504 Help Wanted Office-Clerical

ACCOUNTANT-Plymouth CPA Firm with diverse client base needs experienced practice seeking CPA or candidate to add to our team. Excellent opportunity. Avail. salary/benefits. Full. Send resume to: P.O Box 445, Plymouth, MI 48170

ACCOUNTING CLERK
Growing rehabilitation center in Farmington hills has a full time accounting clerk. Salary commensurate with experience. Please send resume to: Karen Sampies, 23000 Chase, Romulus, MI 48174
Equal Opportunity Employer M/F

ACCOUNTING CLERK
Full-time position with a national publishing company. Applicant should have a basic knowledge of General Accounting procedures; calculator skills & computer experience a plus. Good salary, excellent benefits. Call 557-0100

ACCOUNTING
Livonia area manufacturing firm seeking experienced individual for its General Accounting Dept. Should have a minimum of 3 yrs. plus experience, computer as well as Accounts Receivable/Payable experience desirable. For consideration, send resume & salary requirements to: Box 628, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE ASSISTANT
Full time position for our Southfield office. Must have minimum 2 years previous job related accounts payable experience. Excellent math aptitude. Calculator skills & detail orientated is necessary. Excellent communicate with experience. Send resume with salary requirements. Attention: Personnel, P.O. Box 5091, Southfield, MI 48086

ACCOUNTS PAYABLE CLERK Gordon Chevrolet, Inc. presently has an opening for an accounts payable clerk. Applicants should have a knowledge of general accounting procedures and computer background experience. Experience is preferred but will train the right person. If you are interested in working in a friendly environment with good employee benefits, come in and complete an application at Gordon Chevrolet, 31850 Ford Road, West of Merriman in Garden City, 427-4200

ACCOUNTS PAYABLE / Receivable Clerk. Must be a rapidly growing company in Southfield. Knowledge of computer & real estate helpful. Call 443-1806

ADMINISTRATIVE SECRETARY
Requires 2 years experience with Word processing. 50wpm accurate typing and Steno. (shorthand-speed writing acceptable) Send resume & salary requirements to: Madonna College, Human Resources Dept., 36600 Schoolcraft, Livonia, MI 48150.
E.O.A.E.

ADMINISTRATIVE - assistant for Roger Mulvihill Chevrolet corp. in Oakland County, will assist in market support area, working on professional level. Good communication skills, type 55 wpm. Memory typewriter a plus. $15k/mo

GENERAL - office person for Oakland County corp. Type 45-50 wpm, some knowledge of invoicing & posting, plus telephone & data entry. $13000/mo.

NEVER A FEE
Students/Graduates/Mature Register now. Immediate employment
LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield area manufacturer. Detail, math, light typing and some experience preferred. Excellent working conditions. Benefits package included. Call Sandy Jordan, PO Box 2020, Southfield MI. 48037-2020
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Rapidly growing Southfield office. $240/wk. Call Marilyn 522-2200

ACO HARDWARE
Popular individual in our sales audit department. Some office experience required; 37.5 flexible hours a week. Benefits available. Send letter of interest to ACO Hardware, 23333 Commerce Dr., Farmington Hills MI 48024, attention: Cindy Baldwin

ACTIVE TRADE Association looking for self-starting person with good communication skills. Salary plus bonus with full benefits based on work experience and ability. Must be willing to learn and be responsible for internal operations, financial reports, data processing and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
with Microsoft word processing on Macintosh computer. Light accounts receivable experience necessary. 3 weeks paid training for the right person. Top Pay • Professional Environment.
Call
J Martin Victor Temporaries
38219 W. 10 Mile, Between Halsted & Haggerty, (Inside Suburban Medical Building)
474-8722

ADMINISTRATIVE ASSISTANT
Highly professional person as our divisional assistant. Must be fast-paced, rapidly growing company. Please send resume to: UNI Systems, 15900 W. 10 Mile, Suite 304, Southfield, MI 48075

