# EMPLOYMENT

## 504 Help Wanted Office-Clerical

**Accounting Assistant**
Controller seeks functional assistant for accounting department. Basic accounting, computers, typing & software packages are the skills required. Office type clerical. Salary is commensurate to experience. Submit a detailed resume & cover letter outlining your past responsibilities to:
Acorn Window Systems, Inc., 19200 Hamburg, Redmond, Detroit, MI 48223
No Phone Calls Please

**ACCOUNTING CLERKS**
We need people who are able to make long-term commitments for temporary assignments, non-smoking fast go permanent with Suburban firms as well as Detroit firms.
CALL TODAY!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

**Accounts Payable Clerk**
(Part-Time, 4 Days)
Part time position available immediately on our Southfield corporate headquarters. Duties include assisting with various clerical duties in our Accounts Payable Dept.. Must be detail oriented & possess aptitude for light work. Accounting background preferred. Hours: 8:15am-5:30pm, 4 full days per week. Reply to:
A/P CLERK PART-TIME
P.O. BOX 2227
SOUTHFIELD, MI 48037

ACCOUNTS RECEIVABLE CLERK
Southfield firm seeks person with WordPerfect experience to handle billing and various other clerical duties. Position is full time and includes medical coverage. Reply with resume and salary requirements to
Carol at
24725 W. 12 Mile, Suite 120
Southfield, Michigan

ACCOUNTS RECEIVABLE CLERK
Small overnight express service company (not a Telegraph Area) needs strong individual to handle accounts receivable dept. Successful applicant must be detail oriented, detailed & conscientious. Computer & previous experience required. Full time + benefits. Please send resume to: Attn: AR Clerk
Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Suburban advertising agency needs your word processing experience and around skills. To $8/hr.
Call Sharon at 357-0037
Undera Temporary Services

ADMINISTRATIVE SECRETARY
Leading service company executive offices has new opening. M3 Word Perfect preferred. $9.50/hr.
Call Sophia at 646-7661
Unitorce Temporary Services

ADMINISTRATIVE ASSISTANT
SALES
Automotive supplier is seeking a highly motivated, disciplined individual to work in sales department. Applicant must have Associates Degree in business and working experience with the following:
• Computer customer order entry system
• Customer interface
• Automotive releases, quotes, and 1-0-9
• Coordination of shipments
• Knowledge of the following a plus:
• Spanish/English speaking • EDI Systems • WordPerfect windows or Excel for windows • Harvard Graphics
Non-smoking environment. We offer a full benefit package, and starting salary of $25,000
Send resume to Box 598
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Temporary/part time for busy Southfield office. 25 hours per week Must understand thru early March. Non-smoker. Apply at: 26111 Evergreen Rd., Ste 302 , between 1pm-4pm. Interview on call back basis only

ADMINISTRATIVE ASSISTANT
Birmingham investment firm is seeking detail oriented individual with excellent secretarial & communication skills to assist portfolio manager. Figure aptitude & security. Ten experience required.
Resume to PO Box 3043, Birmingham, MI 48012-3043

**ALL FEES COMPANY PAID**
Specializing in:
• Secretaries • Legal
• Bookkeepers
• Word Processing
• Receptionists
• General Office
• Data Entry • Typists
Call or send resumes to
PERMANENT STAFF
28200 Orchard Lake Rd.
Farmington, MI 48334
737-5750
1850 Stephenson Hwy., Ste. 300
Troy, MI 48083
585-2720

**APPLY NOW**
WORD PROCESSORS
• WordPerfect
• Empire Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

ART DIRECTOR - But-to-Biz Ad Agency seeks high concept AD for three to five projects. Min. 4 years exp. solid production 644-7680

## 504 Help Wanted Office-Clerical

**ADIA has**
**Immediate Openings for:**
• Word Processing Secretaries
• Receptionists
• File Clerks
• Data Entry
• Switchboard Operators
Full & part-time temporary positions available for the Plymouth/Canton area. Call for an appointment.
525-0300
ADIA
Personnel Services
EOE Never a Fee

**ADMINISTRATIVE ASSISTANT**
Birmingham Real Estate Development firm offers challenging opportunity for experienced individual with strong administrative skills & perseverance to achieve. Must retain excellent WordPerfect & dictaphone skills. Strong organizational aptitude & attention to detail a must. Growth potential serving as Property Manager. Salary starting at $25K with benefits. Send resume stating professional goals & available compensation date to Mr. Rogers, 250 Martin St., Ste. 201, Birmingham, MI 48009-3383.

