## 504 Help Wanted Office-Clerical

### Accountant JR.

With good PC skills needed for LONG TERM TEMPORARY ASSIGNMENT in West Bloomfield. LOTUS a must. Call Ms. Gray

**354-2410**

**Accountants One**

Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

ACCOUNTING CLERK
Busy Southfield management office is looking for someone with a background in computerized accounting. Experienced preferred. Send resume to: Box 668, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING MANAGER
Degreed accountant to supervise accounting functions of property management department for a shopping center developer. CPA desirable but not required. Please send resume & salary requirements to: Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE, accounting background or experience preferred, some marketing, good telephone personality. Farmington Hills, non smoking office 489-1702

ACCOUNTS RECEIVABLE
Birmingham firm has immediate opening for reliable person to coordinate tenant accounting for commercial real estate properties. Experience with computer input, typing, good keeping and general office procedures. Must be well organized and detailed oriented. Send resume stating salary requirements to: Box 683, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Good in written & oral communication & organizing meetings & conventions. Knowledge of Lotus, word processing & typing experience necessary. Call 9am-3pm, Monday-Friday. 626-3854

ADMINISTRATIVE ASS'T/
WORD PROCESSOR
Strong legal background desired. Must have knowledge of Word Perfect 5.0 or 5.1. 646-9100

ADMINISTRATIVE ASSISTANT
A Livonia based employment service needs word processor with WordPerfect experience. Must type 65wpm and possess basic office skills. Call Budget for appointment. Aro Service Corp. 591-1100

ADMINISTRATIVE SECRETARY
TO $20,000
Friendly suburban firm needs outgoing individual with good communication/organizational skills. Opportunity for advancement, full benefits. Immediate opening. Fee paid. 772-6700.

SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Technalysis Corporation is a well established data processing services firm located in Farmington Hills. Administrative Assistant for our Southfield office.

Word processing & spreadsheet experience required. Knowledge of Lotus, Wordperfect & Copier also a plus. A professional attitude & the ability to work independently are also required. Call or send resume to: Technalysis Corp., 20100 W. Chase Ct., Dr., Suite 205, Southfield, MI 48076. Attn: Mary 352-2440

ADMINISTRATIVE/SECRETARIAL
Openings for two bright ambitious with good skills and energetic personality. Must have 40 + wpm and be able to handle multiple phone lines in a fast-paced atmosphere. Computer experience a plus. Salary commensurate with experience. Full benefits. NW suburb.

PROFESSIONAL - experienced secretary needed for growing office. Typing 50 + wpm. Computer literate. Typing knowledge of WordPerfect 5.0 and/or Lotus 1,2,3 & import/export experience preferred. Telephone essential. Good benefits - great atmosphere. Salary commensurate. N.W. suburb.

ADMINISTRATIVE - assistant, fluent in German for our exciting expansion in growing Troy firm. Good working knowledge of Display Write helpful. Degreed, Strong Salary & definite advantage. Good salary and benefits.

Call Pam Reno for initial interview
**AMERICAN PERSONNEL SERVICES, INC.**
**653-2444**
ALL FEES PAID BY EMPLOYER

ADVERTISING PRODUCTION ASSISTANT
Full time position in in-house ad department for Livonia based industrial repair company. Advertising/graphics experience necessary. Degree preferred but not necessary based on expertise. Knowledge of Microsoft works helpful. Send resume to: Box 685, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### ARE YOU A LUCKY LEPRECHAUN?

We are looking for dependable people wanting to work in:
• SOUTHFIELD, FARMINGTON, NOVI, LIVONIA & PLYMOUTH.

• Word Processors
• Secretaries
• Receptionists
• Typists
• Clerks
• Telemarketers
• Light Industrial (Novi area)

OUR BENEFITS CAN'T BE BEATI

WE HAVE A NEW CHILDCARE AND MEDICAL PROGRAM.

FOR A PERSONAL INTERVIEW CALL: 334-0559

THE BEST TEMPS IN TOWN WORK FOR:

**OLSTEN TEMPORARY SERVICES**

| | |
|---|---|
| Farmington | 554-0559 |
| Dearborn | 441-3181 |
| Detroit | 962-9550 |
| Southfield | 354-2058 |
| Troy/Auburn Hills | 641-9930 |
| EOE M/F/H | 334-0559 |

CONSTRUCTION EXPERIENCED
Full-charge bookkeeper for general contractor with computer experience. Call 352-9090

**BIG THREE AUTOMAKER**

We need experienced:
• Word Processors. To $11 an hour
• Secretaries
• Accounting Clerks
• Typists, 55 wpm
• Data Entry

SNELLING TEMPORARIES

Troy Detroit
828-5122 871-2700

BILLING CLERK/Computer Operator. Due to business growth a dynamic fastener company seeks highly motivated individual with data entry experience. Must be fast, accurate, attentive to details and dependable. Pleasant work atmosphere, excellent benefits and competitive salary. Hours: 11 am to 8 pm.

