504 Help Wanted Office-Clerical

ASSIGNMENTS AVAILABLE

We need experienced:

- Accounting Clerks
- Sr. Clerks
- Receptionists
- Stenographers
- Medical Transcribers
- Word Processors
- Switchboard Operators

TOP PAY
BONUSES
BENEFITS
NO FEE

TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

ASSISTANT OFFICE MANAGER
TROY

Looking for creative, innovative person who can grow in abilities with a sales-marketing leader (5 year average growth - 40%). W. Jay Minick, Co. manufacturer's representative for major corporations. Please send resumes to P. O. Box 73113, Birmingham, MI 48012

ATTENTION!
General office- Typist; Sales oriented. Good phone techniques. Experienced. Redford area. Hours: 11 am - 7pm daily.
313-5300

ATTENTION RECEPTIONIST FEE PAID
Suburban office seeking outgoing friendly person who can type 50 wpm, and handle busy phones. Fantastic benefits. $10,400 to start, plus rapid advancement. Don't hesitate, call Shirley now, 478-2500.

SNELLING & SNELLING

Attention:

- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

BOOKKEEPER - full charge needed for construction firm located in Pontiac area. Must have knowledge of the basic 4 phases of bookkeeping thru trial balance and a thorough knowledge of job cost. Candidate must have good communication & organizational skills, please send resume & salary requirements in confidence to PO Box 4485, Auburn Hills, MI 48057

504 Help Wanted Office-Clerical

AVAILABLE FREE TRAINING

For residents of Oakland County except Pontiac, Royal Oak, Ferndale, Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford, & Waterford Twp. who are unemployed or under employed. This is an excellent opportunity to train for a rewarding career as a Legal Secretary or a Word Processing Secretary. This program is sponsored by a proprietary agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ms. Smith 335-9230 Call immediately, class is starting soon in Southfield and Troy.

BANK TELLER

Immediate full time position available in South Lyon area. Must have previous teller experience. Apply:

MICHIGAN NATIONAL BANK
• Oakland •
24725 Southfield Rd.,
Southfield MI 48037.
557-7444
An Equal Opportunity Employer

BILLING CLERK

Immediate Full-time opening for a Billing Clerk. Must have basic accounting skills & have knowledge of use of calculator. Starting pay $4.35 per hour with quick increases. Free meals & benefits. Apply in person in the personnel office, located on the ground level of the Marriott Airport Hotel, between 9am & 1pm, Mon. thru Fri.

Marriott-Host
Metro Airport
An Equal Opportunity Employer

LARGE REAL estate company seeking experienced bookkeeper. Management responsibilities. Excellent salary and fringe benefits. Stuart Frankel, 649-3966

BOOKKEEPER

Always seeking bookkeeping talent either between positions or looking for that interesting full-time temporary assignment. Minimum 3 years experience required. Serving all parts of Metro Detroit.

Accountemps, Inc.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-6366

BOOKKEEPER
Experienced full charge for NW Detroit dealership.
Call Teresa: 455-7150

BOOKKEEPER
Experienced full trial balance, part time flexible hours, for Southfield accounting firm.
559-7850

BOOKKEEPER - Experienced full charge, for rapidly growing Troy firm. Duties include payroll, accounts payable & general ledger through trial balance. Experience with computer data input helpful. Send resume & salary history to confidence to P.O. Box 7133, Bloomfield Hills, 48303.

BOOKKEEPER, experienced, full charge for Sterling Hts. manufacturing company. Send resume with salary history to box #771, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Full Charge
Experienced only. For law office in Northville. Send resume to: P. O. Box 906, Northville, Mich. 48167
BOOKKEEPER/Office manager, experience preferred. Full time. Apply: Herman's Hot Tub, 931 S. Hunter, Birmingham.
642-3355

BOOKKEEPER pegboard system, accounts payable & receivable. Must type. Knowledge of office supplies helpful but not necessary. Call Adair, Central Office Supply.
399-9330

BOOKKEEPER SECRETARY
Experienced in restaurant accounting. Only in person. Mon., Tue. Frt. 2.5-4PM. Mountain Jacks, 2283 Telegraph Rd., Bloomfield Hills

