504 Help Wanted Office-Clerical

ACCOUNTANTS

With public accounting experience needed for temporary assignments, performing field audit work for CPA firm in Downtown Detroit. Call or send resume.

ACCOUNTANTS ONE
24133 Northwestern hwy., Suite 203
Southfield, MI 48075
354-2410

ACCOUNTING ASSISTANT
Full or part time, some accounting experience helpful. Send resume to:
MAPLEWOOD LUMBER CO.
6332 Lidystone Rd.
Garden City, MI 48135
ATTN: TKO

ACCOUNTS Payable/Receivable Positions available at public company in the insurance industry. Requires 1 yr experience on computer based systems (good office & typing skills. Full time positions with benefits. Salary commensurate with experience. Call Chris or Nancy at 354-0400

ACCOUNTS RECEIVABLE - looking for a self directed individual with secretarial skills and mathematical aptitude. Must be computer literate. Please send resume in confidence to: Bob Mills, 1800 Woodward Ave., Suite 101, Troy, MI 48083

ACCOUNTS RECEIVABLE
3 Days a week for Livonia real estate office (8 Mile & Haggerty). Computer literate (Lotus preferred), bookkeeping, paying bills, commissions etc. Non smoking office.
Call for interview
Century 21 Hartford South 464-6400

ACCOUNTS RECEIVABLE SUPERVISOR

Non-Regulated

Amcare Home Healthcare is currently seeking a qualified individual for the position of Accounts Receivable Supervisor for our non-regulated billing department.

In this position you will be responsible for maintaining reimbursement policies and procedures, supervising accounts receivable staff, developing and implementing training programs for staff and assisting staff in completing key daily activities.

The successful candidate will have a minimum 2 years experience in healthcare third party reimbursement. A bachelor's degree in Business Administration or Health Administration and supervisory experience preferred. Excellent interpersonal skills, ability to meet deadlines and knowledge of automated billing systems are also required.

To apply please send your resume to AMCARE HOME HEALTHCARE, Human Resources, 28001 Cabot Drive, W. Twelve Mile Road, Farmington Hills, MI 48331.

Achieving Workplace Diversity Through Affirmative Action/Equal Opportunity Employer.

ADMINISTRATIVE ASSISTANT
Word processing, data entry, answer multi-line telephone system. Resume to O. Lipsec, 50 West Big Beaver, Suite 300, Troy, MI 48084 (or call) 689-8488

ADMINISTRATIVE ASSISTANT
With great possibility to advance. 14 year growing firm experiencing phenomenal growth. If you want a challenge with above average wage, this is the place for you. Send resume to

C. Watson
PO Box 48179
Oak Park, MI 48237

Apply Today,

Data Entry
5,000 KPH

Receptionists
Multi-Line

Secretaries
55 WPM

Word Processors
All software

Call today to find out more about Personnel Pool's employment opportunities: Entry Data-Typing, top pay & paid vacation.

261-3830

Personnel Pool
Temporary Help Since 1946

ADMINISTRATIVE ASSISTANT
Executive office of Fortune 500 dealers Macintosh experience. Up to $9/hr. Call Susan at
UNIFORCE 473-2931

ADMINISTRATIVE ASSISTANT
Douglas & Lomason Company, a quality OEM supplier, has an immediate opening in the Corporate Offices in Farmington Hills for an Administrative Assistant. The position requires a minimum of 3 to 5 years secretarial experience in a large office or comparable technical firm. Candidates must have strong secretarial, computer, organizational, and communication skills. Areas of experience requiring emphasis are complete knowledge of Wordperfect, Lotus 123, Harvard Graphics, and 60 WPM typing. Interested candidates should reply by resume in confidence to: Administrator, Dept. 3
DOUGLAS & LOMASON COMPANY
24400 HALLWOOD COURT
FARMINGTON HILLS, MI 48335
PERSONNEL DEPARTMENT

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT

For premier Oakland County real estate firm. Full time with complete benefits package. Salary commensurate. Please send resume in confidence to: Bob Mills, 1800 Woodward Ave., Suite 101, Troy, MI 48083

No phone calls please.

ADMINISTRATIVE ASSISTANT
John Hancock Insurance Agency in Southfield is looking for an Administrative Assistant to serve three managers. Good typing and excellent math skills needed. Business like dress and attitude a must. Prior insurance experience but not required. We need a high school student on a part time basis looking for full time permanent position when school is out. Salary commensurate with skills and experience.
Call Tues. & Thurs., 8am-4pm:
568-0600, ext. 203.