ADMINISTRATIVE CLERK
Faytaw Business Communication Systems, a leading national sales/service telecommunications company has an opening for an Administrative Clerk at our Southfield location. Candidate should have a minimum of 3 yrs. secretarial/clerical experience. Responsibilities include performance of a variety of complex general office duties to include word processing, maintenance of office files and records, production and processing of extensive reports; as well as good telephone skills. Must have working knowledge of Word Perfect software, Lotus helpful. Secretarial related educational background desirable. Please submit your resume with salary history or apply in person to: Faytaw Business Communication Systems, Attn: District Mgr., 28200 Franklin Rd, Ste 200, Southfield, MI. 48034

ADMINISTRATIVE SECRETARY
Requires 2 years experience with Word processing. 50wpm accurate typing and Steno. (shorthand-speed writing acceptable) Send resume & salary requirements to: Madonna College, Human Resources Dept., 36600 Schoolcraft, Livonia, MI 48150.
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LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield area manufacturer. Detail, math, light typing and some experience preferred. Excellent working conditions. Benefits package included. Call Sandy Jordan, PO Box 2020, Southfield MI. 48037-2020
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Rapidly growing Southfield office. $240/wk. Call Marilyn 522-2200

ACO HARDWARE
Popular individual in our sales audit department. Some office experience required; 37.5 flexible hours a week. Benefits available. Send letter of interest to ACO Hardware, 23333 Commerce Dr., Farmington Hills MI 48024, attention: Cindy Baldwin

ACTIVE TRADE Association looking for self-starting person with good communication skills. Salary plus bonus with full benefits based on work experience and ability. Must be willing to learn and be responsible for internal operations, financial reports, data processing and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Full time position available for self motivated, organized individual. Responsibilities include preparation for all corporate travel & general clerical duties. Prior experience preferred. Please send resume WITH SALARY REQUIREMENTS or apply in person to:
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48107
NO Phone Calls Please
An Equal Opportunity Employer

Administrative Assistant
Masco Corporation, a Fortune 500, diversified manufacturer, has an excellent opportunity available for an Administrative Assistant.
Reporting to the Manager of Group Information, the position requires excellent typing, shorthand and written as well as good telephone skills. Computer knowledge is essential.
In addition to an attractive working environment, we offer an excellent benefit package and competitive salary based on experience. Please submit your resume with salary history or apply in person to: Furlau Business Communications Systems, Attn: District Mgr., 28200 Franklin Rd, Ste 200, Southfield, MI. 48034

ADMINISTRATIVE SECRETARY
Requires 2 years experience with Word processing. 50wpm accurate typing and Steno. (shorthand-speed writing acceptable) Send resume & salary requirements to: Madonna College, Human Resources Dept., 36600 Schoolcraft, Livonia, MI 48150.
E.O.A.E.

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Students/Graduates/Mature Register now. Immediate employment
LIVONIA - 473-2931
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield area manufacturer. Detail, math, light typing and some experience preferred. Excellent working conditions. Benefits package included. Call Sandy Jordan, PO Box 2020, Southfield MI. 48037-2020
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Rapidly growing Southfield office. $240/wk. Call Marilyn 522-2200

ACO HARDWARE
Popular individual in our sales audit department. Some office experience required; 37.5 flexible hours a week. Benefits available. Send letter of interest to ACO Hardware, 23333 Commerce Dr., Farmington Hills MI 48024, attention: Cindy Baldwin

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504 Help Wanted Office-Clerical

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Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48107
NO Phone Calls Please
An Equal Opportunity Employer

Administrative Assistant
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357-0034 646-7660

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield area manufacturer. Detail, math, light typing and some experience preferred. Excellent working conditions. Benefits package included. Call Sandy Jordan, PO Box 2020, Southfield MI. 48037-2020
An Equal Opportunity Employer

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ACTIVE TRADE Association looking for self-starting person with good communication skills. Salary plus bonus with full benefits based on work experience and ability. Must be willing to learn and be responsible for internal operations, financial reports, data processing and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

504 Help Wanted Office-Clerical

ATTENTION COLLEGE STUDENTS
Don't spend your time at a dead end job. Word for ENTECH SERVICES, LTD, and gain valuable experience! We have assignments as clerks, secretaries, word processors and more. Earn good pay in nice working environments. Call today!
ENTECH
Services, Ltd.
737-1744

