504 Help Wanted Office-Clerical

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Clerical positions available for

WORD PROCESSING
DATA ENTRY
RECEPTIONIST
TYPISTS 50 + WPM
TELEMARKETERS

We offer
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• Medical benefits at low rates
• No fee

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261-3510

ADMINISTRATIVE ASSISTANT
Position requires computer, clerical, word processing and statistical typing skills. Must be detailed and systems oriented. Send resume & salary requirements to: Personnel Manager, P. O. Box 7007, Bloomfield Hills MI. 48302

ADMINISTRATIVE ASSISTANT
for real estate investor in attractive Birmingham office. Excellent position for an organized, assertive person with detail orientation. Varied duties including handling both business & personal accounting, finance & phone calls, Travel arrangements & special projects. Call 646-7701

ADMINISTRATIVE SECRETARY
Full time with benefits. Provide administrative & clerical support to program director in a professional shtl. Supervisory experience & college courses needed in business & plus. Must have at least 2 years secretarial experience. Call Jim Bowen Bennett Sales with salary expectations to: Bennett Sales & Leasing Center, 27400 W 12 Mile, Farmington Hills, MI 48018 attention Personnel Department.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Budget Rent A Car is currently seeking an administrative assistant for its Birmingham and Southfield offices. This individual must type 55-wpm, have strong telephone skills, have excellent letter composition and organizational skills. We offer a competitive salary and benefits package. If interested please send resume and salary requirements to: (No phone inquires please)
Administrative Manager
Budget Rent A Car
8715 Wickham Rd
Romulus, MI 48174
An Equal Opportunity Employer

ADMINISTRATIVE ASST/ SECRETARY
2 yrs. employee benefits experience. Must be able to type 60-wpm, know shorthand/machine skills, experience with Symphony & DesignWrite 4 & knowledge of IBM PC. Send resume to: Attn: Personnel, 26555 Evergreen Road, Ste. 200, Southfield, Mich., 48076

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT, Birmingham, 2 years plus experience, excellent typing, word processing, administrative ability. Excellent opportunity for growth. Mail resume P. O. Box 437, Birmingham, MI. 48012

ADMINISTRATIVE ASSISTANT
Residential construction company seeking detail-oriented assistant for construction and marketing. Position to include clerical, customer relations, etc. Farmington Hills area. 474-6600

ADMINISTRATIVE ASSISTANT
Birmingham publishing firm seeks experienced administrative assistant for 2 vice presidents. Position requires accurate typing & filing and proficiency with shorthand at 80wpm. Minimum 3 years experience in executive secretarial level. Must be well organized & a self starter. Salary commensurate with background. Full benefit package. Send resume to:
Entertainment Publications, Inc.
Personnel Department
1400 No. Woodward Ave.
Birmingham, MI 48011
An Equal Opportunity Employer

ADMINISTRATION-OFFICE
Supervisor daily operations of law firm. Send resume & letter describing experience in supervising & scheduling workers, preparing recommendations for management, writing business letters/reports, implementing new systems & other pertinent information related to management capabilities. Acceptance of ing/bookkeeping in computer background required. We provide competitive salary, medical benefits, profit sharing. Bloomfield Hills location Please send resume to Box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A/P CLERK - Ann Arbor management co. currently in need of an Accounts Payable Clerk. 1-3 yrs. experience preferable. Good typing, data entry & organizational skills are necessary. Good starting salary & fringe benefits offered. Send resume to Personnel Dept., AP, PO Box 8628, Ann Arbor, MI. 48107.

AUTO DEALER
RECEPTIONIST
Ambitious, energetic person needed for exciting switchboard/cashier position. Opportunity to grow to the job! Apply in person between noon - 5pm. Mon. thru Fri. Action Dodge, 33850 Plymouth Rd. Livonia

A WELL ESTABLISHED Mortgage Banking Firm seeks programmer/analyst for a Secretary/Administrative Assistant position in Southfield. Upward mobility to the position of Commercial Mortgage Broker for the right individual. Excellent communication skills & ability to learn quickly are essential. Long hours & demanding work. Salary with incentive plan. Send resume to Box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

A RECEPTIONIST - for manufacturer in Auburn Hills, type 40 wpm, will order supplies, some switchboard experience on Dimension, Horizon or Executone helpful but not necessary. 515.000

