504 Help Wanted Office-Clerical

Customer Support Representative
Nationwide pharmacy computer company has challenging position in our Customer Support Department, supporting a large customer base. We are looking for an assertive individual with excellent written and oral communication skills that works well as a team player. Must be self-motivated and enjoy working in a busy, problem solving environment. 2 year college degree, or previous experience as a pharmacy technician or customer support rep a must. Should you meet these requirements and possess the attitude for this position, please send a resume, including salary history to:
S. W./Personnel
30881 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY CLERK
Person with aptitude for numbers, accurate and proficient competence personality needed to assist tax department. Apply at Fred Harris Jewelers, Inc. Experience on computer with 10-key helpful. Will train through 4 plus. Please send resume to:
Data Entry
Fokmer, Rudzewicz & Co., P.C.
28200 American Drive
Suite 500
Southfield, Mich., 48034

DATA ENTRY CLERK
PRETTER APPLIANCE has a part time position available in the Data Processing Department. Responsibilities include basic bookkeeping data entry and general clerical duties. Good typing and 10 key. Or CRT experience helpful. Apply in person
FRETTER APPLIANCE
35901 Schoolcraft
Livonia, Mich. 48150

DATA ENTRY CLERK
Process Card Requests & Telemarketing Requests for Energy Rebates. Six (6) months VAX/VMS or other DEC environment experience. Typing: 30+ WPM accurately. Six (6) months Data Entry experience. Independent typing and work with minimal supervision. $5 to $6 per hour depending on experience. Available 30-40 hours per week. Send resume to: Linda Stilwell, Vort Energy Systems, Inc., 17368 W. 12 Mile Rd., Suite 170, Southfield, MI 48075
An Equal Opportunity Employer

DATA ENTRY
leasing company located in Farmington Hills seeks a person for entry level Data Entry. Send resume to: LEASE, 33033 Northwestern Hwy., Farmington Hills, Mich 48018. Attn: Data Entry

DATA ENTRY OPERATORS
Kelly Services has an immediate assignment with a local day care company for 10 Data Entry Operators. 10 key style experience required. Call Marie today for an appointment
471-2050
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Have A Fee
Equal Opportunity Employer M/F/H

DATA Entry Operators (2) for large corporation in Auburn Hills, Troy & Southfield. Type 50WPM accurate & 10 key. Good math aptitude a plus. $8 to $7.50 per hour. Call Denise at 355-4000. 645-7662

DATA ENTRY OPERATORS
Immediate openings, full or part time, flexible hours on afternoon shift. Must have good speed and accuracy. Pleasant office environment. Apply at:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn: Personnel
● DATA ENTRY OPERATORS
● WORD PROCESSORS
● SECRETARIES - shorthand a +
● TYPISTS - 60 wpm
Our Professionals are being placed in top paying positions in the areas listed! Contact us on a daily basis.
ARBOR TEMPS
459-1166

DATA ENTRY OPERATORS (5)
CALL TODAY
FEE PAID FRIDAY
Trade your one year of data entry experience & excellent communication skills for a great position with the prestigious Birmingham based company. Call Lynn
ONYX
356-6699
(Friday Pay the ONYX Way)

DATA ENTRY
Public accounting firm is seeking a full time data entry clerk. Individual must be familiar with IBM System 36. PC Experience is a plus. Send resume & salary requirements to: Box 1001, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/RECEPTIONIST
Major corporation in Southfield is seeking a detail-minded individual to handle computer input & phone. Must have excellent typing & knowledge of professional phone manner. Competitive hourly wage, holiday pay & friendly environment. Long term assignment. Call today for a personal interview.
MGM
Office Services, Inc.
557-6040

DATA ENTRY
SWITCHBOARD OPRTS
YOU ARE URGENTLY NEEDED!
WE OFFER:
Top pay
Holidays
Referral bonuses
Same week pay checks
CALL 557-5700
SNELLING
TEMPORARIES
SEVEN MILE

DATA ENTRY
We have an opening for a part time person to do data entry, 25 to 30 hrs./wk. Flexible hours. Must pay and a data entry skills a must. Pleasant office surroundings in Southfield. Call Y Berman, 351-1880.
An Equal Opportunity Employer

DATA PROCESSING/Clerical, order entry, data entry, typing, phone. Full time position in auto parts distributor. Good benefits. Call Mrs. Hoffman, Mr. and Mrs. Parts, 8400 Joy Rd., Detroit, 48204. No phone calls please.

