502 Help Wanted Dental-Medical

RN OR LPN
part time, midnight shift, must work every other weekend. Apply in person between 9am-noon Monday, St. Joe Convalescent Center, 34324 Ann Arbor Trail, Livonia

RN
Part time. Oral surgery office. Birmingham area. Mon., Wednesday only. Call between 10am-2 pm. 647-7146

RN'S & LPN'S
Afternoons & Midnights.
Send Resume to P. O. Box 3473, West Bloomfield, MI. 48832.

RNs & LPNs
Part time. Midnight shift.
Four Chaplains, 24343 Joy Rd. between Inkster & Middlebelt.

RNS
Medical/Surgical emergency room and CCU. Full and part time positions available. Flex time. Call Ms. Cooley
GARDEN CITY HOSPITAL
421-3300, Ext. 677
An Equal Opportunity Employer

RN's
needed for specialty private duty assignments. Must have 1 year recent experience. Excellent pay.
MEDICAL PERSONNEL POOL
352-8111
Equal Opportunity Employer M/F

SALEM HOUSE Corp., needs secretary with medical purchasing experience - full time. Opportunity for advancement. Southfield area. Call Mrs. Dorneker 353-5867

SCHEDULER COORDINATOR
Dedicated individual with good communication skills to coordinate clients needs in staff. Full time. Contact Mary Ann Tepper, Michigan Professional Services.
352-8440

SURGICAL SCRUB TECHNICIAN - Immediate part time opening at our outpatient ophthalmic facility in rochester! Must have experience. Competitive wages & benefits. Call Ann Rye Center for an interview at 651-6122

TEMPORARY PROFESSIONALS
You are tired of not being treated like the professional you are! Are you underpaid at the low pay rates other temporary agencies offer?

If you answer yes to either of these and have experience in one of the following --

- TYPIST 45 + WPM
- MEDICAL SECRETARY
- MEDICAL TRANSCRIPTIONIST
- HOSPITAL AIDES
- PHYSICIAN BILLER

Call us today at
478-6815
NO FEE/BONUS PLANS

X-RAY TECHNICIAN
Part time
Position available at Nest office. Weekends only. Call Ross, 538-4180, Ext. 549.

504 Help Wanted Office-Clerical

ABILITIES ADD
$$$$$
LONG/SHORT TERM ASSIGNMENTS TO MEET YOUR SCHEDULE
- Secretaries
- Word Processors
- General Office
- Receptionists

Arbor Temporaries
Call 459-1166
Established in Ann Arbor in 1978. Now serving Oakland & Wayne Counties.

ACCOUNTANT/OFFICE MANAGER - expanding construction company seeking individual experienced in all areas of accounting including payroll, job costing, & financial statements. Must have experience working with computers, computer and also general office skills. Position has full benefits, salary commensurate with experience. Call for an appt. 471-3623

ACCOUNTING/Bookkeeping Clerk
Temporary position. Rapidly growing suburban company has temporary position for a bookkeeper/Accounting Clerk. Keeping Clerk to prepare monthly journal entries, bank reconciliations, account analysis and data entry, learning new computer installation. Please call Mr. Lotzi at 644-8411

ACCOUNTING CLERK
Immediate opening in Northland area for property management company. Figures work with typing required. Must be self motivated, accurate, organized, experienced. 354-1354

ACCOUNTING CLERK
A major Southfield office market chain is seeking an individual with recent experience in a computerized accounting environment. Provide excellent experience, desirable benefits, competitive salary and full benefit package. Call Ms. Jackie Lee at 559-7500 to confirm a time. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
For action with restaurant company. Records daily sales reports, transmit invoices to corporate office & various clerical duties. 3 to 5 days per week, hours flexible. Contact Mr. Jensen at Hamilton's 348-3700

ACCOUNTING CLERK - full time temporary position in Troy for detail oriented individual with good math aptitude. D/P & A/R experience helpful. Previous office experience only. Call C. Marshall 643-8120, ext. 246.
An Equal Opportunity Employer

Accounting Clerk
Full-time position available for a sharp, detail-oriented person with heavy receivable and payable experience. Must have data entry experience. Send resume to the large suburban Detroit location. Light typing skills also required. Excellent work environment and full benefit package. Thru area. Send resume and cover letter with hourly salary and salary expectation to Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING DEPT. needs person with experience in A/P, A/R and payroll. Associates Degree or equivalent preferred or for someone Social Service Agency. Excellent benefits with opportunity for advancement. Resume to Box 112, Northville Rec., 45187 Northwestern Hwy. Ste 210, Southfield Michigan, 48076

ACCOUNTING
Expanding Westside manufacturer seeks motivated Accountant to become assistant controller for operating divisions. Thorough knowledge of general & subsidiary ledger accounting required. Successful candidate should have experience with computerized accounting packages. Send resume & salary requirements to: Controller, BPT, PO Box 70238, Redford, MI 48240.