BOOKKEEPER/SECRETARY
Needed immediately. Steady job, good pay. Must be experienced. Apply WAM 12 noon. Mon-Fri. ABC Signs, 31815 Grand River, near Lahser.
Call Mr. Kadado
355-3000

BOOKKEEPER - temporary part time position for clinic in Farmington. Call Pat
474-0210

BOOKKEEPER
thru. trial balance, exp. in L. W. Tool & Die Company, 31265 W. 8 Mile, Southfield
356-0350

BOOKKEEPER, through trial balance for accounting firm in Southfield. Prefer experienced person re-entering job market, Farmington area. 855-4500

504 Help Wanted Office-Clerical

BOOKKEEPER WANTED through trial balance, part time. Send resumes to: Bookkeeper, 1300 Baxter, Troy, Mich 48083.

BOOKKEEPER with secretarial skills for cabinet shop. Experienced. Send resume to Cabinetics 723 Denison Ct. Bloomfield Hills, Michigan 48013

BOOKKEEPER. Experienced to Trial Balance. Accounts Payable, Receivable, Payroll, Deposits, Bank Reconciliation. Good on detail, good handwriting. Excellent salary. Send resume to Ameritrust Employee Institute, P.O. Box 9049, Livonia, MI 48150.

BOOKKEEPER
2 years experience in payroll taxes, general ledger, trial balance, for growing CPA firm in Southfield. 358-7823

CDI
Assignments available in your area for:
CLERKS
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do It" company now and register. Call 219-6868 or 352-1005

CITY OF WAYNE

Applications for clerk-dispatcher will be accepted at Wayne City Hall, 34333 Sims Ave. until 4PM, Wed., May 22, 1985. Qualifications include a high school graduate or equivalent, ability to work rotating shifts, ability to handle several tasks at a time and must be able to type at least 35wpm. Starting salary $7.400.
Equal Opportunity Employer M/F

CLAIMS
Clerical position with knowledge of worker's compensation claims. Salary commensurate with experience. Send resume P.O. Box 2004, Southfield, MI 48037.

CLERICAL ASSISTANT
a position is available for a permanent part time (20 hrs. per week) clerical assistant in our sales office located in Birmingham, Michigan. Responsibilities include, handling incoming and outgoing telephone calls, assisting sales representatives with order entry, pricing, and forms layout. Job also includes plant and customer contact, typing and filing. Will train. Candidate should have high school education and be familiar with office procedures. Good verbal and written communication skills are essential, as is accurate typing 50+(wpm).For interview appointment, please phone Moore Business Forms, Attn: Betty
540-3039

CLERICAL/ DATA ENTRY

Full time salaried position with Farmington Hills Employment & Training Commission. Job requires good math skills, typing, filing, and data entry. Salary $4.25 per hour. Apply at 31415 Grand River, Farmington, Mon. thru Fri. 1-4. Will consider high school or college student. Must be detail oriented, good with figures & have an excellent telephone manner. Birmingham area. 644-4434

CLERK - CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. No smoking. Send resumes to Mrs. S. Jobar, Inc., 26715 Greenfield, Southfield, MI 48076

CLERICAL/FILE/TYPIST
Southfield CPA firm has opening for file/mail clerk. No experience necessary. Good salary & benefits. Call
354-4990

CLERK for vocation rehabilitation agency, requires typing organizational & typing skills, word processing experience helpful. Please phone personnel between 9am-12 noon.
338-6176
An Equal Opportunity Employer

CLERK TYPIST

A Nationwide mortgage banker is seeking an individual for our Foreclosure Department. Qualified candidate must possess excellent verbal communication skills, accurate typing of 45 wpm, and be able to work in a highly pressured environment. The major responsibility of this position will be answering approx. 100 incoming telephone calls per day. Additional responsibilities include typing of letters, typing mail, filing and typing. Previous office experience preferred. We offer a competitive benefit package. We will be accepting applications from 9-11am or 1-4pm. Call phone calls please.

