504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Person needed for Southfield apartment complex. Responsibilities include: light typing, lease completion, unit rentals, minutes and transcribing, maintaining renovation schedules and preparation of HUD recertification forms. Previous experience with HUD and MSHDA Housing preferred. Please reply in writing to: Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE COORDINATOR
A professional, expanding company needs an experienced ideas individual to handle bookkeeping/accounting and personnel administrative duties. Unique environment where you definitely make a contribution. Unlimited growth opportunity along with excellent salary and benefits. Call 459-1166.
Personnel Systems Fee Paid

ADMINISTRATIVE SECRETARY
Good typing & good phone skills. Farmington Hills/Southfield Area. Flexible hours. 855-1010, ext. 322

ADMINISTRATIVE SECRETARY
For Real Estate Training Department located in Southfield, off the expressway. This full time position requires a self-starter with good organizational skills.
– Call Bill Barrett
851-2600
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - convenient Troy location needs individual with Lotus I, II, III & accounting background. Must be well organized & able to work long term.

IBM PC OPERATOR - training and/or experience on the Word Perfect software for long term assignments. Other assignments available for individuals with Lotus I, II, III, Symphony, Data Base, Displaywrite III or Multimate.

HEWLETT PACKARD WORD PROCESSOR - experienced person needed for short term assignment.

TYPIST - Southfield offices need 45 WPM or better for short term assignment.

GENERAL OFFICE - various long and short term assignments available at a location near your home.

SECRETARY - needed for long term assignment in beautiful offices. Must have good all-around skills and be able to work on a long term basis.

MEDICAL BENEFITS
PAID VACATIONS
PAID HOLIDAYS
WORD PROCESSING TRAINING

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

ENTECH SERVICES, LTD.
777 Chicago Rd., Troy
332-4350 588-5810
Ahead of The Rest

ADVERTISING Agency requires experienced receptionist. Must be well groomed, dependable, type 60 wpm., Southfield. Benefits. 352-7800
An Equal Opportunity Employer

AN IDEAL JOB
Immediate Openings
Secretaries
Word Processors
CRT Operators
Typists
Receptionists
You design your work schedule. Many long and short term assignments in your area. Top pay plus paid vacations.
CALL TODAY
353-4420
Personnel Pool
H & R Block Co.
NEVER FEE

APPLY TODAY
Word Processors (All Kinds)
CLERK TYPISTS 45-5wpm
SENIOR TYPISTS 65 WPM
Our service has immediate temporary openings in the Livonia, Farmington Hills & Southfield areas. Must have 6 months experience. Call immediately for an appointment.

Somebody Sometime
Temporary Help
Livonia 477-0900
Southfield 272-8500

ARE you tired of being frustrated looking for office work? Tired of working for minimum wage? Our jobs START at $5/hr, entry level to advanced. You receive job training while earning a salary. Oakland County resident call Ruby. 354-9187

A SMALL OFFICE
General office position for someone who likes variety and to be busy. Typing and calculator experience your key. $12,480 to start. Call 353-2090.
SNELLING & SNELLING

ASSISTANT Accounts Payable Clerk. Typing, filing, answering phone, computer entry. $200/week. Resume to: M.L., 5665 W. Maple, Suite A, W. Bloomfield, MI., 48033

ASSISTANT
Birmingham CEO needs take charge executive personality with shorthand. Able to coordinate computer projects and direct office staff. Prestige firm offers definite career potential. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ASSISTANT OFFICE ADMINISTRATOR
American Bankers Life, Bloomfield Hills, is seeking an individual with excellent secretarial, Math, and communication skills. Salary $6-$7.40. Previous insurance experience preferred. Call 258-0358.

ASSISTANT SECRETARY
Some clerical experience preferred. Part time but must be flexible. Apply in person: Merchant of Vino, 29525 Northwestern Highway, Southfield, Mich.