ACCOUNTING OFFICE - Statistical Typist. Permanent position with Bloomfield CPA firm. Telephone answering. Statistical typing, sense computer 2yr experience helpful. Employee benefits & competitive salary. Call Mrs. Hutchinson & Lederman CPA PC 17119 W. Three Mile, Ste. 250, Southfield, Mich., 48075.

ACCOUNTING STUDENTS or Bookkeeper. Expand your experience and knowledge. Small Southfield CPA firm. Combine secretarial, data processing and bookkeeping while working into accounting and tax. Full or part time. Send resume to: JKS, 19645 W. Ten Mile, Southfield, Mich., 48075

ACCOUNTING - typing & filing clerks for long term contract positions.
Call Stacey - 357-0434 -

ACCOUNTS PAYABLE clerk for busy Southfield law firm. 3 years experience data entry. Payroll experience, computer ground helpful.
Call Patti
353-9400

ACCOUNTS Payable, computerized, accurate typing, some accounting experience in sales preferred. Jewelry firm, excellent salary & benefits. Send resume to R. Brown, P. O. Box 5097, Bloomfield Hills, MI., 48303-5097

ACCOUNTS PAYABLE CLERK needed in Southfield. Should have data entry experience and accounting background or 1st to 2nd year accounting. 1 to 2 yrs. experience needed. Call Rose Ann 352-2380

ACCOUNTS PAYABLE
Farmington company has a part time position for an experienced Accounts Payable Clerk. Must be able to use a 10 key calculator. Experience with payroll system preferred. Hours are negotiable. Please send resume to 27725 W. 8 Mile Rd., Farmington, Mich., 48018.
No phone calls, please.

ACCOUNTS PAYABLE
TO $13,000
FEE PAID
Growing national firm! Suburban office. Benefits! Need: Accounts payable experience and computer skills. Call now! 399-3450.
SNELLING & SNELLING

ACCOUNTS PAYABLE
PAYROLL
Property management company needs a mature-minded person to verify & codeposit rental receipts, process & produce vendor & payroll checks, and up-date a tenant file. Will record working through a CRT keyboard. Ideal for quick learner with good clerical, math, and typing skills. Prefer experience with property administration, but will train right person with the background in a high volume fast-paced work environment. Southfield location. Styvia. 569-5444.

ACCOUNTS RECEIVABLE CLERK
Professional firm in Troy needs detail-minded person with pleasant phone manner to collect over 2nd mortgages. Must be capable of problem solving, research and collection activities. Experience with collections preferred. Position has a plus. Call 879-8666, Ext. 765

ACCURATE TYPIST/SECRETARY
Bloomfield Specialty Contractor seeks. If you're motivated, with an outgoing personality, call 855-3234 or 645-8118

AD AGENCY
TYPIST
Creative department of a major agency offers an immediate opportunity to a typist with word processing experience. $14,000 to start. Fee paid. Call Jackie Jackson at 354-3901.
SNELLING & SNELLING

ADC & LOW INCOME
Earning Power is Job-can get you the training you need. Call Job Center of Oakland County across Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford Twp. - you'll learn what will qualify for free training including transportation and child care.
Call now 858-5944
DONNELY EDUCATION SCHOOLS
For a Brighter Tomorrow

ADMINISTRATIVE ASSISTANT
Secretary needed by media sales manager. Requirements include good organization, telephone skills, ability to relieve pressure & shortland. Typing a must. Text Cheney
Call - MANPOWER
855-6595

ADMINISTRATIVE ASSISTANT
Full time position available for a sharp, detail-oriented person with heavy phone contact. Light typing skills also required. Excellent work environment and full benefit package. Thru area. Send resume and cover letter with hourly salary and salary expectation to Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
National crane health firm in Southfield has immediate opening. Secretarial skills required, including computer. Benefit package also included. Expecting to move to Troy soon. Send resume to Box 112, Northville Rec., 45187 Northwestern Hwy. Ste 210, Southfield, Michigan, 48076

ADMIN. ASSIST.I
FEE PAID - $15-$20,000
Will assist vice president of busy growing Southfield firm. Handle have standard clerical duties. Need good typing 70 plus with shorthand of 80. Benefit package comprehensive. 644-8777
DOROTHY DAY
PERSONNEL, INC.

