502 Help Wanted Dental-Medical

RECEPTIONIST

With orthopedic experience preferred. Typing, insurance experience, book keeping, computer. Heavy volume office. Salary open, depending on experience. FW suburban.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED Medical Technologist-multi-specialty clinic, part time. 6PM-9PM. Mon. thru Fri., Alternate Saturdays and vacation fill-ins. Please send resume to Lab Supervisor, Crittenton Medical Center, 15310 Grand River, Redford, 48240

REGISTERED X-RAY or Therapy tech for private plastic surgeon's office. Call 9-4, Monday thru Friday, Mrs Vohra. 626-2060

RESPIRATORY THERAPY
Applications are now being accepted for part time Midnight shift positions. Qualified candidates must be certified or registered by the NBRC. Excellent salary and benefits commensurate with experience in addition to shift differential and weekend premium. Apply Employment Office, Mon.-Fri., 9-3 PM.
PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr., Southfield, Michigan 48075
An Equal Opportunity Employer

RN and LPN

Full-time positions available on our afternoon and midnight shifts. Apply in person Mon. thru Fri., 9am to 3pm at:

WILLIAMSBURG
Convalescent Center
21017 Middlebelt Rd.
Farmington Hills

RN - LPN
Afternoon shift, full time. Excellent wages and benefits. Call Mrs. Gilbert, 476-8100.

RN's - LPN's
NURSE AIDES - LIVE IN's
Needed for have care agency. 1 year experience required. Transportation necessary. Excellent salary & benefits.
MIDWEST HOME CARE 355-4641

RNS
Part time positions available, all shifts and weekends. Call John Hancock, paid holiday, paid vacation. Apply in person, Wright Medical Center, 29475 N. Adams, corner of 16 Mile, Bloomfield Hills.

RNS
work close to home, flexible schedules, top dollar. NICU, ICU, CCU, M/S, Pre Care One 433-6500

SECRETARY ASSISTANT

needed to Medical Director. Medical billing, transcription experience, EKG, Holter, Medical etc. $12,000 plus a year Paid benefits.

PART TIME opening, also, available in Southfield doctor office. Short hours, good salary and pleasant office.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SECRETARY, full time, for medical office in Bloomfield. Must have experience in medical billing, typing & pegboard. Please send resume to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOCIAL WORKER

M.S.W. to coordinate a multi disciplined therapy program for the developmentally impaired. Computer and behavioral retraining experience preferred. Send resume to

ANNE'S HOUSE
17055 Schoolcraft
Southfield, MI 48076

SPEECH PATHOLOGIST

Certified

Part time Certified Speech Pathologist. Immediate opening. Varied case load. Experience preferred. Contact the Personnel Office.

OUTER DRIVE HOSPITAL
24600 Outer Drive
Lincoln Park, MI 48146

Equal Opportunity/
Affirmative Action Employer

THOY SURGEON'S OFFICE
Part time. Experienced in medical transcription and routine office procedures 643-3910

TWO (2) POSITIONS available for busy Doctors' office. Minimal typing skills necessary. Thoy area. 459-5188

TYPIST Part time, experienced, for busy Southfield medical office. Preferably with medical background. No eves or Saturdays.
Call Greta Halfyard 353-5605

504 Help Wanted Office-Clerical

ACCOUNTING CLERK I

Entry level position for accounts payable, payroll, job cost. Knowledge of computers helpful. Fast paced, challenging & rewarding position for a self-starter. Salary commensurate.

ACCOUNTING CLERK - Experienced in collections, accounts payable and computer entry. General Ledger helpful. Salary commensurate. Excellent benefits. Send resume including salary requirements to Mel Martin Inc. Dept. C
2 LEE HACKETT CO
33150 Haggerty, Farmington, MI. 48024

ACCOUNTING CLERK

Opportunity plus for a bright trainable person with knowledge of bookkeeping. Math aptitude and accurate typing for this multi-phasic position. Salary commensurate company, $11,700. PSP PAID. Call Bernice, 553-2090.

