502 Help Wanted Dental-Medical

RN'S
W. Bloomfield Nursing center near Maple & Drake has openings on all shifts for RN's, 2 pm to 10 p.m. Salary $13 or $16 without benefits, $14 or $17 without benefits. Interviews & Scheduling. Please call Mrs. Manouso or Mrs. Murrie at 661-1600

SONNY ROLLINS TICKET WINNERS

MARY ANN HEILLILA
19215 W. 8 Mile Road
Detroit

DOROTHY JARRELL
18456 Lennane
Redford

MR. & MRS. JURIS STEPE
1267 Greengate Court
Bloomfield Hills

IRENE RATAJACK
17770 Denby
Redford

JOAN MASON
4229 Hampton
Royal Oak

FLOYD REEVES
14889 Lindsay Street
Detroit

MRS. RUBY CLARK
26726 Lehigh
Inkster

Please call the promotion department of the Observer & Eccentric Newspapers, July 5 to 9 to claim your FREE SONNY ROLLINS TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

SCHEDULING ASSISTANT
Energetic, organized, detail-minded, for scheduling nurses. Must be detailed oriented and possess excellent communication skills. Part-time & every other weekend. 12 Mile/Telegraph area. Health Professionals, Ltd. 357-7090

PART TIME SECRETARIAL
Typing proficiency helpful. Flexible 15-20 hours/week for Southfield dental practice. Non-smoking. Call between 10-3pm 537-7100

SENIOR MEDICAL BILLER
Minimum 5 years experience. Must be well versed in all aspects of the billing department. Send resume with salary requirements to P.O. Box 2900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SPECIMEN PROCESSOR
Smithville of Detroit Lab, in Farmington Hills, has immediate full time opening for technician, 3 days, afternoon shift, $4.32 per hour. Call after 3 pm 476-4141
An Equal Opportunity Employer

THIRD PARTY medical billers for major Michigan corporations, many openings, excellent pay. Call Lynn at Uniforce 337-0034

ULTRASOUND SONOGRAPHER
Experienced, full time position for 1 day a week for W. Bloomfield Internist. 851-1411

X-RAY TECHNICIAN
For orthopaedic office, part time, Sterling Heights area. Inquiries made at 292-6200

X-RAY TECH
Registered
Full time position for Southfield clinic. 352-9529

504 Help Wanted Office-Clerical

ACCOUNTING
ASSISTANT/RECEIVABLES
A Farmington Manufacturer seeks responsible, motivated person for Accounting Assistant/Receivables positions. Basic Bookkeeping skills, 1 year. Needs good customer contact & phone skills. Knowledge of Lotus 1-2-3 & System 38 helpful. Send resume & salary requirements, to:
Box 374, Attn: Staff, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

Accounting
Corporate Clerical Opportunities
Kelly Services, America's leading temporary help firm, has many excellent opportunities available at our world headquarters in Troy.
Accounting Clerks
Good typing and telephone skills and knowledge of basic accounting principles are a quality goal for this position. You will reconcile bank statements, post accounts receivable, prepare journal entries and assist with special projects. Previous bank reconciliation experience.
Kelly offers competitive pay and benefits. Please apply in person or send resume to: Kelly Services, 1000 W. Big Beaver Rd., Troy, MI 48084.
KELLY SERVICES
An Equal Opportunity Employer

ACCOUNTANT
Top salary for qualified office, Mature homemaker with bookkeeping experience welcome. Reply to P. O. Box 978, Detroit, Ms. 48228.

ACCOUNTS PAYABLE & PAYROLL CLERK
Medium sized company located in Livonia has an opening for an Accounts Payable & Payroll Clerk. Experience required. Excellent benefits & good starting salary. Send resume & salary requirements to Box #362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE, Personal Approx. 18 hours/week, 3 mornings/week. Lafayette Building, 2415 W. Maple, Birmingham MI 644-4576

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE & RECEIVABLE CLERKS
Due to expansion, we have entry level positions and need dependable, responsible, motivated individuals who are seeking long term employment, possess the ability to work well with others and possess necessary common sense to perform a variety of tasks in our accounts payable and accounts receivable departments. We will train the individuals who have these qualities. Apply in person: 9-noon daily 8am-4pm.
WEALTHLAIN COMPANY
500 KURTIS BLVD., TROY
(1st stop light N. of 13 Mile W. of Livernois)
AAE EOE M/F/H/V

ACCOUNTS PAYABLE CLERK
Farmington Hills office is seeking organized individual, ability to work in high volume fast paced office. Experience in manual & computerized systems. Typing experience a plus. Call 553-5260