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERK TYPIST
Electrical Industry
Call 6am-3pm
313-477-3211

504 Help Wanted Office-Clerical

CLERICAL

Office Services Clerk

Part time summer position available from 9 a.m - 1 pm Monday through Friday. Light clerical duties and typing required. Knowledge of general office practices preferred. For more information, please send letter of interest to: Burger King Corp., Human Resources Dept., 5505 Telegraph Rd., Suite 440, Birmingham, MI. 48009.
An Equal Opportunity Employer

CLERICAL
Part time - hours flexible
Farmington Hills 626-9735

CLERICAL - Part time for general contractor. Good typist, starter phone, file & misc. office. With recent experience. Hours 1-5. May be necessary to work full time if busy. Call between 9-12 noon. No calls Wed. AM. Phone 476-6020

CLERICAL POSITION available immediately for motivated person. Duties include phone answering, typing, general office skills. Word processor experience helpful. Call Doreen for interview.
862-8969

CLERICAL

Our growing corporation is seeking individuals for various clerical openings. Qualified individuals must possess accurate typing of 40 plus wpm, excellent written and verbal communication skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be able to work under pressure and be independent of direct supervision. Previous general office and/or mortgage banking experience preferred. Foreclosure/Collection experience a plus. Overtime is required. We offer a complete benefit package. Qualified candidates should apply Mon.-Fri. 9-11am or 1-4pm. (no phone calls please).

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

CLERICAL POSITION available for motivated person with experience in shipping, receiving, and Inventory Control Department. Apply in person: Waterford Gallery, 32975 Schoolcraft, Livonia

CLERICAL
RECEPTIONIST/TYPIST
Temporary part time position with potential for permanent part time employment. Mon. thru Fri 1-5. Will consider high school or college student. Must be detail oriented, good with figures & have an excellent telephone manner. Birmingham area. 644-4434

504 Help Wanted Office-Clerical

CLERK/TYPIST
Citizen's Insurance Company of America has an opening in its Livonia branch. Seeking good typing skills & dictaphone experience. Salary commensurate with experience. Good benefits, send resumes including salary requirements in confidence to Sandra Blatchington, TO box #9107, Livonia, MI 48151
Equal Opportunity Employer M/F

CLERK/TYPIST
3 yrs. in Accounting, Bookkeeping or related areas, plus General Office skills. Resumes only to:
LAMAR PLASTICS
4300 Hughes Dr.
Sterling Heights, Michigan 48037

COLLECTORS

Expanding area firm offers super growth potential for collection/commercial business experience. Terrific benefits. FEE PAID Call:
614-1144
HARRIET SORGE PERSONNEL

COMPUTER OPERATOR
Needed for service company, Detroit area. Systems 34 experience or equivalent. Good benefits and working conditions. Send resumes to Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR
Livonia distributor has an opening for computer operator. Must have a working knowledge of the IBM system 32 is 34. Midnight shift, 11:30PM-7:30AM, Tues. thru Sat. Send resume of education, work & salary history to: Personnel Director, P. O. Box 2949, Livonia, Mich. 48150.

CONTROLLER
Excellent opportunity with growing company in Troy. Bachelors degree with major in accounting. Experience required with strong background in management. Excellent benefits. Salary negotiable. Send resume to Box 874 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COSMETOLOGISTS

Come back into the working world
Build a career with Fantastic Sams's Cosmetologists, full & part time, needed for fast paced people oriented salon. Salary negotiation plus commission.
25177 W. 7 Mile Rd. Livonia
(Mid-7 Shopping Center)
Apply in Person

COLLEGE STUDENTS
YOUR SKILLS ARE WORTH $$$$$

We need experienced:

- Accounting Clerks
- Sr. Clerks
- Receptionists
- Stenographers
- Medical Transcribers
- Word Processors
- Switchboard Operators

TOP PAY
BONUSES
BENEFITS
NO FEE

TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

Computer Clerk
Our Birmingham Corporate Building Sales Department is seeking a detail oriented individual for job estimates into the computer, assist with telephone coverage and file. This position requires excellent math skills and attention to detail. Full benefit program.
Call 645-5300, ext. 231
ERB LUMBER CO.

DATA ENTRY Clerk needed for Southfield based Dental Plan. Full time position requiring 1 to 2 years CRT experience. Dental office or carrier experience a plus. High school education required. Please call for more information. 353-8410

504 Help Wanted Office-Clerical

COMPUTERIZED ACCOUNTS PAYABLE & RECEIVABLES
TO $18,000 FEE PAID

Expanding administrative office. Assist controller and other accounting professionals. Computerized payables, light clerical and vendor contact. Excellent location and benefits. Immediate openings. 649-5900.
SNELLING & SNELLING

DATA ENTRY
Livonia distributor has an opening in data entry. IBM system 34 Data Entry or 32 is not data entry experience required. Evening shift, 3:30pm-3am. Send resume of education, work & salary history to: Personnel Director, P. O. Box 2949, Livonia, Mich. 48150.