AIRLINE
RESERVATION AGENT
18 years or older. Accurate typing (minimum 35 wpm), good phone communication skills. High School grad/GED, able to do shift work. Low income or laid off residents of Wayne County encouraged. Downtown, easy meed resumes to P.O. Box 31065, Livonia, MI 48151 or call 591-5800.
An Equal Opportunity Employer

ALARM OPERATOR/DISPATCHER, LIGHT CLERICAL. Part time position, afternoon shift. Good phone personality a must. Experience preferred but will train right person. Must be bonded. Call Troy Arms 362-3643

ANSWERING SERVICE
Needs individual with good phone personality, paid training. Variety of full & part time shifts available. Pleasant working environment. Suburban Answering Service, Farmington. 471-1961

ANSWERING TELEPHONES
Light office & typing. Reliable, pleasant & bright. 5 days. Farmington Hills. 476-7131

Anxious To
Return To
The
Work Force?
We have long and short term assignments available. We need experienced:
- Receptionists
- Switchboard Oprs.
- Sr. Typist
WPM
- Transcriptions
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE
Troy 362-4650
Detroit 962-9650
Livonia 464-9490
S'fld 354-0555
Olsten
Temporary Services
An Equal Opportunity Employer

APPLY TODAY
Switchboard
(Discussion)
(Interviews)
Clerk Typists
(15-45 wpm)
Senior Typists
(65 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

ASSISTANT available in Downtown area for a Word Processing Operator with excellent 35 wpm typing. No requirements include 1 year Xerox 820 experience, 40 wpm typing speed, ability to work under pressure handling a heavy work load, and flexibility to work occasional overtime. Overall benefits include vacation pay, referral bonuses, and a quarterly bonus plan based on earnings. Interviews by appointment only.
Norrell Services, Inc.
Office Automation Staffing Div.
354-3233

ASSISTANT BOOKKEEPER Wanted for Farmington retailer. Will report directly to corporate controller. Previous inventory experience required. Also some clerical duties required. Salary commensurate with experience.
Call Mr. Kaplan 553-2400

ATTENTION
We need experienced Typists, Secretarial, and Data Entry Operators. Long and short term assignments.
Troy 747-
Downtown 963-6050
Southfield 559-1878
Bloomfield Hills 332-2633
VICTOR
TEMPORARY SERVICES
M/F EOE

ATTENTION
WORKING SECRETARIES
EXECUTIVE SECRETARIES
LEGAL SECRETARIES
Open House Monday, Oct. 14, 5-8 PM.
If you are looking for better earnings, advancement, or benefits, and put your good skills and experience, we are looking for you. Salaries are competitive for YOU! Salaries, $14,000 - $23,000.
All fees are paid. Call 353-2900 for an appointment or just drop in at
SNELLING & SNELLING
30500 Northwestern, Suite 305
Southfield, Michigan, 48076

504 Help Wanted Office-Clerical

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 338-0450
Dearborn 565-8060
Detroit 963-2290
Sterling Hts. 977-5740
Supplemental
Staffing, Inc.
The Temporary Help People

ATTORNEY'S OFFICE in Farmington Hills needs part time help, 18-25 hours per week. Duties include filing, typing, copying, some typing. $3.35 per hour.
352-5442

AUTO DEALER
Experienced Call
Sales trainee needed for Lincoln Mercury to assist existing Biller. Here our secretary, Receptionist and P & I Department. Lots of variety. Call Scott, Tamaroff Buick Honda 253-1300

AUTO GENERAL OFFICE
Cashier 35hrs. some other experience helpful. Apply 10am-1pm: Village AMC Jeep Inc. 646 E. Woodward, Birmingham.