Assistant Office Manager/Secretary
Entry level for fast paced growing home improvement business. Receptionist, head worker, Southfield.
Call David. 557-3000

ASSISTANT TO VICE PRESIDENT
Major financial institution needs take charge attitude and commercial loan experience. To $9.50/hr. Call Sharon at UNIFORCE 646-7863

AUTO DEALER has opening for part time Switchboard Operator/Cashier. Must be able to work Mon. & Thurs 10-9pm. Apply in person only at: Dick Scott Buick, 200 Ann Arbor Rd. Plymouth, MI.

BI-LINGUAL - Japanese speaking secretary, Japanese word processor, Technical translation, maintain library, benefits, salary open. Fee paid

CUSTOMER SERVICE REP - busy phones in sales environment, 18 button board, typing 45 wpm, fax machine, assist sales people, full benefits, $15,000. Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

Bi-Lingual Secretary
(Japanese/English Secretary needed. Farmington Hills location. Word processing, spreadsheet, data base knowledge required. 3 years bi-lingual secretary experience required. International firm. Responsibility for all secretarial duties. For immediate interview call...

NORRELL SERVICES
593-4491

MULTI FRANCHISE DEALER needs experienced individuals for the following 3 positions: • Full Charge Bookkeeper, Payroll Clerk & Biller. Apply in person at:
Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

BOOKKEEPER/SECRETARY
Construction firm needs mature individual with min. 5 yrs. experience in construction and computers preferably Vanyse or Comet. Call Diane week days at: 443-4800

CHILDREN WITH SCHOOL? Part-time shift sleeve assistant needed to process real estate investments. Experience necessary. Strong people & telephone skills. Great benefits. Hiring 40wpm. Assist president of big person company. Flexible hours. Call Pam Wolf at 353-1500
An Equal Opportunity Employer

10-15 CLERICAL WORKERS needed for Auto Insurance.
• 3 months clerical experience
• 10 key or data entry handling experience
• Full time/Part time
• Afternoon & evening
• Good transportation a must
$5.15-$5.25
Call 649-8765

Norrell Service, Inc
TEMPORARY EMPLOYMENT
NEVER A FEE

BOOKKEEPER experienced in payroll & accounts payable. Apply in person. Bruce Weigle Plumbing & Heating, 17600 Livernois, Detroit.

BOOKKEEPER
Experienced in computerized accounting functions, required for part time temporary position in western suburbs. 569-4860

QUALITY ACCOUNTING TEMPS

BOOKKEEPER for Real Estate Management company. Experience required in books keeping & some light typing. Call 336-2621

BOOKKEEPER - Full charge. General ledger thru trial balance, monthly reports, taxes, payroll, computer experience required. Call for growing wholesale distributor located in Rochester Center/Orchard's hall area. Send resume or apply in person to:
Bookkeeper, JL Talbot Marketing, 3909 Woodward Ave, Detroit, MI 48201

BOOKKEEPER - needed for luxury auto dealer. Prefer dealership experience. Full time benefits available. Apply in person, Ernest BMW, 4565 Maple Rd., Bloomfield Hills at Maple & Telegraph.

CALLING ALL SECRETARIES

Long & short term assignments available while looking for permanent jobs currently on East & West sides of Metro Area

Qualify to receive free gift.
Call today for an appointment.

TEMPORARY RESOURCES
737-1711

CLERICAL - Full time. Administrative duties during week & some weekends. Must enjoy a fast-paced work environment. Duties include: Handling customer calls, creating letters, spreadsheets, reports on Macintosh computer, and maintaining files. Accuracy and neatness a must. Send resume to: Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
(Full Time, Monday Friday)

Source One Mortgage Services corporate office has several entry level opportunities.

For information regarding our current job openings please call...

(313)488-7JOB

We offer a competitive benefit & salary package.
Equal Opportunity Employer M/F/H

CLERICAL - If you have some experience in DOS, WordPerfect, Lotus - good command of English composition - some real estate knowledge helpful. If you're dependable, honest, self motivated but able to take direction - pay attention to details & have a desire to grow in a new business - want part time to start - then send resume in one paragraph in your own handwriting describing your job expectations to P.O. Box 71162, Madison Hts., MI 48071

CLERICAL - one person nonsmoking office. Benefit package, construction company. Immediate opening, experienced in construction and computers necessary. Keego Harbor. Call 10am-12noon. 681-4440

CLERICAL - Suffering from angry heart syndrome or would you like an opportunity to get out of the house? Find office paradise in Bloomfield Hills Orthodontic practice. Position includes: answering phone & scheduling appointments full time, but will consider part time & school teachers. 647-0698

CLERK TYPIST
Detroit based Insurance entry level Clerk Typist. Candidate should possess a minimum typing speed of 40wpm. Good phone manner & 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

504 Help Wanted Office-Clerical

CIRCLE THIS!