DELIVERY ROUTES - Office position available for person who is reliable and knowledgeable of Detroit Metro roadways. Must have good communication skills, telephone experience necessary. Main job responsibility - scheduling and routing delivery vehicles.
Apply in person: Waterford Gallery, 32975 Schoolcraft, Livonia

EMERGENCY ROOM REGISTRARS

Part time and contingent (on call) positions for persons interested in working weekends and holidays. Day, afternoon, and evening shift available. Are you currently available at our Southfield and Livonia locations?

Qualified candidates will have a minimum of 1 year clerical experience, preferably in a hospital/medical setting. Typing 35 wpm, accurate typing, excellent spelling and public contact skills and the ability to train for full time 3-4 weeks on the day shift required. Medical terminology and computer terminal experience highly preferred.

Competitive compensation with shift and weekend differentials, plus holiday premium pay. Please apply 9-3 PM, *Mon. - Fri., Employment Office.*

PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.,
Southfield, MI., 48075
An Equal Opportunity Employer

EXECUTIVEZ ASSISTANT SALARY TO $21,000

Busy VP of a top suburban company needs your good typing, shorthand & experience to be his right hand. Must have experience taking minutes at board meetings. Some college desirable. Excellent benefits and opportunity for profits. Call us today for this unique career listing.
Evening hours by appointment.
All fees are always company paid

PERMANENT STAFF

LIVONIA	591-2331
SOUTHFIELD	353-0515
TROY	362-4060
SOUTHWEST SUBURB	336-1170

ENGINEERING FLOW is in need of a Secretary for its office in Troy. Person should be self motivated, enjoy working with people and have a minimum typing skill of 40 wpm. Word processing experience helpful but not necessary. Company offers a starting salary between $4.85-$5.45 per hr. Please call for an appointment
335-5100

EXECUTIVE SECRETARY/TYPIST
Full-time. Minimum (3) years experience. Word Processing, IBM-PC a plus. Salary range - $16,000 to $18,000 with complete Fringe Benefit Package. Send resume to: Gerald Fox, President,
S.O.C. Credit Union, 31010 John R., Madison Heights, Mich., 48071

EXECUTIVE SECRETARY
Troy area. Shorthand 80 wpm., word processing 60 wpm., typing, composition skills required. Call 815-6444

EXECUTIVE SECRETARY
Leasing company in Livonia seeks two (one secretary, one typist) lead to a full time position). Knowledge of WordStar helpful. Send resume to: Box 126 observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Digital Technology's fast growing high tech lighting company based in downtown Plymouth is seeking an experienced Executive Secretary. Attractive salary with bonus & benefit package available. If you are a hardworking, self starting person looking for a challenge contact Kevin Callaghan
453-2211

EXECUTIVE SECRETARY
Dedicated Professional with (5) to (8) years experience in Private/Executive Secretary - for full-time Temporary positions available in Sept. Position required mature person with superior Shorthand, Word Processing skills, letter composition, Administrative & Communication skills. Submit resume: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of fast paced insurance company. Ability to handle pressure, overtime a must. Mail resume to: Personnel, P. O. Box 300, Southfield, MI 48037. Attn: E.S./E.C.

EXECUTIVE SECRETARY
TO $16,000
FEE PAID
Great earning potential with this multi-location suburban based company. Many diversified duties including word processing, light inter-office travel and contact with top executives. Immediate opening 649-5900.

FARMINGTON CO. dealers Area Resident for Accounts Receivable Clerk. Duties also include Collection work, Sales Desk & General Office. 474-6424

FILE CLERK/TYPIST
Full time for Livonia insurance agency. Math aptitude a plus.
Call Mrs. Ross 261-3330

FINANCIAL PLANNING firm in Bloomfield Hills needs receptionist with good secretarial skills. Typing 50 WPM, computer experience desirable, non smoker preferred. Send resume to Cindy Oliver, Octagon Corp. 633 W. Long Lake Rd. #100, Bloomfield Hills, MI 48013

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - long term assignment available for person with shorthand and excellent typing ability.