SECRETARIES
TYPISTS
SWITCHBOARD
Call Manpower for your next assignment, and see how easy it is to get settled in the Madison Hts., Troy & GM Tech Center area. Please Call
MANPOWER
TEMPORARY SERVICE
685-5695

BILLING CLERK for Farmington Hills law office. Part time. Must have aptitude for account, typing speed of 45-wpm. Experience preferred.
Call Nancy
851-3666

BILLING CLERK
Immediate full time position with Bloomfield Hills ad agency. Must have basic Accounting background, general office skills, good math aptitude and proficiency on calculator. Starting pay $7.00 per hour plus good benefit package. Send resume in confidence to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

BOOKKEEPER
Downtown Property Management Co. Complete knowledge of accounts payable, accounts receivable, bank reconciliation, payroll and background in computerized accounting. Minimum 3 yrs. Call Office Manager 964-4122

BOOKKEEPER - experienced
Full time position. Excellent benefits. W. Bloomfield area.
557-4153

BOOKKEEPER - Full charge through financial statements for Birmingham accounting firm. Knowledge of computers preferred. Flexible hours available.
258-2238

BOOKKEEPER
FULL TIME, experienced preferred. Contact Debbie
334-8300

BOOKKEEPER - Full Charge Bookkeeper with experience through general ledger needed for consulting engineering firm. Hitachi PC and Lotus 1-2-3 experience helpful. Send resume and salary requirements to: Elder/Ohrn Inc., 13241 Franklin Rd., Southfield, MI 48034

BOOKKEEPER
Part time capacity. Computer affinity a must. Position includes filing, typing & general clerical duties. Growing plant office. Lots, w
Call Mrs. Gaudreau 557-4100

BOOKKEEPER - Full charge bookkeeper preferred. Livonia. Call 477-1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - general ledger experience. Small Farmington office. Call Mrs. Gaudreau 557-4100 EOE 471-3311

BOOKKEEPER/RECEPTIONIST
Full charge thru financial statement for Birmingham retailer. Will report directly to corporate controller. Previous inventory experience required. Also some clerical duties required. Salary commensurate with experience.
Call Mr. Kaplan 553-2400

BOOKKEEPER, Assistant, for Southfield firm. 25-30 hours per week. Position for person who wishes to re-start with education or experience in light bookkeeping, must be accurate with figures and able to type 35 wpm.
540-2232, ext. 363.

BOOKKEEPER
Experienced bookkeeper in all phases of bookkeeping for temporary assignments. Good pay & flexible hours.
Call 557-4130
QUALITY PERSONNEL

CLERICAL
A growing Mortgage Corporation in Southfield has immediate full time clerical openings in our Servicing Dept.
Qualified individuals must have good math aptitude, accurate typing skills & the ability to operate a 10-Key calculator. Positions are available at our Corporate Office located in Southfield.
Salary commensurate with experience. Excellent benefit package included.
Send Resume to:
Bloomfield Mortgage Corporation
2000 Town Center, Suite 2100
Birmingham, Michigan 48013
Attention: Personnel Dept.
An Equal Opportunity Employer

CLERICAL ASSISTANT needed for Bloomfield Hills law firm. Light typing, some calculating skills. Call Wendelyn, 8:30am-12:30pm, 642-5400

504 Help Wanted Office-Clerical

BOOKKEEPER/Secretary, Part time, 20-30 hours per week for Catholic Church in Birmingham. Experience in bank reconciliation, payroll taxes, light typing, computer knowledge helpful. Pleasant working environment, fringe benefits. Please call between 9am-noon week days. 646-8840

BOOKKEEPING ASSISTANT
Full time. Must have knowledge of bank numbers. Farmington area. Call Shirley
476-1133

BOOKKEEPING POSITION - light typing, experience preferred. Please call Mrs. Grace - Modern Office Inc.
642-5400

BOOKKEEPING
Westside manufacturer has position open in accounting department. Responsibilities include accounts receivable & payable. Appropriate candidate must possess knowledge of computerized accounting systems. Salary commensurate with experience. Send resume with references to: Dept. PP, PO Box 99236, Troy, MI 48099

BRIGHT, FLEXIBLE Person for varied Office Work, Bookkeeping, banking, telephone. Light typing. Call Mrs. Cook in Birmingham, 9 day week. 646-1515

BUSY PROPERTY management company seeks bright, energetic, self-motivated, people-oriented/typist, with good phone skills. Competitive salary, benefits, Call 6-8pm 646-1566

CAREER
Opportunity to invest your secretarial ability in major venture. Combine music exposure with administrative responsibility. FEE PAID
649-4144
Harriet Sorge Personnel

CLERICAL - GOLF - experienced, for pleasant Troy office. Good math ability a must. Some exposure to computers. Please call resumes to PO Box 81236, Troy Michigan, 48084

CLERICAL - INDUSTRIAL Distributor needs help 4 hours a day to do general clerical with good typing skills. Could grow into full time position. Send resume to Box Number 10101, Rock Commerce, Livonia, Mich 48150.

