EMPLOYMENT

504 Help Wanted Office-Clerical

BOOK DISTRIBUTION Center in Wixom has full time openings for returns person for Receptionist position. Light typing required. Good benefits. For appointment, 380-8450

BOOKKEEPER — entry level. One year office experience. 40 hours, evenings, Saturday. Fringe benefits. 540-4520

BOOKKEEPER, full time, experience necessary. 20411 W. 12 Mile, Suite 201, Southfield. Call Kashef Accounting at 352-5320

BOOKKEEPER • FULL CHARGE full time experienced in A/P, A/R, general ledger. Lotus 123. Computer literacy a must. Send resume & salary requirements to: B.G.A. P. 1307 W. Long Lake, #245, Troy, MI 48098

BOOKKEEPER - full charge, part time, approximately 15/hrs/week, call Christmas, Troy 643-4614

BOOKKEEPER OR ASSISTANT (Part Time) with computer knowledge to work for small office. 20 hrs/days. Send resume to: 23456 Southfield Rd., Southfield, 48075.

BOOKKEEPER/RECEPTIONIST thru trial balance. CPA hiring for client. Send resume to: EAS, 38701 7 Mile Rd., Bl. 245, Livonia, MI 48152

BOOKKEEPER/SECRETARIAL PART TIME
Computer skills/knowledge of WordPerfect. Apply in person
OXBOW MACHINE PRODUCTS
8610 Lawton, Redford, Westland

BOOKKEEPERS
Follmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms is currently recruiting for several clients throughout the metro Detroit area. These are all clients that quality consciousness work environments located in Walled Lake, Auburn Heights, Livonia & Royal Oak. Industries include service, manufacturing & retail. We're looking for a strong diversified bookkeeping background including payroll, financial statement preparation & computerized accounting. Reply in strictest confidence to:
Attention: PDHM
Follmer, Rudzewicz & Co.
17000 Hall Rd., Ste. 500
Sterling Heights, MI. 48313-1153
Recruiting for an EOE.

BOOKKEEPER thru trial balance. Construction/Contractor experience. Resume to: 1300 E Lafayette, M-1, Detroit, MI. 48207.

CALL TODAY
• DATA ENTRY
• SECRETARIES
• RECEPTIONISTS
• WORD PROCESSORS
Immediate openings
Top Pay - Paid Vacation
Southfield - 557-7444
Livonia - 261-3530
Interim Personnel
NEVER A FEE E.O.E.

CAN YOU DO WINDOWS?
YES? EARN TOP PAY!
Experienced Wordperfect and Lotus operators needed for great contract assignments. Earn top $$$, plus benefits, medical insurance available, free upgrade training. Many are Temp-to-Perm.
CALL TODAY!!
Madison Hts . . . 810-545-2550
Farmington Hills . . . 810-615-0600
Western
TEMPORARY SERVICES

OVER 25
CLERICAL POSITIONS
Are you available to work temporary jobs in the Farmington Hills, Southfield, Novi area. We are looking for experienced RECEPTIONISTS, DATA ENTRY OPERATORS, GENERAL SECRETARIES, and WORD PROCESSORS
Call ADIA now for an immediate interview.
442-7600

CLERICAL
ENTRY LEVEL
We are Wixom/Novi based service company looking for team players to join our clerical staff. Customer Service, Receivables, and Sales Support are featured. You should be organized, ambitious and possess a pleasant personality. Call Personnel, 347-3600

CLERICAL • Full time position with benefits for growing, automotive manufacturing company in Livonia. Typing 35 wpm. Light bookkeeping, have excellent phone etiquette, experience in accounting helpful. Please apply in person to: 35974 Glendale 261-4400

504 Help Wanted Office-Clerical

BUSY MADISON Hts. office needs ARTICULATE individual for variety of duties. Minor lab work & lab experience helpful. EXCELLENT PHONE SKILLS A MUST. Full-time, benefits after 90 days. 583-9924

Career Positions
Tired of working temporary jobs? Part-time? Come see us, we have several full-time office positions as:
• Secretary
• Word Processor
• Data Entry
• File Clerk
• Mailroom Runner
We offer free training, competitive wages & benefits.
East Side 643-8590 | West Side 474-5000
EXPRESS
Personnel Services

CHURCH SECRETARY • Part Time
Computer skills, Windows. Eight Mile Rd. in Farmington Hills. Call for an application. 476-6320

FINANCE & insurance office needs full time assistant, Secretary, Clerical, computer, typing & phone skills required. Send resume to R. & R. Management, P. O. Box 7103, Novi, MI., 48376-7103.