DAY RECEPTIONIST, receiving clerks, must be willing to work occasional Saturdays. Call Diana, Mon-Fri 8-5 at 661-5300

FARMINGTON HILLS Agency needs Data Entry Clerk. Must type 35 wpm. Data Entry experience. Call Jerry, 855-7300

504 Help Wanted Office-Clerical

DENTAL BUSINESS ASSISTANT
Our Birmingham general dental office is looking for an enthusiastic person for a full time position. We are a people oriented practice that emphasizes excellence, trust & caring. No dental experience necessary. Typing & clerical skills necessary. Call 645-9631

DENTAL RECEPTIONIST - Experienced. Progressive multi specialty group practice looking for people oriented receptionist. Full time with benefits, part time available. Contact Karen Webber. 261-9696

DICTAPHONE TYPIST/
SECRETARY
For fast paced Birmingham law firm. Must type 65 wpm. Will train for legal. Good salary & excellent benefits. Call Catherine, 8-5pm 645-2440

Displaywrite 3
Unique opportunity! Short term assignments are available for individuals proficient on DISPLAYWRITE 3. Having 2 years of insurance background is a BIG PLUS! Troy and Downtown locations. Call Glennona today.
ENTECH
SERVICES, LTD.
567-0050

ENGINEERING CLERK
Southfield manufacturer has immediate opening. PC experience, basic math skills, knowledge of basic math & an engineering background are a must. Excellent working conditions & benefit package included. Please submit resume to PO Box 2020, Southfield, MI 48037-2020
An Equal Opportunity Employer

ENGINEERING SECRETARY
A world wide automotive engineering firm offers a choice opportunity for you in their beautiful new suburban office. $17,000 plus outstanding benefits. Fee paid. Call Bernice at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

ENTRY LEVEL CLERK
for local mortgage co. Must have good communication skills & be able to operate at CRT. Insurance knowledge a plus. Qualified candidates should forward resume and experience & salary requirements to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ENTRY LEVEL POSITION available for bright, energetic person to do filing, answer phones and other office duties. $4.50 per hour plus benefits. Apply in person: 24700 Drake Rd., Farmington Hills. 478-1975

EXECUTIVE SECRETARY
Farmington Hills Finance company needs secretary for president. Must be personable & have excellent typing skills, shorthand helpful. Salary commensurate with experience. Send resume to: Personnel, 40420 Hayhoe, Plymouth, Mich. 48170.

EXECUTIVE Secretary - seeking a professional, dedicated individual for Secretary to the President & Vice President. Business degree required. Applicants must type 60+ wpm, have experience with word processing, shorthand & general office procedures. Experience required. Send resume to: Louis A. Wright & Associates, Suite 300, 14492 Sheldon Rd., Plymouth, MI 48170.

EXECUTIVE SECRETARY - small sales office for out of state automotive parts supplier. Seeking individual with demonstrated skills in typing & shorthand. Experienced on word processor & PC. Excellent telephone & organizational skills. Resume only to: SCSM, 32995 Hamilton Court, Suite 210, Farmington Hills, MI 48018.
An Equal Opportunity Employer

Executive Secretary
Masco Industries, a highly successful Fortune 500 metal working manufacturer, seeks a dynamic Executive Secretary for our Redford facility.
Working in a one Secretary environment with a group of Staff Management. Sales Personnel and Divisional Officers, the ideal candidate will be an independent, self-starter with excellent typing and communications skills. Dictaphone 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 Staffing,SES
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

EXPRESS TEMPORARY SERVICES
is recruiting for:
• Secretaries
• Fee Clerks
• Word Processors
• Receptionists
• Bookkeepers
• Data Entry Operators
For long and short term positions. Benefits and vacation pay offered. Call Ann at 643-8590

FILE ROOM ASSISTANT
Dependable File Room Assistant needed at busy professional firm in Southfield. Some clerical experience preferred including filing, copying & general office work. You must be reliable and want to be a part of a hard working team. Full time position with good benefits & some overtime. $5.00 per hour to start. For immediate consideration, please call, 355-1040 ext. 533 between 8AM-5PM

