504 Help Wanted Office-Clerical

ACCOUNTANT-CPA Firm, Farmington Hills. 1-3 yrs public accounting experience. Advancement opportunities. Competitive salary. 851-0687

ACCOUNTING ASSISTANT
Lifetime based temporary help service has full or part time individual to assist with all aspects of accounting, including company records Call Alicia, Acro Service Corp. 981-1100

ACCOUNTING CLERK-For property management company in Farmington Hills. Previous office experience required. Send resume to: 31000 Northwestern Hwy., Suite 110, Farmington Hills, MI 48334

ACCOUNTING CLERK
Full time for Southfield company. Responsibilities include; billing, payables, general office skills, computer experience required. Send resume and salary requirements to: Office Manager, P O Box 453, Lathrup Village, MI 48076

Accounts Payable

ITT SWF Auto-Electric a supplier of OEM automotive electrical products & control systems is currently seeking an Accounts Payable Clerk. This position requires a high school diploma, some college preferred, ability to use 10 key calculator, personal computer & Lotus software experience. Duties for this position involve invoices for payment, filing, preparing month-end journals, and reconciling vendor statements.

We offer a competitive salary & benefit package. Interested applicants should forward their resume stating salary requirements to:

Employment Representative/LJB
AUTOMOTIVE
3000 UNIVERSITY DR.
AUBURN HILLS, MI 48321
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE word processing specialist. Growing distributor. Up to $20,000/yr. Call Ginny at UNIFORCE 557-0035

ADMINISTRATIVE COORDINATOR

SINAI HEALTH CARE SYSTEM has an excellent career opportunity for a highly motivated Administrative Coordinator to work in our Ambulatory Health Services Department.

Requirements include 3-5 years of related work experience, supervisor organizational, phone and editing skills, strong terminology and PC skills with WordPerfect and Lotus. Candidate must possess flexibility to work overtime.

We offer a competitive wage and a comprehensive benefits package. For immediate consideration, please respond with resume to:

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

ADMINISTRATIVE SUPPORT
Part-Time
Apple Computer, Inc.

At Apple Computer, Inc., we are looking for administrative support professionals interested in a regular part-time base at our Michigan Region sales office in Farmington Hills.

ADMINISTRATIVE SUPPORT
Our System Engineering Department is seeking an individual who is detail-oriented, self-starter & has knowledge of general office procedures and good organizational skills.

RECEPTIONIST
Your responsibilities will include answering telephones, greeting visitors, and performing various clerical duties. A professional attitude and demeanor will be required as well as a basic knowledge of general office and receptionist/switchboard procedures and excellent telephone skills. Selected individuals will be Macintosh literate with the ability to work flexible hours.

Send your resume and a list of your weekly available hours to:

Human Resources Department
Apple Computer, Inc.
30833 Northwestern Hwy.
Suite 220
Farmington Hills, MI 48334
No phone calls please
E.O.E.

ASSISTANT Part time- for office/residence in W. Bloomfield. General office, filing, accounts, bookkeeping, errands, attends. Flexible day, hrs 15-30 hrs. References 855-1318

ACCOUNTS RECEIVABLE CLERK
Part-time for large apartment community in Farmington Hills. The individual hired must be professional in appearance, good with math, have a pleasant phone voice & be an excellent communicator. Please send all resumes to Independence Green, 36700 Grand River, Farmington Hills, MI 48335, Attn: Jon Gruber

ADMINISTRATIVE PERSON
For Southfield company. Candidate should have computer experience and inventory control background. Lotus 1-2-3 helpful. Candidate must be detail oriented and enjoy customer relations. Company offers excellent benefits and competitive salary. Call Mrs. Todd 827-7560

ADMINISTRATIVE ASSISTANT
Bloomfield Hills based mortgage banking firm seeks person with executive typing, shorthand, and organizational skills. Ideal candidate will be degreed in accounting background. Experience with Lotus and word processing a must. We offer top pay and bonus, non-smoker preferred. Send resume and salary history to:
Kim Kuenk, Delta Financial Corp
1273 West Square Lake Road
Bloomfield Hills, MI 48302

ADMINISTRATIVE SECRETARY
Farmington home computing engineering firm seeks a C.P.S. or associate degreed secretary to handle various administrative functions of busy department. Excellent communication and organization skills a necessity. WordPerfect and Dbase IV proficiency required, shorthand or speedwriting helpful. Attractive surroundings and good benefits package. Please send resume and salary requirement to Jackie Toms at
NTH CONSULTANTS, LTD
38955 Hills Tech Drive
Farmington Hills, MI 48331-3432
(313)553-8300
Affirmative Action Employer