CLERICAL HELP needed for general office. Part-time, $3.50 per hour. Apply in person: BMC Industries, Inc., 100 S. Mill, Plymouth, MI.

CLERICAL HELP
Progressive, fast-growing, quality-oriented environmental consulting firm seeks sharp individual for part-time office position. Primary responsibility to assist administrative staff with copying and assembling of documents. Individual must be conscientious, detail-oriented, and able to handle time constraints. Individual must be available to work week-day mornings on a consistent basis. Qualified applicants should send resume to: The Dryden Corporation, ATTN: Peggy Miller, 30445 Northwestern, Ste. 290, Farmington Hills, MI 48334

CLERICAL
OPEN HOUSE
Immediate openings in the TROY area. Must have reliable transportation. Positions pay $5.75 per hour. Come in Monday through Wednesday any time between 9:00 and 4:00 to apply. Must bring proper I.D. for employment eligibility (I-9 verification). Professional attire required. Bring a friend!
ENTECH PERSONNEL
363 W. Big Beaver Road
16 Mile betw. Crooks & Livernois
528-5090

CLERICAL - part-time position for small office. Telephone, word processing, copying & filing. Flexible hours. Apply in person only: Sterler & Co., 27476 - 8 Mile, Livonia, MI 48152

CLERICAL PERSON for commercial insurance agency. Mon-Fri. Occasional eves & winds. Some insurance experience preferred. Must have own transportation.
Call Cheryl: 478-7799

CLERICAL - 2/3 days per week, Farmington location. Telephone skills important. Typing, filing, computer, record keeping. 737-4002

CLERK
Position available to work Monday, Wednesday and Friday from 3:30pm to 9:00pm.
Qualified candidates must possess a typing speed of 20 WPM and accurate filing skills.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N Inkster Rd.
Garden City, MI 48135
458-3400

CLERKS NEEDED
No experience necessary. Answer phones, filing & do general office work. Plymouth/Northville area.
CALL ADIA NOW!
525-0330

LOOKING FOR an office work with these qualities: Positive, people oriented, enjoyed with problem solving abilities for customer service/clerical work in an insurance agency in N. Royal Oak. Computer experience a plus. Send resume to: Carole Salick, 772 Brookwood Ct., Rochester, MI. 48309.

CUSTOMER SERVICE
Team oriented Customer Service Department seeking self motivated, energetic individual to process phone orders and problem solve for our nursing home customers. Candidate should have customer service and computer experience. Third party insurance and medical product knowledge helpful. Full time position, competitive wages & full benefit package. Send resume and wage requirement to: Janet McPherson, P.O. Box CN3325, Livonia, 48151.

504 Help Wanted Office-Clerical

CLERICAL
Responsible people needed for temporary assignments in Livonia & Plymouth area. Apply in person between 9am-3pm:
P M TEMPORARY PERSONNEL
29684 W 8 Mile Rd.
W. of Middlebelt
513-6120

COLLECTIONS • DISTRIBUTOR seeks part-time person for collection dept. Collection experience preferred, computer driven, must have excellent phone skills. Days and hours flexible. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CONVENTION SECRETARY
N. W. Detroit (old Redford area) Technical Society seeks full time Secretary who is well organized, has excellent communication skills & a minimum of 5 yrs. secretarial experience. Responsibilities include: assisting with hotel arrangements for meetings, maintaining meeting calendars, correspondence & compilation, preparation & proofing of program copy. WordPerfect experience essential. Shorthand or transcriptions helpful. Send resume & salary requirements to:
Personnel Manager - CS
P.O. Box 18048
Detroit, MI 48219

CUSTOMER SERVICE/BILLING
Southfield distribution needs people oriented person with excellent telephone manner & computer skills. Full & part-time position. Send resume to: Personnel, PO Box 350, Southfield, MI 48037.

