504 Help Wanted Office-Clerical

CLERK - GENERAL OFFICE
Duties will include order entry & invoicing using MICRO SHOP & FACTS computer systems. Duties will also include customer telephone contacts & routine office functions. Southfield area. Opportunities only for Box #880 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK III
Part Time Days
Opportunity for mature individual to assist Director's office as Secretarial Assistant. Ability to type 50 wpm and perform varied clerical duties is necessary. Strong written and verbal communication skills a must. Position offers schedule flexibility and an attractive wage. You may apply in person or send resume to:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4227
An Equal Opportunity Employer

CLERK TYPIST
Excellent opportunity for sharp, careful typist to learn a little bit about variety of duties in a newer pleasant Southfield office with good benefits. Prior experience helpful. Send resume to Box #738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST - HOURLY
No typing required for this part time position. Approx. 20 hours per week in Livonia branch office of Citizens Insurance Company of America. General clerical duties including mail, good communication skills. Ideal entry position.

Send resume in confidence to: CITIZENS INSURANCE COMPANY OF AMERICA, Attention: Don Pace, Branch Manager, P.O. Box 9307, Livonia, MI 48151
An Equal Opportunity Employer M/F

CLERK TYPIST
Ideal entry level position available in Southfield office of Citizens Insurance Company of America. Duties include general clerical functions with some phone work and public contact. Good communications skills important. Typing helpful, but not necessary. Excellent benefits including dental.

Send resume and salary requirements to: CITIZENS INSURANCE COMPANY OF AMERICA, Attention: Pat Lanthier, Claim Support Supervisor, 26901 Northwestern Highway, Suite 612, Southfield, MI. 48076. 352-3122
An Equal Opportunity Employer M/F

CLERK/TYPIST
Life insurance company located in Plymouth has opening for clerk/typist. Figure aptitude, typing (35-40wpm), & data entry skills required. Contact Personnel Department.
Mutual of Omaha
333 Plymouth Rd.
Plymouth, MI 48170
453-8500

CLERK/TYPIST
Start as a clerk/typist & advance to office management in a high tech consulting company. Excellent typing skills, good work habits & professional attitude essential. Computer exposure helpful. Please send resume to: Remyk Consulting Group, 29200 Northwestern, Suite 320, Southfield, Mich. 48076

CLERK/TYPISTS
Detroit based company has Entry Level Clerk/Typists. Candidates should possess a minimum typing speed of 40 wpm, accuracy and maintain general clerical knowledge. Excellent advancement opportunities. This position is full time with complete benefit package. For consideration, forward resume to: P. O. Box 779, Detroit, MI. 48231
An Equal Opportunity Employer

CLERK/TYPIST
2 full time entry level openings in Birmingham law firm for mature dependable persons with word processing experience.
Call Linda 540-7701

COLLECTOR
Alarm company seeking self-motivated, aggressive individual for collections position. Must have good phone communication skills and typing proficiency. Position offers opportunity to handle account reconciliation. Good benefits package. Competitive salary & benefits. Submit resume to: Guardian Alarm, 26800 Southfield, Southfield MI 48075 Attn: Personnel

COLLECTOR-PHONE
Full time some experience helpful. Will train. Call 547-7944

COMMERCIAL
PLACEMENT SPECIALIST/PAYROLL
Pleasant surroundings 1 years experience Benefits Southfield
557-0525

COMPETENT part timer needed in Leyden's office to do general office work, phone work, computer work. Bloomfield Approx 30 hrs/wk. Call Ann 851-7000 from 9-5 pm

COMPUTER DATA ENTRY
Knowledge of book keeping. Lotus spreadsheet a + . Southfield area. Call Mrs Rosenfeld 968-3223

CPT
Word Processor Needed
10 work full time in major Ann Arbor Corporation. Must be professional, type 65 wpm accuracy. $8.50 per hour.
ARBOR TEMPS
761-5252

CREDIT INVESTIGATOR
Fast growing Northwestern leasing company needs people for credit investigation & general office work. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, MI 48018. Attn: Personnel

CUSTOMER SERVICE SECRETARY
for insurance agency, must be both service & sales oriented, person who prefered but not essential. Full time. 557-7410

