504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Clerk needed immediately for busy Canton Office. Must have previous experience in Payables & General Office work. Send resume, with salary requirements, to R.H., P.O. Box 71931, Canton, Mich. 48187.

ACCOUNTS PAYABLE
Full time position in the very busy Troy firm. Must have previous computerized payable experience with accounting background. Good benefits. Call Mrs. Marshall, 649-4454, Ext. 500
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Southfield Management Company seeking individual with CRT experience, bookkeeping knowledge is full time. Call Mr. Mast for accurate, salary commensurate with experience. Full benefits. Call 352-3417 ext. 352.
An Equal Opportunity Employer

Accounts Payable Clerk
Troy Ad Agency has immediate position for Accounts Payable Clerk to work on computerized payable system. Must be detail-oriented and have some related experience. Interesting client mix and light typing required. Will train qualified candidate on computer. Send resume to or apply at:
Troy Mail Management
KOLON, BITTNER & DREMOND INC
180 E. Big Beaver Rd.
Troy, MI 48083
649-1258

ACCOUNTS RECEIVABLE CLERK - Intelligent computerized system, manufacturing background preferred. Southfield area. Send resume with experience & salary history to: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE: experienced in application of funds & receipts, computer, collections experience, full time. Apply in person: RB Electronics, 34112 Schoolcraft, Livonia.

ACCOUNTS RECEIVABLE CLERK
Needed for Birmingham firm. Must have 2 years experience with account analysis and balance reconciliation, computer experience required. Submit resume and salary requirements direct to: Accounts Receivable Supervisor, P. O. Box 1944, Bloomfield Hills, MI. 48302.

ADC & LOW INCOME
Earning Power-is job-see what you be taking you are in a new business. Oakland County covers Pontiac, Pontiac Twp., Bloomfield, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp., you will qualify for free training including transportation allowance.
Call now 623-9204.
DORSEY BUSINESS SCHOOLS
For a Brighter Tomorrow

ADMINISTRATIVE ASST.
Position opening for individual with strong organizational & excellent communication skills. Salary & benefits commensurate with experience. Send resume to Birmingham Athletic Club. 4033 W. Maple Rd. Birmingham MI 646-5050

ADMINISTRATIVE ASSISTANT

A well known company offers an excellent suburban location at a central at-mosphere. Use your organizational skills to open the door on a new career. Salary to $18,500, fee paid. Call Rita today, 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT SECRETARY
We are looking for a highly skilled person capable of assuming a wide variety of responsibilities in our one of a kind district sales office. The successful candidate will possess excellent typing, shorthand & organizational skills. Be able to work independently and plan and plant personnel and use mature judgement and tact with administrative responsibilities. The position includes an excellent starting salary plus a full line of benefits including profit sharing, life/medical/dental insurance and end of the year bonus and reviews and salary history in confidence to: F.W. Dengler, 30500 Telegraph, Bld Hilton Road, Paradise, Michigan 48320

ADMINISTRATIVE SECRETARY

Health care related organization is seeking person with 55 WPM on word processor & at least 2 years experience in similar responsible position to work for Director of Operations in the Corporate Office. Prefer individual who has worked in PBHG Regional Management or other health care operations executive. Must be self starter, well organized, detail oriented & able to perform without constant supervision. Applicant must be available immediately. Call 810-355-317,900 per yr. Contact Betty Hedy, Human Resource Supervisor, Michigan Peer Review Organization, 43500 Van Arbor Rd., Suite #108, Plymouth.
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Type 55 WPM + without mistakes shorthand. For Troy Portions 500 company.
Call Marilyn 643-7540

ADMINISTRATIVE Secretarial Position available to mature, efficient person. Must have good shorthand, excellent typing skills, IBM computer experience, knowledge of word processing & similar responsible position to work for Director of Operations in the Corporate Office. Prefer individual who has worked in PBHG Regional Management or other health care operations executive. Must be self starter, well organized, detail oriented & able to perform without constant supervision. Applicant must be available immediately. Call 810-355-317,900 per yr. Contact Betty Hedy, Human Resource Supervisor, Michigan Peer Review Organization, 43500 Van Arbor Rd., Suite #108, Plymouth.
An Equal Opportunity Employer

ADMINISTRATIVE/RECEPTIONIST
Excellent opportunity for self starter with dynamic, growing company. If you have the following skills & experience, Call Mr. Gilbert: Word processing & rewarding position for you. 2-3 years office experience, typing 55 WPM, telephone communication skills. Word processing experience and dictaphone helpful. Excellent benefits & starting salary requirements to Box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE assistant to general manager of manufacturing firm. Must have prior experience in order entry & expediting, accounts receivable, typing. Typing & computer skills a plus. Good salary & benefits. Reply to P O Box 40612, Redford, Mi., 48240.

