504 Help Wanted Office-Clerical

BOOKKEEPER/PAYROLL Clerk, part-time + flexible. Must have prior experience. Ask for Susan. 838-9348

BOOKKEEPER/PART TIME
Accounts receivable & payable, Deposit system experience preferred but will train. Troy landscape company. Ask for Ann. 879-5450

BOOKKEEPER/SECRETARY
Must type 50wpm, 2 years recent general office experience. Good salary. Temporary 1 year. Livonia location. Wayne County Associations for the Retarded. Call 261-3600
An Equal Opportunity Employer

BOOKKEEPER
Small Troy Manufacturing Firm has an immediate opening for A Sr. Bookkeeper. Must be extremely detail oriented take charge person able to work independently. Requires minimum 8 yrs. experience with AP/AR/GL/Payroll Insurance, Taxes & knowledge of inventory. Manufacturing experience required, working knowledge of Lotus 1-2-3 desirable. Non-smoking office.
Good salary & benefits.
Send resume including complete salary history to:
WALLCOMM INDUSTRIES, INC.
1760 MAPLELAWN, TROY 48084

BOOKKEEPER - FULL CHARGE
Troy, manufacturer of construction equipment needs a Full Charge Bookkeeper with manufacturing experience to handle all phases of accounting. Must be experienced in a computerized accounting system. Salary and full benefits commensurate with capabilities. Mail resume to:
Bookkeeper
333 Park St., Troy, MI 48083

BOOKKEEPER
Full charge thru trial balance. Experience in general financial statement preparation, knowledge of data entry helpful. An small growing company located in Livonia with a large accounting staff. Send resume to: American Mail Screen, Inc. 1825 Mayfield, Livonia, MI. 48150.

BOOKKEEPER
Needed for Bloomfield Hills firm. Approximately 30 hrs. per week. Experience with bank reconciliation, thru trial balance & payroll tax. Call 540-3138

BOOKKEEPER
Bloomfield Real Estate Development/Management firm needs take-charge employee. Must have experience in Accounts Payable and Bookkeeping thru General Ledger. Good typing skills a plus. Computer knowledge helpful. Send resume to: P.O. Box 70, Southfield, MI. 48037.

BOOKKEEPER
West side manufacturer has position open in accounting department concentrating on accounts receivable. Ideal candidate is experienced ledger accounting & computerized accounting systems a plus.
Send resume with salary expectances to: Dept JD, P.O. Box 39220, Redford, Mich. 48239

BOOKKEEPER - 3 days per week. Payroll, general ledger, etc. Apply 29200 Vassar, Suite 100, Livonia (N.E. of 7 & Middlebelt) 478-0400

BUSY optometric office in Livonia needs an experienced insurance clerk, office helper. Flexible hours. Computer experience preferred. Team work essential.
Please call 525-8172

BUSY, professional ad agency is seeking a bookkeeper. Must be conscious to assist PR Director & Marketing Director. Advertising background helpful. Typing speed - 55wpm or more & light computer background. Variety of work keeps fast pace. Send your resume to box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER/BOOKKEEPER Operator. Auto dealer needs experienced person. Dealership experience preferred. Excellent benefits & pay. Call Mr. Brian, 455-5900
Village Ford, Inc. 23535 Michigan Ave., Dearborn.

CLERICAL ASSISTANT (Part time) for health agency in Southfield. Knowledge of word processing helpful. $10 a day per week. Call Lori 561-9096

CLERICAL

ENTRY LEVEL Opportunities

CMI Corporation World Headquarters located in Bloomfield Hills has immediate openings in a variety of positions:

• CLERK/TYPISTS
◦ General clerical duties including filing and typing.
◦ Typing 40-50 wpm.

• STOCK PERSON
◦ General stocking and handing.
◦ Maintenance and clean up work.
◦ Must be able to lift 50 lbs. at time.

• WORD PROCESSOR
◦ WANG word processing equipment preferred.
◦ 6 months experience.
◦ 12 Noon - 8 P.M. shift.
◦ Typing 60 wpm.

SECRETARY
◦ Typing 50 wpm.
◦ Dictaphone a plus.
◦ WANG word processing preferred.
◦ 0-6 months experience.

Salary commensurate with background. We offer an outstanding benefit package and preferred working environment including an on-site health fitness center.