ASSISTANT - account administrator, Southfield. 3-5 yrs experience, 65 wpm typing, computer knowledge, math aptitude benefits - $18,000. 35hr. week. Fee paid

EXECUTIVE - secretary, excellent typing. WordPerfect, good strong background with international experience, benefits - $25,000 plus Fee paid

JAPANESE - speaking secretary. Southfield, good typing, word processing, hourly rate Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ATTENTION!
EXPERIENCED CLERICAL PERSONNEL NEEDED

Put your clerical skills to work & earn top pay at top companies. As long & short term assignments currently paying $7 hr. & up.

MORE EXPERIENCE - MORE PAY!!

It's that simple! So call now for a great assignment & more information.

YPSILANTI - 481-8760

TROY - 528-8454

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

AUTOMOTIVE OPPORTUNITIES

Several exciting & challenging opportunities exist for top-notch clerical & administrative personnel. Immediate assignments available working on-site at major automotive companies and suppliers for top-notch clerical & administrative personnel.

General Office/Clerical
Data Entry
Executive Secretaries
General Office
Receptionists
•Word Processors

•Special need for individuals with knowledge of Microsoft Word, Free Lance, Excel software. Long and short-term assignments available. Generous wages/benefits. Please call:

TECHNICAL ENGINEERING CONSULTANTS
THE EMPLOYMENT CONNECTION
483-3900

BIRMINGHAM - Receptionist needed for insurance agency. Mon.-Fri. 8am-5pm. Pleasant telephone voice & typing skills necessary. Non smoker. Call 645-6657

ADVERTISING CLERICAL
Marketing Co. is looking for creative well organized individual to place help wanted newspaper and TV advertising. Will also track statistics, budget, and telephone lead candidate has 1 plus years advertising agency or newspaper experience. Salary plus bonus! Send resume to 20300 Civic Center Dr., Ste 205, Southfield, 48076 or fax 313-948-0152

ATTENTION SECRETARIES
TROY - LEGAL SECRETARY
For senior partner, labor experience, shorthand plus WANG. $26K plus good benefits

BIRMINGHAM FIRM
Strong litigation. Up to $27K plus good benefits

TROY - 2 months Litigation assignments. WANG experience needed

PROF. FIELDS SECRETARIES
5 years plus experience, 2 spots. Large corporation. International & financial background

CROSSMATCH PERSONNEL, INC.
Or send resume to: PO Box 5219
Livonia, MI 48150
All fees company paid

AUTOMOTIVE Supplier seeking major person for purchasing, multi-county payable, accounts receivable and payroll. Must be organizational & communication skills, proficient in computer. Send resume to: Bookkeeper, 27261 Haggerty Rd., Novi, MI 48050

BILINGUALS (JAPANESE)

TRANSLATORS/INTERPRETORS
Technical experience. To $35K. Excellent benefits

CLERICAL
To $25K. Excellent Benefits

Personnel Specialists 459-1166

BOOKKEEPER/CLERK-Full time position available for individual with good bookkeeping background. 5 to 10 years experience preferred. Individual must be able to complete a set of books thru trial-balance statements & be able to do accounts payable, payroll & accounts receivable. Good computer skills, math & accuracy are important. Please call Karen at Jewish Family Service Southfield 559-1500

BOOKKEEPER/PART-TIME
Accounts Payable/Receivable, payroll, light typing. 15-20 hrs per week. After 6pm 559-5741

BOOKKEEPERS

We need your experience. Temporary full time positions available in accounts payable, accounts receivable, payroll & data entry.

While seeking the right permanent job, showcase your skills to new opportunities as a TEMP.