SNELLING & SNELLING

Accounting Clerk

We have an immediate opening for a client in our accounts Payable Department. The successful candidate will have at least 1½ years experience in clerical accounting or banking function. Data entry experience preferred. Salary experience meeting daily deadlines is a strong asset. Excellent benefits and salary commensurate with experience. Send resume including salary requirements to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Asst.
851-9400
Equal Opportunity Employer M/F/H

ACCOUNTING PARAPROFESSIONAL
Part time position, long term employment potential for full time position establishing accounts receivable, posting and tax preparation. Should be familiar with computer general ledger system and typing. Reply Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT or Sales Secretary for Landscaping Contractor. Should skillfully typing & filing. Telephone or shorthand necessary. Mail resume to: Box 147, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
Downtown financial company needs an experienced accounts payable clerk. Candidate should be familiar with automated accounts payable system, coding invoices & account distribution. Responsibilities will also include data entry & manual check typing. This is a full time position including benefits. If interested call 961-4664, ext. 212.

ACCOUNTS PAYABLE CLERK
$10-12,000 Depending on Experience.
2-3 yrs. Job. Fee Paid.
Employment Center II 540-4130

ACCOUNTS PAYABLE CLERK
Southfield investment firm seeking a more years experience. Typing 40 wpm Please call 9am-12 Noon only. 353-2411, Ext. 17

ACCOUNTS PAYABLE CLERK
ACCOUNTS RECEIVABLE CLERK
PAYROLL CLERK
Above positions must have a High School diploma.

FINANCIAL ANALYST
Entry level degreed accountant.

ACCOUNTING MANAGER
Strong accounting background, potential for advancement.

Send resume to K. Melasac, 26778 W. 12 Mile Rd., Southfield, Mich. 48034

ACCOUNTS RECEIVABLE person needed for small Southfield office plus misc duties. Send resume to Box 41462 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK

Needed for auto dealership. Also, some general office duties. Full time, permanent position. Experience preferred.
BOB SELLERS PONTIAC
478-8000

ACTUARIAL FIRM in Maidson Heights needs typist, 40 wpm, word processing experience helpful. For appointment call Gloria at 583-7990

AVIATION GROUP
Now seeking to fill new positions for executive terminal.

RECEPTIONIST
CUSTOMER SERVICE REP
SECRETARIAL

Aviation experience helpful. Send resume to: Aviation Group Inc. 1535 Airport Rd. Pontiac MI. 48054. Personnel

SECRETARIES TYPISTS

Immediate assignments in the Troy, Madison Hts., Livonia & Novi area. Excellent pay, over time. Please call:

Manpower
TEMPORARY SERVICES
TROY 585-5595
LIVONIA 478-1130

BILLING CLERK

Troy ad agency has entry level position available in Billing Department. Must be detail oriented and have good Math aptitude. Basic clerical skills and light typing ability. Will train on computer. Send resume to

Personnel Manager
P.O. Box 24
Troy, MI 48099

BOOKKEEPER - Dearborn based management/finance company has an immediate opening for a bookkeeper-clerk. Individual should have an associate's degree in accounting and/or 3 years experience in bookkeeping. Interested individual should contact Joan Swatosh 584-6565

BOOKKEEPER/ EXECUTIVE SECRETARY

Full time, permanent position. Southfield area. Call evenings 7-9 362-6820

BOOKKEEPER
Experience necessary
Excellent opportunity. 423-5900

BOOKKEEPER

for Birmingham CPA office.
Days, 338-8100 Eves., 855-1990

BOOKKEEPER for Industrial Distributor. Heavy computer experience with full background thru Trial Balance. Non Smoker. Send resumes to Box 41372 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/FULL CHARGE
Rapid growth sales division of Troy Corporate office has created a need for a full time experienced Bookkeeper. Must be familiar with accounts payable, receivables & payroll taxes. Computer experience a definite plus. Pleasant working conditions. Call Marilyn 10am-12noon. 879-0653

BOOKKEEPER - FULL TIME

For 2 girl office in Madison Heights. Computer knowledge helpful. References needed. Call Dorothy 546-3330

BOOKKEEPER - FULL CHARGE
Experienced thru trial balance. Pegmaster system. Salary plus hospitalization & pension plan. Call Shirley 332-1568

BOOKKEEPER
Full charge through Trial Balance. Experienced in monthly financial statements preparation. Knowledge of data entry helpful. Company paid benefits. Salary commensurate. Call after 9 weekdays 8am-4pm: PSI Hydraulics, 31900 Mayfield, Livonia.