ADMINISTRATIVE ASSISTANT
WE WILL PAY YOUR RENT!
Large Auburn Hills community has an immediate opening. Experience with Microsoft Word & good professional skills needed. The individual hired must live on-site at Independence Green Apartments. Please send resume to: 36700 Grand River, Farmington Hills, MI 48335

ADMINISTRATIVE ASSISTANT
President of company seeks Administrative Assistant with 3-7 years executive experience. Background in shorthand, computer skills, 3 packages required. Salary commensurate with experience. Submit your detailed resume and cover letter outlining your past responsibilities:
Work Wonders Systems Inc.,
Att. J. Rumbley, 12620 Westwood,
Detroit, MI 48223
NO PHONE CALLS PLEASE

ARE YOU?
• A recent graduate with little experience?
• Re-entering the job market ---- Recently displaced ---
With good basic clerical skills. We have work available in Plymouth-Canton-Livonia areas. Never a fee.
ARBOR TEMPORARIES
9433 Haggerty Rd.
Plymouth, 48170
459-1166
MORE THAN JUST AN ASSISTANT
Busy loan officers at S.E. Michigan's leading mortgage bank seeks person with excellent verbal, organizational & typing skills. Some computer knowledge necessary. Salary commensurate with flexible hours & benefits. For interview call Brian Lokas at 540-5800 ext. 100
An Equal Opportunity Employer

ATTENTION CLERICAL WORKERS
Kelly Temporary Services needs experienced clerical workers for long-term assignments in Livonia. You must have the following:
• Minimum of 6 months clerical experience
• Experience using 10 key calculator
• Ability to do detailed work
• Basic accounting knowledge
Call us today to schedule an appointment.
Livonia 522-4020
1-96 Gilcenter
33133 Schoolcraft
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

BILLING CLERK/CLERICAL
Part time, may lead to full time. Earn starting time. Must have computer experience. $6.50 an hour. Send resumes to: 31762 Enterprise Dr., Livonia, MI 48150

BILLING REPRESENTATIVE
Customer service or billing experience preferred. Candidate should be experienced with computers, have excellent phone techniques & have general knowledge of accounting function. Send resume & salary requirements to: Pegasus, 33533 W. 12 Mile, Ste 300, Farmington Hills, MI 48331, Attn: Human Resources.
An Equal Opportunity Employer

BLOOMFIELD HILLS law firms seeks clerk for part time job. Call Joe Harding at 642-3500

BOOKKEEPER - experienced to join our staff on part-time basis. Pleasant work environment, flexible hours. Send resume to: ARM Communications, 19111 W. 10 Mile, Suite 170, Southfield, MI 48075.

BOOKKEEPER - for computerized payroll & tax forms, bank reconciliations, other clerical duties, must know Lotus 123. Minimum 5 years experience. Rochester area. Mail resume to Box 600
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part/Full time for Bingham Farms builder. Computer job costing and Lotus experience a must. Send resume with salary requirements to: Rock Construction, 30850 Telegraph, Ste. 100, Bingham Farms, MI 48025.

BOOKKEEPER
Thru trial balance, part time, 24 hours per week. Salary commensurate with experience. 626-2750

BOOKKEEPER
Fast growing Farmington company looking for energetic and self-motivated person. Experience in bank reconciliation, payroll, general ledger, taxes, etc. Please send resume and salary requirements to Box 844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

## 504 Help Wanted Office-Clerical

BLOOMFIELD HILLS Insurance agency seeks experienced person to manage file/supply room. Must have reliable transportation for daily errands. Start $6/hr. plus car expense. Please send resume to: 12840, PO Box #3000, Bloomfield Hills, MI 48302-3000

BOOKKEEPER/OFFICE MANAGER
for open office, job shop experience preferred. Applicant must know data entry, general bookkeeping including payroll. Average 40-45 hrs. per week. Good pay & benefits depending on experience. Send reply to: Box 618,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/SALES SERVICE
12 Miles/Southfield area. 25-30 hours. Light bookkeeping, fast paced sales office. Manual system through trial balance. Payroll, receivables, computer, phone & typing experience necessary. 443-5650

BOOKKEEPER
We have an immediate opening for a take-charge, short-sleeve controller to assume total responsibility for day-to-day accounting. Must have excellent bookkeeping skills with some human resources background. Min. 5 yrs. experience in a fast paced environment. Must have good communication skills. Excellent salary. Please send complete work & salary history to:
Box 598
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

All Replies Confidential

CLAIMS SUPERVISOR - non smoking company has opening for dependability claims supervisor with supervisory experience & computer skills. 3 yrs. disability claims examining experience required. Must possess the ability to direct complex claims investigations and negotiate claim settlements. Send resume & salary requirements to: Claims Supervisor, P.O. Box 300, Southfield, MI 48037.