**General Fastener Co.**
11820 Globe Rd., Livonia

BOOKKEEPER
Double entry bookkeeper is needed for Property Management Company in downtown Ann Arbor. Experience with computerized accounting is preferred. Must be able to lift 30-40 wpm and use 10 key calculator proficiently. If you are interested in a challenging position with a growing company, send resume and salary requirements to:
MCKINLEY PROPERTIES
Personnel Bookkeeper
P.O. Box 8849
Ann Arbor, MI 48107-8849

## 504 Help Wanted Office-Clerical

ALL AROUND OFFICE DUTIES, Immediate clerical opening in our Troy counseling office. Excellent phone skills required, computer knowledge helpful, hours Mon-Fri 8-5, $5-$7 per hour. Send resume to: Credit Counseling Center, 675 E. Big Beaver, Suite 101, Troy, 48083
An Equal Opportunity Employer

ANDERSON MUSIC - Full time position for personable individual with good typing, filing & computer skills. Dearborn, Bring resume. Call Mon-Fri. 10-5. Ask for Cindy. 278-6100

**Attorney's Secretary**
$22,000 No fee
Beautiful offices of a major Detroit law firm. Top benefits! Advancement! Need 2 yrs. legal experience. Bankruptcy background helpful.
RGS ASSOCIATES ADV 540-4130

AUTO DEALERSHIP
In Northville has immediate openings for the following positions: Accounts receivable clerk, Accounts payable clerk, neighborhood sales and general office with good typing skills. Apply in person. Northville Ford USED CAR OFFICE. 550 W. 7 mile Rd. Northville

BILINGUALS (Japanese)
• Translators/Interpreters
• Secretaries

$12.50 & UP PER HR.
Needed immediately

**ARBOR TEMPS 459-1166**

BOOKKEEPER ASSISTANT/Computer Entry position in property management company located 12 & Southfield area. Send resume to: Box #648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
For person office. Office duties are, payroll, reconciliation, general ledger thru trial balance, workman's comp & health insurance & taking phone orders. Background should be solid work history, all benefits. Send salary requirements to: PAX-474-5199

BOOKKEEPER - For downtown Detroit law firm. Part-time, 18 hrs/wk. Experience with PeachTree accounting system and Time slips a software helpful. Responsibilities include: Payroll, A/R related tasks, bank reconciliations and general ledger trial balance. Resume and references required. Call 963-0001

BOOKKEEPER - Full or part time. Must have general ledger knowledge, computer experience preferred. Call 10-3 only. 626-3834

BOOKKEEPER - Full charge through payroll return. Must be experienced with manual and computer bookkeeping systems. Send resume and salary requirements to: Excalibur Development, 31731 Northwestern Hwy., Suite 257W, Farmington Hills, MI 48018

BOOKKEEPER- FULL CHARGE
For Royal Oak engineering firm. We are looking for a mature, energetic, hardworking, full charge Bookkeeper. Must be able to handle billing, accounts receivable, collection, payroll, and general ledger. Computer experience is preferred. Good starting salary, fringe benefits, and growth potential. Send resume with salary history to: Full-Charge Bookkeeper 500 N. Woodward Ste. 150 Bloomfield Hills, MI 48013.

BOOKKEEPER - Full charge thru trial balance. Must have Associate's Degree in Accounting & experience in A/P, A/R, and Payroll in a vaughn or processing system. Those who qualify call Kim 838-5000

BOOKKEEPER - GENERAL OFFICE
To 58/hr. Type 40wpm. Benefits. 1-2 yrs. experience. Fee paid. 473-7410
Steven J. Greene Personnel

BOOKKEEPER
Must be experienced. Full or part-time. 8 Mile & Southfield. 535-1020

BOOKKEEPER
part time, small Southfield law firm. 557-3550

**BOOKKEEPERS Accounting Clerks**

We need your skills; all levels with computer experience for temporary positions available immediately.

