EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/ PAYROLL CLERK
Must have office knowledge & experience in computerized accounting. Lotus & phone work. A.D.P. payroll experience a plus. Reply to: Box 124 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTS RECEIVABLE & Collections Small mfg. co. needs full time person. Hardworking with bennetts. Wages negotiable. For appointment 542-1233

ACCOUNTS RECEIVABLE - To $18,500 2 years experience in a like firm. TASS & plus. $272-8400 Fee paid. Snading Personnel Services.

Act Now
OPEN HOUSE
TUES. JUNE 2
WED. JUNE 3
10am - 7pm

We are the largest privately owned agency specializing in permanent and temporary placement. If you have recent office experience and good skills we can help you. Access & Excel/Word Perfect a must for an appointment with our professional consultants. The following is a sample of positions available

PERMANENT POSITIONS
Bookkeeper Secretary $16,000
Lotus - WordPerfect
Secretary $18,000
WordPerfect - Lotus
Secretary $21,000
Macintosh
Legal Secretary $24,000
PERMANENT STAFF
Troy 585-2720
850 Stephenson Hwy., Suite 303
Farmington Hills 737-5750
28200 Orchard Lake Rd

TEMPORARY POSITIONS
Executive Secretary $12/hr
Word Processor $10/hr
Technical Writer $10/hr
And More!
TEMPORARY RESOURCES
28200 Orchard Lake Rd
Farmington Hills
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT for manufacturing firm seeking person to assist in W. Bloomfield area. Knowledge of Lotus & property management helpful 737-7040

ADMINISTRATIVE ASSISTANT Immediate position available in Troy for person with MicroSoft Word & Excel experience. Call 332-9575

ADMINISTRATIVE ASSISTANT Suburban specialty manufacturer needs your talented people & Excel or Lotus for growth position. To $21,000/year. Call Sara', UNIFORCE 646-7642

ADMINISTRATIVE ASSISTANT Duties include filing, typing, answering phones, computer & record keeping. Some payroll experience preferred. Call Ann-Marie, 9-3 12600 Arnold St., E. of Dixie/ Dearborn Schoolcraft & Plymouth, Redford

ADMINISTRATIVE ASSISTANT Busy television advertising agency requires administrative assistant to VP & Ad Manager. Must have good dressing proficiency & spread sheet knowledge. Call Ms. Hoffman at 25899 Northwestern Hwy., Suite 120, Southfield, MI 48034 Fax 352-8290
An Equal Opportunity Employer

CLERICAL
Administrative Assistant
Busy Sales & Marketing Department needs mature experienced and energetic person with 50 wpm word processing, data entry and organizational skills. Some knowledge of medical and tuition reimbursement benefits administration helpful. Send resume to Marketing Department, Physicians Insurance Agency, 29100 Northwestern Highway, Suite 300 Southfield MI 48034

ASSISTANT TO DIRECTION
Ready to handle complex procedures, documentations, memos, with good typing & proofing skills. Duties include maintaining department files, coordinating meetings answering phones, filing, typing 50wpm. Some knowledge of Word Processing experience. Full time position in Southfield. Send resume to Data Entry Manager, P.O Box 300, Southfield MI 48037

AUTO DEALERSHIP
immediate opening for warranty clerk. Must have some warranty knowledge. ADP computer system. Joe Parsen Chevrolet, 28111 Telegraph, Southfield 355-1000

BI-LINGUAL (JAPANESE)
SECRETARY
New position in growing firm Strong oral, written & word processing skills required. Generous salary & benefits

PERSONNEL SYSTEMS 459-1166

BILLING CLERK for law firm in Tel-Twelve area. 1 ABS, 6 billing experience IS required. Books keeping experience a beneficial. Benefits Call Jan at 644-4133

BOOKKEEPER
Full charge for multi location restaurants. Minimum 5 years experience required & experience in personnel position preferred. Candidate must have computer bookkeeping knowledge & be able to work independently. Excellent compensation for qualified individual. Respond in confidence to Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT to work in Academic Dept. of school. Must be detail oriented computer comfortable (WordPerfect) & enjoy working with people. Excellent telephone, typing & clerical skills a must. Full time. $8/hour. Send resume to: Box 112
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADVANCE COLLECTOR
Position available in our Plymouth headquarters for an aggressive, outgoing individual with outstanding communication skills. Previous collection experience is a must. Retail or agency experience is preferred. We offer employee benefits & a merchandise discount. Interested applicants should call Personnel between 8am-noon, 451-5227
An Equal Opportunity Employer
WINKELMAN'S

BEGIN YOUR CAREER
immediate entry level assistant opening in our sales department. Duties include typing, maintenance, basic calculations and binders, and some use of CRT.