CUSTOMER SERVICE REP
Needed full time for publishing company. Exciting telephone & written communication skills for customer service & sales assistance. Experience necessary. Send resume to: BNPCO, P.O. Box 2900, Troy, MI 48007, Attn: Dept. SWP

CUSTOMER SERVICE
Entry level openings available in the Customer Service department of the largest facility of the nation's largest film developer. We're looking for personable people who are self-motivated and have good phone skills. Positions involve some evening and weekend hours. Full benefits. Apply in person 10 a.m. - 3 p.m. Mon. thru Fri.
QUALEX INC.
43045 W. 9 Mile Rd.
(just east of Novi Rd.)
Northville

CUSTOMER SERVICE
Use your telephone survey skills in plush offices of major consumer service firm. Will train. Two shifts. Typing 30 wpm. Call Carol 645-7664
Uniforce Temporary Services

CUSTOMER SERVICE REPS (WEEKENDS)
Kelly Temporary Services needs qualified candidates for WEEKEND ONLY Customer Service Representatives.
• Headquarters for local Retailer in Plymouth
• Day or Afternoon positions on Saturdays AND/OR Sundays
• Excellent phone manner
• Previous customer/typing experience required
CALL KELLY FOR AN IMMEDIATE APPOINTMENT
LIVONIA 522-4020
WESTLAND 326-5240
Equal Opportunity Employer

25 DATA ENTRY CLERKS
NEEDED!
UP TO $8/HR.
8,000 KEYSTROKES +
WOLVERINE STAFFING
TROY: 879-9070

DATA ENTRY CLERK - for fast paced office. Accounting experience helpful but not required. Part-time position, 20-30 hrs. a week. Walled Lake area. Call: (810) 960-7200

DATA ENTRY - computer background, accurate typing, outgoing telephone person, temp to hire, $6/hr. Fee paid

SWITCHBOARD - TYPIST, Birmingham, exciting company, good phone skills, typing 50 wpm, WordPerfect 5.1, good appearance & bubbly personality. Benefits. $7/hr. Fee paid

RECEPTIONIST • Oak Park, good phone etiquette, WordPerfect 5.1, typing 40 wpm, 1 2 3, 1 yr. experience, $17,000. Fee paid

BOOKKEEPER. 3 days per wk., Ken Cen area, accounts payable, comfortable with computers, Lotus 1,2,3, $8/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

504 Help Wanted Office-Clerical

CUSTOM SERVICE REP
Energetic, friendly, enjoy working with the public, reliable person wanted full time. Great benefits, room for advancement. Contact Mr. Hersch
GORDON CHEVROLET
458-5269

★ DATA ENTRY
Keystroke of 5300+ hr. needed for long term assignments in Livonia area. Day & afternoon shifts available. Must have reliable transportation & an excellent work history.
DYNAMIC PEOPLE
454-6500

DATA ENTRY
Full/part time entry level experience and attention to detail in the warm friendly atmosphere of a new expanding Community. Flex time available. Call Doreen 473-2932
Uniforce Temporary Services

DATA ENTRY/KEY PUNCH
Minimum 10,000 key strokes. Knowledge of Lotus 123 helpful a plus. Send resume: Attention LK
20300 Civic Center Dr., Suite 207E, Southfield, MI 48076 or call
948-1064

DATA ENTRY
Large company in Troy needs dependable Data Entry Operators for long term positions. Hours are 8:30-5:30pm. Must have own transportation. Call for an interview today!
CONTEMPRA
583-9500

DATA ENTRY
New long term openings with prestigious Detroit financial institution. Use your financial background and 9,000 keystrokes to be appreciated and rewarded. Full benefits. Call Sue for details. Multiple locations.
Call Cindy 646-7664
Uniforce Temporary Services

DATA ENTRY OPERATORS
10 Immediate Openings
$8/$7/hr.
All depends on your skill level.
Accurate typing skills not necessary. Part & full-time, Livonia/Plymouth. Call ADIA immediately.
525-0330

DATA ENTRY/PAYROLL CLERK needed to work full time for Livonia manufacturing company. Previous data entry & must, bookkeeping skills helpful but not necessary. Salary based on experience, starting at $15-$18,000 per year. Please fax resume to: (313) 525-7404 or apply in person at: 12757 Stark Rd., Livonia.

DATA ENTRY/RECEPTIONIST
Experienced with word processing knowledge of Database programs. Excellent typing skills. Fax resume to:
473-1414

DATA PROCESSING
DAR Financial Services, Inc. is seeking a motivated individual to add to the data processing department. The PC/Network Technician would be responsible for support, training and documentation of company sponsored hardware and software. Send resume, in confidence, with salary requirements to:
Controller
P.O. Box 5064
Southfield, MI 48086-5064
An Equal Opportunity Employer

Desirable positions
DATA ENTRY
Work in suburban sales office of one of the top 100 firms. Min. 6,000 key strokes and be well compensated. Benefits paid after 90 days.
Call Deneale 799-3947
Uniforce Temporary Services