AUTO DEALERSHIP, Southfield location, clerical held needed. Dealership experience a plus. Contact Joe Anne Huffman. 355-7800

BILLER/
ACCOUNTS RECEIVABLE
Good organizational skills are a must! Immediate full time opportunity exists for a highly motivated non smoker who is detail oriented and a team player. Responsibilities include data entry on IBM PC & Accounts Receivable. Excellent fringe benefit package including medical, dental and profit sharing plan. Join our established, progressive, and rapidly expanding rehabilitation services corporation.
Please send resume in confidence to:
Diversified Rehabilitation Services
755 W. Big Beaver, Ste. 605
Troy, MI. 48084
Affiliated with Medi-Speech Services

BILLING/SWITCHBOARD
Must type 35 wpm and math skills. Experience on 10 key calculator and CRT helpful. Benefits company. After 8am, 272-3809

BOOKKEEPER - experienced thru graduate level for multi corporate group. Manual & computer experience. Send resume to: CWM, PO Box 08213, Rochester, mi 48306-1213

BOOKKEEPER
Fojtmer, Rudzewicz & Co., 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 P/Cand/or supervisory experience. Interested please send complete work and salary history in strictest confidence to:
Holly Steiner
Fojtmer, Rudzewicz & Co.
28200 American Drive
Suite 200
Southfield, MI., 48034

BOOKKEEPER
for construction company - West side. Knowledge of construction & computers helpful. Must know general ledger & payroll. Some overtime. We train right person. Apply to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge bookkeeper experience. Must be self motivated & self starting person with good accounting background. Real estate & construction helpful. (Non smoker). Send resume to: 377 Amelia, Plymouth, MI 48170

BOOKKEEPER - Land developer seeks experienced person to handle all accounting functions. Reporting to J.A. Block & Co., 29350 Southfield Rd., Ste. 33, Southfield, MI. 48076 or call Mon.-Fri., 2-4. 559-7451

BOOKKEEPER/OFFICE MANAGER
Apartment management company in Auburn Hills area seeks qualified individual to post general ledger, prepare payroll tax returns, calculate summaries, bank reconciliations & general office administration. Small, quite office environment. Send resume & salary requirements to: Office Manager, Nob Hill Associates, 1291 Circle Dr., Pontiac, MI 48055.

BOOKKEEPER/RECEPTIONIST
Full or part time for Veterinary office in Plymouth. Phone skills, light typing, computer and dealing with public. REASONABLE pay and hours depending on skills. 453-2577

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

BOOKKEEPER
Sales office in western Southfield area needs a full charge bookkeeper with knowledge of computers. Will consider experience helpful. We provide medical insurance, paid holidays, profit sharing and good working conditions. Call or send resume to:
Attn: Mrs. Green
26877 Northwestern Hwy.
Suite 200
Southfield, MI 48034
353-4300

BOOKKEEPER/SECRETARY
Growing W. Suburban Sub-Contractor seeks Resume. Top Pay/Benefits. American Yark. 255-8226

BOOKKEEPER
with bookkeeping & computer experience. Southfield
353-3348

CLERICAL part time mornings, M-F in Livonia. General office skills, typing, good phone voice, some computer knowledge. Vickie 478-5000

504 Help Wanted Office-Clerical

Bookkeeping
Partial Listing of Positions
ACCOUNTS PAYABLE - N. W. suburban company seeks experienced accounts payable clerk. Must know all aspects including accruals. Experience with bank reconciliations and Lotus a plus. Excellent benefits!
PART-TIME PAYROLL - Walled Lake area business requires part-time Payroll Clerk for Mon.-Wed. Includes hourly/salary payroll and file updates on an In-House system. Payroll tax knowledge a plus
ACCOUNTS RECEIVABLE BOOKKEEPER. Major corporate office in area has an opening for full-charge receivables. Must have minimum 5 years experience in receivables with knowledge thru month-end closing and management reports. Excellent benefits!
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid

CASHIER/RECEPTIONIST
Full time work, Friday and Saturday for ladies retail store. Please call Mon.-Fri., 10am-6pm, ask for Ginny manager 543-0770

CLAIM REPRESENTATIVE
For handling workers compensation claims in Southfield office. Inside office position. Must have some experience. Claims handling experience required. Call Cindy:
353-5800, extension 254
An Equal Opportunity Employer

CLERICAL/AUTO DEALER
Immediate opening for full time experienced new & used car costing person for large volume Chrysler franchise dealer. Good benefits. Apply in person: Bob Saks, 33500 Grand River, Farmington

CLERICAL
CONSULTANT
TRAINEE
If you have prior secretarial experience and desire to enter a challenging inside sales position, we offer training, benefits, salary and commission. Call 649-5300.

SNELLING & SNELLING
TROY

CLERICAL/DATA ENTRY
Redford area. PC & CRT experience preferred. Computer aptitude and experience desired. Full time. Good wages & benefit package. Send resume & salary requirements to: Creative Information Services, 14 Telegraph Rd., Redford, MI 48239, or call for interview between 8am-4pm.
313-532-4040
An Equal Opportunity Employer

CLERICAL HELP/CARPET STORE
Looking for the work force or new to the work force ... this may be the job for you. Pleasant working conditions, full time position available, evenings and Saturdays. Contact Store Manager for appointment.
522-7000

CLERICAL - MAIL ROOM/DRIVER
Computer leasing company in Livonia is seeking a well organized individual to handle mailroom & busy mailroom. Duties include opening & distributing mail, collating all outgoing mail & other clerical duties. Some light lifting required. Must have a valid Michigan drivers license & good driving record. Excellent benefits & advancement opportunities are available to qualified applicants. For more information please call 261-8220

CLERICAL
OPPORTUNITIES
If you possess accurate typing of 55-60wpm, good telephone manner, aptitude and a desire to grow in a professional business environment, we have several jobs available. Duties include answering department telephones, typing, word processing & other miscellaneous clerical responsibilities. Previous office experience preferred. Word processing or PC experience a plus. A complete benefit package is offered. Dedicated candidates should apply Mon.-Fri., 9-4:30pm.
Human Resources
FRANKLIN MINT
MORTGAGE CORPORATION
28175 Haggerty Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL - PART-TIME
For apartment complex in Southfield. Good typing skills and telephone personality. Call Mon. thru Fri. 9am-5pm. 425-0052

CLERICAL PERSON
To assist with typing, light bookkeeping, a/r collections & phones for busy Southfield insurance office in Livonia. 471-3965

CLERICAL POSITION at southwestern Oakland County. Mon. thru Thurs. 9 till 5. Excellent telephone & clerical skills plus ability to think on your feet required.
Call ask for Shelley 569-5320

CLERICAL POSITION in small non-profit office. Must be mature, experienced, type 45 wpm, have math skills & be people oriented. Part time, flexible hours. Respond to: P O Box 338, Dearborn Heights, MI 48127.

CLERICAL WORK - part time mornings. Immediate opening, accurate typing & good math skills necessary. Shorthand desirable. Office located in a bike hut at Southfield Rd. Ask for Don or Pat 559-1160

CLERK
Masco Corporation, a rapidly growing Fortune 500 diversified manufacturer has an entry-level clerical position available in its Pension Department.
The qualified candidate will be responsible for typing, filing, data entry, and basic clerical secretarial overflow. Good typing skills are required. Familiarity with a CRT would be advantageous.
This full-time position offers a competitive salary, excellent benefit package and excellent future potential. Please send resume with salary history to: Human Resources - Dept. SEC

Masco
Corporation
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

CLERK
Senior Clerk needed to perform administration of health benefits. Knowledge of COBRA is plus, although general insurance billing experience may be considered. Ideal candidate will have excellent communication skills (both verbal and written) and CRT experience. Will train. Offer a competitive salary and benefit package. Please send your resume and salary history to:
MIDWEST BENEFITS
CORPORATION
23503 W. 12 Mile Rd.
Southfield, MI 48034
Attn: Personnel/Cobra