ADVERTISING ASSISTANT needed for large Northwest Detroit firm in Southfield Heights. Must be able to compose copy, organize & type accurately. Basic secretarial responsibilities. Call Connie 874-8-1000

ADVERTISING AGENCY
Full time secretary position needed for service office of a top New York based advertising agency. Good salary, benefits and working conditions. Secretarial skills a must. Contact Carol at (313) 643-1174

AGGRESSIVE PERSON needed. Experienced in operations. Qualified individuals should apply. Secretarial candidate will be responsible for following skills and attitudes:
1- Bright, professional attitude
2- Light typing - 40 to 50 wpm.
3- Will work independently
4- Ability to adapt to and learn several key support functions (computer experience helpful).
We offer a competitive salary, benefits, and a opportunity to learn for the right individual. Please call Arlene between 9am-4pm 348-8000

BIRMINGHAM CONSULTANT needs capable Secretary/Typist, About 18 hours per week, hours arranged. 645-3150

BIRMINGHAM financial planning dept. of major bank seeks secretary with great secretary, good salary & benefits. Call Maureen 642-8772

BLOOMFIELD LAW Firm seeking full time bookkeeper/typist. Send Resume to Personal Administrator, P. O. Box 2068, Bloomfield Hills, Michigan, 48013.

GROWING Corporation with assistance transition requires bookkeeper to manage the day-to-day operations. Send resume to:
P.O. Box 2077, Southfield, Mich., 48076.

BOOKKEEPER/Accounts Receivable
Strong Accounts Receivable - for over 600 accounts. Credit Collection & Computer Experience. Good typing skills. Free Parking. Send resume to:
P.O. Box 32027, Detroit, Mich. 48232

504 Help Wanted Office-Clerical

APPLY TODAY

Switchboard
(Dicemaker)
(Dartons)

Clerk Typists
(15-40wpm)

Senior Typists
(45wpm)

Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment

Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ATTENDANT for Private Security Vault Co. Birmingham area. Mon., Wed. & Fri., 7am-noon. Call Mon. thru Fri., 10am-4pm. 540-1258

ATTENTION:

All clerical skills needed for immediate temporary assignments. Long & short term.

BENEFITS

CALL IMMEDIATELY

NORRELL SERVICES, INC.
Farmington 477-0640
Rochester 651-1500

ATTENTION COLLEGE STUDENTS
Receptionist position available Monday-Friday, 3-5 p.m. Plymouth Office. Call Mr. Delaney, 459-5450

ATTENTION MOTHERS
The kids will be back in school and we have jobs for you to help you earn extra money. If you have office skills call.

PAYNEL TEMPORARY SERVICE
478-9707

Attention:

- Typists
- Word Processors
- Secretaries
- Data Entry

Now that the school year is beginning, moms think of yourself. Work as a temporary for S.S.I. and enjoy interesting assignments at top companies while you have flexibility your life style demands.

- BONUS PLAN
- NO FEE

Southfield 569-7500
Livonia 525-0330
Pontiac 338-0402
Dearborn 565-8060
Detroit 963-2290
Sterling Hgts. 977-5740

Supplemental Staffing, Inc.

The Temporary Help People

ATTENTION
We need experienced Typists, Secretaries and Data Entry Operators. Long and short term assignments.

	No Fee
Downtown	963-5050
Southfield	569-1878
Bloomfield Hills	332-2633

VICTOR
TEMPORARY SERVICES
M/F EOE

AUTO DEALERSHIP
Large Suburban Dealer looking for experienced Parts Receptionist & Switchboard Operator. Must be sharp & have a pleasant voice & personality. Salary open. This is a Nice Place to Work! Hours: 8am-5pm, Tues., Wed., & Fri. Noon to 9pm, Mon. & Thurs. Write a brief note on yourself. All replies held confidential. Our employees know of this Ad. Reply: Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTOMOTIVE DEALERSHIP - large Southfield dealer needs individual for full time general office position. Responsibilities:
+ Light typing
+ Filing
+ Number duties
+ Data Entry (experience helpful)
Competitive salary, benefit package and an opportunity for advancement. Call Mrs. Gaudette, 352-3000 Ext. 27 at Pat Milliken Ford Inc, 9000 Telegraph Rd. Redford.