CLERICAL - light typing & filing, exc. pay, Farmington area. Call Personnel, N.W. District area. $3.50 per hour to start.
334-6100

CLERICAL-OFFICE. Filing, typing & knowledge of Bookkeeping. Full time position. Lathrup/8 Mile area.
833-1448

CLERICAL
OPPORTUNITIES
Wide variety of clerical Receptionist positions available in Southfield and surrounding areas. Typing skills 45-60 wpm. A must. Don't pass up this chance to get a foot in the door. Call Styvia at 352-8440. TO $13000. FEE PAID. Call Mary at 478-6815.
SNELLING & SNELLING

CLERICAL
OPPORTUNITIES
Macomber Motsel, the oldest, largest, most growing life insurance company home office based in Michigan is expanding again! Two training positions are available at this time.

POLICY ADMINISTRATION
training & servicing new & existing individual life insurance policies. This is a great position for someone who enjoys a fast paced environment, requires strong math & English skills, excellent analytical ability. This training position starts at $19,700 with growth in the mid teens.

CONTRACT CLERK
This position starts at $14,400 per hour & requires 55-wpm typing, fine excellent analytical & math skills. Contract clerks create, assemble & service policies. Ideal position administration Style. Excellent opportunity for promotional opportunities & the chance to learn about the non sales aspects of the life insurance industry. These are full time positions with a generous benefit package including vacation, health & life insurance, tuition aid. Please send your resume or apply in personal.
Macomber Motsel Life Insurance Co.
Trade Center
P. O. Box 2150
Southfield, MI 48037
An Equal Opportunity Employer

CLERICAL - part time, for mature person. Light typing, filing & phone. Hours present is available for substitute, hours, days, weekends, holidays. Approx. 15 per hour. Sta Mike & Newburgh, Livonia.
591-3454

CLERICAL
(PART TIME)
WE are seeking individuals to work a minimum of 15 per week in our Ann Arbor listing division. Duties include telephone customer filing, copying, accurate typing skills. Ideal candidate will have previous other office duties. Qualified candidates must possess a pleasant phone manner, 20 - 40 wpm, good math ability and excellent clerical & organizational skills.
NO BENEFITS.
Interested applicants should apply Mon. - Fri. 9 - 11 and 2 - 4 pm
NO PHONE CALLS PLEASE
The Home Insurance Company
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, accurate typing, 55 wpm, light filing & phone. Ft. 7 to 5 p. Pm. Farmington area. 848-1933

CLERICAL POSITION
We are seeking an enthusiastic individual to work at our Farmington Hills sales office. Inventory Control experience preferred but will train. Light typing. Call for interview. 476-7818.

CLERICAL - Southfield insurance agency seeking full time clerical person for our taxes & computer experience necessary. Must type & have pleasant telephone personality. Reply to PO Box 2132, Southfield, MI 48037

BOOKKEEPER, Assistant, for Southfield firm. 25-30 hours per week. Position for person who wishes to re-start with education or experience in light bookkeeping, must be accurate with figures and able to type 35 wpm.
540-2232, ext. 363.

BOOKKEEPER
Experienced bookkeeper in all phases of bookkeeping for temporary assignments. Good pay & flexible hours.
Call 557-4130
QUALITY PERSONNEL

CLERICAL
A growing Mortgage Corporation in Southfield has immediate full time clerical openings in our Servicing Dept.
Qualified individuals must have good math aptitude, accurate typing skills & the ability to operate a 10-Key calculator. Positions are available at our Corporate Office located in Southfield.
Salary commensurate with experience. Excellent benefit package included.
Send Resume to:
Bloomfield Mortgage Corporation
2000 Town Center, Suite 2100
Birmingham, Michigan 48013
Attention: Personnel Dept.
An Equal Opportunity Employer

CLERICAL ASSISTANT needed for Bloomfield Hills law firm. Light typing, some calculating skills. Call Wendelyn, 8:30am-12:30pm, 642-5400

504 Help Wanted Office-Clerical

CLERK
TYPIST
We are a prominent electronics manufacturer in Livonia and are looking for a Clerk Typist for our regional sales office.

Successful candidate must possess good typing and communication skills and have a pleasant phone manner.

We offer a competitive salary and comprehensive benefits which include major medical/dental/life insurance, 1 96% tuition reimbursement, profit sharing and more.

