EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
$7 TO $8 AN HR.

Permanent part time position available in Southfield. Must be proficient in Lotus 1-2-3, Peachtree & Quattro PRO. Immediate opening.

PERSONNEL SYSTEMS 459-1166

ACCOUNTING CLERK. Troy location near Oakland Mall. Bookkeeping skills required. Knowledge of computerized processing helpful. 37½ hr. week with Fringe Benefits. Send resume to Box 356
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK

Part time needed for prestigious Bloomfield Hills investment firm. Duties include data input, filing, typing, etc. Please send resume and salary requirements to Attn: Personnel Director, 2000 N. Woodward Ave - Suite 110, Bloomfield Hills, MI. 48304

ACCOUNTING CLERK

Duties include journal posting, bank deposits, bank reconciliations, some filing. Must be proficient on 10-key calculator, Lotus experience helpful. Good pay, great benefits for right school student.
Send resume to:
ACCOUNT MANAGER
MADISON HEIGHTS, MI 48071

ACCOUNTING STUDENT wanted for special auditing assignments for dental office. 10-15 hours per month. Call Phyllis, 474-4447

ACCOUNTS RECEIVABLE-Building products manufacturing corporation in Northwest suburb seeks person with computerized accounts receivable, accounts payable & GL experience, successful collections record & 2-4 yrs college accounting required. Salary commensurate. Qualified candidates should send their resume to: Box 358,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CAREERS!!

CUSTOMER SERVICE/SALES
$15,000+ 2 years office experience

JR. SECRETARY $17,500
3 years experience, WordPerfect 5.1

SECRETARY $19,000
Experience with Lotus, WordPerfect & payroll

LEGAL SECRETARY $24,000
General practice, 3-4 yrs. experience in litigation. Excellent benefits

Additional positions available
Evening appointments available

ALL FEES COMPANY PAID
PERMANENT-STAFF
Farmington 737-5750
Southfield 557-9060
Troy 585-2720
An Equal Opportunity Employer

CAREERS

New office needs several individuals. Full time & part time positions available. 313-953-9533

Cash Bonus Apply Today.
Data Entry
5,000 KPH
Secretaries
Word Processors
55 WPM +

Earn an additional cash bonus if you possess these skills, pass our skill evaluation and complete a 40 hr. assignment. Entry Positions to top pay. Call for more information. Some restrictions do apply.

261-3830

Personnel Pool
Temporary Help Since 1946

Cashier
ROZ & SHERM
has an opening for a cashier. Good math aptitude. Must understand debits, credits & compose daily report. Good communication skills a must. Excellent salary. No evenings or Sundays. Medical insurance.
Call Karen 855-8855
BLOOMFIELD PLAZA
MAPLE AT TELEGRAPH

CERTIFICATION COORDINATOR

Immediate opening for an energetic, detail oriented individual with a minimum of 2 years secretarial experience to join our corporate education staff. Incumbent will schedule & coordinate activities pertaining too certification tests including supplying results, analyzing data & maintaining records. Ideal candidate must possess excellent business letter writing skills, typing 50wpm, excellent phone personality, PC background preferred. Knowledge of horse design basics a plus. Please forward resume & cover letter to:
CERTIFICATION COORDINATOR
P.O. BOX 2227
SOUTHFIELD, MI 48037

CHURCH SECRETARY AND BOOKKEEPER. Mon thru Fri., 9-12. Please call for interview appointment. 348-1175

CLERICAL HELP NEEDED
Good summer job May thru Sept. Good clerical assistant needed at ET & A Supply Co., Warren. Please call 1-800-445-5598. High school & college students welcome!

CLERICAL/ PHARMACY AIDE

Metro Medical Group, a division of Health Alliance Plan, has an immediate position available for a Pharmacy Aide to staff our Livonia medical center on a contingent basis. The preferred candidate will have a flexible schedule & be able to type 40wpm. We offer a competitive starting salary & pleasant working environment. If interested please send resume to the Human Resources Dept. at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT.
LIVONIA, MI. 48150
An Equal Opportunity Employer

CLERKS/TYPIST: Attorneys in Farmington Hills will train for their office. Typing and spelling skills essential. Experience not required. Starting wage, $4.50 per hour, with regular increases. Call 855-6562

COUNTER/CLERICAL

Full time clerical position available for fast paced electronic service business. Good phone manners & strong customer relation skills necessary. Apply in person Mon. thru Fri. 9-5:30 at Frister Service, 14965 Telegraph Rd. Redford.