Qualified candidates are invited to send their resumes and salary histories in confidence to:

Judith T. DeVore
Human Resources Representative
CMI CORPORATION
2600 Telegraph Rd.
Bloomfield Hills, MI. 48013

E.O.E. M/F/H/V

CLERICAL
FINANCIAL SERVICES

Full time day shift position immediately available. Ideal candidate will be for person with proven 40 wpm. accurate typing skills and 1 year experience to include accounts receivables, collections, knowledge of third-party insurance company billing procedures and/or billing systems. Good public contact skills essential.

Contingent position also available for degree holder interested in working a flexible schedule, to include weekends and evenings, the day shift plus the ability to train full time, days for 5-6 weeks prior. Applications accepted Mon. thru Thurs., 9 A.M. - 3 P.M., Employment Office, Fisher Center.

PROVIDENCE HOSPITAL
16001 W. 9 Mile Rd.
Southfield, MI., 48075
An Equal Opportunity Employer

CLERICAL
For Purchasing Dept. Good typing skills a must to maintain the material records & posting of purchase information. Come in or Call. 25461 Industrial Rd. Livonia, Michigan 474-8200
An Equal Opportunity Employer

CLERICAL Full time position for small Livonia office. Duties include filing, typing, mailing, etc. Hours 8-5 per hr. to start with benefits. Apply at 32850 Newburgh Rd. 591-2411

CLERICAL FULL TIME POSITION
Typing, 45-50 WPM, dictaphone experience helpful, filing, answering phone. Call between 9am-5pm 646-3000

CLERICAL - good secretarial skills a must. Computer experience helpful. Part-time, flexible hours. Southfield area. Call 353-0443

CLERICAL - National Service Co. located in Farmington Hills - has part-time Clerical positions available. Responsibilities to include filing & light clerical duties. Flexible hours. Good position for "Mom" with school age children. Call Monday, all day Tuesday 9-2:30 or Thursday 9-2:30. 553-2300

CLERICAL - Part time, mornings. Phonwork, Bookkeeping, phone answering, typing, some typing, general office. Some experience. 459-7380

CLERICAL-PART-TIME
Bloomfield Hills manufacturer requires clerical position from 9:00 A.M. to 3:00 P.M. for miscellaneous duties Monday-Friday 9:00-3:00 P.M. 646-1626

504 Help Wanted Office-Clerical

CLERICAL PERSON
With good typing skills capable of meeting public & handling business phone requests. 40 hr. week, some overtime. Call 835-2700

CLERICALS
ARBOR TEMPORARIES
NEEDS YOU
• Short/long term assignments
• Top pay
• Benefits
CALL 459-1166

CLERICAL
Typists
Switchboard
Data Entry
Assignments available in your area.
BENEFITS
Call IMMEDIATELY
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

CLERICAL
We have an opening for a person who can type 40 wpm or better and a non-typist. Job is downtown Southfield office. Benefit package. Call Mr. Hurwitz. 224-3450

CLERK RECEPTIONIST
Mature person for full time clerk receptionist position at Toppers Jewelry Store. Must have typing & telephone skills & be able to deal with public. Must be able to work Sats. Jane 337-3578

Clerks
Receptionists
(Typing 45 wpm)
Switchboard
Operators
Kelly "SPELLS SUCCESS"

Now through June 7, with each pay envelope, you could be an instant winner of $25, or better your chances of winning one of 100 exciting prizes including cruise trips for two to Hawaii. The more you work, the better your chances to win!

We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Rochester areas. We need reliable individuals with the skills listed above.

You will earn top pay, merit increases, and vacation pay. Call us Mon-Fri, 7 am - 5:30 pm.

362-1180
TROY
KELLY
SERVICES
"The Kelly Girl" People
Not an agency, never a fee.
Equal Opportunity Employer M/F/H

CLERK TYPIST/DATA ENTRY
Typing & data entry duties. Need qualifications: Typing 35wpm. Minimum 1 year word processing as well as data entry experience. Sales oriented with excellent benefits. Excellent benefit package. Send resume to Jose Warchuck.
Comprehensive Data
Processing Inc.
15565 Northland Dr - Ste 510 W.
Southfield, Michigan, 48076
424-8760

CLERK/TYPIST
Full time, full benefits. Busy sales office needs dependable person. Must have general office detail, typing, filing, etc. Competitive pay & benefits. Call Kathi, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills MI 48018 851-7700

CLERK-TYPIST
Good typing & filing skills are needed for a position in the Livonia branch of Citizens Insurance Company of America. Knowledge of dictaphone and calculator required; word processor experience helpful. Send resume including salary requirements in confidence to: Sandy Hatchigian, 32035 Schoolcraft Rd., P.O. Box 8307, Livonia, MI. 48151.
Equal Opportunity Employer M/F

Clerk/Typist
Immediate opening for individual to work at our office located in Farmington Hills at 12 Mile at Farmington Rd. Candidates must type accurately minimum 50 wpm and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person Mon. thru Fri., 10am thru 3pm.

