504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Livonia manufacturer is seeking a self motivated individual with an excellent background & experience in bookkeeping thru preparation of financial statements. Computer accounting application experience necessary. Minimum 4 yrs. bookkeeping experience. Salary commensurate with background, experience & present salary. Send resume & salary history to Box #360, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK experienced in receivables & payables. Knowledgeable with accurate typist, able to handle telephone. Must be responsible & efficient. Royal Oak area. Resume mailed to PO Box P, Royal Oak, Michigan 48068

ACCOUNTING CLERK
Experienced. various duties. Typing, data entry, accounts payable, switchboard. Excellent benefits. Send resume in confidence to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Full time position. Good math aptitude. Will train. For Farmington Hills area accounting firm. 855-5460

BOOKKEEPER
Full charge. College accounting courses or equivalent in accounting or business is mandatory. $13,000-$15,000. Send resume and salary history to: 29200 Vassar Blvd., Michigan 48077

BOOKKEEPER - full charge thru trial balance needed for small manufacturing firm. Pleasant working conditions for a non smoking individual with strong background in accounts payable & receivable. Computer experience helpful. Send resume to: The Clymore Shop, 723 North Woodward, Birmingham, MI 48011. No phone calls please

BOOKKEEPER - full time for small retail business in Birmingham. Experience and/or college training required. Please send to: *Blue Dress/Blue Shield.* Send resume & salary requirements to Box #312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/OFFICE MANAGER
Diversified position available at a growing computer software/robotics company. Experience three years minimum necessary, also experienced in word processing helpful. Good organizational and strong secretarial skills a must. Excellent pay & benefits. Send resume to MIS International, 31855 Southfield Rd. Southfield, MI 48075

BOOKKEEPER

Part Time. Some experience preferred. Apply at 23537 Heslip, Novi. 349-4570

BOOKKEEPER/SECRETARY
Position in Southfield needs help. 16 to 32 hours per week at $4. per hour. Must be familiar up to trial balance and be able to type. You may be too.
Pilar Office Services 356-2359

BOOKKEEPER/SECRETARY
Full time. Must be experienced - A/R, A/P, payroll, payboard. Must have good typing skills and phone personality. Experience with medical billing and computers a plus. Call 553-8210

BOOKKEEPER/TYPIST
Journal entries, typing statements, general office work. Farmington Hills area. Send resume with references and resume to: Box 333, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER with wide range of responsibilities including general ledger thru monthly Financial Statement, quarterly, payroll, etc. To Reports. Knowledge of Computer helpful. Call for appointment. Mr. Weil, Newton Manufacturing 525-0020

BUILDER NEEDS
SECRETARY/RECEPTIONIST
Light bookkeeping, typing 65, good office skills. 559-5600.

CHALLENGING part time position, 2-3 days per week, some shorthand experience & word processing helpful. W. Bloomfield area 855-0611

CLERICAL/CASHIER Outgoing hard-worker needed with good typing, bookkeeping & money handling skills. Birmingham area. Please call 642-3461

CLERICAL

EXPERIENCED RECEPTIONIST for manufacturing company. Duties include: typing, telephone, accounts payable & data entry on CRT. Send resume to: P.O. Box 407, Southfield, Mich 48037.

CLERICAL OPENINGS

Due to continued growth, CMI Corporation, a progressive computer marketing firm, is expanding its clerical staff.

We currently have full-time, part time and flexible temporary openings for individuals with some experience in the following categories:

- Contract Clerk
- File Clerk
- Accounting Clerk
- Word Processing Clerk
- Secretary
- Message Center Clerk
- Data Entry Operators

Good starting salary. In addition, we offer an excellent benefit package and growth potential within a challenging environment.

For consideration, send resume stating area of interest to:

CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, MI, 48013

Equal Opportunity Employer M/F

CLERICAL OPPORTUNITY

We are looking for an individual with a minimum of one year general office experience who is detail-oriented and is capable of following through on assignments. The individual will process contracts to ensure their validity and enter information on the data base. The requirements include typing 45/34 wpm, working knowledge of data processing and the ability to learn basic programming. Excellent benefits and pleasant working environment. If interested, send resume to:

Personnel Department
P.O. Box 2227
Southfield, MI 48037

Equal Opportunity Employer M/F/H

AUTO DEALER needs Parts counter help with experience for growing AMC DEALER.
CALL Corlene at 356-5900

