CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

ATTENTION!
CLERICAL JOBS IN YOUR AREA
Are you self motivated & possess a positive, outgoing attitude? If so & your serious about work - we are serious about placing you
● Bookkeepers
● Data entry
● Receptionists
● Telemarketers
● Typists (50 wpm plus)
Flexible hrs.
Bonus vacation pay
FUTURE FORCE
Temporary Help Services, Inc.
Ask for Michelle
588-3700

ATTENTION
Entry level clerical positions available in Bloomfield Hills, Livonia, Detroit, Canton and surrounding areas. Must be proficient in one of the following: Data entry, switchboard, keypunch, typing, 10 key calculator, word processing. Call for details.
PARTNERS IN PLACEMENT
474-8500

ATTENTION!
LONG & SHORT TERM ASSIGNMENTS FOR:
● CLERKS
● DATA ENTRY OPERATORS
● RECEPTIONISTS
● SECRETARIES
● SWITCHBOARD OPERATORS
● TYPISTS
● WORD PROCESSORS
Top Pay - Merit Increases - Holiday, vacation pay & insurance.
Call today:
CORPORATE PERSONNEL SERVICES
Livonia 478-1010
Plymouth 454-4616

ATTENTION
We need an experienced person with customer service & typing background. Knowledge of personal computer & light accounting experience for our centrally located office. Call Mr. Heyman: 353-8900

ATTN. Entry Level for people with potential in phone work. Good phone voice. Growing company. 7:30 am-4:30 pm. or 3:30 pm - midnight. Alternate weekends. 533-4974

AUTO BOOKKEEPER
Large Ford dealer needs a person with Ford accounting, billing, and computer experience. Excellent pay & benefits. Apply at: Village Ford, Inc., 23535 Michigan Ave., Dearborn. or Call 565-3900

AUTO DEALER
Switchboard operator needed for metro GM Dealer. Experienced only need apply. Contact Denise. 531-7100

BILLING CLERK
person needed to handle order processing & billing activities for a Pontiac manufacturing firm. Should be detail oriented & work accurately & quickly. Typing & computer experience necessary, billing experience helpful. Send resume to: Durman Technical Services, Inc. Att: Billing Dept. 408 Auburn Ave. Pontiac, MI 48058. No phones calls accepted. Equal Opportunity Employer M/F

BILLING CLERK
Immediate opening for individual with at least 3 yrs. billing or accounting experience. Livonia area location, excellent benefits & salary! non smoking environment, call Christine for interview today 443-0056

BLUE HERON POINTE - Receptionist/Secretary, long term position open, will work in furnished new home condominium models on the water in Northville. Light typings, phone voice, bubbly personality, energetic, and attractive. Hours 1-6 weekdays, 12-6 Saturday & Sunday, closed Thursday. Harry S. Wolfe Realtor 421-5660

BOOKKEEPER/CLERK
Southfield accounting office. Typing, some bank reconciliation & payroll tax experience, or will train. After 1 pm: 353-4347

BOOKKEEPER
Farmington Hills based company is looking to add a full charge bookkeepr to our staff. Candidate should have five years accounting experience with at least 2 years as a full charge bookkeeper, experience with Supercalc and spreadsheets helpful, some college desired. Must pay close attention to detail and understand accounting concepts. We offer an excellent compensations package. Qualified candidates should call or send resume with salary history to:
Patty Giorgio
ParaData Computer Networks, Inc
37525 Interchange Drive
Farmington Hills, MI 48331
(313)478-8400
An Equal Opportunity Employer

BOOKKEEPER for downtown Detroit lawfirm. Accounts payable & receivable. Computer accounting experience required. Competitive salary. Excellent Vbenefits. Send resume to box 264 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Follmer, Rudzewicz & Company, one of Michigan's largest independent CPA firms currently has several clients in the Metro Detroit area seeking to hire experienced Bookkeepers. Some positions require F/C and/or supervisory experience. If interested please send complete work and salary history in strictest confidence to Holly Steever:
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI., 48034

BOOKKEEPER
Full charge with computer experience. Must be a self motivated and a self starting person with good accounting background. Non smoker. Send resume to: Calex Corporation, 377 Amelia, Plymouth MI. 48170

BOOKKEEPER - Full charge, wanted for growing retail company. Must have knowledge thru general ledger. Salary commensurate with experience. Send resume to: Donna Sacs, 24617 Halstead Rd., Farmington Hills, MI 48331.

BOOKKEEPER
Full charge full time, flexible hrs. good benefits, call Diane 8am-12 noon. 642-1580

BOOKKEEPER - FULL CHARGE
Plymouth manufacturer/distributor seeks experienced, full-charge bookkeeper. 3-5 yrs. of computerized accounting experience thru financial statements a must! Generous salary and benefits. If interested please send resume and salary requirements to: Ms. Cross, P.O. Box 681, Southfield, MI., 48037
Plante and Moran Recruiter for an equal opportunity employer

BOOKKEEPER, full time at Detroit Zoo for private company. Casual dress, 2 yrs. minimum experience. $7.00+ minimum starting rate. Resumes to: Controller, 22007 Woodward, Ferndale, MI 48220

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle Accounts Receivable. Typing skills and computer knowledge helpful. Send resume including salary requirements to: Bookkeeper, P. O. Box 8071, Southfield, MI., 48086.

BOOKKEEPER - Full charge, accounts payable, receivable, payroll, computer skills helpful but not necessary. Will train right candidate. Salary commensurate with experience. Call after 3pm for appointment 537-9190

BOOKKEEPER - Livonia area. Payroll, accounts receivable & payable. Light typing and telephone. Call for interview 534-5604

BOOKKEEPER
Livonia Travel Agency looking for Bookkeeper with minimum 2 years experience. Please send resume: Robin Landrum, O.C.S. Tokyo Tours, 37124 W. 6 Mile, Livonia, MI 48152

BOOKKEEPER - PART-TIME
Approx. 20 hours per week. Flexible hours, between 8am-5pm. Computer skills required. Stylerite Label Corp., Rochester Hills, 853-7977

BOOKKEEPER/PART TIME
Needed for Southfield office. Must have knowledge of Receivables, Payables and computers. Please call. 356-0900.

