EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPER PAYROLL

Permanent position with growing company in Farmington Hills. Strong payroll exp. also a strong G/L exp. required. Seeking dynamic, high energy individual with growth potential, salary to 20K.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

AGENCY FEE PAID

BOOKKEEPER
Progressive retail establishment seeking motivated individual to take charge of office & handle bookkeeping. Computer experience essential. Approx 30 hours. 647-5256

CAN'T FIND A JOB?
Work client in home with flexible hours! Immediate openings for the following skills:

WORD PROCESSORS
(ALL SOFTWARE)
RECEPTIONISTS
DATA ENTRY CLERKS

Top pay, Holiday Pay, Bonuses, Temp-Med Insurance.

LIVONIA, 464-2100
SOUTHFIELD, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

CLERICAL - Fast growing Hoyt firm needs clerical help, part time, flexible hours, 25-30 hrs per week. Resumes to: YSC Inc., 40400 Grand River, Ste H, Novi, MI 48375

CLERICAL POSITION - full time available. Excellent benefits package. Data entry position. Experience helpful but not necessary. Must be available nights & weekends. Please apply in person: Sam's Furniture, 29905 7 Mile Rd., Livonia.

CLERICAL POSITION
reporting to sales manager of computer dealer. Part time. Must administrative duties. Forward resume to: Business Products Inc. 23475 Northwestern Hwy., Southfield, MI 48075. Attention B Hughes.

CLERICAL
$2.857/yr + benefits
Call Today 657-1200
Fee $95.00 JNI Agency

COURT REPORTING
A PROFESSION

We are searching for a qualified person to record and transcribe legal deposition in the Metropolitan Detroit area. Stenocaptiva not required.

AS AN EMPLOYEE: You will receive comprehensive training, variety-filled work (half of which can be done in your home), excellent earning potential and the opportunity to become a State certified court reporter.

WE REQUIRE: A professional in appearance and action, typing skills of 75 + wpm, intelligence, self-discipline, ability to work full time and willingness to travel in a 90-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0448, between 9 and 5, October 7 - 11, or October 14, 15, 16.
NETWORK REPORTING CORP.
An Equal Opportunity Employer

CUSTOMER SERVICE SECRETARY
Full-time for busy sales office in Royal Oak. Must be mature, hard-working, responsible, with good office experience. Excellent phone skills necessary. Answer phones, expedite customer orders, maintain files and other duties as assigned. If qualified send resume to:
George Instrument Co., 4548 Delemere, Royal Oak, MI 48073
Or call Linda at: 280-1111

504 Help Wanted Office-Clerical

CLERICAL
- SECRETARIES
- WORD PROCESSORS
- RECEPTIONISTS
- GENERAL OFFICE CLERKS

Now hiring quality people for long and short term assignments. Call Ruth today for an appointment.

643-8590
EXPRESS SERVICES

CLERK/CLERICAL

WE'RE VALASSIS INSERTS, one of the nation's largest ease promotion companies and we're looking for talented individuals to fill the following positions:

- Order Entry Clerk
- Accounting Clerk
- Part-time Mailroom Clerk

We offer a competitive salary, full benefits, and the opportunity to grow with our progressive company. Send your resume to:

VALASSIS INSERTS
36111 Schoolcraft Rd.
Livonia, MI. 48150
Attn: Cristin Keller

An equal opportunity/drug testing employer

CLERK for Sales Department. Good telephone skills required. Salary $290 per week plus medical, other benefits & incentives. Call 543-2712

CLERK - Trustworthy individual with telephone answering and computer experience. Night shift only. Call 644-8352

COLLECTIONS ADMINISTRATOR

Needed immediately in the Troy area. Previous successful collections history required. Strong computer background with computer capabilities and the ability to effectively and tactfully communicate with client companies a must. If interested please call for an appointment.

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

COLLECTIONS
(PART-TIME)
We have immediate opportunities available for individuals looking for career oriented positions on a part-time basis. Good verbal and written communication skills are required. Previous telephone/collection and mortgage banking experience is a must in order to assist our customers with their delinquent accounts. Scheduled work hours will be:

Mon-Thurs and Sat.
9am-3pm
(Approx. 25 hours)

Additional hours may be required. Spanish speaking would be a plus. A starting salary of $8.33 plus a competitive benefit package are being offered. Qualified candidates should apply Mon-Fri 8am-4pm.