CUSTOMER SERVICE
Leasing company needs person for customer service, pleasant phone manner, typing skills helpful. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, MI 48018. Attn: Customer Service

CUSTOMER SUPPORT SECRETARY
Extremely pleasant voice, result oriented & self motivated high volume group. Typing skills helpful. Call, set for Pete Mills 477-3738
American Medical Systems, Livonia

CUSTOM INJECTION molding facility has an immediate opening for an Engineering Secretary. Qualified candidate must have typing skills, good communication skills, both written & oral, & experience with word processing. Background in engineering helpful but not necessary. We offer a pleasant atmosphere, good salary, company paid benefits, growth opportunities, and a caring atmosphere. Please send a resume today to:
OFFICE MANAGER
P.O. Box 794, Sterling Heights
MI 48311-0794
An Equal Opportunity Employer

DATA ENTRY/Clerical - full time position for general office work. Will train right person. Salary commensurate with experience. Knowledge of ADS-Master helpful. Send resume in confidence to: ADS-Master, 3000 Orchard Lake Rd., Pontiac, MI 48341-1151

DATA ENTRY CLERK
Some typing experience required. Full benefits, salary to $5.00/hr. Call 851-3721 Northwestern Highway, Suite 250, Farmington Hills, MI 48018. Attention: Accounting Manager.

DATA ENTRY PERSON
Full time, Mon-Fri, Southfield area. Light typing skills and for responsible and thorough worker with data entry experience. Pay commensurate with exp.
Call 569-0400

DATA ENTRY
To assist data processing department. Immediate and future 1-3-6 mo. assignment in Southfield. Experienced data processing, salary history, typing 35 wpm, data 6 months. Call Tom Cotner, Suite 800 Southland Mall Southfield
ATTENTION JEAN WILEY

504 Help Wanted Office-Clerical

DATA ENTRY CLERK
FRETTER APPLIANCE has a part time position available in the Data Processing Department. Responsibilities include basic bookkeeping, data entry and general clerical duties. Good typing skills are a plus. Excellent benefits package. Apply in person:
FRETTER APPLIANCE
33901 Schoolcraft
Livonia, Mich. 48150

DATA ENTRY
CPA firm in Bloomfield needs accurate, numeric data entry person. Long term, benefits.
TEMPORARY SOLUTIONS
645-0900

DATA ENTRY, full time. West Bloomfield sales office. Computer typing experience required. Call Ann 855-6433

DATA ENTRY
leasing company located in Farmington Hills seeks a person for entry level Data Entry. Send resume to: LAC, 30955 Northwestern Hwy., Farmington Hills, Mich 48018. Attn: Data Entry.

DATA ENTRY - PART-TIME
Typing or computer experience preferred. Evenings and weekends. Apply within: Art Van Furniture, 2172 Pontiac Trail, Nov. Across from Twelve Oaks Mall

DENTAL ASSISTANT for children dentist office in Bloomfield area. Are you an enthusiastic, experienced dental assistant with a caring manner? Are you dependable & organized? If so, please call for interview 647-5456

DENTAL PLAN has immediate opening for a full time clerk. Must be at least 18 yrs. old, age with good driving record. Must have excellent typing, and organizational skills. Please call Mary Ann 353-8410

DESK/INVENTORY CLERK
Self-Starter to take Phone Orders; calculator, good typing required. Full time. Send resume to: P.O. Box 2744, Livonia, MI. 48151

DETROIT law firm wants Bookkeeper with PC knowledge for data entry. Full time, Mon. - Fri. Ask for Diane at 961-1525.

ENTRY LEVEL CLERK - part time, Southfield area. Will train right person to Personnel Director, 19300 W 8 Mile, Southfield MI 48075

EXECUTIVE SECRETARY
Farmington Hills finance company has immediate opening. Ideal candidate be personable & have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Personnel, 40420 Ivywood, Plymouth, Mich. 48170.