BOOKKEEPER - part-time for Birmingham company, will assistant full time bookkeepers. Duties include receivable, payable, payroll. 18/20 hours per week. Flexible. Send resume to: 255 S. Woodward, Suite 200 Birmingham, MI 48011

Bookkeepers
Accounting Clerks
EDP/Data Entry
We are looking for experienced people to join our team of professionals on exciting temporary assignments. Assignments can be either short or long-term, full or part-time, offer excellent rates, plus add significant experience to your background. Temporary assignments may lead to permanent. For an appointment, please call
357-8367
accounTemps
28588 Northwestern Hwy. #250
Southfield, MI 48034

BOOKKEEPER/TELEMARKETER
Needed for accounting office in Farmington Hills. 30 plus hours per week. 553-4800

BOOKKEEPER thru general ledger. Typing, computer data processing & related office duties. 3 to 5 years experience. Gibbins Pattern & Plastics Inc., 12360 Beech Daly, Redford. 937-6502

BOOKKEEPING ASSISTANT
regular part-time, flexible hours, limited benefits. Experience required. Call or apply in person at:
Mercy Bellbrook
873 W. Avon Road
Rochester Hills, MI 48063
656-3239

BOOKKEEPING ASSISTANT
Permanent, part-time position available with Southfield computer firm. Knowledge and/or experience required in Bookkeeping, typing & general office. Call Renee, 358-3366

BOOKKEEPING CLERK
5 years experience in accounts payable & receivable. Computer experience. figure aptitude necessary. Competitive salary and great benefits. Novi area. Send resume to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeping
Partial Listing of Positions
STAFF BOOKKEEPER - Northeast area company seeks individual for accounts payable and receivable, journal entry and general ledger reconciliation. Must be familiar with Lotus and good at data entry. Accounting degree a plus. Growing company with a future!
PAYROLL BOOKKEEPER - We currently have two payroll positions available. Must have prior experience with 500 + employees and general ledger closing. Westside company using Control Data. Northeast firm requires multi-state experience with an in-house system.
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid

BUSINESS manager for smaller Birmingham design firm. Bookkeeping, profit/loss, assisting owner. Furniture experience helpful. 540-8008

CASHIER/CLERICAL
Experienced accurate cashiers needed, full/part time. Starting $4.25/hr., excellent benefits. Contact Mrs. Rosen 352-8090

CASHIER/OFFICE CLERK
Apply in person at Mickey Shore 27819 Plymouth, Livonia. 425-4646

CLAIMS EXAMINER needed for credit life and disability insurance administrator. Must have experience in this field. Excellent benefits. Send resume and salary requirements to: Manager CE-1, P.O. Box 2708, Livonia, MI 48151-0708.

PART Time - Clerical worker needed for a Southfield office. Good phone etiquette!, no experience needed. Call weekdays 9-5 at, 559-7105

PERMANENT - part time position for mature person with good organizational skills. Typing skills & a positive attitude is mandatory. Must be able to work flexible schedule, evenings & weekends. Non smoking office. Apply in person: Mon.-Fri., 10am-5pm at: Heslops, Inc., 22790 Heslip Dr., Novi (between Novi Rd. & Meadowbrook Rd., N. of 9 Mile). See Mrs. Piro.

CLERICAL ASSISTANT
Full time position available. Oakland county suburb. Must have excellent math ability & 10 key calculator skills. Should possess good organizational skills. Must be detail oriented. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to Attention: Box 972, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Automotive Supplier is seeking individual for General Office activity. Salary commensurate with experience. Send resume to: Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/DATA ENTRY
Redford area. PC & CRT experience preferred. Customer contact experience desired. Full time. Good wage & benefit package. Send resume and salary requirements to: Creative Information Services, 9348 Telegraph Rd., Redford, MI 48239; or call for interview: between 9am & 4pm 313-255-4040
An Equal Opportunity Employer

CLERICAL DATA ENTRY: If your looking for a challenging part-time job that will keep up your typing and office skills, look no further, we have the job for you! If your a non smoker, who can accurately type 60 wpm, and like the hours from 1 to 5pm, Mon thru Fri, then send your resume to POB Publishing Co. 5420 Lilley Rd, Suite 8, Canton MI. 48187.

CLERICAL POSITION
Were looking for someone who enjoys working with people and numbers. Position entails basic bookkeeping & telephone etiquette. Flexible part time hours & benefits. Call: Work Bench Furniture. 540-3577

CLERICAL POSITION - Full time in Birmingham insurance agency. Data entry experience helpful. Ask for Karen 540-8444

CLERICAL RECEPTIONIST
Typing, word processing & dictaphone experience. Birmingham area. Full time. Forward resume to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL SUPPORT CLERK
needed full time for a Novi based ambulance company. Some clerical experience preferred. Please send resme to attention Rita, 22575 Heslip, Novi, MI., 48050.

CLERICAL - Trucking company seeking highly motivated individual for full time Payroll position. Computer/trucking experience a plus. Please call Katherine at 522-1400

CLERICAL
We have an opening for a Clerical position with Receptionist duties in our fast-growing international company. Excellent phone skills are a Must - and ability to do some light typing. Duties will include greeting our visitors, answering the phones & other clerical-related work. Please send resume, with salary requirements, or apply in person between 9am-4pm, at:
Personnel Dept.
AMERICAN YAZAKI CORPORATION
6700 Haggerty Rd.
Canton, MI. 48187
NO Phone Calls, Please!
An Equal Opportunity Employer

COLLECTION CLERK needed for full time position in an ambulance billing office. Please send short letter or resume to: CEMS, Attn. Rita, 22575 Heslip, Novi, MI 48050.

