502 Help Wanted Dental-Medical

X-RAY TECHNOLOGIST
A part time position exists for a radiographic technologist in a progressive Department. Excellent salary range & benefits package. Hours average 8 hours per week, Mon-Fri, 4:30-8:00 est. 3500, for an interview.
St. Mary Hospital
36475 W. Five Mile Road
Livonia, MI 48154

X-RAY TECHNOLOGIST
Part time, some mornings, to include Saturday. Approximately 20 hours per week. Radiologist Diagnostic x-ray clinic. 937-8155

504 Help Wanted Office-Clerical

ACCOUNTANT/C.P.A.
Senior-Level position open in progressive, fast-paced local firm. Good benefits. Professional & friendly work environment. Partner potential for the high achiever/motivated person. Send resume, with salary requirements, to: Daryl P. Rollins, Kelman, Rosenbaum, Rollins & Associates, P.C., 30230 Orchard Lake Rd., Ste. 200, Farmington Hills, MI. 48018

ACCOUNTING ASSISTANT
A challenging, fast paced & beautiful office. Complicated accounting for a successful and growing real estate/leasing office company. $15,000 to start with a bonus plan. Fee paid. Call Bernice at 353-2090.
After 6 PM. Administrator 348-1000
SNELLING & SNELLING

ACCOUNTING CLERK
For Livonia magazine publishing company. Some experience necessary. Computer general ledger knowledge helpful. Call Bernie, Carrie, 477-6650

ACCOUNTING CLERK
Livonia firm has an opening for an entry level accounting clerk. Position requires general accounting knowledge. Ideal candidate will have financial background. Assistant to the Payroll Supervisor with growth potential. Full time, 40 hour, starting salary. Send resume to:
CS/Round, 12345 Levan, Livonia, MI. 48150. Att: Karen Files.

ACCOUNTING CLERK
A major Detroit area supermarket chain is seeking an individual with recent experience in a computerized accounting system. Accounts payable experience preferred. Competitive salary & benefits package offered. Send resume in confidence to Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

ACCOUNTING CLERK/Secretary
Friendly Plymouth manufacturer offers immediate opening available. Prior experience in property management or office helpful. Typing 45 wpm, Word Star, plus math aptitude. Pleasant phone voice. Send resume & salary requirements to Paragon Realty, P.O. Box 3083, Birmingham, MI 48012-3083

ACCOUNTING/
GENERAL OFFICE CLERK
Are you looking for a position where hard work and good rewards go hand in hand? Are you a manufacturing company is looking for a person with office and accounting background with at least 2 years experience in A/R and A/P also. Typing and Calculating skills are a major asset. If a challenge appeals to you, call Pamela Hayes for an appointment for an interview.
453-4869

ACCOUNTING MANAGER
Plymouth software consulting firm looking for CPA with background in systems development. Responsibilities include all internal accounting functions & assisting product development & enhancing financial software. Salary commensurate with experience. Send resume to:
Louis A. Wright & Associates
14482 Sheldon Rd.
Plymouth, MI. 48170.

ACCOUNTING POSITION
Experienced through adjusted trial balance, good computer knowledge required. Assistant to the chief accounting & minimum of 3 yrs. experience. Excellent benefits & growth. Resume & salary requirement to J. Lee Hack etr Co. 23350 Commerce Drive, Farmington MI 48024, attn. Lynn Delaney

ACCOUNTING SUPERVISOR
For Construction Company located in Northville. Strong accounting, computer and supervisory experience a plus. Please call 348-6833

ACCOUNTING SUPERVISOR - to oversee accounting functions. Must be familiar with computerized accounting systems. Must have one with system 36 background. Job involves A/R, A/P, G/L and complete accounting cycle. 3rd party reimbursement knowledge a plus. Salary negotiable. 357-7000

ACCOUNTING

We have a long term assignment which could lead into a permanent position for the correct candidate. Large corporation with a sharp image with payroll/accounts receivable background. Experience with PDP, Cobol, Cics, Ms/Dos helpful. Salary commensurate with good pay/benefits. Please call:
ADIA
Personnel Services
525-0330
NEVER A FEE EOE

ACCOUNTS PAYABLE CLERK
Women's fashion specialty store chain has immediate opening for experienced person to work in our distribution warehouse. Salary commensurate with experience. Great discount privilege. All replies held in strictest confidence. For interview, apply in person, 9am-5pm:
KATJA BRIDAL
12963 Wayne Rd., Livonia, MI
Or call: 522-7711

ACCOUNTS PAYABLE/Typist for retail firm, full or part time, flexible hours. Mature person preferred. Woodward/14½ Mile Rd. 544-5646

ACCOUNTS PAYABLE CLERK
Full time. Experience preferred. Flexible hours. Benefits. Data entry 10 key adding machine, accounting background helpful. Apply in person 10-3pm. Mon thru Fri. World Wide TV. 34701 Grand River, Farmington.

