502 Help Wanted Dental-Medical

RECEPTIONIST for doctor's office, Weekend area. Experienced Medical Assistant with receptionist skills or Medical Assistant willing to work as Receptionist. Must be able to work some evenings, weekends and holidays. Full and part time positions available. Do no apply unless you meet above requirements. Please call Mrs. Weber at 282-5858 Ex.18

RECEPTIONIST - PART TIME for OBGYN office. Farmington & Maple area. Computer experience necessary.

RECEPTIONISTS
Prestigious practice in beautiful new building, needs polished professionals for front desk. If you pride yourself on excellence, thrive in a busy environment, feel are unappreciated, come talk to us. Must have medical background. Excellent benefits submitted to: Mrs Rosemary Hodges, Executive Assistant to the President, Lawrence Technological University, 21000 W. 10 Mile Rd., Southfield, MI 48075 356-0200, ext 2010

OUR PROGRESSIVE rapidly expanding Western Wayne County manufacturing group, is seeking a part time accounts payable/payroll clerk. Competitive compensation awaits the conscientious individual with a minimum of 2 years experience in accounts payable & clerical functions. Payroll experience a plus. Please forward your resume & salary history to Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS
- Wordprocessor
- Data Entry Operators
- Executive & Legal Secretaries
- Receptionist/Clerks
- Telemarketers with minimum 2 yrs. experience

DYNAMIC PEOPLE
Livonia area 464-8500

ACCEPTING APPLICATIONS
For word processors and general office help. Top pay. Temp/Med Insurance. Over-time pay. Paid Holidays. Call for details.
SNELLING TEMPORARIES
Livonia Southfield
464-2100 352-1300
NEVER A FEE

ACCOUNTING CLERK
An Insurance Agency in Livonia is seeking an entry-level Accounting Clerk with 6 month clerical experience. Candidate must have an aptitude for figures & detail work and type 35 words accurately. 10 key experience helpful. Excellent benefit package. Apply Mon-Fri, 8:30am to 4pm to Alert to resume to:
CUNA Mutual Insurance Group
Human Resources & Benefits
28333 Telegraph Road
Southfield, MI 48034

ACCOUNTING CLERK
National Company looking for an Accounting Clerk with experience in collections. Competitive wages & full benefits. Please submit resume to:
NATIONAL GUARDIAN SECURITY SERVICES, CORP.
ATTN DISTRICT MANAGER
30422 Northwestern Hwy.
Livonia, MI 48150
Or call 313-932-7404

Equal Opportunity Employer M/F

ACCOUNTS PAYABLE CLERK
Growing Mail Order Company has position for Accounts Payable Clerk. Responsibilities include general A/P duties on a PC, knowledge of Accpac Bpi plus 2yrs. bookkeeping exp. Send resume to: Personnel Manager, 20300 Civic Center Drive, Suite 205, Southfield, MI. 48076

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening in its Accounting Department for an Accounts Payable Clerk. Successful candidates must be able to type a minimum of 50 wpm, and possess data entry skills. A minimum of two years office experience is preferred. Interested candidates should send a resume to:
Personnel Department
DOUGLAS & LOMASON COMPANY
24000 Industrial Park Drive
Farmington Hills, MI 48331

An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
for a small supply company in Plymouth. Knowledge of accounts payable/receivable. Data entry experience helpful. Computer background, typing. Full/part time. $6 an hour plus benefits. Call 356-1997

ACCOUNTS PAYABLE
Computer entry/experienced. Detail, neat and willing to work with a high volume paper flow. Excellent benefits and wages. Send resume and salary requirements to:
Office Manager, 18101 Deer St., Plymouth 48170-8006

ACCOUNTS PAYABLE CLERK
Wanted for Auto Dealer. Must be familiar with office procedures, experience preferred. Apply in person:
ERHARD BMW
40650 MAPLE ROAD
At Telegraph
Birmingham

ACCOUNTS PAYABLE CLERK
needed for temporary position in metro Detroit area. Computer skills a must, LOTUS a plus.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
Agency 354-2410 Fee Paid