BOOKKEEPER
FULL CHARGE
Birmingham General contractor needs full charge bookkeeper thru trial balance. Experience in property management a plus. Full benefits & fringes available. Send resume & salary requirements to:
Parkinson Co., 30100 Telegraph Rd., Suite 251, Birmingham, Mich. 48010. Attn E. M. Waldman.
An Equal Opportunity Employer

BOOKKEEPER

Full time entry level position with our Livonia Retail location. Duties include Accounts Payables, Accounts Receivables and Daily Cash Reports. Must have some related experience. Paid benefits and tuition reimbursement program. Call our Main Office in Birmingham 644-5300, ext. 331.

ERB LUMBER CO.

BOOKKEEPER/GENERAL OFFICE
Thru Trial Balance. Payboard experience. Typing/Calculator. Knowledge of CPA recruiting for client. Send resume to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Livonia firm is looking for person for their Accounts Receivable/Payable Dept. Computer bookkeeping experience required. Send resume to: Personnel Manager, P.O. Box 824, Westland MI. 48185

BOOKKEEPER

Receivables. Benefits include Blue Cross. Berkley area. 548-5294

BOOKKEEPER/Secretary
Full time. Varied duties for a takeoff-type individual. Flexibility a must and humor a must. Very area. Call for interview, ask for Jerry 540-1660

BOOKKEEPER/SECRETARY
For 1 person office in Hazel Park. Some experience required.
Please call 398-4411

BOOKKEEPER/SECRETARY
Experienced thru trial balance. Minimum 2 years experience, general clerical duties. Southfield.
Call 352-2154

BOOKKEEPER Thru Trial Balance. Recent experience. Send resume & salary requirements to: J.E.P. 18778 Northwestern Highway, Southfield, Michigan 48076.

BOOKKEEPER through financial statements, must have at least 3 years experience, computer knowledge necessary. Send resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CDI

The "CAN-DO-IT" Company needs you! Interviewing NOW for all skills.

CDI
Temporary Services, Inc.
2000 Town Center - Suite 1325
Southfield, MI. 48075
352-1005

CLERICAL

Dairy controller seeking versatile & energetic individual with excellent phone & bookkeeping skills. Above average typing, ability to learn computer office background preferred, but not necessary. Send resume to:
32861 Shiloh, Novi, Michigan 48050

504 Help Wanted Office-Clerical

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.

Southfield	569-7500
Pontiac	338-0710
Warren	977-5740
Livonia	525-0330
Dearborn	565-8060

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

AVIATION GROUP
Now seeking to fill new positions for executive terminal.

RECEPTIONIST
CUSTOMER SERVICE REP
SECRETARIAL

Aviation experience helpful. Send resume to: Aviation Group Inc. 1535 Airport Rd. Pontiac MI. 48054. Personnel

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Manpower
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for Birmingham CPA office.
Days, 338-8100 Eves., 855-1990

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Full charge through Trial Balance. Experienced in monthly financial statements preparation. Knowledge of data entry helpful. Company paid benefits. Salary commensurate. Call after 9 weekdays 8am-4pm: PSI Hydraulics, 31900 Mayfield, Livonia.

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An Equal Opportunity Employer

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ERB LUMBER CO.

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Receivables. Benefits include Blue Cross. Berkley area. 548-5294

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The "CAN-DO-IT" Company needs you! Interviewing NOW for all skills.

CDI
Temporary Services, Inc.
2000 Town Center - Suite 1325
Southfield, MI. 48075
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CLERICAL

Dairy controller seeking versatile & energetic individual with excellent phone & bookkeeping skills. Above average typing, ability to learn computer office background preferred, but not necessary. Send resume to:
32861 Shiloh, Novi, Michigan 48050

504 Help Wanted Office-Clerical

BOOKKEEPING DATA ENTRY - EDP ACCOUNTING

Looking for temporary and/or permanent employment? Accountemps specializes in all areas of bookkeeping, accounting and data processing. Call for personal, confidential, no fee interview between 10am and 4pm. Please bring copy of resume.