Please send your resume including salary requirements to:

BOX 778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

COMPUTER JOBS
Train For
HIGH-TECH COMPUTER JOBS
A no cost program. Government funded training for unemployed Oakland County residents. Don't Delay! Call today!
HALLMARK COMPUTER INSTITUTE
968-1919

CONSTRUCTION company needs person to assist in bookkeeping, typing, and general office duties. Good opportunity. Small white & trust. Call Brenda
476-1210

CORPORATE
EXEC. SECRETARY
FEE PAID - $20,000 UP
Here is that "Special Position" you've been waiting for. Household income, international corporation, social contact & structure. Fantastic career opportunity & excellent benefits.
642-8797
DOROTHY DAY
PERSONNEL, INC.

COURIER - Dependable person needed for long term assignment. Must have excellent driving record, chauffeur's license required.

DEM PC OPERATOR - if you have typing speed and experience in the personal computer, call us today for an interview.

DEM 1438 or DEM DISPLAYWRITER - experienced individual needed for long term assignment. Top pay.

SECRETARY - beautiful office in the Troy area, seeking good all around secretarial.

CRT OPERATORS - if you have any data entry experience, call today for an interview! Good and long term assignments available.

DECMATE WORD PROCESSOR - long and short term assignments available for individuals with training and/or experience on the Decmate Word Processor. Good secretarial skills a must.

TYPIST - long and short term assignments throughout the area for individuals with typing of 45 WPM or more.

BENEFITS
PAID VACATIONS
PAID HOLIDAYS
Call us now for an appointment. Ask about our new benefit program and find out why we're "Ahead of The Rest". NEVER A FEE

ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350568-6610
Ahead of The Rest

CRT OPERATOR
Collateral Services Inc., is a fast growing data processing company specializing in the financial areas. We are looking for qualified candidates to fill both full and part time positions. Required skills include 35 wpm typing, data entry experience, previous office experience, numerical aptitude, good phone manner. Call or send resume to: TOA Collateral Services Inc., 30833 Northwestern Hwy., Suite 218, Oak Park, Mich., 48237

CRT OPERATOR
A positions - billing and data entry. Experienced only. Livonia area.
Phone
591-8300

Customer Service
Customer Service Department for large wholesale distributor of quality tools has opening for a full time position. Ideal candidate must have excellent telephone manner and personality, must be able to work well in office setting. Need recent work background. Information to Box 753, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
A/R-A/P Data Entry Operator - must be fast and accurate on Alpha and numeric keyboard. Filing and other clerical duties. Full time career employment. Send resume to Air Mile, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
FREE TRAINING
For qualified low income Oakland County residents.
Call 545-5300

DATA ENTRY/KEYPUNCH
Data Entry/Keypunch needs for Troy office. Must be able to 13 keystroke minimum of 10,000 strokes per hour. Ideal candidate will have 1 year recent keypunch experience. Excellent benefit package including paid holidays and overtime. Please send resume to:
Personnel Administrator
P.O Box 2121
Southfield, MI 48037
An Equal Opportunity Employer

DATA ENTRY/KEY PUNCH
Data Entry/Keypunch needs for Troy office. Must Mon. Ctrl Pt. Good typing skills necessary. Experience preferred but will train. Ideal candidate will have 1 year recent keypunch experience. Please call between 9am and noon, (ask for Tina)
Call 362-3311, Ext. 17

DATA ENTRY OPERATORS
Professional persons with accuracy and speed. Medical or other experience an expanding Livonia company. Immediate openings.
INDYA CORP.
422-9002

DATA ENTRY PEOPLE
M temporary assignments
Per long term contract positions
Call Elaine - 644-7950

DATA ENTRY PERSONNEL
Currently seeking 2 data entry positions for a fast paced and growing firm in a new activities package. Excellent typing skills. Applicants must have accurate typing skills, good math skills, strong phone. Applicants must have accurate typing skills, good math skills, good salary, benefits and working conditions. Call Mr. Gaudreau 557-4100 or send resumes to: Box 753 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer

ENTRY LEVEL/ ACCOUNTING CLERK - needed for Troy office, no experience necessary. Will train. Full time, competitive & materials. Starting salary $11,440 plus benefits. Send resume to accounting Clerk, 1940 Northwood, Troy, MI. 48083

ENTRY LEVEL POSITION
Part time, 20 hours per week. Typing, filing. Redford Area. Call after 1 PM.
535-7355

EROW CLOSING SECRETARY
Title Co. needs experienced Escrow Closer Secretary. Call between 1-3pm
352-5350

EVENING RECEPTIONIST - pleasant voice and personality, hours Monday-Friday 3pm-7pm, 5-10 hours a week. Mercy Center, 26400 Ford, Dearborn.
278-8818

