504 Help Wanted Office-Clerical

Clerk

Part-Time Accounting Clerk

Comerica Incorporated, a banking industry leader seeks a Part-Time Capital Projects Accounting Clerk in Auburn Hills.

Applicants are required to have 1 year of accounting experience and an understanding of fixed asset accounting. The detail and deadline oriented individual filling this position will also prepare month-end reports for management. Excellent skills with a 10 key calculator is necessary and working knowledge of IBM PC Accounting Plus 1-2-3 is preferred.

Please submit resume to

COMERICA INCORPORATED
Corporate Human Resources
MC 3103
Detroit, MI 48275-2003

An Equal Opportunity Employer

WORK A LITTLE OR A LOT

We have a variety of assignments in clerical & light industrial positions. Never a fee & no contract!

- Receptionists
- Typists
- Data Entry Operators
- General Labor

Victor Human Services
474-8722
Equal Opportunity Employer M/F

Clerical

Choose your next job with Kelly

Start earning good pay today in one of these temporary assignments through Kelly Services:

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

Kelly can place you in the position that's right for you with advertising, communications and manufacturing companies in Kelly today and find out more about these jobs:

Farmington Hills 471-2050
Southfield 352-5220
Bloomfield 642-9650
Pontiac 338-0338

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

CLERICAL

FRETTER SUPERSTORE has an immediate full-time opening in the Livonia location. In-store clerical duties include phone and computer entry, data base maintenance, filing, and cash receipts. Excellent benefits package and opportunities for advancement. Requirements include math & organizational skills. We are looking for an energetic, self-starter willing to grow with our company. For consideration please call 464-3570.

AMERISURE COMPANY
36200 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

CLERK PART-TIME

Misc. duties in Southfield law firm. Bright and accurate 25 hours a week. Call Mary between 11am-12noon. 358-3580

CLERKS - Typists, 40-45 wpm. Farmington, Livonia area $5.50 & up, call Uniforce 473-2934

CLERK/TYPIST for fast paced northwest District office. Must type minimum of 55 wpm accurately. Located 16/Grand River, Call for appointment. N. Cole, Mon. Tues. Thur. Fri between 10-3pm 537-0900

CLERICAL/TYPIST

Now accepting applications for a 3 person office. Good typing & office skills required. Will train. Excellent pay & benefits. Westland area. Call 721-7370

COLLECTION PERSON

Must have strong Accounts Receivable experience. Salary based on experience. Send resume to:
Attn: Accounting Manager, 6934 W. Fort St., Detroit, MI 48209

COLLECTIONS

Local collection agency, pleasant working hours & conditions, has full time positions available in both phone collections & clerical. Credit Bureau Account Service, 569-6600

COMPUTER OPERATOR

Control Data business assistance Services, a leader in data processing services, has an immediate opportunity for an experienced full time operator to work nights on our mainframe. Office location is in the Southfield area. Minimum requirements are vocational or technical training plus 2-3 yrs experience on a DOS/VSE operating system with knowledge of IDCF and JCL procedures. Good communication and interpersonal skills also desired. We offer a competitive salary plus a comprehensive benefit package. Interested candidates please call or send resume to:
Control Data
20300 Civic Center Dr.
Southfield, MI 48076
ATTN: V.A. Sancimino
313-351-8426
Affirmative Action Employer

CUSTOMER SERVICE

A Walled Lake/Novi area service company has a full time entry level opening for clerical duties. Customer contact & assorted other office functions. Good opportunity for advancement. Call Ms. Mills, 347-3669

DATA ENTRY/CLERICAL

Position now available in Suburban Detroit Insurance Agency. Entry level. Must have good typing skills. Typing or data entry skills a must. 55-75 an hour, if interested, please call Ms. Gedda, BETWEEN 10AM AND NOON at 352-2500, Ext. 336 or Send resume to: Ms. Gedda, P. O. Box 991, Southfield, MI 48037

An Equal Opportunity Employer

Data Entry Clerk

Large accounting firm desires Data Input Clerk for temporary (Feb. 5 thru April 13) full-time assignment. Typing or data entry skills a must. 55-75 an hour, if interested, please call Ms. Gedda, BETWEEN 10AM AND NOON at 352-2500, Ext. 336 or Send resume to: Ms. Gedda, P. O. Box 991, Southfield, MI 48037

An Equal Opportunity Employer

Data Entry Clerk

Immediate opening for an individual with good typing, good spreadsheet & punctuation skills. Pleasant telephone personality plus accurate typing, 40wpm, are important qualifications desirable. Excellent benefits along with pleasant working conditions. Reply to:

DATA ENTRY CLERK
P.O. BOX 2227
SOUTHFIELD, MI. 48037

Data Entry Inventory Control

Full time, Southfield location. Must have excellent math ability and calculator skills. Previous office experience preferred. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI., 48086

504 Help Wanted Office-Clerical

CONTRACTOR (Farmington Hills) needs Secretary and/or Bookkeeper, full or part time. Computer experience preferred. Salary plus benefits. 553-6484

CUSTOMER SERVICE REP

Wendt Grinding Corp. an international manufacturer of super abrasive, grinding wheels & specialized grinding machines, has an opening for an experienced customer service rep. Ideal qualifications:

- 3-5 years customer service experience, preferably in abrasive wheel and/or machine tool industry.
- Ability to handle more than 1 project at a time.
- Ability to resolve technical problems and deal effectively with customers, sales reps and inside personnel.

A fast-charge person with excellent communication skills and be computer literate. We offer excellent benefits, health and pension programs. Please send resume to:

2851 Commerce Dr.
Rochester Hills, MI 48309

DATA ENTRY CLERK. 2 yrs. data entry, good accuracy and keyboard skills. Med insurance benefits with expense paid. Full time for home health agency. Excellent salary and benefits. 968-5300

DATA ENTRY CLERK

At Hotsprings Laboratories our growth and success is based on quality services and outstanding employees. Here is an excellent opportunity to join our winning team. We are seeking a dependable, detail oriented individual with strong organizational skills. Must have minimum 1 year data entry experience and the ability to key 10,000 strokes an hour. Hill, a subsidiary of Revlon, offers a competitive salary and an excellent benefit package. Apply at:

National Health Laboratories
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY for Fortune 500 company; day & night. Send to: 53000 Gr. Call Donna at Uniforce 646-6164

DATA ENTRY - long term assignment with large company in Oakland county. Call ETD Temporary Service 423-6226

DATA ENTRY OPERATORS

Long term job assignments in Detroit and Suburban Areas. Must type 35-40 wpm, with good filing ability. Excellent phone manners and communication skills a plus. MUST be willing to work scheduled weekends and holidays. Call 8am-4pm for appointment.

METROSTAFF
Temporary Personnel Services
425-8368 569-8700
NO FEE EOE

DATA ENTRY

person for micro-computer firm, full time. Send resume & salary history to Microlab, 23751 Research Dr., Farmington Hills, MI 48024.

Data Processing Clerk

Mastercraft Interiors seeks Data Processing Clerk to process shipping paperwork. Candidate must have computer experience and be able to work independently. Working hours are 3:30pm to 10pm, Mon thru Fri. Apply in person or send resume to:

2930 Auburn Rd.
Rochester Hills, MI 48309

DATA PROCESSOR

needed in Livonia - for invoicing. Full-time. Benefits. No weekends. $5.25/hr. no benefits. Call Mary, 9am-12 noon.

DEPENDABLE PERSONS needed Days or Afternoons. Must have 40 WPM typing. Please contact Mary Ann. 11am-3pm 471-1081

DICTAPHONE/TYPIST

needed for fast paced Birmingham law firm. Superior secretarial skills required. Good salary, benefits & working conditions. Call Katherine between 9-5. 645-2442

DISPATCHER part-time, 8am-12noon, Mon.-Fri. required for large Livonia based company, will train, light clerical. Call Debbie 591-1707.

DMC WOODLAND Health Care Centers

ADMINISTRATIVE SECRETARY - 2 years experience required. Word processing experience a necessity. Experience in health care setting a plus.

EXECUTIVE ASSISTANT - 3 years experience required. Shorthand and word processing experience necessary. Lotus 1-2-3 and experience in health care setting a plus

ACCOUNTS PAYABLE CLERK

GENERAL ACCOUNTANT

Send resume to:

41935 W. 12 Mile Rd.
Novi, MI., 48050
Attn: Human Resources
Or call 347-8100
Affiliated With
The Detroit Medical Center
An Equal Opportunity Employer

DYNAMIC & ORGANIZED person needed for entry level equipment settlement position with a national trucking co. Permanent full time opening with good benefits for someone who will respond well to a fast paced job atmosphere. Computer in-put & telephone skills helpful. Send resume with wage requirements to or apply at: 35118 W. Michigan Ave, Wayne, MI., 48184

EASTERN ONION is hiring singing Receptionist. Full & Part time positions available. Experienced in sales preferred. 552-8888

EXECUTIVE SECRETARY. For successful insurance agent. Part time, flexible hrs, excellent typing & communication skills. 855-1010 ext 317

EXECUTIVE SECRETARY
$20,000 PLUS

Here's your chance to be in the office of this small liberal law firm. Utilize your background and experience. Call Mariam today at 353-2000.