LOTUS a plus

Call or send resume:

**354-2410**
**Accountants One**
Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075

BOOKKEEPER/Bookstore. Full time, College campus, interesting and pleasant environment. Salary commensurate w/ experience. 353-1255

BOOKKEEPER - Secretarial position, full time, some collection. Experienced. Send resume to: Dan Hirsch, 12790 Vernon, Huntington Woods MI 48070

BOOKKEEPER
Solid opportunity, well established and growing company. Friendly atmosphere. 1-27 controller. Diverse responsibilities: Payables, receivables, reconciliations, inventory reports, payroll, month end accruals. Good pay and benefits. Please fax resume to: 357-7300 or mail to: Bookkeeper, Box 712Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firms looking for a full time bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger up through the trial balance. Knowledge of financial statements, must have have computer experience and a minimum of 2 yrs. bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resumes to: Personnel Dept., MSW, 26580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018

BOOKKEEPER. Full charge through trial balance. A/R, A/P, bank statements, maximum 3 yrs. experience. Computerized accounting a must. 433-0050

BOOKKEEPING ASSISTANT/GENERAL OFFICE for small non smoking office in Farmington Hills. Conscientious worker who likes a variety of duties. Computer experience preferred. Send resume with handwritten cover letter/salary requirements to: P.O. Box 3233, Farmington Hills, MI., 48333

BOOKKEEPING ASSISTANT
Part-Time, 4 hours per day, 5 days per week. Duties to include Accounts Payable, bank reconciliations & general office functions for growing company in Plymouth. Some experience is desired. Looking for a person who is bright & self-motivated. Call Rich, 455-7753

BOOKKEEPING ASSISTANT
Typing, good math skills, payroll taxes. After 1pm. 353-4347

BOOKKEEPING CLERICAL
position for garage office. Send resume to: T.S.I. 26380 Vanborn, Dearborn Hills, MI 48125

BOOKKEEPING/CLERICAL: For Southfield CPA office. Experience with bank reconciliations and journals preferred. Good Fringes. Call 350-2600

**Bookkeeping**
Payroll To $17K
An excellent opportunity is available with one of our major Detroit area clients. Candidate must have "on-line" experience with a service bureau for 300 + employees, good knowledge of Lotus, general bookkeeping understandings. If you enjoy auditing & solving problems this could be for you! Many other aspects of position too.

Southfield Ann Arbor 358-2300
Detroit 995-8337
Troy 258-1080
Sterling 979-1100
FAX 358-0941

Correspondence To:
**Robert Half**
28588 Northwestern Hwy. #250
Southfield, MI 48034-1061

201 W. Big Beaver, #210
Troy, MI 48084-4152

All Fees 100% Co. Paid
100 Offices on 3 Continents

## 504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge bookkeeper needed for a financial services firm in Birmingham. Must be experienced thru financial statement preparation and a full working knowledge of payroll and payroll taxes. Must have practical experience with computerized general ledger packages. At least 3 to 5 yrs. work experience. Salary and benefits commensurate with experience. 3 or 4 day work week available to the right candidate. Please respond to Box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate opening for full charge bookkeeper with computer experience, strong skills required in receivables, payables, cash collections and general ledger. Excellent benefit package. Send resume and salary history to: Wendt Grinding Corp., 2151 Commerce Dr., Rochester Hills, MI 48309.

**CAREER OPPORTUNITIES GALORE**
Free to you - fees company paid

| | |
|---|---|
| General Office | $14,500 |
| Executive Assistant. | $24,000 |
| Secretary | $16,000 |
| Legal Secretary. | $25,000 |
| Medical Secretary. | $18,000 |
| Insurance Secy. | $19,000 |
| Receptionist. | $14,500 |
| Executive Secy. | $23,000 |
| Secretary. | $15,000 |

So many, many more! If you are looking for a job change or to enter the job force, call us today. We have full time openings and then appointments. Look no further. Typing of 50 required.
Call 851-3660

SNELLING & SNELLING
FARMINGTON HILLS

CENTRAL MICHIGAN UNIVERSITY is seeking and Administrative Aid. Duties include supervising the office, supervising and coordinating the administrative function for an exempt staff of approx. 5 and 2 faculty. Associates degree in business/secretarial studies plus 3 years qualifying work experience or equivalent combination of education and experience, clerical, and financial aid/student loan experience, supervisory experience and experience with non-traditional degree program desirable. Salary range is $8.64 to $10.42 per hour, commensurate with qualifications. Send resume and cover letter postmarked by 3/27/90 to:
OC 4
2075 W. Big Beaver, Ste 200
Troy MI 48084
No phone calls, please.
Affirmative Action Employer
An Equal Opportunity Employer

**CIRCLE THIS AD**
The best jobs aren't always advertised. If you want a career position instead of just a job, we can help.

Our clients range from the small firm to Fortune 500 firms offering benefit packages including 401(k) & tuition.

