504 Help Wanted Office-Clerical

ACCOUNTANT- Experienced with supervisory, computer general ledger & 401 (retire) background. Retail firm. Reply to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

1) ACCOUNTING CLERKS - Payables & receivables, 10 key, adding machines & 36 typists, 45-55 WPM

1) WANG - Word processors for Purchase 500 company in Troy, also 6 Four Phase

DIMENSION - switchboard operators for Southfield & Farmington Hills companies. 3 experienced - 3 to train. Training must have typing, 40-50 WPM, or data entry experience.

SECRETARIES - type 65, shorthand 80, dictaphone a plus, long term assignments, 9-12 mos.

FOUR - mail people for large Oak Park firm needed immediately, paid vacations & referral bonus.

Word processing taught in our office for small sum

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTING CLERK needed immediately for Oak Park Janitorial Contractor. Duties include: data entry for Accounts Payable/Receivable & Payroll, filing & other clerical functions. Experience desired. $4 per hour. Call 399-9700

ACCOUNTING CLERK, part time, 20-25 hrs/week. Bookkeeping experience required. Computer data entry experience a plus. Send Resume to Controller, Clarion Environmental Consultants, 25711 Southfield Rd., Southfield, MI, 48075.
Equal Opportunity Employer M/F

Accounting Clerks
Full-time positions available in Northville area for detail-minded individuals with experience in payables and/or receivables, general office skills. Pleasant work place. Send resume with cover letter and salary history to: Box 268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
CREDIT CLERK
PHONE COLLECTIONS
Requires 10 key and light typing. Accounting experience preferred. $1.60-$1.85 per week. Very location. Good fringes.
Contact: A. Henderson, 588-2970, Ext. 205.
An Equal Opportunity Employer

ACCOUNTING POSITION available immediately. Experienced in posting procedures & accounts payable. Familiar with accounting principles, computer knowledge necessary. This is a full time temporary position (4 to 3 months) position that develops into a permanent full time position for the right candidate. Send resume with salary requirements to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Accounting Clerk
Poland's a growth oriented retail operation, has an immediate need for an accounting clerk in our corporate offices located in Farmington.

The selected candidate will perform clerical accounting functions related to the receipt, maintenance, posting & verification of information. Responsibilities will include the input of data into our automated general ledger system.

An associate's degree & 1 year of related accounting experience required. Exposure with computers a definite plus. Good resume & salary requirements to:

FOLAND'S
The Alternative Dept. Store
28733 Pierson Rd.
Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTING OFFICE SUPERVISOR for large hotel. Hotel experience required. Resumes only to Ramada Inn, 32333 Telegraph Rd., Southfield MI 48034.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/Order Entry, with experience in computerized system. Manufacturing background, medium size manufacturing company in Redford area. Submit resume with experience & salary history to: Box # 561 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCTS. PAYABLE
Excellent opportunity for individual with 1 year of bookkeeping experience & good figure aptitude, must be able to do type 35 wpm. Excellent benefits & working conditions. Joe Funien Chevrolet, 30 Mile Telegraph, Southfield. Call for appointment, 645-1900

ADVERTISING ASSISTANT
Experienced in media buying needed for a part time position in Lake Orion area. Call 373-1800

ADVERTISING AGENCY has immediate opening for secretary. 2 years experience, some telephone, typing 55-70WPM, dependable. Benefits. Southfield. 352-7000
An Equal Opportunity Employer

AGGRESIVE, growth oriented, professional firm in legal services has immediate openings, part time, for responsible, personable, Account Representatives, in an entry level position. Send resumes to Entry Attention: Raymond R. Lessl, 400 Renaissance Center, Suite 1600, Detroit, Mich. 48243.