DESK & COUNTER COMPUTER work for Livonia health club. Full or part time. Call 591-1212

DUNHAM'S has immediate openings at our HQ for
• Accounts payable supervisor
• Sales audit clerk
• Accounts payable clerks
• Switchboard operators
We offer competitive salary & benefits program. Apply in person M-F 8am-5pm, or send resume to DUNHAM'S, 5000 Dixie Hwy., Waterford, MI 48329
An Equal Opportunity Employer

ENTRY LEVEL full time position for busy office. Duties include answering multi line phone system. Computer experience required. Good starting pay & benefits. Fax resume to: 810-559-5458 or mail or apply in person to: DeWitt Building Co., 31235 Southfield Rd., Lathrup Village, MI 48076

EXECUTIVE SECRETARY
$25,000
3-4 years secretarial experience in construction property management. Lotus 1-2-3, W. Suburbs. Benefits. Call Barbara. 772-6760.
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Requires WordPerfect, Lotus, dictating machine & shorthand. Organizational skills required. Real Estate/Development &/or construction experience required. Send resume & salary requirements to: Box 698
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ENTRY LEVEL OPPORTUNITY for highly motivated detail-oriented Payroll Assistant. Responsible for weekly payroll processing and accounts receivable. Position requires individual with strong organizational & communication skills. Proficiency in math & data entry is a must. Associate Degree preferred. Send resume and salary requirements to: Personnel, P.O. Box 980, Novi, MI 48376-0380

ENVIRONMENTAL LAB needs a meticulous person for customer relations and sample handling with knowledge MUST skills. Microsoft-Excel, great phone skills, data processing and Microsoft access is an added plus. NO CALLS. Send resume to: Mark, 18124 Harrison St., Romulus, MI 48174

EXECUTIVE SECRETARY
Part time. Growing Birmingham sales office needs conscientious, self motivated, professional for word processing, data entry, filing & phone. We offer convenient hours in a pleasant, nonsmoking work environment. Please send resume to
Box 694
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3 helpful. Temp to perm
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
$30,000 PLUS
Be the private Secretary to the top executive in a growing dynamic company. Shorthand and word processing skills required. Hurryl Call Service, 464-0909
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARIES
Your 5-10 years secretarial level experience and professional presence will help you land an exciting new opportunity. Microsoft Word and WordPerfect are a plus. Positions available in Livonia, Southfield, and Detroit. Salaries to $30,000.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills Troy
737-5750 583-2720

Executive Secretary
Great opportunity for top level professional with strong computer and communication skills.
OFFICETEAM
Specialized Administrative Staffing
Four network locations to serve you
Ann Arbor (313) 995-5463
Dearborn (313) 240-8204
Southfield (810) 354-2222
Troy (810) 524-3110

23588 Northwestern #250
Southfield MI 48034
Benefits Available E.O.E.

FARMINGTON HILLS accounting firm seeking individual with computer experience accounting applications. Data entry with advancement into accounting & tax duties. Send resume to Box 8680
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK • Do you have excellent organizational skills? Royal Oak law firm is in need of a File Clerk with experience in filing, typing, and computer knowledge. Reply to: Personnel, Box 5623
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FILE CLERK/GENERAL CLERICAL
Needed for Nov insurance agency. Work a flex prior office experience & good communication skills. Good typing skills. Please send resume to: Nusbar Insurance Agency, 30555 Orchard Hill Place, Suite 240, Novi, MI 48375 810-380-6190

FINANCIAL SERVICE Representative. Part time position for Nov. Federal Credit Union in Romulus. Candidates must have customer service skills. Previous customer service & financial institution is preferred. Interested persons may call 1-800-NWA-CASH, ext 433 to request an application through 2/24.
An Equal Opportunity Employer

Flash! Flash!
PERMANENT JOBS
Up to $22,000
GOOD NEWS for all the career front for business minded "BEGINNERS". Metro/suburban clients are looking for educated entry level talent. Call/fax
Dorothy Day Personnel of Troy
649-6797 fax 649-2486

DAY
FRONT DESK
"SPARKLER"
Wanted team player with good phone skills. Be that "important" first contact for Detroit's hot supplier. Variety including typing. Good benefits. $15,840. Call Debra 454-0005
SHELLING PERSONNEL SERVICES

GENERAL OFFICE
Small business needs person for general clerical, typing, data entry, $6 an hour. Call: 534-5558

GENERAL OFFICE - Part time, flexible hours for Detroit based customer complex. Call Mon.-Fri. 9am-5pm, 313-963-0050
An Equal Opportunity Employer

GENERAL OFFICE Bookkeeping Assistant. Redford area. Full time with benefits. Send resume including experience and salary requirements to: Personnel, P.O. Box 40935, Redford, MI 48240.