BOOKKEEPER position available immediately for large apt. complex in Downtown Birmingham. Experience, data entry required, qualified applicants may fax resume to 642-7847

504 Help Wanted Office-Clerical

ALERT RELIABLE person needed to handle general office duties. Part time position. Eves. & weekends. Pleasant working conditions. Apply in person, ask for manager, 30295 Plymouth Rd., Livonia.

ASSISTANT TO LIFE INSURANCE AGENT - PART TIME
Must have life/health insurance background, excellent communication skills, word processing, data entry and client management. Bloomfield Hills location. Experienced only need apply. 332-5100

BENEFITS COORDINATION CLERK

Large service organization seeks experienced Benefits Coordination Clerk. Candidate must possess strong organizational skills, have knowledge of COBRA, workers compensation, EEOC laws and insurance billings. Competitive pay - full benefits package. Contact Don Smith, personnel Director, 20000 N. Woodward Ave - Suite 110, Bloomfield Hills, MI. 48304

ACCOUNTING CLERK

Duties include journal posting, bank deposits, bank reconciliations, some filing. Must be proficient on 10-key calculator, Lotus experience helpful. Good pay, great benefits package for right school student.
Send resume to:
ACCOUNT MANAGER
MADISON HEIGHTS, MI 48071

ACCOUNTING STUDENT wanted for special auditing assignments for dental office. 10-15 hours per month. Call Phyllis, 474-4447

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Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Pleasant Northville office prefers Macintosh experience for choice opportunity. 10-19 hrs/wk.
Call Sue/ADVANCE 473-2931

ADMINISTRATIVE ASSISTANT
Part time needed to help busy Farmington Hills office, general clerical skills required. Life insurance experience helpful, but not necessary. Send resume to: 30833 Northwestern Hwy., Suite 103, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT needed for high-tech design management in Farmington Hills.
Must know Lotus 1-2-3 spreadsheet, and have a minimum of 10,000 keystrokes per hour. Accounting background preferred.
CTD Personnel Service
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
During growing manufacturers representative company in electronics is seeking a detail-oriented, self-starter. Qualifications required are general bookkeeping background, proven computer skills, WordPerfect 5.1, Lotus 1-2-3, Windows. Ideal candidate will have experience in customer service, as well as secretarial skills. Salary dependent upon qualifications. Send resume with salary requirements to:
Mahnke Sales, Inc., 22785 Heald Drive, Novi, MI 48375

ADMINISTRATIVE ASSISTANT

Birmingham Area Business Development firm offers challenging opportunity for mature individual with character, businesses & an undaunted willingness to achieve. Must have a minimum of 2 years of telephone skills. Strong organizational aptitude & attention to detail a must. Property Manager responsibilities. Generous benefits package. Salary to $27K. Send resume stating available commitment date to: Office Manager, 250 Martin St. Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANTS
$18-$22,000
Fees Paid by Companies

Secure solution centers are looking for dependable, confident, team players, strong written & verbal communication skills & good word processing skills with Word perfect. Positions available immediately. 399-3450
SKILLMAN PERSONNEL SERVICES

ADVERTISING AGENCY
SECRETARY - Creative department needs young Word Perfect experience and flexible attitude. To $9/hr.
Call Sara at UNIFORCE 646-7662

ASSISTANT BOOKKEEPERS

Light bookkeeping experience, WordPerfect 5.0/5.1, type 50wpm. Also, immediate openings for Macintosh clerk. Call today for appointment

646-4393
STAFFING SOURCE
Temporary Services
NEVER A FEE

ASSISTANT COORDINATOR - Full or PT. $5.50/hr. Some clerical, some driving, no phone calls, drives license. Call Sue Bennett, for interview. 421-3660

BOOKKEEPER - full time, with management skills. Call Kate for Bloomfield office. Send resume to: P.O. Box 250, Bloomfield Hills, 48303-0652

Baker
MEDICARE BILLER

Full time position in the Central Business Office for a qualified Medicare Healthcare Biller. Must be familiar with UB82 and HCFA 1500 billforms and various secondary payers. Must be knowledgeable in Diversified Healthcare billing. Typing skills of 40-50 wpm. Please forward resume to:

HORIZON Health Systems
26100 American Dr.
P.O. Box 6153
Southfield, MI 48037-6153
Attn: Human Resources

NO PHONE CALLS
An Equal Opportunity Employer

BOOKKEEPER position available immediately for large apt. complex in Downtown Birmingham. Experience, data entry required, qualified applicants may fax resume to:
412-786-1787