COLLECTION CLERK
We are looking for an aggressive person with collection experience and good communication skills to fill a position for a client of ours in Livonia. If you are looking for a position that has excellent growth opportunities, a pleasant environment and a good salary please send resume and salary requirements to, P.S.
Follmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
Southfield, MI., 48034

COME TO KELLY!
Kelly Services is currently seeking sharp, professional individuals for long and short term assignments. We have positions available in the following areas:
Data Entry Operators
• 10 key or typewriter style
• high production
Secretaries
• shorthand &/or transcription
Receptionists
• 35 + wpm typing abilities
Switchboard Operators
• ability to handle 20 + lines
For more information about how you can go to work for America's number one name in temporary help, call Kelly today.
Livonia 522-4020
Livonia 522-3922
Garden City 422-0263
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

COMPANY seeking experienced person with typing abilities of 55 wpm, accounts payable, accounts receivable & payroll. Call 522-4826

COMPUTER OPERATOR PART TIME
Life insurance company located in Plymouth has immediate opening for Computer Operator with 1 year of "hands on" experience. Approximately 5 hours daily Monday - Thursday with starting time, 3.30pm. IBM Mid-range mainframe experience a plus! Excellent working conditions. Please submit resume or contact: Personnel Department at 453-8500
MUTUAL OF DETROIT
333 Plymouth Road
Plymouth, MI., 48170

CONSCIENTIOUS adult needed, for Birmingham office, duties to include driving company vehicle, customer service and general office work. Hours: 11-7:30, Mon-Fri. Call Barb at: 642-5050

CORPORATE HEADQUARTERS
In the Hospitality Industry has a part time position available for a dynamic clerk typist whos requirements include:
• Typing - 60 wpm
• IBM PC experience preferred
• Superior communication skills, written and verbal
• Previous general office experience
• Flexability a must
Corporation offers excellent working conditions. Qualified candidate please send resume with salary requirements to: PO Box 4105, Maple Station, Dearborn, MI 48126.

Count on Kelly for great jobs
Kelly Services is America's first and best temporary services company. That means you get good jobs with great companies and earn generous pay with Kelly. Right now, we have assignments for:
● Word Processors
● Secretaries
● Typists
● Switchboard Operators
● Receptionists
● Data Entry Operators
● Clerks
● Accounting People
● Telemarketers
Find out what Kelly has for you. Call today at:
Farmington Hills 471-2050
Troy 362-1180
KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/ F/H

COURIER full time for Southfield law firm. Duties include filing pleadings in various courts and in-office duties. Benefits and excellent working conditions. Call Karen 358-5500

CREDIT REPORTING AGENCY in need of full & part time help. Flexible hours. Previous credit experience requested. Please call Ms Adams after 1:00pm 478-6925

CUSTOMER SERVICE
Entry-level; answer phones, take orders, etc. Apply at: 11666 Hubbard, Livonia (between Merriman & Farmington, N. of Plymouth Rd.)

CRT
CLERKS
DATA ENTRY
SWITCHBOARD OPTS
YOU WANT IT
WE'VE GOT IT!
● TOP PAY
● HOLIDAY PAY
● CASH BONUSES
557-5700
SNELLING TEMPORARIES
NEVER A FEE

CRT OPERATOR. Some experience preferred, well organized, good communication skills, credit background a plus. Call 827-3360

CUSTOMER SERVICE representative for Southfield Insurance Agency, full or part time. Experience in personal lines required. Excellent opportunities and flexible schedule available. Send resume to: M. Martin, 29777 Telegraph Rd, Suite 1651, South field, MI 48034

CUSTOMER SERVICE REPRESENTATIVE
We are a fast paced cable television company seeking professional individuals with extensive customer service background. Benefits: salary plus commission, paid holidays, excellent medical benefits, paid vacation. Send resume to: Wireless Cable of Michigan, 21200 Melrose Ave., Southfield, MI 48075.
Equal Opportunity Employer M/F

CUSTOMER SERVICE Coordinator. Position entails coordination of sales support activities with primary responsibilities to include order taking & entry, aged receivables collection, and customer phone support. Job requires a detail oriented person. Some accounting knowledge helpful. Send resume to: Box 376 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Typing skills required. Send resume to: 31731 Northwestern Highway, Suite 250, Farmington Hills, MI., 48018 or call 855-2222

DATA ENTRY CLERK needed for immediate opening in Livonia. Must have experience in data entry & general office. Call between 9am-4pm, Staffing Services. 474-9774

DATA ENTRY CLERK: Fast paced company in Video Industry has immediate opening for data entry clerk in billing department. Experience a plus! Good benefits. Send resume and salary requirements to Accounting: 23689 Industrial Park Dr. Farmington Hills.

DATA ENTRY Computer Operator For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Mrs. S. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034.

DATA ENTRY/ CUSTOMER RELATIONS
Key position for Detroit manufacturer in the home furnishings industry. Some computer experience required for order entry, invoicing, word processing, product cost maintenance, etc. Swithcboard and typing skills desirable. Excellent compensation and fringe package. 341-6961

DATA ENTRY - For Farmington Hills accountant. Experience preferred. Part time. 473-0101

DATA ENTRY OPERATOR for full time seasonal work in Novi through Sept. 15. $5.15/hr. Contact John Eckstrom, Steelcrete Co. 349-7600
An Equal Opportunity Employer

DATA entry - operators, (type 45 wpm), receptionists, for N. Oakland corp. Rolm, Dimension, Executone helpful, $4-$7/hr. Call Holly at Uniforce 357-0034

DATA ENTRY PERSON NEEDED
Experienced in accounts payable, accounts receivable, inventory & cashier duties. Call for interview appointment. 645-5913

DATA ENTRY POSITION
Good typing, accurate with figures, pleasant phone manner, full time, Farmington Instant Communications. 474-9670.