AGGRESSIVE PERSON needed. Experienced & dependable. Excellent typing, filing, letter writing & phone skills required. Shorthand optional. Salary based upon skills. References. 855-5950

APPLY NOW!
Downtown
JUNIOR TYPISTS
SENIOR TYPISTS
For Temporary Assignments in Livonia, Plymouth and Southfield Areas. Must be 18 and have own transportation. Never a Fee.
Call New For An Appointment
427-7660
GENERAL MANAGEMENT SERVICE
29701 W. 6 Mile - Livonia
The Bell Creek Plaza
Suite 140A

504 Help Wanted Office-Clerical

AN OPPORTUNITY YOU CAN'T PASS UP
WORK WHEN & WHERE YOU WANT - TOP PAY
BOOKKEEPERS
TYPISTS
SECRETARIES
WORD PROCESSORS
Long & short term assignments in your area. Immediate openings. Don't let your skills go to waste, have them work for you. Ask about our scholarship program.
478-8350
Personnel Pool
NEVER A FEE

ANSWERING SERVICE RECEPTIONIST
Part Time/Day Shift
Week ends & Holidays!
Call 313-9604, Robin

APPLY TODAY
General Clerk
Clerk Typists
Senior Typists
Switchboard
(Dimension)
(Horizon)
Word Processor
Our service has immediate temporary assignments in the Livonia and Farmington Hills areas that have a good chance to become permanent. Call immediately for an appointment.
Somebody Sometime
Temporary Help
Livonia 477-0900

A SOUTHFIELD office needs 2 experienced sales clerk/typists. Must have good phone manners and ability to type 50 plus wpm with high degree of accuracy. Interested people should call between 9 am & 11 am. Mon. and Thurs.
333-8410
Equal Opportunity Employer M/F/H

A SUB CONTRACTOR located in NW Detroit needs full time Accounts Payable Clerk. Computer and general office skills a plus. Send resume to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

AUTO DEALER needs experienced office personnel. Bob Sellers Pontiac, Farmington Hills. 478-8000

AUTO DEALER
Part time, 3 or 4 hours per day (full time for summer). Filling & new car inventory. Must be excellent typist, computer Pont & dealership experience a plus. Call Randi 352-1200

BE A STAR
Students
Housewives
Retired
If you enjoy talking to people and have a pleasant phone voice that are looking for either part time or full time work, we have day and evening positions open.
Salary plus Bonus
Call Miss Martin 557-7000

504 Help Wanted Office-Clerical

BIRMINGHAM DOWNTOWN
Office manager for established rental builder, 3 person office, must be organized, detail oriented, bookkeeping, like trial balance, good typing ability. Interested firm with pleasant working environment, hrs. 9-5 but may be required to accomodate night person. $13,000 or up depending on experience. Send resume to Box 8173, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM FIRM has immediate opening for part-time data entry operator, 3.30 to 9:00 PM weekdays. $4.50 per hour. Good opportunity for student. Please send resume with references to: UNIPROP, Attn. Diane, 484 Pierce, Birmingham, Mich. 48011, or call 642-9220 or Eve's. 348-2536

BIRMINGHAM law firm. Experienced person needed with knowledge of legal injury, defense and plaintiff. 2 attorney firm. 540-1540

BOOKKEEPER
ACCOUNTS RECEIVABLE
Redford Manufacturing Co. has an immediate opening for an individual to handle accounts receivable functions. Duties also to include payroll, data entry & general office. Minimum 3 yrs. experience required. Full benefits. Apply at:
ELZ PRODUCTS COMPANY
25111 W. 7 Mile Rd., Redford, 48240.

BOOKKEEPER/CLERICAL-Ideal for mature person in one girl office. Payroll experience helpful. 35 hours, 4 days. 34764 Ehnis, Farmy. 553-8390

BOOKKEEPER experienced, part time, 25-30 hours. Bookkeeping firm downtown Detroit is looking for a

BOOKKEEPER/Executive Secretary
Part time/full time
Southfield truck dealership
353-3000

BOOKKEEPER for Farmington company to lead accounting clerk. Good salary & benefits for talented & dedicated person.
477-1430

BOOKKEEPER - full charge for home health agency, data entry experience required, spanish speaking helpful. Mon. thru Fri. 9-4. PCO Assoc. Inc. 17000 W. 8 Mile, Southfield between Greenfield & Southfield Rd.