504 Help Wanted Office-Clerical

CLERICAL HELP - part-time, 20 hrs. per week. $5.25/hr. Light typing & filing. Birmingham/Beverly Hills area. Call Kem Sun 258-1800

CLERK/TRANSCRIPTIONIST
Flexible Schedule/Weekends

Opportunity abounds for a responsible, detail oriented individual to perform general clerical and transcription duties in our Cardiology Services department. Qualifications include a high school diploma or equivalent, previous clerical/typing experience, including the use of dictation equipment, demonstrated typing skills (50 + wpm) and familiarity with word processing. Knowledge of medical terminology is desired

If interested, you may apply in person or send resume to:

Personnel Department
Garden City Hospital
6245 N. Inkster Road
Garden City, MI 48135
458-5400

CLERK TYPIST
Detroit based firm seeks entry level Clerk Typist. Candidate should possess a minimum typing speed of 40wpm. Computer skills and general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration please forward resume to:
CLERK TYPIST
P.O. Box 779
Detroit, MI 48231

CLERK, TYPIST and General Office, part time, (30/hrs/wk). $6/hr. to start. Send resume to: P.O. Box 2342 Farmington Hills, MI 48333

CROSSMATCH PERSONNEL INC.
Permanent & temporary openings
- Receptionist
- Data Entry
- Executive Secretaries
- Legal Secretaries
- bookkeepers, etc.

ALL FEES EMPLOYER PAID
352-7555

CUSTOMER SERVICE
Livonia company has immediate opening for a customer service person. People oriented with retail background helpful. Some interviewing skills a plus. Mon. thru Fri. schedule. Send resume & salary requirements to: P.O. Box 99163, Troy, MI 48099-9163

CUSTOMER SERVICE/CLERICAL
Apply in person at 13235 Newburgh Rd., S. of I-96, Livonia

CUSTOMER SERVICE/Clerical position for Plymouth insurance agency. Mon., Tues., Thurs. 9am-12:30pm. Reply to P.O. Box 5577, Plymouth, MI 48170

CUSTOMER SERVICE/ ORDER DESK -
Various office duties. Experienced in manufacturing environment. Resume only to: ASL, 24435 Halstead Rd., Farmington Hills, MI 48335

CUSTOMER SERVICE REP
Needed for Garden City office. Must be detail oriented, have excellent communication skills & enjoy working with the public. Hours are Mon., Thurs. 3-12, Sat. 9-2. Send to 28244 Ford Rd., Garden City, MI 48135, Attn Jean.

CUSTOMER SERVICE

Opportunity to work in progressive marketing company. Ideal candidate will have good customer service skills and excellent phone skills.
Diversified Records Co.
344-6700 FAX: 344-6704

DATA ENTRY/ACCOUNTING
Lotus, Peachtree, Quattro, part time, long term. Southfield $8 +.
TEMPSTAFF 645-0900

DATA ENTRY CLERK
$15,000 FEE PAID

Immediate positions, offering super benefits package, convenient suburban location & opportunity for advancement. Typing of 50wpm & good spelling & organizational skills required. Call 949-5900 or fax resume to 949-5928
SKILLING PERSONNEL SERVICES OF TROY

DATA ENTRY

Do you have speedy but accurate fingers? We need operators in Auburn Hills with 10,000 keys per hour entry. Evenings, 4 days a week. $7/hr. Call for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY
MEDICAL SECRETARIES
WORD PROCESSORS
TELEMARKETERS

We have immediate openings for those who quality. Long & short-term assignments available. Top pay - bonuses and vacation pay. Call now for an appt. to be interviewed.

528-8454

Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

DATA ENTRY OPERATORS AND FILE CLERKS
Long term positions available with good pay. Call today to arrange an interview time. Don't miss this outstanding opportunity!

421-3448
BENCHMARK
Temporary Services

DATA ENTRY
PART TIME

Highland Superstores, Inc. is seeking an experienced individual to work Part Time at our Corporate office in Plymouth. Requirements for this position include excellent Data Entry Skills (both alpha and numeric) with proven speed and accuracy background in a high volume data input environment, experience meeting weekly deadlines and excellent organizational skills.