DATA ENTRY - typing, phones, filing, Redford area. Full time. 255-2280

DATA PROCESSING
Join rapidly expanding Farmington Hills company and grow with us. Seeking experienced data process candidate. We offer competitive salary and benefits in exchange for your hard work and quality track record. Call: 553-6260

DATA PROCESSING ASSISTANT
we are looking for a accurate detail oriented individual with good typing skills and familiar with computers. intern we offer a challenging position with growth potential a friendly working environment and benefits. Send resume to: Office Manager P.O. Box 6737, Royal Oak, MI 48068

ENTRY-LEVEL CLERK
Full-time position available in Redford Twp. Typing required: 40-50 WPM. Also experience with 10-Key Calculator. $4.75 per hr. Ask for Dawn, 532-4700 ext. 218

EXECUTIVE ASSISTANT
Birmingham management Co. seeks organized person. Word processing experience preferred. Must be very professional. Resume to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for Livonia base construction firm. Very Mature & experienced. Shorthand & grammatical compoaition a must. Full time. Salary commensurate with experience. Send a brief resume to box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY with excellent organizational skills, typing, shorthand-speedwriting, desired by principal of professional, medium sized legal practice. Reply with experience and salary desired to: Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for Southfield office. Primary responsibilities as administrative support to director of human resources. Will also support other corporate personnel. Mon. thru Fri., 8am-5:30pm. Excellent salary & benefits. Excellent writing, typing & computer required. Shorthand preferred. Call Sue: 354-7440

EXECUTIVE SECRETARY
Needed for fast paced Livonia food broker. Qualifications should include: professional appearance, excellent word processing and typing, shorthand/speedwriting a must, strong communication and organizational skills. Send resume to T. P. C., PO Box 3304, Livonia, MI 48150, Attn: J. B.

EXECUTIVE SECRETARY
Excellent opportunity for an experienced, motivated and hardworking individual. Experience on DisplayWrite 3, MicroSoft Word and Symphony helpful, but will train qualified candidate. Call Mrs. Mulrenin to find out more details on this long term assignment.
ENTECH SERVICES, LTD.
Sole Source Division
588-5610

EXECUTIVE SECRETARY needed For leading computer firm. Must know shorthand, word processing and be able to type 70 wpm accurately. Benefits. Send resume to: Intergraph Corp., 30555 Northwestern Highway, Suite 300, Farmington Hills, Mich. 48018

EXPERIENCED, mature typist. Southfield area. Full time. 353-9650

FILE CLERK - Full or part time, experience preferred. Livonia area, ask for Carol 591-1171

FILE CLERK/PART TIME
Medical office. 8:30 to 1pm., Mon. thru Fri. 13 Mile Telegraph area. 647-8223

FILE CLERKS
Downtown Detroit-based firm seeks File Clerk for full-time positions. Qualified candidates will be Self-Starters with good organizational skills. Duties will include filing, light typing & answering phones. Previous office experience helpful but not necessary. This is an entry-level position with potential for advancement in our expanding company. Compensation includes full benefits. For consideration, send resume to:
File Clerks
P.O. Box 779
Detroit, MI. 48231

FILE CLERK
Seeking organized individual to maintain and update files. Novi and Farmington Hills locations. Full time/benefits. Call: 553-6260

FINANCIAL PLANNING ASSISTANT
Part time for Troy CPA firm. Experience required in light bookkeeping, investments, insurance, and computer and clerical skills. Knowledge of Advent Software a plus. Self-motivated and self-starter. Salary commensurate with experience. Send resumes to: Karen Bobel, 755 W. Big Beaver, Suite 1700, Troy, MI., 48084.

FULL CHARGE BOOKKEEPER
TO $19,000
If you like numbers but would love to work with people, than this is your opportunity. Fee paid. Call Sue at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

FULL & PART TIME POSITIONS AVAILABLE
If you enjoy customer contact, have typing experience & a basic knowledge of business machines (PC experience a plus), apply at First of America Bank Plymouth, NA
535 So. Main St., Plymouth.
Equal Opportunity Employer M/F

THIRTY FIVE YEAR OLD leader in the paint, body and equipment industry, is looking to add to its winning team. Full time employment, along with fringe benefits including health, dental and life insurance and a profit sharing program. High school business courses are preferred, no experience necessary. Starting salary is $6. per hr.. If you are an aggressive individual and possess the above skills, apply to: Morgan Auto Paint Company, 11800 Market St., Livonia. We are located N. of Plymouth Rd., 1 block W. of Levan. We are taking applications on Friday, March 31, from 8:00am-4:00pm

GENERAL CLERICAL
Come join the growing Toys R Us team. We are currently looking for organized candidates possessing good clerical skills. Typing 60wpm a must, dictation helpful. Must be able to work independently. These full time positions include benefits after 90 days & competitive wages.
Apply at:
7900 HAGGERTY RD.
CANTON, MI.
An Equal Opportunity Employer

GENERAL OFFICE
Aggressive, suburban real estate property management company needs a responsible person for a (1) person office. General office experience required. Salary & benefits commensurate with experience.
443-0800

GENERAL OFFICE/RECEPTIONIST
Taking applications 8:30am-5pm, Mon.-Fri.: Dunn Blueprint, 20390 W. 8 Mile Rd., Southfield, MI.

GENERAL OFFICE - Full-time
Answer phone, filing, typing & good basic Math skills. Southfield area. Call 9am-4pm, 353-1611

GENERAL OFFICE - for small construction equipment and supply company in Livonia. Full time excellent benefits. Call 478-6250

GENERAL OFFICE
Immediate position available for experienced individual in Bloomfield Hills office. Must have good phone, filing & typing skills. Call 858-8050

GENERAL OFFICE HELP, light typing, busy phones in small office. Need friendly, agressive, self starter. Send resume to: PO Box 457A, Royal Oak, MI 48067

GENERAL OFFICE DUTIES: Part time. Flexible hours. No computer requalared. Apply in person between 9 and 12pm: 1512 S. Newburgh Rd., Westland MI.