AUTO PARTS counter man needed immediately. Must be hardworker, good pay. Experienced. 477-3600

AVAILABLE IMMEDIATELY

Dental Office, Maple/Telegraph Area. Pleasant, experience, fast learning & good skills required. 626-8640
After hrs. 557-0667

BANK TELLER

Southfield Savings & Loan Association is looking for full time Teller for their Bank Tellers Savings & Loan experienced preferred. Call 557-1961
An Equal Opportunity Employer

BILLING CLERK
needed for Troy area mfg. Previous office & medical entry experience required for this full time position. Please call between 12:30-4.30pm to apply 641-6440

BIRMINGHAM DESIGN firm needs receptionist, 36 hours to full time. Send resume to box 121, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BLOOMFIELD HILLS law firm needs Secretary with 1 to 3 years experience. Typing, dictaphone 70, shorthand helpful. Salary 70, memory typewriter or word processing experience helpful. $340 a week, plus benefits. Send resume in confidence with salary history to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time position available for a dependable individual with excellent IBM System 34 experience preferred, but will train. Duties include accounts receivable, good salary and benefit package. Interested persons should forward resume and salary requirements to: L.S., P. O. Box 2340, Farmington Hills, 48018.

ADMINISTRATIVE ASSISTANT
active, energetic individual with a strong, aggressive Design firm has a position AVAILABLE IMMEDIATELY. If you are sharp, outstanding executive secretary/administrative assistant. Must have all the necessary secretarial skills, along with experience. Salary based on experience. Very aggressive, salary based on experience. Birmingham location. Send resume to Box #126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AGGRESSIVE PERSON needed. Experienced in dependable. Excellent typing, phone, letter writing skills. Well organized. Shorthand optional. Salary based upon skills. References. 852-3200

CHALLENGING part time position, 2-3 days per week, some shorthand experience & word processing helpful. W. Bloomfield area 855-0611

CLERICAL/CASHIER Outgoing hard-worker needed with good typing, bookkeeping & money handling skills. Birmingham area. Please call 642-3461

CLERK - TYPIST

Women's chain of specialty boutiques & associated retail consignor store needs person to assist in small office. Position also involves helping on the fashion sales floor when busy. Great opportunity to learn all phases of business. We will conduct company & system operation & word processing. Pleasant hours. Send resume to Box 17, 13 Mile Road. For interview appointment call between 10am-2pm.
356-8451

Closing Secretary

Title insurance company seeks qualified person for extended decree department. Pay commensurate with experience. Please send resumes to Box #300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTION CLERK - Part time for home receivable of Southfield law firm. Smart, well spoken, good telephone demeanor, knowledge of basic bookkeeping, preferably college trained or work equally valuable. Flexible hours. Mr. Bornstein 355-8000

COMPUTER INPUT TRAINEE
Good typist, do basic bookkeeping. Northwestern office. Immediate opening! Reply to: Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER PROGRAMMER ASST
Individual shorthand seeks qualified assistant for busy Computer dept. Prior bookkeeping or accounting helpful. Required. Accuracy a must. Good benefits. Call before 11AM. 352-4124

COPY WRITER
Small industrial advertising agency in Troy is looking for a creative yet technical copy writer. Please send resume, your qualifications, background & salary requirements with your resume in confidential consideration. Box 274 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT CLERK/RECEPTIONIST
Due to recent promotion, we currently have an opening for a credit clerk/receptionist. Pleasant speaking voice and good typing skills are a must. Full benefit package. Send resume to:

CUSTOMER SERVICE REPRESENTATIVES

Work a minimum of 4 hrs per day. We have long term assignments in the Farmington Hills area.
We are looking for individuals who prefer servicing people before making a sale.
Prior sales experience a plus. Work a minimum of 4 hrs. - days or afternoons. You will be working via the phone with headset & CRT.

MANPOWER

TEMPORARY SERVICES
353-8760

DATA ENTRY/ORDER PROCESSING
Busy Southfield distributor seeks qualified individual for data entry order process department. Must be detail oriented & typing skills a must. Excellent benefits. Call between 11am - 1pm. 352-4124

DATA ENTRY position opened for person with medical terminology and medical insurance billing experience only. Novi area. Benefits. Call for appointment, Mon.-Fri., 8:30-4:30. Ask for Bobbie. 348-3000

DENTAL HYGIENIST
Mon or Tues afternoon, possibly 1 Sat a month 8am-12noon. Radford area. 477-1520

Customer Service Representative

This entry level position involves telephone work with brokers and customers. Light typing and filing, and CRT input. The ideal candidate will have prior experience, numerical aptitude, be detail oriented, and be able to work in a busy environment at a fast pace. Experience on a 34-42 adding machine, CRT, and TWX is beneficial though not required.

