S. Main Plymouth 459-2810

GENERAL SECRETARY
Career to 10 years for company. Solid typing skills. Good proof reading, excellent phone manner, budget reports, word processing helpful. Hectic pace in sports & entertainment in Troy office. Full time
Call Cynthia at 680-4700

HOLIDAY CASH!!!

IMMEDIATE OPENINGS FOR
Lotus 1-2-3
Word Perfect
Multimate
Recreations
Switchboard
Clerks
Data Entry
Call Today - Work Tomorrow

SNELLING TEMPORARIES

37625 Ann Arbor Rd
Suite 101-A
Livonia, 464-2100

17200 W. 10 Mile Rd
Suite 103
Southfield, 557-5700
NEVER A FEE

IMMEDIATE opening available for long term assignment for experienced word processor on large switchboard & familiar with directory assistance terminals

MANPOWER, INC.
TEMPORARY SERVICES
271-5210

I/O CLERK

Due to our rapid growth, we have an opening for an I/O Clerk in the MIS department of our Troy corporate office. Qualifications: IBM CRT experience, knowledge of computer center work routines & ability to work independently and interface effectively with users required. Data entry experience a must. Submit resume with salary expectation to
Arbor Drugs, Inc
P.O Box 7031
Troy, MI 48007-7034

JOB SHARE RECEPTIONIST
Exciting company in Southfield entertainment in Troy, is looking for 2 people to share receptionist duties as Front Desk Receptionist, and assist duties. Some typing required. 20 hours a week each. If you are interested call Cynthia at 680-4741

LEGAL PERM/TEMP

We have been successfully advancing the careers of Legal Secretaries, Legal Word Processors & Paralegal Professionals for over a decade.

Isn't it time you found out what we can do for you?

No charges or fees to you, ever. Call or submit resume in confidence. this week. Major law firms & corporate Legal Departments are always represented.

PERSONNEL AT LAW

3000 Town Center, Suite 2580
Southfield MI 48075
352-7000

One Kennedy Square, Suite 1632
Detroit MI 48226
964-2909

LEGAL PLACEMENT
Temporary & Permanent Opening

CROSSMATCH PERSONNEL
Southfield - 352-7555

SANDY MONROE 462-1967
All Fees Employer Paid

LEGAL SECRETARIES

Experienced, for permanent & temporary positions in Troy.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

COMPUTER OPERATOR

National printing ink manufacturer located near Schoolcraft and Telegraph has an immediate opening for a computer operator. Requires minimum one year experience in an IBM 43XX DOS/VSE multi-site communications environment. System/38 knowledge a plus. We offer a full range of fringe benefits including dental and profit sharing. Pick up application between 9:00 a.m. and 4:00 p.m. or send resume.

Flint Ink CORPORATION

Attn.: Human Resources
25111 Glendale Avenue
Detroit, Michigan 48239
Equal Opportunity Employer

DATA ENTRY

Downtown Detroit based company has full time opening in our Data Entry Department. Must have experience in Data Entry, type 40-45 wpm, and have good grammar and spelling skills. Salary is $6.20 per hour with complete benefit package. Send detailed letter or resume to:

P.O. Box 786
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
EQUAL OPPORTUNITY EMPLOYER

504 Help Wanted Office-Clerical

IMMEDIATE POSITIONS
for
Qualified Word Processors
- MULTIMATE
- DISPLAYWRITE 4
- WORDPERFECT
- WORDSTAR
- MICROSOFT WORD
- LOTUS

Free cross training available
Call for appointment

NORRELL SERVICES
553-5858

JOBS - JOBS - JOBS
METRO AREA

Clerks
Word Processors
Secretaries
Data Entry
Top Pay
Bonus $$
Vacation & Holidays
All areas
Benefits Package

TR Temporary Resources
737-1711
Livonia - Farmington Hills

Southfield 552-0318
Troy 588-9210
An Equal Opportunity Employer

JOURNALISM - entry level. Detroit typing & word processing skills, writing skills, general office, benefits. $14,000 Fee paid

SECRETARY - Southfield, excellent typing. Based 100 professional. Call Cynthia at 680-4700

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

LEASING ASSOCIATE
Work from home. Individually looking for ambitious, outgoing, friendly individual to assist in leasing & general office duties. Leasing sales experience preferred 349-6612

LEGAL SECRETARY, experienced for general practice department of defense litigation law firm in Farmington Hills area. Experience preferred. Excellent benefits. Please reply to P.O. Box 3040, Farmington Hills MI 48018

LEGAL SECRETARY

For large Southfield law firm. Candidate must have recent litigation experience and have outstanding organizational skills. Terrific opportunity for self motivated individual. Salary and excellent benefits. 559-5353

LEGAL SECRETARY, experienced for pleasant Southfield PI firm. Word processing experience skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to Hadley J. Wine, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with the agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Southfield law firm experience preferred not required. Good typing & word processing skills. Salary commensurate. Excellent benefits. Available after 1/1 Hours 352-1100