AUTOMOTIVE SALES SECRETARY

Immediate opportunity with a growing suburban Lincoln-Mercury dealership (national and secretarial skills needed). Salary commensurate for paid position. $15,000 to start. Call Bernice at 353-2900.
SNELLING & SNELLING

BILLING CLERK

Growing downtown Detroit company has an immediate opening for an experienced billing clerk. This excellent opportunity requires a quick learner with excellent typing & CRT experience. We offer excellent pay, benefits & working conditions. To apply: Send resume & salary requirements to: Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BIRMINGHAM/BLOOMFIELD FIRM seeking bookkeeper. Full general office duties. Secretarial candidate will be responsible for following skills and attitudes:
1- Bright, professional attitude
2- Light typing - 40 to 50 wpm.
3- Will work independently
4- Ability to adapt to and learn several key support functions (computer experience helpful).
We offer a competitive salary, benefits, and a opportunity to learn for the right individual. Please call Arlene between 9am-4pm 348-8000

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BLOOMFIELD LAW Firm seeking full time bookkeeper/typist. Send Resume to Personal Administrator, P. O. Box 2068, Bloomfield Hills, Michigan, 48013.

GROWING Corporation with assistance transition requires bookkeeper to manage the day-to-day operations. Send resume to:
P.O. Box 2077, Southfield, Mich., 48076.

BOOKKEEPER
Full charge. Fast paced office. Must type 40 wpm. Good benefits. Excellent opportunity for advancement. Call Bernie 557-1660

BOOKKEEPER
Able to take books to trial balance. Call before 3pm 353-3600

BOOKKEEPER

Brand new hotel located in Farmington Hills is looking for an experienced Bookkeeper to do the accounts receivable, payables and general bookkeeping. Will share duties with the property management company. Salary plus benefits. All interested individuals please send resumes with references to: P.O. Box 446, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Career opportunity with a large Southfield CPA Firm for an experienced Full-Charge Bookkeeper to work with a variety of clients. Excellent salary, flexible hours and great office atmosphere. Full-time. If interested, send resume or call Personnel Director, P. O. Box 441, Southfield, MI 48037.
An Equal Opportunity Employer

BOOKKEEPER
Church & Catering Hall - system as experienced person for AP/AR & Payroll + Accounting. Computer experience, some Computer systems. Bloomfield area. Call Oscar Gandy, 855-8868

BOOKKEEPER - ETC
Wanted experienced person must be able to handle complete management, multiple set of books for construction office. Good pay, full time, for organized and detail oriented person. Box #618, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER experienced, for accounts payable, bank bookkeeping duties. Knowledge of computer helpful. Southfield area. 352-5611

BOOKKEEPER for rapidly growing organization located in Livonia. Must be familiar with all areas of bookkeeping. Data processing experience helpful. Please send resume to: Controller, P.O. Box 7746, Livonia, MI 48151.

BOOKKEEPER-FULL CHARGE
North Suburban firm requires person with experience thru financial statements, preparation of payroll tax reports. Send resume and salary requirements to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time, for growing construction or building business. Resume required. Call 824-8764, 616-4475

BOOKKEEPER - Full charge for residential builder & developer in Rochester. Full time. Experience operating a general accounting system on a microcomputer desirable. Send resume to: Gilbert & Vanoutlin, 2543 So. Rochester Rd., Rochester, MI 48063

BOOKKEEPER & GENERAL OFFICE
Plymouth area. Call: 459-8370

BOOKKEEPER/AOS COST
Medium sized manufacturer requires a person with good bookkeeping skills plus financial statement. Job cost experience desired. Computer experience helpful. Related area. Best resume & salary history to box 252, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - JR. ACCOUNTANT
Full time, experienced in preparing financial statements, quarterly reports, tax returns. Farmington Hills. 553-2121

BOOKKEEPER

Livonia firm looking for reliable person for full bookkeeping duties. Experience helpful. Please send resume to box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Payroll & Accounts Payable, computerized system. Experience desired. Good salary & benefits. Apply in person: Michigan Peer Review Organization, 43500 Van Arbor Rd., Suite #108, Plymouth.
An Equal Opportunity Employer

BOOKKEEPER

Part time, full charge, experienced in all phases including payroll taxes, accounts payable, payroll, state & federal taxes, general ledger, trial balance, ability to prepare financial statements preferred. Ideal working conditions for retail furniture store. 38-34 hours. Schedule negotiable. Please apply in person with resume. Contact Barbara Gorman's - Fairlane, 180 Town Center Dr., Dearborn

BOOKKEEPER

Part time 25 hours a week. Must be familiar with computers. 19840 Northwestern Hwy, Suite 119, Farmington Hills.
328-2625

Bookkeeper's Assistant

Northern Suburban firm may seek self-motivator to assist with bookkeeping functions. Ideal candidate is gain additional bookkeeping experience. Excellent benefits.
Call 855-8000

Bookkeeper

Position requires general bookkeeping experience including accounts payable and accounts receivable. General ledger experience preferred. Pleasant working conditions.