EXCELLENT
OPPORTUNITY
Financial services company has immediate full and part time positions available. Ideal candidate will have 1 year recent data entry experience. Excellent benefits and salary. Call Mr. Gaudreau 557-4100 or send resume to: Box 753 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DATA ENTRY
OPERATORS:
OPPORTUNITY IS
The Kelly Keynote
If you have 6 months' experience and keystroke 5100, Kelly has immediate openings for data entry operators on evening shift for you. These and other quality jobs with major companies mean in the last year over 400 people were placed in full time jobs. You'll have an opportunity to improve your skills and earn top pay. Don't increase and paid vacation. You are appointment, call:
Berkley/398-7900
Bloomfield-Pontiac
642-9650/338-0338
Farmington Hills
553-7820
Livonia/522-4020
Livonia/522-3922
Plymouth/453-2211
Southfield/352-5220
Troy/362-1180
Westland/729-1040
KELLY
SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

EXECUTIVE ASSISTANT
Do you have secretarial and clerical skills, and ability to write, and like fast-paced? Ideal candidate will have 2 years experience, many assets you. Please call between 8am and noon (no Tues) 362-8111
Ask for Ann

EXECUTIVE SECRETARY Wanted for Birmingham retail store. Must be organized, dependable, have good Word processing necessary. Call After 10am 642-5441

EXECUTIVE SECRETARY for Birmingham insurance agency. Typing required. Computer and Secretarial experience preferred. Salary based on qualifications. Call Steve at 645-0444

EXECUTIVE SECRETARY
With 5 yrs. experience. Word processor, typing 60 wpm, shorthand preferred. Send resume to: Total Travel Management, 1140 E. Woodward, Birmingham, Michigan, 48011

EXECUTIVE SECRETARY, Birmingham Financial Consulting Firm. 3-5 years support. Typing, organized, flexibility required. Reply to Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
A Farmington professional association seeks Executive Secretary.
Typing 60 WPM, shorthand 80 WPM.
Excellent salary & benefits.
Send resume to Box 462, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Property management firm located in Southfield is looking for a skilled individual as Executive Secretary. This position requires an independent, self-motivated individual for full secretarial duties. Especially important is the position requirements for strong math and communication skills. Candidates must possess strong documentation and ability to function with minimum supervision. Please forward resume and salary requirements in confidence to: Box 564, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI. 48150

EXECUTIVE SECRETARY TO $18K
Multi-national manufacturing firm. Pleasant offices and friendly people. Excellent benefits. Very progressive company. Need top skills!
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SNELLING & SNELLING

EXECUTIVE
SECRETARY
Our client needs a professional person with excellent secretarial skills, typing of 60 plus, shorthand 80 plus, and a $15,000 plus benefits. Call today for an interview at 352-8440
All Our Fees Are Company Paid
PERMANENT STAFF
TROY 362-4366
LIVONIA 591-8221

EXECUTIVE SECRETARY $16,000 FEE PAID
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EXECUTIVE
SECRETARY
Our client needs a professional person with excellent secretarial skills, typing of 60 plus, shorthand 80 plus, and a $15,000 plus benefits. Call today for an interview at 352-8440
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PERMANENT STAFF
TROY 362-4366
LIVONIA 591-8221
SOUTHFIELD 559-2600
SOUTHWEST SUBURBS 292-9080
ST. CLAIR SHORES 778-5900

EXPERIENCED LEGAL Secretary-Southfield law firm. 35 WPM. Good benefits, salary commensurate. Call Ms. Cooper. Box 552-4494

FARMINGTON/FARMINGTON HILLS
Person needed for secretarial duties and general clerical work. Part time. Call please call Karin between 9 & 10 a.m. Weekdays at 476-7200.

FAST PACED BIRMINGHAM OFFICE with good typing skills, experience in Word Processing is an asset. Salary commensurate with ability. Call Mrs. Gaudreau for appointment time, then Tues.-Sat. 645-8416

FILE CLERK
Entry level, full time position, for a file & mail clerk. Benefits. 37 & 40 hour weeks. Troy Area. Please call Mrs. McCallum, Manager
879-8666

FILING CLERK to provide clerical support for our Accounting & Purchasing departments. Light typing. Other duties include light typing. Prior work experience in Accounting preferred. Salary commensurate with ability.
Call Mr. Gaudreau 557-4100, and ask for Mr. Gaudreau, or send resume to: Box 753 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