EXECUTIVE SECRETARY
Southfield company looking for an executive secretary, excellent skills, professional & mature individual. Top pay & benefits
MANPOWER
TEMPORARY SERVICES
353-8780

EXECUTIVE SECRETARY/Administrative Assistant Trainee. Up to $300 per week plus bonus. Small office, full time days. Salary, plus bonus. Contact Chris. 559-0710

EXECUTIVE SECRETARY needed for rapidly growing Birmingham retail establishment. Typing, word processing, and excellent communication skills necessary. An excellent opportunity for those seeking challenge in personal growth. Excellent wage and benefit package available. Interested person contact Mr. Stevens between 10- 5 at 540-2466
An Equal Opportunity Employer

EXECUTIVE SECRETARY/Bookkeeper - 2 years experience required, degree preferred, word processing utilizing multi mate, accounting using Bookmar III & 1-2-3 experience preferred. Strong independent highly motivated individual with excellent customer contact skills required. Forward resume & salary history: Hortman, Electrical Testing Inc. 1957 Larchwood, Troy, MI 48083-2228

EXECUTIVE - secretary - experience required for growth firm, typing 65 wpm, good math aptitude training provided, good processing benefits $17,000 + paid

JAPANESE - secretary, Southfield, good typing for national corporation, good hourly rate Fee paid
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
America's largest full-service real estate company in Farmington Hills seeks experienced, mature executive secretary who wants a challenge & has good organizational, communication & correspondence skills. Word processing skills necessary. Salary commensurate with experience. Call Martha 737-9323
COLDWELL BANKER
Executive Secretary
Masco Industries, a highly successful Fortune 500 metalworking manufacturer is seeking an Executive Secretary for our Redford facility.

Working in a one Secretary environment with a group of Staff Managers. Skills Required are Shorthand Dictation, the ideal candidate will be an independent, self-starter with excellent typing and communications skills. Word processing experience is required shorthand skills a definite plus.

We offer a competitive compensation and benefit package. For prompt, confidential consideration, please send your resume to:
Masco Industries
Executive Recruiting-SES
21001 Van Born Rd.
Taylor, MI 48018
An Equal Opportunity Employer

EXPERIENCED RECEPTIONIST for busy Southfield Law Firm. Hours: 8:30am-5:30pm. Salary commensurate with experience. Knowledge preferred. Contact Stacy, 358-2600

FANTASTIC OPPORTUNITY
Does your current job run you ragged without providing a decent salary or checking bit? What you need is a change to an organization that cares about its employees. We require a minimum of 35wpm typing skills, excellent communication & organizational skills, attention to detail, ground in engineering helpful handling telephone & walk-in traffic, good salary, company paid benefits, growth opportunities, and a caring atmosphere. Please send a resume today to:
OFFICE MANAGER
P.O. Box 794, Sterling Heights
MI 48311-0794
An Equal Opportunity Employer

FARMINGTON HILLS - swimming pool company has a receptionist position for typewriter office & store help now and approximately April Oct. 15. Call Carol Roberts 851-1510

FILE CLERK
Downtown Detroit law firm seeks file Clerks for full-time positions, salary commensurate with ability. Starters with good organizational skills, detail oriented, high typing & word processing skills, excellent attendance record. Legal experience helpful but not required. This is an entry-level position with potential for advancement in our expanding word processing department. Competitive benefits full benefits. For consideration, call:
Pat Clark
P.O. Box 779
Detroit, MI 48231

FILE CLERK
for busy Southfield law office.
Call Barbara 355-0877

FILE & ERRAND PERSON
Full time Southfield location, $4 per hour. Must have own car. Call Ann Marie Pancake corp. Call Alice 352-4484

504 Help Wanted Office-Clerical

FILE RECORD CLERK
Farmington Area law firm. Mature person preferred. Part time, hours flexible between 8:30am-5pm. Mon-Fri. Call Mary 476-2000

FILING/COPYING CLERK- Part time entry level position for dependable person. Flexible hours with advancement and full time work possibilities. Apply in person: Mr. Yates J.F.Sinclair & Co., 27476 W 5 Mile Rd., Livonia, MI 48154.