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

CUSTOMER SERVICE/GENERAL office. Full time. Fast-paced office. Variety. Entry level. Ambitious. Call between 10am-12pm only, 596-7840

CUSTOMER SERVICE REP
Livonia Insurance Office. Mature Customer Service. Background helpful. Full or part-time.
Hrs. 8-5pm. Call 478-7723

CUSTOMER SERVICE
Immediate opening for an upbeat high energy Customer Oriented Representative with one of Michigans largest distributors of office products. Must be dependable, motivated & have industry experience. Fast paced environment between phones & data entry. Please submit resume to: Business Resources Inc. 24443 Northwestern Hwy., Southfield Mi. 48075

504 Help Wanted Office-Clerical

COLLECTION & ACCOUNTS RECEIVABLE: Part time position, 3 days a week. Experience required. Pleasant setting in Birmingham/Southfield area. Mail resumes only to Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
TO $18,000
Major Troy area company seeks individual with heavy phone exp/pref. Call or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Road, Ste.108
Novi, MI 48377-3427
All Fees Co. Paid 344-6700

DATA ENTRY/BILLING CLERK
Needed for fast paced video distributor. Previous experience on basic four or typing experience a plus. Individual self-starter, pleasant personality and good customer service skills a must. $5.50/hr, with benefits. Apply in person at:
12900 Hamilton Ct., Livonia 48150.

DATA ENTRY CLERK - part time, 22½ hrs/wk. Send resume to USA Today, attention Leslie, PO Box 2306, Farmington Hills, MI 48333

DATA ENTRY CLERK
Needed for W. Bloomfield office. Full time, salary and benefits commensurate with experience. Call Janet for appointment. 661-3571

DATA ENTRY CLERK - for industrial supply company located in Dearborn. Must have some data entry experience. Please call & ask for Valerie 584-5281

DATA ENTRY CLERK - part time position for small company located at 13/Telegraph. Successful candidate will be able to type 60 wpm & be self motivated & organized. Call Barb between 2-4pm. 642-5050

DATA ENTRY
Crawford & Company, a national claims management firm with excellent benefits is seeking an experienced Data Entry Clerk for M. Sentinel Medical Bill Review office. Will be trained for minimum 10 case keystrokes. Send resume to: Branch Manager, 24681 Northwestern Hwy., Suite 400, Southfield, MI. 48075.
Equal Opportunity Employer M/F

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed and accuracy. Full time day and afternoon shift positions available. Good pay, benefits and a solid teamwork atmosphere await qualified candidates. For more information please call: 261-8220

DATA ENTRY OPERATORS
2nd shift available, 3:30pm-Midnight. Plymouth area. Indefinite assignments. Minimum 8,000-9,000 keystrokes per hour. Call for our business interview. NORRELL SERVICES. 593-1481

DATA ENTRY - part time, Northland area firm has immediate opening. Flexible hours. Medical billing experience helpful. 569-0159

DATA ENTRY
Top notch typing skills and attention to detail and experience are needed for fast paced environment. to $7/hr. Call Doris today at UNIFORCE 357-0644

DATA ENTRY
Two shifts available in plush Plymouth firm. Some experience necessary. Call Darlene at UNIFORCE 473-2932

DISPLAYWRITE 4
International Southfield Fortune 500 firm. Full time. Fast-paced office. Variety. Entry level. Ambitious. Call between 10am-12pm only, 596-7840

CUSTOMER SERVICE REP
Livonia Insurance Office. Mature Customer Service. Background helpful. Full or part-time.
Hrs. 8-5pm. Call 478-7723

Excellent Opportunities
available
for Experienced

- Receptionists
- Typists
- Secretaries
- Word Processors

Long and short term assignments available. Call Debbie today for an appointment

ENTECH
SERVICES, INC.
528-8090

EXECUTIVE ASSISTANT - part time for Southfield office. Flexible hours, word perfect, strong organizational and communication skills preferred. Please send resume to: Box 1, Greene, 33523 W. 8 Mile Rd. Bldg. A-3, Suite 105, Livonia, MI 48152

EXECUTIVE SECRETARY with Wordstar experience. Lotus a plus. Small, non-smoking financial firm 13 Mile/Telegraph. Send resume including salary history to: P. O. Box 7381, Bloomfield Hills, MI. 48302.