Data Entry Operator

A full-time opening for a Data Entry Operator in our Customer Service Department. This position involves data entry input and telephone work with brokers and customers. The ideal candidate will have a minimum of 2 years experience, able to key at a minimum of 15,000 KPH and able to work in a busy environment at a fast pace. Experience on a 5541 IBM is desirable.

Data Entry Operator PART-TIME

A part-time opening for a Data Entry Operator in our Customer Service Department. This position involves data entry input and telephone work with brokers and customers. The ideal candidate will have prior experience, able to key at a minimum of 15,000 KPH, able to work in a busy environment at a fast pace. Experience on a 5541 IBM is desirable.

To apply for these positions, report in person between 9am and 4:30pm to:

Viasic Foods, Inc.
33200 W. 14 Mile Rd.
(Between Orchard Lake & Drake)
West Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

DISPLAY STATION OPERATOR, must have experience on IBM System 34 or 6-8. Full-time. Pleasant working conditions. Farmington Hills area. Contact Shirley 477-1911

Entech Services, Ltd.

999 Chicago Rd., Troy
is now recruiting for a temporary office personnel. If you have any of the following skills, please contact our office for an interview as soon as possible:
10-key adding machine
IBM 5520, IBM DISPLAY WRITERS
WANG, LANTEN, NBI
MEDICAL SECRETARY
EXECUTIVE SECRETARIES
4 PHASE
Call 8AM-5PM
332-4350 588-5610
AHEAD OF THE REST!

ESTABLISHED property management company is looking for an individual with general office background, experience in or willing to learn the office backup work for property management. Send resume to: Bernicke & Eisenbeis, Development Corporation, 1566 No. Woodward Ave., Suite 234, Birmingham, MI 48011

EXECUTIVE SECRETARY
for Southfield Ad Agency. Excellent skills & experience are required. Salary commensurate with experience. Send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Executive Secretary

Immediate opening. Prefer experience in position of responsibility; strong organizational, clerical and communication ability, shorthand preferred. Salary commensurate with experience. P.O. Box 329, Bloomfield Hills, Mich. 48013.

Executive Secretary

Troy real estate company seeking person with excellent typing, shorthand/speed writing, composition and organizational skills. Real Estate experience preferred. Call after 10 am.
362-3333

EXECUTIVE SECRETARY

Must have flexible personality and key to success is drive for accuracy at all times. Excellent typing, shorthand, word processing & math skills required. Benefits & salary commensurate with experience. 352-3400, ext 363

FILE CLERK - domestic individual for general office, light typing, pleasant telephone voice required. Good working conditions & benefit pkg. Entry level position. Send letter of work history to box 306 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK/RECEPTIONIST
Part-time, hours to 6pm Daily, 4 hours Saturday. Southfield law office, near Northland. Minimum Wage. 352-5060

EXECUTIVE - secretary for large Troy Fortune 500 company, type 65, shorthand 80, 9-12 month assignment, top pay.

SECRETARY - for prestigious Troy advertising agency, must like working with people. We will conduct company & system operation & word processing. Pleasant hours. Send resume to Box 17, 13 Mile Road. For interview appointment call between 10am-2pm.
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Bankers Leasing, 32233 Telegraph Rd., Suite 40, Southfield, Mich., 48034.

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FILE CLERK/RECEPTIONIST
Part-time, hours to 6pm Daily, 4 hours Saturday. Southfield law office, near Northland. Minimum Wage. 352-5060

LEGAL SECRETARIES

TEMPORARY
PERMANENT

There is a critical need for experienced legal secretaries and legal word processors seeking temporary assignments. Work one, two, three, four or five days a week. Our temporary legal staffs are always available. Earnings can be substantial.

Many outstanding positions are also available to experienced legal secretaries seeking full time employment. Openings exist throughout the tri-county area.

Whether you are seeking a temporary or full time permanent position, the time is telephone or mail your resume in now. Variety abounds.