WORD PROCESSORS - if you have training and/or experience on any of the following equipments, we have both long and short term assignments available: IBM PC, IBM Displaywriter, IBM 5520, Wang, Easier, Dec Mate, Xerox NBI or Four Phase.

DATA ENTRY OPERATOR - short term assignment available for persons experienced in data entry.

ACCOUNTING CLERKS - short and long term positions available in Warren area. Some computer background helpful.

Call us Today for your personal interview and find out why we're 'Ahead of the Rest', NEVER A FEE!

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5810
Ahead Of The Rest

FOR YOUR CONVENIENCE!
When looking for your first job, a better position or returning to the workplace, we have a THOY location. DOROTHY DAY PERSONNEL, 24 hour, 7 days service employment agency. Serving Detroit & Suburbs for 31 yrs. Call 649-6787, Suite #127, Sheffield Office Complex, 3370 W. Big Beaver.

EXPERIENCED LANIER word processing secretary for 20/30 hours, Bloomfield schedule.
Call Ms. Ryan 645-0001

EXPERIENCED OFFICE Coordinator needed to do typing, telephone & sales assistant work. Typing 60wpm, Telephone operator experience needed. 1 person office. Southfield location. Starting Mid 50. Send resume to *box 116 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150*
An Equal Opportunity Employer

FRONT DESK
SECRETARY/
RECEPTIONIST
$12,000 FEE PAID
Top rank suburban firm, plush surroundings, client contact. Advance training in word processing and light computer. If you have typing 50 and relate well with people, call 649-5900.
SNELLING & SNELLING

TYPING OFFICE POSITIONS
Southfield company seeks responsible individuals in the following areas;

- Accounts Payable Clerk - Entry Level position requiring detail oriented follow thru. Excellent calculator and math ability.
- Accounts Payable Clerk - Entry level position requiring detail oriented follow thru. Excellent calculator and math ability.
- Order processing Clerk - accurate typing speed & key punching skills a must.

Good benefits. Call before 11am
352-2370

Full time secretary/receptionist for busy Farmington Hills Real Estate Office. Hours 10-1 Monday-Friday. Experience with multi-line phone answering a must. $4.50 per hour. Call 851-8700.

A MEDICAL MANUFACTURING Company, located in Southfield, has an immediate full time opening for person with over 3 years continued general office experience and 55 WPM accurate typing. Prefer applicants who have professional phone manner, customer contact experience and data entry experience. Full benefits included.
Call Personnel, 352-3520

GENERAL OFFICE- Experienced for Farmington area busy manufacturing office. Typing, phones, reception, etc.
851-8940

GENERAL OFFICE, full time, answering phones, filing, typing. Send resume to Attn: M. Moss, P.O. Box 877, Troy, Mich. 48099
Call, 524-2727

GENERAL OFFICE Work for manufacturer. Part time, 40 hours, good penmanship a must. Southfield location.
352-5100

GENERAL OFFICE - temporary full time. Typing, 10 key adding machine. Livonia area.
464-3811

GENERAL OFFICE help needed in Farmington Hills. Challenging entry level position for beginner. Room for advancement. Mon. thru Fri. 8-5.
553-7820

GENERAL OFFICE help needed. Experience preferred but not necessary. Computer experience helpful. Apply 8am-4pm at Grinders for Industry, 31309 W. Pontiac Trail, Wixom.

GENERAL OFFICE. Part time, possible full time. Mon thru Fri. Experience preferred. Apply at Marco Work Place, 2000 Lazy St., Walled Lake. Phone
624-1818

GENERAL OFFICE
organized - detailed, conscientious person with excellent phone manner, able to follow directions, 45-55 WPM typing. Send resume to - 2855 W. 13 Mile Rd. Berkley, MI 48072

GENERAL OFFICE. Rochester area contractor's office. Full time. Typing, filing, phone answering, public contact.
853-8450

GENERAL OFFICE
Small company, 30 hrs. per week, typing, bookkeeping, etc. Hrs flexible. Jupiter Rd & Schoolcraft area.
931-6700

GENERAL OFFICE, part time. Must have good typing and spelling. Word processing experience helpful but will teach. Hours: 8am-3pm, Mon., Wed., Fri. in Troy.
528-5845

INSURANCE AGENCY local ed in West Bloomfield looking for experienced take charge person to head 5 our personal lines. Salary open.
Call Pat Cummings.
855-3200

INSURANCE
Personal Lines person to work directly with clients & company. Agency experience & background in rating & coverages of homeowner & auto policies. Excellent benefits.
533-7850

Insurance. EXPERIENCED CLERK. Part time. General agency. Typing, filing, etc. Willing to learn. 1 Southfield Mile Area. 646-7161.