559-1212
Robert Half of Mich., Inc.
17515 W. 9 Mile Rd.
Suite 670, Honeywell Bldg.
Southfield, MI 48075

BOOKKEEPER/SECRETARY
For Bloomfield CPA firm.
Days 258-5844 Evenings 356-1900

BOOKKEEPER/SECRETARY
Small construction firm seeking dependable, mature person with experience in payroll taxes, computer typing skills and a good working knowledge of an office. Wage negotiable with experience. Call between 10-2pm.
H.R. METAL FABRICATING, INC.
16006 W. 7 Mile, Redford
(3 blks. W. of Beech Daly)

BUYER'S ASS'T
Mature individual with wholesale/retail office experience required. Must have excellent phone & calculator skills. Good math aptitude necessary. Detail oriented. Call before 11am.
352-8277

CASHIER/SWITCHBOARD
Experienced full time cashier/switchboard operator for busy Southfield dealership. Good pay and benefits. Apply in person, 9 AM to 4 PM.
SOUTHFIELD DODGE
24455 W. 12 Mile, Southfield.
354-6000
An Equal Opportunity Employer

CHILD CARE WORKERS. Immediate openings for a licensed day care program needed part/full time, day/evening and weekends. Applications being accepted by Livonia Public Schools, Dept. of Community Education, Jack Kelroy, Director, 14 Information Center

CHIROPRACTIC BILLING
with bookkeeping experience. Full time position. Lathrup Village
Call, between 8-10. 557-8660

CLERICAL

A growing insurance corporation is seeking individuals for immediate clerical openings. Qualified individuals should have good math aptitude, accurate typing skills & the ability to use a 10-key calculator. Mortgage experience preferred, but not required. Positions are available in the following areas at our corporate office, located in Southfield:

Foreclosure
New Loan Set-Up
Data Entry
Receptionist/Switchboard

Salary commensurate with experience. Excellent benefit package included. Send Resume to:

Bloomfield Mortgage Corporation,
P. O. Box 1290
Birmingham, Mi., 48012
Attn. Personnel Dept.
Equal Opportunity Employer

CLERICAL ASSISTANT
This part time position requires typing of letters, general office skills & computer record experience. Call for appointment.
SOUTHFIELD
RECREATION CENTER
25401 Power Water Dr
Southfield, MI 48075

CLERICAL/SERIALIZED CLERK
for small Birmingham law firm. Car necessary. Typing 55 WPM. Average 40 hrs. per week. 94.34-5.00/hr. Call Bernie 258-4800

504 Help Wanted Office-Clerical

CLERICAL HELP
Part time, Jewish Community Council on Aging office.
Contact: N. Sensgrad 653-8162

CLERICAL HELP - Full time. Please answering & typing. Apply in person at University 1440 Meyers Rd between Fenkell & Lyndon.

CLERICAL
Knowledge of 10 key calculator. Good phone manner's a must. Must be able to work in busy atmosphere. Call between 8am-5pm. 441-1700 ext. 227

CLERICAL OFFICE positions. Full and part-time available. Excellent benefits. Apply in person at Green Houses
AIRY VAN FURNITURE
29900 7 Mile Rd. Livonia
27776 Novi Rd., Novi

CLERICAL - PART-TIME
Small Royal Oak Manufacturing Co. is looking for a person to assist in the Office. Duties include Accounts Payable, CRT, typing & filing experience necessary. Minimum 20 hours per day, $5.15 per hour. Apply in person at Lipson
INDUSTRIAL & AUTOMOTIVE PATTERNS
2100 W. 14 Mile Rd. (at Coolidge)
Royal Oak

CLERICAL POSITION - available, full time, no experience required, typing a must. Full benefits. Call - ask for Debbie 591-1125

Clerical Positions

PERMANENT & TEMPORARY
- Executive Secretaries.
- Word Processors.
- Accounting Clerks
- Typists

Word Processors/Data Entry
ALL JOBS FULLY PAID
PERSONNEL SYSTEMS
ARBORPOINTE PLACE
5145 S. Main, Suite 102
Plymouth, Mi. 48170
459-1190

CLERICAL SUPPORT PERSON
Part time 4 to 8 pm.
Needed for fast paced office. Responsibilities would include opening/closing files, data entry, typing letters/reports. Position could develop into full time. Send resume to: Box 2, Mandell Company, 20100 Civic Center Dr, Suite 304, Southfield MI. 48076

CLERICAL - telephone & general office. Full time. Applications being taken. Call for appt.
SIS-0121