FRONT DESK *
WORD PROCESSOR
Excellent 1600 TS operator. Growth and advancement. Great important clients and learn the practice procedures. $13,000 to start. Good benefits. Fee paid. Call Ann at 313-729-7000.
After 5 PM. Appointments Available
SNELLING & SNELLING

FULL TIME PERSON
for a fast paced office. Excellent phone manner, light typing & filing. Apply for customer service hours: 8-5pm Keego Harbor area. Full benefits if desired. Send resume to PO Box 6338, W Bloomfield, MI 48322

FULL TIME RECEPTIONIST - for travel agency, typing skills required. Call Joint 644-1500

PART-TIME General office. Must have bookkeeping experience. Flexible hours. 8 or 5 but will train the those who qualify. 98 50/hr. Call Lindsay at 557-2337

GENERAL OFFICE for auto service dept. Answer phones, warranty claim work, write repair orders and good with customers. Wayne area. Apply: 33640 Michigan Ave.

GOOD TYPIST for full time job in Troy area. Reply to Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GOLF BOOKKEEPING COMPANY seeking individual to fill part-time billing position. Computer/trucking experience a plus. Call Katherine at 522-1400

HELP WANTED- Office Assistant- Part time, bright, responsible student. Typing skills a plus. Farmington Hills. 737-2327

INSURANCE AGENCY
Farmington Hills. Person experienced in personal lines, coverage, answer phones and incoming and outgoing mail. Please send a brief resume to: Box 966 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Part time. Ideal needs secretary for president. Must be personable & have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Personnel, 40420 Ivywood, Plymouth, Mich. 48170.

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Call Barbara 355-0877

FILE & ERRAND PERSON
Full time Southfield location, $4 per hour. Must have own car. Call Ann Marie Pancake corp. Call Alice 352-4484

504 Help Wanted Office-Clerical

General Office
Southfield company has delightful entry level position for reliable individual. General office duties include pleasant phone personality required. Salary $183 a week.
353-6620

GENERAL OFFICE - Full-time friendly person needed for invoice posting, telephone and general clerical duties. Knowledge of Lotus helpful but not necessary. Good working conditions. Have benefits. Apply in person between 9-11 only. Farmington Hills 1800 Thunderbird, Troy, MI. Please no calls

GENERAL - receptionist for Troy office. Typing (type 45 wpm) Pleasant telephones, relaxed office. $1168/mo. Call Diane at Universe 646-8500

GENERAL SECRETARIAL

Busy Troy office desires dependable individual for general secretarial position. Individually minded - typing some data entry, varied clerical responsibilities. Excellent benefits. Experience preferred. Call for interview.
646-6504

GENERAL - secretary for major auto supplier, light word processing experience (Word Perfect), strong typing 3 or 4 but will train those who qualify. 98 50/hr. Call Lindsay at 557-2337

GENERAL OFFICE for auto service dept. Answer phones, warranty claim work, write repair orders and good with customers. Wayne area. Apply: 33640 Michigan Ave.

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GENERAL OFFICE - Part time. Ideal needs secretary for president. Must be personable & have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Personnel, 40420 Ivywood, Plymouth, Mich. 48170.

GENERAL OFFICE
Needed Mon.-Fri., 8-4. Must have good speaking manner, light typing, receptionist work.
272-8375

GENERAL OFFICE
Typing, telephone and computer experience. Apply in person only.
Livonia Mall Management Office
29500 Schoolcraft & Middlebelt.

GENERAL OFFICE HELP for busy Farmington Hills office. Part time, Mon-Fri. Filing, answering phones and some typing. Perfect for the college student.
471-0510

GENERAL OFFICE: Mature person for sales agency. 30 hours to start. Typing, filing, phones, basic bookkeeping, excellent communication skills. Call Mr. Ryan 1100 E. Big Beaver, Troy, MI 48083

GENERAL OFFICE work in law office. We will teach legal skills if you have typing skills. M-F 40PM reception. Salary negotiable. Plus benefits. New building on Northwestern Hwy. near Lily.
737-4747

GENERAL OFFICE/CLERICAL For Birmingham CPA firm, must have good typing, adding machine skills, limited bookkeeping experience and micro computer skills helpful. Full or part-time. Contact Debbie, 258-5500

Entry level position for person with good clerical skills, math aptitude, typing 45 wpm. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

GENERAL OFFICE- permanent full time position in executive office at 12 Mile & Northwestern. Typing 35 wpm, good math & some computer skills required. Mon.-Fri., 9:00am-5:00pm. $5/hr. to start. Mrs. MacDonald, Homewarder Shoes. 353-0400

GENERAL OFFICE
Apartment complex in W. Bloomfield area. Computer office assistant. Pleasant personality, typing & office skills. Send resume to:
Judy, 5400 Seminary Rd., West Bloomfield, MI. 48322.