Resume guide & interview tips.
Evening appointments available.

ALL FEES COMPANY PAID
**PERMANENT STAFF**
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

LASER SHOTGUN Data Service seeks organized individual for office opening. Computer experience and knowledge is helpful. Some telephone sales. Non smoking. Salary commensurate. Call Ms. Hoffman at Sharingal Apply at: American, 32900 Schoolcraft, off Farmington Rd, Livonia. No phone calls.

Farmington Hills insurance office plans an excellent opportunity for a person experienced in word processing, dictaphone transcription and typing. Excellent benefit package, including 401K. Call Yvonne for interview appointment 626-9900

**MANPOWER**
Has openings for
The following positions
• Data entry operator
• Switchboard
• Typists
• Light Industrial
Call for an appt.
Ann Arbor
734-994-0002

CLERICAL - DATA ENTRY
Computer services company in Southfield has immediate openings for full time openings for the following positions:
1. Data Entry Operator - Must type a minimum of 45wpm accuracy & have some data entry experience
2. CODER - Duties include document processing, coding & highlighting & other related duties. We offer good pay, excellent working conditions, benefits & opportunities for advancement. For more information please call 261-8220

CLERICAL HELP
Needed full time. Farmington Hills Typing, filing, telephone answering a must. Call 8am-4pm, 478-7650

**CLERICAL**
**IMMEDIATE OPPORTUNITIES AVAILABLE**
• General Clerical
• Telemarketers
• Typists - 50 wpm
• Data Entry
• Word Processors

Positions available on east & west side. Vacation & bonus plan

**FUTURE FORCE**
TEMPORARY HELP SERVICE

WESTLAND
728-6770

TROY
528-8454
NEVER A FEE

**CLERICAL**
Metro Medical Group, a division of Health American Plan, has openings on-call positions & a Sunday only position (10am-2pm) available for Cashiers in our Pharmacy Dept. Must be able to type a minimum of twenty words. Prior health care experience helpful. We offer an excellent starting salary, free meals, flexible dates should send a resume to the Human Resources Dept. at:
**METRO MEDICAL GROUP**
**35200 SCHOOLCRAFT**
**LIVONIA, MI. 48150**
An Equal Opportunity Employer

CLERICAL
Part or Full Time
Auto repair shop. General office duties. Call 348-3366

CLERICAL POSITION

General office duties. Organizational skills, good phone manners, typing, detail oriented, 20-hrs per week, flexible schedule.
Health Care Professionals
357-7090

CLERK/TYPIST
Brokerage firm seeks a qualified individual for Clerk/Typist position. Excellent opportunity for the right individual. Applicant should possess filing, typing, phone skills & a typing speed of 45wpm. Good Math skills are helpful but not necessary. Position available in downtown office. For consideration, send resume:
P.O. Box 778,
Detroit, MI. 48231

**CLERK TYPIST**
High school graduate or equivalent plus minimum 1 year general office experience. Professional telephone manner & accurate typing, 45wpm. Good spelling & willingness to work overtime required. Excellent benefit package & pleasant work environment. Reply to:
CLERK TYPIST
P.O. BOX 2227
SOUTHFIELD, MI. 48037

## 504 Help Wanted Office-Clerical

**VICTOR ADVANTAGE**
We have a variety of opportunities at competitive wages.

• Word Processors
• Data Entry Operators
• Secretaries
• Receptionists

Visit our new location
**Victor Interim Services**
33300 Five Mile Rd., Suite 204
Livonia
**261-3830**
Equal Opportunity Employer M/F

CLERICAL
Immediate full time days. Typing speed of 40wpm. Knowledge of personal computers and WordPerfect helpful, but not required. Please fax resume to:
Fairlane Health Services, Corp.
31750 Telegraph Rd., Suite 205
Bloomfield Hills, MI 48025
Attn: Robyn Victor - Dept. MTD

**CLERICAL SECRETARIAL**
Several entry level positions have recently become available for individuals with excellent secretarial skills. If you possess good communication & letter writing skills, generate typing of 50wpm & word processing/PC experience we may have the opportunity you are looking for. Responsibilities include: answering phones, preparing & typing letters/reports, researching information & filing. Individuals must enter the job force, call us today. We have full time openings and then appointments. Look no further. Typing of 50 required.
Call 851-3660

SNELLING & SNELLING
FARMINGTON HILLS

FIREMAN'S FUND MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERK/DATA PROCESSING
Position available for CPA Firm. Responsibility knowledge helpful. Attention Chris, 705 Barclay Circle, Ste. 140, Rochester Hills, MI. 48063