Computer experience a plus

Call or send resume to Noreen

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER-THDY 2 years bookkeeping experience. Emphasis on accounts payable, type 35 w.p.m. PC experience required. Lotus helpful. $16,000-$17,000 Excellent benefits. Send resume to H.R.D. P.O. Box 306, Troy, MI 48083

BOOKKEEPER
We are one of S.E. Michigan's largest fast food Operators & consulting firms looking for a full-time Bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping and be proficient in the general ledger up through financial statement, must have computer experience & a minimum of 2 yrs bookkeeping knowledge. Salary commensurate w/experience. Qualified candidates should send their resume to Personnel Department MSW, 26580 Orchard Lake Rd. Ste 200, Farmington Hills, MI 48334

BOOKKEEPER - Busy Southfield based property management company needs bright, detail-oriented bookkeeper. Please send resume to Bookkeeper, P. O. Box 5071, Southfield, MI 48086

BOOKKEEPER
For property management co. Min 2 yrs experience. Work independently in face paced environment. Computer accounting experience required. Lotus & WordPerfect experience preferred. Send resume and salary requirements to J. Colman, 25744 W. 12 Mile Rd., Southfield, MI 48034

BOOKKEEPER - FULL TIME
Farmington Hills Real Estate/Property management firm seeks bookkeeper with 3-5 yrs experience in accounts payable, payroll taxes, and automated bookkeeping. Please send resume and salary requirements to:
CERTIFIED REALTY, INC
Bookkeeper Position
38345 West 10 Mile Road
Suite 200
Farmington Hills, MI. 48335

BOOKKEEPER
Full time. Clerical experience required. Insurance experience helpful. Excellent benefits. Falmouth Call Grace 453-2810

BOOKKEEPER-Real estate/property management company in Southfield needs highly motivated individual detailed bookkeeper experienced in all areas from payables to payroll computer. Send resume to: Bookkeeper, 26261 Evergreen Rd., Southfield 48034

BOOKKEEPER
Southfield property management company needs full time person. Position requires bookkeeping, computer, and general office skills. Apply at 18777 W. 10 Mile or call Stacey Monday thru Friday 569-8800

BOOKKEEPER WANTED
For jewelry business
Call 968-5770

BUSY DESIGN firm needs organized Girl Friday able to work on her own. Typing, light bookkeeping. Salary commensurate with experience. 20-25 hours per week. Troy-Birmingham area. Call 9-5pm. Mon-Fri, and leave message 649-6649

CLERICAL ASSISTANT
$7.00 hour. No fee
Leading Southfield firm! Great benefits! Career growth! Need good typing, good English, high school clerical experience.
HRS ASSOCIATES AGY 540-4130

CLERICAL - EXPERIENCED
High tech growing corporation located in Farmington Hills seeking experienced individual for immediate opening with skills in Accounting, Billing, Computer Data Entry, Word Processor Operation, Salary commensurate with experience & benefits. Send Resume to Word Processor Operation, Salary commensurate with experience & benefits. Send Resume to Digital Motion Systems, Inc. 27280 Haggerty Rd. Bldg. C-7, Farmington Hills, MI 48331

CLERICAL
Farmington Hills Company has opening for mature, happy, and outgoing person to help manage small business. Duties include light bookkeeping 3/4 days per week. Send local work history to 32651 Northwestern Highway, Suite #119, Farmington Hills, MI 48334

CLERICAL position entry level, part time to start. Organizational skills a must. Typing a plus. Call week days 2pm-5pm for information. 261-2990

CLERICAL POSITION open for a 4 hour day. Must have typing & computers, excellent phone skills. 583-1120

CLERICAL/RECEPTIONIST
Approximately 30 hours per week, evenings and weekends. Hours 4 pm-12:45pm. Mon.-Fri. Send resume to: Personnel Department, 22951 Haggerty, Michigan 48335

CLERK/TYPIST
Attorney in Farmington Hills will train the right person. Light typing & skills essential. Experience not required. Starting wage $4.25 hr. with regular increases 855-6562

CLERK/TYPIST
Excellent typing skills. Lotus & Word Perfect a plus. Duties include mailing, computer terminal operation & light filing. Qualified candidates must have medical/dental, pleasant congenial personality. Please send resume to: Gallagher Bassett Services Inc. P.O. Box 5138, Southfield, MI 48086-5138

COLLECTORS
MAC seeking aggressive pommeler to join their staff. Commission & benefits. Must be money motivated and a self-starter. Training provided. Call Mrs. Roger between 9am-2pm. 277-6650

CLERK - MARKETING
Life Insurance Company located in Plymouth has immediate opening for Clerk in Marketing Department. Position requires figure aptitude, typing speed 50 wpm, 1-2 yrs office experience with knowledge of spreadsheet/word processing programs on personal computer. Contact Personnel Department
MUTUAL OF DETROIT
333 Plymouth Road
Plymouth, MI 48170
453-8500