FOUR DAY WEEK IN BIRMINGHAM
Secretary with computer skills. Write: 189 Pierce St. Suite 404, Birmingham MI 48009 or call, 642-9787

FULL TIME - Office Secretary. Future person. Call between: 8am-5pm.
478-6333

FULL TIME RECEPTIONIST for busy Farmington Hills Real Estate office. Fee paid. To start.
ASK FOR ANN. 851-6700

FAST GROWING COMPANY has immediate position available in their administrative office. This ideal candidate should have good typing skills, along with general office experience including phone work & cash receipts. Please send resume to: Paychex, 9660 Orchard Lake Road, Suite 110, W. Bloomfield MI 48322

GENERAL OFFICE
Telephone, light typing, bookkeeping & some computer knowledge required. Full time. Excellent benefits. Send resume to: Personnel, 838 E. Elton, Birmingham, MI. 48009

GENERAL OFFICE work in law office. We will teach legal skills if you have typing skills. 60 WPM required. Excellent benefits. Bus service. New building on Northwestern Highway. Lip 737-4747

GENERAL OFFICE - person for small Redford area law office. Part time, previous experience preferred. Contact Sharon 538-1728

GENERAL OFFICE WORK
Experienced & mature. Apply: 880 Vernor, Westland, corner of Cherryhill.

GENERAL OFFICE
Immediate openings for CPA firm in Farmington Hills Area. Must be good typist, and need to perform with Call Marilyn

GENERAL OFFICE CLERK needed for large CPA firm in Troy. Duties include typing, filing, bookkeeping and light typing. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE PERSON
Good with figures. Business background helpful. Light typing. Benefits. Livonia area. 478-7500

GENERAL OFFICE
Mature person, part time. Typing, light bookkeeping, etc. Permanent job. Call Dott 538-0300

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK
Full-time, for Doctor's office. Filing, light typing & phones. For appointment, call Joyce. 349-8111

GENERAL OFFICE help wanted with purchasing experience. Computer knowledge helpful. Full time. Apply at 32523 Stephenson Hwy., Madison Heights(near 14 Mile).

GENERAL OFFICE - permanent part time job sharing position. Good typing and telephone skills required. Monday, Tuesday & every other Wednesday, 8am-5pm. Livonia/Northville area. 464-4411

GENERAL OFFICE
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; light typing, good math & some experience helpful required. Mon.-Fri., 8am-4:30pm. $5/hr. to start. Mrs. Mac/Donald, Homemaker Shops. 353-0404

GENERAL OFFICE
General office positions available at our Farmington Hills location. Responsibilities include data entry, invoices, processing orders, filing, and other related duties. Previous experience required. Benefits included. Call 553-6250

GENERAL OFFICE. Part Time. Mature individual; must be dependable; will train on computer. Redford area. Call Ann at 937-0044

GENERAL OFFICE
for busy Southfield company. 4 days/week, excellent benefits plus. Call Office Manager, 559-7100

GENERAL OFFICE, good phone manner, typing, bookkeeping. Will train for data processing. Southfield office. 12 noon-8pm, full time. 559-8263

GENERAL OFFICE: Mature person for sales support. Must type 35 wpm. Typing, filing, phones, basic bookkeeping, excellent communication skills. Send resume to 1100 E. Big Beaver, Troy, MI 48083

GENERAL OFFICE/SECRETARY
Farmington Hills CPA. Nonsmoker. Light secretarial & variety of duties. Pleasant working manner and professional skills.
Call Judy 855-8108

GENERAL OFFICE
Apartment complex in W. Bloomfield. Pleasant personality, typing & office skills. Send resume to: Judy, 5400 Bentley Rd., West Bloomfield, Mi., 48322.

GENERAL OFFICE

Excellent positions available for flexible person with strong office background. Complete benefits with competitive salary & the opportunity to advance. Call Nancy at 569-0500

GENERAL office & data entry people. Type 50WPM accurate. 1 year office or data entry experience for Livonia, Plymouth, Southfield locations. Free data entry training. 3 shifts, 40 hours. Immediate employment. $5 to $6 per hour. Call Jackie Uniforce. 357-0034

GENERAL OFFICE
Southfield Engineering firm seeks person with good typing & filing skills. Entry level position. 8am-5pm, Mon.-Fri. Benefits & advancement opportunities. Apply in person: Advance Water, 26400 W. 8 Mile, (between Beech Daly & Inkster), Southfield.