CLOSING SECRETARY
Multi-office real estate company wants person experienced in closing documentation and procedures. Call Doug Hardy for confidential interview 558-2000

COLLECTIONS CLERK
Growth oriented corporation needs dependable individual to communicate with friendly customers. Previous experience preferred, but will train those with related office skills. Full benefits package is released, friendly office. Growth position, other responsibilities available. Please send resume to:
ACCOUNTING SUPERVISOR
P. O. Box 377
Plymouth, MI. 48170

**COME GROW WITH US**
**$18,000 FEE PAID**
Expanding office of national company is searching for a self starter who likes to work in a fast paced operations. Convenient suburban location, plush offices and fantastic co-workers are all there for you. This position is responsible for all your yours with typing of at least 50 wpm, and an outgoing personality. Hurry, call Anne at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

COMPUTER OPERATOR - for Detroit area law firm. $15/hr. Exp. in data processing helpful. Call Ms. Gray at Norman at Lotus 646-7662

CONSTRUCTION office & computer clerical. Light typing, bookkeeping, good with figures. Call Mon. thru Fri., 10am-3pm. 477-3281

CRT OPERATOR: Some experience preferred, well organized, good communication skills. Credit union ground a plus. Call 827-3380

CUSTOMER SERVICE - data entry. Problem solver. $1,500/mo. Call Sharon at Unforce 646-7662

CUSTOMER SERVICE - medical support. Bachelor degree, 2 shifts, 40 plus, good phone skills, $12,500-$20,000 plus overtime. Call Sharon at Unforce 357-0031

**Customer Service Advisors**
Multiple location, fast growing company has immediate openings for Customer Service Advisors with experience in telephone customer service, accounts receivables & payables, data entry experience & stock ownership plans.
Call Ann Marie 348-0224

CUSTOMER SERVICE CLERK
Entry level position available in Northwest Co. Must have good customer service skills. Send resume to: P.O. Box 300, Southfield, MI. 48037 or call 353-3311 ext. 217

**CUSTOMER SERVICE REP**
**$15,800 FEE PAID**
Suburban company is looking for an individual who enjoys a fast-paced environment. Responsibilities include: typing, with people. Skills required include: typing, computer and problem solving abilities. Customer service, word processing or video experience helpful. Excellent benefits and growth potential. Call Mary at 464-0909.
SNELLING & SNELLING

DATA ENTRY CLERK - midnight shift, 11 pm - 7 am. Company in Livonia area, must have knowledge of 10 key, 56/hr. Must be 18-21 years old and live in Wayne County (Detroit residents excluded). Call for an appointment 425-1290

DATA ENTRY - customer service clerks, Southfield service firm, typing 40 plus, has some English skills, plus overtime. Call Shirley at Unforce 357-0034

DATA ENTRY
full time position available. Southfield location. Must have good math ability & calculator skills needed. Previous office experience required. Call Bettina 559-3378

**DATA ENTRY**
Nov/Tom seeks people with good typing skills to perform clerical duties. $6 per hour plus benefits. Immediate start. 553-7465

**Data Entry/Order Desk**
Southfield sales office needs energetic individuals to perform various office skills, good phone personality. 75 pc/wpm typing speed required & willing to learn all aspects of our business. Salary based on experience. Good benefits, excellent working conditions. Please forward resume with salary history to:
Comtal Instruments Co., P. O. Box 5024, Southfield, MI 48086. Attn: Sales Dept.

DEPENDABLE PERSONS needed Days or Afternoons. Light assembly work. Call Sandy at Unforce 471-1081

**DATA ENTRY**
**$5-$8 per hour**
IMMEDIATE OPPORTUNITIES
CALL
**CONTEMPRA TODAY!**
**583-9500**
NO FEE BENEFITS

DATA INPUT OPERATOR
Experienced Data Processor needed for high volume mail processing. Room for growth for responsible individual. Full time, west suburban location, days, future benefits. Send resume to:
ACCOUNTING MANAGER
P. O. Box 29
Plymouth, MI., 48170

DESK STAFF
New management at Travelers Motor Inn needs dependable personable staff. Apply in person AM only.
9939 Telegraph, Redford

## 504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Construction firm looking for computer data entry & some general office work. Starting $18,000. Send resume to: Controller, 1041 Major, Detroit, MI 48217

DATA ENTRY CLERK - part time position for small company located at 13 Mile/Telegraph. Hours same what flexible. Successful candidate will be able to type 45 wpm, be self motivated & organized. Will train. Call Barb Dawson 1-800-521-5050