CLERK/TYPIST - growing Troy/Auburn Hills. To $7/hr. Call Joan at Uniforce 646-8500

CLERK/TYPIST
International corporation has a position available for a part-time office clerk/receptionist. We are seeking an individual with good organizational skills, and a pleasant voice. Duties will include typing, filing, & computer. Pleasant phone manner is a must. Send resume to: Kone Inc., 40000 Grand River, Ste 100, Novi, MI 48375 Attention Donna Chambo No phone calls please

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk/typist. Candidate should possess a thirty typing speed & demonstrate basic skills & general clerical knowledge. Excellent benefits package offered. This position is full time with competitive paycheck. Please send resume to:
Clerk/Typist
P O Box 739
Detroit, MI 48231

COME ON-LINE WITH KELLY

We are in need of operators with 10-key style keyboard for day and afternoon shifts. Must have 10 000 KPH + Position needs RECENT experience. Call for an appointment today!

Livonia 1-96 Officetar
33133 Schoolcraft

KELLY Temporary Services
Equal Opportunity Employer M/F/H

Credit Control Clerk

Full time entry level needed in Credit Department at Corporate Office. Must have experience, phone skills, good typing and organizational skills. Offer excellent benefits. Call 644-5300 ext 351

Erb LUMBER CO.
An Equal Opportunity Employer

CUSTOMER SERVICE
Outgoing, self-starter for customer service. Experience with WordPerfect, order processing & data entry. Farmington Hills area. Call for appointment 855-6433

CUSTOMER SERVICE REP.
A high energy, team minded individual needed for our rapidly growing Southfield service organization. Must be self motivated, organized skills, excellent communication skills. Office and phone experience necessary, including typing. Work full time position available with benefits - day hours. Pleasant, non-smoking office. Call Mrs. Ford Rose 9am-noon 353-1938

Customer Service Representative
Full time position available for someone who enjoys meeting the public and handling figures accurately. Excellent opportunity for advancement. Must have recent real estate and mortgage finance background. We offer competitive benefits, salary and opportunity. EOE.M-F
Heart Finance Inc. 313-358-4522

DATA ENTRY - Birmingham. $7/hr. Call Mary Jo at Uniforce 646-7664

DATA ENTRY
Experience necessary. Short and long term assignments. $6-$7 hr. Call
ETD Temporary Services

DATA ENTRY/ GENERAL OFFICE

Small Bloomfield Hills law firm has immediate opening for individual to perform clerical duties including filing, copying, faxing, mail, errands or background necessary. Good opportunity for advancement.
258-8020

FILE CLERK
Light typing. Full time in Plymouth. Entry level position. Call Sandy 455-8120

FULL TIME entry level position available for self starting organized person. General office skills required. Some phone work. Full benefit package available for the right individual. Livonia Call Mary Barber between 8am-4pm at 261-2100

GENERAL OFFICE

Detroit location full time position. Typing 10 key and light bookkeeping skills required
Call 344-3030

GENERAL OFFICE
Light bookkeeping. Experienced. 2 full days weekly. Property Management firm in Southfield 352-2250

GENERAL OFFICE CLERICAL
PC experience a plus
Livonia area
Call 10AM-3PM 478-9311

GENERAL OFFICE - For auto service facility, full or part time. Duties include Receptionist, Cashier. Farmington Hills 477-5951

GENERAL OFFICE - Small company in N W Detroit requires typing, filing & light bookkeeping. Call Susan leave message 471-3606

IBM-PC Microsoft Word and Lotus word processor, 45 to 50 words p/m. Call Gary at UNIFORCE 646-7661

GREAT LAKES DESIGN SUPPLIES Has an opening for an in-house sales person. The person must work on the sales order desk receiving orders from customers (No Soliciting) and help in our retail store. A knowledge of art supplies is helpful but not necessary. Interviewing this week. Please call 1435 Cranbrook Ct., Livonia. 464-8 Farmington

$$$ HOLIDAY DOLLARS $$$
WORD PROCESSORS
NEEDED IMMEDIATELY-

Now accepting applications for
Macintosh
Word Perfect
Word Star
Wang
CPT
Lotus

Receptionists/Switchboard
Data Entry Operators
Typists
Clerks
Legal Medical Transcribers
Temp Word
Secretaries

