504 Help Wanted Office-Clerical

APARTMENT MANAGEMENT
Positions for experienced professional manager. Apartment Complex being converted to Condo. Will include the management of other properties as assistance in the conversion. Secretarial skills would be an asset. Bookkeeping Typ. exp. For appointment, call:
855-1966 or 626-2580

APPLY TODAY
Switchboard
(Discussion)
(Horizon)
Clerk Typists
(15-Keyprint)
Senior Typists
(15-wpm)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment

Somebody Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ASSESSING CLERK I
The Charter Township of West Bloomfield is seeking a person to perform a variety of clerical tasks involving the preparation and maintenance of the Township assessment rolls. Applicants should have a high school diploma or its equivalent, good clerical skills, competence in the operation of office machines, proficiency in working with numbers and the ability to deal tactfully with the public. Experience in working with property descriptions is desired. Knowledge of data processing is a plus. 1985 salary range $14,494 to $16,494 depending on excellent fringe benefit package. Applications will be accepted until 4:00 pm, Sept. 30, 1985 by the Personnel Dept., West Bloomfield Township, 4640 Orchard Lake Road, West Bloomfield, MI 48033

ASSISTANT - sales coordinator for Fortune 500 company, good communication skills & detail oriented.

ADMINISTRATIVE - secretary to VP of large corporation, type 65 WPM, good telephone manner

FILE CLERKS - with good telephone manner for Pt time, project

DATA ENTRY - operators (35) needed immediately

SECRETARY - part time positions - good telephone skills, hrs. 2-6pm. Dearborn area

TYPISTS - & accounting clerks for Warren, Southfield, Detroit & Bloomfield Hills

Paid Vacations - Bonuses
Word Processing Training
NEVER A FEE
UNIFORCE
S.THELD B'HAM
357-0034 646-7660

ASST. BOOKKEEPER with good typing skills needed by Birmingham law firm. Call Terry Gossamarie with experience. Call Mrs. Hammon: 642-2440

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.
PATNEL TEMPORARY SERVICE
478-9707

ATTENTION
Secretaries, typists & word processors needed immediately for long & short term assignments.
CALL FOR APPT
PATNEL
TEMPORARY SERVICES 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

AUDIT SECRETARY
Major Southfield firm has newly created audit position. Must be fast and accurate with good typing skills. Will train on word processor. Close proximity to I-696 and Telegraph. Call Mrs. Berry, Mgr. of CPA, experience a plus. Full benefits. Willing to train on word processor. For further information on this or other fee paid positions call Sheri Hill today.
AMERICAN
Personnel 855-5126

AUTO DEALER
Dearborn Pontiac Buick Cadillac GMC has immediate opening for a good Service Cashier. Must be able to run a cash register and have a good attitude. Call Mr. Bill Bennett, Service Manager, 565-3500

AUTO Dealership in Farmington area is looking for an experienced receptionist. Must be able to handle busy switchboard, type 40 wpm and have good attitude. Call Mrs. Lee at 477-8000

BANKING
Accounting Clerks
Tellers
Customer Service Reps
Data Entry
Word Processing
Secretaries
Temporary Assignments
Temporary to Permanent
Fee Paid
Call Today
Michigan Bank Personnel
Southfield 352-7520
Troy 362-3900
Livonia 591-2290
Ann Arbor 995-1550

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Ann Arbor 995-1550

BOOKKEEPER
Bank reconciliation experience required. Full benefits. Call Mrs. Ann Marie Sullivan, 851-9000

BOOKKEEPER
Accounts Receivable Clerk
Full time position available in our Southfield office. Must have 2 years bookkeeping experience. Typing required. Excellent benefits. Call Mrs. Ann Marie Sullivan, 851-9000

BOOKKEEPER
Experienced in all phases of accounting. Knowledge of computer helpful. Call Mrs. Ann Marie Sullivan, 851-9000

BOOKKEEPER
Bank Reconciliation