EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed for fast paced property management firm. Must be personable, conscious, self-motivated, detail oriented, computer knowledgeable. Property management experience preferred. Send resume & salary requirements to: P. O. Box 2480, Farmington Hills MI 48333

ACCOUNTS RECEIVABLE 50-Towers, order entry, invoicing & cash receipts, computer experienced, only need apply. Call June, to setup appointment, bring resumes & references. 545-9473

★ ACCOUNTS RECEIVABLE CLERK
Permanent position in Royal Oak for person with high volume accounts receivable experience, good PC skills & knowledge of SMART or LOTUS software. Salary to high teens. Call or send resume to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

ADMINISTRATIVE ASSISTANT 15-20 hours weekly. Typing, computer skills, professional office. 15 Mile/Telegraph. Miss Schneider 540-3037

ATTENTION!
Secretaries
Word Processors
Data Entry
Receptionists
We have jobs for you
in all areas with
BONUS (plan up to $300 bonus)
Call our office Today!
MGM Services 649-9080

AUTOMOTIVE SALES OFFICE SECRETARY, $22,000
A choice position with a well established company. Your good skills and experience will win here. Call Debbie at 464-0900
SHELLING PERSONNEL SERVICES

BILINGUAL EXECUTIVE SECRETARY $14 + PER HR.
- Immediate long term assignment in western suburb
- Knowledge of Japanese a must
- Experienced word processing skills, accomplished typist
- Must have previous office experience
- Weekly pay
- Resume required
- Call for personal interview.
OLSTEN Temporary Services
SOUTHFIELD
354-0555
EOE - m/f/h/v Not Fee

★ Billing Clerk Sr.
Permanent position in Southfield for person with 5 + years of 3rd party billing experience. Excellent benefits available for qualified candidate who can handle high volume, fast paced environment. Salary to $19,000. Call or send resume.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT EXECUTIVE VICE PRESIDENT $24,000
We are seeking an Administrative Assistant reporting to the Executive Vice President of a major Michigan-based corporation. 100 wpm shorthand required. Comprehensive benefits include tuition reimbursement. Call Arthur Thomas. 355-4160

ADMINISTRATIVE SECRETARY
Geriatric Center of Excellence
Oakwood Health Services Corp.
Organized, energetic, full-time Administrative Secretary needed for the Geriatric Center of Excellence. Expert in word processing, charts and presentation design, filing systems and spreadsheet programs a must. This is a challenging position requiring quick thinking and dedication to detail through interested candidates, please send resume with salary requirements to: OAKWOOD HOSPITAL, Human Resources Dept., ATN: J.J., 23400 Michigan Ave., Suite 111, Dearborn, MI, 48124. Equal Opportunity Employer.
OAKWOOD HOSPITAL
A subsidiary of Oakwood Health Services

BIRMINGHAM REALTOR Needs Secretary Sundays, 11-5pm. Pleasant phone and typing required. Call Mr. C. Balogh or Mr. Pelzer, 313-645-2500

DETROIT - Part time bookkeeper required for small business. 835-2003

BOOKKEEPER FOR Dialing/Pharmacy Dept. in Plymouth needed. Collection experience necessary. Good benefits, salary based on experience. Send resume to: HR Director, P. O. Box 15013, Ann Arbor, MI 48106

BOOKKEEPER - Full or part-time woodward & 9 Mile Rd. area office. Experience in computerized bookkeeping & word processing required. Send resume with expected starting wages to: P.O. Box 65, Royal Oak, MI 48068

★ BOOKKEEPER FULL-CHARGE
PART-TIME permanent position available for full charge bookkeeper in North Ann Arbor. Must be detail oriented, self motivated, organized and have good common sense. Must be computer literate.
Call or send resume.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