DATA ENTRY CLERK
Full time. Experienced in invoicing, inventory and payroll for a small industrial manufacturer. Send resume and references to:
Personnel Dept.
P. O. Box 2557
Farmington Hills, MI 48332

DATA ENTRY - major company in Livonia area looking for high school student. Must be between high school and Saturday, $5.50 per hour. Must live in Wayne County (Detroit residents excluded). Call for an appointment 425-1290

DATA ENTRY - part time day position, Southfield location. Must have good alpha numeric skills. Send resume to: Controller, 24399 Telegraph, Southfield, 48034

DENTAL ASSISTANT - friendly, caring, quality Farmington Hills office. Seeking experienced, congenial, chairside, dedicated, dependable person. Full time. X-rays. 855-1277

DO YOU WORK FOR AN EMPLOYMENT AGENCY?
DO YOU PREFER SALARY?
$18,000 No fee
Southfield company offers good benefits, generous raises and bonuses. Must have good typing experience and some typing skills.
RGS ASSOCIATES ADV. 540-4130

**DRIVER**
Southfield based service organization has immediate openings for qualified Driver. Requirements; knowledge of metro Detroit, driving record, handle 14 ft. cube van. Sales experience helpful. Full benefits. Excellent benefits & company paid holidays. Call Ms. Insurance & dental Call Mary, Sandy at
353-1938

EARN TOP PAY
**$7 - $10/ hr.**
1 year experience with a major firm in the Livonia area.

PURCHASING CLERKS - Must have 1 year experience

DATA ENTRY OPERATORS
Knowledge of Lotus helpful with proposals

SECRETARIES - 60wpm. Must be familiar with proposals, perform all secretarial duties.

Call for an appointment.
**SOMEBODY SOMETIME**
**477-1282**

EXECUTIVE ASSISTANT
Growth oriented, Detroit based builder of fine custom homes seeks a self motivated and diversified individual to join an established team. Knowledge of computer and bookkeeping skills helpful. Send resume with salary requirements to:
Cambridge Homes, Inc.
41000 Seven Mile
Northville, MI 48167.

EXECUTIVE ASSISTANT
Bloomfield Hills Contractor/Land Developer has immediate opening for an Executive Assistant to the President and Director of Development. Excellent typing, grammar and organization skills necessary. Word Perfect and Lotus 1 2 3 helpful. Real Estate background a plus! Will have variety of responsibilities. Competitive salary and benefits package. Please send resume with salary requirements to:
RODNEY LOCKWOOD & CO.
30100 Telegraph Rd., Site 426
Birmingham, MI 48010
Equal Opportunity Employer

EXECUTIVE SECRETARY/
SOUTHFIELD ASSISTANT

Sales and Marketing Executive of established, fast-growing company located in Northwest Wayne County seeking an experienced Executive Secretary/Administrative Assistant. Position candidate to have a minimum of 5 years Executive Secretarial experience with word processing and Lotus 1-2-3 knowledge. Must be motivated self-starter with excellent organizational, shorthand and typing skills and have the ability to comfortably handle pressure and work independently. Excellent oral and written communication skills a must. Competitive benefits package and salary commensurate with experience offered. Send resume to Box 586, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
high pressure job for a successful N.Y. based company. Requires excellent secretarial & word processing skills, dictaphone transcription, and the ability to multitasks. Overtime required from time to time, excellent salary & benefits package. Please send resume & salary to: PO Box 620 Observer & Eccentric, 36251 Schoolcraft Rd., Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
EXECUTIVE DECRETARY for owner of growing business. Mac Intosh environment using Excel Database & Word Processing, handle memos, bills, manage office. Non smoker preferred. Salary commensurate. Call 11910 Farmington, Livonia. Mch 19150 or call Jerry 464-0909 after 6.

EXECUTIVE SECRETARY
FEE PAID - $20-$26,000
NORTH AREA: Assist 2 managers with variety of duties. Must know Word, Xerox, IBM-PC, WordPerfect, Lotus 1,2,3, good typing, shorthand for necessary work. Excellent benefits.
DOROTHY DAY
PERSONNEL, INC.