EXECUTIVE SECRETARY
Full time, fast paced growing, fast paced insurance agency. Insurance or banking experience preferred. Professional appearance a must. Salary commensurate with experience. Call Mr. Stanley at 557-7299

EXECUTIVE SECRETARIES
We are recruiting top notch Executive Secretaries with shorthand, word processing, Lotus to work at our local companies. Long, short and temp-perm assignments.
Call 464-7078
ETD Temporary Service

EXECUTIVE SECRETARY

Full time opening at a growing, fast paced insurance agency. Insurance or banking experience preferred. Professional appearance a must. Salary commensurate with experience. Call Mrs. MacBeth at 557-7299

EXECUTIVE SECRETARY - Troy. Excellent typing, shorthand and strong background for company VP. Personality and appearance important. Benefits $24,000. Fee paid

OFFICE MANAGER/EXECUTIVE SECRETARY - Detroit. Very professional. Word Perfect 5.1. Long term temporary assignment $11.00 per hour. Fee Paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY

DATA ENTRY
SWITCHBOARD
(PBX)

- Office Experience
- Type 55-60 wpm
- 8,000 keystrokes
- Resumes required
- Call for personal interview

OLSTEN
Temporary Services
Ann Arbor Dearborn
Detroit Troy
Southfield
354-0555
EOE NO FEE

EXPEDITOR
For contracting office. Computer knowledge necessary. Big Beaver-Crooks. E.O.E. 643-8490

EXPERIENCED WORKERS' COMPENSATION SECRETARY
Southfield. Send resume to Box 154 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
Advertising department of major firm seeks clerk with light typing. $5.50/hr. Call Roberta at UNIFORCE 473-2931

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY TO PRESIDENT
Prestigious financial company is seeking someone with good skills and experience as a Secretary to a top Executive. Shorthand a plus. Substantial benefits package. $22,000. Call Lynn at 464-0008.
SNELLING PERSONNEL SERVICES

Experienced
Secretaries
Word Processors

Top pay and a variety of exciting assignments provide you as a permanent pool temporary. For more information & immediate openings call the office nearest you.

Livonia 261-3830
Southfield 353-4420
Pontiac 682-4510

Personnel Pool
An H & R Block Company

FILE CLERK
needed for medical office located in Livonia. Part time. Call 464-8200

PART-TIME, GENERAL OFFICE
To qualified person(s). Duties will include typing, filing, telephone communication & other misc. clerical responsibilities. 84/per hr. Send resume to: Opal Realty Corporation, P.O. 7048, Troy, MI. 48007-7048

GENERAL Office. Company looking for a part time responsible individual with typing, phone & office skills. Send resume to: TPGI, 31100 Greening, Farmington Hills, 48334

GENERAL OFFICE WORK
Part time to work into full time for small non smoking company located in Livonia. Computer knowledge helpful. Mature experienced person willing to assist in all office procedures. Apply at 34039 Schoolcraft, Livonia between 9 & 4pm

Human Resource Clerk
Part time (2 days per week) for a mature person capable of working with confidential material. Must possess strong telephone skills to handle a large volume of calls. Responsibilities will include a variety of routine clerical tasks including heavy filing and light typing. Only qualified applicants need apply between 8:30am & 12:30pm, Mon.-Fri.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150

NO PHONE CALLS PLEASE!
Equal Opportunity Employer M/F

Insurance
OFFICE MANAGER
Experience with Farmers Insurance desired. Must have personal lines, property and casualty experience. Policy service a priority. Commercial lines a plus. Self-motivated, dedicated and dependable. Livonia office. Call Arlene 9-5, 478-7799

INSURANCE PERSON part time, experience in auto & homeowners. Send resume to Insurance Agency, P. O. Box 490, Ortonville, MI 48462

JAPANESE SPEAKING SECRETARY
$20,000 & up depending upon experience. Fee paid by company. Position at corporate headquarters of Japanese company. Good skills required. Immediate hire.
Call 299-3450
SNELLING PERSONNEL SERVICES

LEADING AGENT - Westland apt. complex needs part time office help. Mon.-Thur. 7-7 pm, Sat. 10-4, Sun. noon 4. 30-35hrs/wk. 326-8270

EXPERIENCED LEGAL Secretary/personal injury & medical malpractice, plaintiff office. Southfield firm.