ATTENTION CLERK TYPIST
We have many Clerk Typists openings. If you have office experience and type 40 wpm please call today. No fee. Top pay plus benefits.
SOUTHFIELD 569-1878
PONTIAC 332-2633
DOWNTOWN 963-5050
VICTOR TEMPORARY SERVICES
M/F EOE

AUTO DEALERSHIP - needs bookkeeper & accounts receivable clerk, data entry & typing experience required. Call Art Rexin 721-2600

504 Help Wanted Office-Clerical

ATTENTION
IMMEDIATE OPENINGS FOR SECRETARIES WORD PROCESSORS
We have exciting top paying jobs at well known companies.
FULL BENEFIT PACKAGE
Ask for Judy or Cindy
Technical Services Inc 569-8290

ATTENTION
WORD PROCESSING PROFESSIONALS
We need skilled Secretaries & Operators with 6 months experience. 55/65 wpm on any one of the following systems.
Wang
NBI
Xerox 850 Full
Assignments available in Downtown Detroit, Dearborn & Warren area. Call for details and interview.
We offer paid vacations, great pay, bonuses, profit sharing and stock options.
Norrell Services, Inc.
Office Automation Staffing Div.
356-2253

AUTHORIZATION OPERATORS
Full & part time shifts available. Responsible individuals needed to handle authorization & verification calls. Must have pleasant phone voice, good spelling & typing skills. Southfield area. Call Mr Leonard 968-3223

Auto Dealer
TELEPHONE OPERATOR
Full time, must be somewhat familiar with new push button system. Will train. See Mr. Ryckman, General Manager.
TOWN & COUNTRY DODGE
Grand River at 9 Mile
Farmington 474-6750

AVAILABLE FREE TRAINING
For residents of Oakland County except Pontiac, Pontiac Twp., White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hts., Auburn Hills, Waterford & Waterford Twp., who are unemployed or underemployed. This is an excellent opportunity to train for a rewarding career in word processing in our Troy and Southfield locations. This program is sponsored by a government agency and provides transportation allowance. We are an equal opportunity employer. For more information, call Ms Smith, at 583-9204
CALL IMMEDIATELY.
CLASSES STARTING VERY SOON.

BILLER - with 3rd party experience, type 60 WPM. Call Julie 357-0034

BILLING CLERK
Good typist a must, computer experience helpful, but not necessary. Southfield law firm. 358-1960

BIRMINGHAM COURT REPORTING Firm desires typist for evening work on Word Processor. Experience preferred but will train. 644-5132; or after 5pm, 681-2395

BIRMINGHAM LAW FIRM seeks Legal Secretary with a minimum of 2 years experience. Salary commensurate with ability. 540-1232

BOOKKEEPER ASS'T
Part time position. Must have good math skills. Able to use adding machines. Filing experience helpful. Hours flexible - 20-30 hours per week. Farmington area. Call for appointment, Shirley Rykse 476-1153

BOOKKEEPER ASSISTANT
Immediate opening in a busy office for someone mature, experienced in bookkeeping, supervisory experience helpful, typing, good phone communication skills, computer knowledge. Hours 8am-5pm Mon. thru Fri. Benefits.
For interview call Diane.
Diversified Business Prod.
24166 Haggerty Rd.
Farmington Hills, MI 48024
476-6655

BOOKKEEPER - Experienced in accounts payable, bank recs., payroll and quarterly taxes for Property Management Division. Send resume to Lambrecht Co., 3300 Penobscot Building, Detroit, MI. 48226.

BOOKKEEPER
Fast growing company seeks entry level bookkeeper with some experience. Must be able to post through general ledger. 855-6872

BOOKKEEPER - for busy travel agency, seeking responsible full charge person with 2 yrs experience in travel agency bookkeeping, ADS or similar. Excellent organizational skills. Some clerical & typing. Salary commensurate with experience. Non smoker.
Call 583-8022. Or send resume to box #940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE, part time for small manufacturing firm in Farmington Hills.
Call: 474-9100

BOOKKEEPER, full charge for one person office. Small retail chain, full benefits. Call Gail Mon. thru. Fri. between 3 and 5 pm only. 569-1710