GENERAL OFFICE
Typing & math skills required. Some phone & computer work. Small busy Southfield office. Prime Mortgage Corp. Call Mr. B. 353-7550

GENERAL OFFICE - Small fast paced office in Farmington Hills is looking for an energetic person for general office duties. Approximately 15 hours a week, very flexible. Competitive wages. Call 626-6800

GENERAL office - people, type 45-55 wpm, 3-6 mos experience, data entry, for major Farmington, Livonia companies, $5-$7/hr depending on skills. Call Maxine at Uniforce 473-2931

GENERAL OFFICE - typists, (45-55 wpm, 3-6 mos experience). For major advertising corp. in Oakland County. Beginning spot, some knowledge of word processing. $13,000. Call Betty at Uniforce 646-6168

GENERAL OFFICE
a growing nation wide company is looking for an ambitious motivated individual with customer service in mind. Heavy incoming phone and general work. Salary & benefits. Ask for Tim 644-6210

GIRL FRIDAY
Small automotive company seeking person for general office work. Duties include typing, 40 to 45 wpm, answering phones and shipping. Computer knowledge helpful, starting pay $5 per hour full time plus benefits. Send resume to: Corrosion Consultants, 13040 Inkster Rd, Redford, MI 48239

Hospital Billers
Needed for immediate openings in area hospital facilities. UB 82 experience a must, computerized billing knowledge a plus. Great pay and no fee! Call
TEMPRO
443-5590

IMMEDIATE POSITION AVAILABLE
RECEPTIONIST/CLERICAL HELP: Must have pleasant telephone voice. Experience helpful - will train. Full and Part-Time
Apply: 44700 Grand River
Novi, Michigan 48050

INQUIRY CLERK POSITION
Job position available in Southfield for person with good telephone etiquette and seeking advancement to answer patient and insurance carrier's telephone inquiries regarding statements; monitor the flow from active accounts receivable to CCS; support the commercial insurance billers in monitoring turn around time. Skills should include knowledge with regards to insurance deductibles, co-insurance and coordination of benefits. DOHC, Central Billing Office. (313)748-4366

INSIDE SALES/ORDER DESK
Fast paced office seeks mature individual for full time employment in our order department. Excellent company benefits. Send resume to: P.O. Box 104, Wixom, MI., 48096.

INSURANCE AGENCY in Northville needs part time person, afternoons. Pleasant phone voice and typing required. 349-2000 or 474-1810

INSURANCE AGENCY in Southfield needs person with property & casualty insurance and bookkeeping experience Part time, flexible hours. 356-1600

INSURANCE
Home office of Livonia 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
Novi agency is looking for a qualified person to process group health insurance. Computer and Blue Cross/Blue Shield experience helpful. 348-6200

INSURANCE - Small, well established agency, in convenient Troy location, looking for Insurance Rep experienced in Property/Casualty and computers. Non-smoker preferred. Forward resume to: P.O. Box 670, Troy, MI., 48099.

INSURANCE - TPA seeking full time health claims analyst. Minimum 2 years experience. Immediate opening. 353-5800, ext. 319

JOBS! JOBS! JOBS!
ATTENTION
Typists, Secretaries
Word Processors & Receptionists!
Join our new clerical division at DPR today! Excellent opportunity to get into major corporations. Eligibility for permanent hire if you qualify. Call Christine for interview at 443-0058

JOIN THE PERMANENT TEAM
at Temporary Resources.
We have openings for:
• Receptionist
• Typist
• Data Entry Operator
• Word Processor
• Secretary
Training for qualified applicants, benefits, vacation & more.
TEMPORARY RESOURCES
Farmington Hills 737-1711
Southfield 353-7505

KIDS IN SCHOOL?
9 to 3 hours OK. Classy Bloomfield Hills position as Secretary/Receptionist. Interesting. Fun. Call Ms. Bradley at 646-5000

LEASING CONSULTANT needed for suburban apt. community in the Dearborn Heights area. Flexible hours available. 562-3988

PARALEGAL
Large downtown Detroit Law firm offers challenging opportunity for individual to work in our pension/profit sharing group. Legal Assistant certificate or equivalent required. Experience with drafting plans preferred. Competitive salary & benefit package. Submit resume & salary history to: Clark, Klein & Beaumont, Attn.: Mary Hapeman, 1600 First Federal Bldg., Detroit, MI 48226

LEGAL ASSISTANTS
Legal Assistants with experience in Mortgage Loans, Finance & Real Estate are needed by this Auto Manufacturer. Degree & Certification required. Great experience & exposure. Solid rates. Refer resumes or calls to "Auto Manufacturer."
This growth-oriented international firm is seeking a Legal Assistant with solid corporate experience. Need degree & certification. Superb benefits. Bonus. To $27,500.
Several other interesting Legal Assistant positions are available on both permanent & temporary basis. Contact us this week for particulars on Detroit & suburban openings.
LEGAL SUPERVISOR
This solid client is seeking a Word Processing Supervisor. Candidates must have at least 2 years supervisory experience. WORDPERFECT, A Must. Very nice working conditions. To $25,000.
Both our offices represent all Detroit and all suburban openings ... contact the one most convenient to you ... regardless of where you wish to work.
PERSONNEL AT LAW
3000 Town Center, Suite 2580
Southfield, MI. 48075
358-0060
One Kennedy Square, Ste. 1832
Detroit, MI. 48226
964-2909

LEGAL PLACEMENT
Temporary & permanent openings
CROSSMATCH PERSONNEL
2000 Town Center, Ste. 1900, Southfield, MI., 48075
SANDY MONROE 442-1967
All Fees Employer Paid

LEGAL SECRETARY
For senior partner in Litigation Law firm. Substantial salary; fringe benefits. Minimum 5 years experience. 354-2500

LEGAL SECRETARY - part time. Experienced Wang Word Processor Operator for law firm in Farmington Hills. Part time night shift. Please respond to P.O. Box 3040, Farmington Hills, MI 48333-0040

LEGAL SECRETARY
Experienced for a defense litigation firm in Farmington Hills. Wang experience preferred, excellent benefits. Please respond to: P.O Box 3040, Farmington Hills, MI 48333-0040

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8186

LEGAL SECRETARY - with working knowledge of TABS III Billing System. Excellent skills. Southfield firm. Non-smoker. Call Pat 355-5300

LEGAL SECRETARY
Hyatt Legal Services, Madison Heights location, seeking legal assistant who is energetic, outgoing, intelligent & personable. Good telephone skills A MUST. Experience with word processing desireable, however, will train right candidate. Salaried position with benefits." Send resume to Terri L. Tringali, Managing Attorney, 29306 John R. Rd., Madison Heights, MI., 48071.