ACCOUNTS PAYABLE CLERK-For moving company, exposure to computers a plus. Hours negotiable. Referred. Send resume to: Controller, P.O. Box 2248 Farmington, MI 48332

ACCOUNTS PAYABLE CLERK
with experience needed immediately for busy Plymouth office. Good benefits & hours. Send resume to: J. Blomquist, Ultracuts, 44175 Plymouth Oaks Blvd., Plymouth, MI 48234. Call 350-2020

ACCOUNTS PAYABLE CLERK
Responsible high school graduate with aptitude for numbers, excellent benefit pkg. Salary dep. Send resume P.O. Box 505, 6300 N. Wayne, Westland, Mich 48185
An Equal Opportunity Employer

ACCOUNTS PAYABLE
SALINE Quality Foods is looking to work in our Livonia office. Must be experienced in automated PC accounting systems, specifically, accounts payable & payroll processing. If you are extremely detail oriented, organized and manage time wisely, please submit resume with salary requirements, to: Human Resources Dept. Perfection Automatics - 12445 Levan, Livonia MI 48150

ACCOUNTS PAYABLE/
FILE CLERK-A growing company is seeking an individual to work full time in our accounting dept. Previous accounting experience is preferred. Duties will include all accounts payable related filing, sealing, accounts payable, back up various duties as assigned, duties required by dept heads.
Applications available at:
Proctor, Horner, Warren, 2100 W. Big Beaver, Troy MI. 48084

ACCOUNTS RECEIVABLE
Position requires the processing of cash receipts thru data entry. Typing ability is required and experience in data entry preferred. Please contact: Vince Zimmerer ext. 50, Northwest Blueprint Co., 525-1600

ACCOUNTS Receivable/Payable & Order Entry Clerk-(CRT Data entry experience required). Troy area. Send resume & salary requirements to Box 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/
PROMOTIONAL CLERK
Detroit Food Manufacturer, Division of Fortune 500 Company, seeks a promotional clerk. Position requires strong interpersonal skills and excellent communication skills, both written and verbal. Must be self-motivated and organized. Responsibilities include daily communication with salesmen and brokers, evaluating promotional activities, and detail oriented research. Accounting background necessary. Food broker and trade promotions experience a definite plus. Send resume and salary requirements to:
Promotional Clerk, P. O. Box 32250, Detroit, MI 48232
An Equal Opportunity Employer M/F/V/H

ACCOUNTS RECEIVABLE
Experienced person needed for computerized accounts receivable. Call 348-8110
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
A growing retail organization is seeking an Accounts Receivable Clerk. Ideal candidate will have a rewarding career in residential and commercial/investment real estate. Be your own boss, work set your own hours, $40,000 to $70,000 income and a secure future. Call about our "CAREER SEMINAR" today. Century 21, Hartland 478-6000 Century 21, 478-6008

ADMINISTRATIVE SECRETARY
for real estate office in Farmington Hills. Strong typing & communication skills. Salary commensurate with experience. 477-8600

ADMINISTRATIVE POSITION
Full or part time for computer & word processing company in Livonia. Duties include: receptionist, data base entry, word processing. Mon.-Fri., 8am-5pm. Contact David at 261-2983

ADMINISTRATIVE ASSISTANT
Looking for 2nd shift administrative assistant/dispatcher for a growing transportation company in the Plymouth, Michigan Area. Must be self motivated, enthusiastic & very detail oriented. Office functions include: typing, word processing, billing & payroll. For a great career opportunity, send your resume to: P. O. Box 23000, Plymouth, MI. 48170, attn. Bob D.

ADMINISTRATIVE
ASSISTANT

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0580

ASSISTANT TO OFFICE MANAGER
Growing Livonia manufacturer. Accounting background, PC experience & typing skills essential to take over accounts payable. Good benefits & competitive salary a must. Send complete resume to: Box 100 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION TEMPS
Typists $7 wpm
We need Secretaries, Receptionists
Typists & Word Processors
Positions available now!
NETWORK RESOURCES
964-5500

AUTOMOTIVE CLERICAL
Parts inventory control clerk. Some typing or computer skills, part time or full time. Apply in person at:
Cal Ken Sierra, Parts Manager,
471-0800
BILL COOK BUICK