SECRETARY - office manager for Birmingham manufacturer's rep, some bookkeeping experience helpful, good math ability, type 50 wpm. $15-$20K

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AUTO DEALER
Lee Standard of Dearborn, Dearborn, is in need of experienced office help. Call Scott for appointment.
565-5000

BILLING CLERK - Must type and use computer for order entry and billing. Contact Pat Peterson (Neat Treat) Inc. 24200 Plymouth Rd., Detroit, 313-862-4600

BILLING CLERK
Birmingham law firm seeking a take-charge billing clerk who possesses the 3 keys: experience (1 year) data processing skills. Send resume to:
Law Offices, Suite 300, E. Maple, Birmingham, MI. 48011.

BILLING CLERK
for production & service. Good pay, excellent benefits. Experience helpful. Send resume to: Box 158, 7911 Farmington Rd., Livonia, MI. 48150.

BOOKKEEPER
Auto dealership needs bookkeeper for service & warranty accounting. Excellent benefits. Apply in person: Bob Hodges, 30777 Northwestern Hwy.
An Equal Opportunity Employer

BOOKKEEPER
Entry level, mature & experienced, full or part time for Southfield accounting firm. $4.00 hr. 356-5846

BOOKKEEPER
Experience required. Part time. Good opportunity. Farmington area
474-1136

BOOKKEEPER
Experienced part-time. CPA firm. 10 MI./Southfield area. 424-6280

BOOKKEEPER - Farmington Hills/Livonia area. Dynamic accounting firm seeking bookkeeper to handle client/vendor accounts. Quashed applicant will be a non smoker, self starter with accurate data entry & 10 key skills. Ability to work well with public. Send resume to Box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER - experienced thru financial statement for corporation management office in southfield. Computer experience required. Send resume to: 29100 Northwestern #200, Southfield, MI 48034.

BOOKKEEPER
Experienced through general ledger. Computer experience required. Diversified position includes customer service. Excellent benefits. Send resume, including salary requirement, to: J. Lee Hackett Co., 23550 Haggerty, Farmington MI 48024, attn. Ms. Delaney.

BOOKKEEPER
Farmington area C.P.A. firm seeking experienced bookkeeper for Year Trial Balance, to work on multiple general ledgers. Send resume to: Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge. Experience necessary. Salary commensurate. Must be a self starting person with good accounting background. Non smoker. Send resumes: Coles Card, 377 Amelia St., Plymouth, MI 48170

BOOKKEEPER
Full time position available with a progressive financial institution in the Southfield area. College course work in Accounting along with recent experience in a financial institution required. Responsibilities include Accounts Payable, Direct Deposit, Reconciliations. Posting to a computerized general ledger. Ability to learn new computer terminal. Excellent opportunity for growth & advancement. Interested resume to: Sign Of Texas, Central Credit Union, P. O. Box 5210, Detroit, MI. 48210

BOOKKEEPER
full charge to handle diversified pc-counts in Southfield CPA firm.
352-6300

BOOKKEEPER, full time, for Birmingham area manufacturer's rep firm. Handle receipts and disbursements on computer, payroll, and prepare monthly financial statements. Typing required. Non-smoker.
Call Judy, 645-2111

BOOKKEEPER FULL CHARGE
Plymouth manufacturer/distributor seeks a dependable full charge Bookkeeper. 3-5 years experience required. Manufacturing background preferred. Generous salary and benefits. Please send confidential resume and salary history to: Mr. Toth, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an Equal Opportunity Employer

BOOKKEEPER, Part time, some computer experience necessary. Please call for an interview, ask for Louise or Joyce 528-3939

504 Help Wanted Office-Clerical

BOOKKEEPER FULL CHARGE
Progressive Southfield CPA firm with reputation for excellence seeks experienced full charge bookkeeper to join our professional Accounting department. Bookkeeper has travel to local clients' offices. Must have excellent interpersonal skills and possess strong bookkeeping ability. Business team player preferred. Computer experience & plus. Excellent salary and benefits package. Send resume with salary history to: Ms. Torrey, P. O. Box 931, Southfield, MI 48037.
An Equal Opportunity Employer

BOOKKEEPER-FULL-CHARGE
Growing Farmington firm looking for individual with integrity, experience thru adjusted Trial Balance. Good bookkeeping experience possible. Please send resume & salary requirements, to: Box 826, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Needed for busy medical house. Duties include: taxes, payroll, accounts receivable, bank reconciliation, computer experience helpful. Full time position. Apply at: Tyndall Podiatry, 26721 Plymouth Rd., Redford, MI.