LEGAL SECRETARY NEEDED
For Oakland County Law Firm. 1 yr. legal secretarial experience required. Good typing and computer experience a must! Disciplined and plus! Call 540-4100

LEGAL SECRETARY
Must have 5 years legal secretarial experience with excellent typing skills. Southfield law firm. 355-7048

LEGAL SECRETARY
Mid-sized downtown Detroit law firm seeks secretary with 3 ± years legal experience, preferably in plaintiff's litigation. Typing of 70 ± wpm & WordPerfect experience necessary. Firm offers: Medical, prescription, life & long term disability insurance, 14 paid vacation days per year, 3 week's vacation after 1 year; pension plan, 401K plan & parking privileges. Salary negotiable. Non-smoking office. Interested candidates should send resume to: Box # 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

LEGAL SECRETARY
Experienced, part time, Farmington Hills. Salary negotiable.
Call 9am-3pm. 851-8787

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For litigation practice in 8-lawyer Downtown Birmingham business law firm. 3 years litigation exp. WordPerfect experience. Send resume and salary requirements to:
Office Manager
329 S. Woodward
Birmingham, MI 48009
Or FAX 646-7009

LEGAL SECRETARY for Troy law firm. Word processing and at least 1-2 years legal experience (corporate, estate planning) required. Non-smoker. Send resume for Office Manager, P.O. Box 99484, Troy, MI. 48099.

LEGAL SECRETARY for Birmingham firm. Legal experience with microsoft word experience required. 258-0600

LEGAL SECRETARY
For partner & associate in mid-sized Southfield firm. Experience in civil litigation & business law. Good salary & benefits package including life, health & disability insurance. Call Pam at 358-2080

LEGAL SECRETARY-Experienced Secretary. Must know Apple Macintosh computer, Microsoft Word. Excellent grammar, typing and organizational skills. Excellent health benefits and salary starting at $9.00 per hour plus overtime. Small firm with good potential for advancement. Resume required. 3000 Town Center, Suite 1820, Southfield, MI 48075 355-3883

LEGAL SECRETARY
needed for Birmingham, Birmingham. Will train the right person. 644-1458

LEGAL SECRETARY needed for downtown Birmingham law firm. Litigation experience and WordPerfect 5.1 a must. Good salary and benefits. Call Corinne 646-6292

LEGAL SECRETARY
With 2 yrs. experience needed for Southfield defense firm. Knowledge of WordPerfect 5.1 a must.
Call Office Manager. 355-4141

LEGAL SECRETARY - Unexpectedly tired of being promised Fast paced Southfield office needs experienced person. General practice & administrative skills. Word Perfect. 557-1800 355-4600

LEGAL SECRETARY and part time File Clerk for law firm in Northwestern suburb. Resume to: Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
FORTUNE 500
LEGAL DEPARTMENT
Our client, a Fortune 500 company, seeks 2 + years litigation experience for suburban based position. Strong oral and written communications skills a must. Call Arlene Thomas, 355-4140

LEGAL SECRETARY
To $27,000
Two positions available with expanding suburban firm. 5 years litigation and word perfect experience. Good typing skills. Diversified duties. Opportunity to advance. Benefits include profit sharing, 401K, year end bonus, fee paid. 772-6780.
SNELLING PERSONNEL SERVICES

LIFE INSURANCE AGENCY
Agents Services Department. Qualifications: 2 yrs. prior life insurance, PC skills, WordPerfect, sales illustration. Must be able to work well with others. Contact Sandy Ortiz, Office Manager, Baker Financial Group, 30445 Northwestern Hwy., Suite 200, Southfield, MI. 48076

OFFICE ASSISTANT
For busy Southfield based company. Mature, organized, must know WordPerfect. Must be able to do multiple tasks. Good phone skills. Farmington Hills area. Non-smoker. Part/full time. 855-9676

OFFICE ASSISTANT
$6.50 hr. Full time. No Fee
Work for a Southfield Company that needs a good Word Quick person. Need high energy person with 1-3 yrs. recent office experience.
HRS ASSOCIATES AGY. 540-4130

OFFICE ASSISTANT
Growing company seeks dependable person for immediate clerical position. Requires strong organizational ability, motivated self-starter, basic office skills, computer experience helpful. Apply in person: 32340 5 Mile, Parkside Plaza, Livonia.