BOOKKEEPER, full charge, 1 day per week for law office in Southfield. Legal experience helpful. Please send resume to P. O. Box 2207, Southfield, MI 48037-2207.
Or call 353-1260

BOOKKEEPER - PART TIME for small law firm in Troy. Pleasant working environment & flexible hours for qualified bookkeeper who is also capable of light secretarial duties. Call Mr. Hall at 649-2350

BOOKKEEPER
Responsible person for bookkeeping, time recording & general office work. Full time position. Troy area. If you are qualified send resume stating qualifications & salary required to: Box #944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPERS
Full time/full charge through Trial Balance. Experienced people only. Send resumes with salary requirements to Box #812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Southfield Real Estate Development/Management firm needs take-charge employee with experience in Accounts Payable and Bookkeeping thru General Ledger. Good typing skills a plus. Position available immediately. Send resume to: P.O. Box 70, Southfield, MI., 48037.

BOOKKEEPER with minimum 5 years experience needed for restaurant business. Please send resume stating salary history to Office Manager, 1400 N Woodward. Bloomfield Hills, 48013. Ste 206.

BUSY FARMINGTON HILLS Real Estate office looking for experienced receptionist. Light typing, weekends and evenings. Ask for Rose Anne 851-6700

BUSY, professional ad agency is seeking a secretary who is career conscious to assist PR Director & Marketing Director. Advertising background helpful. Typing speed - 65wpm or more & light computer background. Variety of work at a fast pace. Send your resume to box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPING Accounting/Clerical Data Entry/EDP
Permanent and temporary assignments available in all areas of bookkeeping, accounting and data processing. Both full-time and part-time.
No appointment necessary for interviews [illegible]
Please bring a copy of your resume. All fees are paid by companies.
557-8367
ACCOUNTEMPS
17515 W. 9 Mile Rd.
Suite 670, Honeywell Bldg.
Southfield, MI 48075

BUSY SOUTHFIELD office has full time position for a detail oriented production coordinator. List services, client contact, printing and mailing activities in fast paced setting. Strong grammar, phone, typing skills a must. Computer data entry experience and production background required. Call between 10 AM and Noon. 557-7530

AUTO DEALERSHIP needs experienced Cashier/Switchboard Operator. Competitive pay & full benefits. Star Lincoln Mercury 354-4900

CASHIER
Full time and part time positions available. Apply at: McBryde's Shoes, Somerset Mall.

CASH MANAGER $16K/FEE PAID
Personnel Systems 459-1166

CITY OF BIRMINGHAM SECRETARY BUILDING DEPARTMENT
Full time position. At least one year Secretarial experience. Responsible for typing and secretarial duties. Acts as Secretary to 3 City Boards. 2 evening meetings per month. Must be able to type 50 wpm and take shorthand 80 wpm. Full benefit package. $7.62-9.52 per hour salary range. Apply between 8am-11am thru April 18, 1986, Personnel Office, *City of Birmingham*, Municipal Building, 151 Martin St., Birmingham, MI.
An Equal Opportunity Employer

CLERICAL
An aggressive mortgage banker is seeking individuals for immediate clerical openings. Qualified individuals must have good math aptitude, accurate typing skills & ability to operate a 10-key calculator. Previous general office &/or mortgage banking experience preferred. Positions are available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. Send resume to:
Bloomfield Mortgage Corporation
24700 Northwestern Hwy. Suite 300
Southfield, Michigan 48075
Attention: Personnel Dept.
An Equal Opportunity Employer

Clerical
ENTRY LEVEL Opportunities
CMI Corporation World Headquarters, located in Bloomfield Hills, has immediate openings in a variety of positions.
ACCOUNTING CLERKS
- General bookkeeping & data entry experience.
- 1-2 years experience.

WORD PROCESSER
- WANG word processing equipment preferred.
- 6 month experience
- 12 noon to 8pm shift
- Typing 50 wpm.

TEMPORARY CLERICAL
- General office duties including filing, typing, and answering phone.
- 0-6 Month experience.