We offer a competitive wage and excellent benefits package. Please send your resume or complete application in person to

HIGHLAND SUPERSTORES, INC
Human Resources-DE
909 N. Sheldon Road
Plymouth, MI 48170

Equal Opportunity Employer M/F

DETROIT SYMPHONY Orchestra fund raising campaign is seeking a new member for its clerical team. Responsible, flexible person needed to fill immediate 30 to 40 hour per week position. Typing, mailing, light typing necessary. Low key, friendly atmosphere. $7.00 per hour. No benefits. Please contact Courtney in our Southfield office at 443-4830

DISBURSEMENT ANALYST
Individuals with strong accounts payable background needed for long term positions in Pontiac. Must have the following skills:
- General accounting/accounts payable knowledge
- Computerized accounting experience preferrable
- Strong communication/telephone skills

Interested candidates call Elizabeth at 681-1100
ACRO SERVICE CORP.

EXECUTIVE ASSISTANT
$30,000+ No Fee
Work for top executive of major corporation! Great benefits! Bonuses! Travel! Need executive secretarial experience, 70 wpm, typing, word processing & shorthand skills.
ABS ASSOCIATES AGY. 540-4130

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REPS

needed for customer survey work in northern Oakland county. Day & night positions available. Typing of 30wpm. NO SELLING. Pay $5.75/hr.

needed for insurance company, some telephone sales. Daytime position. Pay $6.75/hr.
Call for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY
Prestigious Livonia insurance company requires your accuracy, productivity and experience. $6/hr. Call Diane at UNIFORCE 473-2932

DATA ENTRY
Rapid growing national insurance company needs your experience on AS400. To $8/hr. Call Deanna at UNIFORCE 313-553-0038

EXECUTIVE ASSISTANT
Immediate opening for highly skilled word processing secretary for vice president of international company. To $7/hr. Call Gary at UNIFORCE 357-0841

EXECUTIVE SECRETARY
Internationally recognized legal quarters requires your take charge skills and word processing expertise. To $9/hr. Call Sharon at UNIFORCE 646-7662

EXECUTIVE SECRETARY
Prestigious insurance company has opening for experienced secretary. Candidate must have proficiency in WordPerfect 5.1 with charts & graphs plus shorthand a 80 wpm. To $10/hr. Call Sara at UNIFORCE 357-0841

EXECUTIVE SECRETARY

Three to five years executive secretarial experience, typing 50-60 wpm, PC proficiency, knowledge of word processing, excellent organization and communication skills required for this position at a leading risk management service company. Insurance industry experience helpful. Excellent benefit package. Salary commensurate with experience. Send resume and salary history to:
Human Resources - LS
Corporate Service, Inc.
29500 West Five Mile Road
Livonia, MI 48154
An Equal Opportunity Employer

EXECUTIVE SECRETARY
DATA ENTRY
EXPERIENCED RECEPTIONISTS & FILE CLERKS

For areas of Farmington, Southfield, Livonia, Novi & Plymouth.
- Previous office experience
- Word processing
- Typing 55 wpm
- Resume required
- For data entry - minimum 10,000 keystroke

Call for personal interview

OLSTEN TEMPORARY SERVICES
Ann Arbor Southfield
Detroit Troy
354-0555
No Fee

FRONT DESK
Interact with clients in the creative atmosphere of this media advertising agency. Candidate must have recent multi-line phone experience. To $7/hr. Call Rose at UNIFORCE 357-0648

FRONT DESK - positive attitude, light typing, good with customers, good telephone skills, part time afternoon hours. Position available now until end of June. Call 3-5pm or leave message 348-2728

FULL AND PART TIME CLERICAL
Help needed for plush Bloomfield Hills office. Typing, Word, Lotus and Database helpful. Extremely flexible. Receptionist relief. Ideally it would be a full time position and send resume to: Attn: Clerical, KDC, P.O. Box 864, Bloomfield Hills, MI, 48303-0864.

GENERAL CLERK

As the most respected leader in the Property/Casualty insurance industry, Chubb recognizes people as its most valuable asset.

We currently have an entry level opening for an organized, detail-oriented individual with excellent communication skills. Typing skills of 40 wpm required. Will train for switchboard relief.

