EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTANT
Livonia firm seeking degreed Accountant with a minimum of 5 years experience. Computer literate (Lotus preferred). Send resume to Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTING
LOTUS!
Due to Automobile production shifts back with Lotus Development Corp. we have an immediate demand for accountants and bookkeepers with Lotus experience. The sooner you call is the largest served in this area. Four locations for you convenience.
accountemps
Ann Arbor (313) 995-4247
777 E. Eisenhower Pkwy
Dearborn (313) 240-8300
5 Parklane Blvd. (Mall)
Southfield (810) 357-8987
26555 W Industrial
Troy (810) 524-8090
201 W. Big Beaver #710
Bloomfield Hills (810) 647-2400
E.O.E.

ACCOUNTS PAYABLE CLERK
A major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting system. Calculator and computer skills required. Lotus experience preferred. This qualified candidate must have good organizational skills. Excellent salary and benefits package. Send resume to:
Box 632
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Accounts Payable/ Receivable Data Entry
$7-9/Hr
Downtown/Livonia needed for long & short term assignments. Many are "temp-to-hire". Choose your schedule, paychecks plus benefits. Call TODAY!
Farmington Hills (810) 553-0880
Southfield Heights (810) 643-2530
Western STAFF SERVICES

ACCOUNTS RECEIVABLE
Large auto dealership looking for Accounts Receivable clerk. Accounting degree preferred. Please apply either:
Don Cooke Chrysler 45475 Ann Arbor Rd., Plymouth, MI.

ACCOUNTS RECEIVABLE
Comp. Systems seeks an experienced AT&T VAN Computer. Top salary plus 401K plan, profit sharing, and full benefits package. Call Mr. Hoffman.
Farmington Hills, MI

ACCOUNTS RECEIVABLE
Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070

AUTO DEALER
has an immediate opening for a full time entry level Accounts Receivable Office Clerk. Duties include data entry & light typing. Experience is plus, but not necessary. Fringes include 401k plan, paid holidays & vacations. Apply at:
Jim Dandy Buick
1200 Ann Arbor Rd.
Plymouth, MI 48170
(313) 459-3021, extension 321.

ACCOUNTING SUPERVISOR
International Airfreight Forwarder needs highly motivated individual to handle all receivables/payables & related functions for special accounts. Ideal candidate will have 5 years experience, knowledge of basic commercial accounting & organizational skills. Ability to work independently in a fast paced environment. Relocation assistance available. Computer experience preferred. Competitive salary & benefits package. Qualified candidates, after a comprehensive survey & excellent benefits package, forward resume to Box 6000
Observer & Eccentric Newspapers
Livonia, Michigan MI 48176-6000

ADMINISTRATIVE SUPPORT
A 3 day per week position available immediately to assisting a full-time administrator in the operation of a sales office. Duties include customer work, filing, general office support, and other duties as assigned. Call Cass Associates at (313) 261-8000 and ask for Ann Marie. Send resume to: 26261 Evergreen Rd., Suite 400, Southfield, MI 48076-4480

AMETEK, INC.
Lamb Division, Southport
34750 W. Industrial Dr
Farmington Hills, MI 48336
FAX (810) 476-1022
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT!
Expanding medical office's activities, has immediate full time & part time mornings. $6.00-$12.00/hour. Min. clerical particular emphasis. Fun & flexible work opportunity.
Call Betty 810-473-2931
"Southfield job headquarters"
UNIFORCE SERVICES

Administrative Assistant
Allied Business seeks an SE Michigan sales exchange to be Bloomfield branch manager. Responsibilities starting salary of $21,000 per year plus bonuses, 2 weeks paid vacation, 401K, health insurance, 2 weeks paid vacation, 401K, health insurance, 2 weeks paid vacation, 401K, health insurance, ability to work under pressure and prioritize assignments from 3 people with manager's. Real estate/property management experience preferred but not required. Send resume and salary requirements to: Box 606
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Full time for retail furniture store in Farmington Hills. Hours Mon & Fri 12-8, Tues 9-5, Sat 10-4, Sun 12-4. Call Anne, Mon-Fri 10-3 810-334-5748

ADMINISTRATIVE ASSISTANT
Richard's Group experienced receptionist. Type proficiency 50 wpm. Proficiency checks, data entry, answering phones, transcribing from dictation, data entry. WordPerfect skills essential. Please call 810-626-2624 for interview, ask for Mr. Peters.