GENERAL OFFICE
Experienced individual needed to handle a variety of clerical duties revolving around our manufacturing operations. Candidate should have good organizational and math skills. Typing 35 wpm required. Send resume to: Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Permanent, part-time opening in beautiful Southfield office. Duties consist of filing, microfilming & assisting in accounts payable activities. Minimum of 18 hours per week (flexible schedule). Send resume to:
GENERAL OFFICE
P.O. BOX 2227
SOUTHFIELD, MI. 48037

GENERAL OFFICE
Seeking individuals that are motivated to work in our purchasing area. Candidate should have a minimum 5 years experience. Be able to type 55 wpm., possess good organizational, math and communication skills. Send resume to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL SECRETARY/Reception-ist. Good clerical, typing & telephone skills a must. Full time. Send resume & references to: P.O. Box 2000, Jackson, MI 49204

GENERAL Secretary for major Warren corporation. Type 60WPM. Will be trained on Displayer paid benefits. $1,475 per month. Call Alice at Uniforce 648-6301

GENERAL Secretaries for major corporation in Troy, Southfield, Auburn Hills. Type 50WPM, 1 to 2 yrs experience for training on Word Perfect, DisplayWrite 3 & 4 plus Microsoft Windows. Free training. $6.50 to $10 per hour. Call Anabel at Uniforce 546-7564

GENERAL Secretaries to train on word processor. Type 60WPM. 1 to 2 years office experience, some knowledge of word processing. Will train on Display Write 3 & 4 for locations in Southfield, Livonia, Plymouth, Canton & Southfield with night shift. Pay range $6.50 to $10 per hour. Call Louise at Uniforce. 357-0034

HELLO PERSON
Front desk spot in busy distribution company offers excellent benefits & $250 weekly for your prior phone experience. Company pays fee.
#1 PERSONNEL PLACE
274-4230

HELP!
We need receptionists, secretaries
word processors
Experience necessary.
Good pay. Benefits.
J Martin Temporaries
352 1570 W Maple Rd.
(Between Halsted & Haggerty)
(Next door to Wendy's)
474-8722

HIGH SCHOOL STUDENT for part time File Clerk position in Farmington law office. Must be able to work with computer. Hours to be determined by attention. Call 354-2500.

IMMEDIATE OPENING for part time Secretarial/Administrative position. Prior experience on P.C. is required. Knowledge of Lotus, Word Perfect, Display Write 3 or 4 helpful. Send resume to: Personnel, 838 E. Elton, Birmingham, MI. 48009

GENERAL OFFICE work in law office. We will teach legal skills if you have typing skills. 60 WPM required. Excellent benefits. Bus service. New building on Northwestern Highway. Lip 737-4747

GENERAL OFFICE - person for small Redford area law office. Part time, previous experience preferred. Contact Sharon 538-1728

GENERAL OFFICE WORK
Experienced & mature. Apply: 880 Vernor, Westland, corner of Cherryhill.

GENERAL OFFICE
Immediate openings for CPA firm in Farmington Hills Area. Must be good typist, and need to perform with Call Marilyn

GENERAL OFFICE CLERK needed for large CPA firm in Troy. Duties include typing, filing, bookkeeping and light typing. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE PERSON
Good with figures. Business background helpful. Light typing. Benefits. Livonia area. 478-7500

GENERAL OFFICE
Mature person, part time. Typing, light bookkeeping, etc. Permanent job. Call Dott 538-0300

504 Help Wanted Office-Clerical

INSURANCE - Experienced Medical Claims Adjuster for Birmingham employee benefit administrator. Excellent salary & benefit package commensurate with ability. Full time or flexible part time position available. If interested, send resume & salary history to: Personnel
Manager, 30700 Telegraph, Suite 4801, Birmingham, MI 48010.