OFFICE ASSISTANT
Fast paced, growth mold & die company, looking for energetic, experienced office assistant. Must have at least 4 yrs. office experience & be able to handle multiple tasks. Includes answer phones, process accounts payable, process purchase orders & data entry. At least beginning knowledge of Wordstar &/or WordPerfect & Lotus. Please apply in person, between 3-5pm, Mon.-Fri. Interviews will be conducted in 1-2 weeks.

TRU TOOL Inc.
32550 Capitol Dr.
(off Farmington Rd., between 96 & Plymouth Rd.)
Livonia, MI 48150
421-3337

504 Help Wanted Office-Clerical

MAINTENANCE SECRETARY
Large Farmington Hills apartment community has a full time opening in their Maintenance Dept. Duties include, but not limited to answering phones, answering waste, ordering parts, reports & filing. Those interested & qualified may apply Mon-Fri 8:30-5pm at Independence Green Apts., 24318 Washington Ct.

MANUFACTURING SECRETARIES
Growing Farmington Hills business needs your recent experience in their fast paced plant. To $6.50/hr. Call Lisa at UNIFORCE 357-0644

MARKETING SECRETARY
Creative environment for qualified candidate with word processing experience. Up to $6.50/hr. to start. Call Sally at UNIFORCE 646-8501

MARKETING SECRETARY
Dynamic Bloomfield based company needs your excellent word processing skills plus current office experience. Up to $8.25/hr. Call Brad at UNIFORCE 357-0641

MORTGAGE PROCESSOR
$20,000 PLUS
Congenial people to work with in a pleasant suburban company. Your pleasant attitude will take you far as your experience. Call Bernice at 444-0200.
SNELLING PERSONNEL SERVICES

SOUTHFIELD SALES OFFICE - full and/or part time office help. Typing, filing, phones. Send resume to: Debbie, P.O. Box 670, Southfield, MI 48037

OFFICE CLERK
A plastic container manufacturer is seeking an individual with minimum 1 year office experience. Must have data entry skills & basic computer skills. Billing experience helpful. We offer a good wage & benefit package. Please send resume to:
1331 Hix Rd., Westland, MI 48185

OFFICE COORDINATOR
Growing company requires dependable, motivated self-starter. Strong organizational skills. Computer experience helpful. $300/wk. to start, (2-6 PM) and Saturday 8-11 a. To schedule interview call 427-0919

OFFICE HELP - Men and women needed days & nights, hours & days will vary. $4.75/hr. Will train.
Call 851-2919, ext. 2800
RGIS is an equal opportunity employer.

OFFICE MANAGER/FULL CHARGE BOOKKEEPER - construction company, take charge individual, computerized accounting system. Must be able to do projections, financial, accounts payables, payroll. Strong business back-ground required. Oak Park area. 398-6718

PAYROLL CLERK
Our Payroll Dept. is seeking an individual with 1-2 years payroll experience, preferably through a processing bureau. Individual must be proficient with a calculator, detail oriented & have excellent communication skills. Good typing & math aptitude a must. Some Lotus background helpful. Individual must be able to work under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates should apply Mon-Fri 8am-4pm.

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

PERSONNEL RECRUITER
Large service organization searching for innovative individual to fill this daily recruitment activities of a major division. Successful applicant will be responsible for interviewing, hiring, have excellent written and oral communication skills, and recruiting experience. Qualified candidates please call:

GUARDIAN ALARM
423-1000

QUALITY CONTROL CLERK
for Livonia based manufacturing company in Plymouth. Must have 1 year previous experience in a QC computer literate, full benefits. Salary to commensurate with experience. Send resume to: 13101 Eckles, Plymouth, MI. Attention Julie.