ADMINISTRATIVE SECRETARY
ADVERTISING
International agency needs experienced assistant for executive office. Windows software, Harvard Graphics a plus. Excellent salary/benefit package. Send resume/job description to:
UNIFORCE SERVICES

APPOINTMENT SETTERS
needed for qualified leads. No selling involved, 3 to 9pm Mon.-Thurs. Data entry and computer literate skills required. Apply at: 100 E. Big Beaver, Ste. 808, Troy, between 11-3 pm. For directions, 810-334-1700.
An Equal Opportunity Employer

ATTENTION ADMINISTRATIVE ASSISTANTS
Earn up to $21,000/yr
We are looking for experienced Administrative Assistants. Apply only at one of these software: MS WORD, Lotus, WordPerfect 5.1/6.0, Lotus 1-2-3
Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070

AUTO DEALER
has an immediate opening for a full time entry level Accounts Receivable Office Clerk. Duties include data entry & light typing. Experience is plus, but not necessary. Fringes include 401k plan, paid holidays & vacations. Apply at:
Jim Dandy Buick
1200 Ann Arbor Rd.
Plymouth, MI 48170
(313) 459-3021, extension 321.

AUTOMOTIVE DEALERSHIP needs WARRANTY CLERK. Experience preferred, but will train. Hours 8-5 or 9-6 or part-time. Bill Cass Automotive Group, 37111 Grand River, P. O. Box 3010, Farmington Hills, MI 48333. Attn: Barb Thomlinson

BIG 3 OPPORTUNITIES
Positions immediately available
- WordPerfect/Windows
- Excel
- Harvard Graphics
- Lotus
- Powerpoint
- Data Entry
Best benefit package available.
BARTECH PERSONNEL SERVICES
271-5454
An Equal Opportunity Employer

BOOKKEEPER, experienced in WordPerfect 5.1. Knowledge of Lotus a plus. Duties to include accounts payable/receivable and general office support. $8 per hour depending on experience. Health paid, dental, life insurance, 401K, paid holidays, vacation & personal leave. Call Denise 313-422-8960
Or fax resume to: 313-422-8961

BOOKKEEPER
Expanding sales & distribution organization needs full-time bookkeeper/ job responsibilities include accounts payable & receivable, payroll, general ledger, bank reconciliations, and other duties as assigned. Ideal candidate will have 3 years bookkeeping experience, knowledge of computerized bookkeeping systems, preferably Lotus 1-2-3, and the ability to work independently. Please send resume to:
PO Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Position open for an experienced person with strong skills in Word, Excel, Lotus, and Powerpoint. Knowledge of Harvard Graphics a plus. Strong communication skills and ability to work in a fast paced environment. Salary commensurate with experience. Fax resume to 313-459-1153 or mail to:
Box 604
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADVERTISING ASSISTANT
PART TIME
Entry level position for qualified individual seeking a career in advertising and marketing. Ideal candidate will have 1 year of office experience, a high school diploma, and be a creative, self-starter. Salary commensurate with experience. Please send resume to:
FEDERAL APO
34705 Grand River Dr.
Farmington Hills, MI 48335
Attention: Advertising
Fax: (810) 476-8020
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AUTOMOBILE TRANSPORTATION CLERK
Immediate opening for small busy office in Southfield. Applicant must be able to handle multiple tasks efficiently. Word Perfect & dispatching experience preferred. Knowledge of dealership operations helpful. Background checks conducted. Please send resume to: Box 608
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Billing Clerk
Immediate opening, full time, in our Billing Dept. Candidates should be detail oriented & comfortable with computers. Prior billing or accounting experience a plus. Duties include preparing invoices, filing & general office work. Pleasant, easy going atmosphere. Salary DOE. Call Cass Blackburn & Co. 13335 Farmington Rd., Livonia, MI 48150.