Salary commensurate with background. For all non-temporary employees we offer an outstanding benefit package. Preferred working environment including an on-site nautilus work-out center.
Qualified candidates may 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 - Full time seasonal thru November. Country Club in W. Bloomfield. Good typing skills, mailroom, filing. Non-smoking office. Mail resume: Personnel, 4056 Hardwoods, W. Bloomfield, MI., 48033.

CLERICAL
Full time position available for individual to perform, departmental clerical duties, as well as to run frequent errands for the co. Light typing required. Reliable car necessary, mileage provided. Southfield area. Call Mr. Richards 968-3223

CLERICAL HELP - For full time position. Must be flexible & have aptitude for figures. Maturity is considered a plus. Apply in person: Farmington Cycle World, 34800 W. 8 Mile, Farmington Hills, MI 48024.

CLERICAL needed for pleasant sales office, typing, filing, some phone work. Ideal for young self-starter. Part time 1pm-5pm. Call Bonnie 471-5400

CLERICAL - part time mornings. Restaurant office in Farmington Hills. Prepare deposits, record sales, some accounting knowledge helpful. Approx. 20 hours. Prefer non-smoker. Call for interview 851-4094

CLERICAL- Part time. Good with figures. Experience necessary. Walled Lake area. Call Marco Wood Products for interview: 624-1010

CLERICAL POSITION available for motivated person with experience in Shipping, Receiving. Apply in person at: 32975 Schoolcraft Rd. at Farmington Rd. in Livonia.

CLERICAL POSITION for a fast-paced office. Apply in person at: Bearing Service, Inc., 13400 Newburgh, Livonia.

CLERICAL
Southfield office has full time entry level openings for File Clerks. Requires - alpha and numeric filing and the ability to work on your feet.
Good salary, excellent benefits. For application, please call:
HUMAN RESOURCES
827-7400
AMERISURE COMPANIES
An Equal Opportunity Employer

CLERK TYPIST Wanted, apply in person. Mario Beauty Supply, 22151 Coolidge in Oak Park. Interviews between 1-3 pm. No phone calls please.

504 Help Wanted Office-Clerical

CLERICAL
Southfield World Headquarters has an immediate opening for an individual with a pleasant telephone personality to assist in taking and forwarding telephone messages. The individual must enjoy telephone contact. Complete benefit package. Send resume to:
Personnel
P.O. Box [illegible]
Southfield, MI. 48037

CLERK/LEGAL Assistant for law offices in Renaissance Center in Detroit. Light typing skills helpful. No experience required. Parking provided. Please send resume to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
part time, (30 hrs per week), position available immediately. Responsibilities include: cash receipting, file maintenance & light typing. Related experience preferred. Send resume to: Personnel, Madonna College, 36600 Schoolcraft, Livonia, MI, 48150

CLERK POSITION
Part Time
Processing Clerk/System Shut Down
This position requires someone with typing of 40 wpm. The ideal applicant should also have some knowledge of an IBM 8100 system and CRT. This applicant would be responsible for entering and calling up data on the CRT and also shut down the IBM 8100 each night.
The hours will be 20 per week, and approximately as follows: Monday, 7:30 PM. - 11:30 PM, and Tuesday thru Friday, 7 PM. - 11 PM.
The position offers a starting salary of $5 hour and is located in our Southfield Workers' Compensation Claim Center.
If interested, please call Tuesday or Friday, April 8 or 11, from 9 AM-11 AM. *Only - (313)879-5216*, or send resume to:
CIGNA CORPORATION
900 Tower Drive
P. O. Box 3051
Troy, MI., 48098
Attn: V. Kenney
E.O.E. M/F/H/V

- 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 700 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
Full time position for personable, well organized self-starter to work in bookkeeping department. Must be accurate with numbers, precise with detail work & accurate typist. Salary $12,415. Send resume to: Administrative Assistant, Farmington Community Library, 32737 W. 12 Mile Rd., Farmington Hills, Mich. 48018. No phone calls.