Accountemps, Inc.
17515 W. 9 Mile, Suite 670
Southfield, MI 48075
557-8366

BROKERAGE FIRM ORDER CLERK

Downtown corporation has opening for candidate to input information on a large computer network. Candidate should be able to deal with others in a fast paced environment. Typing skills preferred, but not necessary. Excellent opportunity for the right individual. Please send resume to: PO Box 838, Southfield, MI 48037.

CAREER ORIENTED - position available for individual with good organizational, good typing and pleasant personality.

PART TIME - work one day a week doing typing and general office.

SECRETARY - Challenging long term assignment for experienced Secretary with or without shorthand. Word processing knowledge helpful.

GENERAL OFFICE - office background a must for this general office position in pleasant surroundings.

WORD PROCESSORS - whatever your background in word processing is, we have a job for you. Work when you want, where you want and top pay.

Sign up for our Word Processing Today. Call Now for your appointment.
NEVER A FEE

ENTECH SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

Ahead Of The Rest

CAREER STARTER
$10,400 - $12,500
FEE PAID Suburban company. Casually relaxed office. Need: typing, shorthand, and a cheery personality.
SNELLING & SNELLING
399-3450

CATERING SECRETARY
Prior experience in food & beverage field, hard working. Plymouth Hilton. 459-8100 ext. 603

CATERING SECRETARY
Full time - for Southfield Hilton. Typing skills, 35 wpm. Apply in person or Resumes only to Director of Catering, Southfield Hilton, 17017 W 9 Mile Rd., Southfield, MI 48075

CLERICAL

Downtown Birmingham women clothing store - in our merchandise office. Detail work. No typing. Apply in person only to:

KAY BAUM
166 W. Maple, Birmingham

CLERICAL - full time, May-Nov. in Bloomfield. Light typing, filing. Call W. Bloomfield. Previous experience desired, must type, calculator skills preferred. Send resumes to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL

Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess accurate typing of 60-50 wpm, good math aptitude, good communication skills, good math aptitude and the ability to operate a calculator and/or other office equipment. Be able to work under pressure and independently with little supervision. Previous general office and/or mortgage loan experience preferred. Overtime is required. We offer a complete benefit package. Qualified candidates may apply in person between 9 - 1 pm. NO PHONE CALLS PLEASE.

The Personnel Department
MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27355 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL - PART TIME
9 AM to 1. Mon. thru Fri. Calculator and basic math skills a must. Must be neat and organized. Duties will include light bookkeeping, telephone answering and filing. Send resume to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION available, part time in downtown Birmingham office. 20 hours per week, typing & calculator skills necessary, bookkeeping experience helpful, letter of application to: M. R.S. Harris, 231 S. Woodward, Suite 230, Birmingham, Mich. 48009

CLERK - SALES OFFICE
Take Phone orders, CRT work, General Office - to include typing 50-55 WPM and filing. Pleasant phone manner & good communication skills needed. Troy location. Full benefits. Call Jerry Bailey, Contact M. Kanner. 528-2983
An Equal Opportunity Employer

CLERKS - BLOOMFIELD Mortgage Corporation is seeking individuals in the following departments

Collection with Mortgage & Consumer Loan Collection experience. Knowledge of foreclosure procedures & experience in multi-state collections preferred.

Mortgage Loan Servicing Clerk with experience in taxes, escrows & insurance. Knowledge of skills required.

Loan Acquisition & Delivery Clerks. Good typing skills & math aptitude required. Experience preferred.