BOOKKEEPER
Currently seeking a person to grow with us. This position involves all phases of accounting functions. The successful candidate must have experience with computerized accounting & working knowledge of Lotus. Knowledge of accounting systems, we offer a competitive salary and a comprehensive benefit package. Please send resume to: Wixom, Send resume with salary requirements to: Box 636, Wixom, MI 48393

BOOKKEEPER-immediate opening for experienced bookkeeper. Accounts payable, payroll & banking. Type proficiency 50 wpm. Computer literate & must. Salary commensurate with experience. Call 810-356-5380

BOOKKEEPER - Part-time, immediate opening, 2 days per week, flexible hours, in Troy, Livonia. (313) 261-3600

BOOKKEEPER, part-time, flexible hours, for small manufacturer in Farmington Hills has fine, professional environment. Must have accounts payable experience. Call Mr. Stefanski, Lotus & spreadsheets a plus. Call Mr. Stefanski 810-626-8000

BOOKKEEPER, Part-time for busy growing CPA firm. Strong computer skills required. Knowledge of Lotus 1-2-3 helpful. Contact Mrs. Rosalind Cox, CPA, P. O. Box 250306, W. Bloomfield, MI, 48325.

BOOKKEEPER/SECRETARY
Experienced person needed for general construction company. Must have knowledge of Lotus 1-2-3, Word Perfect 5.1, and capable of handling accounting, payroll, bonding, collateral, organization/incorporation, and other duties as assigned. Must be comfortable interacting with suppliers, contractors and clients. Knowledge of computers a plus. Salary commensurate with experience. Send resume to: PO Box 7082, Livonia, MI 48150

BOOKKEEPER/SECRETARY - Experience mandatory. Property management company. Farmington Hills. Real estate & construction background helpful. $10-$8K. Send or Fax resume to: 810-489-3602

BOOKKEEPER/SECRETARY
Have fun working for full-time opening. Must have computer experience and be knowledgeable in G/L, A/R, A/P, & payroll. Highly detail position required. Excellent communication skills. Send resume, salary history to: CA, 40000 Grand River Ave., Suite F, Novi, MI 48375

BOOKKEEPER
thru trial between Temp-to-Hire. Full time position. accounting firm. Lotus hours available. 810-358-8230

BOOKKEEPING
Small Farmington Hills company has one full time bookkeeping position available. Hours are Monday thru Friday, 9 to 5. Weekends, Accuracy and attention to detail. Excellent pay and benefit package. Call Kelly at:
810-848-7863
UNIFORCE SERVICES

COMPUTER OPERATOR AND/ ACCOUNTS PAYABLE
Opportunity for detail oriented person to work in a small office. Accounts payable experience required. Ideal candidate must have computer experience, excellent benefits, flexible hours, and salary commensurate with experience. Send resume and salary requirements to: Box 624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COMPUTER PROFESSIONALS
Programmer/Analyst Positions
Experienced programming in C, with knowledge of Unix/Oracle preferred. Telephony experience a plus. Bachelor degree preferred. Send or Fax resume to:
INTELLIVOICE COMMUNICATIONS
An Equal Opportunity Employer
32605 W 12 Mile - Ste. 300
Farmington Hills, MI 48334
Phone 810-488-8100
Fax 810-488-2101

CONSTRUCTION SECRETARY
Excellent opportunity available in fast paced environment for a residential builder & property management firm. Experienced applicant must be strong organizational, typing & telephone skills. This is a full time position. Send resume to: The Bennett Group, 300 E. Long Lake Rd., Suite 100, Bloomfield Hills, MI 48304. Attn: Carolyn
An Equal Opportunity Employer

CONTEMPRA
is seeking highly motivated & dependable people with various skills.
- Secretarial 50-12
- Word Processors 55-10
- Switchboard Operators 50-60
- Data Entry Clerks 50-60
- Data Entry Clerks 55-60
- File Clerks 50-60

We offer:
- Medical pay
- Holiday pay
- Bonuses
- Referral bonuses

Please call for an appointment today!
(810)583-9500
Madison Hgts
(313)563-5900
Dearborn
CORPORATE PERSONNEL
HAS EXCELLENT OPPORTUNITIES FOR QUALIFIED SECRETARIES
- Fortune 100 Company
- Management side of offices
- Temp to Perm
- Temp to Perm positions
- Top Pay