LEGAL SECRETARY
Birmingham law office; 8:30 am to 4:30 pm, Mon. thru Fri. Law office experience necessary. 642-8090

LEGAL SECRETARY - for Southfield office. Word processing, skills a must. Legal experience preferred. Ask for Tracy. 350-8220

LEGAL SECRETARY
with 1-3 years experience, wanted for Bloomfield Hills Law firm. Word processing experience necessary. Phone Denise at: 858-2443

LEGAL SECRETARY-Full time for Birmingham law firm. Experience with personal injury and/or deefense litigation necessary. Word processing helpful. Call Pat 642-2992

LEGAL SECRETARY
1-2 years experience for Farmington Hills insurance defence PI litigation law firm. 70wpm. dictaphone. Will train on Micro Soft Word. 737-4747

LEGAL SECRETARY - experienced litigation secretary for downtown defense firm. Salary commensurate with experience. Full benefits. Call Diane or Barbara to arrange an interview. 965-6100

LEGAL SECRETARIES - Prestigious firms thruout Metro area. Litigation & corporate experience. Some require shorthand. To $24K.
NETWORK RESOURCES AGY.
964-5500 or 642-5400 Fees Paid

LEGAL SECRETARY FOR PARTNER
Southfield medical mal-practice firm seeks outstanding secretary with minimum 2 years legal experience. Position requires applicant have outstanding organizational skills. Salary commensurate with experience 559-5353

LEGAL SECRETARY TRAINEE
TO $17,000
Do you want to become a Legal Secretary? If you have the skills, we have the opportunity. Fee paid. Call Sue at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

LEGAL SECRETARY
1 year experience, word processing 70 wpm for Farmington Hills law firm. Call 626-3440

LEGAL SECRETARY for southfield firm. WordPerfect experience helpful, legal experience preferred. Nice place to work. Call Polly 352-9580

LEGAL SECRETARY
Experienced, full time for Bloomfield Hills law office. Word processing necessary. Benefits, call 644-6970

LEGAL SECRETARY - Medical malpractice experience required, downtown & Southfield. $18/$26K. Corporate Connections. 244-9200

LEGAL SECRETARY - Brighton law firm. Experience necessary. Salary & benefits negotiable. Corporate Connections 244-9200

LEGAL SECRETARY-part time for Southfield office. General civil experience, computer helpful. Hours flexible. Immediate opening. 351-0600

LEGAL SECRETARY
for small Downtown Detroit law firm specializing in debtor-creditor law, bankruptcy & probate. At least 3 yrs. legal experience and wordprocessing. Shorthand and wang W/P preferred. Salary commensurate with experience. Health & life insurance offered. Send resume to Office Manager, Penobscot, Bldg., Suite #1766, Detroit, MI., 48226.
Or call Louise at 961-6141.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LIKE TO WORK WITH PEOPLE?
Busy Birmingham real estate office specializing in upscale residential property is now interviewing for a part time receptionist/secretary. Looking for sharp, enthusiastic person with good typing and communicative skills. Real estate experience a plus but not essential. Nice office atmosphere! Ask for Jenifer.
HANNETT, INC.
REALTORS
646-6200

LOOKING FOR dependable and knowledgeable seasonal office employees for a multi-outlet irrigation landscape company - filing, light typing and other office duties; computer knowledge a plus. Southfield. Call 358-2992

MATURE experienced office helper needed. Light filing and answering phones. Inquire within: 25525 W. 8 Mile Road, Redford.

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
● Admissions
● Collections
● Hospital Billing
● Medical Reception
● Medical Transcription
● Physician Billing
Earn great pay with no fee. Call a Tempro Representative today for more information.
TEMPRO
443-5590

MEDICAL SECRETARY
2 or 3 days per week. Top Dermatology office in Farmington Hills. Must have a least 1 year medical office experience or training & type at least 50wpm. Call 553-2900

MEDICAL SOFTWARE CO., needs employee with medical insurance claims processing for medical insurance claims evaluation experience. Data entry skills using computer terminal is mandnory. Supervisory experience preferred but not essential, salary open. Call MFM, 2-4pm. 258-3433

OFFICE ASSISTANT
Position available for individual seeking growth and experience with the westside's fastest growing most inovative wholesale baking company. Applicant must be neat in appearance, have excellent communication skills and be able to handle a variety of duties. Willing to train individual eager to learn. Send resume to: Office Assistant, Ste 133, 33723 8 Mile Rd, Livonia, MI 48154

OFFICE CLERICAL-Sales service office Pleasant phone manner, typing 50wpm, 10 key calculator experience. Evergreen & 9Mi. area. Call Donna 352-1566

OFFICE CLERK
Experienced. Filing, typing, record keeping duties. Come in or call:
STAR CUT SALES, INC.
23461 Industrial Park Dr.
Farmington Hills
474-6200
An Equal Opportunity Employer

OFFICE COORDINATOR-Insurance Biller, full time. Small group of N. Woodward Psychologists need responsible person. Computer & billing experience a must. Accurate typin, good communication skills. Non smoking office. Send resume to: Dr. John & Salran, 26711 Woodward, Ste 310, Huntington Woods, MI 48070

OFFICE PROFESSIONAL
Self starter. Minimum 3 years office experience, 60wpm and excellent CRT skills. Good telephone and communication skills. Full time, good benefits, $7.50 per hour plus. Send resume to: P.O. Box 7283, Dearborn, MI., 48120.