ACCOUNTS PAYABLE CLERK
An Arbor management company is currently looking for an Accounts Payable Clerk. One-three years experience is necessary with organizational and data entry skills. Good starting salary and fringe benefits offered. Please send resume to: P.O. Box 8626, Ann Arbor, MI 48107

ACCOUNTS RECEIVABLE/ DATA ENTRY CLERK
Experienced in retail accounting. Hourly plus benefits.
Send resume to P O Box 391, Birmingham, MI 48012

ACCOUNTS RECEIVABLE CLERK, needed for property management firm located in Southfield, 12 Mile. Must have experience with computerized Accounting.
Resume to: P. O. Box #306, Southfield, MI., 48037.

ACCOUNTS RECEIVABLE CLERK
Minimum 1 year experience with computerized accounts receivable and billing procedures. Accounts payable experience helpful. Must be accurate & dependable for fast paced office. Canton area. 455-1515

ACCOUNTS RECEIVABLE
COLLECTION CLERK • $6.50 per hour. Busy distributor needs in house person to pursue past due invoices & reconcile customer deductions. Must have strong written & phone skills. Previous cash application experience helpful. Send resume or apply in person to:
New Right Industries, I 41911 Ford Rd. Canton, MI 48187

Accounts Receivable Clerk
Professional Finance & appliance distributor in Farmington Hills has position available in Accounts Receivable Dept. Some experience in Accounts Receivable or Payable is preferred. Good salary. Excellent benefits. Call 471-5300

ACCOUNTS RECEIVABLE CLERK - 3 years experience in a wholesale business with responsibility for applying cash to all open items accounting system. Also experience preparing debit and credit memos, making collection phone calls and personally computed data entry are required. Full-time, Benefits. Telling applications at: Allen Electric Supply Co., 31700 Plymouth Rd., P. O. Box 2468, Livonia, MI 48151 421-5300
An Equal Opportunity Employer

BIRMINGHAM - REALTOR Needs "Take Charge" Administrative Assistant to process multi-list service, listings, contracts, file, type, some responsibility, will train right person. Word processing experience a plus. Health, retirement & paid vacations. Call 645-1802

Administrative Assistant/ Secretary
Real Estate development office in Birmingham. Responsibilities include secretarial, legal file organization, computer and office equipment purchasing, banking and general administrative duties. Call for appointment, Non-smoking office. Call Karen 646-2220

ADMINISTRATIVE Assistant/Secretary for home Mortgage Lender. Person needs to be a self-starter with strong word processing & organizational skills. Excellent benefits & salary. Please send resume to: Kimberly, Bertak Company, 31731 Northwestern Hwy., Suite 200, Farmington Hills, 48018.

ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high computer communication skills, and ability to write and a desire to learn and be exposed to a fast paced environment. Unlimited opportunity if qualified. Salary commensurate with experience. Send resume with ability and performance. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.

ADMINISTRATIVE SECRETARY
Immediate opening. This highly visible position will report directly to the company vice-president. Dedicated applicant must be a professional & energetic individual capable of performing various secretarial duties including typing, filing, telephone duties, making traveling arrangements, sending sales meeting notices, maintaining a filing system & sorting mail. We offer pleasant work environment, salary commensurate with experience. Company also brings benefit program. Qualified candidate may apply or send resume with salary history to: Inconsol-Rand, 23400 Halstead Rd., Farmington Hills Equal Opportunity Employer M/F/H

ADVERTISING AGENCY
Several positions available
Temporary Typist/Secretary
for vacation replacement typing, 60-80wpm, excellent phone & organizational skills. Some overtime.

Typist/Secretarial positions
Typing 50-60wpm NSI word processing experience preferred but will train. Heavy typing, filing, copying, good phone manner & organizational ability required. Some overtime. Tall Timber area. Good starting salary/benefits. Call Nancy Newman 643-6170
An Equal Opportunity Employer

A GENERAL secretary for Troy company. Light shorthand or dictaphone, 6 1/475/mo. Call Marie at Uniforce 648-6500

AGGRESSIVE RENTAL PERSON
For busy apartment community. Must have excellent organization and communications skills. Salary plus commission. Send resume to: Box 366, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A Kelly job is at your fingertips
If you have good word processing secretarial skills pick-up the phone and call Kelly Services today. We have immediate openings and short term positions available in the Troy area.
Call Kelly today for more information:
Troy
362-1180
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency Never A Fee
Equal Opportunity Employer M/F/H