BOOKKEEPER
Full-Charge, wanted for Farmington Hills CPA Firm. Min. (3) years experience, all phases of Bookkeeping, Payroll time, permanent position. Salary 4a to 27. per hour + benefits. Call 553-8004

BOOKKEEPER - full charge, wanted for real estate developer. Must have strong work ethic, under pressure, have 3-5 years experience & college accounting courses. Salary commensurate with experience. Send resume to PO Box 446, Bloomfield Hills 48013

BOOKKEEPER
General Contractor seeks full-time Bookkeeper. Experienced thru Trial Balance. Competitive salary, Health & Pension Programs. Manly, Inc. 6783 Telegraph Rd., Birmingham 642-8158

BOOKKEEPER - Part time, 20 hrs. Needed immediately for 4 to 6 month assignment. Experienced only.
CALL PATNEY. 478-9787

BOOKKEEPER - other duties as assigned for small office located in Telegraph area. Part time, flexible hours, salary $3.50 per hour. 537-6660

BOOKKEEPER - PART-TIME (approx. 20 hours per week) for Birmingham law firm. Experience in Accounts Payable/Receivable, Payroll, Commission Break-outs & Pegboard System preferred. Call Nancy, 642-8151

BOOKKEEPER, part time. Must have typing & 10-key ability. Payroll tax experience helpful.
Royal Oak:
549-2314

BOOKKEEPER - Part time. Experience, mature, professional, responsible, ability to work independently. Lone Lake/Telegraph area. 851-1181

BOOKKEEPER/Secretary with recent experience for Typical Farmington Hills CPA office. Call 851-1000

BOOKKEEPER, Southfield C.P.A. firm needs full charge bookkeeper through financial statements to work on diversified accounts in office. Send resumes to C.P.A., 24477 Northwestern Highway, Suite 200, Southfield, MI 48034.

BOOKKEEPER: With business competence and strong communication skills. Responsible, good communicator. Starting salary $1,000 plus. Send resume to: Water Utility News, P. O. Box 334, Troy, Mich. 48099.

504 Help Wanted Office-Clerical

BOOKKEEPER: Organized individual, good at detail work. Works well under pressure. Willing to take initiative to work in leading group and immediate travel company. Bookkeeping experience necessary. Do not call. Send resume to: Box 24, Sports Travel Co., 30445 Southfield Rd., Suite 240, Southfield, MI 48075.

BOOKKEEPER full charge, experienced, for retail furniture store. Accounts receivable required, must be able to manage small office. Retail experience helpful. Apply in person. Thery tire & Furniture, 30 Mile Telegraph area.

BUSY APT. COMPLEX office in Westland needs mature, reliable person to work with the staff. Must be good with people, accurate with numbers & have typing, office & phone experience. Call between 10a.m-noon only 773-1047

CERAMIC TILE SHOWROOM & Secretarial position available. Typing and other duties pertaining to office. Medical benefits. Call 533-8877

CLERICAL for general contractors in Rochester. Full & part time. Easy setup - typing, filing, and phone answering. 852-8850

CLERICAL-Full Time. Full benefits. Light sales office. Pleasant working conditions for general office detail, filing, typing, etc. Excellent working conditions. Beautiful showroom office of national manufacturer. Northwestern-15 area. Call 557-7000

LIFETIME DOORS. 851-7790

CLERICAL HELP - full time with good typing. Farmington Hills office. Light time required. 477-3910

CLERICAL - PART-TIME. 25 hours per week, afternoons & evenings. Typing - 50 WPM. Receptionist skills. Hermese Sales Corporation, 30400 Telegraph Rd., Garden City, Mich. 48135.
An Equal Opportunity Employer

CLERICAL PART TIME
Work part time in educational environment. Good phone etiquette. Light typing required. Hours 12PM-7:30PM Mon. thru Fri. Ideal for student. Small resume to: Administrator Director, P.O. Box 184, Troy, MI 48007-0000

CLERICAL - part time. Need person with good communication & office skills for W. Bloomfield office, 9-1, 5 days per week.
CALL 626-8218

COLLECTION POSITION - part time evenings & Sat., NW Detroit, for detail oriented person with good phone & Typing skills. Need for college student. Call 557-5400

CLERICAL WORK - full time, temporary, 2 months. Light typing & office skills required. Call Mon. thru Fri. 11am-1pm. Ask for Julie. 553-5544

Clerical - General Office Assistant, full time. Minimum wage. Livonia area. Call Lynn between 10-12 noon. 522-3564

CLERK TYPIST
Established firm seeking accurate typist for invoicing, purchasing, and other detailed work. Call Linda. 534-7159

CLERK/TYPIST. Farmington area. Adding machine, phone, adding machine. Will train on computer. Benefits package & salary desired, for his. Text. 17855 Westbrooke, Mich. 48135

CLERK/TYPIST
2 years office experience. Excellent benefits. Salary $5.00 hr. Call Mary Ann Gerstenberger, Personnel Manager, 553-2000

COMMISION CLERK for fast paced Livonia office. Individual must have experience on calculator and be accurate with figure benefits include: insurance, paid holidays, etc. Apply in person: 32915 Schoolcraft Rd., Livonia, between 9 50am and 3pm.