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidates should possess a minimum typing speed of 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefits package. For consideration, please send resume to:
CLERK/TYPIST
P.O. Box 779
Detroit, MI. 48231

CLERK TYPIST NEEDED for Ethnic/Japan interior design firm. Good figure aptitude a must. Entry level position, some advancement preferred. Call Mrs. Wilson 10AM-3PM, 647-2100

504 Help Wanted Office-Clerical

CLERK TYPIST
Detroit-based firm seeks individual with minimum typing speed 45 WPM, good telephone manner & general clerical knowledge. Hours 8:30am-5pm, Mon.-Fri., limited parking available. If interested send resume or call for appointment: Ms. Pychlau, Jim Dandy Corporation, 1700 W. Fort, Detroit, MI. 48216.

CLERK TYPIST for Southfield location. Variety of duties. Some computer knowledge helpful. 353-8080

Clerk/Typist II
The Detroit Institute of Arts, West Bloomfield is seeking a person to perform a variety of clerical tasks in the Planning Dept. Applicants should have a high school diploma or its equivalent with courses in typing & good clerical & composition skills. Experience with dictation, recording equipment & some experience with word processing is desirable. 1988 salary range $18,066.32 minimum to $19,066.32 maximum with an excellent fringe benefit package. Applications will be accepted until 5:00 p.m., May 18, at the Personnel Dept., 4480 Woodward Ave., Detroit, MI 48201, W. Bloomfield, MI. 48033.
An Equal Opportunity Employer

COLLECTIONS
Are retailer accepting applications for full time collection specialist benefits. Attractive working conditions. No Saturdays or holidays. Apply in person
JACOBSON'S
336 W. Maple • Birmingham
An Equal Opportunity Employer

COLLEGE STUDENTS
Have you heard the old catch 22? You can't get the job without experience, but you can't get the experience without the job? Now is your chance to gain valuable experience working for well known companies.
CLERKS
TYPISTS
DATA ENTRY
SECRETARIES
WORD PROCESSORS
LIGHT INDUSTRIAL
IMMEDIATE OPENINGS
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

CUSTOMER LOAN
CLERK
Full time entry level clerical position in our Southfield mortgage office. Candidate must have a minimum of 1 year office experience with strong typing skills and the ability to handle the pressure of daily responsibilities in a professional and dependable manner. Excellent benefits and opportunity for advancement and an excellent salary are offered. Send resume and salary history in confidence to:
HUMAN RESOURCES - LC-OE
P.O. Box 6223
Troy, MI. 48084-6223
Equal Opportunity Employer M/F

CUSTOMER SERVICE
Plymouth based manufacturing, design and manufacturing firm seeking to fill full time Customer Service position. Requires inductive typing skills, strong communication skills and the ability to learn quickly in a fast paced atmosphere. Experience helpful but not a must, willing to train. Offers full company benefits. Salary commensurate with ability and experience. Please forward resume and salary requirements to Box 732 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

CUSTOMER SERVICE REP for busy office. Good telephone manners a must. Light typing. Pleasant work area. Call Doris 351-6919
An Equal Opportunity Employer

CUSTOMER SERVICE
Telecommunications company in Farmington Hills has immediate opening for individuals for telephone work. Must have a high energy level. Customer service background a plus. Salary plus bonus. Please call Ms. Zinger, 553-0300 ext 250

CUSTOMER SERVICE
Fast growing communications company in Farmington Hills has immediate openings for individuals with excellent communication skills to fill customer service positions. We are looking for energetic individuals who are self motivated who will not be intimidated by heavy work. Must be detail oriented. Apply by resume or application to Vicki:
Paging Network of Michigan, Inc.
28333 Southfield Rd.,
Lathrup Village, MI 48076.
558-3434
An Equal Opportunity Employer

CUSTOMER SUPPORT REPS!
National pharmacy computer firm has challenging full and part-time positions. We are looking for experienced team players with excellent client and verbal communication skills. Must be self-motivated and enjoy working in a fast paced, problem solving environment. 2 year degree, or previous related experience in computer, tech or customer support rep is a plus. Please send resume and salary history to:
S. H. Pharmacy
30231 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY CLERK
Full-time, Good benefits. Some general office duties. BM 36 experience necessary. Send resume with salary requirements to: Office Manager, 12200 Sears, Livonia, MI 48150

DATA ENTRY CLERK
Available in Southfield. Experience preferred. Knowledge of computers helpful. Locke 1-2-3 experience a plus. Available immediately. $6-$6.50 per hour plus benefits. Mail resume to: Kelly Services, 31117 W. Little Rd., Sta. #839, Southfield, MI. 48075.