Entry commencement level experience. Excellent benefit package included. Call Ms. Dwyer at 338-3900
An Equal Opportunity Employer

CLERK TYPIST
Financial planning firm in Bloomfield Hills needs receptionist with good secretarial skills. Typing 55wpm. Non smoker preferred. Salary open. Call Cathy Oliver, Octagon Corp., 538 W Long Lake Rd., ste 100, Bloomfield Hills, Michigan 48013

CLERK-TYPISTS

Immediate openings for skilled typists are available at our main office location in Southfield. Applicants must be able to type 60 WPM accurately and be familiar with business machines and office procedures. Hours are 8:30am-4:30pm, Mon.-Fri. Personnel Dept, 5th floor.

First Federal of Michigan
1001 Woodward, Detroit
An Equal Opportunity Employer

CLERK TYPIST TO $10K. Fee Paid. Good typing. Plus OTH typing. 1-3 yrs. Call Bernice 553-2090
Employment Center II 540-4130

CLERK TYPIST

Typing skills required. Good phone manner. Salary & plus for our Southfield office. Send resume including salary requirements to: Collins Insurance Company of America, Attn: Pat Hayes, P.O. Box 4122, Southfield, MI. 48086-4122.
Equal Opportunity Employer M/F

CLERK TYPIST, Full time position for construction company. Must be self starter, organized, type 40 wpm, send resume to: P.O. Box 217, Madison Heights MI. 48071. Attn: Gayle.
An Equal Opportunity Employer

DICTAPHONE OPERATOR/General office - salary commensurate with experience required. Excellent benefits. Send resume with salary requirements to: Jack Webster, J. Lee Hackett Co., 23440 Hagerty Rd., Farmington, Mi. 48024.

DIVERSIFIED GENERAL OFFICE position. Must be able to type 50WPM accurately & have excellent communication skills & phone manner work. Good company benefits. Salary negotiable. Apply Personnel Dept. 8th floor, Mon.-Fri. 8am-3pm at: 26111 Evergreen, Suite 210, Southfield, MI.

504 Help Wanted Office-Clerical

CLOSING SECRETARY

Experienced for busy builder's office. Call 537-3580

COMPUTER OPERATOR
Permanent position available for IBM system 34, some experience a must. Send resume to: K. Harrow, 23955 W. 14 Mile Rd., Southfield, Mich. 48034

COMPUTER OPERATOR GENERAL OFFICE

Artech is a leading manufacturer/wholesale distributor of burglar and fire alarm equipment. We are looking for a self-starter with a minimum of one year's office experience to input data into our computer system and perform other general office duties. Data entry or keypunch experience a plus.

Please call John Sholtz at 261-5612 or send resume to:

ARITECH CORP.
12999 Fairlane
Livonia, MI 48150
An Equal Opportunity Employer M/F

CONSTRUCTION
SECRETARY
Large apartment builder requires the services of a experienced, hard working secretary to input information on the shop work independently. Construction experience helpful. Top salary to qualified person. Send resume to: Construction Secretary, P. O. 837, Southfield, MI. 48037

CREDIT/COLLECTIONS
CLERK
Worldwide headquarters located in Southfield has an immediate opening for an individual to make collection calls, answer phone calls relating to financial statements and to send out collection letters. The individual must type 35 wpm, have a good math aptitude and strong organizational skills. Minimum of 2 years experience in collections and/or accounts receivable required. Excellent benefits and working conditions. Send resume to:

Personnel Administrator
P.O. Box 2327
Southfield, MI 48037

Equal Opportunity Employer

CNC OPERATORS
Full or part time, and weekends. Typing skills required. Oak Park area. Call 968-2212

DATA ENTRY OPERATOR/
LEGAL SECRETARY
Data entry experience preferred, legal secretary skills helpful. Send resume to Patterson & Dahlmann, 10 W. Square Lake Rd., Bloomfield Hills, Michigan 48013. Attention Mrs. Meinhead.

DEVELOPMENT & Market Research
Good typing and communication skills. $3.50 per hour. Write: E.S.D., 100 Farmington Rd., Detroit, MI 48202. Att.Stacey Bischofs.