REAL ESTATE OFFICE seeking experienced real estate closer. Must be personable. Reliable individual with clerical skills a must. Call Carolyn Kelley: 653-4638

RECEPTIONIST
Royal Oak office, part time receptionist. Hours: 9-2, Mon.-Fri. Phones, filing, typing and word processing skills required.
Call Donna at: 549-0129

RECEPTIONIST
D.O.C. at Summit Place Mall is looking for a full time receptionist. Call 427-5300

RECEPTIONIST - GENERAL OFFICE. Light typing. Must be outgoing. Full time. Southwest/10½ Mile area. 569-7065

RECEPTIONIST
Unique opportunity for enthusiastic receptionist. Rolm preferred.
Call Rose at UNIFORCE 646-8168

504 Help Wanted Office-Clerical

PARALEGAL-Law student or equivalent interest. 8-5 full time all-around job in a law firm. Computer literate. Birmingham small office. Good pay. Call Darlin at 646-0750

PROMOTE TO
OFFICE MANAGER
$14,500 FEE PAID
Are you ready for some challenges in your day? This is a fun job for the right person if you can handle yourself in a professional environment. Must type 50 wpm, this is the opportunity of a lifetime! This suburban company offers major medical, dental, paid parking, and a chance to promote to office manager if you can handle the pace. Don't miss out, call Janice Ferrell 851-3660.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

RECEPTIONIST for busy Southfield beauty salon is looking for a pleasant, mature, individual. Tues-Sat, 9-6pm. $4.50 hour. Inquiries: 358-4870

RECEPTIONIST/PART TIME
For Livonia health club. Evenings & weekends. Starting at $4.50 an hour. Call 261-1212

RECEPTIONIST
Full time wanted for busy Medical practice in Troy. 689-8196

RECEPTIONIST - part time. Some light typing. Century 21 Hartford, Ask for Mrs. Dentino. 478-2000

RECEPTIONIST/GENERAL OFFICE
We are seeking a part time employee with good typing & phone skills. Call for appointment. 553-8111

RECEPTIONIST - typing 40 wpm, experience with multi-line phones, professional. Call 484-7078
ETD Temporary Service

RECEPTIONIST ASSISTANT for dental office. Will train right people-oriented person. Full time including some Saturdays. 626-8810

RECEPTIONIST
Part-Tim.e (Mon-Wed.). Professional telephone skills, filing & light clerical duties. 644-5419

RECEPTIONIST SECRETARY
For busy Farmington Hills office. Experienced in Word Processing &/or Adler Memory Writer helpful. Willing to Try in near future. 855-8161

RECEPTIONIST & DATA INPUT
Entry level for insurance agency. Computer & customer skills required. Apply in person, Professional Insurance Assoc. 3029 B. Wayne Rd. Wayne

RECEPTIONIST
for phone & clerical needed for busy office. Computer skills a plus. Please send resume to Hedis Sales, 32270 Telegraph, Bingham Farms, MI 48025. Attention Judy.

RECEPTIONIST
$50 BONUS
Must work 120 hours.
1 year experience, must be able to answer 8 + phone lines & type 45 + wpm.
MGM 689-9660

RECEPTIONIST/
CLERICAL
FEE PAID, TO $15,600
Plush Troy firm looking for experienced Office Clerk to handle expanding office. Great location. Fee resume to: 849-3526 or call 649-6200
SNELLING PERSONNEL SERVICES OF TROY

SOUTHFIELD TOWN CENTER LAW Office seeks a pleasant, career oriented secretary to handle diversified duties. Knowledge of Wordperfect 6.1 helpful. Experience preferred, but not necessary. 358-2620

RECEPTIONIST-TELEPHONE
Operator-Clerk-Typist-A leading Entertainment Co. has an immediate opening for an experienced receptionist/telephone operator, clerk-typist position. Must have good communication and computer skills. Word processing experience helpful. Salary history and requirements to:
Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm and ability to work well with others. Call Merrill Bend resume to: Sales Secretary, P.O. Box 200, Southfield, MI. 48037.

Secretarial/Administrative Asst.
Livonia office needs person experienced in shorthand, wordprocessing, general office and administrative duties. Please send resume to: Box 172 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL
Clerical position in 1 person.
Farmington Hills Office. Currently part time becoming full time 1/1/92. Responsibilities include: phone reception, typing, order processing, filing. Hourly wage based on applicant qualifications. Applicant must be reliable and responsible. Reply to M.S.E., 28200 Orchard Lake Rd., Suite 109, Farmington Hills, MI., 48334.