BENEFITS/
BOOKKEEPER
Candidate should have diversified office background & be familiar with benefits programs, Life & Medical claims procedures. Experience with computerized payroll a plus. Knowledge of Lotus a plus. Send resume & salary requirements to:
Mark Systems, Inc.
5400 Crooks, Ste. #200
Troy, Mich. 48098
Attn.: Ms. Swenson

BILLING CLERK
25 hours weekly, must be high school graduate. Experience with microcomputers preferred. Previous experience with Blue Cross/Blue Shield and other insurers helpful. Accounting skills are required. Send resume to:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

BILLING CLERK/CASHIER
Full time entry level for student billing office. Requires one year cashier & public contact experience. Computer experience a plus. Hours: 2:30pm-5pm, M, T, Thurs & 10:30am-7pm, one rotation per week. Send resume to: Medical Billing, 36251 Schoolcraft Rd., Livonia, MI 48150. EOAAE

AUTO DEALER
Auto bookkeeper for accounts payable & stocking in new car parts. Must have dealership experience. Will sacrifice salary for the right person. Call Kim at Tamaroff Dodge, Southfield. 354-6600

ASSISTANT BOOKKEEPER
Accounts payable, bank reconciliations, general accounting and filing. Average 20 to 30 hours per week. Send resume or letter of application to: F.A.B., 9800 Marter Rd., West Bloomfield, MI. 48322.

FULL CHARGE BOOKKEEPER
Part time, 25 to 30 hours per week, hours, for non profit trade association. 12 Mile & Southfield Rd. Accounting system, monthly financial reports. 1-2 years experience necessary. Automotive Information Council, 557-5922

BOOKKEEPING (LIGHT) - Part Time, Downtown Birmingham. For appointment, call Virginia Mon.-Fri., 9am-5pm 644-4400

BOOKKEEPER
Accurate, detail-oriented person to assist in Bookkeeping Department. Farmington Hills office. Some previous experience necessary. Typing skills helpful. 553-4518

BOOKKEEPER
Company in Farmington Hills seeking an experienced Bookkeeper. Bachelors, must be experienced. 478-0092

BOOKKEEPER
Farmington Hills China firm seeks bookkeeper with experience thru trial balance. Good opportunity for the right person, benefits package. Send resume: Box 979 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Farmington Hills/Livonia area. Public accounting firm seeking bookkeeper to handle diversified accounts. Qualified applicant will be a non-smoking, self-starter with accurate data entry and 10 key skills. Ability to work well with others important. Contact Clyde Schoen between 10-30-noon 471-0721

BOOKKEEPER
for Farmington Area, Health & Beauty Aids Store. Flexible hrs. & benefits. Experience required. Send resume & salary requirements to: DHS, Director of Personnel, Folinsbee, Rudewick & Co., 26200 Lahser Rd., Southfield, Mi., 48034.

BOOKKEEPER
Full charge, full time, bookkeeper for 1 girl sales office. Experience required. Call Bob at 525-3072

BOOKKEEPER - Full charge. Able to carry accounts thru to trial balance, accessory payroll tax forms. For appt. please call 477-0188

BOOKKEEPER - full charge. Experienced through trial balance with knowledge of computers. Competitive salary. Send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, through trial balance. Responsibilities include payables, receivables and billing on a computerized accounting system. Advertising agency experience helpful. Requirements and resume to: Bookkeeper, P.O.Box 117, Troy, MI 48099.

504 Help Wanted Office-Clerical

BOOKKEEPER- FULL CHARGE
Prestigious Southfield firm needs a progressive person who can work well in this direction; must be thorough, accurate on all accounting functions. Concentrated, strong bookkeeping experience only. Call Mr. Lewis, Tues. thru Fri. between 11am-2pm. 547-4453 or 15620 W. 12 Mile Rd., Southfield, Michigan 48076

BOOKKEEPER
FULL CHARGE
Livonia based non-profit organization seeks a full charge bookkeeper with 3-5 yrs. of experience thru financial statements. Computer experience required. Degree a plus. Generous salary and benefits. If interested please send resume and salary requirements to: Ms. Yeotsick, P.O. Box 661, Southfield, Michigan 48037

Pentie & Morsh Recruiter for an equal opportunity employer

BOOKKEEPER - Full time for small, well established office. Accounting, thru trial balance, tax reporting, purchasing, computer experience. Salary open. 554-6644

BOOKKEEPER
If you have 1 year of College accounting or equivalent level of accounting experience, and enjoy an active office environment, we have an opening for you in our progressive and growing Ann Arbor based Accounting Department. Management company may be right for you. If interested, send resume and salary requirements to:
MCKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER
Large property management company seeks full charge bookkeeper. Opening for accurate detail-oriented individual to handle accounts receivable & collections. Prior bookkeeper helpful. Send resume including salary requirements to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48086