BIRMINGHAM CPA firm looking for experienced typist - WordPerfect word processing preferred. Good benefits. Call Deborah 642-5621

504 Help Wanted Office-Clerical

APPLICATIONS PROCESSOR
needed for Employee Benefits Program. Good telephone communications and need dependable, responsible, motivated individuals who are seeking long term employment, possess the ability to work well with others and possess necessary common sense to perform a variety of tasks in our accounts payable and accounts receivable departments. We will train the individuals who have these qualities. Apply in person: 9-noon daily 8am-4pm.
WEALTHLAIN COMPANY
500 KURTIS BLVD., TROY
(1st stop light N. of 13 Mile W. of Livernois)
AAE EOE M/F/H/V

A SECRETARY - for front desk spot. International corporation in Oakland County, type 55 - 60 wpm, lots of variety, $16,000

DEC MATE - NSI word processor for major Michigan corp., (3-4 mos. experience), type 50 wpm $15750/mo

NEVER A FEE
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357-0034 646-7660

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Livonia	478-1010
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ATTENTION
- Word Processors
- Typists
- Data Entry Operators

If you have the skills, we'll give you the experience. Immediate long and short term assignments available. FREE WORD PROCESSING TRAINING FOR QUALIFIED APPLICANTS. For more information and a personal interview, call:
Norrell Services
553-5858

AUTO DEALER has immediate opening for automotive Bookkeeper. Experienced in accts. payable, car costing, payroll and GL accounts is required. Call for appt. 534-1400

AUTO DEALER
looking for full time bookkeeper trainee. Some experience helpful, willing to train the right individual. Please apply at: Holiday Chevrolet, 30200 Grand River, Farmington

AUTO DEALERSHIP NEEDS experienced GM Warranty Manager. Good benefits. Apply in person at: Don Massey Cadillac, 40475 Ann Arbor Rd., Plymouth

AUTO DEALER, responsibilities will include: assisting in daily & end of the month sales, customer relations, resolving billing problems. Desired candidate must have 2 years experience in billing, must be self starter. Computer experience in Lotus 123 & Word Perfect. Send resume to: Personnel Department, Realtron Inc., 32605 8 Mile Rd., Redford, MI 48239

BOOKKEEPER
Clawson publishing company needs experienced part time bookkeeper. Send resume to: General Manager, 800 N. Crooks, Clawson, MI. 48017.

BOOKKEEPER/CLERICAL
for non profit organization, 30-40 hrs. per week. Must have accurate typing & personal computer skills required. $4.80-$5/hr. Call Janet Long on experience. Please send resume to P. O. Box 115, Plymouth, MI. 48170.

BOOKKEEPER
Experienced accounting, 1-person office, West Warren Frult Market, Dearborn. 274-6100

BOOKKEEPER - Full charge with computer experience. Must be a self motivated & self starting person with good accounting background. Non smoker. Send resume to: Allpack & Co., 377 Arvella, Plymouth, MI 48170

BOOKKEEPER - FULL CHARGE
20-25 hrs. week. Troy Doctors' office. Mature, computer experience. Demanding. Immediate. 828-8300

BOOKKEEPER - 10 hrs. days, full time, for fast paced W. Bloomfield travel agency. Excellent organizational skills. Accounts receivable, accounts payable experienced. Payroll, a proprietary system. Benefit package. Salary determined at interview. Ask for Dianne. 538-8118

BOOKKEEPER/GENERAL OFFICE
Thru trial balance. 1 person office. Payroll experience. Light duty. Insurance based construction company. CPA non-smoker. Client. Send resume inc. Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Large, growing CPA firm in Southfield has immediate opening for an experienced AR Bookkeeper with strong computer background. Responsibilities will include general bookkeeping for clients, the design and installation of computerized bookkeeping systems, and client staff training. Must have confidence, outgoing personality. Excellent starting salary and potential. If interested, please send complete work and salary history in strictest confidence to:
Jan Rutkowski
Fontana, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI. 48034

Bookkeepers
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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

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accounTemps
28588 Northwestern Hwy., #250
Southfield, MI 48034

Bookkeeping
Partial Listing of Positions
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BOOKKEEPER Construction To 19K
ACCOUNTS RECEIVABLE To 17K
PARA/PROFESSIONAL To $15K
ACCOUNTS PAYABLE 15K
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
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504 Help Wanted Office-Clerical

BUSINESS/OFFICE MANAGER
Troy law firm. Must have Business Degree, but 10% of time is lawyer & paralegal. Great salary & benefit package. Resume to: 1182 W. Long Lake Rd., Troy, MI. 48098