ACCOUNTS RECEIVABLE/BILLING CLERK
A detail oriented, punctual person is needed to prepare computerized invoices and statements, enter data, post activities and do general clerical procedures. Please send resume and salary requirements to Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
- ENTHUSIASTIC
- ORGANIZED
- FRIENDLY
- DETERMINED

Important position - Assistant to Director - for vigorous career-oriented person who'll "wear many hats". B.E. Property Mgmt. experience a big plus. Send resume to P.O. Box 493, Lathrup Village, MI 48076

ADMINISTRATIVE ASSISTANT for leading international auto manufacturer. Excellent secretarial skills & word processing. Computerized operations. To $23,000/year. Call Mrs. Stamp UNIFORCE 357-0644

ADMINISTRATIVE ASSISTANT
Part time, 25-30 hours per week to 240 room hotel. Regular office skills required including knowledge of computers. Application available at front desk. No phone calls please.
Embassy Suites Hotel
19525 Victor Parkway, Livonia
Off I-275 & 7 Mile Rd.

ADMINISTRATIVE ASSISTANT
Sentry Machinery has an opening for an Administrative Assistant to be responsible for bookkeeping, inventory, shipping/ receiving & general office duties including wordprocessing. Salary + benefits to the right individual
Send resume to
Sentry Machinery, Inc.
32539 Schoolcraft
Livonia, MI. 48150
No Phone calls please.

ADMINISTRATIVE ASSISTANT
MAX & ERMA'S, Livonia's hot spot, is looking for a sharp, detail-oriented individual to fill our part time Administrative Assistant position. Required: accounting & computer experience helpful but not necessary. Will train the right person. Position involves days and some weekends.
APPLY IN PERSON
Mon.-Fri. at 37714 W 8 Mile, Lower Park Place (next to Jacobsons)

ASSISTANT BOOKKEEPER with good benefits. Interested in seeing Only experienced need apply.
Call 9am-4:30pm weekdays
425-0140

502 Help Wanted Dental-Medical

RN's - $20/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift, $19.00 per hour to $20.00. For details, call Mrs. Mancuso or Mrs. Scottoch, 661-1800

504 Help Wanted Office-Clerical

ACADEMIC SECRETARY - college of Architecture & Design. Full time secretarial position to provide support to assistant deans in the colleges of architecture & design. Diversified responsibilities in an academic setting. Excellent word processing and communication skills required. Resumes should be submitted to: Mrs Rosemary Hodges, Executive Assistant to the President, Lawrence Technological University, 21000 W. 10 Mile Rd., Southfield, MI 48075 356-0200, ext 2010

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Livonia area 464-8500

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Farmington Hills, MI 48331

An Equal Opportunity Employer

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40650 MAPLE ROAD
At Telegraph
Birmingham

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needed for temporary position in metro Detroit area. Computer skills a must, LOTUS a plus.
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- ENTHUSIASTIC
- ORGANIZED
- FRIENDLY
- DETERMINED

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ASSISTANT BOOKKEEPER with good benefits. Interested in seeing Only experienced need apply.
Call 9am-4:30pm weekdays
425-0140

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK with property management experience. Skyline knowledge helpful. Must be detail oriented and self-motivated. Resume with salary requirements to: Skyline Management, Box 2480, Farmington Hills, MI. 48334

ADMINISTRATIVE ASSISTANT for townhouse condominiums. Peoplepleasing attitude required. Must be good with people. Send resume to: Mrs. Tebbe, 34850 Fountain Blvd., Westland, MI 48185

ADMINISTRATIVE OFFICE CLERK - part time for large development & apartment property. Non smoking fast paced office located in Troy. Must be flexible Mon. - Fri., 8?7hr. Send resume to 2400 Dorchester, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
We are one of Southeast Michigan's largest local accounting firms looking for an Administrative Assistant for our 50 person office. The applicant should have the following qualifications: 3 years administrative experience, accounting types & organizational skills, shorthand & typing skills are preferred. Salary commensurate with experience. Qualified candidates should send resume to: Personnel Dept., MSW, 28580 Orchard Lake Rd., Ste. 200, Farmington Hills, MI. 48334

ADMINISTRATIVE SECRETARY
Amicare Home Healthcare is seeking a qualified individual for the position of administrative secretary.