BOOKKEEPER
Suburban property management firm is seeking a bookkeeper/accounts payable clerk. Qualified candidates must have 2 + years bookkeeping. Lotus 123, & SKYLINE software experience. For consideration, send resume & salary requirements to:
Box 698
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER through trial balance. Must be detailed, organized, motivated, self-starter. Experience with Lotus necessary, knowledge of Skyline helpful. Property management/construction company. Send resume and salary requirements to:
Box 692
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Small service business needs experienced bookkeeper. Handle all general ledger thru financial statements. Accounts receivable, accounts payable, cash disbursements. Computer ability experience required. Lotus experience helpful. $18,000 - $20,000. Send resume with cover letter showing salary history to: Box 720
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part time in Canton to assist current bookkeeper. Computer experience helpful but not necessary. Must strive for accuracy. Send resume to: Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/SECRETARY
Approximately 30 hours per week. One person office. Computer knowledge necessary. 545-0985

BOOKKEEPING ASSISTANT - part time position leading to full time position. Bright individual with experience in payroll & sales. Lotus, Word Perfect & computerized bookkeeping experience helpful. Fast growing Oakland County professional firm. Send resume, salary history & recent references to Box 744,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPING/CLERICAL - approximately 20-25 hrs. per week for friendly Ferndale office. Some phone exposure required. We're looking for a mature individual with accounting experience who's not afraid of filing and other basic office functions. Please send resume to: Part Time Position, P O Box 20250, Ferndale, MI 48220
An Equal Opportunity Employer

CAREERS!!
SECRETARY - RECEPTIONIST
Word processing & typing of 50 wpm for busy office

LEGAL SECRETARY. Good secretarial skills needed for prestigious firm. Excellent benefits

EXECUTIVE SECRETARY. Word processing, typing of 60wpm, shorthand helpful needed for great firm

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington 737-5750
Detroit 963-3230
Troy 583-3720
An Equal Opportunity Employer

CLERICAL
General clerical positions available located in Southfield at 11 Mile & Inkster. $5 per hour plus have reliable transportation

NORRELL SERVICES
593-4491
CLERICAL 200
Temporary long term assignment. Call EmploymentGroup 583-1919
EEO M/F/H

504 Help Wanted Office-Clerical

CAREER OPENINGS
FEE PAID POSITIONS

Trial Secretary	$24k
Executive secretary, shorthand	$30k
Secretary, Bilingual	$33k
Design Director	$50k
C.S.R.	$27k
Outside sales-West	$25k
Trainee PT legal	$9k
Fee clerk PT	$7k
Eastfornice clerk	$14k
Legal corporation	$20k
Consumer prod manager	$50k
Receptionist	$6/$7k

DOROTHY DAY PERSONNEL OF TROY, INC. - 3270 W. Big Beaver, #118, Troy, MI 48084 or 950 Dunlinton, Det. MI 48228

CITY OF NOVI
POLICE DEPARTMENT
EXECUTIVE SECRETARY
The City of Novi Police Department is searching for an individual who has excellent secretarial and computer skills, can assume office responsibilities with minimum supervision and enjoys considerable public contact. Salary range is $21,000 - $25,000 plus fringe benefits. Obtain and submit an application by May 1, 1992 to the City of Novi, Personnel Office, 45175 W. 10 Mile, Novi, MI 48375.
An Equal Opportunity Employer

Clerical
MONEY TALKS!
TALK TO US!
Corporate Personnel is accepting applications for the following positions:
DATA ENTRY OPERATORS
RECEPTIONISTS
SECRETARIES
TELEMARKETERS
TYPISTS
WORD PROCESSORS
Minimum of 6 mo. experience required. Long & short term assignments as well as temporary to permanent positions are currently available for dependable people. Strong verbal & written skills required. Competitive salary & benefits.
DON'T MISS OUT
CALL TODAY!
CORPORATE PERSONNEL SERVICES
261-1120
EOE - m/f/h NOTE