DATA ENTRY CLERK
Fast paced growing company seeks a dependable individual with accurate typing skills of 60wpm. Good clerical knowledge and IBM 36 or AS-400 experience helpful. A permanent full-time position with benefits is available. Please call 317-9675 or send resume to: Box 812 W. Lake Rd., Ste. #239, Southfield, MI. 48075.

DATA ENTRY/
COMPUTER OPERATOR
Plymouth manufacturing firm requires a person to perform data entry, computer operations and general clerical functions. Must be organized, detail oriented and work well under pressure. Salary plus benefits. Send resume with salary requirements to: Box 6075 General Drive, Plymouth, MI. 48170

DATA ENTRY/CUSTOMER CONTACT
Rapidly growing auto repair facility. Unique opportunity for person that enjoys fast paced positive environment. Apply in person: Jim's Auto Care, 807 Doheny Dr, NorthVille. 349-6115

DATA ENTRY
Entry level position. General office duties plus an aptitude for math required. Send resume or apply in person to: Mr. Lipsitz, Productions of 40 100 Grand River, Novi, MI 48050

DATA ENTRY - job costing dept. strong aptitude for numbers required. Full time permanent position. Send resume to: P.O. Box 314, Walled Lake, MI 48088

DATA ENTRY
"People Person" with 3 years experience alpha & numeric for temporary to permanent position in Novi area. Professional environment. Call today.
J. Martin
Victor
Temporaries
38215 W. 10 Mile, between Halstead & Haggerty, (Inside Suburban Medical Building)
474-8722

EXECUTIVE SECRETARY
Dearborn area. Good typing, filing, phones, math skills. Benefits. Call Charlene at 538-1200 ext 231

504 Help Wanted Office-Clerical

EXECUTIVE SALES SECRETARY
Full time for small Farmington Hills mechanical contractor and manufacturer Rep seeking aggressive Shorthand and word-processing skills required. Full benefit package. Please send resume to Box 832 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY to President of 19 year old fast growing financial corporation. Excellent typing & communication skills mandatory. Previous executive level experience preferred. Shorthand helpful. Good benefits package. Compensation commensurate with experience. Send resume to Box 736 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARIES & Administrative Assistants needed for major metropolitan offices. Need experience, excellent skills, references, & typing skills of 50wpm & more. Knowledge of Word Perfect, Lotus, knowledge of plus. Technical Staff, Mon., Tues. & Wed. 569-3044

FRONT DESK RECEPTIONIST
Southfield service company seeks bright, hard-working individual to assist management. Duties will be varied and challenging. Excellent secretarial skills required. Successful candidates must be willing to work flexible hours, be self-motivated and organized with attention to detail. Send resume to: P.O. Box 300, Southfield, MI. 48037

EXECUTIVE SECRETARY
To work for rapidly growing downtown Detroit company. Major duties include word processing, filing and answering inquiry phone calls. Successful candidate will have experience working with computers, working with upper management and be highly organized. Knowledge of WordPerfect preferred. Competitive salary and benefits. Send resume with salary history to:
Personnel Coordinator
D2208, Detroit, MI. 48202
An Equal Opportunity Employer

FAST-PACED TECHNICAL SALES
Office for Sales, Suburban Sales ORDER DESK position available. Duties involve extensive customer contacts, applications & order entry paper work processing. Good phone skills & experience required. Small office atmosphere. Salary commensurate. Resume to: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Full charge with computer experience. Must be a self motivated & a self starter. Person with good accounting background. Non smoker. Send resume to 377 Amelia, Plymouth, MI 48170

PART TIME - GENERAL OFFICE
Help needed for summer months. Filing & good organizational skills needed. Apply in person: Mon.-Fri., between 10am-4pm. 667 Manufacturers Dr., Newburgh/Cherryhill area, Westland.