Apply at Corporate Personnel Service for one of the following positions:

DATA ENTRY
GENERAL CLERK
MAIL CLERK
RECEPTIONIST
SECRETARY
TELEMARKETER
TYPIST
WORD PROCESSOR

Minimum of 6 months experience required. Long & short term assignments as well as temporary to permanent positions are currently available for dependable people in:

NORTHVILLE
NOVI
PLYMOUTH
SOUTHFIELD

Strong verbal and written skills required.

DON'T MISS OUT...
CALL TODAY!

CORPORATE PERSONNEL SERVICES
261-1120

NO FEE EOE

CLERICAL ASSISTANT
Needed for direct placed warehouse office. Part time, 23-25 hours weekly. Typing and lead/expediter experience required, WB train. Computer experience helpful. Please send resume to: M. Martin, 19240 W. 8 Mile, Southfield, MI 48075.

CLERICAL POSITION-Light typing, phones, filing and customer service. Minimum experience preferred, 18 hours/week, $5.35/hr. Call 258-1660

CLERICAL & SALES
Sharp people wanted for new studio and lab. Reliable. Flexibility a must. Photography helpful. 422-8310

CLERK/TYPIST
Excellent typing skills, Lotus & WordPerfect a plus. Duties include: mail, typing, copying. Hours are 8:30-4:30PM 5 days in Southfield. Benefits include medical/dental. Pleasant, congenial atmosphere. Please send resume to: Gallagher Bassett Services, Inc., P.O. Box 5138, Southfield, MI 48086-5138

CLERK/TYPIST
Oakland County-based bank has an immediate opening for a clerk/typist. The qualified should have previous office experience, filing skills, and good typing speed. Call...

RECORD RETENTION CLERK
Oakland County-based bank has an immediate opening for a record retention clerk. Applicant must have good communication skills, filing skills and excellent organizational skills.

For confidential consideration, send resume and salary history to:

PO Box 546
Pontiac, MI 48343
ATTN. HUMAN RESOURCES

EQUAL OPPORTUNITY EMPLOYER

CONSTRUCTION COMPANY needs office help. Experience in construction lien work helpful. Typing & phone etiquette a must. 537-2580

CROSSMATCH PERSONNEL INC.

• Pharmacists & temporary openings
• Receptionist
• Data Entry
• Executive Secretaries
• Legal Secretaries
• Bookkeepers

ALL FEES EMPLOYER PAID
477-7535

CUSTOMER RELATIONS Specialist needed for a direct marketing computer company. Excellent written and verbal communication a must. Send resume to: P.O. Box 317, Novi, MI 48376

DATA ENTRY
Expanding Novi computer company requires your accuracy, productivity and experience. To $6.50/hr.
Call Dona at UNIFORCE - 473-2932

DATA ENTRY
WordPerfect 5.1 skills required. Excellent salary and career opportunity. 355-5600

DATA ENTRY
$6-$7/HR.

Must be experienced in Lotus 1-2-3, Quattro Pro, Paradox, or Peachtree. Some bookkeeping experience a plus. Immediate openings. Call...

ARBOR TEMPS 459-1166

ESCROW/MORTGAGE PERSONNEL
TO $25,000 FEE PAID

We have several current opportunities for experienced Secretaries/Receptionists with escrow/title processors. Call 649-1900 or FAX resume to 649-3378.
SNELLING PERSONNEL SERVICES OF TROY

504 Help Wanted Office-Clerical

ATTENTION

DATA ENTRY OPERATORS

We have assignments for you in Livonia and Westland. Experience with both IBM and Microsoft Data Entry a must. Wordperfect background a plus. Some also include phones and filing. Most long term, all at good pay rates. BENCHMARK TEMPORARY SERVICES today at 425-9000 for an interview.

DATA ENTRY
MEDICAL BACKGROUND
ALPH-NUMERIC
Accuracy a must
Farmington Hills
Top Pay
MGM Services
476-7766

EXECUTIVE ASSISTANT
Immediate opening for well organized detailed oriented person. 2 years of office experience preferred. Responsibilities include word processing & general administrative functions, to help fast paced Troy firm run efficiently. Knowledge of Word Perfect a plus. Call Christine for appointment 828-5220 ext 432

EXECUTIVE SECRETARY
Successful Farmington Hills manufacturer needs confident person, 2 years of office experience preferred. Responsibilities include word processing & general administrative functions, to help fast paced Troy firm run efficiently. Knowledge of Word Perfect a plus. Call Christine for appointment 828-5220 ext 432

EXECUTIVE SECRETARY - needed for long term assignment in Wayne. Working in the environmental department for major automotive transmission plant. Candidate must have shorthand, excellent typing/WordPerfect, Lotus 1-2-3 plus and the ability to handle an extremely heavy workload. Assignment begins April 6. $9.25/hr. 9-5.
Mon. through Fri. Call 464-7878
ED Temporary Service
An Equal Opportunity Employer

Experience the Kelly Difference

Kelly Services offers you a world of assignments to jump-start your temporary career advantages. Experience the Kelly difference in one of the following positions:
• Executive temporary secretaries with recent experience on:
- WordPerfect 5.1
- DYA4
- LOTUS
• Data entry operators
• Typists (45 wpm)
• Experienced switchboard operators
• Receptionist with typing

Call today for an appointment!