REDFORD INSURANCE Agency in need of part time phone & clerical work evenings & Saturdays. Phone 533-8789

SOUTHFIELD COMPANY seeks full time clerk to help Trinity update entry. Salary & full benefits package. 313 569-6600

FARMINGTON HILLS sales office is looking for clerical assistant, with min. 1-2 years experience in accounts payable/accounts receivable. Computer experience helpful, career opportunity. Send resume with salary requirements to: Mid-Com Communications, 37694 Enterprise Ct., Farmington Hills 48331

Clerical

DON'T BE LEFT OUT IN THE COLD
Join the leader in the temporary help industry. Kelly Temporary Services has immediate openings for the following positions:
WORD PROCESSING SECRETARIES
• Experienced with Microsoft Word and Excell or Displaywrite 4.
RECEPTIONIST/ SWITCHBOARD OPERATORS
• Experienced with multiple line console phone or switchboard system. Some typing skills required.
DATA ENTRY OPERATORS
• High production required on 10 key or keypunch style keyboard.
CUSTOMER SERVICE REPS
• Long-term positions for experienced customer service reps.
Please call 522-4020 for an appointment.
Livonia
1-96 Gilcenter
33133 Schoolcraft
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL HELP - Full time position with insurance agency. Contact Jeff between 9-11:30am: 427-3000

CLERICAL HELP for expanding business in Southfield. Seeking personable, highly motivated & reliable person for general office duties. Good computer skills a must. Duties include light bookkeeping, typing, scheduling and daily billing. Must have good communication skills. Must be willing to expand job description. Benefits. Mail resume to: Box 644
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - PERMANENT
Part time for accounting office. Flexible hours. Accounting or computer experience is a plus. 427-7101

CLERICAL POSITION
Part time, 16-24 hours. Phones, typing, some computer work. N.W. Detroit location.
CLOSING COORDINATOR - Developer/Builder in Farmington Hills has an immediate entry level position available in their Residential Closing Dept. Good communication & organizational skills a must. Macintosh a plus. We offer a competitive salary & benefit package. Submit resume & salary requirements to:
The Detective Group, Inc.
Manager/Closing Department
27655 Middlebelt Road, Suite #130
Farmington Hills, MI 48334
No Phone Calls Please

LOOKING FOR - A Computer Literate individual to work in a medium size office. Good telephone skills a must. Great pleasant personality & self motivation required. Mon. thru Fri. 8am to 5pm, occasional overtime required. Resume only to: V. Chesler, 1300 Superior Parkway, Westland, MI 48185.

## 504 Help Wanted Office-Clerical

CLERICAL/PART TIME
Experienced in WordPerfect 5.1. Will train on our switchboard. Please send application to:
Lucas Assembly & Test Systems, attention Human Resources Department, 12841 Stark Road, Livonia, MI 48150

CLERICAL SUPPORT
Detroit firm has full-time opening in busy administrative office. We are searching for a motivated individual who is able to work well under pressure and with little supervision. If you are looking for a challenging clerical position that has some word processing experience, please apply to:
Clerical Support
P. O. Box 779
Detroit, MI 48231

CLERK/TYPIST
Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage $4.50/hour with regular increases. 855-6562

CNA - MUST BE CERTIFIED
to work in long term care, full or part time, all shifts. Beverly Hills Nursing Center, Royal Oak. 288-6810

COMPUTER ENTRY
Attention: Data entry and flexibility are needed for immediate openings with this health insurance firm. Call today to start. Call Dana at 646-8500
Unitorce Temporary Services

CREDIT CLERK
Headquarters of international company has immediate opening for experience $7/hr.
Call Charlene at 646-8500
Unitorce Temporary Services

CUSTOMER RECEPTIONIST
Major healthcare corporation needs your company's telephone expertise and energetic personality. To $7,500 plus benefits. Call Nancy at 473-2933
Unitorce Temporary Services

CUSTOMER SERVICE RECEPTIONIST
Major national medical distributor is expanding and has the following positions available:
• Customer Service Representative Must be able to work week under pressure, have a pleasant phone voice, medical product knowledge is necessary & some college preferred.
• Receptionist
Must have pleasant phone voice, be well under pressure, have some prior switchboard experience preferred.
Please send resumes only to:
Stuart Medical, Inc.
45755 5 Mile Rd.
Plymouth, MI 48170
Attn: SP, CSM
Please indicate which position applying for on envelope.