COMPUTER OPERATOR - Must have 2 years experience IBM System 34 or 38. Send resume to: Mr. Johnson, 31901 W. Ten Mile, Southfield, MI. 48075.

CREDIT & COLLECTION SPECIALIST
Do you want a good working environment? Do you like job security? Do you like friendly working conditions? Do you like a department of 4 men and 4 women? Do you like great benefits & good pay? Sam's, the industry leader in high rise fire alarm & time control equipment is looking for an experienced Credit & Collections Representative. Our customer accounts are all repeats who occasionally require a credit approval. If you have 2 yrs. experience, a high school diploma, good Telephone Skills & Friendly Personality, why not apply to our 14 Mile office. Send resume to: Sam's, 12050 Hubbard Ave. - Livonia. Ask for Sharon Ewald 8am-5pm.
261-1950
12050 HUBBARD AVE. - LIVONIA
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DATA ENTRY/
COMPUTER OPERATOR
Southfield based distributor seeks qualified individual to fill new opening in the accounts dept. of our computer department. Good calculator & math ability, accuracy a "must". Knowledge of Data Cat helpful. Salary commensurate with exp.
Call 557-8334

DATA ENTRY - Full time temporary thru April 15. 1 year experience in typing. Ask for Carol between 11am-1pm.
248-8530

DATA ENTRY
OPERATORS
IMMEDIATE OPENINGS
•6 months experience
•High typing skills
•Must input Alpha & Numeric
•Livonia location
•All shifts
•Permanent jobs at excellent pay for productive operators.
Call Linda for appointment Mon. thru Fri., 10am-3pm.
261-8222

DEPENDABLE, WELL ORGANIZED self motivated person with excellent letter composition and secretarial skills needed for senior position program. BLOWCHEM 13325 Farmington Rd. Livonia

ENTRY LEVEL clerical position. Must be good with figures. Apply at: 5323 W. Maple Rd. #388, Troy.

ENTRY LEVEL General office position. Requirements Multi spelling, 50 WPM. Send resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn: GO/EC

ENTRY LEVEL, person wanted to work in mailroom. Apply at: Apex Drugs, 41004 Grand River.

ENTRY LEVEL Programmer for growing Farmington firm. Basic programming with statistical background. Full time. 478-1048

RED WING TICKET WINNER
A.L. Kitze
29022 Beechwood
Garden City
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, January 18, 1985, to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

ENTRY LEVEL SECRETARY. Downtown Detroit law firm. Typing 45 words, dictaphone experience helpful. Will be tested on spelling, grammar, and punctuation as well as typing. Excellent training program. Good benefits. Call Kathie. 964-8440

ESTABLISHED TITLE Co., moving to Plymouth. Positions available for experienced typist & secretary. Closing secretary. Send resume to: Title Co., PO Box 512, Plymouth, MI 48170.

EXECUTIVE SECRETARY for Northland area office. Requires 3 years experience typing and some bookkeeping. Excellent organizational skills and ability to work independently. Respond only by resume with references to: Laura, 16101 W. 8 Mile Rd., Detroit, MI 48235.