BOOKKEEPER/RECEPTIONIST
Full time position for detail oriented, outgoing with a pleasant personality. Call Dr. Rosen, 626-0200

BOOKKEEPER SECRETARY
Non-smoker, 2 years bookkeeping experience, 55 wpm typing, good math ability, pleasant personality. Ability to work well with public. Resume To: P. O. Box 384, Plymouth, MI. 48170.

BOOKKEEPER/SECRETARY
Full time position for real estate development firm. Must be detail oriented individual with excellent typing & computer skills. Light bookkeeping & shorthand necessary. Call Bob, 645-5376

BOOKKEEPER/SECRETARY. Position open with a growing CPA firm. Word processing knowledge helpful, only 1x: Fast J Gambka, CPA, PC, 30600 Telegraph Suite 2725, Birmingham MI 48010

BOOKKEEPER - Upscale Birmingham retailer is looking for experienced bookkeeper. Must be knowledgeable with all accounting functions. Knowledge of Microsoft Computer experience a plus. Competitive salary & benefits. Send resume to The Drawingroom, 1560 So. Woodward, Birmingham, MI 48011.
An Equal Opportunity Employer

BOOKKEEPER WANTED- Part Time Night bookkeeping - Mon-Fri, Morning hours. Apply in person between 10am-3pm at: M C Sporting Goods, Eastern Meadows, 18110 Ford Rd., Dearborn, MI.

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BOOKKEEPER with Accounts Receivable & Payable experience for Livonia based wholesaler. Please call Dale 8am-12noon, Mon. thru Fri. 591-3111

BOOKKEEPING CLERK - full time if you enjoy customer contact, have good mathematic skills & a proven knowledge of basic bookkeeping machines, apply at: First of America Bank-Wayne, N. 33 S. Main, Plymouth
An Equal Opportunity Employer

Bookkeeping
Partial Listing of Positions
ACCOUNTS RECEIVABLE SUPERVISOR - We are looking for a pleasant place to work? Our exclusive client is a growing professional public company, is relocating to the Troy area. The ideal candidate will have an Associates in accounting, 3 years experience in accounts receivable; experience with the new accounts receivable system. Responsible for the recruitment and training of 3 staff positions. Excellent opportunity.

PAYROLL ADMINISTRATOR - Several positions available for experienced payroll professionals. Minimum 2 years experience with computerized payroll systems. 1 position requires knowledge of Word processing and LOTUS 1,2,3 a plus. Positions are in the Troy area and have great benefits.

BOOKKEEPER - Unique broadcast-ing firm in Southfield, seeking organized, professional, inquisitive individual with general bookkeeping experience. Must be detail oriented, data entry skills, be able to meet deadlines, flexibility required, good and communicate well. Once-in-a-lifetime opportunity.

HALF
Robert Half of Michigan, Inc.
26555 Evergreen Rd. #250
Southfield, MI 48034
358-2300

BOOKKEEPING
small bookkeeping firm in Livonia is seeking an experienced Person to fill a full time bookkeeping position. Knowledge of computerized accounting is a plus. Ability to work with people is a must. Contact: Sally Commandatore at 591-2200

BRANCH SECRETARY - experience preferred for a sales service office, moderate typing skills required, 30 hrs. per week, complete benefit package. Send resume to Operations Manager, Allstom 21300 Greenfield #273, Oak Park, MI. 48237. Attn: Lisa. No phone calls.

CHALLENGING POSITION for a busy W. Bloomfield office. Good telephone skills, light bookkeeping experience necessary. Must be extremely organized. Calls 851-1003

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Never a dull moment with a growing Health & Beauty Aids distributor. Use your good math ability and typing 615,000 to start, plus good benefits. Fax resume to Ann, 313-522-2090

Also 2 PM Appointments Available
SNELLING & SNELLING

CASHIER/WORD Processor - Computer company. Apply 34095 Plymouth Rd., W. of Farmington in Livonia.