BUSY ASSOCIATION OFFICE in Livonia needs detail-minded person with general office skills for accounts Receivable collections, telephones, meeting arrangements, inventory control. Accuracy is important. Call for interview. 471-2960

BUYER I/P3 needed for an electronic company in Troy. Travel to Florida in January. Salary negotiable. Call Cathy 879-5630

CHURCH SECRETARY
Competitive salary, 20-25 hrs. per week. Organizational skills, accurate typist, people skills. New computer, wp software. Birmingham area. 12 Call mornings 644-4100

CLERICAL
Energetic personnelist needed for fast-paced customer service area. Familiarity with computer services helpful. Ideal candidate will have a full-time entry-level clerical position open in customer service. Must have good math and phone skills, and a desire to succeed. We offer excellent growth opportunities, good pay, benefits, and a variety of other incentives to qualified candidates. For more information, please call 261-8220

CLERICAL
General office skills, pleasant & eager to learn, good phone manner, typing & word processing. Excellent benefits. Full time, Southfield. Send any requirements to: Box 306 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION for Farmington Hills insurance agency. Experience preferred. Reply to: Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION for construction company in a northern suburb. Successful applicant must have good math skills and computer experience. Light typing using Word Perfect and general office duties are a plus. We offer excellent salary and benefits. 334-7032

CLERICAL
Troy based counseling agency has an immediate opening in the area of General Clerical. Computer knowledge helpful. Phone skills a must. Salary range between $5-$7/hr. Send resume to: Human Services Counsel, 575 E. Big Beaver, Suite 101, Troy, MI 48083.
An Equal Opportunity Employer

CLERK
Large Toyota dealership seeks bright individual for full time position in our fast paced service department. Must have knowledge of IBM system 36. Other duties include, typing, office customer relations and other office duties. We offer competitive salary and benefits. Please inquire in person only at
LeFONTAINE TOYOTA
2027 E. Maple
Dearborn, MI 48124
Ask for Ron Lutz
No Phone Inquiries Please
An Equal Opportunity Employer

CLERK/RECEPTIONIST
Immediate opening for a Clerk/Receptionist with Downtown-based company. This position offers a variety of responsibilities, including phone, light typing, as well as other general office duties. This is a full time position with advancement possible for the right individual. For consideration, send resume to:
CLERK/RECEPTIONIST
P.O. Box 2068
Detroit, MI 48231

CLERK/RUNNER
For downtown law firm. General office duties: filing, running errands, photocopying, word processing, non-smoker. Competitive salary and benefits. Send resume to: Box 354, 2520Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

COLD CASH FOR SUMMER
You'll have time to enjoy the weather, and you'll have cash, money and benefits. We now have openings for:
Senior Typists
- 50 wpm +
- correspondence, reports & memos
- experience with forms & or statistical information helpful

Call today for more information:

Livonia	522-4020
Garden City	422-0290
Livonia	522-3922

KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency Never A Fee
Equal Opportunity Employer M/F/H

COMPUTER COMPANY SECRETARY
$20,000
You will enjoy the professional image of this company. Great benefits include paid family medical, good skills needed. Fee paid. Call Sandy 557-7700
SNELLING & SNELLING

COMPUTER EXPERIENCE NEEDED
Long & short term position available for person with experience in word processing & data entry.
TOP PAY - BENEFITS & MORE
TR Temporary Resources
737-1711
Livonia, Farmington Hills, Troy
Southfield 353-7505
An Equal Opportunity Employer

CONTEST PROCESSING CLERK
Detroit based company seeks detail oriented individual. Must enjoy working with numbers. Good typing, math and organizational skills required. Call Pat Hesse at P.O. Box 200, Southfield, MI. 48037

DATA ENTRY CLERK for shipping & receiving department, experience in work in Birmingham. Full time, Benefits. Call for interview appointment. 647-1500

504 Help Wanted Office-Clerical

COMPUTER OPERATOR
Busy Data Processing Department has an immediate need for an experienced Computer Operator. Job must include the proven ability to work well independently, follow instructions and reports, and maintain take catalogs. Regular work week will include Saturday and Sunday with two days off during the week. Perfect for students! We offer a competitive salary and benefit package. Please send resume and salary requirements to:
MIDWEST BENEFITS
CORPORATE OFFICE
25505 W. 12 Mile Rd. - Suite 3000
Southfield, MI 48034
Attn: Personnel/Operator