There is never a charge to you for our services and we provide placement assistance ... client law firms assume all fees. After hour appointments available.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2440
SOUTHFIELD, MICH. 48075
358-0060

RED WING TICKET WINNER

Jo Nazelli
32649 Clairview
Farmington Hills

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., *Friday*, October 26, 1984, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

LEGAL SECRETARY - Southfield. Small office. Type 60wpm, shorthand preferred, but not necessary. Experience preferred. Call 10AM-1PM only.
358-5022

LEGAL SECRETARY

Experienced, for Southfield law firm. Call 352-4190

LEGAL SECRETARY for general practice firm located in Southfield Town Center. Salary negotiable. 353-0150

LEGAL SECRETARY
for small Southfield law firm, experience preferred. Call 355-5848

LEGAL SECRETARY
Minimum of (3) years experience in litigation. Southfield area. Call Mr. Lobsinger, 352-7500

LEGAL SECRETARY. Experienced, for medium size Southfield law firm. Salary commensurate with ability & experience. 557-9083

LEGAL SECRETARY
Secretary needed for Dearborn law firm. Requires 3 years litigation experience and ability to type 60 WPM and be 80 WPM shorthand. Computer experience helpful. Call Pamela, 336-4441

LEGAL SECRETARY
Birmingham law firm specializing in probate, estate planning, general corporate, divorce, seeking someone with 3 to 5 years experience. Salary based on experience, preferred typing, 75 WPM, dictaphone, shorthand. Excellent salary, benefits & working environment. Send Resume to box #230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY WANTED
For Medical Malpractice
Legal experience necessary
STAFF 559-5100

LEGAL SECRETARY, experienced, for sole practitioners in General practice. 3 days per week for Oak Park office. Pleasant. 968-1166

LEGAL SECRETARY/PARALEGAL
Good opportunity in small Birmingham firm. 3-5 years experience with little supervisory. Send resume to Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY NEEDED for Birmingham law firm. Person experienced in 3 to 5 years preferred. Must be trained or have word processing equipment, type at least 60 WPM. For more information call Karen. 645-1060

LEGAL SECRETARY, part time, for the Town Center, Southfield. Must have a minimum 2 years experience. Salary commensurate with ability. Call 9AM-5PM. 352-8828

LEGAL SECRETARY
Needed immediately for Bloomfield Hills Law Firm. Litigation experience preferred. Call Mrs. Lewis, 332-1000

LOAN SERVICING

Savings & Loan is seeking an individual with experience in various aspects of Mortgage Loan Servicing. Good Clerical skills are required. Salary based on energetic hardworker. For confidential interview Please Call Mr. L. Newman, Dearborn Savings & Loan, 565-8060

352-8828
An Equal Opportunity Employer

MANAGER for 35 person company located in Northville area. Full responsibility for payroll, all insurance, pension benefits and all purchasing. Please send resume to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT
Over seas firm needs typing and communication skills to assist engineers. Full time position. Call 17230 W. 8 Mile Rd., Southfield, MI. 48075. Darlene Anderson. 540-1522

OFFICE ASSISTANT - experienced, full time, Troy area, knowledge of data entry, typing, general office. Terms negotiable. 362-4228

OFFICE CLERICAL,

Full and part time positions available. Must have experience. Apply 8am-3pm in Kathy Miller or Diane Miller, Bob Seals Oldsmobile, 31300 Grand River, Farmington Hills.

OFFICE POSITION AVAILABLE
Duties include: answering phone, bookkeeping, general secretarial work. Apply in person 12 to 5 pm., Sat., Oct. 27, 18643 Southfield Rd., Lathrup Village.

ORDER DESK PROFESSIONAL
Southfield distributor seeks experienced, detail-oriented individual with excellent typing, dictaphone, computer billing and related process skills. Ideal applicant will have excellent communications skills and phone manner. 3-5 years office experience required and CRT experience a "plus". Excellent salary & benefit package. For interview call Mrs. Hess 353-1350

OFFICE WORKERS - full & part time openings in Southfield area. Must be organized, willing to learn. Call Mon-Thu's Fri 10am-12 noon only! 557-5407

ONE PERSON office. Heating pump/gas office. Inside sales/bookkeeping. Pleasant Area. Near mile M. Marco, P.O. Box 9038, Detroit, MI. 48204.