CLERICAL (TEMPORARY)

Temporary position, 3-4 months. Days, some flexibility on hours, mid town area. Light typing, some prior clerical experience, good attitude, pleasant/cheerful personality. Position could develope into full time. Send resume or apply in person to: Box 2, Mandell Company, 20100 Civic Center Dr, Suite 304, Southfield MI. 48076

WINKELMAN'S

An Equal Opportunity Employer

CLERK - CUSTOMER SERVICE
Matures, 40 to 60 years old, good phone, telephone & figures. Accurate, attention to detail. Salary commensurate on experience. Mr. S., at Johar, Inc., 27116 W. 8 Mile, Southfield, MI 48034

CLERK

Immediate clerical position available for an accurate, detail oriented person with steady attentive to detail and good organizational skills. Light typing required. Apply at:
ADISTRA CORP.
101 Union St.
Plymouth, Mi. 48170

CLERK - PART TIME - 8am - 1pm. Mon. thru Fri. Receptionist/typist needed, responsibilities include answering switchboard, distributing mail, typing, filing, and general clerical duties. Call Ms. Gaudette, 352-3000 Ext. 27 at Pat Milliken Ford Inc, 9000 Telegraph Rd. Redford.

CLERK TYPIST
Estate planning firm in Bloomfield Hills needs Receptionist with good secretarial skills. Typing 55 WPM and shorthand preferred. Send resume to: Cindy Ferguson Corp., 634 W Long Lake Rd., suite 100, Bloomfield Hills, MI 48013.

CLERK-TYPIST

Immediate openings are available to work in our office located in Farmington Hills on 13 Mile at Farmington Rd. Positions offer pleasant working conditions, excellent working conditions and competitive salary and benefits. Candidates must type accurately minimum 55 WPM and have the ability to deal effectively with the public over the phone. We offer good math skills and be familiar with 10-key calculator and office procedures. Apply in person 10am to 3pm, Mon.-Fri.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile
Farmington Hills
An Equal Opportunity Employer

CLERK/TYPIST
Must type 50 WPM, $190 per week. Redford area.
352-7900

CLERK TYPIST

Our busy Purchasing Department has an excellent position available for an individual who enjoys variety and challenge.

We require a self-starter able to type accurately 50 WPM and possess at least 2 years general office background with a High School diploma. Duties will include typing orders, filing, phone contact and related assignments.

We offer a rewarding starting salary and excellent company benefits. Please send resume, or apply in person between 7 AM-4PM to:

Personnel Department
GRACO INC.
34175 Grand River
Farmington Hills, MI 48024
Equal Opportunity Employer M/F

CLERK/TYPIST

We have opportunities for full & part time clerk typists. Must type a minimum of 40wpm & have good communications skills, familiarity with computer data entry a plus. Please submit your resume to:

VALASSIS INSERTS
34115 W. 13 Mile Rd.
Farmington Hills, Michigan 48018
An Equal Opportunity Employer

CLERK/TYPIST, Full time position in the foreclosure department of a Birmingham law firm for an individual reliable and accuracy indispensable who possesses good typing and telephone skills. Salary commensurate with experience. Call between 10am-noon & 2pm-4pm 646-7767

Closing Coordinators
Needed for Southfield Title Insurance Agency. Experience preferred. Training available. Good math aptitude. Typing 55 WPM.

Clerical Opening
At Southfield Title Insurance Agency. Typing 55 WPM. Word processing preferred. Good phone manner. EOE

Call Marion Kaleel
353-1869

504 Help Wanted Office-Clerical

COLLEGE TRAINED part Time, clerk-typist needed. Typing & telephone skills required. Must be available to work some evenings & weekends. Call anytime 348-8320

Commission Clerk

For fast paced Livonia office to figure sales commissions. Must have excellent math aptitude, know calculator and be accurate with figures. Benefits include life-paid medical/dental etc. Apply in person at: 33975 Schoolcraft Rd., Livonia, Michigan 48150 an equal opp. co.

COMMUNICATIONS CLERK
WORD PROCESSOR
Are you new to the work force, with an associate's degree in word processing?

We need a clerical employee to answer Robin cassette tapes with mail, electronic messaging & back up system administrator on word processing equipment.