We offer a competitive starting salary, comprehensive benefit package and the opportunity to grow both personally and professionally. Interested applicants should forward their resumes to

Michael Adkins
Chubb Group Inc.
5750 New King Street, Ste. 200
P.O. Box 7018
Troy, MI 48007-7018
Equal Opportunity Employer M/F

GENERAL OFFICE
Part time, Mon.-Fri.; for printing company in Rochester Hills. 299-8373

GENERAL OFFICE
Part time/Weekends bookkeeping, 3 hrs per morning, $7/hr. willing to train, Farmington Rd. & 196. Resumes to: Logistic Services, Inc., 32620 Capitol, Livonia, MI 48150

GENERAL OFFICE
Permanent position for person to do various office functions. Must be organized and good at telephone skills. E Mile/Lahser area. Ms. Carr, 532-6180, x471

GENERAL OFFICE
Expanding company in Western Suburbs has opening for Receptionist, Typist, & General Clerical/Secretarial personnel. Must have prior experience. Send resume to: D/E, 19500 Middlebelt, Suite 340, Livonia MI 48152-2114

INSURANCE

PERSONAL LINE CSR
Min. 5 yrs. experience with sales & clerical skills, typing 50wpm, commercial lines experience & ability.

RECEPTIONIST
Strong clerical skills & good telephone manner.
Send resume to: Box 352 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LARGE MARINE dealership, in Brighton, needs Assistant to F&I Manager. Outgoing individual with bookkeeping & secretarial skills call for an appointment, 517-546-3774

LEASING AGENT/Assistant Manager for Westland apartment community. Full time, no weekends. Send resume to: The Dolan Company & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, part time. Good phone & organizational skills. Knowledge of WordPerfect 5.1 & time slips. Send resume to: 29800 Telegraph, Southfield, MI 48034

LEGAL SECRETARY
Southfield law firm seeks experience, 1-3 yrs. legal experience, WordPerfect required.
552-9580

LEGAL SECRETARY
Small Birmingham firm, typing 80+, prefer basic bookkeeping, legal probate, and civil litigation.
548-3900

504 Help Wanted Office-Clerical

GENERAL OFFICE - good math & 10 key calculator skills, typing 60-70 wpm, must enjoy phones, customer service, work in busy office. Full time. 37½ hrs. experience preferred. Send resume to: Box 2342 Farmington, 19100 W. 8 Mile Rd. Southfield, MI 48075

JOBS, JOBS, JOBS!

CLERICAL WORKERS
Southfield Area
11 Mile & Inkster
$5 PER HOUR

Casual work environment. 50 positions processing documents. GOOD 10 KEY SKILLS REQUIRED. Hours 8am-2pm or 2pm-10pm, 40 hours per week, plus Saturday. 6 WEEK PROJECT. Call today for an appointment.

NORRELL SERVICES
593-4568

LEGAL SECRETARY
Birmingham law firm, WordPerfect, litigation experience. Free parking. Send resume to: Box 2342 Farmington, MI 48333

LEGAL SECRETARY - part time Downtown Detroit law firm seeks. Must be experienced & mature. Skills in Word Perfect, transcribing, typing, phone. Send resume to: Bruce A. Lebenbom, ESQ., 511 E. Larned, Detroit, MI 48226

LEGAL SECRETARY
Part time, for Litigation Dept of Southfield law firm. Must have experience required, flexible afternoon hours. Contact Ann Marie Bernardo, Karen Rosea, Raymond & Dalton PC, 2000 Town Center, Ste 2400, Southfield, MI 48075.

LEGAL SECRETARY

Busy Southfield Law firm has an immediate opening for a full time mature, qualified secretary with several years of responsible legal experience. We are looking for a dependable, proactive individual who has worked with word processing and organizational skills. Grammar, punctuation and verbal communication skills are essential. Compensation commensurate with qualifications. We consider only qualified applicants with resume. Ask for Liz 334-1140

LEGAL SECRETARY for Southfield law firm. Full time. Experience necessary. Excellent benefits. Word Perfect a must. 557-1688

LEGAL SECRETARY - Troy. Insurance defense. Word Perfect or Lotus 362-3707 with qualifications, salary expectation & references

LEGAL SECRETARY
for Southfield law firm. 3 to 4 years experience in P.I. and W.C.
Call Mrs. Reeves 552-8500

LEGAL SECRETARY for Southfield personal injury firm. Must have 2 years personal injury experience and WordPerfect. $20,000-$24,000 plus benefits. 352-7777

LEGAL SECRETARY - Bloomfield Hills, experienced needed. General. Send resume to: Box 352 Observer & Eccentric Newspapers, 1750 S. Telegraph, Suite 301, Bloomfield Hills, MI 48302.