SNELLING & SNELLING

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 extra hours, be self-motivated, and organized with attention for details. Mail resume to: P. O. Box 300, Southfield, MI 48037

EXECUTIVE SECRETARY

for firm in Oakland County. Short term assignments. Good Pay. Call ETD Temporary Service 423-6226

GENERAL CLERICAL

Full time, full benefit package, for office in Walled Lake. 669-2900

EXECUTIVE SECRETARY

needed for Livonia corporate office of a national asbestos abatement contractor. Individual is assist company president as well as director of training & education/human resources. Minimum of 3 yrs. prior experience in a busy office with responsibility for, administrative, secretarial & clerical duties. Accurate typing at a rate of 60 wpm, proficient in grammar, spelling & punctuation. Working knowledge of Word Star 4.0 and math aptitude. Send resume, salary history, references and cover letter no later than Jan 26, to: Human Resources Administrator, Burdon Environmental Inc. PO Box 1064, Traverse City MI 49685. Equal Opportunity Affirmative Action Employer

FARMINGTON HILLS Insurance agency looking for someone with bookkeeping skills, desire to interact with customers & companies, initial part-time position, likely to go full time soon. Bam-noon, 626-3338.

FARMINGTON SALES OFFICE requires order entry, filing & exploding person, some customer & factory phone contact, full time position with excellent salary & benefits. Send resume to Box #178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXECUTIVE LEGAL SECRETARY

wanted for principal of medium sized professional practice, located in the Novi-Northville area. Organizational skills a must, as well as a willingness to work. Shorthand/dictaphoning desirable. Confidentiality a must. Reply with experience and compensation requirements to: Box 148, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

W. Bloomfield country club seeks experienced Executive Secretary. Full benefits package. Attractive salary. Send resume to: Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

Professional for small, energetic Engineering office associated with the Automotive Industry. Organized, flexible & available for Overtime. Team-oriented. Word Perfect, Lotus 1-2-3 experience preferred. Attractive salary commensurate with qualifications. Send resume to:
Lisa Sussman, 26501 Orchard Lake Rd., Farmington Hills, MI. 48018

EXECUTIVE secretary, Farmington Hills company has work week staggering, type 50 wpm plus, dictaphone/MSC, $1400/mo. Call Uniforce 473-2934

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT

Sales and Marketing Executive in established, fast-growing company located in Northwest Wayne County has immediate opening for an Secretary/Administrative Assistant. Professional, detail oriented, with minimum of 5 years Executive Secretary experience. Word processing and Lotus 1-2-3 knowledge. Must be self-starter with excellent organizational, shorthand and typing skills and have the ability to counsel, receptionist, handle correspondence, maintain confidential records and perform assorted administrative tasks. Excellent oral and written communication skills a must. Competitive benefits package and compensation commensurate with experience and skills desired. Resume to Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY

We are one of the leading manufacturers of electro-static spray paint equipment.

We are searching for a:
bilingual (German/English) Executive Secretary to work with an officer of our facilities in Farmington Hills, Michigan.

We are offering a modern place to work in, pleasant co-workers, competitive salary and many other benefits.

We expect the candidate to be absolutely trustworthy, reliable, obliging and courteous to business partners.

The individual must be bilingual, to speak and write English and German fluently, possess outstanding secretarial skills and be strong in computer literacy.

Please forward your resume with references to:

Mr. John W. Muir, Treasurer
Behr Industrial Equipment, Inc.
1911 Northfield Drive
Rochester Hills, MI 48309

FILE CLERK - Permanent part time position in the Pontiac area. Flexible daytime hours. Will train. Send resume to DSA, P.O. Box 525, Southfield, MI, 48037

GENERAL OFFICE

Full & part-time mature person with basic office skills, for furniture store office. Redford area. Chris 255-0450

GENERAL office clerk/receptionist. Need mature non smoking person for light bookkeeping, typing, telephone, & some errands, (car necessary). Mon-Fri, 8-5pm. Salary commensurate with experience. Call Lorraine, Carl Lynn at 588-7704

GENERAL OFFICE HELP

Full time. Light bookkeeping. Apply in person at:
Corner Cherry Hill, Westland

GENERAL OFFICE - Part-time Medical Office, Medical Computer experience helpful. Mail resume to: 4444 Clark St., Madison Hts., MI 48071

GENERAL OFFICE work for one gen office. Dependable, typing, filing, phone. Computer experience helpful. Romeo area. Send resume to: Robin E. Watson, PO Box 555, Hamburg, MI 48139

GENERAL OFFICE - PART-TIME

Individual needed to work approx 25 hrs. a week. Must have good typing & general office skills. P.C. experience preferred. For further details, call Barbara Green, 525-5660

GENERAL OFFICE

Typing, filing, some computer experience helpful. Apply in person at:
National Tool & Die Welding, 15340 Merriman Rd., Livonia, MI., 48150.