CASH BONUS
TEMP MED TUNE-UP
HOLIDAY PAY OVERTIME PAY

Livonia 464-2100
Southfield 352-1300

SNELLING TEMPORARIES
NEVER A FEE

CREATIVE DEPARTMENT SECRETARY - $10,000

Type 55-60, some word processing experience. Good communication skills, organized, detail oriented. Lots of variety. Opportunity to advance. Full benefits. Fee paid
Call Barbara, 772-6760
SNELLING & SNELLING

CURRENT OPENINGS

FROM $18,400 - $21,000
All Service Charges
Paid by Company
Entry Level Clerical to Executive Secretary and Administrative Assistant. Excellent locations. Many benefit packages include Tuition Reimbursement and/or dependent coverage. Call and speak to one of our Career Consultants 399-2452.
SNELLING & SNELLING

DATA ENTRY CLERK
Arbor Drugs, Inc. has an opening for a Data Entry Clerk at our Troy Corporate Office. Qualifications include 55WPM, experience with IBM CHT experience, 10 key calculator, and basic knowledge of data processing and report distribution. Outstanding salary and benefits package.

ARBOR DRUGS, INC
Data Entry Position - JH
P.O. Box 7534
Troy, MI 48007-7034
An Equal Opportunity Employer

DATA ENTRY/JOB
Word Processor for Southfield CPA's. Star performer. Excellent benefits. Call 357-5000

DATA ENTRY
Permanent part time position available for persons with experience in on line database key entry. Flexible hours. Please send resume or fax out application between 8am-5pm Mon - Fri at Pick Publications 28715 Greenfield, Southfield, MI 48076 (1 blk S of 10 Mile)

DATA ENTRY/RECEPTIONIST
Rochester office. Excellent verbal skills. Min. typing 35 wpm. Dental benefits 652-4010

DATA ENTRY
$7 PER HOUR
Immediate openings. Long/short term assignments.
ARBOR TEMPS, 459-1166

DETROIT advertising world processor. Will train Jean. DW IV or W/P 5.0 $7/hr. Call Janet at UNIFORCE 646-7661

EXECUTIVE SECRETARY
Short/long term assignments. Temp to perm. Call 464-7078
ETD Temporary Service

EXECUTIVE SECRETARY

Top notch, well organized self starter with good skills, immediate opening - Old Redford area. Executive environment. Detailed & diversified skills are essential. Superior typing, organizational & communication skills are a must. Type 45 wpm. Accurate thorough, free to travel and work independently as well as confidentially send resume & salary requirements to Personnel Director, P.O. Box 19346, Detroit Mich 48219

FILE CLERK

A leading Health Care company, located in a Northwest Suburb, has an immediate position available for a File Clerk.

The successful candidate will be responsible for an in-office support for our sales team. Must have good typing skills, maintaining file system, organizing materials, filing and performing general clerical duties.

We offer a pleasant work environment, competitive salary and excellent benefits. To apply please send your resume to

BOX 676
Observer & Eccentric Newspapers
36251 SCHOOLCRAFT RD
LIVONIA, MI 48150
An Equal Opportunity Employer

FILE CLERK

Full time needed at Corporate Office for quality team. Must have good typing ability and knowledge of calculator and typewriter. Excellent benefits. 644-5300 ext 351
Erb LUMBER CO.
An Equal Opportunity Employer

EXECUTIVE ASSISTANT for Media Rep Firm. Must be a self starting professional with experience supporting upper management. Candidate must possess exceptional word processing skills, shorthand ability, excellent grammar skills & professional phone manner. Please send resume with salary requirements to: Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE ASSISTANT/ EXECUTIVE SECRETARY
$21,000 FEE PAID

Be the right hand to two executives - coordinate their schedule, make travel arrangements and work with their clients. Word processing is needed, shorthand very helpful. Benefits, variety and new position. Call Mark at 645-5300
SNELLING & SNELLING OF TROY

One of the six high level positions currently available.