INSURANCE
Home office of Michigan insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts
(Experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE
MEDICAL CLAIM APPROVER
Are you interested in a career in group health claims? Are you a self starter with a background to learn? Recent growth has created several positions in our Farmington Hills claim office.
If your a "people" person with excellent communication skills, have an aptitude for detail & a strong desire to learn, we are interested in talking to you. We will train you on our state of the art computer complete claim payment system.
Excellent benefits, opportunities for professional growth, pleasant working environment. Interested? Contact Margo MacLean
489-5339
The John Hancock
An Equal Opportunity Employer

KEYPUNCH OPERATOR(4)
Tape or Card - experienced only. 6 hours - 4pm - 10pm.
Call Nancy 534-4440

KEYPUNCH OPERATOR
We are looking for the right people to join our expanding team of data entry professionals. Should you are an experienced operator, give us a call today. Top pay for afternoons.
INDATA CORPORATION. 422-8002

LEGAL ASSISTANT - Must have some legal background or transferable experience; could be entry level for right grad from paid Assistant Program. Small Southfield law office. Salary & benefits commensurate with experience & abilities. For interview Phone 352-2824

LEGAL ASSISTANT
Part time or full time position available for property management company in downtown Ann Arbor. High school diploma with background in word processing helpful. Salary based on education and experience is negotiable. Full time includes medical and ability to type 40-45 wpm is required. Excellent communication skills, and the ability to perform under pressure, is necessary. Computer literate with knowledge of word processing and LOTUS 123 preferred. If interested, send resume and salary requirements to:
Management Trainee
Legal Assistant Position
P.O. Box 8604
Ann Arbor, MI 48107-8649

LEGAL ASSISTANT/PARALEGAL
For 2 attorney Farmington Hills firm in pleasant office park: to prepare motions, oppositions, mediation statements & briefs, do computations; certify Michigan Judgments in sister states; to 1 $40,000 to $17,000.
553-8010

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement service, temporary or permanent, register now with The Agency for Legal Secretaries.
ALL FREE EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement service, temporary or permanent, register now with The Agency for Legal Secretaries.
ALL FREE EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Area 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY TRAINEE or Farmington Hills personal injury law firm. Excellent typing skills required. 553-2440

LEGAL SECRETARY
For Bloomfield Hills law firm. Good skills required. Excellent benefits suite with experience. 540-0333

LEGAL SECRETARY
Plymouth law firm. Typing skills required. Send resume to Box 944Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, wanted for busy Ann Arbor firm. Labor litigation experience helpful, word processing required. Wordstar preferred. Salary commensurate. Send resume to: Secretary, 100 Renaissance Center, Suite 1875, Detroit, MI 48243-1075

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

LEGAL SECRETARY, experienced with excellent skills for Southfield law firm. Salary commensurate with experience. Call 333-4300

LEGAL SECRETARY
Mid-sized Southfield law firm, IBM-PC experienced, secretary to attorney specializing in banking, commercial & real estate. Call 557-1820

LEGAL SECRETARY for managing partner of Southfield personal injury law firm. Position involves heavy docketing (IBM P.C. DisplayWrite 3) and dictaphone skills. Benefits include medical & dental. Contact Laurie at 443-1500

LEGAL SECRETARY
to partner of Troy law firm. Excellent working conditions & sophisticated computer equipment. Good communication & word processing skills essential. Medical benefits paid. Contact Ms. W. Big Beaver, Suite 310, Troy, MI 48084

LEGAL Secretary wanted for non smoking Bloomfield law office. 3 years minimum experience. Word processing, good benefits. 556-0111

LEGAL SECRETARY
For Southfield law firm. Experience in personal injury litigation. Excellent benefit package. Contact Barbara 355-1000

LEGAL SECRETARY - experienced, litigation office. Immediate opening. Call for appointment. Send resume to: PO Box 995, Bloomfield Hills, MI 48303-0995

LEGAL SECRETARY for Farmington Hills law firm. Word processing experience preferred. Salary commensurate with experience. Call 553-0300

LEGAL SECRETARY - Bloomfield Hills law firm. Minimum experience required. Word Perfect helpful. Salary commensurate with experience. Call Pat 644-1700

LEGAL Secretary
Part time, 20 hours per week. Must type 60 wpm. Word processing experience required. Salary commensurate with experience. Call Mrs. Rose, PO Box CN 3335, Livonia, MI 48151.