Excellent benefits & salary. Working hours 8:30am-5pm. Call Ms Ann Johnson between 9am-3pm. 434-5151
An Equal Opportunity Employer

Computer Input/General Office
Mature, responsible, ref. $5 hour. Available immediately. Please call mornings. 948-7315

COMPUTER INPUT CLERK/Typist
Basic entry level input needed. South Field Insurance Agency. Call Mr. Sabo at 557-1660

COMPUTER OPERATOR/Secretary. Non-smoker, non-drinker, middle aged, fairly large company. Good benefits. Will train. Full time. Contact Ms. Calhoun for appointment: 533-8488

COMPUTER Order Entry & Invoicing.Will train. Light phone, typing. Invoicing & purchasing. Benefits. Send resume & salary desired to: Attention: Mr. Gaudette, Sales Manager, Box 2, 21351 Industrial Road, Livonia, MI 48150.

CONSTRUCTION Co. has immediate opening for receptionist. Good telephone & typing skills necessary. Word processing helpful. Will train in relation to experience. Benefits. Call Mr. Gaudette 352-3216

CONSTRUCTION CO. looking for mature person to do General Office work. Must be able to type & do filing using the calculator. Apply in person:
21944 W. 8 Mile, Lathrup Village
Plymouth Rd. & Schoolcraft)

COST CLERK/ PURCHASING SECRETARY

Aggressive Electronic Company seeks an immediate opening. Ambitious candidate should possess excellent communication skills, a good eye for detail and a pleasant personality. Position offers competitive salary, benefits and a rewarding work environment.
Please forward resume to: Box 2, Observer, Sept. 12 or Fri., Sept. 13, 8AM-4PM.
Plymouth Scientific Electronics
13485 Stamford, Livonia
533-1000

CREDIT CLERK/RECEPTIONIST
With outgoing personality and good typing skills. Send resume in confidence to:
BANKERS LEASING
23333 Telegraph, Suite 105
Southfield, Mich., 48034

CUSTOMER SERVICE
Needed for Southfield location. Full time, full time position in Troy. Must have good phone voice and be able to type 40 wpm. Light WPM, and able to work in fast paced environment. Previous office experience helpful. Call 649-4454
An Equal Opportunity Employer

CUSTOMER SERVICE $15,000

Assist with management responsibilities in service department of large company. Resolve customer problems, schedule jobs and handle miscellaneous clerical duties. Full benefits with yearly bonus. Fee Paid.
851-7779
ALLEN PERSONNEL AGENCY

DATA ENTRY

FREE TRAINING
For qualified low income Oakland County residents. Call 641-5345

DATA ENTRY/OPERATOR
Bloomfield CPA Firm has immediate opening for experienced person to work on Apple Data on IBM 34 System. Bookkeeping - A Plus. Send resume to: Box 446, 36251 Schoolcraft Rd., Bloomfield Hills, Mich. 48076.

DATA ENTRY OPERATOR
Part-time 9 a.m. - 3 p.m. Responsible, accurate, dependable. Call Mr. Fagan at 473-7816

DATA ENTRY POSITION available immediately for individual in Troy area. 94.00 to start with benefits. Positions offer paid holidays, Plan, P. O. Box 1189, Troy, MI 48099

DELIVERY ROUTER - Office position available for person to do light office duties, telephone experience necessary, filing and routing delivery vehicles. Apply in person at: 33975 Schoolcraft Rd., Livonia, MI

DETROIT LUMBER COMPANY is seeking clerical help; invoicing, typing, good phone manner. Apply in person: 27 Gerkin St., Plymouth

DIRECTOR'S ASSISTANT
Troy area Manufacturer of medical office or Consumer Relations experience required. Mrs. Fazzarano, 528-8711

DIVERSIFIED clerical position in busy W Bloomfield office. Good telephone personality required. Pleasant working conditions with competitive wages. Call Shirley 681-1063

DON'T WASTE YOUR CLERICAL SKILLS SITTING AT HOME

WORK FOR US
ON TEMPORARY ASSIGNMENT
Employers Temporary Service offers you the opportunity to use your secretarial skills (shorthand or transcribing), bookkeeping or entry operator (10-key keypunch & interest), word processor, typing, telephone, or general office skills. Report/reconsider & marketing personnel.
Call 352-7900
EMPLOYERS TEMPORARY SERVICE
352-7700

ENGINEERING SECRETARY
Must file, run blueprint machine, maintain blueprint files, maintain-3 manual, type & operate a word processor. Typing a must. Call for interview & ask for Jim
538-8358

ENTHUSIASTIC individual for entry level position in manufacturing company. Typing a good communication skills. 54-55 wpm. Ideal to start. Room for advancement. Car necessary. Call between 8-10 am. 645-3150 Berkshire, Bloomfield Hills, MI 48013.