DATA ENTRY CLERK
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for an entry level Data Entry Clerk in the Payables Department. Responsibilities include checking invoices, coding bills, filing, data entry and special projects. Typing 10-key and CRT experience required. Call Ms. Pesta between 3pm-5pm, daily at 932-2731

DATA ENTRY
Farmington Hills corporation has openings for 6,500 minimum keystrokes. Payroll & plus. $6.50/hr.
Call Ann at 473-2933
Unitorce Temporary Services

DATA ENTRY
Immediate permanent positions in major company located 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International company needs your 10,000 keystrokes and attention to detail. $7/hr. Call Debbie 357-0644
Unitorce Temporary Services

DATA ENTRY
No types just great jobs available. Afternoon shifts. Minimum 7,000 keystrokes. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

DATA ENTRY
PLYMOUTH AREA
A large national corporation needs data entry clerk for indefinite temporary customer service position. $7/hr. for accurate typist.
ARBOR TEMPORARIES
459-1166

DATA ENTRY position available. Flexible hours, competitive wages. Send resume to: CAP Billing Services, 39219 Plymouth Rd, Ste 8, Livonia, MI 48150

DATA ENTRY
$13,000/YR.
Benefits 5 days week, Livonia area. Fee paid by employer. Employment Center Inc., Agency. 569-1636

**$ EARN HOLIDAY CASH $**
Immediate clerical jobs in all locations. If you have any of the following skills call for an interview:
WORD PROCESSORS
(any software)
RECEPTIONISTS/DATA ENTRY
DATA ENTRY (AM & PM shifts)
FILE CLERKS
TELEMARKETERS (AM & PM
We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Benefits.
SNELLING TEMPORARIES
NEVER A FEE
Livonia, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

EXECUTIVE SECRETARY TO DIRECTOR
$28,000 Fee-Paid
Major Company in northern burbs needs high energy, top skills, flexible for paid overtime, shorthand, WordPerfect and Lotus. Call 355-2400 or resume to:
THE KPM GROUP
24901 Northwestern, Ste. 124
Southfield, MI 48075

## 504 Help Wanted Office-Clerical

DATA ENTRY CLERK
Full time position with benefits for small company located at 13 & Telegraph. Successful candidate will be able to type 50wpm, be self-motivated, detail oriented and organized. Computer and accounts receivable experience a plus. Send resume to: Data Entry Clerk
Box 648
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY PERSON - must have typing skills, be detail oriented, work with minimum associate degree. Great opportunity for growth in our town USA. Send resume to: Hometown USA, 12050 Telegraph Rd., Detroit, MI 48239. 387-4117.

DATA ENTRY
Troy based technical firm is in need of an entry level Data Entry person. WordPerfect knowledge required. Send resume to: Data Entry, 1133 E. Maple Rd., Suite 206, Troy, MI 48083.

★ EQUIPMENT LEASING
company immediately hiring. Light typing & documentation of lease transactions. Want to be part of a team. Send resume to: 19765 W. 12 Mile, Ste. 507, Southfield, MI 48076-2553

EXECUTIVE ASSISTANT
Investment firm seeks experienced secretary with marketing division of leading national company. $10/hr. Call Sarah 646-7662
Unitorce Temporary Services

EXPANDING Troy/Birmingham area law office seeks a bright, motivated and reliable person for reception, phone and light secretarial duties. Candidates must be seeking work in a busy, professional, small office setting and be willing to expand job description. Please send resume to: Mary, 1111 W. Long Lake, Su. 201, Troy, MI 48098.