GENERAL OFFICE
General office positions available at Farmington Hills location. Responsibilities will include matching invoices, processing orders, filing, and other related duties. Previous experience required. Benefits included. Call
553-6260

GENERAL OFFICE
Real Estate Development Firm in Birmingham seeks individual with good typing skills & phone manner - receiving helpful. Qualified individual should have strong work ethic, ability to work independently, motivated to succeed. Ms. J. Yates Associates, Suite 107, Birmingham, MI 48009.

GENERAL OFFICE SUPPLIER to Automotive OEMs. Assist Account Manager & Sales Engineer, keeping records & reports on sales performance & engineering projects. Process & track quotations & orders. Good verbal, written & typing skills required. Computer experience helpful. Minimum 3 years general office experience (preferably with OEM's) Adaptability & flexibility a must. Excellent benefits. Beginning rate $1350 month, more with added experience. Non-smoking environment in new Sales/Tech center near Lake Leelanau. Mail or fax resume to: Sales Manager, P.O. Box 418, Nov, MI 48050 by August 15, 1988
An Equal Opportunity Employer

GENERAL OFFICE - person for small Redford area law office. Part time, possible experience preferred. Contact Sharon 534-1733

GENERAL OFFICE WORK
Experienced a mature, Apply: 340 Vanoy, Westland, corner of Cherryhill.

GENERAL OFFICE- Full Time
Typing, book work, data entry, Bloomfield Hills area.
Call: 858-7800

GENERAL OFFICE
Full time for Livonia based corporation. Phone experience helpful. Call Linda between 1-3pm. 421-0616

GENERAL OFFICE
Immediate openings for CPA firm in Farmington Hills Area. Must be good typist. Also need file person with car. Call Marilyn 855-8200

GENERAL OFFICE & RECEPTIONIST CLERK. Must be over 18 with valid driver's license. Some typing required. Apply at Stark Hickory West Leasing, 25645 Grand River, Redford.
533-1380

GENERAL OFFICE
Must have office & telephone skills, one year computer experience preferred. Payroll helpful plus research report writing ability. Secure Southfield location.
558-1061

GENERAL OFFICE people, type 50 wpm, for major Livonia, Plymouth & Canton corporations. Free training on word processing for those who qualify. 55-60/hr. Call Jan at Universe
537-0841

GENERAL OFFICE/SECRETARY
Farmington Hills CPA office seeks non-smoking, motivated individual for word processing & light typing. Telephone skills & good telephone manner required. Call Judy
855-8108

GENERAL OFFICE CLERK needed for large CPA firm in Troy. Duties include processing tax returns, filing and other duties. Send resume to Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - typists (40-55 wpm), 3/- accounts payable or AR/AP, Display lines 3 & 6 & Personnel. Temporary to perm assignments agency in Oakland County. Free training. 84.00-$10/hr. Call Sharon at Universe
557-0084

GENERAL SECRETARY/Receptionist. Good clerical, typing & telephone skills a must. Full time. Send resume & references to: Box 10, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Farmington Hills, Mich. 48331

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Birmingham litigation law firm. Full time, experienced. Good pay & benefits. Send resume: Attn. Robin, c/o Miller & Lemberg, 201 S. Bagley, Suite 2301, Birmingham MI 48010

LEGAL SECRETARY
Prymouth law firm has opening for legal secretary. Send resume to Box 944Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, wanted for busy Ann Arbor firm. Labor litigation experience a plus, word processing experience required. Medical preferred. Send resume to: Secretary, 100 Renaissance Center, Suite 1515, Detroit, MI 48243-1073

LEGAL SECRETARY
Immediate opening for legal secretary. Permanent position. Farmington Hills Area. Good benefits. Salary negotiable. Good grammar & typing skills required. Word processing experience preferred with references. Nonsmoker.
553-9100