CONTRACT COORDINATOR
Team-oriented company needs sales-minded individual to work closely with our Vendors. High volume of phones, also requires an aggressive person to call manufacturers. Must have strong computer, track record of successful phone sales, ability to meet tight deadlines a must. Medical product knowledge desired. Learn inventory management, order processing, computer on IBM System 400. Employee stock ownership plan. $5000 Bond required. Salary commensurate with experience. Mr. Paul Cox, P. O. Box CH 3335, Livonia, MI. 48151

CUSTOMER SERVICE/CLERICAL
Light typing, good attitude, competitive pay & benefits. Will train person with capability, pleasant phone personality, set foot in door, this position is busy. Apply in person Mon., Tru, Fri., 9am-3pm. Call Ms. Mr. Mr. Nelson, 23790 Heath drive, West Bretman Nov1 & Meadowbrook Roads).

Customer service/switchboard/clerical position with growth potential company located in Southfield, call Colleen or Maryann 353-2900

CUSTOMER SERVICE REPRESENTATIVE
must like to talk on the phone. Metro Vision Cable Co. of Detroit County 853-7003

CUSTOMER SERVICE
Farmington based copier dealer looking for person with excellent phone manner, computer entry, organizational skills, and problem solving ability. Call Lisa at 478-0005, Ext. 315

DATA ENTRY/Accounts Payable
City Transfer has immediate position open. Hours will be 8am-1pm daily, thru Fri. Possibility of more 8am-3pm at City Transfer, 15001 Hoover Street, Plymouth, MI. No phone calls please.
Data Entry
CHECK IT OUT
Fortune 500 company in the Troy area is in need of executive level assistants. Must be experienced in assistant level positions and have a professional manner.
Call Cathy today for more information.
Troy
362-1180
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
Not An Agency Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY/CLERICAL
Troy Office. Bend resume, stating salary, to: Box 355 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY operator needed for electronics company in Troy. Will be training in Florida in January. Salary, $4.80 an hour. Call 879-5630

DATA ENTRY OPERATORS
Hi-Tech Electronics company in Livonia has immediate openings for showroom data entry operators. Must type a minimum of 45 wpm & have some data entry experience. We offer excellent working conditions, good pay, benefits, and a variety of other incentives. For confidential consideration, please call Ms. Lynn 261-8220

DATA ENTRY operators, type 40 wpm, (3-6 mos experience) for major operations with large insurance firm in Farmington area. Call Cathy 553-8300/ext. Call Elena at Uniforce 648-8501

DATA ENTRY/PEOPLE with typing speed. Type 45-50 wpm. FREE training on computer for those who qualify. AM & PM's available. Call Kathy at Call Element at Uniforce 473-2900

DATA ENTRY PERSON for medical billing company. Call Sandy 557-2100

DEC MATE & NSI word processors for major Michigan corporation, type 50 wpm, $5/hr. Call Pamela at $1574/mo. Call Pamela at Uniforce 646-7662

DESIGNERS DETAILERS CHECKERS
Experienced in blueprint, automotive and electronic gauging. Contract positions with growth potential. Excellent benefits. Call 591-8220
AIR GAGE CO.
13170 GLIDE
LIVONIA, MI. 48150
(1 blk. E. of Newburgh)

DIVERSIFIED
has immediate permanent full time positions for:
- Secretaries/Word Processors
- Insurance Clerk
- Receptionist
- Accounting Supervisor

Call 344-8700 or send resume to:
DIVERSIFIED PERSONNEL SERVICES
27780 Novi Rd., Ste. 4104
Novi, MI. 48050 All fees Co. paid

DATA ENTRY/CLERICAL & Word Typing. 45-50 wpm. FREE training on computer for those who qualify. AM & PM's available. Call Kathy at Call Element at Uniforce 473-2900

ENTRY LEVEL CLERICAL
Applications being taken for Clerical positions in our Warehouse. No experience necessary, will train. For appointment Call Sandy 348-1400

EXCELLENT OPPORTUNITIES
TSI Office Services is in need of professional, highly motivated individuals. Training programs for processing experience. Types 40+ wpm, and knowledge of office clerical duties. We offer a full line of the 60 major corporations in Southfield & Farmington Hills Area.
FREE Word Processing Training for qualified individuals.
TSI
Office Services
489-8990
"never a fee"

EXECUTIVE SECRETARIES - If you are looking for excellent pay, flexible work hours and benefits call
ETD Temporary Service
423-6229

Executive Secretary
Office in Northwestern suburbs. Need special person with strong organizational skills and experience in word processing. Experience with DOS/Lotus a plus. Non-smoking office. Call Karen at 646-2232