504 Help Wanted Office-Clerical

GENERAL OFFICE
General office position with Southfield company. Accounting background preferred with good secretarial skills. Typing 45 wpm. Able to deal with people and work with minimum supervision. Send resume to Personnel, P.O. Box 306, Southfield, MI 48037, Attn: GA/EC.

GENERAL OFFICE
$11,440 FEE PAID

Small machine firm seeking Secretary for diversified position. Light typing and bookkeeping background & real people skills. Great opportunity!
649-5900.
SNELLING & SNELLING

GENERAL OFFICE - HAMTRAMCK
Experienced person with excellent typing, figure aptitude - handwriting. To $350 per week plus Benefits. Fee Paid.
RECEPTIONIST
BLOOMFIELD HILLS
50 WPM typing, good phone experience. $138, benefits. Fee Paid.
BETTY HAMILL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

INSURANCE
Agency has opening for Clerk/Typist. Insurance background helpful.
American Underwriters Building, Southfield Call Mrs. Wick
355-0400

KEY PUNCH/KEY DISC
Full & part time openings on all shifts. Exceptional benefits. Good benefits. Nice location. Troy.
643-6310

KEYPUNCH KEYDISC
Wanted experienced for clerical for our Troy office. Full or part time. First & second shifts. Excellent benefits. Call Carla 8am - 4pm, Mon. thru Friday.
649-9660

LARGE EXPANDING WHOLESALER Distributor has immediate part time opening in subsidiary accounting for excellent bookkeeper. Duties will include full bookkeeping responsibility, including financial statements, payroll and taxes.
Ideal candidate will possess 1-3 years experience, good math aptitude, pleasant personality, financial stability and benefits. Please send resume to:

PERSONNEL
106 E. Long Lake
Bloomfield Hills, Mich., 48013
An Equal Opportunity Employer

LEGAL SECRETARY
for (2) Person Accounting Birmingham Office. Experience preferred but not mandatory.
258-5025

LEGAL SECRETARY
Prestigious defense firm in Southfield. Experience required. Good pay, benefits. Mr. Mayer
557-2550

LEGAL SECRETARY
GenCorp Law Firm seeking experienced Secretary. Excellent benefits, pleasant environment, salary commensurate with experience.
645-7900

LEGAL SECRETARY
Experience necessary - for downtown Law firm. Good typing skills, word processor. Send resume to: Foster, Meadows & Ballard, 2244 Penobscot Bldg., Detroit, Mich. 48226 - Attention: Lisa.

LEGAL SECRETARIES

Permanent and temporary positions available immediately. Never a fee to you for our courteous and professional placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY - Full time. No experience necessary/will train. Good typing skills and grammar a must. Job duties are for more details.
355-8100

LEGAL SECRETARY for Troy defense firm; familiar with Workers Compensation forms and procedures. Minimal experience necessary, salary negotiable, excellent benefits. Send resume and salary history to: Box 2244 W. Big Beaver, Suite #320, Troy, Mi., 48084, Attn: Legal Department.

LEGAL SECRETARY

Immediate opening for experienced personal injury legal secretary. Position involves working for staff counsel of a national multi million dollar property/casualty insurance company. Word processing experience helpful. The position is located in our Troy office (Northfield Plaza-Edsel Ford). Call Gerald Hayden personnel office toll free, 1-800-482-1315 or send resume to:
HOME INSURANCE COMPANY,
Personnel, 3331 Cascade St. SE.
Grand Rapids, Mich., 49546
Equal Opportunity Employer M/F

LEGAL SECRETARIES

Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD LEGAL PERSONNEL
2000 TOWN CENTER
TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
643-1450

LEGAL SECRETARY wanted. Must have at least (4) years Legal experience. Knowledge of Xerox 850 Magnetic Tape Typewriter - very helpful. General Practice in Birmingham. Salary commensurate with experience.
Call
258-8019