CLERICAL
SUPPORT CLERK
The Wixom branch of our expanding company has an immediate need for full time clerical support services.
The Successful candidate must possess prior data entry, & customer service experience. They must have proven ability to handle details in a very fast-paced environment, be motivated, a self-starter & a creative thinker.
Qualified candidates send resume & salary requirements to
S&H Equipment Co., Inc., 51720 Grand River Ave., Wixom, MI 48393

504 Help Wanted Office-Clerical

CLERICAL
PART TIME
Company located in Livonia has an opening for a part-time clerical worker in its sales department. A minimum of 20 hours work a week is required. Send resume to Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL/PHARMACY AIDE
Metro Medical Group a Division of Health Alliance Plan has an immediate full time, 11-9:30 PM shift, part time, and on-call positions available at our Livonia Medical Center. The individual will have 1 year of clerical experience and be able to type 40 WPM. We offer a competitive starting salary and benefits package. Interested applicants, please send resume to:
Human Resource Dept.
Metro Medical Group
35200 Schoolcraft, Livonia, 48150
An Equal Opportunity Employer

CUSTOMER SERVICE Coordinator. Corporate location seeks A MUST: Typing, the ability to learn & handle computer systems, & a good telephone personality are required.
542-1131

DATA ENTRY Computer Operator for busy distribution company. Experienced, accurate, attention to detail, no smoking. Send resume to Data Entry, P.O. Box 40772, Detroit, MI 48239

CLERICAL SUPPORT
(Part-time)
Amicare Home Healthcare is currently seeking a qualified individual for the position of Clerical Support for IV Reimbursement. This is a 20 hour per week position.
Duties include typing, copying, filing records and correspondence, answering telephones and routing the incoming calls to appropriate personnel, and opening and routing of incoming mail, to appropriate personnel as directed.
This position requires a high school graduate or equivalent or GED and demonstrated typing skills of 50wpm. One year clerical experience in an acute care, home care or medical office preferred. Must possess well developed interpersonal skills.
Please send resume to:
Human Resources Manager
AMICARE HOME HEALTHCARE
34605 Twelve Mile Road
Farmington Hills, MI 48331
An Equal Opportunity Employer

Customer Service
(Full Time, Part Time)
Fourte One Mortgage Services Corporation has several opportunities for individuals with previous consumer customer service experience.
Please call our job hotline for hours and other available positions
(313)488-7J08
We offer a competitive benefit & salary package
An Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

Clerical
IF YOU HAVE THE SKILLS KELLY HAS THE JOBS
Kelly Temporary Services has immediate assignments for the following skills
WORD PROCESSING
SECRETARIES
- 6 months recent experience with Disciplinarts 4
- Top notch skills
- Short term assignments at a major firm in the Redford area

DATA ENTRY OPERATORS
- High production required (10,000 + KPH)
- Short and long term assignments in Livonia

For more information call
Livonia 522-4020
1-96 Officentre
33133 Schoolcraft
Westland 326-5590
896 Wayne Rd.
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/H

Customer Service
$6.50 Per Hour
Immediate, full time position available in our West Bloomfield executive office.
To take advantage of this excellent opportunity you must be able to organize and process correspondence quickly and efficiently.
Word Processing Skills a Must!
Benefits include life and health care coverage, paid holidays and vacation, tuition reimbursement, and complimentary spa membership.
If qualified, call Ms. Bach today.
FITNESS USA HEALTH SPAS
737-7200

DATA PROCESSOR
Minimum 4 years experience, input data, generate reports, working knowledge LOTUS 1-2-3 & WordPerfect, must type at least 65 wpm. EEO/AAP. Resumes only:
Western Road Counseling Center
2000 Green Rd. Suite 220
Ann Arbor, MI 48105

DO YOU have good Secretarial/Word Processing skills and want to put them to good use? Let us assist you. We are a growing temporary service and offer long, short and temporary-to-perm assignments with excellent pay.
ETO Temporary Service
An Equal Opportunity Employer