The successful candidate will provide clerical support for the Director of MIS, Director of Continuity of Care, and Director of Reimbursement and Accounts Receivable.

An Associate's degree in secretarial science or a minimum of two years of a Baccalaureate program in business administration required. Two years secretarial experience and a demonstrated word processing skills, typing and transcriptional skill of 70WPM also required.

Amicare offers a competitive salary and an outstanding benefits package to match your skills. To apply, send resume to Human Resources Manager, Amicare Home Healthcare, 34600 Lyndon, Suite Ru, Farmington Hills, MI. 48331. Achieving Workforce Diversity through Affirmative Action Equal Opportunity Employer.

AGA Services
NEEDS
Clerical Personnel
- Secretaries
  PC experience helpful
- Receptionists
- Typists
  45+ WPM
- Word Processors
- All Software
- Data Entry
  Apply Mon.-Fri., 9-12 or 1-4
  23077 Greenfield, Suite 162
  Southfield, MI 48075
  313-532-8225

ASSISTANT DATA ENTRY SUPERVISOR
Immediate opening in Livonia. Duties include input information, data entry, quality control and the supervision thereof. This position requires strong attention shift, from 3:30-Midnight. Minimum 2 years PC knowledge. 3 hours otherwise, days and somewhat flexible. Good hourly rate. Successful supervision in a data entry environment and typing speed of 55 wpm required. For an appointment call 525-4774

ASSISTANT PAYROLL position. Must have computer experience and knowledge of reporting requirements for Workmen's Comp, Union fringe benefits and MESC. Send resume to: P.O. Box 6070, Wixom, MI 48393-6070.

An Equal Opportunity Employer

ASSISTANT. Some computer skills preferred, good with people, able to work individually. Send resume to Patricia Avery, 29350 Southfield Rd Suite 42, Southfield MI 48076

AUTO DEALER
Needs Clerical Help for rental & body shop department. Full time position. Excellent benefits. Contact Tim Delacorte at Bob Jeanette Pontiac GMC, 14949 Sheldon Road, Plymouth, 453-7500

AUTO DEALERSHIP
Immediate openings for auto biller & accounts receivable clerk. Must have some office-auto dealership experience. Please apply. Joe Pecan Chevrolet, Southfield, 355-1000

AUTOMOTIVE OPPORTUNITIES
- Clerical -
Several exciting and challenging opportunities exist for top-notch clerical and administrative personnel. Word processing skills available working on-site at major automotive firms and supplier companies.

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

Long and short term - assignments available in areas including Ann Arbor, Detroit, Livonia, Plymouth, Troy, and Ypsilanti. Generous wages/benefits. Please call:
TECHNICAL ENGINEERING CONSULTANTS INC
313-463-3900
313-244-8870
313-483-4218 (Fax)
Ask for: Lisa Reed

BIRMINGHAM LAW FIRM - fast paced, needs full time mail clerk. Computer user friendly experience required. Must be an enthusiastic team player! Call ask for V.T.
645-2440

BOOKKEEPER
Bookkeeper thru trial balance. Responsible header. Accounting degree, sales tax. Experience required. Southfield area. Excellent benefits. Salary commensurate. Call Mrs. Stamp Fringes. 350-2900

BOOKKEEPER
Experienced bookkeeper, cash management, good salary & benefits. Send resume to: Manager, 40030 Grand River, Novi, MI. 48375

BOOKKEEPER - FULL CHARGE
Part time. Must have experience in general ledger, computerized accounting systems thru trial balance. Send resume to: Controller, PO Box #1574, Troy, MI 48099

BOOKKEEPER - Must be experienced with computerized accounting through trial balance. Must be experienced with accounts payable, accounts receivable, payroll, billing and purchasing. Ability to use System 36 computer, Lotus 1-2-3, typewriter and 10 key adding machine. Send resume to: B. Harrison, 23800 West 10 Mile Road, Suite 220, Southfield, MI 48034.