FARMINGTON HILLS based company seeks a detail oriented working individual for entry-level position. Experience with WordPerfect & Lotus a must. Must be detail oriented & flexible. Familiarity with benefits & automated payroll a plus. Excellent salary & benefit program. Send resume & salary history to: Human Resource Department U, P.O. Box 9055, Farmington Hills, MI 48333-9053.
An Equal Opportunity Employer

FARMINGTON OFFICE, part-time typist with WordPerfect & dictaphone. Flexible hrs. Ideal for mom with kids & automated payroll a plus. Excellent salary & benefit program. Send resume & salary history to: Human Resource Department U, P.O. Box 9055, Farmington Hills, MI 48333-9053.
An Equal Opportunity Employer

FILE CLERK
for doctor's office, part-time, 5 days, 32 hrs. Call Mary 647-6222

FILE CLERK - Immediate openings answering telephones, typing, errands for law firm. $6 an hour. Start immediately. 540-3850

FILE CLERK/RECEPTIONIST
For Southfield law firm. Excellent entry level position. Pleasant atmosphere. Send resume to: Office Manager, 20300 Civic Center Dr., Ste. 203, Southfield, MI 48076.

FINANCIAL CONSULTANT ASSISTANT - part time position for person with good phone voice capacity. Must have financial experience. Knowledge of Lotus & word processing & Lotus required. Reply to: Box 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK
Use your charming personality and recent experience in a fast paced environment. $7/hr.
Call Ruth at 357-0641
Unitorce Temporary Service

FULL TIME front desk position, for a community community. Excellent clerical & interpersonal skills required. Apply in person at Heathermood, 22800 Civic Center, Southfield

FULL TIME POSITION with growing automotive supplier in production control & engineering department. Assist implementation computerized system. Organization & scoping matrix skills required. Computer experience & plus. Full benefits & profit sharing. Send resume & salary requirements to: Spring Engineering & Manufacturing, 35300 Glendale, Livonia, MI 48150, Attn: Controller

GENERAL OFFICE
Permanent position for person to do various clerical duties. Must be well organized and good with figures. G.M.A.C./Lease Plan
Mr. Carn 353-0180 ext 473

GENERAL OFFICE WORK
Part-Time. 1 Person office.
Farmington Hills Area. 553-3363

GENERAL OFFICE CLERK
Farmington Hills manufacturer/warehouse and appliance distributor has full time position available. Applicants must have 3 years experience. Apply in person or send resume to: Management Position, 27875 Nagel, Suite 200, Farmington Hills, MI 48335. Off 10 Mile, E. of Haggerty.

INDEPENDENT WOODWORKING
Woodworking company seeks word processor, typing 55wpm, dictaphone experience. Send resume to: Quality Services Unlimited, 17177 N. Laurel Park, Livonia 48152.
Attn: Christine Jennette

INSURANCE AGENCY - in Southfield desires experienced personnel lines CSR. Good benefits and working conditions. 358-1600

KEYSTONE/KEYPUNCH experienced data entry operators. Days/afternoon shifts. Full or steady part time work. Ms. Hardman. 561-6151

LEGAL ASSISTANT/SECRETARY
Commercial litigation firm. 30 hrs week. No benefits. Resumes only. Suite 2200, 20500 Civic Center Dr., Southfield, MI 48076

LEGAL SECRETARY
Plaintiff Personal Injury, downtown Farmington Hills. Benefits, experience requested. 258-8262

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional temporary services, temporary or permanent, register now with THE Agency. 559-5050
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8300

LEGAL SECRETARY
with 1-3 yrs. experience for Bloomfield Hills law firm. Word processing experience necessary.
Contact Marcy at 258-2442

LEGAL SECRETARY
Regular part time with some flexibility. Oakland County. Must be neat, dependable and have references. Experienced in WordPerfect preferred. Call 669-5200 or 851-3011

## 504 Help Wanted Office-Clerical

INTERIOR DESIGN FIRM looking for full time Secretary/Receptionist for non-smoking office. Must be organized with good typing skills. Call between 10am-2pm. 645-0915

**Legal Secretaries**
A Full Service Legal Agency Offering TEMP, TEMP-TO-PERM, PERM
Fee paid, exclusives,
9-5 gals you 935
PERSONNEL AT LAW
3000 Town Center, Ste. 2550
Southfield, MI 48075
FAX 358-0235 358-0060

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - For well established Southfield law firm. Minimum 3 years Bankruptcy Hrs 2-4 years experience. 70 wpm. 476-9500

LEGAL SECRETARY
experienced only, for non smoking Southfield law office. Word Perfect preferred. 358-0110

LEGAL SECRETARY for Birmingham law firm. One year experience with Word Perfect necessary.
Call Pat. 642-2992

LEGAL SECRETARY/Assistant
For small Corporate 13 Mile/Lahser practice. Client liaison, document preparation, process preparation, word processing 350-8000