OFFICE JOBS
● Receptionist
● Typist
● General Office
● Accounts Payable
Other jobs available too!
Call:
J Martin Victor Temporaries
38215 W 10 Mile, between Halstead & Haggerty. (next door to Wendy's!)
474-8722

OFFICE MANAGER for up scale remodeling company in Walled Lake. Must have accounting background, computer literacy, customer relations experience, sense of humor, outgoing personality, sharp appearance, job dedication. Salaried position, full benefits Send resumes to: Newmyer Inc. 3081 Haggerty, Suite 1 Walled Lake, MI 48088

OFFICE MANAGER
We are a small automotive manufacturing Co. looking for an energetic office manager to assist the general manager in all office operations. Computer, light bookkeeping, strong math, typing, general office experience preferred. Experience and/or college degree required (position in Southfield area) Please send resume & salary requirements to: Personnel Manager, P. O. Box 115, Troy, MI., 48099

OFFICE PERSONNEL
Our expanding company is looking for experienced Career-oriented individuals. If you have set goals & good office skills, submit a resume to: 1408 Allen Dr., Troy, MI. 48083

OFFICE POSITIONS
Southfield distributor seeks qualified individual for entry level office positions. Excellent calculator & math ability necessary. We provide excellent benefits & working conditions. Call before 11am 352-0379

OFFICE SKILLS
Entry level positions available for those skilled in keypunch, switchboard, data entry, typing, word processing. Call today.
PARTNERS IN PLACMENT
474-8500

OFFICE
40/50 WPM typist. We will train on computer work and a variety of general office duties. 8:30 - 5:15 Mon. thru Fri. Modern small manufacturing plant. Benefits, write Personnel 2921 Industrial Row, Troy Mi. 48084

ORDER DESK ASSISTANT/Typist. Mature, responsible, good math skills, 24-30 hours per week. Livonia area. 522-0700

ORDER DESK - INSIDE SALES
Manufacturer of Automotive Components needs sharp individual full time to handle the order desk for fast-paced sales office. Job involves heavy phone contact with distributors & end users, computer entry, & communication with our sales reps. Must be people & detail oriented, reliable & have a sense of humor. Send resume to: Personnel, P.O. Box 509, Novi, MI. 48050.

ORDER PROCESSING SPECIALIST
For busy sales office. Responsibilities include: qualifying customer orders, record update and order write up. Experience helpful. Come in or call
STAR CUT SALES, INC.
23461 Industrial Park Dr.
Farmington Hills
474-6200
An Equal Opportunity Employer

PART TIME ASSISTANT to office manager of court reporting firm, in Farmington Hills. Duties include: collating, filing, typing, telephone, etc. Flexible hours. 626-6336

PART TIME OFFICE Person needed for answering phones, typing, filing & other misc. office duties. Must be mature, responsible & willing to work some Sat. Please submit letter of application to:
Patio Enclosures, 40480 Grand River Ave., Suite A, Novi, Mich. 48050.
Or Call Laura Diedrich: 473-3980

PART TIME person to assist in finance and insurance department. Accuracy a must and computer skills a plus. For information, call Wendy 8:30 to 5pm... 349-2500

PART TIME person to work 20 to 24 hours per week to handle miscellaneous correspondence, typing, answering phones, and perform general office duties. Must be mature and responsible, perfect situation for a homemaker or college student. Send resume or qualifaction to: L Arens, 3001 W Big Beaver, Ste 520, Troy MI 48084

PAYROLL CLERK
Responsibilities will include: assisting in the processing of the computerized payroll, time & attendance reporting & maintaining personnel/payroll files. The selected candidate will have 1 year of payroll/clerical experience. Please sumbit your resume, or letter, outlining your job experience to:
Personnel Consultant
Realtron Corp.
24065 8 Mile Road
Redford, MI 48239

PERMANENT Part Time - Morning & afternoon hours available. Clerical, telephone, public contact & sales ability. Call Mr. Cone, 644-6843

PERMANENT PART-TIME
Clerical position in Southfield/Town Center area. Must be non-smoker with some typing & computer experience. Very diversified position requiring an outgoing individual able to relate well with others. Attractive hourly wage & benefits. Send letter of introduction and/or resume to:
K. Dunnigan, 26111 Evergreen, Ste. 302, Southfield, MI. 48076

PERSON NEEDED for purchasing department. Full time. Apply at: 32525 Stevenson Hwy near 14 Mile Rd., Madison Heights

PERSONNEL - generalist, Troy, experienced in all benefit programs i.e. Labor laws, OSHA, immigration, affirmative action & health benefits, supervisory capabilities, organizational structure & interviewing, benefits, $22,000 plus. Fee paid

PAYROLL - coordinator, Troy, computerized payroll, IBM, ADP & Lotus 1,2,3 experience, benefits, $18,000. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

PHONE RECEPTIONIST
Realtor in downtown Birmingham seeking person with cheerful, pleasant personality to work 2 weekday evenings plus daytime Saturday. Good typing skills and local area knowledge necessary. For appointment call Mrs. Malcolm at 433-8477.