LEGAL SECRETARY - 3 attorney law firm with growing practice. Corporate park requires mature person with typing of 60 plus wpm, word processing ability, benefits $7-$8.50 Hr. Ask for Therese 553-8010

LEGAL SECRETARY - Experienced in running computerized billing system & WordPerfect. Good pay. Modern high rise office bustling in Southfield. Non smokers. Call Pat 355-5300

LEGAL SECRETARY
Bloomfield Hills law firm needs secretary for trusts & estates practice. Accurate typing 50wpm. Wang word processing helpful. Good benefits & salary commensurate with experience 645-9400 ext 306

LEGAL SECRETARY needed for medium size Troy law firm. Experience in corporate tax & business law necessary. Drill & PC expertise required. Salary commensurate with experience & demonstrable technical skills. Reply by resume only to Powers & Company, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention Carol

LEGAL SECRETARY for Troy law firm. Experience essential. Litigation & corporate. Display write 3 preferred. Salary open. 643-7400

LEGAL SECRETARY - full time Livonia. Domestic relations experience helpful. Top salary & benefits & salary requirements to Law office, P.O. Box 7002, Troy, MI 48007-7002

LEGAL SECRETARY for Troy law firm. Experience essential. Litigation & corporate. Display write 3 preferred. Salary open. 643-7400

LEGAL SECRETARY - full time Livonia. Domestic relations experience helpful. Top salary & benefits & salary requirements to Law office, P.O. Box 7002, Troy, MI 48007-7002

PAYROLL CLERK
Human Resources Department of a Troy based corporation seeks an individual to process the biweekly payroll. Will be responsible for all aspects of the payroll function including preparation and filing of federal, state and local taxes, along with other payroll duties. One year payroll experience required. Appropriate salary based on ability. Send resume to: Proctor Homer Warner, INC. Attn: Human Resources, 2100 W. Big Beaver Rd. Troy, MI 48084

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Established law firm seeks ambitious individual with sound secretarial skills to assist attorney in Southfield office. No previous legal experience necessary. Excellent benefits/working environment. For prompt consideration send resume to: Box 746 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For 5 attorney firm in Birmingham. Collection litigation experience preferred. Work hours 8-5. Call Jan. Send resume & salary requirements
6895 Telegraph Rd., Ste 1
Birmingham, MI 48010

LEGAL SECRETARY
Full or part-time. Some Word Processing - for small Corporate Law Office. Good resume to
Valentine & Assoc., 3167 W. Maple, W. Bloomfield, MI 48322 851-3010

LEGAL SECRETARY
1-2 Years Experience
Prestigious Corporation seeks 1-2 years legal experience for highly motivated position. 65 wpm typing plus strong written and oral communication skills. Competitive salary plus comprehensive benefits. Evening appointments available. Call Barbara at 355-5632

MAIL PROCESSING CLERK
Southfield insurance office has an immediate opening for a mail processing clerk. General office skills required. Salary based on ability.

MORTGAGE SERVICING positions open in foreclosure, law, accounting & audit departments. Experienced preferred but not required 350-9710

NEEDED!

- Word Processing Secretaries
- Typists
- Switchboard Operators
- Data Entry Operators
- General Office Clerks

Full and part time temporary positions available in Farmington Hills area. Qualified applicants We offer top pay and benefits. Free word processing training on actual equipment offered to our temporary employees.

For an appt. call

MANPOWER
TEMPORARY SERVICES
471-1870

OFFICE ASSISTANT needed for growing Farmington Hills company. Must be organized and have general office skills such as typing, filing and word processing. Send resume and salary requirements to: Office Assistant, P.O. Box 9078, Farmington Hills MI 48333-9078

OFFICE/CLERICAL - Small Livonia Office Responsibilities include order entry, receptionist & typing. Must have good communication & organizational attitude. BC/BS. We profit sharing, bonus. Please apply at Venture Industries, 11863 Plymouth Rd. Livonia, MI 48150 591-2353

OFFICE CLERICAL
A leased Lake Non sales service company in Southfield is looking for opening in its Customer Service/Clerical Department. Every customer contact & assorted other office functions. Opportunity for advancement. Call Kathy at 347-3089

OFFICE CLERK
Full time, must type. Basic office skills. Ask for Debby 522-1566

OFFICE
Farmington Hills location
Responsibilities include processing mail invoices, filing and auditing light data entry. Non-smoking office. Full time entry level 553-6260

OFFICE MANAGER/BOOKKEEPER
For growing Southfield firm in Northwestern Hills. Computer skills desirable for accounts receivable, payable & ledger. Salary based on experience. 852-6265

OFFICE MANAGER
Accounts Receivable/Payable. Daily/monthly financial statements manager. Must have computer experience, know platform software. Send resume to: Box 2000, W. Big Beaver, Suite 400 Troy, MI 48084