BOOKKEEPER
Part time, to work along with accounting firm. Duties include accounts Payable/Receivable, bank, month end journals, financial statements. Computer experience a must! Send resume to: 1421 Goldsmith, Plymouth, MI. 48170.

BOOKKEEPERS' BONANZA
We are seeking for four candidates with computerized bookkeeping background. Please include full charge, commercial property or construction industry experience. Excellent growth potential for each position. Call Sherri at:
OFFICE MATES 5
769-1720
No fees or contracts.

CAREER OPPORTUNITY
Southfield office needs individual who can produce high volume detailed work with minimal days-to day supervision (a self motivator). Super nice math & communicative skills a must. Requires computer & legal background. Excellent benefits & competitive salary. Please send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER - FULL TIME needed with experience in inventory, accounts payable and data entry. Must be a self motivated detail oriented individual with good accounting. Please send resume to: Cesa Corporation, 27 Horizon Street, Plymouth, MI 48170, Attention Personnel

BOOKKEEPER
Full Charge
Permanent position in northern suburbs for bookkeeper through financial statements. Ideal candidate likes people & is willing to accept responsibility. Send resume, computer, light typing skills required. Salary to mid $20's
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

BOOKKEEPER. Experienced, for computerized office. Salary commensurate with ability. Good benefits. Please call Dawn 941-9300

CAPABLE, RELIABLE
Small office, 30 hours full-time then part-time. Inquire, 9-5pm, 113 E. Dunlap, Northville.

CASHIER
We are seeking an individual for a part time position in our accounting department. Responsibilities will include data entry to our on-line system of accounts receivable, cash receipts entries on cash transaction journal vouchers. Candidate must be proficient in the operation of a calculator & CRT. Good math aptitude a must. Cashiering & bank deposit reconciliation experience a plus. Individual will work Mon.-Fri. from 7:30am - 4pm from the first week of September until change out date (approximate 12-14 days per month). We offer competitive salary. Applicants should apply Mon.-Fri., 8am-4pm.
HUMAN RESOURCES
MORTGAGE CORPORATION
27555 FARMINGTON RD.
FARMINGTON HILLS, MI 48334
Equal Opportunity Employer M/F/H

CASH RECEIPTS CLERK
National Wholesale Company, located in Taylor, Michigan, needs full time entry level person to run our Cash Receipts Dept. Please send resume to: 20255 Goddard Rd., Taylor, MI 48180

CLERICAL
- Accounting
- Central Typist
- Secretaries
- Support Service Clerks

Immediate Positions 539-0200

CLERICAL ASSISTANT, 20 to 40 hrs. per week. Applications taken at Marketing Force, 1217 Northville Dr. Rochester Hills, 1st light S. of M-59 on Crooks.

Clerical
CLAIM SUPPORT SPECIALIST
Southfield claim office of CITIZENS INSURANCE COMPANY OF AMERICA is seeking qualified person to provide support for our switchboard duties. Strong Human relation and communication skills necessary. 2 years clerical experience. Light typing. High school graduate or equivalent required.
Citizens offers an excellent benefit package and competitive salaries. Send resume and salary requirements in confidence to:
Citizens Insurance Company of America
Attn. Helen Lipsky
Manager
Horizon Heritage Plaza
24902 Northwestern Hwy.
Suite 101
P.O. Box 5122
Southfield, MI 48086-5122

Equal Opportunity Employer

CLERICAL
Entry level position. Great opportunity for firm's Text Order Program. Duties include preparing forms & competitive letters, filing, placing phone orders and maintaining records. Excellent typing (45wpm) & telephone skills required. Word processing experience helpful. Pleasant office & clerical/clerical shop experience. Seeking individuals with a team attitude & the ability to establish priorities & meet deadlines. Send resume to:
CLERICAL
P.O. BOX 7227
SOUTHFIELD, MI 48037