GENERAL OFFICE - Livonia manufacturing firm seeks individual to fill multi-task office position. Full time with benefits & paid holidays. Apply in person at: Crouts DMA, 33900 Capitol, Livonia, Off Farmington Rd., S. of I96.

GENERAL OFFICE HELP needed. Must have knowledge of Lotus 1-2-3, WordPerfect & other basic office skills. Benefits included with this full time position. Send resume to: Personnel, Servail Company, 229 E. Baltimore, Detroit MI 48202

504 Help Wanted Office-Clerical

GENERAL OFFICE/ Suburban manufacturer has openings for your overall office experience and computer knowledge to include data entry. Be well paid and well treated. Call Dorry 799-3949
Uniforce Temporary Services

GENERAL OFFICE/SECRETARY
Growing general contractor looking for motivated, dependable, organized individual with good computer & communication skills. Construction experience helpful. Non-smoker please. Send resume to:
KCC
27899 Franklin RD.
SOUTHFIELD, MI. 48034

GENERAL OFFICE
Some word processing, spreadsheet desirable. Multi-line phones, excellent communication skills, professional image.
Several openings in desirable locations. Full or part-time available.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

GENERAL OFFICE
Immediate openings available in a Bloomfield Hills based financial institution for the following:
File Clerks
Data Entry Operators
(with WordPerfect)
Typist
Short & long term positions are waiting for you. Candidates must have office experience, excellent communication skills, and a great work attitude. Day/afternoon shifts available. For immediate appointment call:
LIVONIA 591-1100
TROY 524-0055
ACRO SERVICE CORP.

GENERAL OFFICE
Immediate full time career opportunity. Organizational skills a must. Responsibilities include: clerical duties, knowledge of WordPerfect 5.1 helpful but will train. Company Martin / Communications System telephone system. Company paid medical and dental fringe benefits. Must be bright, non-smoker, high-energy personality. Excellent communication skills and ability to work as a team player. Join our established, progressive and rapidly expanding rehabilitation company.
If you are interested in growing with a leader in the healthcare industry, please send resume in confidence:
DIVERSIFIED REHABILITATION SERVICES
Attn. Manager/Business Operations
755 W. Big Beaver, Suite 420
Troy, MI 48084-4903

GENERAL OFFICE/ SECRETARIAL
Quality is Our Priority
At Handy Andy, we believe quality is important in every aspect of business...from the products we provide to the work of our employees. If you're a conscientious, detail oriented individual who likes this philosophy, our Regional Office may have a position for you.
The ideal candidate will be a mature professional with strong interpersonal skills and a commitment to customer service. Good telephone technique and problem solving skills required. Also, a positive attitude with knowledge in WordPerfect and Lotus 1-2-3 plus.
If you see yourself in this description, we'd like to see you at Handy Andy. We offer a competitive salary, complete paid benefits, and the opportunity to grow with a proven leader. Please send resume to:
Handy Andy
Home Improvement Centers, Inc.
Regional Office
13507 Middlebelt Road
Livonia, MI 48150
equal opportunity employer

Growing, dynamic, information resource firm in Canton needs
GENERAL OFFICE
DATA ENTRY • Part-time days, M-F, 30 wpm minimum, accurately, $6 starting.
MAILCLERICAL - M-F, possible some evenings and weekends, $5 to $6 starting.
Call: 397-3600

GROWING Southfield service company seeks professional for secretarial/receptionist position. WordPerfect 5.1 proficiency, good attitude and multi-line phone experience required. Please send resume and salary requirements to: The Frick Co., 26377 Southwestern, Suite 306, Southfield MI 48034.