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

Contemporaries
We have all types of clerical temporary assignments in the areas of Downriver, Detroit, Southfield and Troy.
- SWITCHBOARD (Rolm & Dimensions)
- RECEPTIONISTS
- STENOGRAPHERS
- TYPISTS
- WORD PROCESSORS
- KEYPUNCH
- PERSONNEL Secretary

BENEFITS NO FEE
583-4858
Subsidiary-Dorsey Business School

504 Help Wanted Office-Clerical

CLERK-TYPIST Part-Time
Immediate openings for individuals to work at our office located in Farmington Hills. Candidates must type accurately, minimum 50 WPM and be familiar with business machines and office procedures. Personal computer experience desired. Work hours will be: Mon. thru [illegible] Apply in person, Mon. thru Fri. 10am-3pm.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

CLERK TYPIST
Progressive Electronics Manufacturing Firm has opening for intelligent, versatile person for General Office position. Typing 50-65WPM, 1-3 yrs. office experience desirable. Salary & advancement commensurate with ability.
Submit resume in person to:
CONTROL PAK CORP.
23840 Industrial Park Dr.
Farmington Hills 471-0337

CLERK TYPIST
60 wpm minimum. Telephone experience helpful. Call M. Hornfeld at: 964-4522

Closing Secretary
For title company in Birmingham area. Experience preferred in real estate closings. Call between 10:30am and 2pm.
540-1633

Commission Clerk
For fast paced Livonia Office to figure sales commissions. Individual must have experience on calculator and be accurate with figures. Benefits include: insurance, paid holidays, etc. Apply in person at: 32975 Schoolcraft Rd., Livonia, between 8:30am & 5pm.

COMPUTER Operator/Keypuncher Position for 1pm to 10pm, Mon. thru Fri. Good typing skills necessary, experience helpful, knowledge of general office procedures a plus. Call between 9am and noon (no Tues.) at 353-3311, Ext. 17

COMPUTER OPERATOR
Radio Shack TRS 80 Model II, Southfield law office. Must be experienced. 534-6644

CONFIDENTIAL SECRETARY/ ADMINISTRATIVE ASSISTANT
Southfield advertising agency is looking for an individual with ability to type 80wpm plus on word processing equipment, dtM experience with Lotus 123 a plus. Strong grammar & organizational skills will be necessary. Projects you will be involved with require a high level of accuracy & detail, most are confidential. In addition, you will be responsible for development of a complex 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 your experience.
Respond to: MDM, 24667 Northwestern Hwy., Suite 1-A, Southfield, MI 48075

CLERK TYPIST
Opportunity for cooperative individual with good typing skills and cheerful telephone manner to assist in order entry. Approx. 30 hours per week with flexible working hours. Reply in writing to Scott Specialty Gases, 1290 Combermere, Troy 48083. Att: Cheryl Dwyer. 589-2950

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

CUSTOMER SERVICE Representative needed for Professional Insurance Sales Office in Westland. Must be sales oriented. Please call 533-3044

C.P.A. firm seeks qualified person with Computer experience, Bookkeeping knowledge. Bloomfield Hills. 20-30 hrs wk. Lisa. 338-1060

DATA ENTRY CLERK for Southfield wholesaler, experience a plus but willing to train right person with good typing skills. Duties include data entry, filing, and general office. Call Kathy 357-6800.

DATA ENTRY OPERATORS
Long & short Term Assignments
BENEFITS
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
An Equal Opportunity Employer

DATA ENTRY Part time, calculator, typing & computer experience required. Opportunity for advancement. Masons, Troy. 626-3367

DATA ENTRY
Typing, 50 WPM, full time. Send resume to Data Processing Director, 2740 Woodward, Bloomfield Hills, MI., 48013.