GENERAL OFFICE/COMPUTER

Full time. Must have experience working on a busy office. Typing, filing, typing, computer, accounts receivable/payable. Call for appointment. Nadine Austin, Reamer Florists, Inc. 1895 Telegraph Rd. Bloomfield Hills, MI. 333-4050

GENERAL OFFICE

Part time permanent position. No experience required. Must be dependable. Apply in person Mon. through Fri.

Kwik Print Plus
30135 Ford Rd
Garden City

GENERAL OFFICE CLERK

Full time position with benefits requires: Data entry experience, Accounts receivable experience. Pleasant phone voice and personality. Good math skills. Send resume to: Dennis Upton, 607 Woodward, Rochester, MI., 48063.

General Office

Medical Leather seeks a Clerical Support Person to assist in general clerical duties including using IBM AS400 Computer system. Light typing, phone, filing and answering phones. Applicants ready to work in a clerical experience and computer experience preferred. Apply in person or send resume to:

2930 Auburn Rd.
Rochester Hills, MI 48309

GENERAL OFFICE - Troy contractor seeks individual for immediate full time position. CAD or computer experience desired. 585-2500

GENERAL OFFICE

Full time. Math, filing, spelling, typewriter skills required. Berkley. Call 542-1950

INSURANCE AGENCY

Personal lines clerk needed for small agency in Bloomfield Hills. Experienced, self motivated and responsible. 645-6810

GENERAL OFFICE PERSON

Wholesale floors. Job requirements include: strong math aptitude, accounts payable & receivable, data entry, telephone, customer skills & general clerical work. Must be very detail oriented & able to multitask. Excellent opportunity with good starting pay & benefits package. Benefits include hospitalization, life insurance & profit sharing. Send resume to: Mr. Gerard, 282 E. Montcalm, Detroit, MI. 48201

GROWING WESTSIDE production facility has immediate opening for Plant Administrative Assistant. The successful candidate will have experience with computer spread sheets and word processing. Skills listed in resume. EIM PC experience preferred. Excellent benefits & salary. Hire salary. Send resume to: Personnel Manager, 1600 First National Building, Detroit, MI. 48226

LEGAL SECRETARY

for mid-sized Southfield law firm. Must possess excellent typing & telephone skills. Minimum 3 yrs. legal experience required. Excellent salary & working conditions. Benefits included. Send resume & salary requirements to: Box 156, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Experienced, full time. Small Livonia Personal Injury firm. Send resume to: Patti, 30040 W. 7 Mile, Livonia, MI 48152

LEGAL SECRETARY

Part-time. Experienced with Word-perfect preferred. Call 549-6660

LEGAL SECRETARY - Experienced. Please submit resume to: Pam, 29777 Telegraph Road, Suite 1460, Southfield, Mich., 48034

504 Help Wanted Office-Clerical

GENERAL OFFICE position available for experienced, mature person for Redford distributor. Strong typing & phone skills with PC computer experience. Send resume to: 176 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - full time position for Bloomfield insurance agency. Typing, filing & premium quotes. Must be able to handle customer service with public. Insurance experience helpful but not necessary. Flexible hours. Starting salary $6.50. Call Jeanette for an appt. 350-2045

GENERAL OFFICE

Receptionist, typist, general office, bookkeeping helpful to work for medium sized engineering/manufacturing firm located in Livonia. Send resume/salary history to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/BOOKKEEPER

For distributor of construction materials. For computer operator, account receivable, general ledgers, through trial balance, bank reconciliations, payroll. Good wage benefits, salary commensurate with experience. Send resume to: P.O. Box 538, Novi, MI. 48050

GENERAL OFFICE

Livonia area firm seeking well-organized individual, with excellent typing skills, to handle a variety of General Office duties. Must like variety & enjoy functions. Applicants should possess good communication skills & be able to work under pressure. Send resume to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

3 positions available, typing skills necessary, 10 key calculator skills a real plus. Want to work in a position of responsibility? These are full time, 8-5 positions. Please call Sharon 352-1046