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Growing Northville area real estate development firm seeking personable, self-starter, motivated and diversified individual, preferably with computer and accounting background, to join an established team. Opportunity unlimited. Send resume with salary requirements to: Wendy Homes, Inc., 832 Andover Dr., Northville, MI 48167

EXECUTIVE SECRETARY
Must be dependable & possess high skills in word processing, word processing & light shorthand. Self motivated, able to meet deadlines. Salary commensurate with skills. Full benefits and free paid.
Greenbrier Employment Services
776-0560

EXECUTIVE SECRETARY
$20,000 PLUS
Interesting responsibilities include assisting office administration and more! Good skills a must. Fee paid. Call Sandy 557-7700
SNELLING & SNELLING

Executive Secretary
CITY MANAGER'S OFFICE
CITY OF NOVI
The City of Novi is accepting applications for the position of Executive Secretary in the City Manager's office. Salary range $20,000 to $22,000 with a comprehensive fringe benefit package. Qualifications required: Ability to operate computer, minimum typing speed of 60 WPM, 5 years previous secretarial experience, college degree, should possess strong verbal and written communication skills. Obtain and submit application and resume by July 14, 1989 at 5 PM.
CITY OF NOVI
PERSONNEL DEPARTMENT
45175 W. 10 Mile, Novi, MI., 48050
An Equal Opportunity Employer

EXECUTIVE STATISTICAL Typist needed for CPA firm in Birmingham. Should have CPA experience. Salary $23,000 to $25,000. 879-6630

FILE CLERK for Doctor's Office. Must be organized & able to work with little supervision. Some typing helpful. Full time, Southfield. Apply at: 23800 Orchard Lake Rd., Ste. 100, Farmington

FINE WORD PROCESSING training on Word Perfect Or Display Write 4, or word processing experience. Call for appointment. Hours, many openings in Farmington Hills, Troy, Southfield, $1450-$1650/mo. Call Holly at Uniforce
or Mary Ann 473-2034

Full or Part Time position with prestigious downtown art gallery. Necessary skills include: telephone, telephone technique & office procedures. References requested. Call Mary 963-2350

GENERAL CLERICAL-Birmingham law firm has full-time opportunity. Typing & filing. Will train capable person. Call Ann 433-1414

GENERAL OFFICE - busy management firm in Birmingham looking an aggressive individual with experience. Call Cathy at 758-5600

GENERAL OFFICE
Must have computer knowledge on Lotus or other spreadsheet. Excellent salary essential. Full-time position. Pleasant working conditions & benefits. Send resume to: Box 1000, Maple Groups, 23000 Bonhomme, Farmington Hills, MI. 48024
or call: 471-4948

GENERAL OFFICE - busy Wyndham office needs a self starter. Light typing, phone, general office duties. Call Cathy at 478-1100

GENERAL OFFICE - Southfield wholesale distributor seeking qualified individual to assist Sales Coordinating duties. Deem 358-2994

GENERAL OFFICE
Mature full time office person needed. Accurate typing skills a must. Good with customers, good telephone skills. Call Ann 261-8220

GENERAL OFFICE CLERK for computer data entry, phone screening and light filing. Will train. Apply in person: Level IV Products, 11800 Belden, Livonia.

GENERAL OFFICE
Novi area. Permanent Part-time, 30 hours. Typing 50 wpm. Apply to P.O. Box 7032, Bloomfield Hills, MI. 48302-7032

GENERAL OFFICE - Full time. Must have good phone voice & average typing skills. Start $5.50 an hour with excellent benefits. Pleasant working. Will train. Troy. 649-2530

GENERAL OFFICE - experienced in computer operations preferred but will train. Call Sandy 557-7700
SNELLING & SNELLING

GENERAL OFFICE
Full time position in Farmington Hills office. Responsibilities will include sales support, billing, customer relations, bookkeeping and typing. Hourly plus benefits. Prior office experience required. Call 553-5300

GENERAL OFFICE

GENERAL OFFICE
Southfield area, clerical for engineering department. Duties: typing, filing, metered pricing, light drafting and phone skills. Call 355-8900

GENERAL OFFICE
mature person with minimum computer skills needed for small Southfield CPA firm. Wide variety of responsibilities, responsible for correspondence, bill's & accounts payable, filing, typing, copying, dictaphone, transcription etc. Salary commensurate with experience 557-0441

GENERAL OFFICE
Individual needed for our Town office, general office duties, Pleasant office, flexible hours, Medical product knowledge desired, Accurate inventory control skills and dictaphone. Learn PCS switchboard and computer applications on IBM System 400. Employee stock ownership plan. Mr. Paul Cox, Greenbrier Plan, (ESOP). Send resume to: Box CH 3335, P. O. Box CH3335, Livonia, MI., 48151.