If you have good skills, we can offer you excellent employee benefits and promotional opportunities with a chance to grow with our progressive sales & promotions team within. Stop in between 8:15am-4pm to fill out application or send resume to

26200 Town Center Dr., Ste. 200
Novi, MI 48375-8001
Attention: Department 014
"Liberty Mutual Insurance Group"
An Equal Opportunity Employer

BOOKKEEPER For Property Management Contractor. Must have experience in the business and know computers. Knowledge of Lotus or other accounting software required. Send resume to PO Box 251001, W. Bloomfield MI, 48325

BOOKKEEPER/RECEPTIONIST wanted Should have 5 years experience. Lotus based company. Send resume to P. O Box #1827, Livonia, MI., 48151.

BOOKKEEPER/PART TIME
Experienced in payroll taxes, sales taxes, bank reconciliations, computer literate Call after 1pm - 353-4347

DOORKEEPER
Wanted for real estate management firm in Detroit area. References required. Full charge. General Ledger through Financial Statements.
Computer experience necessary.
Send resumes to: Box 116
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BUSINESS MANAGER
Established and growing Metropolitan Detroit area firm desires to interview non-licensing candidates for a full time position as Business Manager. Those candidates must have a minimum of 5 years financial experience and be capable of maintaining the internal functions of a business of a ten firm. Selling salary and benefits are very competitive. Please send resume to Box 1000 Langhorne, PA 19047

CLERK
For Canton Office. Strong interpersonal skills with knowledge of payroll/data processing
Call 981-3344

CLERK, PART-TIME. Small law office needs part time clerical person to assist regular staff. from 30pm-5pm, Mon-Fri. Duties include answering phones, taking messages, copying, filing and mail processing. Position is located in Farmington Hills area. Call Mrs. McGuire 553-7700 or 355-7700
An Equal Opportunity Employer

CLERK, PART-TIME. Small law office needs part time clerical person to assist regular staff. from 30pm-5pm, Mon-Fri. Duties include answering phones, taking messages, copying, filing and mail processing. Position is located in Farmington Hills area. Call Mrs. McGuire 553-7700 or 355-7700
An Equal Opportunity Employer

CLERK/ RECEPTIONIST (part time) Diverse Clerical help needed for busy downtown Detroit. Must be organized & proficient on Macintosh. Some knowledge of window treatments & word processing helpful. Apply at 32525 Stephenson Hwy., S. of 14 Mile Rd., Madison Hts.
An Equal Opportunity Employer

CLERICAL
Southfield mortgage company seeking experienced detail oriented person for post closing department. Mortgage experience helpful but will train. Excellent benefits Qualified applicants send resume or apply at Marathon Mortgage Corp., 25899 W. 12 Mile, Ste. 200, Southfield, MI., 48034, attn.: F. Smith.

Clerical
Office Clerk
Part Time
We are a leading producer of commercial printing and specialty graphics, self-motivated individual to provide clerical support in a fast paced office. Duties will include typing, phones, processing customer orders, & filing. Applicants should have experience in the above. Computer experience is also preferred

For immediate consideration, send resume or letter to

Sun Chemical
General Printing
Ink Division
11093 Globe Street
Livonia, MI 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure/ able to work with little supervision & have hands-on WordStar and/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a competitive salary & benefits package. Qualified candidates forward resume in confidence to
CLERICAL SUPPORT
P O Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

★ BOOKKEEPERS
ACCOUNTING
CLERKS
We need your experience! Keep your skills sharp this summer
WORK AS A TEMP!
Full time and part time positions available now. Some may lead to permanent.
We offer: Our temps:
• competitive wages • are treated like valued people
• flexible assignments • are counseling on resume and interview techniques

Don't get caught with a "resume that's not in the bank with new experiences. Call today for details.