CALL US TODAY!
WORK TOMORROW
NO FEE EOE

COUNTER RECEPTIONIST
Part time, evenings & Saturdays, for busy Dental office. Must be neat, pleasant, etc. Title Generalists, Inc. 2 Mile Crossing, Plymouth. 313-459-1000

CUSTOMER SERVICE
If you are detail oriented, computer literate, have a 5 word per minute typing speed and can work in a fast paced environment, we have the position you are looking for. Medical benefits, 401K, paid holidays, vacation, personal days.
Call Cindy 313-459-8000
P.O. Box 3000, Plymouth, MI 48170

CUSTOMER SERVICE
Work with people? Like to help them? Organized? Detail oriented? Computer literate? Call us!
Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070
UNIFORCE SERVICES

504 Help Wanted Office-Clerical

Clerical Assistant
Leading automotive supplier has an immediate entry level opening for a clerical assistant. This position involves basic clerical duties such as filing, mail distribution, and answering phones. Candidate must have good clerical skills, basic computer PC skills with preferred knowledge of such as Word perfect, Lotus, Quattro Pro, or Peer Plus for use in shipping charts. Previous exposure to automotive industry is a plus. Please send resume with SALARY REQUIREMENTS or submit application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL HELP - for real estate office. Work variable hours, 9 to 5, Monday thru Friday. Salary DOE. Call Cathy 810-360-8300

Clerical/LIBRARIAN
Part-time/full-time position, 30 to 40 hrs. per week, for experienced receptionist/Library skills helpful. Apply in person at Congregation Shaarey Zedek, 30565 Northwestern (& at 13 Mile).

Clerical People Wanted!
- Word Processing Skills
- Spreadsheet Knowledge
- Accounting Clerk Skills
Then Call:
1-810-647-5000
for immediate interview
EXPRESS PERSONNEL SERVICES

CLERICAL/SECRETARIAL
Large Southfield Gas dealer, serving clerical personnel for all departments. Full/part time positions. Dependable experience preferred. Call for appointment. 810-353-8000

CLERICAL PERSON - Part-time for temporary service company. Word processing, data entry, computer skills, and motivated. 810-362-1480

CLERICAL

Permanent positions available for full time clerical support. Must have good math skills, be detail oriented, and motivated. Word processing experience and type 40 W P M. Excellent benefits package. Call for an interview. Please send resume and salary requirements to:
Olde Discount Corp.
Human Resources
751 Griswold St.
Detroit, MI 48226
An Equal Opportunity Employer

CLERICAL WORK/PC/Bookkeeper. Must know Dollar program. One day per week. Call between 5-8pm. 810-647-6430

CLERK - PROCESSING
Part time for 30 hours, $5.50 per hour, flexible hours, Mon-Fri, late evenings, Saturdays and Sundays. Excellent pay and benefits package. Call Kelly at:
810-848-7863
UNIFORCE SERVICES

COMPUTER OPERATOR AND/ ACCOUNTS PAYABLE
Opportunity for detail oriented person to work in a small office. Accounts payable experience required. Ideal candidate must have computer experience, excellent benefits, flexible hours, and salary commensurate with experience. Send resume and salary requirements to: Box 624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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Programmer/Analyst Positions
Experienced programming in C, with knowledge of Unix/Oracle preferred. Telephony experience a plus. Bachelor degree preferred. Send or Fax resume to:
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An Equal Opportunity Employer
32605 W 12 Mile - Ste. 300
Farmington Hills, MI 48334
Phone 810-488-8100
Fax 810-488-2101

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- Word Processors 55-10
- Switchboard Operators 50-60
- Data Entry Clerks 50-60
- Data Entry Clerks 55-60
- File Clerks 50-60

We offer:
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- Bonuses
- Referral bonuses

Please call for an appointment today!
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Dearborn
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- Fortune 100 Company
- Management side of offices
- Temp to Perm
- Temp to Perm positions
- Top Pay

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WORK TOMORROW
NO FEE EOE

COUNTER RECEPTIONIST
Part time, evenings & Saturdays, for busy Dental office. Must be neat, pleasant, etc. Title Generalists, Inc. 2 Mile Crossing, Plymouth. 313-459-1000

CUSTOMER SERVICE
If you are detail oriented, computer literate, have a 5 word per minute typing speed and can work in a fast paced environment, we have the position you are looking for. Medical benefits, 401K, paid holidays, vacation, personal days.
Call Cindy 313-459-8000
P.O. Box 3000, Plymouth, MI 48170