First Federal
of Michigan
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST needed for busy shop office located in Troy. Good typing, filing, organizational skills and excellent phone manner required. Send resume to: Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerk/Typist
Office Services
We have a full-time position in our attractive suburban corporate office for a highly motivated individual to maintain the mailroom, provide relief coverage on the switchboard, and handle clerical and typing assignments with accuracy. The qualified candidate should possess good verbal skills, be able to work independently and be personable and energetic. We offer a competitive salary and excellent benefits.

To be considered for this position, apply in person between 8:30am and 4pm or send your resume to:
Employment Assistant
Viesic Foods
33200 W. 14 Mile
(Det. Orchard Lake & Farmington)
West Bloomfield, MI 48033
651-9400
An Equal Opportunity Employer

CLERK TYPIST with at least 3 years recent experience. Must be able to type 50 wpm. Duties include typing, word processing, filing, telephone, telex helpful but will train. Send resume to J.E. Top, 9 Mile, Ferndale, MI 48220. Or call 545-8220, ask for Brian Hart.

CLERK/TYPIST
60-65 WPM, some filing, general office duties. Call Patti area. Call Friday 10AM-3PM: 968-1656

CLERK
$5 HOUR/FEE PAID
Personnel Systems 458-1156

CLOSING SECRETARY
Full or part-time persons needed, experienced in residential closing packages. National title company, Troy area. 879-9650

CLOSING
SECRETARY
Sharp, intelligent detailed oriented person interested in becoming full time closing secretary for an established real estate company. Will train. Call 851-3500

COMPUTER Operator/Keypuncher
Position for 1pm to 10pm, Mon. thru Fri. Good typing skills necessary, experience helpful, knowledge of computer procedures a plus. Call between 9am and noon at 353-3317, Ext. 17

Computer Operator
Immediate opening for an experienced computer operator 10am-7pm shift. Accounting background a plus. Many company benefits, salary commensurate with experience. Apply in person Mon-Fri 1-3pm.

Guardian Alarm
16101 SCHAEFER
(corner of Puritan)

504 Help Wanted Office-Clerical

CONFIDENTIAL SECRETARY/ADMINISTRATIVE ASSISTANT
Southfield advertising agency is looking for an individual with ability to handle pressure on word processing equipment, IBM experience with Lotus 123 a plus, phone programmer & organizational skills will be necessary. Projects you will be involved with require a high level of accuracy & detail, must are conscientious. In addition, you will be responsible for development of a complete filing system, maintaining account records, scheduling appointments, arranging meetings & making travel arrangements. A professional attitude & appearance plus the ability to relate well to people is a must. Salary & benefits commensurate with experience.
Respond to: MDM, 24567 Northwestern Hwy., Suite 1-A, Southfield, MI 48075

Contemporaries
We have long and short term assignments in the following areas of Detroit, Downtown, Southfield and Troy for experienced:
• WORD PROCESSORS
IBM Displywriter
Wordstar
NBI and Wang
• KEYPUNCH Operators
• CRT OPERATORS
• SENIOR TYPISTS
BENEFITS NO FEE
583-4858

Subsidiary-Dorsey Business School

CREATIVE THINKER for Accounts Receivable and credit manager position. Opening in small growth company. Experience a must, computerized accounting system helpful and excellent benefits. Send resume to: Office Manager, P.O. Box 2334, Livonia, Mich., 48151

CREDIT/COLLECTION MANAGER
with experience, for Wholesale Distributor, Troy area. Excellent opportunity. 362-2010

CRT OPERATORS
Experienced. Full & part time positions available. Wide range of positions offered. Apply in person Mon-Fri 9am-5pm.