INSURANCE GENERAL OFFICE

part time, 1-5pm., Mon. thru Fri., Rochester area. Call after 6pm. 375-2133

INSURANCE

Knowledgeable with personal and commercial, full time
Bloomfield Hills.
644-6581

INSURANCE - Personal Lines Assistant. Pleasant Plymouth location. Full time. Experienced only. Call Sandy, 455-8120

INTELLIGENT handwriting individuals needed for busy physicians office. Medical experience not necessary. Good opportunity for right person to learn new skills. Pleasant work atmosphere. 355-0330

KEYPUNCH OPERATORS - Start the New Year off with Kelly Services Corp. We are looking for experienced operators at our Livonia location. Call now at 422-8002

KEYPUNCH OPERATOR

We are looking for data entry operators for experienced Keypunch Operators. Full and part time. Benefits after a time. Located in Southfield. For your appointment call 552-0110

LEASE COORDINATOR PROCESSOR

for expanding leasing company. Office experience necessary. Good typing, a must. Resume to Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL PLACEMENT
Temporary & Permanent Opening
Contact Bernice
CROSSMATCH PERSONNEL
Southfield - 352-7555

SANDY MONROE 462-1967
All Fees Employer Paid

LEGAL SECRETARY - With 1-2 yrs experience needed for Clarkston Estate firm. Salary commensurate with experience. Not looking for retired. Call Lynn at 588-7704

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement, temporary service or permanent, register now with Hillstrom & Ross. Call 626-8188

ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES

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

LEGAL SECRETARY or Paralegal for personal injury, divorce, & general practice. Good benefits. Pay commensurate with experience. 557-3300

LEGAL SECRETARY wanted for small Birmingham law firm. At least three years experience required. Excellent typing, general office skills and IBM Word Perfect experience preferred. Contact Laurel at: 540-5900

LEGAL SECRETARY needed for partner in Birmingham law firm. Must have 2 - 3 years experience, knowledge of computer & Word Perfect. Some bankruptcy helpful. Excellent benefits. Call Judy at 540-8282

LEGAL SECRETARY - PART TIME - for attorney in Farmington Hills. Experienced, good English/word processing. David Grossman, 855-5770

LEGAL SECRETARY

Experience required. Computer skills. Knowledge of Word Perfect helpful. Modern Southfield office. Non smokers only. Call Pat at 355-5300

LEGAL SECRETARY

For a Bloomfield Hills firm located in Troy. Competitive wages and excellent benefits package. Word processing/typing. Legal experience necessary. Send resume with salary requirements to: 3290 W. Big Beaver Suite 310, Troy, MI 48084, Attn: Kelly

LEGAL SECRETARY - 8am-1pm. Good phone manner. 70wpm. WordPerfect. Northwestern/Telegraph area. 932-3060

LEGAL SECRETARIES

For large downtown Detroit law firm. 3 yrs experience in corporate debt financing. Word Perfect 5.0 preferred. Excellent salary & benefits package. Reply with resume and salary history to: Personnel Manager, 1600 First National Building, Detroit, MI. 48226

LEGAL SECRETARY

Southfield law firm, seeks energetic Ophthalmic Assistants. Prior experience or COT/COA preferred. Position offers training in Ophthalmology sub specialties, good pay & benefits. Send resume to: Administrator, 29275 Northwestern Hwy., Ste 100, Southfield, MI., 48034

504 Help Wanted Office-Clerical

LEGAL SECRETARY

Southfield law firm seeks mature energetic qualified secretary with several years responsible, legal experience. A Dependable productive & flexible person for diverse responsibilities with attention to detail, grammar, word processing & organizational skills essential. Must have personal integrity, be professional & have a pleasant manner. A poised and good interpersonal skills. Compensation commensurate with qualifications. We offer excellent benefits. Qualified applicants with resumes. Ask for Liz or Ruth. 354-1140

LEGAL SECRETARY

Small general practice. Some digital experience plus. Please submit resume & salary requirements to: 37727 Professional Center Dr., Suite 100, Livonia, MI 48154

LEGAL SECRETARY

for Bloomfield Hills law firm. Word perfect and litigation experience required. Dictaphone & competitive salary, pleasant office setting. 540-0677

LEGAL SECRETARY

Small Birmingham law firm needs experienced legal secretary/receptionist. Must have good skills, ability to relate well to clients and familiarity with word perfect. Send resume to: L.J. Wass at: 30800 Telegraph, Suite 2590, Birmingham, MI 48010

LEGAL SECRETARY

Novi Personal Injury Firm
Great location
1-96 & Novi Rd

Opening for professional legal secretary with 10/key & dictaphone. Willing to work hard in small office environment. Must have 1 to 2 yr prior experience in product liability or medical malpractice. Salary range $20,800. Call 348-2653

LET US PUT YOUR TALENT TO WORK

Currently seeking:

- *Clerical*
- Typists
- Secretaries
- Data Entry Operators
- Word Processors

CALL:

GLOBAL PLACEMENT INC.
Part of the Heatwole Winning Group
853-7719

LOAN PROCESSING OFFICER

Major financial institution seeks a career oriented person for a supervisory position in our clerical department. Real estate or loan processing experience helpful. Will train quick learner. Excellent compensation & benefit package. Contact Ann Marie Frosser 644-1142

LOOKING FOR A CHANGE?