EXECUTIVE SECRETARY - Experienced. Requires excellent English & typing skills. Must be self starter & late legal helpful. Reply Director of Personnel, 29543 Southfield Rd. Ste 200, Southfield, MI 48076

FALL OPENINGS
Tellers $8.82/hour. Receptionist $7/hour. Administrative Assistant up to $19,000. Flexible Contracts! Must be residents call S.E.T. 354-9167

FARMINGTON HILLS State Farm Agency is looking for a Customer Service Rep. Office experience preferred. Apply at 31500 Grand River, Farmington

FILE CLERK/ENTRY LEVEL
LEGAL SECRETARY
Small Bloomfield Hills law firm has immediate opening for individual to perform clerical duties including filing, copying, faxing, mail, errands or background necessary. Good opportunity for advancement.
258-8020

FILE CLERK
Light typing. Full time in Plymouth. Entry level position. Call Sandy 455-8120

FULL TIME entry level position available for self starting organized person. General office skills required. Some phone work. Full benefit package available for the right individual. Livonia Call Mary Barber between 8am-4pm at 261-2100

GENERAL OFFICE

Detroit location full time position. Typing 10 key and light bookkeeping skills required
Call 344-3030

GENERAL OFFICE
Light bookkeeping. Experienced. 2 full days weekly. Property Management firm in Southfield 352-2250

GENERAL OFFICE CLERICAL
PC experience a plus
Livonia area
Call 10AM-3PM 478-9311

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IBM-PC Microsoft Word and Lotus word processor, 45 to 50 words p/m. Call Gary at UNIFORCE 646-7661

GREAT LAKES DESIGN SUPPLIES Has an opening for an in-house sales person. The person must work on the sales order desk receiving orders from customers (No Soliciting) and help in our retail store. A knowledge of art supplies is helpful but not necessary. Interviewing this week. Please call 1435 Cranbrook Ct., Livonia. 464-8 Farmington

$$$ HOLIDAY DOLLARS $$$
WORD PROCESSORS
NEEDED IMMEDIATELY-

Now accepting applications for
Macintosh
Word Perfect
Word Star
Wang
CPT
Lotus

Receptionists/Switchboard
Data Entry Operators
Typists
Clerks
Legal Medical Transcribers
Temp Word
Secretaries

CASH BONUS
TEMP MED TUNE-UP
HOLIDAY PAY OVERTIME PAY

Livonia 464-2100
Southfield 352-1300

SNELLING TEMPORARIES
NEVER A FEE

GOLDEN OPPORTUNITIES
ALL FEES PAID

• IBM System 34 or 36 $19,000
• Office Assistant $13,000
• Legal Secretary $23,000
• Clerical $16,000
• Secretary $18,000
• Insurance Secretary $18,000

Want more money, better benefits, more responsibility, more potential? Look no further, we have more full time openings than applicants. Typing 40 wpm and 5 years Short-hand. Pleasant memory. IBM Experience helpful.
SNELLING & SNELLING
FARMINGTON HILLS

IMMEDIATE FULL & part time positions available. Candidates will enjoy a challenging position with data entry of medical bills. Medical terminology, medical billing & CPT-4 coding experience helpful. Send resume to Personnel Director, 28000 Dequindre Central Park Blvd. Suite 500, Southfield MI 48076

INDEPENDENT insurance adjusting company seeking dependable self-starter who can type 55 p.w.p.m. Dictaphone experience and computer knowledge helpful. Additional duties will include postal, backup mail distribution. Send resume and salary requirements to: 17177 N Laurel Park Dr., Suite 333 Livonia, MI 48152
An Equal Opportunity Employer

INSURANCE AGENCY is seeking an energetic, self-motivated individual who enjoys problem solving. Typing 50 wpm required. If you want a challenging position and are looking for a friendly, professional, non-smoking environment. Please call 352-8626

JOB FAIR
Word Processing/
Secretarial
And Technical

Tuesday, November 6
10am-7pm

AT THE SOUTHFIELD HOLIDAY INN
26555 Telegraph
Southfield, MI

Experienced applicants only are call for an appointment, or just stop by! Come prepared to yourself to a higher every opportunity!

Conducting interviews for all technical and clerical positions including:

Technicians Word Processors
Quality Control Engineers Typists
Designers Secretaries
Administrative Assistants
Switchboard Operators

WE PUT EXPERIENCE TO WORK

ENTECH SERVICES, INC.
336-8888

LEGAL PERSONNEL SECRETARIES

Salaries to $25,000 plus bonuses. Medical prescription, dental optical. We disabled person profit sharing 401K. 2-3 weeks vacation dependent coverage, tuition reimbursement and paid parking.

Full time permanent positions in Downtown Detroit, Southfield, Birmingham, Bloomfield Hills and Troy that offer long term security, professional environment and permanent ethical supportive management.

Call 8 a.m. to 9 p.m. seven days a week. Weekend and evening appointments available.