MAKE A CHANGE ...
EARN TOP $$$
National corporation within the northern Detroit suburbs is seeking self-starting individuals with clerical responsibilities at a fast pace. Qualifications include:
•Excellent phone, typing & organizational skills
•1-2 years general office experience
•Education would be considered a plus
INCENTIVES:
•Excellent starting salary
•Medical/dental benefits
•Opportunities to advance
Make your change today! Respond to:
OFFICE MANAGER
P.O. Box 5067,
Warren MI 48090-5767
An Equal Opportunity Employer

MANPOWER NEEDS YOU!
We offer: top pay-free word processing training-flexible hours-one stop work experience. Now hiring: Word Processors, Secretaries, Bookkeepers, Receptionists & Typists.
MANPOWER
TEMPORARY SERVICES
471-1870

MARKETING
Expanding firm establishing national telemarketing. Must have superb phone & communication skills. Organized, aggressive self-starter. Hours 9-12 & 1-5. Progressive firm offers growth & career benefit plan. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

MATURE PERSONNEL for our office, experience in government contracts, bookkeeping & general office. Good salary & benefits. Send resume or call: 471-4960

MEDICAL OFFICE EMPLOYEES
We are looking for qualified individuals to work as:
• Hospital/Physician Billers
• Medical Transcriptionists
• Typists
• Data Entry Clerks
• Medical Secretaries
For more information, please call:
TEMPRO
24105 Southfield Rd.,
Suite 315
Southfield, MI. 48075
443-5590

MEDICAL RECEPTIONIST needed for new Internal Medicine office in Troy, W. Bloomfield area. Part time/full time. Call Mrs. Gilbert 362-8838

MESSENGER/LIGHT TYPIST
For busy Farmington Hills law office. Must have valid driver's license, transportation, 55 per hr. 20 hrs. per week.
Call Ann 626-8188 855-0965

MINIMUM ACCOUNTING Management of Southfield based Savings Bank has an opening for an Investor Reporter. Strong math aptitude & basic accounting skills necessary. Mortgage experience helpful. Salary is dated. Please contact Cheryl or Arlene at 352-7300.
An Equal Opportunity Employer

NATIONAL COMPANY located in Farmington Hills is in need of part time help. Credit experience necessary. Flexible hours. Please call Karen Adams 476-8625

NORTHVILLE Area - Answering phones, some clerical duties. 20-24 hrs/week. Call Jim 453-3000
420-4002

OFFICE ASSISTANT: Full time for Bloomfield Hills law firm. Responsible for general office duties. Call Krista for more information. 290-0640

OFFICE ASSISTANT, part time, Pleasant Ridge area, 20 hours per week, some detail work, word processing experience preferred. Call 30 years +, will train. Dan 332-9675

OFFICE CLERICAL
A growing Southfield company is looking for a Receptionist/Clerk for its main office. An organized individual, good with people, a team player. Call 559-1220 W. 5 Mile Rd., Detroit, MI 48235 Attn: Mrs. Mc Donald. Non Smoker.

OFFICE/CLERICAL
Full time position in our Southfield plasma department. Must be organized, detail oriented, have good typing and math skills. Computer experience preferred. Call Mrs. Lewis, 559-1220 W. 5 Mile Rd., Detroit, MI 48235 for an interview appointment. Non Smoker.

PARALEGAL, experienced for a domestic litigation firm in Farmington Hills area. Salary commensurate. Please reply to P.O. Box 1000, Farmington Hills, MI 48333-9040

504 Help Wanted Office-Clerical

OFFICE CLERICAL - Inventory control/receptionist. Plymouth area. Call Sue 455-4400

OFFICE CLERICAL
Dependable individual for busy office in NW suburban Detroit area. Entry & general office experience helpful. Pleasant phone personality required. Entry level position. Excellent benefit package with good working conditions. Send short letter of work history to: P.O. Box 43, Farmington Hills, MI 48332-0413

OFFICE CLERK
Full time needed for a large retail store in Downtown. Some typing preferred. 646-4117

OFFICE MANAGER-Secure, reputable and well established firm is seeking individual to assume varied responsibilities. Must have supervisory, accounting & computer knowledge. Competitive pay, excellent benefits. Send resume to: Box 118 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER BOOKKEEPER
5 years office manager experience with manufacturer. Computer literate: 2 years implementing bookkeeping systems thru P&L statement. Word processing. Call Linacre, 13030 Wayne Rd. Livonia