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL position, available in Plymouth twenty-eight hours. Excellent skills required, easy access from expressway. General clerical skills required, bookkeeping experience preferred. Call between 8-11am, ask for Mary or Rena. 454-1350

RECEPTIONIST
Farmington Hills based computer company seeks permanent part time receptionist to work phone along with light clerical. Word processing helpful. 3 days per week. $5.00 - Call Susan at 478-5400

RECEPTIONIST/SECRETARY
For investment advisor firm, Bloomfield Hills. General clerical duties. Word Processing skills preferred. Send resume: Receptionist/Secretary, 2000 N. Woodward, Suite 110, Bloomfield Hills, MI., 48304.

RECEPTIONIST/TYPIST
Corporate headquarters located in Southfield, needs a receptionist with good word processing skills. Excellent telephone etiquette a must. Send resume to: P. MacFarland, P.O. Box 780207, Lathrup Village, MI 48076

RECEPTIONIST/CLERICAL position available. Prefer candidates with good typing skills and some experience in computer. Must be dependable and business like. If you're looking for a job in the Wayne County (not Detroit) call for appointment. 464-1880
An Equal Opportunity Employer

SECRETARIAL/OFFICE MANAGER
Position for pleasant office free in Bloomfield office. Computer & word processing skills required. Resume to Box #148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Busy, fast paced professional office in Southfield area. WordPerfect proficiency at 55wpm required. Temporary to permanent. Call 261-6222

SECRETARY/CLERICAL
Full time position with W. Bloomfield accounting firm. Must have computer experience, accounting knowledge helpful. Send resume to: FZA, PO Box 2236, Southfield, 48037

SECRETARY
Engineering Department
$21,000 +
Experienced well organized secretary is needed for engineering department of 40 people, the right candidate will have experience working in a technical environment & possess the following skills:
- Typing 80 wpm
- Word Perfect 5.1
- Lotus 1-2-3, optional
- Harvard Graphics, optional

Call Elizabeth Immediately for appointment.
591-1100
ACRO
(never a fee)

SECRETARY - for body shop, phone experience necessary, apply at
Livonia Chrysler Plymouth, 30777 Plymouth Rd. Ask for Tony 525-3000 ext. 224

SECRETARY
INTERNATIONAL
COMPANY
A choice opportunity to use your good skills with this successful manufacturing company. College + plus. $18,000 plus good benefits. Call Denise. 464-0080
SNELLING PERSONNEL SERVICES

SECRETARY LEGAL
15-20 hours per week. Wordprocessing experience. Troy area.
Call. 641-0090

SECRETARY
Major insurance corporation seeks professional, with word processing experience. 897hr. Call
UNIFORCE 473-2933

SECRETARY
MICHIGAN BUSINESS CORPORATION
Major michigan based company seeks work record and 60 wpm typing for Secretarial position. Professional work environment and tuition reimbursement. Medical, dental, optical. Call Arthur Thomas 355-4140

SECRETARY - Nation's largest financial counseling agency needs a secretary for the Farmington Hills office. Candidates must have excellent phone & math skills & be able to work well under pressure. Computer experience helpful. Send resume & salary requirements to: 24380 Orchard Lake Rd. Suite 102, Farmington Hills, MI 48336-1871

SECRETARY - PART TIME
Italian Emigration Committee is looking for bi-lingual secretary fluent Italian w/computer experience in WordPerfect and Lotus. Call for appointment. 313-591-0736

SECRETARY
Part time for expanding suburban company. 20-24 hours/week. Word processing and Lotus experience. To $8.50/hr. Call Sandy at
UNIFORCE 646-7884

SECRETARY/PHONE Receptionist. Apply in person 10-3. Level IV Product, 33211 Plymouth Rd. Livonia.

504 Help Wanted Office-Clerical

SALES
SECRETARY
$5 $15,000 $5 FEE PAID
Very successful and exciting company looking for motivated & outgoing professional that has computer background and typing of 50 plus. Major benefits. Be for a truly fun and glamorous job, call today and ask for Patty. 851-3660.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

SECRETARY
Part time. Typing & answering phones. Please call
356-0944

SECRETARY
Part time for law office in Southfield. Will train. Please call Sgt Mr Zamack. 948-4180.