PART TIME ENTRY LEVEL CLERICAL - Knowledge of basic bookkeeping, 55 - 60 WPM, knowledge of basic business letters, preferred but not necessary. Salary commensurate with experience & needed billing a plus. 547-5791
An Equal Opportunity Employer

PART TIME - Mature person for general office, typing, phones, filing. Approx. 30 hrs. Bloomfield, Farmington area. Call Carrie. 670-7600

PARA LEGAL - Southfield, lease administrator, typing 50 WPM, shorthand a plus, benefits, salary open, fee paid.

EXECUTIVE - secretary, administrative assistant, Southfield, excellent typing skills, word processing experience & staging, benefits, 117,000 fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

PART TIME Office Clerical help in design consulting firm. 20-30 hour week. Typing helpful, good attitude & general office functions. Call between 8.30am-12 noon 540-3080

PART TIME - Troy
Word processing or computer experience required. Flexible hours. 643-8400

PERMANENT - part time office help, approximately 20 hrs. per week, flexible hours, 12 hrs. at Southfield area, starting $4 per hr. Please respond in writing to: Personnel Department, 18628 Middlebelt, Farmington Hills, MI. 48018. No phone calls, please

PROFESSIONAL individual for general office. IBM P.C. experience a plus but not necessary. Please send resume to 756 W. Big Beaver, Suite 1400, Troy, MI 48084

P.R. SECRETARY

Troy based firm seeks career minded individual for unique opportunity. Requirements include strong typing & shorthand skills and an interest in good reading & grammar. Degree preferred. Salary $17,000. Full benefits. Please send resume with information on this & other fee paid positions

AMERICAN PERSONNEL 355-5526

RECEPTION/CLERICAL
Office in Northwestern area. Typing not necessary, but good clerical skills required. Job also involves switchboard & ability to work with the public. Send resume to: PO Box 415, Richardson, Texas 75080. Attention: M. Phillips

RECEPTIONIST
for Southfield law firm, good typing skills, experience preferred. 356-7100

RECEPTIONIST/SECRETARY
Full-time for Southfield CPA office. Typing & filing skills required. Call for appointment. 354-0044

RECEPTIONIST full time for Southfield law firm. Pleasant telephone, light typing, experience necessary. Call between 12-1pm 569-5131

RECEPTIONIST NEEDED
for large Veterinary Hospital. Part time mornings, 6 days. Rochester area. 651-0301

RECEPTIONIST
Ad Agency has Super Job for that rare exceptional who's bright, personable, with good typing skills. Ad Agency experience helpful. 356-0300 ext. 21

RECEPTIONIST/Switchboard Operator, in Livonia. Must have some switchboard experience. Able to communicate well with people. Good benefits.
Call Mr. Smith, 591-3333

RECEPTIONIST/STENOGRAPHER
Needed by Southfield Art director in Southfield office. Shorthand required. Call Mrs. Hoffman, Director of Personnel Karen Moran at Goodyear Tire, 423-5328

RECEPTIONIST for Bloomfield Hills law firm. Immediate opening. Degreed person with knowledge of typing, office skills. Please forward resume to: box 1 Woodward Suite 2000, Bloomfield Hills, Mi. 48013.

RECEPTIONIST
Typing, filing. Good Benefits. Hyperactive atmosphere. Call Mrs. Lewis, Director & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-SECRETARY for Livonia corporation. Typing, telephone. Advancement opportunity. Great benefits. Resume to 911 West Big Beaver Suite 501, Troy, MI 48084. Attn: Dorothy, confidential.

RECEPTIONIST/ Word processor operator, needed for Bloomfield Oak based private company. Excellent phone manner a must. One year Wordstar experience. Send resume to: Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Downtown Birmingham real estate developer seeks person with good telephone presence and amiable personality. Send resume to P.O. Box 716, Birmingham, Mich. 48012.

Typing, filing. Livonia real estate office. Evenings and weekends. 522-8000.

RECEPTIONIST
for tennis club in West Bloomfield
Please call for details
661-3040

RECEPTIONIST - Entry level position in busy Southfield insurance agency. Full time position with accurate typing & good grammar. 356-1131

RECEPTIONIST/TYPIST
45-55wpm. Varied duties. Good worker. Southfield law firm near Northland. $4.00 per hour to start. 569-5054

RECEPTIONIST
Automotive shop office. Typing and sales experience helpful. $4 hour to start. Southfield. 353-5450

RECEPTIONIST
Dental Office, Maple/Telegraph Area. Call 626-2104

RECEPTIONIST - applications now being accepted for a receptionist position in large construction firm. Must have pleasant telephone voice & be able to handle a busy switchboard. Apply at 17327 Sheldon, Dearborn.