LEGAL SECRETARY - Southfield
3 years litigation experience and WordPerfect 5.1 experience necessary. Excellent benefit package. Call Joe Paula. 354-3200

LEGAL SECRETARY
Town Center personal injury firm needs organized & self motivated secretary for medical mal practice attorney. Must have excellent communication skills. Must possess minimum 2 years litigation experience. Competitive starting salary with full benefit package. Call 946-0000

LEGAL SECRETARY - Part time for small Farmington Hills firm. 20-25 hours per week. Flexible hours. $8-59 per hour. Must have experience with litigation &/or bankruptcy. Submit resume & letter to: 28312 Kirkshire Lane, Farmington Hills, MI 48334

LEGAL SECRETARY, $25,000
Commercial/real estate experience, word perfect, prominent suburban firm, dependent coverage.

PARALEGAL, $25,000
Medical malpractice experience Major westside firm. 772-6760.

SNELLING PERSONNEL SERVICES

LIVONIA FIRM needs dependable person for office position. Primarily accounting with good telephone personality & phone manner required. 3 days per wk. Call for recorded message 427-1197

MARKETING SECRETARY
International advertising agency seeks qualified candidate/staff/typist Graphics for executive offices. $10 00/hr. Call Sarah 357-0644
Unitorce Temporary Services

MEDICAL BILLING CO needs bright energetic person with good math skills. Some experience helpful but will train. 569-5950

MORTGAGE BANK ACCOUNTANT
Expanding mortgage bank located in Southfield, seeks a strong person with knowledge in managing warehouse lines of credit. Must know market pricing and able to take books through month-end closing and schedule preparation. Should be proficient in using a calculator & Lotus 1-2-3. Please call between 2-4pm to: Mortgage Corporation of America at 358-5550, Ext. 193

NATIONAL LEASING company seeking energetic, hardworking individual for general accounting processing and general clerical duties. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

OFFICE MANAGER PLUS
Mature person with excellent people skills, some experience on accounting, computers, administration, typing, etc. Opportunity to grow with small company located in Troy. Up to $25K. Reply to Box 626
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER
Rapidly growing dealership in Farmington Hills area is looking for an experienced Office Manager. Ideal candidate will have excellent people skills, strong management including payroll training, bank reconciliation, etc. Excellent pay & benefits. Andersons is good place to work, a good place to do business. Call Sandy 858-3200 ext 6200 or fax resume & salary requirements to:
313-858-8538

OFFICE WORKER
Experienced, in office management, bookkeeping and payroll. Good secretarial and computer skills. Mature, flexible detail-oriented.
FAX resume to 474-5807.

OFFICE - part time days, 20 hrs a week, $5.50 per hour. Duties include filing, answering phones & customer service. Apply in person Mon-Fri, 10-5 at Home Furniture, 29035 Plymouth Rd, Livonia.

OPTOMETRIC OFFICE
Energetic, efficient "people person" needed for Optometrist's office. Patient service, telephone, clerical responsibilities and optometric experience in professional office a plus. Full time. Private office downtown Farmington. 477-1688

PART TIME OFFICE position, filing, phones & heavy typing assignments. Call Janet at Jay - Kitchen Glamour, 26770 Grand River, Redford.
Minimum 40 wpm typing.

PERMANENT/PART TIME
20 hours. In paper merchant office sample department. Good phone & functional skills, some typing/keyboarding. Mon. thru Fri. 8-5. P.O. Box 33035, Bloomfield Hills, MI 48303

PHONE ORDER PROCESSORS
Heavy customer service! Light record keeping. Part-time. Excellent Wages! Will train the right people. Great pleasant working environment. Telemarketers & retirees. Call, 476-7355

RECEPTION/CLERICAL - part-time. Computer/office machine experience preferred 2-3 days per week, midday hours 455-8210

## 504 Help Wanted Office-Clerical

PERSONNEL SUPERVISOR/General Office - hiring & training person and & misc. office duties (no typing). Send resume to: Box 606
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

PROFESSIONAL Service Firm located in Farmington Hills is seeking a Receptionist. Outstanding opportunity for a motivated, self-confident individual. Excellent salary & benefit program. Send resume & salary history in confidence to: Human Resource Department, P.O. Box 2153, Farmington Hills, MI, 48333-9053.
An Equal Opportunity Employer

QUALITY ASSURANCE
Automotive aftermarket manufacturer seeks an experienced person on manager. Metal fabrication, EPC, employee involvement, decision making & policy development background preferred. Applicants send resume including salary history/requirements to:
Human Resources Manager
Goshen Industries
518 E. Lincoln
Goshen, Indiana 46526