Guardian Alarm
16101 SCHAEFER
(Corner of Puritan)

CUSTOMER
SERVICE
SECRETARY
This busy sales and engineering office needs an organized Secretary to assist the sales staff. CRT background a plus. To $15,800 to start. 533-5900

SNELLING SNELLING

CUSTOMER Service/General Office
Small manufacturing firm located in Livonia seeks individual for our customer service area. Requires excellent clerical skills, communicative & organizational skills plus a thorough knowledge of office procedures. Send resume & salary requirements to: Box 110,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE Representative: part time, good telephone communication skills & typing required. Apply in person: 29141 Parkland, Garden City.

DATA ENTRY/OFFICE - Good position for hard working individual in Mile & Woodward area. Full time, days, competitive pay & benefits. Call Ray, at 399-6533 to arrange an interview.

DATA ENTRY
OPERATOR
CRT - Proficient on numeric keyboard. Part time, 20-25 hours. Send resume to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DATA ENTRY OPERATOR, system 34, experience a must. Looking for a mature dependable person.
Call Annette 755-4400

Pioneer
An Equal Opportunity Employer

DATA ENTRY - Part-time
Must type 60 wpm (Wang).
Apply in person: Art Van Furniture, 21201 W. 8 Mile, Detroit.

DATA ENTRY-SYS/34 • BILLING CENTER at new corporate headquarters has a position available for experienced IBM helpful. Salary & benefits highly competitive. Reply with salary history - Cadillac Plastic, P.O. Box 7035, Troy, Mich. 48007-7035.

DATA ENTRY/TYPIST
Person needed to start immediately. Typing skills a must, 55wpm accurate. Benefits, full time, Southfield area. Call Tina for an appointment at: 559-4331

DISPATCHER
Livonia Area
Full time position with excellent benefits. Experience preferred but may substitute with business experience, mature attitude & able to deal with & judge people well. For more info. call Mike at Employers Temporary Service, 425-2700

DO YOU LIKE PEOPLE?
If so, there may be a position for you in the office of a retail furniture store. Duties include: cash register, credit applications, telephone, filing, etc. Some evening and weekend hours. Full and part time available. Apply in person Gardner-White, 21100 W. Eight Mile (between Evergreen & Lahser), Southfield

DUPLICATING ASSISTANT
Operate off-set print machines, cameras, collators and related equipment. 1 year's experience. Contact Wayne Oakland Library Federation, Director, Communication Services, 33030 Van Born Rd., Wayne, MI 48184. Salary range $14,748 - $16,768 negotiable.

EARN EXTRA $$$
STUDENTS & HOMEMAKERS
200 light industrial workers needed for day, afternoon & midnight shifts.
Livonia & Plymouth areas
Packaging - Warehouse
Machine Operators
• 18 years of age & older
• Available for 8 hour shifts
• Reliable transportation
Somebody
Sometime
Temporary Help
Will be accepting applications on Fri., April 18th, 8:00am at the Mayflower Hotel, 827 Ann Arbor Trail, Room 209, Plymouth, MI.

EARN TOP PAY!
QMS has immediate assignments for the following skills:
Sr. Typists
Data Entry Operators
File Clerks
Switchboard Operators
Temporary Assignments Available in Central Livonia & Southfield.
BONUS PLAN
Call Now For Appointment
General
Management
Service
14700 Farmington Rd. Livonia
Heritage Commons
Suite 104
427-7660

EXECUTIVE SECRETARY
Sales Manager is seeking an Executive Secretary, min. of 3 years experience, typing 75 WPM, shorthand 70 WPM, dictaphone, working knowledge of Word Processing & organizational & communication skills, including dealing with people at all levels. Position is Secretary to the City Planning Commission & Zoning Board of Appeals. Salary range $13,200. - $18,200. + excellent benefits. Send resume to:
City Manager, P.O. Box 70,
Rochester, Mich. 48063
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXCELLENT GENERAL OFFICE Field office. Must be conscientious, responsible and detail oriented. Call 353-3610

EXECUTIVE ASSISTANT
Secretary wanted position reports to Vice President & General Manager. Must have excellent secretarial skills, good communication skills. Send resume or call General Manager at Lear Siegler, Inc., 24901 W. 8 Mile, Farmington Hills, MI 48024. 471-5533.