LEGAL SECRETARY
Southfield law firm seeks experienced legal secretary with computer skills & administrative ability. Good benefits. Salary commensurate with experience.
Call 258-3014
An Equal Opportunity Employer

LEGAL SECRETARY - experienced, part time hours 9-2 Mon. Ed. & Tues. grade area, Bloomfield.
335-5220

LEGAL SECRETARY - Rochester, part time hours. Excellent typing, grammar, spelling & word processing skills. Call Ann
852-6650

LEGAL SECRETARY
EXPERIENCED
Full time Bingham Center
Birmingham. Ask for Terry 644-2833

LEGAL SECRETARY, experienced with excellent skills for Southfield office. Salary commensurate with experience. Call
355-4300

LEGAL SECRETARY
Mid-sized Southfield trial law firm, IBM-PC experience, secretary to assist litigation attorney in banking, commercial & real estate.
542-1920

LEGAL SECRETARY for managing partner of Southfield personal injury firm. Positions available for two professionals: IBM P.C. Displaywrite 3/ Lotus 1-2-3 experience. Salary includes medical & dental. Contact Laurie at
443-1500

LEGAL SECRETARY
to partner of Troy law firm. 2 yrs legal experience, excellent working knowledge of word processing, familiar equipment. Organizational & word processing skills. Call Pamela. Please send resume to: Kelly, 3290 W. Big Beaver, Suite 310, Troy, MI 48084

LEGAL
SECRETARIES
Construction Lit experience. Great salary. Bloomfield location. $18,000. to $20,000.

Real Estate expertise. Southfield, Wyndham Plaza. Need three. $18,000. to $22,000.

Criminal Law, Med Mal. Downtown, IBM P.C. WORDPERFECT. Training available. $14,000. to $16,000.

Estate Planning, Tax, Southfield, WP, a plus. Self-Starter. $17,000. to $20,000.

General Practice, Troy, IBM P.C. Wordstar 5. Professional image. $16,000. to $19,000.

Billing Clerk. Training (good with Math) O.K. WANG, a Plus. Troy. $11,000. to $12,000.

We're swamped with legal-oriented opportunities! Call this week on your own or others. No fees to you ever.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075
358-0060

ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-2909

LOOKING FOR someone with good communication skills, experience in answering phone, light accounting, typing and filing. Part time - 18 hours per week. Call Ann Marie Pancake, P.O. Box 2361, Schoolcraft Rd., Livonia, MI 48150

MANAGER'S SECRETARY

Large suburban based HMO seeks individual for secretary/receptionist position. Requires typing 50-wpm, shorthand, & 3 years experience in secretarial capacity. Medical terminology helpful. Salary DOE. PC preferred. Position requires a highly organized individual with the ability to work under pressure. Excellent salary & benefits package. Call Mr. Friedman at 559-0400

MEDICAL OFFICE
EMPLOYEES
We are looking for qualified individuals for the following:
- Hospital/Physician Billers
- Medical Transcriptionists
- Typists
- Data Entry Clerks
- Medical Secretaries

For more information, please call:
TEMPRO
24100 Southfield Rd.
Suite 315
Southfield, MI. 48075
443-5590

MEDICAL PSYCHIATRIC Secretary, part time. Will be working ½ time for Doctor and ½ time for Nurse, but will fit work around your schedule. Must be experienced in medical terminology and have good organizational skills.
556-0140

MORTGAGE ADJOUNTING Department. Well established Southfield Bank has an opening for an Investor Analyst. Ideal candidate will have basic accounting skills necessary. Mortgage experience a plus. If qualified, please contact Cheryl, to arrange an interview
358-2400
An Equal Opportunity Employer

MORTGAGE PROCESSER
& MORTGAGE CLOSER
Looking for highly motivated, very detail oriented individual to join our career with a growth company. Must have Computer/Word Perfect 5.0 experience. Call Warren Carr, Homecomings Mortgage.
366-3340

OFFICE CLERK. Part time, typing and phone. Livonia area.
261-7878

OFFICE/CLERICAL - Challenging growth opportunities for experienced people with a diverse background. Duties include word processing, data, very and detailed oriented. Ability to work independently, resume and salary requirements to: Box 17200 N. 12 Mile Road, Box 700, Southfield, MI 48076. Ms. Sim.