HUMAN RESOURCE ASSISTANT
Work thirty hours per week, $100-$130 per week. Applicants must possess good phone etiquette and communication skills, computer word processing skills preferred but helpful. This position could evolve to full-time within a year. Contact Ann Stachowiak at 810-356-8400, Ext. 233

IMMEDIATE OPENINGS IN LIVONIA
Kelly Temporary Services needs high production data entry operators to work from 3 to 6 per week. 4 hour shifts per day between 8 AM - 5 PM or 3 PM - 9 PM. These assignments could lead into 20 hour per week permanent positions.
Call for an appointment.
522-4020
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

INFORMATION Systems Manager (MIS), for mid-sized, multi-state manufacturing company headquartered in Oakland County. Must have experience with IBM-AS400, software program installation and employee training. Good benefits, salary negotiable. Send resumes to: Box 622
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

Great Jobs Are Waiting For You!!
Kelly Service is currently hiring executive-level Secretaries and Administrative Assistants with a minimum of 2 years experience to work on assignments at Ford Motor Company.
Interested candidates must be proficient on at least 2 of the following software packages: Word for Windows, Excel, Harvard Graphics, Freelance and PROFS.
Only qualified candidates with current resumes and references need apply. Competitive wages and benefits. Call Kelly today for an appointment:
336-8560
KELLY SERVICES
Equal Opportunity Employer M/F/D

HELP! • We need an enthusiastic Activity Receptionist for our busy Day train. Must enjoy Rock 'N Roll atmosphere. Call Ashley at 474-0810

IMMEDIATE OPENINGS
Word Processors
Data Entry
Switchboard
Clerks
Temporary & permanent opportunities. Long & short-term assignments, excellent benefits paid.
PERSONNEL UNLIMITED
751-5060 477-6815

PROFESSIONAL PERSONAL LINES CSR • Troy insurance agency in need of career oriented individual with service & sales experience. Salary, bonus & benefit package. Resume to: Personnel Lines CSR 1 Commercial Lines. 855-3100

INSURANCE CPA ASSISTANT
Seeking energetic multi-talented person for clerical support in commercial lines department. Some experience required.
Please call Kathleen: 810-348-8200

Insurance
Due to Livonia Branch expansion, we are looking for a property & casualty insurer is seeking the following candidate:
CLAIMS CLERK II
This position requires P & C coverage background in all lines of insurance, familiarity with Acord Claim forms, hands on computer experience and the ability to work with minimal supervision. Salary commensurate with experience. Benefits included. Send resume to: Personnel Secretary, P. O. Box 5545, Plymouth, MI. 48170.
An Equal Opportunity Employer

LEGAL SECRETARIES
1-2 YRS. EXPERIENCE
REQUIREMENTS:
• WORD PERFECT
• LOTUS 1-2-3
• WORDPERFECT
Call Now!
WOLVERINE STAFFING
558-4270

MACINTOSH
Expanding company seeks Secretary with Microsoft Word and Excel experience. Call Ann at
HR Management. 649-0909

MANAGER/SECRETARY
Desired by small size insurance agency. Real Estate & Word Perfect experience a must. Salary commensurate with experience. Send resume to Farmington Hills Insurance Agency, 32100 Telegraph, Suite 215, Bingham Farms, MI 48025 or call Terry: 540-3300 or 1-800-642-1115

MARKETING ADMINISTRATOR
Aggressive, highly organized, good communication skills. Must be familiar with WordPerfect & Lotus & generally supportive of the automotive industry. Duties include filing word processing, record keeping & other clerical procedures. Must take direction easily & work without constant supervision. Send resume & salary requirements to: Miniature Precision Components, 21850 Melrose, Southfield, MI. 48075.

MEDICAL SECRETARY
Temporary full time for family leave absence. Knowledge of medical terms & micro keyboard required. Please send resume to:
Cardiac Rehabilitation, 451 St. Plymouth, MI 48170

NOW HIRING
• DATA ENTRY
• WORD PROCESSORS
• GENERAL OFFICE
Have a month or one job experience. Job opportunities in Detroit, Southfield, Livonia, Farmington Hills Areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Service
569-8700
NO FEE EOE

SMALL OFFICE needs an exceptional person to take charge of all functions. We require a good background in PC knowledge and a pleasant personality. Call Mary Ann Fu, 8 to 4:30. Must have reliable transportation. Lot of opportunity for a motivated take charge person. Wages depend on experience and work history. No medical benefits available. Apply at:
Cardiac Rehab
451 Plymouth, MI 48170

TWO LEGAL SECRETARIES
LONG TERM TEMPORARIES
We are seeking 2 + years experience for long term positions. Call Arthur Thomas.

LEGAL POSITION • WordPerfect Windows 5.1, machine transcription, 2-3 yrs. small law office secretarial experience. 30 words/min. Resume to Angie, 31874 Northwestern Hwy, Farmington Hills MI 48334.