Southfield 352-5220

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/H

FAST PACED insurance office needs bright, detail oriented individual with exterior who is detail oriented with excellent phone manner. Good coordination to be our liaison between agents, clients & pers-med in-house. Call with resume to: P.O. Box 2616, Southfield, MI. 48034-2616.

FRONT DESK
RECEPTIONIST/SECRETARY
Front desk position with progressive international Southfield company. Must have prior receptionist experience and possess word processing knowledge. Mature attitude plus excellent communication skills. Call O/E Management at: 478-5540

FULL TIME position available, job share possible. Mon-Fri 9:00-1:00 (affect 8:0 a must), Lotus 1-2-3, answering phones, filing, accounts payable/receivable preparation. Starting salary $5.25/hr. + benefits. Resume to: T.V.E.S. 36667 Schoolcraft, Livonia MI, 48150, Attn: Karen

GENERAL OFFICE
Duties include: Data entry in Altos computer, accounts payable, invoicing, light typing, filing, mail, telephone & purchasing. Send resume to: Sue Ellen Brown, Personnel Dept. 22106 W. 8 Mil, Southfield, MI 48034

GENERAL OFFICE: Experienced Secretary needed for small business. Must have computer knowledge, excellent with people and good grammar skills. Send resume with salary expectations and salary history to Box 482
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

IMMEDIATE position available for efficient office worker with pleasing personality. Please send resume to: P. O. Box 433, Bloomfield Hills, MI., 48013

504 Help Wanted Office-Clerical

FULL TIME for phone manufacturer, must have computer experience with BBT software, AP/AR and various clerical duties. Benefits. Call 9am-12pm only at: 661-1778

GAIN THE KNOWLEDGE NEEDED TO WORK IN AN OFFICE ENVIRONMENT
WORDPERFECT CERTIFICATE IN RECEPTIONIST TRAINING
80 % of accounts are looking for these NEW CLASSES EVERY 4 WKS.
• Professionally answer the phone
• Handle customer calls
• Handle a busy office
• File (and other office duties)
CALL
JOB PLACEMENT ASSISTANCE
MGM SERVICES...649-9060
(Ask for Patti)

GENERAL OFFICE in Canton. Willing to advance in insurance field. Part time. Computer knowledge helpful. 459-7122

GENERAL OFFICE DUTIES: Full-Time. Cheerful attitude and good phone skills a must. Ask for Joyce. Call. 542-5330

GENERAL OFFICE
Farmington Hills retail office seeks clerk for data entry, customer service & general office duties, non smoker. Call Sally at 553-0300

GENERAL OFFICE - Established management company is looking for energetic individual, detail oriented, phone personality, for front desk. Must be accurate, friendly with experience in office procedures. Bingham Farms Center location. 644-8290

GENERAL OFFICE/SECRETARIAL
Temporary & permanent assignments available for $7-$10/hr. Ideal for evening students or recent grads, call...
MANTUNUONO & ASSOC.
355-2440 FEE PAID

INSURANCE/STATE FARM
Secretary for busy office position, type accurately for computer data entry. Good with people. Insurance experience not necessary. Non smokers only! Mail resume to: Jim Beziak, 31281 Schoolcraft Rd. Livonia, MI 48150

KELLY SERVICES
has immediate openings in
Data Entry Operators -
(any style)
Secretaries -
• Word perfect
• Excel
• Data Base

Call 271-5300 or 336-8550 to schedule an interview

Fairlane Plaza North
290 Town Center Drive
Suite 321
Dearborn

KELLY SERVICES

LEGAL ASSISTANT for Birmingham firm. Commercial litigation & commercial transactional experience required. Paralegal degree & Word Perfect 5.1 preferred. Salary commensurate with experience. Benefits. Resume to Box 480
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY
Full or part time. 5 years experience. Computer experience required. Knowledge WordPerfect. Southfield law firm. Contact Nancy at 353-3810

LEGAL SECRETARY
3 + years experience in divorce & family law. Wordperfect 5.0. Farmington Hills area. Call. 855-5770

LEGAL SECRETARY - Experienced for Farmington Hills law firm. Pleasant working conditions, for non-smoker. Must have experience in word processing. Salary dependent on experience/expertise 489-1444

LEGAL SECRETARY/Word Processor for personal injury firm. Farmington. Must be familiar with WordPerfect. Salary commensurate. Call Margaret Capoccia, 852-5100