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

CITY OF BIRMINGHAM
OFFICE/CLERICAL
The City of Birmingham, an equal opportunity employer, is seeking qualified applicants to fill vacancies in the following classifications

CLERK TYPIST,
Bi-Lingual (Arabic)
Salary $18,478.80 to $24,847.20*

UTILITY CLERK,
Finance Department
Salary $13,180.80 to $23,943.36*

*Salary ranges currently under review in collective bargaining. The City offers a comprehensive benefits program.

Minimum Qualifications: Possession of a high school diploma, or its equivalent, supplemented by coursework in typing and office procedures; a minimum of 1 to 2 years of related office experience, familiarity with word/data processing equipment, and the ability to deal tactfully with the public.

Applications will be accepted until 5:00 pm Friday, June 12, 1992 at the Human Resources Department, City of Birmingham, 151 Martin St., P.O. Box 3001, Birmingham, MI 48012

City of Birmingham
...is an equal opportunity employer

CLERICAL ASSISTANT needed part time, Mon thru Fri. Duties include mailing deliveries, running errands and assisting in all types of clerical duties. Must be at least 18 years old, non-smoker, responsible. Paid Up to $10.00/hour. Call Sarah, UNIFORCE ! 357-0036

EXECUTIVE SECRETARY
Very prestigious position organizing and managing demanding social and personal affairs. $30,000 + Call I.C.C. 358-2166

EXECUTIVE SECRETARY/Administrative Assistant with experience in Real Estate for 300 W. Big Beaver, Ste 714, Troy, MI. 48084

CLERK
For Canton Office. Strong interpersonal skills with knowledge of payroll/data processing
Call 981-3344

CLERK/ TYPIST
Must type 50-55 wpm accurately. Entry level work done in duplicated for fast paced people oriented office. Excellent benefits, growth potential Call for appointment 827-0900

CLERK/TYPIST
Starting Heights based office is looking for a Clerk/Typist with accurate typing skills @ 55 wpm. Some computer experience with WordPerfect is helpful but not required. Applicants must be detail oriented and possess good organizational skills. Position available immediately. $7.15/hour. Benefit package offered.
APPLICATIONS WILL BE TESTED
Contact
HUMAN RESOURCES
21511 Haren Mile Rd
Southfield, MI 48310.
An Equal Opportunity Employer

COMPUTERIZED BILLING - IDM corporation w/Tetra 9 software Bookkeeping background a plus Starting salary based on experience Fee paid

RECEPTIONIST/SECRETARY - Bi-lingual Spanish. Typing 60wpm, phone manner & basic Benefits $15,600 Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

COMPUTER WIZARD
Like working on a computer??
Good with numbers??
Part-time + positions available
Call Pat
WOLVERINE
STAFFING SERVICES
358-4270

CP PORTRAIT STUDIO is hiring Customer service reps for 8 locations. Responsibilities include scheduling appointments, answering phones & customer service. Salary & commission plus benefits. Part-time hours, advancement opportunity. If you are outgoing & enjoy working with the public, apply in person. Hours they Sat 12 6pm or any location or for information on locations call Mon thru Fri 12 noon 4pm
313-855-3400
An Equal Opportunity Employer

DATA ENTRY ANALYST
needed for 8 month assignment in western suburb. Must be able to enter data & create reports. Must be familiar with spreadsheets
TOP PAY & BENEFITS
CALL TODAY
CORPORATE PERSONNEL SERVICES
261-1120
EOE NOFEE

DATA ENTRY CLERK
& ACCOUNTING
Experienced
Leave message 363-5151

DATA ENTRY CLERK
Full time position available in our Central Business Office for an experienced Data Entry Clerk. Position will assist management in developing productivity and quality control tools utilizing Lotus 1-2-3, D-Base 3 and Harvard Presentation Graphics. Prefer candidate with finance or business background

Forward resume to
HORIZON HEALTH SYSTEMS
Human Resources Dept - DE
28100 American Road
P.O. Box 5153
Southfield, MI 48086-5153
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP/OFFICE
Full-time, flexible hours, Monday-Friday & weekends. Part-time position also available. Call Scott Schooltime Furniture at 349-0044

CUSTOMER SERVICE
Must be dependable and able to handle fast paced environment. $19,000 + MUST BE LAID OFF WORKER. D.E.C. JTPA FUNDED 522-5627

CUSTOMER SERVICE CLERK
Major investment company needs personable candidates with excellent people skills. Entry level position, no computer experience necessary. $6.50/hour. Call Cyndy, UNIFORCE 557-0661

DATA ENTRY/CASHIER
Full or part time. Must be knowledgeable of Lotus & Word software. Apply in person or send resume to: Farmers Insurance, 32520 Northwestern Hwy., Farmington Hills

DATA ENTRY CLERK
Part time position for small computer located in Livonia. Telephone bus. Candidate will be able to type 50wpm, be self motivated, organized and possess minimum of 1 year experience. Send resume to: Box 982, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK/PART TIME
Southfield location. $6. per hr. Send resume to: Attention Kathy. P.O Box 5210, Detroit, MI 48213
An Equal Opportunity Employer

*Salary ranges currently under review in collective bargaining. The City offers a comprehensive benefits program.