★ RECEPTIONIST
Full time position available for answering 14 lines including 4 incoming lines. Pleasant environment in a line art gallery. Good working conditions & long term stability.
Send resume to:
RECEPTIONIST
PARK WEST GALLERY
29459 Northwestern
Southfield, MI 48034

RECEPTIONIST
Rochester Hills, nights & weekends. Must type. Call Door 2 Door Restaurant Delivery. 852-SEATU(8328)

RECEPTIONIST
Prestigious charitable foundation needs experienced receptionist. $7.50/hr. Call Rachel at 646-8168
Unitorce Temporary Services

RECEPTIONIST
For growing magazine publishing company in Livonia. Hours 9:30-6 Saturday work is required. Please send resume to: TSI, 11856 Brookfield, Livonia, MI 48150
Attn: Kathleen E. Boyd

SECRETARIAL POSITION
Computer experience a plus.
Wixom area 350-6887

SECRETARIES
Large property management company in Farmington Hills has immediate openings for entry level Secretarial positions. Must have experience with WordPerfect and Lotus 1-2-3. Send resume to: Office Manager, P. O. Box 5011, Southfield, MI, 48076.

SECRETARIES with word processing needed to work long, short and temp-to-perm assignments in Livonia, Westland, Plymouth. Excellent pay. Call today to begin an exciting assignment with ETD Temporary Service 464-7078
An Equal Opportunity Employer

SECRETARY BOOKKEEPER
Mature, computer literate. 35 Reference: 30835 W. Ten Mile, Farmington, MI 48336.

SECRETARY/BOOKKEEPER for W. Bloomfield accounting firm.
Computer skills. WordPerfect & knowledge of Lotus a must. Accounting knowledge helpful. Send resume to: C.C. P.O. Box 3236, Southfield MI 48037

## SECRETARY/ CREDIT ASSISTANT

Successful Livonia company seeks individual to perform secretarial and accounting duties for our credit department. Ideal candidate will be a team player, have excellent communication skills, and possess at least 2 yrs. of general office experience. Apply in person or mail resume to:
CINDY WEBB
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, MI, 48167
An Equal Opportunity Employer

SECRETARY
For 1 person office. Must be motivated, mature with typing, computer & phone experience. Min. 2 yrs. college. Send to: Box 630
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
for Southfield lawn spray company. Part time, full time in Livonia. $5.50 to start. 356-8010

SECRETARY for Livonia office. Part time Mon.-Fri. Some computer knowledge helpful.
Call Mon.-Fri., 9-11AM. 427-7590

SECRETARY for Farmington Hills law firm. Part time, possible full time, must be dependable with WordPerfect 5.0 experience.
855-0911

## 504 Help Wanted Office-Clerical

RECEPTIONIST/
COMPUTER BILLING
Detroiter law firm located in Southfield desires full time Receptionist with CRT experience. Responsibilities include answering phone, mailing, typing, for inputting and billing. Call Peggy at 356-3666

RECEPTIONIST/SWITCHBOARD
Troy/Southfield company is looking for a Receptionist/Switchboard Operator. Must be comfortable working in a busy front office, handling 50+ extensions, and possessing strong interpersonal skills. Call today!

ET SERVICES & SYSTEMS, INC.
589-8428

RECEPTIONIST
For medium size professional firm. Must have telephone answering & some light office work. Reply to: Mr. D. Michaels, Suite 618, 25900 Northwestern Hwy., Southfield, MI 48034

RECEPTIONISTS needed for the Plymouth/Canton area. Must have previous office experience. We offer long-term, short and temp-to-perm assignments with excellent pay.
ETD Temporary Service 464-7078
An Equal Opportunity Employer

RECEPTIONIST
FULL TIME position with distributor. Must be able to direct multiple lines and perform general office functions. Send resume to: Box 634
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARIAL/Bookkeeping. Part time. Casual atmosphere in home office. Prefer construction background. Flexible hours and salary.
Call 398-2000

SECRETARIAL HELP Wanted for a fast paced chemical lawn care company. A western Wayne County service company is in need of 2 customer service/secretarial positions. The qualified candidate will possess phone skills, keyboard speed of 50wpm, and good clerical/personal computers. The positions are full time and include vacation, paid holidays, medical benefits. Some overtime & Saturday work is required. Please send resume to: TSI, 11856 Brookfield, Livonia, MI 48150
Attn: Kathleen E. Boyd