EXECUTIVE SECRETARY to assist in marketing Staff. Send resume to: Mike Perry, Academy Survey Printing, Inc., 25150 Telegraph Rd., Birmingham, Mich. 48010

EXECUTIVE SECRETARY for Southfield ad agency. Excellent skills & secretary experience required. Send resume to Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY for Redford based manufacturer. Must be motivative, communication & typing skills required. Knowledge of Word Processing helpful. Send resume to: Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
To $18,200
Private Secretary to the President of a successful company in the entertainment industry. Top typing skills and organization for the choice top paid position. Call Sandy Lewis.
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY
If you want to work a few days - or work long term we have a job waiting for you. Typing 50 WPM, shorthand of 70 WPM.
WE have the most interesting positions to offer you with some of the biggest companies.
EARN top pay and perhaps a permanent position by working long term with MANPOWER Temporary Service.
Call today or tomorrow by calling MANPOWER today!
Manpower
TEMPORARY SERVICE
29777 Telegraph #1240
Southfield
355-5750
OR
19500 Middlebelt #310E
Livonia
478-1130

EXPERIENCED
LEGAL SECRETARY
for Birmingham firm. Minimum 5 years legal experience, one year recent proving experience in Wills & litigation is a preference. Contact: Andrew 642-5555

EXPERIENCED SECRETARY
Industrial Marketing research firm in Birmingham area is seeking a personable Secretary with excellent skills. A word processing skills for a challenging & diversified position. Ideal location & working conditions. Salary commensurate with experience. Reply to: Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED TITLE EXAMINER
Needed for rapidly growing title company. Must have capability of handling notes & bounds descriptions. Wayne County area. Send resume to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

FACTORY WORKERS
3 shifts available in the Plymouth and Wixom areas. Apply 10 to 3 at 29290 Vassar Rd. Suite 17 Livonia
RODDY TEMPORARY SERVICES

FAST GROWING publishing company in Southfield is looking for an energetic ambitious secretarial/typist for full time employment, entry level position. For more information call & ask for Carol
358-1130

FILE CLERK
Desired for our worldwide headquarters located in Southfield to file order forms and maintain all member files. The individual will also assist in other areas in cases of backing or cross-training situations. The position requires a high school diploma, the ability to work in a fast-paced environment, and a typing speed of 30-35 wpm. Excellent benefit package. Interested candidates send resume to:
P.O. Box 2227
Southfield, MI 48037
Equal Opportunity Employer M/F

FILE CLERK
35 needed. Temporary assignments in Southfield area. Hours 8:30 to 5 or 9 to 5 at 29290 Vassar Rd. Suite 417 Livonia
RODDY TEMPORARY SERVICES

FILE & MAIL CLERK
Prestigious Birmingham law firm needs bright and skilled individual to assist. Own transportation necessary. $4 per hour. 35 hours per week. Call Mrs. Hein 642-7000.

FILING CLERK - Part time for suburban Southfield. Flexible hours, great working condition. Apply in person to Mark Fedkey, Southfield Dodge, 21422 W. 12 Mile, Southfield.
An Equal Opportunity Employer

FREE TRAINING
Word Processing Clerk Typist
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a government agency and provides transportation allowance. For more information call Sandy at 645-8345

FRONT DESK
SECRETARY
$15,000
Hurry for this gem of a job. Run the reception desk of a well known firm. Very good typing and poise will be appreciated here. Call Bertice.
SNELLING & SNELLING
353-2090

FULL CHARGE BOOKKEEPER
Professional employee benefit administrative firm seeking qualified full charge bookkeeper for full time position. Must have at least 5 years employment experience and have completed at least 2 years study in accounting. Birmingham area. Excellent salary & benefits. Please call Martin Waller. 645-8310

FULL TIME position available in our Quality Assurance Department. Duties include inspecting instruments, calculation, some filing and light typing. Individual must be accurate and detail oriented. Some overtime. Excellent working conditions with full benefits. Accepting applications thru Jan. 18th.
American Yazaki Corp.
23700 Capitol, Livonia
(Plymouth & Farmington Rds. Area)

FULL TIME
RECEPTIONIST/SECRETARY
For busy building construction office in Farmington Hills. Position requires good typing and grammar skills and pleasant phone manner. Call Regina between Mon.-Fri. 8 to 12 P.M. 855-5400

GENERAL ACCOUNTING CLERK
Entry Level position for person with (1) to (2) years General experience in Receivables, Payables & Payroll. Must have typing skills & have love to execute Bank Accounts. Pleasant surroundings. Southfield area. Call Mike.
569-5555

GENERAL OFFICE - energetic individual for busy CPA firm in Southfield. Clerical position includes misc. filing, typing & errands. Send resume to: 2400 Towncenter Ste 1010, Southfield, 48075

GENERAL OFFICE
For Southfield based general contractor. Secretarial skills, payroll, fringes. Excellent typing required. Send resume to: Box 1342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - "Property Manager" part time. Farmington area. Light filing, typing, remain. Non-smoker. 478-7840

GENERAL OFFICE for small manufacturing company. Accurate typing, good math aptitude and pleasant phone voice required. Some experience helpful. Apply in person between 8am & 3pm at Sector Tool & Mfg., 28446 W. 8 Mile, Farmington Hills.