Minimum Qualifications: Possession of a high school diploma, or its equivalent, supplemented by coursework in typing and office procedures; a minimum of 1 to 2 years of related office experience, familiarity with word/data processing equipment, and the ability to deal tactfully with the public.

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City of Birmingham
...is an equal opportunity employer

DATA ENTRY • WordPerfect 5.1. Assistant to corporate executive Accounts payable, receivable. Excellent career opportunity. 645-5600

DATA ENTRY
New growth at national service firm requires attention. Lotus experience helpful. To $7/hour. Call Denise, UNIFORCE 473-2932

DATA ENTRY • WordPerfect 5.1. Assistant to corporate executive Accounts payable, receivable. Excellent career opportunity. 645-5600

LEGAL ASSISTANT
Immediate opening for experienced secretary with marketing division of leading national company. Salary to be paid Up to $10.00/hour. Call Sarah, UNIFORCE ! 357-0036

EXECUTIVE SECRETARY
Very prestigious position organizing and managing demanding social and personal affairs. $30,000 + Call I.C.C. 358-2166

EXECUTIVE SECRETARY/Administrative Assistant with experience in Real Estate for 300 W. Big Beaver, Ste 714, Troy, MI. 48084

EXECUTIVE SECRETARY
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An Equal Opportunity Employer

EXECUTIVE SECRETARY
$25,000
A choice position with an automotive related company. "People ability" and good skills needed including Word Perfect & Lotus 1-2-3. Call Denise 644-0909
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Dutter Paper a Georgia-Pacific company, Livonia, is seeking an experienced secretary with strong office management skills and human resources experience. We offer competitive salary & excellent benefits. Send resume & salary requirements in confidence to: Dutter Paper, attn: Personnel Manager, P. O. Box 5050, CH5190, Livonia MI, 48150 Dutter Paper is an equal opportunity employer

EXECUTIVE SECRETARY
EXPERIENCED RECEPTIONISTS
• For areas of Farmington, Southfield, Livonia & Novi
• Previous office experience
• Word Processing
• Typing 55 wpm
• Resume required
Call for additional interview

OLSTEN
TEMPORARY SERVICES
Ann Arbor Southfield
Detroit Dearborn
Troy
354-0555
EOE M/F/H/V NOFEE

504 Help Wanted Office-Clerical

EARN
SUMMER CASH
Word Processors
Secretaries
Up to $10/hr.
(minimum of 8 wks experience)
Long & short term assignments as well as temporary to permanent positions are currently available for dependable people

CORPORATE
PERSONNEL
SERVICES
261-1120
EOE NOFEE

FILE CLERK
Part time Flexible hours
Redford area. Call Barbara

FIT MODEL
Part time Mon, Wed, thru Fri, 10am-3pm at our Plymouth headquarters. Looking for 10 sizes. Experience in our merchandising division. If you are an outgoing personality & have a great attitude, we would like to talk with you. To explore further, Call Personnel, between 8am-noon
451-5227
Winkelman's
An Equal Opportunity Employer

GENERAL OFFICE
Suburban office needs your energetic personality and attention to detail. Will train. $6/hour. Call Ginny, UNIFORCE 473-2932

GENERAL OFFICE
Comfortable with Computers? Call-ulator? Be part of a team? Are you working independently? $5.75/hr Sleepless Eyes. Call Ann Marie 591-2525
An Equal Opportunity Employer

INSURANCE AGENCY
in Bennington area has opening for experienced person. Salary basis & must be computer friendly.
Call Ms Cox 642-0700

JUNIOR SECRETARY
Major advertising agency needs your enthusiasm and willingness to learn. To $7.00/hour. Call Gloria, UNIFORCE 645-6164