RECEPTIONIST/Bookkeeper. Highly motivated, self-starting, individual wanted with typing, filing, accounts payable, accounts receivable & other office skills experience. Please forward resume with salary requirements to: Cold Farm Plant, 18628 Merriman Rd., Livonia, MI 48152. Attn: Personnel Dept.

RECEPTIONIST/SECRETARY. One response office with its need of a resourceful, bright individual who loves variety. Pleasant phone skills and to not afraid of word processing/computers. (We do not yet a typewriter.) Send resume to: Ad Management, 31731 Northwestern Hwy, Farmington Hills, MI. 48018. No phone calls, please.

504 Help Wanted Office-Clerical

Immediate Openings

SHORTHAND SECRETARIES

- 6 months experience minimum
- Typing 50 wpm plus
- Shorthand 80 wpm plus

Call for appointment Mon. thru Fri.

KELLY SERVICES, INC. The "Kelly Girl" People
19668 W. 11 Mile
Lathrup Village
559-0300

Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

WORK IN ROCHESTER OR TROY AREAS

KELLY SERVICES has opened an office at:
2565 S. Rochester Rd. (suite 107A)
Hampton Sq. Business Park (between Hamlin & Auburn)

- Word Processing Opr's
- Secretaries
- Typists
- Switchboard Opr's
- Data Entry Opr's
- Clerks
- Light Industrial Workers

For long- or short-term temporary assignments NEAR HOME, call for appointment. Mon. thru Fri., between 9 am & 3 pm.

852-1511

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SALES SECRETARY for distribution firm. Sales typing, light bookkeeping, order prep. Experienced! Apply in person: 18400 Glendale, Livonia (off Wayne Rd. between Farmington & Levan.

SAVE FOR CHRISTMAS!

MEDICAL TRANSCRIBERS
(6 months experience required)

SECRETARIES

SENIOR TYPISTS
(60 wpm)

SWITCHBOARD OPERATORS
(Dimension & Horizon)

WORD PROCESSORS
(all models)

We have immediate long and short term assignments available.

NEVER A FEE

Call ...

DEARBORN	565-8060
LIVONIA	525-0330
SOUTHFIELD	569-7500
PONTIAC	338-0710

(For jobs in the Rochester area)

Supplemental Staffing Inc.
The Temporary Help People

SECRETARIES

Do you want more flexibility? a chance to improve your skills? Must type 55 wpm, shorthand helpful. Call for more information about working on temporary assignments in the Farmington & Novi area.

553-7820
34115 W. 12 Mile
Farmington Hills

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SECRETARIES, TYPISTS for long and short term temporary assignments. Word processing experience helpful. Services, Ann Arbor, MI. 665-3757

DISTRICT SECRETARY needed for growing Southfield Medical Practice. Must have 5 years experience & type 60WPM. Experience with keyboard receipt system a plus. Please send resume to box 236, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary
Ann Arbor Based

This is an exceptional opportunity for a Secretary with 1-3 years experience to join one of the nations leading information processing companies. Applicants should have sound knowledge of office practices and procedures, and good communication skills. Word processing experience (preferably on an IBM Display Writer) is also required.

$343 offers a good salary and an excellent benefit package. For consideration forward a letter or resume to:

Mr. Jonathan Lee, 5343, Department RA/AA, 101 Valley Stream Parkway, Malvern, Pennsylvania, 19355.
An Equal Opportunity Employer

SMS
Shared Medical Systems Corporation

SECRETARY - ENTRY Level for Detroit Law Firm. Typing 55 WPM, dictaphone experience helpful. Will be cross trained in typing, phones, grammar as well as typing speed. Excellent training program, good benefits. Call Kathie 964-5494

504 Help Wanted Office-Clerical

SECRETARY
Excellent position open in Farmington Hills based construction firm for a large-scale typing, word processing, telephone skills. Some construction experience helpful. Will pay top salary, profit sharing and benefits. Send resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Manufacturer's Rep. Typing, filing, some bookkeeping. Start Starleigh & Rocker, 14445 Orchard Lake Road, suite #310, W. Bloomfield, near Farmington Hills. 661-0024

SECRETARY - 1 person office. Light typing, phone. 11AM-1PM. 11416 W. 7 Mile Rd., 1 block East of Levan.