SECRETARY - PART TIME
for computer software company. Enthusiastic, detail oriented. Word Perfect a plus. Resumes to:
30800 Telegraph, Ste 2775, Bingham Farms, 48025

SECRETARY (Part time)
Varied front office responsibilities for busy sales office. Must have outgoing personality, high energy. Train in Dec. (limited hours). 15-20 hrs./week Jan. 93. Call or send resume to Lisa Vroccardo. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

SECRETARY - full or part time for small gallery. Excellent pay & benefits. Call Mr Burke 463-2350

SECRETARY/RECEPTIONIST
Excellent phone, typing, & filing skills required. Call Sandy at
Call. 313-397-2120

SECRETARY/RECEPTIONIST
Entry level secretarial/receptionist position for busy Troy office. Must be organized and service oriented. Computer knowledge and experience helpful, but not required. Send resume to: Human Resources, 665 Elmwood, Troy, MI 48083.

SECRING top notch word processing/secretarial skills, good benefits, available immediately.
MANPOWER 362-0024

SECRETARY TO PRESIDENT
Expanding health care provider requires candidate with Word Perfect. Excellent pay & benefits.
Call Sloane at 646-7661
Unitorce Temporary Service

SECRETARY/TYPIST
Livonia company seeks person for full-time job. Typing, filing, phones, errands, etc

522-1700
SECRETARY
WORD PROCESSOR
Must be able to work in the Troy/Auburn Hills area. We have several openings, temporary or permanent, long & short-term. Experience with phones, typing 55 + wpm, travel arrangements, dictation (helpful), and experience with 1 or more of the following software:
• WordPerfect 5.1
• Lotus 1-2-3
• MS-Word
• DeClate
ET SERVICES & SYSTEMS, INC.
589-8428

SECRETARY. Small office seeking detail oriented person with good interpersonal skills. Must be familiar with use of Lotus, for general secretarial duties. Send resume to: Robert Pizzo, 200 E. Long Lake, Su. 275, Bloomfield Hills, MI 48304.

SECRETARY - Private club in Rochester/Detroit area seeks independent proficient in typing, Word-Perfect, Lotus, shorthand, public relations and organizational skills for full time position. Professional and courteous a must. Send resume and salary history to: Attention, Controller, P.O. Box 253000, Franklin, MI 48025

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17350 Birwood Avenue
Beverly Hills 48025-3246

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Don & Pat Niehaus
33760 Schulte
Farmington 48335

Curtis and Sharlene Frizzell
31980 Marquette
Garden City 48135

John J. Huzar
18635 Jamestown Circle
Northville 48167-1834

John Clexton
3965 Cadieux Rd.
Detroit 48224

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29961 Valleyside Dr.
Farmington Hills 48334

**Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.**

**591-2300, ext. 2153**

**This Contest is over Thank You for playing**

## Secretary & Word Processor

NBD Bank, N.A. currently has the following two full-time positions available at our Bloomfield Hills office:

**Secretarial**
Word processing experience; typing 50 wpm; excellent customer service skills; PC skills; prior secretarial experience.

**Word Processing**
Word processing experience; typing 50 wpm; dictaphone experience; excellent customer service skills.

We offer competitive salaries and a comprehensive benefits package. Apply in person Monday through Thursday, from 9:00 a.m.-3:00 p.m. at the NBD Human Resources Office - 7th Floor; 900 Tower Drive (I-75 & Crooks Rd.); Troy, MI 48098.

NBD

NO PHONE CALLS, PLEASE.
An Equal Opportunity Employer

## EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT

Excel Industries, Inc. in Birmingham, MI is seeking an experienced professional as an Executive Secretary/Administrative Assistant. This position reports to the President as well as the Director of Operations/Automotive and will be responsible for performing diversified secretarial and administrative duties of a complex and confidential nature, assisting in highly technical administrative tasks.

We require a minimum of an Associates Degree related to business and three to four years of experience. Must be knowledgeable in automated equipment, Lotus 123, 5.1, Harvard Graphics, etc. A plus, if you can speak German or Spanish.

We provide a full range of benefits and a competitive salary. Please send resume in confidence to:

J. Wilkins
**Excel Industries, Inc.**
30800 Telegraph Road, Suite 4875
Birmingham, MI 48010
*No Agencies Please*

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CLARKSTON, MI 48348

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