KEYPUNCH OPERATORS
Shifts 2 & 3 only. Full & part time. Call for appointment, Uttra area

LEASING AGENT
A fun job for you if you like meeting people and variety in your day. Good communication skills and typing needed here. To $16,000 to start. Call 464-0909.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY - For partner in Bloomfield Hills. Civil litigation/corporate/business practice. Must be experienced in Word Perfect. Non-smoking - Excellent compensation package 626-5000

LEGAL SECRETARY: With minimum 5 yrs. experience wanted for Bloomfield Hills Law Firm. Please Call Pat at: (313)338-6800

LEGAL SECRETARY for Bingham Farms lawfirm. Must have 4-5 years of legal secretarial experience. Typing skills of at least 85wpm, dictaphone transcription. Knowledge of good organizational skills necessary. Call Corbett Personnel 642-6000

LEGAL SECRETARY, full time, 5 years experience. Computer experience preferred. Call Sandy, Southfield law firm. Nancy 353-3810

LEGAL SECRETARY
for Troy insurance defense law firm Must have 2 years experience in litigation. 649-1330

LEGAL SECRETARY needed for Southfield law firm. WordPerfect 5. litigation experience needed. Send resume to: 29566 Northwestern Hwy, Ste 300, Southfield, MI 48034

LEGAL SECRETARY for small law firm in Bermuda Dr. Applicant's litigation and wordperfect experience required.
Call Pat Jackson 642-6000

LIVONIA REAL ESTATE OFFICE looking for mature person for week ends
1-800-E-Z1-3050

LEGAL SECRETARY
MICHIGAN CORPORATION
We are conducting a search for 2 professional secretaries with application experience (2 years minimum) for our Southfield & Bloomfield Hills offices. Competitive salary & benefits. Call Arthur Thomas 355-4140

LEGAL SECRETARY
$23,000 FEE PAID
Busy practice desires your Word-Perfect and Lotus experience. Abilities to work independently, set priorities and be detail-oriented required. Call Jan at 569-5900 or FAX resume to 649-3528
SHELLING PERSONNEL SERVICES OF TROY

504 Help Wanted Office-Clerical

LEGAL ASSISTANT, $25,000
Corporate real estate, tax, commercial and estate planning experience required. Call Sandy, 557-3500

LEGAL SECRETARY, $27,300
Two positions available. Litigation/antitrust experience. Suburban Detroit locations

LEGAL SECRETARY TRAINEE
2-3 years office experience. Type 65-70 Plush environment.
All fees company paid 772-6780
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
5 years years of litigation experience with managerial skills. Farmington area. $15-$17/hour

LEGAL SECRETARY for 12 attorney firm in Bloomfield Hills. Litigation experience required. Salary based on experience. Excellent benefits. Requirements to Office Manager, 300 E. Long Lake, Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY

Pressing our law firm needs experienced secretary with WordPerfect and transaction skills. Non-smoking office. Excellent benefits offered

PERSONNEL SYSTEMS 459-1166

LEGAL SECRETARY. For growing Southfield law firm. Corporate, financial planning and litigation practice. Requires excellent skills including WordPerfect and transcription. Current work experience. Benefits.
Response to Box 990
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

NOW HIRING
CARPENTERS,
Promising wages on most jobs. Good benefits for qualified people. Commercial work. Must have own tools. Please send work experience to Carpenters, PO Box 4264, Troy, MI 48099
An Equal Opportunity Employer

OFFICE ASSISTANT
Part time position for Lyon Township area. Candidate should possess organizational, clerical & typing skills. Salary commensurate with experience. Call Steve Muller at 437-1511 Vacant Court, Novi, MI.

OFFICE HELP - Experience help for busy office in Rochester Hills. Good telephone manners & math skills a must. Must be mature & willing to work 2 nights a week. Many fringe benefits. EOE. Apply in person at Jack Demmer Ford 31300 Michigan Ave., corner of Newburgh.