CUSTOMER SERVICE
Work with people? Like to help them? Organized? Detail oriented? Computer literate? Call us!
Call Today!
WOLVERINE STAFFING
Southfield: (810) 358-4270
Rochester: (810) 879-9070
UNIFORCE SERVICES

504 Help Wanted Office-Clerical

CREDIT CLERK
Multi plant steel service center seeks an experienced credit clerk to set in-plant credit department. Duties include: credit analysis, credit application, credit & lien reference, credit & receivables/collection reports. Fast paced environment. Ideal candidate will have 2 years experience in credit department, detail oriented person with good communication & clerical skills. Apply in person:
Contractors Steel Co., 34455 Lyndon, Livonia.

Customer Service Reps
Full time telephone Customer Service positions with a growing, fast-paced medical supply company. You will handle incoming calls from customers, provide them with product information, draft faxes and schedule shipments between 7 AM and 10 PM, assisting other reps and also must be available for daytime shifts when needed. Ideal candidate will have 35 WPM and be familiar with computers. Salary $7/hr. Full time rate includes paid health, dental and life insurance after 6 months. Call (810)437-1434 or write: Consultant Medical Analysis, 2301 E. Big Beaver, Suite 411, Troy, MI 48083

CUSTOMER SERVICE & SALES POSITION
In condo, Farmington Hills & Garden City. Flexible hours. Great rewards for a hard work with national insurance agency.
Call Lynda, 313-261-7061,
or send resume to Checks & Balances, P. O. Box 3033, Livonia, Lists, MI, 48150.
An Equal Opportunity Employer

CUSTOMER SERVICE TO $20,000
Expanding Troy firm seeks your good phone and word processing skills. Accuracy, fast paced and phone manners are the key here. MS word a plus. Great benefits package.
313-362-0800
SHELLING PERSONNEL SERVICES

CUSTOMER SERVICE
PART-TIME
Entry level position, flexible 8 hour shifts between 8 a.m. & 6p.m. (approximately 24-32 hrs. per week), which includes Saturday and some Sundays. Position requires 10 key pad proficiency of 60 or better, strong phone manner, and a pleasant or certain experience a must. Interviews 8:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE TRAINEES
FLEX-TIME
1st & 2nd SHIFTS
Several dependable people needed for long/short term assignments, ability positions you for these great jobs. CALL TODAY! 9 Mile/Farmington HILLS (810) 18-0880
Western STAFF SERVICES

CUSTOMER SERVICE
Dynamic progressive firm is looking for a sharp Customer Service Rep. with strong skills in order entry, customer service, and follow up. Ideal candidate possesses good grammar skills and previous customer service experience. Computer experience helpful. A team player who enjoys working in a fast paced environment. Salary commensurate with experience. Excellent benefits package including health & dental paid, 401K
Send resume with salary requirements to:
CORPORATE OFFICE MANAGER
P.O. Box 7543
Madison Heights, MI 48071-0043

DATA ENTRY
ALL SHIFTS
PART TIME OR FULL TIME
START IMMEDIATELY!
Must have minimum of 7,000 key strokes or more. Call Today!
Eve. & Sat. appts. available
BARTECH PERSONNEL
271-5454
An Equal Opportunity Employer

DATA ENTRY - Clerical, Letter data, Data entry, Word processing, Telephone psychometric. Resume to: Box 1000, Livonia, MI 48150. 41180

DATA ENTRY
Joy Rd. Plymouth, MI 48170

Data Entry
Department
High volume order entry department needs experienced data entry clerk for position. Must type 60 wpm and perform 50 key by touch. Must possess strong work ethic, be detail oriented, and have good math skills. Excellent benefits including 401K, Send resume to: Box 1000, Livonia, MI 48150

DATA ENTRY
Immediate openings for experienced data entry operators. Salary commensurate with experience. Excellent benefits package. Call Cindy at:
810-473-9000
Data Processing
Immediate openings available for full time, responsible individual to join our data processing department. Ideal candidate will have 2 years data entry experience, be detail oriented, and have good math skills. Excellent benefits including paid holidays, vacation, life insurance, 401K, and tuition reimbursement. Send resume to:
Human Resources
Bedford Computer Corporation
2355 Bellingham
Troy, MI 48083
Fax 313-362-0314
An Equal Opportunity Employer