LEGAL SECRETARY position open in our Bloomfield Farms office complex for three lawyer firm. Prior law office experience required. Word processing background preferable with typing of at least 50wpm. Salary & benefits commensurate with experience.
644-4433

LEGAL SECRETARY
3 to 5 years experience with good communication, research & analysis skills, paralegal training helpful
- for more details, send resume to:
31731 Northwestern Hwy., Suite 344,
Farmington Hills, MI 48018-5777

LEGAL SECRETARY
Needed part-time for Bloomfield Hills law firm. Minimum 3 years legal experience, excellent typing skills and dictaphone experience required, word processing experience helpful. Must be well organized and able to work independently. See resume and salary requirements to:
OFFICE MANAGER
555 Hulsman Bldg.
Bloomfield Hills, Mich., 48013.

LEGAL SECRETARY NEEDED
For small Birmingham personal injury firm. Approx. 1-3 years experience.
Phone
642-5757

LEGAL SECRETARY - for Southfield personal injury law firm. Must have 1-3 years experience. Good starting salary & benefits. Call Mrs Hintz
559-8335

LEGAL SECRETARY needed for Southfield law firm. Experience in personal injury litigation, good benefits, pleasant surroundings, salary commensurate with experience.
353-2000

LEGAL SECRETARY
For Fully Automated
Southfield Defense Firm
Career Advancement Potential
Please call:
352-2100

LEGAL SECRETARY
Need excellent plaintiff legal secretary. Troy Office primarily. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 53045, Troy, MI 48084.

LEGAL SECRETARY for 3 man general practice in Farmington. Salary commensurate with experience & ability. Word processing helpful. Call 851-8111 or
851-3668

LEGAL SECRETARY
Experienced. 5 days for Bloomfield Hills law office. Send resume to:
R. Martin, 16 W. Long Lake Rd., Ste. 2, Bloomfield Hills, Mich., 48013.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Pleasant suburban surroundings.
355-4500

LEGAL SECRETARY
for Bloomfield Hills law firm. Word processing & shorthand skills required. Call Mr. Blank
642-7525

MATURE SECRETARY needed for executives of newly read estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manner and be interested in learning the real estate business, word processing experience helpful. Please send Resume to box #348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY experienced for Southfield law firm. Defense work and general practice. Word processing experience preferred but not absolutely necessary. Good typing, good filing, salary commensurate with experience. Call Patty at
353-3500

LEGAL SECRETARY
For large downtown Detroit law firm. Litigation experience required. Typing 70wpm, shorthand 80wpm. Good benefit package including medical, dental and retirement. Send to: Box 719, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL CLERK

Professional firm, located in Bloomfield, immediately opening for Mail Clerk. Duties to include: Mail sorting and distribution, filing and switchboard relief. Applicants must have neat, professional appearance and excellent telephone manner. Experience a plus. Please send resume to: "Mail Clerk", Box 878 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MARKETING ASSISTANT
$18,000

Report to Marketing President of marketing of large established company. Requires person with good communication and organizational skills. Type 50 WPM. Excellent benefits. Fee Paid.
ALLEN PERSONNEL AGENCY

MATURE PERSON for General office work, light bookkeeping, computer entries, typing, etc. Full-time. Livonia area.
471-1212

MATURE PERSON for clerical and showroom sales. Receptive typing and filing. Full-time. Livonia area. Call
471-1212

MEDIA SECRETARY

A famous ad agency offers an immediate opportunity for you to use your good skills and experience. Competitive salary, fee paid. Call Bertsche.
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Fine opportunity with MD group in Medical Center area. 5 years experience necessary. Salary good - open depending on your experience. Full benefits include: Blue Cross, dental, life insurance, and profit share.
D. SMITH
MEDICAL PERSONNEL SERVICE
557-7200

ALL PURPOSE OFFICE HELP
Immediate openings for full time office positions. Responsibilities include, several office duties and dates with computer. Pleasant working conditions, salary commensurate with experience. Apply in person at: Hadley Axton, 12824 Wayne Rd., Livonia or send resume to: Mr. D. Goldstein, Hadley Axton, PO Box 2869, Livonia MI 48151.