EXECUTIVE SECRETARY
For small company in Birmingham. Typing 60wpm plus accurate, light bookkeeping, filing. Salary commensurate with experience. Contact: Ken Turner, 8am-2pm weekdays. 647-3010

EXECUTIVE SECRETARY TRAINEE
for Hotel Manager. Must enjoy processing paperwork. Send confidential resume and salary history to Box 152 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY/Assistant. Full time. Sales/automotive background. Competitive salary & benefits. Minimum 80 WPM typing. Apple II-E or equivalent word processing knowledge. Send confidential resume and salary requirements to Harman-Motive, Inc. 24300 Southfield Rd. Suite 120, Southfield, MI 48075: Attn: Mary

EXECUTIVE SECRETARY
Must be able to follow explicit directions and exhibit good secretarial skills, including computer experience. No shorthand required. Hours: Mon. thru Thurs. 3-9pm, Fri. 3-5pm. If you seek challenge and drive for perfection, please call between 9am and noon at 353-3317, Ext. 17

EXECUTIVE SECRETARY
for Bloomfield Hills entrepreneur president. Seeking an energetic attractive single person to organize & manage home & business. Must be versatile, highly self motivated, flexible assistant. Able to delegate, charge and administrate. Bookkeeping, household duties. Salary $14900 Telegraph, Redford, MI. 48239.

EXECUTIVE SECRETARY
Bloomfield Real Estate Development Co. needs experienced Executive Secretary.
Diversified duties include accurate typing & extensive use of easy telephone aptitude in dealing with people & political personnel.
Busy position with opportunity for a growth potential. Excellent for career minded individual.
Call for appointment. 352-0550

EXECUTIVE SECRETARY
Part time, 5 hrs. per week plus 1 per qtr. Iso. Accurate/70 WPM, bookkeeping & office duties. Must have 2 years experience, be confident & able to work independently & communicate with ability. 444-8533

EXECUTIVE SECRETARY
for Director of Human Service Agency. 3-5 years experience. Good public relation skills to deal with Government officials, agency members & staff. Experienced in word processing required. Salary range 4 plus. Send resume & salary desired to: Executive Director, Box 1187, Berkley, MI 48072

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
for Busy Chief in Charge of Sales of growing N.W. Property Management Co. Excellent typing, word processing experience, legal & bookkeeping background required. Able to take charge. Excellent fringe benefits & salary commensurate with ability. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Seeking a self-motivated person to organize and simplify a variety of enterprises. Must be versatile, highly self-motivated and dependable. Able to take charge of correspondences, bookkeeping, Computer knowledge helpful, but will train. Part time to start, 30 hrs. per week. Evenings or weekends. Flexible hours. Call 851-5499 or send resume to: P. O. Box 2555, Farmington Hills, MI. 48018-2555.

EXECUTIVE SECRETARY
Fast paced Farmington Hills corporate office has an immediate opening reporting to an associate Vice President.
The right candidate will have 3-5 yrs experience working for upper level management, excellent typing & excellent skills in the following areas: typing, word processing (Wang), dictaphone, oral & written communications, organizing a heavy work load, travel & meeting arrangements, working well with multiple personalities.
We offer you a stimulating, pleasant, unique environment, room & opportunity for growth, excellent benefits including a highly competitive salary range of $18,000 to $20,000. Send resume including salary history to: Box #158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A YOUNG, Expanding Company needs a versatile person with excellent typing & phone manner. If you are detail-minded and a SELF-STARTER, Call Rose at Michigan Business Machines. 356-2300

EXPERIENCED CLERK TYPIST
For production firm in Troy
Full time benefits
528-4050

EXPERIENCED Legal Secretary with Word Processing skills to work nights and weekends only on hourly basis. Bring organizational skills.
Call 353-8115

EXPERIENCED PERSON for busy purchasing department, must be good with figures. Salary commensurate with experience, benefits. Southfield area. Call Bob 357-4415

EXPERIENCED TYPIST
For court reporter. Must have own equipment. 522-0078 or 399-5621

FARMINGTON HILLS auto dealer has immediate opening for bookkeeper & light bookkeeping. Call Gary 478-7900

FED-UP WITH 9 to 5?
Our clients need temporary professionals to fill a number of exciting positions. If you have experience in:
Assistant Office Manager $20,000
Bookkeeper $18,000
Clerical $19,000
Data Processing $15,000
Telemarketing $11,000
For Westside Suburban locations, call today!
Fisher Temporary Services
Livonia 477-9820