**EXECUTIVE SECRETARIES**
Immediate openings for many of the available. Experience required. Word processing, Dictaphone, Dictaphone, Wordperfect & Disappearing Ink. 60wpm, professional appearance and attitude. Top pay, benefits, fees. Call Sue or Shelley at DPA. 443-0056

**EXECUTIVE SECRETARY**
Public Relations firm needs Executive Secretary. Position due to maternity leave. Shorthand and word processing a must! Top notch only need apply. Call:
**Scott Group**
542-9232 or 354-2458
NEVER A FEE

EXECUTIVE word processor, major manufacturing company. NEW MAC, WordPerfect 5.0, DW4, $350/wk. Call Karen at Unforce 646-7662

EXPERT TYPIST needed for full time secretarial position. Must have experience with word processing & possess good communication skills. Contact Linda for interview, Hansen Marketing, Walled Lake, 624-5900

FILE CLERK
Light typing, full time in Plymouth. Ask for Sandy

FULL TIME POSITION - for a mature person in a busy sales office. Typing & telephone skills required. Light bookkeeping. Please call or send resume to: Premier Business Products, 313 E. 14 Mile, Royal Oak, MI 48017 589-3338

FULL TIME RECEPTIONIST needed for busy multi-line phone system. Good typing and clerical skills also needed. $5.50 with benefits. Farmington. 473-2474

GENERAL ADMINISTRATION
Starting position. Please send resume & salary history to: Mordalski, 27931 Hatchery, Farmington Hills, MI 48024

GENERAL OFFICE - Southfield, A/P, A/R, typing 45 wpm, $240-$280/wk. Call Sandy at Unforce 357-0034

## 504 Help Wanted Office-Clerical

**FINANCIAL AID PROCESSOR**
Nationwide private vocational school, seeks detail minded person with people skills to train in student financial aid processing. Loan processing experience helpful. Excellent Supervisory experience desired. Good customer service skills a must. Excellent growth potential. Call Ms. Taylor at: (800)544-5011

FULL CHARGE BOOKKEEPER
Needed. Computer experience preferred. Please send resume to: Greg Primeau, Lifestyle Homes, 31731 Northwestern Hwy., Suite 159W, Farmington Hills, MI 48018

**Gain Experience**
Improve your skills and gain experience! We offer a wide variety of temporary assignments ranging from clerks to word processors. Call our Farmington Hills office today to find out more!
WE PUT EXPERIENCE TO WORK.

**ENTECH SERVICES, INC.**
**737-1744**

GENERAL OFFICE
Answering phones, typing, filing. Some experience helpful. Waking to 10th/Telegraph. Call Marilyn 557-4700

GENERAL OFFICE - Full time. Bookkeeping and computer skills helpful. Farmington area. Call 8-5 weekdays 10am-4pm. 338-0030

GENERAL OFFICE - Person wanted for small office in Ann Arbor/Ypsilanti area. Light typing, clerical duties. Working hours preferred 10-2 hrs. per week. 434-4520

GENERAL OFFICE - PART-TIME
Basic Bookkeeping and some Computer experience helpful. Hours are flexible & Versatile, with an Energetic & cheerful phone voice. Hours 9am-4:30pm. 425-4512

GENERAL OFFICE ASSISTANT
Detailed oriented individual for responsible diversified clerical position in Law Firm. Knowledge of Real Estate Office. Real Estate mortgage title experience preferred. Salary negotiable. Send resume to: Box 687 Observer & Eccentric

GENERAL OFFICE - We are looking for a diversified person for a financially entry position. Familiarity with office equipment a must. Part or full time positions available, with an hourly rate of $5.65 plus benefits. Apply in person at 32418 Industrial Rd., Garden City.
427-5300

GENERAL OFFICE HELP
Full time, Redford area 531-9300

GENERAL OFFICE
Light bookkeeping, typing.
Apply in person.
31731 Northwestern, Westland, MI., 48185.

GENERAL OFFICE-Part time for commercial real estate co. in Southfield. Word processor experience. 443-0555

GENERAL OFFICE - part time, typing, filing, computer, phone skills 8:30am.-12:30pm, 5 days. Livonia. Ask for Karen 427-2266

GENERAL OFFICE
Wholesale distributor's office in Livonia accepting applications for individual to do invoicing, posting, filing, phones, etc. Call 522-6640

GENERAL OFFICE help needed for small office in Farmington area. Must be dependable & self motivated. Benefits provided. Call after 10am for interview 553-2744

GENERAL OFFICE HELP
Type 50wpm, 10 key, filing. Willing to learn. Must have own medical insurance. Apply in person: 5119 General Ct., Plymouth Twp. 454-9501

GENERAL OFFICE WORK
Including typing, phones, desk & light typing. Must be an independent self-starter. Hours are Mon-Fri Crocks & 15 etes. Hours 9-4, Mon-Fri. Call Ellen. 425-7343

GENERAL OFFICE - full time position involving opening, typing, light bookkeeping, good math skills & telephone skills. Send resume to: Modern IBM Wheelwriter typewriter & computer. Office in Southfield. Ask for Pat 559-1160