OFFICE MANAGER-Distribution experience preferred. Knowledge of Lotus, Ventura, Lotus & must. Accounts receivable/accounts payable, inventory control knowledge mandatory. You must be able to administer company policies & procedures, reporting directly to the General Manager. Full benefit package. Salary commensurate with experience. Send resume to:
Edwards CPE Inc., c/o General Manager, 2733 Stockbridge, Livonia MI 48151 or call, 464-7140

OFFICE PERSONNEL
Growing industrial training/consulting firm requires experienced person with excellent typing, word processing, phone skills, proofreading and telephone communication skills. Salary and benefits. Salary commensurate skills and experience. Call Sandy Hoy, at Moldcraft, 24901 Northwestern Hwy., Suite 200, Southfield, MI. 48076.

OFFICE POSITION - Full Time
Must read well with public. Should have 1-2 years experience in either data entry, accounting, or bookkeeping. Apply Mon. thru Sat. at Mitchelloff's, 312 Main, Rochester.

OFFICE POSITION
Mature individual to answer phones in pleasant suburban office. Light filing & typing. Fee paid. Apply in person: Box 2, P.O. Box, 24505 Industrial Circle, Farmington Hills. 478-8000

OFFICE SECRETARY
High energy office requires part time secretary/typist. Location is Livonia, Livonia. Typing, bookkeeping, general office duties, pleasant phone manner and voice a must. Computer knowledge preferred. Approximately 25 hours per week. Call. 422-6111

ORDER/CLERICAL DESK
Sunshine Artist has full time positions available for persons who like to be busy. Pleasant phone personality, good math aptitude & skills a must! Flexible hours required. Apply in person Mon. thru Fri., 8:30AM-5PM at Heslop's, Inc., 27790 Novi Rd., Novi, MI. Exit 12 Road & Meadowbrook Rds., N of 9 Mile. Hourly wages, benefits & commission. Non smoking office.

PART TIME CLERK TYPIST
The successful applicant will have 2 years or more experience, 35 wpm, experience on a 10-key adding machine, excellent telephone skills, & will work in our Accounting Department. If you are interested in this job opportunity, please apply in person or send resume to:
Consumers Mortgage Corp.
Human Resources Dept.
31550 Northwestern Highway
Farmington Hills, MI 48018
Equal Opportunity Employer M/F

PART TIME
GENERAL OFFICE
Flexible hours. Ideal for high school & college student.
Mitchell Advertising, 26903 W Eight Mile, Redford. 537-1750

PART TIME SECRETARY
Permanent 25 hour per week position with finance company in Troy. If you are an excellent typist, have 55 wpm, and are good on the telephone call for an interview. No PC experience helpful, non smoker preferred. Mr. Hassan, P.O. Box 5066, Southfield, MI 48088.

RECEPTIONIST for front office. Growing company seeks an ambitious person to join our team. Light heavy phone work, light typing and general office duties. Please send resume to: EDI, P.O. Box 5, Royal Oak, MI., 48068, Attention: Laura.

RECEPTIONIST/BOOKKEEPER
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front office presentation. Please resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST
Are you looking for an interesting position with a fast paced company? If you are a good typist, personable & enjoy variety, call us. Birmingham location - full time. Benefits.
557-6789
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Farmington Hills Real Estate Development Company seeking experienced person for front desk receptionist/typist. Excellent opportunity with paid benefits. Call Claudia, 851-7000 between 8am & 5pm.

RECEPTIONIST: Must have neat appearance and good telephone manner. Greenhouse, Southfield area. Typing required, minimum 1 year office experience. Salary commensurate with ability. Contact Susan Kelleher, General Television Sales, Oak Park. 398-2000

RECEPTIONIST
National Manufacturer seeks experienced professional individual to answer very busy phones for our sales. Must type 60 words, have phone voice & manners. Good pay & benefits. Please route resumes to:
L. Hocking/DBRDK, Microtek Inc., 21819 Mariah Rd., Livonia, MI 48152

Receptionist/Telephone Operator

Growing company is seeking a mature self-motivated individual with good communication and presentation. Must type 60 wpm, excellent benefits, non smoker preferred.