RECEPTIONIST/EXPERIENCED
for fast paced Birmingham law firm. Good benefits. Call Steve Muller at 645-2440

RECEPTIONIST
PART TIME
$5 per hour. Call Anne
851-6700

RECEPTIONIST/Part Time
to answer phones, typing, some computer experience required. Will train as we
824-4430

RECEPTIONIST
For medical office. Must have good phone skills, personable & well groomed. 8am-4:30pm, Mon-Fri. Ask for Michelle
424-9150

RECEPTIONIST - full time. Busy phones, multi lines, pleasant working environment. Experience preferred. Send resume to Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
WordPerfect, Lotus experience
Troy office 637-1516

RECEPTIONIST
Needed for body shop. Dealing with public, light book work, skills must know how to type. 261-1100, ext. 37

RECEPTIONIST, Canton area. Light clerical duties, pleasant voice, computer knowledge helpful. Flex hour. Kevin 454-1202

RECEPTIONIST • Part Time. Must have energetic, positive & warm personality. Dental Office, skills required. Starting pay, $5.50/ hour. Call Farmington 477-4433

RECEPTIONIST • full time immediate opening for Farmington Hills builders office. Fast paced, busy phone system, light typing, filing. Call Phyllis 851-7000, ext. 37 8:30-11:30am 661-0900

RECEPTIONIST. Full-time, 40 hrs. per week. Position includes Light typing, computer knowledge and accounting/payroll benefits. Call, 537-3414-4230 ROSEMARY LEAHY

RECEPTIONIST • position available immediately in Southfield/Farmington Hills area. Looking for energetic person for the fast paced Professional office. Must have phone experience & must, word processing a plus. Call Deanne at 354-6290

RECEPTIONIST
We are looking for a charming, outgoing individual to join our fast growing progressive & a spectacular voice. Must also possess excellent typing and & communication skills. Salary and recruiting. TempStaff 645-0900

RECEPTIONIST/SWITCHBOARD OPERATOR
Fast paced Southfield company desires receptionist with superior telephone manners & appearance to run switchboard. Position requires varied duties & typing of at least 50 wpm. Send resume to: Receptionist P.O. Box 300, Southfield MI 48037

504 Help Wanted Office-Clerical

ORDER ENTRY SECRETARY
REGION SALES OFFICE
A major National Consumer Products Manufacturer is seeking full time Order Entry Secretary for our Region Office in Farmington Hills. Responsibilities include order processing, customer sales, inventory tracking, telephone communications, typing and more. Qualifications: 2 years of computer, good communication skills, math skills, and typing 45-60 wpm. We offer competitive salary and comprehensive benefits package is offered. Send Resume to: Box 100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PARALEGAL - Southfield insurance company seeks experienced professional, career motivated individual to work with corporate counsel to resolve research, preparing court pleadings, working closely with executive management. Minimum typing of 60 words. Send resumes with salary requirements to: Paralegal, P.O. Box 300, Southfield, MI 48037

PAYROLL ASSISTANT for a growing Farmington corporate office. Payroll experience required, computer knowledge helpful, generous benefits. Call Mon - Fri., 8 AM - 11 AM.
An Equal Opportunity Employer

PHONE WORK - Part time work in our Westland office calling for Pizza Heart. Flexible hours. Approx 25-30 hrs weeks $5.25 an hour to start. 587 Manufacturers Dr., S. of Cherry Hill, E. of Newburgh, Cherry Hill Industrial Center. 728-4372

PUBLIC ACCOUNTANTS - Client entry-up for small business accounting firm. Two openings available. Salary balance sheet. Send resume to: L.A. Wright, Inc., 29777 Telegraph, Middlebelt Heights, MI 48071

EXPERIENCED TELEPHONE RECEPTIONIST for busy real estate office. Must be mature & willing to work 2 nights a week. Many fringe benefits. EOE. Apply in person at Jack Demmer Ford 31300 Michigan Ave., corner of Newburgh.

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for fast paced Birmingham law firm. Good benefits. Call Steve Muller at 645-2440

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PART TIME
$5 per hour. Call Anne
851-6700

RECEPTIONIST/Part Time
to answer phones, typing, some computer experience required. Will train as we
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RECEPTIONIST
For medical office. Must have good phone skills, personable & well groomed. 8am-4:30pm, Mon-Fri. Ask for Michelle
424-9150

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Troy office 637-1516

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504 Help Wanted Office-Clerical

RECEPTIONIST
Energetic enthusiastic person needed for busy shop. Answering phone, greeting customers, light secretarial. Michigan Telecom Area. Call Carol, 557-9530

RECEPTIONIST - Office Clerical - Fast moving insurance office in Livonia. Must be computer literate and procedures & data entry. Full time hours 8am-5pm. Call Mr. K. between 10am-Noon 522-6539