Southfield law firm seeks energetic self-starter for Litigation Paralegal. Corporate experience a plus. Excellent benefits. Call Eleanor at 353-2090
P.O. Box 123, Farmington Hills, MI 48333 - Attn.: Sales Manager

MEDICAL ASSISTANT

Full time position for experienced practice. Experience preferred. Call 10am-4pm 474-2275

MEDICAL TRANSCRIPTIONISTS - Dearborn, Southfield, Garden City & Ecorse hospitals. Very competitive wages, good hours. Medical terminology helpful. Call Sara at Uniforce 357-0038

MORTGAGE CLOSER

Marine, organized person for busy Lake Orion office. Insurance, insurance experience helpful. Mercury Mortgage Corp 693-8224

NEED A PERSON with secretarial and word processing skills? Call Sandy at Westfield & Friday, 15 per hour. Auburn Hills 852-7110

NEED WORK???

WE HAVE IMMEDIATE OPENINGS FOR

Collections (3-4 yrs. experience)
Word Processors
Clerks
Accounting
Typists
Receptionists/Text Transcriptionists
Medical Transcriptionists
(Experienced preferred)
Data Entry Operators

Come join the winning team and find an exciting career as a SNELLING TEMPORARY!

SNELLING TEMPORARIES
Call for an Appointment Today!

37625 Ann Arbor Rd
Suite 103-A
Livonia, MI 48150
477-2400

17200 W. 10 Mile
Suite 103
Southfield, 557-5700
Or another office near you

FAST PACED private investigation office seeking an energetic office person to perform various tasks including word processing. Position offers good potential for growth. Contact Margis 544-2020

OFFICE ASSISTANT

Full time. Southfield location. Previous office experience necessary. Good typing and phone skills required. Must be detail oriented and have excellent organizational skills. Send resume and salary requirements to: P.O. Box 5091, Southfield, MI., 48086

OFFICE CLERK/RECEPTIONIST over-seen with excellent telephone, word processing & organizational skills needed. Full time position. Clerical duties opening in Birmingham area. Pleasant office, plus salary commensurate with experience. Contact Lory 737-7111

OFFICE HELP

Clerical opening 4-5 hrs per day for Personal Injury Law firm. Word Perfect. Call Mrs. Bellanir at 351-8867

OFFICE MANAGER - Mature person with bookkeeping experience and secretarial skills. Approx 50 wpm for Psychological Service office in Livonia. Flexible hours, Mon-Fri, 10am-7pm. Familiarity with, insurance desirable. Salary commensurate. 462-1150

OFFICE MANAGER/RECEPTIONIST

Position available in Troy. Working knowledge of Word Processing Software a plus. (Workbench, Bravo, etc.) Organizing duties, dealing with vendors. Full benefits/competitive salary. Qualified candidates call 362-8300

OFFICE MANAGER for Evangelical Presbyterian Church. Word processing, bookkeeping, membership, denominational, initiative, self generator. Salary commensurate. Call Pastor Chapel, 23233 Drake Rd., Farmington Hills, MI., 48024.

PART-TIME Clerical in accounting office, experienced. 262-2130

OFFICE MANAGER

Marketing services company seeks computer literate individual with strong bookkeeping/accounting skills and ability to manage a 3-10 person general office staff. Salary commensurate with experience and qualifications. Send resume & salary requirements to: Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPHTHALMIC TECH/ASSISTANT

Busy Northville doctor office seeks energetic Ophthalmic Assistants. Prior experience or COT/COA preferred. Position offers training in Ophthalmology sub specialties, good pay & benefits. Send resume to: Administrator, 29275 Northwestern Hwy., Ste 100, Southfield, MI., 48034

504 Help Wanted Office-Clerical

OFFICE DISPATCH

Plumbing company in Farmington Hills, Grand River & Haggerty, is looking for mature, dependable person with a cheerful phone voice. No experience necessary, we will train. Full-time position available. Evenings will be required. Call Tony Moll Phone for appointment. 478-7756

OFFICE MANAGER

Growing company looking for a detailed, capable person with management and people skills. Must be assertive and able to work under own supervision. Send resume to W. Big Beaver, Suite 601, Troy, MI 48084.