EXECUTIVE SECRETARY to vice president automotive. Must have education of automotive company located in Troy. Top skills required, shorthand 120wpm. Excellent benefits. Complete resume with salary requirements in Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Executive Secretary

Personable, well organized, self starter, with excellent shorthand and typing skills, to work with 2 executives at Southfield office location. Good starting salary and benefits. Position available immediately. Send resume including salary requirements and references, to: Personnel-HK, P.O. Box 125, Lathrup Village, MI 48076

EXECUTIVE SECRETARY
Must have initiative, possess excellent secretarial skills including shorthand; be energetic and enthusiastic. Must word processing knowledge is a plus. Forward resume including employment references and salary history to:
Personnel Department
Bloomfield Hills Schools
4175 Andover Road
Bloomfield Hills, MI 48013
810-8200
An Equal Opportunity Employer

EXECUTIVE SECRETARY. Display writer experience required. Send resume and salary requirements to American Speedy Printing, 32100 Telegraph Rd., Birmingham, MI 48010

EXECUTIVE SECRETARY
Financial Agency in Troy seeking Executive Secretary. Excellent typing skills mandatory, speed writing skills required. Must be capable of organizing work flow, client phone contacts, typing all types of correspondence. Call Nancy for interview, 816-6000

EXECUTIVE SECRETARY FEE PAID

Variety spot awaits you! Established suburban company offers an exciting career with good benefits. Typing and shorthand skills pole you in good stead. Good starting salary. Best of benefits. 646-1900.
SNELLING & SNELLING

EXECUTIVE SECRETARY $17,000 FEE PAID

Beautiful suburban office seeks professional executive secretary. Give us hours, location, working conditions and full benefits and we'll do the rest. Shorthand and typing skills will land you this position. Call Jerry. 646-1900
SNELLING & SNELLING

EXECUTIVE SECRETARY FEE PAID $18-22,000

Birmingham area openings for 3 Administrative Support Secretaries. Need self-starters with personality and experience in secretarial responsibilities. Typing 50 wpm and word processing are needed. Best benefit package. 646-1900

DOROTHY DAY PERSONNEL, INC.

EXECUTIVE SECRETARY
Our continued growth requires us to create a full time position for our Corporate engineering department. This individual must be able to work with a principal and his professional staff. Excellent communication skills, people skills required, must be well organized, self-motivated. Minimum typing skills of 50 WPM, shorthand and word processing skills required. Salary commensurate with experience. Excellent benefits. Please send resume and salary history and requirements to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY SALARY TO $18,000

President of young dynamic suburban firm will train the right legal if you have strong typing & shorthand skills. Good career advancement & benefits. Call today, ask for Mrs. Ryan. 557-3311
All Our Fees Are Company Paid

PERMANENT STAFF
LIVONIA 591-2331
SOUTHFIELD 353-9440
TROY 362-4604
SOUTHWEST SUBURB 584-3178
ST. CLAIR SHORES 296-6800

EXECUTIVE SECRETARY

Experienced secretary for an executive vice president of a Southfield based financial institution. Excellent typing, shorthand & public relations skills are required. Banking background helpful. Send resume & salary requirement to:
Personnel Director, P.O. Box 368, Southfield MI 48037.
An Equal Opportunity Employer

EXPERIENCED BOOKKEEPER/
SECRETARY
Call for appointment
584-6444

504 Help Wanted Office-Clerical

EXPERIENCED
FULL CHARGE BOOKKEEPER
For Expanding Troy Corporation
Computer Experience a "Plus"
Send Resume to:
MVP Communications
1075 Rankin, Troy, MI 48083

EXPERIENCED WORD PROCESSOR part time. Bloomfield Hills attorney's office. Flexible hours.

FARMINGTON INSURANCE OFFICE
Accurate typist, willing to learn business. Service clients and in house sales work. Will train. 9 to 4 PM. Benefits. Salary open.
After 6pm, 474-6437. Sat. only, 476-1880

FIGURE CLERKS

A major bank needs 10 experienced Figure Clerks immediately. Typing and calculator skills required. Long term assignment.
Top pay No fee

569-1878
VICTOR
TEMPORARY SERVICES

FILE CLERK for insurance office, located in Southfield. Respond to Personnel Dept. PO Box 5098, Southfield, Mich. 48034

FILE CLERK
Part time. Farmington & Livonia offices. Call Barbara 476-2010

Financial Services Clerks

Immediate openings our available to work in Southfield, Farmington and Detroit. Positions offer opportunity to utilize excellent math skills and ability to deal effectively with the public over the phone. Must have light typing skills and be familiar with business machines and office procedures. Previous teller experience desirable. Positions offer competitive salary and benefits including free lunch program and subsidized parking. Apply in person Mon.-Fri. 8am-2pm, Mon.-Fri. Main Office, Personnel Dept., 5th floor.