PURCHASING CLERK
Well organized person to assist in all clerical functions of busy department. Must be detail oriented and confident. Some accounting background helpful. Full time position with benefits. Call Personnel at 349-3356

RECEPTIONIST/SECRETARY
Farmington Hills West - Bloomfield sales office has full time position. Good phone manner a must. Filing, light typing & must have a good nature. Benefit package included. Ask for Janice. 737-8000

RECEPTIONIST/CLERICAL
Computer experience a plus!
Call 462-3155

RECEPTIONIST/SECRETARY
Word processing, computer skills helpful. 354-8300

RECEPTIONIST/CLERICAL-Part time. Filing, phones, light word processing. IBM PC. 20 hours per week, flexible. Mon.-Fri. Immediate opening. Please send resume to, Office Manager, 210 E. Girard, Madison Hts., MI 48071

RECEPTIONIST
For busy Southfield CPA firm. Good typing skills, and professional phone skills required. Word processing experience helpful Send resume to: Receptionist, 26877 Northwestern Hwy., Suite 200, Southfield, MI 48034

RECEPTIONIST
Full time for downtown Birmingham salon. 646-1066

RECEPTIONIST
For busy Insurance Agency. Strong typing & clerical skills needed. Ask for Bernadette, 471-3500

RECEPTIONIST TYPIST for well established general contracting firm. Non smoker. Call Mrs Mc Ghee 546-2678

RECEPTIONIST
Part time Flexible hours, experience preferred, for optimetric office in Westland. 326-2160

RECEPTIONIST to answer telephones, light typing, light filing. Full time Benefits. Send resume. PO Box 03331, Detroit, MI 48203.

RECEPTIONIST/FILING CLERK
Southfield law office Excellent phone skills necessary. Ask for Tracy. 350-8220

RECEPTIONIST
Full time, benefits. Livonia area Send resume and salary history to: 35601 Veronica, Livonia 48150

RECEPTIONIST/TYPIST
Part-time position, 15-20 hrs. a week for prestigious firm. Must be professional appearing, have excellent telephone manner.
Ask for Anna. 689-8900

RECEPTIONIST with excellent telephone skills, Livonia based communications company. Assist customers, direct phone calls, keyboard experience preferred. Call Barbara Davis 522-7165

RECEPTIONIST - Part time for non-smoking real estate office. Three full days a week. $5.50/hr to start.Must be experienced in handling multi phone line system, set appointments and other clerical duties as needed. Call Kathy 647-6400

RECEPTIONIST
Southfield-based company has immediate opening for sharp person with pleasant personality to handle busy switchboard. Light typing required. We offer a good starting salary & excellent benefits. 353-5700

RECEPTIONIST TYPIST - Must type 50wpm, heavy phone work. Must work well with public & perform a variety of general office duties. Full time days. Please send resume & cover letter to. R.Sinacola, 621 Merriman Rd., Garden City 48135

RECEPTIONISTS - W. Bloomfield Nursing Center near Maple & Drake needs part time receptionists, 4:30pm-8pm, Mon.-Fri.; 9am-2pm, Sat. & Sun. & 2pm-8pm Sat. & Sun. Please call Jack Bell for further information 661-1600

RECEPTIONIST/GENERAL OFFICE
Entry level position available for person with good clerical skills, typing ability and pleasant phone manner. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST
Experienced on busy switchboard, excellent telephone manner, typing, filing. Salary negotiable. Livonia area. Resumes only to Box 364 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
We need people with good communication skills to answer incoming calls, personality is everything! Excellent Birmingham location, training plus benefits. Call 647-0300

RECEPTIONIST
Receptionist/Switchboard Operator needed for commercial leasing company. Secretarial skills helpful. Must be professional & personable. Send resume to: ILI, 30955 Northwestern Hwy., Farmington Hills, MI 48018, Attn. Receptionist.

RECEPTIONIST/BOOKKEEPER
Immediate opening for person experienced in general office duties including reception, typing, billing & light bookkeeping. Must be willing to learn student financial aid procedures. Salary $13,000 per year plus benefits. Call Miss Hamlin, weekdays. 563-4220

RECEPTIONIST
We're looking for a self starter to take on the challenge of our front desk. This is a full time position. Phone experience, typing and filing skills a must. We are located near the Ren Cen Center and have our own parking lot. Come join our team. Send resume to: P.O. Box 07475, Detroit, MI 48207.

RECEPTIONIST SECRETARY
Mature person with experience in a fast paced manufacturing office. Romulus area. Good telephone skills and ability to function under pressure. Typing and data entry. Non smoking environment. Send resume and salary history to; Receptionist Secretary, 23242 Stagebrush, Novi, MI 48050.

RECEPTIONIST - TYPIST - 60 plus wpm. We are a local growing company that offers full benefits, vacation pay & a chance for advancement to the right person
FUTURE FORCE
Temporary Help Services, Inc.
588-3700

RECEPTIONIST
Southfield property management company seeks a professional, outgoing receptionist with 1 plus years experience to handle busy switchboard. Some light typing, excellent salary and benefits. Send resume with salary requirements to:
Box 362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
COMPUTER COMPANY
TO $18,000
Enjoy the interesting hi-tech atmosphere and be part of a successful progressive company. Good front desk skills including typing. Fee paid. Call Bernice at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

RECEPTIONIST
Growing Property Management/Real Estate firm, located in Farmington Hills, has immediate opening for a Receptionist. This entry-level position is available for a motivated individual seeking to gain experience in a variety of fields including Word Processing, Bookkeeping & Correspondence. The applicant must have good typing skills, excellent phone etiquette, professional appearance & own their own transportation. Please call or reply to:
Certified Realty, Inc.
Receptionist Position
38545 W. 10 Mile Rd., Ste. 300
Farmington Hills, MI. 48024
• 313-471-7100 •

RECEPTIONIST
Immediate opening for a receptionist to greet visitors, answer telephones and provide clerical support. 1-3 years related experience and accurate typing required. Flexibility and willingness to cooperate as a team member a must.
We offer company-paid benefits and a competitive salary. For consideration, send resume and salary requirements to:
Ms. Lori R. Mead
TOYOTA TECHNICAL CENTER
Detroit Branch
4000 Town Center, Suite 1580
Southfield, Michigan 48075

RECEPTIONIST: Full time. Some carpet sales required. Westland area. No experience needed. Ask for Ken. 721-60[illegible]