CLERICAL/full time. One person office. Duties include data entry, knowledge of computers, news letters & typing. Send to: Attn: Personnel, 29566 Northwestern Hwy., Suite 350, Farmington Hills, MI 48334

CLERICAL
ST. PAUL INSURANCE CO
Immediate openings for a clerical individual to provide clerical support to our Real Estate Department. Administrative Department.
Clerical responsibilities include processing incoming and outgoing office mail, maintain computerized inventory system for office forms and supplies and provide typing, filing and other clerical assistance to our busy Human Resources Dept. Typing skills required & a must. Previous experience with data entry and word processing programs (specifically Word Perfect and Lotus) helpful, physically able to lift and move boxes of materials weighing 15-20 pounds. Ability to occasionally could weigh up to 50 pounds.
Excellent opportunity to join large insurance company. Very top pay, paid vacation in the first year, top benefits benefit package and much more. Please forward resume in confidence to
Sue Martinez
St. PAUL INSURANCE CO
2000 Millstone
Troy, Michigan 48007
Equal Opportunity Employer M/F

CLERK/RECEPTIONIST
The Plastic Container Division of Schlumberger Limited, Inc. a leading US supplier of high-quality soft drink bottles, currently has an opportunity available for a Clerk/Receptionist at our Novi location.
We're seeking an enthusiastic, mature individual for our new phone and client calls. You will greet visitors and perform other clerical duties. The qualified persons will possess: prior clerical experience, excellent communication skills, and a working knowledge of word processing and Lotus software.
A comprehensive benefit program plus a commitment to employee involvement add to the advantages of being a Fortune 200 company with worldwide facilities interested applicants please send resumes to:
Johnson Controls, Inc.
43100 Grand River Ave.
Novi, MI 48375
No phone calls please.
We are an Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK/TYPIST
HUMAN RESOURCES
Human Resources Department division of major corporation has opening for 6 months experience, top organizational skills, and 60 wpm typing skills. Pleasant personality. Call Arthur Thomas Executive Search 355-4140

Come On-Line With Kelly
We have long term assignments in Livonia on the day shift for Key Punch Operators EXPERIENCED with the data entry or keypunch (1,2,3 at top). Must have 12,000 KPH +.
All positions need RECENT experience. Call today for details.
Livonia 522-4020
I-96 Offcenter
33133 Schoolcraft
KELLY Temporary Services
Equal Opportunity Employer M/F/H

COMPUTER Manufacturer needs administrative secretary WordPerfect 5.1 and Lotus. Up to $10/hr. Call Sheila
UNIFORCE 473-2931

COMPUTER OPERATOR
IBM PC, knowledge of DOS, QWK, 123, DataEase preferred. Some entry. No extensive programming skills required. Send resume to: Pamela Avery, 29350 Southfield Rd. Suite 42, Southfield MI 48076

CONTACT LENS RECEPTIONIST - Southfield, Troy, Farmington City or Warren areas. Earn $5-$6 per hr. Optical appearance required. Full or part time. 879-5854

COPIER SALES
$30-$50,000 FIRST YR.
PLUS GENEROUS CAR ALLOWANCE
Fee paid by company. 1 or more years copier sales experience a must. Fortune 500 company. Call 644-4000.
SNELLING PERSONNEL SERVICES

COURIER needed for growing Real Estate & Property Insurance Firm in Troy. Vehicle provided. For more information & salary requirements call Roseanna. 362-7384

CUSTOMER SERVICE REPS
Excellent salaries, benefit program, no experience needed.
1-800-874-4394

CUSTOMER SERVICE - Troy, Manufacturing. Order Processing, Accounting, computer & detail experience. $16K range. Paid benefits. No fee.
B. HAMIL PERSONNEL
424-8470

CUSTOMER SERVICE
A nice opportunity with a great company! Customer service & order desk experience needed here $17,000. Call Sharon 464-0906
SNELLING PERSONNEL SERVICES