OFFICE CLERKS - FEE PAID
Typing 50/SHWPM, previous 1 yr. office experience. Employment Center (3 Agency.
848-1138

OFFICE RECEPTIONIST/CLERK
Good phone manner a must. Light typing, filing & some bookkeeping, neat appearance.
Call Mrs. Ross
261-3330

PART-TIME Clerical position available for 1pm-9pm shift. Requirements: Math aptitude, 40 WPM. Send resume to: Personnel, P. O. Box 200, Southfield, MI 48037, Attn: P.C./E.C.

PART TIME GENERAL CLERK

Our growing practice is seeking an individual to work part time in our Mortgage Collection Department. Previous mortgage collecting experience preferred; recent experience balancing bank deposits and accounting records to be helpful. Qualified candidate must possess good communication and math skills and be able to operate a calculator and CRT proficiently. Responsibilities include processing mortgage payments, balancing bank deposits, bank deposit. Working hours will be 8:30am to 5pm Mon. thru Fri. We offer a competitive salary and benefit package. Candidates should apply Mon.-Fri. 9-11 am or 1-4pm. No phone calls please.

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

An Equal Opportunity/
Affirmative Action Employer M/F/H

PART TIME Office Help
Thurs. thru Sat. 8:30am-5pm. Fri. 8a.m. to start. Plymouth area. Call 8am-5pm
334-0427

PART-TIME PERSON to help Bookkeeper with Collection & Billing in a CPA firm. Approx. 20 hours a week. Flexible remuneration. Mary Ann, 5841 W. Big Beaver, Suite 118, Troy, Mich. 48084

PART TIME position available. Qualifications are: typing, sales, good phone manner. Experienced on IBM PC helpful. Call Cheryl for interview
641-4747

This Classification continued on the First Page of Section D

504 Help Wanted Office-Clerical

KELLY HELPS AMERICA WORK

● Students ● Teachers ● Housewives ● Retirees

Kelly Services, a leader in the temporary help industry, would like you to see the many advantages of joining any one of our metro-Detroit branches. Advantages that include:

- Wide choice of challenging long & short term temporary assignments with leading area companies
- Top Pay
- Merit Increases
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Ask about how you can join in on Kelly's **"Work For Fun"** Sweepstakes

All Kelly temporary employees are eligible. At least one employee from every branch wins one prize. Grand prize: TRIP FOR TWO TO HAWAII!!

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Please review the following positions and call the Kelly office nearest you for an immediate appointment:

WORD PROCESSING OPERATORS ● SECRETARIES
TYPISTS ● DATA ENTRY OPERATORS
SWITCHBOARD OPERATORS ● RECEPTIONISTS

Berkley (7 am - 5:30 pm) 3233 Woodward Avenue	398-7900	Livonia (7 am - 5:30 pm) 33133 Schoolcraft Rd.	522-4020
Bloomfield (7 am - 5:30 pm) 2000 N. Woodward Avenue	642-9650	Northville (8 am - 5 pm) 339 N. Center Dr.	348-2820
Pontiac (7 am - 5:30 pm) 2000 N. Woodward Avenue	338-0338	Plymouth (8 am - 5 pm) 41850 Joy Rd.	453-2211
Farmington Hills (7 am - 5:30 pm) 34115 W. Twelve Mile Rd., Suite 155	553-7820	Troy (7 am - 5:30 pm) 801 W. Big Beaver Rd., Suite 400	362-1180
Lathrup Village (7 am - 5:30 pm) 19668 W. Eleven Mile Rd.	559-0300	Westland (8 am - 5 pm) 34240 Ford Road	729-1040

Not an agency; never a fee.
Equal Opportunity Employer M/F/H

KELLY SERVICES — The "Kelly Girl" People

504 Help Wanted Office-Clerical

Data Entry Operators

IMMEDIATE OPPORTUNITIES FOR LONG & SHORT TERM ASSIGNMENTS

Kelly Services has positions available for Data Entry Operators. 10,000+keystrokes per hour required.

- Excellent Pay
- Paid Vacation
- Merit Increases
- Work for top companies in your area

CALL FOR AN APPOINTMENT
Monday-Friday, 7 am - 5:30 pm
559-0300
LATHRUP VILLAGE

KELLY SERVICES, INC — The "Kelly Girl" People — Not an agency; never a fee. Equal Opportunity Employer M/F/H