LEGAL SECRETARY • experienced. Farmington Hills, 6 yrs. experience minimum. WordPerfect 5.1, non smoking office. 477-6000

LEGAL SECRETARY • Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-9136 or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY
for downtown Detroit law firm. WordPerfect necessary. Salary negotiable. Call Jeanette, 963-7122

LEGAL SECRETARIES
Need two. WordPerfect experience. Salary negotiable. 3 to 5 Yrs. experience. Call Cindy at: 852-8500

LEGAL SECRETARY • Experienced for 1 person office. 4 to 5 days per week, some bookkeeping experience a plus. Call Kim, 810-588-1600

★ LEGAL SECRETARY
For Senior Partner
Southfield firm seeks organized professional with 5 years to know WordPerfect and possess excellent communication and computer skills. Minimum 3 years litigation experience required. Competitive starting salary with benefit package. Call Pamela Reeds, 948-0000 or FAX resume to 948-8494

LEGAL SECRETARY
Position available for individual with excellent typing & organizational skills. The successful candidate will be team oriented & also work well independently. Some experience in the legal field helpful but willing to train right person with strong economics & good attitude. Positive work environment. Excellent benefits. Please send resume to: Human Resources, PO Box 250715, Franklin, MI 48025.

LEGAL SECRETARY - for Detroit corporate litigation firm with minimum 3 yrs. experience. Knowledge of WordPerfect, excellent organizational skills and self-motivation required. Competitive salary & benefits. Reply to: Suite 3600, Penobscot Bldg, Detroit, MI 48226.

LEGAL SECRETARY
We are conducting a search for two permanent secretaries requiring 3-4 years legal experience. Medical, dental, prescription, optical, 401k, & disability. Call or send resume to: Arnold Thomas, 3000 Town Center, Suite 2333, Southfield 48075.
358-5140

LEGAL SECRETARY needed for real estate/development company. Experience with WordPerfect & Lotus. Strong organizational skills required. Send resume & salary requirements to: Box 698
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Small office in Southfield prefers 2 yrs. experience in the collection field. Word processing, Multi-Mate. Typing skills, use of dictating equipment. Call for interview between 9-5, Mon-Fri. 810-353-6757

LEGAL SECRETARY
Southfield personal injury firm seeks secretary with at least 2 years personal injury experience & Word Perfect. Excellent salary & benefits. Send resume to: 2000 Town Center, Suite 2510, Southfield, MI. 48075

LEGAL SECRETARY
Looking for hard working for talented legal secretary for its Bloomfield Hills office. Must have 3 years litigation experience. Excellent proof reading & typing skills required. Must be motivated, team oriented & quality focused. Great fringe benefits, training & people. Competitive salary.
Send resume to: Box 630
Observer & Eccentric Newspaper
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY • full time for growing Farmington Hills law firm. Minimum 3 yrs. defense litigation experience. WordPerfect Windows preferred. Salary commensurate with experience. Call Mary or Denice 9am to 4pm, 489-4100

LEGAL SECRETARY
Legal Secretary with 5 years experience needed for Farmington Hills personal injury law firm. Word Perfect 5.1 required. Will train qualified person. Call Val between 10am-1pm at:
344-8400

PART-TIME, permanent, clerical position in Southfield. Must have typing experience desirable. Computer experience plus. Start at $6 hr. Respond in writing to: Clerical, PO Box 721273, Berkley, MI 48072.

PAYROLL CLERK • Experienced person needed for Southfield office. Part time with full time potential. Send resume to: 560 Kirts Blvd., Suite 101B, Troy, MI 48084

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Our Payroll Dept. is seeking an individual with a minimum of 2 years payroll experience, preferably familiar with the Pentrex & Encore software (Meridian Employer Service). Individual must be proficient in the PC environment, detail oriented & have excellent math & typing skills. Experience with Lotus, Professional Write & good phone & typing aptitude a must. Ability to work under pressure & meet deadlines is essential. We offer a competitive benefit package. Qualified candidates call Donna, 772-4760 or apply Mon-Fri 8am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
21555 Farmington Road
Farmington Hills, MI 48334
(corner of 12 Mile & Farmington Rd)
Equal Opportunity Employer M/F/D