DATA ENTRY/SECRETARY
Position for Livonia manufacturer. Duties include, sales order processing, data entry, general clerical, filing, phone, and typing. Send resume and salary requirements to: Box 1000, Livonia, MI 48150

DATA ENTRY/CLERICAL
Position for Livonia manufacturer. Duties include, sales order processing, data entry, general clerical, filing, phone, and typing. Send resume and salary requirements to: Box 1000, Livonia, MI 48150

DATA ENTRY/CLERICAL SUPPORT
We are looking for a detail-oriented individual with good math skills, must have data entry skills, 2 yrs. general office experience & ability to handle multiple responsibilities. Good benefits & pleasant working environment. Call 313-459-6567 or send resume to:
VAL-PAK ADVERTISING
Attn: Judy Brandon
28130 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

DATA ENTRY!
Enjoy this professional environment and flexible scheduling with major service firm. Related experience and 6000 key strokes preferred. Prepare invoices, data entry, and basic telephone. Call Donna 810-646-9600
Temporary Assignments!
UNIFORCE SERVICES

DATA ENTRY
Full & Part time positions available. Mon-Fri. Excellent fringe, medical benefits, 100% tuition, profit sharing, retirement program, 401k plan, nice local office. 810-476-7355

DATA ENTRY/RECEPTIONIST
Accurate typist, good phone skills, computer experience a plus, full time, benefits. Farmington Hills 810-473-1414

DISTRIBUTION CLERK
Full time position, Monday-Saturday, Mon-Sat. Wednesday off. Periodic overtime. Must be able to lift, carry & be physical enough to do the job. Must solve customer complaints on the spot. Must have good math skills, knowledge of calculator, word processing, Lotus 1-2-3, and handle routine clerical tasks. Excellent health/benefit package. Apply in person or fax resume. Apply Mon-Fri between 8:30am & 12:30pm.
MELODY FARMS
31111 Industrial Road
Livonia
Equal Opportunity Employer
Minority/Females/Handicapped/Vet

Diversified position for person who needs little or no supervision. Must live in Farmington Hills area. Good typing skills, accounts receivable and computer experience preferred. Call Mrs. Cali with work history and salary requirements. 651-1100. Best 10 hour week days.

ENGINEERING CLERK
A Plymouth Engineering Company has an immediate full-time opening. The person must have general clerical skills, computer proficiency and ability to handle multiple tasks. Knowledge of Lotus 1-2-3 a plus. Forward resume and salary requirements to:
JOHNSON STAMPING COMPANY
ATTN: HR DEPT.
2100 General Drive
Plymouth, MI 48170

EXCEL, WORDPERFECT MS WORD, WINDOWS
ALL LEVELS
MANY POSITIONS
ARBOR TEMPS: 459-1156

EXECUTIVE SECRETARY
To work directly for President of Livonia based company. Must have requirements: Experience in accounts, monthly reports, Windows, WordPerfect. Must be an outgoing individual who will be given some business responsibility. Position to start first week in October. Send resume to President & CEO, P. O. Box 2723, Livonia, MI, 48150.

EXECUTIVE SECRETARY
Dynamic, well established manufacturer seeks a self-motivated individual with a challenging opportunity in our Southfield office.
The ideal candidate possesses good written and oral communication skills, proficiency in PC word processing, spreadsheet and data entry. Dictation skills a plus.
If you enjoy a team oriented, small office environment, are a people person and seek a rewarding position with a growth potential, please send your resume to: Box 640, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Physical Therapy clinic is seeking executive secretary for manager, insurance billing, Computer literate, Medical office experience helpful, including 401K, Send resume to: 31877 Farmington Rd. Livonia, MI 48152

EXECUTIVE SECRETARY
For challenging position in west Oakland County. Must have excellent organizational and interpersonal skills, strong word processing, shorthand and legal terminology preferred. Salary commensurate with experience. Excellent benefits. E.O.E. Send resume to: Box 640
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARIES
2 positions, Word processing, Dropbox and Excel desired. To $28K.