CHURCH SECRETARY
15-20 hours. Deadline is Redford Twp. area. Experienced individual with typing & office skills. Non-smoker preferred. Send resume to: Personnel Committee, 28701 Joy Rd., Dearborn Hts., MI 48127

CLAIMS REPRESENTATIVE for handling workers compensation claims in Southfield office. Inside office position. Previous workers compensation experience preferred. Call Cindy at: 353-5800, ext. 234
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• Receptionists
• Data Entry Operators
• Secretaries
• Word Processing Operator
• Light Industrial
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Southfield - Livonia - Taylor
Troy - St. Clair Shores - Ann Arbor
Farmington

CLERICAL/ADMINISTRATIVE ASSISTANT
Full time position available in our Southfield office. Must have excellent math ability & calculator skills. Data entry a plus. Should have communication & organizational skills. Will need to be detail oriented, & work well with minimal supervision. Salary commensurate with experience. Send resume including salary requirements to: Operation Personnel, P.O. Box 5091, Southfield, MI 48086.

CLERICAL/ASSISTANT - Fashion merchandising background or education helpful. Will assist control sales order writing & reception. Mrs. Sloan 855-2500

CLERICAL - commercial/residential property management company located in Farmington Hills. Light bookkeeping and typing required. Call for appointment: 474-7205

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CLERICAL
Entry Level full time position available. Duties include general office work. Individual should be detail oriented and have good organizational ability. Pre-employment testing with full benefit package. Recent high school graduates or college freshmen with salary requirements or to out application at location below:

FRETTER APPLIANCE
Attn: Ann Kingsley Dept.
35901 Schoolcraft Rd
Livonia, Mich. 48150
(between Levan & Farmington)

CLERICAL/GENERAL OFFICE
Livonia. Looking for Self-starter to do billing, calculator, some phone work. Typing skills/good head for figures. Full-time. Reply to:
P.O. Box 2744, Livonia, MI 48151

CLERICAL
General office duties. Must be self motivated & organized. Mandatory Shorthand & typing at 100 wpm. Computer experience helpful. Competitive salary with excellent benefits. Please send resume WITH SALARY REQUIREMENTS to apply in person between 9am-1pm at:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL
Good typing skills, bookkeeping and calculator experience helpful plusses. Full-time in Southfield prospect for permanent position required. Call Mon. thru Fri. 9am to 5pm.
352-2015
An Equal Opportunity Employer

CLERICAL ORDER DESK
Experienced person to work with medical supply firm in Northville in ordering & customer service control. Must be able to type, use CRT keyboard & calculator. Good benefits. Send resume to: Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST/RECEPTIONIST
Must possess ability to use data-phone & word processor. Good telephone skills. Pleasant location. Prior office procedure required. Private professional Southfield firm.
355-0280

504 Help Wanted Office-Clerical

CLERICAL
PART-TIME
MERRILL LYNCH
BLOOMFIELD HILLS
Mon. thru Fri., 15 hours per week. Job starter for-mid school year (40 plus WPM), organizational skills and attention to detail required. Office will consider recent high School graduate. Good math skills, good grammar, strong work ethic a must. If you are cheerful, positive and thrive on hard work, send resume to:
P.O. Box 919
Bloomfield Hills, MI. 48303-0915
Att'n: N. Lark

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• Clerks
• Typists
• Data Entry
• Secretaries
We have long & short term assignments in the Livonia area offering top pay. Call for an appointment today.

Somebody Sometime
261-1262

CLERICAL POSITIONS available for hardworking, organized individual. Typing skills required. Farmington Southfield. Qualified individuals call Cindy at 353-5800, ext 234
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CLERICAL - Typing, filing, phones. Good organizational skills. Computer experience helpful. Flexible hours. Monday thru Friday. Job sharing possible. Near Lyndon. Salary commensurate with experience. Send resume and salary history to P O Box 272, Walled Lake, MI 48088

CLERICAL
WORD PROCESSING
TYPIST

Part time, Mon - Fri., about 5 hours per day. We need a dependable, outgoing person to complement our current business office staff. Mostly word processing, some word processing/typing required. Also require ability to learn new skills quickly. Send resume to: P.O. Box 918, Westland Convalescent Center, 36137 W. Warren, Westland

CLERK TYPIST
Immediate opening for clerk typist to handle secretary typing requirements. We also work with computer & do other clerk functions. Full benefits. Livonia location. Reply to Box #870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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