OFFICE SUPPORT. Full-time. Good hours. Great opportunity. Pleasant working condition West Bloomfield area. Call 855-8777

OFFICE POSITION - ENTRY LEVEL

Full time to perform various office duties in a pleasant setting. Must be able to work Saturdays. Call for appointment. Hadley Jewelers, Farmer Floors, Inc., 1865 Telegraph Rd., Bloomfield Hills, 335-4050

OFFICE TEAM PLAYER

needed with organizational, computer, telephone skills to work with public. Call Pat 354-9187

ORDER ENTRY-Receptionist, accounts receivable/inventory control. Typing, fax, and more for small standing office. Lotus 1-2-3 & word perfect person and this sounds exciting. Call Jeanette 557-3300

PART TIME DATA ENTRY help needed. Wordperfect and computer experience preferred. Will train the right person. Hours are Mon-Fri, 3 days a week for growing company 355-0830

PAYROLL/ACCOUNTS payable additional duties. Candidate is handling 300 man payroll on computerized system. Paid Blue Cross and vacations. Position offers good benefits, merit raises with experience. Reply with resume and salary desired to: M.C.S., 1100 Owendale, Suite K, Troy, MI 48083

PAYROLL CLERK

Full-time in Southfield property management company. Excellent benefits package required. Good benefit package. Call Mon. thru Fri 9am-3pm. 352-0910

An Equal Opportunity Employer

PAYROLL CLERK

A major supermarket chain is seeking an individual with recent payroll experience. Personal computer experience desirable. General office duties included. Competitive salary & full benefits package offered. Send resume in confidence to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PAYROLL CLERK - permanent position in payroll dept. of large retail chain. Must be knowledgeable in payroll functions. 6 table/Lotus preferred. Carn 353-0150, ext 471

PAYROLL CLERK

Assist in processing bi-weekly payroll, maintain payroll records, accounts payable, general office duties, payroll data entry. High school graduate experienced in accounting/bookkeeping required. Good math. Competence in use of business machines, typing skills necessary. Apply Redford Union Schools, 18499 Beech Daly, Redford Mon-Fri 8-4 30

PERSON knowledgeable in general office procedures, telephone, light typing, knowledgeable in Word Perfect. Tower Letter, 2701 W. Big Beaver, Troy. 643-8700 ext 4014
An Equal Opportunity Employer

PERSONNEL SECRETARY
TO $19,200

Be the right hand to the Personnel Manager in this growth oriented company! Fees Good skills needed including word processing. Excellent benefits Call Eleanor at 353-2090

SNELLING & SNELLING

PHONE ORDER PROCESSORS

Mature, organized person for busy Lake Orion office. Insurance, insurance experience helpful. Mercury Mortgage Corp 693-8224

PHONE RECEPTIONIST

Farmington Hills sales/manufacturing company seeks person with pleasant phone voice, part time, 4 hours - 3 days a week. Flexible schedule, light typing. Call Judy 478-1900

PHONE RECEPTIONIST

full or part time, mornings, 4 hours per day. Call office in Troy 524-9609

RECEPTIONIST

Livonia Engineering firm seeks experienced receptionist/secretary. Typing/word processing and general office experience helpful. Salary commensurate. Box#956, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/WORD PROCESSOR

Part time, 25 hrs/wk. Small Farmington Hills firm in Farmington Hills. Entry level position. Duties include phone answering, word processing & filing. Hours: 8am-4pm daily. Please send resume or Sheila for an interview at 489-9330

RECEPTIONIST/Word Processor

Full-time, Farmington Hills position necessary. Fast-paced office. Call Joanne. 433-2070

RECEPTIONIST needed for Birmingham interior design firm. Must have typing and fax experience. Call 645-1533.

RECEPTIONIST/SECRETARY

wanted for busy office. Some computer experience necessary. Salary commensurate with experience. Ideal single bound for busy construction office. 489-0705

RECEPTIONIST/CASHIER NEEDED

for Allergy practice in West Bloomfield. 32 hours per week and every other Saturday. Must be computer experience a plus. Salary & benefits discussed at time of interview. Please send resume to Allergy Associates, P.C. 6380 Orchard Lake Road, Suite 130, West Bloomfield, MI., 48322

RECEPTIONIST - switchboard experience. Light typing. Working part time with benefits. Call Market-Place, 352-0490 ext 13

RECEPTIONIST

For busy Southfield law firm. Pleasant phone voice, fast, quick & able to work under stress. 948-1231