LEGAL SECRETARY
Southfield general practice law firm with emphasis on negligence, experience necessary. Immediate hiring. 552-5400

LEGAL SECRETARY - Full time, 2 years exp. Farmington Hills area. Octaphone, WordPerfect 4.2 experience required, knowledge of bankruptcy helpful. Small friendly office, salary based upon experience, benefits, please contact Kim Willoughby at 540-3340

LEGAL SECRETARY for small personal injury firm, Hills law firm. 2 years experience & excellent typing skills required. Word Perfect 5.1 & good phone skills helpful. 647-7871

LEGAL SECRETARY - law firm seeks legal secretary with 2 yrs. litigation experience. WordPerfect 5.1, excellent typing & telephone skills needed. Shorthand preferred. Candidates should send resume & salary history to: Director of Personnel, Care of Personnel Department, Post Office, P.O. Box 43111, Detroit, MI 48243.
An Equal Opportunity Employer

LEGAL SECRETARY
Part time for small busy law firm specializing in real estate, probate, business, estate planning & probate. Would like mature, reliable & organized individual w/min. 3 yrs. experience in legal procedures. Computer skills, proficiency for document drafting & general law office skills. Pay is legal assistant, $5. 25 to start. Excellent salary w/perks. Send resume to: Law Offices, 31874 Northwestern Hwy. Farmington Hills, MI 48334

LEGAL SECRETARY
Troy law firm. Insurance Defense. Will train. Call with qualifications. 362-3707

LEGAL SECRETARY/TRAINEE
for non smoking law firm in Bloomfield Hills. 1-2 years experience necessary, with computer skills. Call Barb. 333-2400

LEGAL SECRETARY
Rubinec, McCann & Mastir for semi-retired, but still active attorney. 3 years in domestic. Experienced, organized & independent with sense of humor. Birmingham. 647-7900

LEGAL SECRETARY
Needed for Southfield firm with at least 2 years personal injury experience. Must have WordPerfect experience. 320-3000 plus benefits. Call 352-7777

LEGAL SECRETARY
Needed for Birmingham law firm. 2 years experience. Knowledge of WordPerfect & litigation a must. Send resume to:
325 South Woodward, Birmingham, MI 48009, attention Judy.

LEGAL SECRETARY
Our client is seeking a highly skilled professional secretary with 2 + yrs. legal experience for challenging position. Work environment is friendly & benefits are outstanding. Call Arthur Thomas 644-5140

LEGAL SECRETARY - Starting this law firm seeks legal secretary with 2+ years litigation experience. WordPerfect or comparable computer experience required. Good salary with benefits. Send resume with salary requirements to: Personnel Manager, P.O. Box 1102, Sterling Hts., MI 48311-1102

LEGAL SECRETARY
Small Livonia law firm. Microsoft Word & Timeslips or comparable software a plus. Light typing. Non-smoking building. Full time position. Send resume to: Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Do you hate 9 to 5? Do you, experience in the legal field? If you are interested in temporary or permanent work, then register with the best.
MANTUNUONO & ASSOC.
24901 Northwestern Hwy.
Southfield, MI 48075
355-2440 FEE PAID

LEGAL SECRETARY/PARALEGAL
Well established Bloomfield Hills law firm has immediate full time position in Estate Planning Dept. Prerequisite for interview: strong secretarial skills, extensive experience with trust agreements, thorough knowledge of probate & tax planning. Must be well organized and a team player. Send resume to: 200 E. Long Lake Rd. Ste. 2130, Bloomfield Hills, MI. 48304-2361, Attn.: Personnel

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Southfield attorney. Need permanent/part time, Wed. & Fri. preferred. Need side with superior skills. 353-8630

LEGAL SECRETARY, $25,000
Challenging and diversified duties. Well student firm, corporate/real estate experience preferred.
LEGAL RECEPTIONIST, $20,824.00
Prestigious downtown firm, 3 years legal experience, excellent typing, telephone skills. Opportunity to advance.
LEGAL SECRETARY, $20,824.00
Great work environment, plush offices, lots of variety, 3 years litigation experience.
ALL FEES COMPANY PAID
772-6700
SNELLING PERSONNEL SERVICES
Evening & Sat. appts. available

LOOKING for Dealership experienced person for Switchboard & Cashier. Excellent benefits. Work hours: Mon. - Fri., 9-6, third Sat. of every month. Apply in person: Mon. - Fri., 8-3. Ask for Joyce Taylor. Bogie, 3363 Washtenaw, Ann Arbor, MI US-23.