CUSTOMER SERVICE-Sales Office 5 years experience, general ledger, LOTUS, Word Perfect, WordPerfect required. Typing minimum 65wpm accurate. Salary $20K + perks + benefits plus. Must be team player. Send resume to: 22765 Heath Dr., Novi, MI 48375. 349-3320

DATA ENTRY/CLERICAL
Big Beaver and Coolidge area. Resume and salary requirement to P.O. Box 1321, Troy, MI., 48099

DATA ENTRY CLERK
Data Entry Clerk needed for Troy (3 to 7pm) for Redford Physical Therapy clinic. Must type 45 wpm and enjoy working with people. Bring resume or mail to 5810 Beech Daly, Redford 48239

DATA ENTRY CLERKS
Several opening for experienced Data Entry Clerks. Must have good typing skills. Must be good at typing. Some jobs may require answering phones.
ARBOR TEMPS 459-1166

DATA ENTRY OPERATOR. 9,000 key strokes for growing Southfield insurance firm. 55/hour Call Sandy UNIFORCE 357-0036

DATA ENTRY PERSON needed full time for Plymouth area pet supply store. Must be a mature, organized person with computer experience. Experience necessary. For appointment, call Jeanne 459-0361

EMPLOYMENT COUNSELLOR
Career opportunity available for self-motivated, dynamic individuals with a proven track record of placing new clients in the service sector. Salary + commission + benefits. Several positions available in our office if you are sales minded and want to be successful. Call us today, 851-3660
SHELLPO PERSONNEL SERVICES
FARMINGTON HILLS

ENTRY-LEVEL Accounting & General Clerical positions available in fast paced office environment. Computer literacy & experience is preferred. Please send resume & cover letter with salary requirements to: Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCELLENT OPPORTUNITY. For a part-time individual, with word perfect, and staff typing experience, for a small Southfield EPA firm 2 yrs. minimum experience. Call 855-4900

EXECUTIVE SECRETARY
Bloomfield Hills area. Small office environment. Must be self motivated, hard helpful but not necessary. Send resume to Karol Deford, 2883 West Central, Toledo, Ohio 43617

EXECUTIVE SECRETARY
Top executive of this suburban employer needs a person with your top notch skills to assist him daily!! Call Tom now at 464-0900
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
COMMUNITY RELATIONS
Michigan based corporation seeks professional secretary with outstanding skills to assist Director of Community Relations. Duties include: Public Relations, Marketing, Advertising and dependent coverage. Call Arthur Thomas Executive Search, 355-4140

EXECUTIVE SECRETARY
Our corporate client in Troy seeks a proven detailed firm oriented type executive. Word processing & shorthand skills required. Excellent benefits package. Send resume or call
DIVERSIFIED RECRUITERS CO
27750 Novi Road, Suite 104
Novi, MI 48377-3421
All Fees Co Paid 344-6700

EXPERIENCED Bookkeeper for Real Estate Office in Farmington Hills. Ask for Ann 851-8700

FAST PACED Birmingham law firm needs quick message-to-do data entry/mail clerk. Experience needed. Excellent benefits Call Steve Muller 645-2440

FORTUNE 500 digit and data entry executive secretary with DW 4. Up to $20,000/year. Call Mrs Smith UNIFORCE 646-8500

GENERAL OFFICE
Mature person needed on a permanent part time basis to assist with a variety of office duties including typing, phones, & data entry. Must be a good typist and have a pleasant phone voice. Non-smoking Bloomfield Hills office.
Call Ann 647-2251

GENERAL OFFICE
Romulus - 3 minutes from Detroit Metro Airport. Duties include: Light typing, filing, receivables & payables, etc. Some driving required & paid vacation after 1 year. Medical hospitalization after 90 days. Good starting salary with room for increases. Please send short resume & title about your self & job experience, telephone number and times you can be reached to:
Belleville Post Office
PO Box 864
Belleville, MI 48112

504 Help Wanted Office-Clerical

FRONT DESK SECRETARY
Farmington Hills based advertising company. Word processing skills required. Will train. Excellent telephone skills. Benefits. Salary $15,000
Call Barry Harrison
CABLE MEDIA CORPORATION
661-5530