First Federal of Michigan
1001 Woodward, Detroit
An Equal Opportunity Employer

FIRST FEDERAL SAVINGS & LOAN
Now accepting applications for Assistant Cleric. Minimum 55wpm typing, good phone skills, professional appearance. Minor computer experience helpful. $5.00 per hour.
26400 W. 12 Mile, Southfield

GENERAL OFFICE - dealership experience preferred. Light typing. Contact Sara Oldenrodde, 33150 Grand River, Farmington Hills, MI. 48024

GENERAL OFFICE help wanted. Experience helpful but not necessary. Send resume to: 33530 Merriman, Livonia, Mich. 48150. Attention: Cheryl.

GENERAL OFFICE. Mature person with good phone manners, some payroll experience. Benefits paid holiday, vicinity of Southfield & 11 Mile. 559-8441

GENERAL OFFICE - Part time, 1-5PM Mon-Fri. Must be organized, pleasant person in very fast paced setting. Send resume & salary requirements to Box 190, Pleasant, Mich. 48025

GENERAL OFFICE
Experienced Good typing & telephone skills. Computer or word processing helpful but not necessary. Part time to start. 355-4560

GENERAL OFFICE with Secretarial duties. Must be organized, have pleasant appearance, personable, energetic, experienced. Salary commensurate in response EWO, 630 Hardy, Birmingham, Michigan 48009

GENERAL OFFICE - part time position available in Livonia. 20 to 40 hours per week with potential full time. Typing & calculator skills necessary. Some experience desired. Wage commensurate with skills. Send resume & wage requirements to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, full time. Typing, some bookkeeping. Troy area. Apply between 9 AM and 5:30 pm. 313-6251

GENERAL OFFICE small manufacturing company needs versatile person to be energetic and enthusiastic. Must word processing knowledge is a plus. Forward resume including employment references and salary history to:
Personnel Department
Bloomfield Hills Schools
4175 Andover Road
Bloomfield Hills, MI 48013
810-8200
An Equal Opportunity Employer

GENERAL OFFICE - accounting a must, word processing skills for sales office in Livonia. Call 464-4150

GENERAL OFFICE - light bookkeeping, experienced for Farmington Hills area. Call after 10am. 851-3196

LIVONIA FIRM needs mature, reliable individual for 1-person office. We require excellent phone skills, light typing, general office experience. Full time $3.50 per hour.
Call 10AM-Noon 427-3510

GENERAL OFFICE
Full time, typing, with good phone manner. Duties include Payables & Accounts receivable. Send resume or call Blazek & Associates, 30101 W. 13 Mile Rd., Farmington Hills, Michigan 48018. 932-2220

GENERAL OFFICE PERSON
Duties include accounts receivables, collection and typing skills of 50 wpm. For NYSC company located in Wayne. Good benefits. Send resume to R.A.M., P.O. Box 310, Wayne, Michigan 48184.

GENERAL OFFICE - mature person for full time. Must be excellent typist, accurate with numbers, good with figures. Send resume to Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
ENTRY LEVEL, full time. Requirements: Math aptitude, type 40 WPM. Southfield area. Please call 9am to Noon.

353-3311, Ext. 17

POSITION available for hard working, organized individual. Typing skills of 40-wpm & computer terminal experience required. Qualified individuals call Cindy at 559-5600

POSITION available for hard working, organized individual. Typing skills of 40-wpm & computer terminal experience required. Qualified individuals call Cindy at 559-5600

GOOD TYPIST/Light Accounting for Fortune 500 company in Southfield, Call Personnel Dept. 644-0154 for interview. Call Trish.