DATA PROCESSING
Entry Level - with some Accounts Receivable experience. Salary + fringe benefits. Call Fred, 464-7550

DICTAPHONE - typist for large insurance company in Southfield. Contract position.
Call Julie 357-0034

DIVERSIFIED & INTERESTING
Entry level position for a busy real estate school. Accurate typist, well organized & likes people. Responsibility includes program coordination & broker services. For interview, call between 10am-noon, Tues. thru Fri. 352-3750

DYNAMIC Southfield office seeking part time bookkeeping help. Must be familiar with basic accounting & 10 key calculator, excellent opportunity in a fast paced environment, send resume to Central, PO Box 5210, Detroit, MI. 48235

504 Help Wanted Office-Clerical

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

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

EFFICIENT TEMPORARIES, INC
Need a job? Want top pay, holiday & vacation pay? Become an Efficient Temporary. We service the tri-county area. Our needs now are: Typists, secretarys, word processors, light industrial & general labor. For appt.
EFFICIENT TEMPORARIES, INC.
544-2950
NEVER A FEE

ENTRY LEVEL Clerical Assistant
Small Organization
Need good typing skills and appearance along with a willingness to work hard at a variety of basic clerical duties. Opportunity to work with young, but experienced staff & deal with business professionals. Send resume or letter outlining educational and work background to: *BEM ASST, P.O. Box 9004*, Farmington Hills, MI 48018

EXECUTIVE ASST./SECRETARY
Position reports to the President & offers inside sales, office procedure & bookkeeping. Must have math skills, typing & shorthand, computer background a plus. Send resume & salary requirements to:
Mr. Brown
P.O. Box 787, Novi, MI, 48050.

EXECUTIVE SECRETARY
Part time eve position for individual to assist president of fast-paced insurance co. Ability to handle pressure. Please call between 9am and noon (no Tues) at 353-3311, Ext. 17

EXECUTIVE SECRETARY for national machine tool distributor in Farmington Hills. Solid administrative skills. Shorthand & typing. Reporting to Vice President, General Manager and Director of Finance. Good benefits. Send resume with salary history to: Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretaries with medical terminology needed for contract positions in Southfield & Detroit. Call Ruth 357-0034

EXECUTIVE SECRETARY
Top notch position available for mature person who can type 80 WPM, has shorthand at 100 WPM, and 3 years office experience. Good pay. Benefits. Call Margo now.
591-1100

EXECUTIVE SECRETARY
Farmington Hills corporation seeking an experienced, Executive Secretary with at least 2 years experience, strong, accurate typing, shorthand and organizational skills. IBM PC skills a plus. Individual must have the ability to work independently and possess problem solving skills. Professional phone manner required to deal with clients on a daily basis. We offer a challenging, fast paced work environment and excellent benefit package. Call to schedule an interview. 855-4512

EXECUTIVE SECRETARY
Resumes now being accepted for executive secretary to the president of an established Detroit based trucking company. Accurate typing minimum 70wpm, & shorthand a must. Trucking background necessary. Excellent starting salary & benefits. Reply in own handwriting: J. C., P O Box 08148, Detroit, MI 48208.
An Equal Opportunity Employer

EXPANDING Livonia computer distributor. Immediate opening, full time clerical position, data entry, typing, filing, and phone etiquette required. 422-8000.

EXPERIENCED EXECUTIVE Secretary needed. Type 85, dictation and filing experience required. Call for interview. 552-0800

EXPERIENCED File Clerk and Typist needed in the Plymouth area. Flexible hours and workplace can coincide with childrens school schedule (including vacations). $3.75 an hour to start. Call and ask for Shirley, 459-5630

FILE CLERK - full time position available for large Southfield laboratory. Must have previous experience, excellent benefits. Send resume to: Citation Clinical Laboratory, 23725 Northwestern Hwy., Southfield, MI 48075.