FORECLOSURE CLERK
Law firm, located in Birmingham, seeks individual, energetic individual with excellent typing skills. Familiar with Legal Document Preparation and Mortgage experience - A Plus. Word Processing experience helpful. Call for interview at Sage-Johnson, 540-7191

FREE TRAINING
WORD PROCESSING, CLERICAL TYPIST
Excellent opportunity for qualified low income Oakland County residents to train for a rewarding career. This program is sponsored by a private employment agency and provides transportation allowance. For more information, call:
Berkley/398-7900
Bloomfield-Pontiac
642-9650/338-0338
Farmington Hills
553-7820
Livonia/522-4020
Livonia/522-3922
Plymouth/453-2211
Southfield/352-5220
Troy/362-1180
Westland/729-1040
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SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
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FULL TIME SECRETARY With entry level posting, Southfield area. Must type 50 WPM, Data Entry, Word Processing, filing, federal position. Benefits package. Call Ms. Cooley, 559-2220

GENERAL CLERICAL POSITION
Small company in Southfield area. Occasional person for 7th time position. Light typing, filing, phone. Must be preferred but not necessary. Send resume to: Box 2126 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, MI 48152. Attn: C.L. Mission. No calls, please. We will respond to qualified candidates.

GENERAL OFFICE - Some typing 34-39 /Hr. Medical and dental, vacation and holidays. Call Mrs. Ann, Food Products, 3000 Franklin Rd., (1-75 Mile Rd. of Bloomfield Lake Rd.). 855-7200

GENERAL OFFICE
Accounting, computer experience, immediate, Dearborn area.
584-6394

GENERAL OFFICE/TYPIST - for pace setter in Farmington area. Must have good typing skills & ability to work well with others.
Call Mrs. Gaudreau 557-4100

GENERAL OFFICE help needed; some bookkeeping, typing req. Full time. Troy area. Call Mr. Farber for appointment:
528-1921

GENERAL OFFICE, Experienced, full-time, Farmington Hills area. Typing, Farmington Hills area. Call between 1 and 5pm.
476-1210

GENERAL OFFICE
General office position in very close knit office. Must be organized, have state full time position with Advancement. Non-smoking. Send resume to P.O. Box 6004, Troy, MI 48099

GENERAL OFFICE
Birmingham area, full time, must be good with figures, some office experience helpful. Call Mrs. Ann Arbor, Experience required to Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE PEOPLE
For long term contract positions
Call Elaine - 644-7950

GENERAL OFFICE HELP needed in Oak Park. Must be high school graduate, able to type 35-40 WPM. 8 to 5 Mon. Fri. Call Mrs. Ann, 967-1000, Oak Park, MI 48237

GENERAL OFFICE, part time. Flexible hours, 20 hours per week. Call Ann at Cover Boys, Southfield area.
557-8210

GENERAL OFFICE/PART-TIME
Good typist. 50 to 55 words per min. Maple-Telegraph area. Must have accurately. Call
548-1311

GENERAL OFFICE with some bookkeeping experience. Light typing helpful. 12Mile Michigan Area. 8 Mile, W. of I-275. Canton.
459-8100

GENERAL OFFICE
Light Bookkeeping, typing, Payroll, telephone. Hours 8am-3pm, Mon. thru Fri. Starting immediately to Novi area. Call Nov. 1st.
528-0077

GENERAL OFFICE, part-time, for Southfield law firm. Must have experience & accurate typing required. Some legal. 20000 Vernor, Suite 108. E. of Middlebelt. N. of 7 Mile

GENERAL OFFICE - Part-time, Varied hours including some weekends. Typing, record keeping and occasional light bookkeeping. Call Mrs. Green, Arnold Varning Homes 15630 W. 7 Mile, Detroit.

GENERAL OFFICE - PART TIME
8AM-11AM. Mon thru Fri. Typing, bookkeeping, filing, computer experience helpful. Call Mrs. Gaudreau 557-4100 or fax resume F.E.E., 15280 Dixie St., Highland Park, 48203

GENERAL OFFICE
Firm located in N/W suburbs needs bookkeeper/office manager for light work in our shipping department office. Knowledge of Lotus helpful. Call Mr. Smith, fund resume to Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Northwest Detroit area. Good phone voice and good legible handwriting a must. Starting at $4.00 per hour. Work with growth opportunity to $125 per week. Call Mr. Bernard, Bernard's Jewelers & 12 Mile Rd. Excellent opportunities for advancement & opportunity to use/learn computer. Excellent benefit program, excellent salary.
538-8000

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Dearborn, MI 48123
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SECRETARY
$14,120
Division of Rockw