GENERAL
OFFICE PERSON
NEEDED
for our PERT OFFICE IN LIVONIA. Must have outgoing personality and pleasant voice. Between 50 - 60 hours work week and some Sat. Must be FLEXIBLE. Benefits after 90 days. Experience in office atmosphere helpful but not necessary.
WILL TRAIN
HIGH PERSON
Call: 977-2710
for more information & location.

GENERAL OFFICE
Part time, 12 to 5pm. Keego Harbor. Call 682-6655

GENERAL OFFICE HELP
Full time, will train. Apply in person Mon. thru Fri. 9-5
27875 Joy Rd, Westland.

GENERAL OFFICE - Mature person needed, must be willing to work switchboard. $3.25 to start. Call Bonnie, weekdays only 357-5023

GENERAL OFFICE - part time. Typing and clerical, word processing helpful but not required. Southfield Attorney's office 557-5023

GENERAL OFFICE - answer phones, typing, filing, expense reports, data entry, approximately 30/hrs. per week. Sidser Tool, Troy 435-1800

GENERAL OFFICE
Farmington Hills location. Responsibilities include filing, light typing and other related duties. Full time, benefits included. Call 553-6290

GENERAL OFFICE CLERK
needed for growing Southfield firm. Experience in financial lending will help but will train qualified applicant. Call between 9am-5pm, ask for Mr. Trudeau 552-1108

GENERAL OFFICE
Variety of duties, good typist, prior experience helpful. Small Southfield office, excellent benefits. Apply to: Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Beverly Hills Racquet Club has opening for secretaries with good typing skills, people oriented and well-organized. Must be in good physical condition and non-smoker. Full time positions available. Call Dawn at 642-8504

GENERAL OFFICE
Excellent temporary full time position exists for an individual with pleasant personality and good office skills. Our company located Southfield office. Please send resume or letter of interest to:
Frontier Super Stores
Lisa Lamption
28833 Telegraph Road
Southfield, MI., 48034

GENERAL office person, for a sales rep in N. Oakland area, telephone, General office, pleasant work. $1225/mo. Call Brenda at Uniforce 648-8500

GENERAL OFFICE & shipping job. Part time afternoons for a machine shop in Westland. Office experience preferred, but not necessary. Call 326-2984

GENERAL OFFICE HELP
Duties include telemarketing, answering telemarketing staff, data entry, receptionist, filing, bookkeeping. Great ground floor opportunity. Call 478-0002

GENERAL OFFICE
Diversified duties includes typing, extensive phone contact, basic office skills. Pleasant modern office located near Livonia Mall. Write to Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE people, type 40-50 wpm accurate. Data entry (4-6 mos experience) for many locations in large company. Plymouth, Livonia, Farmington. Free data entry training for those who qualify.
Call Diane at Uniforce 672-2930 or Amanda 357-0034

GENERAL OFFICE CLERK
Small Sales Office has opening for Clerk with some Data Entry & light bookkeeping experience. Good phone skills & high energy level, a must. Benefits package. Free parking. Resume to: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE people, 8-12 mos experience, type 40-50 wpm accurate, data entry, numeric or alpha (5-9 mos experience), for major Detroit area company. Many openings, many locations. Plymouth, Livonia, Southfield, Farmington, Detroit. $10000 to $1225/mo. Call Anne at Uniforce 557-0034 or Becky 473-2933

GENERAL OFFICE

GENERAL OFFICE
Growing suburban company seeks experienced data entry person for inventory & payroll.

ADMINISTRATIVE ASSISTANT
Varied duties working directly for company management. Word processing & organizational skills a must. Experience preferred.
Send resumes to: Personnel, P. O. Box 62002, Livonia, MI., 48152.