ENTRY LEVEL OFFICE POSITION
Bloomfield Hills, Inter-
334-7014

ENTRY LEVEL Receptionist, 13-type position. Requirements: Math aptitude, 40 wpm WPM. Please call between 9 and noon. 353-5311, Ext. 17

EURO LIVONIA office needs experienced Receptionist/Typist. Must be 3 days per week. Requirements: typing, telephone, filing, and pleasant phone skills. Job available approximately 60 days. Send resume to: Box 2290 Visser, Suite 34 E. Livonia, Michigan 48150

FAMILIAR with Word Processing. Call Carol 855-8000

FAMINGTON-FARMINGTON HILLS area Manufacturer needs receptionist for afternoons & weekends. For information call between 9 & 12 noon or 3 to 5 p.m. Weekdays at 476-7900.

FARMINGTON HILLS LAW FIRM needs part time secretary. Can't typing and grammar required. Call Debbie for more information 553-0100

FREE
COMPUTER TRAINING
For
BETTER SKILLS - BETTER JOBS
Government funded program for qualified low income Oakland County residents. Training in computer data entry. Call today! Kalkaska Computer Institute. Ask for Mr. Ron. 968-1919

504 Help Wanted Office-Clerical

FAST PACED office requires computer literate individual can handle varied assignments. Must be able to type, file & handle busy phone in pleasant & professional manner. Non-smoking office. Part time - Possible full time in future. 851-8834

FILE CLERK - Bloomfield Hills area has immediate opening for an experienced person. Must have some experience with calculator and be accurate with figures. Benefits include life-paid medical/dental etc. Apply in person at: 33975 Schoolcraft Rd., Livonia, Michigan 48150 an equal opp. co.

FILING CLERK
Southfield Law Office.
Immediate opening.
Call: 354-2500

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 training is provided at no cost to you. For more information, call:
645-3363

FRONT DESK PERSON. Fast paced Farmington Hills property management company. Computer & plus, math & plus. 553-1999

FULL TIME SECRETARY needed for Southfield Law Firm. Various secretarial duties, typing skills required. Call Donna for appointment 540-0400

GENERAL OFFICE - Bookkeeping helpful, but will train. Light phone, typing, handle light office duties, some typing. Apply in person: Moeller Mfg. 31171 Beck Rd., Wixom. Call 624-2300 (with Rd area)

GENERAL OFFICE - Part time position available in Livonia. 24 to 29 hours per week with potential full time. Typing 55 WPM. Knowledge of Manufacturing experience desired. Send resume & paper requirements to box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/PART TIME
Word processing. Typing a must. For appointment call 478-0776

GENERAL OFFICE - part time opening, some bookkeeping experience. Rochester area. Please call 651-1107

GENERAL OFFICE
Accounting background helpful. Apply in person: 9 - 12 & 1 - 4 Mike Fok, 24601 East of Greenfield, Detroit.

GENERAL OFFICE - help for small manufacturing company in Southfield. Must have good typing/computer knowledge. Call Mrs. Ruth, 557-3000

GENERAL OFFICE - with emphasis on figuring & typing invoices & customer contacts. Pleasant office, full time. Benefits. Call Mr. Grier 557-5155

GENERAL OFFICE, full-time. Evenings and Saturdays. Apply at:
Art Van Furniture
35123 Plymouth Rd., Livonia

GENERAL OFFICE
Light bookkeeping for Food Distributor. Ability handle money & make deposits. Will train. Good individual.
Reply: Greyhound Food Management, 15600 Cloverdale, Detroit, MI 48240

GENERAL OFFICE/Bookkeeper - for Southfield Electrical Contractor. Experience preferred. Hours: 10am-5pm. Please send resume & salary history, to: Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Part-time, possible full-time. Hearty typist. Bookkeeping experience good. Good Telephone skills. Salary commensurate with experience. Troy area. Contact Mrs. Ruth, 524-0300, 1080 Naughton, Troy, Mich. 48084.

GENERAL OFFICE

for Southfield Trade Association. Computer skills, record keeping, filing. Typing. Must be accurate. Responsibility necessary. Send resume & salary requirements to: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE. Permanent position in insurance company. Diversified duties with Sidney Krandall & Sons Jewelers of Troy. Must enjoy working with figures and people. Pleasant outgoing personality required to answer customer inquiries. Excellent benefits. Applications will be taken Mon. Tues. & Wed. 8:30 to 10:30 by appt. only. 362-4300

GENERAL OFFICE

Suburban Medical products company would like you to be part of their clerical team. Learn to train on a new word processing system. Year good typing. Hi let pay. Call 353-3090
SNELLING & SNELLING

GENERAL OFFICE HELP NEEDED for typing. Will assist in bookkeeping & payroll. Livonia area. Call Brenda for appointment. 476-1310

GENERAL OFFICE
Immediate opening. Must type 55 WPM. Call Mr. Gaudette, 352-3000 Ext. Box 9060, Livonia, Mich. 48150.