FULL AND PART TIME POSITIONS Available. Livonia based insurance company has an opening for a full time administrative secretary. The ideal candidate will have 5 years experience, possess excellent written and verbal skills and have IBM or Macintosh experience. Part time receptionist with good communication skills also needed. Please forward resume and salary requirements to:
Asset Funding Corp
33850 Plymouth Rd.
Livonia, MI 48150
Attention: Mary

FULL CHARGE
PEACHTREE BOOKKEEPER
Diversified operations needs experienced Individual in Accounts Payable, Receivable, Inventory and General Ledger thru Financial Statements. PEACHTREE experience required and both Lotus 123 experience a plus. Salary commensurate with experience. Send resume to Box 384 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME SECRETARIAL Position as assistant to director of medical department. Must be adept at solution with good writing skills. Send resume to: P.O. Box 794, Bloomfield Hills, MI 48303 or call 646-3681

GENERAL OFFICE position available. Duties include responsibilities for motivated individual. 8:30-5pm, Mon-Fri. Call Ann Arbor 662-7384

GENERAL SECRETARY
$18,500
Variety + an independable position. Assist the controller doing accounts payable, accounts receivable & general computer work. Computer experience & good typing ability required.
Call Bernice 464-0909

GENERAL
SNELLING
PERSONNEL SERVICES

IMMEDIATE OPENING for the right person! Requirements: people oriented, telephone experience and clerical skills. Call Erin Walsh for an interview at 356-7111

INSURANCE - Permanent Part time position for three CSR, for Bloomfield Hills agency. Experience necessary. Leave message 333-8533

INSURANCE
RECEPTIONIST/
PERSONAL LINES CSR
for Farmington Hills commercial agency. Insurance background required. Salary commensurate with experience. Send resume to:
P. O. Box 5139, Farmington Hills, MI 48333

INTERNATIONAL SECRETARY
Challenging position in Livonia requires Administrative Support. Typing 60, experience with Multimate, Lotus a must & some foreign language skills preferred. Start at $21,000 with excellent benefits. Company paid fee.
#1 PERSONNEL PLACE
374-1230

JULY OPPORTUNITIES
2904. SECRETARY - SHORTHAND. Corporate office, word processing & dictation skills.
2863 ASSISTANT SECRETARY. Word processing, excellent typing, fast paced office.
2905 LEGAL SECRETARY. Good secretarial skills including word processing. Must have 3 years recent legal experience.
2907 ACCOUNTS RECEIVABLE. Minimum 2 years experience, salary based on experience. Call today.
2886 LEASING SECRETARY. WordPerfect with marketing & leasing background.
2908 COMMERCIAL LINES. Must have 3-5 years experience in commercial insurance CRS preferred.
Additional Positions Available
Excellent Opportunities Available
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Southfield: 552-9060
Livonia: 591-2221
Troy: 585-2720
An Equal Opportunity Employer

JUNIOR SECRETARY. Word Perfect 5.1 required. To 48 50/hr.
Call Barbara
UNIFORCE 646-8501

KEYPUNCH/
KEYPUNCH OPERATORS
Experience required Day and afternoon shifts available
Call Marge 474-1138

KEYPUNCH OPERATORS
We are accepting applications for keypunch positions in our Livonia Office. Please call for an appointment.
Call Ann
422-8002

LEGAL SECRETARY for 2 associates in Troy law firm. Hrs 8:30-5 Wordperfect 5 or Wordperfect 5.1 required. Call Office Manager 649-1330

LEGAL SECRETARY POSITION available for a medical malpractice Bloomfield Hills lawfirm. Must be familiar with the filing and filing of all types of pleadings, including Court of Claims. Salary DOE. Contact Jo Horne Butler, c/o 3883 Telegraph Rd. Ste 103, Bloomfield Hills, MI 48302 (313) 332-8300 recommended legal secretaries need apply.