STATISTICAL TYPIST - part time, accurate, 50 wpm, telephone 55 WPM, with knowledge of copy systems, office located in Livonia. call 535-0602

TELLER
Part time also full time Receptionist needed. Experienced preferred. Apply at Security Bank Oakland County, 31426 W. 10 Mile, Farmington Hills.
An Equal Opportunity Employer

TELLERS
(Part Time)

Standard Federal Savings is currently hiring tellers in the area immediately working ONLY part time. To qualify, you must be available Saturday plus Mon., Tues., Wed. & Friday. Applicants must have a good figure aptitude. Experience as a teller is preferred but not required. Must be able to 2 weeks tailor training in Troy.

If you are interested, please apply in person between the hours of 9 am and 3.30 pm.

STANDARD FEDERAL SAVINGS
Personnel Office
4th Floor
3401 W. Big Beaver Rd.
Troy, MI 48084

E.O.E. M/F/H/V

TYPIST - Intelligent with good grammar skills to learn typesetting & keying. Full time, day work. Livonia. 532-3501

TYPIST
Part time, doctors office. Work in home. Knowledge of insurance forms helpful. Cheri. 645-3258

TYPIST/RECEPTIONIST
Need appearing, non smoker, minimum 2 years experience. Statistical typing & telephone work. CPA office. Excellent position Telegraph-12 Mile area, near Lawrence Tech. Attention: Mrs. Hall, George W. Smith & Co., PC, 29233 Northwestern Highway, Southfield, MI. 48034

TYPIST
wanted for small Birmingham Office. Must type 55 WPM. We will train on Word Processor. Call 646-1872

TYPIST/WORD PROCESSOR
45wpm or more, long & short term assignments available. Call Patsed Temporary Services. 478-7700

TYPIST. Fast and accurate. Able to do statistical typing. Knowledge of word processing helpful. Call Mrs. Ryan 352-2288 Good salary and benefits. Call 356-5411

TYPIST, 3 years experience in CPA firm. Able to process income Tax Returns. Able to do bookkeeping. Knowledge of word processing and computer input helpful. Good salary and benefits. Send resume to Suite 2300, 3000 Town Center, Southfield, MI. 48075

WE ARE in need of a Word Processor/Secretary Word Processing experience in a high pressure area. This position could extend past Dec. 31, 1984. The successful candidate will be capable, typing 75 WPM, Shorthand 90 WPM, excellent working knowledge of IBM Word Processor. This position may require some Overtime. Salary range $1,500. - $1,600. per month. Please send resume to: AMG Call Specialists Co., 1000 Stephenson Highway, Suite 400, Detroit, MI. 48243, Attention: Personnel

WORD PROCESSING POSITION for fast paced Southfield law firm at Automotive Supplier. Excellent clerical skills were for Vydec trained operator or will train. Mr. Bornstein 355-8000

Word Processing Operators

KELLY SERVICES has challenging assignments in all areas for individuals with word processing skills of 60-65 wpm and 6 months experience. Please call the KELLY office nearest you.

Farmington Hills	553-7820
Renaissance Center	259-1440
Ann Arbor	665-6033
Berkley	398-7090
Bloomfield Hills	332-1000
Troy	362-8020
Dearborn	271-6300
Livonia	591-3300
Lathrup Village	559-5060
Livonia	522-4210
Mt. Clemens	792-9000
Troy	362-8020
Pontiac	373-2300
Westland	729-1040

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Equal Opportunity Employer M/F/H

SECRETARY
Secretarial and organizational skills required. Detailed oriented individual to company. All fringes. Send resume to: Box 7106, Southfield, MI. 48037.

SECRETARY with excellent typing, filing and dictaphone skills for established Birmingham law firm. Previous experience helpful. Will also consider a person less than full-time. Send resume to: Gray Williams & Co., 29025 Green Street, Farmington Hills, MI 48024

SECRETARY - 1 person office. Light typing, phone. 11AM-1PM. 11416 W. 7 Mile Rd., 1 block East of Levan.

STATISTICAL TYPIST - part time, accurate, 50 wpm, telephone 55 WPM, with knowledge of copy systems, office located in Livonia. call 535-0602

TELLER
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