GROWING HI-TECH COMPANY seeks a self-motivated, organized person with a minimum of 3 years experience. General bookkeeping and computer experience required. Please call Robin at 548-7010.

IMMEDIATE EMPLOYMENT - General office positions available in Troy area. Good opportunity. For more information, call 362-8276

EXPERIENCED Personnel/Commercial lines support person for Farmington Hills insurance firm.
Call Mr. Jacobs 851-9900

INSURANCE AGENCY in Bloomfield Hills needs commercial property/casualty assistant to production manager. Require 5 years experience, in commercial insurance lines plus clerical & typing skills. Call 540-4610

INSURANCE AGENCY in Northville - needs experienced Commercial Lines Person. Call 9am-1pm, Mon. thru Fri. 348-3150

INSURANCE AGENCY needs full time person experienced in personal lines & typing. Southfield - 11 mile area. Call for appointment: 557-4511

JR. SALES SECRETARY $12,000 FEE PAID

Position available immediately. Freshen up company offers client contact, light typing and superior office environment. Strong typing, grammar, and interpersonal skills required. Top benefits! 646-1900.
SNELLING & SNELLING

KEYPUNCH OPERATOR
Needed for full time business. Experience required. Full or part-time. Redford area. 937-1180

KEYPUNCH/ORDER PROCESSING position available. Must have Keypunch experience. Contact Greg. 557-4200

504 Help Wanted Office-Clerical

KEY-TAPE OPERATORS
1st shift, good pay and benefits. Rochester/Troy area.

573-8310

KEY-TO-DISK experienced operators needed for afternoon and midnight shifts. Pay is excellent. Located in Dearborn Call Mrs. Williams, 1-6pm. 336-3615

LEARN LEGAL! FEE PAID $16-18,000

Southfield law firm offers training in legal if you typing is 45 and shorthand at 90 wpm. Top benefits and payroll are should have a good Math aptitude. Will be secretary to managing partner. Don't miss this. 646-6787

DOROTHY DAY PERSONNEL, INC.

LEGAL SECRETARY - experience for Farmington Hills law firm. Good typing & dictaphone required. Excellent benefits. Send resume to: P.O. Box 3040, Farmington Hills, MI 48018

LEGAL SECRETARY. Highly motivated, organized individual. Minimum 3 years litigation experience. Medium Southfield law firm. American Center. Opportunity to learn litigation word processing. Full benefits. 353-7550

LEGAL SECRETARY with minimum 3 years experience. Downtown Detroit office, must be experienced in litigation, defense preferred. Word processing/memory typewriter helpful. Salary commensurate with ability. 255-4730

LEGAL SECRETARIES

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

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2280
SOUTHFIELD, MI. 48075
358-0060

LEGAL SECRETARY for Downtown Birmingham Law Firm. Corporate and general practice. Excellent salary. Salary negotiable. Call Ellen. 645-1260

LEGAL SECRETARY
Experienced Must type 90 WPM. Non smoker. Contact Linda 644-5410

LEGAL SECRETARY

Large Birmingham general practice law firm has opening for an experienced legal secretary. Background helpful in growing office. Must have excellent skills & administrative abilities. Excellent benefits & salary commensurate with experience.
Call 645-3000
An Equal Opportunity Employer

Legal Secretary

Immediate opening for experienced legal secretary. Must be self motivated working for staff counsel of a national insurance company. Excellent typing/insurance company. Word processing experience helpful. This position is in the Lathrup area (Northfield Equity Bldg.) Call 079-0300
Or send resume to

Home Insurance Co.
Law Offices
900 Tower Dr. Suite 500
Troy, MI 48098
Equal Opportunity Employer M/F

LEGAL SECRETARY in Farmington Hills. Corporate and general practice. Typing skills helpful. Immediate opening, part time or full time. Salary negotiable. 553-6250

LEGAL SECRETARY position - downtown Birmingham office - Word processing experience required. Call Becky at Bay Point Golf Club. 350-0400

PART-TIME RECEPTIONIST
wanted for Real Estate Co. Duties include phone answering, clerical work & typing. Good possibility for this position to move into full-time work in future. Call M.F. 8am-5pm. 353-2023

PART