LOOKING TO BUILD that new Spring wardrobe, but short on cash? We've got the money for you! If you have:
• Customer Service experience
• Type 30-35wpm
• Have a pleasant phone voice
We have:
• Phone order entry positions
• Days & afternoon shifts
• $5.50/hour
• 16 Mile & Crooks location
Call 649-8764

Norrell Service Inc
TEMPORARY EMPLOYMENT
NEVER A FEE

MAIL ROOM CLERK
1 yr. experience, good interpersonal presentation. Salary $12,000 to $14,000 + benefits. Call Arthur Thomas 355-4140

MANUFACTURERS REP Office seeks Receptionist/Secretary. Full time & one other day per week. Typing a must. Respond to PO Box 2210, Southfield, MI 48037.

MEDICAL OFFICE needs person for typing. Experienced. Excellent opportunity, Farmington area. Ethics & personality required. 474-8618

Mortgage Banking
Syndications
Quality Control Processor
Full time, dependable, detail-oriented individual with 1 to 3 years exp. Experience & knowledge of Word-Perfect 5.1 mortgage loan contracts & accounting/finance helpful. Responsibilities include: preparation of Loan agreement, and researching for chain of title, financial calculations and general clerical duties. Send resume with salary requirements to:
Mortgage Corporation of America
560 Kirts, Suite 120
Troy, Michigan
Attn: Syndications Quality Control

MORTGAGE CLOSING
DATA ENTRY CLERK
Service Bureau, in Farmington Hills is seeking an individual who has an outstanding skill level in input accuracy & a desire to learn. Must type a minimum of 35wpm & have solid math & spelling ability. - Interview date/time is Wednesday, March 25th. For appt., call Mr. Chaplin, 553-5143

MORTGAGE REFINANCING CLERK
Accurate skills plus 2nd mortgage experience necessary. Legal & plus. Top pay. Call Gale at UNIFORCE 646-8148

NEEDED
Long & short term assignments throughout the metropolitan area for experienced.
• Secretaries
• Switchboard Operators
• Receptionists
• Word Processors
Call for an appointment.

TEMPORARY RESOURCES
737-1711

NEEDED RECEPTIONIST
$150 TO START

Designer fashion company needs self-motivated, energetic receptionist to work in fast paced, fun, rock 'n roll atmosphere. Must have excellent phone skills. Must be people oriented. Great attitude need only apply. Call Jerry 537-3330

OFFICE ASSISTANT
Insurance agent needs part time help for Birmingham firm. Must have office experience. Call for a personal interview. 879-5108

OFFICE ASSISTANT/Part Time
Duties include typing, filing, clerical. May become full time position. Apply in person to:
Argent Automotive Systems
41131 Vinsetta Blvd.

OFFICE HELP - Part time - Plymouth area, 11-5pm Mon., Wed & Fri. Answering phones, typing, some computer experience helpful. Call Lynn, 9:30am-4:30pm. 455-8815

OFFICE MANAGER
Rapidly growing dealership in the Farmington Hills area seeks a proven self-motivated Office Manager. We need a hard working, ambitious individual that can do all phases of office management including payroll, AR/AP, financial, etc. Anderson's is a good place to work, a good place to do business. Excellent pay and benefits. Call sandy at:
858-2300 or 478-8200

PART TIME SECRETARY/ RECEPTIONIST

A sharp person is needed immediately to work in the MICHIGAN office of a national television advertising company.

You must be a take-charge individual who is willing to learn our methods.

We will be happy to teach you if you want the opportunity to work in this fast moving company.

Good starting salary, frequent raises and other company benefits.

CALL FOR APPT
313-358-3030

PAYROLL CLERK

Our Payroll Dept. is seeking an individual with a minimum of 2 years payroll experience through a processing bureau, preferably Control Data. Individual must be proficient with a calculator, detail oriented, have excellent communication skills. Good typing & math skills are required. Lotus background is a must. Must be able to work well under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates should apply in person Mon-Fri, 8am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICE CORPORATION
(Formerly Fireman's Fund Mortgage Corporation)
21333 Haggerty Road
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

RECEPTIONIST/DATA ENTRY
Experienced only. Excellent career opportunity. Call 464-4441

RECEPTIONIST
Farmington Hills corporation looking for an experienced highly professional receptionist. Strong phone skills are a must. Send resume to: Receptionist, 24555 Halfwood Ct., Farmington Hills, MI 48335

RECEPTIONIST
For new Livonia office. Mon, Wed, Fri, 9-12:30. Tues, & Thur 1-4:30. $4.25/hour. Apply in person at Orthopedic Rehabilitation, 29815 8 Mile, Suite 105, Livonia.