GENERAL CLERKS
2 positions, data entry, typing, & a variety of other responsibilities. E.E. paid health, $10K plus benefits.

LEGAL SECRETARIES
Prestigious firm. Excellent skills & work environment required. Great benefits. To $28K.

SECRETARY
Nicely organized spot. Prestigious firm. $9 hr.

WORD PROCESSOR
Legal
Type 65wpm, expert on WP 5.1 Hours are 9:30am-1:30pm, Mon-Fri. Salary or Temp thru Sept. $20K + + +.

DOROTHY DAY PERSONNEL
Bloomfield & Suburban
(313)981-8000 Fax (313)981-3571

FILE CLERK/Clerical Clerical
Needed for field insurance agency. Should have prior office experience. Ability to work independently. Must know basic business practices. Please send resume to: Insurance Agency, PO Box 2000, Oakland Hills Place, Rochester Hills, MI 48309

FILE CLERK Immediate openings 11-7pm, Mon.-Fri. Hands-on, general office duties, phone, data entry, & some typing. Non-smoking environment.
810-356-5300

FILING, COMPUTER data & phone. Part time, flexible hours, $7. Nowadays
810-557-8000

FULL TIME OFFICE POSITION available. Duties include computer & general office duties. Must be detail oriented. Competitive wage with benefits package. Please send resume to Business & Details (D&D), 30 Wilkins, Ste. 200, Ferndale, MI 48220

GENERAL OFFICE POSITION
In Southfield area. Must have typing & data entry skills. Ideal candidate will be detail oriented, organized, and able to work independently. Call Mr. Lee at 810-557-8000

GENERAL OFFICE PART-TIME
Flexible hours, Mon-Fri, 8-5. Light typing, filing, phone, data entry, & other duties as assigned. Call Mr. Lee at 810-557-8000

GENERAL OFFICE POSITION
In Southfield area. Must have typing & data entry skills. Ideal candidate will be detail oriented, organized, and able to work independently. Call Mr. Lee at 810-557-8000

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Bloomfield & Beaver, a Birmingham real estate development/management company, seeks an individual with good typing and word processing skills. Must have WordPerfect 5.1 and Lotus 123 experience. Position is plus. Professional appearance and mannerisms, excellent organizational skills, ability to multitask required for this position. Send resume and references to:
BEACHUM & BOESKER
DEVELOPMENT CORPORATION
31100 Telegraph Rd., Ste. 300
Attn: Mary Ellen Beach
Birmingham, MI 48025

FACTORY OFFICE - Looking for full-time person, 5½ days, over 40hrs. Good with many phone lines, good organizational skills. Must be bilingual. Call Mr. Lee
313-437-3118, Attention: O.M.

FILE CLERK POSITION
Village Green Management Company, a leading national property management firm, has an immediate opening in Farmington Hills, has an immediate opening for a full-time file/clerical position.
Must be hardworking with good telephone manner. Salary is negotiable considération, qualified applicants should call Mondays at 810-932-3731
An Equal Opportunity Employer

GENERAL OFFICE - 4 days a week, good typing skills, with word processing or & good communication skills. Southfield.
810-356-5300

GENERAL OFFICE HELP
Will train person with good phone personality, ability to learn and investigate, computer knowledge preferred. Call between 10 & 3.
Ask for Dee 454-0477

GENERAL OFFICE
Part-Time
Must be familiar with typing & some computer knowledge. Perfect for student or homemaker.
Call Marilyn or Carole 810-865-8877
ROZ & SHERM
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Immediate full time position available for practice. Mature professional with experience in litigation, WordPerfect 5.1 & MS-Word. Must be experienced, organized & independent, long term stable. Salary commensurate with experience & ability. Send resume to: Box 622, Southfield, MI. 48034

LEGAL SECRETARY
Immediate full time position available for practice. Mature professional with experience in litigation, WordPerfect 5.1 & MS-Word. Must be experienced, organized & independent, long term stable. Salary commensurate with experience & ability. Send resume to: Box 622, Southfield, MI. 48034

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We seek 2-8 yrs. legal secretarial skills. Must have WordPerfect 5.1, strong litigation experience, strong WordPerfect 5.1, excellent computer skills & typing as well as superior organizational skills. Call Administrator:
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