BOOKKEEPER, part time, for Birmingham law firm. Experience preferred. Flexible hours. Call 645-5205

BOOKKEEPERS
AccountTemps, the world's leading provider of temporary employees specializing in Accounting, Financial, Banking, Tax and Data Processing. Personnel is now interviewing for fall and year-end assignments. Temporary assignments can lead to permanent positions.
Call for an appointment and find out how much money and experience you can gain.
357-8367
accounTemps
A subsidiary of Robert Half of Michigan, Inc.
28588 Northwestern Hwy. #250
Southfield, Mich., 48034

bookkeepers
DO YOU HAVE DO/DOW
LOTUS 1 2 3 SKILLS??
We currently have several positions open, ranging from $20-$25 hourly. The openings are from Data Entry to Full Charge Bookkeeping Jobs.
Call Laura Sampey, C.P.A., Today - for an appointment!
HALF
ROBERT HALF OF MI., INC.
28588 Northwestern Hwy. #250
Southfield, MI 48034
358-2300
All Fees - Company Paid

BOOKKEEPER/SECRETARY
Experienced Bookkeeper part time, 20 hrs. a week, for an I.D. firm. Southfield area. 358-5454

BOOKKEEPER/SECRETARY
Part-time. Experience necessary. Mon. Tues. Fri. Excellent benefits. Birmingham area. 647-7055

BOOKKEEPERS
Jr. Accountant - Bloomfield
Our growth continues, full charge thru statements. D-Base III, Lotus. Manufacturing PC experience. College helpful. $23,000-$25,000

Bookkeeper/office manager-Pontiac Retail health care business. Thru statements, Bookkeeping, Word processing. DOS, WordPerfect, IBM PC. 714-0147

Bookkeeper/manager, Rochester Thru statements. 5 years minimum experience. Computer skills essential. Job involves all bookkeeping experience preferred. $21-$24,000.

Payroll Specialist - Downtown
2 to 3 years experience. 300 + employees payroll, some personnel work, college helpful. $18-$22,000.

Company Pays Fee 882-4481
HENRY LABOR PERSONNEL
820 Ford Bldg., Detroit, MI 48226

BOOKKEEPER - Southfield area manufacturer has immediate opening for bookkeeping background to take over Accounts Receivable & Accounts Payable duties. Basic bookkeeping experience required. Lotus 1-2-3 helpful. Computer experience helpful. Full time. Dept. Gene 358-1300

BOOKKEEPER with computer knowledge and secretarial abilities. Full time. Send resume to:
Crons & Tocco, 21201 Meyers Rd., Oak Park, MI. 48237
An Equal Opportunity Employer

Bookkeeping
Partial Listing of Positions

PAYROLL BOOKKEEPER -
Westside Consulting firm is looking for a Payroll Bookkeeper for approximately 300 employees. General Accounting background & P.C. skills required. Ideal candidate should be energetic & outgoing.

ASSISTANT BOOKKEEPER -
A downtown Birmingham area experience individual for billing duties, Accounts Receivable & Payables. This openings is due to company growth.

BUDGET ACCOUNTANT -
Southfield area firm seeks professional individual with excellent Lotus skills to work with budgets. Strong aptitude & 10 Key ability needed. Real Estate background, a Plus! Excellent opportunity!

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. • #250
Southfield, MI 48034
359-2300

BUSINESS ASSISTANT-Our Birmingham dental office has a full time position for a self starter with a pleasant, people oriented person. Good typing, interpersonal skills desired. No dental office experience required. Competitive salary, benefits available. Join our team! Call 645-9631

CAREER
OPPORTUNITIES
We have the following positions available.

• DATA ENTRY
• CLERK TYPISTS
• WORD PROCESSING
(IBM or Wang)
• RECEPTIONISTS
• SECRETARIES

These are long term positions with automotive & major utility companies. For more information and consideration please contact:
A. G. PERSONNEL
LEASING
23077 Greenfield, Ste. #182
Southfield, Mi., 48075
552-8255

CASHIER/ACCOUNT REP
We have an opening for a people oriented individual with good general office skills, in our Livonia office.

Above average starting salary plus excellent benefits package.