RECEPTIONIST/CAREER Opportunity. Full time, pleasant phone voice, skills. Send resume to: Blackacre Employment Agency, 30700 Telegraph, Suite 3535, Birmingham, MI. 48010

RECEPTIONIST/GENERAL OFFICE

Dual function position. Must be reliable/receptive or Macintosh computer literate. Excellent benefits. Call Kathie. 646-5833

RECEPTIONIST/PHONE

Must have pleasant personality and good voice. Part time, 25 hrs/wk. Up to $5.56 an hour. Call Tina between 10am-2pm. 661-0900

RECEPTIONIST

needed in downtown Birmingham law firm. Hours are 9-5, Mon. thru Fri. 4pm-7pm. Weekends possible. 644-6700

RECEPTIONIST/TYPIST - part time for construction firm in Rochester Hills. Flexible hrs. are available to best meet daily needs. If interested, please send resume to: P.O. Box 1537, Rochester, MI 48309

RECEPTIONIST/TYPIST

Handle a variety of administrative duties in busy Southfield office. Fast paced Southfield office. Must be able to type 55 wpm with accuracy. Smoke-free environment. Call Kathy. 557-8961

RECEPTIONIST

Progressive engineering firm seeks responsible person for light clerical duties. Computer data entry required. Full benefits.
Engineering Inc., 37000 Grand River Ave., Suite 264, Farmington Hills, MI., 48024.

RECEPTIONIST

Full time permanent position available in growth company. Days, Monday thru Friday. Good telephone & filing skills needed. Some light typing of data entry required. Benefits. Apply in person: 28244 Ford Rd., Garden City, between 9am-4pm, Mon-Fri.

JEFA FUNDED

504 Help Wanted Office-Clerical

RECEPTIONIST

Country Club located in W. Bloomfield seeks receptionists, days, evenings and weekend shifts. Will train. Resume and/or call for introduction to Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/GENERAL OFFICE

with experience & good typing skills. Fringe benefits. Call Tower Engineers Inc. 42300 W. 9 Mile, Novi, MI. 48050 347-2300

An Equal Opportunity Employer

RECEPTIONIST - manufacturers representative agency desires an individual with pleasant personality for fast paced office in Northwest Oakland County. Grammar & speaking skills necessary. Accurate typist. Immediate opening. Call Sheila at 335-4400

RECEPTIONIST/ADMINISTRATIVE ASSISTANT TRAINEE

To $18,500. Large Co. seeks candidate with both organizational & interpersonal skills. Must type 50 w.p.m. Co. willing to teach word processing skills. 525-1870

RECEPTIONIST

A front desk personality coupled with pleasant phone voice and a variety of secretarial duties is presently needed for an impressive Farmington Hills consulting firm. WordPerfect a plus.
WIDMAN PERSONNEL DIV
31731 Northwestern Hwy, Ste 105E
Farmington Hills, MI 48018
932-0980
We are a Woman Owned Placement Agency whose fees are always paid by the employer.

Receptionist/ Switchboard Operator

CIGNA Companies are leading providers of insurance and related financial services to businesses and individuals worldwide. Opportunity, we have a part-time position in our Southfield office for a Receptionist/Switchboard Operator.

Candidate must possess effective telephone skills, experience on high volume phone systems, ability to communication skills and the ability to exercise a high degree of diplomacy and discretion. Knowledge of CRT is preferred. The hours available will be Monday-Friday, 11:30 AM. - 3 PM.

All interested candidates, please call Rene Moore

CIGNA COMPANIES
355-7809

or send resume to

27777 Franklin Rd.
Southfield, MI., 48034

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST

Full time temporary assignments
Call ETD Temporary Services
423-6226

RECEPTIONIST-Small Southfield based law firm. Light typing, part time Answer phones and light typing. 354-1133

RECEPTIONISTS - front desk, for large apartment complex. $7/hr. Call Rose at Uniforce 646-7664

RECEPTIONIST-Part/full time. Typing, lots of phones. Fast paced office. Birmingham area. Call Kathy at 647-7960

RECEPTIONIST/CLERK

West Bloomfield law firm seeking mature person with good phone voice, able to type 40 wpm. Call Michele 272-8304

RECEPTIONIST-SECRETARY

Full time, light typing. Fast paced office duties. Experience preferred. Salary commensurate. Please call Debbie, 647-7300

RECEPTIONIST

Full time immediate opening for a productive and stable company in West Bloomfield. Duties include switchboard, phones & light typing. Call for appointment. 626-8500

RECEPTIONIST

N.W. Detroit manufacturer requires individual w/strong interpersonal skills & exc