GENERAL OFFICE
Growing Southfield property management company needs reliable person. Job requirements include data entry, telephone skills, light bookkeeping & general clerical work. Call Hilary 569-8484

**GENERAL OFFICE**
Expanding company has full time position for general office procedures. Luxurious office environment plus benefits. Call 351-8700

GENERAL OFFICE/Secretary
Perfect for Co. Must have good computer oriented person to do a variety of clerical work. Must have good clerical, etc. Entry level position. Send resume to: P.O. Box 3233, Northwestern Hwy. Suite 300, Farmington Hills, MI 48018

GENERAL OFFICE
Employee-oriented firm seeks a "Person Friday" with accurate typing of at least 40wpm. Word Processing knowledge & a pleasant personality. Salary: $13,650. Good benefits & fee paid.
Call Tari. 464-0909
SNELLING & SNELLING

**HUMAN RESOURCES SECRETARY**
Our Human Resources Dept. has an excellent opportunity for an experienced Secretary with both strong Word Processing skills and a basic grounding in Human Resources. Individual will be responsible for all secretarial/administrative duties including backup to the Employment Supervisor. Position also involves, preparation of various reports, research of HR issues, verification of employment & unemployment compensation. Strong knowledge of all employment laws would be a plus. We offer a competitive salary & benefits package. Qualified candidates should forward resume stating salary requirements or apply Mon-Fri, 9am-4pm.

Human Resources
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Equal Opportunity Employer M/F/H

INSIDE SALES SUPPORT/
Order Entry Clerk
For our Novi sales rep organization. Typing 50 wpm, 10 key calculator, PC, Lotus/spread sheet experience a must. Excellent speaking & grammar. Great opportunity for right person. 349-0472

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FEE PAID - $18,000
NORTHWEST - looking for motivated, good work ethic, excellent attitude. Secretarial duties, 50wpm, filing for correspondence. Best benefits.
Call Ann 649-6787 or 642-0565
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50 General Laborers needed immediately! Must have reliable transportation. Various shifts available. Work. Clean, safe environment. Bring a friend and work together.

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Livonia, 464-2100

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

Secretary/Receptionist for small Southfield Plaintiff's firm. 1-2 years legal experience required. Workers' Comp. helpful 557-3560

## 504 Help Wanted Office-Clerical

INSURANCE CLAIMS ASSISTANT/clerical position. Requires knowledge of Lotus, word processing & typing. Call Kay 553-4101

INSURANCE CLAIMS EXAMINER
Medical & Dental 3rd party administrator needs full time person. 8:30-4:30. Send resume to: P.O. Box 2365, Farmington Hills, MI 48333 or call Kay 553-4101

INSURANCE PERSONAL LINES
CSR positions, up To $12,000.
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**REIMBURSEMENT COORDINATOR**
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If you have office skills and like the flexibility of choosing where and when you will work - then we have jobs for you! We are now accepting applications for:
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17200 W. 10 Mile
Suite 103
Southfield, 557-5700
NEVER A FEE

KEYPUNCH - Need steady data entry operators for day/afternoon shifts. Full and part time. Good pay for good operators. Make up to $10/hr. Downtown area.
Ms. Hardman 551-5151

LAW OFFICE - PART-TIME
Busy Southfield law firm. Legal experience helpful but will train right person. Typing 60wpm. Must smoker only. Call Kim Ball 350-3250

LEASING AGENT, part time, including evenings and one weekend day. Apply Bloomfield Village Apartment complex. 662-2950

LEGAL SECRETARY
LITIGATION
If you are highly professional, have 3+ years experience, excellent skills, we are definitely interested in you. Excellent salary, benefits and working conditions within a well known legal group. Call or send resume to: Mary Ann Thomas & Assoc. Executive Search, 4000 Town Center, Suite 578, Southfield, MI 48075

LEGAL SECRETARY - full and part time, 3 years experience. Computer & experience required. WordStar, Southfield area. Call Mary 539-3810

LEGAL SECRETARY
For Detroit law firm.
2-3 years experience.
Call Marilyn at 963-1700

LEGAL SECRETARY
Experienced, reliable, self motivated, smoker, excellent salary. Ask for Mark P. 737-8400

LEGAL SECRETARY - TROY
Will train beginner with good general office experience. Excellent typing and grammar required. Word processing experience helpful.
Call Margaret 649-5600

LEGAL SECRETARY
- SOUTHFIELD ASSISTANT
Busy Southfield law office law firm, some experience necessary. 852-0600

LEGAL SECRETARY/Experienced. Civil and worker's compensation. Salary commensurate with experience. Law Offices of