504 Help Wanted Office-Clerical

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 $12,000
Data Processing $12,000
Telemarketing $11,00
For westside suburban locations, call today!
Fisher Temporary Services
Livonia 477-6820

FILE CLERK
Southfield area. Good organizational skills, experience and self-starter a plus. Excellent benefits. Call Joanne for appointment 569-6700

FILE CLERK with good typing skills needed for small Southfield office. Some insurance knowledge helpful. Call Sharon between 9am-2pm at 559-3850

FULL TIME position available in our Shipping & Receiving Department. Position would involve preparing receiving records and attaching CTH labels unto cartons. Willing to train ambitious individual. Must be detail oriented. Accepting applications at:
AMERICAN YAZAKI CORP.
6700 HAGGERTY ROAD
(Haggerty & Warren Rds. Area)
CANTON, MICHIGAN

FULL TIME POSITION
accountant assistant for Farmington Hills office. Highly intelligent person able to type 40 WPM, some background of payroll & use of IBM 34 helpful. 471-2300

GENERAL OFFICE - immediate full time needed. Must be accurate typist, 10 key, accounts payable and receivable, scheduling. Must be extremely organized. Call 358-0630 or send resume to: Box #884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE, some typing necessary. Tues., Thurs., Fri.,
9am - 5pm. 535-0566

GENERAL OFFICE
Will train. Full benefit package
31171 W. 10 Mile
Farmington, Michigan, 48024

GENERAL OFFICE
Position for a self motivated person with good typing skills. Must be able to handle various assignments in an active environment. Apply in person at 26400 W. 8 Mile, between Beech Daly & Inkster, Southfield.

General Office
Our vital Southfield company seeks an individual with the capacity to handle a wide variety of general office duties that include typing, filing and greeting visitors. Non-smokers preferred. Call Judy 557-6412

GENERAL OFFICE
Position in Southfield company. Bank teller & keypunch experience preferred, with good secretarial skills. Typing 50 WPM. Able to deal with public & work with minimum supervision. Call between 9am and noon (no Tues.) at 353-3311, Ext. 17

GENERAL OFFICE
for community education department. Interesting diversified duties. Must be a flexible, congenial individual interested in working with people. Typing speed of 60 WPM. Competitive starting salary plus excellent fringe benefits. No phone calls accepted. Send resume to Aida Janos, Birmingham Public Schools, 550 W. Merrill, Birmingham, MI., 48012.

GENERAL OFFICE POSITION for Southfield manufacturing conglomerate. Must have previous office experience. Position requires a dynamic personality for heavy customer contact. This is a very diversified position & applicant must be a good typist & be able to handle a very busy phone. Full benefit package, salary commensurate with experience. Call 353-0711 to arrange an interview.

GENERAL OFFICE
High Tech, growing Corp. in Farmington Hills, seeking an experienced individual for immediate clerical opening. Skills in billing, computer data entry, communication experience & word processor operations. Salary commensurate with experience & education. Send resume & salary requirements, to: Digital Motions Systems, Inc., 23637 Research Park, Farmington Hills, MI 48024

GENERAL OFFICE, part time, accurate typist for pleasant office, 2 positions. Birmingham 258-6868 and Livonia 476-0400

GENERAL OFFICE
Experienced helpful. Full time. Grand River/Halstead area. 474-1037

GENERAL OFFICE
Immediate full time position available. Receptionist duties, filing, typing, for an insurance marketing firm in Troy. Good salary plus benefits. Send resume to: P.O. Box 99063, Troy, MI., 48099.

GENERAL OFFICE
Full time, typing 55 WPM, pleasant phone personality a must. Data entry experience preferred. Good salary & benefits. Send resume stating desired salary to: Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IBM word processor with Word Plus experience for Waterford company, contract positions
Call Marilyn 648-7660

IBM word processor with Word Plus experience for Waterford company, contract positions
Call Marilyn 646-7660

IMMEDIATE OPENING - for receptionist for computer, software firm. Must type & be good on phone. Please send resume to POS Inc. 30500 Telegraph, Birmingham, 48009

504 Help Wanted Office-Clerical

INSIDE - telephone surveyors - for Birmingham company, 2 shifts available, top dollar, contract positions. Call Nan 645-7660

INSURANCE AGENCY in Birmingham needs experienced Personal Lines person, pleasant telephone voice. Typing skills. Non-smoker. Days 646-6667. Eves. 681-0251