Permanent Positions
• Controller, property management, Farmington, $40K
• Accounting Supervisor, 4 yr. degree, Detroit, to $30K
• Full cycle bookkeeper, Bloomfield, salary to $26K
• Bookkeeper, Farmington, to $22K
• Administrative Assistant, Lotus, advanced WordPerfect, Farmington, to $19K
• Sr. Accounts Receivable Clerk, Bloomfield, to $18,500
We're also recruiting for TEMP assignments:
• Accounts Payable Clerk, Long term, Keego
If you have experience, and are unemployed, please call. Our experienced staff will work with your job search, while you temp for us.
Call Bonnie at 851-9600
group health insurance.
354-2410
ACCOUNTANTS ONE
fee paid
PROGRESSIVE - Southfield dental practice seeking MATURE, career oriented individual to grow with our office. Some computer experience helpful. Call Mich at 443-0632
An Equal Opportunity Employer

ACCEPTING RESUMES FOR:
• Experienced professional receptionist to apply to the automotive industry. Duties include: filing word processing, record keeping & other clerical procedures. Must take direction easily & work without constant supervision. Send resume & salary requirements to: Miniature Precision Components, 21850 Melrose, Southfield, MI. 48075.

MEDICAL SECRETARY
Temporary full time for family leave absence. Knowledge of medical terms & micro keyboard required. Please send resume to:
Cardiac Rehabilitation, 451 St.
Plymouth, MI 48170

NOW HIRING
• DATA ENTRY
• WORD PROCESSORS
• GENERAL OFFICE
Have a month or one job experience. Job opportunities in Detroit, Southfield, Livonia, Farmington Hills Areas. Call NOW for appointment.
METROSTAFF
Temporary Personnel Service
569-8700
NO FEE EOE

SMALL OFFICE needs an exceptional person to take charge of all functions. We require a good background in PC knowledge and a pleasant personality. Call Mary Ann Fu, 8 to 4:30. Must have reliable transportation. Lot of opportunity for a motivated take charge person. Wages depend on experience and work history. No medical benefits available. Apply at:
Cardiac Rehab
451 Plymouth, MI 48170

OFFICE ADMINISTRATOR
Full time position for a self starter, for a rapidly growing Livonia company. Typing & computer experience necessary. Excellent salary & benefits. Send resume to:
Linda, 313-522-3818

OFFICE ASSISTANT
Full time with benefits. Diversified duties in a fast paced Southfield office. Typing 40 WPM. Call: 443-5646
An Equal Opportunity Employer

OFFICE CLERICAL
Help wanted for busy retail store. Evenings & weekends. Apply in person: 4250 N. Woodward Ave. Royal Oak (between 12 & 14 Mile)

OFFICE CLERK
Part time, Mon.-Fri., 8am-1pm. Call: 261-8280

OFFICE MANAGER: Construction company in Farmington Hills seeks person familiar with office management, bookkeeping, computers, etc. Individual needs to be aggressive and highly motivated. Call between:
(313) 522-2100

OFFICE POSITION
Full-time, Nov. region person for apartment complex. Plymouth area.
459-1219

OFFICE POSITION • full time, open for computer literate Bookkeeper. Computer skills a must (Lotus Microsoft Word). 5 yrs. office experience necessary. Hours for afternoon. Resume to: 5430 Wyndham, Dearborn, MI 48126 After: Call
Fax: 846-1811

ORDER ENTRY • ENTRY LEVEL
Quality building products distributor needs experience computer data entry person. Must be detail oriented & possess good math skills. Additional duties will include some general filing & various department/ employee assistance. Salary commensurate with experience. Excellent benefits package. Please send resume to: Pella Window & Door Co., Attn. HR, 5000 Haggerty Rd., Walled Lake, MI 48390
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERICAL
Full time. Variety of office duties. Reliable person only. Apply at: 8021 N Haggerty between Joy & Warren, 9AM-3PM, Mon.-Fri.

OFFICE/CLERICAL
★ Fasted paced Larthup Village office seeks experienced person for general office duties. Must be experienced with Mac Intosh (Mac Write & Excel) type 50wpm min. dictation skills a plus. Part time to start, possible full time, must be flexible. If you are self organized, a self-starter and would like to be a team player in a professional environment, please send resume, references and wage desired to: 18535 W. 12 Mile Rd., Lathrup Village, MI 48076

ORTHOPEDIC COMPANY located in Clarkston and Novi has an immediate opening for a full time office manager. Company benefits include health insurance & profit sharing plan. Please send your resume in confidence to: D O Box 1147, Birmingham, MI 48012, Attn: Medical Director

OUR Orthodontic office is searching for a highly motivated person to join our team. Our ideal candidate is someone who is enthusiastic, energetic, bright & creative. We focus on exceptional communication with patients and high organizational skills. Computer experience is helpful but not required. Will train qualified person. Call Val between 10am-1pm at:
344-8400

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