Send resume to:
Personnel
P.O. Box 32517
Livonia, MI 48152
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CASHIER RECEPTIONIST
Dealership seeking responsible person for permanent position. Dealership experience preferred but not necessary. Apply within: La Fontaine Toyota, 2037 E. Telegraph, Dearborn, Mich. 313-561-7500

BUSY LIVONIA Medical Clinic seeks pleasant motivated individual for full time position. Must be able to type & have pleasant phone manner & general clerical knowledge.
Call Bernice 425-4000

AMBITIOUS OFFICE CLERICAL
with background in computers and bookkeeping. Full time position. Good benefits. 473-5899

INDIVIDUAL needed for full time office duties. Experience with accounting and computers is a plus for this position. Typing required. Full benefits. Reply to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/BOOKKEEPER-Troy DPA seeks individual for general typing, computer data entry, bookkeeping other clerical. 649-1302

CLERICAL

A growing company is seeking an individual to work full time in our office service dept. Duties will include: sorting & distribution of CRT, distribution & sorting of incoming & outgoing mail, photocopying & other duties. Required with use of personal vehicle, personnel department helpful. Mon. thru Fri. 8-5. Full benefits.
Application: Mr. Bill Proctor, Personnel, Warren, 2100 W. Big Beaver, Troy, MI. 48084.

CLERICAL - A rapidly growing company in Livonia has several clerical positions available for highly motivated individuals. We offer excellent benefits, advancement opportunities & other incentives. Prefer proximity to Long Lake/Telegraph and computer experience. Resumes to: S.A.S., Box 795, Bloomfield Hills, 48013.

CLERICAL
ASSISTANTS
Our continuing expansion has created the need for Clerical Assistants. These openings require the following general skills:
• Typing and Word Processing
• Copying documents
• Filing
Please send your resume WITH SALARY REQUIREMENTS or apply in person between 9am-4pm to:
Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL
Entry Level full time clerical position available for responsible person. Duties include general office skills. Individual should be detail oriented and have good communication skills. On the job training provided with full benefit package. Send resume with salary requirements or apply at:
Fretter Appliance
Attn: Advertising Dept.
33601 Schoolcraft Road
Livonia, Mich., 48150
(between Levan & Farmington)

CLERICAL
Full time position available in sales office of well known national company. A chance to use your good clerical/secretarial skills. Responsibilities include: 60wpm, use of office equipment, knowledge of word processing or desire to learn & ability to work with figures. Good starting salary, full benefits including dental. 13 Mile & Telegraph area. Send resume to: Box 100 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

CLERICAL - full time position available for person with good 40-60 WPM typing ability. Ideal candidate will have good communication and general office skills. Full benefit package. Apply in person at:
Mark Systems, Inc.
5400 Crooks, Ste. #200
Troy, Mich. 48098
Attn.: Ms. Swenson

CLERICAL/PART TIME
General clerical and telephone operator positions available. Evenings & weekends. Apply within: Art Van Furniture, 27775 Novi Rd., across from 12 Oaks Mall.

CLERICAL - PART TIME: 10am-2pm, Monday-Friday, $5.50 per hour. Apply at First of America Bank Plymouth, 535 So. Main.

CLERICAL - PART TIME
2-3 evenings per week. Entry level data in-put & computer operations assistant position. Respond to: Ann A. Rosebaum, PC, Certified Public Accountant, 30600 Telegraph, Lake Rd. Farmington Hills, MI 48018

CLERICAL POSITION - Available in busy service department of HVAC contractor. Bookkeeping knowledge helpful. Call 477-2200

CLERICAL POSITION
PART-TIME
Experienced in machine tool environment. Must have good organizational skills. Requires excellent telephone, clerical and math skills. Apply at:
NORMAC, INC.
720 E. Seminole, Northville.
348-2644

CLERICAL SUPPORT
Detroit Firm is looking for a Clerical Support person to assist a fast-paced department. Ideal candidate will be able to handle a variety of duties & work with relatively little direction. Must have good math skills, accurate typing & Word Processing experience. Will train. This is a full time position with a Benefit package. For consideration, please send resume to:
Clerical Support
P.O. Box 2248
Detroit, MI. 48231

CLERK - MEDICAL RECORDS
Seeking hardworking, self directed individual to log, sort, assemble and file medical records. Previous office experience a must. You may apply in person or call:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
(313) 422-3237
An Equal Opportunity Employer

CLERK
Needed for the Billing Department of a busy Benefits Administrator. Ideal candidate will have good math and communication skills (both verbal and written) and the ability to use a 10-key calculator and computer keyboard. Knowledge of Group Insurance eligibility requirements helpful.
Please send resume to:
Midwest
Benefits Corporation
22258 Greenfield, #404
Southfield, MI 48075
Attn: Personnel Dept.
An Equal Opportunity Employer

CLERKS
Must be reliable. Good phone voice and general office experience helpful. Must type 45 WPM. Some computer knowledge helpful and willingness to learn. Apply in person:
Cat Linda
ACRO SERVICE CORP., 981-1900