LEGAL SECRETARY
Full or part time. 5 years experience. Computer: WordPerfect 5.1, Lotus, WordPerfect. Southfield law firm. Contact Nancy at 353-3810

LEGAL SECRETARY - word processor to primarily do word processing. Must have WordPerfect & legal experience. Call Janet at 642-7700. Send resume to: Janet, 3000 Town Center, #2700, Southfield, MI 48075

LEGAL SECRETARY
Needed for downtown Birmingham law firm. 1 year corporate and estate planning experience desired with WordPerfect. Call Stephanie at: 647-8390

LEGAL SECRETARY
for a growing Birmingham law firm. Senior commensurate with experience. Applicant must have experience on WordPerfect 5.1 and excellent typing skills. Contact Lorraine Between 8-1 pm. 645-1700

LEGAL SECRETARY
JOB SHARING
20 hrs. per week, 2 days in comfortable smoke-free Southfield office. Ideal for 2 people who want Word processing, good skills & law experience required. Call Patti at: 357-5322

LEGAL SECRETARY
Prominent Detroit area firm is expanding in the North Oakland area. Openings for Legal Secretary, Receptionist, Legal Secretary, Word Processor & Paralegal. Send resume to: 1515 Centre Building, Ste 340, Livonia, MI 48152-2114

LEGAL SECRETARY
for Senior Partner of Southfield Personal Injury Firm. Need at least 3 yrs. experience. Excellent salary. Must be highly organized and a college graduate. Excellent salary & benefits. Send resume to: Box 2342 Gardner, 26555 Evergreen, Ste #1500, Southfield, MI. 48076

LEGAL SECRETARY - $25,000
2 positions available, litigation or corporate/real estate. Experience needed, challenging & diversified duties, work for senior partners, good organizational skills, full benefits, fee paid. 772-8760
Snelling Personnel Services
Evening appointments available.

LEGAL SECRETARY
Troy office. Candidate should have word processing experience, litigation experience helpful. Position requires strong, accurate typing, grammar & punctuation skills. Heavy emphasis on filing & ability to meet deadlines. Applicant must be well organized. Please send resume & salary requirements to P.O. Box 2301, Troy, MI 48007-2301

NEEDED
Long & short term assignments throughout the metropolitan area for experienced
- Receptionists
- Switchboard Operators
- Bookkeepers
- Word Processors
- Customer Service Reps

Call for an appointment
TEMPORARY RESOURCES
737-1711

OFFICE CLERK
A plastic injection manufacturer is seeking an individual with minimum 1 yr. 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 Tile Rd., Westland, MI 48185.

OFFICE HELP
National Lawn Care Co. seeks dependable person for full-time phone receptionist position. This position also includes light typing and data entry. Previous experience a must! This position offers comprehensive benefits package, salary and paid vacations. For consideration please call TODY at TRUGREEN: 525-5200, ext. 21

OFFICE MANAGER
25 hours per week. Personable, reliable, non-smoker. Telephones, word processing, payroll. Accuracy & neatness a must. $8.50 per hour. Send resume to:
11316 Lahser, Suite B,
Birmingham, MI 48010

OFFICE MANAGER/executive secretary, excellent typing, strong organizational skills, WordPerfect 5.1, Lotus Iterate, 3yrs office experience - 2 yrs office manager, benefits, $24,000. Fee paid.
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

504 Help Wanted Office-Clerical

LEGAL SECRETARY/ EXECUTIVE SECRETARY
$28,000 FEE PAID

Legal experience highly desired or company will train! Top organizational & communication skills needed, solid secretarial background a must. Call Kathy/Debbie since speed or fax resume to 949-5928
SKILLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY - part-time. Bloomfield Hills law firm seeks an experienced Legal Secretary available 20-25 hrs. per week. Candidates must demonstrate minimum 60wpm accurate typing, WordPerfect, excellent grammar & spelling, effective oral & written communication skills & an ability to work in a team environment. We offer a non-smoking environment, lovely office, great staff & salary commensurate with experience. Send resumes to: Hiring Coordinator, 1333 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

LOOKING for clerical - experienced only. Temporary assignments. Relevant skills to apply. Temporary Assist of Michigan, Inc. 456-3750

Office ASSISTANT needed for Law firm. Must have excellent telephone expertise & must. Send resume to: Box 352
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTOMETRIC ASSISTANT
full time, 1 evening and Saturdays. Walled Lake - South Lyon area.
624-1707

ORDER PROCESSING/Customer service/Inventory position for national sales organization located in Troy area. Individual must be an non smoker, highly organized, have excellent phone and computer skills, and ability to work as a team player. Send resume and salary requirements to Box 370
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME - CLERICAL
Flexible hours, 12-20 per week, surrounding Eastern Market.
Responsibilities include: Process Pricing Service Co. 436 Woodward Ave. Detroit, MI 48226 FAX 961-5181

PAYROLL CLERK/SECRETARY:
Needed at private Country Club. Payroll, accounting, typing, PC experience preferred. WordPerfect 5.1/Windows 3.1/W... Call 855-6700

PAYROLL CLERK

Kelly Services, Inc., a Fortune 100 service corporation, has a career opportunity for a payroll clerk at our corporate headquarters in Troy.