GENERAL OFFICE
An organized individual needed with 1 to 3 years experience in basic clerical skills. Position requires typing 45-50wpm, filing & ability to run a 10 key calculator. Must have a pleasant phone manner & able to deal with public. Paid holidays & good benefits. Apply in person: Diagnostic Electric 400 W. Huron River Dr., Belleville, 48111
No phone calls please

GENERAL OFFICE Position available. Jet Michigan Corporation, Troy. For information call 643-8100

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear speaking voice, neat printing, good spelling, will train. Call Gail, 8am-3pm. 357-0714

504 Help Wanted Office-Clerical

GENERAL OFFICE - good phone manner, organized, typing required. Training during probationary period with a 90 day performance review. Reply to Box Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GOOD PAY
PART TIME Secretary. Reasonable typing & bookkeeping skills required. Southfield land developer. Call 557-1999

GOOD TYPIST & Numerical, Algebraical filing. Part time Friday. Livonia area. Call 7:30am-1:30pm
522-8100
An Equal Opportunity Employer

GROWING LEASING Company has immediate career opening for branch office Documentation & Credit Clerk. Experience preferred but not required. Typing 55 WPM. Send resume to: P. O. Box 3135, Farmington Hills, Mich. 48018-0135.
An Equal Opportunity Employer

HUMANISTIC ARBITRATOR - needed for sr. nutrition program, responsibilities include: assessing client needs, referrals & office skills including data entry. Background in gerontology or related field preferred but not required. Send resume to: OWCES, INC. 15235 Farmington Rd. Livonia, 48150

IDEOMEDIA, positions available for receptionist and Typist. 3 Mile and Lahser area. Call Lorraine 537-8190.

INSURANCE Accounting part time is Canton office. Mature, outgoing personality & a team player. Typing & an insurance background helpful. 453-7272

INSURANCE AGENCY - N.W. Suburbs - seeking career-minded individual for Sales Coordinator/Client Service/Marketing position; with min. (3) years industry & min. 2 years insurance experience. Strong P/C Marketing background necessary. Rating & computer experience a Plus! Call Ms. Mitchell, 348-4182

INSURANCE AGENCY
Birmingham area - Commercial lines person, 2 years minimum experience in insurance & a casualty. Salary open. Ask for Mrs Behlau, 645-6437

INSURANCE - CLAIMS
MIC General, the Insurance People from Detroit, seeks a clerical opening in its' Detroit Claims Department. Liberal starting compensation, excellent benefits. Experience in auto claims is required. Submit resume to:
MIC GENERAL INSURANCE CORP.
3031 W. Grand Blvd. Suite 615
Detroit, Mich. 48202
MIC General is an
Equal Opportunity Employer M/F

INSURANCE
Commercial Line Insurance Rep - experience in rating, placing and service helpful. Southfield area. Resumes to P.O. Box 319, Lathrup Village, MI 48076.

INSURANCE
MIC General, the Insurance People from Detroit, seeks a clerical opening in its' Detroit office. Liberal starting compensation, excellent benefits. Extensive agency experience in auto and home owners insurance is required.
MANAGER
MIC GENERAL INSURANCE CORP.
3031 W. Grand Blvd., Suite 615
Detroit, Mich. 48202
MIC General is an
Equal Opportunity Employer M/F

INSURANCE Personal Lines to 15 years experience in Auto, Home & Home Owners Rating & Underwriting experience.
MARKETING ASSISTANT to $20,000. Insurance Agency Manager, power Marketing Agency Service. No Fees. Employment Opportunities.
559-6794

INSURANCE SECRETARY. Experienced in account rating, typing, telephone & communication skills. Call Lu Ann Williamson 644-8400

JUNIOR SECRETARY
Southfield company needs a "bright beginner" with good typing skills and clerical abilities to assist a very busy administrative secretary. Great opportunity to gain experience in a busy company. Generous salary and benefit package. If interested, send resume to Mr. Rabinowitz, P. O. Box 481, Southfield, MI 48037.