INSURANCE CLERK - minimum typing, good written & verbal communication skills. Knowledge of personal lines coverage desirable. Send resumes only to: Mark Bond, Alexander & Alexander, 700 Fisher Bldg., Detroit, MI. 48202.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

IMMEDIATE CLERICAL/Receptionist position available for a neat-appearance individual with an outgoing personality. Responsibilities include light typing, telephone skills & detail oriented. Excellent benefit package available. If you are interested please send resume to: Psychics, Inc. 6980 Orchard Lake Rd., Suite 110, W.Bloomfield, MI 48322

Immediate opening in a branch office of this leading finance company. If you enjoy a fast paced, but pleasant environment and handle figures accurately, this position may interest you. We offer competitive salary, comprehensive benefits, and opportunity for advancement. FLEET FINANCE INC. 2400 Renaissance Ctr., Suite 112, Southfield MI 48243. 356-5313
Equal Opportunity Employer M/F

INDEPENDENT INSURANCE AGENCIES seeking office seeking a 32-40 hrs/week Dictaphone experience a must. Knowledge of word processing helpful. Additional duties will include, phone back up & mail distribution. Send resume and salary history to: Adjusting Services Inc., Attention: Pat, P.O. Box 2250, Farmington Hills, MI 48333, Attention: Pete Hoadley

INSURANCE AGENCY in Redford needs full time personal lines person with insurance experience. Call early, 255-9250.

INSURANCE GROUP SALES secretary, full time. Southfield. Excellent benefits, including medical, dental, beneficial. CRT/PC experience preferred. 350-3337

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, free parking, free coffee, paid holidays & vacations. Call:
Mrs. Ann Thomas, 7:30am-4:30pm
Fri. 8am-12noon
INSURANCE OFFICE - Permanent part time position available immediately in W. Bloomfield. WB train. Insurance background helpful but not a must. Salary history, to:
Personnel Coordinator
D2208, Detroit, MI. 48202
An Equal Opportunity Employer

INTL FORWARDING CO.
Requires detail person to work in general office/clerical position. Good phone manner skills required. Shipping or Transportation experience a plus. Interview by appointment. 540-5483

INVENTORY CLERKS
Over 60 positions. Pick Secretary Assignments in Dearborn & Warren. Never a fee. Call
WESTERN TEMPORARY,
Troy Office ... 879-8300
Detroit Office ... 964-6370

INVENTORY CONTROL
Immediate opening. Sheet metal manufacturing firm in Redford. Proficient use of 10 key calculator, detailed entry required. Benefits package included. Call Mr. Ziegler, 532-7376

INVENTORY SECRETARY
For fast paced national building company in executive offices. Prior word processing & Lotus experience. Call Cathie 651-8940
Hours & Pay

JUST DO IT!!
Get the summer started with the right job. Temporary assignments are apply with a top company in the accounting/payroll industry.
Receptionists
Switchboard Operators
Typists
Secretaries
Word Processors
Call for an appointment at any office listed below or stop in and apply at the location. Mon. - Fri., 8-11am or 1-3pm
28200 Greenfield, Suite 100
(Just N. of 12 Mile)

TR
Temporary
Resources
737-1711
Southfield 353-7505
Troy 583-0210
An Equal Opportunity Employer

KEYPUNCH OPERATOR. Must know "basic" computer systems. Full time position. Call for appt. for interview between 8am-5pm 427-2333

LEADING CONSULTANT needed for Medical Office. Full time, Mon-Fri. in Bloomfield. Weekend and evening hours. 474-8500

EXPERIENCED legal secretary/paralegal for law office. Pleasant surroundings, good benefits & competitive salary. Please call Administrator at: 645-0100

AN OUTSTANDING OPPORTUNITY
Secretary/Receptionist Position. Must know IBM P.C. WordPerfect, General Practice Law Firm. Very Excellent salary & benefits.
Southfield area. 353-3850

LEGAL
PERM/TEMP
RenCen firm needs Corporate Litigation secretaries. Send client interrogatories to here. Solid benefits. To $20,000.
Legal Assistant needed in Litigation by this major financial institution. WordPerfect experience a plus. Should be