ESTABLISHED & fast growing industrial supply company located in Livonia is looking for a clerk for their Order Entry Dept. Able to type 35-50 wpm experience with 10 key calculator & ability to work well with others. $5.45/hr plus benefits.
Call Central 458-7000 ext 5218

504 Help Wanted Office-Clerical

PART TIME
Data Entry and Filing. Evenings. Good typing skills a must. Well lit, Bloomfield location. 258-4400

DATA ENTRY
Computer services company in Livonia seeking experienced data entry operators to fill positions on both day and afternoon shifts. Speed and accuracy a must. Qualified candidates will be eligible for health, dental, paid vacation, good pay and many other perks. For more information, please call after 2:00 p.m. 261-8220

DATA ENTRY
Leading national service firm needs your experience, accuracy & productivity. To $6.50/hr.
Call Bethany at UNIFORCE 473-2932

EXECUTIVE LEGAL SECRETARY
$28-$30,000 Corporate/real estate background. Work for Vice President of major corporation. Benefits.

LEGAL SECRETARY, $25,000
Two positions available with prestigious Oakland County firm. Medical malpractice or commercial real estate experience. Immediate opening. 772-6780. ALL FEES PAID
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Experienced professional secretary. Must have word processing, shorthand, good organizational & administration capabilities. Exceptional skills required. Salary negotiable at a definite plus. Send resume to:
Personnel, 34778 Coventry, Livonia, MI, 48154.

EXECUTIVE SECRETARY
Vice president of major bank needs your sale charge experience. Finance experience preferred.
To $9.50/hr. Call Sharon at
UNIFORCE 646-7661

EXECUTIVE SECRETARY/PLANNING ASSISTANT
for Certified Financial Planner in Southfield Town Center Area. Full time or part time, flexible. Word Perfect & computer knowledge necessary. Outstanding growth opportunity for the right person. $8-10 per hour, non smoking office
Call 9am-1pm 948-7900

EXECUTIVE SECRETARY - Tripy, excellent typing, shorthand 90 wpm for corporate office, experience with Fortune 500 company, benefits, $24,500. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

GENERAL OFFICE WORK
For sales office location in Birmingham, experience required. Mon thru Fri 8:30 to 5. 644-2846

GENERAL OFFICE
Busy Livonia contractor needs mature, well organized person with good clerical skills for full-time position. Call between 2-5pm. 261-9033

GREEN TREE ACCEPTANCE
is seeking a Loan Processor, for its home improvement division. Candidate should be detail oriented & possess excellent telephone skills. Experience with FHA or Conventional real estate underwriting guidelines. Title experience necessary. Full time position with Great Benefits. Apply in person or send resume to Green Tree Acceptance 38705 Seven Mile Rd. Suite 180, Livonia MI 48152.

INSIDE SALES COORDINATOR
Secretarial/word processing experience. Data Base skills. Send resume to ISC, Box 728,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

ENTRY LEVEL Clerical opening, part time, 4-8 hrs Tues, Wed, Fri for national company located in Southfield. Typing skills helpful, good phone etiquette a must. Call Dolores or Mary Ann 351-8887 or 8870
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 65 wpm
- Helpfulness required
- For data entry-minimum 10,000 keystroke
Call for personal interview
OLSTEN TEMPORARY SERVICES
Ann Arbor Dearborn
Detroit Troy
Southfield
354-0555
EOE Not Fee

GENERAL OFFICE HELP
No experience necessary but good phone manner. Full or part time hours and pay rate starting at $6.50 per hour. 352-5225

INSIDE SALES/RECEPTIONIST
Well established westside company seeks an experienced person able to organize information & handle customer inquiries. Typing skills helpful, pleasant atmosphere, full benefits, competitive salary.
Send resume in confidence to
Box 672
EMPLEX CORP.
PO BOX 42487
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

INSURANCE AGENCY in Southfield area looking for Commercial Lines CSR. Must be experienced. Send resume to: 21800 West 10 Mile Rd., Suite 210, Southfield, MI 48075