SECRETARY - Rapidly growing retailer in W. Bloomfield needs an experienced, full time secretary with excellent typing/word processing skills. Salary & benefits. Call Leonard Dentch, 653-5880

SECRETARY/RECEPTIONIST - for Bloomfield Hills law firm. Minimum of 3 years legal secretarial experience. Knowledge of Wordperfect required. Strong interpersonal skills, grammar & proofreading abilities a must. Prefer non-smoker. 642-4043

SECRETARY/RECEPTIONIST
full time. Computer skills required. Contact Robin at: 313 624-9600

SECRETARY/RECEPTIONIST - a Wordstar/Word Perfect preferred. Send resume to: P.O. Box 1860, Troy, MI. 48099.

SECRETARY/RECEPTIONIST for fast-paced Southfield construction company. Must be self-motivated with good office & telephone skills. Salary & benefits negotiable based on ability. Send resume to: Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Mental Health & Substance Abuse out patient clinic seeks a very-level Receptionist, full-time, 1-6pm & Saturdays. Opportunity for advancements w/growing organization. Resume & salary requirements to: Administrative Coordinator, Oakland Psychological Clinic, 2000 B. Woodward, Bloomfield Hills, MI. 48302

SECRETARY/
RECEPTIONIST
Individual with Secretarial & Switchboard skills needed for mid-sized Detroit company at its Corporate Office. The right person should be familiar with word processing, type 45-55 wpm, have excellent telephone skills & excellent organizational abilities. Variety of duties. Salary based on experience, medical/dental benefits. Send resume with salary history to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Southfield Area. 20-25 hrs/wk., 2 or more yrs. experience. Literate in Spanish and computer preferred. Send resume immediately: Personnel, Box 20106, Ferndale, MI 48220

SECRETARY
Southfield real estate firm seeks Secretary with excellent word processing/typing skills. Additional responsibilities. Send resume to: P.O. Box 70, Southfield, MI. 48037-0070

SECRETARY
Southfield construction/property management company is seeking experienced individual with excellent organizational, communication and typing skills. Must be proficient with WordPerfect. Send resume with salary history to:
Secretary, P.O. Box 3071, Southfield, MI. 48037

SMALL ROCHESTER Hills electronics company, seek's sharp motivated individual for a secretarial/clerical position. Professional, friendly phone manner a must, Wordperfect experience helpful and Lotus. Call resume & salary requirements to
Box # 150, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STATE FARM INSURANCE OFFICE
Needs part time (full time possible) Service Representative with train. Applications taken, Tues., Wed., & Thurs. at 2257 S Wayne Road, Westland. 722-1870

Switchboard Operators/
Receptionists
With Experience in:
- Rolm
- PBS
- Definition

Must have good phone voice
Call
WOLVERINE
TEMPORARIES
358-4270

TRAVEL CORPORATION/
SOUTHFIELD
Has openings in its operations & documents departments. Applicants should be detail oriented & very organized. Travel agent training helpful. Please call Ms. Tilney,
837-4050

ACCOUNTS RECEIVABLE

The Huron St. Clair Division of Masco Industries has an opening for an Accounts Receivable clerk. Experience in computerized receivable systems is required, familiarity with Pansophic or B-Pics is preferred. We offer excellent pay and benefits. Please reply in confidence to:

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A MASCO INDUSTRIES COMPANY

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EXECUTIVE SECRETARY

Busy Southfield real estate office is looking for an experienced Executive Secretary with a professional image and excellent communication skills. The successful candidate must possess a high degree of skill, accuracy and flexibility. Qualifications include typing of 65 wpm, shorthand 100-120 and good math aptitude. Ability to work in various departments. Five years experience preferred. Salary to commensurate with experience and qualifications.

Please call
357-6187

SECRETARY

Citizens Bank is seeking candidates for a Secretarial position in our Troy Financial Center. Qualifications include: Personal Computer experience; keyboard ability of 40 w.p.m., proofreading and math skills. Proven customer relations skills and proper telephone etiquette are required. Banking experience helpful.

Submit resume to: D. Crichton, Personnel Department, REF1, One Citizens Banking Center, Flint, MI 48502. Equal Opportunity Employer M/F/H/V.

Citizens
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