CLERK/TYPIST
Full time, afternoons & evenings. Responsible person needed for busy office. Typing 50WPM. Resume to: Hors Hull, 6221 Merriman Rd. Garden City, Mich. 48135.
An Equal Opportunity Employer

CLERK/TYPIST - Full time
50 WPM, WordPerfect experience preferred, not required. Send resume & salary requirements to: Box Secure Data Corp., 1000 W. Maple, Troy, MI 48084

504 Help Wanted Office-Clerical

CLERK TYPIST
Immediate opening for an experienced Clerk Typist. Must type 50 wpm and have good telephone manner. Position will also entail filing and some figure work. Salary plus excellent benefit package. For appointment, call:
270-1296
BORMAN'S INC.
An Equal Opportunity Employer

CLERK/TYPIST/RECEPTIONIST
for Farmington Hills Real Estate office. Full-time, Mon-Fri., 8am-4:30pm. Accurate typing skills, a must. Call Ms. Swartz, 855-4838

CLERK TYPIST - Up to 3 years office experience. Send resume, with salary requirements to:
Box 100 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR
Detail oriented person needed with accurate data entry skills 60-45wpm. Good phone personality. Benefits. Call Teresa 358-1800
An Equal Opportunity Employer

COMMERCIAL
CUSTOMER SERVICE REP
Insurance Company in Farmington Hills. Familiar with coverage, rating and marketing preferred.
Lyle-Richards-Garbe Assoc., Inc.
18425 Telegraph, Ste. 318
Birmingham, MI 48010.

COMPUTER ENTRY CASHIER
Full time. Must excel in typing and have good math aptitude. Send resume and state salary requirements. Ideal candidate will have 25801 Orchard Lake Rd., Farmington Hills, MI. 48018.

COMPUTER ENTRY & General office work. Experience with WordPerfect. Hours negotiable. $6.00 an hour. Southfield location.
358-3229

COMPUTER OPERATOR - IBM-AT Unix user & Lotus experience. Word Perfect, accounting & billing. Interpersonal skills. Apply Hayes, Inc. Computer, PO box 3184, Southfield MI. 48037

COMPUTER ORDER ENTRY
Mature, responsible person with pleasant phone personality & good phone manner. Good spelling essential. Farmington Hills area. For appt. call Pamela at 477-1550

CREDIT CLERK
TEMPORARY FULL-TIME
A substantial data entry job is need of an individual to work from 11-14-88 to 2-24-89, Monday-Friday, 8:30am-5:00pm. Good telephone manners required. Will train. Send resume or apply to:
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

CREDIT INVESTIGATOR/
GENERAL OFFICE
Fast paced company needs people for credit investigation and general office work. Ideal candidate for: LAC, 30953 Northwestern Hwy., Farmington Hills, MI 48018, attn.: Credit Investigation

CREDIT REPORTER - National firm in Southfield is seeking part time credit reporter to process credit page & other credit reports. Credit background helpful. Excellent typing & writing skills. Computer experience helpful. Call Ms. Bowen at 2-3pm daily at 351-8809
An Equal Opportunity Employer

CUSTOMER SERVICE
Busy office will train mature person for customer service & general office duties (no typing). Flexible, part time or full time. Apply in person at:
3233 Schoolcraft Highway. (near 14 Mile Rd.).

CUSTOMER SERVICE/
ORDER PROCESSING
Need excellent phone & people skills. Challenging growth position, if you are bright, energetic & have good office skills, we need you. Competitive salary & benefits. 476-6300

CUSTOMER SERVICE CLERK
Entry level position available in customer service department. Must have good organizational skills & pleasant phone manner. Apply P.O. Box 300, Southfield MI 48037 or call 353-3311, ext. 217.

DATA ENTRY CLERK
Mothers of school age children in Livonia, Westland, Garden City, Redford, Heights area, part time, 5 hours per day, Mon.-Fri. Pays $6 an hour.
Call: 835-5250

DATA ENTRY CLERK
Wholesale business in Southfield needs person to enter data into journals & general ledger. Ability to work with numbers a must. Full time. Send letter or resume to: P.O. Box 5131, Southfield, Mich. 48086

DATA ENTRY full time person with other clerical duties for Livonia publishing company. Carmen, 477-6650

DATA ENTRY OPERATOR
Full time position available in our Southfield office. Must have minimum of 1 year clerical job related experience. Speed & accuracy on 10 key a must. Good math ability a plus. Excellent benefits. Call before 11am 352-0378

DATA ENTRY persons needed. Typing and/or computer entry experience necessary. Call 348-8110
An Equal Opportunity Employer