INSURANCE - Small Bloomfield Hills agency deserves personal lines CSR with 3 years minimum experience. 334-0584

JUNIOR SECRETARY/RECEPTIONIST - Major advertising agency needs your aggressive personality and clerical office experience. To $7/hour. Call Georgeanne at UNIFORCE 646-6166

FARMINGTON HILLS personal injury firm seeking legal secretary to senior partner. 5+ yrs experience, hands on experience with Word Perfect 5.1, & good organizational skills required. Send resume & salary requirements to: Office Manager, P.O. 30300 Northwestern Hwy., Ste. 250, Farmington Hills, MI 48334

- LEGAL SECRETARY - PART TIME. Law office in Farmington Hills (Northwestern Hwy.) Call T. Rollins, 932-3500

LEGAL SECRETARY - Needed for Downtown Birmingham law firm. Litigation experience preferred. Word Perfect 5.1. Send resume & salary requirements to: Office Manager, 30300 Northwestern Hwy. Suite 250, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

INSURANCE OFFICE - Farmington Hills. At Bourdeau Insurance Agency, a responsible friendly person for an entry level position in our Farmington Hills office. Responsibilities include, answering phones, sorting mail, typing & customer service. There is potential for advancement. Send resume to: P.O. Box 90419, Flint, MI 48509-0419

LEASING AGENT/OFFICE MANAGER - Temporary full time position for Leasing Agent/Office Manager. 40 hours, no weekends. Leasing and office experience preferred. Apply at: Glenwood Orchards, 37140 South Orchard, Westland. 729-5090

LEGAL ADMINISTRATIVE ASSISTANT
Our client, a progressive computer leasing organization located in Bloomfield Hills, is seeking a Candidate to fill a Legal Administrative Support position. Interested candidates must have the following:
Qualifications
- 2 + years of legal secretary experience
- Typing of 60wpm
- Dictaphone experience
- Knowledge of WordPerfect
- Previous experience supporting lawyers & legal assistants

Our client offers excellent benefits and a competitive compensation package. If you meet the requirements and are interested in this position, please send resume, including salary history to: Confidential Search Service, Dept. LAA, Information Recruitment Advertising, 3000 Town Center, Suite 1600, Southfield, MI 48075. All replies will be forwarded to our client unopened. No phone calls please. Our client is an equal opportunity employer.

LEGAL SECRETARY, South field law firm, minimum 3 years experience. Benefits. Salary negotiable. Word Perfect experience preferred. Please call between 8-30 and 10 AM 354-1550

LEGAL SECRETARY
Part time, for Troy law firm, 1 or more years experience required. Salary commensurate with experience. Send resume to P. O. Box 2004, Troy, MI 48099

LEGAL SECRETARY
Experienced, for a small law firm in Southfield. Full time position. Resume required 937-2010

LEGAL SECRETARY
3 plus years divorce and family law. Excellent salary and benefits. Farmington Hills. Contact Pam, 855-8770

LEGAL SECRETARY for Troy defense firm. Must have 2 yrs experience in litigation. Med-mal background helpful 646-1330

LEGAL SECRETARY - with minimum 2 yrs legal experience for Oak-Park law firm. High school grad, excellent typing skills, word perfect preferred. Call attorney, between 3pm & 5:30pm at. 259-8300

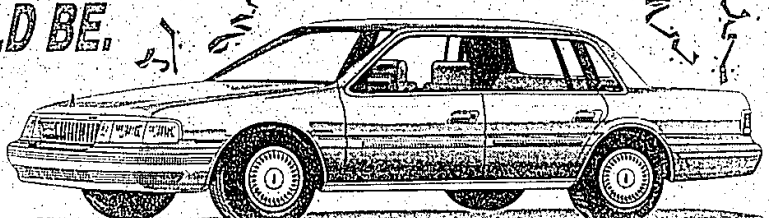
LEGAL SECRETARY, for partner of Farmington Hills law firm. Civil litigation/corporate/business practice. Minimum 3 years experience. Word-perfect. Non-smoking. Excellent compensation package. 626-5000

LEGAL SECRETARY - Immediately needed for busy plaintiff personal injury firm in Farmington Hills. 1-3 years legal experience necessary with hands-on experience with Word Perfect 5.1. Send resume & salary requirements to: Office Manager, 30300 Northwestern Hwy. Suite 250, Farmington Hills, MI 48334

HINES PARK LINCOLN-MERCURY

GREAT CARS, GREAT PRICES!