ALL FEES COMPANY PAID
676-1919
EXEC TECH CORPORATION

LEGAL SECRETARY - Trainee for non smoking law firm in Troy. Must have 1 to 2 yrs general legal experience skills necessary, high school graduate with high academic credentials. Call Barb 641-7800

LEGAL SECRETARY TO $25,000

Farmington medical manufacturer of surgical supplies seeks a legal secretary with litigation and patent experience. Excellent benefits. Free paid parking. Call 737-1776.
SNELLING & SNELLING

MEDICAL RECORDS CLERKS

Contingent positions are currently available in our Medical Records Services in Southfield as we plan our New Center facility. Jobs need to be filled within the next month.

Qualifications include high school graduate, good typing skills, ability to follow directions, ability to work independently, related clerical experience.

Qualified candidates will receive competitive salary and benefits. Please apply in person at time of application:

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI 48075
An Equal Opportunity Employer

INSURANCE CSR Experience in personal lines. Full time
Farmington Area
Call 474-6934

INSURANCE SECRETARY TO $18,000

Front desk position with people contact and word processing. Enjoy friendly observers in new surroundings. Call 353-2090
SNELLING & SNELLING

BUSY Farmington Hills litigation practice seeks full/part Legal Secretary with minimum of 3 years experience. Excellent growth potential. Salary negotiable. Call 737-4747

LEGAL RECEPTIONIST-Full time position demands professional and mature individual. Experience required. Excellent telephone, organizational and public relations skills. Some typing. Salary commensurate. Call 569-8200

LEGAL SECRETARY for Southfield Personal Injury Firm. 2 to 3 yrs experience required. Contact Mrs. Haven Mon-Fri 10 a.m. 552-8500

LEGAL SECRETARY
Some experience. 5 Days a Week. Short hand. Pleasant memory. IBM Experience helpful. 569-3700

LEGAL SECRETARY/Assistant. Plymouth. Friendly manner, experience must be organized. Light legal, Call & Client Contact 459-9844

LEGAL SECRETARY for Troy law firm. Word processing & CPA's helpful. Legal background preferred. Salary commensurate. Resume Secretarial Committee, P.O. Box 95464 Troy, MI 48084-3327

LEGAL SECRETARY - Trainee. Some experience required. Word Perfect. Call Gerbrandt & Rogers

LEGAL SECRETARY for general practice law firm. Computer skills & knowledge helpful. Lotus, Word Fit. Southfield. Call 557-4422

LEGAL SECRETARY
Part Time Friday, Saturday, workers compensation. Practice for South Lyon area. Word processing. Call early, generous only 354-0835

LEGAL SECRETARY
One year minimum legal experience preferred. Word Perfect 5.1. Submit resume to: Legal Secretary, 29566 Farmington Rd., Salary commensurate with experience
Starting Date 522-3556

LEGAL SECRETARY
Must have experience, grammar, typing, 55 wpm, Word Perfect, Lotus, phone skills. Advancement opportunity. Southfield area. Call Ms. Kennedy 352-2646. Send resume to: Secretary, P.O. Box 2000, Southfield, MI 48076

LEGAL SECRETARY
Immediate opening, large Bloomfield Hills law firm. Minimum 3 years required experience in municipal law & litigation helpful. Word perfect 5.1 preferred. Salary commensurate with qualified applicants. Message forward resume to: Carol Ann Wilson, Dept. O&E, Box 19000, Detroit, MI 48219. 100 Bloomfield Hills Parkway, Suite 100, Bloomfield Hills, MI 48304

LEGAL SECRETARY
Variety of legal assistant duties available with several practitioners. Law firm experience and/or experience required in litigation, real estate. Must have outstanding skills. Extremely generous benefit package. Send resume to: Arthur Thomas Executive Office, 1000 Maccabees Center, Suite 2333, Southfield, MI 48075. or call 355-4148

LEGAL SECRETARY TO $25,000

Farmington medical manufacturer of surgical supplies seeks a legal secretary with litigation and patent experience. Excellent benefits. Free paid parking. Call 737-1776.
SNELLING & SNELLING

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Qualified candidates will receive competitive salary and benefits. Please apply in person at time of application:

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI 48075
An Equal Opportunity Employer

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION

105 Hauling

FOR A LOAD OFF YOUR MIND
Call Take-Away Trash Service
334-2379 or 532-1247
We specialize in 1 time pick-ups, prompt service, free est. Residential - Birmingham - Bloomfield areas

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