FIGURE CLERK
Immediate opening for qualified person. Must have experience in accounts payable and receivable or bookkeeping. Must type 55 wpm. Position will involve detailed figure work, typing and filing. Good salary and outstanding benefit program including - life, hospitalization, dental, optical and prescription insurance. For appointment call:
270-1266
Farmer Jack
Supermarkets
Southfield & Plymouth Rds.
An Equal Opportunity Employer

FILE CLERK
Desired for our Worldwide Headquarters located in Southfield to take order forms and maintain all member files. The individual will also assist in other areas in cases of backlog or emergency situations. The position requires a high degree of the ability to work in a fast pace environment and enjoy handling detail work. Minimum typing speed of 30-35 wpm. Excellent benefit package. Please send resume to:
Personnel Manager
P.O. Box 2227
Southfield, MI 48037

GENERAL OFFICE
Full-time. Apply in person: Art Van Furniture, 21201 W. 8 Mile, Detroit.

GENERAL OFFICE - Responsible person to handle all office procedures. Must have computer experience, excellent typing skills and a pleasant phone voice. Full time.
840-7758

504 Help Wanted Office-Clerical

GENERAL
CLERICAL
PART TIME
All interested applicants must be able to type 40WPM use 10 key calculator & have excellent telephone skills. WR pay between $4.00-$5.an hour commensurate with experience. If qualified, send resume or call PP.Fri., April 18, 1986 between 9-11 AM only at:
FOODLAND DIST.
12701 MIDDLEBELT RD.
LIVONIA, MICH. 48151

GENERAL OFFICE
Full time, typing 55 WPM, pleasant phone personality a must. Data entry experience preferred. Good salary & benefits. Send resume stating salary requirements to: Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE. Part-time Mon., Wed. & Fridays. IBM P.C. experience required. Southfield area. Ask for Kathy. 352-7804

GENERAL OFFICE
Part-time hours, will go full-time. Accurate typing, filing, phones. 647-0648

GENERAL OFFICE - Full time position available. Various office duties. Good typing skills necessary. 835-5544

GENERAL OFFICE
Secretary/Typist for Southfield-area export company. General office skills knowledge & excellent typing skills. Good benefits.
Call weekdays. 362-4266

GENERAL OFFICE- Position for a self-motivating person with high skills. Must be able to handle variety of assignments in an active environment. Apply in person 25400 W. 8 Mile between Beech Daly & Inkster, Southfield.

GENERAL OFFICE
Position in Southfield company. Sales letter & proposal experience preferred, with good secretarial skills. Typing 50 WPM. Able to work with public & work with minimum supervision. Call between 9am and noon at 353-3317, Ext. 17

GENERAL OFFICE
West Bloomfield condominium seeks a full time mature individual with the capacity to handle a variety of general office duties that include typing, bookkeeping, phone work & receptionist. Non-smoker preferred. 626-6724

GENERAL OFFICE
Fast growing locally based retail chain seeking management type individual. Accounting/bookkeeping background helpful. Prefer alone type individual. Send resume and starting salary requirements to: Box 164 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Troy area Engineering company needs bookkeeping knowledge, word processing, typing, filing, answering telephone, pleasant phone & greeting visitors. If you are qualified, send resume stating qualifications & salary requirements to: Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Part time, Farmington, $4.50 hour. Plymouth area. Metro West Copy Center, Inc. 455-6780

GENERAL OFFICE help needed: good typing & word processing skills. Call Lori to make appt. for personal interview. Rochester 656-1888

GENERAL OFFICE - full time, immediate opening. Busy Southfield office needs basic fast and accurate typist, good with figures, shorthand helpful preferred. Benefits. Send resume and salary requirements to: Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
person needed for various duties including answering phones, some typing, filing, mailing. Learn to be energetic & able to work with little supervision. Pleasant working conditions & opportunity for advancement. Please apply in person Only, Mon. thru Fri. 9-5 at 29200 Vassar, Southfield Road, (914 Mile), Suite 224, Southfield.

GO HI-TECH
WITH ENTECH
We are the fastest growing temporary help firm and we need good people for top pay, health benefits, paid holidays & vacations, bonus & also offer free word processing training. Call Today for an interview with Ann Marie Sandusky in hi-tech office automation.

WORD PROCESSORS - If you have training in Wang or Wordstar, or an IBM PC, Displaywriter, IBM 5520, Decmate III, Wang, Leader, Xerox or NBI, we have a job for you.