This position shares responsibilities with a team of 4 processing payroll for over 4,000 employees, maintaining Lotus spreadsheets, preparing mailings, and order processing. Math and various clerical duties as assigned.

Two years' experience in automated payroll processing, preferably for a large multi-state corporation, is a must along with PC typing and mathematical skills. A familiarity with U.S. tax codes is required.

We offer a competitive salary, comprehensive benefits and the advantages of being part of a highly recognized company. If you consider a fit, please send your resume with salary history and requirements to: Kelly Services, Inc., 999 W. Big Beaver Road, Troy, MI 48084 or call at:
(313) 244-4872
KELLY SERVICES
An Equal Opportunity Employer

PERMANENT PART TIME

We have a special opportunity for two permanent part time positions, each approx. 24 hrs. per week. Accounting experience & general office experience required. Call 464-0060
SKILLING PERSONNEL SERVICES

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $5 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees 478-7355

PHONE SALES $350-$950/WK
WELCOME TO CANDYLAND!!!
IT'S ALL FUN AND GAMES
OUR CUSTOMERS CALL YOU!!!
Tired of the same pay plan?
We Offer
- Average hrly rate $9-$12 an hour
- Bahama Cruise given every every 2 weeks as a bonus
- Cash sprints daily
- Base Commission, Bonus paid Weekly
- Full-time day or night shifts
- Medical benefits

Expanding Marketing Co. is looking for money driven, high energy people with at least 8 mos. telemarketing or sales experience. Must have a sense of humor. It's not all promotion, you must be able to work under pressure.

If you are a top producer
Call 948-7021 9 Am-5pm

RAPIDLY GROWING Software firm seeks programmer for software testing & telephone support. Must have 2-4 yrs experience, knowledge of Pascal, Unix, Windows & have good communication skills. Please send resume & salary requirements to: Inactive Software, 34000 W. 12 Mile Road, Farmington Hills, MI 48331

PURCHASE ORDER section of small automotive supplier needs reliable business professional data entry skills & generality in Mac intosh environment using Excel/microsoft word. Call 422-6020, ext. 124

PURCHASING CLERK

Refrigeration, air conditioning & heating wholesale distributor has an opening for a purchasing clerk. Requirements: 2-3 yrs clerical purchasing experience, high school diploma, some college helpful. General office skills, knowledge 10-key, on-line data entry & Lotus 1,2,3. Excellent benefit package with tuition reimbursement opportunity for advancement. Send resume with salary requirements to:
PARKER COORDINATOR
2741 Elliott St.
Troy, MI 48083
Attn: Human Resources

BUSY OFFICE in Livonia needs receptionist for 20 hours per week. Excellent phone & typing skills necessary. Experience required. $5.50 to $6.50 per hour. Please call L. Caves at 525-1880

TWO immediate part time positions. Receptionist with pleasant phone manner. Secretarial position, good typing skills & able to work on word processing office. Benefits available. Call for interview. 668-2206

AFTERNOON RECEPTIONIST
Part time 3-7pm for busy Redford physical therapy clinic. Must have data entry capability and work well with people. Send resume to: 8810 Beech Daley, Redford, MI 48239.
An Equal Opportunity Employer

RECEPTIONIST
PART TIME
Approx. 28 hours per week. $5.50 - $6.50 per hour.
455-8750

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Suburban high tech division headquarters needs your front desk experience. Room for Dimension preferred. To $7.50/hr. Call Rona at UNIFORCE 646-7662

RECEPTIONIST
Full time, for insurance agency. Troy area. Duties include answering phones, typing & general office functions. Must have computer knowledge. Call Joan, Mon.-Fri. 8:30am-5pm 313-680-0500

RECEPTIONIST - full time needed for Bloomfield construction office. Typing and filing. Non smoker. Call Mon. or Tues at: 357-4590