RECEPTIONIST/TYPIST
• Busy Phones
• Good phone voice
• Typing
• Filing
MGM Services
474-7766

RECEPTIONIST/SWITCHBOARD OPERATOR
Professional sporting facility is seeking a qualified candidate with 2+ years experience, including typing and general computer knowledge. A pleasant manner in dealing with the public in a fast-paced environment is required. Experience in Siemens HCM 200 system is a plus. Please send resume and salary history to: Receptionist/Switchboard, Box 510,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PAYROLL CLERK
Suburban Detroit based professional sporting facility is seeking a motivated, aggressive self-starter to fill an accounting position.
Responsibilities will include processing and production of payroll using the ADP payroll system. Additional responsibilities include: processing accounts payable, reports, garnishment, union reports and unemployment claims.
Qualified candidates must possess computer experience (ADP Payroll familiarity a plus), typing and word processing skills, Lotus 123, some college level accounting courses.
Send resume to Payroll Clerk:
Box 510,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

PHONE ORDER PROCESSERS
Home improvement product. Light record keeping. Part time after 5pm. Could lead to full time. Pay depends on. $12 per hour earning potential. Will train the right people. Great job for students, homemakers, retirees. 476-7355

TROY MANUFACTURER - seeks highly motivated self starter for full time position as receptionist/word processor. Excellent benefits package and be proficient in WordPerfect 5.1 and Lotus 1-2-3. Minimum 2 years with experience. Submit resume with salary history to: Receptionist P.O. Box 1994, Troy, MI 48099

RECEPTIONIST
Full time position available at our Farmington Hills office. Must possess strong telephone skills and be capable of handling a large volume of calls. Light typing and good math skills required to handle misc office procedures. Excellent benefits package. Please apply 8:30am to 12:30pm.
MELODY FARMS
31111 Industrial Rd., Livonia
Equal Opportunity Employer M/F/H

RECEPTIONIST for quality wood window & door distributorship in W. Bloomfield. Opportunity for outgoing well spoken person who enjoys dealing with the public. Typing & general office experience desired. Duties include assisting various departments and receiving incoming calls. Growth potential & excellent benefits. Send resume or apply to:
PELLA WINDOW & DOOR CO.
2000 Haggerty Rd.
W. Bloomfield, MI 48322
An Equal Opportunity Employer

RECEPTIONIST FOR DENTAL office. 5 mornings. Birmingham/Bloomfield area. 642-8104

RECEPTIONIST WANTED
with good typing skills for Troy law office. Experience required. 643-4700

RECEPTIONIST
Mature, responsible person needed for busy day care center in Novi
Full time, Mon.-Fri. Days.
Call Jean. 344-0140

RECEPTIONIST/TYPIST
for Ren-Cen law firm, high school graduate, good typing skills, need light duties. Word Perfect helpful. Call administrator 259-8300

RECEPTIONIST/TYPIST
Real estate management office. Must type 70 wpm, answering 5-9 phones must. General accounting experience a plus. Resumes to: Jim Hayman, Comerica Bank, 25111 Evergreen, #200, Southfield, MI, 48076 Attn: Personnel Department

RECEPTIONISTS NEEDED
Troy/Warren/Madison Heights
Call 851-8600
• One year work experience
• Light typing
• Multiple phone lines
• Own transportation
• Good references
Long & short term positions
Multi Services
689-9660

RECEPTIONIST

Seeking an experienced person for a company in the Southfield area. Experience in Brain or PBX Switchboard needed. Call Pat for an interview today!

WOLVERINE
STAFFING SERVICES
358-4270

RECEPTIONIST

Successful Birmingham real estate developer seeks professional individual to perform receptionist/switchboard duties in addition to other general office responsibilities. Ideal candidate will be well organized, have excellent communication skills and possess at least 2 yrs of office experience. Generous salary & benefits package. Please send resume to: Ms. Avery, P.O. Box 891, Southfield, MI 48037

Plante & Moran recruiter for an equal opportunity employer

SCHOOL SECRETARY
Full time, clerical experience with foreign language skills preferred. Send letter/resume to: International School, 30800 Telegraph, Southfield 48076

RECORDING SECRETARY
Wanted 1 evening per month to record and type minutes of Board of Directors meeting. Apply in person Kings Mill Co-Op, 18120 Jamestown Circle, Northville

SECRETARY - PR firm has immediate opening for Secretary. Applicants must be dependable, motivated & organized. Secretarial background, strong secretarial skills & excellent people skills required. Computer skills a plus. Enjoyable growing firm offers excellent benefits & opportunity for growth. Send resume to Box 496,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - PURCHASING
A new OEM Manufacturer for the automotive industry is seeking a Purchasing Secretary for it's Troy headquarters.
Responsible for clerical support of staff of three. One to three years solid secretarial experience. Formal training required. Some college and P.C. experience preferred.
Please send resume and salary history to: Box 418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
For growing real estate office. Detail oriented individual must be organized to work well with busy people and multiple phone lines. Good typist, non-smoker. Send resume to
CBSSR, Attn Jackie
33030 Northwestern Hwy.
West Bloomfield, MI 48322