INSURANCE BILLERS needed. Experienced in hospital in-patient, outpatient, physicians and clinics. Knowledge of all third party. Send resume to P.O. Box 464, Bloomfield Hills, MI 48013

INSURANCE CUSTOMER SERVICE REP - Utica area. Minimum 2 yrs. insurance agency or company experience. Call Larry Ettle 939-1580

INSURANCE - Personal lines customer service rep needed. Experienced, must know coverage and rating, computer experience helpful. FRANK HAND AGENCY, 478-1177

INSURANCE SECRETARY, 24 months minimum agency experience. Personal Lines. Full time position, Farmington. 474-6934

INTERVIEWER
For busy Southfield office. This person will test and interview applicants and be extremely people oriented. Hours are Mon. thru Fri., 9-2 pm., yet flexibility is required. Please send resume or work history to:
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Statistical Clerks and Order Taking Clerks needed for one month assignment in the Redford area. Must be available for one of the following shifts:
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Experienced, day shift, full time, afternoon shift, part time, 8 hours per day, 5 days per week. Southfield location. 352-6740

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For Senior Citizen apartments in Dearborn. Knowledge of H.U.D. regulations and Section 8 preferable. Must have good typing and communication skills. Good benefit package. Salary commensurate with experience. Call 336-8855

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Mature, energetic person, typist, word processing knowledge helpful. Will train. No law office experience necessary - part time. Pay negotiable. Resume to: Mr. George Mann, 21500 Greenfield, Suite 202, Oak Park 48237.

LEGAL SECRETARY
Good skills. Will train. Non-smoker. Troy Law Firm. Resume to: Zamplas, Paskin, Nagi, 755 W. Big Beaver, Ste. 1615, Troy, MI. 48084

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LEGAL SECRETARY Entry-level with excellent typing, dictaphone transcription and spelling skills for law offices in Detroit Renaissance Center. Legal experience not essential. Blue Cross benefits & parking provided. Please send resume to Box 936, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Prestigious law firm offers lots of public contact. Front desk, phones and typing. Fee paid. $13,000 to start. Call 353-2090.
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LEGAL SECRETARY
needed for busy Southfield general practice. 3 yrs. experience required. Training available for IBM Display Writer System. Contact Stephanie 354-1550

LEGAL SECRETARY
2 Attorney Firm, across from Somerset Mall. Excellent salary & fringe benefits. Legal & word processing experience essential. Mail resume to: Franklin G. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI., 48084.

LEGAL SECRETARY - Medium size Ren-Cen firm seeks motivated, Legal Secretary with at least 2 years general legal experience. Excellent working conditions, benefits & opportunity for right person. Salary commensurate with experience. Send resume to: 600 Renaissance Center, 13th Floor, Detroit, MI., 48243, Attention: Gerald Dragg.

LEGAL SECRETARY - Workers compensation background helpful. Bloomfield Hills area. Call Gil 540-0333

LEGAL SECRETARY with minimal experience needed for Birmingham law firm. Must have excellent typing and language skills. Good benefits. Call Teresa 644-8801.

LEGAL SECRETARY
For busy law firm located in town center, excellent skills and experience are a necessity. Will train on word processor. Good benefit package. Contact Sheri 353-7820.

LEGAL SECRETARY
One to two years minimum experience in defense litigation necessary for downtown law firm. Good typing skills required. Send resume to: Secretary, 3266 Penobscot Bldg., Detroit, MI 48226.

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LEGAL SECRETARY for Southfield firm. Corporate and real estate law. General office experience and good typing required. Word processing helpful. Will train. Call 353-6850

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LEGAL SECRETARY
Downtown Detroit plaintiff personal injury law firm. Workers comp experience desirable. Salary commensurate with experience. Please reply to: S.R., P.O. Box 2704, Detroit, MI., 48231.

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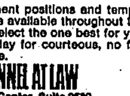

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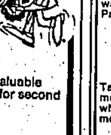

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