GENERAL OFFICE - typing, filing, organized individual for Detroit area law firm. Call Atty. Oak Park machine shop. 399-9679

GENERAL OFFICE
Typists, filing, accounting & figure clerks
Call Ellen 644-7600

GENERAL OFFICE
Apply in person
Livonia Mall Management
at Entrance D.

GENERAL OFFICE - full time general office including Accounts Payable and Purchasing. Computer knowledge helpful. Call Cathy 474-8117

GENERAL OFFICE position in Farmington Hills area. Accurate typing - Math aptitude necessary. Call Sherf Cleveland. 553-8115

GENERAL OFFICE/TYPIST - for non smoking Bloomfield Hills Insurance office. Light typing, 35 hours weekly, non-smoking, Call Mrs. Gaudette, Box 9060, Livonia, Mich. 48150.

GENERAL OFFICE HELP in fast paced office. Light bookkeeping, telephone, typing, filing and good math skills. Bloomfield area. Call between 8-10AM. 855-1811

GENERAL OFFICE - excellent opportunity for mature person in a fast paced office. Light typing, filing, typing, telephone, medical & life insurance. Call Sandy. 538-1660

GENERAL OFFICE

Part/Full time. Typing & Filing for W. Bloomfield Company. Flexible hours. Call Mrs. Gaudette for appointment. 352-3000 Ext. 28-9716

GENERAL OFFICE
A/R Medical Billing, needed for fast paced Birmingham office. Willing to train in medical billing. Must have excellent typing skills of 55 WPM. Full & part time positions.
An Equal Opportunity Employer

GENERAL OFFICE PERSON
Full time for busy outpatient Physiotherapy Clinic, in Westland. Salary commensurate with experience. Full benefits. Call Mrs. Gaudette, 352-3000 Ext. 27 at Pat Milliken Ford Inc, 9000 Telegraph Rd. Redford.

GENERAL OFFICE
Part time, for busy outpatient Physiotherapy Clinic, in Westland. Salary commensurate with experience. Full benefits. Call Mrs. Gaudette, 352-3000 Ext. 27 at Pat Milliken Ford Inc, 9000 Telegraph Rd. Redford.

GENERAL OFFICE - Wholesale wire & door distributor. Person needs a reliable energetic person for office work including order processing, phone & filing. 55 WPM. Pleasant place. Experienced, non smoker preferred. Call Mrs. Gaudette 352-3000 Ext. 28-9716 Bloomfield Hills, Mich.

GENERAL OFFICE
Part time for busy Dentist. Physician of Guardian Industries has a part time opening in its retail giant Brandon & Dearborn Heights. Responsibilities include: Light typing, typing, telephone, bookkeeping, etc. Typing is not required. Please send a resume to: Guardian Industries, Attn: Personnel Dept., Attn: Gloria, 24519 Ford Rd., Dearborn Heights, Mich. 48127

HAVE LUNCH ON US!
Was it much fun during the month of June? Well, it was. We are a growing insurance agency in need of secretaries, typists, word processor typists, data entry & participated supervisors. Programs will be new. We have exciting opportunities for long & short term assignments in the most prestigious companies in Troy, Southfield and Farmington. Paid holidays. Call for an appointment.
TEMPORARY RESOURCES
355-1815

LIVONIA - SOUTHFIELD - TROY
ST. CLAIR SHORES - WYANDOTTE

504 Help Wanted Office-Clerical

IBM DISPLAY WRITER
with legal experience needed. Farmington Hills location. Excellent benefits. Send resume to: Box 2068, Farmington Hills, Mich. 48013-0068

INSURANCE AGENCY Seeks individual with minimum of 3 yrs. survey experience for all types of surveys in agency office work. Southfield location. Salary open. Call Mr. Gaudette, 352-3000 Ext. 28-9716

INSURANCE AGENCY
Located in West Bloomfield is looking for a Receptionist Typist. 40 WPM, $1.00 per hour. 661-1060

INSURANCE AGENCY needs personal lines rep with good phone personality, 2-5 years income experience in house owners and auto, typing 35wpm. Nonsmoker. Send resume to P.O. Box 5091, Farmington Hills, Mich. 48019

INSURANCE - experienced in Personal Lines for growing Farmington Hills P.O. Box 5360, Northville, MI 48167

INSURANCE - FULL TIME. Personal Lines Service Rep. Small growing agency in Southfield area. Minimum 1 year experience, accurate typing, excellent attitude, and communication skills. 557-1158

INSURANCE

Minimum 1 year insurance agency or insurance company experience required for