RECEPTIONIST
Experienced Receptionist for professional firm. Must possess ability to handle multiple tasks & have high energy level. Organizational skills a must. Phones, light typing. Apply in person: Call Carol, 557-9530

RECEPTIONIST
$15,600
FEE PAID
A Troy location, busy office and lots of variety for busy, organized and accurate word processing skills. Call today at 649-5800
SHELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST
$17-$18,000
FEE PAID BY COMPANY
Hurry! This one won't last!
If you presence, personality and outstanding phone voice, Call 644-4600.
SHELLING PERSONNEL SERVICES

RECEPTIONIST
(PART-TIME)
Zep Manufacturing Company, a National/International leader in the maintenance industry, has an immediate opening at its Branch Distribution Center in Livonia, Michigan.

Responsibilities include answering four incoming lines, data entry, and other general office work. Qualified candidate must possess organizational skills to learn and to work in a fast-paced environment; no previous experience is necessary, but preferred. Excellent communication skills are a must.

We offer a competitive wage. If you are interested in joining our team, please apply in person between 8:30AM and 4:00PM on Tuesday, June 2, 1992 ONLY, at:

ZEP
MANUFACTURING CO.
34462 GLENDALE AVE.
LIVONIA, MI 48150
(West of Levan and Stark between Plymouth and Schoolcraft)
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECESSION PROOF
PROFESSION
We are looking for an individual who we can train to record and transcribe legal depositions in the Metro Detroit area. Our work is virtually recession-proof and our work volume has increased steadily in each of the past 10 years.

AS AN EMPLOYEE, you will receive comprehensive training, variety, real work that of which can be measured, and a challenging career with high potential and the opportunity to become a State Certified court reporter.

WE REQUIRE a professional in appearance and action, typing skills of 60 wpm, intelligence, self-discipline, ability to work full time and willingness to travel in a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0442, between the hours of 9:00 a.m. - 5:00 p.m., May 29th, June 1st and June 2nd.

NETWORK REPORTING CORPORATION
Is An Equal Opportunity Employer

SALES SECRETARY - non smoking company seeks sharp individual with initiative and good secretarial skills. Must be bilingual in Arabic. 40 wpm, the ability to work well with others. Send resume to Sales Secretary, P.O. Box 300, Southfield MI 48037

A SECRETARY/RECEPTIONIST is needed for a fast-paced real estate office in Novi area. Must be a self-starter for this one person office. Applicant's skills should include 50 wpm typing, data entry typing, experience with Microsoft Word & Lotus. Good benefits. Send resume & salary requirements to Box 912, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TITLE INSURANCE AGENCY
Desires secretary with real estate & computer experience. Varied duties. Resume to
32100 Telegraph, Suite 215 Bingham Farms, MI. 48025

504 Help Wanted Office-Clerical

TROY ADVERTISING agency is seeking a professional & highly competent Interior Secretary to work in their Sales Dept. Responsibles for training of assistant staff, various secretarial duties, PC know, telemarketing WordPerfect 5.1, Quattro Pro, Aldus PM, & Fax basics. Candidate must possess strong organizational & communication skills and an ability to handle multiple tasks at once. Benefits & profit sharing. Please send salary requirements to
P.O. Box 1375
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NATIONAL LEASING company seeking experienced receptionist for extremely busy multi-faceted involves some light clerical duties Send resume to P O Box 9066, Farmington Hills, MI 48333.

SECRETARIAL/CLERICAL
Full time position. Small company is looking for an experienced candidate with good typing, organizational and people skills. Knowledge of word processing: WORDSTAR is essential. Excellent salary. Some manner is required. Position also includes general office duties. Please send cover letter & salary requirements to
Powerflow Engineering Inc
37120 Enterprise Dr
Westland, MI 48185
Attn: John Bosak

SECRETARIAL/GENERAL OFFICE
Permanent position. Farmington Hills CPA firm WordPerfect experience required, typing, filing, phones, etc. Hours 8:30-5. 855-1999

SECRETARY/ADVERTISING MEDIA
Experience a must. Experience in Word Perfect, Lotus, Harvard Presentation Graphics. Live Alert Productions, 31410 Northwestern Hwy. Suite E, Farmington Hills 489-4334

SECRETARY/ASSISTANT
Days, part time, approximately 20 hrs./wk. Needed in Bennington home based firm. Must work independently, be proficient at WordPerfect 5.1 & have excellent organization & follow-up skills. Call 642-4131

SECRETARY/BOOKKEEPER
Builders/Developers. Seeking for part time help. Experienced only. Must resume to 33137 Grand River, Farmington, MI 48336

SECRETARY
Chemical Waste Management, Inc. is the nation's leader in the environmental services industry. Right now we are seeking a Secretary to support our National Accounts team in Livonia.