DATA ENTRY-Will train. Knowledge of typewriter keyboard a must. 55 per hr. to start. Hours negotiable as possible. Apply Fri. Mr. Tile, Co., 30777 Northwestern, Suite 200, or call Sandra, 255-2225

DATA PROCESSING positions open in accounting dept. of Northville Clinic. Organization and computer skills a must. Call Gary 348-5833

DATA PROCESSING INPUT
Lotus experience a must. ATMS helpful. Farmington Hills area. Contact Ms. Drake at 478-8100

EXECUTIVE
ASSISTANT
Developed for a self-starter, experienced secretary with some knowledge of bookkeeping. Self-starter with PC expertise will enjoy self directed projects in well established firm. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4110
Harriet Sydge Personnel

EXECUTIVE SECRETARY for Farmington based real estate development & management firm. Skills must include Word Perfect, Lotus, dictaphone & typing. Excellent benefits provided. Send resume to: H. W. Goddard, P O Box 1120 Farmington, MI 48332

EXECUTIVE
SECRETARY
Immediate opening for Executive Secretary to report to president and vice president of Southfield based retail firm. Job requirements: minimum 5 yrs. of experience, excellent typing, shorthand and organizational skills. Must have shorthand, word processing and skills of at least 80WPM. Must know or Word Star and proficiency in Lotus 1-2-3 helpful. Resume to: Personnel, 7000 Town Center, Suite 2200, Southfield, Mich., 48075

EXECUTIVE SECRETARY
Growing Southfield Advertising Agency needs experienced Secretary to work in major depts. Must have 55 WPM, in addition to the staff. Typing of 80WPM, will train on word processor. Call 827-8341

EXECUTIVE SECRETARY
Needed for Southfield Manufacturer, president of Southfield Corporation. Must be flexible on overtime and on terms of details. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
Dynamic Birmingham law company seeks professional individual to assist 2 partners. Requirements: Bachelor degree preferred, excellent typing & typing skills & knowledge of Word-Perfect software. Shared & Syncphony/Lotus software skills preferred. Salary commensurate with experience. Send resume, Attn: Office Manager, 2000 N. Woodward, Suite 120, Bloomfield Hills MI 48013.

EXPERIENCED Secretary/Receptionist, commutable from Detroit, excellent phone skills for Livonia company. Call Ms. Ferguson for 13311 Levan, Livonia, 48150.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Opportunity in the fast paced cable television industry is available for someone who has excellent organizational skills and typing. The successful applicant will have at least 5 years of secretarial experience. Company provides an excellent benefit package. Please send your resume & salary history to: Human Resources, 32400 Schoolcraft, Livonia MI 48150. All applications will be kept strictly confidential.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable and have good typing skills, shorthand helpful. Salary commensurate with experience. Send resume to: Personnel, 40420 Ivywood, Plymouth, MI 48170.

EXECUTIVE SECRETARY/Bookkeeper. Fast paced high pressure office. Responsible for accounts receivable, accounts payable, & various other duties. 3 years experience required. Immediate openings. Call Jan/Willena. 855-0313

EXTRA CASH
It's time to start shopping for the holidays & you have the way for the clerks, receptionists with heavy phone experience, word processors, executive secretaries, & 10 key operators.
Short Term - Long Term
Your Time
Your Terms
Temporary placement is our permanent concern. Please Call
J Martin
Victor
Temporaries
32615 W 10 Mile, Farmington, Halstead & Haggerty, (next door to Wendy's)
474-8722

FAIRLANE HEALTH SERVICES Corp. (A Subsidiary of Henry Ford Health Care Corp.) is seeking a full time receptionist. Responsibilities include: switchboard operation, general clerical, communication skills, and light typing required. Excellent benefit package. Send resume to: Attn. Ruth Ann Ryan
Fairlane Health Services Corp.,
31780 Telegraph Rd., Suite 200,
Bloomfield Hills, MI 48025

FARMINGTON HILLS INSURANCE
Agency needs experienced Personal lines typist.
Call Anne, after 4pm. 476-2004

LIVONIA Office looking for permanent part time individual with proof reading and filing experience. Attention to detail a must. Call Mary or Janet. 625-4570

FILE CLERK
Full time general office duties.
Livonia. 422-1511

FILE CLERK/MESSENGER - Busy Southfield service firm. Light typing, office experience required. 352-1000

FULL CHARGE BOOKKEEPER-for retail furniture store. Willing to learn computers. Send resume to: Family Furniture, 1201 W 8 mile Rd. Detroit, MI. 48219

FULL CHARGE BOOKKEEPER - Experienced. Part time, Mon. thru Fri. The successful candidate must be mature & dependable. Please send resume to: LWC Distributors, Inc. 12620 Hemburgh Dr. Livonia, 48150