THE WAY IT SHOULD BE.



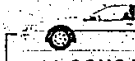
1992 CONTINENTAL
37 READY FOR IMMEDIATE DELIVERY

1992 TOPAZ GS 2 DOOR
354R Pkg., air comfort convenience group, rear defrost, luggage rack, air, AM/FM cassette, tinted glass, 7 spoke aluminum wheels, power steering, power brakes.
LIST PRICE $11,732
FACTORY REBATE ..... -$500
DISCOUNT ..... -$2233
$8999*
22 at this price
61 others at similar savings

1992 TRACER 4 DOOR
573A Pkg., automatic, 1.9 liter fuel injection, power steering, power brakes, power mirrors, electronic AM/FM, rear defrost, deck lid release, driver's side seat lift, tilt steering, tinted glass, air, variable speed wipers.
LIST PRICE $12,988
FACTORY REBATE ..... -$500
DISCOUNT ..... -$1795
$10,692*
15 at this price
26 others at similar savings

1992 SABLE GS
Power windows, power lock group, speed control, rear defrost, accent stripe, front floor mats, tilt steering, 3.0 V-6 fuel injected engine, 6-way power driver's seat, electronic AM/FM cassette, aluminum wheels, light group, air, tinted glass, power mirrors.
LIST PRICE $18,927
FACTORY REBATE ..... -$500
DISCOUNT ..... -$2978
$15,449*
17 at this price
32 others at similar savings

1992 GRAND MARQUIS
173A Pkg., port injected 4.6 V-8 automatic overdrive front & rear mats 6-way power driver's seat, illuminated entry, cornering lamps, leather wrapped steering wheel, speed control, rear defrost, electronic AM/FM cassette, cast aluminum wheels, power lock group, power antenna, luxury light group, body side accent stripes, entry lid, air, tinted glass.
LIST PRICE $23,732
FACTORY REBATE ..... -$1000
DISCOUNT ..... -$3533
$19,199*
26 at this price
53 others at similar savings



1992 COUGAR
XR2P Pkg., 3.8 V-6 fuel injected engine, tilt steering, leather wrapped wheel, speed control, rear defrost, electronic AM/FM cassette, power drivers seat, cast aluminum wheels, power locks windows & mirrors, light group, air.
$1000 Owner Loyalty Certificate
LIST PRICE $18,813
FACTORY REBATE ..... -$500
DISCOUNT ..... -$2813
OWNER LOYALTY ..... -$1000**
$14,499*
10 at this price
27 others at similar savings

GEORGE KOLB'S HINES PARK LINCOLN-MERCURY

As Always
Award Winning Service

40601 Ann Arbor Rd.
Plymouth at the
I-275 Interchange

425-2444 (Detroit Line)
453-2424 (Local Line)

*Add tax, license and title. Dealer retains all rebates except those figured with refunds assigned to them. Plus $1000 Owner Loyalty Certificate on Mercury Cougar. Offer expires 6-1-92 or 1-31-92. Owner Loyalty Program effective 1-1-92 to June 30, 1992. Owner Lincoln Mercury and Mercury owners have an equal value $1000 Owner Loyalty certificate towards the purchase/lease of a new 92 Cougar. Current owners qualify if they have a used Lincoln Mercury or Mercury product in their possession and have owned it for at least three years and the vehicle and the owner are registered prior to 4-1-92. Owner Loyalty certificate must be presented at time of purchase.