GENERAL OFFICE WORK
Part time. Entry level with excellent potential for motivated person. West Bloomfield 851-8200

GRADUATE OPENING
Receptionist/Secretary. Will assist Counselor in decision, typing, general office skills. Experience preferred. 532-7100

INSURANCE AGENCY (Property Casualty) in W. Bloomfield, needs experienced, non-smoker, to service Personal Lines and small commercial accounts. Computer cost/or bookkeeper background helpful. Salary open. Full or part time. 851-2223

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
591-4000
Mon. thru Thurs. 7:30am-4:00pm
Fri. 8am-1noon

504 Help Wanted Office-Clerical

INSURANCE
Innovative, fast growing insurance agency located in Southfield needs a knowledge of computers using Wordperfect 5.1 and Lotus 123. 2 yrs. progressive insurance experience preferred. Send resume to: Box 260, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE SALES OFFICE
General office duties & service work. 8:30am-4:30pm, Mon.-Fri. Farmington Hills area. Salary commensurate with experience. Call 641-0955, ext. 311

LEGAL SECRETARY for busy Birmingham law firm. Must have good organizational, communication & typing skills. 1 yr. must experience. Send resume to: Director of Human Resources, Simpson & Morter, 555 S. Woodward, 5th Floor, Birmingham, 645-0500

LEGAL SECRETARY
for Birmingham law firm. Legal experience essential.
Call: 258-0800

LEGAL SECRETARY - PART TIME
Seeking a self motivated individual with litigation & computer experience to work after business hrs for busy firm. Salary commensurate with experience. Call 641-0955, ext. 311

LEGAL SECRETARY for busy Birmingham law firm. Must have good organizational, communication & typing skills. 1 yr. must experience. Send resume to: Director of Human Resources, Simpson & Morter, 555 S. Woodward, 5th Floor, Birmingham, 645-0500

LEGAL SECRETARY
Southfield law firm, Southfield Brm. Proficient with WordPerfect. Legal experience with expert knowledge. Call for interview 557-9100

LEGAL SECRETARY
law firm with beautiful offices in Bloomfield Hills, seeks secretary with superior skills on IBM Compatible computers or compatible skill. Call Jan between 2pm-5pm. 641-7000

LEGAL SECRETARY - Hyatt Legal Services, Livonia, is now accepting applications for future full and part time Legal Secretary positions. Training provided. Applicant should be bright, energetic, possess good typing and telephone skills, Word processing skills a plus. Good salary, cross-training, and opportunity. Ic: Managing Attorney, Hyatt Legal Services, 31778 Middlebelt, Livonia, MI 48152.

LEGAL SECRETARIES
Of our 25 years of service and experience work for you. For professional placement call our temporary or permanent, register now with THE Kelly Girl Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-0180

LIBRARY SECRETARY
Full time position, $14,163/yr. Excellent typing skills required. Clerical duties, phone & public relations, particular education/experience. Organizational skills required. Apply Inquiries to: Send resume to Director, Farmington Community Library, 23737 W. 12 Mile Rd. Farmington Hills, Mi., 48018. No phone calls.

LIVONIA MANUFACTURER seeks experienced individual to handle office clerical duties including typing, 35+ wpm, telephone, basic math, 40 hrs. per week, competitive salary, Call Kathleen at Uniforce Livonia, 464-7000 (recruiting for a client)

MAIL/FILE CLERK
needed for busy Birmingham law firm. Independent and starter required. Will train capable person. Good salary, benefits. Call Kathleen at Uniforce, 8am-4pm 645-2440

MAIL/FILE PERSON
Seeking 18-25 year old. Salary $15,300 with benefits. Position in Madison Heights Area. Please send resume to: Box 1000, Maple Groups, Novi, MI., 48050, attn. D. Bailey.
An Equal Opportunity Employer

MAILROOM CLERK/COURIER
needed. Good communication, organizational skills needed. Must have excellent driving record. Send resume and salary requirements to: Personnel Director, P.O. 9078, Farmington Hills, MI 48333-9078

MEDICAL SECRETARY
38 hours/week, Southfield area, Monday thru Friday, evenings periodically. Office duties include: delivering and mince maintenance records. Call Diane for interview between 1-4pm. 353-7603

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
- Admissions
- Collections
- Hospital Billing
- Medical Receptionist
- Medical Transcription
- Physician Billing