SECRETARY/RECEPTIONIST: Part-time position available & may go full-time near Fall. Enthusiastic person with a lot of common sense, who has knowledge of answering phones, filing, typing, good with numbers, computer knowledge is helpful & Word Perfect helpful but not required. Send resume with salary & references to SECRETARY, 24543 Halsteadwood, Farmington Hills, 48335

SECRETARY/WORD PROCESSOR
Are you interested in re-entering the job market? Can you type 65wpm? Do you know WordPerfect 5.0? Can you work 20-25 hours a week with a flexible schedule? If so, send your resume with salary history to: 25348 Northwestern Highway, CS-5155, Southfield, MI 48037-5155. Company relocating to Troy, May 1st.

SECRETARY - would like applicant to have degree or equivalent experience. Business English, Bookkeeping, Steno. Looking for self motivated, organized & possible supervision of small office staff. Needs accounting thru financial statements & pleasant personality. Please send resume & wage requirements to: PO Box #1181, Taylor, MI 48180

SPECIAL SUPPORT CLERK

Douglas & Lomason Company, a quality OEM, located in Farmington Hills has an opening for a SPECIAL SUPPORT CLERK in the Quality Assurance Department. This is a PART TIME position (12-20 hours per week). Those candidates applying should have basic PC experience, good typing, phone, and typing skills. Position pays $5.50 per hour, interested parties should reply by resume to:

Douglas & Lomason Company
24400 Hallwood Court
Farmington Hills, MI 48335
PERSONNEL DEPARTMENT
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BARTON MALOW, A national construction management firm, has a need for a qualified project (construction site) secretary in the New Schools area. Candidates must have the following qualifications:
• Word processing skills (Multimate and Lotus)
• Type 55-65 wpm
• Self-starter
• High School business curriculum plus prior secretarial experience
Send resume in confidence to:
BARTON MALOW COMPANY
Human Resources Department
27777 Franklin Rd., Suite 800
Southfield, MI 48034
Equal Opportunity Employer M/F/H

We're Wayne's fastest growing one of the nation's largest sales promotion companies, seeking an your neighborhood. Currently, we need highly motivated individuals to fill a variety of secretarial positions at our corporate headquarters in Livonia.

Valassis Inserts is a progressive corporation where your communication, organizational and secretarial skills can really pay off. We offer a professional environment, great benefits, competitive salaries and the opportunity to grow with us.

So, if you're ready for an exciting new career, look no farther!

Send your resume to

Valassis Inserts
36111 Schoolcraft Road
Livonia, MI 48150
Attn: Cristin Keller
Human Resources

DISTRIBUTION SECRETARY

PFS, a nationwide company, is seeking a detail-oriented individual for our Novi food and paper distribution center. 2nd shift, if the prospect is being a member of a highly successful team is driving to Novi, then send us your resume. If you have 50 wpm typing, 10 PC skills, customer service orientation.

In addition to working in a professional environment, we can offer you an excellent salary and benefits package including stock options, 401K savings plan, comprehensive medical/dental/vision/hearing insurance and much more.

Apply in person, Mon.-Fri. between 1-5pm, or send your resume to

PFS
43600 Grand River
Novi, MI 48375
An Equal Opportunity Employer

SECRETARIES
TROY/ROCHESTER/WARREN
Short & long term assignments available daily

MUST HAVE.
• 1 year work experience
• Excellent references
• Good communication skills
• Some word processing or dictaphone
• 50 + wpm typing speed

MGM OFFERS
• Competitive wages
• Paid holidays
Perfect for retirees, laid off clerical workers
• MGM SERVICES ... 649-9650

SECRETARY/BOOKKEEPER
Professional office in Southfield. Must type 70 wpm, answering 5-9 phones both secretarial & bookkeeping duties. Send resume to
3000 Town Center, Suite 1790
Southfield, MI 48075

SECRETARY/COORDINATOR
Detroit based corporation needs word processing, Lotus 1-2-3, and good communication skills. Knowledge of blueprint helpful. Send resume to Box 518
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Entry level clerical person needed for busy manufacturing company. You must be a hard worker, energetic and possess a positive attitude. Send Resume to Personnel Director, 44808 Helm, Plymouth, MI, 48170.

SECRETARY For small Downtown law office. Must be proficient typing, dictaphone required. Mature person preferred. (313) 963-9472

SECRETARY - for temp-to-perm assignment in Farmington Hills. Must be flexible, excellent organizational and typing skills, minimum typing speed of 55 wpm. Call 464-7078
ED Temporary Services
An Equal Opportunity Employer

SECRETARY
For health care company. Must