Working in a fast-paced environment with little supervision, you will be responsible for typing, answering phones, and general office duties. You must be able to interface with external and internal customers in a professional manner. We require a high School Diploma or GED and secretarial experience with typing speeds of 55 wpm and WordPerfect 5.0. Proficiency in Lotus 1-2-3 and subscription (or the willingness to learn) is also required. Familiarity with Lotus and Harvard Graphics would be a plus.

As an industry leader, we offer an excellent salary and benefits package. For consideration, please send resume to:

Chemical Waste Management, Inc.
Attn: Debbie
17250 Newburgh
Livonia, MI 48152
An Equal Opportunity Employer

SECRETARY
Computer knowledge helpful Immediate opening for Secretary to assist Troy based company. Ask for Rick or John 362-0400

SECRETARY • Excellent opportunity for a mature individual with WordPerfect start typing experience for a fast paced office. Salary based on minimum experience Call 855-4838

SECRETARY
Full time position for busy CPA firm in Southfield. Must have good typing skills. Will be involved in data entry. Call between 9am-3pm. Mon-Fri 842-0162

SECRETARY, immediate opening part or full time. Receive hours. Word processing experience. Oct-Hard Lake area 737-4334

SECRETARY
Large regional CPA firm with excellent benefits has immediate opening for an executive secretary position. Experienced office staff. Must have excellent skills. 9-10 yrs experience preferred. Must have a strong commitment to quality & a friendly professional manner. Shorthand A/ or transcription a plus. Word Perfect experience preferred. Excellent starting salary & opportunity for growth. If interested, please send resume & salary history to Box 1000 Langhorne, PA 19047

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36251 Schoolcraft Rd
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MARKET RESEARCH
Applications are now being accepted at our Troy office for positions in Livonia, Bloomfield Hills and Warren. Must have excellent reading and communication skills. Great pay! No sales involved.
EXPRESS SERVICES
643-4363
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MARKETING SECRETARY
Established real estate organization seeks Marketing Secretary with strong typing, transcribing and computer skills. Candidate must possess good sense of judgment, creative writing ability and flexibility. Some bookkeeping and organization knowledge required. Please send resume with salary history to:
Ms. Marla Sectors
P.O. Box 267
Southfield, MI 48037

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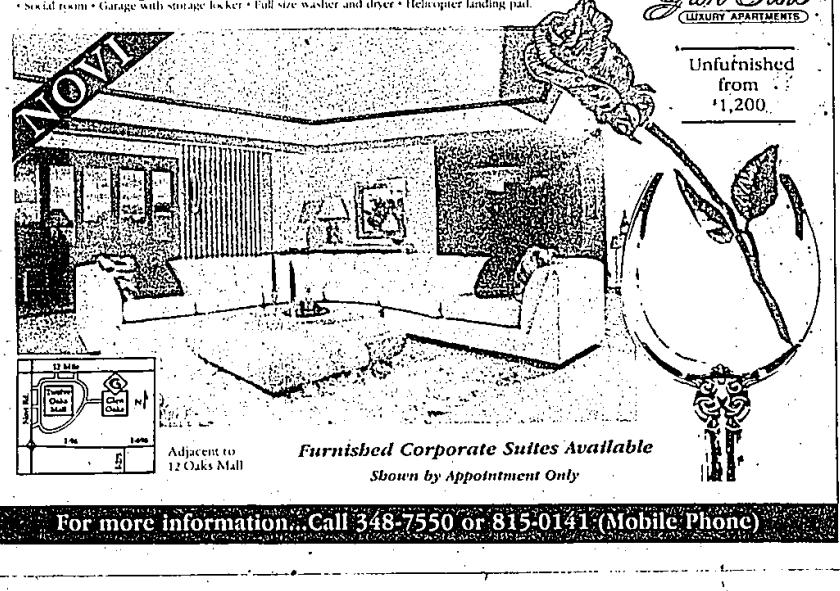

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