LEGAL SECRETARY for Troy law firm. Experience in Probate, Estate and corporate. Dictaphone 3 years minimum experience. 643-7480

LEGAL SECRETARY/Receptionist. Part time, 25 hours/week. WordPerfect 5.0 a must. Busy Farmington Hills law office. Send resumes to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY/general practice. The successful candidate will work full time 2-4 years experience preferred, computer literate, word processing experience required. Must be able to work independently. Attractive Interpersonal skills required for immediate opening. Please forward resume to Carol, 2057 Orchard Lake Rd., Sylvan Lake, MI 48320

LEGAL SECRETARY. Established law firm seeks experienced legal secretary. Must have computer experience and knowledge of WordPerfect 5.1. Litigation experience helpful. Send resume & salary requirements to: Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
- SOUTHFIELD OFFENSE
  LITIGATION FIRM

GOOD BENEFITS & OUTSTANDING WORKING CONDITIONS. 354-6644

LEGAL SECRETARY experienced Troy Real estate law firm. Word processor to George Mugerian Esq. 755 W. Big Beaver, Ste 1112, Troy. 362-0608

LEGAL SECRETARY
Troy law firm seeks secretary experienced in general, corporate and litigation with WordPerfect 5.1. Salary DOE. Please send resume to: Office Manager, 901 W. Big Beaver Rd., Ste 200, Troy, MI. 48084

LEGAL SECRETARY
Full time, 2 years experience, typing 45/min., dictaphone, WordPerfect 4.2 experience required. Knowledge of bank procedures helpful. Small Birmingham office, salary based upon experience. Benefits. Please contact Ann 540-3340

LEGAL SECRETARY. Dependable, dedicated, litigation secretary, minimum 3 yrs. experience, needed by busy Troy law firm. WordPerfect 5.0 preferred. Pleasant office environment, enjoys responsibility. Pleasant office. Salary commensurate with experience 641-0500

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Small, general practice in Farmington. Full time. Experience & strong skills essential. Salary commensurate with experience & ability. Ask for Mr. Anderson. 476-5600

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. WordPerfect 5.1 required. Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY
for Southfield mid-sized defense law firm. Strong word processing and computer skills required. Excellent benefits. Call office manager 354-4400

LEGAL SECRETARY
Needed for very busy Birmingham estate planning practice. Min. 3 yrs. experience.
WordPerfect. Must be able to work well under pressure. 647-7900

LEGAL SECRETARY. Birmingham law firm seeks experienced legal secretary. Immediate opening for sharp individual with good WordPerfect skills. Litigation or real paced office. Call Jan 644-4433

LEGAL SECRETARY for Bingham Farms law office. Must have 3 yrs. experience in the area of domestic relations and operations. Salary, background, Salary, benefits and profit sharing. Call Ann Marie for further information. Please call our Administrator at 851-4111

LEGAL SECRETARY
LITIGATION/CORPORATE
Major firm seeks outstanding secretary with good background in litigation/corporate law. Exceptional skills required. Competitive Salary. Commensurate with experience. Excellent benefit package.
Call Arthur Thomas Executive Search,
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$22,000 TO $25,000
A long-established downtown law firm offers full benefits, great working conditions in a fast paced office to someone who has litigation experience. Call today! 962-7755
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LEGAL SECRETARY
$24,000
Rare opportunity with well known prestigious firm. Must possess skills in defense litigation experience qualifies. Excellent benefits package, plus profit share, opportunity to advance, excellent benefits. Call today! 962-8760.
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LIVONIA INSURANCE AGENCY
Seeks individuals with Insurance Position as Mail Clerk. Typing and Good Organizational skills required. Salary commensurate with experience. EOE. Send Resume to: Personnel Dept P.O. Box 2727, Livonia, 48151

Medical Transcriptionist
Henry Ford Health System is currently seeking a Medical Transcriptionist at its Plymouth Medical Center.
The successful candidate will have a high school diploma and the ability to type 55wpm. IBM-PC proficiency and medical terminology also required.
Qualified applicants should forward resume to:
HENRY FORD HEALTH SYSTEM
Employment Division, Dept. D9
600 Fisher Building
Detroit, MI 48202
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