FULL CHARGE BOOKKEEPER - Solomon Accounting System experience, Accounts Payable, Accounts Receivable, Misc. etc. Southwest area. Call Diane. 350-6300

FULL TIME, EXPERIENCED Legal secretary with Probate experience. Good pay and benefits. Send resume and salary requirements to: Attn. Robin, at Miller & Lembergh, P.C., 30700 Telegraph, Suite 2501, Birmingham, MI 48010

FULL TIME/PART TIME
General Office with sales ability and public contact experience.
Ask for Mr. Cone, 644-5645

FULL TIME TEMPORARY
Needed for approximately 4 months at Dearborn automotive based company. Good general office skills and typing word processing required. Knowledge of Italian language a plus. Call 336-2400, ext. 23

GENERAL CLERICAL - Immediate opening for a manufacturing firm in Southfield. Duties include data entry & customer service. Call: 353-7375

GENERAL OFFICE
Full or part time - typing, filing, general office duties. Detail & customer oriented with good phone skills. Apply in person or send resume to: Harmony Music, 32614 Schoolcraft, Livonia, MI 48134 (2 blks. N. of 5 Mile).

GENERAL CLERICAL - Telephone, typing, wordprocessing, bookkeeping, data entry, light typing. Insurance experience, Livonia area. Call Mike Smith 261-9444

GENERAL CLERKS - for distribution center. Canton, clean work, for dependable people. $700/mo. Call Becky at Uniforce 459-1040

GENERAL office position at wholesale firm; must have typing, computer or PC experience. Calculator & typing experience necessary. Call Mike Derkacz 8am-5pm at 663-2000

GENERAL OFFICE
Bookkeeping, small manufacturing co. 255-2990

GENERAL OFFICE CLERK
For Troy doctors office, part time. Call Mon thru Fri. 362-1588

GENERAL OFFICE - Individual with phone, light typing, and computer experience helpful. Southfield area. Mon thru Fri. 10-5pm. 358-6425

GENERAL OFFICE HELP - Part time & full time (varied hours), for Engineering Diamonds at Farmington Mall. Call 421-8686

GENERAL OFFICE
We need an organized person to assist with various office/clerical functions. Excellent working environment. Call:
847-0300

GENERAL OFFICE
Full time in Plymouth. Must be accurate with numbers. Job involves shipping & receiving. Pleasant phone manners. Accurate typist. Computer knowledge helpful. Send resume to: 42102 Postit, Plymouth, MI. 48170

GENERAL OFFICE - experienced person for industrial office in Farmington Hills. Responsibilities include inventory control, production schedulling, purchasing, customer service, typing & use of computer required. Good benefits & paid vacation. Salary commensurate with experience. Send resume. For interview call between 8am-3pm Mon. thru Thurs.
471-2300

GENERAL OFFICE - answer phone, type, file & general duties. Math and once, immediate opening. Apply in person: 12945 Haggerty, 697-3535

GENERAL OFFICE
Typing & math skills required. Some phone & computer work. Small business Southfield office. Prime Mortgage Corp. Call Mr. B 358-7848

GENERAL OFFICE - people (40) some light accounting payable & receivable experience, plus data entry. Troy locations, $12,500.
Call Betty at 689-6188

GENERAL OFFICE - people for entry for corporations in Livonia area. Pay dep. on skills. Call Holly at Uniforce 473-9932

GENERAL OFFICE & Shipping Clerk. Needed for machine shop in Westland, full time job. Experience in office duties, computer helpful and or shipping, will be most helpful. Call Bernice at 326-8400

GENERAL OFFICE - Position with billing responsibilities for busy Birmingham firm. Office duties. Computer experience helpful but not necessary. Send resume to: Bead Insurance, Dept. 1, 411-A Bond Street, Birmingham.

INSURANCE Verifier
Full time. Must have high school graduate. Typing and/or computer data entry experience helpful but not necessary. Salary based on skills. Send resume to:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

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GENERAL OFFICE
General office duties required in a well established Livonia retail store to run it 2 person office. Must be detail oriented, organized, and have a friendly working atmosphere. Contact Nancy at 464-3300 or 522-8208

GENERAL OFFICE
Aggressive suburban real estate property management company needs a responsible person for a full/part time position. Typing and general office experience required. Salary and benefits commensurate with experience. 443-0800

GENERAL OFFICE - Wallcovering distributor in Berkley is looking for person with excellent office skills. Qualified candidates should have typing & multi phone experience. This is a fast paced, rapidly growing company. Send resume, including salary history to box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HAVE YOU ALWAYS wanted to run your own file department? Immediate opening