PERSONNEL SECRETARY - for large corporation downtown. Personnel experience preferred. NBI or word processing experience a must.

SECRETARY - good skills are needed for this long term assignment.

GENERAL OFFICE - no experience necessary for these top paying assignments.

BILLING CLERK - experienced on the UG-52 claim forms a must for these long term assignments.

Call us now for an appointment. Ask about our new benefit package.
ENTECH
SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5610
Ahead of The Rest

GROWING CORPORATION requires Operations Personnel with bookkeeping experience. Minimum 2 years experience for clerical position. Send resume to: P.O. Box 5077, Southfield, MI. 48076.

HAPPY
SPRING
From all of us at "Somebody-Sometime" temporary help. Now is the time to think about your plans for summer vacations. We have the answer - a temporary job near you! Call today and we'll find you and receive top rates. We have openings for:
Word Processors
(All Kinds)
CLERK TYPISTS
SENIOR TYPISTS
85 WPM
Our service has immediate temporary jobs in Livonia, Troy, Farmington Hills & Southfield areas. Must have 2 months experience. Call immediately for an appointment.
Somebody
Sometime
Temporary Help
Livonia 477-0900
Southfield 272-8500

HOUSEWIVES - RETIREES!
Available immediately. Rapidly growing Tool & Die company, Sales Pro Lighting firm - looking for persons familiar with office procedures, phone work, with basic knowledge of vice & understand customers. Send resume to: Mike Anders, 18627 W. 12 Mile #151, Southfield, MI. 48075

IBM DISPLAY WRITER OPERATOR
Experienced, for a defense research firm in Farmington Hills. Excellent benefits. Reply to P.O. Box 3040, Farmington Hills, 48018-3040.

IMMEDIATE OPENING in busy office. Accounting/typist. Accurate 65WPM, dictaphone helpful. Rochester area. 651-2511

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Birmingham needs experienced Personal Lines person, pleasant telephone voice. Typing skills. Non-smoker. Days 646-5687, Eves. 681-0261

INSURANCE AGENCY needs part-time, 20 hrs. per week, possible full time, Northville. 349-3200

INSURANCE
Agency has opening for File Clerk. Gardner-White Building, Southfield. Call Mia Wick: 354-0400

INSURANCE
CUSTOMER SERVICE REP
UNDERWRITER
DATA ENTRY CLERK
MIC General, the insurance people from General Motors has clerical openings in Detroit office. Liberal starting compensation, excellent benefit package. Extensive experience in auto insurance business preference is required. Submit resume to:
MIC GENERAL INSURANCE CORP.
NEW CENTER ONE - Suite 648
3031 W. GRAND BLVD.
DETROIT, MI. 48202
MIC General is an
Equal Opportunity Employer

INSURANCE
Dynamic Livonia based insurance company has immediate full time openings for:
• GENERAL OFFICE CLERICAL
• EXPERIENCED HEALTH CLAIMS EXAMINER
4½ day work week, fully paid insurance benefit package, excellent working conditions. For further information call Ann Marie
591-4678

INSURANCE OFFICE
Attractive, fast paced, full time position in downtown/11 Mile area. Must be able to use IBM P.C. Must be able to juggle many things at a time, 65 WPM & have good math skills. Insurance background helpfull. Resume to: Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JOBLINE
961-5627
MANPOWER
TEMPORARY SERVICES

JUNIOR OFFICE CLERK
position requires typing, data entry and general office duties. Apply in person: Mr. Bob Hoffman, Assoc., Inc., 12001 Levan Rd., Livonia.

KEYPUNCH OPERATOR
Full time, 10th Mile and Greenfield area Hwy.
353-3345

KEYPUNCH OPERATOR
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Director of Human Resources
CMI CORPORATION
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Bloomfield Hills, MI. 48013

E.O.E. M/F/H/V

LEGAL SECRETARY
Good skills, Will train. Non-smoker, Troy area firm. Resume to: Zemplenyi, Paskin, 2759 W. Maple, Beaver, Ste. 1818, Troy, MI. 48084

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Substantial salary, 6 years minimum secretarial required, secretarial and administrative duties in Med. Mal., and PI. practice, business. All replies confidential. 354-2500

LEGAL SECRETARY
Birmingham law firm, 2 yrs. experience in litigation, word processing helpful, full benefits. 644-8200

LEGAL SECRETARY
Southfield firm seeks dependable experienced secretary. Excellent skills required. Salary range 18-20,000, plus benefits. Call: 356-0620