OFFICE CLERICAL-Part Time. Well established Southfield law firm seeks person for handling phone orders and general office work 20 hours per week. Hwy
348-8410

504 Help Wanted Office-Clerical

OFFICE CLERICAL
Phones, typing, filing, billing, Word Processing. Light bookkeeping. Gerald Stone, 522-1937 or send resume to: Office Manager, 34443 Industrial, Livonia, Mi. 48150

OFFICE CLERK
Full time position for a large retail store in Dearborn. Some experience preferred.
846-4117

OFFICE HELP - Re/Max Executive - Farmington Hills now hiring part time help for afternoon, evenings & weekends. For more information, call Lisa.

OFFICE MANAGER - wanted for architectural firm. Must be experienced in all phases of office operations, knowledge of payroll & payroll taxes necessary. Computer experience helpful. Profitable fee.
Franklin Village. 851-5022

OFFICE MANAGER/Communications Coordinator - Full time position to handle accounts, answer telephone & make computer entries. Troy location.
879-7000

OFFICE MANAGER
For professional office. Must be people-oriented, non-smoker, able to work flexible hours one evening & Sat. Some computer experience desired. Consider applying career minded top pay & benefits. Send resume to: Office Manager, 30 W. Big Beaver, Dearborn Heights, Mich. 48127

OFFICE MANAGER NEEDED
Good typing, bookkeeping experience required. Background in construction industry helpful. Call 477-5734
737-4753

OFFICE MANAGER - FINANCIAL
Supervise bookkeeping, responsible and purchasing in health care office. Computer experience helpful. Reply to: Box 1092, Box 1092, Bloomfield Hills, MI 48013

OFFICE MANAGER
For small Northwestern Hills company. Must be able to supervise bookkeeper, handle all activities for 8 people. Good phone & sales skills.
Call 478-0625

OFFICE MANAGER BOOKKEEPER
8 years bookkeeping experience, 3 years office manager experience for manufacturer. Computer literate: Experience implementing, bookkeeping functions. Reply to: Box 1092, Bloomfield Hills, MI 48013

OFFICE MANAGER
Fast paced Southfield company seeks Receptionist/General Office Clerk with good phone manner and front desk appearance. Must type 50 wpm. Call Sue
353-3209

PART TIME TELEPHONE
RECEPTIONISTS-Days, afternoons, evenings, weekends. Call Mr. Ryan
353-3103

PAYROLL SPECIALIST
Large Southfield company seeking energetic & accurate payroll person. Must have knowledge of payroll plan. Benefits. Great opportunity for advancement. Send resume to Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PBX OPERATOR
Experience preferred. Personable & friendly. Apply Mon-Fri 8-4:30pm. Embassy Suites Hotel, 28100 Franklin Rd., Southfield.

PERSON FRIDAY wanted. General office, light bookkeeping. Call between 9am-12Noon, Mon.-Fri., Farmington Hills area. 626-6168

PERSON FRIDAY for advertising agency. Detail-oriented, proof reading, good typing skills & typing required. Opportunity for advancement. Salary commensurate. Send resume to Auburn Hills, Send letter to: Business Manager, 1 Cole, 440 Renaissance Center, 8th Floor, Detroit, Mich. 48243

PERSONNEL
SECRETARY
Needed are your excellent secretarial skills. Work in our Tech Center in a large growing company in Southfield. Perfect opportunity for a person with training, hiring, & good interpersonal skills a plus.

Call today, your response could change your future with this new challenging position.
ONYX
356-6699
Friday pay the Onyx Way

POSITIONS AVAILABLE Part time clerical assistant for Southfield office. Also part time Telemarketing positions. Typing skills & pleasant personality a must. 24600 Southfield, Livonia.
525-4500

PRESS TRAINEE
For print shop in Redford area, full or part time. Female or male. Call between 9-4 at 532-5420.

PRODUCTION SUPERVISOR

Growing CPA firm needs top notch professional to supervise secretarial pool. Long term, top pay, benefits.