Call 422-5325 for appointment
Ask for Chris

RECEPTIONIST SECRETARY
needed part-time for fast paced professional office. Light typing. Applicants must possess excellent speaking voice and telephone manner, pleasant attitude and appearance, typing 50 WPM minimum with word processing skills. Call T. Barnhart at 548-4454, Ext. 502
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RECEPTIONIST/
WORD PROCESSOR
Like phones and people? Interesting position with nice variety for a professional person. Light typing, good skills. $13,000 and benefits. Fee paid. Call Linda at 851-7000.
After 5 PM, Appointment Available
SNELLING & SNELLING

RECEPTIONIST
Data processing/engineering firm in Troy has an immediate opening for receptionist. Qualified candidate must have excellent telephone skills and be a team player. Salary commensurate. Please send resume or call - Judy Lewis, Data Processing Resources Corp., 2401 Crooks Rd., Suite 160, Troy, MI 48084. 362-2200
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RECEPTIONIST
Looking for bright multi tasking professional person to operate a busy phone system for a rapidly growing company. Additional responsibilities include word processing & receiving documents. If you have these skills call us today.
LOUIS A. WRIGHT & ASSOC.
14492 Sheldon Rd., Suite 300,
Plymouth MI 48170

RECEPTIONIST-Leading manufacturer of Electrical Components in Livonia is seeking a responsible individual for front desk receptionist duties. Light typing required. Pleasant telephone manner a must. Excellent benefits package. Call Mrs. Hoffman, 17177 Laurel Park Dr., Suite 200, Livonia MI 48152. Mr. and Mrs. Parts, 8400 Joy Rd., Detroit, 48204. No phone calls please.

RECEPTIONIST/TYPIST
Fast paced Southfield Engineering firm seeks a pleasant person to handle phones, light typing. Pleasant working environment. Benefits package. Call Mr. Hassan, P.O. Box 5066, Southfield, MI 48088.

RECEPTIONIST/TYPIST
Full time position available for Machus Restaurants. Good benefits. 8:30am-5pm. Birmingham area.
642-1560

RECEPTIONIST-Dependable person with a lively voice location. Experience helpful. Hours 8am-5pm. Mon thru Fri. Send resume to PO Box 5223 Livonia, Mich. 48151

RECEPTIONIST/FRONT OFFICE
Small law firm has immediate opening for receptionist/typist. Call Mr. Hackett & Mills, 1400 N. Woodward, Bloomfield Hills. 642-7700

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

RECEPTIONIST/SECRETARY - Professional architectural or construction background preferred. Send resume to: Harold Berlin & Associates, Architects, 124 W. Maple, Birmingham, 642-9220

RECEPTIONIST/SECRETARY
for growing Video Production company. Must have pleasant phone, client relations. Excellent benefits. Resume to: Rimcraft Video, 29633 Franklin Rd., Southfield, MI. 48034

RECEPTIONIST - Full time position for fast-paced insurance office. Phone skills required, light typing involved. Benefits plus salary. Reply to: Ms. Hassan, P.O. Box 5066, Southfield, MI 48088.

RECEPTIONIST for front office. Growing company seeks an ambitious person to join our team. Light heavy phone work, light typing and general office duties. Please send resume to: EDI, P.O. Box 5, Royal Oak, MI., 48068, Attention: Laura.

RECEPTIONIST/BOOKKEEPER
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front office presentation. Please resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST
Are you looking for an interesting position with a fast paced company? If you are a good typist, personable & enjoy variety, call us. Birmingham location - full time. Benefits.
557-6789
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Farmington Hills Real Estate Development Company seeking experienced person for front desk receptionist/typist. Excellent opportunity with paid benefits. Call Claudia, 851-7000 between 8am & 5pm.

RECEPTIONIST: Must have neat appearance and good telephone manner. Greenhouse, Southfield area. Typing required, minimum 1 year office experience. Salary commensurate with ability. Contact Susan Kelleher, General Television Sales, Oak Park. 398-2000

RECEPTIONIST
National Manufacturer seeks experienced professional individual to answer very busy phones for our sales. Must type 60 words, have phone voice & manners. Good pay & benefits. Please route resumes to:
L. Hocking/DBRDK, Microtek Inc., 21819 Mariah Rd., Livonia, MI 48152

Receptionist/Telephone Operator

Growing company is seeking a mature self-motivated individual with good communication and presentation. Must type 60 wpm, excellent benefits, non smoker preferred.

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