Plante & Moran, an employment agency, is recruiting for an equal opportunity employer.

KEY DISC
Excellent full time opportunity for experienced operators. Three shifts Call. 7:30am - 5pm.
591-1510

KEYPUNCH/KEYTOUCH
Wanted experienced operators for our Troy/Big Beaver office. Day and afternoon shifts, full or part time.
649-9660

KEY DISC
OPERATORS
IMMEDIATE OPENINGS
•6 months experience
•High keying skills
•Must input Alpha & Numeric
•Livonia location
•All shifts
•Permanent jobs at excellent pay for productive operators.
Call Ida Lawton for appointment Mon. thru Fri. 10am-3pm.
261-8740

KEYPUNCH OPERATORS
Openings on all shifts. At least (1) year experience a Must. Data Entry Services Corp. 15301 Century Dr., Dearborn. Call for appointment. 534-3610

KEYPUNCH OPERATOR - Part time. Night shift, for national firm in Belleville area. Excellent salary & benefits. Send resume to: P.O. Box 5004A, Belleville, Mich. 48111.

BIRMINGHAM LAW OFFICE
needs legal secretary. Some typing skills required, but will train. Hours flexible.
644-1155

LEGAL
SECRETARIES
• • • • •
PARALEGALS
TEMPORARY
PERMANENT
If one of your New Year's resolutions was finding new employment in 1985 start by calling Personnel at Law at 358-0060. We help legal secretaries and paralegals turn their resolutions to reality. There is never a charge to our secretaries and professional Placement assistance. Permanent and temporary positions are always available throughout Detroit and suburbs.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2260
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY - experienced in corporate, real estate, litigation & Wills, word processing needed for growing law firm. Salary commensurate with ability. Call Karen 353-5303

LEGAL
SECRETARIES
For professional job placement services, temporary & permanent. Register now and get your resume and contacts to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY
626-8188

LEGAL SECRETARY, experienced, needed for Farmington Hills Litigation Firm. Good typing & Dictaphone. Excellent benefits. Linda Wiehl, 851-9900

LEGAL SECRETARY
Downtown law firm. 1-3 years experience in litigation/defense required. Typing 75 wpm. Dictaphone experience and medical terminology helpful. Salary commensurate with experience. Will be tested on spelling, grammar and math aptitude as well as typing.
Call Kathie. 964-8400

504 Help Wanted Office-Clerical

LEGAL SECRETARY, part time for Bloomfield Township law firm. Hours 1-5pm Mon. thru Thurs., Sat. 10am-2pm. Free parking. Must be experienced. Wang word processing equipment and knowledge of probate helpful. Ideal for a Medical malpractice and product liability firm. Will be tested.
LEGAL SECRETARY
Call 644-8400 ext. 400

LEGAL SECRETARY
Needed excellent plaintiffs legal secretary. Must have minimum 3 years personal injury work. Please send resume and salary requirements to: Legal Secretary, P. O. Box 43064, Troy, MI. 48084

LEGAL SECRETARY - experienced in some or all of the following areas: Estate planning, Wills & Trust, Corporate and Litigation. We provide word processing & shorthand equipment. Please call 3250 West Big Beaver, Suite 303, Troy, MI 48084

LEGAL
SECRETARIES
Experienced, for tri county area. Permanent & temporary positions available. All fees employer paid.
PEG LEI CONSULTING
& EMPLOYMENT SERVICES
258-5115

LEGAL
SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send your resume to:
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 109
Troy, MI 48084
362-3150

LEGAL SECRETARY - Troy, 1-3 years experience. May start immediately. Good working conditions. Salary negotiable. Call Carol
524-9000

LEGAL SECRETARY
Part time full time for Troy general practice. Phone
362-3110

LEGAL SECRETARY - Southfield. Pontiac litigation experience.
LEGAL SECRETARY
Experienced - for partner in Southfield area. Pleasant office environment. Excellent benefits. Salary negotiable.
Call Mary
358-4130

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This Classification continued on First Page of Section D

504 Help Wanted Office-Clerical

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