TEMPORARY SOLUTIONS
Birmingham 645-0900

PROMINENT COMPANY in Southfield is seeking a part time business reporter. Should have some office skills required. Some college preferred. Flex hours. Ask for Harry between 1-3pm.
351-9609

PURCHASING AGENT
Prymouth based custom design and decor manufacturer is seeking an experienced purchasing agent to report to our president as a product development. Applicants must step in and take charge of all phases of department, including inventory. Must have experience in dealing with a large number of vendors and purchasing a wide variety of materials. Ability to negotiate terms and pricing. Pay commensurate with experience. Resume and salary requirements to: Box 944Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

PURCHASING CLERK
Light typing, clerical and expediting. No experience, training provided between 4PM-9PM. 464-0100 Ex. 522

RECEPTIONIST/CLERK
Entry level, typing requirement 55 wpm. For Farmington Hills law firm. Call Kathy 851-7000

RECEPTIONIST - full time permanent position for busy Birmingham law office, typing a must, legal helpful, call between 9-3
644-9810

RECEPTIONIST-Experienced receptionist needed full time for fast paced office. Farmington Hills area. Ask for Rose.
851-1100

RECEPTIONIST - Now! area. 1 to 2 years experience. Good phone & organizational skills. Some typing. Days, 30-35 hrs./week. Call Kathy Mon.- Fri., 10am-3pm. 625-9600

RECEPTIONIST/File Clerk
Recent high school graduate or college student. Light typing. Full time position with a Southfield lawfirm. Applicant should be pleasant & enjoy working with people. Mrs Kish, 357-2000

RECEPTIONIST - Entry level position for a Birmingham law office. Enjoy smoke free environment, good manners, light typing and filing. Full time position, 8 to 5:30, with full benefits. Call Tony.
258-2700

RECEPTIONIST
Part time position answering phones, typing, filing, running errands. Must be mature, dependable, non smoker. Farmington Area. Between 10am-5:30pm at
626-6004

RECEPTIONIST /GENERAL
For Southfield Law Firm. Investigement firm. Light typing, professional image and experience helpful. Salary negotiable and pleasant working environment.
Call Ann 557-2000

RECEPTIONIST/SECRETARY
Immediate opening for busy Farmington Hills Management Company. Light typing, telephone, computer experience helpful. Salary commensurate with experience.
478-7200

RECEPTIONIST/OFFICE ASST.
for apartment project near X-Way and City of Redford area. Part time, 4 hours a day, 5 days, approx. 11 to 3 PM. Data processing helpful, word processing helpful. Send resume to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Immediate opening for busy Farmington Hills Management Company which operates hotels, apartments, condos & restaurants. Word processing experience required. Telephone skills & exposure to various business directions. Please call between 11:30am
478-7880

RECEPTIONIST/OFFICE ASST.
for apartment project near X-Way and City of Redford area. Part time, 4 hours a day, 5 days, approx. 11 to 3 PM. Data processing helpful, word processing helpful. Send resume to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time, dependable, non-smoker with good verbal and typing skills. Apply: Mr. Ryan, 1100 E. Big Beaver, Troy, MI 48083

RECEPTIONIST/TYPIST - minimum 55 wpm, computer experience helpful, non smoker, must be dependable & friendly, call Mary Ann 476-1735

RECEPTIONIST
Dental office. Full or part time considered. Maple/Telegraph Area.
626-1144

RECEPTIONIST - Busy Farmington hills sales office needs person with pleasant telephone voice, light typing skills. Full time position, immediate opening. 8am-5pm 855-4050

RECEPTIONIST-needed for busy construction company. Must be able to handle high pressure telephone. General office duties also required. Contact Joan at
478-7877

RECEPTIONIST- Duties will include light organizational & communication skills, salary & benefits based on experience. Farmington Hills area. Call Ms. Ryan
559-8820

RECEPTIONIST needed 3 PM. - 9 PM. Mon. - Fri. Some typing and filing required. Send name to: Eastwood Clinic, 1771 W. Big Beaver, Troy, MI. 48084

RECEPTIONIST - National mail order computer company is looking for a bright, friendly receptionist. Monday thru Friday, 9 am - 1 pm.