OFFICE POSITION

available in Birmingham area for growing Sales Company. General office duties including light accounting. Must be good with numbers. This full time position includes a benefits package consisting of medical & dental insurance & employee discount. For further information, contact Gindi at 851-7700

PART-TIME POSITION available. Typing & some computer skills a must. Flexible hours. Contact Marketing Resources, 1270 Doris Rd. Auburn Hills. 377-2133

PART-TIME RECEPTIONIST/Clerical position full time. A seeking person with excellent clerical experience (WordPerfect) helpful. $6-$8.50 hrly. Send resume & salary to: PLI, Inc., 2285 Franklin Rd., Ste 150, Bloomfield Hills, MI 48013

PAYROLL/BENEFITS SECRETARY
For corporation located in Troy. MU has an immediate opening for a full time Secretary in our payroll & benefit services department. The position will assist payroll & benefit functions including data, type & file. Ideal candidate will possess detail oriented. Some accounting knowledge helpful. Excellent benefits package. Salary commensurate with experience. Send resume to: Box 2000, W. Big Beaver, Suite 400 Troy, MI 48084

PERSONNEL COORDINATOR
We are looking for a mature person with excellent communication skills. Manufacturing agency. 32 hours per week $6.25 per hour plus $100 monthly bonus. Knowledge of word processing skills needed
Ann Health Care 559-6090

PRIME COMPUTER OPERATOR

Must know PRIMOS. Immediate opening for large corporation in the Rochester Area Call

LIVERNOIS
524-6160

PROFESSIONAL TEMPS - we put highly skilled clerical people to work in many settings. Call us today.
ETD Temporary Service 424-0448

PROPERTY MANAGEMENT

for fast-paced property management firm. The position will include total responsibility for several properties. Duties include maintaining computerized tenant records, purchasing, A/P, advertising, answering leads for prospect tenants & other clerical duties. Light typing, excellent communication skills & computer experience necessary. Salary commensurate. Fax full time resume to: Attn: Mr. Rick Rosen, Fax 2033. Southfield 352-7033

REAL ESTATE RECEPTIONIST
Birmingham firm seeking sharp multi-line person with excellent clerical skills. Knowledge of WordPerfect helpful. Send resume to: IRE Corporate, 401 South Adams, Suite 200, Birmingham, MI 48010

504 Help Wanted Office-Clerical

OFFICE MANAGER
Pension & profit sharing sales & administration company seeks well organized, detail oriented individual with accounting background. Must type & have some computer experience.

Small, pleasant suburban office. Salary & benefits negotiable. Flexible hrs possible.

Send resume to James A. Chiesa, Extenco Administrators, Inc., 26105 Orchard Lake Rd., Suite 210, Farmington Hills, MI 48018

PART TIME OFFICE

MTS SYSTEMS CORPORATION seeking enthusiastic individual for answering phones, light typing, computer experience (WordPerfect), filing, etc. $8 to $9.50 hourly. Qualified candidates please contact Kathy Robinson for interview. 334-2772

PART TIME/SUBSTITUTE CLERICAL
12:30-5:30pm Mon thru Fri
Construction office. Congenial atmosphere. Call Joanne 244-1200

PAYROLL CLERK
Large downtown Detroit firm is in need of a full-time Payroll Clerk to assist Payroll Manager.
Some duties will include
- Preparing & processing Employee Payroll
- Manual Checks
- Adjustments
- Garnishments
- Answering phones

Light typing & filing
Previous Payroll experience a Plus. Very competitive salary & benefit package. For consideration send resume & salary history to
Payroll Clerk
P.O Box 779
Detroit, MI 48231

PERSONNEL ASSOCIATE

Federal Mogul & Fortune 500 corporation has an immediate opening for a Personnel Associate.

If you enjoy working in an energetic sales and marketing team environment and have an interest in the interviewing and recruiting side of personnel activities we offer a position which will allow you to expand your experience.

You must like working with people, be self motivated, have good communication skills, be able to work independently, high degree of confidentiality required. Some FOCUS and word processing a plus.

To learn more about the position call Sue at 351-8561. Excellent salary and scope of benefits. An Equal Opportunity Employer

Federal Mogul Corporation
P.O Box 1966
Detroit MI 48235

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504 Help Wanted Office-Clerical

PATIENT TRANSPORTATION DISPATCHERS

Sinai Hospital has 2 immediate opportunities for Patient Transportation Department for part time Dispatchers to work week days, 6:30 AM - 3 PM, or 7:30 AM - 4 PM, and every other weekend, 3 PM - 11:30 PM. 2 days per week. The candidates must rotate working every other week and, then working the alternate week 2 days through the week.

Requirements include 6-12 months of related work experience, the ability to write legibly and accurately in order to record all patient movement requests onto a log form, excellent interpersonal skills and the skills at a level normally acquired through completion of a high school education.

We offer a competitive wage and comprehensive benefits package. For consideration, candidates please respond with resume only to Employment Office PTD

SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

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