LEGAL SECRETARY
EXPERIENCED
For Troy Law Office. Excellent typing, dictaphone skills & spelling required. Salary commensurate with experience. Please reply 643-8900

LEGAL SECRETARY
for small Farmington Hills firm. Minimum 5 years experience, word processing, typing, dictaphone, telephone, good benefits. Please contact Deborah & Bonnie, 357-3910

LEGAL SECRETARY
Part time position available in Farmington Hills for person to work with Fortune 500 Clients, needs a highly-skilled Secretary/Paralegal. Contact Bloomfield Office Plaza location at near 14-Twelve Shopping Center. Strong typing, command of the English language & / legal background essential.
Send resume to: James Goss,
30100 Telegraph Rd. Suite 130,
Birmingham, MI. 48010

LEGAL SECRETARY
Salary & benefits commensurate with skills & experience.
Call 855-9666

LEGAL SECRETARY
for Southfield firm specializing in corporate & tax law. Excellent skills required & well organized person. Contact Paula at 354-3200

LEGAL SECRETARY
Excellent skills. Familiarity with courts. Background of real estate litigation. Firm. Twelve area. 540-1060

LEGAL SECRETARY - experienced in litigation & medical med practice, Southfield area. Excellent salary & benefits. Call Ann 352-8900

LEGAL SECRETARY - experienced, for a Defense Litigation Firm in Farmington Hills, excellent benefits. Please respond to P.O. Box 3040, Farmington Hills 48018.

Legal Secretary
$20K/FEE PAID
Personnel Systems 459-1156

LEGAL SECRETARY, experienced. Needed. Word Processing helpful but not necessary. Southfield. Salary commensurate with experience. Resume to: Personnel Coordinator, Enhorn & Fennel, 4000 Town Center, Ste. 900, Southfield, MI. 48075

LEGAL SECRETARY
Experienced. Birmingham law firm looking for that special highly motivated individual with excellent skills & word processing experience. Excellent working condition. Salary commensurate with background. Forward resume only to: R. Fenton, 401 B. Woodward, Suite 400, Birmingham, MI. 48011.

LEGAL SECRETARY, Birmingham Corporate, Litigation, Estate Planning experience. AS Degree or related Word Processing required. Salary & benefits commensurate with experience. For prompt consideration, send resume to: Box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Legal Secretaries
Experienced Legal Secretaries needed for permanent & temporary positions. Call Bonnie at
SearchAmerica
Legal Placements
25420 Southfield Rd., Ste 206
Southfield, MI 48075
557-1004

LEGAL SECRETARY for Bloomfield Hills law firm. Experience necessary. 645-1400

LEGAL SECRETARY
Needed, Salary with experience. 2 partner firm, Oakland County.
540-2600

LEGAL SECRETARY, part-time, 3 days per week, Farmington Hills. Legal experience & Word Processing skills required. 653-2300

LEGAL SECRETARY - experienced for Birmingham law firm specializing in Family Law. Contact: Richard Walsh at 646-7177

LEGAL SECRETARY
Experienced in personal injury litigation for Southfield location. Good typing skills, excellent benefits. 352-9080

LEGAL SECRETARY
Experienced, Will train. Typing preferred but not necessary. Salary commensurate with experience.
352-7990

LEGAL SECRETARY - for Troy company. Knowledge of PC plus Word Perfect & litigation experience, long term contract position. Call Marilyn 362-7660

LEGAL SECRETARY
One to two years minimum experience in defense litigation required for downtown law firm. Good typing skills, dictaphone, Wang helpful. Salary commensurate with experience. Word processing. Previous legal experience desirable. Call Mrs. Gaffney
Send resume to: Luke J. Roy, Hyatt Legal Services, 18778 Middlebelt, Livonia, MI 48152.

LIVONIA firm seeking secretary receptionist for part time mornings. Some typing & phone experience. 7 Mile - Middlebelt area 478-6518

MAJOR Detroit retailer is looking for a professional secretary to support a manager. Position requires excellent typing & word processing skills & the ability to communicate with all levels of management. Shorthand a plus. Box #136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAJOR firm has an immediate opening for an experienced Secretary/Word Processor and Typist. Competitive salary and benefits. Submit resume to: Manager of Administration, 4000 Town Center, #1700, Southfield, Michigan 48075

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