Earn great pay with no fee. Call a Temporary Medical Service today for more information.
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443-5590

MEDICAL RECEPTIONIST
to schedule appointments, coordinate patients, assist in medical party insurance, but will train right person. Garden City area. Please send resume with salary requirements to Box 1000, O. Box 433, Garden City, MI., 48135

MESSENGER/CLERK
for Farmington Hills law firm. Reliable transportation required. Mileage reimbursed. Call 851-8000

NOVI-Small business looking for office helper. Typing, computing, phone, typing etc. 30-40 hours per week. Hours & pay negotiable. Experience preferred. Call 348-5058

OFFICE CLERK - MTI Corporation is looking for a full time person for our office. Job includes answering phones & light clerical work our distributors. No experience required. We will train. Interested will be held on 4/5, 5, Tues., Wednesday 9 a.m. 4:30pm 8 Lite Rd., Plymouth. Or call: 459-2990

OFFICE HELP/DEPENDABLE
Bookkeeper for
300 Venoy, Westland
Al Jerusalem

OFFICE MANAGER/SECRETARY
Wanted - energetic, personable, well organized individual to run work in fast paced Troy Estate Sales. Responsible for correspondence, general office management. Must have excellent secretarial skills with 2 yrs. experience. Send letter and resume to:
Catalog Media Corporation
3150 Livernois, Suite 275B
Troy, MI 48083

504 Help Wanted Office-Clerical

OFFICE MANAGER
Well established business in service company located in Livonia has an immediate opening for an Office Manager. Individual will be responsible for all aspects of accounting including job costing, benefits and other administrative duties. Applicants must have 5 yrs. of accounting experience, as well as excellent organizational and people skills. Experience in construction accounting a plus. Excellent benefits and salary. If interested please send resume and salary requirements to:
C.L.
Fontana, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI., 48034

OFFICE MANAGER
Organized & energetic individual needed to join a dynamic environmental management firm. Responsibilities will include maintaining purchase orders, processing repair reports & other office assistance in a fast paced office setting. We are looking for a candidate who has demonstrated person who desires a long term commitment. Salary negotiable. Please call 471-6300 or send resumes to:
Independence Green Apts.
30700 Northwestern Hwy.
Farmington Hills, MI. 48024

OFFICE POSITION - Part-time Student for part-time office position. Low, provided of computers, typing, filing & phones. Part-time hours: Monday, Tuesday, Wednesday, Thursday. Approx. 20 hrs. per week. Please call Sharon. 626-5533

OFFICE SUPPORT POSITIONS
Southfield distributor seeks qualified individual for entry level office position. Must be proficient calculator & math ability necessary. We provide excellent benefits & working conditions. Call before 11am 352-0378

PART-TIME CLERICAL HELP for CPA firm. Flexible hours. Bookkeeping & computer experience helpful. Call Ms. Lynn at 644-0300 or D. J. 8735 Telegraph Rd., Suite 225, Birmingham MI 48010

PAYROLL CLERK
for moving & storage company. Prior payroll & computer experience required. Contact Personnel, P.O. Box 2406, Livonia, MI. 48151

PERSONNEL ADMINISTRATION
Factory Personnel Recruiting & Administration Firm looking for Personnel Administrator. General Manager. Minimum 5 years administration experience including supervisory responsibilities. Send resume to: Box 1000, Maple Groups, 23000 Bonhomme, Farmington Hills, MI., 48024. No phone calls.

PERMANENT Part Time - Double Tous, Bloomfield, telephone, public contact & sales ability. Southfield 13 Mile. Call Mr. Cone 644-2343

PERSONNEL
High energy, dynamic personnelist needed by personnel group international. Ideal candidate must have: Strong communication skills, detail oriented and professional appearance required. Telemarketing and/or personnel background a plus. Call 258-0378

St. Clair Shores 774-0730
Troy 643-4144
Harriet Sarga Personnel

PUBLIC RELATIONS SECRETARY
$16,000
An exciting secretarial position with a dynamic organization. This contact, my desire with Fochne 300 complex. Ideal candidate possesses strong and phone skills. Fee paid. Call Sandy Kaplan 557-7700
SNELLING & SNELLING

PURCHASING ASSISTANT
Large professional wholesaler needs a person with 1-2 years clerical experience. Gift Industry, phone, math skills and positive personality a must. Has office location in Livonia. Fax resume to: 462-4210, Ex.

PURCHASING ASSISTANT
Large professional wholesaler needs purchasing assistant with at least one clerical experience. Gift Industry