RECEPTIONIST/GENERAL OFFICE
Typing, computer Lotus 1-2-3. Bookkeeping experience a plus. $7/hr. Send resume to PO Box 828, Plymouth, MI 48170

RECEPTIONIST/SECRETARY
Personable, intelligent, problem solver wanted for front office of growing manufacturing company. Call days or evenings. 642-7863

RECEPTIONIST/Data Entry
Growing manufacturing company looking for full time people to handle various office functions. Send resume to: Office Manager, 2920 Technology Dr., Rochester Hills, MI 48309

RECEPTIONIST/SCHOOLCRAFT
Full time for busy Farmington Hills sales office. Accurate typing skills required. Send resume to: Receptionist, P.O. Box 376, Farmington, MI, 48332-0376.
An Equal Opportunity Employer

SALES SUPPORT SECRETARY
needed for HVAC manufacturer's rep. Computer experience required, accounting helpful. Send reply to: Personnel Dept., P.O. Box 47435, Oak Park, MI 48237.

Receptionist
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RESEARCH ASSISTANT, Part Time
Candidate must have proficient secretarial, computer & research skills. Must be organized, assertive, independent thinker, articulate & persistent. 15 hours per week. $6-$5 per hour. Significant growth potential. Mail resume to: Sanford Rose Associates, 1100 W. Woodward Ave., Suite 101, Bloomfield Hills, MI 48304

SALES SECRETARY
CHALLENGING SALES OFFICE OPPORTUNITY (PART-TIME)
You will be responsible for administrative and clerical duties, including assisting customers and filing with product and price information, handling incoming calls, travel arrangements and order processing. Position will average 25 to 30 hours per week.
A minimum of 1 year's secretarial experience is necessary, along with excellent telephone skills and word processing skills. High school graduate or equivalent, completion of a secretarial program preferred.
UOP Motorola is a world leader in the design and manufacture of advanced semiconductor products, and other digital communications products. For consideration, send resume to 7091 Orchard Lake Road, Suite 290, W. Bloomfield, Michigan 48322. An equal opportunity/affirmative action employer.

504 Help Wanted Office-Clerical

RECEPTIONIST for busy Bloomfield Hills commercial real estate office. At least 3 years experience. Must be able to handle busy multi-line phone system and type 60 wpm. Word processing experience & knowledge of real estate terminology helpful. No insurance benefits. $8.00 per hour. Call Diane. 646-7701

RECEPTIONIST - PART TIME
Generally 20 hours per week, 2:30pm-7:30pm 4 days a week & Saturday mornings. Good phone manner. Ability to handle customers. Light typing & filing. $5 per hr. Contact The Community Center, 477-8404, for interview

RECEPTIONIST
A rapidly growing software company located in Southfield is seeking a full time Receptionist. A pleasant & professional phone manner is a must. Clerical & typing skills also required. Please send resume to: Jobseeker Services, Inc., 21700 Northwestern Hwy., Suite 1070, Southfield, MI 48075, attention Jo Lewis

RECESSION PROOF PROFESSION

We are looking for an individual who can listen, learn to record and transcribe legal depositions in the Metro Detroit area. Must be a very close recession-proof and our work volume has increased steadily in each of the last years.

AS AN EMPLOYEE, you will receive comprehensive training, variety-filled work that of course, 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 active typing skills of 75+ wpm, intelligence, self-discipline, attention to full time and willingness to travel in a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0442, between 9:00 a.m. and 5:00 p.m., Monday, March 9th or Monday-Tuesday, March 9th-10th.

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Is An Equal Opportunity Employer

SECRETARY

NATIONAL LEASING COMPANY needs Secretary to assist marketing department. Lotus, WordPerfect 5.0/5.1 required. Organizational skills required. Benefits & excellent work environment. Please send resume to: P.O. Box 9066, Farmington Hills, MI 48333-9066

POSITION available for energetic, fast learner. Strong Secretarial skills. Proficiency in word processing and Full or part time. Send resume 27691 Michigan, Beverly Hills

Guardian offers an attractive compensation and employee benefit package. Interested applicants may forward a resume with salary history to

Robert Merrick
GUARDIAN INDUSTRIES
43043 West Nine Mile
Northville, MI 48167

An Equal Opportunity Employer

SECRETARY
INTERNATIONAL CORPORATION
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Our client seeks personable, professional, detail oriented individual. Position is fast-paced & diversified. Requires 55 wpm typing. $5.50/hr. Excellent benefits. Call Arthur Thomas. 355-4140

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